

# Cañada College

2024 - 2025 CATALOG



FROM HERE, YOU CAN GO ANYWHERE.

[CANADACOLLEGE.EDU](http://CANADACOLLEGE.EDU)

LOCATED IN REDWOOD CITY, CA

## Table of Contents

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Calendar of Important Dates.....	3
Welcome.....	5
About.....	8
Administration.....	12
Admission.....	15
Registration.....	18
Fee Policies.....	25
Grades and Scholastic Honors.....	28
Academic Standards Policy.....	32
Student Rights and Records.....	35
Student Grievances.....	37
Student Conduct.....	41
College Policies.....	46
Student Services and Special Programs.....	51
Cañada College at Menlo Park Site.....	73
Información en Español (Information in Spanish).....	74
Information on Degrees, Certificates, Basic Skills, and Credits.....	94
Information on Course Numbering and Transferable Credit.....	95
Requirements: Associate in Arts (AA)/Associate in Science (AS) Degree.....	97
Requirements: Associate Degrees for Transfer.....	100
Degree Pathways.....	102
Requirements: Certificate Programs.....	104
Credit for Prior Learning.....	106
General Education and Degree Requirement Worksheets.....	123
CSU and UC Transfer Courses.....	132
Public Safety and Lost/Found.....	135
SMCCCD Parking and Traffic Regulations.....	136
Campus Map.....	138
Campus Directory, Faculty, and Emeriti.....	139
Interest Areas.....	148
Course Availability Per Semester.....	149
Degrees & Certificates.....	159
Course Descriptions.....	275
Index.....	385



# Calendar of Important Dates

## Fall Semester 2024

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

Month/Date	Description
August 12 – 13	Flex Day (No Classes)
<b>August 14</b>	<b>Day and Evening Classes Begin</b>
August 27	Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
August 27	Last Day to Add Semester Length Classes
August 31 – September 1	Declared Recess
September 2	Last Day to Drop Semester Length Classes Without Appearing on Record
September 2	Labor Day (Holiday)
September 3	Census Day
October 9	Flex Day (No Classes)
November 1	Last Day to Apply for Degree – Certificate
November 11	Veterans' Day (Holiday)
November 13	Last Day to Withdraw from Semester Length Classes
November 23	Thanksgiving Day (Holiday)
November 28	Day After Thanksgiving (Holiday)
November 29 – December 1	Declared Recess
December 10 – 14	Final Examinations (Day and Evening Classes)
December 16	Day and Evening Classes End
December 24 – January 1	Winter Recess (Total of Seven District Work Days)

## Spring Semester 2025

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

Month/Date	Description
January 9 – 10	Flex Days (No Classes)
January 18 – 19	Declared Recess
January 20	Martin Luther King Jr. Day (Holiday)
<b>January 13</b>	<b>Day and Evening Classes Begin</b>



Month/Date	Description
January 27	Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
January 27	Last Day to Add Semester Length Classes
February 2	Last Day to Drop Semester Length Classes without Appearing on Record
February 3	Census Day
February 14	Lincoln's Birthday (Holiday)
February 15 - 16	Declared Recess
February 17	Presidents' Day (Holiday)
March 30 - April 5	Spring Recess
March 31	Cesar Chavez Day Observed (Holiday)
April 11	Last Day to Apply for Degree - Certificate
April 17	Flex Day (No Classes)
April 23	Last Day to Withdraw From Semester Length Classes
May 16 - 22	Final Examinations (Day and Evening Classes)
May 22	Day and Evening Classes End
May 24 - 25	Declared Recess
May 26	Memorial Day (Holiday)

### Tentative Summer Session 2025

Month/Date	Description
June 9 - July 19	Six Week Session
June 9 - July 26	Seven Week Session
June 9 - August 2	Eight Week Session
June 19	Juneteenth National Independence Day (Holiday)
July 4	Independence Day (Holiday)
July 29	Last Day to Apply for Degree - Certificate

**Please Note:** Information within this catalog can change throughout the 2024-2025 academic year. To see the list of changes and compare to the first publication, please visit: [canadacollege.edu/catalogschedule/addendum.php](https://canadacollege.edu/catalogschedule/addendum.php)



# Welcome

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## 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 as a transfer gateway to four-year colleges and universities. At Cañada College, we recognize that the skyrocketing cost of college is one of the most significant barriers to college access and completion. The San Mateo County Community College District's Free College initiative provides students with an opportunity to dramatically reduce or eliminate your out-of-pocket student fees and I encourage you visit the [Free College website](#) to learn more.

Here at Cañada College, you will have the opportunity to choose from hundreds of courses in more than 140 academic degree and certificate programs in the sciences, technology, medical, social sciences, humanities, art and design fields. Cañada College offers courses to meet your schedule: day, evening, weekend and online. The College also provides 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 and many others. Cañada offers many opportunities to connect with students, faculty, industry experts and others with whom you can share and exchange ideas. I encourage you 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 that 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**  
*President, Cañada College*



## Welcome to Cañada College

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

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

Our warmest wishes for your success at Cañada College!

## Bienvenidos al Colegio de Cañada

La facultad, administración y personal de Cañada College les da una cordial bienvenida al colegio. Si es usted un estudiante nuevo, un estudiante que esta continuando o que haya sido estudiante anteriormente, estamos aqui para ayudarlo 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, 331 J Street Suite 200, Sacramento, CA 95814, (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 <https://accjc.org/complaint-process/>.

Cañada College is also accredited by the Joint Review Committee on Education in Radiologic Technology: [www.jrcert.org](http://www.jrcert.org).

The accreditation reports and approval are available for review on the College's Accreditation website: <https://canadacollege.edu/accreditation>.

## Accuracy Statement

The San Mateo County Community College District and Cañada College have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the San Mateo County Community College District or Cañada College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. At the time of publication, the fees described in this catalog are accurate. However, at any time, local or state mandated fees may be imposed or increased. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies, and procedures, consistent with applicable laws.

## Revision of Regulations

Any regulation adopted by the administration of Cañada College or the San Mateo County Community College District will be considered an official ruling and will supersede regulations on the same subject which appears in this catalog and other official publications, provided that the new regulation has been officially announced and posted.

## Americans with Disabilities Act (ADA)

### Reinforcing Section 504 of ADA

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

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

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



## **An Equal Opportunity Institution**

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

## **Use of Photography**

Cañada College, a non-profit California Community College, reserves the right to take and use photographs, video and electronic images of students and visitors taken on college property and at college-sponsored events for marketing and promotional purposes. Objection must be made in writing to the Community Relations & Marketing Office.



# 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, Menlo Park, North Fair Oaks, Belle Haven, East Palo Alto, Atherton, Ladera, La Honda, Pescadero, Portola Valley, San Carlos, and Woodside.

## Connect with Cañada College

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

## College Strategic Goals

1. **Student Access, Success and Completion:** Cañada College ensures student access to relevant and transformative student services and instructional programs that are inclusive, diverse, equitable, and antiracist. As an institution, Cañada College contributes to the financial stability of students to empower them to pursue personal, academic, professional, and civic goals. Cañada continuously assesses processes and removes barriers to student access, success, and completion.
2. **Equity-Minded and Antiracist College Culture:** Cañada College transforms its culture to be equity-minded and antiracist. Our teaching, learning, and services create a sense of belonging among all community members so they are able to recognize that their unique selves are valued, express themselves fully, and thrive. Our educational practices reflect the fundamental importance of individualized learning experiences, the shared building of knowledge, and promoting social justice at Cañada College.
3. **Community Connections:** Cañada College establishes equity-minded partnerships with other educational institutions, employers, governments, and community-based organizations that result in seamless pathways for high school students transitioning to college, college students transitioning to university, and all community members pursuing career, and lifelong educational opportunities.
4. **Accessible Infrastructure and Innovation:** College financial resources are well managed in

support of the College’s values and to provide accessible physical and virtual spaces that promote continuous innovation and excellence in teaching and learning. Cañada’s investments in physical, technological and transportation infrastructure create sustainable, equitable access to the College and support equitable educational outcomes across the diverse members of the community we serve.

## 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

All members of the campus community are invited to participate in planning for the future and in developing policies, regulations, and recommendations under which the College is governed and administered (see California Education Code (70901(b)(1)(E)). College Senates (Academic, Classified, and Student), Planning Councils, and Committees play unique roles in the participatory governance of the College. Each year, new and existing members of all participatory governance groups participate in an orientation. For more information, please see Cañada’s Participatory Governance Manual here: <https://canadacollege.edu/pgm/>.

## 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 engages and empowers students in transforming their lives and communities through quality education.

### College Vision

Cañada College provides equitable education such that students from diverse backgrounds are able to achieve their educational goals and benefit the world.



## College Values

### Social Justice and Racial Equity

Cañada College is dedicated to social justice and racial equity:

- Antiracism: commit to actively combat individual racism and to interrogate racist structures and policies.
- Equity: provide equitable access and resources to students, staff and faculty, in consideration of all their identities to ensure a community of support and successful educational outcomes.
- Inclusion: a campus where everyone feels a sense of community and has a voice.
- Diversity: a community where different cultures are represented, recognized and celebrated.
- Access: a community where all students have access to academic tools and student support resources to help them succeed.
- Liberation: building an equitable and antiracist community where members, especially students, are valued as whole human beings and are empowered to express themselves fully in pursuit of their goals.

### Transforming Lives

Cañada College is dedicated to transforming lives:

- Students' Feelings – Students move forward from Cañada feeling proud, accomplished and prepared for what is next for them.
- Being Supportive - Meeting Students' Needs & Providing Opportunities – Provide a supportive environment where we work to meet students' needs and provide opportunities to all students, so that they can continue the work of transforming their own lives.
- Evolving Ourselves to Continue to Be Able to Transform Lives – In order for Cañada to be a place where students can transform their lives, we need to continually listen to our students' needs and grow and adapt as an institution to stay relevant and meaningful to our students.

### Community Partnerships

As a community college, Cañada College recognizes the utmost importance of cultivating and fostering strong relationships and partnerships with our community, including high schools, businesses, organizations and individuals. These partnerships allow our college to successfully:

- Reach out to, recruit and retain students
- Provide access to a college education for members of the community
- Enrich academic programs and create pipelines for students to explore and enter careers
- Reflect the culture of the community we serve

- Use our campus and resources to address the needs of our community

### Academic Excellence

Cañada College values fostering curious, self-directed, and responsible adult learners. Academic excellence occurs both within, and beyond, the classroom, equipping students with skills that serve them in all domains of their lives. Individualized learning experiences are essential to the success of all our students, ensuring that they recognize and develop their unique selves in the process of completing their academic work. Facilitating meaningful learning experiences is also essential for maintaining a culture of academic honesty and trust. Learning at Cañada College involves transformative life experiences that benefit both individuals and their communities.

### Sustainability

Cañada College works to sustain the health of the planet to promote social justice and robust economies for all, in perpetuity. As stewards of a college campus, Cañada College endeavors to minimize our negative impact on the environment (for example, limit carbon footprint, decrease production of waste and greenhouse gasses), while promoting a culture of environmental awareness.

### Transparency and Authenticity

Cañada College values transparency and authenticity in all aspects of the college:

- Speak in plain and understandable language, rather than in educational jargon.
- Take personal responsibility for addressing problems that arise, rather than placing blame on official policies, administrative procedures, or other people.
- Promote awareness among students that they are allowed to attend meetings and give input.
- Be honest and follow through to the end on promises made.
- Articulate solutions, not slogans.

### Adaptability and Resilience

Cañada College values a culture of adaptability and resilience. As a critical part of our region's socio-economic infrastructure, the College is adaptable and willing to change in order to suit the dynamic, changing needs of our region. Our culture of resilience supports all of our college community members in being able to recover quickly from adversity and unexpected challenges.

### Student Centered

As a student-centered institution, Cañada College puts the needs of students first and recognizes our duty to address the Obligation Gap - our responsibility as an institution to address the most pressing equity gaps in student outcomes. Proactive in understanding the changing needs of individuals and groups of students, the College seeks to align its teaching, curriculum, services, policies and



goals to best support students. The College values norms of behavior that help ensure that students feel their voices are heard and not being undermined or silenced.

### **Cultural Empathy**

Recognizing that members of its community come from many different cultures, Cañada College values empathy, understanding and respect for cultural differences and similarities within, among and between groups. Cañada College seeks to honor diversity, mitigate implicit bias, and promote empathy in a manner that acknowledges power imbalances and supports all community members in achieving their educational and professional goals.

## **Cañada College Land and Labor Acknowledgement**

We acknowledge that Cañada College is situated on the traditional unceded land of the Ramaytush (Rah-my-toosh) Ohlone (Oh-LOW-nee) peoples, and we respect our past elders and honor the present community. Long before Cañada College existed, this area was home to the Ramaytush Ohlone peoples, who still have a presence in the Bay Area today.

We have a responsibility to acknowledge that we as a Cañada community have benefited from the use and occupation of this land and that the tragic legacy of colonization, genocide, capitalism, racism, and oppression still impacts people today.

We also recognize the labor upon which this educational institution, state, and country is built.

We acknowledge the peoples of African ancestry who were enslaved and forcibly brought to this land, and whose forced labor played a major role in the formation of this country. We are indebted to their uncompensated labor and their unwilling sacrifice over hundreds of years—which continues to impact generations today. We honor the legacy of the African diaspora and the continued contribution of their survivors.

We acknowledge the contributions of all immigrant labor, forced labor, and undocumented people who contributed, and continue to contribute, to the building and feeding of this land. We acknowledge their immeasurable sacrifices and work that allow us to gather in this space today.

Let us not forget. Let us honor and engage with the people who have stewarded and labored on this land for generations, and let us honor these truths—by taking responsibility as a college community to continually educate ourselves about these realities, to affirm our commitment to justice through continual action, and to protect and sustain this land.



# Administration

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## Board of Trustees San Mateo County Community College District

Cañada College is part of the San Mateo County Community College District, which also operates the College of San Mateo in San Mateo and Skyline College in San Bruno. The district and its colleges are governed by a six-member Board of Trustees, five elected at large for four-year terms by county voters and one elected by students in the district for a one-year term.

John Pimentel, *Board President*

Mike Guingona, *Board Vice President*

Richard Holober, *Trustee*

Wayne Lee, *Trustee*

Lisa Petrides, *Ph.D., Trustee*

Chloe Johnson, *Student Trustee 2024-2025*

Melissa Moreno, *J.D., District Chancellor*

## Cañada College Administration

### Office of the President

President: Kim Lopez

Executive Assistant: Linda Bertellotti

Office: Building 8, Room 206

Phone: (650) 306-3239

Email: [canpresident@smccd.edu](mailto:canpresident@smccd.edu)

Web: [canadacollege.edu/officeofthepresident](http://canadacollege.edu/officeofthepresident)

Programs:

- Marketing
- Planning, Research, Innovation, and Effectiveness

### Office of Instruction

Vice President of Instruction: Chialin Hsieh, Ed.D.

Executive Assistant: Alessandra Zanassi

Curriculum & Instructional Systems Specialist: Phat Minh (Frank) Nguyen Le

Office: Building 8, Room 203

Phone: (650) 306-3353

Email: [caninstruct@smccd.edu](mailto:caninstruct@smccd.edu)

Web: [canadacollege.edu/academics/office-of-instruction.php](http://canadacollege.edu/academics/office-of-instruction.php)

Divisions and Programs:

- Athletics, Kinesiology and Dance
- Academic Support and Learning Technologies
- Business, Design and Workforce
- Humanities and Social Sciences

- Science and Technology
- Honors Transfer Program

### Office of Student Services

Interim Vice President of Student Services: John Fraire, Ph.D.

Executive Assistant: Angelica Mendoza

Office: Building 8, Room 209

Phone: (650) 306-3234

Email: [canvpss@smccd.edu](mailto:canvpss@smccd.edu)

Web: [canadacollege.edu/studentsservices](http://canadacollege.edu/studentsservices)

Programs and Services:

- AANAPISI ARC (Access, Relevance, Community) Project
- Admissions and Records
- Cooperative Agencies Resources for Education (CARE)
- CalWORKs
- Career Center
- COLTS-U Transfer Center
- Cultural Center
- Disability Resource Center (DRC)
- EOPS
- Financial Aid
- Foster Youth
- General Counseling
- Guided Pathways
- Health Center
- International Student Center
- Personal Counseling Center
- Project Change
- Promise Scholars
- Puente
- SparkPoint
- Student Life
- TRIO Student Support Services
- Undocumented Community Center (UCC)
- University Programs
- Veteran Services
- Welcome Center

### Office of Administrative Services

Vice President of Administrative Services: Ludmila Prisecar, M.B.A.

College Business Officer: Mary Chries Concha Thia

Business Operations Analyst: Chantal Sosa

Office: Building 8, Room 116

Phone: (650) 306-3274

Email: [canadminservices@smccd.edu](mailto:canadminservices@smccd.edu)

Web: [canadacollege.edu/adminservices](http://canadacollege.edu/adminservices)

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](http://canadacollege.edu/prie)

## **Instructional Divisions**

### **Academic Support and Learning Technologies**

Dean: Anniqua Rana  
Division Assistant: Jacky Ip  
Office: Building 9, Room 345  
Phone: (650) 306-3377  
Email: [canaslt@smccd.edu](mailto:canaslt@smccd.edu)  
Web: [canadacollege.edu/aslt](http://canadacollege.edu/aslt)

Courses and Programs:

- Distance Education
- Learning Center
- Library
- Open Educational Resources/Zero Textbook Cost Programs (OER/ZTC)
- Professional Development
- Textbook Affordability Subcommittee (TAS)

### **Business, Design and Workforce**

Dean: Alex Kramer  
Division Assistant: Robyn Ledesma  
Office: Building 13, Room 245  
Phone: (650) 306-3201  
Email: [canbusiness@smccd.edu](mailto:canbusiness@smccd.edu)  
Web: [canadacollege.edu/business](http://canadacollege.edu/business)

Courses and Programs:

- Accounting
- Adult Education College and Career Educational Leadership (ACCEL)
- Business Administration
- Business Management
- Computer Business Office Technology
- Work Experience Education
- Digital Art and Animation (Multimedia)
- Early Childhood Education/Child Development
- Economics
- Education and Human Development
- Fashion Design and Merchandising
- Human Services
- Interior Design
- Medical Assisting
- Paralegal

- Small Business and Entrepreneurship

### **Humanities and Social Sciences**

Dean: James Carranza  
Division Assistant: Dan Barba  
Office: Building 3, Room 205  
Phone: (650) 306-3336  
Email: [canhumanities@smccd.edu](mailto:canhumanities@smccd.edu)  
Web: [canadacollege.edu/humanities](http://canadacollege.edu/humanities)

Courses and Programs:

- Anthropology
- Art History
- Studio Arts
- Communication Studies
- English
- English as a Second Language (Community-Based ESL)
- Ethnic Studies
- History
- Interdisciplinary Studies
- Latin American and Latino/a Studies
- Music
- Philosophy
- Political Science
- Psychology
- Social Sciences
- Sociology
- Spanish
- Theatre Arts

Instructional Support Programs:

- College for Working Adults (CWA)
- Cañada College Umoja Community

### **Kinesiology, Athletics and Dance**

Dean: Kathleen (Kat) Sullivan-Torrez  
Division Assistant: Christina Gilbert  
Office: Building 1, Room 157  
Phone: (650) 381-2236  
Email: [cankad@smccd.edu](mailto:cankad@smccd.edu)  
Web: [canadacollege.edu/kad](http://canadacollege.edu/kad)

Courses and Programs:

- Aquatics
- Athletic Training
- Community of Learning Through Sports (COLTS)
- Dance
- Fitness
- Individual Sports
- Kinesiology
- Men's Baseball
- Men's Basketball
- Men's Soccer
- Team Sports
- Women's Badminton
- Women's Soccer
- Women's Tennis



## Science and Technology

Dean: Ameer Thompson, Ph.D.  
 Division Assistant: Magda Mercado  
 Office: Building 23, Room 137  
 Phone: (650) 306-3291  
 Email: [canscitech@smccd.edu](mailto:canscitech@smccd.edu)  
 Web: [canadacollege.edu/science](http://canadacollege.edu/science)

### Courses and Programs:

- Astronomy
- Biological Sciences/Allied Health
- Chemistry - Physical Sciences
- Computer Science
- Earth Sciences
- Engineering
- Funeral Service Education
- Geography
- Health Science
- Mathematics
- Photonics and Laser Technology
- Physics
- Radiologic Technology

## Counseling Division

### Counseling

Dean: Max Hartman  
 Division Assistant: Serina Garcia  
 Office: Building 9, Room 135  
 Phone: (650) 306-3452  
 Web: [canadacollege.edu/counselingcenter](http://canadacollege.edu/counselingcenter)

### Programs and Services:

- Career Center
- Center for Student Life and Leadership Development
- Cooperative Agencies Resources for Education (CARE)
- Counseling
- Disability Resource Center (DRC)
- Extended Opportunity Programs & Services (EOPS)
- Foster Youth Success Initiative
- NextUp
- Orientation
- Personal Counseling Center
- Placement Services
- Project Change
- Student Success
- Transfer Program and Services
- TRIO Student Support 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 142  
 Phone: (650) 306-3452  
 Web: [canadacollege.edu/essp/](http://canadacollege.edu/essp/)

### Programs and Services:

- Admission & Records
- Financial Aid
- Health Center
- International Student Center
- Outreach and Recruitment
- SparkPoint
- Undocumented Community Center (UCC)
- Veterans Services



# 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](http://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.

A student who is a non-U.S. Citizen must hold a Visa type that allows the student to establish domicile in the United States. California Education Code, Sections 68000-70902.

For more information, please visit the Cañada College Residency Requirements website at <https://canadacollege.edu/admissions/residency.php>

### 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 CA. If you are qualified, please complete the AB540 form and submit to the [ContactUs](#) link, by mail, or in-person to the Admissions and Records Office. Obtain the form from our website: [canadacollege.edu/forms/residency.php](http://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.

## 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](mailto: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 \$26,000.

- Copy of Passport

Please call +1 650-381-3544 or email [caninternational@smccd.edu](mailto: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](http://www.canadacollege.edu). All international students must purchase district approved medical insurance plan.

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/Dual Enrollment

### Dual Enrollment

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

Students should apply online at: <https://canadacollege.edu/dualenrollment>.

Cost for dual 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.

Many college courses have prerequisites and/or corequisites. Students who wish to enroll in an English or mathematics course or any course that has an English or a math prerequisite should email an unofficial copy of their high school transcript to [canadaplacement@smccd.edu](mailto:canadaplacement@smccd.edu). Students who wish to take an English as a Second Language course should call the Welcome Center at (650) 306-3452 to schedule an ESL assessment. All other prerequisites will need to be challenged directly with the professor of the course.

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.

For more information about high school programs, please contact the Dual Enrollment at +1 (650) 306-3394 or [canadadual@smccd.edu](mailto:canadadual@smccd.edu).



# 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](#), after your application is processed.

## Steps to Success

### Step #1 - Apply to Attend

Complete an online application for admission at [www.canadacollege.edu/admissions](http://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](http://www.fafsa.gov). AB540 students who are unable to complete the FAFSA should apply for state aid using the the California Dream Application at <https://dream.csac.ca.gov>. Have the results sent to Cañada College (school code 006973).

### Step #3 - Attend New Student Orientation

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

Visit <https://canadacollege.edu/orientation> once you are a registered student and have your G-number to view instructions for your online orientation session. Call the Welcome Center at (650) 306-3452 if you have any challenges completing your online orientation.

**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 [WebSMART](#)
  - 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](mailto:canadaplacement@smccd.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
- Military Transcripts

**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

Group	H.S. GPA	Recommended Placement
1	$\geq 2.6$	ENGL 100
2	1.9 to 2.6	ENGL 105 (Including additional academic and concurrent support)
3	$< 1.9$	ENGL 105 (Including additional academic and concurrent support)

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

Group	H.S. GPA	Recommended Placement
1	$\geq 3.0$	MATH 145, 200, 201
2	2.3 to 2.9	MATH 200 + 800 (Including additional academic and concurrent support)

3	$< 2.3$	MATH 200 + 800 (Including additional academic and concurrent support)
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#### Business or STEM (Science, Technology, Engineering, Math) Recommended Placement Based on High School Achievement

Group	H.S. GPA	Recommended Placement
1	$\geq 3.4$ or... $\geq 2.6$ & previously enrolled in a HS Calculus course	MATH 125, 130, 150, 225, 241
2	$\geq 2.6$ or... previously enrolled in a HS Pre-Calculus course	MATH 130 + 830 MATH 225 + 825 MATH 241 + 841 (Including additional academic and concurrent support)
3	$\leq 2.6$ and no previous Pre-Calculus	Same as Group 2, above

If you are planning to take English as a Second Language (ESL) courses please contact the Welcome Center at (650) 306-3452 or email [canadaplacement@smccd.edu](mailto:canadaplacement@smccd.edu) to arrange an appointment complete the ESL placement process.

#### 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 visiting the Welcome Center on the first floor of Building 9 or by calling (650) 306-3452 or emailing [canadawelcomecenter@smccd.edu](mailto: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 may be required to clear pre-requisites.**

### **Submit Transcripts from Institutions outside of SMCCCD**

Submit transcripts from colleges and universities outside of SMCCCD, and/or military transcripts to [transevaluation@smccd.edu](mailto:transevaluation@smccd.edu), to Admissions & Records, or otherwise go to **Step 4**. 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 applies to specific groups of students, as identified by the California State Chancellor's Office and the San Mateo County Community College District.

Priority status allows for early registration and is based on rules that apply the following criteria:

- Current Student Educational Plan (SEP) that is valid through the anticipated registration term(s)
- Completion of the Student Success and Support Program (if required), including Orientation, assessment and Counseling
- Academic Standing – Must be in good Academic Standing for two consecutive terms
- Units earned – Must have earned less than 100 Degree Applicable units

Rules apply to all priority groups, with the exception of Foster Youth.

Once criteria is met by the student, their registration status is determined and the appropriate registration date is assigned. Registration dates can be viewed on [WebSMART](#), during the registration cycle of a term.

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](http://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/student-services/> 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](http://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.

To view a list and explanations of all course types, please visit our [Course Type Descriptions](#) webpage in WebSchedule.

## Online 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.

### Fully or Partially Synchronous, Online Courses

**Fully or Partially Synchronous, Online Courses** are offered online, in which the student will need to login during the specified days/times indicated. Students should discuss any potential flexibility regarding the scheduled hours directly with the faculty member.

### 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](http://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. To view current learning communities, please check-off the "Learning Communities" filter-box under the "Course Type" tab in [WebSchedule](#) when searching for open classes.

\*When registering on [WebSMART](#), you must enter each CRN (course reference number) for all classes within the specific learning community. To view a list and explanations of all course types, please visit our [Course Type Descriptions](#) webpage in WebSchedule.

## 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:

- Register for Classes
- Update personal information, address, and emergency contacts
- View the Catalog/Schedule of Classes
- Add/Drop classes (anytime within published deadlines)
- Student Online Orientation
- Check registration appointment and status
- Update Educational Goal/Change Major
- Confirm and print your schedule of classes
- Pay your registration and fees by credit card/Enroll in a payment plan
- Purchase a parking permit
- Link to purchase textbooks
- Apply for Financial Aid/Promise Scholars and view application status
- Apply for a California College Promise Grant (BOG waiver)
- View your grades
- Opt for pass/no pass



- Request an official transcript and print an unofficial transcript
- View DegreeWorks Degree/Certificate Progress and Student Educational Plan (SEP)
- Sign up to receive emergency texts
- Print 1098T forms
- Register to Vote

DegreeWorks is a tool to help students monitor progress toward degree and certificate completion and CSU GE and IGETC certification. DegreeWorks looks at the program requirements found in the College of San Mateo, Cañada College, and Skyline College catalogs and the coursework completed to produce an easy to read audit. In addition, it includes a “what if” tool that allows students to view their progress toward the full range of our San Mateo County Community College District educational goals. DegreeWorks includes information about progress toward educational goals, academic history, a GPA calculator, and a Student Educational Plan (SEP). Students can work with a counselor who will complete an SEP that is stored in DegreeWorks for an important academic planning resource for students. Students are encouraged to review DegreeWorks information and work with a counselor to engage in academic and career planning.

## 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/forms](http://canadacollege.edu/forms), and in the Admissions and Records Office.

### Unit Load

A student may take no more than 19 units in Fall and Spring semesters or 11 units in Summer Session without the special approval of the counselor and Dean of Counseling. This unit limitation is inclusive of all courses with San Mateo County Community College District. The “Enroll Beyond Maximum Number of Units” form may be found here: [canadacollege.edu/forms](http://canadacollege.edu/forms), 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 is considered full-time in establishing eligibility for athletics, financial aid,

International Student visas, Veterans benefits, and most other benefits which are dependent upon full-time enrollment status for maximum benefits. Some financial assistance programs pro-rate benefits based on a reduced unit load. Students should check with their program coordinator for specific unit requirements. (NOTE: 6+ units is full-time for the summer session.)

Enrollment status is defined as follows:

- Full-time = 12+ units
- Three-quarter time = 9 – 11 units
- Half-time = 6 – 8 units
- Less than half-time = .5 – 5.5 units

## Course Repetition

**Please Note:** *Courses attempted during Spring 2020, Summer 2020, Fall 2020, Spring 2021, Summer 2021, and Fall 2021 will not count as a repeat attempt. Students may repeat any of these courses regardless of the grade earned. (Covid exceptions to Title V Section 55042, 55045)*

### Course Repetition Definition

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

### Course Repetition to Alleviate Substandard Work

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

### Course Repetition as a Result of a Withdrawal

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

A student earning a satisfactory grade may not enroll in the same course again unless one of the following exceptions applies:

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



student was awarded a grade in the course AND the district has established a recency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a recency requirement that applies to the course. (Example: Biology 250 was completed with a grade of C in Fall 2020. In Fall 2023 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 2024 with documentation of the recency requirement.) The grade and units from the first course completion will be disregarded in computing the GPA. (Title 5 Section 55043)

- **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).
- **Work Experience Education.** A student may enroll multiple times up to 16 units of credit in Work Experience Education.
- **Variable Unit Courses.** A student may enroll in a variable unit course as many times as necessary to complete one time the entire curriculum and unit value of the course. However, a student may not repeat any portion of a variable unit course that has already be completed and evaluated. It is not necessary to submit this form to repeat a course under this circumstance as your registration is not blocked and you may enroll in the remaining unit value not yet attempted. (Title 5 Section 55044).

### 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 four courses in a subject "family." Some subject families offer more than four 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 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)

### Audit Policy (BP 6.31)

The SMCCCD allows auditing of courses with the exception of courses in programs that require special preparation and/or programs where admission is on a limited basis. Enrollment as an auditor is a manual process and must be



completed at the Office of Admissions and Records within the week after the close of the late registration period.

A student may audit a course only under the following circumstances.

- The student must have previously enrolled for credit for the maximum number of times allowed for a particular course.
- The instructor of record of the course must approve the enrollment as an auditor. An instructor is not required to take auditors.
- The student must be in academic good standing to audit any course.
- If the course is a variable unit class, the student must enroll as an auditor for the maximum number of units available.
- The student must enroll as an auditor by completing and submitting the Audit Course Request immediately following the published late registration period and pay the auditing fee.

## Course Audit Policy

Cañada College allows auditing of courses, with the exception of courses in programs that require special preparation and/or program admission on a limited basis.

A student may audit a course only under the following circumstances:

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

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





# Fee Policies

## Description of Fees

### Please Note:

**For the latest and most up-to-date fees, please see our [fee types webpage](#) on our Cañada College website.**

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 in Building 9, First Floor, Room 119:
  - 4200 Farm Hill Boulevard, 9-119, Redwood City, CA 94061
- In person at the Cashier's Office, in Building 9, First Floor, Room 119
- By Payment Plan

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

For the latest and most up-to-date fees, please see our [fee types webpage](#) on our Cañada College website.

## 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 Web page at <https://canadacollege.edu/admissions/index.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 **\$367** (in addition to the **\$46** per unit enrollment fee). No exemptions are to be made for students enrolled in six units or less.

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.

## International Student Application Fee

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

## 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 Admissions and Records Office, in Building 9, First Floor, or by calling (650) 306-3226.

### 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

#### Please Note

**Health Services fees have been suspended for the 2024-2025 academic year. Health Services fees will not be charged for: Summer 2024, Fall 2024 and Spring 2025 semesters.**

### International Student Health Insurance Fee

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

The health insurance fees are as follows:

- \$2,580.00 Full Year (Paid by semester)
  - \$1075.00 Fall
  - \$1,505.00 Spring and Summer

### Parking Fees

#### Please Note:

**Parking fees have been suspended for the 2024-2025 academic year. Parking fees will not be charged for: Summer 2024, Fall 2024 and Spring 2025 semesters. Campus parking regulations, however, will continue to be enforced. Violators will be cited.**

See [smccd.edu/publicsafety/parkingregulations.php](http://smccd.edu/publicsafety/parkingregulations.php) for additional information on Parking and Traffic Regulations.

### Disabled Parking

Disabled Parking Spaces painted blue and marked with the disabled logo are reserved for those persons with a valid disabled placard or license plate.

### 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.

### Online Instructional Materials Digital Inclusive 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:

### On or After the First Day of Instruction

- Enrollment Fee/Nonresident Tuition: Students will receive full enrollment fee and non-resident tuition credit toward future registration fees if they reduce their program or officially drop from all courses within the first 10% of the period of instruction of their courses. (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

No student parking permit required for 2024/2025 academic year.

#### NelNet Payments

- To enroll in an inexpensive payment plan, log in to [WebSMART](#)
- \$25 enrollment fee per semester (ACH & Credit card)

- \$30 nonrefundable returned payment fee if a payment is returned

### 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,
- Apply for financial aid ([studentaid.gov](#) or [dream.csac.ca.gov/landing](#) as eligible) at least five days prior to registering for your classes, or
- Complete the California College Promise Grant via [WebSMART](#) to prevent being dropped from classes.
- If students need financial assistance after exhausting all options listed above, they may contact the Vice President of Student Services.

Students who have unpaid fees on their record will not receive grade reports or other records of their work, and will be denied registration unless all outstanding fees have been paid. Cañada College is here to help you be successful. Please reach out to us so we can assist you.



## Grades and Scholastic Honors

### Grades & Grade Point Average (GPA)

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

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

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

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

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

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

### I-Incomplete

This symbol is used in case of incomplete academic work for unforeseeable, emergency and justifiable reasons. Conditions for removal are set forth by the instructor in a written record which also indicates the grade to be assigned in the event that the student fails to meet the stated conditions. The student will receive a copy of this record, and a copy will be filed with Admissions & Records. A final grade will be assigned by the instructor when the stipulated work has been completed and evaluated. 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.

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 through to the Fall 2021 Semester

In accordance with District Academic Senate Resolution 14.01S20 Grading options for the Spring 2020 through to the Fall 2021 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.

### EW-Excused Withdrawal

An "Excused Withdrawal" will be authorized when a student withdraws from a course(s) for reasons beyond their control. In accordance with 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. 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" is not counted towards the permitted number of withdrawals or course repeats. An EW is permitted 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
- Accidents
- Natural disaster directly affecting the student
- The "Excused Withdrawal" form may be found here: [canadacollege.edu/forms](http://canadacollege.edu/forms), and in the Admissions and Records Office.

The financial aid and/or Veteran eligibility of a student may be affected depending on individual circumstance. Students should consult with the financial aid office and/or School Certifying Official regarding any impact of the excused withdrawal.

### MW-Military Withdrawal

Military withdrawal will be authorized when a student who is a member of an active or reserve U.S. Military Service unit receives orders compelling a withdrawal from courses. Upon verification of such orders, a notation of "MW" may be made on the student record. Military withdrawals are not counted in probation or dismissal calculations. Further information may be obtained at the Admissions and Records Office.

## Grade Reports

A student is held responsible for his/her own academic progress. Final grades are not mailed to students. Dates of grade availability for specific semesters are published on the Important Dates webpage ([canadacollege.edu/admissions/calendar.php](http://canadacollege.edu/admissions/calendar.php)) Final grades are available to students via [WebSMART](#).

## Pass/No Pass Grading Option

Grade option courses offer a Pass/No Pass (i.e., pass/fail) option. Taking a course Pass/no Pass allows students to explore fields of study and to broaden their knowledge, particularly in fields outside their major, without jeopardizing their grade point average. Both letter grade and Pass/No Pass grading require students to complete all assignments, exams, and class projects.

Students who elect the Pass/No Pass option must 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, certificate, or general education requirements. In addition, four-year colleges and universities vary 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.

A maximum of 12 units toward an associate degree or 6 units toward a certificate may be earned using the "Pass/No Pass" option.

Each division of the college may also designate courses in which all students are evaluated on a Pass/No Pass basis. "Pass" grades earned in these courses are exempt from the 12/6 unit maximum described in the paragraph above.

## Final Grades and Grade Challenges

In the absence of mistake, fraud, bad faith, or incompetency, the determination of the student's grade by the instructor shall be final once it has been filed and recorded by the Admissions and Records Office. An earned grade may be changed by the instructor within one year if a clerical error is determined to have been made in calculating the grade. Grades cannot be changed on the basis of a student completing course work after the assignment of the final grade, California Education Code Section 76224.

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

## Scholastic Honors

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

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

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

Once a student has qualified for either the full-time or part-time Dean's List, the student may go back and forth

between the full-time and part-time Dean's List status, depending upon the number of units completed in any given semester.

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

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

## Honors Program - Phi Theta Kappa (Chapter Beta Zeta Nu)

Cañada College is affiliated with Phi Theta Kappa, the international honors program of the two-year college. Phi Theta Kappa 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. Historically, students active with the Beta Zeta Nu Chapter have been accepted to some of the most elite universities in the country while also earning prestigious financial scholarships. The hallmarks of Phi Theta Kappa and the Beta Zeta Nu Chapter are scholarship, leadership, service, and fellowship. Phi Theta Kappa maintains academic standards for induction. New members must complete at least 12 credit hours and attain a GPA of 3.45 or better. See Cañada's chapter of PTK, [Beta Zeta Nu](#), for more information and Advisor Contacts.

Students who qualify for Phi Theta Kappa may also qualify for the Honors Transfer Program (HTP), an academic pathway for enhanced transfer.

## Grade Point Deficiency

The Academic Standards Policy is based on a cumulative grade point average of "C," the minimum standard of progress toward graduation or transfer.

All units and grade points are on a cumulative basis. At all times, a student must maintain a cumulative grade point total that is double the total units attempted ("C" average). If a student undertakes 12.5 units in one semester and 15.5 in a second semester, his or her cumulative units are 28, requiring a grade point level of 56. (Example:  $56/28=2.00$  GPA.)

Any grade point total less than twice the attempted units is regarded as deficient. (Example:  $55/28=1.96$  GPA) Pass/No Pass courses will not affect a student's grade point deficiency.



## Grade Alleviation

A student who has received a grade of D+, 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

Per Title 5, Section 55046 and SMCCD Board Policy 6.22 (BP 4240), previously recorded substandard academic performance (grade of "D+", "D", "D-", "F", or "NP") may be disregarded from the computation of the grade point average, if it is not reflective of a student's demonstrated ability. A student may file a formal petition with the Office of Admissions and Records seeking grade alleviation of standard work.

- A maximum of 36 units of course work with substandard academic performance may be alleviated.
- A period of at least one year must have elapsed since the course work to be alleviated was completed.
- To be eligible to apply for academic renewal a student must have completed one of the following benchmarks since the course work to be alleviated was completed:
  - **9** units of course work with a 3.5 cumulative grade point average, **or**
  - **15** units of coursework with a 3.0 cumulative grade point average, **or**
  - **21** units of coursework with a 2.5 cumulative grade point average, **or**
  - **24** units of coursework with a 2.0 cumulative grade point average

Substandard course work to be alleviated must have been completed at Canada College, College of San Mateo, or Skyline College. However, the course work upon which the application for alleviation is based may be completed at a regionally accredited college or university that is accepted by SMCCCD, upon receipt of an official transcript from that institution.

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.

Courses alleviated still reflect a "course attempt" for the purposes of the repeat policy.

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



# Academic Standards Policy

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

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

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

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

## Units of Work and Credit

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

## Academic Probation, Removal from Probation, and Dismissal

### Academic Probation

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

1. Academic probation based on grade point average: A student who has attempted at least 12 semester units, as shown by the official cumulative record, shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale (see page 21).
2. Academic probation based on failure to maintain satisfactory progress: A student who has enrolled in a total of at least 12 semester units, as shown by the official cumulative record, shall be placed on academic probation when the percentage of all enrolled units for which entries of W, I, and NP are recorded reaches or exceeds 50 percent.

The two probationary criteria described above will be applied in such a manner that a student may be placed on probation under either or both systems, and subsequently may be dismissed under either or both systems.

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

Beginning Fall 2016, students who have been on probation for two consecutive semesters are in jeopardy of losing their 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.

## 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.

### 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](http://www.canadacollege.edu/forms), and in the Counseling or Admissions and Records Office, Building 9, first floor.

### Transcripts

SMCCCD has enlisted the help of Parchment to manage student records. Parchment 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, Parchment 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 mailed directly to the student from Parchment may only be opened by the receiving institution.

### Transcript Evaluation Service (TES)

Transcript Evaluation Service (TES) provides students at Cañada College, College of San Mateo and Skyline College an official evaluation of coursework completed at colleges and universities outside our district. TES will determine how this coursework will be applied to your program of study, associate general education, CSU general education and IGETC requirements.

All students who have indicated that they attended an outside institution on CCCApply and completed matriculation will receive a Transcript Evaluation Success Plan in Student Success Link. To view your success plan and check for updates, please log into [mySMCCCD Student Portal](#) and select "Student Success Link". Our department will send students updates to your [my.smccd.edu](#) account regarding your evaluation status and any information we may need.

To be eligible for our service:

1. Depending on your institution, you may be able to send your official transcript or external exam scores in multiple ways:
  - a. Select Skyline College, College of San Mateo or Canada College from the available institutions (Preferred)
  - b. Electronically to: [transevaluation@smccd.edu](mailto:transevaluation@smccd.edu)
  - c. OR by Mail

#### Transcript Evaluation Services

C/O College of San Mateo  
1700 W Hillsdale Blvd.  
San Mateo, CA 94402

**Please Note:** Official electronic and mailed transcripts must be sent directly from your institution.

2. Your Educational Goal must be to earn a degree or certificate.
3. The institution(s) you attended must be [regionally accredited](#).

4. Any courses taken within the last year must have Evaluable Grades. If a course indicates an Incomplete (I), In Progress (IP) or Grade Report Delayed (RD) we'll have to wait until those courses have grades posted before we can begin the evaluation process.
5. You are enrolled within San Mateo County Community College District (SMCCCD).

**Please Note:** By submitting your transcripts, you accept that all applicable courses, units and grades completed at an institution outside the SMCCCD will be incorporated into your academic history, which may impact your academic history within the SMCCCD.

For more information, visit the [District Transcript Evaluation website](#).



## 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

## Types of Student Grievances

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

### Informal Resolution: Initial College Review

As a first step, try to resolve the matter on an informal basis directly with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

Informal Student Grievance Procedure		
AREA	FIRST LEVEL OF ACTION	SECOND LEVEL OF ACTION
<b>Academic Matters:</b> Grades, Testing, Class Content, Assignments	Instructor	Division Dean
Admissions/Late Withdrawal	Dean of Enrollment Services	Vice President, Student Services
Discrimination Matters	Vice Chancellor, Human Resources	Chancellor
Fee Payments or Refunds	Cashier	Director, Business Services
Financial Aid	Director of Financial Aid	Dean of Enrollment Services
Academic or Progress Dismissal	Dean, Counseling Services	Vice President, Student Services
Registration	Registrar	Dean of Enrollment Services
Residency Determination	Registrar	Dean of Enrollment Services

Informal Student Grievance Procedure		
AREA	FIRST LEVEL OF ACTION	SECOND LEVEL OF ACTION
Public Safety and Parking	Supervisor, Campus Safety	Director, District Safety
Sexual Harassment	Vice Chancellor, Human Resources	Chancellor
Student Records	Registrar	Dean of Enrollment Services
Time, Place and Manner	Student Life & Leadership Manager	Vice President, Student Services
Waiver of Academic Requirements	Director of Disability Resources	Vice President, Student Services

## Formal Process for Non-Grade Grievances

(Note: For grade grievances, see "Grade Grievances" section of this catalog")

### Step 1. Filing a Grievance

Student files a Statement of Grievance available on the college website (<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 student's meeting with the division dean or as soon as the division dean has completed his/her investigation.

### Formal Process for Grade Grievances

In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed. There is a deadline of year from the date that the grade is posted for a student to initiate a grade grievance. Any student who has a grievance shall make reasonable effort to try to resolve the matter on an informal basis prior to pursuing a formal grievance.



Any student who believes, after the informal process, that he or she continues to have a grievance shall file a Grade Grievance Form available on the college website or from the Division Dean.

### Step 1. Filing A Grievance

1. Any student who believes, after the informal process, that he or she continues to have a grievance shall file a Statement of Grievance Form available on the college website or from the division dean. The form shall be filed with the Vice President, Instruction within one year from the date the grade was issued. The student should attach to the Grievance Form any documentation to support the grievance.
2. 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

1. Within five days following receipt of the Statement of Grievance Form, the Vice President, Instruction shall advise the student of his or her rights and responsibilities under these procedures.
2. The appropriate Division Dean and Vice President, Instruction will determine if the student's grievance meets the criteria established by the Education Code.

In general, the requirements for the Statement of Grievance to present sufficient grounds for a hearing shall be based on the following:

- The grievance shall allege specific facts, which, if true, show that the grade was issued based on mistake, fraud, bad faith, incompetence;
  - 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.
  - 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.
3. If the grievance meets the criteria established by the Education Code, the Vice President, Instruction will schedule a Hearing with the Grievance Committee within 14 days following receipt of the Statement of Grievance Form. All parties shall be

given not less than 4 days notice of the date, time and place of the hearing.

### Step 3. Grievance Hearing Process

#### Grievance Committee

**Membership:** The Grievance Committee shall consist of three faculty members and two students. Faculty members for the pool will be identified by the Academic Senate and students will be identified by the Associated Students. No person shall serve as a member of a Grievance Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Vice President, Instruction.

**Grievance Officer:** The Vice President, Instruction shall appoint a staff member to serve as the Grievance Officer for the Grievance Committee. This individual shall not serve as a member nor vote. The Grievance Officer shall serve to assist all parties and the Grievance Committee to facilitate a full, fair and efficient resolution of the grievance.

Prior to scheduling the Grievance Hearing, the Vice President, Instruction shall collect the following information:

1. The Statement of Grievance Form filed by the student
2. A written response to the grievance by the instructor who issued the grade. The instructor will provide this to the Vice President, Instruction, within 5 days of the request.
3. Any materials relating to the division dean's review and decision

Copies of these materials will be provided to the student, the instructor and members of the Grievance Committee.

#### Hearing Process

1. Prior to the scheduled Grievance Hearing, the Grievance Committee shall meet in private and without the parties present to select a chair and review the grounds for a hearing.
2. The members of the Grievance Committee shall be provided with a copy of the grievance filed by the student, the written responses provided by the instructor and the division dean's review and decision before the hearing begins.
3. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Any relevant information shall be admitted. Formal rules of evidence shall not apply.
5. Participants: Each party to the grievance represents himself or herself, and may also be accompanied by a friend of his or her choice who is an observer only. Each person present will be asked to identify themselves by name.



6. Parties are not allowed to be represented by legal counsel. The instructor may request to be accompanied by a union representative.
7. Hearings shall be closed and confidential.
8. Witnesses: In a closed hearing, witnesses shall be present at the hearing only when testifying.
9. Recording: The hearing may be recorded by the college and shall be the only recording made. If recorded, no witness who refuses to be recorded may be permitted to give testimony.
10. Attendance: If the individual filing the grievance fails to appear at the hearing, only the written information will be used to make a recommendation.

#### **Step 4. Decision**

1. Committee Recommendation: Within 5 days following the close of the hearing, the Grievance Committee shall prepare and send to the Vice President, Instruction a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing. 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.
2. A written notice of the Vice President, Instruction's decision shall be provided to the student within ten days of receipt of the Grievance Committee's recommendation. The decision of the Vice President, Instruction, is final.

For both Non-Grade and Grade Grievance Forms, please visit <https://canadacollege.edu/policies/grievances.php>.





## Student Conduct

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

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

Students enrolled in Cañada College are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students are also subject to civil authority and to the specific regulations established by each college in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the San Mateo County Community College District. Each student has the obligation to know and uphold College Rules and Regulations.

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

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

### Student Code of Conduct

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

1. Disruptive behavior, continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, College/

District personnel, or violating the rights of other students.

2. Assault, battery or any threat of force or violence to a student or District/College personnel on District/College premises or at any time or place while under the supervision of District/College personnel.
3. Causing, attempting to cause, or threatening to cause physical injury or threat of force or violence to the person, property or family of any member of the College community, whether on or off College/ District premises as defined below, except in self-defense.
4. Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
5. Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the student from being a witness or retaliation for being a witness.
6. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
7. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
8. Disorderly conduct or engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, or authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
9. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
10. Theft of, damage to, or threat of damage to property belonging to or located on College/District controlled property or facilities, or to the private property located on College/District premises.
11. Knowingly receiving stolen property belonging to the College District.
12. Participation in hazing
13. Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.
14. Forgery, alteration, or misuse of College/District documents, records, or identification.
15. Misrepresentation of oneself or of an organization as an agent of the College/District.



16. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
17. Infringement or violation of copyright laws.
18. Disorderly conduct or lewd, indecent, or obscene conduct or expression including profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the Community College on any College/District-owned or controlled property or at any College/District-sponsored or supervised function.
19. Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.
20. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance (listed in the California Health and Safety Code), alcohol, or an intoxicant of any kind, or a poison classified by laws defining controlled substances while on College/District property, or at College/District functions; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.
21. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or at a College/District function without prior authorization of the Chancellor, College President, or authorized Designee. Possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
22. Smoking in any area where smoking has been prohibited by law or by regulation of the College/District. This includes e-cigarettes and other vapor products.
23. Failure to satisfy College/District financial obligations.
24. Failure to comply with directions of College/District officials, faculty, staff, or campus security officers who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of College/District personnel providing such conduct as related to District/College activities or College attendance or on College/District property.
25. Failure to identify oneself when on College/District property or at a College/District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.
26. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
27. Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
28. Committing sexual harassment as defined by law or by District policies and procedures.
29. Engaging in harassing or discriminatory behavior-based on race, sex, (i.e. gender), religion, age, national origin, disability, sexual orientation, or any other status protected by law.
30. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
31. Failure to adhere to safety rules and regulations as directed.
32. Violation of other applicable Federal, State and Municipal statutes and District and College rules and regulations in connection with attendance at programs or services offered by the College/District or while on College/District property or at College/District sponsored activities.
33. Unauthorized computer usage, including: unauthorized entry into a file to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of another student, faculty member, or District official; use of computing facilities to send or receive obscene or abusive messages; use of computing facilities to interfere with the normal operations of District computing.

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

## Student Disciplinary Process

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



### Step 1. Incident Occurs and is Reported

A potential violation of the Student Code of Conduct is reported to the Disciplinary Officer. A fact-finding investigation is conducted to determine whether to pursue an Administrative Hearing or Student Disciplinary Hearing.

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

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

### Step 3. Disciplinary Action(s) Recommended to Vice President, Student Services (VPSS)

The VPSS will review the recommendations from the Conduct Board. The recommendations include: 1) if student is responsible for violating the Student Code of Conduct, and 2) if responsible, the recommended sanctions.

### Step 4. Written Decision Provided to Student

The student will receive a written notification of the decision.

### Step 5. Appeal to the President

If the student chooses to appeal, it must be done within two working days of the receipt of the notice. A student may appeal the decision if there is: 1) new information or 2) due process was not followed. Such appeals shall be in writing and shall be delivered to the Office of the College President. If there is no new information or due process violations, there are no grounds for appeal and the decision stands.

### Step 6. Appeal to the Chancellor

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

### Step 7. Appeal to the Board of Trustees

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

## Disciplinary Actions

Any student may be subject to disciplinary action, including suspension and/or expulsion, if his/her actions on campus

are disruptive or are in violation of College rules and regulations. In cases involving disciplinary action, the student will have access to established appeals procedures.

## I. General Disciplinary Actions

1. Decisions regarding the following types of disciplinary action are the responsibility of the Vice President, Student Services. Unless the immediate application of disciplinary action is essential, such action will not be taken until the student has had an opportunity to utilize the established appeal procedures found in Procedure, 7.73.1.
  - a. **WARNING** – A faculty or staff member may give notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.
  - b. **TEMPORARY EXCLUSION** – A faculty or staff member may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the day following. The faculty or staff member shall immediately report such removal to the college chief executive officer or his/her designee for appropriate action.
  - c. **CENSURE** – The Vice President, Student Services may verbally reprimand a student or may place on record a written statement which details how a student's conduct violates a District or College regulation. The student receiving such a verbal or written statement shall be notified that such continued conduct or further violation of District/College rules may result in further disciplinary action.
  - d. **CANCELLATION OF REGISTRATION** – The Vice President, Student Services may cancel a student's registration in the event of falsification of educational and/or financial records and related documents or for failure to meet financial obligations to the District.
  - e. **DISCIPLINARY PROBATION** – The Vice President, Student Services or his/her designee may place a student on disciplinary probation for a period not to exceed one semester. Repetition of the same action or other violations of District/College



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

1. Removal from any or all College organizations or offices; and/or
  2. of privileges of participating in any or all College or student sponsored activities.
- f. **RESTITUTION** – The Vice President, Student Services may require a student to reimburse the District for damage or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.
2. Disciplinary action shall not of itself jeopardize a student's grades nor will the record of such action be maintained in the student's academic files.
  3. A student subject to disciplinary action has a right to appeal the decision in accordance with Procedure, 7.73.1.

## 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

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## 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 their 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 their 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 their delegated representative, may request immediate and appropriate action by law enforcement authorities.
7. In the case of extreme violation of the rule(s), a student may face expulsion by action of the Board of Trustees on recommendation of the College President and the Chancellor-Superintendent. Procedures in this instance are provided for in the District Rules and Regulations, as adopted by the Board of Trustees.

## Academic Integrity Policy

As members of the college community, students at Cañada are expected to demonstrate integrity in all academic endeavors. Students are evaluated on their own merits, so

they should protect academic integrity at Cañada College and be proud of their achievements.

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

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

### Forms of Academic Dishonesty:

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

### Cheating

Failure to observe the expressed procedures of an academic exercise, including but not limited to:

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



answers after an exam or assignment has been returned or submitting another's exam as one's own to gain credit

- attempting to hinder the work of another student

### **Fabrication**

Falsification or invention of any information in an academic exercise, including but not limited to:

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

### **Plagiarism**

The presentation of another's words, images or ideas as if they were the student's own, including but not limited to:

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

### **Multiple Submissions**

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

### **Facilitating Academic Dishonesty**

Assisting another to commit an act of academic dishonesty, including but not limited to:

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

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

## **Consequences of Academic Dishonesty**

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

- Receive a failing grade on the test, paper, or examination.

Under the District standards of Disciplinary Sanctions, the student may be subject to:

- **A Warning:** An instructor may give written or verbal notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.
- **Temporary Exclusion From An Activity Or Class:** An instructor may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the day following. The instructor shall immediately report such removal to the college chief executive officer or his/her designee for appropriate action.
- **Censure:** The Vice President, Student Services may verbally reprimand a student or may place on record a written statement which details how a student's conduct violates District or College regulations. The student receiving such a verbal or written statement shall be notified that such continued conduct or



further violation of District/College rules may result in further disciplinary action.

- **Disciplinary Probation:** The Vice President, Student Services or his/her designee may place a student on disciplinary probation for a period not to exceed one semester. Repetition of the same action or other violations of District/College rules and regulations during the probationary period may be cause for suspension or expulsion. Disciplinary probation may include one or both of the following: a. Removal from any or all College organization or offices; or b. Denial of privileges of participation in any or all College or student sponsored events.
- **Disciplinary Suspension:** The termination of student status for a definite period of time. A suspended student may not be present on campus and is denied College privileges including class attendance and all other student body or College granted privileges. Refer to Suspension Policy for details.
- **Expulsion:** A permanent termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board of Trustees on recommendation of the college chief executive officer and the Chancellor. An expelled student shall not be allowed to register in any subsequent semester without the approval of the chief executive office of the College. Refer to Expulsion Policy or details.
- If a sanction entails any action greater than a written or verbal notice, the instructor must submit a Notice of Student Violation of the Cañada College Academic Integrity Policy to the Vice President, Student Services for review and appropriate follow up. This form will identify the infraction and the sanction, and should be signed by both the student and instructor.
- If a student receives any of these sanctions, he/she must first address his/her concerns with the instructor. If the student believes that the instructors' decision is unfair, the student may appeal the decision to the Vice President of Student Services in accordance with the Student Discipline Policy and Appeals Process.
- The Vice President of Student Services maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once, and may be shared with other faculty in whose classes the student is enrolled.
- Any record of academic dishonesty will be maintained in the Vice President of Student Services' records for a period of two years at which time, barring further infractions, it will be permanently removed.

## Attendance Regulations

Regular attendance in class and laboratory sessions is an obligation assumed by each student at the time of his/her/their registration. When a student fails to attend class, he/she/they miss the content of the session, and course continuity is reduced. 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

**BP 2.27 Policy on Smoking and Tobacco Use 7/10; 5/14; 11/21 Government Code Sections 7596, 7597, 7598; Labor Code Section 6404.5; Title 8 Section 5148**

It is the policy of San Mateo County Community College District to provide a safe and healthy learning and working environment for both students, employees, and visitors. In light of evidence that the use of tobacco and nicotine as well as exposure to secondhand smoke and aerosol (commonly referred to as "vapor") from electronic smoking devices pose significant health and environmental hazards, the District has established a smoke, vapor, and tobacco-free environment.

Tobacco-free resources are available in the Health Center, located in Building 5 Room 303, telephone number (650) 306-3309 and on the [Health Center website](#).

1. Smoking of any kind, including use of electronic devices, and all uses of tobacco are prohibited on all property and in all indoor and outdoor spaces owned, leased, licensed, or otherwise controlled



by the District, and in all District-owned vehicles. Smoking of any plant, oils, or chemical product(s) is also prohibited.

2. Definitions
  - “Smoking” means inhaling, exhaling, burning, or carrying any lighted, heated, or ignited cigar, cigarette, cigarillo, pipe, hookah, electronic device, or any other device that delivers nicotine or other substances to a person.
  - “Tobacco Product” means any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; and any electronic device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, electronic cigar, electronic pipe, or electronic hookah.
3. District managers are responsible for publicizing the policy to students, employees and visitors, and are responsible for the posting of signs. International no smoking signs will be posted as appropriate. 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 that are used to publicize District public events will include policy notification to the public.
4. To assist in the implementation of this policy, the District will provide education and training in the areas of smoking dangers and smoking cessation.
5. 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. Enforcement of this policy is outlined in Administrative Procedure 2.27.1. 6. The District’s employee housing program is not subject to this policy. However, the San Mateo College Educational Housing Corporation may adopt similar policies as it sees fit.

#### [View BP 2.27: Policy on Smoking and Tobacco Use](#)

For additional information regarding the smoke-free policy, please contact the Vice President of Student Services at (650) 306-3234 or the Chief of Public Safety at (650) 738-7000.

## 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.

As per California Senate Bill 367, the College Health Center has Naloxone (an opioid reversal agent) available for distribution to students at no charge.

Per California AB 461, the College Health Center has fentanyl test strips available to students at no charge.

Persons seeking further information regarding this policy contact administration.

For information regarding the health risks and effects associated with alcohol, drugs and narcotics or other illegal drugs, please 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!

### Admissions & Records

*Building 9, 1st floor*  
*Phone: (650) 306-3226*  
*Fax: (650) 306-3113*

Office hours both in-person & Virtual:

- Monday & Thursday 8:00 a.m. to 4:30 p.m.
- Tuesday & Wednesday 8:00 a.m. to 7:00 p.m.
- Friday 8:00 a.m. to 12:00 p.m. (Closed Fridays during the summer)

#### ***Se Habla Español***

The Admissions Team is here to assist you with your educational needs. Below are some of the many services we provide:

- Admissions
- Registration
- Residency Reclassification
- IGETC/CSU GE Certifications
- Student Records Information
- Confirming of degrees/certificates
- Enrollment verifications

Please visit our [Admissions & Records](#) website for more services.

Note: Please click on the Admissions [Contact Us](#) tab for the following:

- Updated office hours, holiday closures or extended hours for late registration
- Questions
- Submitting forms

### Adult-Education College and Career Educational Leadership (ACCEL)

*Building 9, Room 343*  
*Phone: (650) 306-3473*  
*Web: [canadacollege.edu/ACCEL](http://canadacollege.edu/ACCEL)*

Is the planning body for San Mateo County's [California Adult Education Program](http://caladulted.org/) (<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!

### ASCC | Student Life and Leadership Development

#### Associated Students of Cañada College (ASCC)

*Building 5, Room 354*  
*Phone: (650) 306-3364*  
*Web: [canadacollege.edu/studentlife](http://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 Student Senate and Inter-Club Council meetings are open, so take the time and attend!

#### Student Life and Leadership Development

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, free speech assistance, posting assistance, participatory governance experiences, and game room rentals. The department functions as an information and resource center for leadership development, community service, social and cultural activities.



## Athletics Programs

*Building 1, Room 157*

*Phone: (650) 381-2236*

*Email: [sullivantorrezk@smccd.edu](mailto:sullivantorrezk@smccd.edu)*

*Web: [homeofthecolts.com](http://homeofthecolts.com)*

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

- Men's Baseball
- Men's Basketball
- Men's Soccer
- Women's Badminton
- Women's Soccer
- Women's Tennis

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*

*Email: [kumar@smccd.edu](mailto:kumar@smccd.edu)*

*Web: [bookstore.canadacollege.edu](http://bookstore.canadacollege.edu)*

Textbooks and supplies may be purchased from the Cañada College Bookstore. The telephone number is 306-3313. Store hours are posted and are published in the Schedule of Classes for each term. For general and/or book information, contact Jai Kumar in the bookstore.

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

*Building 9, Room 137*

*Phone: (650) 381-3529*

*Web: [canadacollege.edu/eops/calworks.php](http://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
- Laptop 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*

*Email: [cancareercenter@smccd.edu](mailto:cancareercenter@smccd.edu)*

*Web: [canadacollege.edu/careercenter](http://canadacollege.edu/careercenter)*

The Career Center assists students in developing and carrying out both short and long-term education, employment and career goals. Career Services are open to anyone who needs assistance with making career decisions. Educational and occupational information is also available to explore at a student's own pace. Our resource materials include online systems with comprehensive demographic



information and assessment tools. In addition, we also offer online career information that describes duties, responsibilities, future career trends, and salary ranges.

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

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

## College for Working Adults (CWA)

*Building 9, Room 209*

*Phone: (650) 306-3310*

*Email: [canadacwa@smccd.edu](mailto:canadacwa@smccd.edu)*

*Web: [canadacollege.edu/CWA](http://canadacollege.edu/CWA)*

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 nights, online and weekends

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). CWA offers a selection of 26 Degrees and/ or 16 Certificates that can be completed nights, online, and weekends. Program benefits consist of:

- Pre Designed Curriculum
- Dedicated Tutors (Embedded)
- Guaranteed Class Enrollment
- Registration Support
- Evening/Online/ Hybrid Courses
- Financial Aid Support
- Transfer Support
- Flexible Course Scheduling

## COLTS (Community of Learning Through Sports)

*Building 1, Room 159*

*Phone: (650) 381-2236*

*Email: [cankad@smccd.edu](mailto:cankad@smccd.edu)*

*Web: [canadacollege.edu/colts/](http://canadacollege.edu/colts/)*

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, math 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 219A, Learning Center*

*Phone: (650) 306-3348*

*Email: [iwillsucceed@my.smccd.edu](mailto:iwillsucceed@my.smccd.edu)*

*Web: [canadacollege.edu/coltscon](http://canadacollege.edu/coltscon)*

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).

## COLTS-U Transfer Center

*Building 9, Room 106, 1st Floor*

*Phone: (650) 306-3463*

*Email: [cantransctr@smccd.edu](mailto:cantransctr@smccd.edu)*

*Web: [canadacollege.edu/transferecenter](http://canadacollege.edu/transferecenter)*

**Office Hours:** By Appointment/Drop-In. The COLTS-U Transfer Center's mission is to provide transfer information and services to students in order for them to make informed decisions about their transfer goals, to offer services and opportunities that ease their transitions to a four-year university, and to empower students 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 an upper-division student to a California State University, a University of California, an in-state Private university, or any institution out of state.

The COLTS-U Transfer Center provides guidance to students with their transfer choices. Some of the services provided by the COLTS-U Transfer Center are: academic counseling that leads students to a four-year university by guiding them with the transfer process such as selecting a major, choosing a university, developing an Educational Plan, supporting with the admissions applications, and more. The COLTS-U Transfer Center provides opportunities for students to connect with universities such as: coordinating the visits of individual university representatives throughout the semester, organizing a college fair that hosts representatives from universities throughout the United States, and scheduling field trips to local universities that familiarize students with those institutions and university partnership programs. The COLTS-U Transfer Center also offers a variety of workshops related to the transfer process and planning. We also offer the UC Transfer Admission



Guarantee (TAG) and other dual admission and pathway agreements with CSU schools, as well as 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 as an upper-division student, 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

**Please 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, meet the university's admission requirements for specific programs, complete 60 UC Transferable units prior to transfer, and file an Admission Application. Students must meet with a Counselor to discuss the transfer option during the first year of attendance. The universities of California (UC) campuses 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 Degrees is available at <https://icangotocollege.com/>.

Some of the In-state private universities and out-of-state universities will consider the Associate Degree for Transfer for the admission purposes.

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

Students may also choose to transfer to a private university in California 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 Transfer and Admission Web page for more information.

### University Partnerships:

Cañada College has a partnership with Notre Dame de Namur University in their Bachelor's Degree Completion Programs and a transfer pathway partnership with San Francisco State University. The NDNU completion programs include Business and Psychology. For more information on NDNU visit: <https://canadacollege.edu/university/programs.php>. For more information on the SF State AANAPISI ARC Transfer Pathway program visit: <https://canadacollege.edu/aanapisi/index.php>

### How to Apply to a Four-Year University:

The admission requirements and application information is available at each individual university website and at the links provided below:

- California State Universities: [www.calstate.edu/apply](http://www.calstate.edu/apply)
- CSU Transfer Success Pathway: [www.calstate.edu/apply/transfer/Pages/transfer-success-pathway.aspx](http://www.calstate.edu/apply/transfer/Pages/transfer-success-pathway.aspx)
- University of California: <https://admission.universityofcalifornia.edu/apply-now.html>
- To apply to in-state private university and out-of-state universities you may use the **Common Application**: <http://www.commonapp.org/>, or use the application provided by each individual university



- Historically Black Colleges and Universities (HBCU's) Common Black College Application: <https://commonblackcollegeapp.com/>

### 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](http://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 request official transcript from all colleges/universities attended to be sent by mail to our SMCCCD Transcript Evaluation Services (TES) at:

#### Transcript Evaluation Services

C/O College of San Mateo  
1700 W Hillsdale Blvd.  
San Mateo, CA 94402

OR

By Electronic Transcripts to: [transevaluation@smccd.edu](mailto:transevaluation@smccd.edu)

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/>

### S.T.A.R. Program

Phone: (650) 306-3407

Email: [hom@smccd.edu](mailto:hom@smccd.edu)

Web: [canadacollege.edu/aanapisi/arc.php](http://canadacollege.edu/aanapisi/arc.php)

### Asian American, Native Hawaiian and Pacific Islander S.T.A.R. Program

The Asian American, Native Hawaiian and Pacific Islander (AANHPI) S.T.A.R. Program (Success, Transfer, Access, Relevance) Program supports persistence, transfer and completion by providing first-year experience programs, transfer pathway programs and culturally responsive support for our Asian American, Native Hawaiian and Pacific Islander, first-generation and low-income (historically underserved) students.

- **ARC** (Access, Relevance and Community) transfer pathway program to **SF State**
  - University visits & transfer workshops
  - Peer mentors
- AANHPI cultural events and immersion experiences
- AANHPI leadership opportunities and conferences

Please visit the website for more information: <https://canadacollege.edu/aanapisi/>

## 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.)

## Counseling Services

Building 9, 1st Floor

Phone: (650) 306-3452

Web: [canadacollege.edu/counselingcenter](http://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 a counseling appointment through their student portal or



by visiting the Welcome Center on the 1st floor of Building 9 or 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 at least 24 hours in advance. Students will be marked as a NO SHOW if they miss a scheduled appointment or are 10 minutes late. After two missed appointments (NO SHOWS), students will be required to meet with the Dean of Counseling before they are able to schedule additional counseling appointments.

Until they meet with the Dean, these students will be limited to using drop-in or group counseling services as they are made available for the remainder of the academic year.

## Cultural Center

*Building 17, Room 107 & 109*

*Phone: (650) 381-2253*

*Email: [canulturalcenter@my.smccd.edu](mailto:canulturalcenter@my.smccd.edu)*

*Web: [canadacollege.edu/culturalcenter](http://canadacollege.edu/culturalcenter)*

### Cultural Center

As part of the Office of Equity, the mission of the Cultural Center is to create spaces of healing, joy, and critical engagement through learning awareness, and advocacy that empower the campus community to become culturally responsive advocates for justice and liberation. Our goals are to EDUCATE. CREATE. AND SUPPORT.

**EDUCATE** about and celebrate cultures through cultural programming and cultural immersion experiences.

**CREATE** spaces for coalition building through partnerships, collaborations, and affinity spaces to interrogate and dismantle systems of oppression.

**SUPPORT** and advocate for the success of our most marginalized students through resources, events, and services.

Office of Equity's Cultural Center initiatives, activities, and resources are designed to support the learning, training, and development of our students, faculty, and staff. Our resources, educational materials, and experiences are centered in social justice pedagogy to allow participants to explore cultural, historical, and social impacts. Throughout the year, the space also serves as a community hub for events, activities, and workshops about cultures through cultural programming and cultural immersion experiences.

## Disability Resource Center (DRC)

*Building 5, Room 303*

*Phone: (650) 306-3259*

*TDD: (650) 306-3161*

*Web: [canadacollege.edu/disabilityresourcecenter](http://canadacollege.edu/disabilityresourcecenter)*

Cañada College provides students with documented disabilities academic support and reasonable

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

- Pre-registration advising and priority registration
- Adaptive technology and software
- Test taking accommodations such as extended time
- Disability information and advocacy
- Temporary disabled parking permits
- Sign language interpreters, Braille format, scribes, note takers
- On and off campus referrals to other services or agencies
- Goal setting and self-advocacy assistance
- Learning Disability Assessment

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

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

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

## Dual Enrollment

*Building 6, Room 105*

*Phone: (650) 306-3394*

*Email: [canadadual@smccd.edu](mailto:canadadual@smccd.edu)*

*Web: [canadacollege.edu/dualenrollment/](http://canadacollege.edu/dualenrollment/)*

Through Cañada dual enrollment program, high school students attend classes at Cañada for free, while still enrolled in high school. Dual enrollment classes count for both high school and college credit. High school students who complete dual enrollment classes generally take fewer classes in college and save money on total college costs. Dual enrollment courses are currently available to students at Sequoia Union High School District, San Mateo Union High School District, and a Honda | Pescadero Unified School District.

### Why should you participate?





- Start college early at Cañada College!
- Explore career areas.
- Choose classes in general education or in hands-on career training.
- Transfer college credits to CSU, UC, private, and out-of-state universities.
- Enroll in classes each semester and never pay tuition as a high school student!

## Extended Opportunity Programs & Services (EOPS)

Building 9, Room 133  
 Phone: (650) 306-3300  
 Email: [caneps@smccd.edu](mailto:caneps@smccd.edu)  
 Web: [canadacollege.edu/eops](http://canadacollege.edu/eops)

EOPS: [canadacollege.edu/eops/eops](http://canadacollege.edu/eops/eops)  
 CARE: [canadacollege.edu/eops/care](http://canadacollege.edu/eops/care)  
 NextUp/FYSI: [canadacollege.edu/fysi/](http://canadacollege.edu/fysi/)

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, registered in at least 12 units (unless enrolled in the DRC program), 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 an adjunct program operating within the framework of EOPS that is designed to provide support to single parents receiving county assistance from CalWORKs and TANF as they pursue their college education. The program collaborates closely with the County Human Services Agency to help students meet both program and County requirements. CARE offers a range of assistance, including

educational grants, workshops, food, and transportation support, among others, to enable students to achieve academic success.

### NextUp: Cooperating Agencies Foster Youth Educational Support

NextUp represents a specialized program under the umbrella of EOPS, designed to customize and enhance the services provided to current and former foster youth who were in foster care on or after their 13th birthday and below 26 years of age. The program offers a range of supports to students aimed at facilitating their successful attainment of academic and career objectives. Such supports include transportation and food assistance, counseling, as well as educational grants.

### How to apply for EOPS, CARE and NextUp?

Please contact the EOPS/CARE/NextUp/FYSI Office or visit our website for more information.

¿Cómo puedo calificar? Comuníquese con la oficina de EOPS/CARE/NextUp/FYSI o visite nuestro sitio web para obtener más información. Hablamos Español.

## Financial Aid Services

Building 9, 1st Floor  
 Phone: (650) 306-3307  
 Email: [canaid@smccd.edu](mailto:canaid@smccd.edu)  
 Web: [canadacollege.edu/financialaid](http://canadacollege.edu/financialaid)

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

Most financial aid offers are made on the basis of financial need. A student's financial need is determined by deducting the student aid index (SAI) from the cost of attendance (COA). To qualify for most financial aid, students must demonstrate financial need while maintaining satisfactory academic progress (SAP). Financial aid offers are intended to assist students in meeting their annual educational expenses such as tuition and fees, books and supplies, housing, food allowance, transportation and other personal expenses and educational costs.

Financial aid offers 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*), student employment, such as federal work-study or Learning-Aligned Employment program (*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 Federal Supplemental Education Opportunity



Grant (FSEOG), 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](http://www.fafsa.gov) and meet all federal eligibility requirements.

Federal Pell Grant funds have a lifetime eligibility of the equivalent of six (6) full-time years or 600%. Fulltime students who take more than six years to complete their major/program of study 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 AB540 eligibility; the Cal Grant, which is a direct grant payment for California residents and, depending on the type of Cal Grant, those meeting AB540 eligibility. Cal Grants require grade point average (GPA) verification and meeting established income and asset ceilings. Eligibility is determined after submission of GPA and the Free Application for Federal Student Aid (FAFSA) or California Dream 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.

AB540 students are eligible for state financial assistance programs including the CCPG, Cal Grant Entitlement Programs and services through EOPS (Extended Opportunity Programs and Services) 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 full-time (12 or more units) and receive a Cal Grant B 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 \$1,298 additional funding each term. Students who enroll in 15 or more units, may receive up to \$4,000 additional funding per term. Current or Former Foster Youth students are eligible for \$5,250 per semester, if enrolled in 12 or more units. For the purposes of awarding a SSCG, “current

or former foster youth” means a person whose dependency was established or continued by the court on or after the date on which the person reached 13 years of age.

Learning-Aligned Employment Program (LAEP) offers eligible students at public colleges and universities the opportunity to earn money to help defray their educational costs while gaining education-aligned, career-related employment. Eligible students are from an underrepresented background and meet all the following criteria: At least half-time enrollment; California resident classification; Satisfactory academic progress in a program leading to a degree or certificate; Demonstrated financial need; Eligibility to work in the United States. Priority will be given to eligible students who are first-generation college students, current/former foster youth, homeless, or at risk of being homeless. Further priority will be given to eligible students majoring in a science, technology, engineering, or mathematics (STEM) discipline.

**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](http://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 AB540 eligible by the Admissions and Records Office and meet specific program eligibility. The Federal Pell and SEOG Grants require financial need be demonstrated by the Free Application for Federal Student Aid (FAFSA). A student must either be a U.S. citizen or in one of a group of categories known as eligible non-citizen (including permanent resident, resident alien, refugee, or asylee). Direct Loans require FAFSA filing; subsidized loans are need-based and unsubsidized loans are not need-based. All loans are subject to annual and aggregate borrower loan limits.

**150% Subsidized Loan Limit:** A new or first-time borrower is no longer eligible to receive additional Direct Subsidized Loans if the period during which the borrower has received such loans meets or exceeds 150 percent of the published length of the program in which the borrower is currently enrolled. These borrowers may still receive Direct Unsubsidized Loans for which they are otherwise eligible. As the criteria to qualify for the different financial aid programs can vary widely, all students who have a financial need are strongly encouraged to apply. Effective July 1,



2021, the SULA regulations no longer apply to subsidized loans first disbursed on or after July 1, 2021.

In a number of cases, students may qualify for more than one program to assist them with their college attendance costs. Apply early and annually as some programs have limited funds for those students who meet program eligibility and apply early.

Please review the extensive material available (in English or Spanish) in the Financial Aid Office or on the College website at <https://canadacollege.edu/financialaid> and <https://smccd.edu/financialaid>, Federal Student Aid at <https://studentaid.gov/> and the California Student Aid Commission at <https://www.csac.ca.gov/> or [https://www.dream.csac.ca.gov/](https://dream.csac.ca.gov/) for specific information on the California Dream Act Application.

It is also recognized that there may be unusual or special circumstances that the financial aid application material does not capture which may impact your ability to attend college. Students may submit an Unusual or Special Circumstance 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.

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

A student who receives Title IV funds (such as Pell Grant and Direct Student Loans) 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. In addition, students who do not pass any of their courses (unearned failing grades) are subject to R2T4.

### **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 grade 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

**Private Alternative Loans** – Private alternative student 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 staff in financial aid services to learn about state and federal financial assistance options.

**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](https://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.*

Program	Who Can Apply	Awards Up To	Filing Deadline	Forms Required
Cal Grant A Entitlement Award	Undergraduate California residents including AB540 attending California colleges and universities. Apply high school senior year or within 18 months of graduating or receiving GED; low to moderate income; 3.0 GPA.	System-wide fees at UC/CSU, reduced tuition amount for private and proprietary; cannot be used at community college; reserved for transfer	March 2	FAFSA or Dream Application and GPA Verification
Cal Grant A Competitive Award	Undergraduate California residents attending California Community Colleges; low to moderate income; 3.0 GPA. AB540 students ineligible.	System-wide fees at UC/CSU, reduced tuition amount for private and proprietary; cannot be used at community college; reserved for transfer	March 2 and Sept. 2	FAFSA and GPA Verification
Cal Grant B Entitlement Award	Undergraduate California residents including AB540 attending California colleges and universities. Apply high school senior year or within 18 months of graduating or receiving GED; very low income; 2.0 GPA.	\$1,648 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.	March 2	FAFSA or Dream Application and High School GPA Verification



Program	Who Can Apply	Awards Up To	Filing Deadline	Forms Required
Community College Student Success Completion Grant	Undergraduate California residents including AB540 attending a California Community College and receiving Cal Grant B or C, attending full-time.	\$2,596/\$1,298 per semester (for students enrolled in 12.0 - 14.99 units) \$8,000/\$4,000 per semester (for students enrolled in 15.0 units or more)	March 2 and Sept 2	FAFSA or Dream Application and GPA Verification
Cal Grant B Competitive Award	Undergraduate California residents attending California colleges and universities; very low income; 2.0 GPA. AB540 students ineligible.	\$1,648 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.	March 2 and Sept. 2	FAFSA and GPA Verification
Community College Cal Grant Transfer Entitlement	Undergraduate California residents including AB540 students transferring from California Community Colleges; very low to moderate income; 2.4 GPA; are not 28 by December 31 of transfer year.	System-wide fees at UC/CSU, reduced amount for private and proprietary institutions	March 2	FAFSA or Dream Application and College GPA Verification
Cal Grant C	Undergraduate California residents including AB540 students in Career and Technical education (CTE) programs.	\$1,094 For students with dependents (SWD), up to an additional \$4,000.	March 2 and Sept. 2	FAFSA or Dream Application and GPA Verification
California College Promise Grant (CCPG)	California residents including AB540 students attending California Community Colleges.	Waives 'per unit' enrollment fees and provides reduced parking as eligible	Year round	FAFSA, Dream Application or CCPG Application
Chafee Grant	Current and Former Foster Youth who have not yet reached their 23rd birthday.	\$5,000	Year round subject to available funds	FAFSA or Dream Application and Chafee App.



Program	Who Can Apply	Awards Up To	Filing Deadline	Forms Required
California Military Department GI Bill Award Program (Formerly the California National Guard Education Assistance Award Program)	Active members of California National Guard, State Military Reserve or Naval Militia attending qualified	Up to \$1,656 at California Community Colleges – amounts based on Cal Grant A and B max (subject to annual increase)	April 30th Priority	FAFSA, California Military Department GI Bill Award Application & Statement of Understanding
Federal Pell Grant	Undergraduate students with an EFC at or below 6601 may be considered; must meet other federal eligibility.	\$7,395	October 1 prior to through June 30 of aid year (21 month filing window)	FAFSA
Federal SEOG (Grant)	Undergraduate students with Federal Pell Grant; students with highest need.	\$400-\$800	March 2nd Priority	FAFSA
Federal Work-Study	All eligible students; must meet federal eligibility.	Up to \$4,000 (maximum award may vary)	March 2nd Priority	FAFSA
Federal Direct Loans: Subsidized and Unsubsidized	All eligible students; must meet federal eligibility.	Annual maximum: \$6,500 dependent \$10,500 independent	Contact Financial Aid Office	FAFSA, College DL Request Form, MPN, Entrance Counseling



## Foster Youth Success Initiative (FYSI)

Building 9, Room 133  
Phone: (650) 306-3300  
Web: [canadacollege.edu/fysi](http://canadacollege.edu/fysi)

The Foster Youth Success Initiative (FYSI) represents a statewide undertaking backed by the California Community College Chancellor's Office, aimed at establishing a robust support network catering to the academic, social, emotional, and financial requirements of college-bound students. FYSI endeavors to offer an array of services to students to enable them to achieve their academic and career objectives successfully. These services include transportation and food assistance, counseling, and educational grants, among others.

For more information, please visit our [website](#).

## Guided Pathways Peer Mentor Program

Building 9, Room 220, Learning Center  
Email: [cangppm@my.smccd.edu](mailto:cangppm@my.smccd.edu)  
Web: [canadacollege.edu/mentor](http://canadacollege.edu/mentor)

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](http://canadacollege.edu/healthcenter)

The Cañada College Student Health Center is available to all enrolled students and provides health care services, referral services and educational information related to health issues. The Health Center is open Monday through Thursday 9:00am to 3:00pm during Fall & Spring semesters. Summer hours may vary. Visit our home page for the most up-to date information about services at [canadacollege.edu/healthcenter](http://canadacollege.edu/healthcenter) Email us at [canhealth@smccd.edu](mailto:canhealth@smccd.edu) or call at 306-3309 to make an appointment.

**For EMERGENCIES call 911.**

Services available include:

- Sick visits
- Physical exams
- Prescription medications
- Family PACT (Planning, Access, Care and Treatment) \*

- Birth control
- STD testing and treatment
- Lab services
- Vaccines
- Personal health counseling
- Pregnancy testing and counseling
- TB assessments
- Blood pressure and blood sugar screenings
- Referrals to community resources
- First aid
- Free condoms, sanitary pads and tampons

\*Family Planning, Access, Care and Treatment available to students who qualify.

**Please Note:** Accidents on campus should be reported to your immediate supervisor and Human Resources. Services are confidential and HIPAA compliant.

## Honors Transfer Program

Building 3, Room 235  
Honors Coordinator: (650) 381-3547 | Email: [taveaur@smccd.edu](mailto:taveaur@smccd.edu)  
Honors Counselor: (650) 306-3489 | Email: [aganonj@smccd.edu](mailto:aganonj@smccd.edu)  
Web: [canadacollege.edu/honorsprogram](http://canadacollege.edu/honorsprogram)

The Honors Transfer Program (HTP) at Cañada College is designed to support curious, highly motivated students, and is meant to better prepare them for university work. To be a member of the HTP, students must apply online and meet eligibility requirements. All Honors courses are open to HTP members and non-members. Students enrolling in Honors 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 in a non-Honors course. More details are on the program website [canadacollege.edu/honorsprogram/contract-seminar.php](http://canadacollege.edu/honorsprogram/contract-seminar.php).

To graduate from the program, students must complete 15 units of Honors-level course work, abide by all aspects of the college Academic Integrity Policy, and achieve a GPA of 3.3 or higher 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 priority transfer agreements to four-year colleges and universities.

For more information please visit the Honors Transfer Program website or contact the program coordinator or counselor via the contact information above.

### Program Admission Requirements

#### Entering High School Students

- High school GPA of 3.3
- Current enrollment in or completion of either English 100 or English 105.





**OR****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.

If a student does not meet the above requirements, there is an alternative method for demonstrating academic eligibility. For more details, see the program website [canadacollege.edu/honorsprogram/application.php](http://canadacollege.edu/honorsprogram/application.php).

**Program Completion Requirements**

- 15 units in Honors Classes including English 110 Honors
- GPA 3.3 in transfer classes
- Maximum of 2 courses can be earned via Honors Contract
- Adherence to the College Academic Integrity Policy

**International Student Program**

*Building 9, Room 163*

*Phone: (650) 381-3544*

*Fax: (650) 381-3518*

*Email: [caninternational@smccd.edu](mailto:caninternational@smccd.edu)*

*Web: [canadacollege.edu/international](http://canadacollege.edu/international)*

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](http://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 for admissions requirements.

**Learning Center**

*Building 9, Floor 2*

*Phone: (650) 306-3348*

*Web: [canadacollege.edu/learningcenter](http://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, STEM Center, MESA, retention support services, test proctoring, academic success workshops, TRiO Student Support Services, Guided Pathways Peer Mentorship Program, and student success programs. 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.

**Retention Support**

Retention support services include the Guided Pathways Peer Mentoring program, support workshops, and outreach and referral for 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.

**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).

**STEM Center**

*Building 9, Room 210, Learning Center*

*Phone: (650) 306-3137*

*Web: [canadacollege.edu/STEMcenter](http://canadacollege.edu/STEMcenter)*



The STEM Center at Cañada College provides program services and academic support for students exploring or pursuing Science, Technology, Engineering, and Math (STEM) majors. We offer a variety of STEM related opportunities including internships, scholarships, field trips, conferences, workshops, tutoring, mentoring, clubs, and study groups. If you want to get involved on campus, build your academic portfolio, and transfer to a four-year institution, the STEM Center is for you.

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

Find out what the STEM center can do for you today!

### Writing Center

*Building 9, Floor 2, Learning Center*

*Phone: (650) 306-3459*

*Web: [canadacollege.edu/learningcenter/writingcenter](http://canadacollege.edu/learningcenter/writingcenter)*

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.

### Library

*Building 9, 3rd floor*

*Phone: (650) 306-3485 (circulation)*

*Phone: (650) 306-3480 (reference)*

*Web: [canadacollege.edu/library](http://canadacollege.edu/library)*

Cañada College Library offers friendly, bilingual, in-person or online 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 videos. 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. We have color and black and white printing 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. In-person and online research help from a college librarian is available by appointment, through online chat, or on a drop-in basis during Library hours.

We have a number of student study rooms and a large silent study room, along with many carrels and tables for independent studying.

### Lost and Found/Public Safety

*Building 22, Room 106*

*Phone: (650) 738-7000*

*Web: [smccd.edu/publicsafety/index.php](http://smccd.edu/publicsafety/index.php)*

Items found in any of the campus buildings are held for 30 days in the Public Safety Office in Building 22. Call (650) 738-7000 to inquire about lost or found articles.

### Middle College High School

*Building 18, Room 111*

*Phone: (650) 306-3120*

*Email: [CanadaMiddleCollege@smccd.edu](mailto:CanadaMiddleCollege@smccd.edu)*

*Web: [canadacollege.edu/middlecollege](http://canadacollege.edu/middlecollege)*

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.



## Office of Equity

*Building 13, Room 111  
Phone: (650) 306-3373  
Email: [kealoham@smccd.edu](mailto:kealoham@smccd.edu)*

The Cañada College Office of Equity supports the college's mission to transform lives by closing equity gaps so that all students are able to achieve their educational goals. The Office of Equity supports the college Cultural Center, Student Equity and Achievement Program, LGBTQ+ state grant, Equity Excursions, equity professional development, and Equity and Antiracism Planning Council.

## Outreach Program

*Building 18, Room 115  
Phone: (650) 306-3444  
Email: [canadaoutreach@smccd.edu](mailto:canadaoutreach@smccd.edu)  
Web: [canadacollege.edu/outreach](http://canadacollege.edu/outreach)*

The Outreach Office develops and coordinates outreach services for the high schools. The primary goal of the office is to inform the community about educational, 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) 381-3573  
Web: [canadacollege.edu/pcc](http://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.

## Promise Scholars Program at Cañada College

*Building 6, Room 112  
Phone: (650) 381-3568  
Web: [canadacollege.edu/promise](http://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 two-three years, which includes the first fall, spring, and summer semesters (enrollment fee, health fee, student rep fee, student union fee, and 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

*Building 9, Room 138  
Phone: (650) 381-3564  
Email: [mendezs@smccd.edu](mailto:mendezs@smccd.edu); [valenzuelay@smccd.edu](mailto:valenzuelay@smccd.edu)  
Web: [canadacollege.edu/puente/](http://canadacollege.edu/puente/)*

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

## SparkPoint at Cañada College

*Building 9, Room 125*

*Phone: (650) 381-3550*

*Email: [cansparkpoint@smccd.edu](mailto:cansparkpoint@smccd.edu)*

*Web: [canadacollege.edu/sparkpoint](http://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 community members. Affiliated with United Way 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:

- Explore food and housing resources
- Review credit scores and reports
- Create a balanced budget
- Pay off debt and save money
- Locate free and low cost banking relationships
- Screen for public benefits when eligible (including CalFresh)
- Access résumé and interview prep
- Find free income tax assistance

SparkPoint at Cañada College provides several resources for students and community members with the rising cost of food. Our services include:

- **Study Snacks:** Students can pick up a quick snack at baskets located throughout student service areas.

- **Grab and Go Sandwiches:** Students can pick up a Grab and Go sandwich from refrigerators found in Buildings 9 and 13.
- **Food Market:** Our full-service Food Market provides **FREE** healthy and nutritious food for students and community members. The Food Market is located on the second floor in Building 5, Room 222. For more information, please visit: [canadacollege.edu/sparkpoint/food](http://canadacollege.edu/sparkpoint/food)
- **Food Lockers:** Cañada College provides evening students access to pick up Food Market items through the Food Lockers located in Building 13 near Room 240. Simply order your food through the SparkPoint website, receive your code and visit our on campus lockers to pick up your **FREE** food items.
- **Food Distribution:** The **FREE** Food Distribution is held on campus weekly and is open to students, staff, and the community, no reservations required. For more information, please visit: [canadacollege.edu/sparkpoint](http://canadacollege.edu/sparkpoint)

Second Harvest Food Bank of Silicon Valley partners with SparkPoint at Cañada College to provide **FREE** healthy and nutritious food for the SparkPoint Market, Food Lockers and Distribution.

For additional information, call (650) 381-3550 or visit [canadacollege.edu/sparkpoint](http://canadacollege.edu/sparkpoint).

## Student ID's and Student Handbook

### Student ID

Student IDs, also called Student Body Cards at Cañada, are processed at the Center for Student Life and Leadership Development in Building 5, Room 354. In order to receive a Student ID and become eligible for the many benefits it has, students must pay the \$15.00 Student Body Fee during the fall and spring semester. This is an optional fee. Choosing not to pay this fee will automatically disqualify any student from receiving a Student Body Card. Request for refunds must be made by the Final Fee payment due date of each semester.

### Student Handbook

The Student Handbook contains information about student organizations, college services, college rules, student rights, student disciplinary due process procedures, and Cañada's staff and governance structure. The handbook is available on the [Welcome Center](#) webpage under "Online Orientation" or by a direct link to the PDF [Student Handbook](#).



## Study Abroad Program

Phone: (650) 381-3544

Email: [studyabroad@smccd.edu](mailto:studyabroad@smccd.edu)

Web: [smccd.edu/studyabroad/](http://smccd.edu/studyabroad/)

The San Mateo County Community College District (SMCCCD) Study Abroad Program, housed at Skyline College, offers students of ages 18+ the opportunity to study and intern abroad. Students can earn up to 12 units a semester towards an A.A./A.S. degree which are transferable to the California State University System, the University of California System, the Rennes School of Business in France, and most private colleges and universities. Upcoming study abroad destinations include:

- **Semester Abroad Programs:** Fall 2024 in London, U.K.; Spring 2025 in Florence, Italy; and Fall 2025 in Barcelona, Spain
- **Short-Term Study Abroad Programs:** Africa, Asia, Europe, and South America
- **Global Internships:** Two-month internships in Canada, Germany, Singapore, and San Francisco, and more in Summer 2024
- **Transfer Abroad:** Students who complete an A.A./A.S. in Business or a related field from Cañada College may be eligible to transfer to the Rennes School of Business to finish their B.A. in one year in France
- **Community Travel:** Educational travel tours for adults and lifelong learners. Please check the [District Community Travel Program Webpage](#) for up-to-date information

Financial aid and scholarships are available for eligible students for Semester Abroad, Short-Term Study Abroad, Global Internships, and the Transfer Abroad Program. Early planning is advisable. For more information and eligibility requirements, visit the [District Study Abroad webpage](#) or email [studyabroad@smccd.edu](mailto: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. Tokens are available at the Cashier's 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 Program

Building 9, Room 213

Phone: (650) 306-3111

Email: [cantrio@smccd.edu](mailto:cantrio@smccd.edu)

Web: [canadacollege.edu/trio](http://canadacollege.edu/trio)

### What is TRIO?

TRIO Student Support Services (SSS) is a program funded by the United States Department of Education. Our goal is to provide an academic, social, and personal support system for first-generation, low- income, and/or students with disabilities, to assist them with certificate and degree college requirements, the transfer process, and to motivate them towards successful completion of their college education.

TRIO SSS offers the personalized support you need to succeed in your academic and educational goals.

- Answering your questions
- Connect you to resources
- Hold workshops and community-building events
- Priority Registration
- Graduation and Transfer Support
- Academic Counseling and Mentoring (In-person & Virtual counseling available)
- Financial Literacy Support and Grant Aid
- Cultural Enrichment Activities
- Visits to 4-year Universities
- Tutoring access and support
- Support you in many different ways!

### Eligibility

Cañada students are eligible to apply to the TRIO-SSS program if they are enrolled in at least 6 academic units in



the current semester, and meet at least one of the following guidelines:

- First Generation college students (neither parent has a bachelor's degree from a college or university in the United States)
- Students who are eligible for the federal Pell Grant (FAFSA) or California Dream Act
- Students with documented learning differences and/or physical disabilities (and registered with our Disability Resource Center)

#### How to apply

Please contact the TRIO office or visit our website for more information.

**Empowering Minds. Inspiring Resilience. Rooted in Diversity.**

## Umoja Community

*Building 9, Room 304, Umoja Village*

*Phone: (650) 306-3441*

*Email: [canumoja@smccd.edu](mailto:canumoja@smccd.edu)*

*Web: [canadacollege.edu/umoja](https://canadacollege.edu/umoja)*

Cañada College's Umoja Community program ("umoja" is the Kiswahili word for unity) is part of a statewide community and program committed to validating and enhancing the cultural and educational experiences of African American/Black students, in particular and other students, in general. The program facilitates transfer to all four year universities as well as Historically Black Colleges and Universities (HBCUs). Umoja Community students benefit from a wide range of resources, including academic, career, and personal counseling, statewide Umoja events, cultural events and experiences, mentoring, university visits, and financial assistance (tuition, textbook, food, and transportation). The Umoja Community program promotes student achievement using a curriculum and pedagogical approach responsive to the legacy of the African Diaspora.

#### "Mattering" as a key program component:

Years of institutionalized educational inertia can cause students in general and Black students in particular to feel that they don't matter to education and education doesn't matter to them. We encourage our students to reclaim mattering and exercise agency as people who matter. Our curriculum fuses awareness of ongoing oppression, identity, and freedom, increases context, reflects what is urgent in the moment, and sees students themselves as a critical resource for our classes and program.

#### Umoja Community courses include:

**Fall:** ENGL 100 (Reading and Composition) and PLSC 210 (American Politics)

**Spring:** ENGL 110 (Composition, Literature and Critical Thinking), MATH 200 (Elementary Probability and Statistics), and PLSC 310 (California Politics and Local Government)

To be eligible for the Umoja Community program, students must be currently enrolled or plan to enroll at Cañada College, be interested in learning about Black culture, history, and experience, complete the Umoja Community Application Form, register for Umoja Community program courses, and attend Umoja program events throughout the year.

## Undocumented Community Center (UCC)

*Building 9, Room 118*

*Phone: (650) 306-3466*

*Email: [candreamers@smccd.edu](mailto:candreamers@smccd.edu)*

*Web: [canadacollege.edu/dreamers](https://canadacollege.edu/dreamers)*

The Undocumented Community Center (formerly DREAM Center) is a dedicated safe space for undocumented students, DREAMers, and allies. The Undocumented Community Center can assist with issues including AB540 admissions, DACA and the California Dream Act. The Center also provides information and resources on scholarships, clubs, immigration services, food pantry and community resources

Additionally, the Undocumented Community Center offers a Free Legal Clinic where students and the community can receive free legal consultation about immigration and other general legal issues.

Undocumented Community Center services include:

- Matriculation Support
- CA Dream Act Assistance
- Scholarship Information
- Free Legal Clinic and Immigration Legal Resources
- Study Space
- Free Computer Use and Printing
- Confidential Conversations
- Advocacy and Peer Support
- Unlocking Futures Fellowship
- Student Clubs:
  - NUCLEI Club (Nurturing UndocuScholars Collective Liberation and Empowering Imagination)
  - ESL Conversation Club

For more information on the Undocumented Community Center visit our website at: <https://canadacollege.edu/dreamers> or contact us at 650-306-3466 or [candreamers@smccd.edu](mailto:candreamers@smccd.edu).



## University Programs at Cañada College

Phone: (650) 306-3407

Email: [hom@smccd.edu](mailto:hom@smccd.edu)

Web: [canadacollege.edu/university](http://canadacollege.edu/university)

Notre Dame de Namur is partnered with the San Mateo County Community College District to offer a 2-year bachelor's degree completion program in Business Administration or Psychology.

NDNU recently expanded its admission requirements to include transfer students beyond the Associate Degree for Transfer (AD-T) pathway. Student applicants can now transfer to NDNU with a minimum of 45 semester units and up to 78 semester units (dependent upon academic program).

Visit [canadacollege.edu/university/programs](http://canadacollege.edu/university/programs) or [www.ndnu.edu](http://www.ndnu.edu) for more information.

## Veterans Student Services

### Veteran Resource and Opportunity Center (V-ROC)

Building 9, Room 151

Phone: (650) 306-3250

Email: [canveterans@smccd.edu](mailto:canveterans@smccd.edu)

Web: [canadacollege.edu/veterans](http://canadacollege.edu/veterans)

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 Veterans Services Team and veteran community partners are held on Tuesdays in VROC between 12 p.m. – 2 p.m. to assist student veterans with understanding and accessing their benefits and other resources. For additional information about VROC and its services, please contact (650) 381-3250 or email [canveterans@my.smccd.edu](mailto:canveterans@my.smccd.edu).

### Veterans Services

Student Support Services: (650) 306-3250

Email: [canveterans@smccd.edu](mailto:canveterans@smccd.edu)

Web: [canadacollege.edu/veterans](http://canadacollege.edu/veterans)

Veterans Advising, Nicholas Martin: (650) 306-3419

Email: [martinn@smccd.edu](mailto: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 College under any chapter should contact the Veterans Administration Office to determine eligibility for benefits. College Policy regarding Academic

Probation (explained on pg. 31) 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 VROC Center or call (650) 306-3250 for more information.

For information on the Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020 please visit: <https://benefits.va.gov/gibill/isaksonroe.asp>

### 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.

(GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).)

### Military Service Credit

San Mateo County Community College District will award credit for completion of basic military training. Other official documentation verifying basic training may be considered in awarding military service credit.

### Qualifying students are:

- Exempted from the associate degree physical education requirement;
- Awarded 3 units of credit for the associate degree general education Area E (Lifelong Learning & Self-Development) at Skyline College and Cañada



- College; and Area E5D (Career Exploration & Self Development) at College of San Mateo; or
- Awarded 3 units of credit for California State University Area E (Lifelong Understanding & Self-Development) General Education Breadth requirement.
- Additionally, students will be awarded six units of associate degree applicable elective credit.

**Please Note:**

- In the first semester of attendance, eligible students must submit a Joint Services Transcript (JST), or other official documentation verifying Basic Training (BP 6.18). All students with a Joint Services Transcript must request an official copy from the [Joint Services Transcript website](#) to be sent to your SMCCCD home college. Students can view their Transcript Evaluation Success Plan and check for updates, by logging into [mySMCCCD Student Portal](#) and selecting "Student Success Link".
- Students intending to transfer to a four-year college or university should consult with their college counselor to determine how basic military training (boot camp) may be applied toward transfer admission credit.
- Credit earned for prior learning will be clearly identified in the student's academic record, and these units will not be counted in determining the 12-unit residency requirement for the associate degree. ([Title 5: 55050](#))

## Work Experience Education

*Building: 13, Room 124  
Phone: (650) 306-3367*

Through Work Experience Education, 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 place of employment. Credit is earned toward an associate degree or certificate when these objectives are successfully accomplished. Call (650) 306-3367 for additional information.

Students may earn one unit of credit for each 54 hours of paid or volunteer assignment with a maximum of four units per semester for a total not to exceed 16 units while enrolled in a community college.





## 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

Email: [canadamenloparkcenter@smccd.edu](mailto:canadamenloparkcenter@smccd.edu)

Web: [canadacollege.edu/menloparksite](http://canadacollege.edu/menloparksite)

### In Person Office Hours:

*Mondays and Wednesdays - 9:00am - 4:00pm*

*Fridays - by appointment only*

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

**Please contact Mercedes White for urgent requests:**

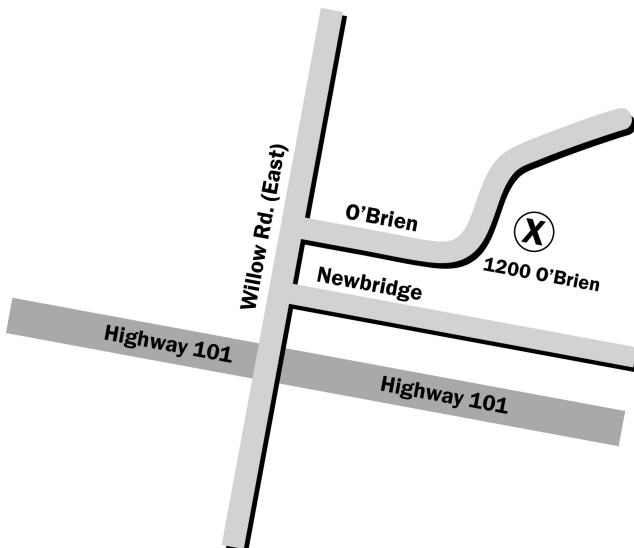
- Email: [whitem@smccd.edu](mailto:whitem@smccd.edu)
- Phone: (650)-687-7545

### Bilingual assistance available

Students will enjoy a clean and fresh environment, as well as new technology. The Menlo Park Site offers a menu of not-for-credit continuing education programs that will help you start a new career in various industries.

## Menlo Park Site Map

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



## Courses at Menlo Park Site

The Menlo Park Site offers courses in **Water Treatment, Optician, Entrepreneurship, and Dental**. 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>

### 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.

### 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 de residir en California. El estudiante tiene la responsabilidad de proveer la información necesaria para poder establecer su residencia.

Un estudiante que no sea ciudadano de los EE. UU. debe tener un tipo de visa que le permita establecer su domicilio en los Estados Unidos. Código de Educación de California, Secciones 68000-70902.

Para obtener más información, visite el sitio web de requisitos de residencia de Cañada College en <https://canadacollege.edu/admissions/residency.php>

#### 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 escuela secundaria, 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 (Test Assessing Secondary Completion)
- Un documento oficial escrito, procedente del distrito de escuelas secundarias 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 California 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, por [correo electrónico](#), o en persona a la Oficina de Admisiones y Registros. Obtenga el formulario de nuestro sitio web: [canadacollege.edu/forms/residency.php](http://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.
- 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.

### 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](mailto:caninternational@smccd.edu). El colegio comunitario emite documentación para visas estudiantiles F-1 a los estudiantes quienes quisieran cumplir un programa educativo aquí. Véanse la sección abajo sobre los requisitos de admisión para una visa estudiantil F-1.

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

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

- Llenar la Solicitud para Estudiantes Internacionales ('International Student Application'), la cual es disponible al sitio del Distrito de Colegio Comunitario del Condado de San Mateo ('San Mateo County Community College District, SMCCD'): <https://smccd.edu/international/>
- 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 \$26,000
- Copia de su pasaporte

Favor de llamar +1 650-381-3544 o enviar un email a [caninternational@smccd.edu](mailto: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](http://www.canadacollege.edu). Todos los estudiantes internacionales deben comprar un plan de seguro médico aprobado por el distrito.

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

## Estudiantes de Escuela Secundaria/Matriculación Simultánea

Los estudiantes que asisten a la escuela secundaria pueden inscribirse simultáneamente en las clases de 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](http://www.smccd.edu/collegeconnection).

Los costos para matriculación simultánea:

- Los costos de inscripción no se aplican a los estudiantes de las escuelas secundarias de California si están registrados en 11 unidades o menos. Si el estudiante excede las 11 unidades, deberá pagar todos los costos de todas las unidades en las que esté matriculado.
- Los costos de no residentes no se aplican a los estudiantes de las escuelas secundaria con 11 unidades o menos. Si el estudiante excede las 11 unidades, deberá pagar todos los costos de todas las unidades en las que esté matriculado. El costo de Representación Estudiantil (Student Body fee) es



opcionales para los estudiantes de secundaria de California.

Muchos cursos del colegio comunitario tienen requisitos previos y/o correquisitos. Los estudiantes que deseen inscribirse en un curso de inglés o matemáticas o cualquier curso que tenga un requisito previo de inglés o matemáticas deben enviar por correo electrónico una copia no oficial de su expediente académico de la escuela secundaria a [canadaplacement@smccd.edu](mailto:canadaplacement@smccd.edu). Los estudiantes que deseen tomar un curso de inglés como segundo idioma deben llamar al Centro de bienvenida (Welcome Center) al (650) 306-3452 para programar una evaluación de ESL. Todos los demás requisitos previos deberán consultarse directamente con el profesor del curso.

La decisión final del ingreso de cualquier estudiante es de Cañada College. Los cursos disponibles para estudiantes de secundaria bajo este programa no reemplazan ni eliminan ningún curso programado por su escuela secundaria. Se requerirá que el estudiante cumpla con los requisitos previos necesarios para los cursos.

Los estudiantes que participan en Conexión al Colegio Comunitario (College Connection) recibirán crédito universitario por todos los cursos completados. Los estudiantes pueden solicitar que se envíe una transcripción de todos los cursos universitarios completados a su registrador de la escuela secundaria para que estén considerados para obtener créditos para la graduación de la escuela secundaria.

**Importante:** Si es un estudiante que recibe educación en el hogar, se requerirá una copia de su formulario R4 (Declaración jurada de escuela privada) junto con su formulario de solicitud de curso.

Para obtener más información sobre los programas de la escuela secundaria, comuníquese con Inscripción Dual (Dual Enrollment) al +1 (650) 306-3394 o [canadadual@smccd.edu](mailto:canadadual@smccd.edu).

## Inscripción y Registro de Clases

### Pasos Para Inscribirse en Cursos y el Proceso Para Éxito Estudiantil

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

Se debe completar los pasos del Proceso para Éxito Estudiantil antes de inscribirse si Usted tiene uno o más de las siguientes metas educativas:

- 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 metas 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 (Schedule of Classes) 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](http://canadacollege.edu/catalogschedule).

### Cambios en el Horario de Clases

Una vez que haya completado el registro, podrá cambiar su horario a través de [WebSMART](#). Cuando una clase ha comenzado, se requiere un código de autorización para agregar y se puede obtener del instructor. Los estudiantes deberán consultar el Horario de Clases actual para plazos y procedimientos. Los estudiantes pueden usar [WebSMART](#) durante todo el semestre para registrarse en clases de corto plazo (short-term) que comienzan después del inicio del semestre y para abandonar las clases.

### WebSchedule

Pueden ocurrir cambios en el horario de clases durante el semestre. Es posible que los cambios no se reflejen en el documento PDF del Horario de Clases (Schedule PDF). Para obtener los listados de clases más actualizados, se debe consultar [WebSchedule](#). Al navegar por la página web, puede filtrar las ofertas de clases por semestre, disciplinas, universidades, palabras clave y cursos abiertos.

Para ver una lista y explicaciones de todos los tipos de cursos, visite nuestra página web "[Course Type Descriptions](#)" en [WebSchedule](#).



## Pasos Para Lograr en Cañada College

### Paso #1 – Llenar para asistir:

Llenar una solicitud por Internet para admisión en [canadacollege.edu/admissions/](http://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](http://www.fafsa.gov). Los estudiantes de AB540 quienes no pueden llenar la solicitud de FAFSA deben de llenar otra solicitud de asistencia financiera estatal usando la Solicitud de Dream de California en <https://dream.csac.ca.gov>. Favor de pedir que se manden los resultados a Cañada College (código de escuela: 006973).

### Paso #3 – Asistir a la Orientación para Nuevos Estudiantes

La orientación proporciona una descripción general de los programas y servicios de Cañada.

Visite [canadacollege.edu/orientation/](http://canadacollege.edu/orientation/) una vez que sea un estudiante registrado y tenga su número G para ver las instrucciones para su sesión de orientación en línea. Llame al Centro de Bienvenida al (650) 306-3452 si tiene algún desafío para completar su orientación en línea.

**Si usted es una de las categorías a continuación, ¡puede omitir este paso!**

- Tomar clases de capacitación laboral/enriquecimiento personal
- Tomar clases para cumplir con los requisitos de otra universidad
- Estudiante que ha obtenido un título de asociado o superior de una institución acreditada

### Paso #4 – Completa la Colocación

Esperamos poder ayudarlo a tener éxito en su carrera académica ayudándolo a encontrar los cursos de inglés, matemáticas e inglés como segundo idioma (ESL) que maximizarán su éxito.

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 dentro de un año y graduarse más rápido.

**Así es como lo ayudamos a encontrar los cursos correctos:**

1. Usaremos la información que ingresó en CCCApply cuando presentó su solicitud a Cañada. Por lo

general, esto incluye su promedio general de calificaciones de la escuela secundaria (GPA) y los cursos de inglés y matemáticas que tomó en la escuela secundaria.

2. If you did not submit this information in CCCApply, you can submit it (or update it) any time in **WebSMART**:
  - Vaya a [websmart.smccd.edu](http://websmart.smccd.edu)
  - Vaya a la parte superior de la página y haga clic en la pestaña "Student", y en la sección "Student Services", seleccione el enlace para "Student Records"
  - En la página "Student Records", seleccione "High School Transcript Information"
  - Complete los campos correspondientes en esta sección
3. También puede enviarnos un correo electrónico que incluya su Número G, GPA de la escuela secundaria y títulos y calificaciones de los cursos de matemáticas e inglés de la escuela secundaria junto con sus expedientes académicos no oficiales de la escuela secundaria (Unofficial High School Transcript). Envíe su correo electrónico a: [canadaplacement@smccd.edu](mailto:canadaplacement@smccd.edu).
4. También puede enviar copias electrónicas de los siguientes documentos cuando se reúna con un consejero académico:
  - Puntuaciones AP (los resultados pueden no ser condicionales)
  - Transcripciones no oficiales de otra facultad o universidad
  - Transcripciones militares

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

- Tomar clases de capacitación laboral/enriquecimiento personal
- Tomar clases para cumplir con los requisitos de otra universidad
- Estudiante que ha obtenido un título de asociado o superior de una institución acreditada

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

Grupo	GPA de escuela secundaria	Colocación recomendada
1	≥ 2.6	ENGL 100
2	1.9 to 2.6	ENGL 105 (Incluyendo apoyo académico y concurrente adicional)



3	< 1.9	ENGL 105 (Incluyendo apoyo académico y concurrente adicional)
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**Statistics for Liberal Arts Recommended Placement: Colocación recomendada en estadísticas para artes liberales según el rendimiento en la escuela secundaria**

Grupo	GPA de escuela secundaria	Colocación recomendada
1	≥ 3.0	MATH 145, 200, 201
2	2.3 to 2.9	MATH 200 + 800 (Incluyendo apoyo académico y concurrente adicional)
3	< 2.3	MATH 200 + 800 (Incluyendo apoyo académico y concurrente adicional)

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

Grupo	GPA de escuela secundaria	Colocación recomendada
1	≥ 3.4 or... ≥ 2.6 & previamente inscrito en un curso de cálculo (Calculus) de la escuela secundaria	MATH 125, 130, 150, 225, 241
2	≥ 2.6 or... previamente inscrito en un curso de precálculo (Pre-calculus) de la escuela secundaria	MATH 130 + 830 MATH 225 + 825 MATH 241 + 841 (Incluyendo apoyo académico y concurrente adicional)
3	≤ 2.6 y no tomó Pre-cálculo (Pre-calculus) previamente	Igual como el grupo 2 arriba

Si planea tomar cursos de inglés como segundo idioma (ESL), comuníquese con el Centro de bienvenida al (650) 306-3452 o envíe un correo electrónico a [canadaplacement@smccd.edu](mailto:canadaplacement@smccd.edu) para programar una cita y completar el proceso de colocación de ESL.

**Step #5 - Asista a una sesión de asesoramiento**

Para programar su propia cita de asesoramiento virtual, haga clic en el enlace de éxito de su estudiante en su cuenta del portal de estudiante OneLogin. O puede programar una cita de asesoramiento visitando el Centro de Bienvenida en el primer piso del Edificio 9 o llamando al (650) 306-3452 o enviando un correo electrónico a [canadawelcomecenter@smccd.edu](mailto:canadawelcomecenter@smccd.edu).

**Si usted es una de las categorías a continuación, ¡puede omitir este paso!**

- Tomar clases de capacitación laboral/ enriquecimiento personal
- Tomar clases para cumplir con los requisitos de otra universidad
- Estudiante que ha obtenido un título de asociado o superior de una institución acreditada

**IMPORTANTE: Es posible que se requiera una cita de consejería para cumplir con los requisitos previos.**

**Enviar transcripciones de instituciones fuera de SMCCCD**

Envíe las transcripciones de colegios y universidades fuera de SMCCCD, y/o transcripciones militares a [transevaluation@smccd.edu](mailto:transevaluation@smccd.edu), a Admisiones y Registros, o de lo contrario, vaya al **Paso 4**. Hable con un consejero sobre el Servicio de evaluación de transcripciones.

**Paso #6 - Inscribirse en los cursos**

Los nuevos estudiantes exentos, 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 metas educativas
- 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, según lo identificado por la Oficina del Canciller del Estado de California y el Distrito de Colegios Comunitarios del Condado de San Mateo.

La condición de prioridad permite la inscripción anticipada y se basa en normas que aplican los siguientes criterios:

- Plan educativo estudiantil actual (SEP) que es válido a través de los términos de inscripción anticipados
- Finalización del Programa de Éxito y Apoyo Estudiantil (si es necesario), incluyendo Orientación, evaluación y Consejería
- Posición académica – Debe estar en buena posición académica durante dos períodos consecutivos
- Unidades obtenidas: debe haber obtenido al menos de 100 unidades aplicables

Las reglas se aplican a todos los grupos prioritarios, con la excepción de los jóvenes de Foster Care.

Una vez que el estudiante cumple con los criterios, se determina su estado de registro y se asigna la fecha de registro correspondiente. Las fechas de registro se pueden ver en [WebSMART](#), durante el ciclo de registro del semestre.

Para apelar la pérdida del registro de prioridad, complete la "Petición de exención de tarifa de la Beca de Pérdida de Prioridad y/o la Petición de Exención de Tarifas de la Beca de Promesa Universitaria de California (CCPG)" ([canadacollege.edu/forms](http://canadacollege.edu/forms)). La petición completada debe entregarse en la Oficina de Admisiones y Registros.

## Paso #7 – Pagar los costos (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 #8 – Arreglar transporte y estacionamiento

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

## Paso #9 – Comprar o alquilar los libros; Recoge tu Carnet de Alumno

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 #10 – 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.

## Involucrarse en Clubes Estudiantiles y Usar los Servicios de Apoyo

Tómese el tiempo para unirse a los clubes del campus y aprovechar los servicios de apoyo para estudiantes. Hay muchos servicios de apoyo y actividades en el campus que son perfectos para usted. Visite <https://canadacollege.edu/student-services/> o la sección de Servicios para estudiantes de este catálogo ([catalog.canadacollege.edu/current/services-programs/](http://catalog.canadacollege.edu/current/services-programs/)).

Los estudiantes con discapacidades que necesiten ayuda con cualquier parte del proceso de matriculación deben comunicarse con el Centro de recursos para discapacitados al (650) 306-3259.

## Servicios de Asesoría

*Edificio 9, Primera Planta*

*Teléfono: (650) 306-3452*

*Sitio web: [canadacollege.edu/counselingcenter](http://canadacollege.edu/counselingcenter)*

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

El Departamento de Asesoría ofrece también varios cursos de carrera que son transferibles a las universidades de cuatro años: Life and Career Planning (CRER 137), Introduction to Scholarships (CRER 300), College Success (CRER 401), 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 espontáneo cuando haya tiempo en el horario por el resto del año escolar.

## Repetición de Curso

**Importante:** los cursos intentados durante la primavera de 2020, el verano de 2020, el otoño de 2020, la primavera de 2021, el verano de 2021 y el otoño de 2021 no contarán como un intento repetido. Los estudiantes podrán repetir cualquiera de estos cursos independientemente de la calificación obtenida. (Excepciones de Covid al Título V Sección 55042, 55045)

### Definición de Repetición de Curso

Una 'repetición de curso' ocurre cuando un estudiante intenta 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 excepciones:

- **Falta Significante de Tiempo.** Un estudiante puede registrarse por un intento adicional si ya completó el curso con éxito y una falta de tiempo significativa de más de 36 meses ya pasó desde que el estudiante recibió una nota en el curso y el Distrito ya estableció un requisito de cumplimiento reciente para el curso o una institución de educación alta adonde el estudiante quería 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 2020. En Otoño de 2023 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 2024 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 laboral Educación.** Un estudiante puede registrarse a un máximo de 16 unidades de crédito en Educación en Experiencia Laboral.
- **Cursos de Unidad Variable.** Un estudiante puede inscribirse en un curso de unidad variable tantas veces como sea necesario para completar todo el plan de estudios y el valor unitario del curso una vez. Sin embargo, un estudiante no puede repetir ninguna parte de un curso de unidad variable que ya haya sido completado y evaluado. No es necesario enviar este formulario para repetir un curso bajo esta circunstancia ya que su registro no está bloqueado





y puede inscribirse en el valor unitario restante que aún no ha intentado. (Título 5 Sección 55044)

### Cursos Relacionados en Contenido

**Intentos de cursos dentro de familias de sujeto:** 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 'familias' de actividades educativas similares.

Los cursos de actividad de kinesiología y algunas artes interpretativas o visuales tienen 'familias' establecidos y son sujetas a limitaciones de matriculación. Aunque no se puede repetir un curso, un estudiante puede tomar hasta un máximo de cuatro cursos en una 'familias' de sueto. Algunas familias de sujeto ofrecen más de cuatro cursos, pero un estudiante puede registrarse en un máximo de cuatro cursos dentro de una familias de sujeto.

Todos los intentos de curso en el registro académico del estudiante cuenta para esta limitación de matriculación dentro de una 'familia' de cursos. Esta limitación se aplica incluso si el estudiante recibe una calificación deficiente o una "W". Las limitaciones de matriculación son monitorizadas por todo el distrito en una 'familia' de sujeto.

Se recomienda a los nuevos estudiantes que se inscriban en el nivel inicial de una familia de cursos y que su instructor los coloque después de la evaluación. Los estudiantes antiguos quienes ya cumplieron un curso dentro una de las familias deben tomar el próximo nivel. Para una lista de 'familias' de Kinesiología y Baile, favor de leer el Catálogo del Colegio bajo Course Descriptions/Kinesiology. (Título 5 Sección 55040)

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

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

- **Atléticos Intercolegiales.** Los cursos en que los atletas estudiantiles se registran para participar en un deporte organizado y patrocinado por el Distrito, o un curso de entrenamiento el cual apoya el deporte organizado competitivo pueden ser designados como unos que se pueden repetir.
- **Intercolegial Académico o Vocacional.** Los cursos de competición que son específicamente para la participación en eventos competitivos no deportivos entre estudiantes de diferentes universidades pueden designarse como repetibles. El curso debe estar unido a la participación del estudiante en la competencia. El evento debe ser sancionado por una junta colegiada formal o rector de la industria.
- **Requisito de CSU o UC para Cumplimiento de un Bachillerato.** La repetición del curso es requerido por CSU o UC para 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)

### Política de Auditoría (BP 6.31)

El SMCCCD permite la auditoría de cursos con excepción de cursos en programas que requieren preparación especial y/o programas donde la admisión es limitada. La inscripción como auditor es un proceso manual y debese completado en la Oficina de Admisiones y Registros dentro de la semana posterior al cierre del período de inscripción tarde.

Un estudiante puede auditar un curso sólo bajo las siguientes circunstancias.

- El estudiante deberá haberse matriculado previamente para obtener crédito por el número máximo de veces permitidas para un curso en particular.
- El instructor titular del curso deberá aprobar la inscripción como auditor. No es necesario que un instructor acepte auditores.
- El estudiante debe tener buena reputación académica para poder auditar cualquier curso.
- Si el curso es una clase de unidad variable, el estudiante debe inscribirse como auditor por el número máximo de unidades disponibles.
- El estudiante debe inscribirse como auditor completando y enviando la Solicitud de Curso de Auditoría (Audit Course Request) inmediatamente después del período de inscripción tarder publicado y pagar la tarifa de auditoría.

### Servicios Ayuda Financiera

*Edificio 9, Primera Planta*

*Teléfono: (650) 306-3307*

*Email: [canaid@smccd.edu](mailto:canaid@smccd.edu)*

*Sitio web: [canadacollege.edu/financiaid/](http://canadacollege.edu/financiaid/)*

La Oficina de Ayuda Financiera de Cañada College administra muchos tipos de asistencia financiera, incluidos programas federales, estatales y locales, así como becas de la Fundación SMCCC y fuentes privadas para ayudar a los estudiantes a cubrir sus costos educativos.

La mayoría de las ofertas de ayuda financiera se hacen sobre la base de la necesidad financiera. La necesidad financiera de un estudiante se determina deduciendo el índice de ayuda estudiantil (SAI - student aid index) del costo de asistencia (COA - cost of attendance). Para calificar para la mayoría de la ayuda financiera, los estudiantes deben demostrar necesidad financiera mientras mantienen un progreso académico satisfactorio (SAP - satisfactory academic progress). Las ofertas de ayuda financiera tienen como objetivo ayudar a los estudiantes a cubrir sus gastos educativos anuales, como matrícula y cuotas, libros y útiles, vivienda, subsidio de alimentación, transporte y otros gastos personales y educativos.



Las ofertas de ayuda financiera pueden consistir en subvenciones, exenciones y/o becas (*fondos que generalmente no tienen que reembolsarse*), préstamos (*préstamos a bajo interés que requieren poco o ningún pago mientras el estudiante asiste a la universidad al menos a tiempo parcial*), empleo estudiantil, como el programa federal de trabajo y estudio o el programa de empleo alineado con el aprendizaje (*dinero que un estudiante gana a través del trabajo dentro o fuera del campus*) o una combinación de estas fuentes.

**Asistencia federal:** Los principales programas de asistencia financiera federal administrados por la Oficina de Ayuda Financiera de Cañada incluyen la Beca Pell, una beca para estudiantes de ingresos moderados a bajos; la Beca Federal Suplementaria de Oportunidad Educativa (FSEOG - Federal Supplemental Education Opportunity Grant), una subvención extraída de una asignación universitaria limitada para estudiantes que demuestran la mayor necesidad y cumplen con la fecha límite de prioridad; Trabajo-Estudio Federal (FWS - Federal Work-Study), que es un empleo basado en las necesidades; y los programas de Préstamos Directos (DL - Direct Loans) subsidiados y no subsidiados. Los estudiantes deben solicitar todos los programas de asistencia federal utilizando la Solicitud gratuita de ayuda federal para estudiantes (FAFSA) [www.fafsa.gov](http://www.fafsa.gov) y cumplir con todos los requisitos federales de elegibilidad.

Los fondos de la Beca Federal Pell tienen una elegibilidad de por vida equivalente a seis (6) años de tiempo completo o 600%. Los estudiantes de tiempo completo que tarden más de seis años en completar su especialización/ programa de estudio quedarán sin elegibilidad antes de graduarse. Es importante que los estudiantes determinen tempranamente una meta educativa y una especialización, desarrollen y sigan un plan educativo aprobado y limiten los cambios importantes o corren el riesgo de perder la elegibilidad para la Beca Pell antes de completar su programa.

**Asistencia Estatal:** Los principales programas estatales de asistencia financiera administrados a través de la Oficina de Ayuda Financiera de Cañada incluyen California College Promise Grant (CCPG), que renuncia los costos de inscripción a los residentes de California y a aquellos que cumplen con los requisitos de elegibilidad AB540; Cal Grant, que es un pago de subvención directo para los residentes de California y, según el tipo de Cal Grant, para aquellos que cumplen con los requisitos de elegibilidad AB540. Las becas Cal Grant requieren la verificación del promedio de calificaciones (GPA - grade point average) y el cumplimiento de los límites máximos de ingresos y activos establecidos. La elegibilidad se determina después de la presentación del GPA y la Solicitud Gratuita de Ayuda Federal para Estudiantes (FAFSA - Free Application for Federal Student Aid) o la Solicitud de la Ley Dream Act de California (California Dream Act Application) según las fechas límite estatales (ciclos de adjudicación del 2 de

marzo y 2 de septiembre). Los jóvenes de crianza (Foster Youth) pueden ser elegibles para la Beca Chafee (Chafee Grant) y otras becas y deben comunicarse con la Oficina de Ayuda Financiera para obtener más ayuda para completar los formularios necesarios para recibir ayuda.

La legislación reciente (AB 801) también brinda servicios de apoyo adicionales junto con la elegibilidad del CCPG para jóvenes sin hogar. Se anima a los estudiantes sin hogar a reunirse con SparkPoint y el personal de ayuda financiera para determinar qué tipos de servicios y apoyos están disponibles para ellos como estudiantes universitarios y en la comunidad.

Los estudiantes AB540 son elegibles para programas estatales de asistencia financiera, incluidos CCPG, programas de derecho a becas Cal Grant y servicios a través de EOPS (Extended Opportunity Programs and Services) y otros programas, y se les recomienda presentar la solicitud de California Dream Act a menos que cumplan con los requisitos de elegibilidad para recibir ayuda federal, en cuyo caso deben usar la FAFSA.

Los estudiantes que se inscriben a tiempo completo (12 o más unidades) y reciben una Beca Cal Grant B también son elegibles para la Beca de finalización del éxito estudiantil del Community College (SSCG - Community College Student Success Completion Grant). Los estudiantes que se inscriban en 12-14,99 unidades por semestre pueden recibir hasta \$1,298 de financiamiento adicional cada semestre. Los estudiantes que se inscriban en 15 o más unidades pueden recibir hasta \$4,000 de financiamiento adicional por semestre. Los estudiantes actuales o anteriores de jóvenes de crianza son elegibles para recibir \$5,250 por semestre, si están inscritos en 12 o más unidades. A los efectos de otorgar un SSCG, "joven de crianza actual o anterior" significa una persona cuya dependencia fue establecida o continuada por el tribunal en o después de la fecha en que la persona cumplió 13 años de edad.

El Programa de Empleo Alineado con el Aprendizaje (LAEP - Learning-Aligned Employment Program) ofrece a los estudiantes elegibles en colegios y universidades públicas la oportunidad de ganar dinero para ayudar a sufragar sus costos educativos mientras obtienen un empleo relacionado con la carrera y alineado con la educación. Los estudiantes elegibles provienen de un entorno subrepresentado y cumplen con todos los criterios siguientes: inscripción de al menos medio tiempo; Clasificación de residentes de California; Progreso académico satisfactorio en un programa conducente a un título o certificado; Necesidad financiera demostrada; Elegibilidad para trabajar en los Estados Unidos. Se dará prioridad a los estudiantes elegibles que sean estudiantes universitarios de primera generación, jóvenes de crianza actuales o anteriores, personas sin hogar o en riesgo de quedarse sin hogar. Se dará mayor prioridad a los estudiantes elegibles que se especialicen en una disciplina



de ciencia, tecnología, ingeniería o matemáticas (STEM - science, technology, engineering, or mathematics).

**Estándares Académicos CCPG:** Un estudiante que no cumpla con los estándares académicos mínimos y de progreso de la institución durante dos semestres consecutivos (otoño y primavera, excluye verano) perderá la elegibilidad para el CCPG. Los estándares académicos mínimos son un GPA acumulativo de 2.0 y una tasa de finalización de más del 50% de todas las unidades intentadas. Se anima a los estudiantes que dejan de ser elegibles para el CCPG a buscar servicios de apoyo en el campus para ayudarlos a recuperar un buen nivel académico. Para apelar, complete la "Pérdida de Registro de Prioridad y/o Petición CCPG - Loss of Priority Registration and/or CCPG Petition" ([www.canadacollege.edu/forms](http://www.canadacollege.edu/forms)). Las peticiones de apelación completadas deben entregarse 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 AB540 por la Oficina de Admisiones y Registros, y quienes satisfacen la elegibilidad específica del programa. Para las Becas de Pell federal y SEOG, se requiere que el estudiante demuestre necesidad financiera por la FAFSA. Un estudiante debe ser un ciudadano estadounidense o en uno de un grupo de categorías conocidas como no-ciudadano elegible (incluso residente permanente, extranjero residente, refugiado, o una persona que busca asilo). Para los Préstamos Directos se requiere que el estudiante entregue una FAFSA; para los préstamos subvencionados todo es basado en necesidad financiera, mientras para los no-subvencionados nada es basado en necesidad financiera. Todos los préstamos son sujetos a límites de préstamo anuales y agregados para el que pide el préstamo.

**Límite de Préstamo Subvencionado de 150%:** Un prestatario nuevo o que pide un préstamo por primera vez ya no es elegible de recibir Préstamos Subvencionados Directos adicionales si el período durante lo cual el prestatario ha recibido tales préstamos está o excede 150% de la duración publicado del programa en que el prestatario está matriculado en ese momento. Estos prestatarios podrán recibir Préstamos No-Subvencionados Directos, por los cuales son elegibles. Como los criterios de clasificación por programas diferentes de asistencia financiera puedan variar drásticamente, cada estudiante quienes tienen necesidades financieras deben de solicitar ayuda.

En unos casos, los estudiantes podrán clasificarse por más que un programa para ayudarlos con sus costos universitarios. Favor de solicitar temprano y cada año, porque algunos programas tienen fondos limitados para esos estudiantes que estén elegibles para el programa y que entreguen sus solicitudes temprano.

Favor de leer la materia amplia disponible (en inglés y en español) que hay en la Oficina de Asistencia Financiera o en el sitio web de Cañada College a <http://canadacollege.edu/financialaid> y [smccd.edu/financialaid](http://smccd.edu/financialaid), en el sitio web de Asistencia Estudiantil Federal (Federal Student Aid) en [www.fafsa.gov](http://www.fafsa.gov), y la Comisión de Asistencia Estudiantil de California (California Student Aid Commission) a <http://www.csac.ca.gov> o [dream.csac.ca.gov](http://dream.csac.ca.gov) para más información específica sobre la Solicitud de Dream.

También se reconoce que pueden existir circunstancias inusuales o especiales que el material de solicitud de ayuda financiera no refleja y que pueden afectar su capacidad para asistir a la universidad. Los estudiantes pueden enviar un formulario de Circunstancias Inusuales o Especiales para explicar aquellas situaciones que se considerarán al revisar su elegibilidad para recibir ayuda financiera. Se requiere documentación adicional. Para obtener información detallada sobre programas de asistencia específicos, los estudiantes deben comunicarse con la Oficina de Ayuda Financiera, Edificio 9.

### Regulación Federal: Devolución de Fondos del Título IV

Un estudiante que recibe fondos del Título IV (como la Beca Pell y los Préstamos Directos para Estudiantes) y se retira de todas las clases antes de completar más del 60% del semestre deberá devolver una parte de los fondos de la subvención al gobierno federal. Los estudiantes que adeudan fondos de devolución del Título IV no son elegibles para recibir asistencia financiera federal adicional de ningún colegio o universidad hasta que se hayan hecho arreglos de pago satisfactorios. Los estudiantes que reciben ayuda financiera federal y planean retirarse deben notificar a la Oficina de Admisiones y Registros y a la Oficina de Ayuda Económica de inmediato. Además, los estudiantes que no aprueban ninguno de sus cursos (calificaciones reprobatorias no obtenidas) están sujetos a R2T4.

### Reglamento Federal: Progreso Académico Satisfactorio

Cada estudiante debe mantener Progreso Académico Satisfactorio (SAP - Satisfactory Academic Progress) con respecto a un título, certificado, o programa de transferencia de estudios para establecer o renovar elegibilidad de participación en todos los programas federales de asistencia financiera y esos programas que están al amparo de la Comisión de Asistencia Estudiantil de California (i.e. Cal Grants, Chafee Grant, etc.). La Emenda de Educación Avanzada (Higher Education Act) requiere que las instituciones establezcan estándares de progreso académico que contengan medidas cualitativas (el promedio de calificaciones - GPA) y cuantitativas (finalización) de progreso, y también requiere un período máximo para completar el programa. Se mide SAP después de cada término cuando las notas finales estén procesadas. Cada estudiante debe mantener un promedio



de calificaciones de 2.0 en una escala de 4.0, Y una Tasa de Finalización (porcentaje de cursos completados para un logro académico) de 67% para todas las unidades intentadas. Una falta de mantener cualquier estándar se resultará en que el estudiante estará en peligro de asistencia financiera. Una falta de mejorar hasta los requisitos mínimos de SAP en el período subsecuente de matriculación se resultará en una descalificación de asistencia financiera. Cada estudiante tiene el derecho de apelar. Se requiere documentación de una circunstancia atenuantes. Cada estudiante que recibe aprobación de apelación está puesto en un período de prueba con respecto a la asistencia financiera, y debe satisfacer los términos de la apelación para permanecer elegible para asistencia financiera continua.

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

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

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

Se puede establecer ATB por las siguientes provisiones:

- Finalización satisfactoria de 6.0 unidades de curso universitario que se aplica a un título que sea

aceptada como crédito universitario de Cañada College, o

- Sacar una nota aprobatoria en una evaluación aprobada, que se llama el examen "Ability to Benefit".

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

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

### Otros Recursos

**Préstamos privados alternativos:** no se recomiendan préstamos privados alternativos para estudiantes. En general, la Oficina de Ayuda Financiera no certificará un préstamo estudiantil alternativo sin antes asegurarse de que el estudiante haya accedido a todos los recursos federales o estatales. Si está considerando un préstamo estudiantil alternativo, hable con el personal de servicios de ayuda financiera para conocer las opciones de asistencia financiera estatal y federal.

**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 plazo de solicitud va de noviembre a marzo, favor de ver [canadacollege.edu/financialaid/scholarship.php](http://canadacollege.edu/financialaid/scholarship.php) para más información detallada. Los fondos para la mayoría de las Becas de Cañada College vienen de la San Mateo County Community Colleges Foundation. Fundada en 1966, la Fundación recauda fondos para becas, tanto como para programas educativos en cada uno de los tres colegios comunitarios del Distrito. Se recibe donativos de varias fuentes: individuos, empresas, grupos cívicos, organizaciones comunitarias, y otras fundaciones. La misión del a Fundación es de promover logros estudiantiles y fomentar innovación y excelencia de programa por promover apoyo financiero especial para los colegios comunitarios del Distrito. Para más información sobre la Fundación, favor de ver <https://foundation.smccd.edu/>.

## Servicios Para Estudiantes

### Oficina de Admisiones y Registros

Edificio 9, Primer piso  
Teléfono: (650) 306-3226  
Fax: (650) 306-3113



Horario de oficina presencial y virtual:

- Lunes y jueves de 8:00 a.m. a 4:30 p.m.
- Martes y miércoles de 8:00 a.m. a 7:00 p.m.
- Viernes 8:00 a.m. a 12:00 p.m. (Cerrado los viernes durante el verano)

### Se Habla Español

El equipo de admisiones está aquí para ayudarlo con sus necesidades educativas. A continuación se muestran algunos de los muchos servicios que brindamos:

- Admisiones
- Registro
- Reclasificación de Residencia
- Certificaciones IGETC/CSU GE
- Información de expedientes estudiantiles
- Confirmación de títulos/certificados
- Verificaciones de inscripción

Visite nuestro sitio web de [Admisiones y Registros](#) para obtener más servicios.

Nota: Haga clic en la pestaña Admisiones [Contact Us](#) para lo siguiente:

- Horario de oficina actualizado, cierres por vacaciones, u horario extendido por registro tardío
- Preguntas
- Envío de formularios

### Centro de Recursos para los Discapacitados (DRC)

Edificio 5, Salón 303

Teléfono: (650) 306-3259

TDD: (650) 306-3161

Sitio web: [canadacollege.edu/disabilityresourcecenter](http://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 temporáneos para los discapacitados

- Intérpretes de lenguaje de signo, formato de braille, y personas que toman apuntes
- Referencias en y fuera de campus a otros servicios y agentes
- Establecimiento de metas y asistencia de auto-apoyo
- Evaluación de Discapacidad de Aprendizaje

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

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

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

### Programas y Servicios de Oportunidades Extendidas (EOPS)

Edificio 9, Salón 133

Teléfono: (650) 306-3300

Sitio web: [canadacollege.edu/eops](http://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, registrado en 12 unidades o más (a menos que esté inscrito en el programa DRC), haber obtenido menos de 70 unidades, no haber obtenido aún un título universitario, 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](http://canadacollege.edu).

### Promise Scholars Program at Cañada College

*(El programa de becas Promise en Cañada College)*

Edificio 6, Sala 112

Teléfono: (650) 381-3568

Sitio web: [canadacollege.edu/promise](http://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 para dos-tres años, 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.

### SparkPoint at Cañada College

Edificio 9, Sala 125

Teléfono: (650) 381-3550

Email: [cansparkpoint@smccd.edu](mailto:cansparkpoint@smccd.edu)

Sitio web: [canadacollege.edu/sparkpoint](http://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 of the 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:

- Explorar los recursos de alimentos y vivienda
- Revisar puntajes de crédito e informes de veracidad
- Crear un presupuesto equilibrado
- Pagar deudas y ahorrar dinero
- Localizar relaciones bancarias gratuitas y de bajo coste
- Descubrir y localizar beneficios públicos cuando se es elegible (incluyendo a CalFresh)
- Obtener crítica de su hoja de currículum vitae y preparación para entrevistas
- Buscar asesoría gratuita en impuestos a la renta

SparkPoint en Cañada College ofrece varios recursos para estudiantes y miembros de la comunidad ante el aumento del costo de los alimentos. Nuestros servicios incluyen:

- **Alimentos de Estudios:** Los estudiantes pueden recoger un alimento/bocadillo rápido en las cestas ubicadas en las áreas de servicio para estudiantes.
- **Sándwiches para llevar:** Los estudiantes de Cañada College pueden comprar un sándwich para llevar en los refrigeradores que se encuentran en los edificios 9 y 13.
- **Mercado de Comida:** Nuestro mercado de alimentos de servicio completo ofrece alimentos saludables y nutritivos GRATIS para estudiantes y miembros de la comunidad. El mercado está ubicado en el segundo piso del edificio 5, sala 222. Para obtener más información, visite: [canadacollege.edu/sparkpoint/food](http://canadacollege.edu/sparkpoint/food)



- **Casilleros de Comida:** Cañada College brinda a los estudiantes de noche acceso para recoger alimentos del mercado de comida a través de los casilleros de alimentos ubicados en el Edificio 13 cerca de la Sala 240. Simplemente ordene su comida a través del sitio web de SparkPoint, reciba su código y visite nuestros casilleros en el campus para recoger sus alimentos GRATIS.
- **Distribución de Comida:** La distribución de alimentos GRATUITA se lleva a cabo semanalmente en el campus y está abierta a los estudiantes, el personal y la comunidad, sin necesidad de reservaciones. Para obtener más información, visite: [canadacollege.edu/sparkpoint](https://canadacollege.edu/sparkpoint)

Second Harvest Food Bank of Silicon Valley se asocia con SparkPoint en Cañada College para proporcionar alimentos saludables y nutritivos GRATIS para el Mercado de SparkPoint Market, los casilleros y distribución.

Para obtener información adicional, llame al (650) 381-3550 o visite [canadacollege.edu/sparkpoint/](https://canadacollege.edu/sparkpoint/)

## Undocumented Community Center (UCC)

Edificio 9, Salón 118

Teléfono: (650) 306-3466

Email: [candreamers@smccd.edu](mailto:candreamers@smccd.edu)

Sitio web: [canadacollege.edu/dreamers](https://canadacollege.edu/dreamers)

El Undocumented Community Center (anteriormente el DREAM Center) es un espacio seguro dedicado para estudiantes indocumentados, DREAMers y aliados.

El Undocumented Community Center puede ayudar con asuntos que incluyen admisiones AB540, DACA y the California Dream Act. El Centro también otorga información y recursos sobre becas, el DREAMers Club, servicios relacionados con inmigración, despensa de alimentos y recursos comunitarios.

Además, el Undocumented Community Center ofrece una Clínica Legal gratuita donde los estudiantes y la comunidad pueden realizar consultas legales sobre inmigración y otros asuntos legales generales.

Los servicios del Undocumented Community Center incluyen:

- Apoyo a la matriculación
- Asistencia con el "California DREAM Act"
- Información sobre becas
- Clínica legal gratuita y recursos legales de inmigración
- Espacios para estudiar
- Uso de computadoras e impresión gratis
- Conversaciones confidenciales
- Abogación y apoyo estudiantil
- "Unlocking Futures Fellowship"

- Clubes de estudiantes:
  - NUCLEI Club (Nurturing UndocuScholars Collective Liberation and Empowering Imagination)
  - ESL Conversation Club (Club de Conversaciones ESL)

Para obtener más información sobre el Undocumented Community Center, visite nuestro sitio web en: <https://canadacollege.edu/dreamers> o contáctenos llamando al 650-306-3466 o al correo electrónico [candreamers@smccd.edu](mailto:candreamers@smccd.edu).

## Políticas Sobre Costos

### Descripción de Costos

#### Importante:

**Para las tarifas más recientes y actualizadas, consulte nuestra [página web de tipos de tarifas](#) en nuestro sitio web de Cañada College.**

Los costos alistados en este catálogo son los que están en efecto al momento de imprimir. Los costos son sujetos de cambios en cualquier momento por acción de estatuto Federal o Estatal, el Consejo de Gobernadores de los Colegios Comunitarios de California, o el Consejo de Administradores del Distrito de Colegios Comunitarios del Condado de San Mateo. Una lista de costos es publicada en el Horario de Cursos cada semestre y es disponible en [WebSMART](#) y en este Catálogo en la sección de Fees.

### Como 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**.

### 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 ([canadacollege.edu/catalogschedule/](http://canadacollege.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 [Cañada College Steps to Success](#) para ver las tarifas de costos actuales. La Oficina de Admisiones y Registros determina el status de residencia 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 **\$367** (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.

### Costo de Servicios de Salud

**Importante:**

**Los costos de los Servicios de Salud se han suspendido para el año académico 2024-2025. No se cobrarán tarifas de servicios de salud para los semestres de verano de 2024, otoño de 2024 y primavera de 2025.**

### Costo de Servicios de Salud Para Estudiantes Internacionales

A los estudiantes internacionales F-1 se les cobrará una tarifa de seguro médico obligatorio cada semestre. No se puede renunciar a la tarifa del seguro de salud.

Las Tarifas de los Seguro de Salud son las siguientes:

- \$2,580.00 año completo (pagado por semestre)
  - \$1075.00 otoño
  - \$1,505.00 primavera y verano

### Costo de Representación Estudiantil

El costo de Representación Estudiantil de **\$2** por semestre fue establecido por una elección de la asociación 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 antes 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 de el 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 Cajera. 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 estudiantiles y becas estudiantiles. Los estudiantes deben de comunicarse con el Center for Student Life and Leadership Development en Edificio 5, Salón 354 dentro de las primeras dos semanas del semestre para un reembolso de este costo si seleccionan de no pagar. Véanse el Horario de Cursos para la fecha límite.





## Costo de Identificación 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 Estacionamiento

### Importante:

**Los costos de estacionamiento se han suspendido para el año académico 2024-2025. No se cobrarán tarifas de estacionamiento para los semestres de verano de 2024, otoño de 2024 y primavera de 2025. Sin embargo, se seguirán aplicando las normas de estacionamiento del campus. Los infractores serán citados.**

Consulte [smccd.edu/publicsafety/parkingregulations.php](http://smccd.edu/publicsafety/parkingregulations.php) para obtener información adicional sobre las normas de estacionamiento y tráfico.

## 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](#).

Solo necesitará solicitar una constancia de estudios si asistió a varias universidades en el distrito. No se reenviarán 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 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.

## Reembolsos

### Antes del Primer Día de Instrucción

- No se requiere permiso de estacionamiento para estudiantes para el año académico 2024/2025.

### En o Después del Primer Día de Instrucción

- Costo de Matriculación/Matriculación No-Residente: Los estudiantes recibirán el costo de matriculación y crédito de matrícula no-residente totales a costos de matriculación en el futuro si dejan 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 un costo de procesamiento de \$10. Un costo de procesamiento adicional de \$50 será cobrado por Cañada College por 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 el curso no más tarde que el fin del día de la segunda clase.)
- Cursos de Unidades Variables: Ningún reembolso o crédito para Costo de Matriculación o Matriculación 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 cuenta estudiantil por un máximo de cinco (5) años. Un estudiante puede elegir de mantener el saldo de crédito en su cuenta o comunicarse con la Oficina de Negocios para pedir un reembolso. Los reembolsos NO son emitidos automáticamente. Para las cuotas pagadas por cheque personal se requiere 30 días para compensación bancaria antes de que los reembolsos puedan ser procesados. Los registros estudiantiles serán guardados automáticamente hasta que todos los debidos a los colegios comunitarios del Distrito hayan sido pagados.

### Costos No-Pagados

La política del San Mateo County Community College District requiere que los estudiantes paguen todas las cuotas al momento de matriculación. La política declara que los estudiantes serán cancelados de sus cursos por no pagar sus costos. Las fechas límites de pagar los costos

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 costos:

- Deben de inscribirse en un plan de pago no-costoso por [WebSMART](#)
- Llenar una solicitud de asistencia financiera ( [www.fafsa.gov](http://www.fafsa.gov) o [www.caldreamact.org](http://www.caldreamact.org) si elegible) 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 alistadas arriba, pueden comunicarse con el Vicepresidente de Servicios Estudiantiles (“Vice President of Student Services”).

Los estudiantes quienes tienen costos 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 los costos pendientes.

### Otros temas de reembolso y costos

#### Permisos de estacionamiento

**IMPORTANTE: No se requiere permiso de estacionamiento para estudiantes para el año académico 2024/2025.**

#### Pagos con NelNet

- Para inscribirse en un plan de pago, inicie la sesión en [WebSMART](#)
- Tarifa de inscripción de **\$25** por semestre (ACH y tarjeta de crédito)
- Cargo por pago devuelto no reembolsable de **\$30** si se devuelve un pago

#### Otros cargos

Tenga presente que los estudiantes que abandonan cualquiera o todos los cursos, no recibirán un reembolso de costos de salud, costos de la Asociación Estudiantil, costos de representación de estudiante o costos de sindicato de estudiantes (solo en Skyline College).

## 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



Education Amendments of 1972 (45CRF 86), Section 504 del Rehabilitation Act de 1973 (P.L. 93-112), y el Americans with Disabilities Act of 1990.

Es importante que cada estudiante, empleado o individuo asociado con el colegio aprecie la importancia de reportar cualquier caso que parezca ser una infracción de esta política. El compromiso de Cañada College a oportunidades iguales para todos demanda una investigación completa de violaciones posibles, y una oportunidad de tener una vista justa e imparcial sobre cualquier asunto relacionado a estas leyes y políticas.

Cualquier persona que necesite obtener más información sobre estas leyes o esta política o que quiera hacer un reclamo basado en la infracción alegada de los títulos susodichos - Title VI del 1964 Civil Rights Act y Section 504, Rehabilitation Act de 1973 - debe dirigirse a la oficina del Vicepresidente de Servicios Estudiantiles.

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

Preguntas referentes a Leyes Federales y reglamentos con respecto a la práctica de no-discriminación en educación, o conformidad de estas leyes por el distrito, se pueden dirigir a:

#### **Office for Civil Rights**

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

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

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

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

de empleado; el entrenamiento de empleados; y otros términos, condiciones, y privilegios de empleo.

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

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

Si se necesita más información o si hay cualquier problema o queja en campus sobre cumplimiento, favor de contactar 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 empleo sobre la prevención de la agresión sexual. Por asociaciones con varias agencias comunitarias, estos individuales quienes son víctimas de agresión sexual, o quienes tienen preocupaciones sobre la agresión sexual, recibirán apoyo y ayuda. Los estudiantes, profesores, y empleados quienes buscan información o ayuda en relación a la prevención de agresión sexual, servicios para la agresión sexual, y procedimientos relacionados al reportaje de eventos de incidentes de agresión sexual en campus deben de dirigirse al Centro de Salud a (650) 306-3309 o el Departamento de Seguridad Pública a (650) 306-3420.

#### **Política de Acoso Sexual**

Según el Código de Regulaciones de California, Título 5, Sección 59300 et seq., es la política del Distrito de Colegios Comunitarios del Condado de San Mateo y de Cañada College de prohibir, en cualesquiera y todas formas, la agresión sexual de sus estudiantes y sus empleados. El acoso sexual a estudiantes por otros estudiantes o empleados, y/o el acoso sexual a empleados por estudiantes, son consideradas como conducta intolerable en este campus y se investigará inmediatamente.



Los estudiantes o empleados buscando más información correspondiente a esta política o que deseen presentar una queja por una supuesta violación de esta política deben ponerse en contacto con el Vicepresidente de Servicios Estudiantiles para entregar una queja escrita.

### Enmienda Adicional

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

### Política de No Fumar

Es la política del Distrito de los Colegios Comunitarios del Condado de San Mateo de proveerles un ambiente seguro para aprender y trabajar a ambos estudiantes y empleados. Debido a la evidencia de que el uso de tabaco y nicotina, así como la exposición al humo de segunda mano y a los aerosoles (comúnmente conocidos como "vapor") de dispositivos electrónicos para fumar, plantean riesgos significativos para la salud y el medio ambiente, el Distrito ha establecido un ambiente libre del humo, el vapor y el tabaco.

Los recursos libres de tabaco están disponibles en el Centro de Salud (Health Center), ubicado en el Edificio 5, Sala 303, número de teléfono (650) 306-3309 y en el sitio web: [Health Center website](#).

1. Está prohibido fumar de cualquier tipo, incluido el uso de dispositivos electrónicos, y todos los usos de tabaco en todas las propiedades y en todos los espacios interiores y exteriores que el Distrito posee, alquila, tiene licencia o controla de otro modo, y en todos los vehículos propiedad del Distrito. También está prohibido fumar cualquier planta, aceite o producto(s) químico(s).
2. Definiciones
  - "Fumar" significa inhalar, exhalar, quemar o llevar cualquier cigarro, cigarrillo, purito, pipa, narguile, dispositivo electrónico o cualquier otro dispositivo encendido, calentado o encendido que suministre nicotina u otras sustancias a una persona.
  - "Producto de tabaco" significa cualquier producto que contiene, elabora o deriva de tabaco o nicotina y que está destinado al consumo humano, ya sea fumado, calentado, masticado, absorbido, disuelto, inhalado, aspirado, olido o ingerido por cualquier otro

medio, incluido, pero no limitado a cigarrillos, puros, cigarrillos, tabaco de mascar, tabaco de pipa, rapé; y cualquier dispositivo electrónico que suministre nicotina u otras sustancias a la persona que inhala desde el dispositivo, incluidos, entre otros, un cigarrillo electrónico, un cigarro electrónico, una pipa electrónica o un narguile electrónico.

3. Los administradores del distrito son responsables de publicitar la política a los estudiantes, empleados y visitantes, y son responsables de colocar carteles. Se colocarán carteles internacionales de prohibido fumar según corresponda. La notificación sobre la política sobre fumar se incluirá en publicaciones, boletines informativos y otros materiales escritos para empleados y estudiantes, según corresponda. Además, los materiales que se utilizan para publicitar los eventos públicos del Distrito incluirán notificaciones de políticas al público.
4. Para ayudar en la implementación de esta política, el Distrito brindará educación y capacitación en las áreas de los peligros del tabaco y cómo dejar de fumar.
5. Es responsabilidad de todos los estudiantes y empleados observar la política y las pautas sobre fumar. El incumplimiento de la política sobre fumar se tratará de la misma manera que otras violaciones de las Reglas y Reglamentos del Distrito y puede resultar en medidas disciplinarias. La aplicación de esta política se describe en el Procedimiento administrativo 2.27.1. 6. El programa de vivienda para empleados del Distrito no está sujeto a esta política. Sin embargo, la Corporación de Vivienda Educativa de San Mateo College puede adoptar políticas similares si lo considera conveniente.

#### [View BP 2.27: Policy on Smoking and Tobacco Use](#)

Para obtener información adicional sobre la política libre de humo, comuníquese con el Vicepresidente de Servicios Estudiantiles al (650) 306-3234 o el Jefe de Seguridad Pública al (650) 738-7000.

### Política Para un Colegio Libre de Drogas

El Distrito de Colegios Comunitarios del Condado de San Mateo y Cañada College, en cumplimiento con las Escuelas Libres de Drogas y las Enmiendas de las Actas Comunitarias de 1989, prohíben el uso, posesión, venta o distribución de alcohol, narcóticos, drogas dañinas o ilegales, u otras sustancias reguladas definidas en los estatutos de California, en las propiedades del Distrito o colegio, o en cualquier evento auspiciado por el Distrito o colegio. Los estudiantes deben conducirse como ciudadanos responsables y de una manera compatible con la función



del colegio comunitario como una institución educativa. Los estudiantes están sujetos a la autoridad civil y a todas las reglas y regulaciones del Distrito y del colegio.

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

Las personas que quieren solicitar más información correspondiente a esta política o a los riesgos de salud y efectos asociados con el alcohol y los narcóticos u otras drogas tóxicas e ilegales, deben ponerse en contacto al Centro de Salud 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 request official transcript from all colleges/universities attended to be sent by mail to our SMCCD Transcript Evaluation Services (TES) at:

#### Transcript Evaluation Services

C/O College of San Mateo  
1700 W Hillsdale Blvd.  
San Mateo, CA 94402

OR

By Electronic Transcripts to: [transevaluation@smccd.edu](mailto:transevaluation@smccd.edu)

In addition, students 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 course work will be posted to student's academic record, and will receive diplomas for each degree and certificate of achievement earned.

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

Courses used to meet the competency requirements for the first degree may be used to fulfill the requirements for additional degrees, provided the student has maintained "continued attendance" (see the graduation and catalog rights requirements 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.

### 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 [the Course Repetition page in this catalog](#).

### BASIC SKILLS ADVISORIES OR RECOMMENDED PREPARATION

For more information, please see [the Prerequisite/Corequisite page in this catalog](#).

### PREREQUISITES & COREQUISITES

For more information, please see [the Prerequisite/Corequisite page in this catalog](#).

### LIMITATIONS ON SCHEDULING COURSES

All courses and curricula listed in this catalog will not necessarily be offered during the current academic year. Courses are offered at the College's discretion in accordance with its determination of educational needs and available resources. Courses may be added, canceled, or combined when circumstances warrant.

Any course may be offered either in day or evening. Additionally, some courses are offered online or as hybrid. Specific information concerning class hours and locations will be found in the current Class Schedule.

### DEGREE AND NON-DEGREE APPLICABLE COURSES

All courses that apply toward the associate degree require that the Curriculum Committee determine that the coursework is truly at a college level, and that the course incorporates critical thinking, among other standards. All NON-DEGREE applicable courses have the following statement at the end of their course description: "Units do not apply toward 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](http://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 a 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.

- 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; Prerequisite(s): None. Description: These courses focus on selected topics not covered by regular catalog offerings. Course content and unit credit are determined by the appropriate division in relation to community/student need and available staff. These innovative, experimental courses may be offered as lecture or lab classes. See semester class schedule for particular offerings. Transfer: CSU. See schedule of classes for course description.

**879 SELECTED TOPICS (DEGREE/CERTIFICATE APPLICABLE, NON-TRANSFERABLE)**Units (Grade Option) 0.5-3; Class

Hours: By Arrangement; Prerequisite(s): None. Description: These courses focus on selected topics not covered by regular catalog offerings. Course content and unit credit are determined by the appropriate division in relation to community/student need and available staff. These innovative, experimental courses may be offered as lecture or lab classes. See semester class schedule for particular offerings. Not designed for transfer credit. Units apply toward AA/AS degree or certificate. See schedule of classes for course description.

**880 OTHER SELECTED TOPICS (NON-DEGREE/NON-CERTIFICATE APPLICABLE, NON-TRANSFERABLE)**Units (Grade Option) 0.5-3; Class Hours: By Arrangement; 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](http://www.assist.org) for specific information on C-ID course designations and to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit. Counselors can always help students interpret or explain this information.





# Requirements: Associate in Arts (AA)/Associate in Science (AS) Degree

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

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

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

Graduation from Cañada College with the Associate in Arts or Associate in Science degree is based upon the completion of 60 units of lower division college work, including requirements A through F listed on the AA/AS Requirements General Education worksheet. 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).

## 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 County Community College District are not applicable at Cañada College, College of San Mateo or Skyline College.

Catalog Rights cannot supersede any State or Federal Regulation or requirement in effect at the time of graduation.

## Graduation Requirements

### A. Resident Requirement

Satisfactory completion of at least 12 semester units in residence within the San Mateo Community College District colleges.

### 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

Complete 12 units or 50% of the units required for the major, whichever is fewer, at one or more of the San Mateo County Community College District colleges. 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 pass or better. Some programs may require courses to be taken for a letter grade only. Please review your program's specific major requirements for possible exceptions. 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.

### 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

## 2. Mathematics/Quantitative Reasoning:

- a. Successful completion of a math course at or above the level of Intermediate Algebra with a grade of C or better (or Pass), OR
- b. Successful completion of BUS. 113, BUS. 115 (CSM), BUS. 123 (CSM, SKY), PSYC 121 (CSM) or PSYC 171 (SKY) with a grade of C or better (or Pass).

## 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.
- Critically examine the social and historical significance of race, ethnicity, identity, and difference in a diverse society.

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 or an Associate'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 or Associate's degree to allow for verification of degree completion and completion of all Title 5 minimum requirements for the associate degree as listed under the "Degree Pathways" section of this catalog.

## F. Physical Education

Two activity courses in PE (Kinesiology) are required. However, this requirement may be waived for students in the following categories:

- The Physical Education area is waived for students who have received an associates or bachelor's degree from a regionally accredited institution. Please see accepted college/university accreditation: <https://smccd.edu/transcript/accepted-accreditation.php>
- Veterans who have completed Basic Training and submitted their Joint Services Transcript (JST)
- 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 or Associate'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 or Associate's degree to allow for verification of degree completion and completion of all Title 5 minimum requirements for the associate degree as listed under the "Degree Pathways" section of this catalog.

## 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 completed the majority of their course work at a college outside the District must complete a minimum of 12 units in residence within the San Mateo County Community College District (SMCCCD) colleges, and either 12 units or 50% of the units required for the major, whichever is fewer, at one or more of the SMCCCD colleges in order to be recommended for graduation with the Associate Degree. For Certificates, students must complete a minimum of 12 units in residence within the SMCCCD, and 50%, or 12 units, whichever is fewer, of the total units required for the Certificate, at the college awarding the Certificate.



## 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 County 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 (2.4 GPA for CA non-residents). 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); OR the Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern.
5. A minimum of 12 units must be completed in residence at one or more of the San Mateo County Community College District (SMCCCD) colleges.

**Please 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



101

for more information on university admission and transfer requirements.



# Degree Pathways

## Bachelor Degree to Associate Degree

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

Students who wish to pursue an associate degree at Cañada College who have already been awarded a bachelor's 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 complete at least 12 semester units in residence within the San Mateo County Community College District. Students must complete 12 units or 50% of the units required for the major, whichever is fewer, at one or more of the San Mateo County Community College District colleges. All other local requirements may be waived if the completed bachelor's degree includes coursework that fulfills the Title 5 minimum requirements for the associate degree as noted below.

#### Title 5 (55063) 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 Cañada College)
4. Completion of a transfer-level course in Ethnic Studies
5. Satisfactory completion of at least 12 semester units in residence within the San Mateo County Community College District.
6. Complete 12 units or 50% of the units required for the major, whichever is fewer, at one or more of the San Mateo County Community College District colleges.
7. Completion of a minimum of 21 semester units of general education:
  - a. 6 semester units in English Composition, Oral Communication, and Critical Thinking
  - b. 3 semester units in Mathematical Concepts and Quantitative Reasoning
  - c. 3 semester units in Arts and Humanities
  - d. 3 semester units in Social and Behavioral Sciences
  - e. 3 semester units in Natural Sciences
  - f. 3 semester units in Ethnic Studies

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 for degrees and certificates. For more information, visit the [Transcript Evaluation Service website](#).

## Associate Degree to Associate Degree

### A pathway to the associate degree for students who have already achieved an associate degree

Students who wish to pursue an associate degree at Cañada College who have already been awarded an associate 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 the Associate Degrees for Transfer (AA-T or AS-T). Students must complete at least 12 semester units in residence within the San Mateo County Community College District. Students must complete 12 units or 50% of the units required for the major, whichever is fewer, at one or more of the San Mateo County Community College District colleges. All other local requirements may be waived if the completed associate degree includes coursework that fulfills the Title 5 minimum requirements for the associate degree as noted below.

#### Title 5 (55063) 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 Cañada College)
4. Completion of a transfer-level course in Ethnic Studies
5. Satisfactory completion of at least 12 semester units in residence within the San Mateo County Community College District.
6. Complete 12 units or 50% of the units required for the major, whichever is fewer, at one or more of the San Mateo County Community College District colleges.



7. Completion of a minimum of 21 semester units of general education:
  - a. 6 semester units in English Composition, Oral Communication, and Critical Thinking
  - b. 3 semester units in Mathematical Concepts and Quantitative Reasoning
  - c. 3 semester units in Arts and Humanities
  - d. 3 semester units in Social and Behavioral Sciences
  - e. 3 semester units in Natural Sciences
  - f. 3 semester units in Ethnic Studies

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 for degrees and certificates. For more information, visit the [Transcript Evaluation Service website](#).



# 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. For Certificates, students must complete a minimum of 12 units in residence within the SMCCCD, and 50%, or 12 units, whichever is fewer, of the total units required for the Certificate (identified as core and selectives) at the college awarding the Certificate. 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. See a Counselor for more information.
3. All major (core and selectives) classes applied to the certificate must receive a grade of "C" or Pass or better. For additional information on the use of Pass/No Pass classes to satisfy certificate requirements, please refer to the Pass/No Pass Grading Option information found in the Grades and Academic Standards section of the catalog. A 2.0 grade point average is required for all degree applicable coursework taken within the San Mateo County Community College District and all incoming degree applicable coursework taken outside the District.
4. Overall grade point average of at least 2.0 in all certificate courses (required core + selectives).
5. Students must be in "good academic standing" to receive a Certificate of Achievement.

## Student Catalog Rights

Each Catalog covers an academic year that reflects enrollment beginning with the fall term and includes subsequent spring and summer terms. Having "Catalog Rights" means students are held to the graduation requirements listed in the catalog at the time enrollment begins. Students may choose to use Catalog Rights for any subsequent year of continuous enrollment. For Cañada





College, College of San Mateo and Skyline College, Catalog Rights apply to enrollment in any of the San Mateo County Community College District colleges.

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

Catalog Rights gained at a college outside of the San Mateo County 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.



## Credit for Prior Learning

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Credit for Prior Learning (CPL) is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. CPL is not awarded for knowledge and skills already assessed and credit awarded, through formal education at regionally accredited in-state and out-of-state institutions. Credit may be earned by students who satisfactorily pass an authorized assessment, including evaluation of approved external standardized examinations and institutional Credit by Examination (CBE). Students may demonstrate proficiency in a course eligible for CPL and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Defense Language Proficiency Test (DLPT)
- Satisfactory completion of an institutional examination, known as Credit by Examination (CBE), administered by the college faculty in lieu of completion of an active course listed in the current college catalog

Credit for Prior Learning (CPL) eligibility requires:

- The student is in good standing, with a g.p.a. of 2.0 or better, in the San Mateo County Community College District (SMCCCD)
- The student is currently enrolled in a college in SMCCCD.
- The student has a current Student Education Plan (SEP) on file at their home campus.
- The course requested for CPL is listed in the current SMCCCD college catalog.
- The student is not currently enrolled in the course requested for CPL.

Credits earned from Prior Learning do not satisfy unit load requirements for enrollment status for programs such as financial aid, athletics, veterans' benefits, or for graduation residency requirements. Credits earned from Prior Learning do not count toward determining the 12 semester hours of credits earned in residence as required for an associate degree.



## Advanced Placement Test Policy (AP)

The California Community College System, the California State University (CSU) System, and the University of California (UC) System all award credit for AP Exams. The San Mateo County Community College District (SMCCCD) grants credit toward its local associate degrees and CSU General Education (GE) and Intersegmental General Education Transfer Curriculum (IGETC) certification patterns to students who attain scores of 3, 4, or 5 on the AP Exams of the [College Board](#).

Advanced Placement courses are offered in high schools and allow high school students to take a national, standardized test at the end of the course to earn college credit. If you passed a College Board Advanced Placement (AP) exam with a minimum score of three (3) in a subject matter, you can request your official [AP test scores](#) to be sent to your SMCCCD college.

Students can earn a minimum of 3-semester units of credit for each AP exam satisfactorily passed. The [Advanced Placement Equivalency Guide](#) identifies how AP exam credit can be applied. Students should meet with a counselor for specific information regarding AP exam placement and credits awarded. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its AP credit policy.

If you took an AP exam and received a minimum score of 3 or higher in a subject, you can:

1. Request your official AP scores be sent to your SMCCCD College. For information about obtaining your AP scores, contact the [College Board](#). NOTE: If you have submitted your scores to another institution outside our district, you will need to submit your scores again to SMCCCD.
2. Upon receipt of your official AP scores, course/unit equivalencies will be determined according to the SMCCCD AP Credit Equivalency Guide; coursework and units will be posted on your SMCCCD transcripts. Upon notification, meet with a counselor to determine if you wish to accept, decline, or appeal the application of the IB credit to your transcript.

The following chart outlines the application of credit for College Board Advanced Placement (AP) toward each SMCCCD college's coursework, associate degree general education requirements, California State University General Education-Breadth (CSU GE) Certification, and Intersegmental General Education Transfer Curriculum (IGETC) certification.

If your SMCCCD college does not offer a course similar in content to an AP exam, the college will award credit for the General Education area shown in the SMCCCD AP Equivalency Guide below. If an AP exam does not align with a general education area, the College may award elective credit.

### Please note:

- Grades and Grade Points will not be assigned to AP credit.
- The catalog year of the Advanced Placement Test Policy when the exam was taken will be applied when determining credit earned.
- If you have any questions regarding Math and English placement or Advanced Placement (AP) credit, please contact your counselor.

If you plan to transfer to another institution, please be aware that every college/university has its own policies about Credit for Prior Learning. What was accepted at SMCCCD may not be accepted at another institution. Please consult your intended transfer institution(s).

**All units listed are semester units.**



## SMCCCD AP Credit Equivalency Guide

Advanced Placement Test Score of 3, 4, or 5	SMCCCD Course Equivalent	SMCCCD Associate Degree GE Area (3-semester units unless otherwise indicated)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area (3-semester units unless otherwise indicated)	IGETC Area (3-semester units unless otherwise indicated)	UC Credit Units (Units not applied at SMCCCD)
Art History	N/A	<b>Skyline &amp; Cañada:</b> C1 or C2 <b>CSM:</b> E5C	6	C1 or C2	3A or 3B	5.3
Biology	N/A	<b>Skyline &amp; Cañada:</b> B2 and B3 (4 units) <b>CSM:</b> E5A (4 Units)	6	B2 and B3 (4 units)	5B and 5C (4 units)	5.3
Calculus AB	Math 251 (4 or 5) Math 241 (3)	<b>Skyline &amp; Cañada:</b> A3 Meets Math Competency (5 Units) <b>CSM:</b> C1 and EC2 (5 Units)	3 (1)	B4	2	2.6 (2)
Calculus BC	Math 251 and 252 (4 or 5), see AB subscore for (3)	<b>Skyline &amp; Cañada:</b> A3 Meets Math Competency (5 Units) <b>CSM:</b> C1 and EC2 (5 Units)	6 (1)	B4	2	5.3 (2)
Calculus BC / AB Subscore (3)	If BC score (1,2, or 3) then use AB subscore same as AB test	<b>Skyline &amp; Cañada:</b> A3 Meets Math Competency (5 Units) <b>CSM:</b> C1 and EC2 (5 Units)	3 (1)	B4	2	2.6 (2)



Advanced Placement Test Score of 3, 4, or 5	SMCCCD Course Equivalent	SMCCCD Associate Degree GE Area (3-semester units unless otherwise indicated)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area (3-semester units unless otherwise indicated)	IGETC Area (3-semester units unless otherwise indicated)	UC Credit Units (Units not applied at SMCCCD)
Chemistry	CHEM 192 (Score: 3,4) CHEM 210 (Score: 5)	<b>Skyline &amp; Cañada:</b> B1 and B3 <b>CSM:</b> E5A <b>AA/AS Units:</b> CHEM 210 (5 Units), CHEM 192 (4 Units)	6	B1 and B3 (4 units)	5A and 5C (4 units)	5.3
Chinese Language and Culture	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3
Comparative Government and Politics	N/A	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	4	2.6
Computer Science A	N/A	N/A	3 (1)	N/A	N/A	5.3
Computer Science Principles	N/A	<b>Skyline:</b> A3 <b>Cañada:</b> A3 Meets Math Competency <b>CSM:</b> C1 and E2C	6 (1)	B4	N/A	5.3
English Language and Composition	ENGL 100	<b>Skyline:</b> A2 Meets the Writing/ Reading Competency <b>Cañada:</b> A2 Meets the English & Reading Competency <b>CSM:</b> C2 and E2A	6	A2	1A	5.3 (4)



Advanced Placement Test Score of 3, 4, or 5	SMCCCD Course Equivalent	SMCCCD Associate Degree GE Area (3-semester units unless otherwise indicated)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area (3-semester units unless otherwise indicated)	IGETC Area (3-semester units unless otherwise indicated)	UC Credit Units (Units not applied at SMCCCD)
English Literature and Composition	ENGL 110	<b>Skyline:</b> A2 and C2 Meets Writing/ Reading Competency (6 units) <b>Cañada:</b> A2 and C2 Meets the English and Reading Competency (6 Units) <b>CSM:</b> C2 and E2A and E5C (6 Units)	6	A2 and C2 (6 units)	1A or 3B	5.3 (4)
Environmental Science	ENVS 100 & ENVS 101 (Skyline & CSM Only)	<b>Skyline &amp; Cañada:</b> B1 and B3 (4 units) <b>CSM:</b> E5A (4 Units)	4	B1 and B3 (4 units)	5A and 5C (3 units only, so additional 4 units is needed)	2.6
European History	HIST 101	<b>Skyline &amp; Cañada:</b> C2 or D <b>CSM:</b> E5B or E5C	6	C2 or D	3B or 4	5.3
French Language and Culture	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3
German Language and Culture	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3
Human Geography	GEOG 110	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	4	2.6
Italian Language and Culture	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3



<b>Advanced Placement Test Score of 3, 4, or 5</b>	<b>SMCCCD Course Equivalent</b>	<b>SMCCCD Associate Degree GE Area</b> (3-semester units unless otherwise indicated)	<b>CSU Credit Units</b> (Units not applied at SMCCCD)	<b>CSU GE Breadth Area</b> (3-semester units unless otherwise indicated)	<b>IGETC Area</b> (3-semester units unless otherwise indicated)	<b>UC Credit Units</b> (Units not applied at SMCCCD)
Japanese Language and Culture	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3
Latin	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3
Macroeconomics	ECON 100	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	4	2.6
Microeconomics	ECON 102	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	4	2.6
Physics 1	PHYS 210	<b>Skyline &amp; Cañada:</b> B1 and B3 (4 units) <b>CSM:</b> E5A (4 units)	4 (5)	B1 and B3 (4 units)	5A and 5C (4 units)	5.3 (6)
Physics 2	PHYS 220	<b>Skyline &amp; Cañada:</b> B1 and B3 (4 units) <b>CSM:</b> E5A (4 units)	4 (5)	B1 and B3 (4 units)	5A and 5C (4 units)	5.3 (6)
Physics C: Electricity and Magnetism	PHYS 260	<b>Skyline &amp; Cañada:</b> B1 and B3 (4 units) <b>CSM:</b> E5A (4 units)	4 (5)	B1 and B3 (4 units)	5A and 5C (4 units)	2.6 (6)
Physics C: Mechanics	PHYS 250	<b>Skyline &amp; Cañada:</b> B1 and B3 (4 units) <b>CSM:</b> E5A (4 units)	4 (5)	B1 and B3 (4 units)	5A and 5C (4 units)	2.6 (6)



<b>Advanced Placement Test Score of 3, 4, or 5</b>	<b>SMCCCD Course Equivalent</b>	<b>SMCCCD Associate Degree GE Area (3-semester units unless otherwise indicated)</b>	<b>CSU Credit Units (Units not applied at SMCCCD)</b>	<b>CSU GE Breadth Area (3-semester units unless otherwise indicated)</b>	<b>IGETC Area (3-semester units unless otherwise indicated)</b>	<b>UC Credit Units (Units not applied at SMCCCD)</b>
Psychology	PSYC 100	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	4	2.6
Seminar	N/A	0	3	N/A	N/A	N/A
Spanish Language and Culture	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3
Spanish Literature and Culture	N/A	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E5C	6	C2	3B and 6A	5.3
Statistics	MATH 200	<b>Skyline &amp; Cañada:</b> A3 Meets Math Competency (4 Units) <b>CSM:</b> C1 and E2C (4 Units)	3	B4	2A	2.6
Studio Art: 2D Design	N/A	N/A	3	N/A	N/A	5.3 (7)
Studio Art: 3D Design	N/A	N/A	3	N/A	N/A	5.3 (7)
Studio Art: Drawing	N/A	N/A	3	N/A	N/A	5.3 (7)
U.S. Government and Politics	N/A	<b>Skyline:</b> D and US-2 <b>Cañada:</b> D <b>CSM:</b> E5B	3	D and US-2	4	2.6
U.S. History	HIST 201	<b>Skyline:</b> C2 or D & US-1 <b>Cañada:</b> C2 or D <b>CSM:</b> E5B or E5C	6	C2 or D and US-1	3B or 4	5.3





<b>Advanced Placement Test Score of 3, 4, or 5</b>	<b>SMCCCD Course Equivalent</b>	<b>SMCCCD Associate Degree GE Area</b> (3-semester units unless otherwise indicated)	<b>CSU Credit Units</b> (Units not applied at SMCCCD)	<b>CSU GE Breadth Area</b> (3-semester units unless otherwise indicated)	<b>IGETC Area</b> (3-semester units unless otherwise indicated)	<b>UC Credit Units</b> (Units not applied at SMCCCD)
World History: Modern	HIST 106	<b>Skyline &amp; Cañada:</b> C2 or D <b>CSM:</b> E5B or E5C	3	C2 or D	3B or 4	5.3

(1) Maximum Credit: If a student passes more than one AP exam in Calculus or Computer Science, only one examination may be applied to the baccalaureate for CSU.

(2) Maximum Credit: 5.3 semester units for both MATH AB and BC Exams; 2.6 semester units for both AB and the AB Subscore for UC

(3) Students who take the BC exam and earn a subscore of 3 or higher on the AB portion will receive credit for the AB exam, even if they do not receive a score of 3 or higher on the BC exam for UC.

(4) Maximum Credit: 5.3 semester units for both English Language and Composition and English Literature and Composition exams for UC

(5) Maximum Credit: 4 semester units toward GE and 6 semester units toward transfer for all Physics exams passed for CSU.

(6) Maximum Credit: 5.3 semester units for all Physics exams for UC.

(7) Maximum Credit: 5.3 semester units for all Studio Art exams for UC.



## International Baccalaureate (IB) Credit Policy 2024-2025

The San Mateo County Community College District (SMCCCD) grants credit to students who attain satisfactory scores for completion of certain International Baccalaureate (IB) exams. The San Mateo County Community College District (SMCCCD) grants credit to students who attain scores of 4 or higher, toward its local associate degrees, CSU General Education (GE), and Intersegmental General Education Transfer Curriculum (IGETC) certification patterns.

Meet with a counselor for specific information regarding IB exam placement and credits awarded. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its IB credit policy.

To receive credit, students must submit an official IB transcript to their SMCCD College. For information about obtaining a transcript, contact the [International Baccalaureate](#).

The IB exam assesses student work and measures students' academic, intercultural, and basic skills.

- Credit may be earned for the International Baccalaureate exams with scores of 4 or higher.
- A score of 5, 6, or 7 on Higher Level exams is required to grade credit for IGETC certification

If you took an IB exam and received a minimum score of 4 or higher in a subject, you can:

1. Request your official [IB Score Reports](#) be sent to your SMCCCD college.  
NOTE: If you have submitted your scores to another institution outside of our district, you will need to submit your scores again to SMCCCD.
2. Upon receipt of your official IB scores, course/unit equivalencies will be determined according to the SMCCCD IB Credit Equivalency Guide; coursework and units will be posted on your SMCCCD transcripts. Upon notification, meet with a counselor to determine if you wish to *accept*, *decline*, or *appeal* the application of the IB credit to your transcript.

The following chart outlines the application of credit for the International Baccalaureate (IB) toward each SMCCCD college's coursework, associate degree general education requirements, California State University General Education-Breadth (CSU GE) Certification, and Intersegmental General Education Transfer Curriculum (IGETC) certification.

If your SMCCCD college does not offer a course similar in content to an IB exam, the college will award credit in the general education area shown in the SMCCCD IB Equivalency Guide below. If an IB exam does not align with any general education area, the college may award elective credit.

### Please note:

- Grades and Grade Points will not be assigned to IB Credit.
- The catalog year of the International Baccalaureate Credit Policy when the exam was taken will be applied when determining credit earned.
- An acceptable IB score for IGETC equates to either 3-semester or 4-quarter units for certification purposes.
- Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.
- If you have any questions regarding Math and English placement or International Baccalaureate (IB) credit, please contact your counselor.
- If you plan to transfer to another institution, please be aware that every college/university has its own policies about Credit for Prior Learning. What was accepted at SMCCCD may not be accepted at another institution. Please consult your intended transfer institution(s).

**All units listed are semester units.**



## SMCCCD IB Credit Equivalency Guide

IB Examination HL	SMCCCD Course Equivalent	SMCCCD Associate Degree GE Area (3-semester units with a minimum score of 5, unless otherwise indicated)	CSU Credit Units (A minimum score of 5, unless otherwise indicated) (Units not applied at SMCCCD)	CSU GE Breadth Area (3-semester units with a minimum score of 5, unless otherwise indicated)	IGETC Area (3-semester units with a minimum score of 5)	UC Credit Units (Units not applied at SMCCCD)
Biology	N/A	<b>Skyline &amp; Cañada:</b> B2 and B3 (4 units) <b>CSM:</b> E5A (4 units)	6	B2	5B	5.3
Chemistry	CHEM 192 (score: 5,6) CHEM 210 (score: 7)	<b>Skyline &amp; Cañada:</b> B1 and B3 <b>CSM:</b> E5A  AA/AS Units: CHEM 210 (5 units), CHEM 192 (4 units)	6	B1	5A	5.3
Economics	N/A	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	6	D	4	5.3
Geography	GEOG 100	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	6	D	4	5.3
History (any Region)	N/A	<b>Skyline &amp; Cañada:</b> C2 or D <b>CSM:</b> E5B or E5C	6	C2 or D	3B or 4	5.3
Language A Literature (Any Language)	N/A	<b>Skyline &amp; Cañada:</b> C2 (Minimum Score of 4) <b>CSM:</b> E5C (Minimum Score of 4)	6 (Minimum Score of 4)	C2 (Minimum Score of 4)	3B (1)	5.3



<b>IB Examination HL</b>	<b>SMCCCD Course Equivalent</b>	<b>SMCCCD Associate Degree GE Area</b> (3-semester units with a minimum score of 5, unless otherwise indicated)	<b>CSU Credit Units</b> (A minimum score of 5, unless otherwise indicated) (Units not applied at SMCCCD)	<b>CSU GE Breadth Area</b> (3-semester units with a minimum score of 5, unless otherwise indicated)	<b>IGETC Area</b> (3-semester units with a minimum score of 5)	<b>UC Credit Units</b> (Units not applied at SMCCCD)
Language A Language and Literature (Any Language)	N/A	<b>Skyline &amp; Cañada:</b> C2 (Minimum Score of 4) <b>CSM:</b> E5C (Minimum Score of 4)	6 (Minimum Score of 4)	C2 (Minimum Score of 4)	3B (1)	5.3
Language B (any language)	N/A	N/A	6 (Minimum Score 4)	N/A	6A	5.3
Mathematics	MATH 251	<b>Skyline &amp; Cañada:</b> A3 (Minimum Score of 4) Meets Math Competency Requirement (5 units) <b>CSM:</b> C1 and E2C (Minimum Score of 4) (5 units)	6 (Minimum Score 4)	B4 (Minimum Score of 4)	2	5.3
Physics	PHYS 210, PHYS 220	<b>Skyline &amp; Cañada:</b> B1 (4 units) <b>CSM:</b> E5A (4 units)	6	B1	5A	5.3
Psychology	PSYC 100	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5C	3	D	4	5.3
Theatre	N/A	<b>Skyline &amp; Cañada:</b> C1 (Minimum Score of 4) <b>CSM:</b> E5C (Minimum Score of 4)	6 (Minimum Score 4)	C1 (Minimum Score of 4)	3A	5.3



(1) Students earn IGETC area 3B and 6A if they pass IB Language A Literature or Language A Language and Literature with any language except English.

## College Level Examination Program (CLEP) 2024-2025

The San Mateo County Community College District (SMCCCD) grants credit to students who attain satisfactory scores on certain College Level Examination Program (CLEP) exams. SMCCCD grants credit to students who attain scores of 50 or higher, toward its local associate degree general education requirements and CSU General Education-Breadth (GE) certification. The University of California does not award credit for CLEP. CLEP credit does not apply to IGETC requirements.

Meet with a counselor for specific information regarding CLEP placement and credit awarded. Students intending to transfer to a four-year institution should consult a counselor or the individual university regarding its CLEP credit policy.

To receive credit, students must submit their official CLEP scores to their SMCCCD college. For information about obtaining a transcript, contact the [College Board](#).

CLEP Exams are offered by the College Board to give students an opportunity to demonstrate their knowledge in academic subjects through a national, standardized exam.

If you took a CLEP exam and received a minimum score of 50 or higher in a subject, you can:

1. Request your [official CLEP scores](#) be sent from your "My CLEP Account" on the College Board website to your SMCCCD college. NOTE: If you have submitted your scores to another institution outside our district, you will need to submit your scores again to SMCCCD.
2. Upon receipt of your official CLEP scores, course/unit equivalencies will be determined according to the SMCCCD CLEP Credit Equivalency Guide; coursework and units will be posted to your SMCCCD transcripts. Upon notification, meet with a counselor to determine if you wish to *accept*, *decline*, or *appeal* the application of the International Baccalaureate credit to your transcript.

The following chart outlines the application of credit for College Level Examination Program (CLEP) toward each SMCCCD college's coursework, associate degree general education (GE) requirements, and California State University General Education-Breadth (GE) certification.

If your SMCCCD college does not offer a course similar in content to an CLEP exam, the college will award credit in the general education area shown in the SMCCCD CLEP Equivalency Guide below. If a CLEP exam does not align with any general education area, the college may award elective credit.

### Please note:

- Grades and grade points will not be assigned to CLEP Credit.
- The catalog year of the College Level Examination Program Policy, when the exam was taken, will be applied when determining credit earned.
- If a student passes more than one CLEP test in the same language other than English, then only one examination may be applied for credit. For each test in a language other than English, a passing score of 0 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.
- Contact a counselor if you have any questions about Math and English placement or CLEP credit.
- If you plan to transfer to another institution, please be aware that every college/university has its own policies about Credit for Prior Learning. What was accepted at SMCCCD may not be accepted at another institution. The University of California does not award credit for CLEP. Please consult your intended transfer institution(s).

**All units listed are semester units.**



## SMCCCD CLEP Credit Equivalency Guide

Subject Exam	SMCCCD Course Equivalent	Passing Score	SMCCCD Associate Degree GE Area (3 Semester Units)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area	CSU GE Breadth Units
American Government	N/A	50	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	3
American Literature	LIT 202	50	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E2C or E5C	3	C2	3
Analyzing and Interpreting Literature	N/A	50	<b>Skyline &amp; Cañada:</b> C2 <b>CSM:</b> E2C or E5C	3	C2	3
Biology	N/A	50	<b>Skyline &amp; Cañada:</b> B2 <b>CSM:</b> E5A	3	B2	3
Calculus	N/A	50	<b>Skyline &amp; Cañada:</b> A3 Meets Math Competency <b>CSM:</b> C1 and E2C	3	B4	3
Chemistry	N/A	50	<b>Skyline &amp; Cañada:</b> B1 <b>CSM:</b> E5A	3	B1	3
College Algebra	N/A	50	<b>Skyline &amp; Cañada:</b> A3 Meets Math Competency <b>CSM:</b> C1 and E2C	3	B4	3
College Algebra - Trigonometry	N/A	50	<b>Skyline &amp; Cañada:</b> A3 Meets Math Competency <b>CSM:</b> C1 and E2C	3	B4	3
College Composition	N/A	50	N/A	0	N/A	0



Subject Exam	SMCCCD Course Equivalent	Passing Score	SMCCCD Associate Degree GE Area (3 Semester Units)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area	CSU GE Breadth Units
College Composition-Modular	N/A	50	N/A	0	N/A	0
College Mathematics	N/A	50	N/A	0	N/A	0
English Composition (no essay)	N/A	50	N/A	0	N/A	0
English Composition (with essay)	N/A	50	N/A	0	N/A	0
Financial Accounting	N/A	50	N/A	3	N/A	0
French Level I	N/A	50	N/A	6	N/A	0
French Level II	N/A	59	<b>Skyline &amp; Cañada: C2</b> <b>CSM: E5C</b>	9	C2	3
Freshman College Composition	N/A	50	N/A	0	N/A	0
German Level I	N/A	50	N/A	6	N/A	0
German Level II	N/A	60	<b>Skyline &amp; Cañada: C2</b> <b>CSM: E5C</b>	9	C2	3
History, United States I	N/A	50	<b>Skyline &amp; Cañada: D</b> Meets US History Specific Area <b>CSM: E5B</b>	3	D and US 1	3
History, United States II	N/A	50	<b>Skyline &amp; Cañada: D</b> Meets US History Specific Area <b>CSM: E5B</b>	3	D and US 1	3



Subject Exam	SMCCCD Course Equivalent	Passing Score	SMCCCD Associate Degree GE Area (3 Semester Units)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area	CSU GE Breadth Units
Human Growth and Development	N/A	50	<b>Skyline &amp; Cañada: E</b> <b>CSM: E5B</b>	3	E	3
Humanities	N/A	50	<b>Skyline &amp; Cañada: C2</b> <b>CSM: E5C</b>	3	C2	3
Information System and Computer Applications	N/A	50	N/A	3	N/A	0
Introduction to Educational Psychology	N/A	50	N/A	3	N/A	0
Introductory Business Law	BUS 201	50	N/A	3	N/A	0
Introductory Psychology	PSYC 100	50	<b>Skyline &amp; Cañada: D</b> <b>CSM: E5B</b>	3	D	3
Introductory Sociology	SOCI 100	50	<b>Skyline &amp; Cañada: D</b> <b>CSM: E5B</b>	3	D	3
Natural Sciences	N/A	50	<b>Skyline &amp; Cañada: B1 or B2</b> <b>CSM: E5A</b>	3	B1 or B2	3
Pre-Calculus	N/A	50	<b>Skyline &amp; Cañada: A3</b> Meets Math Competency <b>CSM: C1 and E2C</b>	3	B4	3
Principles of Accounting	N/A	50	N/A	3	N/A	0
Principles of Management	N/A	50	N/A	3	N/A	0
Principles of Marketing	BUS 180	50	N/A	3	N/A	0





Subject Exam	SMCCCD Course Equivalent	Passing Score	SMCCCD Associate Degree GE Area (3 Semester Units)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area	CSU GE Breadth Units
Principles of Macroeconomics	ECON 100	50	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	3
Principles of Microeconomics	ECON 102	50	<b>Skyline &amp; Cañada:</b> D <b>CSM:</b> E5B	3	D	3
Social Sciences and History	N/A	50	N/A	0	N/A	0
Spanish Level I	N/A	50	N/A	6	N/A	0
Spanish Level II	N/A	63	N/A	9	C2	3
Western Civilization I	N/A	50	N/A	3	C2 or D	3
Western Civilization II	N/A	50	N/A	3	D	3

## Defense Language Proficiency Test (DLPT)

San Mateo County Community College District may award three units (semester) in CSU GE Breadth Area C2 (Humanities); or 3 units for the associate degree general education Area C2 (Humanities) at Skyline College and Cañada College, or Area E5C (Humanities) at College of San Mateo; utilizing credit recommendations from the [American Council on Education \(ACE\)](#).

Please Note: This policy does not award units towards the IGETC (Inter-Segmental General Education Transfer Curriculum) or CALGETC (California General Education Transfer Curriculum).

Students who completed a DLPT exam can request an official [Defense Language Institute Foreign Language \(DLIFLC\) Transcript](#).

NOTE: If you did not attend DLIFLC but took the DLPT, you can use your Joint Services Transcript (JST) to verify your scores, or you can request your DLPT Score Report by completing a [DLIFLC FORM 420](#).

## Additional Information on External Exams

These charts identify how SMCCCD applies AP, IB, and CLEP credit to associate degree general education area requirements, CSU GE areas, and IGETC areas in the same manner as the CSU system applies AP, IB, and CLEP credit to CSU GE area requirements.

Issues around credit for external exams are complex. Where there is common use for general education areas as noted above, the application of units for admission, the use of external exams to meet major requirements, and more, is complex and specific to the receiving transfer institution.

Each transfer institution determines if or how external exam results are applied. Students are strongly encouraged to speak with a counselor for assistance.

References to use for information about external exams are:

[California State University](#), retrieved 1/6/2024



Standards, Policies, and Procedures for Intersegmental General Education Transfer Curriculum Version 2.4, 5/31/2023  
University of California, retrieved 6/25/2024

**CCC Chancellor's Office:** Memo Code AA 17-20: Policy Change: Advanced Placement Credit, March 30, 2017

Refer to the college catalog of your transfer destination to learn more about how external exam credit is applied on that campus.

## Credit by Examination (CBE)

A currently enrolled student in good standing may be permitted to take a test for credit in lieu of a course, because of previous training or instruction. By completing an examination approved by the faculty of the appropriate division, credit will be recorded. Testing is not allowed for a course for which credit has previously been granted or if credit has been earned in a more advanced course in the same sequence. Credit by Examination may not be used in order to improve a grade already received for a course. A maximum of 12.0 units toward an Associate Degree or 6 units toward a certificate may be earned through Credit by Examination, however, it may not be counted in determining the 12.0 semester units in residence. The student's academic record shall be annotated to reflect that credit was earned by examination. Credit by Examination can only be taken for a course once, regardless of outcome (Passed/Not-Passed or Letter Grade).

To pursue the Credit by Examination option, obtain a Credit by Examination form from Admissions and Records. Admissions and Records approves eligibility. The student must submit the approved form to the division offering the course. If the course is available using the Credit by Examination option, a faculty member will arrange for the examination(s) to be administered and graded. All grades issued upon completion of Credit by Examination will be used in the calculation of the student's grade point average and for determining scholarship awards.



# General Education and Degree Requirement Worksheets

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## CSU General Education Requirements

To view the Catalog Rights Version of the worksheet, please copy and paste the URL link into a web browser:

[https://catalog.canadacollege.edu/current/ge-worksheets/\\_docs/csu-ge-req.pdf](https://catalog.canadacollege.edu/current/ge-worksheets/_docs/csu-ge-req.pdf)

## Intersegmental General Education Transfer Curriculum (IGETC)

To view the Catalog Rights Version of the worksheet, please copy and paste the URL link into a web browser:

[https://catalog.canadacollege.edu/current/ge-worksheets/\\_docs/igetc.pdf](https://catalog.canadacollege.edu/current/ge-worksheets/_docs/igetc.pdf)

## Cañada College AA/AS Degree Requirements

To view the Catalog Rights Version of the worksheet, please copy and paste the URL link into a web browser:

[https://catalog.canadacollege.edu/current/ge-worksheets/\\_docs/aa-as-req.pdf](https://catalog.canadacollege.edu/current/ge-worksheets/_docs/aa-as-req.pdf)

**Please Note:** All amendments made to the Catalog Rights version of the General Education and Degree Requirement Worksheets will be found on the [Addendum](#) webpage of the current catalog. Any past catalog Addendums may be found on the [Catalog Archives](#) webpage.



# CSU General Education Requirements 2024-2025



## CSU General Education Requirements 2024-2025



## IGETC 2024-2025



## IGETC 2024-2025



## Cañada College AA/AS Degree Requirements 2024-2025





## Cañada College AA/AS Degree Requirements 2024-2025



## 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/SMCCCD 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.*

Legend	C = Completed	IP = In-Progress	P = Planned
Graduating with an Associate Degree for Transfer in Arts (AA-T) or Associate Degree for Transfer in Sciences (AS-T) requires <b>completion of 60 CSU Transferable units</b> that should include the following:			<b>C - IP - P</b>
<b>Residence:</b> A minimum of 12 units must be completed at one or more of the San Mateo County Community College District (SMCCCD) colleges.			<b>C - IP - P</b>
<b>Scholarship:</b> 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.			<b>C - IP - P</b>



Legend	C = Completed	IP = In-Progress	P = Planned
<p><b>Major Courses:</b> 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.</p> <p>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.</p> <p><b>At the time of this publication, a student may earn an AA-T/AS-T Degree in the following Programs:</b></p> <p>Anthropology (AA-T)            Art History (AA-T)            Biology (AS-T)            Business Administration 2.0 (AS-T)            Child and Adolescent Development (AA-T)            Communication Studies (AA-T)            Computer Science (AS-T)            Early Childhood Education (AS-T)            Economics (AA-T)            Elementary Teacher Education (AA-T)            English (AA-T)            Environmental Science (AS-T)            Geography (AA-T)            History (AA-T)            Kinesiology (AA-T)            Law, Public Policy and Society (AA-T)            Mathematics (AS-T)            Nutrition and Dietetics (AS-T)            Philosophy (AA-T)            Physics (AS-T)            Political Science (AA-T)            Psychology (AA-T)            Social Work and Human Services (AA-T)            Sociology (AA-T)            Spanish (AA-T)            Studio Arts (AA-T)            Theatre Arts (AA-T)</p>			<b>C - IP - P</b>
<p><b>General Education - certified completion of one of the following:</b></p> <p>California State University General Education-Breadth pattern (CSU GE Breadth), OR            Intersegmental General Education Transfer Curriculum (IGETC for CSU) pattern</p> <p><b>Please Note:</b> Although a course may be listed in more than one area, a student may use a course to satisfy only one subject area.</p>			<b>C - IP - P</b>
<p><b>Elective courses:</b> If applicable, additional courses to meet the minimum 60 CSU transferable units requirement.</p>			<b>C - IP - P</b>

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/>



## CSU and UC Transfer Courses

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

Always check with the Counseling Center for the most up-to-date information. Also, use ASSIST ([www.assist.org](http://www.assist.org)) to access CSU and UC transferable course lists, IGETC lists, CSU General Education Breadth Requirements lists, course-to-course equivalency information, and major course requirement information. The ASSIST website is recognized by the California Community Colleges, the California State University system, and the University of California system as the official database of articulation information. It is the most accurate and current source of information and is updated annually as curriculum changes and colleges and universities make new articulation agreements.

### California State University - Transfer Courses 2024-2025

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

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

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

**ART:** ART 101, 102, 103, 104, 105, 113, 114, 116, 118, 128, 131, 133, 204, 205, 206, 207, 213, 214, 221, 222, 229, 231, 232, 250, 301, 304, 306, 680-689, 695

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

**BIOLOGICAL SCIENCES:** BIOL 100, 110, 130, 132, 133, 225, 230, 240, 250, 260, 310, 680-689, 695

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

**CAREER & PERSONAL DEVELOPMENT:** CRER 110, 127, 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

**DIGITAL ART & ANIMATION:** MART 314, 325, 362, 363, 366, 371, 372, 374, 376, 378, 379, 380, 385, 389, 390, 392, 393, 394, 400, 405, 416, 417, 418, 420, 421, 422, 424, 425, 431,

432, 441, 442, 443, 445, 446, 447, 450, 451, 452, 455, 670, 680-689, 695

**DRAMA:** DRAM 101, 140, 150, 151, 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, 255, 260, 263, 271, 273, 280, 313, 333, 362, 364, 366, 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, 120, 695

**ETHNIC STUDIES:** ETHN 103, 105, 107, 108, 109, 130, 265, 288

**FASHION DESIGN:** FASH 100, 110, 111, 113, 114, 115, 116, 118, 122, 123, 132, 133, 140, 146, 150, 151, 162, 163, 164, 167, 168, 169, 170, 171, 172, 173, 175, 178, 180, 195, 196, 197, 199, 225, 226, 672, 680-689, 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

**HEALTH SCIENCE:** HSCI 100, 680-689, 695

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

**HUMAN SERVICES:** HMSV 100, 121, 122, 672, 680-689, 695

**INTERDISCIPLINARY STUDIES:** IDST 150

**INTERIOR DESIGN:** INTD 115, 126, 128, 148, 150, 151, 175, 250, 260, 272, 276, 300, 301, 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, 231, 232, 252, 266, 371, 372, 373, 441, 442, 680-689, 695

**MATHEMATICS:** MATH 125, 130, 145, 150, 200, 225, 241, 243, 251, 252, 253, 270, 275, 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**)

**MUSIC:** MUS 100, 120, 202, 210, 215, 240, 250, 275, 301, 302, 303, 304, 371, 372, 373, 374, 680-689, 695

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

**PARALEGAL:** LEGL 241, 249, 250, 251, 252, 254, 260, 261, 263, 264, 267, 269, 272, 276, 672, 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, 135.1

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, 157.1, 157.2, 157.3, 157.4, 161.1, 161.2, 161.3, 161.4, 350.1, 350.2, 350.3, 350.4, 400.1, 400.2, 400.3, 400.4, 672, 680-689, 695

FITN 112, 117, 118, 119, 122, 128.1, 128.2, 128.3, 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, 680-689, 695

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, 160, 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

**RADIOLOGIC TECHNOLOGY:** RADT 400, 408, 410, 415, 418, 420, 428, 430, 435, 438, 440, 441, 442, 448, 450, 458, 468, 470, 471, 474, 680-689, 695

**SOCIOLOGY:** SOCI 100, 105, 141, 205, 325, 680-689, 695

**SPANISH:** SPAN 110, 111, 112, 120, 121, 122, 130, 140, 145, 162, 220, 230, 680-689, 695

**WORK EXPERIENCE:** WORK 670

## University of California - Transfer Courses 2024-2025

### 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.

#### Please Note:

Additional UC transferable courses may be added to the list below for the 2024-2025 Academic Year. Once they are approved by UC, they will be posted online. Please see a counselor and/or [www.assist.org](http://www.assist.org) for up-to-date information.

**ACCOUNTING:** ACTG 100, 121, 131

**ANTHROPOLOGY:** ANTH 110, 125, 126, 200, 351

**ART:** ART 101, 102, 103, 104, 105, 113, 114, 116, 118, 128, 131, 204, 205, 206, 207, 213, 214, 221, 222, 229, 231, 232, 250, 301, 306

**ASTRONOMY:** ASTR 100, 101

**BIOLOGY:** BIOL 100\* (\* No credit if taken after a college level course in biological science), 110, 130, 132, 133, 225, 230, 240, 250, 260, 310

**BUSINESS:** BUS 100, 101, 103, 113, 125, 201

**CAREER AND PERSONAL DEVELOPMENT:** CRER 110\*, 137\*, 401\*

(\*Combined: maximum credit 3 units)

**CHEMISTRY:** CHEM 114\*, 192\*, 210\*, 220, 231, 232, 410 (\*No credit for 114 or 192 if taken after 210, combined: maximum credit one course. CHEM 114 same as: PHYS 114)

**COMMUNICATION STUDIES:** COMM 110, 127, 130, 140, 150, 180

**COMPUTER INFORMATION SCIENCE:** CIS 118, 122, 242, 250, 252, 262, 284, 286, 294, 321

**DIGITAL ART & ANIMATION:** MART 314, 362, 363, 374, 376, 392, 393, 394, 418

**DRAMA:** DRAM 101, 140, 150, 151, 200, 201, 233, 300.1, 300.2, 300.3, 300.4, 305

**EARLY CHILDHOOD EDUCATION:** ECE. 191, 201, 212

**ECONOMICS:** ECON 100, 102, 230



**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:** ENVS 101, 115

**ETHNIC STUDIES:** ETHN 103, 105, 107, 108, 109, 265, 288

**FASHION DESIGN:** FASH 113, 150

**GEOGRAPHY:** GEOG 100, 101, 110, 150

**GEOLOGY:** GEOL 100, 101, 121

**HEALTH SCIENCE:** HSCI 100

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

**HUMAN SERVICES:** HMSV 100

**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, 441, 442

**MATHEMATICS:** MATH 125, 145, 150, 200, 225\*, 241+, 243+, 251+, 252+, 253, 270, 275  
+MATH 241, MATH 243 and MATH 251, MATH 252  
combined: maximum credit, 1 series  
\*MATH 225 maximum credit, 5 semester units

**METEOROLOGY:** METE 100

**MULTIMEDIA:** (See **Digital Art & Animation**)

**MUSIC:** MUS 100, 202, 210, 215, 240, 250, 271, 275, 301, 302, 303, 304, 371, 372, 373, 374, 401, 402, 403, 404, 470.1

**OCEANOGRAPHY:** OCEN 100, 101

**PARALEGAL STUDIES:** LEGL 249

**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\*, 135.1\*

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, 157.1, 157.2, 157.3, 157.4, 161.1, 161.2, 161.3, 161.4, 350.1, 350.2, 350.3, 350.4, 391, 400.1, 400.2, 400.3, 400.4,

FITN 112\*, 117\*, 118\*, 119\*, 122\*, 128.1\*, 128.2\*, 128.3, 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\*, 160\*, 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, deduct 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), 130, 140, 145, 162, 220, 230



## Public Safety and Lost/Found

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### Public Safety

*Building 22, Room 106*

*Phone: (650) 738-7000*

*Web: [smccd.edu/publicsafety](http://smccd.edu/publicsafety)*

The San Mateo County Community College District Public Safety Department is committed to providing quality service to visitors, students, and staff on our college campuses. In exercising our duties, we will be responsive to all in need regardless of their position in life; respectful of the diversity of our campus communities; solicit public support and involvement in our efforts to promote organizational efficiency without detracting from the overall quality of life of our community college district.

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

### Lost and Found

Items found in any of the campus buildings are held for 30 days in the Public Safety Office in Building 22.

Call (650) 738-7000 to inquire about lost or found articles.



# SMCCCD Parking and Traffic Regulations

Building 22  
Phone: (650) 738-7000  
Web: [smccd.edu/publicsafety/](https://smccd.edu/publicsafety/)

## Please Note:

**Parking fees have been suspended for the 2024-2025 academic year. Parking fees will not be charged for: Summer 2024, Fall 2024 and Spring 2025 semesters. Campus parking regulations, however, will continue to be enforced. Violators will be cited.**

Parking is on a first-come, first-served basis in the San Mateo County Community College District except for specific spaces reserved for visitors, staff and the disabled. The District provides parking on its facilities but accepts no liability for vandalism, theft, or accident.

## Parking Permit Requirements

In an effort to assist in removing possible financial barriers and create a greater atmosphere of inclusion with everyone in our campus community, no Student or Visitor Parking Permits required for the upcoming Academic Year.

Parking will be open without any permit requirements in all designated "Student Parking Lots". We can assist with answering any parking related questions at (650)738-7000.

## Parking and Traffic Regulations

Traffic and Parking Regulations (including unauthorized parking in disabled parking spaces) are enforced at all times under the jurisdiction of the San Mateo County Superior Court. Pedestrians have the right of way at all times. For more details on Traffic Regulations, you may refer to Item 8.48 (Traffic Regulations) of the San Mateo County Community College District Rules and Regulations.

Parking is permitted only on blacktop surfaces in specifically marked parking spaces. Parking on unpaved areas, in roadways, in areas posted as no parking zones, or in any unauthorized area is prohibited. Driving or parking within the inner campus is prohibited. Campus speed limit is 25 mph. Where signs indicate a lesser speed, that speed will be the maximum.

For types of parking and enforcement regulations, please see our Enforcement and Types of Parking page at: <https://catalog.canadacollege.edu/current/parking/enforcement.php>

## Purchasing Student Parking Permits

No Student or Visitor Parking Permits required for the 2024-2025 Academic Year.

## Enforcement - Types of Parking

### Parking Enforcement

Parking, traffic regulations, and the California Vehicle Code (CVC) are enforced under the authority of Section 21113A CVC. In accordance with California Vehicle Code Section 40202, citations may not be informally rescinded by College authorities. Consistent or flagrant violations may cause the vehicle to be towed away at the owner's expense.

Parking Violations for Staff Parking Lots, Red Zones, Green Zones, Yellow Zones, Disabled Parking, Location not designated Parking, parking in two stalls and any valid vehicle code parking violations may be enforced on our district campuses. There is no overnight parking on any district parking lot without special approval from the Public Safety Department.

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.

### Types of Parking

#### Employee Parking Permits

At this time, all parking areas designated "Staff Parking" will require a dash board/hanging district staff permit placed fully visible on the dash board or front facing area of the vehicle.

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

#### Disabled Parking

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

#### EV Charging Stations

Parking in the EV charging stations is limited solely to electric vehicles that are actively charging with a maximum time limit of 4 hours per vehicle and do not require a parking permit. After the four hour maximum limit there will be a \$5 fee per hour with a maximum fee of \$20 per session. Any vehicle parked in an EV space that is not an electric vehicle or not charging will be subject to a citation.





## Appealing a Parking Citation

Parking citations may be appealed at <https://www.pticket.com/csm/>

The following reasons are NOT acceptable appeals:

- It is my first day/week/semester and I am not familiar with the campus.
- I do have a permit, but I forgot to hang it. This will no longer apply as your license plate will be your virtual permit.
- I bought a permit, but I don't have my license plate on. You can check my records.
- I was only parked there for a few minutes.
- I just parked really quick to use the restroom.



# Campus Map



## Directions to Cañada College

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



# Campus Directory, Faculty, and Emeriti

## Asian American, Native Hawaiian and Pacific Islander S.T.A.R. (Success, Transfer, Access, Relevance) Program

Building: 9-106 | Phone: (650) 306-3407

## Academic Support and Learning Technologies Division

Building: 9-345 | Phone: (650) 306-3377

## Admissions & Records/Registration

Building: 9-119A | Phone: (650) 306-3226

## Adult-Education College and Career Educational Leadership (ACCEL)

Building: 9-343 | Phone: (650) 306-3473

## Articulation

Building: 9-127 | Phone: (650) 306-3479

## Athletics (Kinesiology, Athletics and Dance Division)

Building: 1-157 | Phone: (650) 381-2236

## Athletic Center (Community Fitness)

Building: 1-102 | Phone: (650) 381-3575

## Athletic Field Restroom

Building: 4

## Baseball Field Press Box

Building: 31

## Bookstore

Building: 2 | Phone: (650) 306-3313

## Business Office/Cashier

Building: 18-109 | Phone: (650) 306-3270

## Business, Design & Workforce Division

Building: 13 | Phone: (650) 306-3201

## Business Skills Center

Building: 18-109 | Phone: (650) 306-3380

## CalWORKs

Building: 9-137 | Phone: (650) 381-3529

## Canvas Phone Support

Phone: 1-844-505-4565

## CARE

Building: 9-133 | Phone: (650) 306-3300

## Career Center

Building: 5-332 | Phone: (650) 306-3178

## Cashier

Building: 9-119 | Phone: (650) 306-3270

## College for Working Adults (CWA)

Building: 9-209 | Phone: (650) 306-3310

## Community of Learning Through Sports (COLTS)

Building: 1-159 | Phone: (650) 381-2236

## COLTS-CON

Building: 9-219A, Learning Center | Phone: (650) 306-3348

## COLTS-U Transfer Center

Building: 9-106 | Phone: (650) 306-3463

## Counseling Center / Counseling Division

Building: 9-135 | Phone: (650) 306-3452

## Cultural Center

Building: 17-107 | Phone: (650) 381-2253

## Disability Resource Center (DRC)

Building: 5-303 | Phone: (650) 306-3259 | TDD/TTY: (650) 306-3161

## Dual Enrollment Program

Building: 6-105 | Phone: (650) 306-3394

## English as a Second Language (ESL) Office

Building: 3-147 | Phone: (650) 306-3388

## Extended Opportunity Programs and Services (EOPS)

Building: 9-133 | Phone: (650) 306-3300

## Facilities Maintenance Center

Building: 7 | Phone: (650) 306-3276

## Facilities Usage/Rental

Building: 9-119 | Phone: (650) 306-3271

## Financial Aid

Building: 9-109 | Phone: (650) 306-3307

## Food Pantry (SparkPoint)

Building: 5-202 | Phone: (650) 381-3554

## Foster Youth Success Initiative (FYSI)

Building: 9-133 | Phone: (650) 306-3300

## The Grove (Cafeteria)

Building: 5

## Guided Pathways Peer Mentor Program

Building: 9-220

## Health Center

Building: 5-303 | Phone: (650) 306-3309

## Humanities & Social Sciences Division

Building: 3-205 | Phone: (650) 306-3336

## International Student Center

Building: 9-163 | Phone: (650) 381-3544

## Kinesiology, Athletics and Dance (KAD) Division

Building: 1-157 | Phone: (650) 381-2236

## Learning Center

Building: 9-210 | Math Lab: (650) 306-3348 | Tutorial Center: (650) 306-3459 | Writing Center: (650) 306-3459

## Library

Building: 9-3rd floor | Phone (Circulation): (650) 306-3485 | (Reference): (650) 306-3480



**Lost & Found (located in Public Safety Office)***Building: 22-106 | Phone: (650) 738-7000***Marketing Department (Public Information Office)***Building: 8-112 | Phone: (650) 306-3418***Math Lab (In the Learning Center)***Building: 9-210 | Phone: (650) 306-3348***Middle College High School Program***Building: 18-111 | Phone: (650) 306-3120***NextUp***Building: 9-133 | Phone: (650) 306-3300***Observatory***Building 24***Office of Equity***Building: 13-111 | Phone: (650) 306-3373***Orientation/Initial Course Placement***Building: 9-120 | Phone: (650) 306-3452***Outreach Program***Building: 18-115 | Phone: (650) 306-3444***Personal Counseling Center (PCC)***Building: 5-303 | Phone: (650) 381-3573***Placement Tests/Assessment***Building: 9-120 | Phone: (650) 306-3452***Planning, Research, and Institutional Effectiveness (PRIE) Office***Building: 8-211 | Phone: (650) 306-3145***Pony Espresso***Building: 12***President's Office***Building: 8-206 | Phone: (650) 306-3238***Promise Scholars Program at Cañada College***Building: 6-112 | Phone: (650) 381-3568***Public Information Office (Marketing Dept.)***Building: 8-112 | Phone: (650) 306-3418***Public Safety (Parking Enforcement)***Building: 22-106 | Phone: (650) 738-7000***Puente Project***Building: 9-138 | Phone: (650) 381-3564***Refunds /Cashier (Registration Fees)***Building: 9-119 | Phone: (650) 306-3270***Science and Technology Division***Building: 23-137 | Phone: (650) 306-3291***SparkPoint at Cañada College***Building: 9-125 | Phone: (650) 381-3550***STEM Center***Building: 9-210 | Phone: (650) 306-3137***Student Housing (Off Campus) Information***Building: 5-354 | Phone: (650) 306-3364***Student Life & Leadership Center/ASCC Office***Building: 5-354 | Phone: (650) 306-3364***Switchboard/Directory Assistance***Phone: (650) 306-3100***Theatre Event Manager***Building: 3-133 | Phone: (650) 306-3316***Transcripts (Admissions & Records)***Building: 9-119A | Phone: (650) 306-3226***Transportation:***SAMTRANS Bus Schedules/Passes: 800-660-4287 | Building: 5-354 | Phone: (650) 306-3364***TRiO Student Support Services Program***Building: 9-213 | Phone: (650) 306-3111***Tutorial Center (In the Learning Center)***Building: 9-210 | Phone: (650) 306-3459***Umoja Community***Building: 9-304 | Phone: (650) 306-3441***Undocumented Community Center (UCC)***Building: 9-118 | Phone: (650) 306-3466***University Programs***Building: 9-106 | Phone: (650) 306-3407***Veterans' Services and Certification***Building: 9-121 | Phone: (650) 306-3126***Veteran Resource & Opportunity Center (VROC)***Building: 9-151 | Phone: (650) 306-3250***Vice President, Administrative Services***Building: 8-116 | Phone: (650) 306-3274***Vice President, Instruction***Building: 8-202 | Phone: (650) 306-3353***Vice President, Student Services***Building: 8-209 | Phone: (650) 306-3234***Welcome Center***Building: 9-120 | Phone: (650) 306-3452 - Counseling Appointments/Orientations/Assessments***Work Experience Education***Building: 13-124 | Phone: (650) 306-3367***Writing Center (In the Learning Center)***Building: 9-210 | Phone: (650) 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

### **Alexander, Kassie (2022)**

Professor - Counseling  
A.A., Chabot College  
B.S., California State University, East Bay  
M.S.W., California State University, East Bay  
Ed.D., University of San Francisco

### **Alforja, Melissa Rivera (2014)**

Professor - Counseling  
M.A., San Jose State University 2007

### **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

### **Bennani, Wissem (2020)**

Dean - Enrollment Services  
B.B.A., University of Michigan, Flint  
M.B.A., Saginaw Valley State University  
Ed.D., San Francisco State University

### **Brower, Kristina (2022)**

Professor - Counseling  
A.S., Cañada College, CA  
B.A., San Francisco State University  
M. Ed, California State University, East Bay

### **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)**

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

### **Chacon, Marcos Jr. (2021)**

Associate Professor - Counseling  
B.A., Psychology San Francisco State University  
M.S., California State University, Hayward

### **Chan, Ryan "Daryan" (2006)**

Professor - Counseling  
A.A., Skyline College, CA  
B.A., San Francisco State University  
M.Ed., University of California, Los Angeles

### **Darafshi, Gloria (1999)**

Professor - Counseling  
B.A., University of Massachusetts Amherst  
M.S.W., University of Connecticut

### **Eck, David (2016)**

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

### **Field, Alison (2011)**

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



**Fraire, John (2024)**

Interim Vice President of Student Services  
 B.A., Harvard University  
 M.Ed., Harvard University  
 M.A., Western Michigan University  
 Ph.D., Union Institute and 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

**Harris, Eddy (2021)**

Associate Professor - Head Men's Basketball Coach  
 B.A., University of San Francisco  
 M.B.S., University of San Francisco  
 M.S., California Baptist 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

**Hoffman, Michael D. (2008)**

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

**Hsieh, Chialin (2013)**

Vice-President of Instruction  
 B.A., Chinese Culture University  
 B.M., Western Michigan University  
 M.M., Western Michigan University  
 M.A., Western Michigan University  
 Ed.D., Western Michigan University

**Hughes, Allison (2023)**

Associate Professor - Instructional Designer  
 B.A., 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

**Kalyanaraman, Ramki (2019)**

Professor - Engineering  
 B.S., Indian Institute of Technology, Kharagpur  
 M.S., Indian Institute of Technology, Kharagpur  
 Ph.D., North Carolina State University, Raleigh

**Kaslan, Camille (2023)**

Associate Professor - Chemistry  
 B.S., Mills College, Oakland  
 M.S., University of California, San Diego

**Kippes, Althea (2019)**

Professor - Paralegal, Business  
 B.S., University of California, Berkeley  
 M.A., San Francisco State University  
 J.D., Golden Gate University School of Law

**Kramer, Alex (2016)**

Dean - Business, Design, and Workforce  
 A.A., Citrus College  
 B.S., Humboldt State University  
 M.P.A., San Francisco State University

**Lacefield, Hyla (2013)**

Professor - Digital Art & Animation  
 B.A., University of Georgia, Athens  
 M.A., University of Alabama, Tuscaloosa

**Lapuz, Raymond (2000)**

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

**Lee, Robert B. (2005)**

Professor - Sociology  
 B.A., University of California, Berkeley  
 M.A., University of California, Los Angeles

**Limm, Michael (2021)**

Associate Professor - Biology  
 B.S., University of California, Davis  
 M.S., California State University, Chico  
 Ph.D., University of California, Berkeley

**Lopez, Kim (2011)**

President  
 B.A., UC Santa Barbara  
 M.A., California Polytechnic State University

**Lugo, Adriana (2023)**

Professor - Library Science  
 B.A., Loyola Marymount University  
 M.A., San Jose State University

**Lun, Jinmei (2022)**

Associate Professor - Counseling  
 B.A., University of California, Berkeley  
 M.A., San Jose State University



**Luu, Julie (2020)**

Professor - Biological Sciences  
 B.S., University of California, Davis  
 Ph.D., University of California, Davis

**Lynch, Daniel (2022)**

Professor - Counseling  
 B.A., Cal Poly, San Luis Obispo  
 M.A., Cal Poly, San Luis Obispo

**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 Tecnológica Nacional  
 M.S., Universidad Tecnológica Nacional  
 M.S., Western Michigan University  
 Ph.D., Boston University

**Malavade, Kiran (2021)**

Associate Professor - English  
 B.A. Wesleyan University  
 M.A. San Francisco State University

**Malhotra, Ritu (2016)**

Professor - Medical Assisting  
 MD, SDUMC, Kolar, India

**Manzo, Jose (2021)**

Professor - Counseling  
 B.A., San Jose State University  
 M.A., San Jose State University

**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

**Mendez, Sandra A. (2010)**

Professor - Counseling  
 A.A., Merritt College  
 B.A., University of California, Berkeley  
 M.A., Saint Mary's College of California

**Miladinova, Ana (2007)**

Professor - Dance, Fitness  
 B.A., University of Ljubljana  
 M.A., San Francisco State University

**Monarres, David (2015)**

Professor - Mathematics  
 B.A., Cal Poly Pomona  
 M.S., San Diego State University

**Naas, Paul (2007)**

Professor/Program Coordinator - Digital Art and Animation  
 A.S., College of San Mateo, CA  
 B.A., San Jose State University  
 M.F.A., Academy of Art University

**Nance, Candice (2013)**

Professor - Business  
 A.S., Ohlone College  
 B.S., San Jose State University  
 M.B.A., American International College  
 Ed.D., San Jose State University

**Pacheco Matus, Gerardo (2018)**

Associate Professor - English as a Second Language  
 B.A., San Francisco State University  
 M.F.A., San Francisco State University

**Palmer, Lisa (1998)**

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

**Parajon Puenzo, Sol (2023)**

Associate Professor - Chemistry  
 Ph.D., Universidad Nacional de Córdoba  
 Licentiate, Universidad Nacional de Córdoba

**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

**Perkins, Katie (2015)**

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

**Prisecar, Ludmila (2022)**

Vice President - Administrative Services  
 B.A., Santa Clara University  
 Executive M.B.A, San Francisco State University



**Quaglia, Emanuela (2022)**

Associate Professor - Digital Art and Animation  
 A.A., College of San Mateo, CA  
 B.F.A., California State University, East Bay  
 M.S.Ed., California State University, East Bay

**Rana, Anniqua Ed.D. (1998)**

Dean - Academic Support and Learning Technologies  
 B.A., University of the Punjab, Pakistan  
 M.A., University of the Punjab, Pakistan  
 M.A., San Jose State University, California  
 Ed. D., University of San Francisco

**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, CA  
 B.A., San Francisco State University  
 M.P.H., Oregon State University  
 Certified Radiologic Technologist, State of California  
 Registered X-Ray Technologist, ARRT

**Roscelli, Paul (1990)**

Professor - Economics, Business Law  
 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)**

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

**Stanford, Michael (2006)**

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

**Sullivan-Torrez, Kathleen "Kat" (2023)**

Dean - Kinesiology, Athletics, and Dance  
 B.A., California State University  
 M.A., Azusa Pacific University

**Tedone-Goldstone, Diana (2014)**

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

**Terzakis, Elizabeth M. (2004)**

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

**Torres, Elsa (2011)**

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

**Valenzuela, Yolanda (2001)**

Professor - English  
 B.A., University of California, Berkeley  
 M.A., San Francisco State University





**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)**

Associate Professor - Biological Sciences  
 B.A., University of California, Berkeley  
 M.S., San Francisco State University

## Emeriti

Date of retirement follows name.

**Aarons, Bernard L. (1993)**

Geography, Geology, Oceanography

**Adams, Grace (1998)**

Dean-Business and Social Science

**Anderson, Richard W. (2006)**

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

**Ashley, Lyman (1999)**

P.E./Athletics

**Blok, 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

**Chaney, Ronda (2024)**

Fashion

**Claire, Richard S. (2005)**

Accounting, Business

**Clay, David (2019)**

English

**Cory, Genevieve H. (1994)**

Home Economics, Interior Design

**Crockett, Robert K. (1993)**

English, Speech

**Cunningham, Lois L. (1996)**

Sociology, Social Science

**Curtis, Robert M. (2000)**

English, Drama

**Del Gaudio, Joan B. (2004)**

Counseling, Business

**Eakin, James D. (1993)**

Spanish, French

**Earnhardt, Eldon D. (2001)**

Anthropology

**Easter, Stanley E. (1998)**

Music, Counseling

**Edmonds, Bruce (2003)**

Counseling, Mathematics

**Egan, Philip (2003)**

Fine Arts

**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

**Gavazza, Steve D. (2004)**

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

**Gray, Ella Turner (2003)**

Biological Sciences/Director, Special Projects

**Greenalch, John H. (1996)**

Counseling, Human Services, Vice President-Student Services

**Gross, Jeanne R. (2017)**

English as a Second Language



- Gunderson, Peter K. (2003)**  
Geography
- Hall, Patricia (2024)**  
Education and Human Development
- 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
- Innerst, Evan (2023)**  
Mathematics
- Iverson, Charles (2013)**  
Mathematics, Computer Science, Engineering, Physics
- Jeppson, Joseph H. (2002)**  
History, Law
- Jones, Pamela D. (2016)**  
Mathematics
- Jung, Carolyn (2016)**  
Computer Business Office Technology
- Katz, S. Marlene (1995)**  
Business
- Kenney, William C. (1992)**  
English, Film, Drama
- LeBow, Diane (2000)**  
English
- Lipe, Catherine (2020)**  
Science and Technology
- Liteky, Judith Balch (2007)**  
Mathematics
- Loughry, Alice P. (1996)**  
Home Economics
- Lucas-Woods, Phyllis (2009)**  
English, Vice President-Student Services
- Mangiola, Frank A. (2005)**  
P.E./Athletics
- Marchi, Joseph J. (1993)**  
Counseling
- Martinez, Olivia G. (2004)**  
Sociology; Vice President-Student Services
- McBride, Marilyn (2009)**  
Vice President-Instruction
- McCarthy, Barbara (2010)**  
Adaptive Physical Education
- McGill, Sally J. (2006)**  
P.E./Athletics, Nutrition, Foods & Dietetics
- McNamara, Cheryl J. (1998)**  
P.E./Dance
- Mecorney, Jean A. (2010)**  
Art and Multimedia
- Meek, Austen B. (1994)**  
Mathematics
- Mendoza, Salvador (2004)**  
Counseling
- M'Guinness, Bridgett (2023)**  
Political Science
- Miller, Lewis (1993)**  
Math, Engineering, Computer Science
- Mohr, Thomas C. (2011)**  
President-Cañada College
- Moore, Nancy H. (1996)**  
Radiologic Technology
- Morales, William (2022)**  
Art
- Nicolopoulos, Samuel (1990)**  
Physical Education
- Norman, Timothy H. (1998)**  
Mathematics
- Olesen, Karen (2016)**  
Counseling
- Owyang, Walter (2003)**  
Psychology
- Peña, José F. (2022)**  
Physical Education
- Phillips, Jacqueline B. (2013)**  
English as a Second Language
- Pratt, Jr., Melvyn E. (1985)**  
History, Philosophy, Dean-Social Science
- Preston, Jack (2008)**  
Computer Science, Mathematics, Physics, Astronomy



**Reller, Jr., Theodore L. (1996)**

Political Science

**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

**Schey, Robert E. (1993)**

Counseling

**Schoenky, Mary (1997)**

Counseling, Career Classes, Nurse

**Sharon, Jared B. (1998)**

Chemistry

**Smith, Pamela D. (2002)**

English

**Sohrabi, Soraya (2022)**

Transfer Center/Career

**Sorensen, Lenora H. (1997)**

Tourism

**Stegner, Paul F. (2003)**

Psychology

**Steidel, James (2001)**

History, Ethnic Studies

**Stiff, Dwight R. (1990)**

English; President-Cañada College

**Sutherland, Kenton K. (2000)**

English, 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

**Tong, Po (2023)**

Mathematics

**Tovissi, Joseph A. (1999)**

Mathematics, Counseling

**Trugman, Ronald F. (2013)**

Business, English

**Vial, Sil (1998)**

P.E./Athletics

**Villanueva, Tlaxcalli (2009)**

Counseling

**Weidman, Jane C. (1999)**

English, Reading

**Welles, Samuel Paul, Jr. (2004)**

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

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

*Interest Areas at Cañada College are groups of similar programs of study. Explore careers and program requirements in each group. Find what's right for you! Get connected with your Interest Area Success Team!*

### 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](https://canadacollege.edu/academics/interest-areas/art-design-performance.php), or email [CANArtDesignPerformance@smccd.edu](mailto: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](https://canadacollege.edu/academics/interest-areas/business.php) or email: [CANBusiness@smccd.edu](mailto: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](https://canadacollege.edu/academics/interest-areas/human-behavior-culture.php) or email [CANHumanBehaviorCulture@smccd.edu](mailto: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](https://canadacollege.edu/academics/interest-areas/science-health.php) or email: [CANScienceHealth@smccd.edu](mailto:CANScienceHealth@smccd.edu)

Cañada College Interest Areas can help focus your course choices towards the Degree or Certificate that is right for you.

To see the courses required for each degree or certificate, visit <https://canada.programmapper.ws/academics> to explore which courses are right for you, and when to take them. Look through each Degree or Certificate'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. 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.

Department	Course Section	Course Title	Semester Offered
Accounting	ACTG-100	Accounting Procedures	Fall and Spring
Accounting	ACTG-121	Financial Accounting	Fall and Spring
Accounting	ACTG-131	Managerial Accounting	Fall and Spring
Accounting	ACTG-180	Payroll Accounting	Spring
Accounting	ACTG-200	QuickBooks	Fall and Spring
Anthropology	ANTH-110	Cultural Anthropology	Fall and Spring
Anthropology	ANTH-125	Biological Anthropology	Fall and Spring
Anthropology	ANTH-351	Archaeology	Fall
Aquatics	AQUA-127.1	Swim Stroke Development I	Fall and Spring
Architecture	ARCH-110	Interior Architectural Drafting	Fall and Spring
Art	ART-101	Ancient, Classical and Medieval Art History	Fall and Spring
Art	ART-102	Late Medieval, Renaissance and Baroque Art History	Other
Art	ART-103	History of Art from the Baroque Period to Post-Impressionism	Other
Art	ART-104	History of Modern Art	Other
Art	ART-131	Art History Goes to the Movies	Spring
Art	ART-204	Drawing I	Fall and Spring
Art	ART-207	Life Drawing	Fall and Spring
Art	ART-214	Color	Even Falls
Art	ART-221	Painting I	Spring
Biology	BIOL-110	Principles Of Biology	Fall and Spring
Biology	BIOL-130	Human Biology	Fall and Spring
Biology	BIOL-225	Biology Of Organisms	Fall and Spring
Biology	BIOL-230	Cell and Molecular Biology	Fall and Spring



Department	Course Section	Course Title	Semester Offered
Biology	BIOL-240	General Microbiology	Fall and Spring
Biology	BIOL-250	Human Anatomy	Fall and Spring
Biology	BIOL-260	Human Physiology	Fall and Spring
Business	BUS.-100	Introduction to Business	Fall and Spring
Business	BUS.-101	Human Relations in the Workplace	Spring
Business	BUS.-103	Introduction to Business Information Systems	Fall and Spring
Business	BUS.-113	Personal Finance	Fall and Spring
Business	BUS.-125	International Business	Fall
Business	BUS.-150	Entrepreneurship: Small Business Management	Fall and Spring
Business	BUS.-180	Marketing	Fall and Spring
Business	BUS.-201	Business Law	Fall and Spring
Business	BUS.-230	International Marketing	Spring
Business	BUS.-401	Business Communications	Fall and Spring
Chemistry	CHEM-192	Elementary Chemistry	Fall and Spring
Chemistry	CHEM-210	General Chemistry I	Fall and Spring
Chemistry	CHEM-220	General Chemistry II	Fall and Spring
Chemistry	CHEM-231	Organic Chemistry I	Fall
Chemistry	CHEM-232	Organic Chemistry II	Spring
Chemistry	CHEM-410	Chemistry for Health Sciences	Fall and Spring
Communication Studies	COMM-110	Public Speaking	Fall and Spring
Communication Studies	COMM-127	Argumentation and Debate	Fall
Communication Studies	COMM-130	Interpersonal Communication	Fall and Spring
Communication Studies	COMM-150	Intercultural Communication	Fall and Spring
Communication Studies	COMM-180	Introduction to Communication Studies	Spring
Comp. Bus. Office Technology	CBOT-415	Beginning Computer Keyboarding	Every Fall and Even Springs
Comp. Bus. Office Technology	CBOT-432	Introduction to Computer Applications	Fall and Spring
Comp. Bus. Office Technology	CBOT-435	Spreadsheets	Fall and Spring



Department	Course Section	Course Title	Semester Offered
Comp. Bus. Office Technology	CBOT-448	Using Microsoft Windows	Fall
Comp. Bus. Office Technology	CBOT-457	Using PowerPoint in Business	Even Falls
Comp. Bus. Office Technology	CBOT-470	Advanced Spreadsheets	Odd Springs
Comp. Bus. Office Technology	CBOT-472	Beginning Word Processing	Spring
Comp. Bus. Office Technology	CBOT-474	Intermediate Word Processing	Spring
Comp. Bus. Office Technology	CBOT-475	Using Outlook	Even Springs
Comp. Bus. Office Technology	CBOT-476	Adobe Acrobat	Odd Springs
Computer Information Science	CIS-118	Introduction to Computer Science	Fall and Spring
Computer Information Science	CIS-242	Computer Architecture and Assembly Language	Fall
Computer Information Science	CIS-250	Introduction to Object Oriented Programming: C++	Fall and Spring
Computer Information Science	CIS-252	Introduction to Data Structures - C++	Fall and Spring
Computer Information Science	CIS-262	Discrete Mathematics for Computer Science	Spring
Computer Information Science	CIS-284	Introduction to Object Oriented Programming- Java	Fall and Spring
Computer Information Science	CIS-286	Introduction to Data Structures - Java	Fall and Spring
Dance	DANC-100	Dance Appreciation	Fall and Spring
Dance	DANC-121.1	Contemporary Modern Dance I	Fall
Dance	DANC-121.2	Contemporary Modern Dance II	Fall
Dance	DANC-125.1	Salsa I	Fall and Spring
Dance	DANC-130.1	Jazz Dance I	Fall and Spring
Dance	DANC-140.1	Ballet I	Spring
Dance	DANC-150.1	Hip Hop I	Fall and Spring
Dance	DANC-150.2	Hip Hop II	Fall and Spring
Dance	DANC-161.1	Tango Argentino I	Fall and Spring
Dance	DANC-161.2	Tango Argentino II	Fall and Spring
Dance	DANC-400.1	Dance Performance and Production I	Fall and Spring



Department	Course Section	Course Title	Semester Offered
Digital Art and Animation	MART-314	Introduction to Computer Graphics	Fall and Spring
Digital Art and Animation	MART-325	Digital Painting	Spring
Digital Art and Animation	MART-366	Color Management and Theory	Fall
Digital Art and Animation	MART-371	User Interface/User Experience Design	Spring
Digital Art and Animation	MART-372	Digital Illustration	Fall
Digital Art and Animation	MART-376	Introduction to Digital Imaging	Fall and Spring
Digital Art and Animation	MART-378	Digital Page Layout	Even Falls*
Digital Art and Animation	MART-379	Introduction to Digital Animation	Even Springs
Digital Art and Animation	MART-385	Coding for Designers and Artists	Fall
Digital Art and Animation	MART-389	Digital Media Careers	Fall
Digital Art and Animation	MART-390	Portfolio Creation	Spring
Digital Art and Animation	MART-400	Motion Graphics	Spring
Digital Art and Animation	MART-405	Storyboard Development for Animation and Interactive Media	Fall
Digital Art and Animation	MART-416	Drawing For Animation	Spring
Digital Art and Animation	MART-417	Principles of Animation	Spring
Digital Art and Animation	MART-418	History of Animation	Fall
Digital Art and Animation	MART-420	Introduction to 3D Modeling and Animation	Fall and Spring
Digital Art and Animation	MART-421	Advanced 3D Modeling and Animation	Spring
Digital Art and Animation	MART-424	3D Animation Fundamentals	Fall
Digital Art and Animation	MART-425	Advanced 3D Animation	Spring
Drama - Theatre Arts	DRAM-140	Introduction to the Theatre	Fall and Spring
Drama - Theatre Arts	DRAM-150	Script Analysis	Odd Springs
Drama - Theatre Arts	DRAM-300.1	Rehearsal and Performance I	Spring
Early Childhood Education	ECE.-191	Children's Literature	Fall
Early Childhood Education	ECE.-201	Child Development	Fall and Spring





Department	Course Section	Course Title	Semester Offered
Early Childhood Education	ECE.-210	Early Childhood Education Principles	Fall and Spring
Early Childhood Education	ECE.-211	Early Childhood Education Curriculum	Fall and Spring
Early Childhood Education	ECE.-212	Child, Family, and Community	Fall and Spring
Early Childhood Education	ECE.-254	Teaching in a Diverse Society	Fall and Spring
Early Childhood Education	ECE.-260	Children with Special Needs	Fall and Spring
Early Childhood Education	ECE.-263	Curriculum and Strategies for Children with Special Needs	Fall
Early Childhood Education	ECE.-313	Health, Safety and Nutrition	Fall and Spring
Early Childhood Education	ECE.-333	Observation and Assessment of Young Children	Fall and Spring
Early Childhood Education	ECE.-366	Practicum in Early Childhood Education	Fall and Spring
Economics	ECON-100	Principles of Macro Economics	Fall and Spring
Economics	ECON-102	Principles of Micro Economics	Fall and Spring
Education	EDUC-200	Introduction to Classroom Teaching	Fall
Education	EDUC-265	Positive Behavior Support in Inclusive Settings	Spring
Education	EDUC-300	Applied Inclusive Strategies	Fall
Engineering	ENGR-100	Introduction to Engineering	Fall and Spring
Engineering	ENGR-210	Engineering Graphics	Fall
English	ENGL-100	Reading and Composition	Fall and Spring
English	ENGL-105	Intensive Composition and Reading	Fall and Spring
English	ENGL-110	Composition, Literature, and Critical Thinking	Fall and Spring
English	ENGL-161	Creative Writing I	Fall and Spring
English	ENGL-165	Advanced Composition	Fall and Spring
Environmental Science	ENVS-101	Environmental Science Laboratory	Spring
Environmental Science	ENVS-115	Environmental Science	Fall and Spring
Ethnic Studies	ETHN-103	Asian American Studies	Fall



Department	Course Section	Course Title	Semester Offered
<i>Ethnic Studies</i>	<i>ETHN-105</i>	<i>African American History and Culture</i>	<i>Fall and Spring</i>
<i>Ethnic Studies</i>	<i>ETHN-107</i>	<i>Introduction to Native American Studies</i>	<i>Spring</i>
<i>Ethnic Studies</i>	<i>ETHN-108</i>	<i>Rethinking Race, Gender, and Nation</i>	<i>Fall</i>
<i>Ethnic Studies</i>	<i>ETHN-109</i>	<i>Borders and Crossings</i>	<i>Spring</i>
<i>Fashion Design</i>	<i>FASH-100</i>	<i>Principles of Design</i>	<i>Spring</i>
<i>Fashion Design</i>	<i>FASH-111</i>	<i>Techniques of Fit</i>	<i>Fall</i>
<i>Fashion Design</i>	<i>FASH-113</i>	<i>Textiles</i>	<i>Fall</i>
<i>Fashion Design</i>	<i>FASH-114</i>	<i>Introduction to Italian Fashion</i>	<i>Summer Only</i>
<i>Fashion Design</i>	<i>FASH-115</i>	<i>Intermediate Clothing Construction</i>	<i>Spring</i>
<i>Fashion Design</i>	<i>FASH-116</i>	<i>Tailoring</i>	<i>Fall</i>
<i>Fashion Design</i>	<i>FASH-118</i>	<i>Flat Pattern</i>	<i>Fall and Spring</i>
<i>Fashion Design</i>	<i>FASH-123</i>	<i>Introduction to the Fashion Industry</i>	<i>Spring</i>
<i>Fashion Design</i>	<i>FASH-140</i>	<i>Basic Serging</i>	<i>Summer Only</i>
<i>Fashion Design</i>	<i>FASH-151</i>	<i>Fashion Merchandising</i>	<i>Even Springs</i>
<i>Fashion Design</i>	<i>FASH-162</i>	<i>Advanced Flat Pattern</i>	<i>Spring</i>
<i>Fashion Design</i>	<i>FASH-168</i>	<i>Fashion Draping</i>	<i>Spring</i>
<i>Fashion Design</i>	<i>FASH-195</i>	<i>Portfolio Development</i>	<i>Fall</i>
<i>Fashion Design</i>	<i>FASH-225</i>	<i>Apparel Analysis</i>	<i>Even Springs</i>
<i>Fashion Design</i>	<i>FASH-226</i>	<i>Visual Merchandising and Display</i>	<i>Even Falls</i>
<i>Fashion Design</i>	<i>FASH-672</i>	<i>Work Experience Education: Internship</i>	<i>Fall and Spring</i>
<i>Geography</i>	<i>GEOG-100</i>	<i>Physical Geography</i>	<i>Fall and Spring</i>
<i>Geography</i>	<i>GEOG-110</i>	<i>Cultural Geography</i>	<i>Even Falls and Every Spring</i>
<i>Geology</i>	<i>GEOL-100</i>	<i>Introduction to Geology</i>	<i>Fall and Spring</i>
<i>History</i>	<i>HIST-100</i>	<i>History of Western Civilization I</i>	<i>Fall and Spring</i>
<i>History</i>	<i>HIST-101</i>	<i>History of Western Civilization II</i>	<i>Every Fall and Odd Springs</i>



Department	Course Section	Course Title	Semester Offered
History	HIST-104	World History I	Fall and Spring
History	HIST-106	World History II	Fall and Spring
History	HIST-201	U.S. History through 1877	Fall and Spring
History	HIST-202	U.S. History from 1877 to the Present	Fall and Spring
History	HIST-245	Race, Ethnicity and Immigration in the U.S.	Fall and Spring
Human Services	HMSV-100	Introduction to Social Work and Human Services	Spring
Human Services	HMSV-121	Social Work and Human Services Seminar	Spring
Human Services	HMSV-122	Social Work and Human Services Fieldwork	Spring
Interior Design	INTD-115	Introduction to Interior Design	Fall and Spring
Interior Design	INTD-128	Presentation Techniques	Fall and Spring
Interior Design	INTD-148	Color and Design	Fall and Spring
Interior Design	INTD-150	History of Interiors I	Fall
Interior Design	INTD-151	History of Interiors II	Spring
Interior Design	INTD-175	Space Planning and Design	Fall and Spring
Interior Design	INTD-250	Professional Practices for Interior Designers	Spring
Interior Design	INTD-260	Overview of Lighting Design	Spring
Interior Design	INTD-272	Kitchen and Bath Design	Fall
Interior Design	INTD-276	Advanced Kitchen and Bath Design	Spring
Interior Design	INTD-300	Studio I: Home Staging	Fall
Interior Design	INTD-301	Portfolio Development	Fall
Interior Design	INTD-357	Kitchen and Bath Systems	Fall
Interior Design	INTD-360	CAD Applications for Interior Designers	Spring
Interior Design	INTD-400	Principles of Sustainable Design	Fall
Interior Design	INTD-450	Materials and Finishes	Fall and Spring
Interior Design	INTD-672	Work Experience Education: Internship	Fall and Spring



Department	Course Section	Course Title	Semester Offered
Kinesiology	KINE-101	Introduction to Kinesiology	Fall and Spring
Management	MGMT-100	Introduction to Business Management	Fall and Spring
Mathematics	MATH-150	Mathematics for Elementary School Teachers	Odd Springs
Mathematics	MATH-200	Elementary Probability and Statistics	Fall and Spring
Mathematics	MATH-241	Business Calculus I	Fall and Spring
Mathematics	MATH-251	Analytical Geometry and Calculus I	Fall and Spring
Mathematics	MATH-252	Analytical Geometry and Calculus II	Fall and Spring
Mathematics	MATH-253	Analytic Geometry and Calculus III	Fall and Spring
Mathematics	MATH-270	Linear Algebra	Fall and Spring
Mathematics	MATH-275	Ordinary Differential Equations	Fall and Spring
Medical Assisting	MEDA-100	Introduction to Medical Assisting	Fall and Spring
Medical Assisting	MEDA-110	Medical Terminology	Fall and Spring
Medical Assisting	MEDA-115	Introduction to Electronic Health Record	Other
Medical Assisting	MEDA-120	Clinical Procedures I	Fall and Spring
Medical Assisting	MEDA-121	Clinical Procedures II	Fall and Spring
Medical Assisting	MEDA-140	Implementation of Electronic Health Record	Even Springs
Medical Assisting	MEDA-150	Medical Office Procedures	Other
Medical Assisting	MEDA-160	Medical Insurance Procedures	Every Fall and Even Springs
Medical Assisting	MEDA-190	Introduction to Pharmacology	Even Falls and Every Spring
Medical Assisting	MEDA-672	Work Experience Education: Internship	Fall and Spring
Meteorology	METE-100	Meteorology - Weather and Climate	Summer Only
Music	MUS.-100	Fundamentals of Music	Fall and Spring
Music	MUS.-202	Music Appreciation	Even Springs



Department	Course Section	Course Title	Semester Offered
Music	MUS.-210	<i>Histories of Popular Music and Rock</i>	Other
Music	MUS.-240	<i>Music of the Americas</i>	Fall and Spring
Music	MUS.-301	<i>Piano I</i>	Fall and Spring
Oceanography	OCEN-100	<i>Oceanography</i>	Fall and Spring
Oceanography	OCEN-101	<i>Oceanography Lab</i>	Fall and Spring
Paralegal Studies	LEGL-250	<i>Legal Research and Writing</i>	Fall
Paralegal Studies	LEGL-251	<i>Torts</i>	Even Falls
Paralegal Studies	LEGL-252	<i>Civil Litigation and Trial Preparation</i>	Spring
Paralegal Studies	LEGL-254	<i>Family Law</i>	Even Springs
Paralegal Studies	LEGL-260	<i>Advanced Legal Research and Writing</i>	Odd Springs
Paralegal Studies	LEGL-276	<i>Electronic Litigation and Investigation</i>	Odd Springs
Philosophy	PHIL-103	<i>Critical Thinking</i>	Spring
Philosophy	PHIL-190	<i>Contemporary Philosophy</i>	Even Falls
Philosophy	PHIL-240	<i>Introduction to Ethics</i>	Fall and Spring
Phys Ed - Fitness	FITN-304.1	<i>Walking Fitness I</i>	Fall and Spring
Phys Ed - Fitness	FITN-334.1	<i>Yoga I</i>	Fall and Spring
Phys Ed - Fitness	FITN-334.2	<i>Yoga II</i>	Fall and Spring
Physics	PHYS-250	<i>Physics with Calculus I</i>	Fall and Spring
Physics	PHYS-260	<i>Physics with Calculus II</i>	Fall and Spring
Political Science	PLSC-130	<i>Introduction to International Relations</i>	Spring
Political Science	PLSC-170	<i>Introduction to Comparative Politics</i>	Even Falls
Political Science	PLSC-210	<i>American Politics</i>	Fall and Spring
Psychology	PSYC-100	<i>General Psychology</i>	Fall and Spring
Psychology	PSYC-200	<i>Developmental Psychology</i>	Fall and Spring
Sociology	SOCI-100	<i>Introduction to Sociology</i>	Fall and Spring
Sociology	SOCI-105	<i>Social Problems</i>	Fall and Spring
Sociology	SOCI-141	<i>Ethnicity and Race in Society</i>	Fall and Spring



Department	Course Section	Course Title	Semester Offered
<i>Spanish</i>	<i>SPAN-110</i>	<i>Elementary Spanish</i>	<i>Fall and Spring</i>
<i>Spanish</i>	<i>SPAN-120</i>	<i>Advanced Elementary Spanish</i>	<i>Fall and Spring</i>
<i>Spanish</i>	<i>SPAN-130</i>	<i>Intermediate Spanish</i>	<i>Fall and Spring</i>
<i>Spanish</i>	<i>SPAN-162</i>	<i>Latino Literature II</i>	<i>Spring</i>
<i>Spanish</i>	<i>SPAN-220</i>	<i>Spanish for Heritage Speakers I</i>	<i>Fall and Spring</i>
<i>Spanish</i>	<i>SPAN-230</i>	<i>Spanish for Heritage Speakers II</i>	<i>Fall and Spring</i>



## 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)

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



Degree or Certificate Program	Award Type	Units
Business Administration 2.0	AS-T	60 units
Business Administration	CA	19 units
Business Assistant	CA	18 - 19 units
Business Information Worker	CA	18 units
Business Management	CA	19 units
Entrepreneurship and Small Business Management	CA	21 - 22 units
Human Relations in the Workplace	CA	18 units
Marketing	CA	18 units
<b>CHEMISTRY</b>		
Chemistry	AS	60 units
<b>COMMUNICATION STUDIES</b>		
Communication Studies	AA	60 units
Communication Studies 2.0	AA-T	60 units
<b>COMPUTER BUSINESS OFFICE TECHNOLOGY</b>		
Administrative Assistant	AS	60 units
Administrative Support Assistant	AS	60 units
Administrative Assistant	CA	27 units
Administrative Support Assistant	CA	23.5 units
General Office	CA	12 units
<b>COMPUTER SCIENCE</b>		
Computer Science	AS-T	60 units
Cloud Computing	CA	15 units
Computer Science - C++	CA	16 units
Computer Science - Java	CA	16 units
Computer Science - Swift	CA	16 units
<b>DIGITAL ART AND ANIMATION</b>		
3D Animation and Videogame Art	AA	60 units
Digital Art and Animation	AA	60 units
3D Animation and Videogame Art	CA	42 units
Digital Art and Animation	CA	27 units
Graphic Design	CA	19.5 units
Video Game Design	CA	33 units
<b>EARTH SCIENCE</b>		
Earth Science	AS	60 units
<b>ECONOMICS</b>		
Economics	AA	60 units
Economics	AA-T	60 units





Degree or Certificate Program	Award Type	Units
<b>EDUCATION AND HUMAN DEVELOPMENT: EARLY CHILDHOOD EDUCATION/EDUCATION</b>		
Child and Adolescent Development	AA-T	60 units
Elementary Teacher Education	AA-T	60 units
Early Childhood Education	AS	60 units
Early Childhood Education	AS-T	60 units
Early Childhood Education	CA	27 units
Inclusion Support	CA	10 units
Multilingual Learner Teaching	CA	10 units
Youth and After School	CA	27 units
Child Development Permits and Areas of Specialization		N/A
<b>ENGINEERING</b>		
Engineering	AS	60 units
Engineering	CA	32 - 36 units
Math for Surveying and Computer-Aided Design	CA	23 units
<b>ENGLISH</b>		
English	AA	60 units
English	AA-T	60 units
<b>ENVIRONMENTAL SCIENCE AND TECHNOLOGY</b>		
Environmental Science	AS	60 units
Environmental Science	AS-T	60 units
<b>ETHNIC STUDIES</b>		
Ethnic Studies	AA	60 units
<b>FASHION DESIGN AND MERCHANDISING</b>		
Custom Dressmaking/Small Business Oriented	AS	60 units
Fashion Design Merchandising	AS	60 units
Technical (Apparel Industry Oriented)	AS	60 units
Theater Costuming	AS	60 units
Custom Dressmaking/Small Business Oriented	CA	34 units
Fashion Design Merchandising	CA	18 units
Technical (Apparel Industry Oriented)	CA	33 units
Theater Costuming	CA	28 units
<b>FUNERAL SERVICES EDUCATION</b>		
Funeral Service Education	AS	60 units
<b>GENERAL STUDIES</b>		
Pathways to Student Success	CA	16 units
Preparation for Academic Scholarship and Success (PASS)	CA	12 units
<b>GEOGRAPHY</b>		



Degree or Certificate Program	Award Type	Units
Geography	AA	60 units
Geography	AA-T	60 units
<b>HISTORY</b>		
History	AA	60 units
History	AA-T	60 units
<b>HUMAN SERVICES</b>		
Social Work and Human Services	AA-T	60 units
<b>INTERDISCIPLINARY STUDIES WITH AREAS OF EMPHASIS</b>		
Interdisciplinary Studies, Option 1, Cañada College Pattern: Arts and Humanities	AA	60 units
Interdisciplinary Studies, Option 1, Cañada College Pattern: Natural Science and Mathematics	AA	60 units
Interdisciplinary Studies, Option 1, Cañada College Pattern: Social and Behavioral Sciences	AA	60 units
Interdisciplinary Studies, Option 2, Transfer Pattern: Arts and Humanities	AA	60 units
Interdisciplinary Studies, Option 2, Transfer Pattern: Natural Science and Mathematics	AA	60 units
Interdisciplinary Studies, Option 2, Transfer Pattern: Social and Behavioral Sciences	AA	60 units
<b>INTERIOR DESIGN</b>		
Interior Design	AS	60 units
Home Staging	CA	24 units
Interior Design	CA	41 units
Kitchen and Bath Design (Affiliated with NKBA, National Kitchen & Bath Association)	CA	42 units
<b>KINESIOLOGY, ATHLETICS AND DANCE</b>		
Dance	AA	60 units
Kinesiology	AA	60 units
Kinesiology	AA-T	60 units
<b>LATIN AMERICAN AND LATINO/A STUDIES</b>		
Latin American and Latino/a Studies	AA	60 units
Latin American and Latino/a Studies	CA	18 - 23 units
<b>MATHEMATICS</b>		
Mathematics	AS-T	60 units
<b>MEDICAL ASSISTING</b>		
Medical Assisting	AS	60 units
Medical Billing Specialist	AS	60 units
Medical Administrative Assistant	CA	21 units
Medical Assisting	CA	35 units
Medical Billing Specialist	CA	21 units
Medical Coding Specialist	CA	18 units
<b>MUSIC</b>		



Degree or Certificate Program	Award Type	Units
Music	AA	60 units
<b>PARALEGAL STUDIES</b>		
Paralegal	AS	60 units
Litigation	CA	18 units
Paralegal	CA	27 units
<b>PHILOSOPHY</b>		
Philosophy	AA	60 units
Philosophy	AA-T	60 units
<b>PHOTONICS AND LASER TECHNOLOGY</b>		
Photonics and Laser Technology	CA	18 units
Advanced Optics and Photonics Technology	CA	27 units
<b>PHYSICS</b>		
Physics	AS	60 units
Physics	AS-T	60 units
<b>POLITICAL SCIENCE</b>		
Political Science	AA	60 units
Law, Public Policy, and Society	AA-T	60 units
Political Science	AA-T	60 units
<b>PSYCHOLOGY</b>		
Psychology	AA	60 units
Psychology	AA-T	60 units
<b>RADIOLOGIC TECHNOLOGY</b>		
Radiologic Technology	AS	70.5 units
<b>SOCIAL SCIENCES</b>		
International Studies	AA	60 units
<b>SOCIOLOGY</b>		
Sociology	AA	60 units
Sociology	AA-T	60 units
<b>SPANISH</b>		
Spanish	AA	60 units
Spanish	AA-T	60 units
Bilingualism and Biliteracy in English/Spanish	CA	13 - 15 units
<b>THEATRE ARTS</b>		
Theatre Arts	AA	60 units
Theatre Arts	AA-T	60 units
<b>UNIVERSITY TRANSFER</b>		
Option 1: CSU General Education (CSU GE)	CA	39 units



Degree or Certificate Program	Award Type	Units
Option 2: Intersegmental General Education Transfer Curriculum (IGETC) - CSU	CA	37 units
Option 3: Intersegmental General Education Transfer Curriculum (IGETC) - UC	CA	34 units



## ACCOUNTING

### AS Associate in Science Degree Program

Accounting..... 60 units

### CA Certificate of Achievement

Accounting..... 27.5 units

Entry Level Bookkeeper..... 12 units

Payroll Specialist..... 18 units

## AS Accounting

The accounting AS degree is designed to give students enough practical experience so that they can secure a position in either the public, governmental or private accounting sector.

### 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.
4. Analyze business issues, interpret financial data and identify economic trends.

### AS Degree Requirements

#### Major: Core and Selective Requirements

#### Complete Core Courses, 21.5 units

#### Units

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

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

#### Units

ACTG 100	Accounting Procedures	3 units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 201	Business Law	3 units
BUS. 401	Business Communications	3 units

#### Total Required Major Units: 27.5

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

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

## CA Accounting

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



## Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major: Core and Selective Requirements

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

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

	Units
ACTG 100 Accounting Procedures	3 units
BUS. 101 Human Relations in the Workplace	3 units
BUS. 103 Introduction to Business Information Systems	3 units
BUS. 201 Business Law	3 units
BUS. 401 Business Communications	3 units

**Total Required Units: 27.5**

## CA Entry Level Bookkeeper

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major: Core and Selective Requirements

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

**Total Required Units: 12**

## CA Payroll Specialist

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



deductions, processing requests for paycheck advances, and processing terminations.

### Career Opportunities

Assistant Payroll Clerk, Payroll Clerk

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major: Core and Selective Requirements

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

Selective Courses, choose a minimum of 1.5 units from the following:		Units
CBOT 470	Advanced Spreadsheets	1.5 units
CBOT 472	Beginning Word Processing	1.5 units

**Total Required Units: 18**

## ANTHROPOLOGY

### AA Associate in Arts Degree Program

Anthropology.....60 units

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

Anthropology.....60 units

## AA Anthropology

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### AA Degree Requirements

#### Major: Core and Selective Requirements

Complete Core requirements, 9 units:		Units
ANTH 110	Cultural Anthropology	3 units
ANTH 125	Biological Anthropology	3 units



ANTH 351	Archaeology	3 units
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Selective Courses, choose a minimum of 9-11 units from the following:

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

		Units
MATH 200	Elementary Probability and Statistics	4 units
ANTH 126	Biological Anthropology Laboratory	1 unit

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

		Units
Choose any courses not selected from List A		1 unit
BIOL 250	Human Anatomy	4 units
GEOL 100	Introduction to Geology	3 units
<b>AND</b>		
GEOL 101	Geology Laboratory	1 unit
GEOL 121	Earth Science	4 units
PSYC 205	Social Science Research Methods	3 units
<b>OR</b>		
SOCI 205	Social Science Research Methods	3 units

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

		Units
Any course not selected from List A or B		3 - 4 units
ANTH 200	Ethnographic Film	3 units
COMM 150	Intercultural Communication	3 units
GEOG 110	Cultural Geography	3 units
HIST 245	Race, Ethnicity and Immigration in the U.S.	3 units
HIST 246	History of Latinos in the U.S.	3 units
HIST 247	Women in U.S. History	3 units
MUS. 250	World Music	3 units
PHIL 300	Introduction to World Religions	3 units
PSYC 106	Psychology of Prejudice and Discrimination	3 units
SOCI 100	Introduction to Sociology	3 units
SOCI 105	Social Problems	3 units
SOCI 141	Ethnicity and Race in Society	3 units

**Total Required Major Units: 18 - 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

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### AA-T Degree Requirements





**Major: Core and Selective Requirements****Complete Core Courses, 9 units** **Units**

ANTH 110	Cultural Anthropology	3 units
ANTH 125	Biological Anthropology	3 units
ANTH 351	Archaeology	3 units

**Selective Courses, choose a minimum of 9 - 12 units from the following:****List A: Choose a minimum of 3 units from the following:** **Units**

MATH 200	Elementary Probability and Statistics	4 units
ANTH 126	Biological Anthropology Laboratory	1 unit

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

Choose any courses not selected from List A	1 unit
BIOL 250	Human Anatomy 4 units
GEOL 100	Introduction to Geology 3 units
<b>AND</b>	
GEOL 101	Geology Laboratory 1 unit
GEOL 121	Earth Science 4 units
PSYC 205	Social Science Research Methods 3 units
<b>OR</b>	
SOCI 205	Social Science Research Methods 3 units

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

Any course not selected from List A or B	3 - 4 units
COMM 150	Intercultural Communication 3 units
GEOG 110	Cultural Geography 3 units
HIST 245	Race, Ethnicity and Immigration in the U.S. 3 units
HIST 246	History of Latinos in the U.S. 3 units
HIST 247	Women in U.S. History 3 units
MUS. 250	World Music 3 units
PHIL 300	Introduction to World Religions 3 units
PSYC 106	Psychology of Prejudice and Discrimination 3 units

SOCI 100	Introduction to Sociology	3 units
SOCI 105	Social Problems	3 units
SOCI 141	Ethnicity and Race in Society	3 units

**Total Required Major Units: 18 - 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

Studio Arts..... 60 units

## AA Art History

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

**Program Learning Outcomes**

Students completing this program will be able to:

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



**AA Degree Requirements****Major: Core and Selective Requirements****Complete Core Courses, 12 units****Units**

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

**Selective courses, choose a minimum of 11 units from the following:****Complete 8 units from the following courses:****Units**

ART 204	Drawing I	3 units
ART 205	Drawing II	3 units
ART 206	Figure Drawing and Portraiture	3 units
ART 207	Life Drawing	3 units
ART 214	Color	3 units
ART 221	Painting I	3 units
ART 222	Painting II	3 units
ART 229	Landscape Painting	2 units
ART 301	Two-Dimensional Design	3 units

**Complete 3 units from the following courses:****Units**

ART 105	Art of Asia and the Near East	3 units
ART 113	Great Museums of America	3 units
ART 114	The Art History of Paris	3 units
ART 116	The Art of Great Britain	3 units
ART 118	The Art and Architecture of Spain	3 units
ART 128	Great Museums of California	3 units
ART 131	Art History Goes to the Movies	3 units
ART 250	The Art History of Rome	3 units

**Total Required Major Units: 23**

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

**AA-T Art History**

The Art Department affords a unique experience for students seeking a solid foundation in aesthetics, skill development, and understanding of the forms and history of art. The program has been designed to offer a continuity of study through structured courses in the academic tradition. This understanding of art history as a means of understanding the world is intended to support further studies for transfer students.

**Program Learning Outcomes**

Students completing this program will be able to:

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

**AA-T Degree Requirements****Major: Core and Selective Requirements****Complete Core Courses, 15 units****Units**

ART 101	Ancient, Classical and Medieval Art History	3 units
ART 102	Late Medieval, Renaissance and Baroque Art History	3 units
ART 103	History of Art from the Baroque Period to Post-Impressionism	3 units
ART 104	History of Modern Art	3 units
ART 204	Drawing I	3 units

**Selective Courses, choose 9 units from the following:****List A: 3 units****Units**

ART 105	Art of Asia and the Near East	3 units
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**List B: Studio Art Courses - Select one course from the following, 3 units****Units**

ART 205	Drawing II	3 units
ART 207	Life Drawing	3 units
ART 214	Color	3 units
ART 221	Painting I	3 units
ART 301	Two-Dimensional Design	3 units



ART 306	Three-Dimensional Design	3 units
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**List C: Select one course from the following, 3 units**

	Units
Any course from the Studio Art courses listed above not already used	3 units
ART 113 Great Museums of America	3 units
ART 114 The Art History of Paris	3 units
ART 116 The Art of Great Britain	3 units
ART 118 The Art and Architecture of Spain	3 units
ART 128 Great Museums of California	3 units
ART 131 Art History Goes to the Movies	3 units
ART 250 The Art History of Rome	3 units
HIST 100 History of Western Civilization I	3 units
HIST 101 History of Western Civilization II	3 units

**Total Required Major Units: 24**

**General Education** - certified completion of one of the following:

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

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

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

## AA-T Studio Arts

The Studio Arts major provides students with a solid foundation in the practice of creating art. It is designed for students who wish to transfer to a four-year school as an Art Major.

### Career Opportunities

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

technician, painter, performance artist, photographer, police artist, printmaker, set designer, sculptor, and visual information specialist.

### Program Learning Outcomes

Students completing this program will be able to:

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

### AA-T Degree Requirements

#### Major: Core and Selective Requirements\*\*

##### Complete Core Courses, 15 units

##### Units

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

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

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

##### Art History:

##### Units

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

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

##### Studio Arts:

##### Drawing

##### Units

ART 205	Drawing II	3 units
<b>OR</b>		
ART 207	Life Drawing	3 units



Color	Units
ART 214 Color	3 units

Painting	Units
ART 221 Painting I	3 units

**Total Required Major Units: 27**

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

**General Education** - certified completion of one of the following:

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

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

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

## BIOLOGICAL SCIENCES

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### AS Associate in Science Degree Program

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

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

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

### Preparation/Specialization Information

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

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## AS Allied Health

A major in Allied Health prepares students for further study, certification, and employment in a variety of allied health careers such as nursing, radiologic technology, respiratory therapy, occupational therapy, and physical therapy. In addition to these diagnostic and therapeutic fields, students

will also be prepared to pursue further education and training in a variety of non-clinical support services, public health and health administration careers. This program provides many of the prerequisite courses needed for entry in allied health certificate programs and many of the lower division courses needed for transfer to a four-year college or university.

### Program Learning Outcomes

Students completing this program will be able to:

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

### AS Degree Requirements

#### Major: Core and Selective Requirements

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

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

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

Complete 9-10 units from the following courses:	Units
BIOL 310 Nutrition	3 units



COMM 130	Interpersonal Communication	3 units
HSCI 100	General Health Science	3 units
MATH 200	Elementary Probability and Statistics	4 units
MEDA 110	Medical Terminology	3 units
PSYC 100	General Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
BIOL 133	Emerging Infectious Diseases	3 units

### Total Required Major Units: 29 - 32

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

## AS Biological Sciences

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### AS Degree Requirements

#### Major: Core and Selective Requirements

#### Complete Core Courses, 20 units

#### Units

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

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

#### Units

BIOL 130	Human Biology	3 units
BIOL 132	Human Biology Laboratory	1 unit
BIOL 240	General Microbiology	4 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units
BIOL 310	Nutrition	3 units
CHEM 231	Organic Chemistry I	5 units
CHEM 232	Organic Chemistry II	5 units
MATH 200	Elementary Probability and Statistics	4 units
MATH 251	Analytical Geometry and Calculus I	5 units
<b>AND</b>		
MATH 252	Analytical Geometry and Calculus II	5 units
MATH 253	Analytic Geometry and Calculus III	5 units
PHYS 210	General Physics I	4 units
<b>AND</b>		
PHYS 220	General Physics II	4 units
<b>OR</b>		
PHYS 250	Physics with Calculus I	4 units
<b>AND</b>		
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

### Total Required Major Units: 36

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



## AS-T Biology

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

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### AS-T Degree Requirements

#### Major: Core and Selective Requirements

##### Complete Core Courses , 10 units Units

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

##### Selective Courses, choose 23 units from the following: Units

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

### Total Required Major Units: 33

#### General Education Requirements:\*

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

#### OR

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

## AS-T Nutrition and Dietetics

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

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### AS-T Degree Requirements

#### Major: Core and Selective Requirements

##### Complete Core Courses, 23 units Units

BIOL 130	Human Biology	3 units
BIOL 240	General Microbiology	4 units
BIOL 310	Nutrition	3 units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units
PSYC 100	General Psychology	3 units



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

		Units
BIOL 250	Human Anatomy	4 units
CHEM 231	Organic Chemistry I	5 units
MATH 200	Elementary Probability and Statistics	4 units

**Total Required Major Units: 27 - 28**

**General Education** - certified completion of one of the following:

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

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

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

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

Many students are interested in careers in Allied Health and wonder what they should major in at Cañada College. Students often have the misconception that "pre-med" is an academic major and it is not. Students should major in what they enjoy as long as they take the appropriate courses required for professional school (medical, dental, veterinary) admission. Some students choose majors like Biological Science, Genetics, or Microbiology, where there is a great deal of overlap between courses required for their major and the professional school undergraduate requirements. Others choose majors not directly related to their career objective, such as English, Psychology, Anthropology, and use their elective units to meet the professional school requirements. Professional schools, especially medical schools, are looking for well-rounded students who have taken courses in the Humanities and Social Sciences, and who have participated in activities and community work. More information can be found at numerous websites ( i.e., <https://www.aamc.org/> ) and by speaking with a Counselor/Advisor.

Each professional school has a minimum number of prerequisite courses to be taken at the undergraduate level.

requirements vary from school to school. Many prerequisite courses may be taken at Cañada College.

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

## BUSINESS ADMINISTRATION/ MANAGEMENT

### AS Associate in Science Degree Program

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

Business Administration.....	19 units
Business Assistant.....	18 - 19 units
Business Information Worker.....	18 units
Business Management.....	19 units
Entrepreneurship and Small Business Management.....	21 - 22 units
Human Relations in the Workplace.....	18 units
Marketing.....	18 units

## AS Business Administration

This program is designed to give students an advanced understanding of business foundations including accounting and economics. Courses required for the major transfer core requirements must be evaluated by a letter grade, not by the pass (P) grade option.

### Career Opportunities

Career opportunities include entry-level positions in business, such as customer service associate, relationship



manager, administration assistant, assistant store manager, and sales support specialist.

### Program Learning Outcomes

Students completing this program will be able to:

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

### AS Degree Requirements

#### Major: Core and Selective Requirements

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

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

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

Complete 6 units from the following courses:		Units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 113	Personal Finance	3 units
BUS. 125	International Business	3 units
BUS. 180	Marketing	3 units
BUS. 230	International Marketing	3 units

BUS. 401	Business Communications	3 units
EDUC 249	Redefining Leadership: Individuals Effecting Change	3 units

### Total Required Major Units: 29

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

## AS Business 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.

### Program Learning Outcomes

Students completing this program will be able to:

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

### AS Degree Requirements

#### Major: Core and Selective Requirements

Complete Core Courses, 27- 28 units		Units
ACTG 100	Accounting Procedures	3 units
<b>OR</b>		





ACTG 121	Financial Accounting	4 units
ACTG 200	QuickBooks	3 units
BUS. 100	Introduction to Business	3 units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 401	Business Communications	3 units
CBOT 432	Introduction to Computer Applications	3 units
CBOT 435	Spreadsheets	3 units
MGMT 100	Introduction to Business Management	3 units

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

		Units
CBOT 415	Beginning Computer Keyboarding	1.5 units
CBOT 417	Skill Building	1.5 units
CBOT 448	Using Microsoft Windows	1.5 units
CBOT 470	Advanced Spreadsheets	1.5 units
CBOT 472	Beginning Word Processing	1.5 units
CBOT 474	Intermediate Word Processing	1.5 units
CBOT 475	Using Outlook	1.5 units
CBOT 476	Adobe Acrobat	1.5 units

**Total Required Major Units: 30 - 31**

**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, such as business, global trade, healthcare, hospitality and tourism, manufacturing, materials management, retail and sales, services, technology, and

transportation. This program prepares students for mid-level supervision positions.

### Program Learning Outcomes

Students completing this program will be able to:

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

### AS Degree Requirements

#### Major: Core and Selective Requirements

#### Complete Core Courses, 29 units

		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
BUS. 100	Introduction to Business	3 units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 113	Personal Finance	3 units
<b>OR</b>		
ECON 100	Principles of Macro Economics	3 units
BUS. 201	Business Law	3 units
BUS. 401	Business Communications	3 units
CBOT 435	Spreadsheets	3 units
MGMT 100	Introduction to Business Management	3 units

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

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



EDUC 249	Redefining Leadership: Individuals Effecting Change	3 units
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### 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.**

## 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.

### Career Opportunities

Career opportunities include roles within existing small businesses and the opportunity to start, acquire, or manage a small business.

### Program Learning Outcomes

Students completing this program will be able to:

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

### AS Degree Requirements

#### Major: Core and Selective Requirements

Complete Core Courses, 15 units		Units
ACTG 200	QuickBooks	3 units
BUS. 100	Introduction to Business	3 units
BUS. 150	Entrepreneurship: Small Business Management	3 units
BUS. 180	Marketing	3 units
BUS. 201	Business Law	3 units

**Selective Courses, choose a minimum of 12-13 units from the following:**

**List A: Choose a minimum of 3-4 units from the following:**

	Units
ACTG 100 Accounting Procedures	3 units
ACTG 121 Financial Accounting	4 units

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

	Units
BUS. 101 Human Relations in the Workplace	3 units
BUS. 103 Introduction to Business Information Systems	3 units
BUS. 113 Personal Finance	3 units
BUS. 125 International Business	3 units
BUS. 401 Business Communications	3 units
CBOT 432 Introduction to Computer Applications	3 units
CBOT 435 Spreadsheets	3 units
EDUC 249 Redefining Leadership: Individuals Effecting Change	3 units
MGMT 100 Introduction to Business Management	3 units

### Total Required Major Units: 27 - 28

**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, this 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 on communications and digital technology.

### Career Opportunities

Marketing professionals perform various tasks, including supporting integrated marketing campaigns, conducting



marketing research, social media strategy, pricing, and product development.

### Program Learning Outcomes

Students completing this program will be able to:

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

### AS Degree Requirements

#### Major: Core and Selective Requirements

Complete Core Courses, 9 units		Units
BUS. 100	Introduction to Business	3 units
BUS. 180	Marketing	3 units
BUS. 230	International Marketing	3 units

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

List A, complete 12 units from the following:		Units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 113	Personal Finance	3 units
BUS. 125	International Business	3 units
BUS. 150	Entrepreneurship: Small Business Management	3 units
BUS. 401	Business Communications	3 units
MGMT 100	Introduction to Business Management	3 units

List B, complete 6 units from the following:		Units
ANTH 110	Cultural Anthropology	3 units
COMM 110	Public Speaking	3 units
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 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 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.
4. Analyze business issues, interpret financial data and identify economic trends.

### AS-T Degree Requirements

#### Major: Core and Selective Requirements

Complete Core Courses, 27-29 units		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
BUS. 100	Introduction to Business	3 units



<b>OR</b>		
BUS. 401	Business Communications	3 units
BUS. 201	Business Law	3 units
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Micro Economics	3 units
MATH 125	Elementary Finite Mathematics	3 units
<b>OR</b>		
MATH 241	Business Calculus I	5 units
<b>OR</b>		
MATH 251	Analytical Geometry and Calculus I	5 units
MATH 200	Elementary Probability and Statistics	4 units

### 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.*

## CA Business Administration

This program is designed to prepare students to engage in the field of business. This certificate will provide students with an understanding of foundational business practices, accounting fundamentals, the importance of law in business, and essential communication skills and theories relevant to the workplace. Courses specifically required for the major transfer core requirements must be evaluated by a letter grade, not by the pass (P) option.

### Career Opportunities

The certificate of achievement in business administration supports entry-level employment in jobs requiring some general business skills.

### Program Learning Outcomes

Students completing this program will be able to:

1. Design and manage business documents using current technology to engage in creative problem solving.

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

### Major: Core and Selective Requirements

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

Selectives Courses, choose 6 units from the following:		Units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 113	Personal Finance	3 units
BUS. 125	International Business	3 units
BUS. 180	Marketing	3 units
EDUC 249	Redefining Leadership: Individuals Effecting Change	3 units

### Total Required Units: 19

## CA 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.



## Program Learning Outcomes

Students completing this program will be able to:

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

### Major: Core and Selective Requirements

Complete Core Courses, 15 units:		Units
BUS. 100	Introduction to Business	3 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 401	Business Communications	3 units
CBOT 432	Introduction to Computer Applications	3 units
CBOT 435	Spreadsheets	3 units

Selective Courses, choose 3 - 4 units from the following:		Units
ACTG 100	Accounting Procedures	3 units
ACTG 121	Financial Accounting	4 units

**Total Required Units: 18 - 19**

## 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		Units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 401	Business Communications	3 units
CBOT 415	Beginning Computer Keyboarding	1.5 units
CBOT 435	Spreadsheets	3 units
CBOT 448	Using Microsoft Windows	1.5 units
CBOT 475	Using Outlook	1.5 units

Selective Courses, choose 1.5 units from the following:		Units
CBOT 472	Beginning Word Processing	1.5 units
<b>OR</b>		
CBOT 474	Intermediate Word Processing	1.5 units



**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, and accounting.

### 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.
4. Analyze business issues, interpret financial data and identify economic trends.

### Major: Core and Selective Requirements

Complete Core Courses, 16 units		Units
ACTG 121	Financial Accounting	4 units
BUS. 100	Introduction to Business	3 units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 401	Business Communications	3 units
MGMT 100	Introduction to Business Management	3 units

Selective Courses, choose 3 units from the following:		Units
BUS. 113	Personal Finance	3 units
ECON 100	Principles of Macro Economics	3 units

**Total Required Units: 19**

## CA Entrepreneurship and Small Business Management

This certificate is designed to prepare students to engage in the world of entrepreneurship. The certificate will provide students with the skills necessary to become new business owners, update their skills as current business owners, or to work for a small business. The goal of this certificate program is to prepare students with relevant tools in exploring various pathways to entrepreneurship.

### Career Opportunities

Career opportunities include small business owners, entrepreneurs, managers, partners, and investors.

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major: Core and Selective Requirements

Complete Core Courses, 15 units		Units
ACTG 200	QuickBooks	3 units
BUS. 100	Introduction to Business	3 units
BUS. 150	Entrepreneurship: Small Business Management	3 units
BUS. 180	Marketing	3 units
BUS. 201	Business Law	3 units

**Selective Courses, choose a minimum of 6-7 units from the following:**

List A: Choose a minimum of 3-4 units from the following:		Units
ACTG 100	Accounting Procedures	3 units
ACTG 121	Financial Accounting	4 units



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

		Units
BUS. 113	Personal Finance	3 units
BUS. 125	International Business	3 units
CBOT 435	Spreadsheets	3 units
MGMT 100	Introduction to Business Management	3 units

**Total Required Units: 21 - 22****CA 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.
4. Analyze business issues, interpret financial data and identify economic trends.

**Major: Core and Selective Requirements****Complete Core Courses, 18 units:**

		Units
BUS. 100	Introduction to Business	3 units

BUS. 101	Human Relations in the Workplace	3 units
BUS. 180	Marketing	3 units
BUS. 401	Business Communications	3 units
COMM 110	Public Speaking	3 units
COMM 130	Interpersonal Communication	3 units

**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**

Marketing professionals perform a wide variety of tasks, including supporting integrated marketing campaigns, conducting marketing research, social media strategy, pricing, and product development.

**Program Learning Outcomes**

Students completing this program will be able to:

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

**Major: Core and Selective Requirements****Complete Core Courses, 6 units**

		Units
BUS. 100	Introduction to Business	3 units
BUS. 180	Marketing	3 units



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

**List A, complete 6 units from the following: Units**

BUS. 230	International Marketing	3 units
BUS. 401	Business Communications	3 units
MGMT 100	Introduction to Business Management	3 units

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

ANTH 110	Cultural Anthropology	3 units
COMM 110	Public Speaking	3 units
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 Units**

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

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

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

**Total Required Major Units: 38**

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

## COMMUNICATION STUDIES

### AA Associate in Arts Degree Program

Communication Studies.....60 units

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

Communication Studies 2.0..... 60 units





## AA Communication Studies

Communication studies explores how and why we communicate. Students study the ways we use communication techniques and technologies to shape identities and ideas. They explore a variety of communication contexts, from intimate relationships, to public address, to small group interactions, to how we govern ourselves, and examine the many ways communication shapes us. Graduates will transfer with an understanding of communication theory and demonstrate proficiency in communication skills such as speaking in public, evaluating diverse points of view, producing evidence-based arguments, and communicating across cultures.

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

### AA Degree Requirements

#### Major: Core and Selective Requirements

Complete Core Courses, 6 units		Units
COMM 110	Public Speaking	3 units
COMM 130	Interpersonal Communication	3 units

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

**List A, choose a minimum of 9 units from the following:**

		Units
COMM 127	Argumentation and Debate	3 units
COMM 140	Small Group Communication	3 units
COMM 150	Intercultural Communication	3 units
COMM 180	Introduction to Communication Studies	3 units

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

		Units
Any List A course not used above.		
ANTH 110	Cultural Anthropology	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 165	Advanced Composition	3 units
PSYC 100	General Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
Any CSU transferable COMM course		

**Total Required Major Units: 18**

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

## AA-T Communication Studies 2.0

Communication studies 2.0 explores how and why we communicate. Students study the ways we use communication techniques and technologies to shape identities and ideas. They explore a variety of communication contexts, from intimate relationships, to public address, to small group interactions, to how we govern ourselves, and examine the many ways communication shapes us. Graduates will transfer with an understanding of communication theory and demonstrate proficiency in communication skills such as speaking in public, evaluating diverse points of view, producing evidence-based arguments, and communicating across cultures. . Students are required to have a grade of "C (or "P")" 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**

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

**AA-T Degree Requirements**

**Major: Core and Selective Requirements**

Complete Core Courses, 6 units		Units
COMM 110	Public Speaking	3 units
COMM 130	Interpersonal Communication	3 units

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

List A, choose a minimum of 9 units from the following:		Units
COMM 127	Argumentation and Debate	3 units
COMM 140	Small Group Communication	3 units
COMM 150	Intercultural Communication	3 units
COMM 180	Introduction to Communication Studies	3 units

List B, choose a minimum of 3 units from the following:		Units
Any List A course not used above.		3 units

ANTH 110	Cultural Anthropology	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 165	Advanced Composition	3 units
PSYC 100	General Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
Any CSU transferable Communication Studies course		3 units

**Total Required Major Units: 18**

**General Education** - certified completion of one of the following:

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

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

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

**COMPUTER BUSINESS OFFICE TECHNOLOGY**

**AS Associate in Science Degree Program**

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

**CA Certificate of Achievement**

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

**AS Administrative Assistant**

This Certificate and Degree prepares the person to perform high-level administrative support tasks such as compiling correspondence, preparing statistical reports, scheduling appointments, assisting clients in person and over the phone, arranging conference calls, taking and distributing minutes of meetings, handling information requests, organizing and maintaining paper and electronic files. These positions require the employee to interact effectively



with coworkers and multitask. This person may train and supervise lower-level clerical personnel.

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### AS Degree Requirements

#### Major: Core and Selective Requirements

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

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

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

#### Total Required Major Units: 27

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

## AS Administrative Support Assistant

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### AS Degree Requirements

#### Major: Core and Selective Requirements

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

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

	Units
BUS. 100 Introduction to Business	3 units
BUS. 201 Business Law	3 units
CBOT 415 Beginning Computer Keyboarding	1.5 units

**OR**



CBOT 417	Skill Building	1.5 units
CBOT 435	Spreadsheets	3 units
CBOT 457	Using PowerPoint in Business	2 units
MATH 120	Intermediate Algebra	5 units

**Total Required Major Units: 23.5**

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

## CA Administrative Assistant

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major: Core and Selective Requirements

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

CBOT 474	Intermediate Word Processing	1.5 units
CBOT 475	Using Outlook	1.5 units
CBOT 476	Adobe Acrobat	1.5 units

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

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

**Total Required Units: 27**

## CA Administrative Support Assistant

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major: Core and Selective Requirements

Complete Core Courses, 16.5 units		Units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 401	Business Communications	3 units



CBOT 432	Introduction to Computer Applications	3 units
CBOT 448	Using Microsoft Windows	1.5 units
CBOT 472	Beginning Word Processing	1.5 units
CBOT 474	Intermediate Word Processing	1.5 units
CBOT 475	Using Outlook	1.5 units
CBOT 476	Adobe Acrobat	1.5 units

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

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

**Total Required Units: 23.5**

## 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

**Complete Core Courses, 10.5 units**

**Units**

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

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

**Units**

CBOT 415	Beginning Computer Keyboarding	1.5 units
CBOT 417	Skill Building	1.5 units
CBOT 474	Intermediate Word Processing	1.5 units
CBOT 476	Adobe Acrobat	1.5 units

**Total Required Units: 12**

## COMPUTER SCIENCE

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

Computer Science..... 60 units

### CA Certificate of Achievement

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<sup>+</sup> 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		Units
CIS 242	Computer Architecture and Assembly Language	3 units
CIS 250	Introduction to Object Oriented Programming: C++	3 units
<b>OR</b>		
CIS 284	Introduction to Object Oriented Programming- Java	3 units
CIS 252	Introduction to Data Structures - C++	3 units
<b>OR</b>		
CIS 286	Introduction to Data Structures - Java	3 units
CIS 262	Discrete Mathematics for Computer Science	3 units
MATH 251	Analytical Geometry and Calculus I	5 units

MATH 252	Analytical Geometry and Calculus II	5 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units

### 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

Cloud Architect: Associate Cloud Architect, Cloud Technical Account Manager, Cloud Service Delivery Manager and Cloud Application Architect/Developer. Operations/Support Engineering: Network Operations Engineer, Help Desk Technician, Cloud Support Associate, Cloud Infrastructure Engineer, Quality Assurance Team Lead, Network Technician, Cloud Support Engineer and Systems Engineer

### 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.



- Use techniques, skills and computer tools necessary for computer science practice.

### Major: Core and Selective Requirements

Complete Core Courses, 15 units		Units
CIS 284	Introduction to Object Oriented Programming- Java	3 units
CIS 295	Introduction to Cloud Computing	3 units
CIS 296	Database Essentials in the Cloud	3 units
CIS 297	Amazon Web Services (AWS) and Cloud Compute Engines	3 units
CIS 298	Amazon Web Services (AWS) and Cloud Security	3 units

**Total Required Units: 15**

## CA Computer Science - C++

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major: Core and Selective Requirements

Complete Core Courses, 16 units		Units
CIS 118	Introduction to Computer Science	4 units
CIS 242	Computer Architecture and Assembly Language	3 units

CIS 250	Introduction to Object Oriented Programming: C++	3 units
CIS 252	Introduction to Data Structures - C++	3 units
CIS 262	Discrete Mathematics for Computer Science	3 units

**Total Required Units: 16**

## CA Computer Science - Java

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major: Core and Selective Requirements

Complete Core Courses, 16 units		Units
CIS 118	Introduction to Computer Science	4 units
CIS 242	Computer Architecture and Assembly Language	3 units
CIS 262	Discrete Mathematics for Computer Science	3 units
CIS 284	Introduction to Object Oriented Programming- Java	3 units
CIS 286	Introduction to Data Structures - Java	3 units

**Total Required Units: 16**



## CA Computer Science - Swift

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

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

### Major: Core and Selective Requirements

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

**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 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

Complete Core Courses, 39 units		Units
ART 207	Life Drawing	3 units
MART 325	Digital Painting	3 units
MART 379	Introduction to Digital Animation	3 units
MART 385	Coding for Designers and Artists	3 units





MART 389	Digital Media Careers	1.5 units
MART 390	Portfolio Creation	1.5 units
MART 400	Motion Graphics	1.5 units
MART 405	Storyboard Development for Animation and Interactive Media	3 units
MART 416	Drawing For Animation	3 units
MART 417	Principles of Animation	3 units
MART 418	History of Animation	1.5 units
MART 420	Introduction to 3D Modeling and Animation	3 units
MART 421	Advanced 3D Modeling and Animation	3 units
MART 424	3D Animation Fundamentals	3 units
MART 425	Advanced 3D Animation	3 units

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

		Units
MART 362	Introduction to Digital Photography	3 units
MART 363	Advanced Digital Photography	3 units
MART 366	Color Management and Theory	3 units
MART 372	Digital Illustration	3 units
MART 376	Introduction to Digital Imaging	3 units
MART 380	Advanced Digital Animation	3 units
MART 422	Introduction to Rigging	3 units
MART 431	Special Effects and Compositing	1.5 units
MART 432	3D Environments and Hard Surface Modeling	1.5 units

**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.
3. Understand the elements and principles of design through discipline-specific implementation.

### AA Degree Requirements

#### Major: Core and Selective Requirements

#### Complete Core Courses, 21 units

		Units
MART 314	Introduction to Computer Graphics	3 units
MART 366	Color Management and Theory	3 units
MART 372	Digital Illustration	3 units
MART 376	Introduction to Digital Imaging	3 units
MART 379	Introduction to Digital Animation	3 units
MART 385	Coding for Designers and Artists	3 units
MART 389	Digital Media Careers	1.5 units
MART 390	Portfolio Creation	1.5 units

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

		Units
MART 325	Digital Painting	3 units
MART 362	Introduction to Digital Photography	3 units
MART 371	User Interface/User Experience Design	3 units
MART 378	Digital Page Layout	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.**



## CA 3D Animation and Videogame Art

The 3D Animation & Video Game Art Program is a comprehensive program that puts equal emphasis on the artistic and the technical side of 3D modeling and animation. Courses cover material that will take the student through the whole production process and workflow of 3D animation, from storyboarding and conceptualization to the final delivery of the rendered product. Curriculum spans traditional animation techniques, life drawing and the technical fundamentals of 3D animation and modeling. Classes are taught in a state-of-the-art computer studio with the latest versions of industry-standard software packages. Faculty members have extensive industry experience and their expertise is critical to the success of students in this growing field.

### Career Opportunities

Animation, character development, storyboarding, modeling, rigging, effects work in film, games, mobile devices, apps, location-based entertainment, elearning, accident 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		Units
ART 207	Life Drawing	3 units
MART 325	Digital Painting	3 units
MART 379	Introduction to Digital Animation	3 units
MART 385	Coding for Designers and Artists	3 units
MART 389	Digital Media Careers	1.5 units
MART 390	Portfolio Creation	1.5 units
MART 400	Motion Graphics	1.5 units
MART 405	Storyboard Development for Animation and Interactive Media	3 units
MART 416	Drawing For Animation	3 units
MART 417	Principles of Animation	3 units
MART 418	History of Animation	1.5 units

MART 420	Introduction to 3D Modeling and Animation	3 units
MART 421	Advanced 3D Modeling and Animation	3 units
MART 424	3D Animation Fundamentals	3 units
MART 425	Advanced 3D Animation	3 units

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

	Units	
MART 314	Introduction to Computer Graphics	3 units
MART 362	Introduction to Digital Photography	3 units
MART 363	Advanced Digital Photography	3 units
MART 366	Color Management and Theory	3 units
MART 372	Digital Illustration	3 units
MART 376	Introduction to Digital Imaging	3 units
MART 380	Advanced Digital Animation	3 units
MART 422	Introduction to Rigging	3 units
MART 431	Special Effects and Compositing	1.5 units
MART 432	3D Environments and Hard Surface Modeling	1.5 units

**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.

### Major: Core and Selective Requirements

Complete Core Courses, 21 units		Units
MART 314	Introduction to Computer Graphics	3 units
MART 366	Color Management and Theory	3 units
MART 372	Digital Illustration	3 units
MART 376	Introduction to Digital Imaging	3 units
MART 379	Introduction to Digital Animation	3 units
MART 385	Coding for Designers and Artists	3 units
MART 389	Digital Media Careers	1.5 units
MART 390	Portfolio Creation	1.5 units

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

	Units	
MART 325	Digital Painting	3 units
MART 362	Introduction to Digital Photography	3 units
MART 371	User Interface/User Experience Design	3 units
MART 378	Digital Page Layout	3 units

**Total Required Units: 27**

## CA Graphic Design

This certificate prepares students for the career of graphic design. Graphic Designers are typically responsible for graphic design production and pre press production. Graphic Designers create corporate branding and identification, logos, business cards, letterhead, newsletters, brochures, flyers, postcards and are responsible for the creation of publication marketing collateral. The 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.

### Major: Core and Selective Requirements

Complete Core Courses, 19.5 units		Units
MART 314	Introduction to Computer Graphics	3 units
MART 366	Color Management and Theory	3 units
MART 371	User Interface/User Experience Design	3 units
MART 372	Digital Illustration	3 units
MART 376	Introduction to Digital Imaging	3 units
MART 378	Digital Page Layout	3 units
MART 390	Portfolio Creation	1.5 units

**Total Required Units: 19.5**

## CA 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

Complete Core Courses, 30 units		Units
MART 441	Introduction to Video Game Design	3 units
MART 442	History of Video Games	3 units
MART 443	Game Design Fundamentals	3 units
MART 445	3D Game Scripting	3 units
MART 446	Storytelling with Media	3 units
MART 447	3D Level Design	3 units
MART 450	Collaborative Game Production	3 units
MART 451	Rapid Game Development	3 units
MART 452	Advanced Game Design	3 units
MART 455	Indie Game Development & Entrepreneurship	3 units

Selective Courses, choose a minimum of 3 units from the following:		Units
MART 314	Introduction to Computer Graphics	3 units
MART 366	Color Management and Theory	3 units
MART 376	Introduction to Digital Imaging	3 units
MART 420	Introduction to 3D Modeling and Animation	3 units

**Total Required Units: 33**

## EARTH SCIENCE

### AS Associate in Science Degree Program

Earth Science..... 60 units

### AS Earth Science

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

## Career Opportunities

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

## Program Learning Outcomes

Students completing this program will be able to:

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

## AS Degree Requirements

### Major: Core and Selective Requirements

**Selective Courses, choose a minimum of 30 units from the following:**

List A, choose a minimum of 7 units from the following:		Units
GEOL 100	Introduction to Geology	3 units
<b>AND</b>		
GEOL 101	Geology Laboratory	1 unit
METE 100	Meteorology - Weather and Climate	3 units
OCEN 100	Oceanography	3 units
<b>AND</b>		
OCEN 101	Oceanography Lab	1 unit



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

	Units
CHEM 210 General Chemistry I	5 units
<b>AND</b>	
CHEM 220 General Chemistry II	5 units
GEOG 100 Physical Geography	3 units
GEOG 101 Physical Geography Lab	1 unit
GEOG 110 Cultural Geography	3 units
GEOL 100 Introduction to Geology	3 units
<b>AND</b>	
GEOL 101 Geology Laboratory	1 unit
MATH 200 Elementary Probability and Statistics	4 units
MATH 251 Analytical Geometry and Calculus I	5 units
<b>AND</b>	
MATH 252 Analytical Geometry and Calculus II	5 units
METE 100 Meteorology - Weather and Climate	3 units
OCCN 100 Oceanography	3 units
<b>AND</b>	
OCCN 101 Oceanography Lab	1 unit
PHYS 210 General Physics I	4 units
<b>AND</b>	
PHYS 220 General Physics II	4 units
<b>OR</b>	
PHYS 250 Physics with Calculus I	4 units
<b>AND</b>	
PHYS 260 Physics with Calculus II	4 units
<b>AND</b>	
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](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## ECONOMICS

### AA Associate in Arts Degree Program

Economics.....60 units

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

Economics.....60 units

## 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		Units
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Micro Economics	3 units

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

		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units



ANTH 110	Cultural Anthropology	3 units
ECON 230	Economic History of the United States	3 units
HIST 101	History of Western Civilization II	3 units
HIST 201	U.S. History through 1877	3 units
<b>OR</b>		
HIST 202	U.S. History from 1877 to the Present	3 units
IDST 150	Honors Research Seminar	1 unit
MATH 200	Elementary Probability and Statistics	4 units
MATH 241	Business Calculus I	5 units
<b>OR</b>		
MATH 251	Analytical Geometry and Calculus I	5 units
PHIL 100	Introduction to Philosophy	3 units
PSYC 100	General Psychology	3 units

**Total Required Major Units: 18**

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

**AA-T Economics**

Two of the most concise definitions of economics are as follows: Economics is the study of production, consumption and allocation decisions under conditions of scarcity, or as economist Steven Landsburg says, "People respond to incentives." Everything else is noise. Economics is usually broken down into two sub-disciplines:

Microeconomics looks at economics at the level of individual consumers, groups of consumers, or firms. The general concern of microeconomics is the efficient allocation of scarce resources among alternative uses. Microeconomics looks at the determination of price through the optimizing behavior of consumers and firms; with consumers seeking to maximize happiness and firms, profit.

**Career Opportunities**

AA-T completion would offer students opportunities in entry level banking and finance as well as some city and state government positions. Transfer and completion of a BS/BA in economics would offer students opportunities, in addition to the ones already described, in advanced banking, finance, venture capital and investment

companies. Finally, a BS/BA in economics creates a solid foundation for an MBA, JD or MS/PhD in economics.

**Program Learning Outcomes**

Students completing this program will be able to:

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

**AA-T Degree Requirements****Major: Core and Selective Requirements****Complete Core Courses, 15 units****Units**

ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Micro Economics	3 units
MATH 200	Elementary Probability and Statistics	4 units
MATH 241	Business Calculus I	5 units
<b>OR</b>		
MATH 251	Analytical Geometry and Calculus I	5 units

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

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

ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 401	Business Communications	3 units
MATH 125	Elementary Finite Mathematics	3 units
MATH 252	Analytical Geometry and Calculus II	5 units

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

Any course from List A not already used		
ECON 230	Economic History of the United States	3 units
MATH 253	Analytic Geometry and Calculus III	5 units
MATH 270	Linear Algebra	3 units

**Total Required Major Units: 21 - 25**

**General Education** - certified completion of one of the following:



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

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

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

## EDUCATION 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

### AS-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  
Multilingual Learner Teaching..... 10 units  
Youth and After School..... 27 units

### Preparation/Specialization Information

Child Development Permits and Areas of Specialization. N/A

## 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.

### 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

Complete Core Courses, 20 units		Units
BIOL 110	Principles Of Biology	4 units
ECE. 201	Child Development	3 units
ECE. 212	Child, Family, and Community	3 units
MATH 200	Elementary Probability and Statistics	4 units
PSYC 100	General Psychology	3 units
PSYC 200	Developmental Psychology	3 units

### Total Required Major Units: 20

**General Education** - certified completion of one of the following:

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

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



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

## 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

Complete Core Courses, 48-50 units		Units
BIOL 110	Principles Of Biology	4 units
CHEM 114	Survey of Chemistry and Physics	4 units
<b>OR</b>		
PHYS 114	Survey of Chemistry and Physics	4 units
COMM 110	Public Speaking	3 units
ART 101	Ancient, Classical and Medieval Art History	3 units
<b>OR</b>		
DRAM 140	Introduction to the Theatre	3 units
ENGL 100	Reading and Composition	3 units
<b>OR</b>		
ENGL 105	Reading and Composition with Support	5 units
ECE. 201	Child Development	3 units

EDUC 200	Introduction to Classroom Teaching	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 165	Advanced Composition	3 units
GEOG 150	World Regional Geography	3 units
GEOL 121	Earth Science	4 units
HIST 104	World History I	3 units
HIST 201	U.S. History through 1877	3 units
MATH 150	Mathematics for Elementary School Teachers	3 units
PLSC 210	American Politics	3 units

### Total Required Major Units: 48 - 50

**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 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

Complete Core Courses, 27 units		Units
ECE. 201	Child Development	3 units
ECE. 210	Early Childhood Education Principles	3 units
ECE. 211	Early Childhood Education Curriculum	3 units
ECE. 212	Child, Family, and Community	3 units
ECE. 254	Teaching in a Diverse Society	3 units
ECE. 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		Units
ECE. 201	Child Development	3 units
ECE. 210	Early Childhood Education Principles	3 units
ECE. 211	Early Childhood Education Curriculum	3 units
ECE. 212	Child, Family, and Community	3 units
ECE. 254	Teaching in a Diverse Society	3 units
ECE. 313	Health, Safety and Nutrition	3 units
ECE. 333	Observation and Assessment of Young Children	3 units
ECE. 366	Practicum in Early Childhood Education	3 units

**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		Units
ECE. 201	Child Development	3 units
ECE. 210	Early Childhood Education Principles	3 units
ECE. 211	Early Childhood Education Curriculum	3 units
ECE. 212	Child, Family, and Community	3 units

ECE. 254	Teaching in a Diverse Society	3 units
ECE. 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 Units: 27**

## CA 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	Units
ECE. 260 Children with Special Needs	3 units



ECE. 263	Curriculum and Strategies for Children with Special Needs	3 units
EDUC 265	Positive Behavior Support in Inclusive Settings	3 units
EDUC 300	Applied Inclusive Strategies	1 unit

**Total Required Units: 10**

## CA Multilingual Learner Teaching

The Multilingual Learner Teaching Certificate of Achievement provides educators the knowledge and skills necessary to ensure full access and active participation of multilingual learners (MLs) in early learning settings.

The 10-unit certificate requires 8 courses, each of which targets key concepts and competencies foundational to dual/multilingual learning and development, including but not limited to first and second language acquisition, cultural and contextual factors, teaching multilingual learners and supporting their families, and curriculum planning for multilingual children in early learning settings.

### Career Opportunities

Paraprofessional (PreK-3rd grade); Early Childhood Assistant Educators; Early Childhood Educators with specialization in dual language learning; ML coach; ML professional development provider

### Program Learning Outcomes

Students completing this program will be able to:

1. Communicate their understanding of education and human development 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, 10 units		Units
ECE. 254	Teaching in a Diverse Society	3 units
ECE. 255	Multilingual Learners: Language and Literacy Development	1 unit

ECE. 271	Foundational Concepts in Multilingual Learning	1 unit
ECE. 273	Multilingual Learners: Personalized Oral Language Learning (POLL)	1 unit
ECE. 280	Cultural Humility: Cultivating an Equity Mindset	1 unit
ECE. 362	Partnering with Families	1 unit
ECE. 364	Multilingual Practices in Action	1 unit
EDUC 300	Applied Inclusive Strategies	1 unit

**Total Required Units: 10**

## CA 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**

<b>Complete Core Courses, 21 units</b>		<b>Units</b>
ECE. 201	Child Development	3 units
ECE. 212	Child, Family, and Community	3 units
ECE. 213	The School Age Child	3 units
ECE. 260	Children with Special Needs	3 units
EDUC 200	Introduction to Classroom Teaching	3 units
EDUC 265	Positive Behavior Support in Inclusive Settings	3 units
KINE 101	Introduction to Kinesiology	3 units

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

**List A - Recreation and Health, complete 3 units from the following:**

		<b>Units</b>
ECE. 313	Health, Safety and Nutrition	3 units
KINE 105	Stress Management	3 units
KINE 109	Lifetime Fitness and Nutrition	3 units

**List B - School Age Academic Enrichment, complete 3 units from the following:**

		<b>Units</b>
ECE. 191	Children's Literature	3 units
ECE. 244	Curriculum and Strategies for PreK-Kindergarten	3 units
ECE. 247	Foundations for School Success	3 units

**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..... 23 units

### AS Engineering

Engineering is one of the largest professions in the United States with over one million jobs in fields ranging from airplane design to pollution control. The four largest



branches are civil, computer, electrical and mechanical engineering. All engineering branches place a heavy emphasis on problem solving. Engineering education focuses on teaching mathematical, scientific and engineering principles and their application to the creative and effective solution of problems.

### Career Opportunities

Engineering is one of the highest paid professions in the country. Engineering graduates work in a variety of job functions (research and development, testing, design, construction, manufacturing, sales, consulting, management) and a variety of industry sectors (aerospace, computers/electronics manufacturing, electrical/electronics manufacturing, electrical equipment manufacturing, metals, machinery, architectural, engineering and related services, chemical, drugs, plastics, biotechnology, computers and technical consulting, research and development, professional and technical services, utilities).

### Program Learning Outcomes

Students completing this program will be able to:

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

### AS Degree Requirements

#### Major: Core and Selective Requirements

Complete Core Courses, 23 units		Units
CHEM 210	General Chemistry I	5 units
MATH 251	Analytical Geometry and Calculus I	5 units
MATH 252	Analytical Geometry and Calculus II	5 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units

#### Selective Courses, choose a minimum of 16-20 units from the following:

##### List A, complete 6-8 units from the following:

	Units
ENGR 100 Introduction to Engineering	3 units
ENGR 210 Engineering Graphics	4 units
ENGR 215 Computational Methods for Engineers and Scientists	3 units
ENGR 230 Statics	3 units
ENGR 240 Engineering Dynamics	3 units
ENGR 260 Circuits and Devices	3 units
ENGR 261 Circuits and Devices Laboratory	1 unit
ENGR 270 Materials Science	4 units

##### List B, complete 10-12 units from the following:

	Units
Any courses from List A not already chosen	1 - 4 units
CHEM 220 General Chemistry II	5 units
CIS 250 Introduction to Object Oriented Programming: C++	3 units
CIS 284 Introduction to Object Oriented Programming- Java	3 units
MATH 253 Analytic Geometry and Calculus III	5 units
MATH 270 Linear Algebra	3 units
MATH 275 Ordinary Differential Equations	3 units
PHYS 270 Physics with Calculus III	4 units

#### Total Required Major Units: 39 - 43

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

## CA Engineering

Engineering is one of the largest professions in the United States with over one million jobs in fields ranging from airplane design to pollution control. The four largest branches are civil, computer, electrical and mechanical engineering. All engineering branches place a heavy emphasis on problem solving. Engineering education focuses on teaching mathematical, scientific and engineering principles and their application to the creative and effective solution of problems.



## Career Opportunities

Engineering is one of the highest paid professions in the country. Engineering graduates work in a variety of job functions (research and development, testing, design, construction, manufacturing, sales, consulting, management) and a variety of industry sectors (aerospace, computers/electronics manufacturing, electrical/electronics manufacturing, electrical equipment manufacturing, metals, machinery, architectural, engineering and related services, chemical, drugs, plastics, biotechnology, computers and technical consulting, research and development, professional and technical services, utilities).

## Program Learning Outcomes

Students completing this program will be able to:

1. Apply knowledge of math, science, and engineering 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		Units
CHEM 210	General Chemistry I	5 units
ENGL 100	Reading and Composition	3 units
<b>OR</b>		
ENGL 105	Reading and Composition with Support	5 units
MATH 251	Analytical Geometry and Calculus I	5 units
MATH 252	Analytical Geometry and Calculus II	5 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units

## Selectives: Complete 6-8 units from the following courses:

		Units
ENGR 100	Introduction to Engineering	3 units
ENGR 210	Engineering Graphics	4 units

ENGR 215	Computational Methods for Engineers and Scientists	3 units
ENGR 230	Statics	3 units
ENGR 240	Engineering Dynamics	3 units
ENGR 260	Circuits and Devices	3 units
ENGR 261	Circuits and Devices Laboratory	1 unit
ENGR 270	Materials Science	4 units

**Total Required Units: 32 - 36**

## CA Math for Surveying and Computer-Aided Design

Engineering is one of the largest professions in the United States with over one million jobs in fields ranging from airplane design to pollution control. The four largest branches are civil, computer, electrical and mechanical engineering. All engineering branches place a heavy emphasis on problem solving. Engineering education focuses on teaching mathematical, scientific and engineering principles and their application to the creative and effective solution of problems.

Engineering is one of the highest paid professions in the country. Engineering graduates work in a variety of job functions (research and development, testing, design, construction, manufacturing, sales, consulting, management) and a variety of industry sectors (aerospace, computers/electronics manufacturing, electrical/electronics manufacturing, electrical equipment manufacturing, metals, machinery, architectural, engineering and related services, chemical, drugs, plastics, biotechnology, computers and technical consulting, research and development, professional and technical services, utilities).

## Career Opportunities

The Certificate in Surveying and Computer-Aided Design (CAD) prepares students for an entry level position surveying land for construction projects, as well as preparing technical drawings, designs, diagrams and specifications for a wide variety of commercial, industrial, and government projects. Students learn the practice of using land surveying equipment and gain proficiency in using computers and computer software (AutoCAD and SolidWorks) to develop the basic skills needed to obtain a position as an engineering CAD technician, or other technical drafting positions. Upon completion of the certificate, students will be two semesters away from completing the lower-division coursework needed to transfer as a junior to a four-year engineering program.



## Program Learning Outcomes

Students completing this program will be able to:

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

### Major: Core and Selective Requirements

Complete Core Courses the following courses		Units
CHEM 210	General Chemistry I	5 units
ENGR 210	Engineering Graphics	4 units
MATH 251	Analytical Geometry and Calculus I	5 units
MATH 252	Analytical Geometry and Calculus II	5 units
PHYS 250	Physics with Calculus I	4 units

**Total Required Units: 23**

## ENGLISH

### AA Associate in Arts Degree Program

English..... 60 units

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

English..... 60 units

### AA English

Students majoring in English choose from an assortment of courses in analytical and creative composition, literature of the United States and the world, and film studies. The degree prepares students for careers in journalism, editing, education, multimedia, communications, administration,

public service, advertising, broadcasting, and other fields requiring excellent critical thinking and communication skills.

### Career Opportunities

A major in English prepares students for careers in journalism, editing, education, multimedia, communication, administration, public service, advertising, broadcasting, and other fields requiring excellent critical thinking, reading, and communication skills.

### Program Learning Outcomes

Students completing this program will be able to:

1. Critically analyze written and oral arguments.
2. Conduct effective research.
3. Demonstrate civic consciousness.
4. Write and speak critically, thoughtfully, and persuasively in interdisciplinary contexts.

### AA Degree Requirements

#### Major: Core and Selective Requirements

Complete Core Courses, 6 units		Units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 165	Advanced Composition	3 units

#### Selective Courses, choose 12 units from the following:

List A, choose 6 units from the following:		Units
LIT. 200	American Literature	3 units
LIT. 205	New Voices in World Literature	3 units
LIT. 231	Survey of English Literature I	3 units
LIT. 232	Survey of English Literature II	3 units

List B, choose 3 units from the following:		Units
Any courses from List A not used above.		3 units
ENGL 161	Creative Writing I	3 units
ENGL 162	Creative Writing II	3 units
LIT. 151	Introduction to Shakespeare I	3 units
LIT. 252	Women Writers: Multicultural Perspectives	3 units
LIT. 266	Black Literature	3 units
LIT. 371	Mexican-American Literature	3 units
LIT. 372	Myth and Folklore of La Raza	3 units
LIT. 373	Latin American Literature in Translation	3 units



LIT. 441	Survey of Film	3 units
LIT. 442	Film Study and Appreciation	3 units

**List C, choose 3 units from the following: Units**

Any course from lists A or B not used above		3 units
ENGL 200	Introduction to Linguistics: A Survey of Language	3 units
<b>OR</b>		
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. Students are taught to examine texts from various perspectives in order to understand cultural contexts and experiences, become aware of biases, and appreciate diverse points of view.

### Career Opportunities

A major in English prepares students for careers in journalism, editing, education, multimedia, communication, administration, public service, advertising, broadcasting, and other fields requiring excellent critical thinking, reading, and communication skills.

### Program Learning Outcomes

Students completing this program will be able to:

1. Critically analyze written and oral arguments.
2. Conduct effective research.
3. Demonstrate civic consciousness.
4. Write and speak critically, thoughtfully, and persuasively in interdisciplinary contexts.

### AA-T Degree Requirements

### Major: Core and Selective Requirements

**Complete Core Courses, 6 units Units**

ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 165	Advanced Composition	3 units

**Selective Courses, choose 12 units from the following:**

**List A, choose 6 units from the following: Units**

LIT. 200	American Literature	3 units
LIT. 205	New Voices in World Literature	3 units
LIT. 231	Survey of English Literature I	3 units
LIT. 232	Survey of English Literature II	3 units

**List B, choose 3 units from the following: Units**

Any 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. 441	Survey of Film	3 units
LIT. 442	Film Study and Appreciation	3 units

**List C, choose 3 units from the following: Units**

Any course from List A or B not already used		3 units
ENGL 200	Introduction to Linguistics: A Survey of Language	3 units
<b>OR</b>		
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**

**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.

## ENVIRONMENTAL SCIENCE AND TECHNOLOGY

### AS Associate in Science Degree Program

Environmental Science.....60 units

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

Environmental Science.....60 units

## AS Environmental Science

### Optional Program Header

The Environmental Science AS degree provides a strong and broad scientific foundation to prepare students for transfer into bachelor's degree programs in Environmental Science or Environmental Studies. This AS degree is more flexible and fewer units than the Environmental Science AS-T, and is tailored in part to our local CSU transfer partners. Students should work closely with an academic counselor (starting in their first semester) to ensure they are choosing the appropriate courses for their chosen transfer schools.

### 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

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### AS Degree Requirements

#### Major: Core and Selective Requirements

#### Complete Core Courses, 21 units

#### Units

ENVS 115	Environmental Science	3 units
ENVS 101	Environmental Science Laboratory	1 unit
CHEM 210	General Chemistry I	5 units
BIOL 225	Biology Of Organisms	5 units
MATH 200	Elementary Probability and Statistics	4 units
GEOL 100	Introduction to Geology	3 units
<b>OR</b>		
GEOG 100	Physical Geography	3 units

#### Selective Courses, choose a minimum of 15 units from the following:

#### List A, complete at least 9 units from the following:

#### Units

BIOL 230	Cell and Molecular Biology	5 units
CHEM 220	General Chemistry II	5 units
ENVS 120	Global Climate Change	3 units
ENVS 695	Independent Study	0.5 - 3 units
GEOG 100 *	Physical Geography	3 units
GEOG 101	Physical Geography Lab	1 unit
GEOL 100 *	Introduction to Geology	3 units
GEOL 101	Geology Laboratory	1 unit
PHYS 210	General Physics I	4 units
PHYS 220	General Physics II	4 units
MATH 251 I	Analytical Geometry and Calculus I	5 units



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

	Units
Any course(s) from List A not already used	1 - 6 units
ECON 100 Principles of Macro Economics	3 units
ECON 102 Principles of Micro Economics	3 units
GEOG 110 Cultural Geography	3 units
GEOG 150 World Regional Geography	3 units
PHIL 240 Introduction to Ethics	3 units

\* If not used as part of core

\* if not used as part of core

**Total Required Major Units: 40 - 45**

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

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.

**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		Units
BIOL 230	Cell and Molecular Biology	5 units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units

**Selective Courses, choose 27 units from the following:**

List A, 16 units:		Units
ENVS 115	Environmental Science	3 units
GEOL 100	Introduction to Geology	3 units
GEOL 101	Geology Laboratory	1 unit
MATH 200	Elementary Probability and Statistics	4 units
MATH 251	Analytical Geometry and Calculus I	5 units

**List B, choose 11 units from the following:**

List B, choose 11 units from the following:		Units
ECON 102	Principles of Micro Economics	3 units
PHYS 210	General Physics I	4 units
<b>AND</b>		
PHYS 220	General Physics II	4 units
<b>OR</b>		
PHYS 250	Physics with Calculus I	4 units
<b>AND</b>		
PHYS 260	Physics with Calculus II	4 units

**Total Required Major Units: 42****General Education Requirements:\***Certified Completion of CSU-GE Breadth for STEM Pattern, **33 units****OR**Certified Completion of IGETC for STEM Pattern, **31 units****ETHNIC STUDIES****AA Associate in Arts Degree Program**

Ethnic Studies.....60 units



## 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 States and in California particularly.
4. Analyze concepts such as race and racism, racialization, ethnicity, discrimination, neo-colonialism, patriarchy and transnationalism.

### AA Degree Requirements

### Major: Core and Selective Requirements

#### Complete Core requirements, 6 units: Units

ETHN 108	Rethinking Race, Gender, and Nation	3 units
ETHN 109	Borders and Crossings	3 units

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

ETHN 103	Asian American Studies	3 units
ETHN 105	African American History and Culture	3 units
ETHN 107	Introduction to Native American Studies	3 units
ETHN 130	Introduction to Latinx Studies	3 units
ETHN 265	Evolution of Hip Hop Culture: A Socio-Economic and Political Perspective	3 units
ETHN 288	African-American Cinema	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.*

## FASHION DESIGN AND MERCHANDISING

### AS Associate in Science Degree Program

Custom Dressmaking/Small Business Oriented.....	60 units
Fashion Design Merchandising.....	60 units
Technical (Apparel Industry Oriented).....	60 units
Theater Costuming.....	60 units

### CA Certificate of Achievement

Custom Dressmaking/Small Business Oriented.....	34 units
Fashion Design Merchandising.....	18 units
Technical (Apparel Industry Oriented).....	33 units
Theater Costuming.....	28 units



## AS Custom Dressmaking/Small Business Oriented

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written)
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

### AS Degree Requirements

#### Major: Core and Selective Requirements

Complete Core Courses, 31 units		Units
BUS. 150	Entrepreneurship: Small Business Management	3 units
FASH 100	Principles of Design	3 units
FASH 111	Techniques of Fit	3 units
FASH 113	Textiles	3 units
FASH 115	Intermediate Clothing Construction	3 units
FASH 116	Tailoring	3 units
FASH 118	Flat Pattern	3 units
FASH 123	Introduction to the Fashion Industry	3 units
FASH 162	Advanced Flat Pattern	3 units
FASH 168	Fashion Draping	3 units
FASH 195	Portfolio Development	1 unit

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

		Units
FASH 114	Introduction to Italian Fashion	3 units
FASH 122	Advanced Tailoring	3 units

FASH 132	Trouser Construction	1 unit
FASH 133	Copying Ready-to-Wear	1 unit
FASH 140	Basic Serging	1 unit
FASH 146	Designer Techniques in Sewing	3 units
FASH 150	History of Fashion	3 units
FASH 164	Fashion Illustration	3 units
FASH 167	The Custom Dress Form	1 unit
FASH 169	Evening Gown Construction	2 units
FASH 170	French Pattern Drafting	2 units
FASH 171	Pants Drafting	2 units
FASH 172	Bustier	1 unit
FASH 672	Work Experience Education: Internship	3 units

### Total Required Major Units: 34

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

## AS Fashion Design Merchandising

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

### AS Degree Requirements



**Major: Core and Selective Requirements****Complete Core Courses, 18 units** **Units**

FASH 100	Principles of Design	3 units
FASH 113	Textiles	3 units
FASH 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 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****Major: Core and Selective Requirements****Complete Core Courses, 27 units** **Units**

FASH 100	Principles of Design	3 units
FASH 113	Textiles	3 units
FASH 115	Intermediate Clothing Construction	3 units
FASH 118	Flat Pattern	3 units

FASH 123	Introduction to the Fashion Industry	3 units
FASH 163	Pattern Grading	1 unit
FASH 164	Fashion Illustration	3 units
FASH 175	Advanced Illustration	3 units
FASH 178	Computerized Pattern Grading	1 unit
FASH 180	Computerized Pattern Design	3 units
FASH 195	Portfolio Development	1 unit

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

BUS. 150	Entrepreneurship: Small Business Management	3 units
FASH 110	Beginning Clothing Construction	3 units
FASH 111	Techniques of Fit	3 units
FASH 114	Introduction to Italian Fashion	3 units
FASH 140	Basic Serging	1 unit
FASH 150	History of Fashion	3 units
FASH 173	Lingerie Design and Construction	1 unit
FASH 672	Work Experience Education: Internship	3 units

**Total Required Major Units: 33**

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

**AS Theater Costuming**

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

**Career Opportunities**

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



continue their education in costume design at a four-year university.

### Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

### AS Degree Requirements

#### Major: Core and Selective Requirements

Complete Core Courses, 22 units		Units
FASH 113	Textiles	3 units
FASH 116	Tailoring	3 units
FASH 150	History of Fashion	3 units
FASH 162	Advanced Flat Pattern	3 units
FASH 164	Fashion Illustration	3 units
FASH 168	Fashion Draping	3 units
FASH 196	Introduction to the Costume Industry	1 unit
FASH 197	Pattern Design for Historic Costume	3 units

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

List A, complete 3 units from the following:		Units
FASH 199	Costuming for Theatrical Production	3 units
FASH 672	Work Experience Education: Internship	3 units

List B, complete 3 units from the following:		Units
FASH 140	Basic Serging	1 unit
FASH 169	Evening Gown Construction	2 units
FASH 170	French Pattern Drafting	2 units
FASH 171	Pants Drafting	2 units
FASH 172	Bustier	1 unit

#### Total Required Major Units: 28

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

## CA Custom Dressmaking/Small Business Oriented

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

#### Major: Core and Selective Requirements

Complete Core Courses, 31 units		Units
BUS. 150	Entrepreneurship: Small Business Management	3 units
FASH 100	Principles of Design	3 units
FASH 111	Techniques of Fit	3 units
FASH 113	Textiles	3 units
FASH 115	Intermediate Clothing Construction	3 units
FASH 116	Tailoring	3 units
FASH 118	Flat Pattern	3 units
FASH 123	Introduction to the Fashion Industry	3 units
FASH 162	Advanced Flat Pattern	3 units
FASH 168	Fashion Draping	3 units
FASH 195	Portfolio Development	1 unit

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

Selective Courses, choose a minimum of 3 units from the following:		Units
FASH 114	Introduction to Italian Fashion	3 units
FASH 122	Advanced Tailoring	3 units
FASH 132	Trouser Construction	1 unit



FASH 133	Copying Ready-to-Wear	1 unit
FASH 140	Basic Serging	1 unit
FASH 146	Designer Techniques in Sewing	3 units
FASH 150	History of Fashion	3 units
FASH 164	Fashion Illustration	3 units
FASH 167	The Custom Dress Form	1 unit
FASH 169	Evening Gown Construction	2 units
FASH 170	French Pattern Drafting	2 units
FASH 171	Pants Drafting	2 units
FASH 172	Bustier	1 unit
FASH 672	Work Experience Education: Internship	3 units

**Total Required Units: 34**

## CA Fashion Design Merchandising

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

### Major: Core and Selective Requirements

Complete Core Courses, 18 units		Units
FASH 100	Principles of Design	3 units

FASH 113	Textiles	3 units
FASH 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**

## CA Technical (Apparel Industry Oriented)

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

### Major: Core and Selective Requirements

Complete Core Courses, 27 units		Units
FASH 100	Principles of Design	3 units
FASH 113	Textiles	3 units
FASH 115	Intermediate Clothing Construction	3 units
FASH 118	Flat Pattern	3 units
FASH 123	Introduction to the Fashion Industry	3 units
FASH 163	Pattern Grading	1 unit
FASH 164	Fashion Illustration	3 units
FASH 175	Advanced Illustration	3 units
FASH 178	Computerized Pattern Grading	1 unit
FASH 180	Computerized Pattern Design	3 units



FASH 195	Portfolio Development	1 unit
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**Selective Courses, choose a minimum of 6 units from the following:**

		Units
BUS. 150	Entrepreneurship: Small Business Management	3 units
FASH 110	Beginning Clothing Construction	3 units
FASH 111	Techniques of Fit	3 units
FASH 114	Introduction to Italian Fashion	3 units
FASH 140	Basic Serging	1 unit
FASH 150	History of Fashion	3 units
FASH 173	Lingerie Design and Construction	1 unit
FASH 672	Work Experience Education: Internship	3 units

**Total Required Units: 33**

## CA Theater Costuming

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

### Career Opportunities

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

### Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

### Major: Core and Selective Requirements

**Complete Core Courses, 22 units**

**Units**

FASH 113	Textiles	3 units
FASH 116	Tailoring	3 units
FASH 150	History of Fashion	3 units
FASH 162	Advanced Flat Pattern	3 units
FASH 164	Fashion Illustration	3 units
FASH 168	Fashion Draping	3 units
FASH 196	Introduction to the Costume Industry	1 unit
FASH 197	Pattern Design for Historic Costume	3 units

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

**List A, complete 3 units from the following:**

**Units**

FASH 199	Costuming for Theatrical Production	3 units
FASH 672	Work Experience Education: Internship	3 units

**List B, complete 3 units from the following:**

**Units**

FASH 140	Basic Serging	1 unit
FASH 169	Evening Gown Construction	2 units
FASH 170	French Pattern Drafting	2 units
FASH 171	Pants Drafting	2 units
FASH 172	Bustier	1 unit

**Total Required Units: 28**

## 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.

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

**Note: Students may take BIOL 101 at SKY or BIOL 110 (CAN) or BIOL 100(CAN) or BIOL 130(CAN).**

Complete Core Courses:		Units
BIOL 110	Principles Of Biology	4 units
<b>OR</b>		
BIOL 100	Introduction to the Life Sciences	3 units

<b>OR</b>		
BIOL 130	Human Biology	3 units
BIOL 250	Human Anatomy	4 units
FSE. 210	Funeral Directing I	3 units
FSE. 200	Introduction to Funeral Service	2 units
FSE. 212	Funeral Service Science	5 units
FSE. 215	Funeral Directing II	3 units
FSE. 220	Funeral Service Law and Ethics	3 units
FSE. 225	Psychology of Death and Dying	3 units
FSE. 230	Merchandising in the Funeral Service Industry	3 units
FSE. 235	Funeral Service Management	3 units
FSE. 250	Restorative Art	5 units
FSE. 260	Embalming I	4 units
FSE. 265	Embalming II	2 units
FSE. 270	Funeral Service Counseling	3 units
FSE. 280	Funeral Service Education Practicum	5 units

*A grade of "C" or better is required for progression through the program.*

*Graduates of the program will be permitted to take the Embalmer Examination offered by the Cemetery and Funeral Bureau of California.*

*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](http://www.abfse.org).*

*For Institutions or programs that achieve initial accreditation, the effective date of that accreditation is the date initial candidacy was awarded by the Committee on Accreditation (COA). Students who complete all coursework after the date candidacy is awarded, but before initial accreditation is achieved, will be permitted, after initial accreditation is awarded, to take the National Board Examination (NBE) and with all requirements completed, be considered graduates from an ABFSE accredited program.*

*CAUTION: This program is pursuing accreditation but is NOT accredited by the American Board of Funeral Service Education (ABFSE). Until accreditation is achieved, students graduating from this program are NOT eligible to take any licensing examination that requires graduation from an ABFSE accredited program, including the National Board Examination.*

*For more information, please go to BLDG - 23-137C or email at [hooperg@smccd.edu](mailto:hooperg@smccd.edu) or by phone at 650-381-2218.*



**Total Required Major Units: 58**

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

**GENERAL STUDIES**

**CA Certificate of Achievement**

Pathways to Student Success.....	16 units
Preparation for Academic Scholarship and Success (PASS).....	12 units

**CA Pathways to Student Success**

The Pathways to Student Success certificate of achievement acknowledges 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.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Use the reading, writing, and computation skills necessary to succeed in transfer level courses.
2. Successfully prepare written and oral communication that illustrates critical thinking and creation of inquiry-or research based texts, and information literacy.
3. Use mathematical reasoning and a generalized problem solving process to solve real-world problems.

**Major: Core and Selective Requirements**

<b>Complete Core Courses, minimum of 3 units</b>	<b>Units</b>
ENGL 100 Reading and Composition	3 units
<b>OR</b>	

ENGL 105	Reading and Composition with Support	5 units
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**Selective courses, choose a minimum of 13 units from the following:**

**Area A: Complete 3 units from the following courses:**

		Units
COMM 110	Public Speaking	3 units
COMM 127	Argumentation and Debate	3 units
COMM 130	Interpersonal Communication	3 units
COMM 140	Small Group Communication	3 units

**Area B: Complete a minimum of 3 units from the following courses:**

		Units
BUS. 113	Personal Finance	3 units
MATH 145	Liberal Arts Mathematics	3 units
MATH 200	Elementary Probability and Statistics	4 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
CRER 127	Career Choices II: Job Search	0.5 units

**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 specific academic and career goals by creating a Student Educational Plan (SEP) and/or identifying and assessing educational opportunities at Cañada College.

### Major: Core and Selective Requirements

Complete Core Courses, minimum of 8 units		Units
ENGL 100	Reading and Composition	3 units
<b>OR</b>		
ENGL 105	Reading and Composition with Support	5 units
ESL 400	Composition for Multilingual Students	5 units

Selective Courses, choose a minimum of 4 units from the following (units must be completed from more than one subject):

		Units
CBOT 432	Introduction to Computer Applications	3 units
CBOT 435	Spreadsheets	3 units
CBOT 448	Using Microsoft Windows	1.5 units
CBOT 457	Using PowerPoint in Business	2 units
CBOT 470	Advanced Spreadsheets	1.5 units
CBOT 472	Beginning Word Processing	1.5 units
CBOT 474	Intermediate Word Processing	1.5 units
CBOT 475	Using Outlook	1.5 units
CBOT 476	Adobe Acrobat	1.5 units
CRER 110	Honors Colloquium in Career and Personal Development: Transfer Essentials and Planning	1 unit
CRER 137	Life and Career Planning	3 units
CRER 300	Introduction to Scholarships	1.5 units
CRER 401	College Success	1 unit
IDST 150	Honors Research Seminar	1 unit
LIBR 100	Introduction to Information Research	1 unit

**Total Required Units: 12**

## GEOGRAPHY

### AA Associate in Arts Degree Program

Geography..... 60 units

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

Geography..... 60 units

### AA Geography

Geography provides insights about the earth as the human habitat. It is a way of looking at the earth, not an inventory of its contents. This viewpoint rests on fundamental interlocking concepts. The cultural appraisal of the earth, the regional concept, 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		Units
GEOG 100	Physical Geography	3 units
GEOG 110	Cultural Geography	3 units
MATH 200	Elementary Probability and Statistics	4 units

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

		Units
ANTH 110	Cultural Anthropology	3 units
CIS 118	Introduction to Computer Science	4 units
<b>OR</b>		
CIS 122	Introduction to Programming: Python	3 units
ECON 100	Principles of Macro Economics	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
GEOG 101	Physical Geography Lab	1 unit
MATH 225	Path to Calculus	6 units

#### Total Required Major Units: 18

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

## AA-T Geography

Geography provides insights about the earth as the human habitat. It is a way of looking at the earth, not an inventory of its contents. This viewpoint rests on fundamental interlocking concepts. The cultural appraisal of the earth, the regional concept, areal coherence, human ecology, spatial interaction, study of landscape, and the concept of change are all ways the geographer tries to better understand the environment.

Geographers are curious about what they see around them. They study the processes that shape the landscape, including those that build up the Earth's surface (earthquakes and volcanoes) and those that wear it down (weather, water, ice, wind, and waves). In addition to the physical landscape, geographers study the cultural landscape. They study populations, their cultural origins, and the spread of cultural features (language, religion, technology, etc). Interestingly, geographers are also interested in how the physical and cultural landscapes interact, how humans alter the environment and how the physical environment affects populations and cultures.

### Career Opportunities

The broad, interdisciplinary field of Geography prepares students for a wide variety of careers related to spatial analysis, including career in urban planning, community development, emergency management, environmental studies, marketing, transportation management, map-making, real estate appraisal, demography, foreign service, library/information science, park interpretation, and teaching. Expertise with Geographic Information System (GIS) will further enhance employability in any of these fields. Additionally, analytical and research skills gained through a Geography major provide a strong foundation for graduate study in law, urban planning, or architecture.

### Program Learning Outcomes

Students completing this program will be able to:

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

### AA-T Degree Requirements

#### Major: Core and Selective Requirements

Required Core Courses (6 units)		Units
GEOG 100	Physical Geography	3 units
GEOG 110	Cultural Geography	3 units



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

List A: (6 units)		Units
GEOG 150	World Regional Geography	3 units
METE 100	Meteorology - Weather and Climate	3 units

List B: (6 units)		Units
ANTH 110	Cultural Anthropology	3 units
GEOL 100	Introduction to Geology	3 units

**Total Required Major Units: 18**

**General Education** - certified completion of one of the following:

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

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

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

## HISTORY

**AA Associate in Arts Degree Program**

History.....60 units

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

History.....60 units

### AA History

History is the study of change and continuity over time. It is a broad and dynamic social sciences discipline that involves examination, interpretation, and analysis of the actions, institutions, societies, and cultures of diverse groups across various times and places. By examining cause and effect, History helps us explain how societies in the past and present came to be and gives us insight into what may happen in the future.

The History program at Cañada offers students a unique opportunity to acquire critical and historical thinking skills while also developing a broad background in both U.S. history and the history of different regions and peoples of the world.

### Career Opportunities

History program graduates will find themselves with a strong foundation for further study and careers as teachers, documentarians, journalists, lawyers, non-profit leaders, political activists, politicians, professors, archivists, museum curators, civil servants, cultural and historical resource managers, diplomats, publishers, researchers, writers and more.

### Program Learning Outcomes

Students completing this program will be able to:

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

### AA Degree Requirements

**Major: Core and Selective Requirements**

Complete Core Courses, 6 units		Units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units

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

List A, complete 6 units from the following courses:		Units
HIST 100	History of Western Civilization I	3 units
<b>OR</b>		
HIST 104	World History I	3 units
HIST 101	History of Western Civilization II	3 units
<b>OR</b>		
HIST 106	World History II	3 units

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

List B, complete 6 units from the following courses:		Units
Select any courses from List A not already used		3 - 6 units
HIST 245	Race, Ethnicity and Immigration in the U.S.	3 units
HIST 246	History of Latinos in the U.S.	3 units
HIST 247	Women in U.S. History	3 units



HIST 422	Modern Latin America	3 units
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**Total Required Major Units: 18**

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

**AA-T History**

History is the study of change and continuity over time. It is a broad and dynamic social sciences discipline that involves examination, interpretation, and analysis of the actions, institutions, societies, and cultures of diverse groups across various times and places. By examining cause and effect, History helps us explain how societies in the past and present came to be and gives us insight into what may happen in the future.

The History program at Cañada offers students a unique opportunity to acquire critical and historical thinking skills while also developing a broad background in both U.S. history and the history of different regions and peoples of the world.

**Career Opportunities**

History program graduates will find themselves with a strong foundation for further study and careers as teachers, documentarians, journalists, lawyers, non-profit leaders, political activists, politicians, professors, archivists, museum curators, civil servants, cultural and historical resource managers, diplomats, publishers, researchers, writers and more.

**Program Learning Outcomes**

Students completing this program will be able to:

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

**AA-T Degree Requirements**

**Major: Core and Selective Requirements**

Complete Core courses, 6 units		Units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units

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

**List A, select 2 courses, 6 units: Units**

HIST 100	History of Western Civilization I	3 units
<b>OR</b>		
HIST 104	World History I	3 units
<b>AND</b>		
HIST 101	History of Western Civilization II	3 units
<b>OR</b>		
HIST 106	World History II	3 units

**List B, Area 1, select 1 course, 3 units: (HIST 104 or 106 can be used to satisfy this area if not used in list A) Units**

HIST 104 **	World History I	3 units
HIST 106 **	World History II	3 units
HIST 245	Race, Ethnicity and Immigration in the U.S.	3 units
HIST 246	History of Latinos in the U.S.	3 units
HIST 247	Women in U.S. History	3 units
HIST 422	Modern Latin America	3 units

**List B, Area 2, select 1 course, 3 units: Units**

Any course from List A or B Area 1 not already used.		3 units
ANTH 110	Cultural Anthropology	3 units
ART 101	Ancient, Classical and Medieval Art History	3 units
ART 102	Late Medieval, Renaissance and Baroque Art History	3 units
ART 103	History of Art from the Baroque Period to Post-Impressionism	3 units
ART 104	History of Modern Art	3 units
ART 105	Art of Asia and the Near East	3 units
ECON 100	Principles of Macro Economics	3 units
ECON 230	Economic History of the United States	3 units
GEOG 110	Cultural Geography	3 units
PHIL 100	Introduction to Philosophy	3 units



PHIL 160	History of Philosophy: Ancient and Medieval	3 units
PLSC 210	American Politics	3 units
PSYC 100	General Psychology	3 units
SOCI 100	Introduction to Sociology	3 units

\*\* If not used in list A

### Total Required Major Units: 18

**General Education** - certified completion of one of the following:

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

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

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

## HUMAN SERVICES

### 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

Students completing the associate degree are eligible for para-professional level social work and human services jobs such as, case manager, outreach worker and program office manager. This program is designed for transfer to a California State University (CSU) for completion of a bachelor's degree in social work or human services. Students completing a bachelor's degree are eligible for professional positions in state and county agencies, non

profits, and private organizations as social workers and social work managers.

### 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 transfer to a California State University (CSU) in the majors of social work or human services.

### AA-T Degree Requirements

#### Major: Core and Selective Requirements

##### Complete Core Courses, 22-23 units

##### Units

BIOL 130	Human Biology	3 units
<b>OR</b>		
BIOL 250	Human Anatomy	4 units
ECON 100	Principles of Macro Economics	3 units
<b>OR</b>		
ECON 102	Principles of Micro Economics	3 units
HMSV 100	Introduction to Social Work and Human Services	3 units
HMSV 121	Social Work and Human Services Seminar	1 unit
HMSV 122	Social Work and Human Services Fieldwork	2 units
MATH 200	Elementary Probability and Statistics	4 units
PSYC 100	General Psychology	3 units
SOCI 100	Introduction to Sociology	3 units

##### Selective Courses, choose 6 units from the following:

##### Units

ANTH 110	Cultural Anthropology	3 units
COMM 150	Intercultural Communication	3 units
ECE. 201	Child Development	3 units
ECE. 212	Child, Family, and Community	3 units



ENGL 165	Advanced Composition	3 units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units
PSYC 200	Developmental Psychology	3 units
PSYC 410	Abnormal Psychology	3 units
SOCI 105	Social Problems	3 units
SOCI 141	Ethnicity and Race in Society	3 units

### 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

## 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 connect
2. Use spoken and written language, source material, evidence, and artistic expression to convey an idea or set of facts according to institutional and discipline standards.
3. Demonstrate the ability to recognize and interpret multiple points of view and means of expression that emerge from a diverse world of peoples and cultures.

### AA Degree Requirements

#### Major: Core and Selective Requirements

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





**I. Arts:**

**Select 9 units, courses must be selected from at least 2 disciplines:**

		<b>Units</b>
ART 101	Ancient, Classical and Medieval Art History	3 units
ART 102	Late Medieval, Renaissance and Baroque Art History	3 units
ART 103	History of Art from the Baroque Period to Post-Impressionism	3 units
ART 104	History of Modern Art	3 units
ART 204	Drawing I	3 units
ART 214	Color	3 units
ART 301	Two-Dimensional Design	3 units
DRAM 140	Introduction to the Theatre	3 units
DRAM 151	Introduction to Shakespeare I	3 units
LIT. 441	Survey of Film	3 units
LIT. 442	Film Study and Appreciation	3 units
MUS. 100	Fundamentals of Music	3 units
MUS. 202	Music Appreciation	3 units
MUS. 210	Histories of Popular Music and Rock	3 units
MUS. 240	Latin American Music	3 units
MUS. 250	World Music	3 units

**II. Humanities**

**Select 9 units, courses must be selected from at least 2 disciplines:**

		<b>Units</b>
DRAM 151	Introduction to Shakespeare I	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 161	Creative Writing I	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
HIST 104	World History I	3 units
HIST 106	World History II	3 units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units
HIST 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. 441	Survey of Film	3 units
LIT. 442	Film Study and Appreciation	3 units
PHIL 100	Introduction to Philosophy	3 units
PHIL 160	History of Philosophy: Ancient and Medieval	3 units
PHIL 190	Contemporary Philosophy	3 units
PHIL 240	Introduction to Ethics	3 units
PHIL 300	Introduction to World Religions	3 units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 121	Advanced Elementary Spanish I	3 units
SPAN 122	Advanced Elementary Spanish II	3 units
SPAN 130	Intermediate Spanish	4 units
SPAN 140	Advanced Intermediate Spanish	4 units
SPAN 162	Latino Literature II	3 units
SPAN 220	Spanish for Heritage Speakers I	4 units
SPAN 230	Spanish for Heritage Speakers II	4 units

**Total Required Major Units: 18**

**Refer to Option 1 listed above for information on additional degree requirements that must be fulfilled in order to complete the total of 60 transferable, degree applicable units for an Associate Degree.**



## AA Interdisciplinary Studies, Option 1, Cañada College Pattern: Natural Science and Mathematics

The Interdisciplinary Studies major is designed for students pursuing broad areas of study and exploration in an area of emphasis as described below. Option 1 enables students to complete the requirements for the Associate Degree.

The Natural Science and Mathematics are a gateway to a very large number of occupations, many of which require specific coursework for transfer and/or admission to professional schools. In general, careers in the natural sciences require strong computational, communication and analytical thinking skills.

The degree in Interdisciplinary Studies with emphasis in Natural Science and Mathematics prepares students for further study and employment as life and physical scientists, health practitioners, engineers and science technicians.

### Option 1: Cañada College Pattern

Provides an opportunity to earn an Associate in Arts degree in Interdisciplinary Studies, which covers a broad area of study and is intended for students who may not be planning to transfer to a four-year university.

A. Complete basic competencies, including 2 units of Physical Education activity courses, and specific areas (A, B, C, D, E, F) of the General Education requirements for the AA/AS degree (22 units).

B. Complete 18 units in the Natural Science and Mathematics 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. Use the scientific method to investigate scientific questions and critically evaluate and effectively communicate scientific data.
2. Use symbolic, graphical and numerical representation of mathematical ideas to address real world problems.
3. Critically evaluate scientific information and examine its significance and impact on society and the environment.

### AA Degree Requirements

#### Major: Core and Selective Requirements

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

#### I. Introductory Science Courses\*\*, select a minimum of 9 units:

		Units
1. Biology: a student may choose up to 2 of the following courses to meet this requirement:		
BIOL 110	Principles Of Biology	4 units
BIOL 130	Human Biology	3 units
BIOL 132	Human Biology Laboratory	1 unit
BIOL 310	Nutrition	3 units
2. Chemistry: a student may choose 1 of the following courses to meet this requirement:		
CHEM 192	Elementary Chemistry	4 units
CHEM 210	General Chemistry I	5 units
CHEM 410	Chemistry for Health Sciences	4 units
3. Physics: a student may choose 1 of the following courses to meet this requirement:		
PHYS 210	General Physics I	4 units
PHYS 250	Physics with Calculus I	4 units
4. Other sciences: a student may choose up to 3 of the following courses to meet this requirement:		
ANTH 125	Biological Anthropology	3 units
ASTR 100	Introduction to Astronomy	3 units
<b>AND</b>		
ASTR 101	Astronomy Laboratory	1 unit
CIS 118	Introduction to Computer Science	4 units
<b>OR</b>		
CIS 122	Introduction to Programming: Python	3 units
ENGR 100	Introduction to Engineering	3 units
ENVS 115	Environmental Science	3 units
GEOG 100	Physical Geography	3 units
GEO 100	Introduction to Geology	3 units
<b>AND</b>		
GEO 101	Geology Laboratory	1 unit
HSCI 100	General Health Science	3 units



METE 100	Meteorology - Weather and Climate	3 units
OCEN 100	Oceanography	3 units
<b>AND</b>		
OCEN 101	Oceanography Lab	1 unit

*\*\*At least one introductory OR advanced course MUST have a laboratory experience included or a laboratory course must be taken.*

### II. Mathematics Competency, select a minimum of 3 units:

Units

MATH 125	Elementary Finite Mathematics	3 units
MATH 130	Analytical Trigonometry	4 units
MATH 200	Elementary Probability and Statistics	4 units
MATH 225	Path to Calculus	6 units
MATH 241	Business Calculus I	5 units
MATH 251	Analytical Geometry and Calculus I	5 units

### III. Advanced Courses\*\*, select a minimum of 6 units:

Units

BIOL 225	Biology Of Organisms	5 units
BIOL 230	Cell and Molecular Biology	5 units
BIOL 240	General Microbiology	4 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units
CHEM 220	General Chemistry II	5 units
CHEM 231	Organic Chemistry I	5 units
CIS 242	Computer Architecture and Assembly Language	3 units
CIS 262	Discrete Mathematics for Computer Science	3 units
MATH 252	Analytical Geometry and Calculus II	5 units
MATH 253	Analytic Geometry and Calculus III	5 units
PHYS 220	General Physics II	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units
BIOL 133	Emerging Infectious Diseases	3 units

*\*\*At least one introductory OR advanced course MUST have a laboratory experience included or a laboratory course must be taken.*

### Total Required Major Units: 18

**Refer to Option 1 listed above for information on additional degree requirements that must be fulfilled in order to complete the total of 60 transferable, degree applicable units for an Associate Degree.**

## AA Interdisciplinary Studies, Option 1, Cañada College Pattern: Social and Behavioral Sciences

The Social and Behavioral Sciences are a cluster of disciplines that analyze basic dimensions of the human world through the application of systematic methods. Social scientists study an array of topics and deploy a multitude of theories and research methods collecting and analyzing data from participant observations, group interviews, surveys, historical documents, laboratory experiments, and more. Students who earn an AA in the Social and Behavioral Sciences analyze and evaluate the social world from the perspectives of anthropology, communication studies, economics, geography, history, philosophy, political science, psychology, and sociology.

The degree in Interdisciplinary Studies with 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



electives and complete the required 60 degree applicable units for an Associate Degree.

### Program Learning Outcomes

Students completing this program will be able to:

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

### AA Degree Requirements

#### Major: Core and Selective Requirements

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

**Social and Behavioral Sciences. Courses must be selected from at least 4 disciplines:**

		Units
ANTH 110	Cultural Anthropology	3 units
ANTH 125	Biological Anthropology	3 units
ANTH 126	Biological Anthropology Laboratory	1 unit
ANTH 351	Archaeology	3 units
COMM 110	Public Speaking	3 units
COMM 150	Intercultural Communication	3 units
COMM 180	Introduction to Communication Studies	3 units
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Micro Economics	3 units
ECON 230	Economic History of the United States	3 units
GEOG 110	Cultural Geography	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
HIST 104	World History I	3 units
HIST 106	World History II	3 units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units
PHIL 100	Introduction to Philosophy	3 units
PHIL 160	History of Philosophy: Ancient and Medieval	3 units
PHIL 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
PLSC 130	Introduction to International Relations	3 units
PLSC 150	Introduction to Political Theory	3 units
PLSC 210	American Politics	3 units
PLSC 310	California State and Local Government	3 units
PSYC 100	General Psychology	3 units
PSYC 106	Psychology of Prejudice and Discrimination	3 units
PSYC 200	Developmental Psychology	3 units
PSYC 205	Social Science Research Methods	3 units
PSYC 300	Social Psychology	3 units
PSYC 340	Introduction to Human Sexuality	3 units
PSYC 410	Abnormal Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
SOCI 105	Social Problems	3 units
SOCI 141	Ethnicity and Race in Society	3 units
SOCI 205	Social Science Research Methods	3 units

#### Total Required Major Units: 18

*Refer to Option 1 listed above for information on additional degree requirements that must be fulfilled in order to complete the total of 60 transferable, degree applicable units for an Associate Degree.*

### AA Interdisciplinary Studies, Option 2, Transfer Pattern: Arts and Humanities

Students earning this AA degree analyze and evaluate the ways in which people from different cultures have expressed themselves through the Arts and Humanities.

The Interdisciplinary Studies major is designed for students pursuing broad areas of study and exploration in an area of emphasis as described below. Option 2 enables students to complete the requirements for the Associate degree and to fulfill the general education requirements for the California State University, University of California, or some private and out-of-state universities.



Important: Completion of the CSU or UC patterns does not guarantee admission to any of these institutions. Consult with a counselor for further information.

**Option 2, Transfer Pattern: California State University, University of California, or some private and out-of-state universities.**

Intended for students who are planning to transfer to a four-year university. Courses should be chosen carefully in consultation with a counselor.

**A. Choose a General Education Pattern**

- Complete 39 units of the CSU GE requirements (a C or better grade is required in Areas A1, A2, A3 and B4)

**OR**

- Complete 34-37 units of the Intersegmental General Education Transfer Curriculum (IGETC) for UC or CSU (all courses must be completed with a C or better grade)

**B. Complete 18 units in the Arts and Humanities Area of Emphasis as shown below.**

**C. Remaining 3 to 5 units should be chosen in consultation with a counselor to fulfill Associate Degree competency and specific area requirements and lower-division preparation and/or electives for a total of 60 degree applicable units for an Associate Degree.**

**Program Learning Outcomes**

Students completing this program will be able to:

1. Select, evaluate, and use information to solve problems, investigate and express a point of view, support a conclusion, engage in or assess creative expression, and explicate the intellectual connections between disciplines.
2. Use spoken and written language, source material, evidence, and artistic expression to convey an idea or set of facts according to institutional and discipline standards.
3. Demonstrate the ability to recognize and interpret multiple points of view and means of expression that emerge from a diverse world of peoples and cultures.

**AA Degree Requirements**

**Major: Core and Selective Requirements**

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

**I. Arts:**

**Select 9 units, courses must be selected from at least 2 disciplines:**

		<b>Units</b>
ART 101	Ancient, Classical and Medieval Art History	3 units
ART 102	Late Medieval, Renaissance and Baroque Art History	3 units
ART 103	History of Art from the Baroque Period to Post-Impressionism	3 units
ART 104	History of Modern Art	3 units
ART 204	Drawing I	3 units
ART 214	Color	3 units
ART 301	Two-Dimensional Design	3 units
DRAM 140	Introduction to the Theatre	3 units
DRAM 151	Introduction to Shakespeare I	3 units
LIT. 441	Survey of Film	3 units
LIT. 442	Film Study and Appreciation	3 units
MUS. 100	Fundamentals of Music	3 units
MUS. 202	Music Appreciation	3 units
MUS. 210	Histories of Popular Music and Rock	3 units
MUS. 240	Latin American Music	3 units
MUS. 250	World Music	3 units

**II. Humanities**

**Select 9 units, courses must be selected from at least 2 disciplines:**

		<b>Units</b>
DRAM 151	Introduction to Shakespeare I	3 units
ENGL 110	Composition, Literature, and Critical Thinking	3 units
ENGL 161	Creative Writing I	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
HIST 104	World History I	3 units
HIST 106	World History II	3 units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units
HIST 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. 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 130	Intermediate Spanish	4 units
SPAN 140	Advanced Intermediate Spanish	4 units
SPAN 162	Latino Literature II	3 units
SPAN 220	Spanish for Heritage Speakers I	4 units
SPAN 230	Spanish for Heritage Speakers II	4 units

**Total Required Major Units: 18**

**Refer to Option 2 listed above for information on degree requirements that must be fulfilled in order to complete the total of 60 degree applicable units for an Associate Degree.**

## AA Interdisciplinary Studies, Option 2, Transfer Pattern: Natural Science and Mathematics

The Natural Science and Mathematics are a gateway to a very large number of occupations, many of which require specific coursework for transfer and/or admission to professional schools. In general, careers in the natural sciences require strong computational, communication and analytical thinking skills.

The degree in Interdisciplinary Studies with emphasis in Natural Science and Mathematics prepares students for further study and employment as life and physical scientists, health practitioners, engineers and science technicians.

The Interdisciplinary Studies major is designed for students pursuing broad areas of study and exploration in an area of emphasis as described below. Option 2 enables students to complete the requirements for the Associate degree and to fulfill the general education requirements for the California State University, University of California, or some private and out-of-state universities.

Important: Completion of the CSU or UC patterns does not guarantee admission to any of these institutions. Consult with a counselor for further information.

### Option 2, Transfer Pattern: California State University, University of California, or some private and out-of-state universities.

Intended for students who are planning to transfer to a four-year university. Courses should be chosen carefully in consultation with a counselor.

#### A. Choose a General Education Pattern

- Complete 39 units of the CSU GE requirements (a C or better grade is required in Areas A1, A2, A3 and B4)

**OR**

- Complete 34-37 units of the Intersegmental General Education Transfer Curriculum (IGETC) for UC or CSU (all courses must be completed with a C or better grade)

#### B. Complete 18 units in the Natural Science and Mathematics Areas of Emphasis as shown below.

C. Remaining 3 to 5 units should be chosen in consultation with a counselor to fulfill Associate Degree competency and specific area requirements and lower-division preparation and/or electives for a total of 60 degree applicable units for an Associate Degree.



## Program Learning Outcomes

Students completing this program will be able to:

1. Use the scientific method to investigate scientific questions and critically evaluate and effectively communicate scientific data.
2. Use symbolic, graphical and numerical representation of mathematical ideas to address real world problems.
3. Critically evaluate scientific information and examine its significance and impact on society and the environment.

## AA Degree Requirements

### Major: Core and Selective Requirements

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

#### I. Introductory Science Courses\*\*, select a minimum of 9 units:

Units

1. Biology: a student may choose up to 2 of the following courses to meet this requirement:		
BIOL 110	Principles Of Biology	4 units
BIOL 130	Human Biology	3 units
BIOL 132	Human Biology Laboratory	1 unit
BIOL 310	Nutrition	3 units
2. Chemistry: a student may choose 1 of the following courses to meet this requirement:		
CHEM 192	Elementary Chemistry	4 units
CHEM 210	General Chemistry I	5 units
CHEM 410	Chemistry for Health Sciences	4 units
3. Physics: a student may choose 1 of the following courses to meet this requirement:		
PHYS 210	General Physics I	4 units
PHYS 250	Physics with Calculus I	4 units
4. Other sciences: a student may choose up to 3 of the following courses to meet this requirement:		
ANTH 125	Biological Anthropology	3 units
ASTR 100	Introduction to Astronomy	3 units
<b>AND</b>		
ASTR 101	Astronomy Laboratory	1 unit
CIS 118	Introduction to Computer Science	4 units
<b>OR</b>		

CIS 122	Introduction to Programming: Python	3 units
ENGR 100	Introduction to Engineering	3 units
ENVS 115	Environmental Science	3 units
GEOG 100	Physical Geography	3 units
GEOL 100	Introduction to Geology	3 units
<b>AND</b>		
GEOL 101	Geology Laboratory	1 unit
HSCI 100	General Health Science	3 units
METE 100	Meteorology - Weather and Climate	3 units
OCEN 100	Oceanography	3 units
<b>AND</b>		
OCEN 101	Oceanography Lab	1 unit

\*\*At least one introductory OR advanced course MUST have a laboratory experience included or a laboratory course must be taken.

#### II. Mathematics Competency, select a minimum of 3 units:

Units

MATH 125	Elementary Finite Mathematics	3 units
MATH 130	Analytical Trigonometry	4 units
MATH 200	Elementary Probability and Statistics	4 units
MATH 225	Path to Calculus	6 units
MATH 241	Business Calculus I	5 units
MATH 251	Analytical Geometry and Calculus I	5 units

#### III. Advanced Courses\*\*, select a minimum of 6 units:

Units

BIOL 225	Biology Of Organisms	5 units
BIOL 230	Cell and Molecular Biology	5 units
BIOL 240	General Microbiology	4 units
BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units
CHEM 220	General Chemistry II	5 units
CHEM 231	Organic Chemistry I	5 units
CIS 242	Computer Architecture and Assembly Language	3 units
CIS 262	Discrete Mathematics for Computer Science	3 units



MATH 252	Analytical Geometry and Calculus II	5 units
MATH 253	Analytic Geometry and Calculus III	5 units
PHYS 220	General Physics II	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

*\*\*At least one introductory OR advanced course MUST have a laboratory experience included or a laboratory course must be taken.*

### Total Required Major Units: 18

**Refer to Option 2 listed above for information on degree requirements that must be fulfilled in order to complete the total of 60 degree applicable units for an Associate Degree.**

## AA Interdisciplinary Studies, Option 2, Transfer Pattern: Social and Behavioral Sciences

The Social and Behavioral Sciences are a cluster of disciplines that analyze basic dimensions of the human world through the application of systematic methods. Social scientists study an array of topics and deploy a multitude of theories and research methods collecting and analyzing data from participant observations, group interviews, surveys, historical documents, laboratory experiments, and more. Students who earn an AA in the Social and Behavioral Sciences analyze and evaluate the social world from the perspectives of anthropology, communication studies, economics, geography, history, philosophy, political science, psychology, and sociology.

The degree in Interdisciplinary Studies with emphasis in Social and Behavioral Sciences prepares students for a variety of careers related to education, law, social work, business, politics, and human services.

The Interdisciplinary Studies major is designed for students pursuing broad areas of study and exploration in an area of emphasis as described below. Option 2 enables students to complete the requirements for the Associate degree and to fulfill the general education requirements for the California State University, University of California, or some private and out-of-state universities.

Important: Completion of the CSU or UC patterns does not guarantee admission to any of these institutions. Consult with a counselor for further information.

### Option 2, Transfer Pattern: California State University, University of California, or some private and out-of-state universities.

Intended for students who are planning to transfer to a four-year university. Courses should be chosen carefully in consultation with a counselor.

#### A. Choose a General Education Pattern

- Complete 39 units of the CSU GE requirements (a C or better grade is required in Areas A1, A2, A3 and B4)
- OR**
- Complete 34-37 units of the Intersegmental General Education Transfer Curriculum (IGETC) for UC or CSU (all courses must be completed with a C or better grade)

#### B. Complete 18 units in the Social and Behavioral Sciences Area of Emphasis as shown below.

C. Remaining 3 to 5 units should be chosen in consultation with a counselor to fulfill Associate Degree competency and specific area requirements and lower-division preparation and/or electives for a total of 60 degree applicable units for an Associate Degree.

### Program Learning Outcomes

Students completing this program will be able to:

1. Analyze Social Science concepts and theories
2. Evaluate diverse viewpoints related to the human experience
3. Produce evidence based arguments

### AA Degree Requirements

#### Major: Core and Selective Requirements

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

Social and Behavioral Sciences. Courses must be selected from at least 4 disciplines:		Units
ANTH 110	Cultural Anthropology	3 units
ANTH 125	Biological Anthropology	3 units
ANTH 126	Biological Anthropology Laboratory	1 unit
ANTH 351	Archaeology	3 units
COMM 110	Public Speaking	3 units
COMM 150	Intercultural Communication	3 units





COMM 180	Introduction to Communication Studies	3 units
ECON 100	Principles of Macro Economics	3 units
ECON 102	Principles of Micro Economics	3 units
ECON 230	Economic History of the United States	3 units
GEOG 110	Cultural Geography	3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
HIST 104	World History I	3 units
HIST 106	World History II	3 units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units
PHIL 100	Introduction to Philosophy	3 units
PHIL 160	History of Philosophy: Ancient and Medieval	3 units
PHIL 190	Contemporary Philosophy	3 units
PHIL 240	Introduction to Ethics	3 units
PHIL 300	Introduction to World Religions	3 units
PLSC 130	Introduction to International Relations	3 units
PLSC 150	Introduction to Political Theory	3 units
PLSC 210	American Politics	3 units
PLSC 310	California State and Local Government	3 units
PSYC 100	General Psychology	3 units
PSYC 106	Psychology of Prejudice and Discrimination	3 units
PSYC 200	Developmental Psychology	3 units
PSYC 205	Social Science Research Methods	3 units
PSYC 300	Social Psychology	3 units
PSYC 340	Introduction to Human Sexuality	3 units
PSYC 410	Abnormal Psychology	3 units
SOCI 100	Introduction to Sociology	3 units
SOCI 105	Social Problems	3 units
SOCI 141	Ethnicity and Race in Society	3 units
SOCI 205	Social Science Research Methods	3 units

**Total Required Major Units: 18**

**Refer to Option 2 listed above for information on degree requirements that must be fulfilled in order to complete**

**the total of 60 degree applicable units for an Associate Degree.**

## INTERIOR DESIGN

### AS Associate in Science Degree Program

Interior Design..... 60 units

### CA Certificate of Achievement

Home Staging.....24 units

Interior Design..... 41 units

Kitchen and Bath Design (Affiliated with NKBA, National Kitchen & Bath Association)..... 42 units

## AS Interior Design

The Interior Design Department offers courses for individuals interested in preparing for careers in interior design. Included in the program are a transfer program, an AS degree, and three Certificates of Achievement: the Interior Design Certificate, the Kitchen and Bath Certificate, and the Home Staging Certificate. Students can apply for the AS degree in Interior Design after completion of the required units from the certificate and from the general education plan. If a student has earned a bachelor's degree, they need to see a counselor regarding courses completed during the first two years of college that may be substituted for core requirement courses. Also, they can have their general education unit requirement waived to earn the AS degree in Interior Design.

### Career Opportunities

Options for career paths include residential design, space planning and home staging, kitchen and bath design, commercial design, retail sales, sustainable design, historic preservation and renovation, lighting design, or showroom or product manufacturer's representative.

### Program Learning Outcomes

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

### AS Degree Requirements



**Major: Core and Selective Requirements**

Complete Core Courses, 35 units		Units
ARCH 110	Interior Architectural Drafting	3 units
INTD 115	Introduction to Interior Design	3 units
INTD 128	Presentation Techniques	3 units
INTD 148	Color and Design	3 units
INTD 150	History of Interiors I	3 units
INTD 151	History of Interiors II	3 units
INTD 175	Space Planning and Design	3 units
INTD 250	Professional Practices for Interior Designers	3 units
INTD 260	Overview of Lighting Design	3 units
INTD 301	Portfolio Development	1 unit
INTD 400	Principles of Sustainable Design	3 units
INTD 450	Materials and Finishes	3 units
INTD 672	Work Experience Education: Internship	1 unit

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

List A, complete 3 units from the following:		Units
INTD 360	CAD Applications for Interior Designers	3 units
INTD 361	Chief Architect for Interior Designers	3 units

List B, complete 3 units from the following:		Units
INTD 126	Critical Thinking for Interior Designers	3 units
INTD 367	3D Modeling SketchUp for Interior Designers	3 units
INTD 272	Kitchen and Bath Design	3 units

**Total Required Major Units: 41**

**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](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

**CA Home Staging**

The Interior Design Department offers courses designed for individuals interested in preparing for careers in the professional fields of interior design. Included in the program are a transfer program, an AS degree, and three certificate programs. The Kitchen & Bath Design Certificate is 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. The Home Staging Certificate of Achievement provides students with the basics of Home Staging business including in site-training with a Professional Home Stager. Cañada College is the only community college in the Bay Area offering this certificate. 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, retail sales, or showroom or product manufacturer's representative.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Communicate design concepts clearly and concisely (i.e. visual, oral, and written).
2. Develop competitive industry standard skills in the respective fields.
3. Understand the elements and principles of design through discipline-specific implementation.

**Major: Core and Selective Requirements**

Complete Core Courses, 24 units		Units
ARCH 110	Interior Architectural Drafting	3 units
INTD 115	Introduction to Interior Design	3 units
INTD 148	Color and Design	3 units
INTD 175	Space Planning and Design	3 units
INTD 250	Professional Practices for Interior Designers	3 units
INTD 260	Overview of Lighting Design	3 units



INTD 300	Studio I: Home Staging	3 units
INTD 450	Materials and Finishes	3 units

**Total Required Units: 24**

## CA Interior Design

The Interior Design Department offers courses for individuals interested in preparing for careers in interior design. Included in the program are a transfer program, an AS degree, and three Certificates of Achievement: the Interior Design Certificate, the Kitchen and Bath Certificate, and the Home Staging Certificate. The Interior Design Certificate of Achievement meets the minimum education qualifying requirements for the IDEX (Interior Design Examination) exam to become a Certified Interior Designer (CID) in California once the student graduates from the program and for the ASID (American Society of Interior Designers) allied membership. If a student has earned a bachelor's degree, they need to see a counselor regarding courses completed during the first two years of college that may be substituted for core requirement courses. Also, they can have their general education unit requirement waived to earn the AS degree in Interior Design after completion of the required units from the certificate.

### 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, 35 units		Units
ARCH 110	Interior Architectural Drafting	3 units
INTD 115	Introduction to Interior Design	3 units
INTD 128	Presentation Techniques	3 units
INTD 148	Color and Design	3 units
INTD 150	History of Interiors I	3 units

INTD 151	History of Interiors II	3 units
INTD 175	Space Planning and Design	3 units
INTD 250	Professional Practices for Interior Designers	3 units
INTD 260	Overview of Lighting Design	3 units
INTD 301	Portfolio Development	1 unit
INTD 400	Principles of Sustainable Design	3 units
INTD 450	Materials and Finishes	3 units
INTD 672	Work Experience Education: Internship	1 unit

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

**List A, complete 3 units from the following: Units**

INTD 360	CAD Applications for Interior Designers	3 units
INTD 361	Chief Architect for Interior Designers	3 units

**List B, complete 3 units from the following: Units**

INTD 126	Critical Thinking for Interior Designers	3 units
INTD 272	Kitchen and Bath Design	3 units
INTD 367	3D Modeling SketchUp for Interior Designers	3 units

**Total Required Units: 41**

## CA 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





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		Units
DANC 100	Dance Appreciation	3 units
MUS. 100	Fundamentals of Music	3 units

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):**

		Units
DANC 121.1	Contemporary Modern Dance I	1 unit
DANC 121.2	Contemporary Modern Dance II	1 unit
DANC 121.3	Contemporary Modern Dance III	1 unit
DANC 121.4	Contemporary Modern Dance IV	1 unit
DANC 130.1	Jazz Dance I	1 unit
DANC 130.2	Jazz Dance II	1 unit
DANC 130.3	Jazz Dance III	1 unit

DANC 130.4	Jazz Dance IV	1 unit
DANC 140.1	Ballet I	0.5 or 1 units
DANC 140.2	Ballet II	0.5 or 1 units
DANC 140.3	Ballet III	0.5 or 1 units
DANC 140.4	Ballet IV	0.5 or 1 units
DANC 400.1	Dance Performance and Production I	1 unit
DANC 400.2	Dance Performance and Production II	1 unit
DANC 400.3	Dance Performance and Production III	1 unit
DANC 400.4	Dance Performance and Production IV	1 unit

**Group B: complete 6 units from the following (no more than 2 courses per family):**

		Units
DANC 115.1	Mexican Folkloric Dance I	1 unit
DANC 115.2	Mexican Folkloric Dance II	1 unit
DANC 115.3	Mexican Folkloric Dance III	1 unit
DANC 115.4	Mexican Folkloric Dance IV	1 unit
DANC 117.1	Tap Dance I	1 unit
DANC 117.2	Tap Dance II	1 unit
DANC 117.3	Tap Dance III	1 unit
DANC 117.4	Tap Dance IV	1 unit
DANC 125.1	Salsa I	1 unit
DANC 125.2	Salsa II	1 unit
DANC 125.3	Salsa III	1 unit
DANC 125.4	Salsa IV	1 unit



DANC 150.1	Hip Hop I	1 unit
DANC 150.2	Hip Hop II	1 unit
DANC 150.3	Hip Hop III	1 unit
DANC 150.4	Hip Hop IV	1 unit
DANC 151.1	Social Dance I	1 unit
DANC 151.2	Social Dance II	1 unit
DANC 151.3	Social Dance III	1 unit
DANC 151.4	Social Dance IV	1 unit
DANC 157.1	Afro Cuban Dance Fusion I	0.5 or 1 units
DANC 157.2	Afro Cuban Dance Fusion II	0.5 or 1 units
DANC 157.4	Afro Cuban Dance Fusion IV	0.5 or 1 units
DANC 157.3	Afro Cuban Dance Fusion III	0.5 or 1 units
DANC 161.1	Tango Argentino I	0.5 or 1 units
DANC 161.2	Tango Argentino II	0.5 or 1 units
DANC 161.3	Tango Argentino III	0.5 or 1 units
DANC 161.4	Tango Argentino IV	0.5 or 1 units
DANC 350.1	Cardio Dance I	1 unit
DANC 350.2	Cardio Dance II	1 unit
DANC 350.3	Cardio Dance III	1 unit
DANC 350.4	Cardio Dance IV	1 unit
FITN 334.1	Yoga I	1 unit
FITN 334.2	Yoga II	1 unit
FITN 334.3	Yoga III	1 unit

FITN 334.4	Yoga IV	1 unit
FITN 335.1	Pilates I	1 unit
FITN 335.2	Pilates II	1 unit
FITN 335.3	Pilates III	1 unit
FITN 335.4	Pilates IV	1 unit

**Group C: complete 3 units from the following:**

		<b>Units</b>
BUS. 150	Entrepreneurship: Small Business Management	3 units
COMM 130	Interpersonal Communication	3 units
DRAM 200	Acting I: Acting For the Stage and the Camera	3 units

**Total Required Major Units: 21**

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

## AA Kinesiology

An associate degree in kinesiology offers the foundation of the human movement field. Upon completion of the associate's degree, students gain an understanding of how human movement can affect sports training and health. The degree includes a solid foundation of their selected sub discipline in kinesiology.

### Career Opportunities

An associate degree in kinesiology prepares students for transfer to obtain a bachelor's degree to work in a variety of fields, such as health, wellness, fitness, personal trainer, coaching, athletic trainer, group exercise instructor, exercise physiologist, etc.

### Program Learning Outcomes

Students completing this program will be able to:

1. Recognize and evaluate the importance of physical activity in leading a healthy, functional lifestyle and in creating or increasing a sense of well-being.
2. Exhibit interpersonal communication, cooperative relationships and social interaction within diverse and dynamic environments.



3. Analyze and understand the discipline of kinesiology to apply appropriate scientific and quantitative conclusions to physical activity.
4. Demonstrate and improve fitness components along with alignment, body positioning, special awareness, or rhythm while performing exercise movements.
5. Demonstrate professional and ethical decision-making and civic responsibility when applying knowledge of kinesiology.

### AA Degree Requirements

#### Major: Core and Selective Requirements

##### Complete Core Courses, 15 units

##### Units

BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units
KINE 101	Introduction to Kinesiology	3 units

**Movement Based Courses: Select 3 units from the following with a maximum of one unit from any one area**

##### Area 1: Aquatics

##### Units

AQUA 127.1	Swim Stroke Development I	1 unit
AQUA 127.2	Swim Stroke Development II	1 unit
AQUA 127.3	Swim Stroke Development III	1 unit
AQUA 127.4	Swim Stroke Development IV	1 unit
AQUA 133.1	Individual Swim Conditioning I	1 unit
AQUA 135.1	Aqua Exercise I	1 unit

##### Area 2: Dance

##### Units

DANC 115.1	Mexican Folkloric Dance I	1 unit
DANC 115.2	Mexican Folkloric Dance II	1 unit
DANC 115.3	Mexican Folkloric Dance III	1 unit
DANC 115.4	Mexican Folkloric Dance IV	1 unit
DANC 117.1	Tap Dance I	1 unit

DANC 117.2	Tap Dance II	1 unit
DANC 117.3	Tap Dance III	1 unit
DANC 117.4	Tap Dance IV	1 unit
DANC 121.1	Contemporary Modern Dance I	1 unit
DANC 121.2	Contemporary Modern Dance II	1 unit
DANC 121.3	Contemporary Modern Dance III	1 unit
DANC 121.4	Contemporary Modern Dance IV	1 unit
DANC 125.1	Salsa I	1 unit
DANC 125.2	Salsa II	1 unit
DANC 125.3	Salsa III	1 unit
DANC 125.4	Salsa IV	1 unit
DANC 130.1	Jazz Dance I	1 unit
DANC 130.2	Jazz Dance II	1 unit
DANC 130.3	Jazz Dance III	1 unit
DANC 130.4	Jazz Dance IV	1 unit
DANC 140.1	Ballet I	0.5 or 1 units
DANC 140.2	Ballet II	0.5 or 1 units
DANC 140.3	Ballet III	0.5 or 1 units
DANC 140.4	Ballet IV	0.5 or 1 units
DANC 150.1	Hip Hop I	1 unit
DANC 150.2	Hip Hop II	1 unit
DANC 150.3	Hip Hop III	1 unit
DANC 150.4	Hip Hop IV	1 unit



DANC 151.1	Social Dance I	1 unit
DANC 151.2	Social Dance II	1 unit
DANC 151.3	Social Dance III	1 unit
DANC 151.4	Social Dance IV	1 unit
DANC 157.1	Afro Cuban Dance Fusion I	0.5 or 1 units
DANC 157.2	Afro Cuban Dance Fusion II	0.5 or 1 units
DANC 157.3	Afro Cuban Dance Fusion III	0.5 or 1 units
DANC 157.4	Afro Cuban Dance Fusion IV	0.5 or 1 units
DANC 161.1	Tango Argentino I	0.5 or 1 units
DANC 161.2	Tango Argentino II	0.5 or 1 units
DANC 161.3	Tango Argentino III	0.5 or 1 units
DANC 161.4	Tango Argentino IV	0.5 or 1 units
DANC 350.1	Cardio Dance I	1 unit
DANC 350.2	Cardio Dance II	1 unit
DANC 350.3	Cardio Dance III	1 unit
DANC 350.4	Cardio Dance IV	1 unit
DANC 400.1	Dance Performance and Production I	1 unit
DANC 400.2	Dance Performance and Production II	1 unit
DANC 400.3	Dance Performance and Production III	1 unit
DANC 400.4	Dance Performance and Production IV	1 unit

**Area 3: Fitness****Units**

FITN 112	Cross-Training	1 unit
FITN 117	Fitness Assessment, Strength and Conditioning	1 unit

FITN 118	Beginning Fitness Center	1 unit
FITN 119	Intermediate Fitness Center	1 unit
FITN 122	Total Body Burn	1 unit
FITN 128.1	Core Strength and Functional Training I	1 unit
FITN 128.2	Core Strength and Functional Training II	1 unit
FITN 152	Basketball Conditioning	1 unit
FITN 153	Soccer Conditioning	1 unit
FITN 154	Volleyball Conditioning	1 unit
FITN 210	Varsity Weight Conditioning	1 unit
FITN 227.1	TRX® Suspension Training I	1 unit
FITN 227.2	TRX® Suspension Training II	1 unit
FITN 227.3	TRX® Suspension Training III	1 unit
FITN 227.4	TRX® Suspension Training IV	1 unit
FITN 235	Boot Camp	1 unit
FITN 301.1	Spinning I	1 unit
FITN 301.2	Spinning II	1 unit
FITN 301.3	Spinning III	1 unit
FITN 304.1	Walking Fitness I	1 unit
FITN 304.2	Walking Fitness II	1 unit
FITN 304.3	Walking Fitness III	1 unit
FITN 304.4	Walking Fitness IV	1 unit
FITN 308.1	Hiking and Trekking for Fitness I	1 unit
FITN 332.1	Flexibility and Stretching I	1 unit
FITN 332.2	Flexibility and Stretching II	1 unit
FITN 334.1	Yoga I	1 unit
FITN 334.2	Yoga II	1 unit





FITN 334.3	Yoga III	1 unit
FITN 334.4	Yoga IV	1 unit
FITN 335.1	Pilates I	1 unit
FITN 335.2	Pilates II	1 unit
FITN 335.3	Pilates III	1 unit
FITN 335.4	Pilates IV	1 unit

**Area 4: Individual Sports****Units**

INDV 121.1	Badminton I	1 unit
INDV 121.2	Badminton II	1 unit
INDV 160.1	Golf I	1 unit
INDV 160.2	Golf II	1 unit
INDV 160.3	Golf III	1 unit
INDV 160.4	Golf IV	1 unit
INDV 251.1	Tennis I	1 unit
INDV 251.2	Tennis II	1 unit
INDV 251.3	Tennis III	1 unit
INDV 251.4	Tennis IV	1 unit

**Area 5: Team Sports****Units**

TEAM 105	Advanced Baseball	1 unit
TEAM 111.1	Basketball I	1 unit
TEAM 111.2	Basketball II	1 unit
TEAM 111.3	Basketball III	1 unit
TEAM 111.4	Basketball IV	1 unit

TEAM 132.1	Flag Football I	1 unit
TEAM 132.2	Flag Football II	1 unit
TEAM 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:****Units**

BIOL 310	Nutrition	3 units
CBOT 432	Introduction to Computer Applications	3 units
CHEM 210	General Chemistry I	5 units

**OR**



CHEM 410	Chemistry for Health Sciences	4 units
COMM 110	Public Speaking	3 units
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**

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

## AA-T Kinesiology

An Associate Degree in Kinesiology offers the foundation for major course requirements towards a Bachelor's Degree program at a four-year university. Upon completion of the Associate's degree, students gain an understanding of how human movement can affect sports training, health, as well as a solid foundation to build their selected sub discipline in Kinesiology at a four-year university. For additional AA or AA-T degree requirements, please see explanation in college catalog or see a Counselor.

### Career Opportunities

An associate degree in Kinesiology prepares students for transfer to obtain a Bachelor's degree to work in a variety of fields, such as health, wellness, fitness, personal trainer, coaching, athletic trainer, group exercise instructor, exercise physiologist, etc.

### Program Learning Outcomes

Students completing this program will be able to:

1. Recognize and evaluate the importance of physical activity in leading a healthy, functional lifestyle and in creating or increasing a sense of well-being.
2. Exhibit interpersonal communication, cooperative relationships and social interaction within diverse and dynamic environments.
3. Analyze and understand the discipline of kinesiology to apply appropriate scientific and quantitative conclusions to physical activity.
4. Demonstrate and improve fitness components along with alignment, body positioning, special awareness, or rhythm while performing exercise movements.
5. Demonstrate professional and ethical decision-making and civic responsibility when applying knowledge of kinesiology.

### AA-T Degree Requirements

#### Major: Core and Selective Requirements

##### Complete Core Courses, 15 units

##### Units

BIOL 250	Human Anatomy	4 units
BIOL 260	Human Physiology	5 units
KINE 101	Introduction to Kinesiology	3 units

**Movement Based Courses: Select a maximum of one course from any three of the following areas for a maximum of 3 units.**

##### Area 1: Aquatics

##### Units

AQUA 127.1	Swim Stroke Development I	1 unit
AQUA 127.2	Swim Stroke Development II	1 unit

##### Area 2: Dance

##### Units

DANC 115.1	Mexican Folkloric Dance I	1 unit
DANC 115.2	Mexican Folkloric Dance II	1 unit
DANC 115.3	Mexican Folkloric Dance III	1 unit
DANC 115.4	Mexican Folkloric Dance IV	1 unit
DANC 117.1	Tap Dance I	1 unit
DANC 117.2	Tap Dance II	1 unit
DANC 117.3	Tap Dance III	1 unit
DANC 117.4	Tap Dance IV	1 unit
DANC 121.1	Contemporary Modern Dance I	1 unit
DANC 121.2	Contemporary Modern Dance II	1 unit
DANC 121.3	Contemporary Modern Dance III	1 unit
DANC 121.4	Contemporary Modern Dance IV	1 unit
DANC 125.1	Salsa I	1 unit



DANC 125.2	Salsa II	1 unit
DANC 125.3	Salsa III	1 unit
DANC 125.4	Salsa IV	1 unit
DANC 130.1	Jazz Dance I	1 unit
DANC 130.2	Jazz Dance II	1 unit
DANC 130.3	Jazz Dance III	1 unit
DANC 130.4	Jazz Dance IV	1 unit
DANC 140.1	Ballet I	0.5 or 1 units
DANC 140.2	Ballet II	0.5 or 1 units
DANC 140.3	Ballet III	0.5 or 1 units
DANC 140.4	Ballet IV	0.5 or 1 units
DANC 150.1	Hip Hop I	1 unit
DANC 150.2	Hip Hop II	1 unit
DANC 150.3	Hip Hop III	1 unit
DANC 150.4	Hip Hop IV	1 unit
DANC 151.1	Social Dance I	1 unit
DANC 151.2	Social Dance II	1 unit
DANC 151.3	Social Dance III	1 unit
DANC 151.4	Social Dance IV	1 unit
DANC 161.1	Tango Argentino I	0.5 or 1 units
DANC 161.2	Tango Argentino II	0.5 or 1 units
DANC 161.3	Tango Argentino III	0.5 or 1 units
DANC 161.4	Tango Argentino IV	0.5 or 1 units

DANC 400.1	Dance Performance and Production I	1 unit
DANC 400.2	Dance Performance and Production II	1 unit
DANC 400.3	Dance Performance and Production III	1 unit
DANC 400.4	Dance Performance and Production IV	1 unit

**Area 3: Fitness****Units**

FITN 112	Cross-Training	1 unit
FITN 117	Fitness Assessment, Strength and Conditioning	1 unit
FITN 118	Beginning Fitness Center	1 unit
FITN 119	Intermediate Fitness Center	1 unit
FITN 122	Total Body Burn	1 unit
FITN 128.1	Core Strength and Functional Training I	1 unit
FITN 128.2	Core Strength and Functional Training II	1 unit
FITN 152	Basketball Conditioning	1 unit
FITN 153	Soccer Conditioning	1 unit
FITN 154	Volleyball Conditioning	1 unit
FITN 210	Varsity Weight Conditioning	1 unit
FITN 227.1	TRX® Suspension Training I	1 unit
FITN 227.2	TRX® Suspension Training II	1 unit
FITN 227.3	TRX® Suspension Training III	1 unit
FITN 227.4	TRX® Suspension Training IV	1 unit
FITN 235	Boot Camp	1 unit
FITN 301.1	Spinning I	1 unit
FITN 301.2	Spinning II	1 unit
FITN 301.3	Spinning III	1 unit
FITN 304.1	Walking Fitness I	1 unit
FITN 304.2	Walking Fitness II	1 unit



FITN 304.3	Walking Fitness III	1 unit
FITN 304.4	Walking Fitness IV	1 unit
FITN 308.1	Hiking and Trekking for Fitness I	1 unit
FITN 332.1	Flexibility and Stretching I	1 unit
FITN 332.2	Flexibility and Stretching II	1 unit
FITN 334.1	Yoga I	1 unit
FITN 334.2	Yoga II	1 unit
FITN 334.3	Yoga III	1 unit
FITN 334.4	Yoga IV	1 unit
FITN 335.1	Pilates I	1 unit
FITN 335.2	Pilates II	1 unit
FITN 335.3	Pilates III	1 unit
FITN 335.4	Pilates IV	1 unit

**Area 4: Individual Sports****Units**

INDV 121.1	Badminton I	1 unit
INDV 121.2	Badminton II	1 unit
INDV 160.1	Golf I	1 unit
INDV 160.2	Golf II	1 unit
INDV 160.3	Golf III	1 unit
INDV 160.4	Golf IV	1 unit
INDV 251.1	Tennis I	1 unit
INDV 251.2	Tennis II	1 unit
INDV 251.3	Tennis III	1 unit

INDV 251.4	Tennis IV	1 unit
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**Area 5: Team Sports****Units**

TEAM 105	Advanced Baseball	1 unit
TEAM 111.1	Basketball I	1 unit
TEAM 111.2	Basketball II	1 unit
TEAM 111.3	Basketball III	1 unit
TEAM 111.4	Basketball IV	1 unit
TEAM 132.1	Flag Football I	1 unit
TEAM 132.2	Flag Football II	1 unit
TEAM 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:**

		<b>Units</b>
BIOL 130	Human Biology	3 units
<b>AND</b>		
BIOL 132	Human Biology Laboratory	1 unit
CHEM 210	General Chemistry I	5 units
<b>OR</b>		
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:**

#### Area 1 - Social Sciences, choose a minimum of 6 units from the following:

		<b>Units</b>
HIST 245	Race, Ethnicity and Immigration in the U.S.	3 units
HIST 246	History of Latinos in the U.S.	3 units
HIST 422	Modern Latin America	3 units
PSYC 106	Psychology of Prejudice and Discrimination	3 units



SOCI 141	Ethnicity and Race in Society	3 units
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**Area 2 - Arts, Culture and Literature, choose a minimum of 4-6 units from the following:**

		Units
DANC 115.1	Mexican Folkloric Dance I	1 unit
DANC 115.2	Mexican Folkloric Dance II	1 unit
DANC 115.3	Mexican Folkloric Dance III	1 unit
DANC 115.4	Mexican Folkloric Dance IV	1 unit
DANC 125.1	Salsa I	1 unit
DANC 125.2	Salsa II	1 unit
DANC 125.3	Salsa III	1 unit
DANC 125.4	Salsa IV	1 unit
LIT. 371	Mexican-American Literature	3 units
LIT. 372	Myth and Folklore of La Raza	3 units
LIT. 373	Latin American Literature in Translation	3 units
MUS. 240	Latin American Music	3 units
SPAN 162	Latino Literature II	3 units

**Area 3 - Spanish Language and Heritage, choose a minimum of 3-5 units from the following:**

		Units
SPAN 120	Advanced Elementary Spanish	5 units
SPAN 122	Advanced Elementary Spanish II	3 units
SPAN 130	Intermediate Spanish	4 units
SPAN 140	Advanced Intermediate Spanish	4 units
SPAN 145	Spanish Conversation through Film	3 units
SPAN 220	Spanish for Heritage Speakers I	4 units
SPAN 230	Spanish for Heritage Speakers II	4 units

**Area 4, choose a minimum of 5-6 units from the following:**

	Units
Any course or courses not selected from Areas 1, 2 or 3	5 - 6 units

**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.*

## CA Latin American and Latino/a Studies

Latin American and Latino/a Studies is an interdisciplinary program that combines courses from multiple academic departments to give students a broad understanding of historical, 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:** **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 422	Modern Latin America	3 units
PSYC 106	Psychology of Prejudice and Discrimination	3 units
SOCI 141	Ethnicity and Race in Society	3 units

**Area 2 - Arts, Culture and Literature, choose a minimum of 4-6 units from the following:** **Units**

DANC 115.1	Mexican Folkloric Dance I	1 unit
DANC 115.2	Mexican Folkloric Dance II	1 unit
DANC 115.3	Mexican Folkloric Dance III	1 unit
DANC 115.4	Mexican Folkloric Dance IV	1 unit
DANC 125.1	Salsa I	1 unit
DANC 125.2	Salsa II	1 unit
DANC 125.3	Salsa III	1 unit
DANC 125.4	Salsa IV	1 unit
LIT. 371	Mexican-American Literature	3 units
LIT. 372	Myth and Folklore of La Raza	3 units
LIT. 373	Latin American Literature in Translation	3 units
MUS. 240	Latin American Music	3 units
SPAN 162	Latino Literature II	3 units

**Area 3 - Spanish Language and Heritage, choose a minimum of 3-5 units from the following:** **Units**

SPAN 120	Advanced Elementary Spanish	5 units
SPAN 122	Advanced Elementary Spanish II	3 units
SPAN 130	Intermediate Spanish	4 units

SPAN 140	Advanced Intermediate Spanish	4 units
SPAN 145	Spanish Conversation through Film	3 units
SPAN 220	Spanish for Heritage Speakers I	4 units
SPAN 230	Spanish for Heritage Speakers II	4 units

**Area 4, choose a minimum of 5 to 6 units from the following:** **Units**

Any course or courses not selected from Areas 1, 2 or 3.	5 - 6 units
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**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		Units
MATH 251	Analytical Geometry and Calculus I	5 units
MATH 252	Analytical Geometry and Calculus II	5 units
MATH 253	Analytic Geometry and Calculus III	5 units
MATH 270	Linear Algebra	3 units
MATH 275	Ordinary Differential Equations	3 units

**Total Required Major Units: 21**

**General Education** - certified completion of one of the following:

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

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

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

**MEDICAL ASSISTING**

**AS Associate in Science Degree Program**

Medical Assisting.....	60 units
Medical Billing Specialist.....	60 units

**CA Certificate of Achievement**

Medical Administrative Assistant.....	21 units
Medical Assisting.....	35 units
Medical Billing Specialist.....	21 units
Medical Coding Specialist.....	18 units

**AS Medical Assisting**

The ability to work well with people, be well organized, and be emphatic in dealing with patients are essential qualities in a medical assistant. The Medical Assisting program at Cañada is designed to provide the finest training and experience available. Through the expertise of a

talented faculty and exposure to professionals in the field, students can expect to learn administrative duties such as medical/financial records management, medical report transcription, patient appointment scheduling, and clinical duties including preparation of patients for examination, assistance with minor surgery, giving injections, and operating electrocardiographs.

**Career Opportunities**

The field of Medical Assisting is one of the fastest growing occupations in this decade. Career opportunities for the well-trained medical assistant are plentiful. Graduates of Cañada’s program secure employment in physician’s offices, clinic, hospitals, labs, medical publication firms, laboratories, pharmaceutical firms, public health agencies, and the claims departments of health insurance companies. Recommended high school preparation: written and oral communication skills, typing, biology, psychology, and basic mathematics.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Apply their education and training to begin employment in health care.
2. Use updated job skills to maintain or advance in current employment.

**AS Degree Requirements**

**Major: Core and Selective Requirements**

Complete Core Courses, 35 units		Units
BIOL 130	Human Biology	3 units
MEDA 100	Introduction to Medical Assisting	3 units
MEDA 110	Medical Terminology	3 units
MEDA 115	Introduction to Electronic Health Record	3 units
MEDA 120	Clinical Procedures I	4 units
MEDA 121	Clinical Procedures II	4 units
MEDA 140	Implementation of Electronic Health Record	3 units
MEDA 150	Medical Office Procedures	3 units
MEDA 160	Medical Insurance Procedures	3 units
MEDA 190	Introduction to Pharmacology	3 units
MEDA 672	Work Experience Education: Internship	3 units

**Total Required Major Units: 35**

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





## AS Medical Billing Specialist

Associate of Science Degree with a major in Medical Billing Specialist; Certificate Program. Medical Billing Specialists usually perform their duties for all providers of health care services and equipment in hospitals, clinics, and private medical offices.

### Career Opportunities

The employment outlook for Medical Billing Specialists is excellent and is expected to grow as health care needs continue to increase. Due to the rapid expansion in health care, employment opportunities include all providers of health care services and supplies, hospitals, clinics, health agencies, private medical offices, medical labs, educational institutions, and insurance carriers.

### Program Learning Outcomes

Students completing this program will be able to:

1. Apply their education and training to begin employment in health care.
2. Use updated job skills to maintain or advance in current employment.

### AS Degree Requirements

#### Major: Core and Selective Requirements

Complete Core Courses, 21 units		Units
ACTG 100	Accounting Procedures	3 units
MEDA 100	Introduction to Medical Assisting	3 units
MEDA 110	Medical Terminology	3 units
MEDA 150	Medical Office Procedures	3 units
MEDA 160	Medical Insurance Procedures	3 units
MEDA 164	CPT (Current Procedural Terminology) Beginning Coding	1 unit
MEDA 165	CPT (Current Procedural Terminology) Intermediate Coding	1 unit
MEDA 166	CPT (Current Procedural Terminology) Advanced Coding	1 unit
MEDA 167	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding	1 unit
MEDA 168	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding	1 unit
MEDA 169	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Advanced Coding	1 unit

**Total Required Major Units: 21**

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

## CA Medical Administrative Assistant

The ability to work well with people, be well organized with attention to detail are essential qualities in an administrative medical assistant. Administrative skills include patient appointment scheduling, medical report transcription, medical billing and insurance, and medical/financial records management.

### Career Opportunities

Administrative medical assistants work in physician's offices, clinics, outpatient facilities, hospitals, and business offices of medical facilities.

### Program Learning Outcomes

Students completing this program will be able to:

1. Apply their education and training to begin employment in health care.
2. Use updated job skills to maintain or advance in current employment.

#### Major: Core and Selective Requirements

Complete Core Courses, 21 units		Units
MEDA 100	Introduction to Medical Assisting	3 units
MEDA 110	Medical Terminology	3 units
MEDA 115	Introduction to Electronic Health Record	3 units
MEDA 140	Implementation of Electronic Health Record	3 units
MEDA 150	Medical Office Procedures	3 units
MEDA 160	Medical Insurance Procedures	3 units
MEDA 190	Introduction to Pharmacology	3 units

**Total Required Units: 21**

## CA Medical Assisting

The ability to work well with people, be well organized, and be emphatic in dealing with patients are essential qualities in a medical assistant. The Medical Assisting



program at Cañada is designed to provide the finest training and experience available. Through the expertise of a talented faculty and exposure to professionals in the field, students can expect to learn administrative duties such as medical/financial records management, medical report transcription, patient appointment scheduling, and clinical duties including preparation of patients for examination, assistance with minor surgery, giving injections, and operating electrocardiographs.

### Career Opportunities

The field of Medical Assisting is one of the fastest growing occupations in this decade. Career opportunities for the well-trained medical assistant are plentiful. Graduates of Cañada's program secure employment in physician's offices, clinic, hospitals, labs, medical publication firms, laboratories, pharmaceutical firms, public health agencies, and the claims departments of health insurance companies. Recommended high school preparation: written and oral communication skills, typing, biology, psychology, and basic mathematics.

### Program Learning Outcomes

Students completing this program will be able to:

1. Apply their education and training to begin employment in health care.
2. Use updated job skills to maintain or advance in current employment.

### Major: Core and Selective Requirements

Complete Core Courses, 35 units		Units
BIOL 130	Human Biology	3 units
MEDA 100	Introduction to Medical Assisting	3 units
MEDA 110	Medical Terminology	3 units
MEDA 115	Introduction to Electronic Health Record	3 units
MEDA 120	Clinical Procedures I	4 units
MEDA 121	Clinical Procedures II	4 units
MEDA 140	Implementation of Electronic Health Record	3 units
MEDA 150	Medical Office Procedures	3 units
MEDA 160	Medical Insurance Procedures	3 units
MEDA 190	Introduction to Pharmacology	3 units
MEDA 672	Work Experience Education: Internship	3 units

**Total Required Units: 35**

## CA Medical Billing Specialist

Associate of Science Degree with a major in Medical Billing Specialist; Certificate Program. Medical Billing Specialists usually perform their duties for all providers of health care services and equipment in hospitals, clinics, and private medical offices.

### Career Opportunities

The employment outlook for Medical Billing Specialists is excellent and is expected to grow as health care needs continue to increase. Due to the rapid expansion in health care, employment opportunities include all providers of health care services and supplies, hospitals, clinics, health agencies, private medical offices, medical labs, educational institutions, and insurance carriers.

### Program Learning Outcomes

Students completing this program will be able to:

1. Apply their education and training to begin employment in health care.
2. Use updated job skills to maintain or advance in current employment.

### Major: Core and Selective Requirements

Complete Core Courses, 21 units		Units
ACTG 100	Accounting Procedures	3 units
MEDA 100	Introduction to Medical Assisting	3 units
MEDA 110	Medical Terminology	3 units
MEDA 150	Medical Office Procedures	3 units
MEDA 160	Medical Insurance Procedures	3 units
MEDA 164	CPT (Current Procedural Terminology) Beginning Coding	1 unit
MEDA 165	CPT (Current Procedural Terminology) Intermediate Coding	1 unit
MEDA 166	CPT (Current Procedural Terminology) Advanced Coding	1 unit
MEDA 167	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding	1 unit
MEDA 168	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding	1 unit
MEDA 169	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Advanced Coding	1 unit



**Total Required Units: 21****CA Medical Coding Specialist**

Ability to work independently and under pressure, attention to detail, organizational skills, and able to implement Federal and State compliance laws and regulations are essential qualities in a medical coder.

**Career Opportunities**

Medical coders work in in-patient and out-patient hospital facilities, large clinics, and insurance companies.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Apply their education and training to begin employment in health care.
2. Use updated job skills to maintain or advance in current employment.

**Major: Core and Selective Requirements**

Complete Core Courses, 18 units		Units
BIOL 130	Human Biology	3 units
MEDA 100	Introduction to Medical Assisting	3 units
MEDA 110	Medical Terminology	3 units
MEDA 160	Medical Insurance Procedures	3 units
MEDA 164	CPT (Current Procedural Terminology) Beginning Coding	1 unit
MEDA 165	CPT (Current Procedural Terminology) Intermediate Coding	1 unit
MEDA 166	CPT (Current Procedural Terminology) Advanced Coding	1 unit
MEDA 167	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding	1 unit
MEDA 168	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding	1 unit
MEDA 169	ICD (International Classification of Diseases)-10-CM (Clinical Modification) Advanced Coding	1 unit

**Total Required Units: 18****MUSIC****AA Associate in Arts Degree Program**

Music..... 60 units

**AA Music**

The music department at Cañada College provides a variety of courses to introduce students to the many ways of knowing music. The selection of courses in the music major gives a student several different creative outlets and prepares an open mind for the wide array of possibilities in the rapidly changing music world. Courses focus on the intersection of music and social contexts of its production. Note that this major does not specifically support transfer into most four-year degree music programs, which require ensemble performance experience and other courses available in the district.

**Career Opportunities**

Students who complete this AA may be interested in careers in music marketing or music production.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Apply critical thinking in the creative process.
2. Use the language of the discipline; demonstrate a command of critical vocabulary
3. Describe the roles of creative expression in human cultures
4. Create music in performance and composition.
5. Use critical thinking in evaluating works of art in intrinsic terms, expressive content, and social context

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

Complete Core Courses - Music Fundamentals and Composition, 6 units		Units
MUS. 100	Fundamentals of Music	3 units
MUS. 120	Songwriting Workshop I	3 units



**Selective Courses, choose a minimum of 15 units from the following:**

**List A (Music Traditions other than American Popular Music), choose 3 units from the following:**

	<b>Units</b>
MUS. 215 Music, Culture and History	3 units
MUS. 240 Latin American Music	3 units
MUS. 250 World Music	3 units

**List B, choose 9 units from the following:**

	<b>Units</b>
Select any course in List A not already used	3 units
MUS. 202 Music Appreciation	3 units
MUS. 210 Histories of Popular Music and Rock	3 units
MUS. 275 History of Jazz	3 units

**List C (introductory applied music), choose a minimum of 3 units from the following:**

	<b>Units</b>
MUS. 301 Piano I	2 units
MUS. 302 Piano II	2 units
MUS. 303 Piano III	2 units
MUS. 304 Piano IV	2 units
MUS. 371 Guitar I	2 units
MUS. 372 Guitar II	2 units
MUS. 373 Guitar III	2 units
MUS. 374 Guitar IV	2 units

**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.*

## 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**

##### **Complete Core Courses, 18 units**

##### **Units**

CBOT 435	Spreadsheets	3 units
LEGL 241	Law Office Management	3 units
LEGL 249	Introduction to the Legal System	3 units
LEGL 250	Legal Research and Writing	3 units
LEGL 252	Civil Litigation and Trial Preparation	3 units
LEGL 261	Legal Ethics	3 units



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

		Units
BUS. 201	Business Law	3 units
LEGL 251	Torts	3 units
LEGL 254	Family Law	3 units
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	Work Experience 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.**

**CA 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 Master of Laws (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****Units**

LEGL 250	Legal Research and Writing	3 units
LEGL 251	Torts	3 units
LEGL 252	Civil Litigation and Trial Preparation	3 units
LEGL 260	Advanced Legal Research and Writing	3 units
LEGL 276	Electronic Litigation and Investigation	3 units

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

LEGL 254	Family Law	3 units
LEGL 263	Intellectual Property Law	3 units
LEGL 264	Contracts	3 units
LEGL 267	Animal Law	3 units
LEGL 269	Elder Law	3 units

**Total Required Units: 18****CA Paralegal**

The Paralegal Program at Cañada College was developed in cooperation with the San Mateo County Bar Association and the San Mateo County Legal Secretaries Association to train personnel to assist attorneys in both civil and criminal matters. Instruction centers on assisting the attorneys in interviewing clients and preparing legal documents.



Courses must be evaluated by a letter grade, not by the Pass grade.

**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**

<b>Complete Core Courses, 18 units</b>		<b>Units</b>
CBOT 435	Spreadsheets	3 units
LEGL 241	Law Office Management	3 units
LEGL 249	Introduction to the Legal System	3 units
LEGL 250	Legal Research and Writing	3 units
LEGL 252	Civil Litigation and Trial Preparation	3 units
LEGL 261	Legal Ethics	3 units

<b>Selective courses, choose a minimum of 9 units from the following:</b>		<b>Units</b>
BUS. 201	Business Law	3 units
LEGL 251	Torts	3 units
LEGL 254	Family Law	3 units
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 269	Elder Law	3 units
LEGL 272	Immigration Law	3 units
LEGL 276	Electronic Litigation and Investigation	3 units
LEGL 672	Work Experience 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		Units
PHIL 100	Introduction to Philosophy	3 units
<b>OR</b>		
PHIL 240	Introduction to Ethics	3 units
PHIL 200	Introduction to Logic	3 units

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

List A, choose 3 units from the following:		Units
Any Core course not already used		3 units
PHIL 160	History of Philosophy: Ancient and Medieval	3 units
PHIL 175	Modern Philosophy	3 units
PHIL 190	Contemporary Philosophy	3 units

List B, choose 6 units from the following:		Units
Any List A course not already used		3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
PHIL 312	Introduction to Philosophy of Religion	3 units

List C, chose 3 units from the following:		Units
Select any List A course not already used		3 units
Select any List B course not already used		3 units
PHIL 103	Critical Thinking	3 units
PHIL 300	Introduction to World Religions	3 units

**Total Required Major Units: 18**

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

**AA-T Philosophy**

Philosophy is a disciplined reflection on the human condition. It can be an analysis and criticism of ideas and statements, or an attempt to synthesize all experience and knowledge, or an exploration of the meaning of life and how best to live it. Critical thinking is developed while

examining peoples' responses to fundamental questions. This degree prepares students for transfer to the CSU system for further study in philosophy.

**Career Opportunities**

Philosophy cultivates general purpose "transferable" work skills. Its emphasis on reasoning and argumentation fosters critical thinking and communication skills applicable to a wide range of professional contexts. Professions that are of particular relevance to philosophy include law, business, government, social work, and health management. Philosophy is also valuable preparation for law school as well as post-graduate studies in the humanities, social sciences, and/or natural sciences.

**Program Learning Outcomes**

Students completing this program will be able to:

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

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

Complete Core Courses, 6 units		Units
PHIL 100	Introduction to Philosophy	3 units
<b>OR</b>		
PHIL 240	Introduction to Ethics	3 units
PHIL 200	Introduction to Logic	3 units

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

List A, choose 3 units from the following:		Units
Any Core course not already used		3 units
PHIL 160	History of Philosophy: Ancient and Medieval	3 units
PHIL 175	Modern Philosophy	3 units
PHIL 190	Contemporary Philosophy	3 units

List B, choose 6 units from the following:		Units
Any List A course not already used		3 units
HIST 100	History of Western Civilization I	3 units
HIST 101	History of Western Civilization II	3 units
PHIL 312	Introduction to Philosophy of Religion	3 units



**List C, choose 3 units from the following: Units**

Any List A course not already used	3 units
Any List B course not already used	3 units

**Total Required Major Units: 18**

**General Education** - certified completion of one of the following:

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

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

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

## 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

#### Complete Core Courses, 18 units

		Units
PALT 401	Introduction to Photonics and Laser Technology	2 units
PALT 402	Geometrical Optics	4 units
PALT 403	Optics and Photonics Modeling and Design	3 units
PALT 404	Wave Optics	4 units
PALT 405	Introduction to Laser Technology	3 units
PALT 406	Components and Devices in Photonics and Laser Technology	2 units

**Total Required Units: 18**





## CA Advanced Optics and Photonics Technology

This program provides advanced hands-on skills and training in industry-relevant science and engineering principles of the field of Photonics and Laser technology (PALT). PALT deals with the generation, harnessing, sensing and manipulation of light and other forms of radiant energy (solid state lighting, lasers, lamps, LED's etc.) through various mechanical, optical, and electrical systems. This field plays a vital role in driving the innovation in many industries. For example, applications of optics and photonics occur in sectors like optical data communications, imaging, health, aerospace, military, environment, entertainment and lighting and displays. They also occur in manufacturing sectors like life sciences, health care, transportation, security and safety.

### Career Opportunities

Photonics 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

#### Units

Course Number	Course Title	Units
PALT 401	Introduction to Photonics and Laser Technology	2 units
PALT 402	Geometrical Optics	4 units
PALT 403	Optics and Photonics Modeling and Design	3 units
PALT 404	Wave Optics	4 units
PALT 405	Introduction to Laser Technology	3 units
PALT 406	Components and Devices in Photonics and Laser Technology	2 units
PALT 407	Optical Coating Technology	3 units
PALT 408	Optical Fibers	3 units
PALT 409	Advanced Photonics Technology	3 units

**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		Units
CHEM 210	General Chemistry I	5 units
CHEM 220	General Chemistry II	5 units
CIS 250	Introduction to Object Oriented Programming: C++	3 units
MATH 251	Analytical Geometry and Calculus I	5 units
MATH 252	Analytical Geometry and Calculus II	5 units
MATH 253	Analytic Geometry and Calculus III	5 units
MATH 275	Ordinary Differential Equations	3 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

#### Total Required Major Units: 43

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

## AS-T Physics

The Physics Transfer Degree is designed to give the student the typical lower division course work for physics. A major in physics can serve as preparation for further study in technical fields and serves as an excellent background for professional training in law, business, medicine, or education.

### Career Opportunities

A bachelor's degree in physics is an excellent starting point for many science careers.

### Program Learning Outcomes

Students completing this program will be able to:

1. Use the scientific method and appreciate its importance to the development of scientific thought.

2. Demonstrate critical thinking and analyze physical systems in terms of scientific concepts.
3. Document and communicate their work effectively.

### AS-T Degree Requirements

#### Major: Core and Selective Requirements

Complete Core Courses, 27 units		Units
MATH 251	Analytical Geometry and Calculus I	5 units
MATH 252	Analytical Geometry and Calculus II	5 units
MATH 253	Analytic Geometry and Calculus III	5 units
PHYS 250	Physics with Calculus I	4 units
PHYS 260	Physics with Calculus II	4 units
PHYS 270	Physics with Calculus III	4 units

#### Total Required Major Units: 27

**General Education** - certified completion of one of the following:

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

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

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

## POLITICAL SCIENCE

### AA Associate in Arts Degree Program

Political Science.....60 units

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

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

Complete Core Courses, 3 units	Units
PLSC 210 American Politics	3 units

#### Selective Courses, choose a minimum of 15 units from the following:

##### List A, complete a minimum of 9 units from the following courses:

	Units
MATH 200 Elementary Probability and Statistics	4 units
PLSC 130 Introduction to International Relations	3 units
PLSC 150 Introduction to Political Theory	3 units
PLSC 170 Introduction to Comparative Politics	3 units

##### List B, complete a minimum of 6 units from the following courses:

	Units
Any course from List A that has not already been used	3 - 4 units
COMM 110 Public Speaking	3 units
ECON 100 Principles of Macro Economics	3 units

GEOG 110	Cultural Geography	3 units
HIST 201	U.S. History through 1877	3 units
PLSC 103	Critical Thinking About World Politics	3 units
PLSC 310	California State and Local Government	3 units
SOCI 141	Ethnicity and Race in Society	3 units

### Total Required Major Units: 18

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

## AA-T 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, 25-27 units

1. Understanding the Law, 3 units	Units
BUS. 201 Business Law	3 units

2. Ethics, 3 units	Units
PHIL 240 Introduction to Ethics	3 units



**3. Oral Communication, choose 3 units from the following:**

		Units
COMM 110	Public Speaking	3 units
COMM 127	Argumentation and Debate	3 units
COMM 140	Small Group Communication	3 units

**4. Written Communication, 3-5 units**

		Units
ENGL 100	Reading and Composition	3 units
<b>OR</b>		
ENGL 105	Reading and Composition with Support	5 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 - 33**

**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

Complete Core Courses, 3 units		Units
PLSC 210	American Politics	3 units

Selective Courses, choose a minimum of 15-17 units from the following:

List A, select 3 Courses (9-10 units)		Units
MATH 200	Elementary Probability and Statistics	4 units
PLSC 130	Introduction to International Relations	3 units
PLSC 150	Introduction to Political Theory	3 units
PLSC 170	Introduction to Comparative Politics	3 units

List B, select at least 2 courses (minimum 6-7 units)

		Units
Any course from list A not already used		3 - 4 units
COMM 150	Intercultural Communication	3 units
<b>OR</b>		
COMM 180	Introduction to Communication Studies	3 units
ECON 100	Principles of Macro Economics	3 units
GEOG 110	Cultural Geography	3 units
HIST 201	U.S. History through 1877	3 units
PLSC 103	Critical Thinking About World Politics	3 units
PLSC 310	California State and Local Government	3 units
SOCI 141	Ethnicity and Race in Society	3 units

**Total Required Major Units: 18 - 20**

**General Education** - certified completion of one of the following:

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

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

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

## PSYCHOLOGY

### AA Associate in Arts Degree Program

Psychology..... 60 units

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

Psychology..... 60 units

## AA Psychology

Psychology, the science concerned with behavior and mental processing, is a broad discipline, essentially spanning subject matter from biology to sociology. It covers the intersection of two critical relationships: one between brain function (biology) and behavior, and one between the environment (sociology) and behavior. Psychology is concerned with the study of human and nonhuman animal behavior and mental processing. While the individual is usually the focal point (as in personality, developmental, clinical and therapy areas) the influence of group behavior on the individual is also considered. Psychology involves both pure science and practical application to everyday living. The field of psychology follows scientific methods, using careful observation, experimentation, and analysis that results in scientific findings of natural and social science.

### Career Opportunities

The U.S. Bureau of Labor expects opportunities for careers in psychology to continue growth over the next decade. Numerous opportunities will develop in secondary and postsecondary education, public and private social service agencies, and management consulting service. Careers in health care will grow fastest in outpatient mental health and substance abuse treatment clinics. Businesses will use psychologists' expertise for analysis and research to provide marketing evaluation and statistical analysis as well as employee assistance programs, which offer employees help with personal problems.



## Program Learning Outcomes

Students completing this program will be able to:

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

### AA Degree Requirements

#### Major: Core and Selective Requirements

Complete Core Courses, 10 units		Units
MATH 200	Elementary Probability and Statistics	4 units
PSYC 100	General Psychology	3 units
PSYC 205	Social Science Research Methods	3 units
<b>OR</b>		
SOCI 205	Social Science Research Methods	3 units

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

List A, complete a minimum of 3 units from the following:		Units
BIOL 110	Principles Of Biology	4 units
BIOL 130	Human Biology	3 units

List B, complete a minimum of 3 units from the following:		Units
Any List A course not already used		3 - 4 units
PSYC 200	Developmental Psychology	3 units
PSYC 300	Social Psychology	3 units
PSYC 410	Abnormal Psychology	3 units

List C, complete a minimum of 3 units from the following:		Units
Any course from List A or B not already used		3 - 4 units
PSYC 106	Psychology of Prejudice and Discrimination	3 units
PSYC 340	Introduction to Human Sexuality	3 units
SOCI 100	Introduction to Sociology	3 units

**Total Required Major Units: 19**

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

## AA-T Psychology

Psychology, the science concerned with behavior and mental processing, is a broad discipline, essentially spanning subject matter from biology to sociology. It covers the intersection of two critical relationships: one between brain function (biology) and behavior, and one between the environment (sociology) and behavior. Psychology is concerned with the study of human and nonhuman animal behavior and mental processing. While the individual is usually the focal point (as in personality, developmental, clinical and therapy areas) the influence of group behavior on the individual is also considered. Psychology involves both pure science and practical application to everyday living. The field of psychology follows scientific methods, using careful observation, experimentation, and analysis that results in scientific findings of natural and social science.

### Career Opportunities

The U.S. Bureau of Labor expects opportunities for careers in psychology to continue growth over the next decade. Numerous opportunities will develop in secondary and postsecondary education, public and private social service agencies, and management consulting service. Careers in health care will grow fastest in outpatient mental health and substance abuse treatment clinics. Businesses will use psychologists' expertise for analysis and research to provide marketing evaluation and statistical analysis as well as employee assistance programs, which offer employees help with personal problems.

### Program Learning Outcomes

Students completing this program will be able to:

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

### AA-T Degree Requirements

#### Major: Core and Selective Requirements

Complete Core Courses, 10 units		Units
MATH 200	Elementary Probability and Statistics	4 units
PSYC 100	General Psychology	3 units
PSYC 205	Social Science Research Methods	3 units
<b>OR</b>		
SOCI 205	Social Science Research Methods	3 units



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

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

	<b>Units</b>
BIOL 110 Principles Of Biology	4 units
BIOL 130 Human Biology	3 units

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

	<b>Units</b>
Any List A course not already used	3 - 4 units
PSYC 200 Developmental Psychology	3 units
PSYC 300 Social Psychology	3 units
PSYC 410 Abnormal Psychology	3 units

**List C, complete a minimum of 3 units from the following:**

	<b>Units</b>
PSYC 106 Psychology of Prejudice and Discrimination	3 units
PSYC 340 Introduction to Human Sexuality	3 units
SOCI 100 Introduction to Sociology	3 units

**Total Required Major Units: 19**

**General Education** - certified completion of one of the following:

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

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

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

## RADIOLOGIC TECHNOLOGY

### **AS** Associate in Science Degree Program

Radiologic Technology.....70.5 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

<b>Complete Core Courses, 70.5 units*</b>		<b>Units</b>
PHYS 405	Applied Radiographic Physics	3 units
RADT 400	Orientation to Radiologic Technology	2 units
RADT 408	Perspectives in Radiology	1.5 units
RADT 410	Radiographic Positioning	4 units
RADT 415	Radiation Protection and Biology	3 units
RADT 418	Clinical Education I RADT 418, 428, 438, 448, 458, 468 Clinical Education I-VI (total approx. 1900 hours)	4.5 units
RADT 420	Radiographic Positioning II	4 units
RADT 428	Clinical Education II	6.5 units
RADT 430	Principles of Radiographic Image Production	3.5 units
RADT 435	Imaging Equipment and Quality Control	1.5 units
RADT 438	Clinical Education III	4.5 units



RADT 440	Advanced Imaging Modalities & Specialized Procedures	4 units
RADT 441	Sectional Anatomy	1.5 units
RADT 442	Radiographic Pathology	1.5 units
RADT 448	Clinical Education IV	9.5 units
RADT 450	Registry Review	1.5 units
RADT 458	Clinical Education V	9 units
RADT 468	Clinical Education VI	4.5 units
RADT 474	Venipuncture for Contrast Media Administration	1 unit

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, non-

profit 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

##### Major: Core and Selective Requirements

Complete Core Courses, 12 units		Units
ANTH 110	Cultural Anthropology	3 units
ECON 100	Principles of Macro Economics	3 units
HIST 106	World History II	3 units
PLSC 130	Introduction to International Relations	3 units

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

		Units
ECON 102	Principles of Micro Economics	3 units
GEOG 100	Physical Geography	3 units
GEOG 150	World Regional Geography	3 units
HIST 202	U.S. History from 1877 to the Present	3 units
HIST 245	Race, Ethnicity and Immigration in the U.S.	3 units
HIST 422	Modern Latin America	3 units
PHIL 300	Introduction to World Religions	3 units
PLSC 103	Critical Thinking About World Politics	3 units
PLSC 170	Introduction to Comparative Politics	3 units
PSYC 106	Psychology of Prejudice and Discrimination	3 units
SOCI 105	Social Problems	3 units
SOCI 141	Ethnicity and Race in Society	3 units
SPAN 130	Intermediate Spanish	4 units
SPAN 140	Advanced Intermediate Spanish	4 units
SPAN 220	Spanish for Heritage Speakers I	4 units
SPAN 230	Spanish for Heritage Speakers II	4 units

**Total Required Major Units: 21**





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

## SOCIOLOGY

### AA Associate in Arts Degree Program

Sociology..... 60 units

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

Sociology..... 60 units

## AA Sociology

Both a scientific and humanistic discipline, sociology is concerned with the study of systems of social action and their interrelations. It attempts to discover the factors that determine social organization and behavior and promotes an understanding of the social world from personal problems to public issues.

### Career Opportunities

Sociology provides a strong foundation in education, social work, law, business, criminal justice, health care, government service, human resources, counseling, public policy research, and much more.

### Program Learning Outcomes

Students completing this program will be able to:

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

### AA Degree Requirements

#### Major: Core and Selective Requirements

Complete Core Courses, 10 units		Units
MATH 200	Elementary Probability and Statistics	4 units
PSYC 205	Social Science Research Methods	3 units
<b>OR</b>		
SOCI 205	Social Science Research Methods	3 units
SOCI 100	Introduction to Sociology	3 units

**Selective Courses, choose a minimum of 9-10 units from the following:**

#### List A, complete 6 units from the following: Units

PSYC 300	Social Psychology	3 units
SOCI 105	Social Problems	3 units
SOCI 141	Ethnicity and Race in Society	3 units

#### List B, complete 3-4 units from the following: Units

ANTH 110	Cultural Anthropology	3 units
GEOG 110	Cultural Geography	3 units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units
PLSC 170	Introduction to Comparative Politics	3 units
PLSC 210	American Politics	3 units
PSYC 100	General Psychology	3 units
SOCI 325	Honors Colloquium: Sociology of Human Personhood	1 unit

#### Total Required Major Units: 19 - 20

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

## AA-T Sociology

Both a scientific and humanistic discipline, sociology is concerned with the study of systems of social action and their interrelations. It attempts to discover the factors that determine social organization and behavior and promotes an understanding of the social world from personal problems to public issues.

### Career Opportunities

Sociology provides a strong foundation in education, social work, law, business, criminal justice, health care, government service, human resources, counseling, public policy research, and much more.

### Program Learning Outcomes

Students completing this program will be able to:

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



**AA-T Degree Requirements**

**Major: Core and Selective Requirements**

Complete Core Courses, 10 units		Units
MATH 200	Elementary Probability and Statistics	4 units
PSYC 205	Social Science Research Methods	3 units
<b>OR</b>		
SOCI 205	Social Science Research Methods	3 units
SOCI 100	Introduction to Sociology	3 units

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

List A, complete 6 units from the following:		Units
PSYC 300	Social Psychology	3 units
SOCI 105	Social Problems	3 units
SOCI 141	Ethnicity and Race in Society	3 units

List B, complete 3 units from the following:		Units
ANTH 110	Cultural Anthropology	3 units
GEOG 110	Cultural Geography	3 units
HIST 201	U.S. History through 1877	3 units
HIST 202	U.S. History from 1877 to the Present	3 units
PLSC 170	Introduction to Comparative Politics	3 units
PLSC 210	American Politics	3 units
PSYC 100	General Psychology	3 units

**Total Required Major Units: 19**

**General Education** - certified completion of one of the following:

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

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

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

**SPANISH**

**AA Associate in Arts Degree Program**

Spanish.....60 units

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

Spanish.....60 units

**CA Certificate of Achievement**

Bilingualism and Biliteracy in English/Spanish.... 13 - 15 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 or 9 units\*

##### \* For native speakers of Spanish: complete Core Courses, 8 units

		Units
SPAN 220	Spanish for Heritage Speakers I	4 units
SPAN 230	Spanish for Heritage Speakers II	4 units

##### \* For non-native speakers of Spanish: complete Core Courses, 8 units

		Units
SPAN 130	Intermediate Spanish	4 units
SPAN 140	Advanced Intermediate Spanish	4 units

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

		Units
ENGL 200	Introduction to Linguistics: A Survey of Language	3 units
<b>OR</b>		
LING 200	Introduction to Linguistics: A Survey of Language	3 units
HIST 246	History of Latinos in the U.S.	3 units
<b>OR</b>		
HIST 422	Modern Latin America	3 units
LIT. 371	Mexican-American Literature	3 units
<b>OR</b>		
LIT. 372	Myth and Folklore of La Raza	3 units
<b>OR</b>		
LIT. 373	Latin American Literature in Translation	3 units
MUS. 240	Latin American Music	3 units
SPAN 110	Elementary Spanish	5 units
<b>OR</b>		
SPAN 111	Elementary Spanish I	3 units
<b>AND</b>		
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
<b>OR</b>		
SPAN 121	Advanced Elementary Spanish I	3 units

<b>AND</b>		
SPAN 122	Advanced Elementary Spanish II	3 units
SPAN 140	Advanced Intermediate Spanish	4 units
SPAN 145	Spanish Conversation through Film	3 units
SPAN 162	Latino Literature II	3 units
SPAN 220	Spanish for Heritage Speakers I	4 units
SPAN 230	Spanish for Heritage Speakers II	4 units
Any language other than ENGL or SPAN		3 - 10 units

#### Total Required Major Units: 20 - 21

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

## AA-T Spanish

The Spanish department offers classes at a variety of levels, from beginner to literature. There are classes for students of Spanish as a foreign language, as well as classes specifically designed for native Spanish speakers. In addition to improving students' linguistic abilities, all courses include discussion of aspects of the culture of Spanish speakers.

The ability to speak another language is an important advantage in today's world. In particular, given the demographics in California, knowledge of Spanish is a plus in many occupations and may be a requirement for certain positions.

### Career Opportunities

Spanish majors may go on to become bilingual teachers or teachers of Spanish, translators or interpreters. A working knowledge of Spanish is a valuable skill for those wishing to pursue careers in business, international relations, social work, health services, education and tourism. Given the demographics in California, knowledge of Spanish is a plus, and may be a requirement, in occupations that involve communication with Spanish-speakers.

### Program Learning Outcomes

Students completing this program will be able to:

1. Compare and contrast cultural elements from Spanish speaking countries with their own culture, both within the Latino culture in the United States and American culture in general.



2. Produce and understand oral and written communication at an Advanced High level, as defined by the ACTFL.
3. Recognize their own errors and self-correct in order to improve accuracy in Spanish grammar and spelling.
4. Compare and contrast cultural aspects of Spanish-speaking countries, including art, music, history, socio-economic and political realities.

### AA-T Degree Requirements

#### Major: Core and Selective Requirements

#### Complete Core Courses, 18-21 units.

If a student places out of any core course(s), the student will need to compensate for the course(s)/units required to reach at least 18 units in the major by taking courses chosen from the selectives list or the substitution list.

#### 1. First Year College Level Spanish, 10-12 units:

Units

SPAN 110	Elementary Spanish	5 units
<b>OR</b>		
SPAN 111	Elementary Spanish I	3 units
<b>AND</b>		
SPAN 112	Elementary Spanish II	3 units
SPAN 120	Advanced Elementary Spanish	5 units
<b>OR</b>		
SPAN 121	Advanced Elementary Spanish I	3 units
<b>AND</b>		
SPAN 122	Advanced Elementary Spanish II	3 units

#### 2. Second Year College Level Spanish: Choose A or B, 8 units:

##### A. For students of Spanish as a Foreign Language (8 units)

Units

SPAN 130	Intermediate Spanish	4 units
SPAN 140	Advanced Intermediate Spanish	4 units

##### B. For Spanish-speaking students (8 units)

Units

SPAN 220	Spanish for Heritage Speakers I	4 units
SPAN 230	Spanish for Heritage Speakers II	4 units

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

Units

HIST 246	History of Latinos in the U.S.	3 units
HIST 422	Modern Latin America	3 units
SPAN 162	Latino Literature II	3 units

#### Course Substitutions: Choose from these courses, if needed, to reach 18 units in the major.

Units

Any course from the Selective Courses list not already used		3 units
ENGL 200	Introduction to Linguistics: A Survey of Language	3 units
<b>OR</b>		
LING 200	Introduction to Linguistics: A Survey of Language	3 units
LIT. 371	Mexican-American Literature	3 units
LIT. 372	Myth and Folklore of La Raza	3 units
LIT. 373	Latin American Literature in Translation	3 units
MUS. 240	Latin American Music	3 units

#### Total Required Major Units: 21 - 25

**General Education** - certified completion of one of the following:

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

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

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

## 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 American Council on the Teaching of Foreign Languages (ACTFL).
3. Recognize their own errors and self-correct in order to improve accuracy in Spanish grammar and spelling.
4. Compare and contrast cultural aspects of Spanish-speaking countries, including art, music, history, socio-economic and political realities.

## Major: Core and Selective Requirements

Complete Core Courses, 3 units		Units
SPAN 162	Latino Literature II	3 units

Selective Courses, choose a minimum of 10-12 units from the following:		Units
ENGL 100	Reading and Composition	3 units
<b>OR</b>		
ENGL 105	Reading and Composition with Support	5 units
ENGL 200	Introduction to Linguistics: A Survey of Language	3 units
<b>OR</b>		
LING 200	Introduction to Linguistics: A Survey of Language	3 units
SPAN 220	Spanish for Heritage Speakers I	4 units
<b>OR</b>		
SPAN 230	Spanish for Heritage Speakers II	4 units

**Total Required Units: 13 - 15**

## 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

Complete Core Courses, 9 units		Units
DRAM 140	Introduction to the Theatre	3 units
DRAM 200	Acting I: Acting For the Stage and the Camera	3 units
DRAM 305	Technical Production I	3 units

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

Group A, complete 3 units from the following:		Units
DRAM 233	Introduction to New Play Development	3 units
DRAM 300.1	Rehearsal and Performance I	3 units

Group B, complete 9 units from the following:		Units
DRAM 101	History of Theatre	3 units
DRAM 150	Script Analysis	3 units
DRAM 151	Introduction to Shakespeare I	3 units
DRAM 201	Acting II	3 units

#### Total Required Major Units: 21

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

## AA-T Theatre Arts

The discipline of theatre arts includes theoretical and practical courses in all aspects of theatre, providing preparation in acting, directing, and technical theatre through productions. The degree program allows for a course of study that expands and increases creativity. It is a meaningful journey of personal discovery and self expansion. It connects the study of script analysis to creating complex characters or theatrical designs. In addition, a solid foundation of fundamental skills learned through a variety of performance as well as technical theatre courses will help the student build confidence and

emphasize the importance of responsibility, dedication, collaboration commitment.

### Career Opportunities

The Theatre Arts program is designed for students of all levels of experience. Graduates can pursue careers in: acting for stage, film, and television; voiceover for radio, TV, and video games, disk jockey; teaching drama and public speaking to children and adults in schools, theatres, and professional environments; directing for film, television, and the stage; writing for film, television, and the stage; stage management, event management, talent agent, casting director, company manager, executive director; public relations, marketing; sound design, broadcast technician, light design, makeup artist, hair stylist, wardrobe manager; carpentry, electric engineering.

### Program Learning Outcomes

Students completing this program will be able to:

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

### AA-T Degree Requirements

#### Major: Core and Selective Requirements

Complete Core Courses, 18 units		Units
DRAM 140	Introduction to the Theatre	3 units
DRAM 150	Script Analysis	3 units
DRAM 200	Acting I: Acting For the Stage and the Camera	3 units
DRAM 201	Acting II	3 units
DRAM 300.1	Rehearsal and Performance I	3 units
DRAM 305	Technical Production I	3 units

#### Total Required Major Units: 18

**General Education** - certified completion of one of the following:

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

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



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

## UNIVERSITY TRANSFER

### CA Certificate of Achievement

Option 1: CSU General Education (CSU GE).....39 units

Option 2: Intersegmental General Education Transfer Curriculum (IGETC) - CSU.....37 units

Option 3: Intersegmental General Education Transfer Curriculum (IGETC) - UC.....34 units

### CA Option 1: CSU General Education (CSU GE)

The Certificate of Achievement in California State University General Education (CSU GE), will be awarded upon completion of the CSU GE requirements as outlined below. Students must complete a minimum of 39 units, which are distributed among 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

**One course required from each subsection. Units**

A1: Oral Communication	3 units
A2: Written Communication	3 units
A3: Critical Thinking	3 units

#### Complete a minimum of 9 units from GE Area B: Scientific Inquiry and Quantitative Reasoning\*

**Select one course from Physical Science, Life Science, and Math Concepts. Units**

B1: Physical Science*	3 units
B2: Life Science*	3 units
B3*: Lab (the course selected to meet either B1 or B2 must be a lab course or have a lab component to meet the B3 requirement)	
B4: Math Concept	3 units

*\*the course selected to meet either B1 or B2 must be a lab course or have a lab component to meet the B3 requirement*

#### Complete 9 units from GE Area C: Arts and Humanities as shown below\*\*

**Chose at least one course from the Arts and at least one course from the Humanities\*\*. Units**

C1: Arts**	3 units
C2: Humanities**	3 units
C1 or C2:**	3 units

*\*\*Courses must be from at least two disciplines.*

#### Complete 6 units from GE Area D: Social Sciences

	Units
Area D	6 units



*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:	Units
Areas E1/E2***	3 units
***Note: maximum of 2 units from E2.	

**Complete 3 units from GE Area F: Ethnic Studies**

	Units
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**

	Units
Area 1A: English Composition	3 units
Area 1B: Critical Thinking - English Composition	3 units
Area 1C: Oral Communication	3 units

**Complete a minimum of 3 units in Area 2: Mathematical Concepts and Quantitative Reasoning**

	Units
Area 2	3 units

**Complete 9 units in Area 3: Arts and Humanities\***

	Units
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\*\***

	Units
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\*\*\*****Units**

Area 5A: Physical Science	3 - 4 units
Area 5B: Biological Science	3 - 4 units

\*\*\*At least one course must include a laboratory component

**Total Required Units: 37**

## CA Option 3: Intersegmental General Education Transfer Curriculum (IGETC) - UC

The Certificate of Achievement in Intersegmental General Education Transfer Curriculum (IGETC) " UC, will be awarded upon completion of the IGETC requirements as outlined below. Students must complete a minimum of 34 (UC) units, which are distributed among six areas. IGETC requirements are designed to be taken with a major area of concentration and elective courses in preparation for transfer to a University of California campus.

This certificate recognizes the completion of lower division general education requirements for IGETC. For many majors, students are encouraged to complete the IGETC pattern; however, it is not required for admission to the UC. An official petition must be filed with the Admission and Records Office prior to the graduation deadlines as stated in the Academic Calendar.

**Program Learning Outcomes**

Students completing this program will be able to:

1. Select, evaluate, and use information to solve problems, investigate a point of view, support a conclusion, or engage in creative expression.
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****Units**

Area 1A: English Composition	3 units
Area 1B: Critical Thinking - English Composition	3 units

**Complete a minimum of 3 units in Area 2:  
Mathematical Concepts and Quantitative  
Reasoning.****Units**

Area 2	3 units
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**Complete 9 units in Area 3: Arts and  
Humanities\*****Units**

Area 3A: Arts	3 units
Area 3B: Humanities	3 units
Area 3A or 3 B	3 units

\*At least one course must be selected from Arts and one course from Humanities. The third course can be selected from either Arts or Humanities

**Complete 9 units in Area 4: Social and  
Behavioral Sciences\*\*****Units**

Area 4**	9 units
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\*\*Three courses selected from at least 2 disciplines or an interdisciplinary sequence

**Complete 7 units in Area 5: Physical and  
Biological Sciences\*\*\*****Units**

Area 5A: Physical Science	3 - 4 units
Area 5B: Biological Science	3 - 4 units

\*\*\*At least one course must include a laboratory component

**Area 6: Language other than English**

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



- *Successful completion of two years of high school in one language (grade of C or higher) – must be verified by an official high school transcript*
- *Successful completion of a course at a college or university (with a grade of C or higher) - must be verified by an official College or University transcript*
- *Successful completion, grade of C or higher (2.0), of two years of formal schooling at six grade level or higher in an institution where the language of instruction is not English*
- *Satisfactory score of 3 or higher on College Board Advanced placement examinations in languages Other than English*
- *Satisfactory score of 5 or higher on International Baccalaureate higher level examinations in languages other than English*
- *Successful completion of one of the following Cañada courses: SPAN 120, 122, 130, 140, 150, 152, 161, 162*
- *Other – Please consult with a counselor*

**Total Required Units: 34**



## Course Descriptions

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### Accounting

C-ID: ACCT 120

#### 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

**Transfer Credit:** CSU, UC

#### 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 Elementary Algebra.

**Transfer Credit:** CSU, UC

**C-ID:** ACCT 110

#### ACTG 131 MANAGERIAL ACCOUNTING

This course covers accounting information used by managers, sources of this information and how this information is used when planning, directing operations, controlling cost, and decision-making. Topics include: cost concepts and cost behavior, costing systems, the analysis of cost for performance metrics, cost-volume-profit analysis, profit planning, capital budgeting, standard costs, financial statement analysis and discussion of ethical issues related to business operations and manufacturing. Recommended for all business major transfer students. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** ACTG 121

**Transfer Credit:** CSU, UC

#### ACTG 180 PAYROLL ACCOUNTING

All aspects of payroll including calculating employee compensation (wages & tips), employer and employee tax deductions, preparing journal entries for general ledger posting, and filing the required federal and state payroll forms. Historical events that 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

**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

**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 BIOLOGICAL 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 BIOLOGICAL 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 Pre-Algebra or equivalent, or placement by other measures as applicable. Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**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:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**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 interior architectural drawings using hand drafting techniques following the industry standards. A survey of current digital drafting practices is presented. *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



## Art

### ART 101 ANCIENT, CLASSICAL AND MEDIEVAL ART HISTORY

Survey of the historical development of the visual arts from Prehistory to the early Middle Ages, with an emphasis on architecture and sculpture. Themes include the inception of methods and techniques of art, the evolution of architectural principles, how religious philosophies and social and political systems are reflected in art, and the emergence of humanism. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 110.

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** ARTH 110

### ART 102 LATE MEDIEVAL, RENAISSANCE AND BAROQUE ART HISTORY

Survey of the historical development of the visual arts from the late Middle Ages to the 17th century. Themes include the rise of Renaissance humanism, comparison of the emergence of important art centers in Italy and Flanders, patronage, the role of the artist in society, development of new techniques, and the impact of the Protestant Reformation and Catholic Counter-Reformation on the form and content of art. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 110.

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### ART 103 HISTORY OF ART FROM THE BAROQUE PERIOD TO POST-IMPRESSIONISM

Survey of the historical development of the visual arts from the late 17th century to late 19th century, with an emphasis on the Enlightenment, the French Revolution, the industrial, political, and technological revolutions of the 19th century, and their influence on modern art. Focus is on Romanticism, the rise of the avant-garde, the emergence of Impressionism in France, and the art of England and America. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 110.

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### ART 104 HISTORY OF MODERN ART

Survey of major styles in western art from 1888 to 1999, Post-Impressionism to Post-Modernism. How art forms reflect the complexity and diversity of the modern world. Topics include the changing role of the artist in society, the impact of world events and technology on the arts, and art criticism. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100.

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### ART 105 ART OF ASIA AND THE NEAR EAST

An introduction to some of the major monuments and themes of the visual arts of Asia and the Near East, this course explores the connection between great works of art and the societies, values and ideals that stimulated their creation. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 110.

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** ARTH 130

### ART 113 GREAT MUSEUMS OF AMERICA

A cultural and historic survey of the collections of America's great art museums. This museum studies course traces the evolution of collecting and exhibiting art in America from the 18th century to the present, with emphasis on the history of the works of art in each museum. Museums of New York, Wash., D.C., Boston, Chicago and Philadelphia are included. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**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

**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

**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

**Transfer Credit:** CSU, UC

### ART 131 ART HISTORY GOES TO THE MOVIES

A cultural and historical survey of great masters of art history, and how their creative process is depicted in film. This course includes the unique political, social, economic, and religious environment of artists in their age, and how this shaped the forms and ideas of their art. The depiction of the historic setting, demonstrations of the artists at work, and re-creation of the artistic milieu of the time through film illustrates the process of artistic production and creativity. *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 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

**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

**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:** 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:** 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

**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

**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:** 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

**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

**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:** 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.

**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

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**ART 301 TWO-DIMENSIONAL DESIGN**

An introductory studio course in the fundamentals of art and design. Students use a variety of art media in creating work that explores the use of the basic elements of two dimensional art including line, shape, value, color, space, texture, and pattern. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 24-27 Lecture; 72-81 Lab; 48-54 Homework

**Transfer Credit:** CSU, UC

**C-ID:** ARTS 100

**ART 304 GALLERY DESIGN AND MANAGEMENT**

Introduces the practical skills and theoretical background necessary for working in museums and galleries. Students plan, curate, design, install, maintain, and publicize exhibits on campus. Topics include: selection of artworks, writing of exhibition text, design and preparation of exhibits (matting and framing, props, installation and lighting), publicity, gallery security and maintenance, and care of collections. 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

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** ARTS 101

**ART 695 INDEPENDENT STUDY**

Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development,





etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

**Transfer Credit:** CSU

## Astronomy

(See also [Physics](#))

### ASTR 100 INTRODUCTION TO ASTRONOMY

Survey of modern astronomy: study of what our civilization knows about the universe and our place in it, including the Earth-Moon system, 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

**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:** Completion of, or concurrent enrollment in ASTR 100 or 115 or 125 (ASTR 115 and 125 are offered at College of San Mateo). Successful completion of Elementary Algebra or equivalent, or placement by other measures as applicable.

**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

**Transfer Credit:** CSU

## Aquatics

(See also [Dance](#), [Fitness](#), [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](#))

### 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. Must be able to swim one length without touching the bottom or side walls. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**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

**Prerequisites:** AQUA 127.1

**AA/AS Degree Requirements:** Area E2; Physical Education



**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### 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:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), 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:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), 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

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### AQUA 135.1 AQUA EXERCISE I

A beginning level cardiovascular and resistance training class conducted in a low-impact aquatic environment. Instruction includes exercises designed to improve cardiovascular endurance, muscular strength, and flexibility. Students need not be competent swimmers to participate

in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), 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

**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 using the scientific method to analyze and interpret data and then draw 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 133 EMERGING INFECTIOUS DISEASES

This course studies the major scientific principles behind historic and contemporary pandemics, including smallpox, tuberculosis, AIDS, Ebola, and COVID. It embraces interdisciplinary learning, blending microbiology, epidemiology, and public health. Students use scientific method and experimental methodology to investigate microbial pathogens and study how they interact with their hosts to cause disease. Complex challenges of the modern world, such as antimicrobial resistance, climate change, globalization, and urbanization, drive their emergence. Through systematic questioning, critical thinking, and assessment, students analyze global solutions for future pandemics, cultivating adaptability and resilience. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC

### BIOL 225 BIOLOGY OF ORGANISMS

Designed for biology majors, this course focuses on principles of evolutionary theory, classification of organisms, and their phylogenetic relationships. Emphasis is on physiology and structures of representative plants and animals. Topics include development, behavioral biology, ecology, and population genetics. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**Recommended:** Eligibility for ENGL 100.

**AA/AS Degree Requirements:** Area B2, B3

**Transfer Credit:** CSU (CSU GE Area B2, B3), UC (IGETC Area 5B, 5C)

**C-ID:** BIOL 140; BIOL 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

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** CHEM 210 and BIOL 210, or 215 (offered at Skyline College), or 220 (offered at College of San Mateo), or 225.

**AA/AS Degree Requirements:** Area B2, B3

**Transfer Credit:** CSU (CSU GE Area B2, B3), UC (IGETC Area 5B, 5C)

**C-ID:** BIOL 190; BIOL 135 S (both BIOL 225 + 230)

### BIOL 240 GENERAL MICROBIOLOGY

This course introduces microorganisms in nature: their cellular and molecular structure and functions, metabolisms, genetics, gene regulation, and techniques and procedures used by microbiologists. Emphasis is on microbes that play important roles in human daily life, especially those that cause disease and impact the environment. Laboratory emphasizes isolation, cultivation, and identification of bacteria. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** BIOL 110 or BIOL 130 and BIOL 132 or BIOL 210 or 215 (offered at Skyline College), or 220 (offered at College of San Mateo) or BIOL 225 or BIOL 230 or BIOL 250 or BIOL 260 and CHEM 192 or CHEM 210 or CHEM 410 or equivalent (any college level biology course with a lab and any college level chemistry course with a lab).



**AA/AS Degree Requirements:** Area B2, B3

**Transfer Credit:** CSU (CSU GE Area B2, B3), UC (IGETC Area 5B, 5C)

### BIOL 250 HUMAN ANATOMY

Students learn the macroscopic and microscopic structure of the human body organ systems through lecture and laboratory study of models and prosected human cadavers. This course is intended for students in kinesiology, nursing, radiologic technology, respiratory therapy, surgical technology, and other allied health majors. This course is an elective for pre-dental, pre-medical and pre-veterinary students. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** BIOL 100 or BIOL 101 (offered at Skyline) or BIOL 110 or BIOL 130

**AA/AS Degree Requirements:** Area B2, B3

**Transfer Credit:** CSU (CSU GE Area B2, B3), UC (IGETC Area 5B, 5C)

**C-ID:** BIOL 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. 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

**AA/AS Degree Requirements:** Area E1

**Transfer Credit:** CSU (CSU GE Area E1), UC

**C-ID:** NUTR 110

### 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

**Transfer Credit:** CSU

## Business

(See also courses in [Management](#))

### BUS. 100 INTRODUCTION TO BUSINESS

Introduction to American business in the global environment providing an overview of economics, ethics, management, marketing, operations, information management, accounting, and finance. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** DSI

**Transfer Credit:** CSU (CSU GE DSI), UC

**C-ID:** BUS 110

### BUS. 101 HUMAN RELATIONS IN THE WORKPLACE

This course reviews the behavioral science principles used to understand organizational behavior and interpersonal relations. Topics include self-knowledge, perception, self-image, self-management, communications, motivation, conflict resolution, leadership, diversity, ethical choices, and their effects on today's multicultural and highly



diverse organizational and social groups. Human relations competencies are developed through theoretical knowledge and group scenarios. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**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

**Transfer Credit:** CSU, UC

**C-ID:** BUS 140

### **BUS. 113 PERSONAL FINANCE**

This course in personal finance leads students toward financial education 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 quantitative and computational methods to help them understand the basis for financial literacy. Emphasis is placed on learning the fundamental concepts of everyday finance with a hands-on approach. Instruction is based on the analysis of specific financial situations and enables students to synthesize financial documents and reports. Quantitative reasoning is emphasized for the students so that they develop their problem-solving skills. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Successful completion of Elementary Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area A3; Math Competency

**Transfer Credit:** CSU (CSU GE Area B4), 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 or Eligibility for ENGL 105

**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

**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

**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

**Transfer Credit:** CSU, UC

**C-ID:** BUS 125



**BUS. 230 INTERNATIONAL MARKETING**

Survey course outlining the major dimensions of the global business environment while providing a set of conceptual and analytical tools to successfully apply the "4 P's" (product, price, place and promotion) to global marketing. Review global economic, political-legal, and cultural environmental factors. Global market research and data sources are explored. Other topics included in this course are foreign market selection, foreign market entry, supply chain management, international pricing, and global marketing of services. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**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**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 127 CAREER CHOICES II: JOB SEARCH**

Focuses on job search preparation. Topics include: job market trends, resume, networking, marketing yourself, gathering information, preparing for the interview, common interview questions, successful interview strategies and follow-up actions. Students will practice and receive guidance on the major stages of a job or internship search. *Pass/No Pass Only. Degree Credit.*

**Units:** 0.5**Hours/semester:** 8-9 Lecture; 16-18 Homework**Transfer Credit:** CSU**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**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

**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

**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

**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

**Transfer Credit:** CSU

**Chemistry**

(See also [Physics](#))

**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

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** Successful completion of Elementary Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area B1, B3

**Transfer Credit:** CSU (CSU GE Area B1, B3), UC\* (IGETC Area 5A\*)

**C-ID:** CHEM 140

**CHEM 192 ELEMENTARY CHEMISTRY**

Comprehensive introductory chemistry course covering basic concepts, theories and laws with emphasis on reasoning and problem solving skills. Topics include but are not limited to chemical nomenclature, stoichiometry, electron configuration, atomic orbitals, molecular geometry and bonding. The laboratory component of this course introduces students to both qualitative techniques and quantitative techniques appropriate for data collection, manipulation and analysis of a variety of chemical systems. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework



**Prerequisites:** Successful completion of Elementary Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area B1, B3

**Transfer Credit:** CSU (CSU GE Area B1, B3), UC\* (IGETC Area 5A\*, 5C)

**C-ID:** CHEM 101

## CHEM 210 GENERAL CHEMISTRY I

This course is the first half of a two-semester sequence in general chemistry intended for students pursuing majors in physical sciences, biological sciences and engineering. The topics include atomic theory, stoichiometry, chemical bonding, thermochemistry, periodicity, molecular geometry, gas laws, solution stoichiometry, intermolecular forces and selected topics covering redox and acid-base reactions. The laboratory program includes gravimetric, colorimetric, and selected volumetric methods of analysis. Students are introduced to spreadsheet and graphical analysis of laboratory data and molecular modeling, and perform a variety of computer-interfaced experiments. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 48-54 Lecture; 96-108 Lab; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**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

**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:** Successful completion of Elementary Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area B1, B3

**Transfer Credit:** CSU (CSU GE Area B1, B3), UC

### 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

**Transfer Credit:** CSU

## Communication Studies

### COMM 110 PUBLIC SPEAKING

A practical and theoretical introduction to the principles of public speaking and a forum for developing public speaking skills. The course covers researching, analyzing, and presenting perspectives on critical issues as well as the organization, composition, presentation, and evaluation of informative and persuasive speeches. Critical thinking and listening skills are developed through speaker and audience analysis. Speeches are delivered in both extemporaneous and prepared modes. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**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

This course develops methods of critical inquiry and advocacy and provides foundational knowledge and practice of public speaking. 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; and executing presentations and evaluations of oral and written arguments. Course covers how, within a democratic society, to communicate ideas using informative and persuasive evidence through written and oral discourse. Adapting argumentation language sensitive to diversity, equity, inclusion, belonging, and accessibility. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**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 verbal and nonverbal communication within personal and professional relationships. The course focuses on theoretical foundations and practical considerations of behaviors as well as the role interpersonal communication plays in the formation and maintenance of identity. Well-prepared faculty-supervised 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

**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

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 180

### COMM 695 INDEPENDENT STUDY

Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote

three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

**Transfer Credit:** CSU

## Computer Business Office Technology

### CBOT 415 BEGINNING COMPUTER KEYBOARDING

An overview of correct keyboarding techniques using the alphabetic and numeric keys as well as the 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

**Transfer Credit:** CSU

**C-ID:** BSOT 110 X

### CBOT 417 SKILL BUILDING

This course provides Individualized instruction to develop speed, technique, and accuracy in touch typing. The course uses diagnostic software to analyze students' strokes and prescribe remediation drills. Students practice their keyboarding skills on 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.

**Transfer Credit:** CSU

**C-ID:** BSOT 120 X

### CBOT 432 INTRODUCTION TO COMPUTER APPLICATIONS

Introduction to file, folder, and database management; word processing; spreadsheets; and presentation software. The course covers creating, formatting and organizing documents and spreadsheets; using functions and formulas; building simple databases to organize information; and transferring files between applications,



all on the Windows platform. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

### CBOT 435 SPREADSHEETS

Building 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, and data tables; using and analyzing list data; using what-if analysis, scenario management; and creating workbooks. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**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

**Transfer Credit:** CSU

### CBOT 457 USING POWERPOINT IN BUSINESS

Learn to create and edit presentations; insert pictures, charts, tables, and SmartArt Graphics; create and customize themes; prepare for slide show delivery; customize images; use Slide Master; work with advanced animation, hyperlinks, and action buttons; and integrate contents from other sources. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**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:** 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

**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.

**Transfer Credit:** CSU

### CBOT 475 USING OUTLOOK

Outlook is 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

**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:** 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

**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

**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:** Basic knowledge of computer usage.

**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:** CIS 118

**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:** CIS 250

**Transfer Credit:** CSU, UC

**C-ID:** COMP 132

### **CIS 262 DISCRETE MATHEMATICS FOR COMPUTER SCIENCE**

Covers topics in discrete mathematics with emphasis on computer science applications. Includes algorithms, Master's theorem, base and number representation, logic, sets and category theory, relations, functions, induction, recursion, Boolean algebra and digital circuits, combinatorics, Pascal's Identity, permutations and combinations, counting, probability, Bayes' Theorem, Statistics, algebraic structures, Binomial theorem, directed and undirected graphs, elementary number theory, discrete probability, proof techniques, induction, pigeonhole principle, sequences, Fibonacci numbers and computational complexity. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CIS 250 or CIS 284 and successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**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:** 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 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.

**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:** 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 IPHONE 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:** 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

**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

**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

**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

**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

**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

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 125.2 SALSA II

Continuation of DANC 125.1. A thorough review of Salsa I is provided. Intermediate salsa patterns including more complex turns, patterns, and shines are introduced. Greater emphasis on the development of dance stylization, timing, and safety. Student choreography and presentation is encouraged. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** DANC 125.1 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

**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

**DANC 140.1 BALLETT 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:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 140.2 BALLETT 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:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** DANC 140.1

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 140.3 BALLETT 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:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** DANC 140.2

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC

**DANC 140.4 BALLETT 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:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** DANC 140.3

**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

**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 III

Continuation of DANC 150.2. Intermediate/advanced dance techniques, routines and group presentations. Emphasis on individual student and group choreography. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** DANC 150.2

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 150.4 HIP HOP IV

Continuation of DANC 150.3. Advanced dance techniques, and movement which include level changes, rhythmic and direction changes. Choreography and improvisational group projects/presentations which include exploring performance aspect of hip-hop dance. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** DANC 150.3

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 151.1 SOCIAL DANCE I

The basic steps of social ballroom dances are covered. Basic dance vocabulary, technique, body placement, and the relationships between music, rhythm and the dances are emphasized throughout the course. Students are instructed in lead and follow techniques and dance etiquette. The basic patterns of the following social ballroom dances are taught: Waltz, East Coast Swing, Cha Cha Cha, Rumba, Foxtrot, Merengue and Tango. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**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 157.1 AFRO CUBAN DANCE FUSION I**

Beginning level Afro Cuban dances. Students will integrate Afro Cuban elements into modern social dancing, using the body as a medium for cultural understanding and community building. Students will gain a foundation of Afro Cuban Folkloric, Rumba, Salsa, Son, ChaChaCha, Conga, Ladies Styling, Mambo and Cabaret, so they are ready to confidently join today's dance community. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E2

**Transfer Credit:** CSU (CSU GE Area E2), UC

### **DANC 157.2 AFRO CUBAN DANCE FUSION II**

Intermediate level Afro Cuban dances. Students will integrate Afro Cuban elements into modern social dancing, using the body as a medium for cultural understanding and community building. Students will gain a foundation of Afro Cuban Folkloric, Rumba, Salsa, Son, ChaChaCha, Conga, Ladies Styling, Mambo and Cabaret, so they are ready to confidently join today's dance community. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** DANC 157.1

**AA/AS Degree Requirements:** Area E2

**Transfer Credit:** CSU (CSU GE Area E2), UC

### **DANC 157.3 AFRO CUBAN DANCE FUSION III**

Advanced intermediate level Afro Cuban dances. Students will integrate Afro Cuban elements into modern social dancing, using the body as a medium for cultural understanding and community building. Students will gain a foundation of Afro Cuban Folkloric, Rumba, Salsa, Son, ChaChaCha, Conga, Ladies Styling, Mambo and Cabaret, so they are ready to confidently join today's dance community. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** DANC 157.2

**AA/AS Degree Requirements:** Area E2

**Transfer Credit:** CSU (CSU GE Area E2), UC

### **DANC 157.4 AFRO CUBAN DANCE FUSION IV**

Advanced level Afro Cuban dances. Students will integrate Afro Cuban elements into modern social dancing, using the body as a medium for cultural understanding and community building. Students will gain a foundation of Afro Cuban Folkloric, Rumba, Salsa, Son, ChaChaCha, Conga, Ladies Styling, Mambo and Cabaret, so they are ready to confidently join today's dance community. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**Prerequisites:** DANC 157.3

**AA/AS Degree Requirements:** Area E2

**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:** 0.5 or 1

**Hours/semester:** 24-54 Lab

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC

### **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:** 0.5 or 1

**Hours/semester:** 24-54 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:** 0.5 or 1

**Hours/semester:** 24-54 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:** 0.5 or 1

**Hours/semester:** 24-54 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 350.1 CARDIO DANCE I

Beginning level steps, stretches, and toning exercises choreographed to Latin, hip hop, jazz, ballet, modern, popular, and contemporary dance rhythms. Designed to increase cardiovascular health while learning dance movements in a non-competitive environment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 350.2 CARDIO DANCE II

Continuation of DANC 350.1. Intermediate level steps, stretches, and toning exercises choreographed to Latin, hip hop, jazz, ballet, modern, popular, and contemporary dance rhythms. Designed to increase cardiovascular health while learning dance movements in a non-competitive environment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** DANC 350.1

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 350.3 CARDIO DANCE III

Continuation of DANC 350.2. Advanced intermediate level steps, stretches, and toning exercises choreographed to Latin, hip hop, jazz, ballet, modern, popular, and contemporary dance rhythms. Designed to increase cardiovascular health while learning dance movements in a non-competitive environment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** DANC 350.2

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC

### DANC 350.4 CARDIO DANCE IV

Continuation of DANC 350.3. Advanced level steps, stretches, and toning exercises choreographed to Latin, hip hop, jazz, ballet, modern, popular, and contemporary dance rhythms. Designed to increase cardiovascular health while learning dance movements in a non-competitive environment. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** DANC 350.3

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), 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

**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 WORK EXPERIENCE 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. One unit of credit will be earned for each 48-54 hours of paid or unpaid work per semester, with a maximum of 6 units per semester. Students may repeat Work Experience courses within the SMCCCD for credit up to a maximum of 16 total units. The unit limitation applies to any Work Experience Education (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:** 48-162 Work Experience

**Prerequisites:** A minimum of 12 completed units in the occupational discipline.

**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

**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 packages 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

**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

**Transfer Credit:** CSU

### MART 362 INTRODUCTION TO DIGITAL PHOTOGRAPHY

Introduction to the theory and technology of digital photography. Exploration of the digital camera in both professional and consumer contexts. The course covers photographing, storing photos, transferring and editing images, and optimizing the final output. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 32-36 TBA; 64-72 Homework

**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:** MART 362 or previous experience with raster image editing software (Photoshop or equivalent)

**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:** MART 376 is strongly recommended.

**Transfer Credit:** CSU

### MART 371 USER INTERFACE/USER EXPERIENCE DESIGN

The fundamentals of user-centered interface design for web, mobile devices, and other applications. The course covers user interaction with interfaces, 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

**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

**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 presentation slides. Practical application of skills learned to inform product development and UX design 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

**Transfer Credit:** CSU, UC

### 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

**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 Apple OS 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

**Transfer Credit:** CSU

### MART 379 INTRODUCTION TO DIGITAL ANIMATION

Creating computer-based animation using both traditional and digital 2D animation techniques such as storyboarding and frame-by-frame animation. The course also covers effective graphic user interface for web design and scripting. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 32-36 TBA; 64-72 Homework

**Transfer Credit:** CSU

### 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 a game engine, 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

**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. Other topics include job search techniques, resume and cover letter writing skills, and searching out professional organizations that align with the student's career goals. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 16-18 TBA; 32-36 Homework

**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.

**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 using industry-standard tools such as 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

**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

**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

**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 story boarding, camera composition and scene sequencing techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1.5

**Hours/semester:** 24-27 Lecture; 16-18 TBA; 32-36 Homework

**Transfer Credit:** CSU

### MART 405 STORYBOARD DEVELOPMENT FOR ANIMATION AND INTERACTIVE MEDIA

Introduction to storyboarding and the planning processes of visual storytelling. Translation of concepts such as shot types, continuity, pacing, transitions and sequencing into a visual narrative. Exploration of cinematic vocabulary and 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

**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

**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

**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

**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:** 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 experience

**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 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:** 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:** MART 420 or 3D software 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

**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

**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:** 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:** MART 441



**Transfer Credit:** CSU

### MART 446 STORYTELLING WITH MEDIA

Discussion and development of plots, character archetypes, and challenges in storytelling that provide the structure to create a unique story experience through gameplay and other media. Examines the aesthetics of games and media, the designer and viewer/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:** 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:** 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:** MART 445

**Transfer Credit:** CSU

### 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:** MART 445

**Transfer Credit:** CSU

### 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

### MART 455 INDIE GAME DEVELOPMENT & ENTREPRENEURSHIP

Freelancing and independent studios as 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

**Transfer Credit:** CSU

### MART 695 INDEPENDENT STUDY

Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

**Transfer Credit:** CSU



## 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

### ECE. 201 CHILD DEVELOPMENT

This course examines the progression of development in the physical, cognitive, social, and emotional domains and identifies developmental milestones for children from conception through adolescence. Emphasis on interactions between biological processes and environmental factors. Students observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories. *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 E1

**Transfer Credit:** CSU (CSU GE DSI; Area E1), UC (IGETC Area 4)

**C-ID:** CDEV 100

### ECE. 210 EARLY CHILDHOOD EDUCATION PRINCIPLES

This course provides the historical contexts and theoretical perspectives of developmentally appropriate practice in early care and education for children birth through age eight. Explores the typical roles and expectations of early childhood educators. Identifies professional ethics, career pathways, and professional standards. Introduces best practices for developmentally appropriate learning environments, curriculum, and effective pedagogy for young children including how play contributes to children's

learning, growth, and development. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**C-ID:** ECE 120

### ECE. 211 EARLY CHILDHOOD EDUCATION CURRICULUM

This course is an introduction to developmentally appropriate curriculum and environments for children birth through age eight. Students use knowledge of children's development, theories of learning and development, and examples from various models of developmentally appropriate practice to plan responsive, intentional environments and curriculum in all content areas to support children's development and learning integrated throughout indoor and outdoor settings. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**C-ID:** ECE 130

### ECE. 212 CHILD, FAMILY, AND COMMUNITY

The processes of socialization focusing on the interrelationship of family, school, and community. Examines the influence of multiple societal contexts. Explores the role of collaboration between family, community, and schools in supporting children's development. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**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



**Transfer Credit:** CSU

### **ECE. 223 INFANT AND TODDLER DEVELOPMENT**

A study of human development 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

**Transfer Credit:** CSU

### **ECE. 225 CARE AND EDUCATION FOR INFANTS AND TODDLERS**

Reviews regulations governing child-care centers, essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children from birth to 36 months. Applies current theory and research to the care and education of infants and toddlers in group settings. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**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**

This course prepares classroom teachers to mentor novice teachers while addressing the needs of children, parents, and other staff in Early Childhood Education settings. Students study principles of classroom supervision and practice mentoring and guidance strategies. Cross cultural communication is emphasized. *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**

This course reviews criteria for high quality prekindergarten and transitional kindergarten experiences including foundational learning skills and the design of appropriate learning environments. Key topics include developmental, political and economic issues affecting school readiness, social and economic stressors and their affect on school readiness and success. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**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

**Transfer Credit:** CSU

### **ECE. 254 TEACHING IN A DIVERSE SOCIETY**

Examines the historical and current perspectives on diversity and inclusion and the impact of systemic societal influences on children's development, learning, and school



experiences. Strategies for developmentally, culturally, and linguistically appropriate anti-bias curriculum will be explored as well as approaches to promote inclusive and anti-racist classroom communities. Includes self-reflection on the influence of teachers' own culture and life experiences on teaching and interactions with children and families. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**C-ID:** ECE 230

### **ECE. 255 MULTILINGUAL LEARNERS: LANGUAGE AND LITERACY DEVELOPMENT**

Children's language and literacy acquisition focuses on the connection between language and brain development. Course covers the expressive and receptive functions of language; theories of language acquisition; first and second language acquisition; code-switching; dual language learning support; varieties of English such as Black English Vernacular; and the revitalization of tribal languages. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Transfer Credit:** CSU

### **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:** ECE. 201

**Transfer Credit:** CSU

### **ECE. 263 CURRICULUM AND STRATEGIES FOR CHILDREN WITH SPECIAL NEEDS**

Best practices in early childhood special education including curriculum modification and support strategies to facilitate the development of cognitive, motor, social, emotional and language development in young children (birth to 8 years of age). Examines intervention plans and interdisciplinary collaboration across both inclusive and self-contained classrooms through a family-focused culturally sensitive framework. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** ECE. 201, ECE. 260

**Transfer Credit:** CSU

### **ECE. 271 FOUNDATIONAL CONCEPTS IN MULTILINGUAL LEARNING**

The course surveys current dual/multi language learning research and practice, foundational concepts in dual/multilingual learning, and teaching strategies that promote cognitive-linguistic competence in young children. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Transfer Credit:** CSU

### **ECE. 273 MULTILINGUAL LEARNERS: PERSONALIZED ORAL LANGUAGE LEARNING (POLL)**

This course reviews instructional methods that support learning and development of children's home language and literacy skills as well as English. Students study effective oral language strategies such as modifications, adaptations, enhancements in the environment, and teaching methods that ensure full access and active participation of all learners. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** ECE. 271 or equivalent.

**Transfer Credit:** CSU

### **ECE. 280 CULTURAL HUMILITY: CULTIVATING AN EQUITY MINDSET**

The course examines the impact of values, beliefs, implicit and explicit biases on teacher interactions with culturally and linguistically diverse children and families. Concepts such as cultural humility, anti-bias, and reciprocal communication are discussed from an equity-mindset framework necessary to create quality learning environments for all children. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Transfer Credit:** CSU



**ECE. 313 HEALTH, SAFETY AND NUTRITION**

Laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in care and education settings for children birth through middle childhood. Includes the teacher's role in prevention strategies, nutrition and meal planning, integrating health safety and nutrition experiences into daily routines, and overall risk management. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Recommended:** Eligibility for ENGL 100.**Transfer Credit:** CSU**C-ID:** ECE 220**ECE. 333 OBSERVATION AND ASSESSMENT OF YOUNG CHILDREN**

Introduces the appropriate use of assessment and observation tools as well as strategies to document young children's development and learning. The use of findings to inform and plan learning environments and experiences are emphasized. Recording strategies, rating systems, portfolios, and multiple assessment tools are practiced, along with strategies for collaboration with families and professionals. *Letter Grade Only. Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**Prerequisites:** ECE. 201**Transfer Credit:** CSU**ECE. 362 PARTNERING WITH FAMILIES**

This course focuses on developing culturally and linguistically inclusive communication skills to promote establishment of reciprocal relationships between families and educators. Students learn about strategies that promote effective communication and interactions with multilingual and multiracial families including biological parents, adoptive families, families experiencing homelessness, and extended family members. *Letter Grade Only. Degree Credit.*

**Units:** 1**Hours/semester:** 16-18 Lecture; 32-36 Homework**Transfer Credit:** CSU**ECE. 364 MULTILINGUAL PRACTICES IN ACTION**

Foundational knowledge and skills for supporting multilingual learners and their families. Students use case studies to design and implement research-based language and literacy practices to promote equitable learning

opportunities for all children including those with special needs. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1**Hours/semester:** 16-18 Lecture; 32-36 Homework**Transfer Credit:** CSU**ECE. 366 PRACTICUM IN EARLY CHILDHOOD EDUCATION**

Demonstration of developmentally appropriate early childhood program planning and teaching competencies under the supervision of Early Childhood Education faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Reflective practice will be emphasized as student teachers design, implement, and evaluate approaches, strategies, and techniques that promote development and learning. Includes exploration of career pathways, professional development, and teacher responsibilities. *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. 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**Transfer Credit:** CSU



To view the Early Childhood Education classes sequence chart, please visit: [https://catalog.canadacollege.edu/current/courses/\\_docs/ece-sequence.pdf](https://catalog.canadacollege.edu/current/courses/_docs/ece-sequence.pdf)

## 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:** Successful completion of Elementary Algebra or equivalent, or placement by other measures as applicable.

**Recommended:** Eligibility for ENGL 100.

**AA/AS Degree Requirements:** DSI

**Transfer Credit:** CSU (CSU GE DSI), UC (IGETC Area 4)

**C-ID:** ECON 202

### ECON 102 PRINCIPLES OF MICRO ECONOMICS

This course focuses on choices of individual economic decision makers within the framework of supply and demand. Topics include: scarcity, marginality, specialization and trade, equilibrium, elasticity, factor markets, and externalities. Price and output decisions under competitive, imperfectly competitive, and monopolistic markets. Profit maximization and loss minimization strategies for the individual firm are analyzed. Comparative economic systems are also examined. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Successful completion of Elementary Algebra or equivalent, or placement by other measures as applicable.

**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 appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**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.

**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

**Transfer Credit:** CSU, UC

### **EDUC 265 POSITIVE BEHAVIOR SUPPORT IN INCLUSIVE SETTINGS**

This course reviews strategies for behavior management and guidance. Children's behaviors are analyzed from a developmentally appropriate and culturally sensitive framework that honors children's developmental differences, as well as the diverse cultural and contextual factors that help shape their behaviors. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC

### **EDUC 300 APPLIED INCLUSIVE STRATEGIES**

Foundational knowledge and skills for supporting children with special needs. Students learn how to implement Universal Design for Learning (UDL), positive behavior support plans, and special education concepts in the classroom. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 8-9 Lecture; 24-27 Lab; 16-18 Homework

**Recommended:** 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

**Transfer Credit:** CSU

## **Engineering**

(See also [Computer Science](#))

### **ENGR 100 INTRODUCTION TO ENGINEERING**

Introduction to the engineering profession and its different fields. The course explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. It also provides an understanding of engineering processes and tools including experimentation, data analysis, and computer and communication skills. Emphasis is given to academic success strategies, technical communications, ethical considerations, and engineering design and analysis skills applied to illustrative projects and problems drawn from various engineering fields. A spreadsheet program (Microsoft Excel) and a high-level computer language (MATLAB or equivalent) are an integral part of the course. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** MATH 130 or MATH 225

**Transfer Credit:** CSU, UC

**C-ID:** ENGR 110

### **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

**Transfer Credit:** CSU, UC

**C-ID:** ENGR 150

### ENGR 215 COMPUTATIONAL METHODS FOR ENGINEERS AND SCIENTISTS

Covers the fundamentals of procedural programming and computational methods for science and engineering. Topics include induction, iteration and recursion; approximations, floating-point computations, introduction to data structures and object oriented programming. Students will be given laboratory projects that use the MATLAB programming language to solve problems and examples drawn from algebra, trigonometry, calculus and elementary physics. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 32-36 Lecture; 48-54 Lab; 64-72 Homework

**Prerequisites:** MATH 251

**Transfer Credit:** CSU, UC

**C-ID:** ENGR 220

### ENGR 230 STATICS

This course covers vector treatment of force systems acting on particles and rigid bodies; two- and three-dimensional problems; equilibrium problems involving trusses, frames, machines, distributed forces, fluid statics, internal forces and friction; centroids and moments of inertia; shear and moment diagrams for beams and virtual work. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 252 and PHYS 250

**Transfer Credit:** CSU, UC

**C-ID:** ENGR 130

### ENGR 240 ENGINEERING DYNAMICS

This course covers the fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion; Newton's second law, work-energy and momentum methods; kinematics of planar and three-dimensional motions of rigid bodies; D'Alembert's principle, work-energy and momentum principles for rigid body motion; introduction to mechanical vibrations. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** ENGR 230

**Transfer Credit:** CSU, UC

**C-ID:** ENGR 230

### ENGR 260 CIRCUITS AND DEVICES

An introduction to the theory and techniques of circuit analysis. Circuit laws and nomenclature, resistive circuits with DC sources, controlled sources, ideal operational amplifiers, natural and complete responses of first- and second-order circuits, steady-state sinusoidal analysis, power calculations, amplifiers, and three-phase circuits. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** PHYS 260 and completion of, or concurrent enrollment in, MATH 275

**Transfer Credit:** CSU, UC

**C-ID:** ENGR 260

### ENGR 261 CIRCUITS AND DEVICES LABORATORY

Introduction to the design, construction, and measurement of electrical circuits using electrical test and measurement instruments as well as circuit simulation software. The course covers the 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. The course also includes the 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

The internal structures and resulting behaviors of materials used in engineering including metals, ceramics, polymers, composites, and semiconductors. The course emphasizes developing the ability to select materials to meet design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Laboratory exercises provide observation of material structures and behaviors, experience operating 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

**Transfer Credit:** CSU

## English as a Second Language

(INGLES COMO SEGUNDO IDIOMA)

(See also [English](#), [Learning Center](#), [Reading](#) and [Literature](#))

An intensive language development program that provides English as a Second Language instruction for students whose native language is not English. Students who wish to enroll in the program should have a knowledge of basic English equivalent to at least one year of previous study in programs such as Adult Basic Education and language schools, or previous language instruction in their native country. The ESL placement test is administered prior to the beginning of each semester in order to assess English ability

for correct placement. For more information, students should contact the English as a Second Language Office, Building 3, Room 147, or call 306-3388.

Un programa intensivo para el desarrollo del idioma que provee instrucción de Inglés como segundo idioma a los estudiantes cuyo idioma no es el Inglés. El estudiante que desee inscribirse en el programa, deberá tener un conocimiento básico del Inglés equivalente a por lo menos un año de estudio previo en un programa de Inglés como: Educación Básica para adultos, instituto de idiomas, o estudios previos en el país de origen. El examen de aptitud de Inglés como Segundo Idioma es administrado antes del comienzo de cada semestre. El resultado del examen colocará al estudiante en el nivel apropiado. Para más información pueden dirigirse a la oficina de Inglés como Segundo Idioma, localizada en el edificio 3, oficina 147, o pueden llamar al 306-3388.

### ESL 400 COMPOSITION FOR 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

**Prerequisites:** ESL 924 or appropriate score on the College Placement Test or other multiple measures assessment.

**Transfer Credit:** CSU, UC

### ESL 800 ESL PREPARATORY COURSE

Beginning-level English-language instruction for speakers of other languages. Developmental practice in all language skills: grammar, vocabulary, listening, speaking, reading, and writing. Preparation for ESL Level I courses. *Letter Grade Only. Units do not apply toward AA/AS degree.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Recommended:** 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

### 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:** 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

**Prerequisites:** ESL 912 or appropriate score on the College Language Placement Test or other multiple measures assessment.

### 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.

### 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.

### 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.

### 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.

### 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.

## 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: <https://canadacollege.edu/registration/>

To inquire about placement tests and the assessment process please visit us here: <https://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:** Appropriate skill level as indicated by at least a 2.6 high school GPA, successful completion of ESL or ESOL 400, or other measures as applicable.

**AA/AS Degree Requirements:** Area A2

**Transfer Credit:** CSU (CSU GE Area A2), UC (IGETC Area 1A)

**C-ID:** ENGL 100

### ENGL 105 READING AND COMPOSITION WITH SUPPORT

A reading and writing course based on the study of primarily non-fiction materials of culturally diverse writers. Includes instruction on how to read complex texts as well as how to write coherent and compelling persuasive essays. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** Appropriate skill level as indicated by high school GPA, successful completion of ESL or ESOL 400, or other measures as applicable.

**AA/AS Degree Requirements:** Area A2

**Transfer Credit:** CSU (CSU GE Area A2), UC (IGETC Area 1A)

**C-ID:** ENGL 100

### ENGL 110 COMPOSITION, LITERATURE, AND CRITICAL THINKING

Students read novels, short stories, poetry, and drama written by diverse authors using analytical lenses that call attention to race, culture, gender, and other dynamics at play in literature. They write persuasive essays that



demonstrate critical interpretation, the use of evidence and research strategies. *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 161 CREATIVE WRITING I

Students learn and practice the craft of writing short stories, sketches, poetry, short drama, journals, reportage and other literary forms for both personal enjoyment and professional training. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**AA/AS Degree Requirements:** Area C2

**Transfer Credit:** CSU (CSU GE Area C2), UC

**C-ID:** ENGL 200

### ENGL 162 CREATIVE WRITING II

In this advanced Creative Writing class, students continue to learn and practice the craft of writing short stories, sketches, poetry, short drama, journals and/or reportage or other literary forms. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** ENGL 161

**Transfer Credit:** CSU, UC

### ENGL 164 CREATIVE NON-FICTION

The craft of writing the non-fiction genres, such as memoir, personal narrative, biography, autobiography, or journal. Discussion and critiques of works by established authors. Workshop of students' own writing. Guidelines for submission for publication. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**AA/AS Degree Requirements:** Area C2

**Transfer Credit:** CSU (CSU GE Area C2), UC

### ENGL 165 ADVANCED COMPOSITION

In this advanced course in non-fiction writing, students analyze texts from writers of diverse ethnic, cultural and socio-economic backgrounds and gender/sexual orientations. Students are taught to read and think critically as they apply their analytical skills to the writing of nuanced text-based arguments. *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

**Transfer Credit:** CSU (CSU GE Area A3), UC (IGETC Area 1B)

**C-ID:** ENGL 105; ENGL 110 (both ENGL 110 + 165)

### ENGL 200 INTRODUCTION TO LINGUISTICS: A SURVEY OF LANGUAGE

Equivalent to LING 200. The origin, development, acquisition, and evolution of spoken and written languages are studied in this course. Topics include phonetics/phonology, morphology, syntax, semantics, and pragmatics. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for Eligibility for ENGL 100 or ENGL 105.

**AA/AS Degree Requirements:** DSI

**Transfer Credit:** CSU (CSU GE DSI), UC (IGETC Area 4)

### ENGL 695 INDEPENDENT STUDY

Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 3



**Hours/semester:** 24-162 Lab

**Transfer Credit:** CSU

### ENGL 847 ACCELERATED ACADEMIC READING AND WRITING

Pre-transfer course that prepares students for college-level reading and writing. The course focuses on thesis construction, essay organization, and the use of evidence as well as sentence-level writing skills. Text-based assignments incorporate reading strategies to improve comprehension, fluency, analysis, and vocabulary. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

To view the English classes sequence chart, please visit: [https://catalog.canadacollege.edu/current/courses/\\_docs/english-sequence.pdf](https://catalog.canadacollege.edu/current/courses/_docs/english-sequence.pdf)

## 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

**AA/AS Degree Requirements:** Area B3 - only if ENVS 115 is successfully completed prior to or concurrently with ENVS 101

**Transfer Credit:** CSU (CSU GE Area B3 - only if ENVS 115 is successfully completed prior to or concurrently with ENVS 101), UC (IGETC Area 5C\*)

### 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

**AA/AS Degree Requirements:** Area B1, B2

**Transfer Credit:** CSU (CSU GE Area B1, B2), UC (IGETC Area 5A, 5B)

### ENVS 120 GLOBAL CLIMATE CHANGE

An introduction to global climate change from a scientific perspective, focusing on Earth processes, the interaction between humans and these processes, and the role of science in finding sustainable solutions. Topics include natural and human causes of climate change, today and over geologic time; Earth feedback systems that regulate climate; impacts of climate change on ecosystems and human constructs; mitigation and adaptation solutions; use of models to understand and track climate change; and the role of public policy in creating equitable solutions. *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.

### 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

**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 (IGETC Area 4; Area 7A)

### 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 (IGETC Area 4; Area 7A)

### 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 (IGETC Area 4; Area 7A)

### 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 (IGETC Area 4; Area 7A)

### 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 (IGETC Area 4; Area 7A)

### ETHN 130 INTRODUCTION TO LATINX STUDIES

An examination of the histories, experiences, and philosophies of Latinx communities. National origins groups such as Mexicans, Puerto Ricans, Cubans, Salvadorans/Salvadorians and others will be considered through the lens of history, culture, literature, etc. Ethnic Studies concepts such as racialization, white supremacy, intersectionality,



liberation, and decolonization will be utilized as a basis for understanding injustice and creating a more equitable society for racialized communities. *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

### **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

**AA/AS Degree Requirements:** Area C2; Area F

**Transfer Credit:** CSU (CSU GE Area C2; Area F), UC (IGETC Area 3B; Area 7A)

### **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

**AA/AS Degree Requirements:** Area C1; Area F

**Transfer Credit:** CSU (CSU GE Area C1; Area F), UC (IGETC Area 3A; Area 7A)

## **Fashion Design and Merchandising**

### **FASH 100 PRINCIPLES OF DESIGN**

An overview of design principles and elements used in fashion to create effective and successful garment designs. Focus is on the recognition, analysis and evaluation of good design in both ready to wear and student's original designs. Other topics include sketching and presentation techniques. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

### **FASH 110 BEGINNING CLOTHING CONSTRUCTION**

Designed to provide an overview of basic sewing techniques, sewing machine skills, and an understanding of fabrics and patterns. The focus is on clothing construction techniques for students with little or no sewing experience. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Transfer Credit:** CSU

### **FASH 111 TECHNIQUES OF FIT**

An overview of various pattern alteration techniques for skirts and bodices based on individual figure variations. Techniques examine sizing methods, ease assessment, fabric variability, and the identification of figure variations. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Transfer Credit:** CSU

### **FASH 113 TEXTILES**

An introduction to the study of natural and chemical fibers, yarns, fabrics, finishing, and dyeing. Students also analyze methods used for purchasing and caring for clothing. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC



**FASH 114 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. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**FASH 115 INTERMEDIATE CLOTHING CONSTRUCTION**

Provides an overview of intermediate sewing techniques for constructing collars, buttonholes, sleeves, hems, zippers, pockets, and other garment details. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**Recommended:** FASH 110 or basic sewing skills.

**Transfer Credit:** CSU

**FASH 116 TAILORING**

An overview of techniques applied to the construction of suits and coats. Students analyze and adapt patterns for proper fit and evaluate and select fabrics for specific garments. Collars, sleeves, linings, welt pockets and bound buttonholes are covered. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 16-18 TBA; 80-90 Homework

**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

**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

**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

**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

**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:** Basic sewing skills

**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

**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

**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

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area C1), UC

### FASH 151 FASHION MERCHANDISING

Examines the retail and wholesale aspects of the fashion industry by studying trends, consumer behavior and fashion marketing. Covers globalization of the apparel industry, production costs, display, fashion promotion and advertising as well as career choices such as retail buyers, store managers, fashion directors, visual merchandisers, and sales associates. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**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

**Transfer Credit:** CSU

### FASH 163 PATTERN GRADING

Techniques for taking a sized pattern and grading it up and down into multiple sizes. Course includes an overview of different size ranges, methods of grading, and grading rules. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**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

**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

**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

**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:** 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:** 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:** 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:** 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:** 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

**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

**Transfer Credit:** CSU

### FASH 180 COMPUTERIZED PATTERN DESIGN

Designed to teach PAD, a professional computerized pattern development software, to draft and develop patterns for original designs. Students have the opportunity to utilize flat pattern skills to develop patterns used in the apparel industry, as well as learn the process of digitizing and plotting patterns using PAD software and hardware. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

### FASH 195 PORTFOLIO DEVELOPMENT

Overview of portfolio assembly methods for fashion design, with emphasis on professional display techniques of student's original designs. Course covers presentation techniques, materials, content considerations, organization, and layout choices. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**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

**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:** 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:** 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

**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

**Transfer Credit:** CSU



### FASH 672 WORK EXPERIENCE 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. One unit of credit will be earned for each 48-54 hours of paid or unpaid work per semester, with a maximum of 6 units per semester. Students may repeat Work Experience courses within the SMCCCD for credit up to a maximum of 16 total units. The unit limitation applies to any Work Experience Education (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:** 48-162 Work Experience

**Prerequisites:** A minimum of 12 completed units in the occupational discipline.

**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

**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

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 117 FITNESS ASSESSMENT, STRENGTH AND CONDITIONING

Improve the quality of life by adopting, maintaining, or increasing daily physical activity in a fitness setting. FITN 117 is an introductory course examining the importance of 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, the basic human anatomy related to the student's fitness/health goals, and the workout structure to reach these goals. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**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 strength and cardiovascular training to maintain healthy body composition. The course examines various modes of strength training, including 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

**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

**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 128.3 CORE STRENGTH AND FUNCTIONAL TRAINING III

Continuation of Fitness 128.2. Intermediate to advanced level course incorporating exercises on the 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 128.2

**Transfer Credit:** 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:** 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

**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

**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:** 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

**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, which consists of 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

**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

**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.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** FITN 301.1 or demonstrated skill level.

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**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

**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

**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

**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

**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:** FITN 334.1

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### **FITN 334.3 YOGA III**

Designed to educate students in Hatha Yoga at an advanced intermediate level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; 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

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 335.2 PILATES II

Training of the muscles in the torso through controlled exercises taught at an intermediate level. Designed to improve posture, coordination, balance, flexibility and build core strength. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** FITN 335.1

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 335.3 PILATES III

Training of the muscles in the torso through controlled exercises taught at an advanced intermediate level. Designed to improve posture, coordination, balance, flexibility and build core strength. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** FITN 335.2

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### FITN 335.4 PILATES IV

Training of the muscles in the torso through controlled exercises taught at an advanced level. Designed to improve posture, coordination, balance, flexibility and build core strength. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** FITN 335.3

**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

**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 or possess a Funeral Director License or proof of completing Arrangement Counselor Training.

**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 250 and FSE. 200

**Recommended:** CHEM 410, BIOL 240

**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 and FSE. 225

**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:** FSE. 210

**Recommended:** BUS. 201

**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. 200 or possess a Funeral Director license or proof of completing Arrangement Counselor Training.

**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

**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:** FSE. 210

**Recommended:** ACTG 100

**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

**Prerequisites:** FSE. 212

**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 and FSE. 220

**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. 260

**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. 210 and FSE. 225

**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:** Students must have completed all general education and competency requirements pertaining to FSE degree for graduation requirements and completion of, or concurrent enrollment in FSE. 265.

**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.

**AA/AS Degree Requirements:** DSI

**Transfer Credit:** CSU (CSU GE DSI), UC (IGETC Area 4)

**C-ID:** GEOG 120

### GEOG 150 WORLD REGIONAL GEOGRAPHY

Geographic analysis of the physical, cultural, and population patterns of world regions. A critical examination, with historical context, is also made of the economy and politics, sociocultural issues, environmental issues, and measures of human well-being within each region. This course is aimed at helping students make sense of world events, environments, cultures, conflicts, and lifestyles, and to begin to prepare them for life in an increasingly global community. *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 125

### GEOG 695 INDEPENDENT STUDY

Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students

may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

**Transfer Credit:** CSU

## Geology

(See also [Geography](#) and [Oceanography](#))

### GEOLOGICAL 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

**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

### GEOLOGICAL 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

**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

**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

**Transfer Credit:** CSU

## Health Science

### HSCI 100 GENERAL HEALTH SCIENCE

Analysis of contemporary health issues with a focus on understanding basic health information, increasing patient engagement with healthcare providers, and preventing disease. The course also covers social factors influencing health outcomes. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area E1

**Transfer Credit:** CSU (CSU GE Area E1), UC

## History

### HIST 100 HISTORY OF WESTERN CIVILIZATION I

This course begins with the evolution of the human species and its biological capacity to create "culture" and then continues into the Neolithic Revolution and the birth of some of the first civilizations in the Fertile Crescent. It also includes Bronze Age cultures of the Eastern Mediterranean. Topics include: Mesopotamian civilizations, Ancient Egypt, the Hebrews, Ancient Persia, the Minoans, the Mycenaean Greeks, Archaic and Classical Greece, Alexander the Great and Hellenistic Greece, the rise of Rome (republic and empire), the development and spread of Christianity, the Celts, the Germanic Invasions, Medieval Europe, the Renaissance and Reformation, and the Age of Exploration and Conquest. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**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 the late Medieval Era to the creation of contemporary Europe. The focus is on examining and analyzing the social, political, economic, and cultural trajectories of European societies from the 1400s to the post WWII world. Topics include: the late Medieval Era, the Renaissance, the Protestant Reformation, the Scientific Revolution, the Age of Exploration and Conquest, absolutism, constitutionalism, the Enlightenment, the French Revolution, the Age of Revolution in general, the Industrial Revolution, imperialism, World War I, the Russian Revolution, World War II, and post-war Europe. Intellectual history, art history, gender history, and class history will be integrated during each time period. *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)

**C-ID:** HIST 180





**HIST 104 WORLD HISTORY I**

This course explores the origins and development of diverse societies and civilizations of the world from the Paleolithic era through 1500. The focus 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, agriculture, urban settlement, and state-building, 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 100.**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 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, and globalization 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**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 varied experiences and cultures of the peoples of North America. Topics covered include Native Americans, European colonization, the American Revolution, the U.S. Constitution and American institutions, slavery and the Civil War, the Mexican American War, and Reconstruction. A further emphasis will be placed upon the identities and of the diverse peoples of British North America and the United States. *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, 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**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 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, D US-1; DSI**Transfer Credit:** CSU (CSU GE Area C2; DSI, D US-1), UC (IGETC Area 3B; Area 4)**HIST 246 HISTORY OF LATINOS IN THE U.S.**

Surveys the history and contributions of Latino/Latina/ Latinx peoples in the U.S., from pre-Columbian heritage to the present. Explores the impacts of conquest, migration, struggles for social justice, and the formation of Mexican



American, Caribbean, Central American, and other Latin American communities and identities. Emphasizes the intersections of race, ethnicity, class, and gender throughout. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area C2; DSI

**Transfer Credit:** CSU (CSU GE Area C2; DSI), UC (IGETC Area 3B; Area 4)

### HIST 247 WOMEN IN U.S. HISTORY

Surveys the experiences and contributions of diverse women in U.S. social, cultural, economic, and political life, from pre-conquest to the present day. Explores how gender has shaped peoples' lives and opportunities. Intersections of race, class, ethnicity, sexual orientation, and regional variations are emphasized throughout, as are feminist ideas & movements, including women of color feminisms. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**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 diverse histories of Latin American nations and peoples from 1800 to the present. The focus is on the social, political, economic, and cultural developments that have shaped the region. Themes such as nationalism, neocolonialism, dictatorship, revolution, and social and cultural change are explored. Special attention is paid to Latin American relations with the U.S. and migration. *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 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

**Transfer Credit:** CSU

## Human Services

### HMSV 100 INTRODUCTION TO SOCIAL WORK AND HUMAN SERVICES

An introductory overview of social welfare and social service institutions in the U.S. The course presents an historical perspective of the development of U.S. social work and human services. Special attention is given to the policies and procedures of current social service delivery systems as well as the importance of cultural sensitivity within those settings. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU, UC

### HMSV 121 SOCIAL WORK AND HUMAN SERVICES SEMINAR

This course provides the student who is participating in a supervised field experience in a community organization, agency, or institution with a weekly class meeting that provides the academic element to the experiential course offering. The application of concepts gained in the prerequisite or corequisite course to the field experience are emphasized. This course is designed to provide the student with an opportunity to develop skills that would facilitate gaining employment in the human services field. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** HMSV 100

**Corequisites:** Concurrent enrollment in, HMSV 122

**Transfer Credit:** CSU

### HMSV 122 SOCIAL WORK AND HUMAN SERVICES FIELDWORK

This course offers the student a supervised field experience 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 an opportunity to observe, practice, and develop skills that would facilitate gaining employment in the human services field. *Letter Grade Only. Degree Credit.*

**Units:** 2

**Hours/semester:** 96-108 Field Experience

**Prerequisites:** HMSV 100

**Corequisites:** Concurrent enrollment in, HMSV 121

**Transfer Credit:** CSU

### HMSV 672 WORK EXPERIENCE 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. One unit of credit will be earned for each 48-54 hours of paid or unpaid work per semester, with a maximum of 6 units per semester. Students may repeat Work Experience courses within the SMCCCD for credit up to a maximum of 16 total units. The unit limitation applies to any Work Experience Education (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:** 48-162 Work Experience

**Prerequisites:** A minimum of 12 completed units in the occupational discipline.

**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

**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](#))

(Please make sure to [see repeatability statement listed 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

**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

**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

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 251.2 TENNIS II

Continued instruction in the fundamental skills of tennis. Emphasis is placed on singles and doubles strategy including the essence of net play at the intermediate level. Forehand, backhand, and serve are emphasized as offensive and defensive weapons. Competition is included and tournaments are held. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** INDV 251.1

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 251.3 TENNIS III

Continued instruction on the skills of tennis at the advanced intermediate level. Emphasis is placed on ground strokes that utilize top-spin and cut-shots. Serve and volley strategies will be taught. Competition includes singles and doubles tournaments in class. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** INDV 251.2

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### INDV 251.4 TENNIS IV

Continued instruction on the skills of tennis at the advanced level. Emphasis is placed on doubles strategy including serve, volley and net play as offensive and defensive weapons. Competition is included and tournaments are



held. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** INDV 251.3

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

## Interdisciplinary Studies

### INDST 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

## Interior Design

(See also [Architecture](#))

### INTD 115 INTRODUCTION TO INTERIOR DESIGN

Examination of the interior built environment with emphasis on residential design. Elements and principles of residential interior design including factors such as sustainability and accessibility as well as historical and cultural influences. Students develop skills in critical analysis as they design aesthetic interiors that accommodate homeowner needs and values. *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

### INTD 126 CRITICAL THINKING FOR INTERIOR DESIGNERS

Introduction to the analytical and creative tools used by interior designers. The course includes both the study of how interior design has changed over time and hands-on creative expression. In addition, it explores historical aspects of land use, housing discrimination, and the roots of Bay Area architectural and environmental design. *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

### INTD 128 PRESENTATION TECHNIQUES

Oral and visual presentation skills needed in the interior design profession including basic and quick sketch two-dimensional design techniques as well as one- and two-point perspectives. Students develop a professional portfolio and tools for promoting their work using social media. *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 ENGL 100.

**Transfer Credit:** CSU

### INTD 148 COLOR AND DESIGN

Basic color theories and their application to design. Exploration of how history, culture, the environment, and psychology inform the use of color. Students design projects applying these theories and influences. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**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 ENGL 100.



**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area C1), UC

### INTD 151 HISTORY OF INTERIORS II

Examination of 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. *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 ENGL 100.

**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 residential space planning. Emphasis is on designing responsive, adaptable, accessible, and secure spaces. Students learn to apply codes and sustainable design principles for residential and commercial environments. *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 ENGL 100.

**Transfer Credit:** CSU

### INTD 250 PROFESSIONAL PRACTICES FOR INTERIOR DESIGNERS

Interior design business ethics, practices, management tools, and regulations, offering input from professional designers in various practices. The course covers liability issues, codes, and laws in residential and non-residential practices. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** INTD 115

**Recommended:** Eligibility for ENGL 100.

**Transfer Credit:** CSU

### INTD 260 OVERVIEW OF LIGHTING DESIGN

Overview of the study of interior lighting as it relates to residential and commercial projects 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 ENGL 100.

**Transfer Credit:** CSU

### INTD 272 KITCHEN AND BATH DESIGN

Basic principles of kitchen and bath design and space layout including drawings such as floor plans and elevations to scale using Computer-Aided Design (CAD) and following the National Kitchen and Bath Association guidelines (NKBA). Course covers current products and materials including cabinetry, appliances, finish materials, barrier-free design, and responding to changing family patterns. *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 and INTD 360 or INTD 361

**Recommended:** Eligibility for ENGL 100.

**Transfer Credit:** CSU

### INTD 276 ADVANCED KITCHEN AND BATH DESIGN

Design kitchens and baths applying local codes, California Title 24, and industry standards using the National Kitchen and Bath Association (NKBA) planning guidelines as well as inclusive and sustainable design. Students prepare NKBA construction plans for kitchen and bath projects using Computer-Aided Design (CAD). *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 or INTD 361

**Transfer Credit:** CSU

### INTD 300 STUDIO I: HOME STAGING

The current professional practices used to prepare a home for sale including attention to detail, digital and hand sketching illustrations, business practices, and residential



and commercial staging. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** INTD 175 and INTD 250

**Recommended:** Eligibility for ENGL 100.

**Transfer Credit:** CSU

### INTD 301 PORTFOLIO DEVELOPMENT

Portfolio Development is the culminating course for students earning certificates of achievement and associate of arts degrees in Interior Design. Emphasis is placed on selecting several pieces of original work to build a professionally presented digital portfolio. This includes floor plans and elevations, computer-aided design (CAD) drawings, 3D computer designs, lighting plans, perspective sketches, and hand renderings. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** INTD 128 and INTD 175 and INTD 360 or INTD 361

**Recommended:** Eligibility for ENGL 100.

**Transfer Credit:** CSU

### INTD 357 KITCHEN AND BATH SYSTEMS

Overview of the household systems that support kitchen and bath design such as: heating, ventilation, and air conditioning (HVAC), plumbing, 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 ENGL 100.

**Transfer Credit:** CSU

### INTD 360 CAD APPLICATIONS FOR INTERIOR DESIGNERS

Using Computer Assisted Design (CAD) to develop floor plans and elevations in accordance with interior design 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 ENGL 100.

**Transfer Credit:** CSU

### INTD 361 CHIEF ARCHITECT FOR INTERIOR DESIGNERS

Using Chief Architect software to create 3D architectural home design including floor plans, elevations, and construction documents that follow industry standards and techniques. Includes tools for photo-realistic renderings and virtual tours. *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 ENGL 100.

**Transfer Credit:** CSU

### INTD 367 3D MODELING SKETCHUP FOR INTERIOR DESIGNERS

How to produce drawings of residential and commercial spaces showing three-dimensional models of structures, interiors, and construction details. Includes portfolio preparation. *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 ENGL 100.

**Transfer Credit:** CSU

### INTD 400 PRINCIPLES OF SUSTAINABLE DESIGN

The course covers sustainable design elements of residential interiors as well as local and state sustainable design policies. It includes home energy assessments in existing residential structures using diagnostic tools such as infrared cameras, moisture meters, and video cameras. 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 ENGL 100.



**Transfer Credit:** CSU, UC

### INTD 450 MATERIALS AND FINISHES

Guidelines for selecting interior finish materials and fabrics for residential and non-residential applications. Use of local and state codes including environmental and sustainability requirements for residential projects. *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

### INTD 672 WORK EXPERIENCE 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. One unit of credit will be earned for each 48-54 hours of paid or unpaid work per semester, with a maximum of 6 units per semester. Students may repeat Work Experience courses within the SMCCCD for credit up to a maximum of 16 total units. The unit limitation applies to any Work Experience Education (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:** 48-162 Work Experience

**Prerequisites:** A minimum of 12 completed units in the occupational discipline.

**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

**Hours/semester:** 24-162 Lab

**Transfer Credit:** CSU

## Kinesiology, Athletics, and Dance

(See also [Aquatics](#), [Dance](#), [Fitness](#), [Individual Sports](#), [Kinesiology](#), [Team Sports](#), and [Varsity Sports](#))

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 also [Aquatics](#), [Dance](#), [Fitness](#), [Individual Sports](#), [Team Sports](#), and [Varsity Sports](#))

(View [List Of Kinesiology Families Across The District](#))

(Please make sure to [see repeatability statement listed at the beginning of the Kinesiology, Athletics and Dance section](#))

### 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.

**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

**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

**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 Lab

**Prerequisites:** KINE 137

**Transfer Credit:** CSU

## Learning Center

(See also [English](#), [English as a Second Language](#), [Literature](#), and [Reading](#))

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

**Transfer Credit:** CSU

### LCTR 139 THE RESEARCH PAPER FROM A TO Z

This course guides students through the process of developing a research paper including formulating a topic and preliminary thesis, finding and integrating sources, drafting and revising, ethical use of sources material, and documentation of resources. 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

**Transfer Credit:** CSU

### LCTR 140 PROFESSIONAL WRITING

This self-paced course provides instruction and practice for writing in various professional capacities. From planning business documents to letters, proposals, and memos, this course helps individuals become more professional in their written communication. *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 course uses listening modules, and other media, to help the student learn to pronounce and remember more than one hundred roots and affixes that thousands of words used in medical science terminology are derived. *Letter Grade Only. Degree Credit.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Transfer Credit:** CSU

### LCTR 698 SUPERVISED TUTORING/ACADEMIC ASSISTANCE

Students receive academic support such as tutoring or supplemental instruction in areas of academic need. *No Grade Awarded (Non-Credit Course). Units do not apply toward AA/AS degree. Non-Credit.*

**Units:** 0

**Hours/semester:** 48-54 Lab

**Corequisites:** concurrent enrollment in course in which tutorial/academic assistance is being provided.

### LCTR 810 STUDY SKILLS

Designed to prepare students for academic success in college, this course teaches student success strategies through a variety of activities and assignments that encourage and promote academic success. This course covers important and practical study techniques including time management, note taking, textbook studying, memory enhancement, and test taking. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 1

**Hours/semester:** 48-54 Lab



**LCTR 822 GRAMMAR TROUBLE SPOTS I**

This self-paced course helps students to improve their grammar through carefully constructed exercises and practice. Course focuses common mistakes in English grammar and how to avoid them. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**LCTR 823 GRAMMAR TROUBLE SPOTS II**

Continuation of LCTR 822. This intermediate level self-paced course helps students learn the language skills necessary to understand and recognize the most common errors in grammatical forms, meaning and use. After explanations and examples, the student works through troublesome areas with ample practice of each grammatical structure. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 1

**Hours/semester:** 48-54 Lab

**Prerequisites:** LCTR 822 or equivalent

**LCTR 840 VOCABULARY IMPROVEMENT I**

This self-paced, workbook-based course helps students build vocabulary skills by learning 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

**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 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

**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 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

**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 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

**Library Science****LIBR 100 INTRODUCTION TO INFORMATION RESEARCH**

Introduction to information and library research applicable to any major, profession, or daily life. 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 through the use of citations. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Recommended:** Eligibility for ESL 400

**Transfer Credit:** CSU, UC\*



## Linguistics

### LING 200 INTRODUCTION TO LINGUISTICS: A SURVEY OF LANGUAGE

Equivalent to ENGL 200. The origin, development, acquisition, and evolution of spoken and written languages are studied in this course. Topics include phonetics/phonology, morphology, syntax, semantics, and pragmatics. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for Eligibility for ENGL 100 or ENGL 105.

**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: <https://canadacollege.edu/registration/>

To inquire about placement tests and the assessment process please visit us here: <https://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:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**AA/AS Degree Requirements:** Area C2

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 200 AMERICAN LITERATURE

Survey of literature by and about diverse Americans from 1850 to the present. Includes canonical and lesser-known works of fiction and non-fiction that shapes a multidimensional perspective of the United States. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**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:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**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:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**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:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**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:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**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:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**AA/AS Degree Requirements:** Area C2

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**LIT. 371 MEXICAN-AMERICAN LITERATURE**

Study the historical origins and evolving nature of Mexican-American Literature. Examine what diverse authors who identify as Mexican, Mexican-American or Chicano have to say about the history, culture and socio-political issues of Mexican-Americans. Literature of more recent immigrants from Mexico will also give us an opportunity to analyze the ever-changing themes and characters in Mexican-American Literature. Various points of view are examined, including those of feminists and LGBTQ+ communities. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**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, Mexican-American, and other mestizo cultures found in Mexico, other parts of Latin America, 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. The course examines the perspectives, values, and cultures of Native American, Spanish, and mestizo people of Latin America and the United States. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**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:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**AA/AS Degree Requirements:** Area C2

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

### LIT. 441 SURVEY OF FILM

Survey of film masterpieces from the early 1900's to the present with emphasis on structure of film and the technique of film making. Screening of films followed by discussion and reading exercise students' abilities to think, speak and write critically about films and their historical context. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**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:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**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

**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

**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](http://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 120 INTERMEDIATE ALGEBRA

This is the second course in a 2-part series covering elementary and intermediate algebra and is a continuation of MATH 110. Topics include a review of equations, absolute value, lines and graphs, functions, rational exponents, radical expressions and equations, quadratic equations and graphs, exponential functions, and logarithmic functions. Additional topics may include conic sections and systems of equations. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** Successful completion of Elementary Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Math Competency

### MATH 125 ELEMENTARY FINITE MATHEMATICS

Topics include linear functions, system of linear equations, inequalities, matrices, mathematics of finance, linear programming, set theory, counting theory, and probability. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area A3; Math Competency

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**C-ID:** MATH 130

### MATH 130 ANALYTICAL TRIGONOMETRY

Covers trigonometric functions of angles and real numbers, graphs of the trigonometric functions, trigonometric equations, the proof and uses of trigonometric identities, solving triangles, inverse functions, and complex numbers. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area A3; Math Competency

**Transfer Credit:** CSU (CSU GE Area B4)

**C-ID:** MATH 851

### MATH 145 LIBERAL ARTS MATHEMATICS

This course is designed for majors with no specific math requirement. The goal is to develop in students an appreciation for the beauty and utility of mathematics. Topics include logic, problem solving, probability, statistics, geometry, mathematics of finance, systems of numeration, mathematical modeling, and computers. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Math Competency

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

### MATH 150 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS

Intended for future elementary school teachers. Topics covered include elementary set theory, numeration, number systems and operations, and elementary number theory, with emphasis on problem solving. This is the first of a two- or three-course math content sequence that most universities now require for teachers. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area A3; Math Competency

**Transfer Credit:** CSU (CSU GE Area B4), UC

**C-ID:** MATH 120

### 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:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**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:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**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:** Successful completion of Intermediate Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area A3; Math Competency

**Transfer Credit:** CSU (CSU GE Area B4), UC (IGETC Area 2A)

**C-ID:** MATH 140

### MATH 243 BUSINESS CALCULUS II WITH TRIGONOMETRY

The second half of a two-semester calculus sequence designed for business majors. Topics include the integral, techniques of integration, an introduction to trigonometry, multivariable calculus, and differential equations. Equivalent to MATH 242. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** MATH 241

**Recommended:** Eligibility for ENGL 100.

**AA/AS Degree Requirements:** Area A3; Math Competency

**Transfer Credit:** CSU (CSU GE Area B4), UC\* (IGETC Area 2A)

### MATH 251 ANALYTICAL GEOMETRY AND CALCULUS I

This course is an introduction to calculus and analytic geometry including limits, continuity of functions, definition of differentiation, derivation of formulas, applications, anti-differentiation and the fundamental theorem of calculus. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 222 (offered at CSM or Skyline) or MATH 225 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 210; MATH 900S (both MATH 251 + 252)

### MATH 252 ANALYTICAL GEOMETRY AND CALCULUS II

This course is the second in a series of calculus and analytic geometry. This course covers the Fundamental Theorem of Calculus, antiderivatives, integral applications and techniques, power series and infinite series topics such as series testing and analysis of Taylor and power series. *Letter Grade Only. Degree Credit.*

**Units:** 5

**Hours/semester:** 80-90 Lecture; 160-180 Homework

**Prerequisites:** MATH 251

**Recommended:** Eligibility for ENGL 100.

**AA/AS Degree Requirements:** Area A3; 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

An introduction to ordinary differential equations including quantitative and qualitative methods of solving them; the use of differential equations in various fields; theoretical aspects of differential equations such as establishing when solutions exist; and techniques for obtaining solutions including series solutions, singular points, Laplace transforms, and linear systems. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 253

**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

**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 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

### **MATH 841 JUST-IN-TIME SUPPORT FOR BUSINESS CALCULUS I**

A review of the core prerequisite skills, competencies, and concepts needed in college algebra. Intended for business or other majors who are concurrently enrolled in MATH 241, Business Calculus I, at Cañada College. Topics include: a review of computational skills developed in intermediate algebra, factoring, exponential and logarithmic expressions and equations, and an in-depth focus on quadratic functions. A graphing calculator is required. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** Appropriate score on the College Placement Test or other multiple measures assessment.

**Corequisites:** Concurrent enrollment in, MATH 241

### **MATH 851 JUST IN TIME SUPPORT FOR CALCULUS I**

This support course for Calculus I reviews the core prerequisite skills, competencies, and concepts needed in calculus. It is intended for majors in science, technology, engineering, and mathematics who are concurrently enrolled in Calculus 1. Topics include computational skills developed in intermediate algebra, trigonometry, and precalculus, as well as strategies for succeeding in math courses. *Pass/No Pass Only. Units do not apply toward AA/AS degree.*

**Units:** 2

**Hours/semester:** 32-36 Lecture; 64-72 Homework

**Corequisites:** MATH 251

## **Medical Assisting**

### **MEDA 100 INTRODUCTION TO MEDICAL ASSISTING**

Duties and responsibilities of a medical assistant, medical administrative assistant, and billing specialist in a physician's office, clinic, hospital or other medical facility. Emphasizes desirable personality traits and human relationships as well as medical ethics, specialties in the

medical field, and office maintenance. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**Transfer Credit:** CSU

### **MEDA 110 MEDICAL TERMINOLOGY**

Develop a medical vocabulary that covers diagnosis, disease processes, pathology, anatomy, and body systems. Includes abbreviations, symbols, spelling, and pronunciation. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**Transfer Credit:** CSU

**C-ID:** HIT 103 X

### **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, and, appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**Transfer Credit:** CSU

### **MEDA 120 CLINICAL PROCEDURES I**

Patient intake and preparation, examination room techniques, asepsis and sterilization procedures, laboratory procedures and specimen collection, taking vital signs, and performing 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, MEDA 140 and MEDA 150



**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. *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

**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, The electronic preparation of medical claims, coding, billing, and bookkeeping of insurance claims for insurers including Blue Cross, Blue Shield, Medicare, Medi-Cal, and Worker's Compensation. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** CBOT 415 or equivalent

**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

**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

**Prerequisites:** Completion of, or current enrollment in, MEDA 164

**Transfer Credit:** CSU

### MEDA 166 CPT (CURRENT PROCEDURAL TERMINOLOGY) ADVANCED CODING

Continuation of MEDA 165. Advanced principles and philosophy of coding logic according to CPT (Current Procedural terminology). Emphasizes the understanding of terms and process. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Prerequisites:** Completion of, or concurrent enrollment in, MEDA 165

**Transfer Credit:** CSU

### MEDA 167 ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-10-CM (CLINICAL MODIFICATION) BEGINNING CODING

Development of nomenclature and classification of diseases. Basic coding principles of diseases and symptoms according to ICD-10-CM(International Classification of Diseases-10 and Clinical Modification) with emphasis on the coding of medical records. Use of indexes, sequencing of



code numbers, and preparation of documents to increase competency. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1

**Hours/semester:** 16-18 Lecture; 32-36 Homework

**Transfer Credit:** CSU

### **MEDA 168 ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-10-CM (CLINICAL MODIFICATION) INTERMEDIATE CODING**

Intermediate-level principles and philosophy of coding logic according to ICD-10-CM((International Classification of Diseases)-10-CM (Clinical Modification). Emphasizes the use of UHDDS(The Uniform Hospital Discharge Data Set, which is the core data set for inpatient admissions and discharges for Medicare and Medicaid programs), 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((International Classification of Diseases)-10-CM (Clinical Modification). 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 145

**Transfer Credit:** CSU

### **MEDA 672 WORK EXPERIENCE 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. One unit of credit will be earned for each 48-54 hours of paid or unpaid work per semester, with a maximum of 6 units per semester. Students may repeat Work Experience courses within the SMCCCD for credit up to a maximum of 16 total units. The unit limitation applies to any Work Experience Education (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:** 48-162 Work Experience

**Prerequisites:** MEDA 120 and a minimum of 12 units in the occupational discipline.

**Transfer Credit:** CSU

### **MEDA 695 INDEPENDENT STUDY**

Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

**Transfer Credit:** CSU

## **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.

**AA/AS Degree Requirements:** Area B1

**Transfer Credit:** CSU (CSU GE Area B1), UC (IGETC Area 5A)

**C-ID:** GEOG 130

## Multimedia, Art, and Technology

(See [Digital Art & Animation](#))

## Music

(View [List of Music Families](#))

Music activity courses are subject to repeatability limitations. Students are now limited to a maximum of four courses per family. A family of courses may contain more than four courses. If there are more than four courses in a particular family, a student may only enroll in a maximum of four total courses within that family. A course previously taken by a student (prior to the legislation) within the identified family will count as a repeat and limit future enrollments of courses within that family to a maximum of four.

Music activity courses are offered in levels by progression. Courses are listed by title; for example, Piano, Guitar, etc., and then by level. Level I is beginning; Level II is intermediate; Level III is intermediate/advanced; and Level IV is advanced. The course number also indicates the level. For example, a beginning Piano class would be listed as MUS. 301.1, Piano I while an advanced Piano class would be MUS. 301.4, Piano IV.

New students are advised to enroll in the beginning level and be placed by their instructor upon assessment. Continuing students who have previously taken a course within a family, must progress to the next level.

### MUS. 100 FUNDAMENTALS OF MUSIC

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

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

**C-ID:** MUS 110

### MUS. 120 SONGWRITING WORKSHOP I

Using a collaborative workshop format, the course explores how to combine lyrics, melody, harmony, and form to create songs. Various techniques are used to get started on lyrics, turn lyrics into tunes, and find apt 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

**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

**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

**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

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### MUS. 240 LATIN AMERICAN MUSIC

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

**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

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### MUS. 275 HISTORY OF JAZZ

The development of jazz from both a musical and sociological perspective. Topics include 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

**AA/AS Degree Requirements:** Area C1

**Transfer Credit:** CSU (CSU GE Area C1), UC (IGETC Area 3A)

### MUS. 301 PIANO I

Applied music course covering the basics of piano playing. Students are taught piano playing technique, 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

**Transfer Credit:** CSU, UC

### MUS. 302 PIANO II

Continuation of MUS. 301. Piano playing at an advanced beginner level covering the foundations of piano technique, the ability to play musically, and the learning of various piano pieces. *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 range of pieces. *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 range of pieces. *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

**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. 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. 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

**Transfer Credit:** CSU

## Oceanography

(See also [Geography](#) and [Geology](#))

### OCEN 100 OCEANOGRAPHY

A study of the physical, chemical, geological, and biological aspects of oceans with an emphasis on the methods of scientific investigation. Topics include the origin and evolution of oceans, plate tectonics, currents, waves, tides coastal processes and landforms, ocean life and ecology, and recent discoveries. Fieldtrips may be required. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100.

**AA/AS Degree Requirements:** Area B1, B2

**Transfer Credit:** CSU (CSU GE Area B1, B2), UC (IGETC Area 5A, 5B)

### OCEN 101 OCEANOGRAPHY LAB

Introductory laboratory exercises in plate tectonics; the geography and sediments of the seafloor; the cause and effect of weather, waves, and currents; the physics and chemistry of seawater; marine life forms; marine resources, and the effect of humans on the sea. A field trip is required. *Letter Grade Only. Degree Credit.*

**Units:** 1



**Hours/semester:** 48-54 Lab

**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\*)

## 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

**Transfer Credit:** CSU

### LEGL 249 INTRODUCTION TO THE LEGAL SYSTEM

Overview of the U.S. legal system introducing 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

**Transfer Credit:** CSU, UC

### LEGL 250 LEGAL RESEARCH AND WRITING

Introduction to reading and briefing legal cases, legal writing, primary and secondary sources of law, and conducting legal research in state and county law libraries. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 110.

**Transfer Credit:** CSU

### LEGL 251 TORTS

Study of the substantive law of torts including tort liability, 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 100.

**Transfer Credit:** CSU

### LEGL 252 CIVIL LITIGATION AND TRIAL PREPARATION

Introduction to the basics of trial practice and civil litigation procedures. Students learn how to conduct client intake, evaluate cases, conduct informal investigation and discovery, prepare pleadings and motions, complete discovery and fact investigations, engage in pretrial alternative dispute resolution procedures, identify pretrial considerations, preserve facts and prepare for trial, and complete post-trial motions and appeals. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

### LEGL 254 FAMILY LAW

Lecture and project-based course in legal principles and practical matters in family law. Includes drafting family law pleadings, dissolving marital status, the court process, child and spousal support, child custody and visitation, and the characterization and division of marital property. *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

**Prerequisites:** LEGL 250

**Recommended:** Eligibility for ENGL 110.

**Transfer Credit:** CSU





**LEGL 261 LEGAL ETHICS**

Paralegal regulations, ethics, and professional responsibilities, including those regarding 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

**Transfer Credit:** CSU

**LEGL 263 INTELLECTUAL PROPERTY LAW**

An overview of U.S. and foreign intellectual property laws including patents, trademarks, copyrights, and trade secrets as well as 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

**Transfer Credit:** CSU

**LEGL 264 CONTRACTS**

Examination of the theory and practice of contract law, including the formation and performance of contracts, the statute of frauds, third-party rights and remedies, liability for breach of contract, and the Uniform Commercial Code. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**LEGL 267 ANIMAL LAW**

An introductory course covering the statutory, regulatory, and common law principles affecting non-human animals in substantive areas of law 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

**Transfer Credit:** CSU

**LEGL 269 ELDER LAW**

This course covers state, federal, and administrative laws and regulations affecting older adults. Topics include client interviewing, Social Security, SSI, Medicare, Medi-Cal/

Medicaid, trusts, guardianships, conservatorships, funding sources, residential 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

**Transfer Credit:** CSU

**LEGL 272 IMMIGRATION LAW**

A hands-on introduction to the legal principles related to immigration law, including non-immigrant visitor, student, and business visa options, immigrant business visa options, family immigration, asylum, criminal aspects of immigration law, and employer sanctions. Students will learn how to interview clients, prepare immigration forms used in an immigration law practice, and prepare immigration cases for trial. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Transfer Credit:** CSU

**LEGL 276 ELECTRONIC LITIGATION AND INVESTIGATION**

This course is an introduction to the 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 and preservation, 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 WORK EXPERIENCE 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 during 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 Work Experience Education (any combination of 670, 671, and/or 672 courses) offered within the San Mateo Community College District. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1 - 3



**Hours/semester:** 48-162 Work Experience

**Prerequisites:** A minimum of 12 completed units in the occupational discipline.

**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

**Hours/semester:** 24-162 Lab

**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

**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 AND ARGUMENTATIVE WRITING

Development of critical thinking skills necessary for evaluating as well as formulating persuasive essays and inquiry-driven research. Critical thinking skills are applied to topics such as political rhetoric, advertisements, editorials, scientific claims, and social commentary. The course covers uses of language, distinguishing knowledge

from belief and fact from judgment, deductive reasoning, inductive reasoning, evaluating information sources, and the identification of assumptions, common logical errors, and fallacies. The course emphasizes writing, with attention to audience, purpose, context, genre, and language conventions. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** ENGL 100 or ENGL 105

**Transfer Credit:** CSU, UC

### 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

**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

**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 philosophy. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3**Hours/semester:** 48-54 Lecture; 96-108 Homework**AA/AS Degree Requirements:** Area C2**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)**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**AA/AS Degree Requirements:** Area A3**Transfer Credit:** CSU (CSU GE Area A3), UC**C-ID:** PHIL 110**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**AA/AS Degree Requirements:** Area C2**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)**C-ID:** PHIL 120**PHIL 300 INTRODUCTION TO WORLD RELIGIONS**

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**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**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

**Transfer Credit:** CSU

## 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

**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

photonics 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:** Completion of, or concurrent enrollment in, 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 [Aquatics](#), [Dance](#), [Fitness](#), [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](#))

### 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

**Transfer Credit:** CSU

## Physics

(See also [Astronomy](#) and [Chemistry](#))

### 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:** Successful completion of Elementary Algebra or equivalent, or placement by other measures as applicable.

**AA/AS Degree Requirements:** Area B1, B3



**Transfer Credit:** CSU (CSU GE Area B1, B3), UC\* (IGETC Area 5A\*)

**C-ID:** PHYS 140

### PHYS 210 GENERAL PHYSICS I

This course is the first in a two-semester algebra based series designed to provide a basic foundation in the fundamentals of physics. Topics include 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 a Physical Science. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** MATH 130

**AA/AS Degree Requirements:** Area B1, B3; Math Competency

**Transfer Credit:** CSU (CSU GE Area B1, B3), UC\* (IGETC Area 5A, 5C)

**C-ID:** PHYS 105; PHYS 100S (requires PHYS 210 & 220)

### PHYS 220 GENERAL PHYSICS II

This course is the second in a two-semester algebra based series designed to provide a basic foundation in the fundamentals of physics. Topics include electricity and magnetism, electromagnetic waves, optics, the special theory of relativity, atomic physics, and nuclear physics. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** PHYS 210

**AA/AS Degree Requirements:** Area B1, B3

**Transfer Credit:** CSU (CSU GE Area B1, B3), UC\* (IGETC Area 5A, 5C)

**C-ID:** PHYS 110; PHYS 100S (requires PHYS 210 & 220)

### PHYS 250 PHYSICS WITH CALCULUS I

This course is the first in a three-semester calculus based series designed to provide a thorough foundation in the fundamentals of physics to students majoring in engineering or the 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 calculus based series designed to provide a thorough foundation in the fundamentals of physics to students majoring in engineering or the 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

**AA/AS Degree Requirements:** Area B1, B3; Math Competency

**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 calculus based series designed to provide a thorough foundation in the fundamentals of physics to students majoring in engineering or the sciences. Topics include thermodynamics, geometrical and physical optics, and modern physics. *Letter Grade Only. Degree Credit.*

**Units:** 4

**Hours/semester:** 48-54 Lecture; 48-54 Lab; 96-108 Homework

**Prerequisites:** PHYS 250 and completion of, or concurrent enrollment in MATH 253

**AA/AS Degree Requirements:** Area B1, B3; Math Competency

**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:** Successful completion of Elementary Algebra or equivalent, or placement by other measures as applicable, and CHEM 192 or CHEM 410 or equivalent.

**AA/AS Degree Requirements:** Area B1

**Transfer Credit:** CSU (CSU GE Area B1)

**Political Science****PLSC 103 CRITICAL THINKING ABOUT WORLD POLITICS**

This introductory course is designed to improve the student's ability to think clearly about problems in world politics and their social, political, and economic implications. Reasoning skills will be applied when evaluating and constructing convincing arguments about current world political controversies. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** Area A3

**Transfer Credit:** CSU (CSU GE Area A3), UC

**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

**AA/AS Degree Requirements:** DSI

**Transfer Credit:** CSU (CSU GE DSI), UC (IGETC Area 4)

**C-ID:** POLS 140

**PLSC 150 INTRODUCTION TO POLITICAL THEORY**

This class provides the foundation for the study of political science, politics and the nature of government. Examination of various fundamental theoretical approaches to politics and of basic political problems, as well as proposed solutions found in an evolving liberal social contract and other proposed solutions. Analysis of selected political theories and of the relevance of theory to contemporary problems. Critically thinking about the role of morality, power leadership, religion, government, civic culture and class are the framework. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** DSI

**Transfer Credit:** CSU (CSU GE DSI), UC (IGETC Area 4)

**C-ID:** POLS 120

**PLSC 170 INTRODUCTION TO COMPARATIVE POLITICS**

This course introduces students to the technique of comparing nation-states using different approaches to study multiple government types including their history, political institutions, processes and policies, the environments in which they occur as well as their consequences. Political cultures are compared in order to critically analyze the viability of particular governments on a global scale. Topics include: regime change, civic culture, group politics, functionalism, dependency, legitimacy and leadership. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**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

**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

**AA/AS Degree Requirements:** D US-3; DSI

**Transfer Credit:** CSU (CSU GE DSI, D US-3), UC (IGETC Area 4)

## 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

**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

**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

**AA/AS Degree Requirements:** DSI; Area E1

**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

**AA/AS Degree Requirements:** DSI

**Transfer Credit:** CSU (CSU GE DSI), UC (IGETC Area 4)

**C-ID:** PSY 200

### PSYC 300 SOCIAL PSYCHOLOGY

Study of human interaction, with emphasis on how thoughts, feelings, and behavior of individuals are influenced by actual, imagined, or implied presence of others. Focus of course is on social factors that influence human behavior; ourselves and other people, institutions and social and physical structures people create. A review of various perspectives unique to social psychologists including attitude formation, interpersonal attraction, and aggression is examined. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** DSI

**Transfer Credit:** CSU (CSU GE DSI), UC (IGETC Area 4)

**C-ID:** PSY 170

### PSYC 340 INTRODUCTION TO HUMAN SEXUALITY

Human Sexuality is a broad field in which many cultural, psychological and physiological variables interact in relation to sexual development, attitudes and behaviors. Methods of scientific psychology are utilized to improve understanding of a broad range of behaviors ranging from healthy to dysfunctional within mainstream modern American culture as well as other cultures. Discussion of differing cultural and moral perspectives is utilized to assist students in making a critical assessment of the nature of the sexual self as well as intimate human relationships within their own community and the world. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** DSI; Area E1

**Transfer Credit:** CSU (CSU GE DSI; Area E1), UC (IGETC Area 4)

**C-ID:** PSY 130

### PSYC 410 ABNORMAL PSYCHOLOGY

Introduces the scientific study of psychopathology and atypical behaviors, broadly defined. Students investigate abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches.

An integrative survey of theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**AA/AS Degree Requirements:** DSI

**Transfer Credit:** CSU (CSU GE DSI), UC (IGETC Area 4)

**C-ID:** PSY 120

### PSYC 695 INDEPENDENT STUDY

Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

**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**

Designed for students who have been accepted to the radiologic technology program, this course provides an introduction to hospital policies including codes of conduct, radiation protection, ethics, medical asepsis, patient care, and confidentiality. *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**

This course covers the application of the theoretical physics of x-ray production, as well as the practical job of producing quality radiographs with the least possible dose to the patient. Included in this course is a thorough exploration of the major and minor technical factors, including mAs, kVp, distance, and filtration. In addition, there is an 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. Based on skills mastered and maintained in RADT 428, 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:** 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 computerized tomography (CT) and magnetic resonance imaging (MRI) scans of skeletal, neurologic, gastrointestinal, respiratory, circulatory and reproductive systems. *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 fluoroscopic equipment, radiation protection, illumination, image evaluation, eye anatomy and physiology, patient and personnel dose reduction. Intended for second year students in the Radiologic Technology Program or licensed Radiographer. *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

**RADT 695 INDEPENDENT STUDY**

Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students



may take only one Independent Study course within a given discipline. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 0.5 - 3

**Hours/semester:** 24-162 Lab

**Transfer Credit:** CSU

## Secretarial-Office Skills-Word Processing

(See [Computer Business Office Technology - CBOT](#))

## Social Sciences

### SOSC 650 STUDY ABROAD LIFE AND CULTURE, A SOCIAL SCIENCES PERSPECTIVE

This course introduces students to the daily life, history, economy, politics, social structures and culture of a foreign country as part of the Study Abroad Program. Students gain skills in cross-cultural competency as well as specific knowledge and understanding of a wide range of topics in the social sciences as they attend lectures, interact with local experts, and participate in field trips and hands-on activities. Students must be accepted into the Semester Abroad Program. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100.

**Transfer Credit:** CSU

## Sociology

### SOCI 100 INTRODUCTION TO SOCIOLOGY

An introductory study of the basic concepts, theoretical approaches, and methods of sociology. Topics typically include the analysis of social structure, socialization and the self, culture and diversity, group dynamics, social stratification, social change, and globalization. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100.

**AA/AS Degree Requirements:** DSI

**Transfer Credit:** CSU (CSU GE DSI), UC (IGETC Area 4)

**C-ID:** SOCI 110

### SOCI 105 SOCIAL PROBLEMS

An overview of selected social problems in the United States viewed from a sociological perspective. Emphasis is placed on the socially constructed nature of social problems and the role of power and ideology in their formation. Various social problems are identified, an analysis of the causes and consequences examined, and an array of proposed solutions and methods of intervention evaluated. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100.

**AA/AS Degree Requirements:** DSI

**Transfer Credit:** CSU (CSU GE DSI), UC (IGETC Area 4)

**C-ID:** SOCI 115

### SOCI 141 ETHNICITY AND RACE IN SOCIETY

Examines sociological theories of race, ethnicity, and racism as well as explores cultural, political, and economic factors shaping the social construction of identities, reproduction of inequalities, and development of social relations in the areas of race and ethnicity. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Recommended:** Eligibility for ENGL 100.

**AA/AS Degree Requirements:** DSI

**Transfer Credit:** CSU (CSU GE DSI), UC (IGETC Area 4)

**C-ID:** SOCI 150

### SOCI 205 SOCIAL SCIENCE RESEARCH METHODS

Equivalent to PSYC 205. Designed to introduce students to the basic principles of social science research. Various sociological and psychological research methods are examined that include experimental research, survey research, field research, and comparative-historical research. Procedures to evaluate the soundness of research designs are examined. Ethical issues related to research techniques are also considered. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** MATH 200 and SOCI 100

**AA/AS Degree Requirements:** DSI

**Transfer Credit:** CSU (CSU GE DSI), UC (IGETC Area 4)

**C-ID:** SOCI 120



## SOCI 325 HONORS COLLOQUIUM: SOCIOLOGY OF HUMAN PERSONHOOD

Study of how human personhood -understood as an emergent property of social life- shapes and is shaped by social structures with implications for how human flourishing and failure is understood in 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 are required to do Honors level work. Honors credit is earned for SOCI 325 upon completion of the course. Honors credit is also 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 (only if completed at Cañada College). *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

## 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

**Transfer Credit:** CSU

## Spanish

### SPAN 110 ELEMENTARY SPANISH

Basic speaking, reading, and writing skills for students with no prior knowledge of Spanish. Students learn to talk about themselves, their families, studies, occupations, hobbies, and travel, among other topics. 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

**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. Basic speaking, reading, and writing skills for students with no prior knowledge of Spanish. Students learn to talk about themselves, their families, studies and other occupations, among other topics. 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

**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. Basic speaking, writing, and reading skills with which to talk about hobbies, occupations, travel, and other topics. The course compares Spanish-speaking cultures to those of the students and encourages taking advantage of our rich multicultural environment to practice Spanish beyond the classroom. (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, or equivalent.

**Transfer Credit:** CSU, UC\*

**C-ID:** SPAN 100: both SPAN 111 + 112

### SPAN 120 ADVANCED ELEMENTARY SPANISH

Further development and practice of oral and written communication skills in many contexts (health, work, travel, art, traditions, environment), for students who can talk about their daily lives and narrate a simple story in the past in Spanish. Spanish-speaking cultures highlighted and compared with students' cultures and students are encouraged to use Spanish outside the classroom. Class 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.

**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

Further development and practice of oral and written communication skills in different contexts (such as travel, shopping, health), for students who can talk about their daily lives and narrate a simple story in the past in Spanish. Spanish-speaking cultures highlighted and compared with students' cultures. Class 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.

**AA/AS Degree Requirements:** Area C2

**Transfer Credit:** CSU (CSU GE Area C2), UC\*

**C-ID:** SPAN 110: both SPAN 121 + 122

### SPAN 122 ADVANCED ELEMENTARY SPANISH II

Students who can narrate stories in the past have the opportunity to learn several new verb tenses and become more confident in their oral and written communication, while continuing to expand their vocabulary related to work, traditions and celebrations, the environment, etc. Spanish-speaking cultures highlighted and compared with students' cultures. Class 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.

**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 130 INTERMEDIATE SPANISH

Cultural aspects of the Spanish-speaking world are presented through literature, songs, art, videos, newspapers, and social media. Vocabulary includes topics such as current events, familial relationships, and food. Grammar topics include review and advanced usage of the preterit and imperfect, indicative and subjunctive, perfect forms, emotional and affective verbs, and more complex grammatical structures. The class is conducted primarily in

Spanish. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** SPAN 120 or SPAN 122 or equivalent.

**Recommended:** Eligibility for ENGL 100. Eligibility for ENGL 105 Students need to know enough English to be able to understand the textbook and course materials.

**AA/AS Degree Requirements:** Area C2

**Transfer Credit:** CSU (CSU GE Area C2), UC

**C-ID:** SPAN 200

### 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:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** SPAN 130

**Recommended:** Eligibility for ENGL 105 Students need to know enough English to be able to understand the textbook and course materials.

**AA/AS Degree Requirements:** Area C2

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)

**C-ID:** SPAN 210

### SPAN 145 SPANISH CONVERSATION THROUGH FILM

Thought-provoking films expose students to authentic Spanish language as well as the culture and history of different regions in the Spanish-speaking world. Analysis and discussion of films with the goal of improving accuracy and fluency in Spanish. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**Prerequisites:** SPAN 130

**AA/AS Degree Requirements:** Area C2



**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)

### SPAN 150 SPANISH FOR HERITAGE SPEAKERS I

Designed primarily for Spanish speaking students who are comfortable with oral communication. This course includes vocabulary development, spelling and accents, registers, dialectal variation, cultural readings and introduction to Spanish language literature of South America, Spain, and Spanish-speaking cultures in the United States. Students expand on their own experience and values, and develop an appreciation of the diversity of the various Latino cultures and their influence in the US. Class is conducted entirely in Spanish. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**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:** 64-72 Lecture; 128-144 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 230

### SPAN 162 LATINO LITERATURE II

Survey of important Latin American novels, poetry, and short stories of the 20th century, contextualized in cultural, sociological, and political frameworks. The course emphasizes the diversity of Latino cultures and explores the influence of those cultures on the United States. 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 140 or SPAN 150 or SPAN 152 or SPAN 220 or SPAN 230 or equivalent.

**AA/AS Degree Requirements:** Area C2

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)

### SPAN 220 SPANISH FOR HERITAGE SPEAKERS I

Designed primarily for Spanish speaking students who are comfortable with oral communication. Course includes vocabulary development, grammar, spelling and accents, registers, dialectal variation, cultural readings and introduction to Spanish language literature of South America, Spain, and Latinos in the United States. Emphasis on increasing understanding and appreciation for diverse Spanish speaking cultures. Class conducted entirely in Spanish. Formerly offered as SPAN 150. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**AA/AS Degree Requirements:** Area C2

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)

**C-ID:** SPAN 220

### SPAN 230 SPANISH FOR HERITAGE SPEAKERS II

Designed primarily for Spanish speaking students who are comfortable with oral communication. Course includes vocabulary development, grammar, spelling and accents, registers, dialectal variation, cultural readings and introduction to Spanish language literature of the Americas. Emphasis on increasing understanding and appreciation for diverse Spanish speaking cultures. Class conducted entirely in Spanish. Formerly offered as SPAN 152. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 4

**Hours/semester:** 64-72 Lecture; 128-144 Homework

**Prerequisites:** SPAN 220

**AA/AS Degree Requirements:** Area C2

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B; Area 6A)

**C-ID:** SPAN 230

### 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

**Transfer Credit:** CSU

To view the Spanish classes sequence chart, please visit: [https://catalog.canadacollege.edu/current/courses/\\_docs/spanish-sequence.pdf](https://catalog.canadacollege.edu/current/courses/_docs/spanish-sequence.pdf)

## Speech Communication

(See [Communication Studies](#))

## 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

**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

**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

**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

**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

**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

**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

**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

**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 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

**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:** 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**

A survey of theatre arts throughout the ages: Ancient Greek, Medieval, Renaissance, Neoclassical, Modern, and Contemporary. This course explores major developments in theatre from centuries past within its cultural, political and social context. The course covers canonical plays and famous theatrical figures as well as theatre and stage design to explore theatre's dynamic role throughout history and today. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**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

**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.

**AA/AS Degree Requirements:** Area C1

**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:** Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.

**AA/AS Degree Requirements:** Area C2

**Transfer Credit:** CSU (CSU GE Area C2), UC (IGETC Area 3B)

**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

**Hours/semester:** 48-54 Lecture; 96-108 Homework

**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

**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

**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

**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

**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

**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

**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

**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

**Transfer Credit:** CSU

## 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)

### VAR 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.

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### VAR 114 VARSITY BASKETBALL

Intercollegiate competition in the Coast Conference as well as regional tournaments, the Northern California playoffs, and, when qualified, the state championships. *Letter Grade Only. Degree Credit.*

**Units:** 1.5

**Hours/semester:** 72-81 Lab

**Prerequisites:** Demonstrated ability. Student-athletes must be enrolled in 12 units.

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### VAR 140 VARSITY GOLF

Intercollegiate competition in the Coast Conference, dual matches, invitationals, and the conference championships. Team members also participate in the Northern California and, when qualified, state championships. 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.

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### VAR 154 VARSITY SOCCER

Intercollegiate competition in the Coast Conference, regional tournaments, the Northern California playoffs and, when qualified, the state championships. 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.

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### VAR 160 WOMEN'S VARSITY SWIMMING

Consists of Intercollegiate Women's Swimming competition in the Coast Conference. The team also participates in regional invitationals, the Northern California Championship, and the CCCAA State Championship. Employs advanced training including conditioning and swim stroke mechanics at an intercollegiate level. May be repeated for credit up to 3 times. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Prerequisites:** Demonstrated ability. Student-athletes must be enrolled in 12 units.

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

### VAR 170 VARSITY TENNIS

Consists of intercollegiate competition in the Coast Conference. The team also participates in dual matches, invitationals, the Northern California playoffs and the state championships when qualified. May be repeated for credit up to 3 times. *Letter Grade Only. Degree Credit.*

**Units:** 3

**Hours/semester:** 144-162 Lab

**Prerequisites:** Demonstrated ability. Student-athletes must be enrolled in 12 units.

**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.

**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, 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.

**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.

**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. 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.

**AA/AS Degree Requirements:** Area E2; Physical Education

**Transfer Credit:** CSU (CSU GE Area E2), UC\*

**Word Processing**

(See [Computer Business Office Technology](#))

**Work Experience Education****WORK 670 WORK EXPERIENCE**

Students may receive credit for work experience related to their major, field of study, or established career goals. Students must attend an orientation, which is offered in the first three weeks of each semester, then work with an instructor to review and discuss learning objectives and work experience. One unit of credit will be earned for each 48-54 hours of paid or unpaid work per semester, with a maximum of 6 units per semester. Students may repeat Work Experience courses within the SMCCCD for credit up to a maximum of 16 total units. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

**Units:** 1 - 6

**Hours/semester:** 48-324 Work Experience

**Transfer Credit:** CSU





# Index

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## A

AA-T/AS-T Requirements.....	100, 129
AA/AS Degree Requirements.....	127, 128
ACCEL.....	51
Academic Freedom.....	8
Academic Integrity.....	46
Academic Standards Policy.....	32
Academic Support and Learning Technologies Division.....	13
Accreditation.....	6
Additional Degrees and Certificates.....	94
Additional Information on External Exams.....	121
Admission.....	15
Admissions & Records.....	51
Advanced Placement Test Policy (AP).....	107
Americans with Disabilities Act Policy (ADA).....	49
Americans with Disabilities Act Statement (ADA)..	6
Application Fee.....	25
Assessment Tests.....	114, 117
Associate Degree Requirements.....	97
Associate in Arts Degree.....	97
Associate in Science Degree.....	97
Associated Students of Cañada College (ASCC)..	51
Athletics.....	52
Attendance Regulations.....	48
Audit Fee.....	25
Auditing of Courses.....	24

## B

Basic Skills Advisory Committee.....	32
Business Design and Workforce Division.....	13
bookstore.....	52

## C

C-ID.....	95, 95
CARE.....	57
COLTS-U Transfer Center.....	53
CSU General Education Requirements	123, 124, 124
CalWORKs - California Work Opportunities and Responsibility to Kids.....	52
Calendar of Important dates.....	3
California State University— Transfer Courses.	132
Campus Assembly.....	46
Career Center.....	52
Catalog Rights.....	97
Certificate Program Requirements.....	104
Code of Conduct.....	41

College Connection.....	16
College Level Examination Program (CLEP).....	117
College for Working Adults.....	53
Conduct.....	41
Continuing Education for Health Professionals- CEU's.....	55
Corequisites.....	32
Counseling Center.....	55
Counseling Services.....	14
Course Audit Policy.....	24
Course Availability per Semester.....	149
Course Identification Numbering System (C-ID).	96
Course Matrix.....	149
Course Numbering.....	95, 95, 95
Credit by Examination (CBE).....	122
Credit for Prior Learning.....	106
Cultural Center.....	67, 56

## D

Defense Language Proficiency Test (DLPT).....	121
Degree Credit & Non-Degree Credit Courses.....	94
Degrees and Certificates.....	159
Directory.....	139
Disability Resource Center (DRC).....	56
Disabled Parking.....	25
Disciplinary Actions.....	43
Disciplinary Process.....	42
Dismissal.....	32
District.....	9
Drop/Withdraw.....	29
Dual Enrollment.....	16, 56
Duplicate Diploma Fee.....	25

## E

EOPS.....	57
Eligibility Requirements.....	15
Enrollment Fee.....	25
Enrollment Services.....	14
Escuela Secundaria.....	75
Experimental Courses.....	95, 96, 95
Extended Opportunity Programs & Services.....	57
External Examination.....	106, 107

## F

Faculty.....	141
Fee Policies.....	25
Fees.....	25
Financial Aid.....	61
Financial Aid Services.....	57
Fines.....	25



Foster Youth Success Initiative (FYSI).....	64	Nonresident Tuition.....	25
<b>G</b>		<b>O</b>	
Gainful Employment.....	159	Office of Administrative Services.....	12
Grade Grievances.....	38	Office of Equity.....	67
Grades.....	28	Office of Instruction.....	12
Graduation Requirements Student Catalog		Office of Student Services.....	12
Rights.....	100	Office of the President.....	12
Guided Pathways Peer Mentor Program.....	64	Online Instructional Materials Fee.....	25
<b>H</b>		Online Learning.....	21
Health Services Fee.....	25	Open Enrollment Statement.....	15
High School Students.....	16, 56	Orientation.....	18
Holds on Student Records.....	25	Outreach.....	67
Honors Program.....	30	<b>P</b>	
Honors Transfer Program.....	64	Parking.....	136
Humanities and Social Sciences Division.....	13	Parking Fees.....	25
<b>I</b>		Personal Counseling Center.....	67
Información en Español.....	74	Phi Theta Kappa.....	30
Inscripción Simultánea.....	75	Policy of Non-discrimination.....	48
Institutional Learning Outcomes (ILOs).....	8	Policy on Sexual Assault Education and	
Instructional Programs.....	159	Prevention.....	49
Inter-segmental General Education Transfer		Policy on Sexual Harassment.....	49
Curriculum (IGETC).....	126, 125	Policy on Smoking.....	49
Interest Areas.....	148	Policy on a Drug-Free Campus.....	50
International Baccalaureate (IB).....	114	Prerequisites.....	32
International Student Application Fee.....	25	Probation.....	32
<b>K</b>		Promise.....	67
Kinesiology-Athletics-Dance.....	52	Puente.....	67
<b>L</b>		<b>R</b>	
Land & Labor Acknowledgement.....	11	Refund Policy.....	27
Learning Center.....	65	Registration Policy.....	22
Learning Communities.....	21	Repetición de Curso.....	80
Library.....	66	Repetition of Courses.....	22
Lost and Found.....	135	Residency Requirements.....	15
<b>M</b>		Returned Check Fee.....	25
Map.....	138	<b>S</b>	
Menlo Park Site/Job Train.....	73	STEM Center.....	65
Middle College High School.....	66	Schedule of Classes.....	20
Military Credit.....	71	Scholarships.....	61
Mission.....	9	Scholastic Honors.....	30
<b>N</b>		Science and Technology Division.....	13
NextUp.....	57	Selected Topics.....	95, 96, 95
		SparkPoint.....	68
		Steps to Success.....	18
		Student Body Fee.....	25
		Student Clubs and Organizations.....	51
		Student Government.....	51



Student Grievances.....	37
Student ID.....	68
Student Life and Leadership Development.....	51
Student Representation Fee.....	25
Student Rights.....	35
Student Success Process.....	18
Study Abroad.....	69

**T**

TRIO Student Support Services.....	69
Transcript Evaluation Service (TES).....	33
Transcript Fee.....	25
Transcripts.....	33
Transferable Credit.....	95, 95, 95
Transferring within the District.....	98
Transportation.....	69

**U**

Umoja Program.....	70
Undocumented Community Center (UCC).....	70
University Programs.....	71
University of California - Transfer Courses.....	133
Use of Photography.....	7

**V**

VA Education Benefits.....	71
Values.....	9
Veteran Resource and Opportunity Center (V-ROC).....	71
Veterans Student Services.....	71
Vision.....	9

**W**

WebSMART.....	21
Welcome.....	6
Welcome from the President.....	5
Work Experience Education.....	72
Writing Center.....	65





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