

# College of San Mateo

1976-1977

## Catalog

# College of San Mateo Catalog 1976-77

A community college  
accredited by the Western Association  
of Schools and Colleges

1700 West Hillside Boulevard • San Mateo, California 94402 • (415) 574-6161



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## Calendar for 1976-77

### Summer Session 1976

**Test Dates**

April 24, May 1, 8, 15, 22, June 5, 19

**Registration**

See schedule of Classes

**Classes Begin**

June 21

**Independence Day Holiday**

July 5

**Last Day to Petition for Summer AA Degree**

July 30

**Summer Session Six-week Classes Close**

July 30

**Summer Session Eight-week Classes Close**

August 13

### Fall Semester 1976

**Applications Available**

April 7

**Test Dates for Fall Semester**

April 24, May 1, 8, 15, 22, June 15, 19, July 10, 24, August 7, 21.

See application for time and location.

**Counseling-Registration by Appointment, New and Returning Students (Day)**

August 25—31, September 1, 2, 7

**Day and Evening Classes Begin**

September 13

**Last Day to Add Semester-length Classes**

September 24

**Veterans' Day Holiday**

October 25

**Last Day to Apply for Fall AA Degree or Certificate**

November 19

**Last Day to Drop a Semester-length Class in which a Student is Failing without Penalty**

November 24

**Thanksgiving Recess**

November 25-27

**Registration for Continuing Students**

December 6-17

**Winter Recess**

December 18-January 1

**Final Examinations, Evening Classes**

January 24-29

**Final Examinations, Day Classes**

January 20-28

### Spring Semester 1977

**Applications Available**

November 1

**Test Dates for Spring Semester**

November 20, December 18, January 8, 22. See application for time and location.

**Counseling-Registration by Appointment, New and Returning Students (Day)**

January 24-February 1

**Day and Evening Classes Begin**

February 7

**Lincoln Day Holiday**

February 11, 12

**Saturday Classes Begin**

February 19

**Washington Day Holiday**

February 21

**Last Day to Add Semester-length New Classes**

February 22

**Spring Recess**

April 4-9

**Last Day to Apply for AA Degree or Certificate**

April 22

**Last Day to Drop a Semester-length Class in which a Student is Failing without Penalty**

April 22

**Test Dates for Fall Semester 1977**

April 23, 29, May 7, 14, 21, June 4, 11

**Registration for Continuing Students**

May 9-20

**Memorial Day Holiday**

May 30

**Final Exams - Evening Classes**

June 7-13

**Final Exams - Day Classes**

June 10-20

**Commencement**

June 16

### Summer Session 1977

**Test Dates**

May 21, June 4, 11

**Registration**

See schedule of classes

**Classes Begin**

June 27

**Independence Day Holiday**

July 4

**Last Day to Petition for Summer AA Degree**

August 5

**Summer Session Six-week Classes Close**

August 5

**Summer Session Eight-week Classes Close**

August 19

## San Mateo Community College District Board of Trustees

**Eleanore D. Nettle**

*(Since 1956)*

Housewife

**Francis W. Pearson Jr.**

*(Since 1963)*

Certified Public Accountant

**Robert A. Tarver**

*(Since 1953)*

Attorney

**James R. Tormey Jr.**

*(Since 1971)*

Attorney

**Carl E. Ward**

*(Since 1960)*

Financial Consultant

## District Administration

**Glenn P. Smith**

District Chancellor-Superintendent

## College of San Mateo Administration

**David H. Mertes**  
President

### INSTRUCTIONAL SERVICES

**Lois A. Callahan**  
Dean of Instruction

**Vern C. Gillmore**  
Associate Dean of Instruction —  
Careers

**J. Win Smith**  
Associate Dean of Instruction —  
Learning Resources

**John B. Dooley**  
Assistant Dean of Instruction —  
Library Services

**Michael B. Kimball**  
Acting Assistant Dean of Instruction—  
Continuing Education and  
Summer Session

### STUDENT SERVICES

**Allan R. Brown**  
Dean of Students

**Philip D. Morse**  
Associate Dean of Students —  
Student Services

**Herbert R. Warne**  
Associate Dean of Students —  
Student Affairs

**Aline Fountain**  
Assistant Dean of Students —  
Student Services

**Jackman L. LeBlanc**  
Director of College  
Readiness Program

### COMMUNITY SERVICES

**James R. Hardt**  
Associate Dean for  
Community Services

**C. William Friedrichs**  
Administrative Assistant

# College Faculty

(Date of original appointment follows name.)

- Acena, Albert A.** (1966)  
History  
B.A., Seattle University  
M.A., University of Washington  
Ph.D., University of Washington
- Alexandre, Alvin A.** (1961)  
English Journalism  
B.A., M.A., New York University
- Allende, David H.** (1967)  
Art, Counselor  
B.A., M.A., University of Tulsa
- Anderson, Robert D.** (1959)  
Physics  
A.B., University of Calif., Berkeley  
M.S., Purdue University
- Andrews, Edgar H.** (1958)  
History  
A.B., M.A., University of Calif., Berkeley
- Anenson, Marian R.** (1964)  
Nursing  
B.S., R.N., University of Minnesota
- Angerbauer, George** (1963)  
Electronics Technology, Counselor
- Angier, W. Jeanne** (1965)  
English  
B.A., M.A., Washington University, St. Louis
- Appleton, Alanson** (1961)  
Art  
A.B., California College of Arts and Crafts  
M.A., University of Calif., Berkeley
- Arnold, Marlene C.** (1965)  
Nursing  
B.S., R.N., College of St. Scholastica  
M.S., University of Calif., San Francisco
- Atkins, Gregg T.** (1975)  
Librarian  
B.A., M.L.S., University of California, Berkeley
- Baker, Mary J.** (1967)  
Biology, Counselor  
B.A., University of Calif., Berkeley  
M.A., San Francisco State University
- Balsley, Raymond I.** (1946)  
Physical Education  
A.B., University of Calif., Berkeley  
A.M., Stanford University
- Bardes, Leo N.** (1965)  
Chairperson, Fine Arts Division  
B.A., M.A., San Francisco State University
- Bartges, Rex J.** (1965)  
Biology  
A.B., San Jose State University  
M.S., Ph.D., University of Calif., Berkeley
- Beale, Paul L.** (1963)  
Business  
B.S., M.B.A., Stanford University
- Beaty, Donald E.** (1967)  
Electronics, Physics  
B.A., M.A., Whittier College  
M.A., Colorado College
- Bell, James K.** (1963)  
English  
B.A., University of Calif., Santa Barbara  
M.A., University of Calif., Berkeley
- Berensmeier, Barbara Jean** (1956)  
Physical Education  
A.B., San Francisco State University
- Berglund, John J.** (1965)  
Aeronautics  
B.V.E., San Francisco State University
- Bernasque, Jean A.** (1973)  
Dental Assisting
- Berry, Daniel A.** (1958)  
Business Administration, Counselor  
B.S., Armstrong College  
A.B., M.A., University of Calif., Berkeley
- Berry, Fredrick J.** (1968)  
Music  
B.M., M.M., Southern Illinois University
- Beuttler, Rose Marie P.** (1965)  
French  
B.A., University of Calif., Berkeley  
A.M., Stanford University
- Bianchino, Francis S.**  
Coordinator of Veterans Affairs  
B.A., St. Francis College  
B.D., St. Vincent Seminary  
M.S., St. John's University  
Ph.D., United States International University
- Bierce, Ralph H.** (1964)  
English  
A.B., M.A., University of Calif., Berkeley
- Billeter, William J.** (1961)  
Business Administration, Data Processing  
B.S., Golden Gate University  
M.A., San Francisco State University
- Blanchette, Jeanne** (1966)  
Nursing  
B.S., R.N., M.Ed., University of Minnesota



- Blitz, George A.** (1974)  
Horticulture  
A.B., B.S., M.A., University of Calif., Berkeley
- Blust, Dale W.** (1965)  
Aeronautics, Counselor
- Blust, Kenneth E.** (1966)  
Aeronautics
- Bogan, Harold S.** (1974)  
Security
- Boone, John R.** (1968)  
Telecommunications  
B.S., University of Oregon
- Bramlett, George E.** (1969)  
Electronics Technology  
B.A., Calif. State Univ., Fresno  
M.A., San Jose State University
- Brauns, Robert A.** (1954)  
Play Production  
A.B., Stanford University
- Brown, Allan R.** (1959)  
Dean of Students  
A.B., A.M., Stanford University  
Ph.D., Stanford University
- Brown, Francesca** (1965)  
English  
A.B., M.A., University of Calif., Berkeley
- Brusin, Michael J.** (1964)  
History, Economics  
B.A., M.A., San Jose State University
- Bucher, Michael C.** (1969)  
Biology  
B.A., M.A., University of California, Los Angeles
- Burdash, Elizabeth A.** (1965)  
Psychology  
B.A., Boston University  
M.S., Mass. Institute of Technology
- Burton, Kathleen M.** (1968)  
Business  
B.S., University of Wyoming  
M.A., San Jose State University
- Burton, Virginia** (1950)  
Physical Education  
A.B., MacMurray College  
A.M., Teachers College, Columbia University
- Cafferata, John** (1968)  
English  
B.A., M.A., San Francisco State University
- Callahan, Lois A.** (1976)  
Dean of Instruction  
B.S., Southwest Missouri State University  
M.A., California State University, Chico  
Ed.D., University of Southern California
- Cameron, D. Bruce** (1968)  
English  
A.A., Santa Rosa Junior College  
B.A., Hunter College  
M.A., Columbia University
- Camps, Albert** (1967)  
Electronics Technology
- Carter, Stuart R.** (1964)  
Physical Education  
A.B., M.A., San Jose State University
- Cassidy, Claudia L.** (1974)  
Counselor  
B.A., University of Calif., Berkeley  
M.A., San Francisco State University  
Ph.D., University of Calif., Berkeley
- Casstevens, Jewell** (1963)  
Cosmetology
- Castillo, Richard P.** (1969)  
Spanish  
B.A., University of Calif., Berkeley
- Cate, Donald F.** (1964)  
Political Science  
B.A., Pacific University  
M.A., Oregon State University  
Ph.D., Stanford University
- Chaw, Gladys** (1973)  
Librarian  
B.A., Calif., State Univ., Sacramento  
M.L.S., University of California, Berkeley
- Chowenhill, Dean F.** (1967)  
Drafting Technology  
B.A., M.A., San Jose State University
- Chriss, Michael** (1966)  
Astronomy  
B.S., M.S., University of Arizona
- Chroman, Peter** (1969)  
Sociology, Anthropology  
B.S., University of Illinois  
M.A., San Francisco State University
- Clemens, Michael J.** (1967)  
Political Science  
A.B., M.A., Columbia University
- Clemens, Roger W. C.** (1967)  
Life Science  
B.S., M.S., University of Calif., Berkeley
- Clinkscales, J. Kyle** (1957)  
Chemistry, Counselor  
B.S., University of Calif., Berkeley  
M.S., University of Pacific  
M.A., San Jose State University (Education, Counseling)
- Clinton, Harry F.** (1961)  
Business  
B.S., Oregon State University  
M.S., University of Southern California
- Cohn, Adrian A.** (1963)  
English  
B.S., M.S., Ph.D., University of Wisconsin
- Cooke, Stuart T.** (1964)  
History  
A.B., Lafayette College  
M.A., University of Pennsylvania
- Cooper, Barton C.** (1965)  
Philosophy  
B.A., Ph.D., University of Calif., Berkeley
- Cordes, Henry M.** (1964)  
Chairperson, Foreign Language Division  
B.A., M.A., State University of New York, Buffalo  
Ph.D., Stanford University

- Coulson, Robert N.** (1965)  
Machine Tool Technology  
A.B., M.A., San Francisco State University
- Coyne, Robert J.** (1963)  
Art, Photography  
B.A., M.A., San Francisco State University
- Crawford, Douglas B.** (1960)  
Mathematics, Counselor  
A.B., A.M., Stanford University
- Crawford, Zelte** (1969)  
Chairperson, Ethnic Studies Division  
B.S., M.A., Western Michigan University
- Crest, Richard L.** (1958)  
Music  
B.A., San Jose State University
- Cron, John A.** (1968)  
Business  
A.B., M.A., San Francisco State University
- Crouch, Dorothy J.** (1968)  
Biology  
A.B., University of Calif., Berkeley  
M.A., Ph.D., Stanford University
- Curren, Terence B.** (1962)  
Zoology, Physical Anthropology  
B.A., University of Calif., Berkeley  
M.A., San Francisco State University
- Daniels, Jack** (1946)  
Art, Counselor  
A.B., San Jose State University  
A.M., Stanford University
- Davidson, Marcia A.** (1960)  
Business, Counselor  
B.A., M.A., Michigan State University  
M.S., Calif. State Univ., Hayward
- Davis, Gregory** (1966)  
Political Science  
A.B., A.M., Stanford University
- De Freitas, Louis** (1966)  
Welding Technology  
B.V.E., San Francisco State University
- De Gregorio, Michael J.** (1957)  
Chemistry, Physics  
A.B., A.M., San Francisco State University
- Dehnel, George S.** (1962)  
Biology, Botany, Nutrition  
B.A., San Diego State University  
Ph.D., University of Calif., Berkeley
- Denison, Frank G.** (1964)  
Mathematics  
S.B., Mass. Institute of Technology  
M.S., A.E., California Institute of Technology
- Devonshire, Charles M.** (1958)  
Psychology, Psychological Services  
B.A., M.A., University of Texas
- Dickey, William J.** (1975)  
Physical Education, Football Coach  
B.S., Utah State
- Dittes, Marilyn D.** (1974)  
Nursing  
B.S. San Francisco State University
- Donner, Richard C.** (1963)  
Physical Education  
B.A., M.A., San Jose State University
- Dooley, John B.** (1963)  
Assistant Dean of Instruction for Library Services  
B.A., M.A., B.L.S., University of Calif. Berkeley
- Duncan, David L.** (1974)  
Technical Art/Graphics  
B.A., M.A., San Jose State University
- Edmundson, James S.** (1964)  
French  
B.A., University of Washington  
B.S., Georgetown University  
M.A., University of Washington  
Ph.D., Columbia University
- Eshoo, Agnes** (1969)  
Cosmetology
- Fark, Roland H.** (1969)  
Biology  
B.S., M.A., Bowling Green State University
- Faure, Emile L.** (1970)  
Mathematics  
B.A., San Diego State University  
M.A., Claremont Graduate School
- Fellows, Ward J.** (1966)  
Philosophy  
A.B., Cornell University  
B.D., S.T.M., Union Theological Seminary  
M.A., University of Calif., Berkeley
- Fine, Albert K.** (1957)  
Chairperson, Technician Division  
A.B., University of Calif., Santa Barbara  
A.M., Stanford University  
Ed.D., Stanford University
- Fisher, Anita** (1969)  
Psychology  
B.A., University of Southern Calif.  
PhD., Stanford University
- Fitzgerald, Maurice J.** (1964)  
English  
B.S., University of San Francisco  
A.M., Stanford University
- Fountain, Aline** (1965)  
Assistant Dean of Students  
B.S., Florida State University  
M.A., San Francisco State University (Education)  
M.A., San Francisco State University (Counseling and Psychology)
- Fouts, Carol A.** (1964)  
Guidance, Counselor  
A.B., University of Calif., Santa Barbara  
M.A., San Francisco State University
- Foye, James F.** (1971)  
Aeronautics
- Fraker, Wilson P.** (1968)  
Business  
A.B., Harvard University  
M.B.A., University of Calif., Berkeley
- Frassetti, Gerald J.** (1967)  
English, Foreign Student Advisor  
B.A., St. Mary's College  
M.A., San Francisco State University

**Free, Herbert W.** (1967)  
Business, Real Estate  
A.B., M.A., University of Calif.,  
Berkeley

**Galindo, Donald V.** (1956)  
Art  
A.B., University of Calif., Berkeley  
B.A.E., M.F.A., California College of  
Arts and Crafts

**Gattmann, Eric** (1964)  
Education, Counselor  
A.B., University of Calif., Berkeley  
M.A., San Francisco State University

**George, Thomas W.** (1966)  
Chairperson, Business Division  
B.A., M.A., Texas Technological  
College  
Ph.D., University of Washington

**Gibson, Ellen** (1970)  
Photography, Art  
B.F.A., Virginia Commonwealth  
University  
M.A., San Francisco State University

**Giffin, Clifford G.** (1958)  
Chairperson, Physical Education  
Division; Director of Athletics  
B.S., M.S., University of Oregon

**Gill, John M.** (1969)  
Chairperson, English Division  
B.A., M.A., University of Washington  
Ph.D., New York University

**Gillmore, Vern C.** (1971)  
Associate Dean of Instruction  
B.A., San Jose State University  
M.A., Stanford University  
Ph.D., East Coast University

**Glen, William** (1957)  
Geology, Paleontology, Counselor  
B.S., Brooklyn College  
M.A., University of Calif., Berkeley

**Goehler, John H.** (1970)  
Political Science  
A.A., College of San Mateo  
B.A., M.A., San Francisco State  
University

**Goldman, Helen M.** (1967)  
Medical Assisting  
B.N., R.N., Providence College of  
Nursing  
B.A., San Francisco State University

**Gossett, Gilbert B.** (1955)  
Chairperson,  
Mathematics-Engineering Division  
B.A., M.A., University of Pacific

**Goth, George W.**  
Chemistry  
B.A., Columbia College  
Ph.D., University of Calif., Berkeley

**Graham, Alexander** (1966)  
Horticulture  
Scottish Diploma Horticulture, West  
Scotland, College of Agriculture  
Diploma Horticulture, Royal Botanic  
Garden, Edinburgh, Scotland  
National Diploma Horticulture, Royal  
Horticulture Society

**Griffin, Irene F.** (1964)  
Drama  
A.B., Barnard College  
A.M., Stanford University

**Grossenbacher, Karl** (1969)  
Biology  
Ph.B., University of Wisconsin  
Ph.D., University of Calif., Berkeley

**Gum, H. Sanford** (1963)  
Cooperative Work Experience  
Education, Counselor  
B.A., San Jose State University  
A.M., Stanford University  
Ed.D., Oregon State University

**Gustavson, Charles F.** (1966)  
Music  
A.B., M.A., San Francisco State  
University

**Halualani, Jennie** (1963)  
Nursing  
R.N., St. Francis Hospital School Of  
Nursing, Hawaii  
B.S.N.E., St. Mary's College, Kansas  
M.S., Univ. of Calif., San Francisco

**Hancock, John C.** (1965)  
Music  
A.B., San Francisco State University  
M.A., San Jose State University

**Hanigan, Jane E.** (1958)  
English, Women's Re-entry Program  
A.B., University of Calif., Berkeley  
M.A., San Francisco State University

**Hansen, Merrill C.** (1957)  
Speech  
B.A., University of Utah  
A.M., Ph.D., Stanford University

**Hansen, Ronald G.** (1971)  
Anthropology  
B.A., M.A., San Francisco State  
University

**Hardt, James R.** (1964)  
Associate Dean, Community Services  
A.B., University of Massachusetts  
A.M. Harvard University

**Harriman, William** (1963)  
English  
B.A., M.A., J.D., University of Calif.,  
Berkeley

**Harrington, Joyce M.** (1969)  
Nursing  
R.N., Providence School of Nursing  
B.S.N., Seattle University  
M.S.N., Univ. of Calif.,  
San Francisco

**Harris, Edward M.** (1968)  
Mathematics  
B.S., University of Colorado  
M.A., San Francisco State University

**Harris, Richard V.** (1965)  
Physical Education  
A.B., M.A., Humboldt State College

**Harrison, Kenneth W.** (1969)  
Music  
B.M., University of Southern Calif.  
M.A., San Francisco State University

**Hazelton, Louise B.** (1960)  
History, English, Counselor  
B.A., University of Calif.,  
Los Angeles  
M.A., Calif. State Univ., Fresno

- Henderson, Frances C.** (1967)  
Nursing  
B.S., R.N., Dillard University  
M.S., University of Calif., San Francisco
- Heyeck, Robin R.** (1965)  
English  
A.B., A.M., Stanford University
- Hills, Dorothy** (1968)  
Early Childhood Education  
B.S., University of Oregon  
M.A., San Francisco State University
- Hilpisch, Yolande S.** (1968)  
College Nurse  
A.B., Stanford University  
R.N., Stanford University School of Nursing  
P.H.N., M.S., University of Calif., San Francisco
- Holmes, Paul C.** (1964)  
English  
B.A., University of Calif., Berkeley  
M.A., San Francisco State University
- Holmgren, Roy H.** (1957)  
Mathematics  
A.B., M.A., University of Calif., Berkeley
- Hopkins, Cecilia Ann** (1958)  
Real Estate, Counselor  
B.S., Montana State College  
M.A., San Francisco State University (Business Education)  
M.A., San Francisco State University (Counseling and Administration)
- Howe, Robert S.** (1965)  
Guidance, Counselor  
A.B., San Jose State University  
A.M., Stanford University
- Hudson, Angela S.** (1964)  
Physical Education, Dance  
B.A., Miami University  
M.A., San Francisco State University
- Hudson, Herbert H.** (1947)  
Physical Education, Counselor  
A.B., San Jose State University  
A.M., Stanford University
- Hynding, Alan A.** (1967)  
History  
B.S., University of Oregon  
M.A., Stanford University  
Ph.D., University of Washington
- Ingraham, Joeann** (1962)  
Physical Education  
A.B., San Jose State University
- Innis, James E.** (1967)  
Health Education, Biology  
A.B., M.A., University of Northern Colorado
- Ireson, Mamie G.** (1963)  
Consumer Arts & Sciences, Counselor  
B.S., Mary Washington College  
M.S., Virginia State University
- Jackson, James L.** (1959)  
Mathematics  
B.A., Beloit College  
M.A., University of Calif., Berkeley
- Jacques, James J.** (1969)  
Physical Education  
B.A., M.A., San Jose State University
- Jaffy, Florence I.** (1958)  
Economics  
A.B., Pennsylvania State College  
M.A., University of Chicago
- Janssen, William A.** (1965)  
Business  
A.B., M.A., San Jose State University
- Jeffers, Mary L.** (1963)  
Political Science  
A.B., M.A., Tennessee State Univ.
- Jorgenson, Wallace** (1969)  
Aeronautics  
B.V.E., San Francisco State University
- Joslin, Rex J.** (1964)  
Biology  
B.S., Wisconsin State College  
M.S., University of Illinois
- Karl, John E., Jr.** (1962)  
Anatomy, Physiology  
B.A., Allegheny College  
M.S., University of Kentucky  
Ph.D., Louisiana State University
- Kaufmann, Walter M.** (1966)  
Sociology, Psychology  
B.A., University of Calif., Berkeley  
M.A., San Francisco State University  
J.D., University of Calif., Berkeley
- Kellejian, Robert** (1962)  
Electronics Technology  
A.B., M.A., San Francisco State University
- Keller, Robert M.** (1958)  
Chemistry  
A.B., M.A., San Jose State University
- Kennelly, Maureen E.** (1970)  
Chairperson, Health Occupations Division  
R.N., Poplar Hospital, London  
B.S.N., DePaul University  
M.P.H., University of Michigan
- Keys, Noel W.** (1966)  
Psychology, Psychological Services  
B.S., Denison University  
M.A., Duke University  
Ph.D., University of North Carolina
- Kimball, Michael B.** (1968)  
Acting Assistant Dean of Instruction — Continuing Education  
B.A., Stanford University  
M.A., San Francisco State University
- Kolber, Marvin A.** (1946)  
Biology, Zoology  
B.S., M.S., University of Calif., Berkeley
- Kusich, Edward A.** (1946)  
Engineering, Mathematics  
B.S., M.S., University of Calif., Berkeley
- Lamont, Stephen S.** (1974)  
Aeronautics  
B.S., University of Calif., Berkeley
- Landmann, Eva M.** (1975)  
Nursing  
B.S., University of Alberta
- Lapp, Rudolph M.** (1955)  
History  
A.B., Roosevelt University  
M.A., Ph.D., University of Calif., Berkeley

- Leach, Walter J., Jr.** (1956)  
Psychology, Sociology  
B.A., University of Calif.,  
Los Angeles  
M.A., University of Calif.,  
Santa Barbara
- Le Blanc, Jackman L.** (1974)  
Director, College Readiness Program  
B.A., United States International  
University  
M.Ed., University of Calif.,  
Santa Barbara
- Lee, Priscilla T.** (1967)  
Anthropology  
A.B., A.M., Ph.D., Stanford University
- Le Gallais, D. Richmond** (1955)  
Chemistry  
B.S.A., M.S.A., University of British  
Columbia  
Ph.D., University of Calif., Berkeley
- Lehman, Anita J.** (1963)  
English  
B.A., M.A., University of Calif.,  
Los Angeles
- Leroi, Frank B.** (1968)  
Economics  
B.A., University of Calif.,  
Los Angeles  
M.A., San Jose State University
- Lin, Paul Y.** (1973)  
Electronics  
B.S.E.E., University of Calif., Berkeley  
M.S.E.E., University of Calif.,  
Berkeley
- Linder, Doris H.** (1967)  
History  
B.A., M.A., Stanford University  
Ph.D., University of Minnesota
- Lokken, Arlys K.** (1963)  
Nursing  
R.N., University of North Dakota  
School of Nursing  
B.S., University of North Dakota  
M.S., University of Calif.,  
San Francisco
- Lorenzato, Raymond** (1965)  
Art  
B.A., Humboldt State University  
M.F.A., Calif. College of Arts and  
Crafts
- Lowe, Richard H.** (1971)  
Counselor  
B.A., Pomona College  
M.A., University of South Dakota
- MacDonald, Lorne** (1968)  
Electronics Technology  
B.S., Pacific States University
- Mantabe, Musonda D.** (1969)  
History, Counselor  
B.A., Syracuse University  
M.A., Lone Mountain College
- Marshall, R. Galen** (1964)  
Music, Counselor  
A.B., M.A., San Francisco State  
University
- Martin, Chauncey J.** (1967)  
Machine Tools, Welding Technology,  
Counselor
- Mathers, Jeannette J.** (1955)  
Speech, English  
A.B., San Francisco State University  
A.M., Stanford University
- McClure, Clois A.** (1963)  
Technical Drafting, Counselor  
A.B., Calif. State Univ., Fresno  
M.A., San Francisco State University  
Ed.D., Utah State University
- McCue, Mary J.** (1955)  
English  
B.A., Marygrove College  
M.A., University of Michigan
- McDonough, Joseph M.** (1966)  
Psychology  
A.B., Princeton University  
M.S., University of Miami  
Ph.D., Michigan State University
- McMillin, Virginia A.** (1963)  
Nursing  
B.S., University of Dayton, Ohio  
R.N., St. Elizabeth's Hospital, Ohio  
M.S., University of Dayton
- Mendenhall, Valdemer A., Jr.** (1967)  
Aeronautics
- Mertes, David H.** (1965)  
President  
B.A., San Francisco State University  
M.A., Ph.D., University of Calif.,  
Berkeley
- Michael, Robert E.** (1965)  
Business Administration  
B.S., M.S., San Jose State University  
B.F.T., American Institute for Foreign  
Trade
- Miller, William H.** (1961)  
History  
A.B., College of Wooster  
M.A., Ph.D., University of Calif.,  
Berkeley
- Monroe, Howard C.** (1961)  
Biology  
B.S., University of Toledo  
M.A., University of Calif.,  
Los Angeles
- Montague, Thomas L.** (1972)  
Administration of Justice
- Montgomery, Douglas B.** (1963)  
Telecommunications  
B.S., M.A., San Diego State University
- Montgomery, John A.** (1964)  
Business Administration, Counselor  
B.S., J.D., University of Pennsylvania
- Morse, Philip D.** (1940)  
Associate Dean of Students  
A.B., Occidental College  
M.A., University of Calif., Berkeley
- Mulhall, Mary Ellen** (1963)  
Business, Counselor  
B.A., San Francisco State University  
M.A., University of San Francisco
- Mullaney, Ellentine M.** (1964)  
English  
B.A., University of Washington  
M.A., San Francisco State University
- Mullen, Edward C.** (1955)  
English  
A.B., M.A., San Jose State University

**Multhaup, Ernest L.** (1964)  
Engineering, Counselor  
B.S., M.S., University of North  
Dakota

**Murashige, Kate H.** (1968)  
Chairperson, Physical Science  
Division  
B.A., Washington University  
Ph.D., University of Calif.,  
Los Angeles

**Musgrave, Diane W.** (1970)  
German  
A.B., M.A., Stanford University

**Nakagawa, Libby T.** (1973)  
Counselor  
B.A., M.S., San Francisco State  
University

**Noce, John L.** (1961)  
Physical Education  
A.B., University of Pacific  
M.A., San Francisco State University

**Norman, Colette J.** (1974)  
Librarian  
B.A., Southern Univ., Baton Rouge  
M.A., San Jose State University

**Odum, Daniel C.** (1964)  
Telecommunications  
A.B., San Diego State University

**Olson, Robert A.** (1956)  
Speech  
B.S., Wisconsin State College  
M.A., San Jose State University

**O'Mahony, Rosalie M.** (1965)  
Mathematics  
B.S., Loyola University  
M.S., University of  
Notre Dame

**Orozco, Adrian** (1969)  
Counselor  
S.T.B., St. Alexis College, Rome, Italy  
M.Ed., Loyola University

**Owen, William H.** (1963)  
Machine Tool Technology  
A.B., M.A., San Francisco  
State University

**Owens, Peter H.** (1971)  
Chemistry  
B.S., Massachusetts Institute of  
Technology  
M.S., Oregon State University  
Ph.D., University of Calif., Berkeley

**Pena, June W.** (1969)  
Nursing  
R.N., Good Samaritan School of  
Nursing  
A.B., San Francisco State University  
M.S., University of Calif., San  
Francisco

**Petit, Susan Y.** (1968)  
English  
B.A., Knox College  
M.A., Purdue University

**Pex, Betty C.** (1960)  
English  
Ph.B., A.M., University of Chicago

**Pflug, Raymond J.** (1956)  
English  
A.B., A.M., Stanford University

**Phipps, Richard S.** (1962)  
Political Science, Guidance  
Counselor  
A.B., M.A., University of Calif.,  
Berkeley

**Pinney, Wilson G.** (1961)  
English  
A.B., Trinity College  
Ed.M., Harvard University

**Pischerchio, Rosemary** (1973)  
Business  
B.A., M.A., San Francisco State  
University

**Polansky, Stephen H.** (1968)  
Political Science  
B.A., Princeton University  
J.D., Harvard Law School

**Porter, Donald T.** (1963)  
Philosophy  
B.S., M.A., University of Calif.,  
Berkeley

**Pounds, Robert D.** (1970)  
Physical Education  
B.S., University of Calif.,  
Los Angeles

**Price, Dolores** (1967)  
Physical Education  
B.S., M.Ed., Oregon State University

**Price, Joe A.** (1970)  
Art  
B.S., Northwestern University  
M.A., Stanford University

**Prindle, Philip G.** (1958)  
Speech, Telecommunications  
B.A., Concordia College, Minnesota  
M.A., Washington State University  
Ph.D., Stanford University

**Prochaska, Harry W.** (1950)  
Art  
A.B., Occidental College  
M.A., San Francisco State University

**Pumphrey, Jean** (1967)  
English  
B.A., Denison University  
M.A., San Francisco State University

**Rankin, Theodore L.** (1971)  
Administration of Justice  
B.S., University of Southern  
California  
M.P.A., Golden Gate University

**Rascon, Vincent P.** (1963)  
Art  
B.A., University of Texas  
M.F.A., Los Angeles County Art  
Institute

**Rategan, Edward H.** (1968)  
Data Processing  
B.A., J.D., Marquette University

**Rawlings, Betty R.** (1973)  
Cosmetology

**Rempel, Elizabeth K.** (1956)  
Art  
B.A., Mills College  
M.A., San Francisco State University  
Art Center College of Design

**Richmond, Kern** (1955)  
Political Science, Counselor  
A.B., M.A., University of Calif.,  
Berkeley

**Roach, T. James** (1970)  
Sociology, Psychology  
B.A., M.A., San Francisco State  
University

**Rock, Jo Ann C.** (1964)  
Physical Education, Cooperative  
Education  
B.S., Pacific University  
M.A., San Francisco State University

**Rolph, Samuel S., Jr.** (1947)  
Play Production  
A.B., University of Calif.,  
Los Angeles

**Ross, Hugh** (1961)  
History  
B.A., M.A., University of Virginia  
Ph.D., Stanford University

**Rubler, Selma** (1964)  
Nursing  
R.N., Beth Israel Hospital  
B.S., M.S., University of Calif., San  
Francisco

**Rundberg, William B.** (1967)  
Mathematics  
B.A., San Jose State University  
M.A., Bowdoin College

**Rush, Robert D.** (1969)  
Physical Education  
B.A., M.A., San Jose State University

**Sachen, George** (1967)  
Aeronautics  
B.V.E., San Francisco State University

**Sandler, Marie H.** (1974)  
Early Childhood Education  
B.S., M.S., Florida State University

**Sausjord, Rosa I.** (1963)  
Spanish  
M.A., Smith College  
Ph.D., State University of Iowa

**Savidge, David** (1955)  
English  
A.B., DePauw University  
M.A., University of Calif., Berkeley

**Saxton, Lloyd O.** (1955)  
Psychology  
A.B., University of Calif., Berkeley  
M.A., San Francisco State University  
Ph.D., University of Pacific

**Schneider, John T.** (1960)  
Economics  
B.S., University of Southern  
California  
M.B.A., University of Calif.,  
Los Angeles

**Schoenky, Mary A.** (1963)  
Nursing  
R.N., College of Saint Scholastica  
B.S., University of Minnesota  
M.N., University of Washington

**Schoenstein, Edward G.** (1967)  
Technical Art/Graphics  
B.A., M.A., Calif. State Univ., Chico

**Schumacher, William J.** (1967)  
Administration of Justice  
A.B., San Francisco State University  
J.D., University of San Francisco

**Schwartz, Edwin A.** (1957)  
Psychology  
B.A., New York University  
M.A., New Mexico Highlands Univ.

**Scott, Stanley R.** (1964)  
Technical Drafting  
B.S., Iowa State College  
M.A., San Jose State University

**Searle, John B.** (1973)  
Chemistry  
B.S., Ph.D., Bristol University

**Shapiro, Robert L.** (1963)  
Electronics Technology  
A.B., University of Michigan  
M.A., University of Calif.,  
Los Angeles

**Short, George W.** (1964)  
English, Speech, Counselor  
B.A., Occidental College  
M.A., San Francisco State University

**Silva, Caroline R.** (1962)  
Physical Education  
A.B., M.A., San Francisco State  
University

**Singh, Balbir** (1964)  
Mathematics  
B.S., St. John's College, Agra  
University, India  
A.M., Stanford University  
Ph.D., University of Southern  
California

**Smith, Win** (1973)  
Associate Dean of Instruction  
B.A., M.A., University of Calif., Los  
Angeles

**Smith, Robert W.** (1965)  
Mathematics, Engineering,  
Architecture  
B.C.E., Clarkson College of  
Technology  
M.E., University of Calif., Berkeley

**Sonner, Grace Y.** (1970)  
Home Economics  
B.A., San Jose State University  
M.S., Texas Woman's University

**Speer, Lee W.** (1965)  
English  
B.S., University of Scranton  
M.A., San Francisco State University

**Stack, Dennis M.** (1968)  
Technical Drafting  
B.S., Calif. State Polytechnic College  
M.A., San Jose State University

**Statler, Richard G.** (1972)  
Physical Education, Health Education  
B.S., M.S., Calif. State Univ.,  
Hayward

**Steed, Gilbert G. W.** (1954)  
Art  
Otis Art Institute, L.A.  
Hans Hoffman, New York  
Art Students League of N.Y.  
Courtauld Institute, University of  
London  
A.M., Stanford University

- Stetson, Winifred P.** (1962)  
Business, Counselor  
A.B., M.A., San Francisco State University
- Stewart, Lawrence W.** (1968)  
English  
B.A., University of Utah  
M.A., San Francisco State University
- Stock, Nancy J.** (1974)  
Cosmetology
- Stoker, Russell M.** (1965)  
Psychology  
B.A., M.A., San Jose State University
- Stringari, Lawrence T.** (1969)  
Psychological Services  
B.A., M.A., San Francisco State University
- Sullivan, Daniel J.** (1969)  
Business  
A.B., Xavier University  
M.A., DePaul University  
M.B.A., University of Santa Clara
- Tippey, James** (1969)  
Music  
B.M., M.M., Indiana University
- Tracy, Allen** (1946)  
Chemistry  
B.A., San Jose State University
- Trouse, Ronald R.** (1963)  
English  
B.A., University of Calif., Berkeley  
M.A., San Francisco State University
- Trugman, Ronald F.** (1973)  
Director of Instructional Development  
B.A., Calif. State Univ., Long Beach  
M.S., M.S.Ed., University of Southern California
- Tubb, Raymonde M.** (1961)  
French  
B.S., Utah State University  
M.A., University of Calif., Berkeley
- Turner, John** (1968)  
English  
B.A., University of Calif., Berkeley
- Upshaw, Debbie** (1975)  
Counselor, CRP  
B.S., Central State University  
M. Ed., University of Cincinnati
- Vainowski, Robert P.** (1970)  
Telecommunications  
A.B., San Francisco State University
- Wagner, Carl A.** (1964)  
History, Political Science  
Permanent Resident (Immigrant)  
Student Advisor  
A.B., Roosevelt University  
M.A., University of Illinois
- Wakeham, Duane A.** (1965)  
Art  
B.A., Michigan State University  
A.M., Stanford University
- Wallace, George E.** (1954)  
Mathematics  
B.S., A.M., Stanford University
- Walsh, John D.** (1974)  
Administration of Justice  
B.S., Univ. of San Francisco
- Walters, Bruce E.** (1966)  
Aeronautics  
B.S., Oklahoma State University
- Wang, Peter C.** (1975)  
Electronics  
B.S., Nat. Taiwan University  
M.S., University of Missouri  
Ph.D., University of Pennsylvania
- Warne, Herbert R.** (1955)  
Associate Dean of Student Affairs,  
Registrar and Admissions Officer  
A.B., M.A., University of Pacific
- Weaver, Barlow A.** (1968)  
Librarian  
B.A., University of Texas  
M.S. in L.S., Columbia University
- Weintraub, Alan L.** (1962)  
Geography  
B.S., De Paul University, Ill.  
M.S., University of Chicago  
Ph.D., Michigan State University
- Whifler, William A.** (1966)  
Architecture  
B.A., Stanford University  
A.I.A.
- White, David D.** (1948)  
English  
A.B., M.A., University of Calif., Berkeley
- White, Irle E.** (1963)  
Drama  
B.S., M.S., University of Oregon
- Williams, John C.** (1963)  
Biology  
A.B., M.A., San Francisco State University
- Williams, Myrtle T.** (1960)  
Cosmetology
- Williamson, H. Stuart** (1965)  
Biology  
A.B., Harvard University  
M.A., San Francisco State University
- Williamson, Richard A.** (1963)  
English  
B.A., M.A., San Francisco State University
- Wilson, Alice P.** (1966)  
English  
B.A., Washington University  
M.A., University of Illinois
- Witt, Irving M.** (1963)  
Sociology  
B.A., University of Calif., Berkeley  
M.A., University of Chicago  
Ph.D., University of Calif., Berkeley
- Wittwer, Betty J.** (1965)  
Business  
B.A., M.A., San Jose State University



**Witzel, Elizabeth L.** (1966)  
Dental Assisting  
B.A., San Francisco State University

**Woods, Bernard F.** (1948)  
Business Administration  
A.B., San Jose State University  
A.M., Stanford University

**Woolery, Jeanne K.** (1970)  
Data Processing  
B.A., Abilene Christian College  
B.S.E., Abilene Christian College  
M.B.A., George Washington  
University

**Young, Frank H.** (1969)  
Mathematics  
A.B., M.A., San Francisco State  
University

**Yutzy, Jan C.** (1972)  
Astronomy  
B.S., Boston College  
M.A., University of Calif., Berkeley

**Zempel, William H.** (1964)  
Meterology, Physics  
B.A., San Jose State University  
M.N.S., Arizona State University

**Zimmerman, Paul C.** (1967)  
Architecture  
B. Arch., University of Calif., Berkeley  
A.I.A.

**Zones, Christie P.** (1968)  
Geology  
A.B., University of Pennsylvania  
M.S., University of Nevada

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## Emeriti

**Katherine Douglas Schuring**  
French

**Dr. Elizabeth G. Balderston**  
English, Dean of Women

**T. Beatrice Johnson**  
English

**Donna Davis**  
Art

**George A. Pomeroy**  
Physics

**Dr. Francis M. Stanger**  
History

**Dr. Harry E. Redeker**  
Chemistry

**Leslie Wilson**  
Geology, Engineering

**E. H. Bashor**  
History

**Ada R. Beveridge**  
Coordinator of College-Community  
Relations

**Edla R. Walter**  
Librarian

**Leonora Y. Brem**  
Health Education

**Martha E. Burrill**  
Coordinator of Admissions and  
Registration

**Emma O. Newland**  
Clothing

**Gladys L. White**  
Business

**Harry T. Mercer**  
English

**Erford A. McAllister**  
Journalism

**Dorothy F. Herrington**  
French

**Roland K. Abercrombie**  
Business

**Dr. William L. Roach**  
Psychology

**Carol E. Boyd**  
Home Economics

**Dr. David G. Rempel**  
History, Political Science

**John G. Ames**  
Mathematics

**Marjorie L. Hoffman**  
Mathematics

**Francis M. Coe**  
Agriculture

**Maurine Marsh**  
Spanish

**Alice W. Danielson**  
Home Economics

**Ainslie Harris**  
English

**Mildred H. Stickney**  
Business

**Fredric Roehr**  
Music

**Dr. Stanley L. Sharp**  
German, English, Speech

**Ralph W. Likens**  
Data Processing

**Margaret Cornahrens**  
Business, Counselor

**Alan P. Tory**  
Social Science

**Mildred S. Justesen**  
Political Science

**Howard E. Durham**  
Foreign Student Advisor

**Woodson F. Hocker**  
Spanish

**Dell M. Fishback**  
Health Education, Counselor

**John P. Nystrom**  
Aeronautics, Counselor

**Dr. Claude M. Anderson**  
Astronomy

**Helen M. Foley**  
Coordinator, Community Programs

**Ruth H. Weston**  
Assistant Dean of Students

**Dr. Jacob H. Wiens**  
Director, College of the Air

**Fred J. Clark**  
Physics

**William R. DeHart**  
Technical Illustration

**William A. Goss**  
History, Counselor

**Anne M. Grubbs**  
Chairperson, Health Occupations  
Division

**Dr. Charles H. Haight**  
History

**James A. Ice**  
Chemistry

**Claire Langston**  
Dental Assisting, Counselor

**Zoia V. Petelin**  
Cosmetology

**Marjorie M. Wheeler**  
Early Childhood Education

**Marvin Alexander**  
Chairperson, Social Sciences Division

**Lorraine Bush**  
Cosmetology

**Amerigo T. Ciani**  
Librarian

**John Hecomovich**  
Telecommunications

**Dr. William J. Justice**  
Business Administration, Counselor

**Dr. Francis A. Smart**  
Business Administration

**Ruth R. Teel**  
English

**Dr. Karl Grossenbacher**  
Biology

**Clifford V. Horn**  
Business

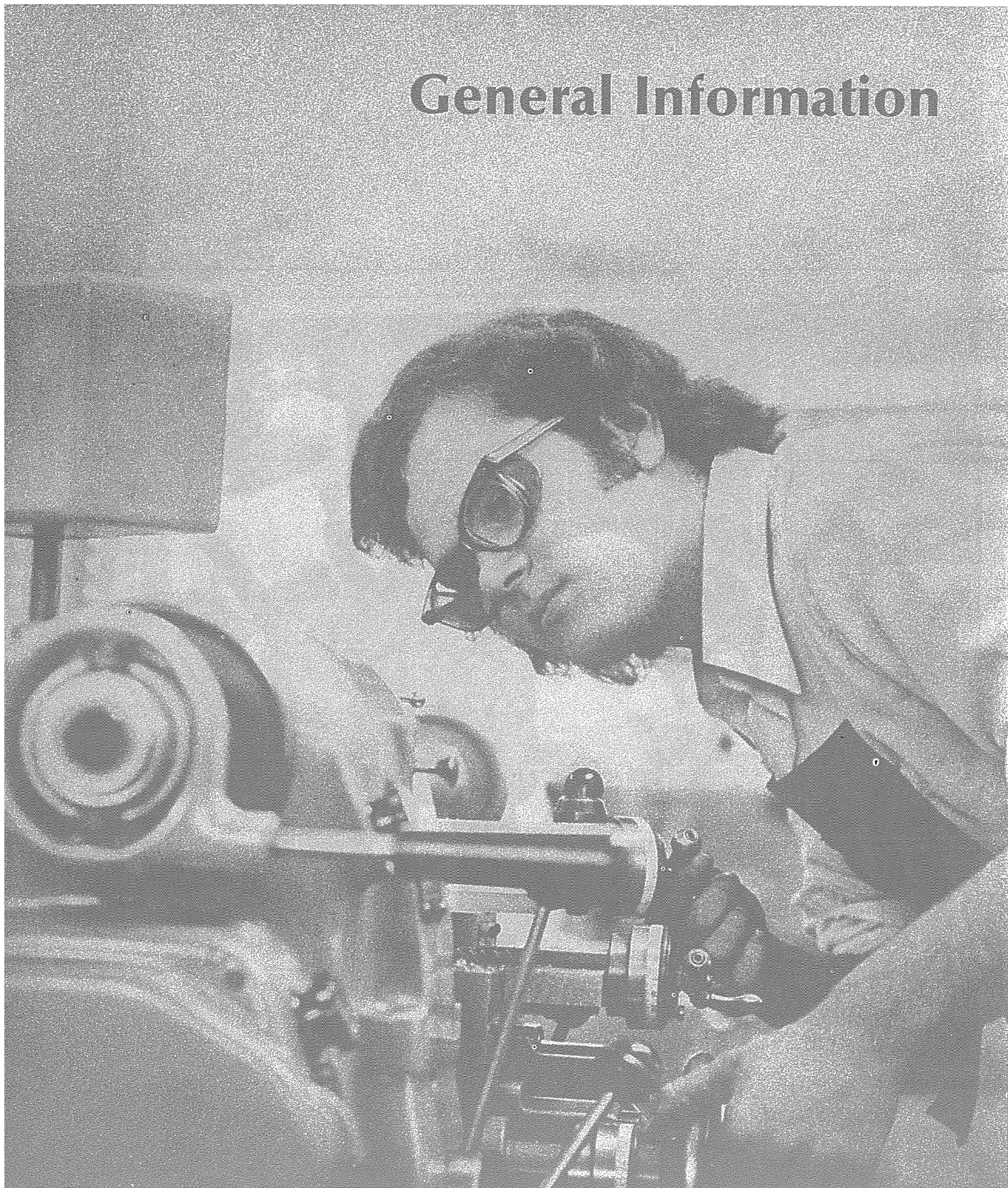
**Margreta S. Husted**  
Chemistry

**Alexander J. Murphy**  
English, Counselor

**Edmond O. Shinn**  
Guidance, Testing, Counselor

**George A. Van Vliet**  
Aeronautics

# General Information





### The District

Starting with just 42 students when it first opened its doors at the Baldwin campus in downtown San Mateo in 1922, the San Mateo Community College District has grown to a complex of three modern campuses serving over 26,000 day and night students from throughout San Mateo County.

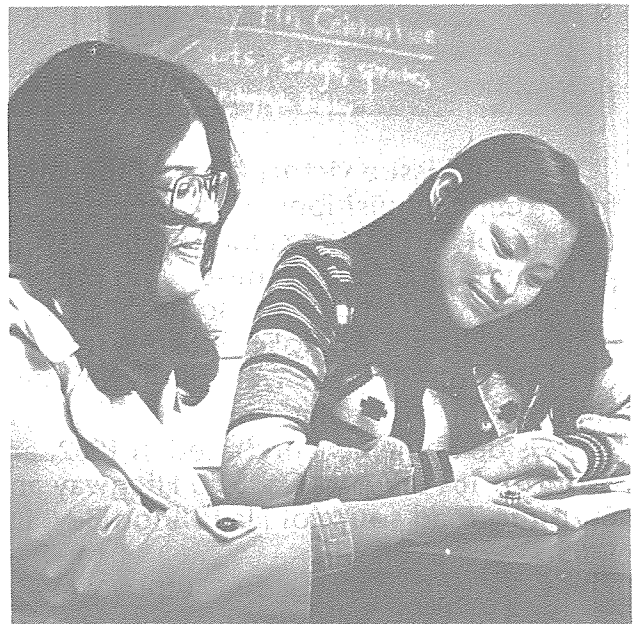
In the beginning, the District consisted only of the area within the San Mateo Union High School District. In 1937 the Jefferson Union and Half Moon Bay high school districts were included, and the San Mateo Junior College District Board of Trustees was established. (The name of the District was changed to San Mateo Community College District in 1973.) Sequoia Union High School District joined in the college district in 1961, and South San Francisco Unified School District was annexed in 1966.

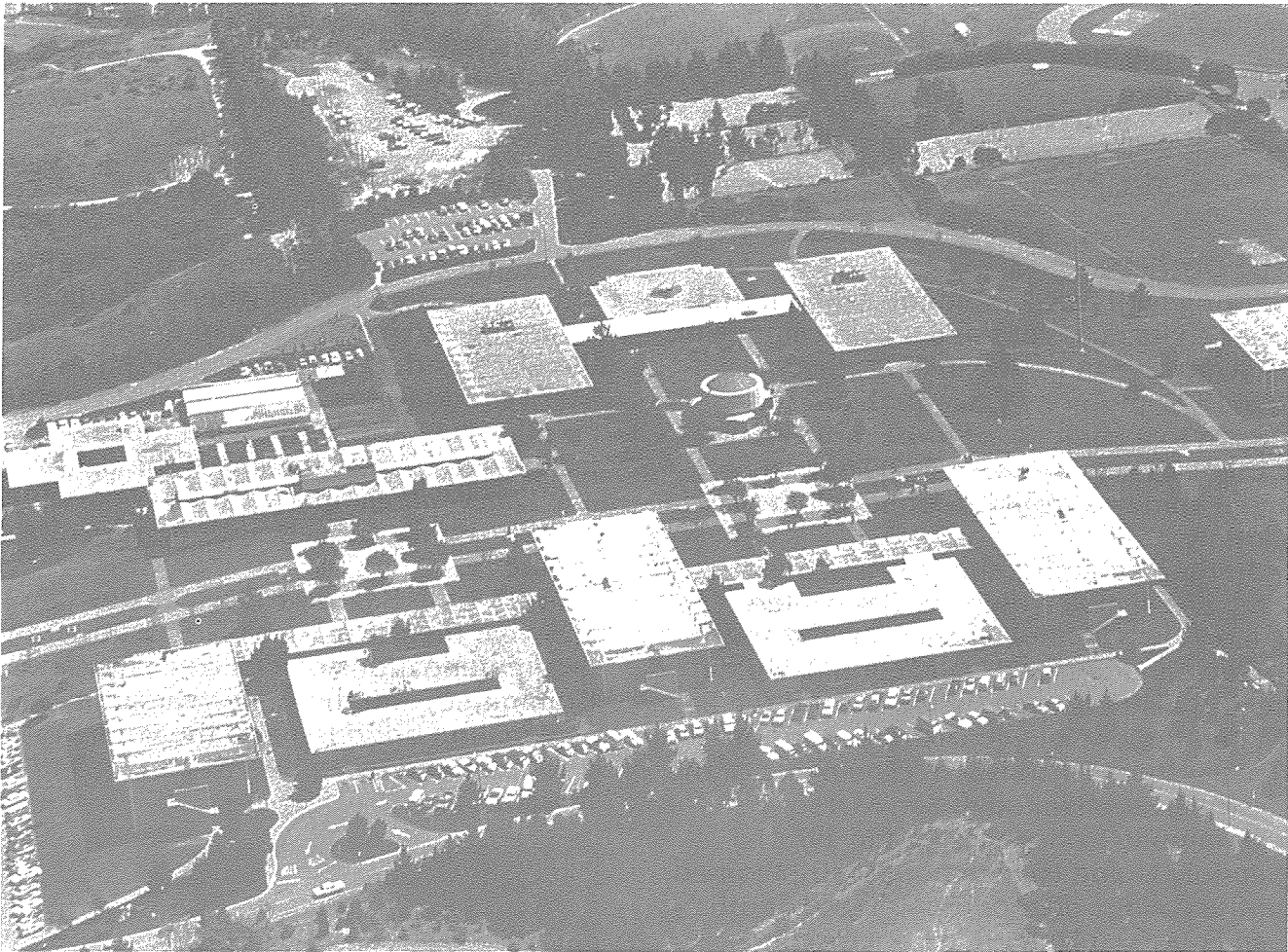
First classes were held in a building shared with San Mateo High School in downtown San Mateo. In 1923 the college moved to a large house on the Kohl Estate, in what is now San Mateo's Central Park, and added some tents to handle the overflow attendance. Four years later the high school occupied a new campus, and the college acquired full use of its "birthplace location," known as the Baldwin campus.

In 1939 a new college campus went into operation at North Delaware Street and Peninsula Avenue, San Mateo, but World

War II put a stop to optimum development of that site. As a result, when the tide of returning servicemen began to roll in at the war's end, the college leased the Merchant Marine Cadet School at Coyote Point, San Mateo, and added those facilities to the classrooms at the Baldwin and Delaware campuses, thus conducting classes simultaneously at three separate locations.

In 1957 the Board of Trustees developed a 25-year district master plan based on the recommendations of a Citizens Advisory Committee, and the same year submitted a \$5.9 million bond issue to the voters that was approved by an overwhelming 3 to 1 margin.





The bond issue victory cleared the way for prompt acquisitions of the present College of San Mateo campus, and also provided funds for purchase of a 111-acre north site west of Skyline Boulevard and south of Sharp Park Road in San Bruno. A third site, of 131 acres west of the Farm Hill subdivision on the Redwood City-Woodside line, was purchased in 1962, and a fourth, 184 acres at Cabrillo Highway and Purisima Road south of Half Moon Bay, in 1965. The College of San Mateo campus was opened in 1963, followed by Cañada

College, Redwood City, in 1968 and Skyline College, San Bruno, in 1969. Construction of Cañada and Skyline was made possible in large part from proceeds from a second bond issue of \$12.8 million approved by the District voters in 1964.

When these four colleges all are in full operation, answering the educational needs of 32,000 day students and a projected 50,000 adults at night, the goal of the Trustees' master plan — to provide sufficient junior college facilities for the district for the rest of the 20th Century — will have been realized.

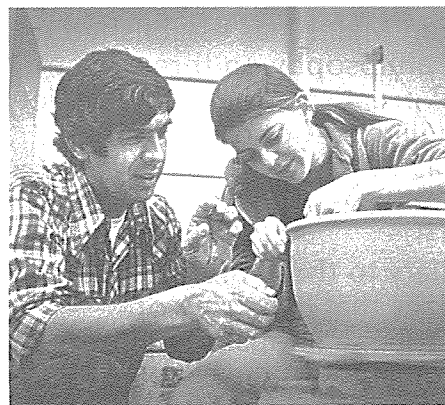
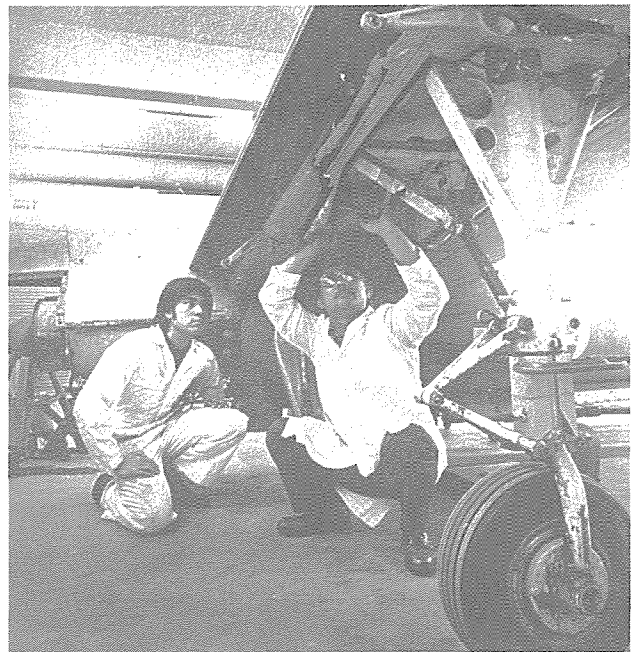


### The College

College of San Mateo, the "oldest" of the three colleges in the San Mateo Community College District, is located on a 153-acre site that provides a panoramic view of the entire north Bay Area.

Completed at a cost of almost \$19.5 million, the campus opened its doors in 1963 and currently serves over 14,000 day and night students. It enrolls students from the entire District, although its chief service area is central San Mateo County.

The College's main educational structures are built along a north-south axis provided by the main pedestrian mall. A second mall, running east and west, connects the Fine Arts Center with the





Library. Total gross space is 537,000 square feet, with 160 teaching stations, plus offices, storage rooms and supporting facilities.

The architectural style for the College of San Mateo emphasizes both esthetics, in dignity and structural clarity, and practicality — a fitting setting for pursuing a quality education.



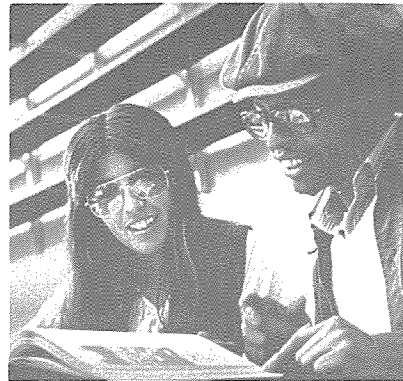
### Philosophy and Purposes of the College

College of San Mateo has established its educational philosophy on three fundamental premises: that a free society requires intelligent support, that the individual has worth and dignity, and that a college has obligations both to society and the individual.

As a corollary to these premises, the college realizes that in its role of community college it must remain sensitive to changes in the needs of its area and evolve its educational offerings in response to those needs.

In general the purpose of the College of San Mateo is to provide education beyond the high school level for the people in its area who can profit thereby. This education is designed to help the student realize potentialities by cultivating cultural and vocational abilities. It prepares the student to assume the responsibilities of citizenship in our free society. It attempts to develop in the student the ability to think critically.

To achieve its purpose, College of San Mateo offers the following kinds of education:



**General Education:** Instruction which will assist students to function effectively as individuals, as members of their families and as citizens with local, national and world responsibilities.

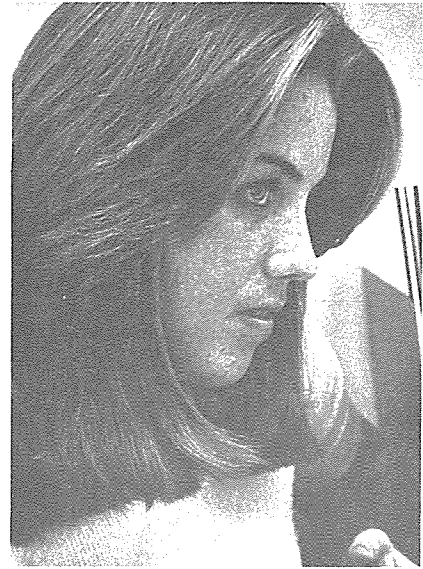
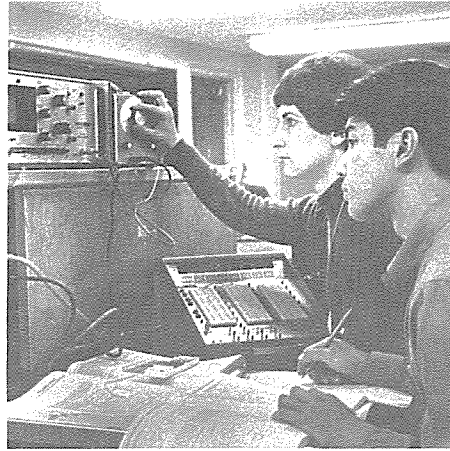
**Lower-Division College Education:** Courses which will enable students to complete the first two years of four-year college work. These courses satisfy the lower division requirements in the liberal arts and in the scientific, engineering and other professional and technical fields.

**Career Programs:** Instruction designed to develop personal and technical competencies necessary for successful employment in specific careers.

**Continuing Education:** Classes in which all persons living in the area may broaden their educational, vocational and aesthetic horizons.

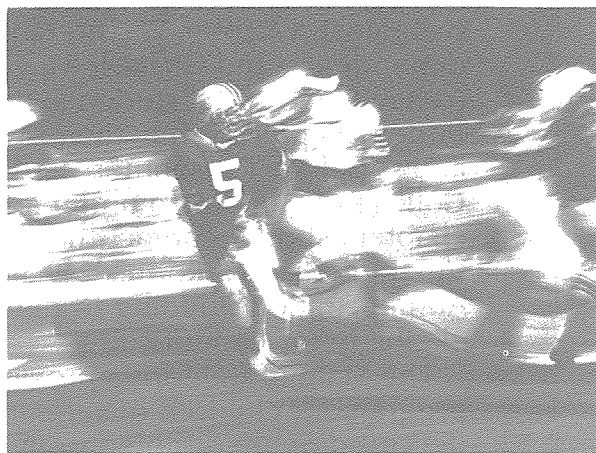
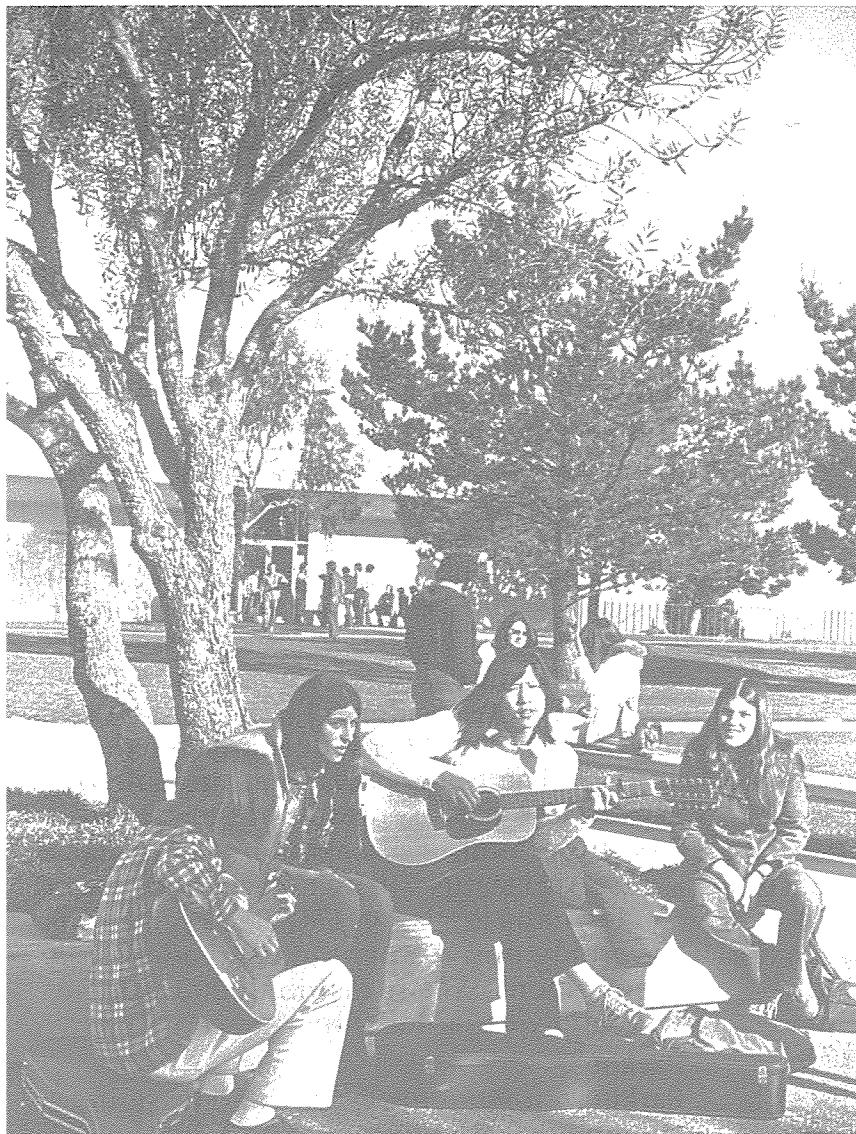
**Community Services:** Short courses, public forums, lecture series, small group discussions, institutes, concerts and similar educational and cultural programs for the public at large.





To assist students to profit most from their education, the college helps them to explore their aptitudes, to choose their lifework and to plan an educational program which will prepare them for that work. It offers this assistance through a formal program of guidance and counseling, and through informal student-teacher relationships, which are among the most distinctive and valuable of its services. The college recognizes the educational value of the organized student activities and encourages student and faculty participation in these activities.

Situated as it is, close to San Francisco and to several fine colleges and universities, College of San Mateo is a part of a colorful community, which enjoys many cultural advantages. Many College of San Mateo graduates transfer to the University of California, Stanford University and the nearby state universities. Because the needs of these students who transfer to upper division work are carefully provided for in the curriculum, the college enjoys a fine reputation among the universities of the state. Graduates have consistently had



a pattern of success in four-year educational institutions. Many College of San Mateo students, having temporarily completed their formal education with the Associate in Arts degree, find employment in business and industry.

**Accreditation**

College of San Mateo is fully accredited by the Western Association of Schools and Colleges, the recognized local agency which is affiliated with the Federation of Regional Accrediting Commissions of Higher Education.



### **Revision of Regulations**

Any regulation adopted by the Administration of College of San Mateo shall have the same force as printed regulation in the catalog and shall supersede, upon promulgation by posting on official bulletin boards and announcement in the daily bulletin, any ruling on the same subject which may appear in the catalog or other official bulletins of the college.

### **Veterans and Veterans' Dependents**

College of San Mateo is listed by the Veterans Administration as qualified to receive students under Chapter 34 (veterans), Chapter 35 (veterans' dependents) and Chapter 31 (rehabilitation). All students, except those under Chapter 31, buy their own books and supplies. Those interested in attending College of San Mateo under any of these chapters should contact the Office of Veterans' Affairs, Rooms 249 and 251 in the Administration Building to determine eligibility for benefits.

The State of California provides a program for children of veterans who are deceased or are disabled from service connected causes. Application should be made to the California Department of Veteran Affairs at 350 McAllister Street in San Francisco.

### **Costs to Students**

All students are required to pay a Health Services fee each semester.

Each student purchases his/her own textbooks and supplies. A considerable saving is possible through the purchase of used texts from the on-campus College of San Mateo Bookstore. Excluding living and transportation costs, the total of all expenses, including membership in the Associated Students, should not exceed

\$75 per semester. Special equipment is needed for certain courses such as Electronics, Drafting, Engineering, Art and Architecture, involving an additional initial outlay ranging from \$25 to \$75.

In addition to other costs, non-residents pay tuition.

### **Tuition (Non-Resident Fee)**

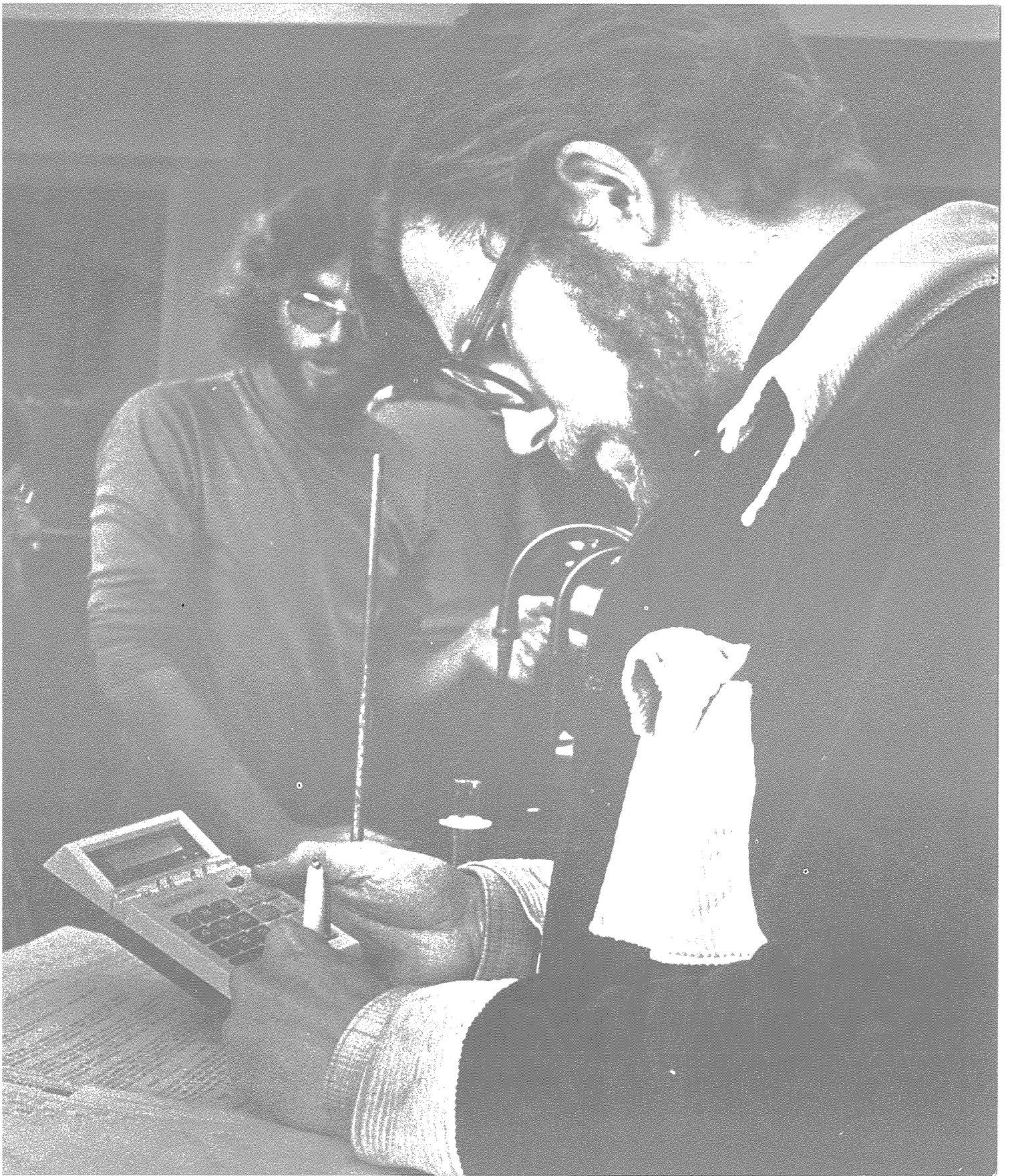
No tuition is charged to legal residents of California who reside in San Mateo Community College District. No tuition is charged to legal residents of California (see Residence Requirements for Admission on page 42) who reside outside of San Mateo County who qualify for admission.

Out-of-state residents pay a non-resident fee of \$1,305.00 for the academic year 1976-77. The fee is payable at the time of registration each semester at the rate of \$43.50 per unit or a maximum of \$652.50.

Resident status will be determined by the Office of the Registrar. Detailed regulations governing non-resident fee and admission requirements will be distributed to students who apply for admission.

### **Parking**

Parking for students is provided without charge in clearly designed areas on the campus. The bulk of the parking is located at the entrance to the college, in the southwest sector of the campus. Certain parking areas are reserved for visitors with permits and for staff who hold permanent parking permits. Parking and traffic regulations are enforced by the Campus Security Office. Student parking is provided in Lots 1, 2, 3, 9, 10, 10A, 15, 16, 17, with parts of Lots 2 and 3 having some spaces reserved for permit parking. Locations are shown on the campus map. Questions regarding traffic should be directed to the Security Office or the Student Activities Office in the Student Center.





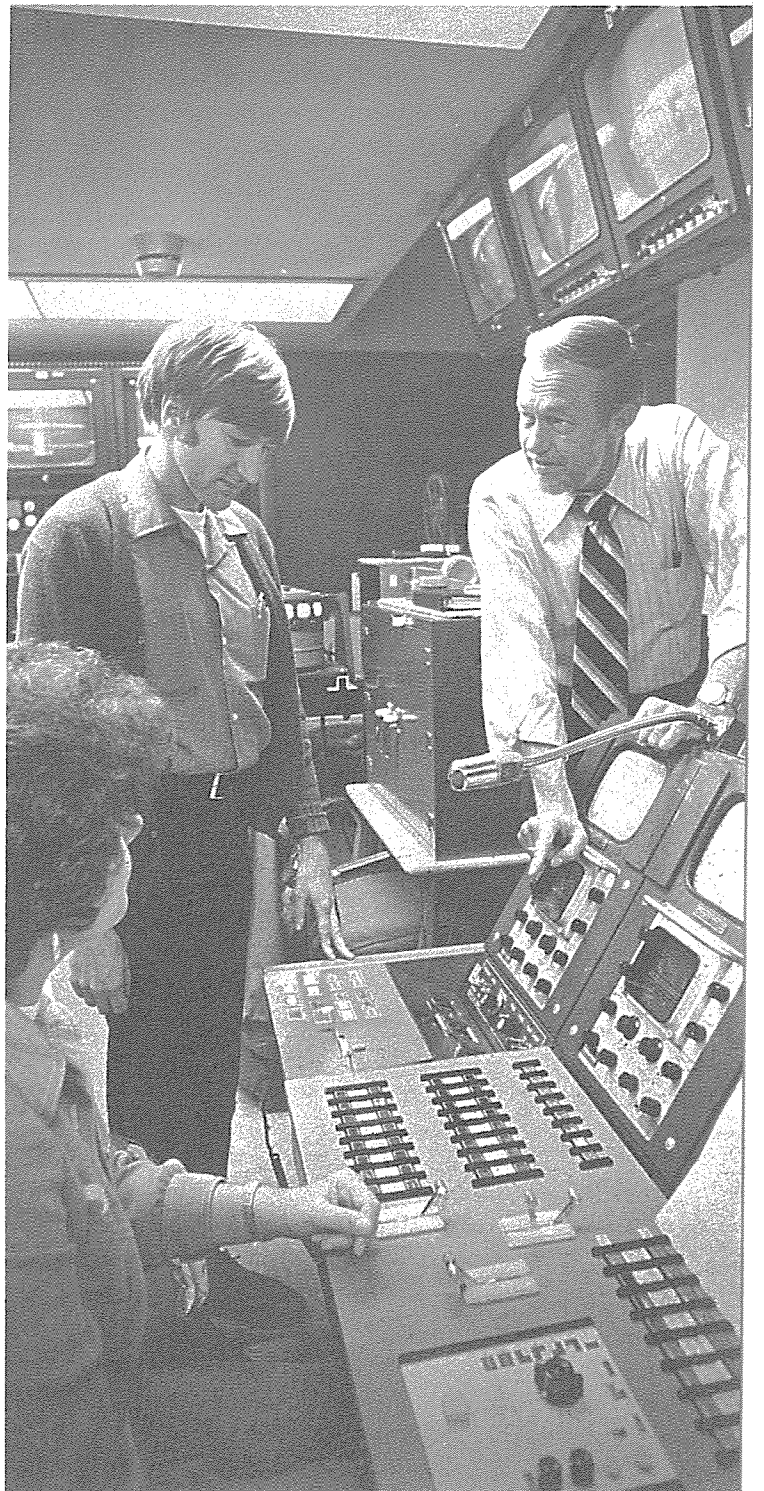
### **High School Diplomas**

The college does not issue high school diplomas. Students who wish to complete requirements for the diploma should consult the high school they last attended to determine graduation requirements. College courses used to satisfy a high school diploma requirement may not be used toward a college degree. Students who are unable to make arrangements with their previous high schools can contact the office of the high school district in which they now reside. Counseling services for high school diplomas may be obtained by persons living in the San Mateo Union High School District by phoning 347-9878 and asking for the Adult Education Counselor.

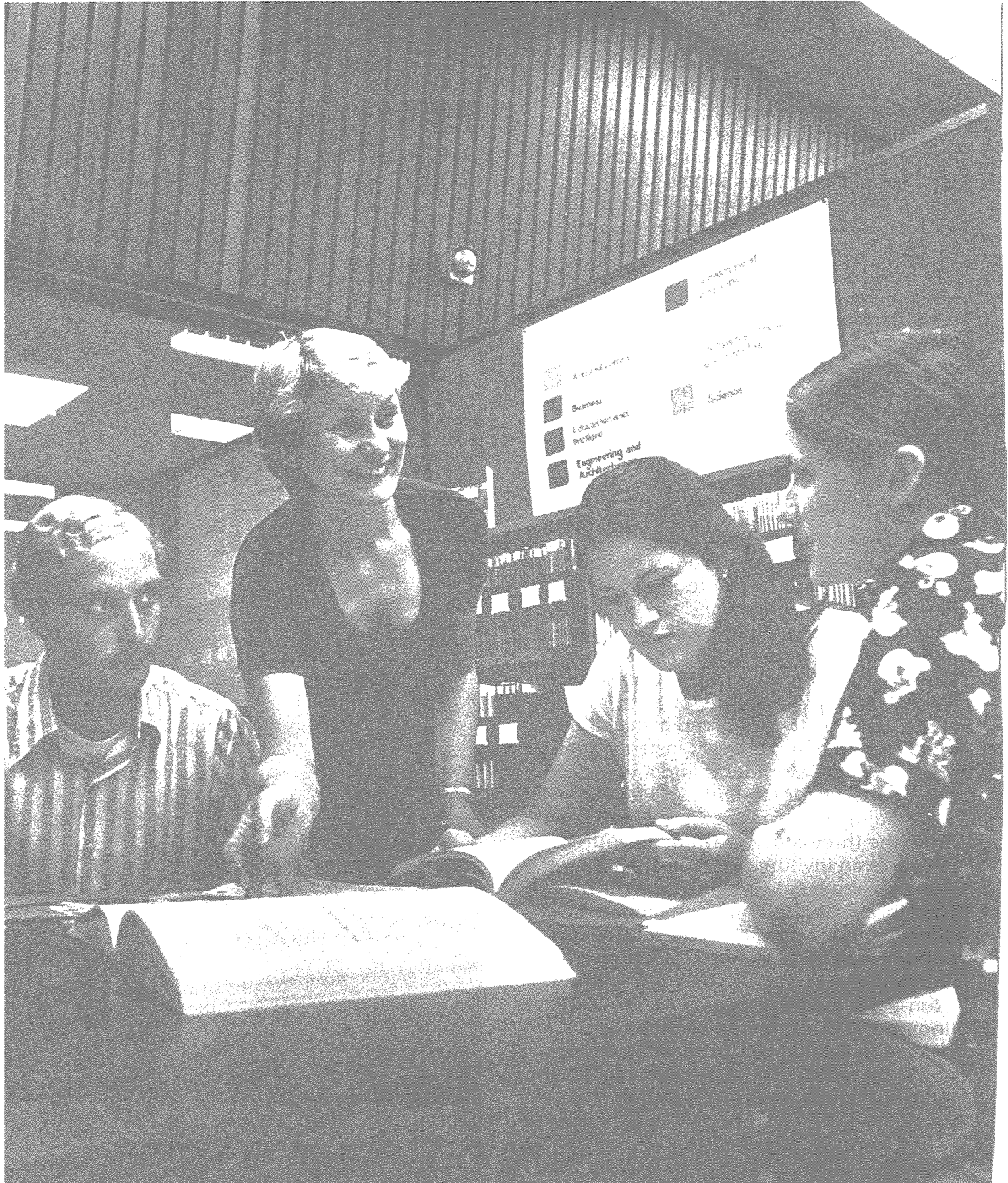
### **The Learning Resources Center**

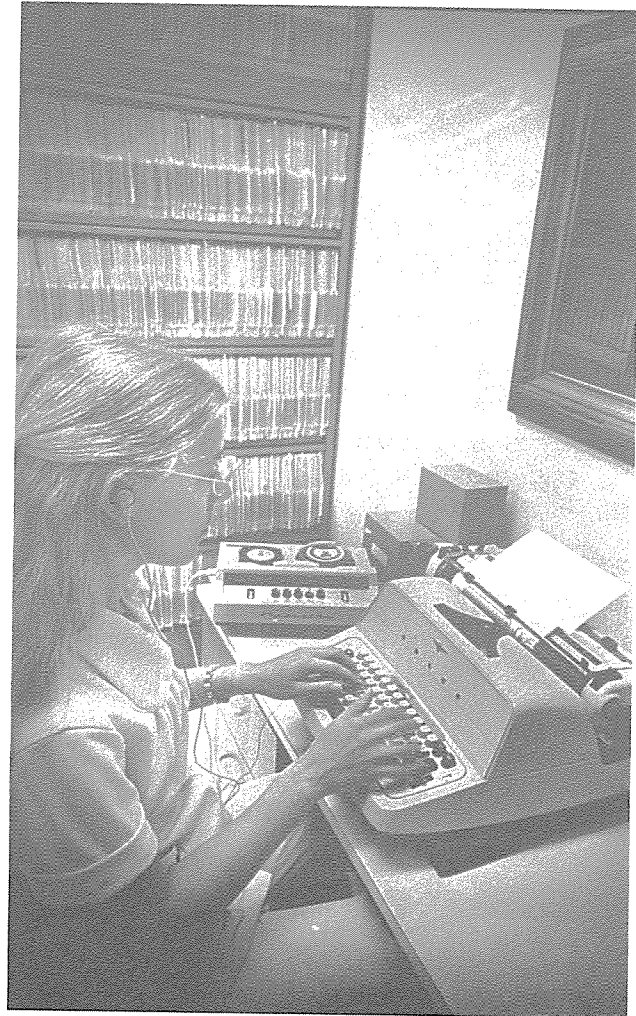
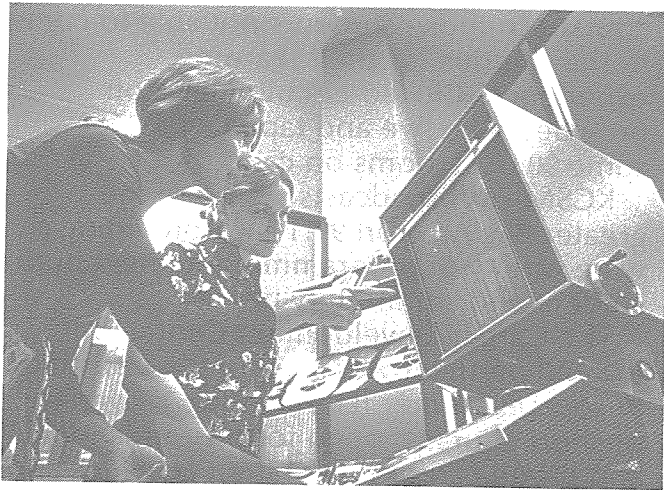
The Learning Resources Center is designed to meet the many and varied learning needs of CSM students and to support the faculty in the development of innovative instructional programs. The Learning Resources Center provides library services, closed and open-circuit television, radio, audio listening, coordinated instruction, media equipment services, instructional design and development, and a variety of other services for students and faculty.

Providing a panoramic view of the Bay Area, the three-story Learning Resources Center is an inviting place for both students and faculty to study and browse. The Library, located on the main floor, offers general book, reserve, reference, periodical, and microfilm collections. The mezzanine is the open-stock book area. (Non-book media is located on the lower floor in the Coordinated Learning Lab.) The union catalog lists both print and non-print media. There are many tables for individual study and carrels in the





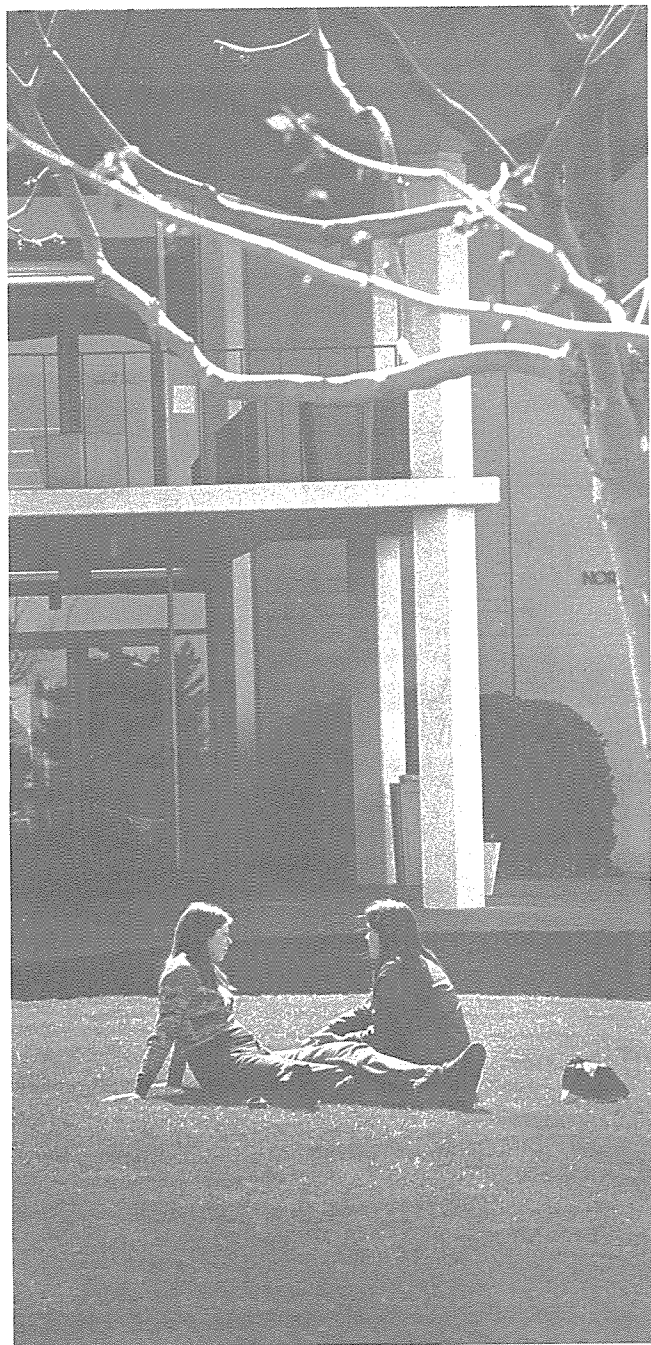




open-stack areas, as well as a typing room with a copy machine, and group study facilities. In the library collection, there are approximately 100,000 volumes, 850 carefully selected periodicals, and 3,200 reels of microfilm. The Library is open each school year, Monday through Friday, and on Sunday afternoons. Specific hours for the daily schedule and for holidays are posted at the Library entrance.

The lower floor houses the Coordinated Instructional Center with many listening/viewing stations and 30 program sources using both reel to reel and cassette. There are two language labs available for student use as well as faculty recording studios, preview rooms,

photography darkrooms, a media production center and a media equipment storage, repair and distribution area.



The Office of Instructional Development oversees this area and provides faculty with expertise in media and instructional design. The non-print collection contains 8,000 disc records, 8,000 tape and cassette recordings, 400 films, and thousands of slides and filmstrips.

Also located on the lower floor are the television and radio studios.

Through open-circuit, the College of the Air, KCSM-TV, Channel 14, provides courses to those students not able to come to the campus for their learning experience. Closed-circuit television provides both live and taped video for some 90 classrooms on campus.

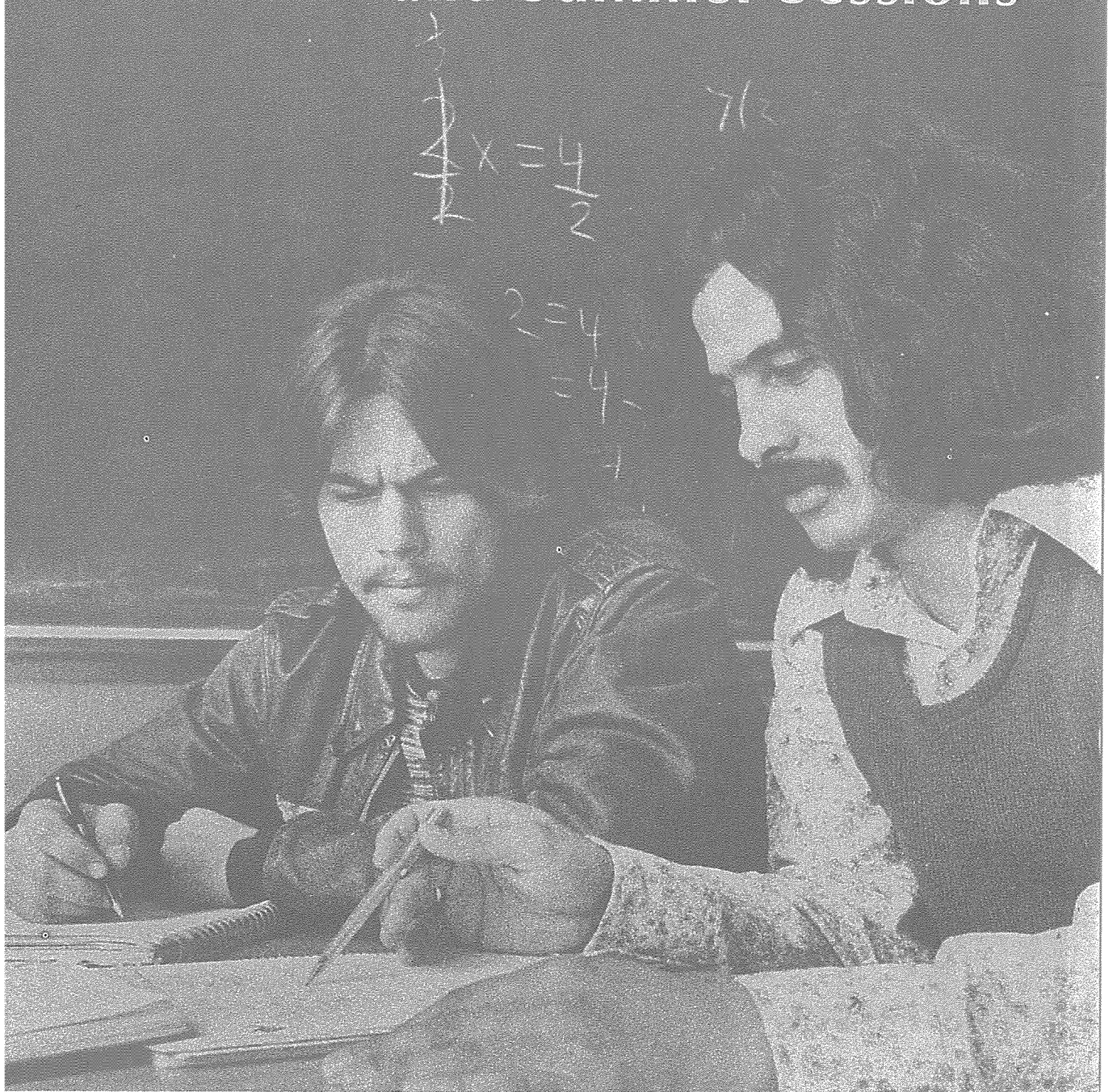
KCSM-FM broadcasts stereo to the greater Bay Area on 91.1 Mhz providing a wide variety of programming to meet both student and community needs.

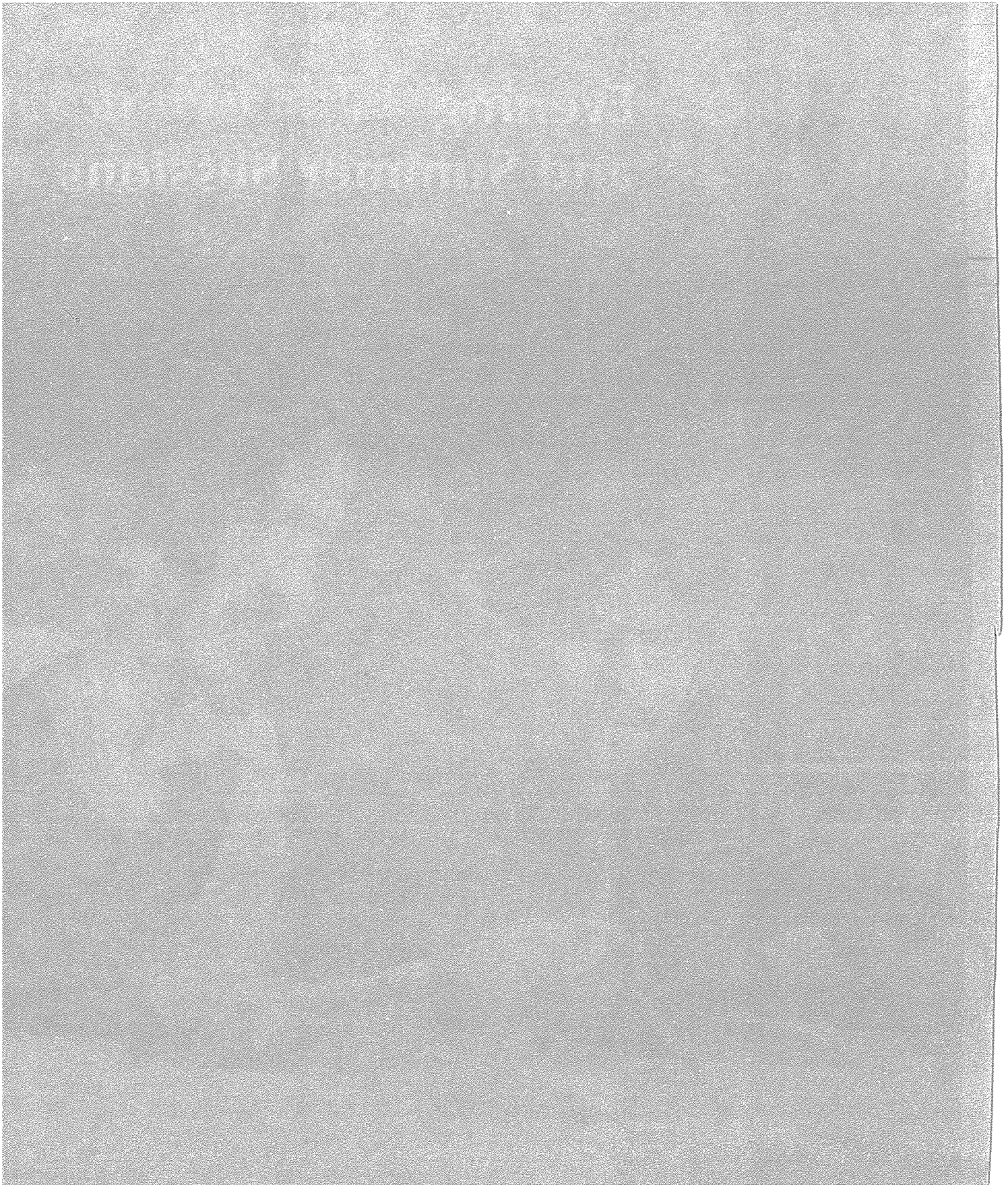
The Career Development Center is located on the lower level of the Learning Resources Center (Library Bldg.) A variety of short courses, open forums, individual and group career exploration activities and professional counseling are available to assist you with academic, personal or career planning. For further information please contact the Career Development Center or the Office of Student Services.

Located adjacent to the Career Development Center is the Cooperative Education and Placement Department.

The Placement Office is a source of on-campus and community employment for students and alumni. Cooperative Education is an instructional program offering students an opportunity to earn credit for learning on the job. Learning is monitored by CSM instructors from appropriate disciplines who assist students in setting realistic goals designed to improve and/or increase skills.

# Evening and Summer Sessions





## Evening & Summer Sessions

### Evening Session

The evening session program is the product of an educational philosophy which asserts that the College of San Mateo serves not only the young people of the community but its adult members as well. It provides opportunities for students to resume interrupted education and to investigate new fields of interest; to take college courses leading to an Associate in Arts degree or for transfer credit; to complete requirements for a certificate program; and to enroll in general continuing education classes for self-improvement and enriched living.

Classes in the evening program are open to persons who are over 18 years of age or are high school graduates. Students currently attending high school full time are not admissible to evening classes. Students attending high school part time must have permission of the Office of the Registrar to attend evening classes. In credit classes, all students must enroll for the prescribed number of units, complete the required work, and be assigned a grade; no auditors are allowed. All units earned in credit classes are applicable toward the Associate in Arts degree. Registration procedures are included in the Schedule of Classes, which is distributed at the college and through local libraries about four to six weeks prior to the beginning of each semester (see Calendar).

Certificate programs, planned mutually by the college and advisory committees, are available in the evening and include: Ornamental Horticulture, Vocational Gardening, Real Estate, Fire Science Training, Administration of Justice, Teacher Assistant, Library Technology, Early Childhood Education, Aeronautics, Secretarial, Business Management, and Business Merchandising. These certificates are issued upon completion of required and elective courses, and the units earned in them may be applied toward the Associate in Arts degree for those persons who wish to continue their education.

Separate brochures are available at the Evening Session Office in the Administration Building for outlines of programs, course descriptions, explanations of programs and certificate requirements. At the beginning of the final course required for a certificate, it is the responsibility of each candidate to file an application in the Office of the Registrar (see Calendar).

### Evening Final Grade Reports

Final grade reports will be mailed to all evening students enrolled in credit classes. Mid-term grade reports will be mailed to students receiving grades of "D," "F" or "Incomplete" at the mid-term period.

### Evening Fees

A registration fee of \$10 per course is required of all students 21 years of age or older. Certain courses have additional fees covering special supplies, services or equipment which are payable by both adult and minor students.

Payment of the \$10 fee must be made at the time of registration. Make checks and money orders payable to the SAN MATEO COMMUNITY COLLEGE DISTRICT. Where checks are returned for any reason by the bank, a \$5 service charge will be added.

### Out-of-District Students

With the single exception of residents of San Francisco, students whose legal addresses are in another community college district are required to present a release from that district before being allowed to register in any evening class. This release must be presented at the time of registration as places cannot be reserved for students who intend to secure a release at a later date.

### Out-of-State Students

Out-of-state students may register in evening classes, but will be required to pay at the rate of \$43.50 per unit and per scheduled hour for non-credit courses at the time of registration.

### Foreign Students

Students who are legal residents of another country and are in the United States on other than immigrant visas may not register in evening classes without the approval of the Office of the Registrar. Immigrants as residents in the District are eligible to register.

### **Evening Testing**

The School and College Aptitude Test (SCAT) and Coop English Test are administered each semester for students planning counseling appointments. The English test is required of all students planning to enroll in English classes.

### **Evening Registration**

Registration for classes and dates of registration are described in detail in the class schedules. Registration in credit classes is closed at the end of the second class meeting. It is recommended that beginning students with full-time occupations do not enroll for more than two evenings per week. No auditors are permitted.

### **Evening Schedule of Classes**

A schedule of classes offered, indicating times, days and locations, is printed for each semester and is available prior to the registration dates at College of San Mateo and the public libraries. While the basic program in the evening is similar from year to year, the specific classes presented at any given time may vary from those of the previous semester. For offerings of any given semester, consult the current schedule of classes.

### **Evening Counseling**

Every effort is made to assist students in the wise choice of individual courses, major fields and even career goals.

The services of counselors are available during registration and from 6:30 to 9:30 p.m. Monday through Thursday, throughout the academic year. Anyone who wishes individual counseling should bring transcripts of previous work to his interview. Contact the Office of the Registrar for appointment.

“Vocational Guidance and Counseling,” a three-week course comprised of batteries of tests and their evaluation, is offered twice each semester.

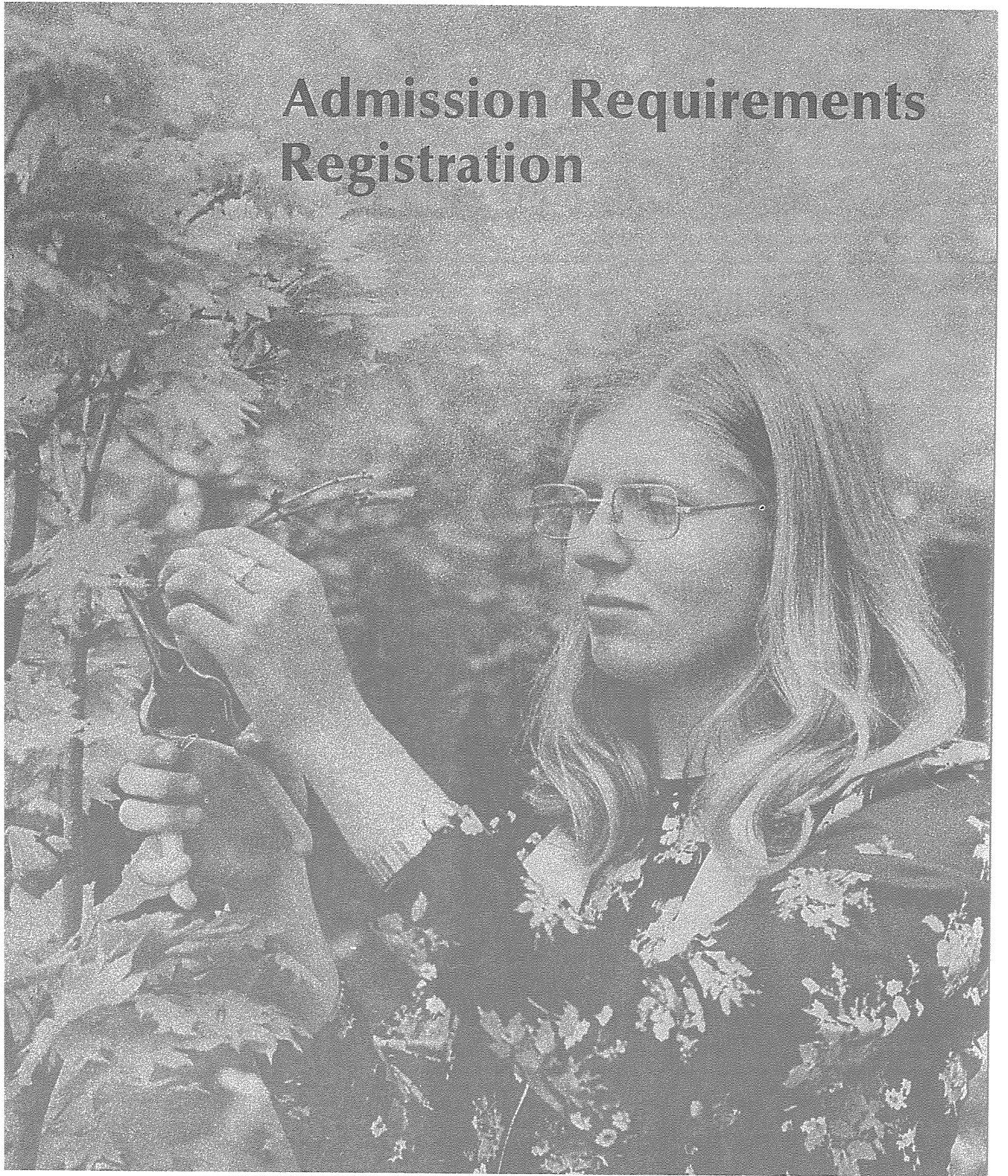
### **Withdrawal Procedure from Evening or Summer Sessions**

Students wishing to withdraw from an evening or summer session class must obtain a permit to withdraw from the Evening/Summer Session Office or the Office of the Registrar, Building 1, second floor.

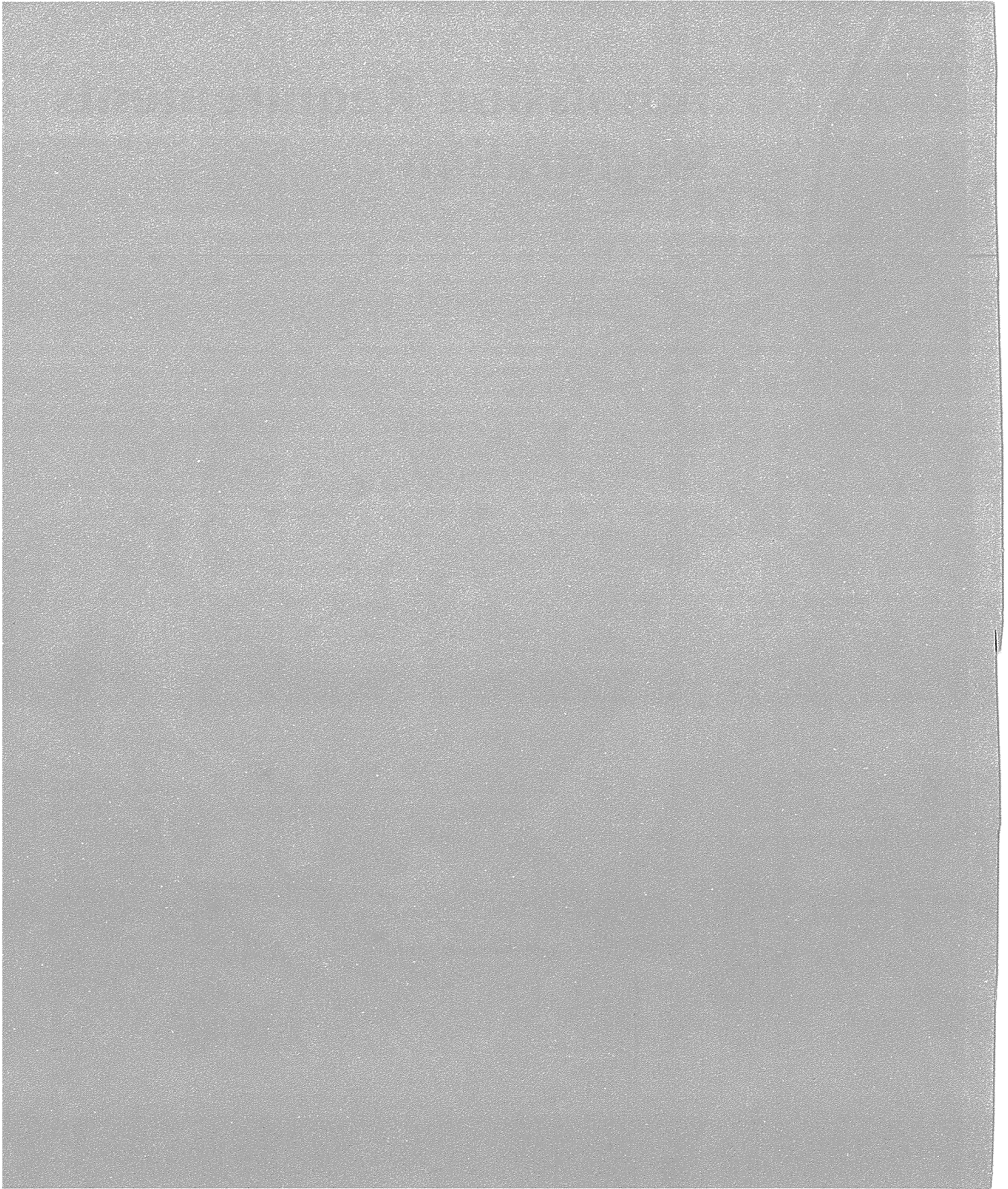
### **Summer Session**

A balanced offering of day and evening summer session classes enables students to accelerate their programs or satisfy course or curriculum requirements. The Summer Session also affords opportunity to exceptionally able high school students after completing their junior years to take a number of selected college courses. Further information may be obtained by calling the College of San Mateo, Information Office (574-6544), or contacting the high school counselor.

# Admission Requirements Registration







## Admission Requirements — Day Classes

### Admission

Admission requirements must be completed before a student will be permitted to register.

### Admission Requirements — Day Classes

Students applying for admission to the College of San Mateo are required to:

1. File a written application for admission upon forms supplied by the College.
2. Request two complete transcripts be mailed directly to College of San Mateo by the high school of graduation or the high school last attended, and each college attended.
3. Take Admission-Counseling tests and other specific examinations necessary.

Students who do not complete the transcript and test requirements for admission (2 and 3 above) are limited to a maximum of 8 units in day classes at the time of registration (see part-time students).

Priority for registration will be given to students who complete the admission requirements one month prior to the scheduled registration period.

### High School Graduates

Normally, graduation from high school or other schools of equivalent rank or successful completion of high school equivalency examination is a prerequisite for admission.

Persons over 18 years of age may be admitted to classes for which experience and maturity may, in the opinion of the President, qualify them, even though they are not high school graduates.

Any person who is not a legal resident of California or who is a legal resident of another community college district in California should see Residence Requirements for Admission.

### Transfers from Four-Year Institutions

Transfer students from four-year institutions are subject to CSM Academic Policy.

### Transfers from Other Community Colleges

Students who have previously attended another community college and are in good standing are eligible to enroll at College of San Mateo, subject to residence requirements. Students who have been disqualified by



another community college will not be admitted in the semester immediately following their attendance at that community college. After one semester's absence, such students may be admitted, subject to the Academic Policy.

### **Former Students of College of San Mateo**

Former students of College of San Mateo are eligible to return; however, if they have a grade point deficiency, they will be readmitted according to provisions of the Academic Policy.

### **Veterans**

For academic credit purposes, a veteran is defined as an honorably discharged member of the United States Armed Forces who was on active duty for one year or more. Upon presentation of discharge papers, veterans are exempt from the Health Science, First Aid, and Physical Education requirements for the A.A. Degree. They are also entitled to six units of elective credit toward the A.A. Degree.

In addition, veterans who qualify may receive credit for military service schools toward the Associate in Arts degree upon presentation of proof to the Office of the Registrar after the completion of a minimum of 12 units with a grade-point average of 2.0 at College of San Mateo.

### **Part-Time Students**

All regular day or credit classes are open to adults who wish to attend. A student taking a maximum of eight units is designated as a part-time student. A part-time student must file application by the deadline date but is not required to take the general admission tests or submit transcripts. A part-time student planning to enroll in an advanced foreign language course and/or English course is required to take the appropriate placement test.

A part-time student who plans to transfer to a four-year college, earn an A.A. degree, and/or certificate and wishes to receive counseling/advising should complete all admission requirements.

### **Transfer Credits**

Credit will be allowed for lower-division work done in other accredited institutions. All work presented will be evaluated by the Office of the Registrar.

### **Foreign Students**

Only those foreign students who have completed the equivalent of an American high school education with satisfactory grades will be admitted.

In addition to the above, foreign students will be required to demonstrate sufficient command of English to profit from instruction at the college. They must also present evidence that they have the necessary funds to take care of all living expenses while attending College of San Mateo (a minimum of \$150 to \$175 a month).

Application for admission for the college year (fall semester) must be completed by the first week of April.

Foreign students are required to pay \$1,305.00 tuition for the academic year. The first year's tuition and a designated amount required for the purchase of an accident and health insurance policy must be paid prior to the issuance of an I-20 form.

### **Residence Requirements for Admission**

The right to attend a public community college in California is, in addition to the academic requirements, determined by certain residence qualifications.

Non-residents defined as those students who have not been legal residents of California for one year or longer prior to the beginning of a term, are required to pay \$43.50 per unit with a maximum of \$652.50 per semester.

In general, the unmarried minor (a person under 18 years of age) derives legal residence from his/her father (or from his/her mother if the father is deceased) or, in the case of permanent separation of the parents, from the parent with whom the minor maintains his/her place of abode. The residence of a minor cannot be changed by act of the minor or that of the minor's guardian, so long as the minor's parents are living.

An adult must take steps to establish legal residence in the state at least one year prior to the beginning of the term.

Information concerning acceptable documentation of intent to establish and maintain California residency and exceptions from non-resident tuition is available in the Office of the Registrar.

An applicant who is a legal resident of another community college district must be a graduate of a high school and must submit a written release from the superintendent of the community college district granting the student permission to enroll at College of San Mateo.

If an applicant is unable to obtain a release from the college district of residence, the student can attend by paying the non-resident fee of \$43.50 per unit.

### **Choice of College**

Residents of the district may elect to attend College of San Mateo, Cañada College or Skyline College. In the event the capacity of one college is reached, students will be diverted to one of the other colleges. Major and date of application will be taken into consideration if such diversion becomes necessary.

## Registration — Day Classes

Admission requirements must be completed before a student will be permitted to register.

### Counseling/Advising Appointments

Upon completion of admission requirements, new and returning students will be given a counseling-registration appointment prior to the opening of each semester. (See Calendar at the front of the catalog.) Students register only after receiving program approval from a counselor.

### Unit Load Limitations

A normal class load will be 15 units. No student will be permitted to take more than 19 units without special approval of the counselor/advisor and the Registrar.

Students working full time or those in the military service should limit their programs to 8 or fewer units. Combinations of work and school should be carefully discussed with the counselor/advisor.

Auditing is not permitted in any class. No person will be allowed to attend a class unless he or she is registered in that section.

A program of 12 units or more is considered a full-time load for Financial Aid, Veterans Benefits, Social Security Benefits and other benefits which are dependent upon student status.

### Health Service Fee

All students are required to pay a \$4.00 Health Services fee each semester. The summer session fee is \$2.00.



## Program Changes

No changes of program will be permitted during the period of registration.

A program once entered by signing up for any given set of classes may not be changed in any way, unless written permission to do so is granted a student by a counselor/advisor, and the student completes the prescribed change-of-program procedure.

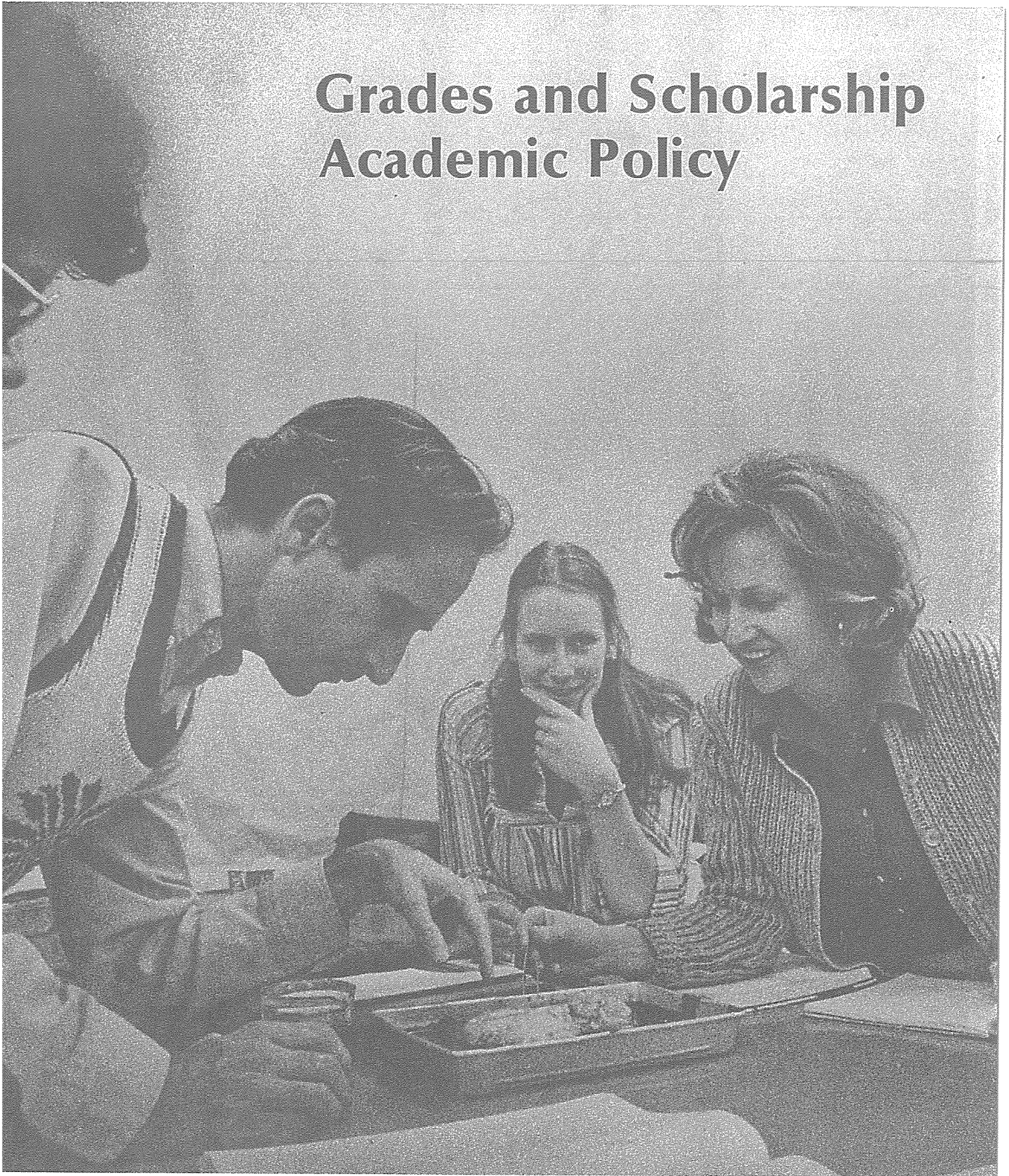
Changes of programs will be permitted only for students who have valid reasons for such requests.

A student *may not add* a new semester-length class after the designated date indicated in the official college

calendar. A student may add a short course no later than the third class meeting.

A student may drop a semester-length course, whether passing or failing, at any time through Friday of the second census week of a semester without incurring a penalty of a semester grade of "F"—Failed. After this date, if a student drops a course in which he or she is failing, the student may receive a semester grade of "F." A student may drop a short course, whether passing or failing, at any time during the first half of the course session. Students who are passing may, with proper authorization, withdraw from any class prior to the beginning of final examinations in order to receive a "W" grade. For further information see section on "Grades and Grade Points," especially the mark of "W."

# Grades and Scholarship Academic Policy



Grades and Scholarship  
Academic Policy

## Grades and Scholarships

### Units of Work and Credit

A "unit" represents one hour weekly, during one semester, in lecture or recitation with the necessary preparation time, or three hours in laboratory or other exercises not requiring home work for preparation.

A schedule of 15 college units presupposes that the average student will devote approximately 45 hours per week to class attendance and preparation.

If employed, a student must add the hours worked to the total load. The number of units attempted times three plus the hours per week employed should not exceed 60.

### Grades and Grade Points

Once a subject has been made a part of a student's program of attendance, the record for the subject will be reported to the Office of the Registrar by one of the following symbols:

A—Excellent	4 grade points per unit
B—Above average	3 grade points per unit
C—Average	2 grade points per unit
D—Passing; below average	1 grade point per unit
*CR—Credit	0 grade points per unit
*NC—No credit	0 grade points per unit
F—Failed	0 grade points per unit
Inc—Incomplete	0 grade points per unit
W—Withdrawn	0 grade points per unit

\*Used in courses in which grades of only "credit" or "no-credit" are given. The units for credit count as units completed. No-credit means the student is not charged with units attempted and is not credited with units completed. **Note:** A revision of this policy is under consideration by the College. Additional information on the status of this policy may be obtained from counselors, or from the Office of Admissions.

A grade of "incomplete," may be given in case of absence from required examinations or in case of circumstances which warrant granting the student additional time in which to complete the work of the course. A student reported "Inc." in any subject must remove the deficiency by the end of the next semester. Additional time may be provided upon approval of the instructor and the Office of the Registrar; however, the extension of time may not exceed one calendar year from the date of issuance of the "Inc." The units for "Inc." grade are not charged as units attempted and do not enter into the computation of grade-point average.

A grade of "W," meaning withdrawn from class, indicates that the subject so marked has been canceled from the student's study list and is therefore not to be awarded a final grade. No credit can be counted in subjects for which a "W" is recorded nor is there any penalty involved. Please see section on program changes for regulations pertaining to withdrawal.

The g.p.a. (grade-point average) is determined by dividing the total number of grade points earned by the total number of units attempted.

### Final Examinations

Final examinations are required and will be given in accordance with the final examination schedule. The final examination schedule is printed in the class schedule so that students may plan their programs to avoid conflicts or an extensive load.

### Grade Reports

A student is held responsible for his own academic progress. Grade reports are sent directly to each student at mid-semester. Following final examinations at the end of the semester, the student is sent the report of his final grades, which serve as the basis for computing the student's standing.

### Transcripts

Official transcripts will be sent to employers, colleges and other institutions upon written request by the student. Only courses taken at College of San Mateo will appear on the transcript. Transcripts from high schools and other colleges will not be forwarded.

Each student is entitled to two free transcripts. Additional copies will cost \$1 each.

### Scholarship Honors

College of San Mateo is affiliated with the California Community College Honor Scholarship Society, Alpha Gamma Sigma. The local chapter is the Eta Chapter.

Students carrying 12 units or more of graded classes in a semester and who achieve a GPA of 3.30 or higher in their semester course work will be recognized at the end of the semester by their name appearing on the Dean's List.

Permanent Membership in Alpha Gamma Sigma is awarded upon graduation if the student has maintained a cumulative GPA for all recognized college work of 3.5 or higher.





**Honors at Graduation**

Honors are awarded to students at graduation based upon cumulative GPA as follows:

3.30 — 3.49	Graduation with Honors
3.50 — 4.00	Graduation with High Honors

**Academic Policy****Grade-Point Deficiency**

The Academic Standards Policy of College of San Mateo 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 undertaken (C average). (Example: If a student undertakes 12½ units in one semester and 15½ units in a second semester, the cumulative units are 28, requiring a grade-point total of 56.)

Any grade-point total less than twice the attempted units is regarded as deficient.

**Disqualification**

A student will be disqualified if, at any time, the student's deficiency amounts to 12 or more grade points. A disqualified student must ordinarily remain out of College of San Mateo day and evening classes for one semester.

A disqualified student may present a written appeal to the Standards Committee requesting immediate reinstatement if his disqualification has resulted from unusual, emergency circumstances. A registered student making such an appeal should remain in classes until the decision of the committee is made.

**Dismissal**

A previously disqualified student who incurs a deficiency in any subsequent semester will be dismissed and ordinarily will not be permitted to return to College of San Mateo for day or evening classes. However, if a student has not increased the total deficiency after disqualification, she/he may petition the Standards Committee for permission to continue in college. A registered student making such an appeal should remain in classes until the committee has reached a decision.

Beyond the exception noted above, immediate readmission of a dismissed student is not considered. Only after the lapse of at least two semesters may a dismissed

student petition for readmission; then consideration is given only on the basis of evidence of academic work or other constructive achievement during the student's absence from college.

**Grade Alleviation Policy**

A maximum of two semesters or three quarters of work which is substandard and not reflective of the student's present scholastic level of performance may be alleviated and disregarded in the computation of grade point averages under the following conditions:

1. A period of at least three years must have elapsed since the work to be alleviated was completed.
2. Alleviation of work may be accomplished in the following ways:
  - 2.1 Students pursuing the associate degree must have completed 15 semester units (22 quarter units) with at least a 3.0 GPA, or 30 semester units (45 quarter units) with at least a 2.5 GPA, or 45 semester units (67 quarter units) with at least a 2.0 GPA since the work to be alleviated was completed.
  - 2.2 Students pursuing a certificate program must have completed 6 semester units (9 quarter units) with at least a 3.0 GPA, or 12 semester units (18 quarter units) with at least a 2.5 GPA, or 18 semester units (27 quarter units) with at least a 2.0 GPA since the work to be alleviated was completed.
  - 2.3 Students who have already completed a certificate program and who then pursue an A.A. degree must be governed by the provisions of 2.1.
3. A semester or quarter is defined as all work attempted during a single academic term. The terms need not be consecutive.

Determination of the applicability of this policy will be made only following formal application to the Office of the Registrar. When academic work is alleviated, the permanent record shall be appropriately annotated in a manner to insure that all entries are legible and that a true and complete record is maintained.

### **Attendance Regulations**

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. By being absent from class, the student misses both the content of the particular session and the continuity of the course as developed in a single period of work. When a student's failure to attend class places her/his success in jeopardy, the instructor may drop the student from class.

The following regulations regarding attendance have been approved by the Board of Trustees and will be enforced:

A student may be dropped from class whenever the total hours of absence from class equal twice the number of hours the class meets in one week. Absence means non-attendance, and includes non-attendance for illness or personal emergency. However, absences due to a student's participation in a school-sponsored activity should be considered as "excused" absences. It is the student's responsibility to notify the instructor in advance of the absence and the student is responsible for all work missed.

Any student dropped from any class because of this regulation may appeal in writing to the Attendance Committee within five school calendar days of such drop if there are extenuating circumstances. A student making such an appeal may, with the permission of the instructor, remain in class until the decision of the Attendance Committee is reached. The Attendance Committee will make a recommendation to the instructor after considering such an appeal. In all cases the decision of the instructor is final.

### **Transfer Students**

A transfer student who enters with a deficiency of 12 or more grade points will be dismissed upon incurring a grade point deficiency in any subsequent semester. However, a transfer student who has not increased the total deficiency after admission to College of San Mateo may petition the Standards Committee for permission to continue in college. A registered student making such an appeal should remain in classes until the committee has reached a decision.

### **Credit By Examination Policy**

A regularly enrolled student may be permitted to obtain credit by examination in subject matter fields in which he/she is especially qualified through previous training for which credit or advanced placement has not previously been given.

A student will not be permitted to challenge a course for credit by examination until he/she has completed a minimum of 12 units with a 2.5 grade-point average. Challenge is limited to those courses recommended by the academic divisions and approved by the Office of Instruction. The examination may include written, oral, or skill tests or a combination of all three, and will be sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as a student who successfully completes the course. The grade received will be entered on the student's record.

Letters requesting to challenge a course for credit by examination must be submitted to the Academic Review Committee, Office of the Registrar.

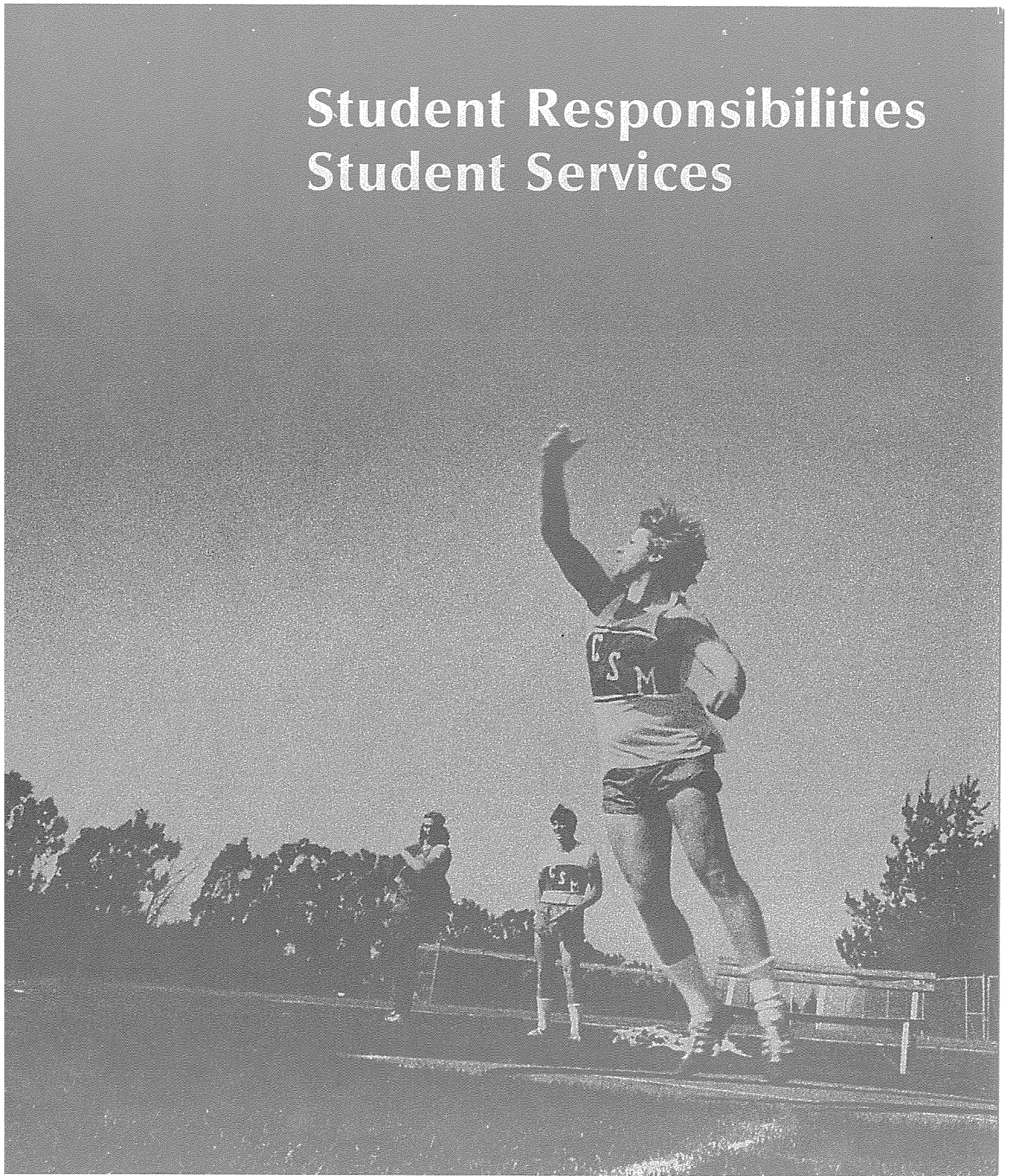
### **Academic Review Committee**

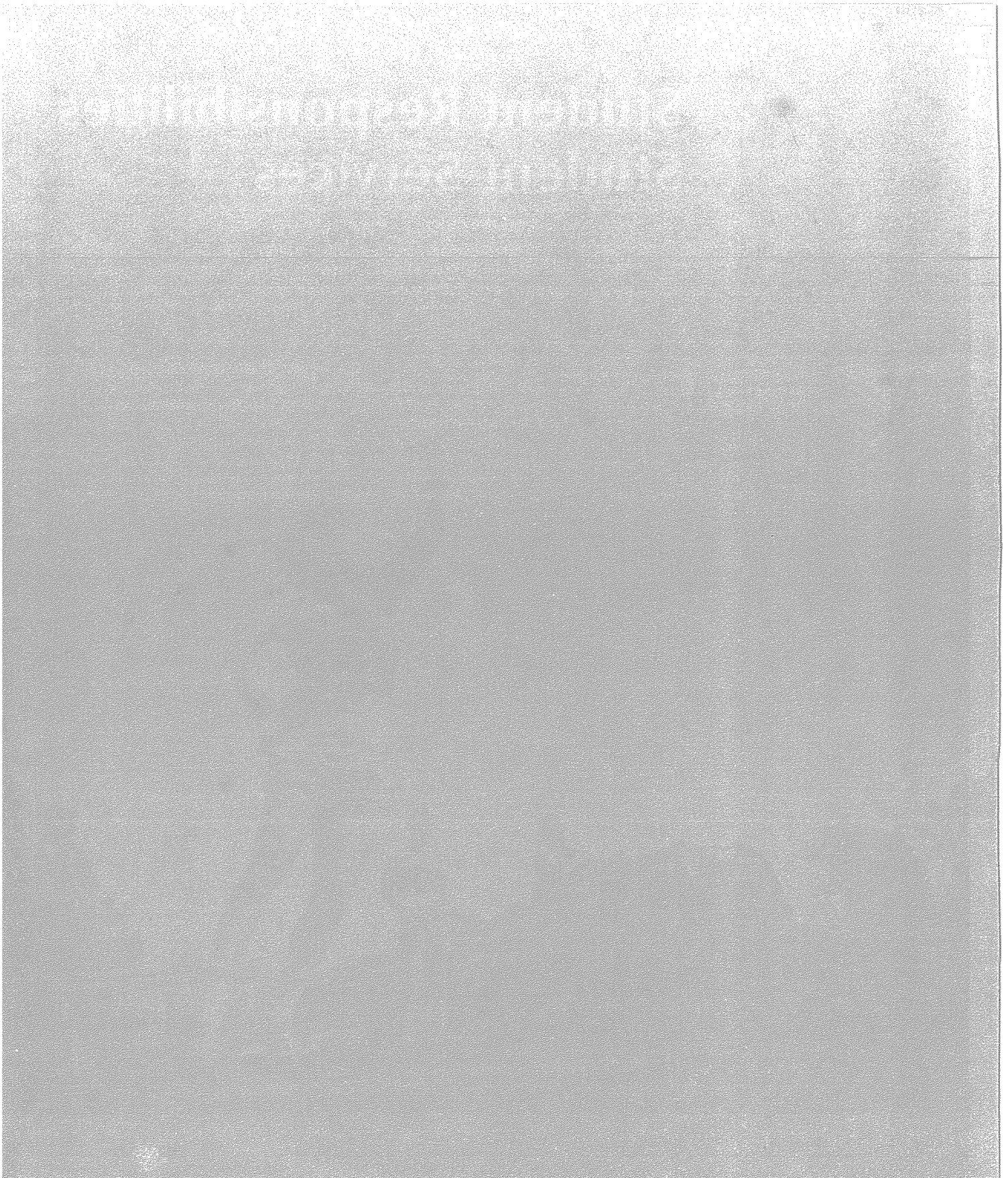
The Academic Review Committee has as its purposes and responsibilities the evaluation, enforcement, interpretation, and recommending (for cause) exceptions to academic regulations.

### **Repeated Course Policy**

Ordinarily, units for a course which was completed and then repeated will not be counted as units earned toward an A.A. degree or for transfer to another college. However, a student who has received grades of "D," "F," or "Inc" for courses taken at the College of San Mateo may repeat these courses at the College of San Mateo and upon petition have the grade of the repeated course be used in computation of the grade point average. Petitions are available in the Office of the Registrar.

# Student Responsibilities Student Services





## Student Responsibilities

### Conduct

The principle of personal honor is the basis for student conduct. The honor system rests on the sincere belief that the college student is mature and self-respecting, and can be relied upon to act as a responsible and ethical member of society. Each individual has the obligation to observe the college code of 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 high 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 will not be considered school functions. Further, no off-campus organizations may use the college name or imply college sponsorship in any publicity or other information.

Any student may be suspended and/or recommended for expulsion if her/his actions on campus are disruptive of orderly and peaceful conduct of the college or in flagrant violation of college rules and regulations. In case of disciplinary action, the student will have access to established appeals procedures.

### 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 who are delinquent in their financial obligations to the college may not receive grades, reports or other records of their work until such delinquencies have been adjusted to the satisfaction of the college authorities.

### Secret Organizations

Sororities and fraternities and other secret organizations are banned under the Education Code of the State of California. It is the policy of College of San Mateo to dismiss students when their membership in such organizations becomes known.

### Emergency Leave of Absence

Absences for medical reasons of less than one week need not be reported to the college.

Students who will be absent from any class or classes for one week or longer for any health reason should request emergency leave from the Student Health Center. Students should report to the Health Center for a clearance before returning to classes.

Students who will be absent from any class or classes for one week or longer for other personal emergencies should request an emergency leave from the Assistant Dean of Students.

If medical or personal emergency requires absence of as much as two weeks, the student should consult with a counselor-advisor to review his/her program and the advisability of continuing in classes.

### Withdrawal Procedures from Day Classes

Students unable to complete a course at any time after registration must obtain a permit (add/drop slip) from their assigned counselor/advisor to withdraw from that course.

Part-time students (taking eight units or less) should report to the Drop-In Advisor in Building 1-102 for a permit to drop a class.

Students who must withdraw from **all** of their day classes after registration must obtain an Application for Permanent Leave of Absence from their assigned counselor/advisor. Part-time students (taking eight units or less) may obtain this petition from the Drop-In Advisor, Bldg. 1-201.

Withdrawal procedures should be completed within five days of the last date of class attendance and the properly executed petition returned to the appropriate office to avoid possible penalty "F" grades.

At any time through the 10th college calendar week a student may withdraw, whether passing or failing in courses, without incurring grades of "F". A student who withdraws after the deadline may receive a grade of "F" for any course in which he/she is failing.

## Student Services

### STUDENT SERVICES AND ADMINISTRATIVE AFFAIRS

**Dean of Students**

Allan R. Brown

**Associate Dean of Students — Student Services**

Philip D. Morse

**Associate Dean of Students — Student Affairs**

Herbert R. Warne

**Assistant Dean of Students — Student Services**

Aline Fountain

**Director of College Readiness Program**

Jackman LeBlanc

**Director of Athletics**

Clifford G. Giffin

**Foreign Student Adviser**

Gerald J. Frasseti

**Health Services**

Yolande S. Hilpisch

**Permanent Resident Student Adviser**

*(Immigrant Students)*

Carl A. Wagner

**Physically Handicapped**

Jacqueline Rose

**Psychological Services**

Charles M. Devonshire

Noel W. Keys

James Roach

**Testing Services**

To be appointed

**Assistant Registrar**

Edith N. Hopkins

**Career Development Center**

Claudia L. Cassidy

**Coordinator of Security**

Harold S. Bogan

**Coordinator of Student Activities**

To be appointed

**Coordinator of Veteran Affairs**

Frank Bianchino

**Financial Aids Officer**

Leatha E. Crump

**Job Placement**

Ursula Sheppard

**Student Center**

Bookstore Manager—Andra Morgan

Cafeteria Manager—Karen Stevens

### ACADEMIC ADVISORS

**Administration of Justice**

Kern Richmond

**Aeronautics**

Dale W. Blust

**Architecture**

Ernest L. Multhaup

**Art**

Harry W. Prochaska

Jack Daniels

**Business Administration**

Daniel Berry

John A. Montgomery

**Business**

Marcia A. Davidson

Cecilia A. Hopkins

Mary E. Mulhall

Winifred P. Stetson

**College Readiness Program**

Elizabeth Nakagawa  
Adrian Orozco  
Debbie Upshaw

**Cosmetology**

Agnes Eshoo

**Data Processing**

Douglas B. Crawford

**Dental Assisting**

Elizabeth Witzel

**Drafting Technology**

Clois A. McClure

**Education**

Eric Gattmann

**Electronics Technology**

George Angerbauer  
George Bramlett

**Engineering**

Douglas B. Crawford  
Ernest L. Multhaup

**General Education**

*(Liberal Arts, General Education, No Major Program, Special Program, Undecided Major Program, Career Specialists)*

Claudia L. Cassidy  
J. Kyle Clinkscales  
Carol A. Fouts  
Eric Gattmann  
Robert S. Howe  
Alan A. Hynding

**Home Economics**

Mamie G. Ireson

**Language Arts**

*(Dramatics, Radio, Telecommunications, Speech, English, Foreign Languages, Journalism)*

George W. Short  
Harry Prochaska

**Life Sciences**

Mary Jane Baker  
James Innis  
George Blitz

**Manufacturing Technology**

Chauncey J. Martin  
Clois A. McClure

**Mathematics**

Douglas B. Crawford  
Ernest L. Multhaup

**Music**

R. Galen Marshall

**Nursing**

Frances Henderson

**Physical Education**

Carol A. Fouts  
Herbert H. Hudson

**Physical Sciences**

J. Kyle Clinkscales  
William Glen

**Real Estate**

Cecilia A. Hopkins

**Social Sciences**

Eric Gattmann  
Alan A. Hynding  
Musonda Mantabe  
Richard S. Phipps  
Kern Richmond

**Technical Illustration, Machine Tool Technology,  
Welding Technology**

Chauncey J. Martin  
Clois A. McClure

**Veteran Affairs**

Frank Bianchino

**Program Planning and Counseling**

Certain faculty members are officially designated as counselor-advisors. Each regular student will be assigned a counselor-advisor who is a specialist in a field. Counselors are available by appointment during the registration period and throughout the academic year to consult with students. Counselor-advisors assist students in planning programs of study, must approve the final program for each semester and must be consulted about changes. However, each student is responsible for fulfilling his/her own graduation and/or transfer requirements.

The Office of Student Services will make appointments for interviews with counselor-advisors for the purpose of



assisting students in the selection of a course of study with relation to a career or profession and to complete registration.

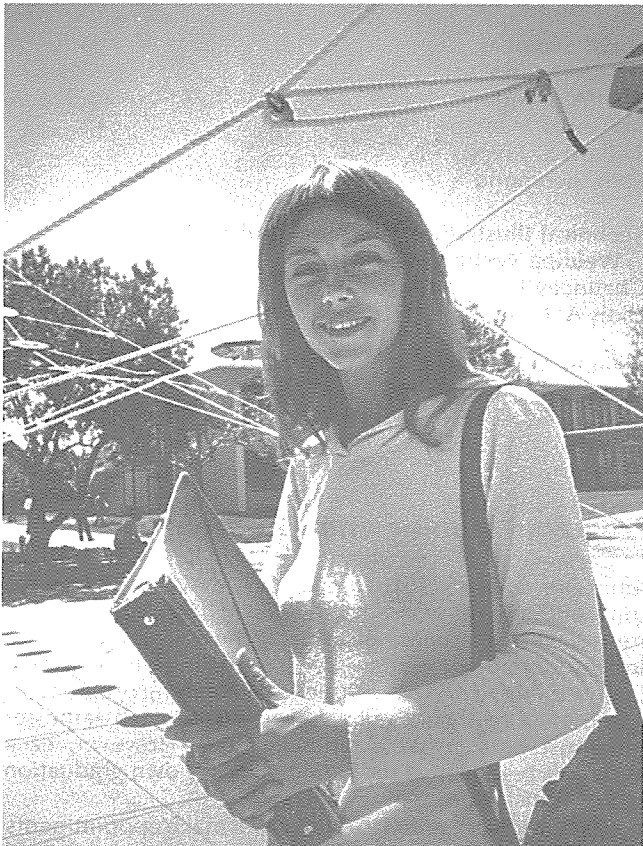
All faculty members are an important part of this college's advising program. Students should feel free to approach counselor-advisors and other faculty members for information.

The Drop-In Counseling/Advising Office is located in Building 1, Room 201 and is available to part-time students and members of the community who wish assistance with program planning, counseling, and academic advising.

### Health Service

The Health Center is in Room 226 of the Administration Building. It is staffed by a public health nurse and a receptionist-secretary. Services provided include first aid, nursing evaluation, health counseling, rest, referral to physicians, clinics or community agencies, arrangement for emergency transportation, hearing tests, vision screening tests, reading of TB skin tests, blood pressure reading, etc. Medical insurance applications, referral and claim forms, where applicable, are available.

Absences of 5 days to 2 weeks for medical reasons



should be reported to the Health Center by the student so instructors can be notified. Upon return, the student should stop at the Health Center for a clearance slip.

All entering students are required to complete a health card as part of the application. It is important that the information be complete in case of emergency.

An ill or injured person who is unable to communicate will be sent to the emergency room at Chope Community Hospital if the student's health card does not specify a physician or other hospital, and if the family cannot be reached.

### Student Health Insurance

The college offers accident and health insurance coverage to its students in two parts. Every student enrolled is required to pay a Health Services fee each semester. In addition to the services described above, the fee provides coverage by an emergency sickness and accident insurance program applicable *when the student is on campus or at a school sponsored event.*

In addition, the college has endorsed a voluntary health insurance program for students who are not covered by their own or their parents policies. The voluntary policy is a 24 hour, around the clock, protection offered to our students at an advantageous group rate. Detailed information is available in the Student Health Center.

### Psychological Services

Psychological counseling is available to all students at the college. The Psychological Services Center provides individual, confidential counseling to any student. The Psychological Services staff tries to help the student solve personal, emotional and interpersonal problems. The staff will also try to assist students in reducing the stumbling blocks that may prevent them from fully developing their potential and obtaining maximum benefit from their college experience. Some counseling is available in small groups on a semester or shorter basis. For students needing special attention or assistance a referral may be made to community mental health clinic, social agency or a private therapist.

Appointments may be made with Psychological Services staff in person, by telephone or through a counselor or the Student Health Center.

### Testing

The Office of Student Services and the Career Development Center maintain a service in personal and vocational testing which is available to all registered students. Through this service, students may receive assistance in assessing their aptitudes and interests so that they may better plan their educational and vocational goals.

Special personalized testing is also available through the series of Guidance classes. Many of these Guidance classes are designed as 6 and 8 week courses which allow for flexible entry and flexible exit. (See course descriptions on page 137.) Included in these classes is a thorough explanation and interpretation of tests taken at entrance and additional tests to help the student appraise aptitudes, interests, personal adjustment, and special abilities. These tests are also useful to the student to verify or make effective educational and vocational plans.

### Career Development Center

The Career Development Center at C.S.M., located in the lower level of the library, offers a variety of services and programs to students and members of the community designed to assist individuals in career exploration. Several short and semester-long courses are offered which assist students in making career choices. Descriptions of individualized and group guidance class offerings are found in the *Announcement of Courses* section of this catalog under the heading — GUIDANCE.

Students and members of the community are encouraged to visit the Career Development Center, which is open daily from 8:00 a.m. to 4:30 p.m. and on Wednesday and Thursday evenings from 4:30 p.m. until 8:30 p.m. during the academic year.

### Placement Services

The College maintains a placement office to assist students currently enrolled and in good standing to secure part-time employment. This service is also available to graduating and former students who wish to secure full-time employment. College personnel are available throughout the day for placement services.

### Financial Aid

College of San Mateo participates in federal and state scholarship, loan, grant and work-study programs. Work-study placement is available in both on-campus and community jobs related to the student course of study. In addition, the San Mateo College Foundation administers funds from private sources which are available to students as scholarships, loans and grants.

Students must be enrolled in 12 units to be eligible. For detailed information and application for financial aids, students should contact the Financial Aids Officer, Administration Building, Room 221. Scholarship applications are available through the Associate Dean of Student Services, Administration Building, Room 209. Small emergency loan applications are available through the Assistant Dean of Students, Administration Building, Room 215.

### College Readiness Program

The College Readiness Program is a multi-cultural program designed primarily to assist third world students in their pursuits of higher education. This program provides supportive counseling services (academic, financial, personal, vocational and tutorial) as well as cultural enrichment.

The essential requirement for participation is that each student have his/her academic folder on file at the College Readiness Program office, and receive counseling from the counselors assigned to the Program.

The College Readiness Program also actively recruits students for its tutorial program. The students selected have specific skills in academic areas and have a sincere desire to assist others in their efforts to succeed in course work.

Counselors are multi-cultural people, and can easily identify with and understand their counselees. Counselors attempt to build relationships which are warm and real.

The College Readiness Program staff also encourages and supports students' participation in clubs and organizations which will enhance their ethnic awareness. The College Readiness Program offices also serve as meeting areas for the Program's students.

The offices are located in Building 20, Room 107. All personnel can be contacted for information by telephoning 574-6154.



## Learning Center

The Learning Center is designed to help students succeed academically, operating on the principle that those who come to College of San Mateo wanting to learn should be assisted in that endeavor. Students may be referred by teachers and counselors, or just drop in. Tutoring is available as needed and as tutors can be provided. Also offered are discussion groups, programmed learning, and classes, such as Learning Center 97, 98, and 99. Additional information is available by contacting the Learning Center.

## Physically Handicapped Students

Students entering college with physical handicaps who need assistance through tutoring, reader services, mobility help, braille, special parking permits, access to classrooms, orientation to the campus and special arrangements, may contact the Enabler in the Learning Center. Pre-counseling interviews are provided to set up assistance services before the student enrolls in classes.



## Veterans' Affairs

The Office of Veterans' Affairs at the College of San Mateo was established by a Federal grant to provide veterans with a wide variety of services necessary to successfully complete an academic career. All veterans who were discharged other than under dishonorable conditions are eligible for educational benefits if they served a minimum of 181 days of active duty after 31 January 1955.

The Office of Veterans' Affairs is located in the Administration Building (Bldg. 1). The Office is staffed daily from 8:00 a.m. to 4:30 p.m., Monday through Friday, and from 6:00 to 9:00 p.m. Tuesdays and Thursdays.

To initiate VA benefits, report to the VA Clerk (Building 1) and bring: (1) two copies of your DD214 (separation papers); (2) one copy of your marriage/divorce certificate; and (3) copies of birth certificates of children.

Veterans who have previously attended college must have official copies of college transcripts on file in the Registrar's Office. For further information, contact the Office of Veterans' Affairs.

## Women's Re-entry Program

The Women's Re-entry Program is a program designed for women whose education has been postponed or interrupted. Counseling and tutorial assistance are offered, together with a co-ordinated instructional program at hours convenient to women with school-age children.

Re-entry students are enrolled in Learning Center 80, a class which meets three times a week with an instructor and a counselor. There is an additional two-hour discussion group which is optional. Students may choose to enroll in one or more Women's Studies Courses and in any other course from the college catalog for which they are eligible.

Tutoring in a wide range of subjects is available for women who need such assistance. Instruction is provided in basic skills such as text reading, paper writing, use of the library, note taking, and test taking. Students desiring further information should visit the Learning Center in Building 18, Room 192 or call 574-6437.

## Associated Students

The Student Government at the College of San Mateo is composed of two major bodies: the Student Senate and the Student Programs Board. The Senate is charged with the responsibility of providing student input into the college decision-making process, and of assessing and trying to meet student needs. The Senate is organized along college divisional lines and Senators are elected by students majoring in a specific divisional area, i.e., political science majors vote for the Social Science Division Senator. The following

are the Divisions from which Senators are elected and other positions on the ASCSM Student Senate:

- ASCSM President
- ASCSM Vice-President
- Vice-President of Evening Students
- Student Programs Board Representatives (2)
- Business Division Senator(s)
- Fine Arts Division Senator(s)
- Health Occupations Division Senator(s)
- Liberal Arts Division Senator(s)
- Life Science Division Senator(s)
- Physical Science/Math and Engineering Senator(s)
- Social Science Division Senator(s)
- Technician Division Senator(s)
- Unclassified (no declared major) Division Senator(s)
- Special (enrolled in 8 units or less) Division Senator(s)

The Student Programs Board is charged with the responsibility of providing activities and services for the CSM student body. It is organized into ten committees which have responsibility for programming in that specific area:

- Contemporary Entertainment Committee
- Performing Arts and Lectures Committee
- Film Committee
- Outdoor Recreation Committee
- Innovative Programming Committee
- Minority Programming Committee
- Arts and Exhibits Committee
- Recreation/Games Area Committee
- Student Services Committee

Students interested in becoming involved in any of the above mentioned committees should come by the Student Activities Office for further information.

## Student Associations

### Student Senate

Advisors: Philip Morse

### Student Programs Board

Advisors: Philip Morse

### Judicial Council

Advisor: John Goehler

## Organizations

In order to secure the most from college life, a student should participate in one or more of the many clubs organized within the Associated Students. The clubs listed below offer many and diversified opportunities to students for both social and educational contacts. Each club elects its officers and plans its own program for the semester. How successful it becomes depends largely upon the enthusiasm of its membership. Students are advised to

contact the sponsors, whose names appear below, for further details about the club or clubs in which they are interested. Additional information may be obtained by contacting the Student Activities Office.

### Alpha Eta Rho

(Aviation)

Howard Brooks  
Bruce Walters

### Alpha Gamma Sigma

(Honor Society)

Al Acena

### Arab Student Organization

Maurice Fitzgerald

### Ass'n of Technical Draftsmen

Clois McClure

### Baha'i

Ward Fellows

### Black Students Union

Debbie Upshaw  
Beverly Daniels

### Campus Democrats

John Cafferata

### Chinese Students Association

Gladys Chaw

### Christian Science Organization

Kathleen Burton

### College Republicans

John Cron

### Collegiate Christian Fellowship

Robert Anderson

### Cosmetology Club

Agnes Eshoo

### Epsilon Delta

(Dental Assisting)

Elizabeth Witzel

### Eta Epsilon

Grace Sonner

### Fine Arts Club

Al Appleton  
Joe Price

**Gay Peoples Union**  
Anita Fisher

**LDS Student Association**  
George Angerbauer

**La Raza Unidad**  
Adrian Orozco

**L.V.N. Vocational Nurses**  
Jeanne Blanchette

**Modern Dance Club**  
Angela Hudson

**Project Survival**  
Michael Chriss

**Ski Club**  
Lorne MacDonald

**Tom Hayden for Senate**  
Greg Davis

**UNESCO**  
Gerald Frassetti

Those listed above are the only organizations sanctioned by College of San Mateo.

## Student Activities Office

The *Student Activities Office* is located at the north end of the Student Center. It is purposely located in one of the heaviest student traffic areas on campus. The Student Activities Office is a drop-in type of office and is the place you should come if you have a question regarding any aspect of the college. If the staff can't assist you directly, they will refer you to someone who can. A number of services are provided for students by the Student Activities Office. Among them are:

### Housing

Dormitories and other types of college-sponsored housing are not available at the College of San Mateo. The Student Activities Office maintains an up-to-date listing of housing available in the community. The majority of listings are rooms in private homes, but apartments and houses are sometimes available.

### Student Government and Clubs Information

Information concerning any aspect of student government, student activities or clubs may be obtained in the Student Activities Office. This office services all of these groups with duplicating and publicity services. The Student Activities Office is also responsible for the supervision of the Recreation/Games Room and the Student Center Lounge.

## Travel Information

A reference library concerning aspects of travel from local to international is maintained in the Student Activities Office. International Student Identification Cards are issued by this office.

## Publications

The following publications are issued by the College of San Mateo:

**The San Matean**—A student newspaper published weekly, serving a two-fold purpose of providing full coverage of activities on campus and of giving experience to journalism students.

**Student Guide** — A manual for students containing information about College of San Mateo, the rules, staff, student organizations and services.

**Pendulum** — A student art and literary magazine published each spring, sponsored by the English Division. Each year the "Pendulum" provides a show case for the talents of the creative writing and art classes, as well as informative and timely articles by other interested students.

**CSM Bulletin** — A mimeographed publication prepared and distributed by the Activities Office every Monday, Tuesday and Thursday, announcing activities, new events and items of interest to the faculty and students of the College. The deadline for submission of items for publications is 9:30 a.m. on the preceding day.

**Student Orientation and Self-Help Guide** — A booklet distributed from the Office of Student Services to new students. Designed to assist with preparation for registration, it discusses program planning, choice of classes, use of the schedule of classes and long-term program planning.

## Athletics

The College of San Mateo offers a full program of athletic activities, both intramural and intercollegiate, designed to benefit all interested students. For men and women students who seek competitive activity but lack sufficient time or training for intercollegiate athletics, the intramural program provides the opportunity to engage in a wide variety of team and individual sports. Participants may receive one-half (½) unit of credit each semester by involvement in two 8-week activities. The intramural program is planned on a year-round basis, and it provides an excellent opportunity to broaden and improve recreational knowledge and skills.

The College of San Mateo sponsors intercollegiate sports within the Golden Gate Conference and the Bay Area Colleges Association of Women's Athletics for the benefit of those students interested in team competition. Sports offered are: Baseball, Men's Basketball, Women's Basketball, Cross Country, Women's Tennis, Football,

Golf, Women's Softball, Swimming, Tennis, Track, Water Polo, Wrestling, and Women's Volleyball.

The College of San Mateo adheres to the eligibility rules and regulations of the California State Athletic Code, the Golden Gate Conference, and the Bay Area Colleges Association of Women's Athletics. Final decisions rest with the Golden Gate Conference Commissioner, the Bay Area Colleges Association of Women's Athletics, or the California State Athletic Committee.

The following basic principles pertain to all matters of eligibility for men:

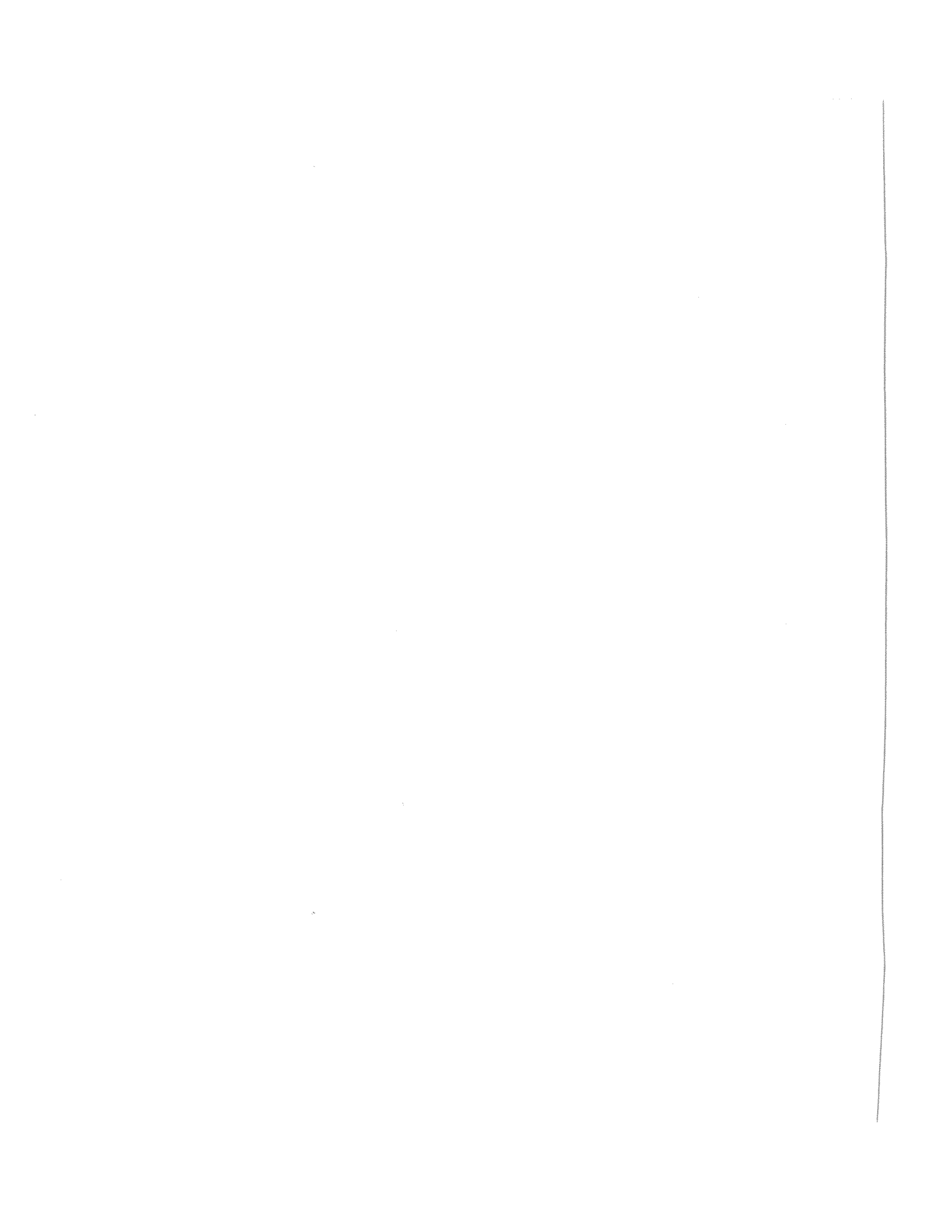
1. No student shall represent this college in any athletic contest unless enrolled in, and passing at all times, a minimum of 10 units of work, in addition to Physical Education and Athletics, in a regular or special course as defined in the curricula of this institution. Periodic checks shall be made to comply with this rule.
2. In meeting the units-of-work requirements, subjects which have been failed may be repeated, but those that have been completed with a mark of "C" or better may not be repeated and included in meeting this requirement.

3. In order to be eligible, a student who has previously attended college as a regularly enrolled student must have completed, in the last semester of attendance, at least 10 units of work in addition to Physical Education and Athletics. A student who has previously attended college for two semesters as a regularly enrolled student must complete at least 20 units of work in addition to Physical Education and Athletics prior to engaging in competition.

Women's eligibility requirements are in a state of transition and women participating in the Inter-collegiate Athletic program should review eligibility requirements with their individual coaches.

### **Recreation Association**

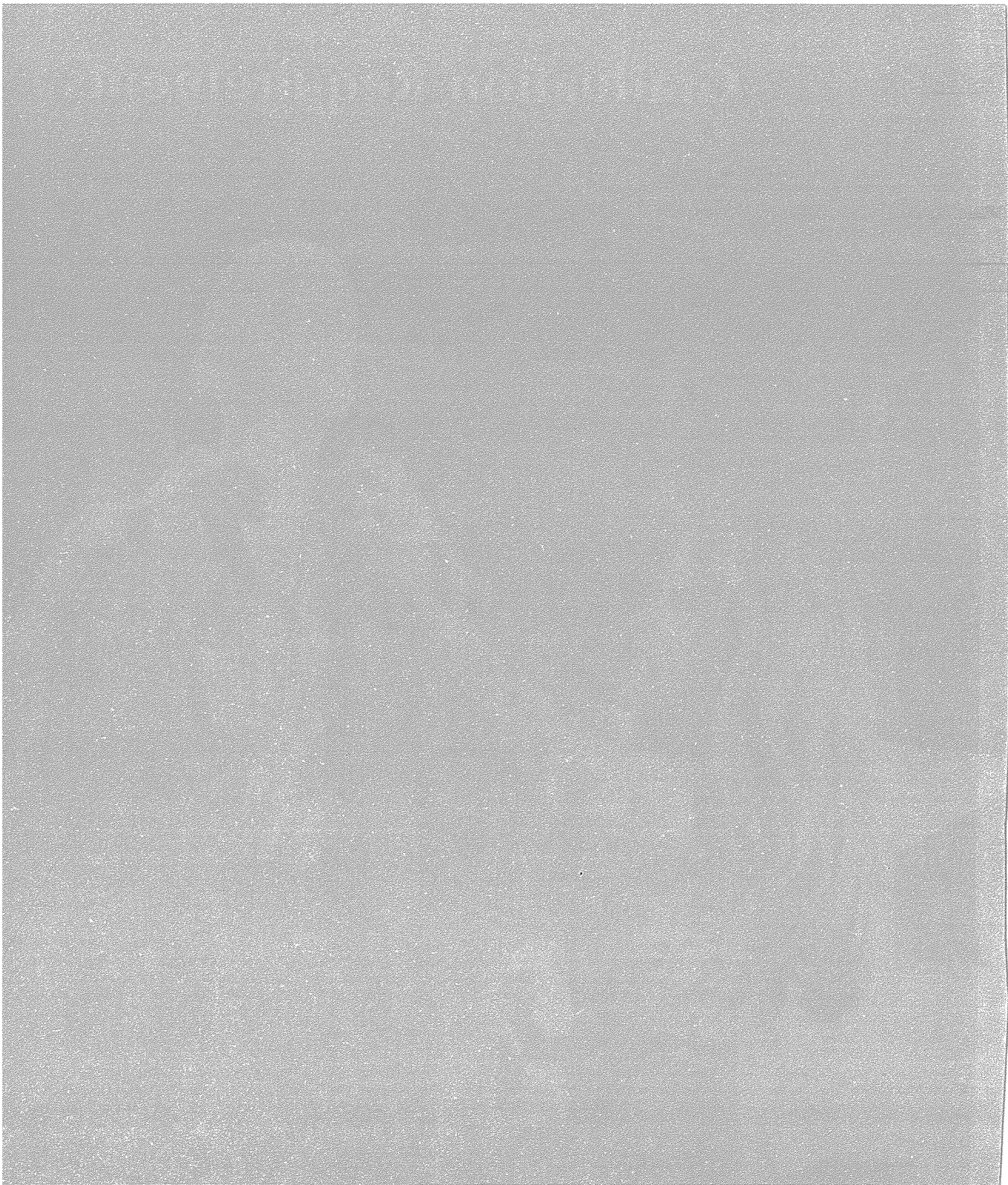
Throughout the year this association offers a variety of co-educational sports and recreational activities. Included are monthly "Co-Rec Nights" with the Physical Education facilities open for recreational use; "Sports Days" offer competition with groups from neighboring colleges and universities, and special tournaments or events are scheduled periodically during the year.



# Graduation Requirements







## Graduation Requirements

### Associate in Arts Degree

Graduation from College of San Mateo with the Associate in Arts degree is based upon the completion of 60 units of lower-division college-level work, including the requirements A. through E. listed below. At the beginning of the final semester, it is the responsibility of each candidate to file an application for graduation (refer to calendar for the college year for deadline).

#### A. Residence Requirement

Either 48 units of the 60 units required or the last 12 units must be completed at the College of San Mateo.

#### B. Scholarship Requirement

A minimum grade point average of 2.0 on the last 60 units, and a minimum grade point average of 2.0 in courses taken at the College of San Mateo and submitted as part of the 60 units.

#### C. Major (Depth) Requirement

A minimum of 18 units from a list of courses specified for the major by the division involved. These 18 units are exclusive of any units offered in satisfaction of any other A.A. degree requirement.

A division may require more than 18 units for a given major. The additional units may, if appropriate, be used to satisfy other A.A. degree requirements.

#### D. General Education (Breadth) Requirement

##### 1. AMERICAN HISTORY AND INSTITUTIONS, CALIFORNIA STATE AND LOCAL GOVERNMENT

This requirement may be satisfied in three different ways: (a) by completing either Political Science 25 — National, State and Local Government (5 units) — or, for foreign students only, Political Science 27 — American Society (5 units) — or (b) by completing one of the listings in each of the following groups, or by demonstrating equivalent knowledge through examinations acceptable to the Social Science Division and the Office of Instruction. Courses used to satisfy this requirement may be used, if appropriate, to satisfy requirements 5b.

##### Group 1 — American History and Institutions

- History 17a-17b — American History (6 units), or
- Political Science 7, 9, 21, 22, or 30 (3 units), or
- History 4a-4c — Western Civilization (6 units), or
- History 4b-4c, Western Civilization (6 units), or

- History 17a or 17b plus any 3-unit history course labeled "United States:"

- U.S.: Economic History (3)
- U.S.: American Foreign Policy (3)
- U.S.: The American West (3)
- U.S.: 20th Century American History (3)
- U.S.: Women in American History (3)
- U.S.: The Afro-American in U.S. History (3)
- U.S.: The Afro-American in U.S. History to 1865 (3)
- U.S.: The Afro-American in U.S. History after 1865 (3)
- U.S.: Civil War and Reconstruction (3)
- History 99 — Historical Geography (3), or
- History 50 — American History and Current World Affairs (3)

##### Group 2 — California State and Local Government

- History 23b — California History (2 units), or
- Political Science 23 — State and Local Government (2 units), or
- Political Science 12 — State and Urban Government (3 units), or
- History 21 — History of San Mateo County (3 units), or
- History 22 — California History (3 units), or
- Sociology 12 — Urban Development (3 units)
- Social Science 10a to 10e — California, an interdisciplinary Approach to Selected Topics (2-3)

#### 2. ENGLISH

Two semester courses (6 units) are required. One of these shall be a composition course (English A, 61 or 11) and the other shall be selected from the following list. Credit for English 11 may be earned by those students who can demonstrate equivalent knowledge through examinations acceptable to the English Division and the Office of Instruction. Courses used to satisfy this requirement may be used, if appropriate, to satisfy requirement 5c and 5d.

English: A, 2, 9a-9b, 11, 12, 13, 14, 15a, 15b, 16a, 16b, 20, 21, 22, 23, 24, 25, 26, 27, 29, 30, 31a, 31b, 42a, 42b, 43, 46a, 46b, 48, 51, 52a, 52b, 53, \*57a, \*57b, 61, 62, 63, 65, 66, 68, 75.

Speech: 1a, 2a-2b, 4, 5, 10, 27, 33, \*57a-57b, 62.

*\*For students with English as a second language.*

#### 3. HEALTH SCIENCE

Two units of Health Science is required (Health Science 1 (2 units) or two classes selected from Health Science 2a-2h); however, the requirement may be waived for students who demonstrate equivalent knowledge through an examination acceptable to the Life Science Division and the Office of Instruction.

## 4. PHYSICAL EDUCATION REQUIREMENT

Students must complete two semester-long activity courses in Physical Education (not taken concurrently), unless excused, to complete the requirements for the Associate in Arts Degree.

Note also that, in accordance with policy adopted by the Board of Trustees, the requirement may be waived for students in one of the following categories:

- a. Graduates of community colleges or other colleges and universities
- b. Persons enrolled in Continuing Education classes (i.e., those who complete in such classes at least 60% of the courses taken at this college in fulfillment of A.A. Degree)
- c. Veterans with one or more years of active service
- d. Persons excused for medical reasons.

Students wishing to request a waiver for any reason not specifically provided for above, may petition for consideration through regularly established college procedures. Inquiries should be directed to the Office of Admissions and Registration.

## 5. ADDITIONAL

A minimum of 15 units with at least 3 units in each of the following areas, a, b, c and d is required.

## a. Natural Sciences (at least 3 units)

## PHYSICAL SCIENCE

Astronomy 1, 10, 15, 16  
 Chemistry 1a, 1b, 5, 7, 10, 12a, 12b, 20-27\*, 30a, 30 b, 51  
 Electronics Technology 10  
 Geography 1a  
 Geology 1a, 1b, 6, 10  
 Meteorology 1, 10  
 Oceanography 10  
 Physical Science 10  
 Physics 2a, 2b, 4a, 4b, 4c, 10  
 Technology 71

## LIFE SCIENCE

Biology 1, 2, 3, 5, 6, 7, 8, 9, 11, 14, 15, 16, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, 37, 40, 41, 42  
 Horticulture 95a, 95b, 118  
 Paleontology 1

*\*For the purpose of this requirement, three one-unit courses from Chemistry 20-27 are considered the equivalent of one course.*

## b. Social Sciences (at least 3 units)

Anthropology 2, 3, 4, 18  
 Business 8a, 8b  
 Economics 1a, 1b, 10, 11, 12, 13, 14a, 14b, 15, 20a, 20b, 20c  
 Ethnic Studies 1, 3, 4, 6a, 6b, 7, 14, 16, 17, 33  
 Geography 1b, 4, 5a, 5b, 99

History 4a, 4b, 4c, 5, 6a, 6b, 8a, 8b, 11, 12, 17a, 17b, 20a, 20b, 21, 22, 23a, 23b, 24, 25, 26, 28, 33, 34a, 34b, 35, 44, 45, 46, 50, 99  
 Labor Studies 10, 11  
 Management 65  
 Political Science 1, 2, 3, 5, 7, 9, 12, 18, 21, 22, 23, 25, 27, 30, 39  
 Psychology 1a, 1b, 4, 5, 6, 10, 13, 28, 33, 34, 39, 42  
 Social Science 33, 10a-10e, 25  
 Sociology 1, 2, 3, 4, 6, 12, 16

## c. Humanities (at least 3 units)

Architecture 10  
 Art 1a, 1b, 1c, 1d, 8, 9, 10a, 10b, 19, 40, 68a, 68b, 72a, 72b  
 Drama 1a, 1b, 2a, 2b, 10  
 English 12, 16a, 16b, 20, 21, 22, 23, 24, 25, 26, 27, 29, 30, 31a, 31b, 42a, 42b, 43, 46a, 46b, 51, 52a, 52b, 53, 62, 66, 68, 75  
 Ethnic Studies 8, 11, 17, 41, 42, 43  
 French 4, 25a, 25b  
 German 4, 25a, 25b  
 Humanities 1, 2  
 Music 6, 7a, 7b, 8, 9  
 Philosophy 6a, 6b, 20a, 20b, 20c, 23, 24a, 24b, 35  
 Spanish 4, 4n, 25a, 25b, 29,  
 Speech 2a, 2b

## d. Learning Skills (at least 3 units)

Business 50, 51, 56, 91, 93  
 Chinese 1, 1a, 1b, 2, 2a, 2b  
 Data Processing 50, 53a, 54, 56  
 Drafting Technology 51a, 51b  
 Economics 2  
 English A, 2, 7, 9a, 9b, 11, 13, 14, 15a, 15b, 57a, 57b, 61, 63, 65, 67  
 French 1, 1a, 1b, 2, 2a, 2b, 3, 100a, 100b, 100c  
 German 1, 1a, 1b, 2, 2a, 2b, 3, 100a, 100b, 100c  
 Italian 100a, 100b, 100c  
 Japanese 1, 1a, 1b, 2, 2a, 2b  
 Journalism 2, 15, 16  
 Electronics Technology 51  
 Machine Tool Technology 51  
 Mathematics 1, 10, 11a, 11b, 11, 12, 13, 16, 17, 19, 20, 21, 22, 23a, 23b, 24a, 24b, 25, 27, 28, 30, 31, 32, 33, 34, 35, 55  
 Philosophy 7, 8, 12  
 Psychology 7  
 Russian 100a, 100b, 100c, 100d  
 Spanish 1, 1a, 1b, 1n, 2, 2a, 2b, 2n, 3, 3n, 100a, 100b, 100c  
 Speech 1a, 4, 10, 27, 33, 57a, 57b, 62  
 Telecommunications 66, 71  
 Welding Technology 51

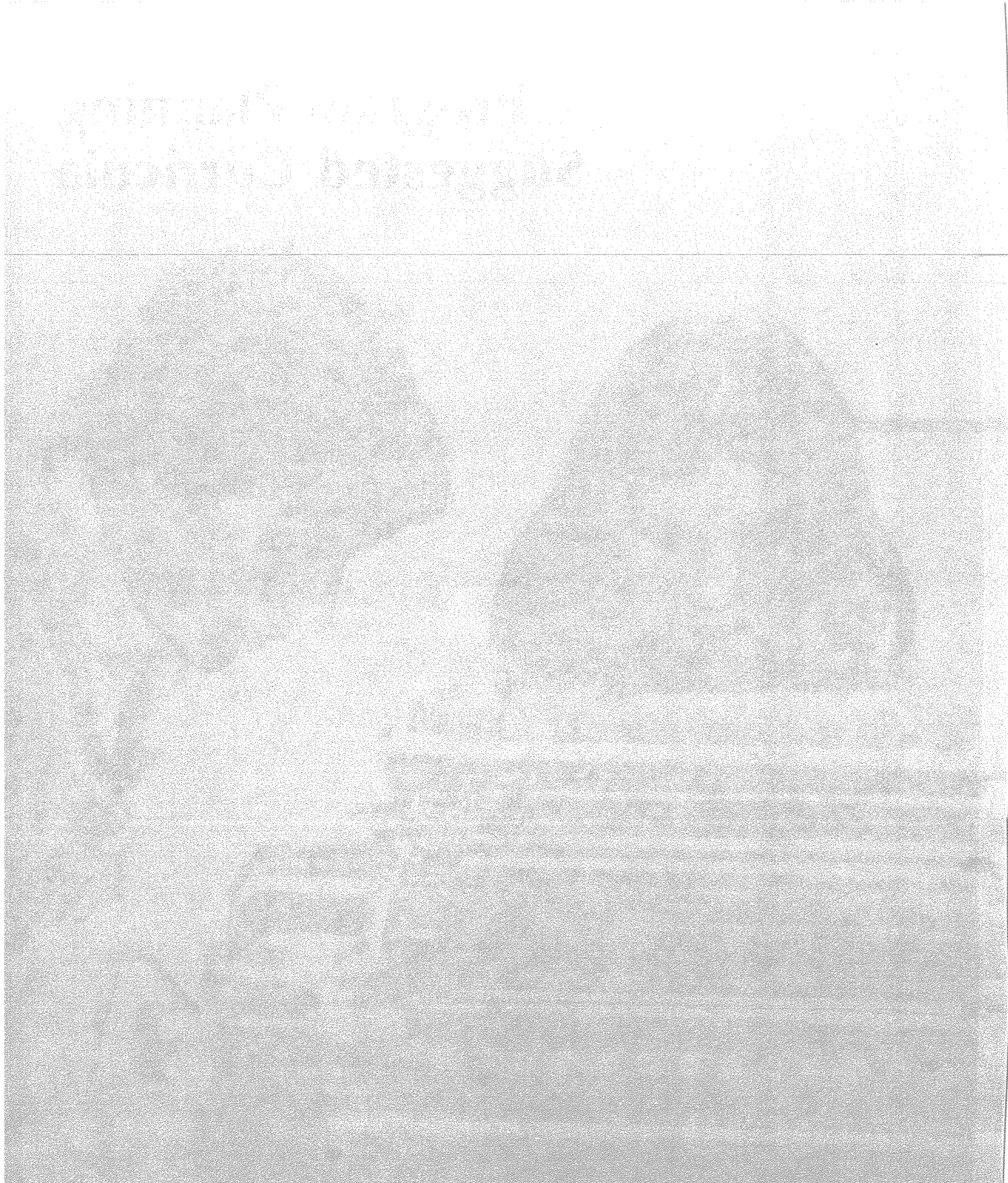
All courses not included in major requirements as specified above, or as general education, are electives.

## E. Electives

All courses not included in the major requirements or specified above in the General Education requirements are considered electives.

# Program Planning Suggested Curricula





## Program Planning and Suggested Curricula

Students enrolling at College of San Mateo should plan a program of studies which will meet their education goals. Their objective may be to transfer to a four-year college or university. Depending on the program they follow, they may also receive an Associate in Arts degree from College of San Mateo. On the other hand, their objective may be to enter an occupational field after becoming qualified through one of numerous Associate-in-Arts-degree programs or through one of several certificate programs.

If in the course of their enrollment at College of San Mateo they find it advisable to change their program of studies, they may do so, in conference with their Counselor. However, they should be aware that any changes may result in extending the time necessary to fulfill all requirements.

Students have the responsibility for planning their programs.

### Transfer Programs

The student who intends to transfer to a four-year college or university or to another educational institution should consult the catalog of that institution to ascertain requirements for graduation.

College catalogs and occupational information on file in the Occupational Information Library in the Office of Student Services are accessible to the student upon request. Students may write directly to the registrar or dean of admissions of the college of their choice to obtain catalogs, circulars of information and other data concerning required subjects.

### Transfer of Credit

A student expecting to transfer to a four-year college or university can usually complete the first two years of work at College of San Mateo. If all requirements have been met, students transferring to higher institutions may graduate in two years of further study. Students may decide to spend more than two years at College of San Mateo or transfer to a four-year institution with less than junior standing. In any event, it is important that they consult with their counselor in order to arrange a program which will meet the requirements for transfer to the institution of their choice.

The earlier students make a decision regarding a higher institution to which to transfer, the better are their chances for meeting all requirements without delay. If they are unable to make this decision when they

enter College of San Mateo, they may elect to follow the requirements shown in the curriculum of the College of Letters and Science of the University of California, Berkeley.

High school subject deficiencies may be made up at College of San Mateo in order to meet course prerequisites at college level. In some instances students may qualify for transfer to the college of their choice by maintaining an acceptable grade-point average at College of San Mateo without having met high school deficiencies.

### California State University and Colleges

#### TRANSFERABILITY OF CREDIT

Courses which College of San Mateo designates as appropriate for baccalaureate credit are accepted by any campus of the California State University and Colleges for credit towards its baccalaureate degrees. The four-year institution shall determine the extent to which such credit satisfies the requirements of a particular degree program. Credit not otherwise applied shall be accepted as elective credits to the extent that elective units may be allowed in the requirements for the baccalaureate degree.

A list of courses offered by College of San Mateo but not intended for baccalaureate degree programs is available at the Office of Student Services and the Office of Instruction.

#### GENERAL EDUCATION REQUIREMENTS

Graduation from the California State University and Colleges requires the completion of a general education program (40 units) *with at least 32 units chosen under specific limitations from the areas of (a) Natural Science (b) Social Science, (c) Humanities and (d) Basic Subjects.* In addition to the 32 units, the elective units may include any transferable course outside the area of the major. College of San Mateo will certify completion of the general education requirement (40 units) or the completion of specific area requirements if the student satisfies the following requirements.

#### NATURAL SCIENCES

(Minimum of 6 units—at least one course in Life Science and one course in Physical Science.)

#### LIFE SCIENCE

**Biology** 1, 2, 3, 5, 6, 7, 8, 9, 11, 14, 15, 16, 21, 22, 23, 24, 25, 26, 27, 30, 31, 33, 34, 37, 40, 41, 42

**Horticulture** 95a, 95b, 118  
**Paleontology** 1

#### PHYSICAL SCIENCE

**Astronomy** 1, 10, 15, 16  
**Chemistry** 1a, 1b, 5, 7, 8, 10, 12a, 12b, 20-27\*, 30a, 30b  
**Geography** 1a  
**Geology** 1a, 1b, 6, 10  
**Meteorology** 1, 10  
**Oceanography** 10  
**Physical Science** 10  
**Physics** 2a, 2b, 4a, 4b, 4c, 10

\*For the purpose of this requirement, three one-unit courses from Chemistry 20-27 are considered the equivalent of one course.

#### SOCIAL SCIENCES

(Minimum of 11 units—including American Institutions, State and Local Government requirement and 6 additional units.)

**Anthropology** 2, 3, 4, 18  
**Business** 8a, 8b  
**Economics** 1a, 1b, 10, 11, 12, 13, 14a, 14b, 15, 20a, 20b, 20c  
**Ethnic Studies** 1, 3, 4, 6a, 6b, 7, 14, 16, 33  
**Geography** 1b, 4, 5a, 5b, 40  
**History** 4a, 4b, 4c, 5, 6a, 6b, 8a, 8b, 11, 12, 17a, 17b, 20a, 20b, 21, 22, 23a, 23b, 24, 25, 26, 28, 33, 34a, 34b, 35, 44, 45, 46  
**Labor Studies** 10, 11  
**Political Science** 1, 2, 3, 5, 7, 9, 12, 18, 21, 22, 23, 25, 27, 30, 39  
**Psychology** 1a, 1b, 4, 5, 6, 10, 13, 28, 33, 34, 39, 42  
**Social Science** 20, 33, 10a-10e, 25  
**Sociology** 1, 2, 3, 4, 6, 12, 16

#### HUMANITIES

(Minimum of 6 units, including at least 3 units in Literature or Philosophy.)

**Architecture** 10  
**Art** 1a, 1b, 1c, 1d, 8, 9, 10a, 10b, 19, 40, 68a, 68b, 72a, 72b  
**Drama** 1a, 1b, 2a, 2b, 10  
**English** 12, 20, 21, 22, 23, 24, 25, 26, 27, 29, 30, 31a, 31b, 42a, 42b, 43, 46a, 46b  
**Ethnic Studies** 8, 11, 41, 42, 43  
**French** 4, 25a, 25b, 30, 40  
**German** 4, 25a, 25b, 30, 41  
**Humanities** 1, 2  
**Music** 6, 7a, 7b, 8, 9  
**Philosophy** 6a, 6b, 20a, 20b, 20c, 23, 24a, 24b, 35  
**Spanish** 4, 4n, 25a, 25b, 29, 30, 42  
**Speech** 2a, 2b

#### BASIC SUBJECTS

(Minimum of 6 units, including English composition.)

**English** 2, 11, Composition  
**Data Processing** 50, 53a, 54, 56  
**Economics** 2  
**English** 9a, 9b, 13, 14  
**Mathematics** 10, 11, 11a, 11b, 12, 13, 16, 17, 19, 20, 21, 22, 23a, 24a, 24b, 25, 27, 28, 30, 31, 32, 33, 34, 35  
**Philosophy** 7, 8, 12  
**Psychology** 7  
**Speech** 1a, 4, 10, 27, 33

**French** 1, 1a, 1b, 2, 2a, 2b, 3  
**German** 1, 1a, 1b, 2, 2a, 2b, 3  
**Spanish** 1, 1a, 1b, 1n, 2n, 2, 2a, 2b, 3, 3n  
**Chinese** 1, 1a, 1b, 2, 2a, 2b  
**Japanese** 1, 1a, 1b, 2, 2a, 2b

#### ELECTIVES

Since individual campuses may have additional requirements in the upper division, it is important that you consult the catalog of the transfer institution and discuss the requirements with your counselor.

### University of California

#### COLLEGE OF LETTERS AND SCIENCE REQUIREMENTS

In order to transfer to the University in the College of Letters and Sciences in junior standing, a student should complete two years of not more than 70 units of credit in approved courses which will be acceptable by the university toward completion of four years of undergraduate work.

Students are urged to consult with their counselor in regard to their plans and to refer to the following publications which may be secured directly from the University of California:

1. Bulletin, General Catalog, University of California (appropriate campus).
2. Statewide Bulletin. Prerequisites and Recommended Subjects.

### Stanford University

#### JUNIOR STANDING REQUIREMENTS

Selection is made on a competitive basis from those who meet minimum requirements and who have a significant reason for transferring to Stanford. All student candidates must satisfy general requirements for admission to the university itself, as well as special requirements for admission to the Schools of Medicine, Law, Nursing or the Hopkins Marine Station.

#### Academic Requirements for Junior Standing:

1. Completion of 87 quarter units (58 semester units). Normally a 2.75 grade point average is required for consideration.
2. A satisfactory score on the Scholastic Aptitude Test of the College Entrance Examination Board.
3. Recommendations as to character and personal qualifications.

Students are urged to consult with their counselor at the College in regard to their plans and to refer to the Stanford University Bulletin which may be secured directly from Stanford University.

## College of San Mateo Courses Transferable Toward Baccalaureate Degree Credit at California State Universities and Colleges

1976-77

Courses which College of San Mateo designates as appropriate for baccalaureate credit are accepted by any of the California State Universities and Colleges for credit toward a baccalaureate degree. Below are listed the courses given at College of San Mateo which are transferable toward a baccalaureate degree.

**Admin. of Justice** 1, 2, 3, 4, 5, 7, 10, 12, 15, 17, 19, 23, 47, 48, 49

**Aeronautics** 2a-b-c, 5, 6, 11, 12, 13, 14, 16, 17, 47, 48, 49, 51, 51L, 52, 52L, 53, 53L, 54, 54L, 55, 55L, 56, 56L, 57, 57L, 58, 58L

**Anthropology** 2, 3, 4, 8, 18, 48, 49

**Architecture** 1a, 4, 10, 11, 12, 13, 14, 15a-b, 16, 17, 21, 22, 23, 24, 47, 48, 49

**Art** 1a-b-c-d, 2a-b, 3a-b, 4, 5a-b, 6a-b, 7a-b, 8, 10a-b, 12a, 15, 17a, 17b, 20a-b, 21a-b, 22a-b, 25, 27a-b, 40, 41a-b-c, 42a-b, 43a-b, 47, 48, 49, 51, 52, 53, 54, 62a-b, 63a-b, 68a-b, 70, 81, 82, 83, 84, 85a-b, 86, 87, 88, 89

**Astronomy** 1, 10, 15, 16, 48, 49

**Biology** 1, 2, 3, 5, 6, 7, 8, 9, 11, 14, 15, 16, 17, 18a-b, 19, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, 37, 40, 41, 42, 47, 48, 49

**Business** 2, 8a, 10, 12, 16, 24, 25, 30, 31, 32, 35, 47, 48, 49, 52, 59L, 65, 66, 70a-b, 81, 82, 83a, 84, 85, 87, 88, 90.1, 90.2, 90.3, 90.4, 90.5, 92.1, 92.3, 92.4, 92.5, 92.6, 92.7, 92.9, 93, 94, 94L, 131, 134, 135, 136, 138, 139, 141

**Business Administration** 1a-b, 18a-b-c, 20, 48, 49

**Chemistry** 1a-b, 5, 7, 10, 12a-b, 20, 21, 22, 23, 24, 25, 26, 27, 30a-b, 48, 49

**Chinese** 1, 1a-b, 2, 2a-b

**Consumer Arts & Sciences** 1, 2, 5, 9, 15, 16, 17, 20, 21, 22, 24, 26, 40, 45, 47, 48, 49

**Data Processing** 47, 48, 49, 50, 52, 53a-b, 54, 56, 106

**Drafting Technology** 14, 48, 49, 52a-b, 62a-b, 63

**Drama** 1a-b, 2a-b, 10, 12a-b, 13, 14a-b-c-d, 15, 16, 17, 26, 27a-b, 48, 49

**Early Childhood Education** 2, 3, 4, 5, 6, 7, 47, 48, 49

**Economics** 1a-b, 2, 10, 11, 12, 13, 14a-b, 15, 20a-b-c, 45, 48, 49

**Education** 1, 47, 49

**Electronics** 10, 14, 49, 51, 52, 52L, 53, 62, 62L, 63, 64, 72, 72L, 73, 73L, 82, 82L, 83, 83L

**Engineering** 1a-b, 4, 14, 16, 17, 19, 20, 22, 35, 36, 37, 38, 45, 47, 48, 49, 90a-b, 91, 92

**English** 2, 7, 9a-b, 11, 12a-b-c-d, 13, 14, 15a-b, 16a-b, 20, 21, 22, 23, 24, 25, 26, 27, 29, 30, 31a-b, 42a-b, 43, 46a-b, 47, 48, 49

**Ethnic Studies** 1, 3, 4, 5, 6a-b, 7, 8, 11, 14, 15, 16, 17, 18, 20, 33, 41, 42, 43, 44, 47, 48, 49

**Fine Arts** 15a-b, 16a-b, 17a-b

**French** 1, 1a-1b, 2, 2a-b, 3, 4, 8a-b, 25a-b, 30, 48, 49

**Geography** 1a-b, 4, 5a-b, 40, 48, 49

**Geology** 1a-b, 6, 10, 48, 49

**German** 1, 1a-b, 2, 2a-b, 3, 4, 8a-b, 25a-b, 30, 48, 49

**Guidance** 10, 11, 12, 30, 31, 48

**Health Science** 1, 2-a-b-c-d-e-f-g-h, 9, 47, 48, 49

**History** 4a-b-c, 5, 6a-b, 8a-b, 11, 12, 17a-b, 20a-b, 21, 22, 23a-b, 24, 25, 26, 28, 33, 34a-b, 35, 40, 44, 45, 46, 48, 49

**Horticulture** 47, 48, 49, 90a-b-c-d-e-f, 91a-b, 93, 94, 95a-b, 96a-b, 97a-b, 98a-b, 110a-b, 111, 112, 113, 114, 115a-b, 116, 117, 118

**Humanities** 1, 2

**Japanese** 1, 1a-b, 2, 2a-b

**Journalism** 1, 2, 15, 16, 48, 49

**Labor Studies** 10, 11

**Library Technology** 1, 47, 51, 52, 53, 54, 55, 56

**Machine Tool Tech.** 49, 51, 52, 52L, 53, 53L, 62, 62L, 63, 63L

**Management** 52, 72

**Mathematics** 10, 11 or 11a-b, 12, 13, 16, 17, 19, 20, 21, 22, 23a-b, 24a-b, 25, 27, 28, 30, 31, 32, 33, 34, 35, 48, 49, 55



- Medical Assisting** 94
- Meteorology** 1, 10, 48, 49
- Military Science** 1a-b, 12a-b
- Music** 1a-b, 2a-b, 4a-b, 5a-b, 6, 7a-b, 9, 12a-b, 13, 14, 15, 16, 17, 18a-b, 22, 23, 24, 25, 26a-b, 27, 28, 33, 34, 37, 38, 39, 40, 48, 49
- Nursing** 1, 2, 3, 4, 47
- Oceanography** 10
- Paleontology** 1
- Philosophy** 6a-b, 7, 8, 12, 20a-b-c, 23, 24a-b, 35, 48, 49
- Physical Education** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 21, 22, 23, 24, 40, 41a-b, 42a-b, 47, 48, 49
- Physical Science** 10, 47, 48, 49
- Physics** 2a-b, 4a-b-c, 10, 48, 49
- Political Science** 1, 2, 3, 5, 7, 9, 12, 18, 21, 22, 23, 25, 27, 30, 39, 48, 49
- Psychology** 1a-b, 3, 4, 5, 6, 7, 10, 13, 14, 28, 33, 34, 39, 40, 48, 49
- Recreation Education** 40, 41
- Social Science** 10a-b-c-d-e, 20, 25, 33, 47, 48, 49
- Sociology** 1, 2, 3, 4, 6, 12, 16, 40a-b, 48, 49
- Spanish** 1, 1a-b, 1n, 2, 2a-b, 2n, 3, 3n, 4, 4n, 8a-b, 25a-b, 29, 30, 48, 49
- Speech** 1a, 2a-b, 4, 5, 10, 27, 33, 48, 49
- Technical Art/Graphics** 14, 49, 52a-b, 54, 55, 63, 64, 65a-b, 66
- Technology** 47, 71, 72, 74, 76, 79
- Telecommunications** 47, 51, 52a-b, 60a-b, 65b, 66, 68, 70, 71
- Welding Technology** 49, 52a-b, 52aL-bL, 53, 62a-b, 62aL-bL, 75
- Cooperative Education** 47 series with a maximum of 12 units

## Transfer Majors

Students who intend to transfer and major in one of the following fields should plan their course at College of San Mateo to meet the general requirements for junior standing, as well as the lower division departmental requirements of the college or university to which they plan to transfer. This list indicates some majors available and is not intended to be all inclusive.

- |                             |                        |                              |                                         |
|-----------------------------|------------------------|------------------------------|-----------------------------------------|
| Accounting                  | Drafting Technology    | Industrial Arts              | Philosophy                              |
| Administration of Justice   | Drama                  | Insurance                    | Photography                             |
| Aeronautics                 | Ecology                | Interior Design              | Physical Education                      |
| Agriculture<br>(vocational) | Economics              | International Relations      | Physical Therapy                        |
| Anatomy                     | Education              | Journalism                   | Physics                                 |
| Anthropology                | Electronics Technology | Law<br>(Pre-Legal)           | Physiology                              |
| Archaeology                 | Engineering            | Liberal Arts                 | Police Science                          |
| Architecture                | Engineering Technology | Library Technology           | Political Science                       |
| Art                         | English                | Machine Tool Technology      | Psychology                              |
| Astronomy                   | Entomology             | Management                   | Public Health                           |
| Bacteriology                | Ethnic Studies         | Marine Biology               | Real Estate                             |
| Biochemistry                | Finance                | Marketing                    | Recreation Health                       |
| Biology                     | Foreign Language       | Mathematics                  | Social Science                          |
| Biophysics                  | Forestry               | Meteorology                  | Sociology                               |
| Botany                      | French                 | Microbiology                 | Spanish                                 |
| Business Administration     | Genetics               | Music                        | Technical Arts/Graphics                 |
| Business Education          | Geography              | Nursing                      | Technology                              |
| Chemistry                   | Geology                | Nutrition                    | Telecommunications                      |
| Consumer Arts and Sciences  | Geophysics             | Office Administration        | Theatre Arts                            |
| Criminology                 | German                 | Optometry<br>(Pre-Optometry) | Transportation                          |
| Data Processing             | Health Science         | Paleontology                 | Veterinary Medicine<br>(Pre-Veterinary) |
| Dental Hygiene              | History                | Personnel Relations          | Welding Technology                      |
| Dentistry<br>(Pre-Dental)   | Home Economics         | Pharmacy                     | Wildlife Conservation<br>(Management)   |
| Dietetics                   | Horticulture           |                              | Zoology                                 |
|                             | Humanities             |                              |                                         |

### Career Programs

Specialized career programs are offered in more than fifty occupational fields (see tabular listing which follows) for students planning to prepare for gainful employment. All career programs are carefully developed by advisory committees composed of college staff and selected representatives from the business and industrial community.

Career programs are designed to develop personal and technical competencies necessary for successful employment and job advancement.

#### Two-Year Career Programs—A.A. Degree

All two-year programs lead to an Associate in Arts de-

gree. Many of the units earned in career programs are accepted by four-year colleges as meeting certain lower division requirements.

#### Certificate Programs

Certificates of Proficiency are awarded upon successful completion of selected career programs. Some Certificates of Proficiency require less than two years of full-time study. To be eligible for a certificate, a student must pass all required certificate courses with a grade of "C" or better.

Certificates may be earned through day or evening part-time enrollment or during regular full-time enrollment.

### College of San Mateo A.A. Degree and Certificate Career Programs

Occupational Area	Academic Division	Curriculum	A.A. Degree	Certificate
Administration of Justice	Social Science	Basic Police Recruit Academy		X
		Police Supervision		X
		Advanced Officers Training		X
		Peace Officers Orientation		X
		Police Science	X	
Aeronautics	Technician	Airframe Maintenance Technology	X	X
		Powerplant Maintenance Technology	X	X
		Basic & Advanced Commercial Pilot Ground School	X	X
Business	Business	Banking		
		Bank Operations		X
		Credit & Lending		X
		Business Administration	X	
		Clerical	X	X
		Data Processing	X	
		Computer Programmer		X
		Computer Operator		X
		Escrow	X	X
		Key Data Entry		X
		Legal Secretarial	X	X
		Management		
		Business Management		X
		Small Business Management		X
		Industrial Management		X
		Marketing Management		X
		Medical Assisting	X	X
		Merchandising—General	X	X
		Merchandising—Home Furnishing		X
		Merchandising—Management		X
Real Estate	X	X		
Secretarial	X	X		
Transportation	X			

Occupational Area	Academic Division	Curriculum	A.A. Degree	Certificate
Consumer Arts and Sciences	Fine Arts	Consumer Arts and Sciences	X	
		Fashion Merchandising	X	
		Interior Design	X	X
Cosmetology	Business	Cosmetology-Beautician	X	X
		Cosmetology-Manicurist		X
		Cosmetology-Wig Stylist		X
		Cosmetology-Instructor		X
Dental Assisting	Health Occupations	Dental Assisting	X	X
Education	Social Science	Early Childhood Education-Basic		X
		Early Childhood Ed.- Advanced	X	X
		Teacher Assistant	X	X
Fire Science	Social Science	Fire Science-Basic		X
		Fire Science-Advanced	X	X
Horticulture	Life Science	Floristry		X
		Vocational Gardening		X
		Environmental Horticulture		X
		Ornamental Horticulture	X	X
Library	Library	Library Technical Assistant		X
Nursing	Health Occupations	Nursing	X	
		Nursing-Vocational	X	X
Technology	Technician	Building Inspection		X
		Drafting Technology	X	X
		Electronics Technology	X	X
		Machine Tool Technology	X	X
		Technical Art/Graphics	X	X
		Welding Technology	X	X
Telecommunications	Fine Arts	Broadcast Engineering (Radio & Television)	X	X
		Radio Broadcasting	X	X
		Television Broadcasting	X	X

For information on other occupational programs in the District, call Canada College, 364-1212, or Skyline College 355-7000.

### Administration of Justice (Police Science)

*Associate in Arts Degree with a Major in Police Science*

This program is designed for both transfer and non-transfer students. Although only 18 units in Administration of Justice courses are necessary for the major in Police Science, it is recommended that the transfer student take the five core courses plus nine elective units only and concentrate in the area of general education for transfer in junior standing to a four-year institution.

**Requirements**

Administration of Justice 1, 2, 3, 4, 5  
and three elective units .....18

(ADMJ 90 fulfills requirements of ADMJ 1 and 3 plus three units of electives.)

**Semester Units**

**Suggested Electives:** Administration of Justice 7, 17 are highly recommended for transfer students; 10, 12, 19 are also desirable.

General Education and other requirements for the A.A. degree: See pages 00-00.

### Administration of Justice

*Certificate Program*

This program, offered to police officer classification and qualified pre-service students, consists of the following special courses: Principles of Law Enforcement (Basic Academy) 12 units; Supervisory Training 4 units; Advanced Officers Training 2 units; and Peace Officers Orientation Course 2 units. Officers and students who complete these courses receive a Certificate of Completion and college credit which may be applied to the Associate in Arts degree.

**Aeronautics**

Transfer programs are available for four-year degree curricula at San Jose and San Francisco State Universities and other institutions which provide Aeronautics or Design and Industry majors.

**Aeronautics — Airframe Technology**

*Associate in Arts Degree with a Major in Airframe Technology*

Recommended High School Preparation: Elementary Algebra, Intermediate Algebra, Plane Geometry, Drafting, General Shop, and Physics or Physical Sciences. Students should check course descriptions and prerequisites, and discuss recommended sequence with counselors.

<b>Requirements</b>	<b>Semester Units</b>
Aeronautics 51, 51L, 52, 52L, 54, 54L, 56, 56L, 58, 58L . . . . .	32½

General Education and other requirements for A.A. degree: See pages 65-66.

**Aeronautics — Commercial Pilot**

*Associate in Arts Degree with a Major in Aeronautics*

Recommended High School Preparation: Intermediate Algebra, Plane Geometry, Drafting, Trigonometry, General Shop, and Physics or Physical Sciences or Business Administration. Student should check course descriptions and prerequisites, and discuss recommended sequence with counselors.

Designed for the student who plans to become a commercial pilot, flight instructor, airline pilot of fixed-base operator and does not plan to transfer to a four-year college. This course may also be used as basic training for aviation business and entrance into air traffic control employment. The flight portion of the program is handled by a fixed-base operator, and the student is responsible for payment of all flight costs.

<b>Requirements</b>	<b>Semester Units</b>
Aeronautics 2a, 2b, 2c, 3, 5, 6, 7 . . . . .	23
Meteorology 10 . . . . .	3

General Education and other requirements for A.A. degree: See pages 65-66.

**Aeronautics — Powerplant Technology**

*Associate in Arts Degree with a Major in Powerplant Technology*

Recommended High School Preparation: Elementary Algebra, Intermediate Algebra, Plane Geometry, Drafting, General Shop, Physics or Physical Sciences. Students

should check course descriptions and prerequisites, and discuss recommended sequence with counselors.

**Career Opportunities:** The student who completes courses and obtains his Federal Aviation Certificate and Associate in Arts Degree in either or both fields of airframe or powerplant mechanics has excellent opportunities for steady employment by airlines as well as other aircraft operations.

<b>Requirements</b>	<b>Semester Units</b>
Aeronautics 51, 51L, 52, 52L, 53, 53L, 55, 55L, 57, 57L . . . . .	32½

General Education and other requirements for A.A. degree: See pages 65-66.

**Agriculture**

**Transfer Program**

Recommended High School Preparation: Chemistry, Physics, Elementary Algebra, Intermediate Algebra, Geometry, Trigonometry, Mechanical Drawing, two years in one foreign language.

The student who intends to transfer a major in Agriculture should plan a course at College of San Mateo to meet the general requirements for junior standing, as well as the lower division requirements, of the specific college or university.

**Apprenticeship—Trade Related**

Evening classes are offered for the upgrading of journeymen in the trades, as well as related training classes for apprentices. (See Trade and Industrial courses.)

**Archaeology**

See Anthropology courses.

**Architecture—Architectural Engineering, Landscape, City and Regional Planning**

Students who plan to transfer to a university or college offering a professional program in Architecture should consult the catalog of the advanced institution of their choice, and then arrange a schedule of suitable transfer courses.

**Architecture**

*Associate in Arts Degree with a Major in Architecture*

Recommended High School Preparation: Academic program including Mathematics (4 years), Art (1 year), Mechanical Drawing (1 semester). Students should check

course descriptions and prerequisites, and discuss recommended sequence with counselors. Courses listed below are transfer requirements; those marked with an asterisk are A.A. degree requirements.

Requirements	Semester Units
Architecture 10, 11*, 12*, 15a-15b, 16, 17, 21*, 22*, 23*, 24a-24b* .....	33

**Suggested Electives:** Engineering 1a or 90a; Mathematics—by eligibility; Physics 2a-2b.

General Education and other requirements for the A.A. degree: See pages 65-66.

## Art

*Associate in Arts Degree with a Major in Art*

Requirements	Semester Units
Art 2a, 5a, plus 12 units from courses in the Art Department ..	18

General Education and other requirements for A.A. degree: See pages 65-66.

## Art—Commercial

*Associate in Arts Degree with a Major in Commercial Art*  
Recommended High School Preparation; Design, Drawing, Painting and Poster Service.

Requirements	Semester Units
Art 2a-2b, 3a, 4, 5a, 6a or 7a, 12a, 15, 51, 52, 54 .....	31
<i>Students should check course descriptions and Prerequisites, and discuss recommended sequence with counselors.</i>	
Technical Illustration 65a .....	2

**Suggested Electives:** Art 3b, 5b and other Art courses not listed above; Business 120; Guidance 10; Science; Speech 1a.

General Education and other requirements for the A.A. degree: See pages 65-66.

**Career Opportunities:** Commercial artists may be employed in advertising, manufacturing, public relations or communications. Experienced artists frequently specialize in a particular product or field such as fashion, industrial art, advertising, story illustration or interior design.

## Art—Interior Design

*Associate in Arts Degree with a Major in Interior Design*

Requirements	Semester Units
Art 81, 82, 83, 84, 85a, 85b, 87 .....	21

**Suggested Electives:** Art 1a, 1b, 1c.

General Education and other requirements for A.A. degree: See pages 65-66.

## Art—Interior Design

*Certificate Program*

Requirements	Semester Units
Art 81, 82, 83, 84, 85a, 86, 87 .....	21

**Suggested Elective:** Art 85b.

## Art—Painting

*Associate in Arts Degree with a Major in Painting*

Requirements	Semester Units
Art 2a-2b, 3a, 6a, 7a, 15, 17a, 22a .....	24
<i>Students should check course descriptions and prerequisites, and discuss recommended sequence with counselors.</i>	

**Suggested Electives:** Art 1a, 1b, 1c.

General Education and other requirements for A.A. degree: See pages 65-66.

## Art—Photography

*Associate in Arts Degree with a Major in Photography*

Requirements	Semester Units
Art 5a, 40, 41a-41b-41c, 43a-43b .....	21

**Suggested Electives:** Art 2a-2b, 3a-3b.

General Education and other requirements for A.A. degree: See pages 65-66.

## Building Inspection

*Certificate Program*

Students may apply for a Certificate in Building Inspection upon completion of 24 units from the following courses.

Requirements	Semester Units
Building Inspection 63a, 63b, 63c, 63d, 63e, 63f .....	15-18

**Suggested Electives:** Technology 73; Business 8a, 123; Management 92 .....

Total 24

## Business Administration

### Transfer Program

Recommended High School Preparation: Elementary Algebra, Intermediate Algebra, Plane Geometry, Trigonometry, Chemistry or Physics, Foreign Language. If student has not completed Intermediate Algebra in high school, he should take Math.20.

For information concerning the transfer requirements of other colleges and universities, students should consult the catalog of the colleges and universities concerned, or their College of San Mateo counselor.

## Business

### Career Programs

#### (General Information)

The following major programs are designed to qualify a student, upon completion of a curriculum, for employment in an area of specialization. The development of business skills which can be utilized for immediate employment is emphasized, with general courses offered to provide a background for future promotion in the chosen occupational area.

Students graduating with a major in the field of Business must meet the following subject requirements:

**Mathematics**—A percentile rating of 35 or over on the quantitative part of the SCAT entrance examination, or completion of Bus. 50 with a grade of C or better. It is recommended that Bus. 50 be completed by the end of the second semester.

**Business 10**—Introduction to Business.

### Business—Banking

#### American Institute of Banking Certificate Programs

#### Certificate in Bank Operations

Requirements	Semester Units
Bus. 8a, 30, 50 or 51; Bus. Ad. 18a; Data Proc. 50; Mgmt. 54	18

<b>Suggested Electives:</b> (6 units required) Bus. 56, 91, 92.1, 93; Mgmt. 50, 80, 92; Speech 10	6
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Total 24

#### Certificate in Credit and Lending

Requirements	Semester Units
Bus. 31, 32; Bus. Ad. 1a-1b; Econ. 1a-1b	20

<b>Suggested Electives:</b> (3 units required) Bus. 35, 56, 93; Bus. Ad. 18a; Mgmt. 50, 63	3
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Total 23

## Business Administration

### Associate in Arts Degree with a Major in Business Administration

This curriculum is for the student who wishes to major in general business. Students should check course descriptions and prerequisites, and discuss recommended sequence with counselors.

Requirements	Semester Units
Bus. Ad. 18a, 20, 1a or Bus. 66, Bus. 8a, 10, 50 or 51, 65, 93	24
Econ. 1a	3

**Suggested Electives:** Bus. 11, 24, 56, 70a, 81, 82; Bus. Ad. 1b; Data Proc. 50, Econ. 1b.

General Education and other requirements for the A.A. degree: See pages 65-66.

### Business—General Clerical

#### Associate in Arts Degree with a General Clerical Major

To meet the major requirements for the Associate in Arts degree, the student should plan a program to include any needed prerequisites for the core courses.

Requirements	Semester Units
Bus. 10, 51, 66, 91, 92.5, 92.6, 92.7, 93, 94, 96, 100a (core courses)	25

*See page 75 for Business Division's Mathematics requirement.*

**Suggested Electives:** Bus. 8a, 56, 92.8, 92.9, 108a; Data Proc. 50.

General Education and other requirements for the A.A. degree: See pages 65-66.

### Business—Clerical

#### Certificate Program

Students may apply for a Clerical Certificate once they have: (1) completed Business 66, Business 100a, Business 10 and Business 93. (2) passed departmental proficiency tests in typing and transcription.

### Business—Data Processing

#### Associate in Arts Degree with a Major in Data Processing

Requirements	Semester Units
Data Proc. 50, 51, 52, 53a-53b, 54	23
Bus. Ad. 1a or Bus. 66	4

*Students should check course descriptions and prerequisites, and discuss recommended sequence with counselors.*

**Suggested Electives:** (at least two Business courses) Bus. 2, 8a, 10, 24, 50, or 51, 56, 65; Data Proc. 20, 25, 47, 49, 55, 56, 97, 106; Bus. Ad. 1b; Econ. 1a, 1b.

General Education and other requirements for the A.A. degree: See pages 65-66.

### Business—Data Processing

#### Computer Operator Certificate Program

Students may apply for this certificate upon completion of Data Processing 50, 51, 52, and 53a.

### Business—Data Processing

#### Computer Programmer Certificate Program

Students may apply for this certificate upon completion of Data Processing 50, 51, 52, 53a-53b, and 54.

### Business—Data Processing

#### Key Data Entry Certificate Program

Students may apply for this certificate upon completion of Data Processing 97 with minimum speed of 8000 key-strokes per hour, less than 2% error rate, and ability to program and operate key-to-disk equipment.

### Business—Escrow

#### Associate in Arts Degree with a Major in Escrow

The California Escrow Association recommends 24 units of required core courses and 12 units of suggested electives for the A.A. degree. See the Real Estate Department counselor for guidance regarding these courses and for information regarding the Escrow Certificate. See Escrow Brochure for program specifics.

Requirements	Semester Units
Bus. 145b*, 145d, 145e, 83a*, 87, 88 50 or 51, 56, 10 .....	24

**Suggested Electives:** (12 units required) Bus. 8a, 66 or Bus. Ad. 1a, Bus. 82a, 85, 92.2, 111 or 11, 131, 134 or 135, 138; Bus. Ad. 18a; Econ. 1a or 1b; Psych. 1a; Speech 1a or 10 . . . . 12

General Education and other requirements for A.A. degree: See pages 65-66.

If a person has already earned an A.A. degree in Real Estate and wishes to earn a second A.A. degree in Escrow, it may be done by completing the three Escrow courses, Business 56, and 6 additional units taken from Real Estate. Please verify with the College catalog or the Real Estate counselor for additional information.

### Business—Escrow

#### Professional Certificate Program

The Escrow Certificate requires completion of eight courses or 24 units of required courses and suggested electives. Units earned in the certificate program will fulfill the major requirements for the A.A. degree with a major in Escrow. See Escrow Brochure for program specifics.

Requirements	Semester Units
Bus. 145b*, Bus. 145d, Bus. 145e, Bus. 83a*, Bus. 87, and Bus. 88 .....	18

<b>Suggested Electives:</b> (as recommended by California Escrow Association) Bus. 8a, 50, or 51, 56, 66 or Bus. Ad. 1a, Bus. 82a, 85, 92.2, 131, 134 or 135, 138, 142 or Cooperative Ed.** .....		6
Total		24

If the Escrow Certificate is earned following the Real Estate Certificate, then the 6 units of selected electives must be taken from the category listed above but excluding any that have been utilized to earn the Real Estate Certificate.

\*At recommendation of the Real Estate Counselor and approval of Instructor of Bus. 145d, Bus. 145b may be by-passed; or at the recommendation of the Counselor along, Bus. 83a may be by-passed, provided equivalent units of the suggested electives are completed.

\*\*Verify with Real Estate Dept. Counselor requirements for Work Experience Program.

NOTE: CSM's Escrow Certificate Program has been approved for official certification by CEA (California Escrow Association). Check with the Real Estate Department Counselor for further details.

## Business—Legal Secretarial

Associate in Arts Degree with Legal Secretarial Major

Requirements	Semester Units
Business 10, 59L, 66, 90.5, 90L, 94L, 100a, 100L .....	22

See page 77 for Business Division's Mathematics requirements.

**Suggested Electives:** (must include two Business courses) Bus. Ad. 18a; Bus 8a, 92.9, 66 or Bus. Ad. 1a; Psych. 1a; Speech 1a or 10; Ad. of Justice 1, 2, 3.

General Education and other requirements for the A.A. degree: See pages 65–66.

## Business—Legal Secretarial

Certificate Program

Students may apply for a legal Secretarial Certificate after they have: (1) completed Business 59L, Business 90L, Business 100L, and Business 94L; (2) passed proficiency tests in shorthand, typing, transcription and machine transcription.

## Business—Management

Certificate Programs

The Certificate in Management can be earned in any one of four areas: Business Management, Small Business Management, Industrial Management, and Marketing Management. The certificate will be awarded by College of San Mateo upon completion of the required courses plus additional electives totaling a minimum of 24 units. Most of these courses carry three units of lower division college credit. The 24 units earned in the certificate program will fulfill the major requirements for an Associate in Arts degree.

The courses are all general in nature and practical in application; the program is designed for persons working at the supervisory level or for those interested in supervisory positions. An advisory committee composed of representatives from various types of business and industrial organizations has assisted the College staff in the development of the program.

Under some circumstances, parallel courses completed at other institutions may be applied toward the certificate upon submission of transcripts or official verification of records.

## Business Management Certificate Program

Requirements	Semester Units
Data Proc. 50, Management 65, 92, 99 .....	12

**Suggested Electives:** Bus. 8a, 24; Management 50, 52, 54, 61, 63, 96 .....

Total 24

## Small Business Management Certificate Program

Requirements	Semester Units
Bus. 16, 65, 66, Management 99 .....	13

**Suggested Electives:** Bus. 8a, 24; Bus. Ad. 18a, 18b; Management 50, 52, 65, 90 .....

Total 25

## Industrial Management Certificate Program

Requirements	Semester Units
Management 65, 77, 92, 99 .....	12

**Suggested Electives:** Bus. 2, 8a; Management 50, 52, 54, 61, 71, 85, 96 .....

Total 24

## Marketing Management Certificate Program

Requirements	Semester Units
Bus. 24, 25; Management 91, 99 .....	12

**Suggested Electives:** Bus. 12, 16; Bus. Ad. 18a, 18b; Data Proc. 50; Management 50, 54, 93 .....

Total 24

## Business—Medical Assisting

Associate in Arts Degree with a Major in Medical Assisting

To meet the major requirements for the Associate in Arts degree, the student should plan a program to include any needed prerequisites for the core courses.

Requirements	Semester Units
Biology 7, Business 10, Medical Assisting 57, 59, 60, 94, 95, 100, 108 .....	26

See page 77 for Business Division's Mathematics requirement.

**Suggested Electives:** (must include two Business courses) Biology 23, 52; Business 8a, 56, 66, 91, 92.6, 92.7; Psychology 1a.



## Business—Medical Assisting

### Certificate Program

Students may apply for a Medical Assisting Certificate (1) upon completion of the following courses: Biology 7 (this course fulfills the Natural Science requirement for graduation), Business 8a, Psychology 1a, Business 10, 50 (if required by test), 92.6, 92.7, or equivalent, Medical Assisting 57, 59, 60, 94, 95, 100, 108; (2) upon passing departmental proficiency tests in typing and transcription.

## Business—Merchandising

### Certificate Program

It is recommended that the student complete the requirements for the Associate in Arts degree in addition to the Certificate Program

#### REQUIRED COURSES

First Semester	Units
Business 50 (if required by test) .....	3
Business 10 .....	3
Business 8a .....	3

#### Second Semester

Business 11 .....	3
Business 16 .....	3
One course in Merchandising in area of concentration .....	3

#### Third Semester

Speech 62 .....	3
Business 47 .....	3
One course in Merchandising in area of concentration .....	3

#### Fourth Semester

Business 65 or Management 92 .....	3
Business 47 .....	3
One course in Merchandising in area of concentration .....	3

#### AREAS OF CONCENTRATION (ONE AREA REQUIRED)

**Merchandising Management** (9 units): Business 65 and two courses from the following: Business 66 or Business Administration 1a, Business 12, 24, 25, 92.1

**Merchandising—Home Furnishings** (9 units): Art 3a, 68a-b, Architecture 14, Business 12, 92.1

**Merchandising—General** (9 units): Three courses in Business and Art selected from areas of concentration or any other Business course.

## Business—Merchandising

### Associate in Arts Degree with a Major in Merchandising

By completing the Certificate Program above and the additional courses listed below, the student is eligible for both the Certificate in Merchandising and the Associate in Arts degree.

**Suggested Electives:** Art 19; Speech 62; a course in Mathematics or Science.

General Education and other requirements for the A.A. degree: See pages 65–66.

## Business—Real Estate

### Associate in Arts Degree with a Major in Real Estate

Requirements	Semester Units
Business 10 or Management 99; Business 50 or 51, 83a, 84 or license equivalent; 85, 87, 88, 131 (if not substituted by 83a) 134 or 135. ....	21
<i>Contact Real Estate Department for recommended course sequence.</i>	
Business Administration 1a or Business 66 .....	4
Economics 1a-1b .....	6

**Suggested Electives:** Architecture 10; Business 8a, 12, 56, 65, 82a, 92.1; Business Administration 18a; Data Processing 50; Psychology 1a.

General Education and other requirements for the A.A. degree: See pages 65–66.

## Business—Real Estate

### Professional Certificate Program

(See Real Estate Brochure for program specifics.)

**Basic Training Required:** Business 83a, 84.

**Professional Courses Required:** *Prerequisite: A Real Estate Broker's or Salesman's License, or completion of Business 83a and 84 or consent of instructor. Business 85 or 83b, 87, 88, 131 or 83a, 134 or 135.*

**Advanced Professional Elective Courses:** Three of the following are required: 111, 112, 113, 114, 135, 136, 139, 140, 141, 142.

**Special Professional Courses:** (These may be used for Certificate credit also.) Business 145a, 145b, 145c, a45d, 145e.

#### Alternate Methods of Satisfying Real Estate Certificate Requirements:

1. Candidates may satisfy not more than 12 units of the required 24 with courses completed at other collegiate institutions which are of satisfactory quality and cover subjects comparable to those included in this program. (District earned units excepted from this rule.) This credit does not automatically apply to the Associate in Arts Degree.

2. Upon application, a student may meet subject requirements by courses satisfactorily completed through the American Institute of Real Estate Appraisers, the Institute of Real Estate Management, or courses taken in applied fields. This credit does not apply toward the Associate in Arts Degree.

**Career Opportunities:** Since the course prepares for the State Examinations, some students who take Plan I

or Plan II become real estate salesmen or brokers. Other students find employment with banks or other institutions which make loans on real property, or they become investors or managers of income property. Many students will use this type of information in purchasing a home or income property.

**Business—Secretarial**

*Associate in Arts Degree with a Secretarial Major*

Recommended High School Preparation: Typing, Shorthand, Business English, Business Arithmetic and Office Machines.

To meet the major requirements for the Associate in Arts degree, the student should plan a program to include any needed prerequisites for the core courses.

Requirements	Semester Units
Business 10, 90.4, 90.5, 91, 92.5, 92.6 and 92.7 or 92.8; 94, 96, 100a	20-22
<i>See page 77 for Business Division's Mathematics requirement</i>	

**Suggested Electives:** (must include two Business courses) Business 8a, 56, 66 or Bus. Ad. 1a; Psychology 1a; Speech 1a or 10.

**Business—Secretarial**

*Certificate Program*

Students may apply for a secretarial certificate once they have (1) completed Business 100a, Business 91 and Business 10; (2) passed departmental proficiency tests in shorthand, transcription and typing.

**Business—Transportation**

*Associate in Arts Degree with a Major in Transportation*

Requirements	Semester Units
Business 10, 24, 50 or 51, 65, 70a-70b, Business Administration 18a, 1a or Business 66	24-25
Economics 1a	3
Geography 1a or 4	3

**Suggested Electives:** Business Administration 18b; Business 2, 11; Psychology 1a.

General Education and other requirements for the A.A. degree: See pages 65-66.

**Career Opportunities:** A relatively new field in business, Transportation offers an unlimited future in rail, motor, marine and air transportation, plus the field of traffic management. Numerous positions are offered in personnel, public relations, trade development, promotional services and management.

**Community Services**

College of San Mateo Community Services schedules each semester a variety of short courses, film series, public forums, lecture series, small group discussions, institutes, concerts and similar educational and cultural programs for the public at large. To obtain a brochure listing current Community Services events, telephone the Community Services Office, 574-6446.

**Consumer Arts and Sciences**

**Transfer Program**

*Associate in Arts Degree with a Major in Consumer Arts and Sciences*

The student who intends to transfer a major in Consumer Arts and Sciences should plan a course at College of San Mateo to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the specific college or university the student plans to attend.

Requirements	Semester Units
Consumer Arts & Sciences 5, 9, 22, 45, plus eight additional units of C.A.S. courses	18

General Education and other requirements for the A.A. degree: See pages 65-66.

**Career Opportunities:** A major in Consumer Arts and Sciences will prepare a student for occupations in the field of clothing design, construction and merchandising, in foods preparation and management and in interior furnishing and consumer problems, in jobs such as airline hostess, merchandising in clothing and furniture stores, dietetic assistants in hospitals, nursing homes, as well as practical experience relevant to the daily operation of a household.

**Consumer Arts and Sciences**

*Associate in Arts Degree with a Major in Fashion Merchandising*

The Fashion Merchandising curriculum is a study of the ready-to-wear apparel industry with consideration of the various factors (economical, political and societal changes), which affect the merchandising of fashion apparel.

Requirements	Semester Units
Consumer Arts and Sciences 15, 16, 17, 22, 24, 45	18
Business 10, 11, 12, 50 or 51 or equivalent	12

General Education and other requirements for A.A. degree: See pages 65-66.

**Certificate Program**

Requirements	Semester Units
Consumer Arts & Sciences 15, 16, 17, 22, 24, 45 .....	18
Business 10, 11, 12, 50 or 51 or equivalent .....	12
	Total 30

**Cooperative Education**

Cooperative Education gives the student field experience which is related to his major. There are three basic programs. The Parallel Program operates concurrently with the daily studies. Through a program of work and study, the relationship between theory and practical application is established. The Alternate Semester Plan provides the student with full-time field experience for a half a year. The opposite half of the year is spent in school. The New Careers Plan is for students who are working full time and taking evening classes related to their career goals. Further information is available in the lower level of the Library, Phone 574-6171.

**Cosmetology—Beautician**

*General Information*

Tenth grade completion or equivalent required by State Law. Students must be 17 years of age to be eligible for State Examination.

A program in cosmetology consisting of 1600 hours training in theory and practical skills in all phases of beauty culture. Units based on hours in attendance.

Students may qualify for the Associate in Arts degree.

**Note:** High school students may enroll in cosmetology training at College of San Mateo in their junior or senior year by contacting their respective schools and the Cosmetology Department.

**Cosmetology—Beautician**

*Associate in Arts Degree with a Major in Cosmetology*

Requirements	Semester Units
Cosmetology 50, 51 .....	40
Business 50 .....	3

**Suggested Electives:** Art 63a; Business 8a, 66; Cosmetology 52, 90; Psychology 1a; Sociology 1; Speech 62.

General Education and other requirements for the A.A. degree: See pages 65-66.

**Cosmetology—Beautician**

*One-Year Certificate Program*

This program prepares the student for employment upon completion of 1600 hours.

Requirements	Semester Units
Cosmetology 50 .....	Variable to 16
Cosmetology 51 .....	Variable to 16

**Special Courses in Cosmetology**

**Cosmet. 52** — Cosmetology (for brush-up), units to be determined: Refresher course — upgrading persons who hold California Cosmetologist License, or for out-of-state Cosmetologists in preparation for California State Board of Cosmetology Examination

**Cosmet. 53** — Manicurist, units to be determined: 350 hours prepares a special manicurist to take the California State Board of Cosmetology Examination and subsequent employment in this field only.

**Cosmet. 54** — Wig Stylist, units to be determined: 400 hours prepares a special wig stylist to take the California State Board of Cosmetology Examination and subsequent employment in this field only.

**Cosmet. 90** — Advanced Workshop, 1 unit: (Offered in the evening.)

**Dental Assisting**

*Associate in Arts Degree with a Major in Dental Assisting*

**Admission Requirements:** To be eligible for enrollment in the Dental Assisting programs, the applicant must (1) be a high school graduate; (2) have completed one year of high school Math or Algebra and one year of typing or their equivalent with a C grade or better; (3) maintain placement in English 61 or eligibility for English A; (4) be admitted to the college and have a C average in all completed college courses.

**Priorities for Admission:** (1) continuing students (students enrolled in regularly scheduled, semester-long day or evening credit classes) on the basis of the greatest number of units completed in satisfaction of admission requirements for the A.A. degree in Dental Assisting; (2) residents of San Mateo County; (3) students from Canada College, College of San Mateo and Skyline College will be given equal consideration for admission to the program.

Requirements	Semester Units
Dental Assisting 50, 60 .....	33
Business 50, 92.1 or equivalent .....	3-6
English 61 or eligibility to English A .....	3
Elective .....	3

(Must be from Psychology 1a, 6, 10; Sociology 1a, 6; Speech 1a, 10.)

General Education and other requirements for the A.A. degree: See pages 65-66.

**Dental Assisting**

*One-Year Certificate Program*

**Admission Requirements:** To be eligible for enrollment in the Dental Assisting program, the applicant must (1) be a

high school graduate; (2) have completed one year of high school Math or Algebra and one year of typing or their equivalent with a C grade or better; (3) maintain placement in English 61 or eligibility for English A; (4) be admitted to the college and have a C average in all completed college courses.

**Priorities for admission:** (1) continuing students (students enrolled in regularly scheduled, semester-long day or evening credit classes) on the basis of the greatest number of units completed in satisfaction of admission requirements for the A.A. Degree in Dental Assisting; (2) residents of San Mateo County; (3) students from Canada College, College of San Mateo and Skyline College will be given equal consideration for admission to the program.

First Semester	Semester Units
Dental Assisting 50 .....	16
Elective .....	3
<i>(Must be selected from Psychology 1a, 6, 10; Sociology 1a, 6; Speech 1a, 10.)</i>	

Second Semester	Semester Units
Dental Assisting 60 .....	17

**Certificates**

The College of San Mateo Dental Assisting Certificate will be awarded to all students completing Dental Assisting 50 and 60 with a grade of C or better.

Upon successful completion of either program with a grade of C or better in all courses required for the certificate, the student is eligible to take the National Certification Examination to become a Certified Dental Assistant.

**Drafting Technology**

*Associate in Arts Degree with a Major in Drafting Technology*

Recommended High School Preparation: Elementary Algebra, Mechanical Drawing. Students should check course descriptions and prerequisites, and discuss recommended sequence with counselors.

Requirements	Semester Units
Drafting Technology 52a-52b, 62a-62b .....	20

**Suggested Electives:** Data Processing 50.

General Education and other requirements for A.A. degree: See pages 65-66.

**Drafting Technology**

*Certificate Program*

Requirements	Semester Units
Drafting Technology 51a, 51b, 52a, 52b, 62a, 62b, 63; Tech. 71, 72, 74, 79; Elec. Tech. 14 .....	42

The students who successfully complete the above curriculum will be eligible to receive the Certificate of Proficiency in Drafting Technology.

**Career Opportunities:** Technical draftsmen are employed in manufacturing and construction industries in the area. They should therefore, be technically trained in order to be adaptable to all types of industry. Many draftsmen advance to positions in the upper levels of industry.

**Drama**

**Transfer Program**

*Associate in Arts Degree with a Major in Drama.*

Drama majors should check requirements for transfer in junior standing to the college of their choice, or consult with their College of San Mateo counselor.

Requirements	Semester Units
Drama 1a, 1b, 2a, 2b, plus six units from Drama 10, 12a, 12b, 14a, 14b, 26 .....	18

**Suggested Electives:** Drama 13, 15, 16, 17; English 25; Speech 33, 2a; Physical Education—Dance, Fencing, Ballet.

General Education and other requirements for the A.A. degree: See pages 65-66.

**Early Childhood Education**

*(Nursery School Program)*

The Early Childhood Education program is designed to prepare qualified assistants who, upon completion of the course of study, are capable of performing the duties of a teaching assistant in a variety of pre-school programs. Nursery schools associated with the College of San Mateo and participating in the program are located in San Mateo and Millbrae.

A Basic Certificate, an Advanced Certificate and an A.A. Degree program are available.

*Associate in Arts Degree with a Major in Early Childhood Education*

Requirements	Semester Units
E.C.E. 2, 3, 4, 5, 6, 7 .....	18
Psychology 1a or 5 .....	3

**Suggested Electives:** One course selected from Anthropology, Art, Education, Consumer Arts and Sciences, Life Science, Music, Sociology .....

General Education and other requirements for the A.A. degree: See pages 65-66.

## Early Childhood Education

### Certificate Programs

<b>Requirements for Basic Certificate</b>	<b>Semester Units</b>
Early Childhood Education 2, 3, 4, 5 .....	12

Total 12

<b>Requirements for Advanced Certificate</b>	<b>Semester Units</b>
----------------------------------------------	-----------------------

Basic Certificate .....	12
E.C.E. 6, 7 .....	6
Psych. 1a or Psych. 5 .....	3
Electives .....	3

Total 24

**Suggested Electives:** One course selected from Anthropology, Art, Education, Consumer Arts and Sciences (Nutrition), Life Science, Music, Sociology

## Education

### Transfer Program

Students who are planning for a career in teaching will concentrate on meeting the General Education requirements of the college they plan to attend. The program of courses recommended for a student who plans to teach will, to a considerable degree, depend upon the credential sought and the teacher education college the student plans to attend.

Students seeking a teaching credential should carefully plan their program with the assistance of their counselor.

## Education — Teacher Assistant

### Associate in Arts Degree with a Major in Teacher Assisting

This program prepares the student to serve as a para-professional member of the teaching team. Teacher assistants work under the direction of a professional teacher. They perform a wide variety of tasks in the schools.

<b>Requirements</b>	<b>Semester Units</b>
---------------------	-----------------------

Education 1, 2 and 3 .....	9
Business 92* .....	3
Speech 62, 1a or 33 (by advice of counselor) .....	3
Psychology 1a, or 5 or 10 (by advice of counselor) .....	3
Cooperative Education field experience .....	3

Total 21

\*If student has typing competency, another 3-unit elective is required.

**Electives:** Art 8; Biology 40; Business 100a; Library Technology 55, 57; Mathematics 16; Music 8; Physical Science; Life Science; Spanish.

## Education — Teacher Assistant

### Certificate Program

<b>Requirements</b>	<b>Semester Units</b>
(from the foregoing list of required courses) .....	21

<b>Suggested Electives</b>	<b>Semester Units</b>
(from the foregoing list of suggested electives) .....	3

Total 24

Equivalent courses in Speech and Psychology, and a demonstrated competency in typing may be substituted for required courses. Additional courses will then be selected from the suggested electives to make up the total.

## Electronics Technology

### Associate in Arts Degree with a Major in Electronics Technology

#### Electronics Laboratory Technology

<b>Requirements</b>	<b>Semester Units</b>
---------------------	-----------------------

Electronics Technology 62, 62L, 64, 72, 72L, 73, 73L, 82, 82L, 83, 83L plus an elective course .....	29
------------------------------------------------------------------------------------------------------	----

**Suggested Electives:** Electronics 65 or 70.

General Education and other requirements for A.A. degree: See pages 65-66.

The student will be required to purchase a set of prescribed personal tools at the beginning of the first semester.

Those students who successfully complete the above curriculum will be eligible to receive the Certificate of Proficiency in Electronics Technology.

**Career Opportunities:** Electronics technicians are employed by several hundred electronics companies in the Bay Area where the demand far exceeds the supply. Many technicians have advanced to positions as production engineers, heads of departments and other positions of prestige and responsibility. Typical fields are industrial control systems, computers and data processing equipment, electronic instruments, communications, CATV, microwave installations and testing of all types of electronic equipment.

## Electronics Technology

### Certificate Program — Evening Session

The Certificate of Completion may be earned by evening session students upon satisfactory completion of 20-25 units or equivalent in Electronics Technology and/or recommended courses.

<b>Requirements</b>	<b>Semester Units</b>
Electronics 102*, 122, 132 .....	12
Two courses from the following:	
Elect. 133, 134, 135, 143a-143b .....	6-8

**Suggested Electives:** Elect. 14, 51, 70, 105a-105b; Coop. Ed. 47.

\*Previous electronics experience or completion of Electronics 14 desirable.

## Engineering

### General Information

The basic Engineering program prepares for transfer to a four-year college or university in junior standing. Students should refer to the catalog of the college of their choice for special requirements; however, the following core subjects were approved unanimously by the Engineering Liaison Committee of the California Community Colleges, State Colleges and Universities, and the University of California.

The following courses will satisfy the Engineering Liaison Committee core program requirements: Mathematics (beginning with Analytic Geometry and Calculus and completing a course in Ordinary Differential Equations, 16 units); Chemistry (for engineers and scientists, 8 units); Physics (for engineers and scientists, 12 units); Statics (3 units); Graphics and Descriptive Geometry (3 units); Computers, digital (2 units); Orientation and Motivation (1 unit); Materials Science (3 units); Electrical Circuits and Devices (3 units); Electives to include Mathematics 25, Computer Programming (15 units).

## Engineering—General

### Transfer Program

*Associate in Arts with a Major in Engineering.*

Recommended High School Preparation: Mathematics (four years, including one semester of Analytic Geometry); Chemistry (one year); Physics (one year); Mechanical Drawing (one year). Students should check course descriptions and prerequisites, and discuss recommended sequence with counselors.

<b>Requirements</b>	<b>Semester Units</b>
Engineering 4, 20*, 22*, 35*, 38*, 45* .....	15
Mathematics 31, 32, 33, 34 .....	15
Chemistry 1a-1b or 1a, 12a .....	8-10
Physics 4a-4b-4c .....	12

\*Plus 6 units from Engr. 1a-1b; Math. 25, 31, 32, 33, 34; Physics 4a-b-c; and Chemistry 1a-1b, 12a.

**Suggested Electives:** Engineering 1a; Mathematics 25, 35; Geology 1a; a Life Science course; a humanities course.

General Education and other requirements for the A.A. degree: See pages 65-66.

Courses listed above are transfer requirements; those marked with an asterisk are A.A. degree requirements.

## Engineering Technology

### General Information

Engineering Technology is that part of the engineering field which blends scientific and engineering knowledge with technical skills in research, development and production. The College offers the general education, mathematics, science, engineering, and many of the technical courses for the lower-division requirements in Engineering Technology. An articulation agreement with the state colleges and universities assures the student that he may complete his work for the BSET degree within two years after transfer to the four-year school.

## Engineering Technology—General

### Transfer Program

*Associate in Arts Degree with a Major in Engineering Technology*

<b>Requirements</b>	<b>Semester Units</b>
Engineering 14, 20*, 35*, 36*, 37* .....	13
Mathematics 23a-23b, 25 .....	11
Chemistry 1a .....	5
Physics 2a-2b .....	8
Technical Elective .....	6

\*Plus 6 units from area of technology specialization and 8 units from Math. 23a-23b or Physics 2a-2b.

**Suggested Electives:** Technical courses; Business 66.

General Education and other requirements for the A.A. degree: See pages 65-66.

Courses listed above are transfer requirements; those marked with an asterisk are A.A. degree requirements.

## Engineering Technology—Electronics

### Transfer Program (Cal Poly pattern)

*Associate in Arts Degree with a Major in Engineering Technology—Electronics*

<b>Requirements</b>	<b>Semester Units</b>
Engineering 35*, 37*, .....	6
Electronics Technology 52-52L, 62*-62*L, 72*-72L*, 73*-73*L, 82*-82L, 53, 63, 64*, 83*-83L* .....	40
(If evening courses ET 102, 122, 132 are substituted for corresponding day courses, up to 4 units of technical electives must be included to make a total of 40 units.)	
Mathematics 23a-23b .....	8
Physics 2a-2b .....	8

**Suggested Electives:** Mathematics 25; English 11 and 12; Political Science 25.

General Education and other requirements for the A.A. degree: See pages 65-66.

\*Courses listed above are transfer requirements. Those courses marked with an asterisk are A.A. degree requirements.

## Engineering Technology—Surveying

### Transfer Program

*Associate in Arts Degree with a Major in Surveying-Photogrammetry*

Requirements	Semester Units
Engineering 1a*-1b*, 19*, 20*, 22*, 91	16
Chemistry 30a-30b	8
Geology 1a*	4
Physics 2a-2b	8
Mathematics 23a-23b, 25*	11

**Suggested Electives:** Engineering 35; Geography 5a.

General Education and other requirements for the A.A. degree: See pages 65-66.

\*Courses listed above are transfer requirements. Those courses marked with an asterisk are A.A. degree requirements.

## Ethnic Studies

### Transfer Program

*Associate in Arts degree with a Major in Ethnic Studies*

The Ethnic Studies program is structured for the student who plans to major in the Social Sciences, Social Welfare, Humanities, Ethnic Studies or related areas in either a two year career program or transfer to a four-year institution. Ethnic Studies courses are transferable as Social Science, Humanities, Electives or Ethnic Studies, depending upon the respective institution. The multicultural emphasis of the division has attracted many persons presently employed in Human Relations and professionals whose jobs involve interpersonal situations with multiracial groups.

Requirements	Semester Units
Ethnic Studies 1 plus 15 units from the following: Ethnic Studies 3, 4, 5, 6a, 6b, 7, 8, 11, 14, 15, 16, 17, 18, 20, 33, 41, 42, 43, 44	18

General Education and other requirements for A.A. degree: See pages 65-66.

## Fine Arts—Filmmaking

*Associate in Arts Degree with a Major in Filmmaking*

Filmmaking majors should check requirements for transfer in junior standing to the college of their choice, or consult with their College of San Mateo counselor.

Requirements	Semester Units
Fine Arts/English 15a-15b, 16a-16b; Fine Arts 17a-17b	18

General Education and other requirements for A.A. degree: See pages 65-66.

## Fire Science

*Associate in Arts Degree with a Major in Fire Science*

Requirements	Semester Units
Fire Science 50, 51a, 55*, 56, 62a, 66	18

**Suggested Electives:** One course from Fire Science or related courses 3

General Education and other requirements for the A.A. degree: See pages 65-66.

## Fire Science

### Certificate Programs

Requirements	Semester Units
A minimum of 12 units is required from the following courses: Fire Science 50, 51a, 53, 54, 55, 56, 61, 62a-62b, 63, 64, 65, 66, 67 and 3 units of electives	12

### Requirements for Advanced Certificate

A minimum of 24 units is required from the following courses: Fire Science 50, 51a, 53, 54, 55, 56, 61, 62a-62b, 63, 64, 65, 66, 67 and 6 units of electives	24
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A recommended sequence of courses is as follows: Fire Science 55\*, 66, 50, 56, 51a, 62a, elective.

\*In all Fire Science programs Fire Science 55, Introduction to Fire Protection and Suppression, may be waived for those students who have three or more years of certified service as professional fire fighters. If Fire Science 55 is waived for this reason, another 3-unit Fire Science course must be substituted.

## Floristry

### Certificate Program

See Horticulture Courses

## Home Economics

See Consumer Arts and Sciences

## Horticulture

### General Information

Five programs in Horticulture are available to interested students. These programs, though similar,

afford specific training geared to meet the individual requirement of the Horticulture student. Although these programs are designed to provide certification in Horticulture, it is possible to enroll in individual classes without regard to the certificated program. No prerequisites are required. Consult individual course listings under Horticulture.

### Horticulture-Vocational Gardening

#### Certificate Program

Evening Program: Three years, including two years of full-time experience in gardening and satisfactory completion of the following courses:

Requirements	Semester Units
Horticulture 130a-130b, 132a-132b, 135a-135b	6

### Horticulture — Environmental

#### Certificate Program (One-Year Day Program)

Requirements	Semester Units
Horticulture 110a-110b, 111, 112, 113, 114	18

### Horticulture — Environmental

#### Associate in Arts Degree with a Major in Environmental Horticulture

Requirements	Semester Units
Horticulture 110a-110b, 111, 112, 113, 114	18

**Suggested Electives:** Horticulture 115a, 115b, 118; Architecture 14; Business 11, 66.

General Education and other requirements for A.A. degree: See pages 65-66.

### Horticulture — Floristry

#### Certificate Program (One-Year Day Program)

Requirements	Semester Units
Horticulture 112, 116, 117	12
Business 66	4

### Horticulture — Ornamental

#### Certificate Program

Evening Program: Three years, including two years of full-time practical experience in a horticulture occupation, and satisfactory completion of 24 units as follows:

Requirements	Semester Units
Horticulture 95a-95b, 93, 94, 90a-90b, or 90c-90d, or 90e-90f	12

**Electives:** Horticulture 91a-91b, 96a-96b, 97a-97b, 98a-98b. (12 units required from this group of electives).

### Horticulture — Ornamental

#### Associate in Arts Degree with a Major in Ornamental Horticulture

Requirements	Semester Units
Horticulture 95a-b, 93, 94, plus 4 units from 90a-b-c-d-e-f, plus 6 units from Horticulture 91a-b, 96a-b, 97a-b, 98a-b	18
General Education and other requirements for A.A. degree: See pages 65-66.	

### Liberal Studies

#### Associate in Arts Degree with a Major in Liberal Studies

Students should confer with a counselor and refer to the catalog of the college of their choice for special requirements in specific fields.

Requirements	Semester Units
Eighteen units selected from the lists provided under Graduation Requirements (pages 65-66) for Natural Sciences, Social Sciences, and Humanities, with at least 3 units in each area	18

### Library Technology

The Certificate in Library Technology is awarded by College of San Mateo upon completion of 24 semester units. For complete details, consult the Library Technology brochure available at the Library.

### Life Sciences

#### Transfer Program

##### General Information

Recommended High School Preparation: Biology (1 year); Chemistry (1 year); Physics (1 year); Mathematics — (Algebra, 2 years; Geometry, 1 year; Trigonometry, 1 semester).

For those students wishing to major in Biological Science or Medical Science who have little or no high school preparation in one or more of the above subjects, the following courses should be completed prior to attempting courses in the majors sequence: Biology 2; Chemistry 51; Math. 10, 11 or other appropriate level of Math; Physics — Math. 11 or 21.

The programs outlined below are typical of requirements to transfer in junior standing to a four-year college or university. In order to meet the requirements of specific institutions, the students should refer to the catalog of the college of their choice.



### Life Sciences — Biological

*Associate in Arts Degree with a Major in Biological Sciences*  
(Botany, Forestry, Marine Biology, Zoology, etc.)

Requirements	Semester Units
Biology 21, 22, 27 .....	14
Chemistry 1a, 1b, 12a-12b .....	16
Biology Electives (excluding Biology 1 and 2) .....	4-12
Mathematics 20, 21 (or equivalent) .....	0-6
Science Electives (Physics 2a-2b or Physics 4a, 4b, 4c) .....	8-12

General Education and other requirements for an A.A. degree: See pages 65-66.

### Life Sciences — Medical

*Associate in Arts Degree with a Major in Medical Sciences*  
(Pre-Med., Pre-Dental, Pre-Vet., Medicine, etc.)

Requirements	Semester Units
Biology 21, 27 .....	9
Biology electives (Biology 23, 24, 25) .....	4-12
Chemistry 1a, 1b, 12a-12b .....	15-20
Mathematics 23a-23b or 30, 31, 32 .....	8-12
Physics 2a-2b or 4a, 4b, 4c .....	8-12

General Education and other requirements for the A.A. degree: See pages 65-66.

### Life Sciences — Pre-Nursing

#### Transfer Program

*Associate in Arts Degree with a Major in Pre-Nursing*

Requirements	Semester Units
Biology 23, 24, and 26 or 25 .....	13-14
Biology Elective (excluding Biology 1 and 2) .....	4
Chemistry 1a-1b, or 30a-30b .....	8-10
Science Electives (Physics 2a-2b or 10) .....	3-8

General Education and other requirements for the A.A. degree: See pages 65-66.

Students should refer to the catalog of the institution at which they plan to take their formal nursing training for other specific requirements.

### Machine Tool Technology

*Associate in Arts Degree with a Major in Machine Tool Technology*

Recommended High School Preparation: Elementary Algebra, Plane Geometry, Mechanical Drawing. Students should check course descriptions and prerequisites, and discuss recommended sequence with counselors.

Requirements	Semester Units
Machine Tool Technology 52, 52L, 53, 53L, 62, 62L, 63, 63L .....	36
Technology 72, 74, 75 .....	7
Drafting Technology 14 .....	3

General Education and other requirements for the A.A. degree: See pages 65-66.

Students will be required to purchase a personal set of tools.

Those students who successfully complete the above curriculum will be eligible to receive the Certificate of Proficiency in Machine Tool Technology.

**Career Opportunities:** The machine tool technician is a vital figure in all manufacturing industry. He must work from blueprints, understand manufacturing processes and fabricate necessary parts through the use of lathes, mills, shapers, and welding equipment.

### Mathematics

#### Transfer Program

College of San Mateo offers a wide variety of courses for students who wish to major in Mathematics, enabling them to transfer to a university or four-year college at the end of the sophomore year. Students should consult the catalog of the college of their choice for special requirements.

Recommended High School Preparation: Four years of high school level Mathematics, Physics (one year), Mechanical Drawing (one year), two or more years of a Foreign Language (German, French or Russian).

### Mathematics

*Associate in Arts Degree with a Major in Mathematics*

Requirements	Semester Units
Mathematics 31, 32, 33 and at least 6 units from Mathematics 22, 24a, 24b, 25, 30, 34, 35 .....	18

General Education and other requirements for the A.A. degree: See pages 65-66.

### Medical Assisting

(For Program Planning and Suggested Curricula see Business-Medical Assisting, page 80)

### Military Science (Reserve Officers' Training Corps)

Military Science is offered to qualified students enrolled on a full-time basis at College of San Mateo. Classes and leadership laboratory are conducted at San Jose State University under the supervision of the Professor of Military Science, San Jose State University.

Students may complete the first two years of Army ROTC while enrolled at College of San Mateo and qualify for enrollment in the advanced course (third and fourth year) at degree granting colleges or universities. Completion of ROTC and a baccalaureate degree qualify students for a commission in the United States Army Reserve or Regular Army.

Students may obtain enrollment forms from their counselor or the Department of Military Science, San Jose State University (telephone (408) 277-2985/2986).

## Music

### Transfer Program

#### *Associate in Arts Degree with a Major in Music*

Music majors should check requirements for transfer in junior standing to a four-year college or university. Students should refer to the catalog of the college of their choice for specific requirements, or consult with their College of San Mateo counselor.

Music classes are also available to the general student body and members of the community for personal enrichment and to apply towards general education requirements for transfer to four-year institutions. Eligibility for participation in all performances is determined by the conductor. Auditions may be required. All qualified students are invited to join a performing organization.

Requirements	Semester Units
9 units from Music 9, 1a-b, 2a-b, 4a-b, 5a-b, 16, 17;	
3 units from Music 6, 7a-b;	
6 units from Music 22, 23, 27, 28, 33, 34, 41;	
2 units from Music 12a-b, 13, 14, 15, 18a-b, 24, 25, 26a-b, 37, 38 39;	
plus completion of 3 semesters of Music 41 and	
3 semesters in performance classes . . . . .	20

General Education and other requirements for the A.A. degree: See pages 65-66.

## Nursery School

(See Early Childhood Education.)

## Nursing

### Transfer Program

(See also Life Sciences)

Students who intend to transfer a major in Nursing should plan their courses at College of San Mateo to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the college or university to which they wish to transfer.

## Nursing

### Career Program

#### *Associate in Arts Degree with a Major in Nursing*

The College of San Mateo Associate in Arts Nursing Program provides students with opportunities for learning at the College, local hospitals and related health agencies. Clinical practice begins early in the first semester.

A graduate of this program is prepared to care for patients in homes, hospitals, clinics and doctors' offices.

Upon graduation, the candidate receives an Associate in Arts degree and is eligible to write the California State Board Examination for Registered Nurses.

**Admission Requirements:** To be eligible for enrollment in the program, the applicant must (1) be a high school graduate or equivalent as defined by the Board of Nursing Education and Nurse Registration; (2) have completed Algebra, Chemistry with lab, and General Biology with lab, with C grades within the last 5 years; (3) be admitted to the college and have a C average in all completed college courses.

**Priorities for Admission:** Preference will be given to (1) continuing students (students enroll in regularly scheduled, semester-long day or evening credit classes) on the basis of the greatest number of units completed in satisfaction of requirements for the A.A. Degree nursing program (as listed in the college catalog); (2) residents of San Mateo County.

The following program shall be completed before qualifying for the licensing examination:

Requirements	Semester Units
Nursing 1, 2, 3, 4 . . . . .	30
Biology 41, 42 . . . . .	9
Psychology 1a, 5, Sociology 1 . . . . .	9
Speech 1a or 10 . . . . .	3
Elective must be from Art, Drama, Music or Philosophy (see Humanities requirements).	

General Education and other requirements for A.A. degree: See pages 65-66.

## Nursing — Vocational

### *Certificate program*

Total Program Hours: 450 lecture, 1,080 laboratory

This program is designed to prepare the student to meet the qualifications for licensing set up by the State Board of Vocational Nurse Examiners. The graduate of this program is prepared to care for patients in hospitals under the supervision of a registered nurse or licensed physician.

**Admission Requirements:** To be eligible for enrollment in the program, the applicant must (1) have completed four years of high school or equivalent; (2) be admitted to the college and have a C average in all completed college courses; (3) show satisfactory completion of English 61 or eligibility for English A.

**Priorities For Admission:** Preference will be given to (1) continuing students (students enrolled in regularly scheduled, semester-long day or evening credit classes) on the basis of the greatest number of units completed in satisfaction of requirements for the Vocational Nursing Program (as listed in the college catalog) (2) residents of San Mateo County.

Requirements	Semester Units		
	Lec.	Lab.	Total
<b>First Semester (18 weeks)</b>			
Nursing 1	4	3	7
Vocational Nursing 51	5	2	7
Biology 7	3	—	3
Psychology 1a	3	—	3
Totals	15	5	20

<b>Second Semester (18 weeks)</b>			
Vocational Nursing 52a	7	8	15
Biology 52	2	—	2
Totals	9	8	17

<b>Third Semester (10 weeks)</b>			
Vocational Nursing 52b	2	7	9
Grand Totals	26	21	46

## Nursing — Vocational

*Associate in Arts Degree with a Major in Vocational Nursing*

Requirements	Semester Units
Nursing I	7
Vocational Nursing 51, 52a and 52b	31
Biology 7, 52	5
Psychology 1a	3

General Education and other requirements for A.A. degree: See pages 65-66.

## Physical Education

### Transfer Program

*Associate in Arts Degree with a Major in Physical Education*

Recommended High School Preparation: Foreign Language, Elementary Algebra, Plane Geometry, Intermediate Algebra, Biology, Chemistry, competency in aquatics, rhythms and dance, games and relays, individual and dual sports, team sports, gymnastics and (for men) combatives.

The program outlined below is typical of requirements for transfer in junior standing to a four-year college or university. The student should refer to the catalog of the college of his choice for special requirements.

Students should refer to the catalog of the college of their choice for specific requirements, or consult with their college of San Mateo counselor.

Requirements	Semester Units
Physical Education 40 and Recreation 41 or 42 plus 12 units from Physical Education 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 21, 22, 23	20-30

**Suggested Electives:** Biology, Chemistry, Anatomy, Physiology, Physics.

General Education and other requirements for the A.A. degree: See pages 65-66.

## Physical Sciences

### Transfer Program

*Associate in Arts Degree with a Major in Physical Science*

Recommended High School Preparation: Elementary Algebra, Plane Geometry, Intermediate Algebra, Trigonometry, Chemistry, Physics.

Students should refer to the catalog of the college of their choice for specific requirements, or consult with their College of San Mateo counselor.

Requirements	Semester Units
At least one course in each of the following areas: Astronomy 10, 1; Chemistry 10, 30a, 1a; Geology 10, 1a; Physics 10, 2a, 4a	18

**Suggested Electives:** Chemistry 5, 12a; Mathematics 25, 30, 31, 32, 33, 34; Physics 4a, 4b, 4c.

General Education and other requirements for the A.A. degree: See pages 65-66.

## Police Science

(See Administration of Justice)

## Social Sciences

### Transfer Program

*Associate in Arts Degree with a Major in Social Science*

Social Science fields are many and varied but include such areas as Cultural Anthropology, Economics, Geography, History, International Relations, Philosophy, Political Science, Psychology, and Sociology.

Students should refer to the catalog of the college of their choice for special requirements.

**Requirements**

**Semester Units**

The requirements for a Social Science major will be a total of 18 units selected from at least 3 of the following with a minimum of 2 courses in one of the following:

Anthropology (not including Bio. 11), Economics (not including Econ. 2), Geography (not including Geog. 1a), History, Philosophy (not including Phil. 7, 8 or 12), Political Science, Psychology (not including Psych. 7), Social Science, Sociology. . . . . 18

General Education and other requirements for the A.A. degree: See pages 65-66.

**Spanish**

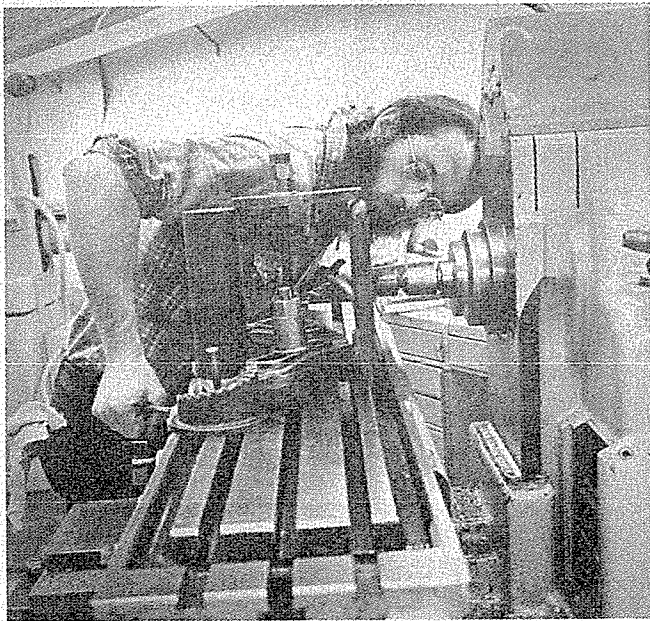
The program is designed to give the student a functional proficiency in the language while at the same time preparing him to transfer to a four-year institution with a minor or major in Spanish.

*Certificate of Proficiency*

Students who feel written proof of their proficiency would be beneficial to them in their careers may apply for a Certificate of Proficiency in Spanish after they have completed the advanced intermediate course (Spanish 4) and a minimum of two additional units and have passed the department tests on aural comprehension and speaking fluency.

*Associate in Arts Degree with a Major in Spanish*

Major requirements are listed on pages 65-66.



**Technology**

**Transfer Programs**

Normally graduates of College of San Mateo Technology Programs enter industry directly upon completion of their studies. Some graduates, however, may decide to further their collegiate education at that time or after gaining some industrial experience. Several of the state colleges offer programs to graduates of technology curriculums. The time required to complete the state college program is normally two years, at which time the graduate is awarded a Bachelor degree. The state college curriculum in which the graduates enroll is flexible; each graduate is considered individually and courses are selected which will meet the needs and desires of the student.

Transfer curriculums which are open to College of San Mateo Technology graduates include the following:

**San Francisco State University:** Design-Arts-Industry Program, Special Engineering Technology Curriculum.

**California Polytechnic State University:** (San Luis Obispo Campus) Industrial Technology, Industrial Arts Education, and Industrial Sales and Technology.

**San Jose State University:** Industrial Studies: Industrial Design, Industrial Technology, and Industrial Arts Education.

**California State University, Fresno:** Industrial Technology Curriculum.

California State University, Long Beach: Industrial Technology Curriculum.

California State University, Chico: Industrial Technology Curriculum.

### Technical Art/Graphics

*Associate in Arts Degree with a Major in Technical Art and Graphics*

Requirements	Semester Units
Technical Arts and Graphics 52a-52b, 54, 55, 63, 64, 65a-65b, 66	33
Art 1b, 2b, or 51	9

General Education and other requirements for A.A. degree: See pages 65-66.

Those students who successfully complete the above curriculum will be eligible to receive the Certificate of Proficiency in Technical Art/Graphics.

**Career Opportunities:** There are career opportunities for artists with technical art and graphics training in many areas, including research and development centers, technical publications, manufacturing plants, state and federal bureaus, educational institutions, and advertising agencies.

### Telecommunications — Broadcast Engineering

*Associate in Arts Degree with a Major in Broadcast Engineering*

Requirements	Semester Units
Electronics 52-52L, Telecommunications 52a, 60a, 65b, 66, 101a-101b	24

**Suggested Electives:** 6 units of Telecommunications courses.

General Education and other requirements for A.A. degree: See pages 65-66.

### Telecommunications — Radio Broadcasting

*Associate in Arts Degree with a Major in Radio Broadcasting*

Requirements	Semester Units
Telecommunications 52a-52b, 65a-65b, 66, 60a, and 53 or 67	21
Speech 1a	3

**Suggested Electives:** 6 units of Telecommunications courses.

General Education and other requirements for A.A. degree: See pages 65-66.

### Telecommunications — Television Broadcasting

*Associate in Arts Degree with a Major in Television Broadcasting*

Requirements	Semester Units
Telecommunications 60a-60b, 61a-61b, 65a-65b, 52a, 66	24

**Suggested Electives:** 6 units of Telecommunications courses.

General Education and other requirements for A.A. degree: See pages 65-66.

### Trade and Industrial

Classes of related training are offered for apprentices in certain trades as indicated in the section on curriculum Trade and Industrial courses. These classes follow the course outlined by the State Bureau of Apprenticeship Standards.

### Vocational Gardening

*Certificate Program*

See Horticulture Courses.

### Welding Technology

*Associate in Arts Degree with a Major in Welding Technology*

Requirements	Semester Units
Welding Technology: 51a, 52a-52b, 52aL-5bL, 53, 62a-62b, 62aL-62bL	37
Technology 71 or Physics 10, Technology 74, 76	8
Electronics 10 or Electronics 14	3

General Education and other requirements for the A.A. degree: See pages 65-66.

Students will be required to purchase personal safety equipment.

Those students who successfully complete the above curriculum will be eligible to receive the Certificate of Proficiency in Welding Technology.

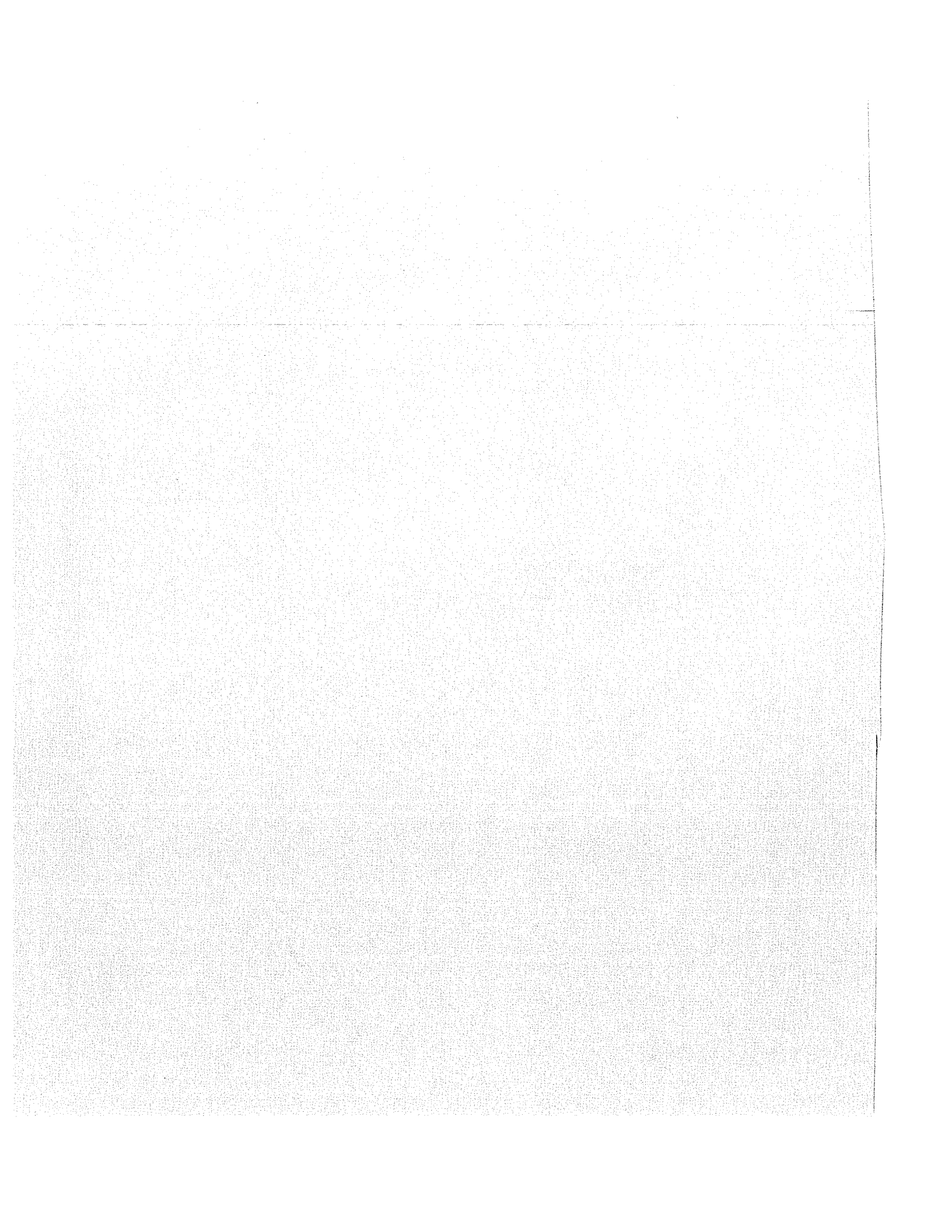
**Career Opportunities:** The field of welding offers employment in automotive, aircraft, guided missiles, nuclear energy, railroads, radio, televisions, appliances, department stores and good processing plants. The welding technician plays an important role in industry. He can join, separate and remove excess metals with various techniques, and he is able to work with ferrous, non-ferrous and exotic metals using TIG and MIG processes. The welding technician is the liaison between the welding engineer and the welder.

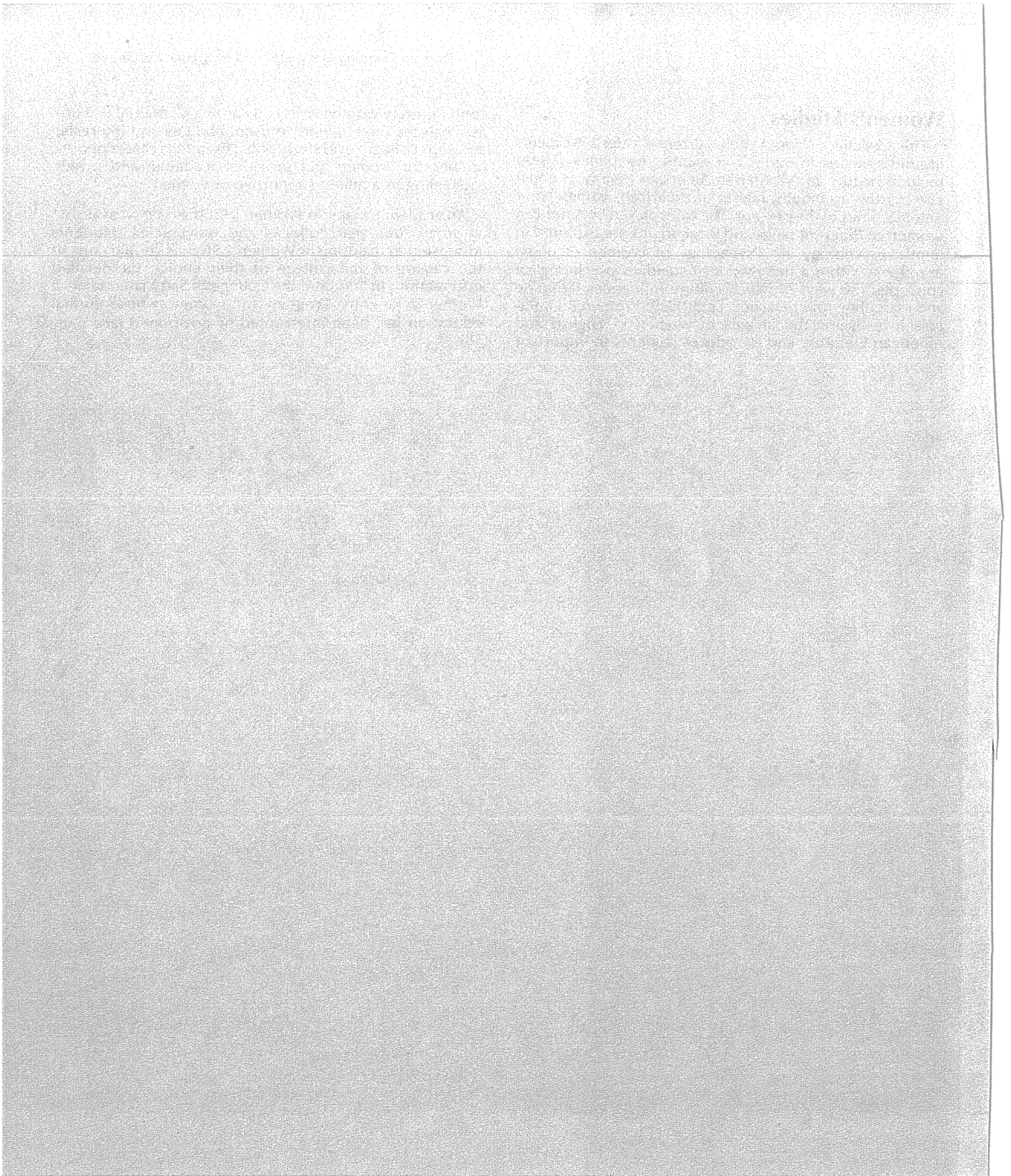
## **Women's Studies**

The College of San Mateo currently offers Women's Studies courses in various academic disciplines. These include History 28: Women in American History (3 units) surveys the accomplishments of American women from colonial times to the present. The roles played by American women of different racial and local origins are explored in depth. Psychology 28: Psychology of Women (3 units) examines, within a framework of standard psychological concepts, the ways in which culture influences feminine and masculine role behavior. English 29: Women & Literature investigates the images of women in English and American literature and introduces students to important

contemporary women writers. Learning Center 80 (1-3 units) analyzes the students' present abilities and interests, develops college-level study skills, examines career opportunities for women and provides academic and career counseling in a milieu supportive of women.

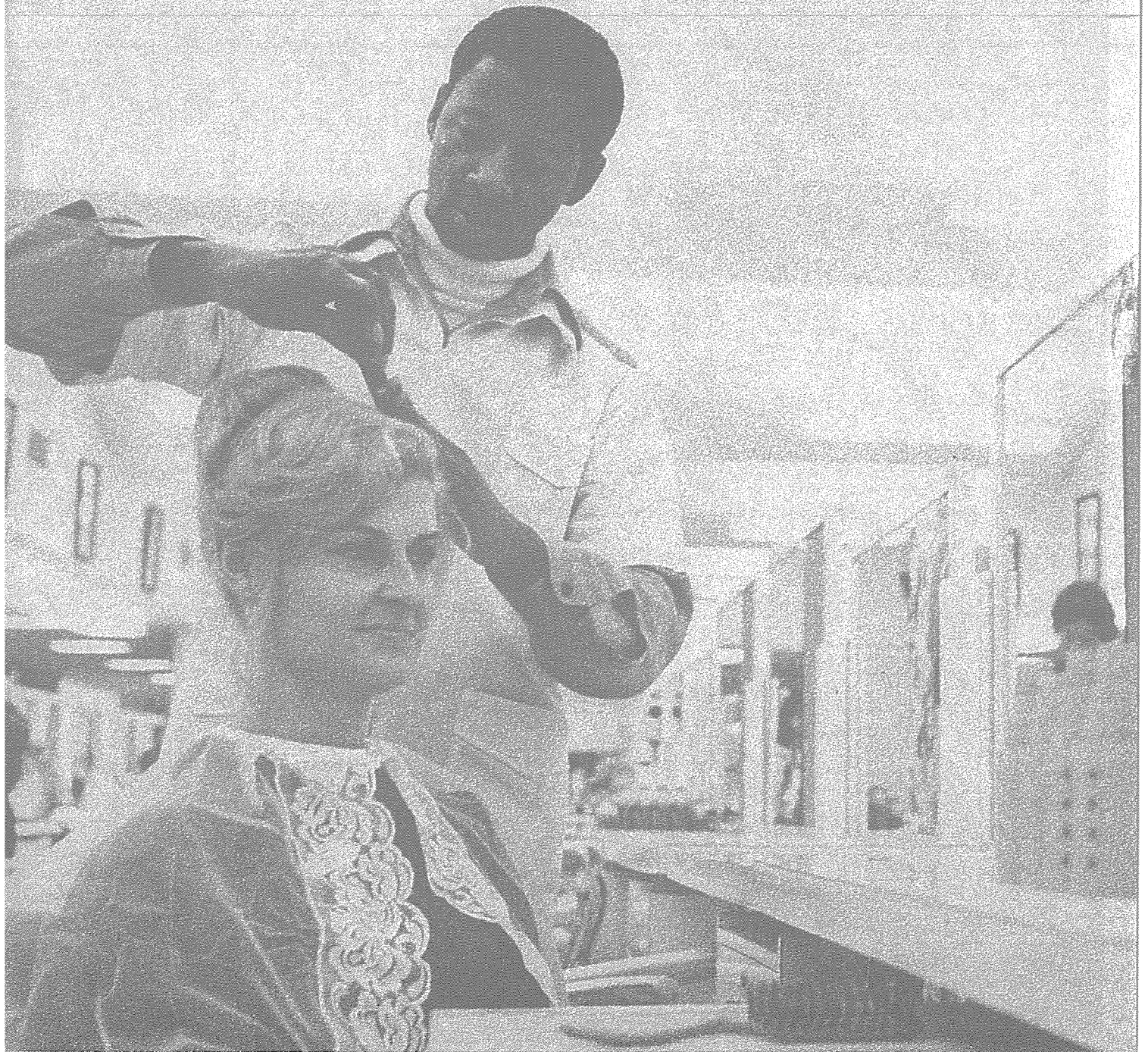
An academic major in Women's Studies is now available at some four year colleges and universities. Students interested in majoring in Women's Studies should consult the catalog of the college of their choice for detailed information. In addition, the College of San Mateo offers a Women's Re-Entry Program for women whose formal education has been interrupted or postponed (see page 58).







# Announcement of Courses



# Announcement of Birth

*[The main body of the document is extremely faint and illegible due to heavy noise and low contrast. It appears to contain several paragraphs of text, likely detailing the birth information.]*

## Courses of Instruction Information Regarding Course Changes for 1976-77

New Course Title, Number and Name	Old Course Title, Number and Name
<b>Aeronautics 16</b> Multi-Engine Flight Training	<b>Aeronautics 17</b> Multi-Engine Flight Training
<b>Aeronautics 51 and 51L</b> Basic General Maintenance	<b>Aeronautics 50 and 50L</b> General Maintenance
<b>Aeronautics 52 and 52L</b> Advanced General Maintenance	<b>Aeronautics 60 and 60L</b> Aircraft and Powerplant Electrical Systems
<b>Aeronautics 53 and 53L</b> Basic Powerplant Maintenance	<b>Aeronautics 70 and 70L</b> Aircraft Powerplant Maintenance I
<b>Aeronautics 54 and 54L</b> Basic Airframe Maintenance	<b>Aeronautics 80 and 80L</b> Aircraft Maintenance I
<b>Aeronautics 55 and 55L</b> Intermediate Powerplant Maintenance	<b>Aeronautics 71 and 71L</b> Aircraft Powerplant Maintenance II
<b>Aeronautics 56 and 56L</b> Intermediate Airframe Maintenance	<b>Aeronautics 81 and 81L</b> Aircraft Maintenance II
<b>Aeronautics 57 and 57L</b> Advanced Powerplant Maintenance	<b>Aeronautics 72 and 72L</b> Powerplant Maintenance III
<b>Aeronautics 58 and 58L</b> Advanced Airframe Maintenance	<b>Aeronautics 82 and 82L</b> Aircraft Maintenance III
<b>Anthropology 18</b> Magic, Science, and Religion	<b>Anthropology 48</b> Magic, Science, and Religion
<b>Architecture 1a</b> Surveying	<b>Architecture 48</b> Surveying
<b>Architecture 4</b> Introduction to Architecture	<b>Architecture 1</b> Introduction to Architecture
<b>Architecture 13</b> Architectural Photography	<b>Architecture 48</b> Architectural Photography
<b>Architecture 115a-115b</b> Garden and Landscape Design	<b>Architecture 115a-115b</b> Landscape Design Principles and Application
<b>Astronomy 1</b> General Astronomy (4 units)	<b>Astronomy 1a-1b, 11a-11b</b> General Astronomy (8 units)
<b>Biology 25</b> General Microbiology	<b>Biology 26</b> General Microbiology
<b>Biology 26</b> General Bacteriology	<b>Biology 25</b> General Bacteriology
<b>Biology 52</b> Bacteriology for Dental Assistants Bacteriology for Vocational Nurses	<b>Biology 52</b> Vocational Nursing Bacteriology

**New Course Title, Number and Name**

**Building Inspection 62a**  
Techniques of Inspection

**Business 80a**  
Economic Security and Individual Life Insurance

**Business 80b**  
Life Insurance Law and Mathematics

**Business 80d**  
Economics

**Business 80e**  
Accounting and Finance

**Business 80g**  
Income Taxation

**Business 80h**  
Pension Planning

**Business 92.3, 93.4**  
Elementary Typing

**Business 92.5, 92.6, 92.7**  
Intermediate Typing

**Business 92.8, 92.9**  
Advanced Typing

**Economics 1a-1b**  
Principles of Economics

**Electronics Technology 73 and 73L**  
Digital Logic Circuits

**Electronics 82 and 82L**  
Applied Circuit Analysis

**Electronics Technology 83 and 83L**  
Radio-Frequency Communications

**Ethnic Studies 5**  
Introduction to Native America

**Ethnic Studies 12**  
Castenada: Native/Latin-American Life

**Ethnic Studies 18**  
Governments and Politics of Africa

**Ethnic Studies 20**  
Crime and the Black Community

**Ethnic Studies 44**  
The History of Blacks in Films

**Ethnic Studies 45**  
Third World Cinema

**Fire Science 68a Fire Service**  
Training Techniques

**Guidance 5**  
Decisions

**Old Course Title, Number and Name**

**Building Inspection 62**  
Techniques of Inspection

**Business 80a**  
Fundamentals of Life and Health Insurance

**Business 80b**  
Fundamentals of Life and Health Insurance

**Business 80d**  
Pension Planning

**Business 80e**  
Income Taxation

**Business 80g**  
Accounting and Finance

**Business 80h**  
Economics

**Business 92.3, 92.4**  
Typing, Term Papers and Basic Letters

**Business 92.5, 92.6, 92.7**  
Typing, Manuscripts, Letters and Tabulation

**Business 92.8, 92.9**  
Typing, Reprographics and Professional Typing

**Economics 1a-1b**  
The Economics of U.S. Capitalism

**Electronics Technology 83 and 83L**  
Digital Logic Circuits

**Electronics Technology 73 and 73L**  
Functional Analysis of Electronic Circuits

**Electronics Technology 82 and 82L**  
Radio-Frequency Communications

**Ethnic Studies 48**  
Introduction to Native American Studies

**Ethnic Studies 48**  
Native Latino American Life

**Ethnic Studies 48**  
Governments and Politics of Africa

**Ethnic Studies 48**  
Crime and the Black Community

**Ethnic Studies 48**  
History of Blacks in Films

**Ethnic Studies 48**  
Third World Cinema

**Fire Science 48**  
Instructor Training I

**Guidance 48**  
The Decision-Making Process

**New Course Title, Number and Name**

**Old Course Title, Number and Name**

**Health Science 2e**  
 Drugs: Their Use and Misuse

**Health Science 2f**  
 Birth Defects

**Health Science 2g**  
 Emotional Health

**Horticulture 115a**  
 Garden Design

**Horticulture 115b**  
 Landscape Design

**Humanities 1**  
 Introduction to Humanities 1

**Mathematics 24a-24b**  
 MiniComputer Programming

**Medical Assisting 57**  
 Medical Terminology

**Medical Assisting 59**  
 Introduction to Medical Office Training

**Medical Assisting 60**  
 Clinical Procedures

**Medical Assisting 70a-70b**  
 Medical Assisting Review

**Medical Assisting 94**  
 Medical Transcription

**Medical Assisting 95**  
 Medical Insurance Procedures

**Medical Assisting 100**  
 Medical Office Procedures

**Medical Assisting 108**  
 Medical Assisting Externship

**Psychology 13**  
 Introduction to Parapsychology

**Psychology 28**  
 Psychology of Women

**Psychology 34**  
 Abnormal Psychology

**Social Science 25**  
 Technology, Contemporary Society, and  
 Human Values

**Health Science 2e**  
 Man and Drugs

**Health Science 2f**  
 Heredity and Birth Defects

**Health Science 2g**  
 Mental Health

**Horticulture 115a-115b**  
 Landscape Design Principles and Application

**Social Science 48**  
 Introduction to Humanities 1

**Mathematics 48**  
 MiniComputer Programming

**Business 57**  
 Medical Terminology

**Business 59m**  
 Introduction to Medical Office Training

**Nursing 60**  
 Medical Assisting

**Medical Assisting 60a-60b**  
 Medical Assisting Review

**Business 94m**  
 Medical Transcription

**Business 95m**  
 Medical Insurance Procedures

**Business 100m**  
 Medical Office Procedures

**Business 108s**  
 Office Internship for Specialized Secretaries

**Psychology 48**  
 Parapsychology

**Psychology 28**  
 Sexism and the Sexual Mystique

**Psychology 48**  
 Abnormal Behavior and Personality

**Social Science 48**  
 Technology, Contemporary Society, and  
 Human Values



## Announcement of Courses

Courses are offered at the discretion of the college in accord with its determination of educational needs and available resources.

Some four-year colleges will accept, as transfer credit, units earned in any course offered at College of San Mateo, with the exception of remedial courses. Other colleges will accept only those courses which are equivalent to courses taught at those institutions. Students should consult with their counselor regarding particular transfer institutions.

Courses numbered 10 are specifically designed as survey courses, primarily for General Education; 47 is reserved for Cooperative Education, 48 for Selected Topics, and 49 for Special Projects; 148 designates a nontransferable course.

The credit value of each course in semester units is indicated by a numeral in parenthesis following the title. A semester unit of credit is based upon one hour of the student's time at the College per week in lecture or recitation throughout one semester, together with the time necessary in preparation thereof, or a longer time in laboratory or other exercises not requiring outside preparation.

Specific information concerning class hours will be found in the Schedule of Classes.

Students should check course descriptions and prerequisites, and discuss the recommended sequence with counselors.

### Administration of Justice

(Police Science)

#### 1 INTRODUCTION TO ADMINISTRATION OF JUSTICE (3)

*Three class hours per week.*

An orientation in the Administration of Justice program as well as law enforcement as a profession. Includes history and philosophy of law enforcement, employment opportunities and general requirements of the various law enforcement agencies.

#### 2 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM (3)

*Three class hours per week.*

Review of criminal justice systems in the United States with

special emphasis on California. Procedures from time of offense until disposition of the case by the court. Basic principles of federal, state and local laws as they pertain to law enforcement and the court system.

#### 3 CONCEPTS IN CRIMINAL LAW (3)

*Three class hours per week.*

The structure, definitions and most frequently used sections of the California Penal Code. Classification of crimes, nature of crimes, intent involved in the commission of an offense, attempts, and criminal liability.

#### 4 LEGAL ASPECTS OF EVIDENCE (3)

*Three class hours per week.*

The kinds and degrees of evidence and the rules governing the admissibility of evidence in court. Emphasis on recent Supreme Court decisions, laws of arrest, and search and seizure.

#### 5 POLICE AND COMMUNITY RELATIONS (3)

*Three class hours per week.*

Interaction of law enforcement and local government. Current innovative programs by police agencies to establish communication and liaison between law enforcement and the community.

#### 7 CRIMINAL INVESTIGATION (3)

*Three class hours per week. Prerequisites: Administration of Justice 1 and 2.*

Rudiments of criminal investigation; crime scene search; collection, preservation and identification of physical evidence; scientific aids; sources of information; interrogation of victims, witnesses and suspects; cooperation with related agencies; case preparation and follow-up work.

#### 10 JUVENILE PROCEDURES (3)

*Three class hours per week. Prerequisite: Completion of or concurrent enrollment in Administration of Justice 1.*

The position the law enforcement agencies play in juvenile and delinquency control; organization and functions of related juvenile agencies, the laws governing the handling of juvenile offenders and their application; a brief resume of the juvenile court and its jurisdiction.

**12 TRAFFIC CONTROL (3)**

*Three class hours per week. Prerequisite: Administration of Justice 1.*

Laws relating to the operation of motor vehicles; Vehicle Code sections most often encountered and violated; regulation and traffic control; traffic accident investigation; traffic accident report forms, types and uses.

**17 POLICE ORGANIZATION AND ADMINISTRATION (3)**

*Three class hours per week. Prerequisites: Administration of Justice 1 and 2, or consent of Instructor.*

Functions of the police organization. Concepts of chain of command, span of control, functional supervision, unity of command and the purpose of the police organization and administration.

**19 PATROL PROCEDURES (3)**

*Three class hours per week. Prerequisite: Completion of or concurrent enrollment in Administration of Justice 1.*

Methods, techniques and responsibilities of the patrol unit. The value of one-man car as opposed to the two-man car; marked vs. unmarked patrol cars. Beat patrol and observation, police hazards and how to handle them.

**25 POLICE DEFENSIVE TACTICS (1)**

*Two class hours per week.*

Modern police techniques in self-defense. Use of techniques which subdue with least amount of violence; controls with least possibility of injury to both parties. Teaches the art of judo and jujitsu.

**47 COOPERATIVE EDUCATION (1-4)  
(Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN ADMINISTRATION  
OF JUSTICE (1-3)**

*Hours by arrangement.*

Selected topics in Administration of Justice not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Social Sciences Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**80a-80b INTERNSHIP (2-2)**

*Five hours per week—one hour in the classroom and four hours to be arranged. Prerequisites: Sophomore standing; Police Science major, and consent of instructor.*

Tasks assigned in a local police station or other agency of the criminal justice system as arranged.

**90 PRINCIPLES OF LAW ENFORCEMENT (12)  
(Basic Police Academy)**

*440 hours for 11 weeks. Hours by arrangement. Prerequisite: Qualified to meet minimum standards for a police officer in California as set by the Commission on Peace Officers' Standards and Training. ADMJ 90 is equivalent to ADMJ 1 and ADMJ 3.*

Criminal law, evidence, procedure, investigation, firearms, first aid, defensive tactics, community relations, use of chemical agents, and other related police subjects. Course meets the requirements for Basic Certification by the Commission on Peace Officer Standards and Training (POST).

**92 POLICE SUPERVISION (4)**

*Hours by arrangement. Prerequisite: Successful completion of Administration of Justice 90 and 94.*

Decision making at the first line supervisor level, leadership, policy making, psychological aspects of supervision, professionalization, utilization of manpower, as well as basic elements of supervision.

**94 ADVANCED OFFICERS COURSE (2)**

*Hours by arrangement. Prerequisite: Successful completion of Administration of Justice 90.*

New laws, recent court decisions, current enforcement procedures, new concepts in law enforcement technology, community human relations and other refresher training as may be necessary.

**96 PEACE OFFICERS ORIENTATION—ARREST AND  
FIREARMS (2)**

40 hours for one week by arrangement.

Laws of arrest, search and seizure; methods of arrest and discretionary decision making; the handling of firearms;



the moral and legal considerations in the use of firearms. This course is certified by the Commission on Peace Officer Standards and Training (POST), as required by Penal Code Section 832 for peace officers.

**97 PEACE OFFICERS ORIENTATION—ARREST, SEARCH AND SEIZURE (1)**

*26 hours for one week by arrangement.*

Laws of arrest, search and seizure, methods of arrest and discretionary decision making. This course is certified by the Commission on Peace Officer Standards and Training (POST), as required by Penal Code Section 832 for peace officers.

**99 RESERVE OFFICERS TRAINING (3)**

*Three class hours per week. Prerequisite: Administration of Justice 1 and 2, or consent of the instructor.*

A course in basic police operations for those interested in becoming reserve police officers.

## Aeronautics

(Also see Meteorology 1 and 10)

**2a BASIC PILOT GROUND SCHOOL (3)**

*Three lecture hrs. per week. Concurrent enrollment in Aero. 3 required. (Aero. 3 not required for Evening Session.)*

Preflight requirements, basic navigation, flight computer, use of basic flight manuals, aviation aeronautical chart reading, aviation weather, federal aviation regulations and enroute emergency procedures.

**2b INSTRUMENT FLIGHT GROUND SCHOOL (3)**

*Three lecture hours per week. Prerequisites: Aero. 2a, 3 and concurrent enrollment in Aero. 7. (Private Pilot license required for Evening Session.)*

Federal Aviation regulations, navigation and meteorology, requirements for instrument flight. Preparation of flight logs and related flight planning.

**2c COMMERCIAL PILOT GROUND SCHOOL (3)**

*Three lecture hours per week. Prerequisite: Aero. 2a, 2b, and 7 (Private Pilot license required for Evening Session.)*

Airplane operations and performance, F.A.A. Regulations Parts 1, 61, 91, 135-430.

**3 FLIGHT SIMULATION (½)**

*Hours by arrangement. Prerequisites: Day – enrollment in Aero. 2a, 2b, or 2c or permission of instructor. (Private Pilot certificate required for Evening Session.)*

Practice in Singer GAT-1 ground trainer in basics of flight through advanced instrument maneuvers. Level of study depends on flight experience. Trainers are equipped with 3 axis motion and radio navigation aids including VOR, ADF, ILS. Automatic tracker records flight progress. (May be repeated five times for credit.)

**5 AIRCRAFT POWERPLANTS (3)**

*Three lecture hours per week.*

Theory, operation and nomenclature of reciprocating and turbine powerplants. Basic construction of induction, ignition, lubrication, propellers, systems, and use of performance curves.

**6 AIRCRAFT (3)**

*Three lecture hours per week.*

Study of subsonic, transonic and supersonic flight with emphasis on stability and control. Aircraft nomenclature, design features, systems components and construction, including fixed and rotary wing aircraft. Weight and balance, loan factors calculations on aircraft and introduction to the federal aviation regulations systems.

**7 FEDERAL AVIATION REGULATIONS (3)**

*Three lecture hours per week. Concurrent enrollment in or completion of Aero. 2b required.*

The study and practical application of Federal Aviation Regulations and the Airman's Information Manual as it pertains to general operating and flight rules, definitions, and abbreviations, pilot certification and National Transportation Safety Board accident reporting.

**11, 12, 13, 14, AND 15 FLIGHT TRAINING (2 units each)**

*Prerequisites: Concurrent enrollment in, or completion of, Aero. 2a and Aero. 6, and FAA 2nd class medical certificate.*

Introduction to flight through actual flying experience in modern, instrument and radio-equipped aircraft; completion of the five phases of flight training for the instrument and commercial pilot requirements.

*Enrollment in Aero. 11 to 15 inclusive is conducted on an individual basis through the Technician Division Aeronautics Department.*

**16 MULTI-ENGINE FLIGHT TRAINING (1)  
(Formerly Aero. 17)**

*Prerequisite: Refer to Aero. 11*

Flight training in preparation for the multi-engine rating. Fifteen hours of dual instruction minimum.

**47 COOPERATIVE EDUCATION (1-4)**  
**(Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 127.)

**48 SELECTED TOPICS IN AERONAUTICS (1-3)**

*Hours by arrangement.*

Selected topics in Aeronautics not covered by regular catalog offerings. Course content and unit credit to be determined by the Technician Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Technician Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**51 BASIC GENERAL MAINTENANCE (2½)**  
**(Formerly Aero. 50)**

*Five lecture hours per week. Current enrollment in Aero. 51L.*

Blueprint reading, mechanical drawing, aircraft weight and balance procedures and other maintenance functions as specified in Federal Aviation Regulations Part 147.

**51L BASIC GENERAL MAINTENANCE LAB (4)**  
**(Formerly Aero. 50L)**

*Twenty-five lab hours per week. Concurrent enrollment in Aero. 51.*

Aircraft weighing, non-destructive testing, basic heat-treating, use of technical manuals and other maintenance functions as specified in Federal Aviation Regulation Part 147.

**52 ADVANCED GENERAL MAINTENANCE (2½)**  
**(Formerly Aero. 60)**

*Five lecture hours per week. Prerequisites: Aero. 51, 51L, and concurrent enrollment in Aero. 52L.*

Fundamentals of direct and alternating current electricity, fundamentals of applied mathematics, fundamentals of applied physics as specified by Federal Aviation Regulation Part 147.

**52L ADVANCED GENERAL MAINTENANCE LAB (4)**  
**(Formerly Aero. 60L)**

*Twenty-five lab hours per week. Prerequisites: Aero. 51, 51L, and concurrent enrollment in Aero. 52.*

*Calculate and measure electrical power volts, amps, and resistance, start, ground operate, and move aircraft, overhaul piston and turbine engine ignition systems in accordance with Federal Aviation Regulation Part 147.*

**53 BASIC POWERPLANT MAINTENANCE (2½)**  
**(Formerly Aero. 70)**

*Five lecture hours. Prerequisites: Aero. 51, 51L, 52, 52L, and concurrent enrollment in 53L.*

Fundamentals of piston engine construction and operation, basic powerplant indicating systems, as specified in Federal Aviation Regulation Part 147.

**53L BASIC POWERPLANT MAINTENANCE LAB (4)**  
**(Formerly Aero. 70L)**

*Twenty-five lab hours per week. Prerequisite: Aero. 51, 51L, 52, 52L, and concurrent enrollment in Aero. 53.*

Inspect and repair opposed and radial piston engines, perform powerplant inspections, inspect engine indicating systems as specified by Federal Aviation Regulation Part 147.

**54 BASIC AIRFRAME MAINTENANCE (2½)**  
**(Formerly Aero. 80)**

*Five lecture hours per week. Prerequisites: Aero. 51, 51L, 52, 52L, and concurrent enrollment in Aero. 54L.*

Principles of aircraft sheet metal structures, identification of aircraft fasteners, aircraft sheetmetal layout and fabrication as specified in Federal Aviation Regulation Part 147.

**54L BASIC AIRFRAME MAINTENANCE LAB (4)**  
**(Formerly Aero. 80L)**

*Twenty-five lab hours per week. Prerequisites: Aero. 51, 51L, 52, 52L and concurrent enrollment in Aero. 54.*

Install special rivets and fasteners, inspect and repair sheet metal structures, fabricate tubular structures and other aircraft structural maintenance functions as specified by Federal Aviation Regulation Part 147.

**55. INTERMEDIATE POWERPLANT MAINTENANCE (2½)**  
**(Formerly Aero. 71)**

*Five lecture hours per week. Prerequisites: Aero. 51, 51L, 52, 52L, 53, 53L, and concurrent enrollment in 55L.*

Fundamentals of turbine engine construction and operation, piston and turbine engine fuel metering systems as specified in Federal Aviation Regulation Part 147.

**55L INTERMEDIATE POWERPLANT MAINTENANCE LAB (4)**  
**(Formerly Aero. 71L)**

*Twenty-five lab hours per week. Prerequisites: Aero. 51, 52, 53, and concurrent enrollment in Aero. 55.*

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Inspect and service turbine engines, repair engine fuel metering components as specified by Federal Aviation Regulation Part 147.

**56 INTERMEDIATE AIRFRAME MAINTENANCE (2½)**  
(Formerly Aero. 81)

Five lecture hours per week. Prerequisites: Aero. 51, 51L, 52, 52L, 54, 54L, and concurrent enrollment in Aero. 56L.

Principles of construction of aircraft wooden structures, repair of aircraft synthetic material, principles of rigging fixed and rotary wing aircraft as specified in Federal Aviation Regulation Part 147.

**56L INTERMEDIATE AIRFRAME MAINTENANCE LAB (4)**  
(Formerly Aero. 81L)

Twenty-five lab hours per week. Prerequisites: Aero. 51, 51L, 52, 52L, 54, 54L, and concurrent enrollment in Aero. 56.

Application of aircraft covering material, aircraft painting, rig rotary and fixed wing aircraft as specified in Federal Aviation Regulation Part 147.

**57 ADVANCED POWERPLANT MAINTENANCE (2½)**  
(Formerly Aero. 72)

Five lecture hours per week. Prerequisites: Aero. 51, 51L, 52, 52L, 53, 53L, 55, 55L and concurrent enrollment in Aero. 57L.

Theory of operation of engine fire detection and control systems, theory of operation and construction of aircraft propellers and related components as specified in Federal Aviation Regulation Part 147.

**57L ADVANCED POWERPLANT MAINTENANCE LAB (4)**  
(Formerly Aero. 72L)

Twenty-five lab hours per week. Prerequisites: Aero. 51, 51L, 52, 52L, 53, 53L, 55, 55L, and concurrent enrollment in Aero. 57.

Inspect and repair engine exhaust and cooling systems, repair and balance propellers as specified in Federal Aviation Regulation Part 147.

**58 ADVANCED AIRFRAME MAINTENANCE (2½)**  
(Formerly Aero. 82)

Five lecture hours per week. Prerequisites: Aero. 51, 51L, 52, 52L, 54, 54L, 56, 56L, and concurrent enrollment in Aero. 58L.

Theory of operation of aircraft hydraulic pneumatic, oxygen, and auto-pilot systems, other aircraft systems and components as specified in Federal Aviation Regulation Part 147.

**58L ADVANCED AIRFRAME MAINTENANCE LAB (4)**  
(Formerly Aero. 82L)

Twenty-five lab hours per week. Prerequisites: Aero. 51, 51L, 52, 52L, 54, 54L, 56, 56L, and concurrent enrollment in Aero. 58.

Inspect and repair aircraft hydraulic, fuel, pneumatic, and instrument systems and other aircraft components and systems as specified in Federal Aviation Regulation Part 147.

**65a-65b AVIONICS (3-3)**

Three lecture hours per week. Prerequisite: Course in elementary electronics or equivalent.

**65a**—The study of electronic principles and devices as they apply to aircraft avionic systems. Avionic Systems including gyros, ADF, compass systems, and VOR. **65b**—Aircraft navigation systems including DME, inertial navigation, and autopilot.

**91a-91b AIRCRAFT POWERPLANT MECHANICS (4-4)**

Three lecture and three shop hours per week. Prerequisite: Applicant must have completed the FAA time requirements (18 mos.) prior to enrollment. Original enrollment may be in either Aero. 91a or 91b, or permission of instructor.

**91a** — Basic theory, maintenance, lubrication, carburetion and fuel systems, ignition systems, propellers. **91b** — Electrical systems. FAA regulations and trouble-shooting, preparation for the FAA written examination.

**92a-92b AIRFRAME MECHANICS (6-6)**

Six lecture hours per week. Prerequisite: Completion of the FAA time requirements (18 mos.) prior to enrollment. Original enrollment may be in either Aero. 92a or 92b.

**92a** — Welding, sheet metal, hydraulics, fabric and dope, controls. **92b** — Aircraft electrical systems and fuel system. Preparation for the FAA written and practical examinations.

## Anthropology

(See also Biology 11, Physical Anthropology)

### 2 CULTURAL ANTHROPOLOGY (3)

Three lecture hours per week.

Study of culture as the man-made environment of particular societies. Introduction to the anthropological point of view. Cross-cultural comparisons of cultural practices in specific societies and sub-cultures, including contemporary ethnic groups in the United States.

76-77  
**3 PREHISTORY: THE EVOLUTION OF CULTURE (3)**

*Three lecture hours per week.*

Archaeological theory and method; geological time sequences of biological and cultural evolution in the Old and New Worlds. Man's existence from his paleolithic beginnings over two million years ago, through the neolithic revolution to the advent of civilization and writing.

**4 ARCHAEOLOGY: FIELD EXCAVATIONS (3)**

*Four lecture-field hours and 1½ lab hours per week. Field hours to be arranged at first class meeting.*

Theoretical and methodological procedures in field archaeology, including scientific excavation of prehistoric San Mateo County archaeological sites, processing and cataloging of artifacts, burials and cultural features.

**8 CULTURAL CONTRIBUTIONS OF BROWN AND RED PEOPLES (3)**

*Three lecture hours per week. Recommended: Ethnic Studies 1.*

Cultural contributions including art, drama, music, dance, and dress patterns intrinsic to the culture of Brown and Red peoples. It will emphasize the significance of each of these art forms to American life, and how they have affected the American scene. (Identical to Ethnic Studies 8.)

**18 MAGIC, SCIENCE, AND RELIGION (3)**  
(Formerly Anthropology 48)

*Three lecture hours per week.*

A cross-cultural study of preliterate societies' beliefs about the nature of reality, and their religious, scientific, and magical practices as a consequence of these beliefs. Their techniques for controlling both the natural and the supernatural.

**48 SELECTED TOPICS IN ANTHROPOLOGY (1-3)**

*Hours by arrangement.*

Selected topics in Anthropology not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Social Sciences Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**Architecture**

**1a SURVEYING (2)**  
(Formerly Architecture 48)

*Two lecture and 3 lab hours per week for 12 weeks. Prerequisite: Math. 21 or equivalent with grade of C or better, or high school preparation including 1½ years of Algebra, one year of Geometry and one semester of Trigonometry with grade of C or better.*

Theory of measurements in surveying; measurement of distance, differential leveling and measurements of angles and directions, stadia techniques and topographic mapping.

**4 INTRODUCTION TO ARCHITECTURE (1)**  
(Formerly Architecture 1)

*Three class hours per week for first six weeks of fall semester.*

An intensive introduction to the problems faced by a beginning architecture student; academic and professional requirements, opportunities, available areas of specialization.

**10 SURVEY OF CONTEMPORARY ARCHITECTURE (3)**

*Three class hours per week.*

Basic values in contemporary architecture; its relationship to the environment, the individual and society — the home, the neighborhood, the region. Outstanding architects and planners and their contributions. Films, slides and individual research.

**11 GRAPHICS (2)**

*One lecture and three lab hours per week plus two hours by arrangement. Concurrent enrollment in an Architecture course required, or permission of instructor.*

Representational freehand drawing for Architecture majors, covering perspective, composition and specific techniques in black and white media, including introduction to the use of photography. (May be repeated for a total of 4 semester units.)

**12 GRAPHICS (1)**

*Three lab hours per week. Concurrent enrollment in an Architecture course required, or permission of instructor.*

Representational freehand drawing for Architecture majors, covering perspective, composition and specific techniques, using brush and water color. (May be repeated for a total of two semester units.)

**13 ARCHITECTURAL PHOTOGRAPHY (2)**  
(Formerly Architecture 48)

One lecture plus two lab hours per week by arrangement.  
Prerequisite: Arch. 11 or permission of instructor.

Techniques of preparing a photographic portfolio as required for transfer to the professional schools of architecture.

**14 ESSENTIALS OF DRAFTING (3)**

Six class hours per week.

Introduction to history and principles of graphic communication. Use of instruments, drawing board geometry, lettering, technical sketching, orthographic projection, sectioning and dimensioning, pictorial drawing. Fundamentals of architectural and topographic drafting.

**15a INTRODUCTION TO DRAWING AND PERSPECTIVE (2)**

Six class hours per week. Prerequisites: Arch. 11, Math. 12 or equivalent, Arch. 14 or equivalent.

Basic techniques in the graphic communication of architects: orthographic and isometric projection, descriptive geometry, mechanical perspective, and shades and shadows.

**15b DELINEATION (3)**

Two lecture and four lab hours per week. Prerequisites: Arch. 11, 12, 15a.

Three-dimensional representations with various drawing media which will enable the student to express his architectural ideas and designs.

**16 STATICS (3)**

Three lecture hours per week. Prerequisite: Concurrent enrollment in Math. 23a or 31.

The analysis of forces and their effects on rigid body structures by both analytical and graphical methods in two and three dimensions.

**17 STRENGTH OF MATERIALS (3)**

Three lecture hours per week. Prerequisite: Satisfactory completion of Arch. 16.

Analysis of stresses and deformations caused by forces acting on simple structures; selection of beams, columns and joint configurations in the process of design. Introduction to statically indeterminate structures.

**21 ARCHITECTURAL DESIGN (4)**

Three lecture and three lab hours per week plus three hours

by arrangement. Prerequisites: Arch. 14 or equivalent and concurrent enrollment in Arch. 11. Arch 14 may be taken concurrently with 21.

The principles of Architecture and its unique language. An investigation into the major facets of the profession from basic design and methods of expression and presentation to the function of an architect, environmental analysis, form and composition, and basic design.

**22 ARCHITECTURAL DESIGN AND MATERIALS (4)**

Three lecture and three lab hours per week plus three hours by arrangement. Prerequisites: Arch. 21, concurrent enrollment in Arch. 12 and Arch. 16.

Principles of architectural design, synthesis of form, space and color, esthetic and environmental aspects. Introduction to schematic presentation, preliminary studies in spatial relationships involving human and architectural criteria.

**23 ARCHITECTURAL DESIGN AND PRACTICE (4)**

Three lecture and three lab hours per week plus three hours by arrangement. Prerequisites: Arch. 22 and concurrent enrollment in Arch. 17. Recommended: Arch. 1a.

Architectural design, involving advanced projects, environmental esthetics and programming as design determinates.

**24 ARCHITECTURAL DESIGN AND PRACTICE (4)**

Three lecture and three lab hours per week plus three hours by arrangement. Prerequisites: Arch. 23 and Arch. 17.

Architectural design, involving advanced projects. Introduction to electrical, mechanical and plumbing requirements. Emphasis on structural details, analysis and calculations. Presentation of an integrated solution with working drawings for critique.

**47 COOPERATIVE EDUCATION (1-4) (Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN ARCHITECTURE (1-3)**

Hours by arrangement.

Selected topics in Architecture not covered by regular catalog offerings. Course content and unit credit to be determined by the Math/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Math-Engineering Division required.*

Advanced course of individualized study involving broader aspects of architectural design and practice.

**115a-115b GARDEN AND LANDSCAPE DESIGN (3-3)**

*See Horticulture 115a-115b.*

**Art****1a HISTORY OF ART (3)**

*Three lecture hours per week.*

Ancient, Classic, Early Christian and Medieval art. A survey of man's expression of art from the days of the cave man until the late Middle Ages, with emphasis on architecture and sculpture.

**1b HISTORY OF ART (3)**

*Three lecture hours per week.*

A survey of Gothic, Renaissance and Baroque art. Emphasis is placed on the development of painting from the 14th to the 18th Century.

**1c HISTORY OF ART (3)**

*Three lecture hours per week.*

A survey of European and American art from mid- 18th Century until the present. Emphasis is placed on the development of modern painting as a reaction against earlier traditions.

**1d HISTORY OF ORIENTAL ART (3)**

*Three lecture hours per week.*

Introduction to the art of India, China and Japan. Study of selected works of sculpture, architecture and painting in relation to their historical and cultural settings. Special attention to works in the Brundage collection, M. H. de Young Memorial Museum.

**2a-2b DRAWING AND COMPOSITION (3-3)**

*Six lecture-critique-lab hours per week. Prerequisite: 2a - None; 2b - Art 2a.*

**2a** — Study of three-dimensional form and space relationship, with black and white rendering of line, mass and values through a sequence of original problems based on underlying geometric forms. **2b** — Advanced composition; further study of three-dimensional form, in black and white and in color; illustration; experimental pictorial composition.

**3a-3b COLOR TECHNOLOGY (3-3)**

*Three lecture hours per week. Prerequisite: 3a - Art 2a, 5a; 3b - Art 3a. (A minimum of three hours preparation per week required for class.)*

**3a**—Course study is based on both an adaptation and extension of the Ostwald system structured on the psychological perception of color and the aesthetics of harmony. Stressed is the use of color for all areas of visual communication, and not the usual class approach as one of mixing color. **3b**—Continuation of the above with consideration of each individual student's special interest and planned career within the area of visual communication.

**4 PERSPECTIVE (2)**

*Two lecture hours per week.*

Fundamentals of perspective necessary for illustrating landscapes, still-life objects and groups of buildings. Does not meet requirements for Mechanical or Architectural Drafting.

**5a DESIGN: TWO DIMENSIONAL (3)**

*Six lecture-critique-lab hours per week.*

Development of problems dealing with two-dimensional design, such as repeat pattern, collage, mosaic, texture and line studies. Exploration of media and techniques will be encouraged.

**5b DESIGN: THREE DIMENSIONAL (3)**

*Six lecture-critique-lab hours per week. Prerequisite: Art 5a.*

Volume line and space studies using paper, wire, wood, string and plaster of paris construction. Mobiles, stabiles and similar objects will be created.

**6a PAINTING, TWO-DIMENSIONAL (3)**

*Six lecture-critique-lab hours per week. Prerequisite: Art 2a-2b; 3a recommended.*

Problems presented by the two-dimensional canvas and the techniques available to effect a solution and to achieve a personal expression. Painting is stressed as color communication acquired by increasing physical and psychological control of the paint medium. Ability to mix colors and modify hues, to progress and recess form, to distribute light and darks, and to shift intensities is correlated with every study.

**6b PAINTING: THREE-DIMENSIONAL (3)**

*Six lecture-critique-lab hours per week. Prerequisite: Art 6a.*

Continuation of two-dimensional problems and study of

painting as three-dimension problems. The communication of painting is viewed as one of assembly, as one of construction, and as one of collage to further extend the experience of painting. (May be repeated once for credit.)

### 7a-7b WATERCOLOR (3-3)

*Six lecture-critique-lab hours per week. Prerequisites: 7a – Art 2a-2b; 3a recommended; 7b – Art 7a.*

**7a**—Through exercises and renderings, the student is made familiar with the various approaches and styles of watercolor; the importance of transparent washes, their effects and possibilities. Materials, color, moisture, and the important of light and dark to show form will be studied. **7b**—A continuation of Art 7a with emphasis of more painting experience in various styles and techniques in watercolor, such as an addition of opaque paints, and the use of collage to further extend the painting experience. (May be repeated for credit.)

### 8 PUBLIC SCHOOL ART (3)

*Six lecture-critique-lab hours per week.*

To give the elementary Education major a background in design, color and the use of materials in executing problems such as the following: papier-mache, paper sculpture, stenciling, vegetable printing, collage and crayon scratch board. Emphasis is on the creative and imaginative approach.

### 10a-10b INTRODUCTION TO THE ARTS (3-3)

*Three lecture hours per week. 10a – None; 10b – Art 10a or equivalent.*

**10a** — Introduction to painting, music and theatre, stressing basic elements, problems of organization and contemporary experiments with media and forms. **10b** — Intensive study of three major works from various areas of Fine Arts.

### 12a LETTERING (3)

*Three lecture hours per week.*

Development of proficiency in the freehand and mechanical lettering of the three main alphabetical types — Gothic, Roman and Text — with variations of these types. Emphasis is placed upon letter proportions, character of style and proper spacing of letters and words.

### 15 LIFE DRAWING (3)

*Six lecture-critique-lab hours per week. Prerequisite: Art 2a.*

The human figure in action and repose, from the standpoint of classical and modern artistic anatomy, with lecture demonstrations on the skeleton, musculature and surface forms, and with drawing in various media from the nude model, as a basis for figure and portrait painting and sculpture. (May be repeated for credit.)

### 17a-17b ETCHING (3-3)

*Six lecture-critique-lab hours per week. Prerequisite: 17a – Art 2a, 2b or equivalent; 17b – Art 17a.*

**17a**—An introduction to the Intaglio Etching process as a fine art, with emphasis upon traditional methods in the practice of engraving, the timed etch in line and aquatint, soft ground, lift, drypoint and mezzotint and their printing in value and color. **17b**—An advanced course in intaglio etching as a fine art, with emphasis upon contemporary methods of color printing. (May be repeated for credit.) \$5.00 lab fee per semester.

### 20a-20b CERAMICS (3-3)

*Six lecture-critique-lab hours per week. Prerequisite: 20a – None; 20b – 20a.*

Elementary clay construction including pinch, coil, and slab; methods of ornamentation, glazing, firing, introduction to potters wheel. There are additional fees for materials. (20b may be repeated for credit.)

### 21a-21b GLASS BLOWING (3-3)

*Six lecture-critique-lab hours per week. Prerequisite: Art 20a.*

**21a** — Introduction and study of the methods of glass blowing and design. The theory and practices of solving both preliminary and finished stages of this art form. The first semester emphasizes production research; the second semester emphasizes three-dimensional design. There are additional fees for materials. (May be repeated for credit.) **21b** — Emphasizes three-dimensional design. (May be repeated for credit.)

### 22a-22b SCULPTURE (3-3)

*Six lecture-critique-lab hours per week. Prerequisite: 22b – Art 22a or permission of instructor.*

**22a**—Beginning course in clay modeling. Projects will deal with abstract forms and the human figure. Emphasis is on the development of a perceptive eye and creative expression. **22b**—Intermediate sculpture dealing with mold making and casting. Two piece molds, multiple piece molds, RTV molds, waste molds will be explored. Casting in clay slip, acrylic resins and metal. A lab fee is charged each semester.

### 25 CRAFTS (3)

*Six lecture-critique-lab hours per week.*

Introduction of fundamental design principles as they apply to a variety of crafts. Basic projects in textile, printing, jewelry and three-dimensional design.

**27a-27b STAGE DESIGN (3-3)**

*Three lecture hours per week. Prerequisite: 27a – Art 5a-5b or equivalent; 27b – Art 27a.*

**27a** — Experience in executing designs for theatrical settings. Analysis of scenic problems of plays. Emphasis is upon solving the problems involved in preparing a design for presentation. No experience in drawing required. **27b** — Special problems in scenic design. (This course is also taught as Drama 27a-27b.)

**40 VISUAL INTERPRETATION (3)**

*Three lecture hours per week.*

Employing photographs, slides, cinema and three-dimensional forms, the student is asked to interpret the value of objects in each person's everyday world. Course involves projects utilizing the box camera, with a portion of the semester for a historical sketch of cinema.

**41a-41b PHOTOGRAPHY BLACK & WHITE (3-3)**

*Six lecture-critique-lab hours per week. Prerequisite: 41a – Art 40 or 5a or concurrent enrollment, 41b – Art 41a.*

**41a** — Use of the exposure meter, filters, print papers, formulas and processing, special lenses and shutters. Problems of artificial and natural lighting, of enlarging or of spotting prints, and of print finishing and mounting. Individual projects are chosen from the fields of scenic and nature photography, as well as portraiture. *A \$5 lab fee is charged each semester.* **41b** — Use of view cameras, roll film cameras, tripods, meters, filters, lenses, polaroid backs and enlarging equipment beyond the basic course. The following darkroom procedures will be included: proper use of chemicals, additives, reducers, photosensitive materials and accurate chemical mixing.

**41c PHOTOGRAPHY WORKSHOP (3)**

*Six lecture-critique-lab hours per week. Prerequisite: Art 41b or concurrent enrollment.*

Emphasis on the broader aspects of technical perfection, visual awareness. Contemporary and creative forms of photographic presentations are explored. A \$5 lab fee is charged each semester.

**42a-42b ADVERTISING PHOTOGRAPHY (3-3)**

*Six lecture-critique-lab hours per week. Prerequisite: 42a – Art 41a; 42b – Art 42a.*

The history of advertising including presentation of examples, the lithographic process of printing, various letter types and styles, and layouts and presentations. Current methods of advertising are continuously investigated. The student may employ color if he is concurrently enrolled in Art 43a or Art 43b. A \$5 lab fee is charged each semester.

**43a-43b COLOR PHOTOGRAPHY (3-3)**

*Six lecture-critique-lab hours per week. Prerequisite: 43a – Art 41a; 43b – Art 43a.*

**43a** — Color exposure, transparency, negative development and CP printing. Use of contemporary processing equipment and methods. Precise printing techniques and investigation of color changes will be explored. Additive and subtractive color rendering for creative use are employed. A \$5 lab fee is charged each semester. **43b** — Emphasis upon more refined control of color material, greater print and quality control.

**47 COOPERATIVE EDUCATION (1-4)  
(Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 127.)

**48 SELECTED TOPICS IN ART (1-3)**

*Hours by arrangement.*

Selected topics in Art not covered by regular catalog offerings. Course content and unit credit to be determined by the Fine Arts Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the Instructor and Chairman of the Fine Arts Division required.*

Directed individual work in a specific field of topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**51 RENDERING TECHNIQUES (3)**

*Six lecture-critique-lab hours per week. Prerequisites: Art 2a-2b, Art 5a.*

Illustration techniques and tools of the commercial artist; professional procedure in developing rendering; development of an illustration from a pencil rough to a finished comprehensive.

**52 FIGURE DRAWING (2)**

*Four lecture-critique-lab hours per week.*

Drawing the human figure from both live models and plaster anatomical casts using charcoal, conté, and ink. Emphasis is upon proportion, action, structure, form and foreshortening. (May be repeated for credit.)



**53 FASHION ILLUSTRATION (2)**

*Four lecture-critique-lab hours per week.*

Principles of fashion illustration, design and layout in various media. Emphasis on style interpretation of accessories and clothes from the life model for magazine and newspaper reproduction.

**54 ADVERTISING ART (3)**

*Three lecture hours per week. Prerequisites: Art 2a, 3a, 4, 5a, 6a or 7a, 12a.*

Layouts, comprehensives and finished art work of items of the following type: newspaper advertising, spot illustrations, mailers and posters. Color separation is included in at least one of the problems. The major methods of reproduction in printing are introduced.

**62a-62b SILKSCREEN AND SERIGRAPHY (3-3)**

*Three lecture hours per week. Prerequisite: 62a – None; 62b – Art 62a.*

**62a** — Introduction to screen printing and serigraphy; making the frame, mastering the techniques, mixing the colors and developing the skills for photography, for teaching and for fine art. **62b** — Advanced problems designed to encourage student experimentation in utilizing serigraphic techniques for visual presentation.

**63a-63b FASHION DESIGN (2-2)**

*Four lecture-critique-lab hours per week. Prerequisite: 63a – None; 63b – Art 63a.*

**63a** — The current fashion picture: form, color, fabric, draping, drafting, sketching, historical research, abstraction and stylizations as they affect the designing of clothing. Emphasis is placed on original designing by the students. **63b** — Historical research and national costumes as they affect designers, the development of a designer's line and the preparation of finished designs.

**68a-68b INTERIOR DESIGN (3-3)**

*Three lecture hours per week. Either semester may be taken separately.*

**68a** — Analysis of the modern home — site, design, furnishing and decoration. **68b** — History of furniture, with examination of "period styles," their influence upon modern interior decoration and their values in solving problems.

**70 PORTFOLIO (1)**

*Three lab hours per week. Prerequisite: Sophomore standing.*

Preparation of art and course work for a portfolio. The instructor will analyze, evaluate and suggest to the student the quality of work necessary for portfolio presentation

to art schools, colleges, universities and agencies. Instruction in portfolio organization, selection of work, matting, labeling and defining the objective of the art work.

**81 BASIC CONCEPTS FOR INTERIOR DESIGN (3)**

*Six lecture-lab hours per week. Prerequisite: None.*

The nature and control of design elements and principles in two and three dimensions as related to the interior design and problem-solving process. (Identical to Consumer Arts and Sciences 81.)

**82 GRAPHICS FOR INTERIOR DESIGN (3)**

*Six lecture-lab hours per week. Prerequisite: None.*

Rendering techniques and styles in executing floor plans and elevations, utilizing the principles of graphic communication; technical sketching, pictorial drawing, sectional views and dimensioning practices. (Identical to Consumer Arts and Sciences 82.)

**83 SPACE PLANNING (3)**

*Six lecture-lab hours per week. Prerequisite: Art 82, or concurrent enrollment.*

Organization, planning and construction of interior space to satisfy practical and aesthetic needs. The course includes the drawing, designing and planning of a residence. (Identical to Consumer Arts and Sciences 83.)

**84 COLOR APPLIED TO INTERIOR (3)**

*Three lecture hours per week. Prerequisite: None.*

The application of color theory to aesthetic, functional and psychological uses in textile design and interior decorating. The element of color is studied and applied to interiors with consideration to texture, scale, intensity and room arrangement. (Identical to Consumer Arts and Sciences 84.)

**85a-85b HISTORY OF FURNITURE (3-3)**

*Three lecture hours per week. Prerequisite: 85a–None; 85b–Art 85a.*

**85a** — A survey of the furniture and decoration of the Western world from ancient times to the 18th century. **85b** — A study of the principal styles of furniture, accessories and architectural details which encompass this time period through contemporary furniture and decoration of the 20th Century. (Identical to Consumer Arts and Sciences 85a-85b.)

**86 TEXTILES (3)**

*Three lecture hours per week. Prerequisite: None.*

Appreciation of the role of textiles and their use in interior design; fabric characteristics, fibers, yarns, and finishes. (Identical to Consumer Arts and Sciences 86.)

**87 MATERIALS AND APPLICATION (3)**

*Three lecture hours per week. Prerequisite: None.*

An analysis of the functional use and aesthetic effect of various materials. Materials studied include: synthetics, masonry, metal, wood, glass, leather, fabric, carpeting, paint, paper and plastics. (Identical to Consumer Arts and Sciences 87.)

**88 INTERIOR DESIGN WORKSHOP (3)**

*Six lecture-lab hours per week. Prerequisites: Art 81, 82, 83, 84, 85a-b, 86, 87.*

Development of contemporary and period design in interiors and furniture. Learning to work with the client, suppliers, contractors and architects; estimating, bids, and contracts. (Identical to Consumer Arts and Sciences 88.)

**89 INTERIOR DESIGN PORTFOLIO AND PRESENTATION (1)**

*Three class hours per week. Prerequisite: Art 88.*

An occupational course for the advanced student in Interior Design, emphasizing professional presentation of interior design projects to potential clients and potential employers. (Identical to Consumer Arts and Sciences 89.)

**Astronomy**

**1 GENERAL ASTRONOMY (4)**  
**(Formerly Astronomy 1a-1b and 11aL-11bL)**

*Three lecture and three lab hours per week. Prerequisite: Plane Geometry and Intermediate Algebra.*

A survey of current concepts of the universe with an emphasis on the physical principles involved. Designed primarily for science majors. Astronomical tools and techniques, the solar system, the stars, the galaxies, cosmology.

**10 INTRODUCTION TO ASTRONOMY (3)**

*Two lecture hours and one recitation hour per week. Astronomy 11aL may be taken concurrently.*

Survey of Astronomy satisfying science requirements in state colleges and universities. The course includes descriptive material on the solar system, stars, galaxies and life in the universe, together with an introduction to the methods employed by astronomers in gathering information.

**15 GENERAL COSMOLOGY (3)**

*Three lecture hours per week. Prerequisite: Astr. 10 or 1a.*

Current topics, theories and problems of modern astronomy, including the origin and evolution of the solar

system, the stars and the universe, and the phenomenon of life in the universe. Readings from current journals. Occasional observation sessions.

**16 LIFE IN THE UNIVERSE (3)**

*Three lecture hours per week. Prerequisite: Astro. 10.*

Study of formation of planetary systems. Likelihood of development of life elsewhere and its detection. Emergence of intelligence and prospect of communication with extraterrestrial civilizations.

**46a-46b-46c PLANETARIUM TRAINING PROGRAM (1-1-1)**

*One lecture and one lab hour per week. Prerequisites: Astro. 10 or 1a.*

**46a** — Introduction to the planetarium, coordinate systems, time, calendar, planetary motions. **46b** — Introduction to planetarium programming, lecture presentation, planetarium operation, lecture-demonstration techniques. **46c** — Intermediate planetarium programming, lecture preparation, program design and structuring, special effects; each student will prepare and present one original planetarium program.

**48 SELECTED TOPICS IN ASTRONOMY (1-3)**

*Hours by arrangement.*

Selected topics in Astronomy not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Science Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Prerequisites: Astro. 1a, 1b or 10, sophomore standing and permission of the Physical Science Chairman.*

Individual study by the student on a topic chosen by him and approved by the instructor. Course will give student a foundation in the methods of scientific research in one of the fields of astronomy.

**Audio-Visual**

**61a-61b AUDIO-VISUAL AIDS (1-1)**

*One lecture hour, two lab hours by arrangement, per week.*

Techniques of operation and care of equipment (motion picture, slide, filmstrip and overhead projectors). Production of projectiles for the various projectors is included. (Of special value to those seeking teaching as a career, and for all prospective candidates in the fields of public relations, music and communications.)

## Automotive Technology

### 14 FUNDAMENTALS (2)

One lecture and three lab hours per week.

Theory and practice in the use of tools and materials in the assembly and repair of automobiles. Basic principles of automotive systems and equipment.

### 51 ECONOMICS OF THE AUTOMOBILE (2)

This course is identical to Economics 51.

## Biology

### 1 INTRODUCTION TO THE LIFE SCIENCES (3)

Three lecture-demonstration hours per week.

Fundamental principles of life. The awareness of plant and animal interrelations and interdependencies. Man's role in the world of living things is examined in relation to contemporary problems. (This course is intended for non-science majors with no previous experience in the biological sciences.)

### 2 GENERAL BIOLOGY (4)

Three lecture hours and three lab or field hours per week.

A study of the principles of the biological sciences. Topics include: origin and evolution of life, cellular nature of living things, genetics, and ecology, life cycles and natural history.

### 3 PLANTS AND MAN (3)

Three lecture-field hours per week.

Basic principles of the living state as seen in plants. Plant structure and function, plant genetics and evolution, economic and cultural importance of plants to man.

### 5 INTRODUCTION TO ECOLOGY OF THE WEST (3)

Three lecture hours per week. Recommended: Biology 1 or 2.

Emphasis on ecology and natural history of California. The ecological aspects of the plant and animal groups and their controls by geology, climate, each other and by man.

### 6 SOCIAL GENETICS (3)

Three lecture hours per week.

Survey of the principles of genetics with concentration on the latest developments in human genetics that permit manipulation of human embryonic development. (This course may be used to waive Health Science 2f.)

### 7 THE HUMAN MACHINE (3)

Three lecture hours per week. Recommended: Biology 1 or 2.

Study of the human body, its anatomy and physiology. The relationship of the cell to functional systems, i.e., nervous system, respiratory system, endocrine system, respiratory system, endocrine system. Recommended for students in the vocational nursing and medical assistants programs.

### 8 PLANT SCIENCE FOR THE HORTICULTURE MAJOR (3)

Three lecture hours per week.

Introduction to scientific principles of higher plant structure, function, and reproduction to serve as basis for further practical course work in field of Horticulture leading to certificate. (This course is identical to Horticulture 118.)

### 9 ANIMALS AND MAN (3)

Three lecture hours per week.

Introduction to animals around us and their relationship to man. Major emphasis on animals as prey, servants, companions and bearers of disease. General education course for non-science majors.

### 11 PHYSICAL ANTHROPOLOGY (3)

Three lecture/discussion hours per week.

Man's place in nature. Topics include: Man's evolution, genetics and racial variation. Evolutionary basis of man's behavior and social systems.

### 14 INTRODUCTION TO FISHERIES AND WILDLIFE MANAGEMENT (3)

Three lecture hours per week.

Principles of fisheries and wildlife management and conservation. History of wildlife conservation and the ecological basis for managing wildlife. Education and training for employment in the field of wildlife management.

### 15 ESSENTIALS OF CONSERVATION (3)

Three lecture hours per week.

Consideration of the national resources of the U.S., including forests, grasslands, wildlife, water, marine, soils, minerals and recreational problems and practices in resource management.

### 16 INTRODUCTION TO FORESTRY (3)

Three lecture hours per week.

Study of the forest as a biological community; scientific and economic basis of forestry including topics from

ecology, dendrology, entomology, pathology, silviculture, mensuration, utilization and economics. Careers in forestry.

**17 FORESTRY SURVEYING (3)**

*Two lecture and three lab hours per week. Prerequisite: Geometry or concurrent enrollment in Geometry.*

Introduction to theory and practice of forest surveying. Instruction in use of forest surveying instruments: hand compass, staff compass, abney levels, topographic and engineer's tape, engineer's level and transit. Field problems.

**18a-18b LANDSCAPE PLANT MATERIALS (2-2)**

*Three lecture-lab hours per week.*

Plant classification, description, nomenclature, morphology, use of keys. The study in class of plants commonly used in California parks and gardens. Emphasis on plant identification. (This course is identical to Horticulture 95a-95b.)

**19 PLANT GROWING (3)**

*Two lecture and three lab hours per week.*

Soil, plant and fertilizer relationships. Physical, chemical and biological properties of soils as related to horticulture; soil sampling and testing; application techniques of fertilizer materials and soil amendments. Practical experience in growing plants in the greenhouse. (This course is identical to Horticulture 112.)

**21 GENERAL ZOOLOGY (5)**

*Three lecture and six lab hours per week. Prerequisite: High school biology or equivalent with a satisfactory grade.*

Introduction to the principles of animal biology. Topics include: molecular basis of life, structure, function and behavior as seen in invertebrates and selected chordates, ecology, zoogeography and animal evolution.

**22 GENERAL BOTANY (5)**

*Three lecture and six lab hours per week. Prerequisite: High school biology or equivalent with a satisfactory grade.*

Principles of biology as illustrated by plants with emphasis on structure, physiology and reproduction in green plants.

**23 ANATOMY (4)**

*Three lecture and three lab hours per week. Prerequisite: Satisfactory completion of a high school or college-level General Biology course.*

Structure of the human body. Laboratory study and dissection of human and higher mammals. (Primarily intended

for students of Nursing, Physiotherapy, Physical Education and other related fields. Elective for Pre-Dental, Pre-Medical and Pre-Veterinarian students.)

**24 INTRODUCTORY PHYSIOLOGY (5)**

*Three lecture and six lab hours per week. Prerequisites: One course selected from Biology 21, 23, or 27. A knowledge of elementary chemistry and physics is recommended.*

Functions of the organs and systems of the human body. This course is for students of Nursing, Physiotherapy, Physical Education, Psychology and other related fields. Elective for Pre-Dental, Pre-Medical and Pre-Veterinarian students.

**25 GENERAL MICROBIOLOGY (5) Fall only  
(Formerly Biology 26)**

*Three lecture and six lab hours per week. Prerequisite: Chemistry 1a-lab or Chemistry 30a-30b, College-level Biology course. Bio. 27 recommended.*

Introduction to the morphology and physiology of microorganisms, their control by chemical and physical means, and their role in the environment including the disease process. Laboratory techniques in culture and identification. (Recommended for majors requiring a 5-unit course in Microbiology/Bacteriology: Life Sciences, Biochemistry, Nutrition, Agriculture, Pre-Dentistry, Nursing, Agriculture, Sanitary Engineering.)

**26 GENERAL BACTERIOLOGY (4) Fall only  
(Formerly Biology 25)**

*Two lecture and 6 lab hours per week. Prerequisite: One semester of a college-level Chemistry course. College-level Biology course recommended.*

Introduction to the microbial world, the role of microorganisms in nature and host parasite relationships. (Recommended for majors requiring a 4-unit course in Microbiology/Bacteriology especially Nursing and Allied Medical Sciences.)

**27 INTRODUCTION TO CELL BIOLOGY (4)**

*Three lecture and three lab hours per week. Prerequisites: Chemistry 1a, or Chemistry 30a-30b.*

Evaluation and analysis of the living cell and its component parts. The metabolism of the cell and bioenergetics involved will be examined as they relate to cellular development, growth, and reproduction. (Recommended for all Life Science and Medical Science majors.)

**30 MARINE BIOLOGY (3)**

*Two lecture and three lab/field hours per week. One college-level Biology course recommended.*

Introduction to physical oceanography, marine animals, marine plants and marine ecology. Major emphasis is given to the natural history of marine forms, including their taxonomy, morphology and physiology. Bays, estuaries and oceans are described as habitats.

### 31 GENERAL ENTOMOLOGY (4)

*Two lecture and six lab hours per week. Prerequisite: Sophomore standing (24 units) with one course in the Biological Sciences.*

Classification, life histories, morphology, physiology and ecology of insects; their comparative and functional relationship and emphasis upon their relationship to man.

### 32 TREES, SHRUBS AND WILDFLOWERS OF NORTHERN CALIFORNIA (3)

*Two lecture and three lab hours per week.*

The study of native and introduced trees, shrubs and wildflowers of Northern California, including their identification, taxonomy, ecology and utilization. Field trips will be scheduled throughout the semester.

### 33 GENETICS (3)

*Three lecture hours per week. Prerequisite: One course in the Biological Sciences.*

Introduction to the principles of heredity in plants and animals with specific reference to human inheritance and biochemical genetics. The importance of heredity in its evolutionary concepts is included.

### 34 BIOLOGY OF SEX AND REPRODUCTION (3)

*Three class hours per week.*

Aspects of the nature of sexuality. Life cycles of sex types will be related to genetic potentials of plant and animal types. The hormonal and nervous control will be utilized to characterize reproduction.

### 37 DEVELOPMENT OF BIOLOGICAL CONCEPTS (3)

*Three class hours per week. Prerequisites: Twelve or more units of college work and an overall "C" average or better. One course in Life Science is recommended.*

Description of the beginnings, growth and development of science in the ancient cultures, Greek and Mediterranean cultures, the Dark Ages, rebirth of science during the Renaissance, historical foundations of modern biology and modern biological themes.

### 40 NATURE STUDY (3)

*One lecture and six lab hours per week, with day and weekend field trips to be arranged. Prerequisite: One course in the Biological Sciences.*

Study of selected common organisms, both plant and animal; natural history and distribution of Bay Area organisms. Course designed to meet requirements of Education majors.

### 41 ANATOMY AND PHYSIOLOGY (5)

*Three lecture and six lab hours per week. Required for AARN Program. Recommended: previous course in Biological Science.*

Survey of basic human anatomy and of the principles of physiology. Emphasis is placed upon those areas which have a direct correlation with the practice of nursing.

### 42 MICROBIOLOGY FOR NURSES (4) (Spring only)

*Two lecture and six lab hours per week. Required for A.A. Degree Nursing Program. Prerequisite: Biology 41.*

Basic concepts of the structure and function of microorganisms, especially as related to the host-parasite relationship. Control and prevention of the infectious diseases of man.

### 47 COOPERATIVE EDUCATION (1-4) (Credit/No Credit)

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

### 48 SELECTED TOPICS IN BIOLOGY (1-3)

*Hours by arrangement.*

The topic of this course will be different each semester. It is intended to be a course covering a subject of relevance, but not intended to be a permanent offering of the Division.

### 49 SPECIAL PROJECTS (1-2)

*Hours by arrangement. Open only to students who have satisfactorily completed two college-level Life Science courses. Permission of the advising instructor is required.*

A problem is chosen by the student in order to lay a foundation for future research in one of the fields of Biological Science. The problem is developed into a regular scientific report.

### 52 BACTERIOLOGY FOR DENTAL ASSISTANTS (2) (Fall only) BACTERIOLOGY FOR VOCATIONAL NURSES (2) (Spring only)

*Two lecture hours per week. Prerequisite: Enrollment in either the Dental Assisting Program or the Licensed Vocational Nursing Program. Recommended for Medical Assistants with consent of instructor.*

Introduction to microbiology with emphasis on morphology, physiology, transmission and control of pathogenic forms.

## Building Inspection

### 63a TECHNIQUES OF INSPECTION (3)

*Three lecture hours per week. Prerequisite: None.*

Organization and methods of inspecting soils, excavations, foundations, wood framing, masonry, concrete, and steel structures.

### 63b UNIFORM BUILDING CODE INTERPRETATION (3)

*Three lecture hours per week. Prerequisite: Building Inspection 63a.*

Building regulations which pertain to types of construction, areas of construction, height and separation laws, exits of buildings, fire resistance, flame spread, and sprinkler systems.

### 63c ELECTRICAL WIRING INSPECTION (3)

*Three lecture hours per week. Prerequisite: Building Inspection 63a.*

Electrical wiring for building inspection, covering single-family dwellings, multi-family dwellings, commercial locations (wiring plans for a store building), industrial locations (power installations), specialized and hazardous locations.

### 63d PLUMBING INSPECTION (3)

*Three lecture hours per week. Prerequisite: Building Inspection 63a.*

Building regulations which pertain to drainage systems, vents and venting, plumbing, water systems, building sewers, and gas piping.

### 63e MECHANICAL CODE (3)

*Three lecture hours per week. Prerequisite: Building Inspection 63a.*

Building regulations which pertain to mechanical codes of construction, heating equipment, floor furnaces, wall furnaces, unit heaters, venting, ducts, ventilation systems, evaporative systems, refrigeration systems and equipment.

### 63f PLAN CHECKING, STRUCTURAL (3)

*Three lecture hours per week. Prerequisite: Building Inspection 63a.*

Structural requirements for conventional construction, including forces, reactions, moments in wood, steel and concrete construction; lateral forces and retaining walls.

## Business

Students graduating with a major in the field of business must meet the following subject requirements:

**Mathematics—Bus. 50 or 51.** (See course descriptions on page 117.) Students who are taking the transfer program may comply with the Business Math requirement by successful completion of an appropriate transfer mathematics course. **Bus. 10**—Introduction to Business.

### 2 ELEMENTARY STATISTICS (4)

*See Economics 2.*

### 8a HUMAN RELATIONS (3)

*Three class hours per week.*

Application of psychological principles to problems of self-management and personal growth essential for successful living, including interpersonal relationships on the job.

### 8b HUMAN RELATIONS (3)

*Three class hours per week. Prerequisite: Bus. 8a.*

The study of human behavior and the necessity of taking positive action to achieve better interpersonal relationships. Discussion topics will center around personal growth and communication problems in groups and organizations, such as business, community, social groups, school, and home.

### 10 INTRODUCTION TO BUSINESS (3)

*Three class hours per week.*

An introductory survey of the nature, organization and structure of the American free enterprise system. A basic orientation course in business designed to develop a realization of the role of business in the economy and as an aid in selecting a field of vocational specialization. (Required of all students majoring in Career Business Programs. Satisfies requirement for Mgmt. 99 for Management Certificate Program.)

### 11 FUNDAMENTALS OF SALESMANSHIP (3)

*Three class hours per week. Bus. 10 is strongly recommended.*

Covers the role and impact of personal selling in the marketing process. Considers principles and techniques employed effectively in the direct sales process. Includes sales demonstrations by guests from the direct selling field and practical sales presentations by students.

### 12 ADVERTISING (3)

*Three class hours per week. Not open to first semester freshmen.*

The role of advertising in our economic life with emphasis on advertising methods and media.

**16 RETAIL MANAGEMENT (3)**

*Three class hours per week. Prerequisite: Bus. 10 and Bus. 50 or 51.*

Retail processes emphasized include merchandise planning and control, buying and receiving, pricing, sales promotion and customer services.

**24 MARKETING (3)**

*Three class hours per week. Prerequisite: Bus. 10 or Mgmt. 99.*

Broad study of marketing principles and methods applicable to both consumer and industrial goods. Major topics include retailing and wholesaling consumers' goods, marketing industrial goods, marketing policies and practices, and government relationships to marketing.

**25 MARKETING RESEARCH (3)**

*Three class hours per week. Prerequisite: Business 24.*

Survey of marketing research and application as a management tool. The approach is essentially practical rather than theoretical.

**30 PRINCIPLES OF BANK OPERATIONS (3)**

*Three class hours per week.*

Survey of the fundamentals of bank functions and operations, including bookkeeping operations of day-to-day activity, bank services related to loans, savings, trusts; and Federal Reserve System as related to bank operations.

**31 INSTALLMENT CREDIT (3)**

*Three class hours per week.*

Study of the broad field of installment credit and lending from the standpoint of both the public relations and profit position.

**32 ANALYZING FINANCIAL STATEMENTS (3)**

*Three class hours per week.*

Study of financial statement analysis: balance sheet, profit and loss statement, analysis of working capital changes and inventories, relating balance sheet accounts to sales.

**35 PERSONAL AND FAMILY FINANCE (3)**

*Three class hours per week.*

Develops understanding and skill in dealing with family and personal finance problems. Topics include: financial

planning, borrowing money, insurance, introduction to investments, estate planning, real estate and taxes.

**47 COOPERATIVE EDUCATION (1-4)  
(Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN BUSINESS (1-3)**

*Hours by arrangement.*

Selected topics in Business not covered by regular catalog offerings. Course content and unit credit to be determined by the Business Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Sophomore standing and permission of the Chairman of the Business Division required.*

Designed to provide an opportunity for a student to extend his knowledge and understanding of a selected topic or problem beyond the scope of other courses. The nature and topic of assignment will be prescribed by the instructor.

**50 BUSINESS ARITHMETIC (3)**

*Three class hours per week. Prerequisite: A percentile rating below 35 on the quantitative part of SCAT entrance examination. (See Business Division requirement for business mathematics.)*

Fundamental arithmetic operations including fractions, decimals and percentages used in ordinary problems of business.

**51 BUSINESS MATHEMATICS (3)**

*Three class hours per week. Prerequisite: A percentile rating of 35 or over on the quantitative part of the SCAT entrance examination or completion of Bus. 50 with a grade of C or better.*

Finding required quantity by the use of fractional equivalents, aliquot parts, equations and formulas, ratio and proportion, formulas in percentage, simple interest, bank discount, present value, periodic payments and depreciation.

**52 LAW FOR THE LAYMAN (3)**

*Three class hours per week.*

Survey of legal problems which confront people in their everyday life activities. Included are the courts, trials, marriage and divorce, community property, wills, trusts, succession, mortgages, trust deeds, conditional sales, crimes, torts, homesteads and the Corporate Securities Act.

**56 BUSINESS CORRESPONDENCE (3)**

*Three class hours per week. Prerequisite: Bus. 92.4 – Typing, or equivalent.*

Business letter writing taught by the workshop method. Students form their own companies and carry on the correspondence necessary to complete the business transactions.

**59L INTRODUCTION TO LEGAL OFFICE TRAINING (3)**

*Three class hours per week.*

Duties and responsibilities of a legal secretary in various law offices — general, corporate, domestic relations, probate, patent. Introduction to legal records, statutes and codes, library work, filing, calendaring and bookkeeping procedures as related to a law office.

**65 SMALL BUSINESS MANAGEMENT (3)**

*Three class hours per week. Prerequisite: Bus. 10.*

Examination of the opportunities and hazards of small business operation; designed for business students who plan to establish or supervise a small business. Significant areas of vital interest to the prospective independent businessman are explored.

**66 GENERAL ACCOUNTING (4)**

*Five class hours plus one lab hour per week. Recommended: completion of or concurrent enrollment in Bus. 50 or 51.*

Application of accounting procedures for a small business using general and special journals, general ledger, subsidiary ledgers, petty cash records and payroll records for cash or accrual basis. Preparation of trial balances, work sheets, adjusting and closing entries, and financial statements.

**69 INCOME TAX ACCOUNTING (3)**

*Three class hours per week. Prerequisites: Bus. 66, Bus. Adm. 1a.*

Study of the procedures for computing the income tax liability of individuals and business in accordance with the latest income tax law and regulations. Practice in solving typical problems and in preparation of tax returns.

**70a PRINCIPLES OF TRANSPORTATION (3)**

*Three class hours per week.*

Transportation in our economy, the transportation system with emphasis on rail, air, water, motor and pipeline. Development and regulation of the various modes of transportation, theory of rate-making and government controls, selected carrier problems and transportation policies.

**70b TRAFFIC MANAGEMENT AND PHYSICAL DISTRIBUTION (3)**

*Three class hours per week. Prerequisite: Bus. 70a or concurrent enrollment in 70a.*

Emphasis on management of physical distribution, including the total cost concept, planning and coordinating the functions of transportation, storage, packaging, handling, inventory and location theory.

**80a ECONOMIC SECURITY AND INDIVIDUAL LIFE INSURANCE (3)**

*Three class hours per week.*

Economic security needs, human behavior, professionalism and ethics in life and health insurance. Individual life, health, and annuity contracts. (Preparation for CLU Examination, HS 301.)

**80b LIFE INSURANCE LAW AND MATHEMATICS (3)**

*Three class hours per week.*

Legal aspects of contract formation, policy provisions, assignments, ownership rights, creditor rights, beneficiary designations, and disposition of life insurance proceeds. Also covered is the mathematics of life insurance. (Preparation for CLU Examination, HS 302.)

**80c GROUP INSURANCE AND SOCIAL INSURANCE (3)**

*Three class hours per week.*

Analysis of group life and health insurance, including products, marketing, underwriting, reinsurance, premiums, and reserves. Governmental programs related to the economic problems of death, old age, unemployment, and disability. (Preparation for CLU Examination, HS 303.)

**80d ECONOMICS (3)  
(Formerly Bus. 80h)**

*Three class hours per week.*

Economic principles which have an effect on the national economy, national income, price determination, business cycles, money and banking, monetary and fiscal policy, and international trade and finance. (Preparation for CLU Examination, HS 304.)

**80e ACCOUNTING AND FINANCE (3)  
(Formerly Bus. 80g)**

*Three class hours per week.*

Basic accounting principles including data accumulation systems, income measurement, valuation of assets and liabilities, and financial statement analysis. The accounting process and preparation of financial statements. (Preparation for CLU Examination, HS 305.)



**80f INVESTMENTS AND FAMILY  
FINANCIAL MANAGEMENT (3)**

*Three class hours per week.*

Investment principles and their application to family finance. Yields, limited income securities, investment markets, and common stock. Family budgeting, property and liability insurance, mutual funds, variable annuities, and aspects of other investment media. (Preparation for CLU Examination, HS 306.)

**80g INCOME TAXATION (3)  
(Formerly Bus. 80e)**

*Three class hours per week.*

The federal income tax system with particular reference to the taxation of life insurance and annuities. The income taxation of individuals, sole proprietorships, partnerships, corporations, trusts, and estates. (Preparation for CLU Examination, HS 307.)

**80h PENSION PLANNING (3)  
(Formerly Bus. 80d)**

*Three class hours per week.*

Basic features of pension plans, profit-sharing plans, and tax-deferred annuities. Also, thrift and savings plans and plans for the self-employed. Employees Retirement Income Security Act of 1974. (Preparation for CLU Examination, HS 308.)

**80j BUSINESS INSURANCE (3)**

*Three class hours per week.*

Business uses of life and health insurance, including proprietorship, partnership, and corporation continuation problems. Also other business uses of life and health insurance. (Preparation for CLU Examination, HS 309.)

**80k ESTATE PLANNING AND TAXATION (3)**

*Three class hours per week.*

Estate and tax planning, the use of trusts, life insurance, powers of appointment, wills, lifetime gifts, and the marital deduction. (Preparation for CLU Examination, HS 310.)

**81 SECURITY INVESTMENTS (3)**

*Three class hours per week. Prerequisite: Sophomore standing.*

Stocks, bonds and investment trusts; investment policies, evaluation, charting — issues and industries.

**82 PRINCIPLES OF INSURANCE (3)**

*Three class hours per week.*

Covers each type of insurance with the fundamental underlying principles, the organization of insurance business

and accepted insurance practices. (Designed for all majors in Business who seek to pass the state examination for insurance salesmen.)

**83a-83b REAL ESTATE PRINCIPLES  
(Basic and Advanced) (3-4)**

*83a — Three class hours per week; 83b — Four class hours per week. Prerequisites: 83a — None. Concurrent registration in Bus. 50 or 51 and 84 is recommended. 83b — Bus. 83a and Bus. 84, or Real Estate Salesman's or Broker's License or consent of instructor.*

**83a** — Property, contracts, agency, financing, recordation, liens and encumbrances, taxes, escrows, land description, and real estate math. (Meets the state requirements for the broker's examination.) **83b** — Problem assignments as they relate to contracts, financing, conveyances, liens, agency, legal aspects, escrow, leasing, and real estate math. (Approved by State Dept. of Real Estate as substitute for Bus. 85 toward Broker's examination.)

**83c REAL ESTATE MATHEMATICS (1)**

*One class hour per week. Concurrent enrollment in Bus. 83b required.*

Comprehensive review of the type of mathematical problems given in the state examination for a Broker's or Salesman's license. (This course is not intended as a substitute for Bus. 140 — Real Estate Mathematics.)

**84 REAL ESTATE VALUATION, INVESTMENT  
AND MANAGEMENT (3)**

*Three class hours per week. Recommended: concurrent registration in Bus. 83a.*

Development of California real estate principles, measuring changing value of money. Estimating: costs, depreciation, taxes, maintenance, return on investment. Accounting: rules — capital gains and losses, accelerated methods of calculating depreciation charges. (Meets the state requirements for the broker's examination.)

**85 REAL ESTATE PRACTICE (3)**

*Three class hours per week. Prerequisite: Salesman's or broker's license, or completion of Bus. 83a and 84.*

Comprehensive presentation of the techniques of operating a real estate business in the State of California with emphasis on the daily activities of salesmen and brokers. (Meets the state requirements for the broker's examination.)

**87 LEGAL ASPECTS OF REAL ESTATE (3)**

*Three class hours per week. Prerequisite: Salesman's or broker's license, or completion of Bus. 83a and 84. Completion of Bus. 85, or may be taken concurrently.*

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COLLEGE OF SAN MATEO  
SAN MATEO, CALIF.

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The practice of real estate brokerage, real estate sales, property management, real estate ownership, the management or the building of an estate, and related topics along with a study of the facts and principles of California Real Estate Law. (Meets the state requirements for the broker's examination.)

**88 REAL ESTATE FINANCE (3)**

Three class hours per week. Prerequisite: Salesman's or broker's license, or completion of Bus. 83a and 84. Completion of Bus. 85, or may be taken concurrently.

Practices, customs and laws relating to mortgage lending and the financing of real estate, with emphasis on financing private houses. (Meets the state requirements for the broker's examination.)

**90.1 SHORTHAND, BASIC GREGG THEORY (4)**

Five class hours and two lab hours a week by arrangement for eleven weeks. Prerequisites: Enrollment in or completion of Business 91; enrollment in or completion of beginning typing (keyboard).

Foundation course in Gregg Shorthand Diamond Jubilee theory.

**90.2 SHORTHAND, ELEMENTARY DICTATION (1)**

Five class hours and two lab hours a week by arrangement for 5½ weeks. Prerequisites: Completion of basic shorthand theory; enrollment in or completion of beginning typing (keyboard); enrollment in or completion of Business 91.

Intensive dictation and theory reinforcement to achieve a minimum of 60 words a minute for three minutes.

**90.3 SHORTHAND, SPEED BUILDING (1)**

Five class hours and two lab hours a week by arrangement for 5½ weeks. May be taken 2 times for credit. Prerequisites: Ability to take dictation at 60 words a minute for three minutes; completion of beginning typing (keyboard); enrollment in or completion of Business 91 or approval of instructor.

Speed development individualized for all levels of competency. May be taken concurrently with Business 90.4 or 90.5.

**90.4 SHORTHAND, PRE-TRANSCRIPTION (4)**

Six class hours and two lab hours a week by arrangement for eleven weeks. Prerequisites: Ability to take dictation at 60 words a minute; Business 92.6 or equivalent; Business 91.

Integration of English, typing and shorthand skills to produce mailable copy.

**90.5 SHORTHAND, TRANSCRIPTION (2)**

Six class hours a week for 5½ weeks. Prerequisites: Business 90.4; ability to take dictation at 70 words a minute; Business 91; Business 92.6 or equivalent. Business 90.3 must be taken concurrently.

Production transcription with emphasis on employment standards.

**90L LEGAL SHORTHAND AND TRANSCRIPTION (2)**

Four class hours per week. Prerequisites: Completion of Bus. 92.5, 92.6 or 92.7, or equivalent, and completion of or enrollment in one college English course. Concurrent enrollment in Bus. 100L recommended.

Intensive dictation and transcription of legal correspondence, records and documents. Emphasis on shorthand speed, transcription accuracy and development of legal terminology commonly used in law offices.

**90p ALPHABETIC SHORTHAND (1-3)**

Three class hours and two lab hours per week by arrangement for 5½ weeks (three 5½-week modules per semester). Students may enter at the beginning of any module. Prerequisites: Enrollment in or completion of Bus. 91 or equivalent; enrollment in or completion of Bus. 92.1 or equivalent.

Foundation course in alphabetic shorthand — principles, dictation, transcription. Vocational or personal use.

**91 BUSINESS ENGLISH (3)**

Three class hours per week.

Grammar, punctuation, spelling and word usage for business.

**92.1 KEYBOARD TYPING (1)**

Five class hours and two lab hours a week for 5½ weeks. Introduction to keyboard; elementary course to develop correct typing techniques.

**92.2 SKILL BUILDING TYPING (1)**

Five class hours and two lab hours a week for 5½ weeks. Prerequisite: Knowledge of keyboard. May be taken two times for credit.

Speed and accuracy development individualized for all levels of competency. May be taken concurrently with all typing courses except 92.1.

**92.3, 92.4 ELEMENTARY TYPING (1-1)**

(Formerly Typing, Term Papers and Basic Letters)

Three class hours and four lab hours a week for 5½ weeks. Prerequisites: Knowledge of keyboard; ability to type 15-20 words a minute.

**92.3** — Elementary course to learn to type term papers and to improve typing skills. **92.4** — Elementary course to learn to type business and personal letters and to improve typing skills.

**92.5, 92.6, 92.7 INTERMEDIATE TYPING (1-1-1)**  
(Formerly Typing, Manuscripts, Letters, Forms and Tabulation)

Three class hours and four lab hours a week for 5½ weeks. Prerequisite: Ability to type 30 words a minute and Elementary Typing or equivalent.

**92.5** — Intermediate course to improve typing skills and manuscript- and report-production rate to meet employment standards. **92.6** — Intermediate course to improve typing skills and letter production rate to meet employment standards. **92.7** — Intermediate course to improve typing skills and production of forms and tabulated problems to meet employment standards.

**92.8, 92.9 ADVANCED TYPING (1-1)**  
(Formerly Typing, Reprographics and Professional Typing)

Three class hours and four lab hours a week for 5½ weeks. Prerequisites: Ability to type 40 words a minute and Intermediate Typing or equivalent.

**92.8** — Decision-making production typing. Proportional-space typing instruction available. **92.9** — Typing laying out of material for masters for various types of equipment.

**93 MACHINE CALCULATION (1-2)**

Five class hours per week for 5½ weeks (three 5½-week modules per semester). Students may enter at the beginning of any module. (May be repeated once for credit.) Prerequisite: Bus. 50 or equivalent.

Instruction includes electronic display calculators and the touch system of operating the 10-key adding machine. Assignments emphasize actual business situations and problems. The printing calculator and rotary calculator will be offered on a special project basis.

**94 MACHINE TRANSCRIPTION (2)**

Four class hours per week. Prerequisite: Typing speed of 40 wpm; Bus. 91 or equivalent.

A foundation course in machine transcription to develop a student's skill in transcribing mailable copy.

**94L LEGAL MACHINE TRANSCRIPTION (2)**

Four class hours per week. Prerequisites: Completion of, or enrollment in Bus. 59L, 91, and 92.5, 92.6, 92.7 or equivalent.

Transcription of legal documents: client, court, and general; correspondence and reports.

**96 FILING AND RECORDS MANAGEMENT (2)**

Two class hours per week.

Principles to be applied and procedures to be followed in setting up and using various types of filing systems; transfer, storage and retention of records.

**99 CERTIFIED PROFESSIONAL SECRETARY REVIEW (3)**

Three class hours per week. Prerequisite: Previous extensive secretarial training or experience.

An intensive review course designed to prepare secretaries for the National Secretaries Association's Certified Professional Examination. Specialists will review the areas of office procedures, business and public policy, economics of management, financial analysis and the mathematics of business, communications and decision making, and environmental relationships.

**100a SECRETARIAL PROCEDURES AND ADMINISTRATION (3)**

Four class hours per week plus one hour by arrangement. Prerequisites: Bus. 91 or permission of instructor; Bus. 92.6 and 92.7 or equivalent; Bus. 96 or permission of instructor.

Intensive course in application of skills in the wide range of activities performed in secretarial and office administration.

**100b SECRETARIAL PROCEDURES AND ADMINISTRATION (3)**

Five class hours per week. Prerequisite: Bus. 100a or equivalent.

Integration of training through simulated office experience with emphasis on techniques of administration.

**100L LEGAL SECRETARIAL PROCEDURES AND OFFICE ADMINISTRATION (3)**

Five class hours per week. Prerequisites: Proficiency in related secretarial skills as follows: English — Completion of or enrollment in one college English course. Typing — Completion of Bus. 92.6, 92.7 or equivalent. Shorthand — Completion of Bus. 90.5; Bus. 110a or equivalent; concurrent enrollment in Bus. 90L recommended.

Intensive course in specialized procedures applicable to secretarial duties in law offices. General reference is made to legal duties per se; specific instruction in legal secretarial routines and documents operative in California.

**108a OFFICE INTERNSHIP (3)**

Prerequisites: Proficient shorthand and/or typing skill(s). Part-time employment (minimum of eight hours each week) in office work required. Not recommended for first-semester students.

Weekly seminar offers speakers from business offices, discussions of individual and group job problems, field trips, special projects. Students work under supervision of an experienced business teacher in adapting knowledge, skills and attitudes to office work.

**108s OFFICE INTERNSHIP FOR SPECIALIZED SECRETARIES (3)**

*Two seminar hours and part-time employment in a specialized office. Prerequisite: Completion of or enrollment in Bus. 100L.*

On-the-job training for students who have completed the required preparatory courses in the Specialized Secretarial Curriculum— includes a two-hour weekly seminar and a minimum of eight hours per week employment in a legal office.

**111 FUNDAMENTALS OF REAL ESTATE SALESMANSHIP (3)**

*Three class hours per week. Prerequisite: Salesman's or broker's license, or completion of 83a and 84.*

Specialized techniques required to promote an effective sales record. Coordinates the theoretical background required for State examinations into the area of property merchandising.

**112 LEGAL ASPECTS OF REAL ESTATE, ADVANCED (3)**

*Three class hours per week. Prerequisite: Salesman's license, completion of Bus. 87, or consent of instructor.*

An in-depth study of contracts, security transactions, and current developments in law. Course materials will be edited selections of California appellate court decisions. (Meets the state requirements for the broker's examination.)

**113 REAL ESTATE FINANCE, ADVANCED (3)**

*Three class hours per week. Prerequisite: Salesman's license, completion of Bus. 88, or consent of instructor.*

Financing of commercial, industrial, and special-purpose properties. Financing mathematics, financial analysis, construction financing, feasibility studies, creative financing, and government participation through social-action programs. (Meets the state requirements for the broker's examination.)

**114 REAL ESTATE OFFICE ADMINISTRATION (3)**

*Three class hours per week. Prerequisite: Salesman's license, or completion of five courses required for Real Estate Certificate, or consent of instructor.*

An introduction to management; research, personnel, and market-management decisions; transition from sales as-

sociate to manager; personnel training, counseling, and compensation; future trends in the industry and their implications for management. (Meets the state requirements for the broker's examination.)

**123 PUBLIC RELATIONS (3)**

*Three class hours per week.*

Role of public relations in business and industry. The course also covers the fundamental principles, procedures and tools used in public relations.

**131 REAL ESTATE ECONOMICS (3)**

*Three class hours per week. Prerequisite: Salesman's license, completion of five courses required for Real Estate certificate, or consent of instructor.*

Study of the economic aspects of real estate designed to provide a grasp of the dynamic economic conditions and related factors underlying the real estate business. (Meets the State requirements for the broker's examination.)

**134 REAL ESTATE APPRAISAL (Basic) (3)**

*Three class hours per week. Prerequisite: Completion of Bus. 83a and 84, or salesman's license, or in-service appraisal experience, or consent of instructor.*

Basic real estate appraisal which considers the analysis of residential and commercial properties. Techniques for determination of loan, market and insurance values. (Meets the state requirements for the broker's examination.)

**135 ADVANCED REAL ESTATE APPRAISAL (Urban) (3)**

*Three class hours per week. Prerequisite: Satisfactory completion of Bus. 134, or Salesman's license, or two years' full-time appraisal experience, or consent of instructor.*

Advanced real estate appraisal of multi-family dwellings, apartment houses, commercial and special purpose property. (Meets the state requirements for the broker's examination.)

**136 ADVANCED REAL ESTATE APPRAISAL (Rural) (3)**

*Three class hours per week. Prerequisite: Satisfactory completion of Bus. 134 or 135, or consent of instructor.*

Advanced course in real estate appraisal of rural properties, covering three types: row crop, orchard, and livestock properties. (Meets the state requirements for the broker's examination.)

**138 REAL ESTATE EXCHANGES AND TAXATION (3)**

*Three class hours per week. Prerequisite: Salesman's license, or completion of five courses required for Real Estate Certificate, or consent of instructor.*

Advanced course for real estate brokers with experience in

residential and commercial transactions. Primary emphasis on developing and analyzing exchange transactions, practical and technical aspects of completion, the correlation of exchanges and tax matters. (Meets the state requirements for the broker's examination.)

### 139 COMMERCIAL AND INVESTMENT PROPERTY (3)

*Three class hours per week. Prerequisite: Salesman's license, or completion of five courses required for Real Estate certificate, or consent of instructor.*

For licensed real estate brokers and salesmen, financing officials, and investors. Emphasizes the process of selecting various commercial properties for investment, analyzing locations, income, operating expenses, depreciation and obsolescence. (Meets the state requirements for the broker's examination.)

### 140 REAL ESTATE MATHEMATICS (3)

*Three class hours per week.*

Review of the fundamentals of mathematics as they apply to real estate practice, with problems in the area of amortization, appraising, broker's trust fund accounts, escrow, interest calculations and capitalization techniques.

### 141 REAL ESTATE PROPERTY MANAGEMENT (3)

*Three class hours per week. Prerequisite: Bus. 85, 87 and 88, or consent of instructor.*

Applied study of the management of income-producing real estate. Emphasis on neighborhood analysis; rent schedules; selection of personnel; contracts and purchasing; interior and exterior maintenance; leasing procedures; and accounting and investment planning. (Meets the state requirements for the broker's examination.)

### 142 REAL ESTATE INTERNSHIP (4)

*Two lecture hours and 10 laboratory hours per week. Prerequisites: Business 83a and 84. Business 85 may be taken concurrently. A State Real Estate Salesman's License is desirable but not essential.*

Supervised work experience and seminar. A practical application of skills and understandings learned in the academic classroom as applied to areas of specialization to be selected by the student. This is intended to assist the student enrolled in the work-experience education program.

### 145a TITLE EXAMINING PROCEDURES (Basic) (3)

*Three class hours per week.*

Compiling and interpreting data from various official sources leading to the production of evidence of ownership of real estate.

### 145b ESCROW PROCEDURES (Basic) (3)

*Three class hours per week. Prerequisite: Bus. 145a or equivalent experience, or consent of instructor.*

A basic course in the Methods and Techniques of escrow procedure for various types of business transactions with emphasis on real estate. (Meets the state requirements for the broker's examination.)

### 145c TITLE EXAMINING PROCEDURES (Advanced) (3)

*Three class hours per week. Prerequisite: Bus. 145a, or equivalent experience, or consent of instructor.*

Comprehensive study of map reading and easements. A study of abandonments, including vesting and effects. Procedure for examining court proceedings relating to divorce, probate, foreclosures, etc. Detailed studies of property problems.

### 145d ESCROW PRACTICES, INTERMEDIATE (3)

*Three class hours per week. Prerequisite: Bus. 145b, equivalent experience, preparation, or consent of instructor.*

An advanced course covering more unusual and different types of escrow and evaluating possible solutions. (Meets the state requirement for the broker's examination.)

### 145e ESCROW PROBLEMS, ADVANCED (3)

*Three class hours per week. Prerequisite: Bus. 145d, equivalent experience, preparation, or consent of instructor.*

Further study of more unusual and difficult types of escrows. Actual case problems are presented and discussed. Conflicts and disputes in escrow are studied. (Meets the state requirements for broker's examination.)

## Business Administration

Students planning to transfer to a University should complete Math. 20 or have 2 years of high school Algebra.

### 1a-1b PRINCIPLES OF ACCOUNTING (4-4)

*Five class hours per week. Prerequisite: 1a—None. 1b—Bus. Adm. 1a or equivalent, with a grade of C or better.*

**1a**—Records, accounts and statements of proprietorship enterprises. Debit and credit theory and generally accepted accounting principles and concepts. **1b**—Applications of theory, concepts and principles to partnerships and corporations. Introduction to departmental, cost and manufacturing accounting, budgeting, analysis and management decisions.

**18a BUSINESS LAW (3)**

*Three class hours per week.*

Introduction to law applicable to business, including sources, agencies and procedures for enforcement. Emphasis on nature and function of law through case study analysis in fields of contracts, sales agency and employer-employee relations.

**18b BUSINESS LAW (3)**

*Three class hours per week. Prerequisite: Bus. Adm. 18a.*

Continuation of 18a with business applications of law of partnerships, corporations, real property, mortgages and security transactions, trusts, wills, bankruptcy and commercial paper.

**18c GOVERNMENTAL REGULATORY POWER (3)**

*Three lecture hours per week. Prerequisite: Enrollment in or completion of one college English course.*

Legal environment of business. Evolution, trend and implication of government regulation of business and the economy. Discussion of sources of power within the government and constitutional limitations thereon, together with specific regulatory powers and their administration.

**20 COMPUTER APPLICATIONS IN ACCOUNTING (3)**

*Three class hours plus a lab by arrangement per week. Prerequisites: Concurrent enrollment in or completion of Bus. Adm. 1a; completion of one year of high school algebra, or Math. 11.*

Study of business usage of computers; concepts and components of computers; impact of computers upon business organizations. Use of source language(s) in writing, running and debugging programs; problems of accounting and management science.

**48 SELECTED TOPICS IN BUSINESS ADMINISTRATION (1-3)**

*Hours by arrangement.*

Selected topics in Business Administration not covered by regular catalog offerings. Course content and unit credit to be determined by the Business Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Business Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**Chemistry****1a-1b GENERAL CHEMISTRY (5-5)**

*Three lecture and six lab hours per week. Prerequisites: 1a — Chem. 51 or high school Chemistry with grade C-plus and two years of high school Mathematics or satisfactory performance on placement test; high school Physics recommended; 1b — Chem. 1a with grade C or better. Intended for students majoring in science fields and engineering.*

**1a** — Basic principles of atomic and molecular structure and bonding. Chemical reactions and equations, solutions, gas laws, equilibrium, stoichiometry and calculations related to the foregoing. **1b** — Descriptive chemistry of the elements and qualitative analysis. Introduction to nuclear chemistry and detailed treatment of electro-chemistry, equilibrium and kinetics.

**5 QUANTITATIVE ANALYSIS (4)**

*Two lecture and six lab hours per week. Prerequisite: Chem. 1b with grade C or better.*

Theory, calculations and practice of common analytical procedures. Includes gravimetric, volumetric methods; also colorimetric, potentiometric and other instrumental procedures.

**7 INTRODUCTION TO PHYSICAL CHEMISTRY (4)**

*Three lecture and three lab hours per week. Prerequisites: Chem. 1a-1b, Chem. 5.*

Properties of matter, solutions, equilibrium, hydrogen ion concentration, thermochemistry and reaction velocity.

**10 SURVEY OF CHEMISTRY (3)**

*Three lecture hours per week. Not open to students who have had or are taking Chem. 1a.*

General survey of the more important concepts and applications of Chemistry for non-science majors.

**12a ORGANIC CHEMISTRY (3)**

*Three lecture hours per week. Prerequisite: Chem. 1a with grade C or better.*

Basic concepts of structure and reactivity. Reactions of major functional groups. Designed to be the first semester of a 1-year organic course or a one semester overview.

**12a1 ORGANIC CHEMISTRY LAB (2)**

*One lab/lecture and five lab hours per week. Prerequisite: Completion of or concurrent enrollment in Chem. 12a lecture.*

Principles and practice of laboratory techniques, including methods of separation, purification, synthesis, kinetics,

and identification of unknowns. Theory and practice of instrumental methods.

#### 12b ORGANIC CHEMISTRY (5)

Three lecture hours and one lab/lecture and five lab hours per week. Prerequisites: Chem. 12 and 12a with grades of C or better.

Mechanisms and uses of more complex syntheses, condensation reactions, and instrumental techniques. Includes more exotic classes of compounds than those in Chem. 12a.

#### 20 LANGUAGE OF CHEMISTRY (1)

Three lecture hours per week for six weeks.

A general introduction to those concepts of chemistry recommended for understanding the applications in the Chemistry 20 series. Symbols for elements and compounds; principles of bonding and molecular structure; functional groups of organic compounds; general types of chemical reactions and how to interpret them.

#### 21 CHEMISTRY OF FOOD AND FOOD ADDITIVES (1)

Three lecture hours per week for six weeks. Chemistry 20 or other chemistry course recommended.

General survey of major food components from the standpoint of their chemical structures. The nature of food additives and their postulated metabolic impact. Chemical nature of carbohydrates, proteins, fats and vitamins as found in various foods and as utilized by the body.

#### 22 CHEMISTRY OF COSMETICS (1)

Three lecture hours per week for six weeks. Chemistry 20 or other chemistry course recommended.

Chemical composition of major types of cosmetics, deodorants, hair dressing. Effect of active ingredients on the substrate. Structures of components of major cosmetic categories and their relationship to the desired function.

#### 23 CHEMISTRY OF GARDENING (1)

Three lecture hours per week for six weeks. Chemistry 20 or other chemistry course recommended.

Chemical composition of fertilizers, pesticides, and herbicides. Mode of action of critical ingredients; potential side effects. Structures of the active components of commercial agricultural and gardening aids, and the mechanism of their action.

#### 24 CHEMISTRY OF PHOTOGRAPHY (1)

Three lecture hours per week for six weeks. Chemistry 20 or other chemistry course recommended.

Chemical description of black and white and color film construction. Reactions occurring during image formation and processing.

#### 25 CHEMISTRY OF DRUGS & PHARMACEUTICALS (1)

Three lecture hours per week for six weeks. Chem. 20 or other chemistry course recommended.

The structure and mode of action of selected drugs and pharmaceuticals.

#### 26 CHEMISTRY OF MOTOR FUELS (1)

Three lecture hours per week for six weeks. Chemistry 20 or other chemistry course recommended.

A description of the manufacture and performance of motor fuels as related to the chemistry of the components.

#### 27 CHEMISTRY OF POLLUTION AND THE ENVIRONMENT (1)

Three lecture hours per week for six weeks. Chemistry 20 or other chemistry course recommended.

Chemical nature and origin of pollutants in air and water. Problems of solid waste disposal; elements and compounds found as true contaminants in foods. Chemical problems associated with desmoggling internal combustion engines and recycling of solid wastes.

#### 30a-30b BASIC CHEMISTRY (4-4)

Three lecture and three lab hours per week. Prerequisites: 30a - high school Algebra; 30b - 30a with grade C or better.

**30a** — Aspects of chemistry of particular use to applied fields. Includes mole concept, aqueous solutions, acids and bases, major classes of organic compounds and reactions of biological importance. **30b** — Includes gas laws, equation writing, oxidation reduction and further work in organic and biochemistry. (Intended for students whose majors — Nursing, Home Economics, Industrial Technology, and Police Science — require a working knowledge of chemistry but do not require the theoretical background given in Chem. 1a-1b.)

#### 48 SELECTED TOPICS IN CHEMISTRY (1-3)

Hours by arrangement.

Selected topics in Chemistry not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Science Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

#### 49 SPECIAL PROJECTS (1-2)

Hours by arrangement. Prerequisites: Completion of Chem. 1a, sophomore standing and permission of the Physical Science Chairman.

### **51 PREPARATION FOR CHEMISTRY 1a (3)**

*Six lecture-lab hours per week. Prerequisite: High school Algebra.*

Chemical nomenclature and formula writing, and mathematical review, including logarithms and exercises in calculations relating to chemistry. (Provides preparation for students who do not have other prerequisites for Chem. 1a.)

## **Chinese**

**Language Laboratory and Listening Requirement—**Students enrolled in certain courses in foreign language are required to make use of the language laboratory as prescribed by each department. Limitation, response and independent practice are an integral feature of the study of a foreign language at the College.

### **1 ELEMENTARY CHINESE (5)**

*Five class hours and one lab hour per week.*

Principles of basic patterns and study of ideographs. Emphasis is given to oral expression, reading, and written forms of Mandarin Chinese. (Offered evenings only.)

#### **1a ELEMENTARY CHINESE (3)**

*Three class hours plus one lab hour per week.*

Approximately half of the semester's work in Chinese 1 is covered in this course. (Offered evenings only.)

#### **1b ELEMENTARY CHINESE (3)**

*Three class hours plus one lab hour per week.*

Approximately the second half of the semester's work in Chinese 1 is covered. (Chinese 1a and 1b are equivalent to Chinese 1.) (Offered evenings only.)

### **2 ADVANCED ELEMENTARY CHINESE (5)**

*Five class hours and one lab hour per week. Prerequisite: Chinese 1, 1b, or equivalent.*

Further study of basic patterns and ideographs of Mandarin Chinese. (Offered evenings only.)

#### **2a ADVANCED ELEMENTARY CHINESE (3)**

*Three class hours per week. Prerequisite: Chinese 1 or 1b.*

Approximately half of the semester's work in Chinese 2 is covered in this course. (Offered evenings only.)

#### **2b ADVANCED ELEMENTARY CHINESE (3)**

*Three class hours per week. Prerequisite: Chinese 2a or permission of instructor.*

Approximately the second half of the semester's work in Chinese 2 is covered. (Chinese 2a and 2b are equivalent to Chinese 2.) (Offered evenings only.)

## **Community Services Programs**

The Community Services Program of the College of San Mateo offers a wide variety of lectures, workshops, forums, performances and non-credit short courses. For a complete listing of these activities, call the Community Services Office, 574-6446. A brochure of the semester's activities will be mailed to you upon request.

## **Consumer Arts and Sciences**

### **1 FOOD SELECTION AND PREPARATION (3)**

*Two lecture and three lab hours per week.*

A study of scientific principles of selection, storage and preparation of food. Presentation and economy are emphasized.

### **2 MEAL MANAGEMENT AND FOREIGN FOODS (3)**

*Two lecture and three lab hours per week. Prerequisite: Home Econ. 1.*

Food buying, meal preparation and service. Emphasis is also given to kitchen equipment and organization, quick meals, economical meals and foreign cookery.

### **3 BACHELOR FOODS (3)**

*Two lecture and three lab hours per week.*

Selection of foods to fit the budget of time, equipment, and money. Designed to aid the individual to meet his or her nutritional needs.

### **5 TWENTIETH CENTURY CAREERS FOR WOMEN (1)**

*One lecture hour per week.*

Introduction to the range of subject matter to be selected in two- and four-year programs in Consumer Arts and Sciences curriculum.

### **9 NUTRITION (3)**

*Three lecture hours per week.*

Basic concepts of nutrition and their relationship to health of people of all ages with application to the selection of foods to meet nutritional need of the individual. (This course is identical to Health Science 9.)

### **15 FASHION AND THE CONSUMER (3)**

*Three lecture hours per week.*



A consideration of the apparel needs of the various groups and of many forces (economic, sociological, psychological and technological) which influence the consumer and the fashion market.

**16 FASHION MERCHANDISING (4)**

*Four lecture hours per week.*

Structure of ready-to-wear apparel industry, including the functions and policies of the various types of retail stores as they relate to the promotion of fashion merchandising; consideration of the various factors which affect the merchandising of fashion apparel.

**17 FASHION COORDINATING AND DISPLAY (3)**

*Three lecture hours per week. Prerequisite: Consumer Arts and Sciences 16 or taken concurrently.*

Study of the elements of fashion which make for success in fashion, merchandising: store windows, interior display, sales promotion activities and techniques in displaying fashion.

**20 FASHION CONSTRUCTION (3)**

*Two lecture and three lab hours per week.*

Selection and alteration of patterns for individual figure problems; fabric preparation and care properties with emphasis on construction techniques for fabrics found in yardage stores.

**21 TAILORING (3)**

*Two lecture and three lab hours per week. Prerequisite: Consumer Arts and Sciences 20 or equivalent.*

The use of custom details, couturier and tailoring techniques in construction of high quality clothing. Consideration also given to organization and speed techniques.

**22 TEXTILES (3)**

*Three lecture hours per week.*

Study of natural and chemical fibers; yarns and fabric construction and finishes. Care, cost and labeling as related to consumer use.

**24 FASHION IMAGE (2)**

*Two lecture hours per week.*

Analysis of figure types and problems, coordination of fashionable styles, colors, textures and accessories; individualized assistance for developing a creative wardrobe on a budget.

**26 FASHION DESIGN AND CONSTRUCTION (3)**

*Two lecture and three lab hours per week. Prerequisite: Consumer Arts & Sciences 20, 21, or equivalent.*

The construction and use of flat pattern as a method of creating a design for the individual with consideration to fabric performance.

**40 INTERIOR FURNISHINGS (3)**

*Two lecture and three lab hours per week.*

Selection of furniture floor coverings and materials from an artistic and practical standpoint. Construction of draperies, bedspreads and slip covers.

**45 CONSUMER ISSUES AND BUYING PROBLEMS (3)**

*Three lecture hours per week.*

Study of problems facing the consumer; relationship of quality and cost to food, clothing, housing; legislation and agencies protecting the consumer. (This course is identical to Economics 45.)

**46 DEMONSTRATION TECHNIQUES (2)**

*Two lecture hours per week.*

Development of techniques for demonstrating fabrics, home equipment, clothing, foods and other subjects of promotional and educational use in women's world of work.

**47 COOPERATIVE EDUCATION (1-4)  
(Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN CONSUMER ARTS AND SCIENCES (1-3)**

*Hours by arrangement.*

Selected topics in Consumer Arts and Sciences not covered by regular catalog offerings. Course content and unit credit to be determined by the Fine Arts Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Fine Arts Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**52 GOURMET FOODS (2)**

*Two class hours per week. Not open to Consumer Arts and Sciences majors.*

Planning, selection and preparation of foods for meals for optimum health. Designed especially for those who wish to serve gourmet, nutritional meals.

**55 HOME DECORATION (2)**

*Two lecture hours per week.*

An appreciation and application of the elements that contribute to the art of decorating the home. It will provide a knowledge of the relevant arts, crafts and trades and how they are utilized.

**65 CLOTHING CONSTRUCTION (1)**

*Three lecture-lab hours per week.*

Color analysis, design, fabric and pattern selection; basic construction techniques and commercial patterns used to develop an individual project.

**66 CLOTHING CONSTRUCTION (1)**

*Three lecture-lab hours per week. Prerequisite: Consumer Arts and Sciences 65 or equivalent.*

Tailoring and custom techniques and finishes. Emphasis on pattern alteration and fitting for the individual.

**67 FITTING & ALTERATIONS (1)**

*Three lecture-lab hours per week.*

Detailed alteration techniques for individualized figure problems to insure perfect fit in the basic skirt, pants and dress patterns.

**81 BASIC CONCEPTS FOR INTERIOR DESIGN (3)**

See Art 81.

**82 GRAPHICS FOR INTERIOR DESIGN (3)**

See Art 82.

**83 SPACE PLANNING (3)**

See Art 83.

**84 COLOR APPLIED TO INTERIOR DESIGN (3)**

See Art 84.

**85a-85b HISTORY AND FURNITURE AND DECORATION (3-3)**

See Art 85a-85b.

**86 TEXTILES FOR INTERIOR DESIGN (3)**

See Art 86.

**87 MATERIALS AND APPLICATION (3)**

See Art 87.

**88 INTERIOR DESIGN WORKSHOP (3)**

See Art 88.

**89 INTERIOR DESIGN PORTFOLIO AND PRESENTATION (1)**

See Art 89.

## Cooperative Education

**1 and 2 GENERAL CAREER COOPERATIVE EXPERIENCE (1-3) (Credit/No Credit)**

*One unit of credit for each five hours of work averaged per week with a maximum of 3 units. Enrollment in 8 units of credit including Cooperative Education is mandatory. Coordinating class learning activities are required. Scheduled seminars, individual conferences, and individualized instruction are provided to meet this requirement.*

Development of desirable employment habits, attitudes, and career awareness under the direction of a college coordinator. Designed for the student who does not have a specific occupational goal but desires experience on a job. Students with established majors and career goals should enroll in Cooperative Education 47.

There are two basic programs:

The Parallel Program operates concurrently with the daily studies. Through a program of work and study, the relationship between theory and practical application is established.

The New Careers Plan provides students working full time a chance to relate theory and on-going work experience.

Further information is available at the Cooperative Education Office.

**For Veterans Only:**

The Veterans Administration does not approve this program for educational benefits.

**47 CAREER COOPERATIVE EDUCATION (1-4) ALTERNATE SEMESTER (1-8) (Credit/No Credit)**

*Available in each major field of study.*

One unit of credit for each five hours of work averaged per week with a maximum of 4 units per semester. Enrollment in 8 units of credit including Cooperative Education is man-

datory. Students in the alternate semester program may earn up to 8 units of co-op credit per semester.

**Transferability**

The University of California will accept Cooperative Education. Check with the Cooperative Education Department for current information on transferring co-op credit to the California State University and College system.

Work experience in a field related to a career goal and major, supplemented by individual counseling from an instructor-coordinator. There are three basic programs: (1) parallel plan part-time work; (2) alternate semester-alternating work and school each semester; (3) full-time employee, part-time college.

Related instruction information is presented within classes in the major field of study. In addition, certain departments require scheduled seminars and/or individualized instruction. For more information contact the Cooperative Education office, 574-6171.

**For Veterans Only:**

The parallel plan qualifies for "institutional course" pay rates; the alternate plan qualifies for "cooperative course" pay rates, as designated by the Veterans Administration. Explanation of these rates available through Veterans Affairs Office on campus.

The Veterans Administration requires students in the parallel plan program to attend a regularly scheduled weekly meeting.

**Cosmetology**

**47 COOPERATIVE EDUCATION (1-4)  
(Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator (See Page 128.)

**48 SELECTED TOPICS IN COSMETOLOGY (1-3)**

*Hours by arrangement.*

Selected topics in Cosmetology not covered by regular catalog offerings. Course content and unit credit to be determined by the Cosmetology Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of instructor and Chairman of the Cosmetology Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**50 COSMETOLOGY (Variable to 16)**

*37½ hours per week: Twelve lecture hours and 25½ lab hours per week for maximum of 16 units, less hours by arrangement for fewer units. Prerequisite: Completion of the twelfth grade recommended. Tenth grade completion or equivalent required by California Board of Cosmetology.*

All subjects required for licensing as a Cosmetologist by the California State Board of Cosmetology.

**51 COSMETOLOGY (Variable to 16)**

*37½ hours per week: 10½ lecture hours and 27 lab hours per week for maximum of 16 units, less hours by arrangement for fewer units. Prerequisite: Grade C or better in Cosmetology 50.*

Continuation of Cosmetology 50.

**52 COSMETOLOGY (Brush-up) (Units to be determined)**

*Five lecture hours and 27 lab hours per week. Prerequisite: Cosmetology license, or 1600 hours of training in cosmetology.*

For supplemental training requirements or out-of-state requirements. Course requirements must be met satisfactorily prior to state examination.

**53 MANICURIST (Variable to 10)**

*Nine lecture hours and 28½ lab hours per week. Registration in Cosmetology curriculum required.*

Three hundred and fifty hours in training in theory and practice in the art of manicuring and pedicuring in preparation for licensure by the California State Board of Cosmetology, in that field only. Enrollment limited.

**54 WIG STYLIST (Variable to 12)**

*Nine lecture hours and 28½ lab hours per week. Registration in Cosmetology curriculum required.*

Four hundred hours of practical training and technical instruction covering all practices in the art of cosmetology, constituting the practice for which a wig styling certificate is issued.

**90 ADVANCED WORKSHOP (1)**

**Spring Semester**—three class hours per week for eight weeks. (Two 8-week sessions offered.)

**Fall Semester**—five class hours per week for nine weeks. (One session offered.) Prerequisite: California Cosmetologist License or completion of 800 hours of CSM cosmetology courses.

76-77

COLLEGE OF SAN MATEO  
SAN MATEO, CALIF.

Latest National Hair Fashion releases for Spring and Fall. Current techniques in hair shaping, wet and thermal styling and related salon practices.

#### 91 INSTRUCTOR TRAINING (VARIABLE 14-17)

*Nine lecture and 28½ lab hours per week for a total of 750 hours. Prerequisite: Valid California Cosmetologist's license and a minimum of one year of salon experience within the last three years.*

A preparatory course of teaching techniques designed to qualify the student for the California State Board of Cosmetology Instructor examination. Requires the student to complete a 600-hour instructor training certificate program. 150 hours may be added to the training, if necessary, to correct deficiencies.

### Data Processing

#### 20 COMPUTER APPLICATIONS IN ACCOUNTING (3)

*See Business Administration 20.*

#### 25 FORTRAN PROGRAMMING WITH AN INTRODUCTION TO NUMERICAL AND STATISTICAL METHODS (3)

*See Mathematics 25.*

#### 47 COOPERATIVE EDUCATION (1-4) (Credit/No Credit)

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

#### 48 SELECTED TOPICS IN DATA PROCESSING (1-3)

*Hours by arrangement.*

Selected topics in Data Processing not covered by regular catalog offerings. Course content and unit credit to be determined by the Business Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

#### 49 SPECIAL PROJECTS (1-2)

*Hours by arrangement. Consent of the instructor and Chairman of the Business Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

#### 50 COMPUTERS AND SOCIETY (3)

*Three lecture hours per week plus one lab hour per week by arrangement.*

Emphasis on a wide variety of computer applications in social, physical, and life sciences, engineering, medicine, aeronautics, business, education, and government, and their implications for the individual and society. Introduction to computer hardware, software, and programming.

#### 51 COMPUTER OPERATIONS (4)

*Three lecture and three lab hours per week.*

Student should become proficient in the operation of an IBM 360/30, related input/output devices, and peripheral (non-computer) equipment.

#### 52 OPERATING SYSTEMS CONCEPTS AND JOB CONTROL LANGUAGE (JCL) (4)

*Three lecture and three lab hours per week. Prerequisite: Data Proc. 50 or consent of instructor.*

Emphasis on DOS concepts, with a survey of OS. Students will design and test JCL for typical job streams, and correct JCL errors at execution time.

#### 53a BASIC COBOL PROGRAMMING (4)

*Three lecture hours and three lab hours per week. Prerequisite: Data Proc. 50 or consent of instructor.*

Writing and testing COBOL programs on an IBM-360/30 computer. Emphasis on logic of typical business programs and basic language elements. Included also are debugging techniques, use of reference manuals, and program documentation standards.

#### 53b ADVANCED COBOL PROGRAMMING (4)

*Three lecture hours and three lab hours per week. Prerequisite: Data Proc. 53a or consent of instructor.*

Emphasis on processing standard sequential tape and disk files, indexed sequential and random disk files. Experience in writing integrated sets of programs for typical business systems using the team project method.

#### 54 SYSTEM 360 ASSEMBLER LANGUAGE PROGRAMMING (4)

*Three lecture hours and three lab hours per week. Prerequisite: One semester's experience or training in any programming language, or consent of instructor.*

Writing and testing programs on an IBM-360/30 computer, using a wide variety of assembler instructions. The course will also include the interpretation of core dumps and linkage editor maps; the use of module linkage, and additional IBM-370 instructions.

**55 REPORT PROGRAM GENERATOR (RPG) PROGRAMMING (4)**

*Three lecture hours and three lab hours per week.*

Writing and testing RPG programs on an IBM-360/30 computer to process typical business problems involving punched card, printer, magnetic tape, and disk files. Introduction to IBM System 3 hardware and processing techniques.

**56 PL/1 PROGRAMMING (4)**

*Three lecture hours and three lab hours per week. Prerequisite: One semester's experience or training in any programming language, or consent of the instructor.*

Writing and testing PL/1 programs on an IBM-360/30 computer. The commercial subsets of PL/1 will be stressed, scientific subsets will be covered in less detail. All forms of input/output design will be covered.

**97 KEY DATA ENTRY (3)  
(Formerly Card Punch)**

*Day—five class hours per week. Evening—six class hours per week. Knowledge of typing required.*

Extensive operating experience on 029 and 129 keypunches, and introduction to key to disk equipment. Multi-level program design; practice exercises involving typical business applications, to prepare a student for entry-level employment.

**106 DATA PROCESSING FIELD PROJECTS (2-4)**

*Hours by arrangement. Prerequisite: Completion of a course in any programming language.*

Directed individual study in field projects arranged between the student and the instructor.

**Dental Assisting — One One-Year Program****47 COOPERATIVE EDUCATION — HEALTH OCCUPATIONS (1-4) (Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN DENTAL ASSISTING (1-3)**

*Hours by arrangement.*

Selected topics in Dental Assisting not covered by regular catalog offerings. Course content and unit credit to be determined by the Health Occupations Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangements. Consent of the instructor and Chairman of the Health Occupations Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

The courses described below are open only to those students accepted in the Dental Assisting Program. A grade C or better is necessary for progression in sequence. Upon completion of the program, the candidate receives a Certificate in Dental Assisting and is eligible to write the National Certification Examination.

**50 DENTAL ASSISTING (16)**

*Nine lecture and 21 lab hours per week. Acceptance in Dental Assisting Program required (see page 81). Prerequisite: Completion of or concurrent enrollment in Psychology 1a or 6 or 10; or Sociology 1a or 6; or Speech 1a or 10.*

Anatomy and physiology of the head and oral cavity, operating room procedures, laboratory procedures, dental x-ray theory and techniques, office management, correlation of theory and laboratory experience in clinical practice in the departments of the School of Dentistry, University of the Pacific, and/or University of California, San Francisco.

**60 DENTAL ASSISTING (17)**

*Nine lecture and 24 lab hours per week plus office internship. Prerequisite: Dental Assisting 50 and an acceptable Psychology, Sociology or Speech course with grade C or better.*

Continuation of Dental Assisting 50 with experience in more complex clinical areas. Correlation of theory and laboratory experience throughout the semester. Completion of course with C grade or better is required for eligibility for certification examination.

**Drafting Technology****14 PRINCIPLES OF TECHNICAL DRAWING (3)**

*Two lecture and four lab hours per week.*

Basic mechanical drawing with instruction surveying the field of graphic communications; technical sketching, visualization, descriptive geometry, orthographic projection, geometric construction, pictorial drawing methods, sectional views, auxiliary views, developments, dimensioning, fasteners, welding, electro-mechanical, piping, tooling, structural and architectural drafting principles.

**48 SELECTED TOPICS IN DRAFTING TECHNOLOGY (1-3)**

*Hours by arrangement.*

Selected topics in Drafting Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Technician Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Technician Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**51a-51b APPLIED DRAFTING MATHEMATICS (3-3)**

*Three lecture hours per week. Concurrent enrollment in D.T. 52a-b required.*

One of the required courses for technical drafting students, including review and instruction in basic arithmetic, elementary algebra, plane geometry, logarithms, practical plane trigonometry, and the use of electronic pocket calculators.

**52a-52b TECHNICAL DRAFTING (5-5)**

*Five three-hour periods per week. Prerequisites: 52a – Concurrent enrollment in D.T. 51a. 52b – Concurrent enrollment in D.T. 51b; a grade of C or better in D.T. 52a, and completion of D.T. 51a.*

**52a** — Multi-view drawing, lettering, geometric shape description, sections, descriptive geometry, sketching, dimensioning, reproduction processes, charts and graphs. **52b** — Working drawings, threads and fasteners, gears, tolerancing, pictorial projections, intersections, developments and assembly drawings.

**62a-62b ADVANCED TECHNICAL DRAFTING (5-5)**

*Five three-hour periods per week. Prerequisite: Grade C or better in D.T. 52a-b.*

**62a** — Cams, assembly drawings, geometric and true positional tolerances, welding, jigs and fixture design and structural drawing. **62b** — Topographic drafting, production illustration, electrical and electronic drafting, pneumatics, hydraulics, piping, and documentation with metric values.

**63 BASIC TECHNICAL DESIGN (3)**

*Three lecture hours per week. Prerequisites: Tech. 72 and 74, concurrent enrollment in D.T. 62a.*

Application of the materials covered in Tech. 72 and 74 to the solution of design problems. Topics include problems of producibility, value engineering reliability and metrication; numerically-controlled machines and programs.

**EVENING CERTIFICATE PROGRAM**

Upon completion of 24 semester units of drafting and related courses in the evening, a student may be awarded a Certificate in Industrial Drafting. For complete details, contact the Technician Division.

**102a-102b BASIC TECHNICAL DRAFTING (3-3)**

*Two lecture and four lab hours per week. Prerequisites: 102a – None; 102b – D.T. 102a or D.T. 14.*

**102a** — Sketches, working drawings, shop processes, pictorial projections, intersections, developments, and simplified drafting. **102b** — Continued practice in preparation of working drawings including tolerancing, assembly drawings, and the use of engineering change notices.

**112a-112b TECHNICAL DRAFTING (3-3)**

*Two three-hour meetings per week. Prerequisites: D.T. 112a — D.T. 102a or D.T. 14. D.T. 112b — D.T. 102a-b, 112a.*

**112a** — Projections, points, lines, planes, revolutions, intersections, surfaces and sheet metal practices. **112b** — Gears and cams, with emphasis on calculations and terminology. Dimensioning, tolerancing, quality control, assembly and welding drawings.

**122 ELECTRONICS DRAFTING (3)**

*Two lecture and four lab hours per week. Prerequisites: D.T. 14 or equivalent, Electronics 10 or equivalent training.*

Techniques of preparing the various types of electronic drawings used in industry.

**130 ELEMENTS OF MACHINE DESIGN (3)**

*Three lecture hours per week. Prerequisite: D.T. 14, or knowledge of drafting fundamentals, Mathematics through Numerical Trigonometry.*

Techniques of selection and computations for machine elements and for design for compound machines.

**Drama**

**1a-1b HISTORY OF DRAMATIC ARTS (3-3)**

*Three lecture hours per week.*

**1a** — Evolution of the theatre from classical Greece to the 17th Century; physical theatres, directing and staging.

The principles underlying these arts will be related to dominant social, intellectual and artistic forces of the period.

**1b** — Evolution of theatre arts from the 17th Century to the present. Material presented in motion pictures, filmstrips, recordings, models and play attendance, as well as lectures and discussion.

**2a-2b DRAMATIC LITERATURE (3-3)**

*Three lecture hours per week.*

**2a** — Drama as an art form, dramatic structure (the traditional theories of dramatic form) will be studied through the writing of plays and the study of dramatic writing from the classical Greek tragedies, the Elizabethan Theatre, The Commedia dell' arte, Moliere and the 18th Century comedy.

**2b** — Development and changes in modern dramatic styles and structure from the early 19th Century, Ibsen, Chekhov, through the Brechtian style, the theatre of the absurd up to the living theatre.

**10 INTRODUCTION TO THE THEATRE (3)**

*Three lecture hours per week.*

Nomenclature, duties and responsibilities, traditions, script analysis, approach to a script from the director's viewpoint, the designer's viewpoint, the actor's viewpoint and the audience viewpoint. Discussions of publicity, performance, music and dance, motion picture and television.

**12a-12b STAGE PRODUCTION (3-3)**

*Two lecture and three lab hours per week.*

Arts of the theatre. Lectures and laboratory sessions concerned with construction, painting and handling of scenery. Stage properties and effects. Woodworking methods as they apply to stage scenery. Rigging, construction and handling of "soft" scenery. Platforms, stairs and ramps. Materials and construction techniques for making "free" forms. Painting materials and techniques. Backstage organization. Making and remaking furniture.

**13 LIGHTING (3)**

*Two lecture and four lab hours per week, plus one crew assignment of approximately 50 hours.*

Elements of electricity, color in light reflection, refraction and absorption, intensity and control as these subjects relate to theatrical lighting. Theory and practice relating to the design and execution of lighting for theatrical presentations, displays and television productions.

**14a THEORY AND PRACTICE OF ACTING (3)**

*Four class hours per week.*

Theories and techniques of acting and dramatic produc-

tion, enacting and oral reading of scenes, tape recording, pantomimes and improvisations, vocal and physical exercises.

**14b-14c-14d ADVANCED ACTING AND FUNDAMENTALS OF DIRECTING (3-3-3)**

*Four class hours per week. Prerequisite: Drama 14a or equivalent.*

Review of basic principles and skills of acting, advanced theories and techniques.

**15 PLAY PRODUCTION (1/2 to 2)**

*Play rehearsals of seven weeks for each of four major productions per year, the first four weeks of which are from 3-6 p.m. daily and the last three weeks from 7-11 p.m. daily. Prerequisite: Tryouts.*

Problems of actual play production, acting. (May be repeated for credit.)

**16 PRODUCTION SHOP (1/2 to 2)**

*Play rehearsals of seven weeks for each of four major productions per year, the first four weeks of which are from 1-5 p.m. daily and the last three weeks from 7-11 p.m. daily.*

Problems of actual play production; lighting, management. (May be repeated for credit.)

**17 COSTUME-FASHION WORKSHOP (1/2 to 2)**

Problems of actual play production, costumes, or makeup. This course will provide the costume and fashion students the opportunity for practical experience in design and execution of costumes for dramatic productions. (May be repeated for credit.)

**20 DIRECTING (3)**

Introduction to the theory and practice of play directing for theatre and screen. Analysis of plays to determine suitable acting, and staging styles and methods. Review of theories and techniques of acting. Study of composition, movement, tempo, climax, and the use of sound and music. Preparation of play-production plans and promptbooks. Production of scenes or short plays for stage and television.

**26 THEATRE GRAPHICS (3)**

*Three lecture hours per week.*

A study of techniques in scenic design including blueprinting, transparency preparation, watercolor and perspective; painting and lighting of scenery including pigments, colored light, detail painting and the use of aniline dye; analysis of specialized theatrical techniques involving silkscreening, program design, model making and projected scenery.

**27a-27b STAGE DESIGN (3-3)**

See Art 27a-27b.

**48 SELECTED TOPICS IN DRAMA (1-3)**

*Hours by arrangement.*

Selected topics in Drama not covered by regular catalog offerings. Course content and unit credit to be determined by the Fine Arts Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Fine Arts Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**Early Childhood Education**

**2 INTRODUCTION TO EARLY CHILDHOOD (3)**

*Two lecture hours and three lab hours per week.*

Getting to know the young child, how he develops, how he learns. Counseling for careers in working with young children. Directed observation of individual children and groups of children. Active participation with children in the classroom and experience in working with parents.

**3 UNDERSTANDING THE CHILD IN HIS FAMILY AND COMMUNITY (3)**

*Two lecture hours and three lab hours per week.*

A study of the differences in children including emotional, intellectual, ethnic and cultural differences. Focus on interaction of each child within his family and community. Attention will be given to the use of community resources in working with parents and children with special needs. The lab experience includes work with parents and in varied programs.

**4 NURSERY SCHOOL PRINCIPLES AND PRACTICES (3)**

*Two lecture hours and three lab hours per week.*

Includes early childhood education with historical perspective from Europe as well as the United States, its philosophy, methods, materials and programming. The focus will be on the student as a potential teacher's aide. Supervision, interpretation and evaluation of the student's experiences with young children in a laboratory setting.

**5 CURRICULUM FOR EARLY CHILDHOOD EDUCATION (3)**

*Two lecture hours and three lab hours per week.*

Curriculum development and creative activities for young children, with active participation in all aspects of the program. Creative expression in the nursery school under the close supervision of an experienced teacher. Workshops are interspersed with special seminars on problems pertinent to education of the young child.

**6 ADMINISTRATION OF NURSERY SCHOOLS (3)**

*Three class hours per week.*

Provides a general understanding of the principles involved in administering and supervising an early childhood educational program. Emphasis is placed on relationships with parents, governmental agencies, community leaders, staff development. Curriculum planning, certification, licensing and school finance problems are included.

**7 CREATIVE EXPERIENCES FOR YOUNG CHILDREN (3)**

*Three class hours per week.*

Emphasis is placed upon creativity in curriculum planning for young children using the media of art, music, drama, dance and science.

**47 COOPERATIVE EDUCATION (1-4)  
(Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN EARLY CHILDHOOD EDUCATION (1-3)**

*Hours by arrangement. Selected topics in Early Childhood Education not covered by regular catalog offerings.*

Course content and unit credit to be determined by the Social Sciences Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Social Sciences Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**60 EARLY CHILD DEVELOPMENT (3)  
(Credit/No Credit)**

Students study theory of child development with active participation in all aspects of the program as they observe children interacting with their contemporaries in a nursery school setting. May be repeated for credit.



## Economics

### 1a PRINCIPLES OF ECONOMICS (Formerly The Economics of U.S. Capitalism I)

Three lecture-discussion hours per week.

Capitalism and other economic systems; the role of resources, machines and men in production; the banking system and the use of money in guiding economic activity; trends of national income and factors in its determination; policies for stabilization and growth in advanced and underdeveloped nations.

### 1b PRINCIPLES OF ECONOMICS (3) (Formerly The Economics of U.S. Capitalism II)

Three lecture-discussion hours per week.

Supply, demand the price determination in a market economy; the business firm's costs, revenues and price policies under conditions of competition and monopoly; the determination of wages, rent, interest and profits; international trade and finance; comparative economic systems of other nations.

## 2 ELEMENTARY STATISTICS (4)

Four class hours per week. Prerequisite: Math 13.

Statistical theory and methods for measuring the variation and uncertainty inherent in the physical, social and economic environment. Emphasis is on the application of statistical tools for solving problems in business and the social sciences. (This course is identical to Bus. 2.)

## 10 SURVEY OF ECONOMIC PROBLEMS (3)

Three class hours per week.

A non-theoretical consideration of the major economic problems which confront the citizen today. This course is recommended for the general student interested in aspects of consumer economics and current economic problems, and for the business and economics majors who desire an introduction to the theory courses (Economics 1a and 1b).

## 11 ECONOMIC HISTORY OF THE UNITED STATES (3)

Three class hours per week.

Origin and development of the American economy from colonial times to the present. Includes industrial growth, land and resource use, transportation, money and banking, trade patterns, the rise of organized labor, the economic role of government. (This course is identical to History 11; with History 17a or 17b, fulfills American Institutions requirement.)

## 12 ECONOMIC HISTORY OF EUROPE (3)

Three class hours per week.

Roots of modern economic society will be traced to their European origins. Includes mercantilism, the market system and modern industrialism. Attention will also be given to the 20th Century. (This course is identical to History 12.)

## 13 CURRENT ECONOMIC AND SOCIAL PROBLEMS OF LATIN AMERICA (3)

Three class hours per week. Prior study of Latin American history or politics recommended.

Review of historical and political background covering the indigenous cultures, colonial period and independence; followed by intensive study of specific country problems such as inflation, population, economic growth, agrarian reform, etc.

## 14a LABOR ECONOMICS (3)

Three class hours per week. Prerequisite: Econ. 1a and 1b.

Composition of the labor force, the history, structure, philosophy and objectives of the trade union movement, development of public control of labor relations. Problems of labor supply, mobility, market organization, employment and unemployment and wage determination.

## 14b COLLECTIVE BARGAINING AND PUBLIC POLICY (3)

Three class hours per week. Prerequisite: Econ. 1a and 1b.

Emergence, development and practice of collective bargaining in America. Through the study of actual collective bargaining cases, it shows how our system of industrial jurisprudence has developed and is developing within the broad framework of public policy.

## 15 PUBLIC FINANCE AND TAXATION (3)

Three class hours per week. Prerequisite: Econ. 1a. and 1b.

Principal sources of government revenues and the expenditures of these revenues. Concerned with such economic problems as the shifting incidence of taxation and the relativity of fiscal problems to the business cycle and to political situations.

## 20a,b,c CURRENT ECONOMIC TOPICS (1-1-1)

Three hours per week for 5½ weeks.

Each module deals with an economic topic of current concern to citizens and assumes no previous knowledge of economics. Each module may be taken independently or in

combination with the others. Topics may include: Inflation; Energy; Population; Gold and Dollar Crisis; Socialism; and Women and Employment.

**45 CONSUMER ISSUES AND BUYING PROBLEMS (3)**

See Consumer Arts and Sciences 45.

**48 SELECTED TOPICS IN ECONOMICS (1-3)**

*Hours by arrangement.*

Selected topics in Economics, not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Social Sciences Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**51 THE ECONOMICS OF THE AUTOMOBILE (2)**

*Two class hours per week.*

Stresses buying, selling and maintaining an automobile. Objective is to construct a learning experience which will provide fundamentals of useful economics and mechanics for personal decisions. This practical course is for students with limited or no mechanical experience. (This course is identical to Automotive Technology 51.)

assistant's role in it. *Tutoring* — The methods of tutoring in reading, language arts, math and English as a second language. *New Approaches to Discipline* — Behavior modification, reinforcement and new methods developed to help teachers and teacher assistants in the classroom.

**3 READING IN PUBLIC SCHOOLS (3)**

*Three class hours per week.*

Physiological and psychological basis of reading, philosophy of reading instruction, individual and group reading instruction, coordination and acceleration problems in reading, multi-media approach in reading, teacher and teaching assistant variables in reading, facts and fallacies about reading readiness.

**47 COOPERATIVE EDUCATION (1-4)  
(Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN EDUCATION (1-3)**

*Hours by arrangements.*

Selected topics in Education not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Social Sciences Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

## Education

**1 INTRODUCTION (3)**

*Three class hours per week.*

Career opportunities in education, the financial and legal aspects of teaching, the organization of the public school systems, teacher education and teacher certification. Emphasis is placed on planning for a career in education.

**2 THE TEACHER ASSISTANT (1-3)**

*Hours by arrangement.*

This course has three major components and each component treats with a specific aspect of the teacher assistant's job. *The Common Component* — This component deals with the modern educational system and the teacher

## Electronics Technology

**10 INTRODUCTION TO ELECTRONICS (3)**

*Three lecture hours per week.*

Basic electronics with a descriptive presentation and a non-mathematical approach. The influence of electronics in all phases of business, science and daily life is stressed, with emphasis on electronic systems.

**14 FUNDAMENTALS OF ELECTRONICS (3)**

*Two lecture and three lab hours per week. Not open to Electronics Technology majors.*

Basic electronic components and circuits are covered using a non-mathematical approach. Laboratory experiences are provided in the use of basic instruments along with construction of a project.

### 32 CAREER EXPLORATION (1)

*One lecture hour per week.*

Introduces students to the industrial field of electronics technology and provides guidance for academic planning in preparation for future electronics employment.

### 48 SELECTED TOPICS IN ELECTRONICS TECHNOLOGY (1-3)

*Hours by arrangement.*

Selected topics in Electronics Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Technician Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

### 49 SPECIAL PROJECTS (1-2)

*Hours by arrangement. Consent of the instructor and Chairman of the Technician Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

### 51 APPLIED ELECTRONIC MATHEMATICS (3)

*Three lecture hours per week. Prerequisite: Math. 11 taken during the previous year with a grade C or better.*

Basic applications of algebra to the solution of problems involving direct-current circuits; elements of trigonometry, logarithms, complex numbers and vector methods as applied to alternating current circuits and high-transmission lines.

### 52 PASSIVE CIRCUITS AND DEVICES (4)

*Four lecture hours per week. Prerequisite: One year of high school algebra with a grade C or better and concurrent enrollment in E.T. 52L and E.T. 53.*

Study of the circuit action of significant combinations of resistance, capacitance, and inductance.

### 52L PASSIVE CIRCUITS AND DEVICES LABORATORY (2)

*Six lab hours per week. Concurrent enrollment in the corresponding section of E.T. 52 required.*

Experiments and procedures parallel the lecture material presented in E.T. 52. The use of basic electronic measuring equipment is stressed.

### 53 ELECTRONIC AND MECHANICAL ASSEMBLY TECHNIQUES (BASIC) (3)

*Two lecture and three lab hours per week. Required of all first semester Electronics majors.*

Basic hand skills required of electronics and assembly personnel. Familiarization with fabrication and assembly techniques typical of the electronics industry, with emphasis on quality workmanship.

### 57 PRACTICAL ELECTRONICS MANUFACTURING TECHNOLOGY (5)

*Five lecture and fifteen lab hours per week for eight weeks. Not open to Electronics Technology majors.*

Manufacturing technology for the electronics industries. Basic hand skills necessary for employment in electronics industries.

### 62 ACTIVE CIRCUITS AND DEVICES (4)

*Four lecture hours per week. Prerequisite: Successful completion of E.T. 52 and E.T. 52L or equivalent, and concurrent enrollment in E.T. 62L and E.T. 63.*

A study of the static and dynamic characteristics of active devices.

### 62L ACTIVE CIRCUITS AND DEVICES LABORATORY (2)

*Six lab hours per week. Concurrent enrollment in the corresponding section of E.T. 62 and E.T. 63 required.*

Experiments and procedures which parallel the lecture material presented in E.T. 62. The use of sophisticated electronic measuring equipment is stressed.

### 63 ELECTRONIC AND MECHANICAL ASSEMBLY TECHNIQUES (ADVANCED) (3)

*Two lecture and three lab hours per week. Required of all second semester electronics majors. Prerequisite: E.T. 53.*

Continuation of instruction in fabrication and assembly techniques, with emphasis on more advanced skills. Instruction in electronic unit design and fabrication of printed circuits.

### 64 FUNDAMENTALS OF DIGITAL LOGIC AND CIRCUITS (3)

*Two lecture and three lab hours per week. Prerequisites: Electronics 14 taken previously or concurrently.*

Theory and application of digital electronics in modern industry. This course is applicable toward the Certificate of Proficiency in Electronics Laboratory Technology.

### 65 COMMERCIAL LICENSE FOR TECHNICIANS (2)

*Two lecture hours per week. Prerequisite: Satisfactory*

completion of one semester of electronics course work or equivalent.

Basic material covered will be that outlined by the Federal Communications Commission. The course will serve as a study guide for the first- and second-class radio telephone license. (This course may be repeated for a total of 6 units of credit.)

**70 TELEVISION FUNDAMENTALS (3)**

Three lecture hours per week. Prerequisites: Two semesters of electronics or equivalent experience.

Basic TV systems: modulation techniques and receivers, including CATV systems. Development of skills necessary for employment in electronic communications industries which require knowledge of TV system.

**70L TELEVISION FUNDAMENTALS LABORATORY (1)**

Three lab hours per week. Concurrent enrollment in E.T. 70 required.

Basic familiarization, calibration and maintenance of TV equipment. The development of laboratory skills for entry-level employment in electronic communications industries which require knowledge of TV systems.

**72 ACTIVE ELECTRONIC CIRCUITS (3)**

Three lecture hours per week. Prerequisites: Successful completion of two semesters of electronics or equivalent, and concurrent enrollment in E.T. 73.

Linear and non-linear circuits. Typical circuits investigated are amplifiers, oscillators, multivibrators, and modulators.

**72L ACTIVE ELECTRONIC CIRCUITS LABORATORY (2)**

Six lab hours per week. Concurrent enrollment in E.T. 72 required.

Measurements of electronic circuit responses to various types of input signals as discussed and developed in the lecture material.

**73 DIGITAL LOGIC CIRCUITS (3)  
(Formerly E.T. 83)**

Three lecture hours per week. Prerequisites: Concurrent enrollment in 73L. Satisfactory completion of ET 64 and ET 64L or equivalent.

RAM's, ROM's ALU's, multiplexers, uarts, buffer register are typical "bugs" used. ASCII coding, EBCDIC coding, character generation, ASCII coded keyboards and advanced circuitry including microprocessors are contained in the scope of this course.

**73L DIGITAL LOGIC CIRCUITS LAB (2)  
(Formerly E.T. 83L)**

Six lab hours per week. Prerequisites: Satisfactory comple-

tion of two semesters of electronics technology courses and concurrent enrollment in ET 73.

Laboratory follows system and circuits as developed in the lecture materials.

**82 APPLIED CIRCUIT ANALYSIS (3)  
(Formerly E.T. 73)**

Three lecture hours per week. Prerequisites: Satisfactory completion or enrollment in ET 82L and completion of ET 72 and 72L or equivalent.

Practical analysis of electronic circuits. Field effect transistor review, hybrid multistage amplifiers, tuned voltage amplifiers, tuned power amplifiers, video amplifiers, oscillators, modulators and power supplies are typical of the circuits analyzed.

**82L CIRCUIT ANALYSIS LAB (2)  
(Formerly E.T. 73L)**

Six lab hours per week. Prerequisites: Concurrent enrollment in ET 82.

Laboratory analysis: Measurement and calculations of electronic circuits as developed in lecture materials.

**83 RADIO-FREQUENCY COMMUNICATIONS (3)  
(Formerly E.T. 82)**

Three lecture hours per week. Prerequisites: Satisfactory completion of ET 72 or equivalent and concurrent enrollment in ET 83L.

Laboratory follows systems and circuit material developed in the lecture.

**83L RADIO-FREQUENCY COMMUNICATIONS LAB (1)  
(Formerly E.T. 82L)**

Three laboratory hours per week. Concurrent enrollment in ET 83.

Study and analysis of transmitting and receiving equipment including alignment and calibration procedures. Antennas, transmission lines, and microwave measuring techniques are also included in the scope of the course.

**102 DC AND AC ELECTRONICS FUNDAMENTALS (4)**

Three lecture and three lab hours per week. Prerequisites: E.T. 14 or previous electronics experience.

Theory and practice for advanced study in electronics technology. DC and AC circuit actions of various combinations of resistance, capacitance, and inductance.

**105a-105b COMMERCIAL LICENSES (3-3)**

Three lecture hours per week. Prerequisite: 105a, E.T. 14 or equivalent. 105b — 105a or equivalent.

**105a** — The basic material covered in this course will be that

outlined by the FCC as a study guide for the examination for the first — and second — class radio-telephone licenses. **105b** — Continuation of preparation for license examination.

#### **122 ACTIVE CIRCUITS AND DEVICES (4)**

*Three lecture and three lab yours per week. Prerequisites: E.T. 102 or consent of instructor.*

Theory and practice in the use of steady-state circuit action of active devices. Significant characteristics and corresponding circuits of solid state devices—resistors, capacitors, and/or inductors.

#### **132 APPLIED LINEAR AMPLIFIER ANALYSES (4)**

*Three lecture and three lab hours per week. Prerequisite: E.T. 122 or consent of instructor.*

Analyses of circuits: review of single state transistor amplifiers and frequency response, multi-stage direct-coupled amplifiers, negative feedback and amplifiers, operational amplifiers (adders), multipliers, active filters, equalizer tone controls; and power amplifiers, complementary and quasi-complementary.

#### **133 APPLIED ELECTRONICS CIRCUIT ANALYSIS (4)**

*Three lecture and three lab hours per week. Prerequisites: E.T. 132 or consent of instructor.*

Analysis of circuits including power supplies, RF amplifiers, oscillators, non-sine waves and sine waves, FM-AM modulation, and integrated circuit applications.

#### **134 DIGITAL CIRCUITS FUNDAMENTALS (4)**

*Three lecture and three lab hours per week. Prerequisites: E.T. 14, E.T. 102 or consent of instructor.*

A basic course in theory and application of basic logic gates, TTL and CMOS logic families, Boolean algebra, arithmetic circuits, etc., to test instruments, computers, minicomputers, and microprocessors.

#### **135 ADVANCED DIGITAL CIRCUITS (4)**

*Three lecture and three lab hours per week. Prerequisites: E.T. 134 or consent of instructor.*

Advanced digital computer systems, sub-systems, and input-output interface equipment. The sub-systems to be analyzed include digital voltmeter, memories, digital to analog conversion, processors, and data transmission.

#### **142a-142b MICROWAVE TECHNIQUES (2-2)**

*One lecture and three lab hours per week. Related industrial or course experience required.*

**142a**—Study of the instruments used in making measure-

ments on microwave equipment and the laboratory measurements of frequency, impedance, standing wave ratio, reflection, absorption and power in coaxial and wave-guide systems. **142b** — Continuation of 142a.

#### **143a-143b MICROWAVE THEORY (3-3)**

*Three lecture hours per week. Related industrial or course experience required.*

**143a** — Study of transmission-line principles at microwave frequencies including waveguide and coaxial components. The course covers the practical application of both passive and active microwave circuits devices and equipment **143b** — Continuation of 143a.

## **Engineering**

#### **1a-1b ENGINEERING MEASUREMENTS (PLANE SURVEYING) (3-3)**

*Two lecture and three lab hours per week. Prerequisite: 1a – Math. 21; 1b – Engin. 1a.*

**1a** — Theory of measurements with applications in surveying; measurement of distance, differential leveling, measurements of angles and directions; field astronomy; systematic and random errors, adjustment of observations. **1b** — Route surveys, topographic surveys, earthwork triangulation, U.S. public land surveys; theory of state plane coordinate systems, municipal surveys; introduction to photogrammetry; legal aspects of surveying.

#### **4 THE ENGINEERING PROFESSION (2)**

*Two class hours per week.*

An historical overview of the branches and functions of engineering, the engineering approach to problem analysis and solution, a preview of basic engineering sciences. Occasional lectures by practicing engineers.

#### **14 MECHANICAL DRAWING (3)**

See Drafting Technology 14.

#### **16 STATICS (3)**

See Architecture 16.

#### **17 STRENGTH OF MATERIALS (3)**

See Architecture 17.

#### **19 FUNDAMENTALS OF PHOTOGRAMMETRY (3)**

*Two lecture and three lab hours per week. Prerequisites: Math. 21 and Engin. 1a or Engin. 90a.*

Elements of photogrammetric optics; aerial cameras and accessories; flight planning; principles of radial-line plotting and planimetric mapping; stereoscopy and parallax; mosaics, stereoscopic plotting instruments; photo interpretation.

**20 DESCRIPTIVE GEOMETRY (2)**

*Six class hours per week. Prerequisite: Math. 21. Recommended: one year of high school mechanical drawing or Engin. 14.*

Fundamental principles of descriptive geometry and their application to engineering problems. Mathematical methods, vectors, truss and space-force polygons.

**22 ENGINEERING GRAPHICS (2)**

*Six class hours per week. Prerequisite: Engin. 20; Math. 31 or Math. 23a (may be taken concurrently).*

Graphical mathematics, data representation, nomography and graphical calculus. Engineering sketches and working drawings. Introduction to engineering design principles and documentation by means of a student designed apparatus.

**35 STATICS (3)**

*Three class hours per week. Prerequisite: Math. 31 or Math. 23a. Recommended: Engin. 20.*

Plane and space force systems; vector algebra, equilibrium problems covering structures, machines, distributed force systems, friction, moments of inertia and virtual work.

**36 DYNAMICS (3)**

*Three class hours per week. Prerequisites: Engin. 35, Math. 32 or Math. 23b. Physics 2b with grade B, or Physics 4a.*

Applied vector algebra; kinematics: rectilinear, curvilinear and relative motion; kinetics: Newton's laws, work, energy, impulse and momentum; vibration and time response; introduction to fluid mechanics.

**37 STRENGTH OF MATERIALS (3)**

*Three class hours per week. Prerequisites: Engin. 35 and Math. 32 or Math. 23b.*

Elastic stress, strain and deformation; analysis of members under axial, torsional, flexural and combined loads. Statically indeterminate beams. Columns, impact and cyclic loads, theories of failure and introduction to ultimate resistance of materials.

**38 CIRCUITS AND DEVICES (3)**

*Three class hours per week. Prerequisite: Math. 32, Physics 4b or consent of instructor.*

Introduction to circuits, natural and forced response, network theorems; characteristics and circuit models of electronic devices and transistor amplifiers.

**45 MATERIALS SCIENCE (3)**

*Two lecture and three lab hours per week. Prerequisites: Math. 31 and Chem. 1a. Recommended: Physics 4a.*

Introduction to mechanics of solids, atomic and crystal structure, chemical and physical properties, phases and microstructures, solid state transformations, mechanical and thermal treatment of alloys. Structure and properties of semiconductors, aggregate materials and polymers.

**47 COOPERATIVE EDUCATION (1-4)**

**(Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN ENGINEERING (1-3)**

*Hours by arrangement.*

Selected topics in Engineering not covered by regular catalog offerings. Course content and unit credit to be determined by the Math-Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Prerequisites: Sophomore standing and permission of instructor and Chairman of the Math-Engineering Division.*

Directed individual study of a suitable topic and/or the construction of models useful in the study of engineering.

**90a-90b ELEMENTS OF SURVEYING (3-3)**

*Two lecture and three lab hours per week. Prerequisites: 90a—High school-level Mathematics through Geometry; 90b—Engin. 90a.*

**90a**—Use, adjustment and care of surveying instruments; basic surveying measurements of distances, elevations, angles and directions, principles and methods for planning and conducting land surveys. **90b**— Practical applications of the basic principles of Engin. 90a, including location and construction surveys, boundary surveys, determination of meridian, and introductions to public land surveys, state plane coordinate systems and industrial applications.

**91 LAND SURVEYING LICENSE (BOUNDARY CONTROL) (3)**

*Three lecture hours per week. Prerequisite: High-school-level mathematics which include plane Geometry,*

*Trigonometry and Algebra; Engineering 90b or experience in the field of surveying.*

Preparation for the California State Land Surveying License examination. Particular emphasis will be placed upon boundary control and legal principles of surveying.

**92 LAND SURVEYING LICENSE (PUBLIC LANDS) (3)**

*Three lecture hours per week. Prerequisite: Engineering 91 or activity in land surveying, title insurance or other related field.*

Preparation for the California State Land Surveying License examination. Particular emphasis will be placed upon U.S. Government lands and property location.

**English**

**English Placement Test** — Required of all entering freshmen. Students transferring to College of San Mateo with credit in college English (a course equivalent to English 11, Interpretation and Composition) will not be required to take the test. It is designed to determine the entrant's ability in reading, in the mechanics of writing, and in composition. It is used (in addition to other information) to determine placement of students in English courses and to establish eligibility for English 11 and other college transfer courses in English.

**The English Program**

The English program consists of transfer and non-transfer courses in composition, literature, language, and speech. Entering students enroll first in one of the following courses in composition:

Transfer Course	Non-Transfer Courses
English 11	English A or English 61

The English requirement may be completed by additional three units chosen from the following courses:

Transfer Courses	Non-Transfer Courses
English 12	English 62
Speech 1a	English 63
Speech 10	English 65
	English 67
	Speech 62

Note that English 11 is the prerequisite for English 12. English A or English 61 is the prerequisite for English 62, 63 and 65. English 67 (Reading Improvement Lab-1 unit) may be taken concurrently with any of the other courses in the English program.

Other English transfer courses are those numbered below fifty; other English non-transfer courses are those numbered above fifty.

**A BASIC INTERPRETATION AND COMPOSITION (3)**

*Three class hours per week.*

Training in the principles of composition, with emphasis on the brief expository essay. Practice in writing based on the study of essays, fiction, poetry, etc. (Designed mainly to prepare students for English 11.)

**ENGLISH A/11: INTERMEDIATE COMPOSITION (4)  
(A/11X: Writing Practicum)**

*Three class hours per week of lecture and discussion. Two hours per week in the writing practicum, working on specific writing problems and assignments.*

Practice in writing based on the reading and study of essays, short stories, and poems. NOTE: The student will receive one unit of credit for his practicum work (English A/11X: Writing Practicum); the other three units will appear on his transcript as credit for either English 11 or English A, depending upon his level of achievement as a writer at the end of the semester.

**2 ADVANCED COMPOSITION (3)**

*Three class hours per week. Prerequisites: English 11.*

Designed for students who already have some experience with writing both formal and informal essays and want to go further into the techniques of essay and article writing, with particular emphasis on the use of certain devices of fiction: scene-by-scene narration, details, point of view, and dialogue.

**7 DEVELOPMENTAL READING (2)**

*Three class hours per week. Prerequisites: Eligibility for English 11.*

A college-level course, providing analysis of discursive prose in subject content areas, using a variety of texts and periodicals; not recommended for students in need of remediation. Designed to improve the powers of comprehension and speed with special emphasis on analytical and critical reading.

**9a-9b CREATIVE WRITING (2-2)**

*Two class hours per week. Prerequisites: 9a – English 12; 9b – English 9a.*

The craft of writing short stories, sketches and poetry. In the Spring semester, members of the class may contribute to the College of San Mateo annual magazine, "Pendulum."

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**11 INTERPRETATION AND COMPOSITION (3)**

*Three class hours per week.*

Practice in writing based on a study of significant essays, poetry, fiction, drama, song lyrics, films, etc.

**12 INTRODUCTION TO LITERATURE (3)**

*Three class hours per week. Prerequisite: English 11. Note: Students will receive credit for only one English 12 course, selected from the following: 12a, 12b, 12c, or 12d.*

**12a Major Types** — Study of literary types; fiction, drama and poetry. Reading analysis and discussion of selected works; written reports; oral readings, lectures.

**12b Poetry** — Reading, analysis and discussion of selected poetry; written reports; oral readings; lectures.

**12c Fiction** — The short story and novel. Reading, analysis and discussion of selected works; written reports; oral readings; lectures.

**12d Drama** — Reading, analysis and discussion of selected dramatic works; written reports; oral readings; lectures.

**13 INTRODUCTION TO SEMANTICS (3)**

*Three class hours per week. Prerequisite: English 11.*

Vocabulary course including principles of semantics; some specific topics covered: etymology, dialects, roots, combining forms.

**14 STRUCTURE OF THE ENGLISH LANGUAGE (3)**

*Three class hours per week. Prerequisite: English 11.*

Study of historical changes in language from the view of the traditional and modern grammatical systems, including an analysis of linguistic concepts.

**15a-15b FILMMAKING (3-3)**

*Three lecture and three lab hours per week.*

**15a**—Introduction to film theory, aesthetics, and 8mm production; includes screenplay writing and critical writing as well as crew work on videotape productions and super-8mm motion pictures. **15b**—Advanced theory, aesthetics, and 8mm production. Students will work on a production crew as well as writing and producing their own motion pictures. (Identical to Fine Arts 15a/b.)

**16a-16b FILM HISTORY (3-3)**

*Three lecture and two lab hours per week.*

A two semester survey of the evolution of the motion picture from the earliest efforts of European and American filmmakers through post-World War II productions. Emphasis on film appreciation, on the language of film and on analysis for full film enjoyment. (Identical to Fine Arts 16a/b.)

**20 MYTHOLOGY AND FOLKLORE (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

A survey of major gods and heroes, recurring mythological themes, and relationships between man and his gods primarily in the Greek and Roman cultures.

**21 THE SHORT STORY (2)**

*Two class hours per week. Prerequisite: English 12 or permission of instructor.*

Study of short stories. Class discussion and reports; lectures.

**22 THE BIBLE AS LITERATURE (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

Study of the significant writings of the Old and New Testaments and of the Apocrypha.

**23 INTRODUCTION TO POETRY (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

Lectures concerning the various elements of and approaches to poetry. Intensive and extensive reading, discussion, critical papers.

**24 MODERN DRAMA (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

Study, from a theatrical as well as a literary point of view, of the outstanding masterpieces of the modern theatre. Lectures; discussion; recordings by professional actors.

**25 INTRODUCTION TO SHAKESPEARE (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

Emphasis upon Shakespeare's poetic and dramatic growth as a writer through a study of representative plays and poems. Reading, discussion, critical papers.

**26 MODERN NOVEL (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

Study of novels of the late 19th and 20th Century and of various aspects of literary criticism. Reading, discussion and critical papers.



ADMISSIONS AND REGISTRATION  
COLLEGE OF SAN MATEO  
1700 W. HILLSDALE BLVD.  
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Announcement of Courses (continued) English 143

**27 CONTEMPORARY LITERATURE (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

Study of selected fiction, poetry and drama of the 20th Century. Lectures, discussions, related reading, writing of critical papers.

**29 WOMEN AND LITERATURE (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

Survey images of women in literature from 1600 to present. Study of selected women writers. Reading, discussion and critical papers.

**30 MAJOR FIGURES IN AMERICAN LITERATURE (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

Study of the writings of some of the major figures in American literature. Intensive reading, lectures, discussion, papers. (May be repeated for credit.)

**31a AMERICAN LITERATURE (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

Study of American literature from the beginning through Mark Twain. Lectures; reading, analysis and discussion of selected works, papers.

**31b AMERICAN LITERATURE (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

Study of American literature since Mark Twain. Lectures; reading, analysis and discussion of selected works, papers.

**42a MASTERPIECES OF EUROPEAN LITERATURE (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

Study of various works of European literature from the classical period to the 17th Century. Reading, analysis and discussion of selected works; written reports; lectures.

**42b MASTERPEICES OF EUROPEAN LITERATURE (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

Study of various works of European literature from the 17th Century to the present day, with emphasis on European prose writings. Readings, analysis and discussion of selected works; written reports, oral readings and lectures.

**43 AFRO-AMERICAN LITERATURE (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

Comprehensive survey of Afro-American letters in the United States from 1619 to the present. (Identical to Ethnic Studies 43.)

**46a SURVEY OF ENGLISH LITERATURE (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

Study of the typical works of major English writers from Chaucer to the end of the 18th Century. Lectures, discussions recordings. (Recommended for English majors.)

**46b SURVEY OF ENGLISH LITERATURE (3)**

*Three class hours per week. Prerequisite: English 12 or permission of instructor.*

Study of the typical works of major English writers of the 19th and 20th Centuries, lectures, discussions, recordings.

**47 COOPERATIVE EDUCATION (1-4)  
(Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN ENGLISH (1-3)**

*Hours by arrangement.*

Selected topics in English not covered by regular catalog offerings. Course content and unit credit to be determined by the English Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Prerequisite: Sophomore standing and permission of the Chairman of the English Division.*

Students will present a paper or papers dealing with a specific topic in literature or language, a topic beyond the scope of offered courses.

**51 THE SHORT STORY (2)**

*Two class hours per week.*

Study of short stories. Class discussion; lectures.

**52a MASTERPIECES OF EUROPEAN LITERATURE (3)**

*Three class hours per week.*

Study of various works of European literature from the

classical period to the 17th Century. Reading, analysis and discussion of selected works; written reports; lectures.

**52b MASTERPEICES OF EUROPEAN LITERATURE (3)**

*Three class hours per week.*

Study of various works of European literature from the 17th Century to the present day, with emphasis on European prose writings. Reading, analysis and discussion of selected works; written reports; lectures.

**53 AFRO-AMERICAN LITERATURE (3)**

*Three class hours per week.*

Comprehensive survey of Afro-American letters in the United States from 1619 to the present.

**57a-57b ENGLISH AS A SECOND LANGUAGE (1-5, 1-5)**

*Five class hours per week. Prerequisite: 57a - Interview; 57b - English 57a.*

Study of English grammar and composition, drill in oral and written vocabulary, sentence structure and English idiom.

**61 BASIC READING AND COMPOSITION (3)**

*Three class hours per week.*

Practice in reading and writing based on a study of essays, poetry, fiction, drama, song lyrics, films, etc.

**62 BASIC INTRODUCTION TO LITERATURE (3)**

*Three class hours per week. Prerequisite: English 61 or English A.*

Study of fiction, drama and poetry. Reading, class discussion; oral readings; lectures; written reports.

**63 VOCABULARY STUDY (3)**

*Three class hours per week.*

Frequent assignments in the use of the dictionary; emphasis on contemporary usage and practical application of vocabulary skills in the mastery of other subjects; to increase and improve the student's word stock.

**65 ENGLISH GRAMMAR (3)**

*Three class hours per week.*

Study of basic grammar, including such topics as sentence structure, diction, agreement, punctuation, and troublesome verbs.

**66 SCIENCE FICTION AND FICTION OF FANTASY (3)**

*Three class hours per week.*

Study of major themes and methods of science fiction

and the fiction of fantasy. Works read will range from ancient to contemporary times.

**67 READING IMPROVEMENT LAB (1)  
(Credit/No Credit)**

*Five class hours per week for eight weeks.*

Reading techniques designed to improve rate and comprehension on various types of material, fiction and non-fiction. Introduction to and practice with various machines, programmed materials and texts. Individual evaluation to discover strengths and help student deal with his weaknesses. (May be repeated once for credit.)

**68 CONTEMPORARY LITERATURE (3)**

*Three class hours per week.*

Study of the main currents of contemporary American, English and Continental literature. Works read will include poetry, novels and plays.

**75 FILM STUDY: THE CINEMA (2)**

*One lecture and two lab hours per week.*

Viewing of a number of significant motion pictures; analyzing, interpreting, and evaluating these films; discussion of specific pictures and cinema in general.

**Ethnic Studies****1 INTRODUCTION TO ETHNIC STUDIES (3)**

*Three lecture hours per week.*

Examination of the concept of ethnicity as an academic discipline; conscious and subconscious experiences of people of color in overcoming social, economic and psychological oppression.

**3 BROWN AND RED PEOPLES IN THE UNITED STATES (3)**

*Three lecture hours per week. Recommended: Ethnic Studies 1.*

The entrance, growth and development of the Brown and Red peoples in the United States. Their specific contributions in the political, economic and historical growth of America will be explored with emphasis on their achievements and their past, present and future goals.

**4 THE HISTORY OF ASIAN PEOPLE IN THE UNITED STATES (3)**

*Three lecture hours per week. Recommended: Ethnic Studies 1.*

Asian American history from 1840 to the present with special attention to the contemporary issues and problems that are prevalent in the Asian-American communities.

Asian American history from 1840 to the present with special attention to the contemporary issues and problems that are prevalent in the Asian-American communities.

**5 INTRODUCTION TO NATIVE AMERICA (3)**  
(Formerly Ethnic Studies 48)

Three lecture hours per week. Recommended: Ethnic Studies 1.

Emphasizes the aspects of Native American life, thought and culture that characterize the Native American and distinguish him from non-Indian cultures. Differences and similarities among various tribes are studied.

**6a-6b PATTERNS OF PREJUDICE AND RACISM (3-3)**

Three lecture hours per week. Prerequisites: 6a – Sophomore standing; Psych. 1a or 10 recommended; 6b – Ethnic Studies 6a.

**6a** — Problems of prejudice and racism. Personality development, psychoanalytic theories of prejudice, and racist-oriented trends and patterns will be explored in depth with a consideration of the mythical and factual concepts employed to substantiate prejudice. **6b** — Concentration on specific cultural traditions. The origins of racial prejudice will be traced to man's first recognition of racial differences and his subsequent historical reactions. (Identical to Sociology 40a-40b.)

**7 PSYCHOLOGY OF PEOPLE OF COLOR (3)**

Three lecture hours per week. Recommended: Psychology 1a.

The development of psychological theories that provide viable alternative methods of analyzing the ideational and behavioral mechanisms operative among Third World persons. Exploration of methods of treatment of members suffering from the major mental illness affecting each respective culture.

**8 CULTURAL CONTRIBUTIONS OF BROWN AND RED PEOPLES (3)**

Three lecture hours per week. Recommended: Ethnic Studies 1.

Cultural contributions including art, drama, music, dance, and dress patterns intrinsic to the culture of Brown and Red peoples. It will emphasize the significance of each of these art forms to American life and how they have affected the American scene. (Identical to Anthropology 8.)

**11 LITERATURE AND LIFE OF BROWN AND RED AMERICANS (3)**

Three lecture hours per week. Recommended: Ethnic Studies 1.

The course will emphasize the writer's contributions to define American life and his attempt to articulate the anxieties, joys, frustrations, and sorrows of his people. It will investigate his life in relation to his changing environment as described by his literary works.

**12 CASTENADA: NATIVE/LATIN-AMERICAN LIFE (3)**  
(Formerly Ethnic studies 48)

Three lecture hours per week. Recommended: Ethnic Studies 1.

Yaqui way of life and ancient Indian philosophies including views on the universe, nature, dignity and self-esteem.

**14 THE CHINESE IN THE UNITED STATES (3)**

Three lecture hours per week. Recommended: Ethnic Studies 4.

Socio-cultural history of the Chinese in America, their migration into urban areas, socialization, and role in American society from the 19th Century to the present. Particular attention will be devoted to the transition of the Chinese family upon arrival in the United States.

**15 AFRO-AMERICAN LANGUAGE (3)**

Three lecture hours per week.

Examines the development of African-American language as a product of cultural contact. Linguistic roots of the language spoken by black Americans will be presented. Innovative teaching methods for black children and adults are utilized.

**16 SOCIAL DYNAMICS OF PEOPLE OF COLOR (3)**

Three lecture hours per week. Recommended: Ethnic Studies 1.

Social structure and dynamics of Third World institutions, with emphasis upon development and effectiveness of these institutions upon Third World communities in the United States. Concentrations include the family, education, religion, and business. (Identical to Sociology 16.)

**17 AFRICAN LITERATURE (3)**

Three lecture hours per week.

Survey of works of contemporary African writers. An introductory course about the peoples and cultures of Africa through their literature, myths, legends, proverbs, and oral tradition as expressed by contemporary authors.

**18 GOVERNMENTS AND POLITICS OF AFRICA (3)**  
(Formerly Ethnic Studies 48)

Three lecture hours per week. Recommended: Ethnic Studies 1.

Focus is on a critical analysis of the processes and practices in African political life and the forces that shape them (Identical to Political Science 18.)

**20 CRIME AND THE BLACK COMMUNITY (3)**  
(Formerly Ethnic Studies 48)

*Three lecture hours per week. Recommended: Ethnic Studies 1.*

Explores nature and extent of crime among Blacks in the U.S. Seeks to understand crime, suggest methods of control and predict criminality within the Black community. Topics covered: crimes against person, property, conviction rates among Blacks and application of penal codes.

**33 AFRO-AMERICAN CULTURE (3)**

*Three class hours per week.*

A contemporary view of Black America. Current political and social movements in Black communities with an emphasis on the culture of the contemporary Black community in present and historical perspective. (Identical to Social Science 33.)

**41 SURVEY OF BLACK MUSIC (3)**

*Three lecture hours per week.*

Chronological survey of the various styles and salient elements of the music of the Afro-American, encompassing sociological as well as musical factors. (Identical to Music 7a.)

**42 AFRO-AMERICAN JAZZ (3)**

*Three lecture hours per week. Prerequisite: Ethnic Studies 41, Music 7a, Music 28, or equivalent.*

Study of jazz since 1900, with emphasis on instrumental styles; the development of jazz since 1940 and contemporary trends. (Identical to Music 7b.)

**43 AFRO-AMERICAN LITERATURE (3)**

*Three lecture hours per week. Prerequisite: English 12.*

Comprehensive survey of Afro-American letters in the United States from 1619 to the present. (Identical to English 43.)

**44 THE HISTORY OF BLACKS IN FILMS (3)**  
(Formerly Ethnic Studies 48)

*Three lecture hours per week. Recommended: Ethnic Studies 1.*

Traces contributions of Blacks to the film industry and their historical relationship to the industry through the extensive use of films and supplemented by lectures and presentations by Black persons involved in the film industry.

**45 THIRD WORLD CINEMA (1)**  
(Formerly Ethnic Studies 48)

*Three lecture hours per week for six weeks. Recommended: Ethnic Studies 1.*

An overview of the history of film by and about Third World peoples and their contributions to the development of the cinema. Focus is on films by and about African people in various parts of the world.

**47 COOPERATIVE EDUCATION (1-4)**  
(Credit/No Credit)

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN ETHNIC STUDIES (1-3)**

*Hours by arrangement.*

Selected topics in Ethnic Studies not covered by regular catalog offerings. Course content and unit credit to be determined by the Ethnic Studies Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Ethnic Studies Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

## Fine Arts

**15a-15b FILMMAKING (3-3)**

*Three lecture and three lab hours per week.*

**15a**—Introduction to film theory, aesthetics, and 8mm production; includes screenplay writing and critical writing as well as crew work on videotape productions and super-8mm motion pictures. **15b**—Advanced theory, aesthetics, and 8mm production. Students will work on a production crew as well as writing and producing their own motion pictures. (Identical to English 15a/b.)

**16a-16b FILM HISTORY (3-3)**

*Three lecture and two lab hours per week.*

A two semester survey of the evolution of the motion picture from the earliest efforts of European and American filmmakers through post-World War II productions. Emphasis on film appreciation, on the language of film and on analysis for full film enjoyment. (Identical to English 16a/b.)

**17a-17b MOTION PICTURE PRODUCTION (3-3)**

*Two lecture and five lab hours per week. Prerequisites: 17a – Fine Arts 15a-15b or equivalent; 17b – Fine Arts 17a or equivalent.*

**17a**—Introduction to the basic photographic and cinematographic techniques used in television and motion picture production. The course will include graphics for television, sound-on-film techniques, script writing, and on-location photography laboratory. A lab fee will be charged for supplies. (This course is identical to Telecommunications 70.) **17b**—Additional on-location training.

**Fire Science**

**47 COOPERATIVE EDUCATION (1-4)  
(Credit/No Credit)**

Work experience in the field of fire protection and suppression. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN FIRE SCIENCE (1-3)**

Selected topics in Fire Science not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Social Sciences Division is required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**50 FIRE FIGHTING TACTICS (3)**

*Three class hours per week.*

Study of facts and probabilities, the fireman's own situation, decision and plan of operation in combating a variety of conflagrations.

**51a FIRE SCIENCE HYDRAULICS (3)**

*Three class hours per week.*

Basic mathematics, principles of hydraulics, calculations of engine and nozzle pressures, discharge, fire streams, friction laws and pumps.

**53 COMPANY ADMINISTRATION (3)**

*Three class hours per week.*

A study of personnel, company response, maintenance of buildings, assignments, districts, duties and responsibilities of a company officer.

**54 PERSONNEL ADMINISTRATION (3)**

*Three class hours per week.*

Organization and administration of a personnel department; analysis, classification and description of jobs; incentives; evaluation; placement activities; training, safety, medical, grievances, discipline and employee benefits.

**55 INTRODUCTION TO FIRE PROTECTION AND SUPPRESSION (3)**

*Three class hours per week.*

The philosophy and history of fire protection characteristics and behavior of fire, fire extinguishing agents, fire protection organization and equipment. A brief introduction to the Insurance Service Offices Grading Schedule and its relation to insurance rates.

**56 FUNDAMENTALS OF FIRE PREVENTION (3)**

*Three class hours per week.*

Fundamentals of fire prevention techniques, procedures, regulation and enforcement; discussions of hazards in ordinary and special occupancies; organization and functions of fire prevention bureaus.

**61 FIRE DEPARTMENT APPARATUS AND EQUIPMENT (3)**

*Three class hours per week.*

Operation, care and maintenance of fire apparatus and pumps, basic mathematics and hydraulics, effective fire streams, inspection and records.

**62a-62b HAZARDOUS MATERIALS I AND II (3-3)**

*Three class hours per week.*

Review of basic chemistry; storage, handling, laws, standards and fire fighting practices pertaining to hazardous solids, liquids and gases.

**63 BUILDING CONSTRUCTION FOR FIRE PROTECTION (3)**

*Three class hours per week.*

Fundamentals of building construction, fundamental code requirements, and the operation and the safety required by the Building Trades.

**64 FIRE PROTECTION EQUIPMENT AND SYSTEMS (3)**

*Three class hours per week.*

Use of portable fire extinguishing equipment; sprinkler systems; protection systems for special hazards; fire alarm and detection systems.

#### **65 RELATED CODES AND ORDINANCES (3)**

*Three class hours per week.*

Study and familiarization with national, state, and local laws and ordinances which influence the field of fire prevention.

#### **66 RESCUE PRACTICES (3)**

*Three class hours per week.*

Fundamentals of rescue practices, emergency care of victims, artificial respiration, toxic gases, chemicals and diseases, radioactive hazards, rescue problems and techniques.

#### **67 FIRE INVESTIGATION I (3)**

*Three class hours per week.*

Introduction to arson and incendiarism, arson laws and types of incendiary fires, methods of determining fire cause, recognizing and preserving evidence, interviewing and detaining witnesses; procedures in handling juveniles; court procedure and giving court testimony.

#### **68a-68b FIRE SERVICE TRAINING TECHNIQUES (3-3) (Formerly Fire Science 48)**

*Three class hours per week. Prerequisite: Consent of instructor.*

Designed for fire company officers who conduct in-service training programs. Methods, procedures, and techniques to help fire service personnel select, develop, and organize material for in-service training programs, including methods of planning, job analysis, session plans, and evaluation with the opportunity to apply major principles of learning through practice presentations.

### **Foreign Language**

Students who expect to transfer to a four-year institution are strongly advised to study a foreign language at the College. Please see under individual language for offerings in French, German, Italian, Russian, and Spanish.

#### **47 COOPERATIVE EDUCATION (1-4) (Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

### **French**

#### **Language Laboratory and Listening Requirement —**

Students enrolled in certain courses in foreign language laboratory as prescribed by each department. Imitation, response and independent practice are an integral feature of the study of a foreign language at the College.

#### **1 ELEMENTARY FRENCH (5)**

*Five class hours and two lab hours per week.*

Conversation in the language, dictation, reading, study of the fundamentals of grammar and the writing of simple French exercises.

#### **1a ELEMENTARY FRENCH (3)**

*May be offered either for eight weeks on a daily basis plus two lab hours, or in a semester-long program for three class hours and one lab hour per week.*

Approximately half of the semester's work in French 1 is covered in this course. This course is recommended for those students without any background in foreign language study.

#### **1b ELEMENTARY FRENCH (3)**

*May be offered either for eight weeks on a daily basis plus two lab hours, beginning at mid-term, or in a semester-long program for three class hours and one lab hour per week. Prerequisite: French 1a or equivalent or approval of instructor.*

Approximately the second half of the semester's work in French 1 is covered. (French 1a and 1b are equivalent to French 1.)

#### **2 ADVANCED ELEMENTARY FRENCH (5)**

*Five class hours and two lab hours per week. Prerequisite: Completion of the college level of the first semester with a passing grade or completion of French 1b with a passing grade; or assignment by the Foreign Language Division on the basis of the Foreign Language Placement Test in French.*

Conversation, dictation, further study of grammar and sentence structure; study of cognates, derivatives and idioms, reading of short stories.

#### **2a ADVANCED ELEMENTARY FRENCH (3)**

*May be offered either for eight weeks on a daily basis plus two lab hours, or in a semester-long program for three class hours and one lab hour per week. Prerequisite: French 1 or 1b.*

Approximately the first half of the semester's work in French 2 is covered.

**2b ADVANCED ELEMENTARY FRENCH (3)**

May be offered either for eight weeks on a daily basis plus two lab hours, beginning at mid-term, or in a semester-long program for three class hours and one lab hour per week. Prerequisite: French 2a or permission of instructor.

Approximately the second half of the semester's work in French 2 is covered. (French 2a and 2b are equivalent to French 2.)

**3 INTERMEDIATE FRENCH (5)**

Five class hours and two lab hours per week. Prerequisite: Completion on the college level of the first two semesters with a passing grade or assignment by the Foreign Language Division on the basis of the Foreign Language Placement Test in French. Concurrent enrollment in French 8a recommended.

Reading of short stories, plays or novels; review of grammar, conversation, composition, dictation.

**4 ADVANCED INTERMEDIATE FRENCH (3)**

Three class hours and two lab hours per week. Prerequisite: Completion on the college level of the third semester with a passing grade or assignment by the Foreign Language Division on the basis of the Foreign Language Placement Test in French. Concurrent enrollment in French 8a or 8b recommended.

Reading of selections from French literature and reading of a contemporary novel; further practice of conversation and composition; continued review of principles of grammar; analysis of idioms.

**8a FRENCH CONVERSATION (2)**

Two class hours and two lab hours per week. Prerequisite: French 3 or French 4, or concurrent enrollment in French 3, or permission of instructor. (Native speakers not eligible.) Offered in Fall only.

Practice in conversation based on French customs and culture.

**8b FRENCH CONVERSATION (2)**

Two class hours and two lab hours per week. Prerequisite: French 8a or French 4 or 25, or permission of instructor. (Native speakers not eligible.) Offered in Spring only.

Further practice in conversation based on French customs and culture.

**25a-25b READINGS IN FRENCH LITERATURE (3-3)**

Three class hours and two lab hours per week, or one hour recording and one hour outside reading. Prerequisites: 25a – Completion of the fourth semester with a passing grade or

assignment by the Foreign Language Division on the basis of the Foreign Language Placement Test in French. Concurrent enrollment in French 8b recommended; 25b – French 25a.

Reading and discussion of works of French literature. Continued review of principles of grammar.

**30 INDIVIDUAL READING (1-2)**

Conference periods for oral reports. Time to be arranged. A minimum of three hours of reading per each unit of credit is required weekly. Prerequisites: Current enrollment in or completion of French 25b.

Reading of French classics, contemporary literature or recent periodicals. (May be repeated for credit.)

**48 SELECTED TOPICS IN FRENCH (1-3)**

Hours by arrangement.

Selected topics in French not covered by regular catalog offerings. Course content and unit credit to be determined by the Chairman, Foreign Language Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

Hours by arrangement. Permission of Foreign Language Division required.

Students will have projects dealing with specific aspects of the French language and French literature. (May be repeated for credit.)

**100a CONVERSATIONAL FRENCH, ELEMENTARY (2) (Credit/No Credit)**

Three class hours per week.

A practical course in the French language approached by way of conversation. Intensive drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. May be considered an excellent preparatory course for students who have not taken a foreign language before. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

**100b CONVERSATIONAL FRENCH, ADVANCED ELEMENTARY (2) (Credit/No Credit)**

Three class hours per week. Prerequisite: French 100a or equivalent.

Further work in conversation following the model of French 100a. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

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**100c CONVERSATIONAL FRENCH, INTERMEDIATE (2)**  
(Credit/No Credit)

*Three class hours per week. Prerequisite: French-100b or equivalent.*

More advanced work in conversation following the model of French 100b. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

## Geography

**1a PHYSICAL ENVIRONMENT AND MAN (3)**

*Three class hours per week plus field trips.*

Basic characteristics of physical features and their interrelationships; environmental systems and their interactions with man. Maps, photos, and the regional concept are the primary tools for this study. (Satisfies the General Education requirement for physical science.)

**1b CULTURAL ENVIRONMENT AND MAN (3)**

*Three class hours per week.*

Aerial distribution of the most important parts of man's culture. Emphasis is placed on the way he makes a living; the origin and development of man, population distribution and settlement patterns. (Satisfies Social Sciences requirement in part.)

**4 ECONOMIC GEOGRAPHY (3)**

*Three class hours per week.*

Investigation and description of basic resources and the effects of different cultural and physical environments upon the utilization of these resources. Products of various agricultural areas of the world, mineral resources, industry, transportation communication and power production.

**5a WORLD REGIONAL GEOGRAPHY (3)**

*Three class hours per week.*

North and South American landscapes and how they have changed under the impact of population, technological and social change; resulting problems and physical, historical and economic patterns.

**5b WORLD REGIONAL GEOGRAPHY (3)**

*Three class hours per week.*

European, Asian and African landscapes and how they have changed under the impact of population, technological and social change; resulting problems and physical, historical and economic patterns.

**40 HISTORICAL GEOGRAPHY-TUTOR PREPARATION (2)**

*Two lecture hours per week.*

A variety of tutorial methods is taught by demonstrations and procedures. Major emphasis is placed on preparing students for tutorial roles in Historical Geography 99 and on the requirements of small group discussions. (Identical to History 40.)

**48 SELECTED TOPICS IN GEOGRAPHY (1-3)**

*Hours by arrangement.*

Selected topics in Geography not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Social Sciences Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**99 HISTORICAL GEOGRAPHY (3)**

*Three class hours per week.*

Analysis of selected problems from the historical geography of the United States. Emphasis is on small discussion groups. Extensive use of audio-visual materials. (Fulfills American Institutions requirement for students working toward the Associate in Arts degree.) (Identical to History 99.)

## Geology

**1a GENERAL GEOLOGY: DYNAMIC AND STRUCTURAL (4)**

*Three lecture and three lab hours per week plus two field trips. Not open to students who have taken or are taking Geology 10.*

An introduction to the nature and structure of the materials composing the earth and of the various processes which shape the earth's surface.

**1b HISTORICAL GEOLOGY (4)**  
(Offered alternate spring semesters.)

*Three lecture and three lab hours per week, plus one weekend field trip and one day-long field trip. Prerequisite: Geology 1a or Geology 10.*

Geological history of the earth and the evolution of its animal and plant inhabitants.



**6 ELEMENTARY MINERALOGY (4)**  
(Offered alternate spring semesters.)

Two lecture and six lab hours per week, plus one four-day field trip, two one-day field trips and one half-day field trip. Recommended: Elementary Chemistry.

Basic principles of crystallography, crystal chemistry and mineral formation. Laboratory includes mineral and rock identification, and work on crystal models and the crystal projections.

**10 SURVEY OF GEOLOGY (3)**

Day: Two lecture and one recitation hours per week plus two field trips. Evening: Three hours per week plus two Saturday field trips. Not open to students who have taken or are taking Geology 1a.

Basic principles of igneous, sedimentary and metamorphic geology. Lectures on rocks, minerals and the origin of the earth, continents and mountains. A brief sketch of the geological history of the earth and the evolution of its animal and plant inhabitants.

**48 SELECTED TOPICS IN GEOLOGY (1-3)**

Hours by arrangement.

Selected topics in Geology not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Science Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

Hours by arrangement. Prerequisite: Geology 1a or 1b or Paleontology 1 or Mineralogy 6, sophomore standing and permission of Physical Science Chairman.

Field and/or lab and/or library studies centered in a geologic, paleontologic or mineralogic problem of interest to the student.

## German

**Language Laboratory and Listening Requirement** — Students enrolled in certain courses in foreign language are required to make use of the language laboratory as prescribed by each department. Imitation, response and independent practice are an integral feature of the study of a foreign language at the College.

**1 ELEMENTARY GERMAN (5)**

Five class hours and 2 lab hours per week.

Study and practice (both oral and written) of basic forms and patterns of German, development of a satisfactory

pronunciation, the learning and using of vocabulary of high frequency, and the reading of simple German text. The student is required to make extensive use of the listening facilities in the College library and of the language laboratory.

**1a ELEMENTARY GERMAN (3)**

May be offered either for eight weeks on a daily basis plus two lab hours, or in a semester-long program for three class hours and one lab hour per week.

Approximately half of the semester's work in German 1 is covered in this course. This course is recommended for those students without any background in foreign language study.

**1b ELEMENTARY GERMAN (3)**

May be offered either for eight weeks on a daily basis plus two lab hours, beginning at mid-term, or in a semester-long program for three class hours and one lab hour per week. Prerequisite: German 1a or equivalent or approval of instructor.

Approximately the second half of the semester's work in German 1 is covered. (German 1a and 1b are equivalent to German 1.)

**2 ADVANCED ELEMENTARY GERMAN (5)**

Five class hours and 2 lab hours per week. Prerequisite: German 1 with a passing grade, or completion of German 1b with a passing grade, or assignment by the Foreign Language Division on the basis of the Foreign Language Placement Test in German.

Continuation of work begun in German 1, with continued practice in listening, speaking, reading (of more difficult textual material) and writing. (See "Language Laboratory Requirement" above.)

**2a ADVANCED ELEMENTARY GERMAN (3)**

May be offered either for eight weeks on a daily basis plus two lab hours, or in a semester-long program for three class hours and one lab hour per week. Prerequisite: German 1 or 1b.

Approximately the first half of the semester's work in German 2 is covered.

**2b ADVANCED ELEMENTARY GERMAN (3)**

May be offered either for eight weeks on a daily basis plus two lab hours, beginning at mid-term, or in a semester-long program for three class hours and one lab hour per week. Prerequisite: German 2a or permission of instructor.

Approximately the second half of the semester's work in German 2 is covered. (German 2a and 2b are equivalent to German 2.)

### 3 INTERMEDIATE GERMAN (5)

*Five class hours and two lab hours per week. Prerequisite: German 2 with a passing grade or assignment by the Foreign Language Division on the basis of the Foreign Language Placement Test in German.*

Reading of modern writers, advanced grammar and syntax; study of idioms; study of vocabulary through cognates, derivatives and word building.

### 4 ADVANCED INTERMEDIATE GERMAN (3)

*Three class hours and one lab hour per week. Prerequisite: German 3 with a passing grade or assignment by the Foreign Language Division on the basis of the Foreign Language Placement Test in German.*

More time and attention are devoted to reading; texts are by German authors, beginning with Goethe to recent times. Study of word families, derivatives, compounds, idioms; practice of patterns; aural practice.

### 8a-8b GERMAN CONVERSATION (2-2)

*Two class hours and one lab hour per week. Prerequisites: 8a – Successful completion of two semesters of college-level work in German; 8b – Successful completion of three semesters of college-level work in German. Native speakers not eligible.*

Conversation based upon German customs, manners, mores, history, newspapers, periodicals, plays and short stories.

### 25a-25b READINGS IN GERMAN LITERATURE (3-3)

*Three class hours per week. Prerequisites: 25a – German 4; 25b – German 25a.*

Oral and written composition, class reading of works of German literature, extensive collateral reading of varied types of German literature and study of a review of grammar.

### 30 INDIVIDUAL READING (1-2)

*One conference period per week or oral report. Prerequisite: Evaluation of previous preparation, usually at least German 4. Minimum requirements: 54 hours of reading for each unit granted. Credits are based on the reading accomplished by each student.*

Modern books or recent periodicals. The student's preference determines largely the choice of the reading material. (May be repeated for credit.)

### 48 SELECTED TOPICS IN GERMAN (1-3)

*Hours by arrangement.*

Selected topics in German not covered by regular catalog

offerings. Course content and unit credit to be determined by the Chairman, Foreign Language Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

### 49 SPECIAL PROJECTS (1-2)

*Hours by arrangement. Permission of Chairman of Foreign Language Division required.*

Students will have projects dealing with specific aspects of the German language and German literature. (May be repeated for credit.)

### 100a CONVERSATIONAL GERMAN, ELEMENTARY (2) (Credit/No Credit)

*Three class hours per week.*

A practical course in the German language approached by way of conversation. Intensive drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. May be considered an excellent preparatory course for students who have not taken a foreign language before. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

### 100b CONVERSATIONAL GERMAN, ADVANCED ELEMENTARY (2) (Credit/No Credit)

*Three class hours per week. Prerequisite: German 100a or equivalent.*

Further work in conversation following the model of German 100a. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

### 100c CONVERSATIONAL GERMAN, INTERMEDIATE (2) (Credit/No Credit)

*Three class hours per week. Prerequisite: German 100b or equivalent.*

More advanced work in German following the model of German 100a. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

## Guidance

### 5 DECISIONS (1)

*Three lecture hours per week for six weeks.*

Provides students with opportunities to develop the skills involved in making valid decisions and choices, establishing personal values, and investigating personal growth factors and behavior patterns affecting studying and peer rela-

tionships. Satisfies Elective requirement for the A.A. degree and G.E. transfer. (May not be repeated for credit.)

#### **10 INTRODUCTION TO COLLEGE (2)**

*Two hours a week. Open to all students but strongly recommended for entering freshmen enrolled in general courses with an "undecided" major, or for students who desire to verify their career and educational choice.*

Acquaintance with campus facilities and activities, improvement of study habits and skills, educational planning toward a realistic meaningful goal. Career planning to discover potential talents by means of tests measuring new interests and aptitudes.

#### **11 ORIENTATION TO STUDENT SERVICES (1-3) (Credit/No Credit)**

*Two lecture hours per week for the first 8 weeks, followed by lectures and field work by arrangement.*

An introduction to the functions of Student Services, including counseling/advising, guidance and student activities. This will prepare the student for a position as a Student Assistant and/or Counselor-Advisor Aide. It will explore opportunities for career choices in Student Services. (May be repeated for credit.)

#### **12 THE ALIEN STUDENT (1) (Credit/No Credit)**

*Two lecture hours per week for 8 weeks.*

This course is designed to provide recent immigrants and foreign students with an orientation to college and community, and to assist them in their adjustment. (May be repeated for credit.)

#### **30 CAREER EXPLORATION (1) (Credit/No Credit)**

*Three lecture hours and 1 to 3 lab hours per week for 6 weeks by arrangement.*

A variety of tests are given to appraise aptitudes, interests, personal adjustments and special abilities, and to assist students in making effective educational and vocational plans. This course is designed for students who are undecided about career goals and who wish to explore their interests, abilities and values in a small group setting.

#### **31 PERSONALIZING CAREER OBJECTIVES (1) (Credit/No Credit)**

*Lecture, lab and individual study by arrangement.*

This course is an open-entry, individualized career exploration course designed basically for the mature student who prefers to work independently. The course work may be completed at the student's own pace, and consists of a variety of tests to appraise aptitudes, interests and special abilities.

#### **48 SELECTED TOPICS (1-3)**

*Hours by arrangement.*

Selected topics in Guidance not covered by regular catalog offerings. Course content and unit credit to be determined in relation to community-student need, and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

### **Health Science**

#### **1 GENERAL HEALTH SCIENCE (2)**

*Two class hours per week. Health Science 1 or equivalent required for A.A. degree (minimum 2 units). Two units of Health Science 2a - 2h are equivalent to Health Science 1.*

A survey of today's most prevalent health problem, including such topics as heart disease, cancer, venereal disease, birth control, drug abuse, and emotional disorders. Discussions focus primarily on prevention, detection, and treatment of personal health problems and their social implications. (This course satisfies the California teaching credential requirement.)

#### **2a HUMAN REPRODUCTION (1)**

*Two lecture hours per week for eight weeks. Two units of Health Science 2a - 2h are equivalent to Health Science 1.*

Overview of the reproductive processes of life forms, with emphasis on the biological aspects of human reproduction. Designed to provide a factual basis for an understanding of the emotional and behavioral aspects of sex. (This course partially satisfies the California teaching credential requirement.)

#### **2b NUTRITION AND FITNESS (1)**

*Two lecture hours per week for eight weeks. Two units of Health Science 2a-2h are equivalent to Health Science 1.*

Principles of nutrition and exercise as contributing factors to total fitness. The course provides tools for the student to analyze his diet and effect positive changes in eating habits and physical activities to improve mental and physical well-being.

#### **2c COMMUNICABLE DISEASE (1)**

*Two lecture hours per week for eight weeks. Two units of Health Science 2a - 2h are equivalent to Health Science 1.*

Study of some of the most prevalent and debilitating communicable diseases: causes, social implications, methods of detection, treatment and prevention.

**2d ENVIRONMENTAL HEALTH (1)**

*Two lecture hours per week for eight weeks. Two units of Health Science 2a-2h are equivalent to Health Science 1.*

Principles of ecology and critical appraisal of man's effect on the environment. Discussion of several types of environmental hazards and pollutants, with emphasis on how they affect man's health.

**2e DRUGS: THEIR USE AND MISUSE (1)**

*Two lecture hours per week for eight weeks. Two units of Health Science 2a-2h are equivalent to Health Science 1.*

Study of the general categories of drugs; discussion of the beneficial and harmful effects that various and specific drugs have upon the individual and society. (This course partially satisfies the California teaching credential requirement.)

**2f BIRTH DEFECTS (1)**

*Two lecture hours per week for eight weeks. Two units of Health Science 2a-2h are equivalent to Health Science 1.*

Study of the principles of human genetics and prenatal development and an overview of many severe hereditary and environment-induced defects.

**2g EMOTIONAL HEALTH (1)**

*Two lecture hours per week for eight weeks. Two units of Health Science 2a-2h are equivalent to Health Science 1.*

Concepts of personality development, emotional health, and emotional disorders, with emphasis on the positive aspects of developing and maintaining emotional stability.

**2h HEART DISEASE AND CANCER (1)**

*Two lecture hours per week for eight weeks. Two units of Health Science 2a-2h are equivalent to Health Science 1.*

Study of the two leading causes of death in the U.S. today, taking into account their causes, danger signals, methods of prevention, detection and treatment.

**3 FIRST AID (1)**

*Two class hours per week for eight weeks.*

Instruction in all the immediate, temporary treatment given in case of accident or sudden illness before the services of a physician can be secured.

**9 NUTRITION (3)**

*Three lecture hours per week.*

Basic concepts of nutrition and their relationship to health of people of all ages with application to the selection of foods to meet nutritional need of the individual. (This

course is identical to Consumer Arts and Sciences 9, and may be used to waive Health Science 2b.)

**47 COOPERATIVE EDUCATION (1-4) (Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN HEALTH SCIENCE (1-3)**

*Hours by arrangement.*

Selected topics in Health Science not covered by regular catalog offerings. Course content and unit credit to be determined by the Life Science Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of instructor and Chairman of the Life Science Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

## History

(See Also Humanities)

**4a HISTORY OF WESTERN CIVILIZATION (3)**

*Three class hours per week.*

The rise and decline of the civilization of the ancient world, the rise of Christianity, the growth and decline of Medieval society, the Renaissance, the Reformation and the opening of the modern world.

**4b HISTORY OF WESTERN CIVILIZATION (3)**

*Three class hours per week. Recommended: History 4a.*

The rise of modern Europe: the Enlightenment, the French Revolution and the growth of Liberalism. The emergence of modern society; economic problems of industrialization, development of modern ideologies, and the World Wars and international experiments of the 20th Century. (History 4b — 4c (six units) fulfills American Institutions requirement.)

**4c HISTORY OF AMERICAN CIVILIZATION (3)**

*Three class hours per week.*

The colonial settlement of North America, the Enlightenment, the age of revolution and the growth of democracy, the problems of industrialization, the emergence of modern society, the effects of the expansion of the 19th and 20th Centuries upon the culture of America and the role

of the United States in the modern world. (History 4a-4c (six units) fulfills American Institutions requirement.)

### 5 HISTORY OF ENGLAND (3)

*Three class hours per week.*

A survey, including in its scope the more important political, constitutional, economic, social and cultural phases of the history of the English people.

### 6a AFRICAN CIVILIZATIONS (3)

*Three class hours per week.*

The period prior to 1800 — the sources of African history, Africa in ancient times, the spread of Islam, the era of empires and city-states, Africa and the first period of European expansion, kingdoms of the Savannah and forest, coastal tropical Africa and the Atlantic world.

### 6b AFRICAN CIVILIZATIONS (3)

*Three class hours per week.*

The period after 1800 — African civilizations and cultures, political reorganizations, developments in Northern Africa, Nineteenth Century Jihads, interaction of Africa and Europe, the European scramble for Africa and its partitioning, consolidation of colonial control and the rise of African nationalism.

### 8a HISTORY OF AMERICAS (3)

*Three class hours per week.*

General survey of the history of North and South America, from the times of the pre-Columbian Indian civilizations, through the European conquests, to the ages of the revolutions against the European colonizing powers.

### 8b HISTORY OF AMERICAS (3)

*Three class hours per week.*

General survey of the history of North and South America, from about 1830 until the present. Emphasis is placed upon the larger countries of the Western Hemisphere, and also upon the development during the crucial period which began with the outbreak of World War II and has continued until contemporary times.

### 11 ECONOMIC HISTORY OF THE UNITED STATES (3)

*Three class hours per week.*

Origin and development of the American economy from colonial times to the present. Includes the basis for industrial growth, land and resource use, the transportation revolution, the development of money and banking machinery, changing trade patterns, the rise of organized labor, the economic role of government. (This course is identical to Economics 11; with History 17a or 17b, fulfills American Institutions requirement.)

### 12 ECONOMIC HISTORY OF EUROPE (3)

*Three class hours per week.*

The roots of modern economic society will be traced to their European origins. The rise of mercantilism, the market system, modern industrialism will be sketched against the ancient and medieval background. Attention will be given to 20th Century interwar and postwar developments, including recent movements toward European economic union. (This course is identical to Economics 12.)

### 17a AMERICAN HISTORY (3)

*Three class hours per week.*

A survey of English colonization along the Atlantic Coast, the westward expansion of the colonists, the Revolution, the formation of the Constitution, the Federalist and Jeffersonian systems, the reign of Andrew Jackson, the slavery issue and Civil War. Economic, political, social and cultural developments of the period are included.

### 17b AMERICAN HISTORY (3)

*Three class hours per week. Recommended: History 17a.*

The course continues the work of 17a, developing the reconstruction period, industrial expansion, social and economic development, and the foreign policies of the U.S. through World War II. (History 17a-17b (6 units) fulfills American Institutions requirement.)

### 20a-20b TWENTIETH CENTURY EUROPE (3-3)

*Three class hours per week.*

**20a** — History will begin in 1870, the year of the unification of Germany and Italy — the events which ushered in the present period of European history. Covering social and intellectual, as well as political and military affairs, through World War I to the settlements of 1919. **20b** — History of Europe after the first World War. The brief optimism of the 1920's will be followed by the slide into depression and another war. The story of Europe after World War II. (Hist. 20a is *NOT* a prerequisite for Hist. 20b.)

### 21 HISTORY OF SAN MATEO COUNTY (3)

*Three class hours per week.*

Survey of the County's development to the present. The natural setting, discovery and exploration, mission-rancho era, establishment of county government, pioneers, advent of railroads, lumbering, industry, growth of Bayside and Coastside communities, airport, industrial parks, population shifts, voting trends. (History 21 satisfies the requirement in California State and Local Government.)

### 22 CALIFORNIA HISTORY (3)

*Three class hours per week.*

A survey of major trends in California's rapid growth, including the Indian culture, discovery and Spanish colonization, the mission-ranchero era, the American take-over, the Gold Rush and vigilante eras, the constitutional, political, and economic growth of the State, and contemporary social and economic problems as the most populous state in the Union. (History 22 satisfies the requirement in California State and Local Government.)

**23a CALIFORNIA HISTORY (2)**

*Two class hours per week.*

The story of the Spanish, Mexican and early American heritage of pre-Gold Rush California. This semester dwells on Spanish imperial problems, California-directed explorations and the California missions.

**23b CALIFORNIA HISTORY (2)**

*Two class hours per week. Recommended: History 23a.*

The Gold Rush and its impact on 19th Century California. This semester emphasizes the political, social and economic background of modern California. (Satisfies the California State and Local Government requirement.)

**24 AMERICAN FOREIGN POLICY (3)**

*Three class hours per week.*

Historical inquiry into the background of major problems in foreign policy of our own day. Special attention is given to the period since World War II. (With History 17a or 17b, fulfills American Institutions requirement.)

**25 THE AMERICAN WEST (3)**

*Three class hours per week.*

The movement of Americans west of the Mississippi River, with an emphasis on fur trading, cattle raising, farming, mining, railroad building, community building. Indian problems, and the character and image of the West and Westerners. (With History 17a or 17b, fulfills American Institutions requirement.)

**26 U.S.: 20TH CENTURY AMERICAN HISTORY (3)**

*Three class hours per week.*

Major economic, political, social and intellectual developments of the United States since the 1920's. (With History 17a or 17b, fulfills American Institutions requirement.)

**28 WOMEN IN AMERICAN HISTORY (3)**

*Three lecture hours per week.*

A survey of the role played by American women from colonial times to the present. The part played by American women, of different racial and local origins, will be ex-

plored in depth. Attitudes of women as well as attitudes about women in American will be treated. (With History 17a or 17b fulfills American Institutions requirement.)

**33 THE AFRO-AMERICAN IN U.S. HISTORY (3)**

*Three class hours per week. Recommended: History 17a.*

Social, economic and political facts as they relate to the Afro-American. Race relations will be analyzed and special emphasis will be given the history of the Afro-American. (With History 17a or 17b, fulfills American Institutions requirement.)

**34a-34b AFRO-AMERICAN HISTORY (3-3)**

*Three class hours per week. Recommended: History 17a or 17b, preferably both, or History 33.*

**34a** — The chronology of the history of Afro-Americans from the age of discovery to the present. All relevant social, economic and political elements will be dealt with. The development of the racist elements in North American culture will be studied as it bears on the Afro-Americans.

**34b** — The period after 1865 to the present. (History 34a or 34b with History 17a or 17b fulfills American Institutions requirement.)

**35 CIVIL WAR RECONSTRUCTION (3)**

*Three class hours per week. Recommended: History 17a or 17b.*

Survey and analysis of the political, social and economic problems of the North and South during the ante-bellum, Civil War and Reconstruction eras. (With History 17a or 17b, fulfills the American Institutions requirement.)

**40 HISTORICAL GEOGRAPHY-TUTOR PREPARATION (2)**

*Two lecture hours per week.*

A variety of tutorial methods is taught by demonstrations and procedures. Major emphasis is placed on preparing students for tutorial roles in Historical Geography 99 and on the requirements of small group discussions. (Identical to Geography 40.)

**44 HISTORY OF THE FAR EAST (3)**

*Three class hours per week.*

Introductory survey of the political, social and economic history of the countries of the Far East. The response of Asia to the impact of the western world is a central theme of the course. An analysis will be made of contemporary trends and problems with particular reference to China and Japan. The historical developments of India, Pakistan and the countries of Southeast Asia will also be considered.

**45 HISTORY OF MODERN RUSSIA (3)**

*Three class hours per week.*

Careful analysis of the development of Russia from a loose federation of city-states into an autocratic nation and finally into the modern Soviet state; study of the political, economic and cultural development of 20th Century Russia.

**46 MODERN GERMANY (3)**

*Three class hours per week.*

Impact of the French Revolution and the Napoleonic Wars on Germany; The German Confederation; liberalism and nationalism; the Revolutions of 1848; Bismarck and German unification; the German Empire; William II and the First World War; the Weimar Republic; the Nazi era; World War II and Nazi collapse; the two Germanies; German character and historical heritage.

**48 SELECTED TOPICS IN HISTORY (1-3)**

*Hours by arrangement.*

Selected topics in History not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Social Sciences Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**50 AMERICAN HISTORY AND CURRENT WORLD AFFAIRS (3)**

*Three class hours per week.*

A study of current issues, events and institutional changes in the United States through the analysis of their geographic and historical context, and their relation to events and people at home and abroad. Lecture, films, library, and small discussion groups. (Fulfills American Institutions requirement for students working toward the Associate in Arts degree and not planning to transfer to a four-year institution.) May be repeated for credit.

**99 HISTORICAL GEOGRAPHY (3)**

*Three class hours per week.*

Analysis of selected problems from the historical geography of the United States. Emphasis is on small discussion groups. Extensive use of audio-visual materials. (Fulfills

American Institutions requirement for students working toward the Associate in Arts degree.) (Identical to Geography 99.)

**Horticulture — Ornamental**

**47 COOPERATIVE EDUCATION (1-4)  
(Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN HORTICULTURE (1-3)**

*Hours by arrangement.*

Selected topics in Horticulture not covered by regular catalog offerings. Course content and unit credit to be determined by the Life Science Division in relation to community-student need and/or available staff. May be offered as seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Life Science Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**90a-90b PEST CONTROL: HORTICULTURE ENTOMOLOGY (2-2)**

*Three class hours per week.*

Study of the common insect and mite pests which attack horticultural plants in the Bay Area. Identification, classification, life cycles and the latest methods of control. This course is designed for professionals employed in ornamental horticulture.

**90c-90d PEST CONTROL: HORTICULTURE PLANT DISEASES (2-2)**

*Three class hours per week.*

Study of the common disease-causing fungi, bacteria, physiological, nematode and virus pests which attack horticultural plants in the Bay Area. Identification, classification, life cycles and the latest methods of control.

**90e PEST CONTROL: INSECTICIDES, FUNGICIDES, EQUIPMENT (2)**

*Three class hours per week.*

History and development of pesticides, pest control equipment, insecticides, fungicides, disinfectants and nematocides. Soil fumigants, composition, formulation, uses, compatibilities. California Agricultural Code and pest-control operator's license examination.

**90f PEST CONTROL: WEEDS AND RODENTS (2)**

*Three class hours per week.*

Identification, dissemination methods and control of principal garden, lawn and turf weeds, and weedy grasses. Herbicides, their characteristics and uses; brush control. Chief rodent and other animal pests of landscaped areas, and control methods.

**91a-91b GENERAL ORNAMENTAL HORTICULTURE (2-2)**

*Three class hours per week.*

**91**—Soils, manures and fertilizers, lawn establishment and turf management. **91b**—Plant propagation, pruning, choice of plant tools and machinery, insecticides, fungicides and weed killers.

**93 HORTICULTURE SOILS AND PLANT GROWING (2)**

*Three class hours per week.*

Fundamental principles of soils, soil management, fertility and plant nutrition. Soil types, origins, characteristics; biological relationships. Commercial and natural fertilizers; soil conditioners; growing media, crop rotation, and watering.

**94 PLANT PROPAGATION AND NURSERY PRACTICE (2)**

*Three class hours per week.*

Principles and practices of propagating plants for sale and for landscape use, including laboratory work in making cuttings, grafting and budding, potting, canning. Visits to wholesale and retail nurseries. Seedage, cuttage, layerage, plant breeding and improvement.

**95a-95b LANDSCAPE PLANT MATERIALS (2-2)**

*Three class hours per week.*

Plant classification, description, nomenclature, morphology. The study in class of plants commonly used in California parks and gardens. Emphasis on plant identification. (This course is identical to Biology 18a-18b.)

**96a-96b LANDSCAPE GARDEN CONSTRUCTION (2-2)**

*Three class hours per week.*

Principles of garden construction with emphasis on design appreciation and minimum maintenance. Lien laws and contractors' license laws. Estimates and bills of quantity. Design and installation of sprinkler systems. Visits to outstanding landscaping.

**97a-97b ARBORICULTURE, SHRUBS AND FRUIT (2-2)**

*Three class hours per week.*

**97a**- Principles and practices of arboriculture emphasizing care and maintenance of trees. The training and manage-

ment of fruit trees. **97b** - Principles and practices of arboriculture emphasizing care and maintenance of shrubs.

**98a-98b GLASSHOUSE MANAGEMENT AND CROPS (2-2)**

*Three class hours per week.*

**98a** - Study of greenhouses and lathhouses, and the materials used in their construction. Interior layouts. Ventilation, humidity and temperature control. **98b** - The propagation and culture of roses, carnations, chrysanthemums, orchids, pot plants and other glasshouse crops. Pest and disease control.

**110a-110b PLANTS AND LANDSCAPE (3-3)**

*Two lecture and three lab hours per week.*

**110a** - Growth habits, cultural requirements and landscape uses of ornamental trees adapted to the climates of California. Proper planting and maintenance techniques. **110b** - Growth habits, cultural requirements and landscape uses of ornamental shrubs and ground covers adapted to the climates of California. Proper planting and maintenance techniques.

**111 LANDSCAPE MAINTENANCE AND EQUIPMENT (3)**

*Two lecture and three lab hours per week.*

Maintenance and management of turf areas, including golf courses, athletic fields, parks and residential areas. Cultural requirements of trees, shrubs, vines, annuals and ground covers. Operation of landscape maintenance equipment.

**112 PLANT GROWING (3)**

*Two lecture and three lab hours per week.*

Soil, plant and fertilizer relationships. Physical, chemical and biological properties of soils as related to horticulture; soil sampling and testing; water relationships. Practical experience in growing plants in the greenhouse. (This course is identical to Biology 19.)

**113 LANDSCAPE CONSTRUCTION AND EQUIPMENT (3)**

*Two lecture and three lab hours per week.*

Planting and construction techniques; design, installation and maintenance of sprinkler systems; cost finding and estimating for the landscape trades, including contract writing and legal aspects of contracting. (Assists students to prepare for the Landscape Contractor's License Examination - C27)

**114 INSECTS, WEEDS, DISEASES AND RODENT CONTROL (3)**

*Two lecture and three lab hours per week.*

Symptoms, identification and methods of control of the



principal diseases, pests and weeds important in California landscape industry. Chemical, biological and cultural control and prevention.

**115a GARDEN DESIGN (3) (Fall only)**

*Two lecture and three lab hours per week.*

Introductory graphics, drafting, environmental planning and design for the garden landscape.

**115b LANDSCAPE DESIGN (3) (Spring only)**

*Two lecture and three lab hours per week.*

Advanced graphic techniques, environmental planning and design, planting, structures, engineering, materials, and history of the landscape. (Horticulture 115a-15b is identical to Architecture 115a-15b.)

**116 FLORISTRY (3)**

*Two lecture and three lab hours per week.*

Study and practice of methods used by florists in arranging flowers.

**117 FLORISTRY (3)**

*Two lecture and three lab hours per week.*

Study and practice in commercial methods of flower arranging, with emphasis on development of original design skills. Floral shop management skills.

**118 PLANT SCIENCE FOR THE HORTICULTURE MAJOR (3)**

*Three lecture hours per week.*

Introduction to scientific principles of higher plant structure, function, and reproduction to serve as basis for further practical course work in field of Horticulture leading to certificate. (This course is identical to Biology 8.)

**130a-130b VOCATIONAL BOTANY AND PLANT MATERIALS (1-1)**

*Three class hours per week.*

Principles of plant classification and nomenclature. The study of plant morphology, stems, roots, leaves and flowers. Floral families. The identification of plant materials used in California gardens and landscaping. Lists of plants for various situations.

**132a-132b GENERAL VOCATIONAL GARDENING (1-1)**

*Three class hours per week.*

Study of gardening in California. Soils, manures, fertilizers and amendments. Plant propagation. Turf management. Pruning and maintenance of trees and shrubs. Perennials, herbaceous perennials, annuals and biennials. Horticultural machines and tools. Insecticides and fungicides.

**135a-135b VOCATIONAL LANDSCAPE GARDENING (1-1)**

*Three class hours per week.*

Basic principles of landscape design, construction and estimating. Preparation of simple plans and layouts. Visits to outstanding landscaping exhibits.

**Humanities**

(See also History and Philosophy)

**1 INTRODUCTION TO HUMANITIES: GREECE TO RENAISSANCE (3) (Formerly Social Science 48)**

*Three class hours per week.*

The History and Philosophy Departments will explore the major cultural and intellectual movements of Western Civilization from Greece to Renaissance period, including the development of literature, art, architecture, and music. Also to be considered will be their relationship to mythological, religious, and rational and scientific attitudes towards man, nature, and God.

**2 INTRODUCTION TO HUMANITIES: REFORMATION TO PRESENT (3)**

*Three class hours per week.*

The History and Philosophy Departments will explore the major cultural and intellectual movements of Western Civilization from the Reformation to the present, including the development of literature, art, architecture, and music. Also to be considered will be their relationship to mythological, religious, and rational and scientific attitudes towards man, nature, and God.

**Italian**

**100a CONVERSATIONAL ITALIAN, ELEMENTARY (2) (Credit/No Credit)**

*Three class hours per week.*

Intensive drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

**100b CONVERSATIONAL ITALIAN, ADVANCED ELEMENTARY (2) (Credit/No Credit)**

*Three class hours per week. Prerequisite: Italian 100a or equivalent.*

Further work in conversation following the model of Italian

100a. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

**100c CONVERSATIONAL ITALIAN, INTERMEDIATE (2)  
(Credit/No Credit)**

*Three class hours per week. Prerequisite: Italian 100b or equivalent.*

More advanced work in conversation following the model of Italian 100b. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

## Japanese

Language Laboratory and Listening Requirements — Students enrolled in certain courses in foreign language are required to make use of the language laboratory as prescribed by each department. Imitation, response, and independent practice are an integral feature of the study of a foreign language at the College.

### 1 ELEMENTARY JAPANESE (5)

*Five class hours and one lab hour per week.*

Principles of basic patterns and study of the writing system. Emphasis is given to oral expression, reading, and written forms of Japanese.

#### 1a ELEMENTARY JAPANESE (3)

*Three class hours plus one lab hour per week.*

Approximately half of the semester's work in Japanese 1 is covered in this course.

#### 1b ELEMENTARY JAPANESE (3)

*Three class hours plus one lab hour per week. Prerequisite: Japanese 1a or approval of instructor.*

Approximately the second half of the semester's work in Japanese 1 is covered. (Japanese 1a and 1b are equivalent to Japanese 1.)

### 2 ADVANCED ELEMENTARY JAPANESE (5)

*Five class hours and one lab hour per week. Prerequisite: Japanese 1 or equivalent.*

Further study of basic patterns of Japanese.

#### 2a ADVANCED ELEMENTARY JAPANESE (3)

*Three class hours plus one lab hour per week. Prerequisite: Japanese 1 or 1b.*

Approximately half of the semester's work in Japanese 2 is covered in this course.

#### 2b ADVANCED ELEMENTARY JAPANESE (3)

*Three class hours plus one lab hour per week. Prerequisite: Japanese 2a or permission of instructor.*

Approximately the second half of the semester's work in Japanese 2 is covered. (Japanese 2a and 2b are equivalent to Japanese 2.)

## Journalism

### 1 INTRODUCTION TO JOURNALISM (3)

*Three class hours per week.*

A study of the historical background and modern functioning of the press (newspaper, radio, magazine, television) in a democratic society, and the virtues and shortcomings of each. The rights and duties of journalists, and the legal limits of the liberty of the press are studied.

### 2 NEWSWRITING (3)

*Two lecture and two lab hours per week. Prerequisite: Journalism 1.*

Techniques of news gathering, judging new values, and writing the news story. For practical experience, the students write for the college paper, "The San Matean," thus preparing them for future newspaper work.

### 15 NEWSPAPER PRODUCTION (2)

*Four class hours per week. Prerequisite: Journalism 2 (may be taken simultaneously).*

Production of the student newspaper, "The San Matean." Discussion and criticism of staff organization and newspaper content. (May be repeated for credit.)

### 16 MAGAZINE PRODUCTION (2)

*Four class hours per week.*

Production of the student magazine, "Pendulum." Discussion of techniques of publishing and production especially applied to school publications. (May be repeated for credit.)

### 48 SELECTED TOPICS IN JOURNALISM (1-3)

*Hours by arrangement.*

Selected topics in Journalism not covered by regular catalog offerings. Course content and unit credit to be determined by the English Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Prerequisites: Sophomore standing and permission of the English Division Chairman.*

Investigation of a topic of journalism beyond the scope of present courses and present it in a form applicable to newspaper production.

Individual tutorial assistance or small group work with a tutor to fulfill the objectives of a student's course work in progress.

**97 TUTORING PRACTICUM (1 unit per 8 weeks)  
(Credit/No Credit)**

*Ten hours per week for eight weeks. Prerequisites: G.P.A. 3.00 in subject the student wishes to tutor; prior approval of the Tutorial Services Supervisor and subject instructor.*

For students with demonstrated academic ability who wish to tutor individuals or small groups under staff supervision.

**98 TUTOR TRAINING  
(1 unit per 8 weeks) (Credit/No Credit)**

*Two lecture and two lab hours per week for eight weeks. Prerequisite: Minimum G.P.A. of 3.00 in subject which the student wishes to tutor and prior approval of the Tutorial Services Supervisor.*

Orientation and training course for those conducting individual and small group tutoring in the CSM Learning Center. Introduction to group techniques and programmed materials. (May be repeated for credit.)

**99 STUDY SKILLS (2)  
(Credit/No Credit)**

*Five hours per week.*

Development of college-level reading and study skills, individualized instruction, group projects which enable the student to become more proficient in information acquisition and the learning process.

## Library Technology

Upon completion of 24 semester units, a student may be awarded a certificate as a Library Technical Assistant. For the complete details, consult the Library Technician program brochure available in the Library.

**1 INTRODUCTION TO LIBRARY RESOURCES (2)**

*Two hours per week.*

Skill in the use of the Library will be developed. Use of the card catalog and periodical indexes and reference sources will be emphasized. Help will be given with the organization of term papers.

**47 COOPERATIVE EDUCATION (1-4) (Credit/No Credit)**

Designed for the student desiring work experience in a field related to his career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

## Labor Studies

**10 THE AMERICAN LABOR MOVEMENT (3)**

*Three class hours per week.*

A survey of the history, structure, and institutions of the organized labor movement in the United States, covering developments from the colonial era to the present, with the greatest emphasis upon trends since the Civil War. Particular attention will be given labor's role in California and in the Bay Area.

**11 LEGAL FOUNDATIONS: LABOR LAW AND MINORITY RIGHTS (3)**

*Three class hours per week.*

Covers the development of the basic legal framework and doctrines governing labor-management relations and the rights of minorities in the context of the labor movement.

## Learning Center

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Learning Center required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**80 WOMEN'S RE-ENTRY (1-3)  
(Credit/No Credit)**

*Three class hours per week for eight weeks for one unit of credit. Discussion group two hours per week is optional.*

This class is primarily designed for women whose education has been interrupted. Areas covered include analysis of present abilities and interests, investigation of new directions and objectives, investigation of career opportunities, development of college-level study skills, guidance and counseling for meeting new goals.

**96 TUTORIALS (1-2)  
(Credit/No Credit)**

*A minimum of 40 hours' work for each unit of credit.*

**48 SELECTED TOPICS IN LIBRARY TECHNOLOGY (1-3)**

*Hours by arrangement.*

Selected topics in Library work not covered by regular catalog offerings. Course content and unit credit to be determined by the Library division in relation to community-student need and/or available staff. May be offered as a seminar, lecture or lecture/laboratory class.

**51 INTRODUCTION TO LIBRARY TECHNOLOGY (3)**

*Three class hours per week.*

Introduction to the types of libraries (school, college, public and special) making a study of their services, functions and organizational patterns, job opportunities, salaries, benefits and working conditions. Library terminology and human relations in library work.

**52 LIBRARY TECHNICAL PROCESSES (3)**

*Three class hours per week.*

Introduction to acquisition work for books, periodicals, documents and recordings; processing of these materials from receipt to shelving and preparation of material for binding will be discussed. Documents, report literature and special materials handling will be part of the course.

**53 ELEMENTARY CATALOGING PROCEDURES (3)**

*Three class hours per week. Prerequisite: Library Tech. 51 and typing ability equivalent to at least one year of typing.*

Examination of the card catalog, and its organization and function. Special attention to filing and to typing headings on cards. Book catalogs will be discussed, as well as the two major classification systems, with the resulting cataloging of some fiction and biography.

**54 PUBLIC SERVICES (3)**

*Three class hours per week. Prerequisite: Library Tech. 51 or acceptable work experience.*

Circulation procedures for books, periodicals, pamphlets, documents and recordings will be discussed. Reference tools and services will be examined. Employee-patron relationships and the philosophy of library service will be explored.

**55 NON-BOOK MATERIALS (3)**

*Three class hours per week.*

Introduction to non-book materials and audio-visual equipment in libraries. Examination of audio installations and A-V facilities. Preparation of A-V materials and use of equipment will be taught.

**56 SELECTING BOOKS FOR CHILDREN (3)**

*Three class hours per week.*

Placing emphasis on reading for the elementary school child, this course is designed to help library-aides, teacher-aides and parents become aware of some of the most useful-to-know children's books, as related to a child's age, sex and emotional maturity.

**57 STORYTELLING (3)**

*Three class hours and six home preparation hours per week.*

Laboratory experience in presenting stories and poetry to children in the kindergarten-primary grades and to acquaint the teacher-assistant, the teacher, the library aide, and the librarian with the history of literature for children and the outstanding authors and illustrators of children's books.

## **Life Sciences**

See Biology.

## **Machine Tool Technology**

**14 PRINCIPLES OF MACHINE TOOL OPERATION (3)**

*Two lecture and three lab hours per week. Not open to students majoring in Machine Tool Technology.*

Basic machine tool manufacturing in a modern industrial economy.

**48 SELECTED TOPICS IN MACHINE TOOL TECHNOLOGY (1-3)**

*Hours by arrangement.*

Selected topics in Machine Tool Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Technician Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Technician Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**51 APPLIED MACHINE SHOP MATHEMATICS (3)**

*Three lecture hours per week.*

Covers fractions, percentage, ratio and proportion, polygons, circles, areas, volumes, weights of material, and the essentials of trigonometry.

**52 ELEMENTARY MACHINE SHOP THEORY (5)**

Five lecture hours per week. Concurrent enrollment in M.T.T. 52L required.

Basic theory of operation of the six fundamental machine processes of turning, drilling, shaping, grinding, and the care and use of measuring instruments and tools. Mathematics; Areas, volumes, weights, geometry. Machine shop calculations, including fundamentals of trigonometry.

**52L ELEMENTARY MACHINE SHOP PRACTICE (4)**

Four three-hour periods per week. Concurrent enrollment in M.T.T. 52 required.

Manipulation of basic machine tools operation. Covers the six fundamental machining processes of drilling, turning, shaping, planing, grinding, use and care of measuring instruments and tools.

**53 INTERMEDIATE MACHINE SHOP THEORY (5)**

Five lecture hours per week. Prerequisites: M.T.T. 52, 52L, and concurrent enrollment in M.T.T. 53L.

Continuation of M.T.T. 52; concentrated theory presentations covering precision grinding, milling machine operations, heat treating, and metallurgy.

**53L INTERMEDIATE MACHINE SHOP PRACTICE (4)**

Four three-hour periods per week. Prerequisites: M.T.T. 52, 52L, and concurrent enrollment in M.T.T. 53.

Continuation of M.T.T. 52L; machining operations. Laboratory activities include milling machine operation, precision grinding, thread cutting, and the heat treating of metals.

**62 ADVANCED MACHINE SHOP THEORY (5)**

Five lecture hours per week. Prerequisites: M.T.T. 53, 53L, or equivalent.

Theoretical principles and practical applications of numerical control as applied to the machine tool industry. The relationship between machine tool principles, numerical control planning, and mathematics for numerical control programming.

**62L ADVANCED MACHINE SHOP PRACTICE (4)**

Four three-hour periods per week. Prerequisites: M.T.T. 52L, 53L, or equivalent.

External and internal thread cutting, tool and cutter grinding, advanced machine tool practice, and an introduction to numerical control milling.

**63 TOOL AND DIE TECHNOLOGY THEORY (5)**

Five lecture hours per week. Prerequisites: M.T.T. 62, 62L, or equivalent.

Fundamentals of tool and die manufacture with emphasis on die design and power press nomenclature, safety power press die sets, die components terminology, elementary die construction theory, and principles of progressive and compound dies.

**63L TOOL AND DIE TECHNOLOGY PRACTICE (4)**

Four three-hour periods per week. Prerequisites: M.T.T. 62, 62L.

Fundamental practice in the design and manufacture of die sets, blanking and piercing operations, bending, deforming and shearing operations.

**64 INTRODUCTION TO NUMERICAL CONTROL PROGRAMMING AND MACHINING (3)**

Three lecture hours per week. Prerequisites: M.T.T. 53 and M.T.T. 53L, or the equivalent.

Advanced machine tool technology and theory of programming machine tools for production manufacturing.

**101 APPLIED TECHNICAL MATHEMATICS (3)**

Three lecture hours per week. Two hours of high school work in Algebra, Geometry and Trigonometry desirable.

Covers fractions, percentage, ratio and proportion, polygons, circles, areas, volumes, weights of material, and the essentials of trigonometry.

**102a-102b-102c MACHINE SHOP THEORY AND PRACTICE (2-2-2)**

One lecture and three lab hours per week. Prerequisite: 102a, none; 102b, M.T.T. 102a; 102c, M.T.T. 102b

Theory and operation of the six fundamental machine processes of turning, drilling, shaping, planing, grinding, and the care and use of measuring tools. In addition, other subject matter will be included in M.T.T. 102c.

**122a-122b TOOL AND DIE THEORY (3-3)**

Three lecture hours per week. Prerequisites: M.T.T. 102a-b.

The theory of production tools, including the construction of shearing, forming, and progressive dies. The main emphasis is in the actual fabrication of tools and the production of the components made with the dies.

**140 INTRODUCTION TO MANUAL NC PARTS PROGRAMMING (3)**

Three lecture hours per week. Prerequisite: Post high school machine tools course or related industrial experience.

Actual training in programming NC tools. Concentrates on point to point machine tools with some exposure to contouring.

**150 ADVANCED MANUAL NC PARTS PROGRAMMING (2)**

*Three class hours per week. Prerequisite: M.T.T. 140.*

Skill development in programming two-, three- and four-axis NC milling machines in point to point and contouring (profiling).

**160 COMPUTERIZED NC PARTS PROGRAMMING (2)**

*Three class hours per week. Prerequisite: M.T.T. 140.*

Initial experience in using computers to create center-line programs and post processed programs from computer program languages. Includes APT and others. Intended to enable students to gain sufficient proficiency to qualify for positions as parts programmers.

## **Management**

**48 SELECTED TOPICS IN MANAGEMENT (1-3)**

*Hours by arrangement.*

Selected topics in Management not covered by regular catalog offerings. Course content and unit credit to be determined by the Business Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Business Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**50 FINANCIAL MANAGEMENT (3)**

*Three class hours per week. Prerequisite: Bus. Adm. 1a or consent of the instructor.*

A general survey of accounting principles and practices, with emphasis on interpretation of accounting data and financial statements. Basic concepts of general accounting and cost accounting; budgetary control, limitations of accounting and other functions in the use of accounting for managerial decision making.

**52 REPORT WRITING (3)**

*Three class hours per week.*

A study of the principles of effective communication in a variety of business and industrial applications; clarity,

accuracy and logic are emphasized in the presentation of written, verbal and statistical materials.

**54 MANAGEMENT COMMUNICATIONS (3)**

*Three class hours per week.*

Problems in communications in business and industry. Lectures, discussion and oral presentations will cover such matters as motivational bases of communications, listening skills, conference leading, and other written and verbal communication problems.

**55 DYNAMICS OF GROUP COMMUNICATIONS (3)**

*Three class hours per week. Prerequisite: Mgmt. 54.*

Development of understanding and skill in interpersonal communication in business and industrial groups. Students work in problem-solving groups for experiential learning. Group process theory discussed.

**61 INDUSTRIAL RELATIONS (3)**

*Three class hours per week.*

Employer and union policies affecting the labor market, emphasizing: wage systems, living conditions, productivity, unemployment, union organizations and collective bargaining, and industrial conflicts from the point of view of wage earner, employer and the government.

**63 PLANNING, BUDGETING AND CONTROL FOR SUPERVISORS (3)**

*Three class hours per week.*

Planning, budgeting and control for supervisors and managers: project planning, work breakdown, project goals, scheduling systems (Gantt charts, PERT, CPM), cost estimating and cost curve displays; initiating action; performance reporting; corrective action techniques.

**65 BUSINESS AND INDUSTRIAL ECONOMICS (3)**

*Three class hours per week. Econ. 1a and 1b may be substituted.*

A survey of the economic aspects of the American economy. Development of a market society, role of money, public policy and economic matters, income and employment.

**71 MATERIALS MANAGEMENT (3)**

*Three class hours per week.*

Planning and scheduling, material and inventory planning, flow control, mechanical tabulation, identification systems. Designed to show how large and small businesses

plan and control production in order to achieve competitive pricing of goods and services.

**72 MOTION STUDY AND METHODS ANALYSIS (3)**

*Three class hours per week.*

Techniques for finding the most economical way of doing a manual task and for measuring labor accomplishment. Application of time and motion study to lower cost production through better methods, procedure, tooling, product design and the elimination of wasteful practices.

**77 INDUSTRIAL ENGINEERING METHODS (3)**

*Three class hours per week.*

Overall view of manufacturing management. Fundamentals of organization, capital costs and budgets, motion and time study, industrial statistics, operations, research.

**80 MANAGEMENT OF HUMAN RESOURCES (3)**

*Three class hours per week.*

An introductory course designed for line supervision to develop understanding of the personnel function as it relates to industry; selection and placement; wage and salary procedures; training and evaluation.

**85 ORGANIZATIONAL BEHAVIOR (3)**

*Three class hours per week.*

Application of psychological principles to the supervisor's job including the cause of job satisfaction and its influences on production. A consideration of employment, training, placement, attendance control, merit rating, dismissal and similar items will be included.

**90 ADMINISTRATIVE OFFICE MANAGEMENT (3)**

*Three class hours per week.*

Organization and planning of office services, office environment and equipment; human relations and behavioral concepts; new dimensions of information management. Review and update preparatory to Certified Administrative Manager examination.

**91 SALES MANAGEMENT (3)**

*Three class hours per week.*

Sales organizations; sales, merchandising and distributive policies; layout of territories, selection and training; pricing, use of advertising and promotion materials. The integration of the points of view of sales and merchandising managers in approaching and solving problems.

**92 TECHNIQUES OF SUPERVISION (3)**

*Three class hours per week.*

Analysis of the objectives and characteristics of good management. Leadership and creativity in supervision. Effective communications. Designed to improve the student's skill in working with people.

**93 LEADERSHIP IN ORGANIZATION (3)**

*Three class hours per week.*

Introduction to the motivational aspects of leadership. To examine how individuals react to different styles of leadership. Students will examine their own management practices and beliefs, and gain insights into how these might be improved.

**96 ADMINISTRATIVE ORGANIZATION (3)**

*Three class hours per week.*

A study on the principal functions of modern management such as planning, organizing, staffing, actuating, controlling, and decision-making.

**99 PRINCIPLES OF MANAGEMENT (3)**

*Three class hours per week.*

Survey of business principles and practices, problems, and procedures, history of American business, organization, ownership, financing, production and distribution of goods. (Satisfies Bus. 10 requirement for A.A. degree in Business and is required for Management certificate.)

## Mathematics

See also Business 50 and 51.

The normal sequence of mathematics courses at CSM is 11, 12, 20, 21, 28, 30, 31, 32, 33, 34. A student who qualifies for a particular mathematics course is eligible for any course lower in sequence. If the student has not taken a mathematics course during the previous two years, it is strongly recommended that the student enroll in a course below the one for which he would normally be eligible.

**1 PRE-ALGEBRA MATHEMATICS (1-3)  
(Credit/No Credit)**

*Three class hours per week.*

Basic arithmetic facts and operations of whole numbers, fractions and decimals. Students who achieve competency in the basics may elect an option such as fundamentals of algebra, nursing or industrial applications. May be repeated for a total of 3 semester units.

**10 INTRODUCTION TO MATHEMATICAL CONCEPTS (3)**

*Three class hours per week.*

ADMISSIONS AND REGISTRATION  
 COLLEGE OF SAN MATEO  
 1700 W. HILLSDALE BLVD.  
 SAN MATEO, CALIFORNIA 94402

76-77

The basic ideas of mathematics and their historical development; number, function, logic, sets; the relationship of traditional and contemporary mathematical thought.

**11 ELEMENTARY ALGEBRA (5)**

*Day – five class hours per week. Evening – six class hours per week.*

Elementary Algebra through quadratic equations.

**11a-11b ELEMENTARY ALGEBRA (3-3)**

*Three class hours per week.*

(The two courses Math. 11a-11b are equivalent to Math. 11.)

**12 GEOMETRY (5)**

*Day – five class hours per week. Evening – six class hours per week. Prerequisite: Math. 11 with grade C or better, or one year of high school Algebra with grade C or better.*

Study of the properties of plane and solid figures, using formal logic and the real number system. Some non-Euclidean, projective and topological elements are included.

**13 ELEMENTARY FINITE MATHEMATICS (3)**

*Three class hours per week. Prerequisite: Math. 19 or 20 with grade C or better, or 1½ years of high school Algebra with grade C or better.*

An introduction to finite mathematics including set theory, logic, combinatorial techniques, elementary probability, systems of linear equations, matrices and linear programming. A variety of business applications is included.

**16 CONTENT OF ELEMENTARY SCHOOL MATHEMATICS (3)**

*Three class hours per week.*

Development of the real number system, logic, axiomatics, systems of numeration, history and development of arithmetic, arithmetic processes, inductive and deductive reasoning.

**17 INTRODUCTION TO SYMBOLIC LOGIC (3)**

Identical to Philosophy 12. For prerequisite and content, refer to that course.

**19 INTERMEDIATE ALGEBRA WITH REVIEW (5)**

*Day – five class hours per week. Evening – six class hours per week. Prerequisite: Math. 11 with grade C or better, or one year of high school Algebra with grade C or better.*

Covers the same course material as Math. 20 but includes a review of material from Elementary Algebra.

**20 INTERMEDIATE ALGEBRA (3)**

*Three class hours per week. Prerequisites: Math. 11 with grade C or better, or one year of high school Algebra with grade C or better.*

Extension of fundamental algebraic concepts and operations, binomial expansion, solution of linear and quadratic equations individually and in systems, determinants, radical equations, complex numbers, introduction to theory of equations.

**21 ANALYTIC TRIGONOMETRY (3)**

*Three class hours per week. Prerequisites: Math. 12 and Math. 19 or 20 with grades of C or better; or high school preparation including 1½ years of Algebra and one year of Geometry with grade C or better.*

Trigonometric functions of real numbers and angles, their graphs and periodicity; reduction formulas; functions of multiple angles; identities and equations; radian measure; inverse functions; logarithms; solution of triangles.

**22 ELEMENTARY PROBABILITY AND STATISTICS (4)**

*Four class hours per week. Prerequisite: Math. 20 or equivalent with grade C or better, or high school preparation including 1½ years of Algebra with grade C or better.*

Treatment of use/misuse of data, measures of central tendency and dispersion, probability, sampling distributions, statistical inference, regression and correlation, contingency tables, time series analysis, index numbers.

**23a-23b APPLIED ANALYTIC GEOMETRY AND CALCULUS (4-4)**

*Day – four class hours per week. Evening – five class hours per week. Prerequisite: Math. 23a — Math. 21 with grade C or better, or high school preparation including 1½ years of Algebra, one year of Geometry, and one semester of Trigonometry with grade C or better. 23b — Math. 23a with grade C or better.*

**23a** — Selected topics from analytic geometry plus basic techniques of both differential and integral calculus. (This sequence may not be substituted for the Math. 30 sequence for mathematics, physics or engineering majors.)

**23b** — Transcendental functions, their derivatives and integrals, techniques of integration, calculus of functions of several variables and selected topics from differential equations.

**24a-24b MINICOMPUTER PROGRAMMING (1½-1½) (Formerly Math. 48)**

*Two lecture plus 2 lab hours per week by arrangement for 7 weeks. Prerequisite: Math. 20 or equivalent with grade of C or better, or high school preparation including 1½ years of Algebra with grade of C or better.*



**24a**—Elementary techniques of basic programming including keyboard operations, data storage and recall, looping and branching. **24b**—Iterative methods for solving equations, series, approximating limits, solutions of quadratic equations, approximating functions, elementary statistical techniques, computer plotting and advanced topics within the student's area of interest.

**25 FORTRAN PROGRAMMING WITH AN INTRODUCTION TO NUMERICAL AND STATISTICAL METHODS (3)**

Day — Two lecture and three lab hours per week. Evening — Three class hours plus two lab hours by arrangement per week. Prerequisite: Math. 21 with grade C or better, or high school preparation including two years of Algebra, one year of Geometry and one semester of Trigonometry with grade C or better.

FORTRAN IV programming; numerical methods for approximation of roots, solution of systems of equations, Newton's approximation, descriptive statistics, matrix manipulations and simulation through the use of random numbers. Students write and test a variety of computer programs.

**27 COLLEGE ALGEBRA WITH TRIGONOMETRY REVIEW (5)**

Day — five class hours per week. Evening — six class hours per week. Prerequisite: Math. 21 (or equivalent) with grade C or better; or high school preparation including 1½ years of Algebra, one year of Geometry and one semester of Trigonometry with grade C or better.

(Cover the same course material as Math. 28 but includes a review of Trigonometry.)

**28 COLLEGE ALGEBRA (3)**

Three class hours per week. Prerequisite: Math. 21 (or equivalent) with grade C or better; or high school preparation including 1½ years of Algebra, one year of Geometry and one semester of Trigonometry with grade C or better.

Study of more advanced algebra including such topics as theory of equations, complex numbers, logarithmic and exponential functions, vectors, matrices, binomial theorem, sequences.

**30 ANALYTIC GEOMETRY (4)**

Day — four class hours per week. Evening — five class hours per week. Prerequisite: Math. 27 or 28 with grade C or better, or high school preparation including two years of Algebra, one year of Geometry and one semester of Trigonometry with grade C or better.

Elements of plane and solid analytic geometry.

**31 CALCULUS (4)**

Day — four class hours per week. Evening — five class hours per week. Prerequisite: Math. 30 (or equivalent) with grade C or better.

Development of the basic theory and techniques of differential and integral calculus as applied to algebraic functions.

**32 CALCULUS (4)**

Day — four class hours per week. Evening — five class hours per week. Prerequisite: Math. 31 (or equivalent) with grade C or better.

Additional topics of differential and integral calculus including transcendental functions, techniques of integration, indeterminate forms and improper integrals.

**33 CALCULUS (4)**

Day — four class hours per week. Evening — five class hours per week. Prerequisite: Math. 32 (or equivalent) with grade C or better.

Additional topics of differential and integral calculus including series, vectors and functions of several variables.

**34 ORDINARY DIFFERENTIAL EQUATIONS (3)**

Three class hours per week. Prerequisite: Math. 33 (or equivalent) with grade C or better. When approved by the instructor, may be taken concurrently with Math. 33.

Differential equations of first, second and higher order; simultaneous, linear, homogeneous equations; solutions by power series; numerical methods, Fourier series, Laplace transforms, and applications.

**35 LINEAR ALGEBRA (3)**

Three class hours per week. Prerequisite: Math. 31.

Vectors and matrices applied to linear equations and linear transformations, real and inner product spaces.

**48 SELECTED TOPICS IN MATHEMATICS (1-3)**

Hours by arrangement.

Selected topics in Mathematics not covered by regular catalog offerings. Course content and unit credit to be determined by the Math-Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

Hours by arrangement. Prerequisites: Math 30 (or equivalent); permission of the instructor and Chairman of the Math-Engineering Division.

Directed individual study of a suitable topic in mathematics, or construction of a model useful in the study or teaching of mathematics.

**55 PRACTICAL TRIGONOMETRY AND SLIDE RULE (3)**

*Three class hours per week. Prerequisite: Math. 11 with grade C or better, or two semesters of high school level algebra with grade C or better.*

Brief review of algebraic operations, important geometric concepts and theorems, the trigonometric functions, solution of right and oblique triangles, logarithmic computations, the slide rule, vectors and graphs. Representative problems from various fields.

## **Medical Assisting**

(For Program Planning and Suggested Curricula see Business—Medical Assisting)

**57 MEDICAL TERMINOLOGY (3)**  
(Formerly Business 57)

*Three class hours per week. Prerequisite: One semester of college English.*

Development of a medical vocabulary through the study of the principles of word construction and word analysis with emphasis on spelling and pronunciation. Medical abbreviations and symbols are included.

**59 INTRODUCTION TO MEDICAL OFFICE TRAINING (3)**  
(Formerly Business 59m)

*Three class hours per week.*

Duties and responsibilities of a medical assistant in a physician's office, clinic, hospital or other medical facility. Emphasis on desirable personality traits and human relationships as well as on medical ethics, specialties in the medical field and office maintenance.

**60 CLINICAL PROCEDURES (3)**  
(Formerly Nursing 60)

*Two lecture and three lab hours per week. Prerequisite: Biology 7.*

Examination room techniques; sterilization procedures; medical emergencies; laboratory procedures; pharmacology.

**70a-70b MEDICAL ASSISTING REVIEW (3-3)**  
(Formerly Medical Assisting 60a-60b)

*Three class hours per week. Prerequisites: Employment as a medical assistant and/or medical secretary, or permission of the instructor.*

**70a**—Clerical office procedures. General review of clerical office duties performed in a medical office or in a hospital, including correspondence, transcription, insurance, telephone, basic bookkeeping, medical ethics and legal aspects. **70b**—Medical Terminology and Clinical Procedures. Comprehensive review of medical terminology and the anatomical systems. Review of the clinical duties peculiar to a medical office, including sterilization techniques, laboratory and x-ray studies and physical examinations. Medical ethics will be discussed.

**94 MEDICAL TRANSCRIPTION (2)**  
(Formerly Business 94m)

*Four class hours per week. Prerequisites: Bus. 92.6, 92.7 or equivalent; M.A. 57.*

Machine transcription of medical reports.

**95 MEDICAL INSURANCE PROCEDURES (2)**  
(Formerly Business 95m)

*Four class hours per week. Prerequisites: M.A. 59, Bus. 92.7 or equivalent.*

Blue Cross, Blue Shield, Medicare, Medi-Cal, Workmen's Compensation and other insurance programs presented. Instruction includes California Relative Value Studies in preparing claims for insurance payment.

**100 MEDICAL OFFICE PROCEDURES (3)**  
(Formerly Business 100m)

*Four class hours a week, plus 1 hour by arrangement. Prerequisites: M.A. 57, 59, Bus. 92.6, 92.7 or equivalent and enrollment in or completion of one course in college English.*

Fundamental office procedures applied to the medical field. Medical office simulations require decision making in setting priorities, finding information, coping with interruptions, producing under pressure.

**108 MEDICAL ASSISTING EXTERNSHIP (4)**  
(Formerly Business 108s)

*Two class hours per week plus 10 hours per week of supervised training in medical office. Prerequisites: Completion of or enrollment in Medical Assisting 60, 94, 95, 100.*

Practical experience, under supervision, in a physician's office or clinic and/or hospital, with weekly seminar.

## **Meteorology**

**1 ELEMENTARY METEOROLOGY (3)**

*Three lecture hours per week.*

Elementary meteorology including the basic processes of weather phenomena, basic weather analysis and forecasting.

#### **10 AVIATION WEATHER (3)**

*Three class hours per week. Prerequisite: Aero. 2a.*

Basic weather concepts and their special application to aviation. Designed to prepare the aviation student for the meteorology portion of the FAA pilot's examination.

#### **48 SELECTED TOPICS IN METEOROLOGY (1-3)**

*Hours by arrangement.*

Selected topics in Meteorology not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Science Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

#### **49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of instructor and Chairman of the Physical Science Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

### **Military Science (Reserve Officers Training Corps)**

#### **1a DEFENSE ESTABLISHMENT AND FUNDAMENTALS OF LEADERSHIP (2)**

*One lecture hour and one leadership lab bi-weekly.*

The history, mission and organization of ROTC; techniques of marksmanship, causes of war, evolution of weapons, and factors of national power. Progressive training in leadership and command.

#### **1b DEFENSE ESTABLISHMENT AND FUNDAMENTALS OF LEADERSHIP (2)**

*One lecture hour and one leadership lab bi-weekly.*

Principles of war; history, mission and organization of the Department of Defense; and introduction to leadership.

#### **12a APPLIED LEADERSHIP AND MANAGEMENT (2)**

*One lecture hour and one leadership lab bi-weekly. Prerequisite: Military Science 1a-1b.*

Map and aerial photograph reading. Instruction in military operations and basic tactics. Progressive training leadership and command.

#### **12b APPLIED LEADERSHIP AND MANAGEMENT—MAP AND AERIAL PHOTOGRAPH READING**

*One lecture hour and one leadership lab bi-weekly. Prerequisite: Military Science 1a-1b.*

Operations of the basic military team. The functions, duties and responsibilities of junior leaders. Continuing development of leadership through practical exercises.

### **Music**

*Auditions:* Eligibility for participation in all performing groups is determined by audition with the conductor.

#### **1a-1b MUSICIANSHIP (3-3)**

*Three class hours per week. Prerequisite: Music 9 or equivalent; 1b – Music 1a.*

Study of music notations, keys and intervals. Performance at sight of melodic and rhythmic examples. Dictation of melodic, harmonic and rhythmic examples. Fundamentals of keyboard harmony.

#### **2a-2b ADVANCED MUSICIANSHIP (3-3)**

*Three class hours per week. Prerequisite: Music 1a-1b or equivalent; 2b – Music 2a.*

Continuation of Music 1a-1b. (Nine units of musicianship are recommended for students majoring in Music.)

#### **4a-4b HARMONY (3-3)**

*Three class hours per week. Prerequisites: 4a – Music 9 or equivalent, Music 1a-1b (or equivalent), or taken concurrently; 4b – Music 4a.*

The relationships of vertical sounds and their effect on all musical parameters. Comprehension of patterns conducive to the circumstancing of major/minor tonal system.

#### **5a-5b ADVANCED HARMONY (3-3)**

*Three class hours per week. Prerequisite: 5a – Music 4a-4b; 5b – Music 5a.*

Active tonal systems, integration of the analytical process. Recent trends in verticalization of sound.

#### **6 MUSIC LITERATURE AND APPRECIATION (3)**

*Three lecture hours plus three hours required listening per week.*

Historical survey of the music of Western Civilization, emphasizing the techniques of listening and understanding of the art. A text, illustrated lectures and directed listening in the library indicate the procedure of the course.

**7a SURVEY OF BLACK MUSIC (3)**

*Three lecture hours per week.*

Chronological survey of the various styles and salient elements of the music of the Afro-American, encompassing sociological as well as musical factors. (Identical to Ethnic Studies 41.)

**7b AFRO-AMERICAN JAZZ (3)**

*Three lecture hours per week. Prerequisite: Music 7a, Music 28 or equivalent.*

Study of jazz since 1900, with emphasis on instrumental styles; the development of jazz since 1940 and contemporary trends. (Identical to Ethnic Studies 42.)

**9 FUNDAMENTALS OF MUSIC (3)**

*Three lecture hours per week*

Designed for the student who wishes to learn how to read music and perform it at sight. Recommended for students with limited musical background who wish to begin the formal study of music theory. Also recommended for education majors.

**12a-12b ELEMENTARY PIANO (1-1)**

*Three class hours plus two lab hours per week.*

Study in the techniques of piano playing. Individual attention, assignments and performance in a class situation.

**13 ADVANCED ELEMENTARY PIANO (1)**

*Three class hours plus two lab hours per week. Prerequisite: Music 12 or equivalent.*

Continuation of study in the techniques of piano playing. Individual attention, assignments and performance in a class situation.

**14 INTERMEDIATE PIANO (1)**

*Three class hours plus two lab hours per week. Prerequisite: Music 13 or equivalent.*

Continuation of study in the techniques of piano playing. Individual attention, assignments and performance in a class situation.

**15 ADVANCED PIANO (1)**

*Three class hours plus two lab hours per week. Prerequisite: Music 14 or equivalent.*

For advanced students. Recital performance is part of the course. (May be repeated for credit.)

**16 IMPROVISATION (3)**

*Three class hours per week. Prerequisite: Music 4a and/or consent of the instructor.*

Study of improvisatory styles and techniques and the historical perspective of the practices; rhythmic, harmonic and melodic foundations; and improvisatory ensemble. (May be repeated for credit.) Applicable to a major in music.

**17 COMPOSERS WORKSHOP (2)**

*One lecture and two lab hours per week. Prerequisite: Music 4a-4b or consent of instructor.*

Study of compositional style from Schoenberg to the present time with particular emphasis on dodecaphonic, electronic and aleatory techniques. Performance of student works are an integral part of the course. (May be repeated for credit.)

**18a-18b GUITAR (1-1)**

*Three lecture hours plus two lab hours per week. Prerequisite: 18a – None; 18b – Music 18a.*

**18a** – Study in the techniques of guitar performance and reading music to a degree which will enable the student to play accompaniments to compositions written for guitar. Students must supply their own instruments. **18b** – Continuation of 18a with emphasis on solo performances. (18b may be repeated for credit.)

**22 ORCHESTRA (1)**

*Three class hours per week.*

Study and performance of standard and contemporary literature for chamber and symphonic ensembles. Performance is required. (May be repeated for credit.)

**23 SYMPHONIC BAND (1)**

*Three class hours plus 2 lab hours by arrangement per week.*

Study and performance of music for concert band. Performance is required. Band does not perform at athletic events. (May be repeated for credit.)

**24 STUDY OF BRASS INSTRUMENTS (1)**

*Three class hours plus two lab hours per week.*

Techniques of playing the instrument of the student's choice, with individual instruction. (May be repeated for credit.)

**25 STUDY OF WOODWIND INSTRUMENTS (1)**

*Three class hours plus two lab hours per week.*

Technique of playing the instrument of the student's choice, with individual instruction. (May be repeated for credit.)

**26a-26b STUDY OF STRINGED INSTRUMENTS (1-1)**

*Three class hours plus two lab hours per week. Prerequisite: 26a – None; 26b – Music 26a.*

**26a** – Beginning study of performance on violin, viola, cello or string bass. **26b** – Continuation of Music **26a**. Technique of playing the violin, viola, cello or string bass, with individual instruction. (May be repeated for credit.)

**27 INSTRUMENTAL ENSEMBLE (1)**

*Three class hours per week. Eligibility by audition.*

Performance is required. (May be repeated for credit.)

**28 JAZZ BAND (2)**

*Five class hours per week. Eligibility by audition.*

Advanced course which includes organization, training procedures, arranging, vocals and other phases of dance band work. Performance is required. (May be repeated for credit.)

**33 A CAPPELLA CHOIR (2)**

*Five class hours per week. Eligibility by audition.*

Study and performance of choral literature for accompanied and unaccompanied choir. Performance is required. (May be repeated for credit.)

**34 COLLEGE CHORALE (1)**

*Three class hours per week. Eligibility by audition; concurrent registration in Music 33 required.*

An advanced ensemble which specializes in the performance of choral literature appropriate for small choir. Members are selected by audition from the enrollment of the A Cappella Choir. Performance is a part of the course. (May be repeated for credit.)

**37 ELEMENTARY SOLO VOICE (1)**

*Three class hours plus two lab hours per week.*

Elementary vocal problems analyzed and corrected through exercises and songs. (May be repeated for credit.)

**38 INTERMEDIATE SOLO VOICE (1)**

*Three class hours plus two lab hours per week. Prerequisite: Music 37 or the equivalent.*

Advanced songs and recital performance as ability merits. (May be repeated for credit.)

**39 ADVANCED SOLO VOICE (1)**

*Three class hours plus two lab hours per week. Prerequisite: Music 38 or the equivalent.*

Performance course, emphasis on the study and performance of lieder, arias and other classical vocal literature. (May be repeated for credit.)

**40 MUSICAL PRODUCTIONS (1-3)**

*Hours by arrangement. Eligibility by audition.*

Training in solo and chorus work for staging a musical production. (May be repeated for credit.)

**41 MUSIC RECITALS (½)**

*One class hour per week. Open to all students.*

A performing and listening course to provide recital experience and acquaintance with performance practices and musical styles. (Music majors are required to complete four semesters.)

**48 SELECTED TOPICS IN MUSIC (1 - 3)**

*Hours by arrangement.*

Selected topics in Music not covered by regular catalog offerings. Course content and unit credit to be determined by the Fine Arts Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1 - 2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Fine Arts Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**Nursing — A. A. Degree**

The courses described are open only to those students accepted in the nursing program. A grade C or higher is necessary for progression in the sequence. Upon graduation, the candidate receives an Associate in Arts degree and is eligible to write the California State Board examination for Registered Nurses. NOTE: Beginning September 1976, curriculum changes will reflect new California State Board requirements for incoming and returning nursing students. New and returning nursing students should contact the nursing counselor.

**1 NURSING (8)**

*Four lecture hours and twelve lab hours which includes*

three Skills Lab hours per week. Registration in the Associate in Arts Degree Nursing Program and concurrent enrollment in Biology 41 and Psychology 1a required.

Principles and practices in the fundamentals of nursing common to all patient conditions. Common needs of normal and ill individuals are considered. Correlated clinical practice with the subacute and chronically ill and skills lab are offered concurrently with the lectures. (Completion of this course with C grade or better waives one unit of Health Science requirement.)

## 2 NURSING (8)

Four lecture and twelve lab hours per week. Prerequisites: Nursing 1, Biology 41, Psychology 1a with grade C and concurrent enrollment in Biology 42 and Psychology 5.

Human behavior, growth and development of child and family. The focus is on nursing care related to the adaptations to stress during the growth and development cycle, the maternity cycle and emotional illness. Theory and clinical experience, principles of growth and development, mental health, homeostasis and nutrition are correlated. Skills lab is part of the course. (Completion of this course with grade C or better waives one unit of Health Science requirement.)

## 3 NURSING (8)

Five lecture hours and 9 lab hours and one Skills Lab hour per week. Prerequisites: Nursing 2, Biology 42 and Psychology 5 with a grade C or better.

Care of patients with illnesses of adults requiring medical/surgical interventions and preventive, therapeutic, pharmacological, nutritional and rehabilitative aspects of these conditions. Skills lab and principles of growth and development, mental health and homeostasis are correlated.

## 4 NURSING (8)

Four lecture hours and 12 lab hours and one Skills Lab hour per week. Prerequisite: Nursing 3 with grade C or better.

Correlated theory and clinical experience in nursing of patients with acute conditions requiring medical/surgical intervention, long-term care and rehabilitation. Preventive, therapeutic, pharmacological, nutritional aspects. Principles of growth and development, mental health and homeostasis. Afternoon rotations and skills labs are correlated. Completion of course with C grade or better is required for graduation and eligibility for licensure examination.)

## 41 THEORY REVIEW — FUNDAMENTALS OF NURSING (4) (Credit/No Credit)

Four lecture hours per week. Prerequisites: Current R.N. License, consent of Division Chairman.

Review for nurses of knowledge and skills basic to nursing care of patients with sub-acute and chronic illnesses. Principles and practices which serve as guides to the basic nursing care common to all conditions and health needs of the individual are considered.

## 42 THEORY REVIEW — MATERNAL CHILD HEALTH/PSYCHIATRIC NURSING (4) (Credit/No Credit)

Four lecture hours per week. Prerequisites: Current R.N. License, consent of Division Chairman.

Concepts of human behavior, and growth and development of child and family. Focus on nursing care related to adaptations to stress during maternity cycle and during emotional illness. Principles of growth and development, mental health, homeostasis and nutrition are correlated.

## 43 THEORY REVIEW — BEGINNING MEDICAL/SURGICAL NURSING (4) (Credit/No Credit)

Four lecture hours per week. Prerequisites: Current R.N. License, consent of Division Chairman.

Nursing care of patients with illnesses common to adults requiring medical/surgical intervention. Includes preventive, therapeutic, pharmacological, nutritional and rehabilitative, growth and development, mental health and homeostatic concepts.

## 44 THEORY REVIEW — ADVANCED MEDICAL/SURGICAL NURSING (4) (Credit/No Credit)

Four lecture hours per week. Prerequisites: Current R.N. License, consent of Division Chairman.

Care of patients with acute conditions requiring medical/surgical intervention, long-term care and rehabilitation. Preventive, therapeutic, pharmacological and nutritional aspects are included. Principles of growth and development, mental health and homeostasis are investigated in greater depth.

## 45 SPECIAL PRACTICE REVIEW (3-5) (Credit/No Credit)

Two-four lecture hours and three laboratory hours per week. May be repeated for credit. Prerequisites: Current California R. N. License, consent of Division Chairman, malpractice insurance coverage.

Continuing education for registered nurses who wish to update skills, gain depth of knowledge in a particular area, and/or become more cognizant of the changing health care. Includes concurrent theory and clinical practice. Student and instructor plan a program based on the student's learning needs.

**46 NURSING SEMINAR (1-2)**  
(Credit/No Credit)

*Two lecture hours per week. Concurrent enrollment in the Nursing Program required.*

Discussion of nursing theory and its application concurrent with content of Nursing 1, 2, 3, and 4; focus on study habits, test taking, developing and evaluating nursing care plans. (May be repeated three times for credit.)

**47 COOPERATIVE EDUCATION—HEALTH OCCUPATIONS (1-4)**

Work experience in a field related to career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN NURSING (1-3)**

*Hours by arrangement. Prerequisite: Licensed Registered Nurse.*

Selected topics in Nursing not covered by regular catalog offerings. Course content and unit credit to be determined by the Health Occupations Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class..

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangements. Consent of the instructor and Chairman of the Health Occupations Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**50 PRE-NURSING (2)**  
(Credit/No Credit)

*Two lecture hours per week.*

Introduction to basic concepts and skills in nursing — the role of the nurse, problem solving, interpersonal relationships, medical terminology, learning and communication skills.

## **Nursing—Vocational**

**51 MEDICAL-SURGICAL NURSING I (7)**

*Five lecture and sixteen lab hours per week. Registration in*

*Vocational Nursing curriculum and concurrent enrollment in Biology 7, Nursing I and Psychology 1a required.*

Correlation of theory and laboratory experience in chronic and subacute medical and surgical conditions of adults and children. Principles of growth and development, mental health and the maternity cycle are included.

**52a MEDICAL-SURGICAL NURSING II (15)**

*Seven lecture and 24 lab hours per week. Prerequisite: Grades of C or better in V.N. 51, Nursing 1, Psychology 1a and Biology 7 and concurrent enrollment in Biology 52.*

Continuation of V.N. 51 with experience in more complex medical-surgical nursing situations and including the care of the mother and newborn. The role of the vocational nurse as a member of the health team is emphasized.

**52b MEDICAL-SURGICAL NURSING III (9)**

*Four lecture and 36 lab hours per week. Prerequisite: Grades of C or better in V.N. 52a and Biology 52.*

Continuation of V.N. 52a. Completion of course with C grade or better is required for certification and eligibility for licensure examination.

## **Oceanography**

**10 OCEANOGRAPHY (3)**

*Three class hours per week plus two field trips.*

Introduction to marine geology, chemistry and biology. Includes the hydrologic cycle, properties of sea water and marine organisms; currents, waves, tides, coastal processes and ecology of the ocean; continental drift and sea floor spreading.

## **Paleontology**

**1 GENERAL PALEONTOLOGY (3)**

*Two lecture and two recitation hours per week, plus one week-end field trip and one day-long field trip.*

Survey of the history and classification of plants and animals; methods of interpretation of the fossil record; fossils as evidence of the history of life; evolution of form and structure in plants and animals; sequence of floras and faunas in the rocks, including a brief summary of fossil men and human evolution.

## **Philosophy**

(See also Humanities)

**6a INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY (3)**

*Three class hours per week.*

This course is intended to help students understand some basic philosophical issues and to use the critical methods of philosophy. Selected political and social theories, with various views about humanity, the physical world, and God are analyzed and evaluated.

**6b INTRODUCTION TO THEORY OF KNOWLEDGE (3)**

*Three class hours per week.*

A critical study of the possible sources and limits of human knowledge; the ability of sense experience, reason, revelation, faith, intuition to provide us with reliable information about nature, ourselves and God; their role in establishing moral, religious and aesthetic convictions.

**7 INTRODUCTION TO LOGIC (3)**

*Three class hours per week.*

Conditions of clear statements; procedures and criteria for evaluating arguments with attention to both their content and their form; questions of the adequacy and relevance of statements used to support conclusions.

**8 LOGIC: SCIENTIFIC METHOD (3)**

*Three class hours per week.*

A study of the scientific method in the physical and social sciences. Inductive inference; hypothesis formulation and testing; analogy; probability; causality; nature of scientific explanation. Recommended for physical and social science majors.

**12 INTRODUCTION TO SYMBOLIC LOGIC (3)**

*Three class hours per week.*

A study of the logical structure of language, the validity of arguments expressed symbolically. Introduction to the logic of classes and relations. Introduction to the logic of mathematics. (*Identical to Math. 17.*)

**20a HISTORY OF PHILOSOPHY (3)**

*Three class hours per week.*

A study of Greek philosophy with emphasis on Pre-Socratic philosophers, Socrates, Plato and Aristotle; philosophy of the Roman world, and the development of Christian philosophy in the Middle Ages.

**20b HISTORY OF PHILOSOPHY (3)**

*Three class hours per week.*

A study of the thought of the Renaissance and the rise of modern science, of continental rationalism in Descartes,

Leibniz, Spinoza, of the opposing tradition of British empiricism and the critical philosophy of Kant.

**20c HISTORY OF PHILOSOPHY (3)**

*Three class hours per week.*

A study of 19th and 20th Century philosophical positions including those of Hegel, Nietzsche, Schopenhauer, the Utilitarians, Pragmatists, Logical Positivists, Existentialists and contemporary Analytic Philosophers.

**23 ETHICS (3)**

*Three class hours per week.*

A study of the leading theories of moral principles and ideals and their application to typical problems of institutional behavior, life, property and the family. Among the topics discussed will be the concept of the good, duty, egoism, altruism, freedom, personal social responsibility.

**24a INTRODUCTION TO RELIGION, RELIGIONS OF THE WORLD (3)**

*Three class hours per week.*

An introductory course describing the content and meaning of the great religions of the world; their cultural background, history and development, cultic practices, basic moral-religious tenets, literature and art, and their impact on the society and culture of which they are a part.

**24b INTRODUCTION TO RELIGION, PHILOSOPHY OF RELIGION (3)**

*Three class hours per week.*

An investigation of the questions relating to the existence of God, including appeals to rational arguments, revelation, miracles, authority, faith, mystical experience; the nature of God and the problem of evil; the relationship between religion and moral convictions, and between religion and science; the problem of immortality.

**35 ASIAN PHILOSOPHY (3)**

*Three class hours per week.*

An introduction to the major moral, political, religious philosophies of India, China and Japan and their approaches to problems of knowledge, exploring both their major philosophic traditions and their contemporary approaches to problems of man and society.

**48 SELECTED TOPICS IN PHILOSOPHY (1-3)**

*Hours by arrangement.*

Selected topics in Philosophy not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to



community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

#### 49 SPECIAL PROJECTS (1-2)

*Hours by arrangement. Consent of the instructor and Chairman of the Social Sciences Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

### Physical Education

The Physical Education Division offers a wide variety of physical activities in which individual students can choose to participate in accordance with their interest and needs and which have carry-over value for the students' leisure time, now and in future years. Instruction is provided in progressive levels of competency, offering the opportunity for specialization in a given activity. See page 66 for physical education requirement.

The Schedule of Classes will list activity classes offered each semester as follows:

- Physical Education 1 (Men)
- Physical Education 2 (Coed)
- Physical Education 3 (Women)

### AQUATICS

#### AQUATIC FITNESS (1)

*Ability to swim 200 yards continuously, demonstration of the crawl stroke required.*

Endurance swimming stressed, based on an interval training system. A class goal will be to be able to swim one mile within a 40 minute time period. *Occasional participation in officiating home swimming meets may be required.*

#### DIVING (1)

*The ability to demonstrate competency in and adjustment to deep water required.*

Open to men or women divers. Each student will be challenged by dives suited to his or her level of ability. Dives will be taught from one- and three-meter boards as well as from the mini-tramp.

#### LIFE SAVING (1)

*The ability to swim 400 yards continuously, demonstrating the crawl, side stroke and breast stroke; standing front dive;*

*surface dive to six-foot depth and swim two body lengths under water; floating required.*

Progressive skill development in take-offs, approaches, carries, defensive mechanism, shallow water carries, water safety knowledge and artificial respiration.

#### ELEMENTARY SKIN AND SCUBA DIVING (2)

*One lecture and two lab hours per week. Prerequisite: The same as Life Saving; beginning students in skin and scuba training only will be admitted. Medical clearance from physician required.*

Elements of skin diving are covered as well as complete swimming pool training with scuba gear. Students who successfully complete this course may proceed to take their "ocean dives" from licensed scuba operators. All scuba equipment utilized in CSM pools is provided by the College.

#### ELEMENTARY SWIMMING (1)

Instruction in the elementary skills, such as water adjustment, floating, elementary crawl, elementary back stroke, breathing techniques and elementary diving; also personal water safety procedures.

#### INTERMEDIATE SWIMMING (1)

*Ability to swim in deep water comfortably required.*

Skills will involve the breast stroke, crawl, side stroke, elementary backstroke, treading, floating and elementary diving.

#### INTERMEDIATE SWIMMING AND ELEMENTARY WATER POLO (1)

*Prerequisite: The ability to swim comfortably in deep water.*

Instruction in the basic swimming strokes plus basic water polo fundamentals in addition to actual competitive scrimmages. Progressive skill development in picking up the ball in water; passing, receiving, shooting, dribbling and playing the game of water polo. Knowledge of water polo rules and simple rules of water safety. Practical assignments involving officiating responsibilities for home contests. For students with no previous water polo experience.

#### ELEMENTARY WATER POLO (1)

Ability to swim 50 yards using a "head high" crawl stroke, to swim 50 yards using the breast stroke, to tread water for 3 minutes and to tread water for 1 minute with the hands out of water required.

Progressive skill development in picking up a ball in the water, passing, receiving, shooting, dribbling and playing

the game of water polo. Knowledge of water polo rules and simple rules of water safety. Practical assignments involving officiating responsibilities for home contests. For students with no previous organized water polo experience.

#### **INTERMEDIATE/ADVANCED WATER POLO (1)**

*Prerequisite: Approval of instructor.*

Review of shooting skills, defensive techniques, and goal tending. Introduction to team defense and techniques utilizing the extra man. Participation in intra-class league games.

#### **THEORY AND STRATEGY OF WATER POLO (1)**

*Prerequisites: Completion of at least 1 year of high school water polo; and/or satisfactory demonstration in a testing situation of elementary skills: passing, receiving, shooting and dribbling as well as demonstration of ability to swim 500 yards continuously within 7 minutes, or approval of instructor.*

Course is designed to review various offensive and defensive styles as well as provide knowledge regarding the techniques and psychology of goal tending.

#### **WATER SAFETY INSTRUCTOR (1½)**

*Prerequisite: Current American Red Cross Advanced Life Saving Certificate.*

Development of effective performance in the basic swimming strokes and the various life saving and water safety skills. Teaching techniques, methods and knowledge necessary to teach American Red Cross swimming and life saving courses.

### **COMBATIVES**

#### **ELEMENTARY BOXING (1)**

Basic skills in boxing. There will be drills on the stance, six types of blows and the defenses for these blows. These techniques will be applied in actual boxing in the class with students wearing protective headgear.

#### **ELEMENTARY JUDO (1)**

*Beginners only permitted.*

Judo for the beginning student. Consideration is given to the rules, procedures, techniques of falling, unbalancing, throwing techniques, combination techniques as related to physical development. The emphasis of this class is on judo as a sport.

#### **WOMEN'S JUDO (1)**

Judo for the beginning student. Consideration is given to

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the rules, procedures, techniques of falling, unbalancing, throwing techniques, combination techniques as related to physical development. The emphasis of this class is on judo as a sport. Self-defense techniques will be covered during the latter part of the class.

#### **INTERMEDIATE/ADVANCED JUDO (1)**

*Prerequisite: Demonstration of ability required; Elementary Judo class or approval of instructor.*

A continuation of skills learned in elementary Judo. Advanced attacks and defenses are demonstrated and practiced. Consideration is given to judo as an "art," with emphasis upon maximum use of the mind and the body.

#### **ELEMENTARY KARATE (1)**

Orientation in the philosophy, history and physical aspects of the Tae-Kwon-Do. Fundamental kicking, blocking, and striking techniques will be studied. Upon completion students will be eligible for promotion to next highest grade (8th keop).

#### **SELF-DEFENSE FOR WOMEN (1)**

Fundamental skills of self-defense; rules of self-protection at home; when and how to defend against armed attack; information on minimizing or preventing the possibility of danger.

#### **ELEMENTARY/INTERMEDIATE WRESTLING (1)**

Introduction to intercollegiate wrestling through instruction in the rules, scoring system, and skills. Fundamental stances, takedowns, escapes, reversals, breakdowns, rides and pinning combinations. After learning these skills, the student will be able to apply them in short periods of wrestling. More advanced skills as applied to intercollegiate wrestling. Competition will be offered in dual competition within the class.

### **CONDITIONING**

#### **ADULT CONDITIONING ACTIVITIES (1)**

*Three lab hours per week.*

A program of exercise designed to promote cardiovascular and respiratory fitness. Participation in recreational activities including badminton and volleyball.

#### **ADULT FITNESS (1)**

*Two lab hours per week.*

This course is designed to re-acquaint the adult with exercise and to increase cardio-vascular fitness. Exercise for flexibility, strength and agility; jogging for conditioning of the vascular and respiratory systems; and relaxation for release of tension.

### **BIODYNAMICS (1)**

Stress is placed on improvement of posture and fitness. The course offers measurement in strength, flexibility, and coordination, and an evaluation of one's posture.

### **CIRCUIT TRAINING (1) (Weight Conditioning)**

*Class meets two times per week.*

Vigorous group weight training exercises set up in training "stations." Individuals rotate from station to station on a specific time schedule. Emphasis is on strength and overall body conditioning.

### **CIRCUIT TRAINING (1½) (Weight Conditioning)**

*Class meets three times per week.*

Vigorous group weight training exercises set up in training "stations." Individuals rotate from station to station on a specific time schedule. Emphasis is on strength and overall body conditioning. Weight machine is utilized.

### **CONDITIONING FOR THE WOMAN ATHLETE (1½) (Formerly Weight Training for Women)**

*Class meets three times per week.*

A vigorous conditioning program designed to assist the woman athlete overcome individual muscular weakness as related to each sport. Progressive work with weight machine and with interval training is utilized.

### **EXHIBITION GYMNASTICS (2)**

*Prerequisite: Tumbling or gymnastic experience and/or consent of instructor.*

Group gymnastic routines designed for public presentation.

### **FIGURE CONTROL (1)**

Introductory resistant weight training program designed to help women control, maintain and firm the conformation of their bodies. Provides for increase in strength, flexibility, and agility.

### **FITNESS ACTIVITIES (1)**

Exercises ranging from mild to very active, individual fitness evaluation and all-around endurance. Designed to help the individual understand the need for the benefits of physical fitness.

### **GYMNASTICS/TUMBLING/TRAMPOLINE (1)**

A combination of gymnastic activities including trampoline, tumbling and the traditional gymnastic apparatus. Students may receive instruction in all areas or may specialize in one area of interest.

### **JOGGING (1)**

Exercise periods in preparation for running and a program of jogging. Objective is to bring about an increase in cardiovascular efficiency and neuro-muscular strength through running.

### **MASSAGE (1)**

*Two class hours per week.*

This course is designed to teach a student how to give and receive a massage. The emphasis is on relaxation and well-being. Content includes history, study of the skeletal and muscular structure, and circulatory system; basic massage strokes, basic preparation, practice, massage systems, tension and relaxation.

### **OVER 30s (½)**

*Two hours per week for 8 weeks.*

Learning experience in a variety of lifetime sports. Provision is made for personalized exercise programs.

### **SLIM/TRIM (1)**

Exercises for fitness and body conditioning and body contouring; instruction in the health aspect of a balanced diet and proper weight. Analysis of individual needs and development of program to achieve the student's goal.

### **TRAMPOLINE (1)**

Trampoline activity for elementary, intermediate and advanced students. Safety skills and fundamental processes of trampolining.

### **ELEMENTARY WEIGHT CONDITIONING (1)**

A basic course of weight conditioning designed to build and strengthen the body, to increase flexibility, and to add agility; instruction in the various exercises and associated safety procedures utilizing free weights.

### **INTERMEDIATE WEIGHT CONDITIONING (1)**

*Prerequisite: Successful completion of elementary weight conditioning or previous experience in weight conditioning.*

Progressive skill and weight development in various weight conditioning exercises; opportunities to specialize in different areas of the body; development of individual programs. Bar-bells utilized.

### **INDIVIDUAL PROGRAMS IN WEIGHT CONDITIONING (2)**

*4½ hours per week. Prerequisite: Previous experience in weight training.*

Vigorous weight training in an individual program of exercises designed to build specific strength with regard to each student's goal. Weight lifting machine utilized.

#### **WEIGHT CONDITIONING FOR AQUATICS (1)**

Designed to develop additional strength and flexibility, through the use of circuit training machines, for those students primarily interested in improving their proficiency in the area of aquatics. However, many of the stations used are conducive to improved overall physical conditioning.

#### **WEIGHT TRAINING FOR BASEBALL (1)**

Designed to develop additional strength and flexibility, through the use of circuit training machines, for those students interested in improving their proficiency in baseball.

#### **YOGA I (1)**

Basic course in Hatha Yoga — basic postures, breathing, principles of diet, and understanding of the way Yoga unites the mind and body through passive exercise and energy release.

#### **YOGA II (1)**

Individualized programs designed for the student's level of physical competence in Hatha Yoga. Pranayama Yoga and Jnana Yoga are explored as are diet, nutrition, massage, and meditation.

### **DANCE**

#### **BALLET I (1)**

A beginning study of ballet techniques and style — barre, center floor, and dance variations. Modern ballet works will be explored.

#### **BALLET II (1)**

A beginning ballet technique class concentrating on barre, center floor, dance variations, adagio, and allegro. Classical ballet works will be explored.

#### **ELEMENTARY BALLET AND MODERN DANCE (1)**

Movement skills, rhythmic structure of dance, qualities of movement, spatial design and an appreciation of dance are presented. Modern ballet and modern dance styles are emphasized in the creation of individual compositions.

#### **CONTEMPORARY DANCE I (2)**

The fundamentals of contemporary dance technique, body alignment, and basic locomotor movements. Modern dance styles will be studied in relation to the significance of a dancer's training.

#### **CONTEMPORARY DANCE II (2)**

An in-depth study of modern dance techniques body alignment, and locomotor movements. Contemporary dance choreographers and their significance to contemporary dance will be studied.

#### **DANCE AND MOVEMENT FOR THEATER (2)**

Movement, body awareness activities for the theater environment. Dance technique, locomotor movements, and various improvisation experiences resulting in choreographic movement studies.

#### **DANCE PRODUCTION I (1)**

*Prerequisite: Elementary Modern Dance.*

Choreographic principles of dance composition and stage presentation. Types of dance include: primitive, medieval, expressionism, cerebralism, jazz, improvisation, impressionism, formal ballet, modern ballet, Broadway musical, Americana, and folk dances.

#### **DANCE PRODUCTION II (2)**

*Prerequisite: Dance Production I.*

A public stage dance performance. The creation of new works by the students are directed toward large groups, trios, duets, and solos. Participation in the technical and business aspects of a student production.

#### **FOLK/SQUARE DANCE (1)**

Fundamentals and basic steps, techniques for leading and following, etiquette, and development of rhythm. Square and a variety of folk dances included.

#### **JAZZ DANCE (1)**

Beginning techniques in jazz-stage jazz movements, fast jazz, jazz rock, and blues — plus various jazz combinations.

#### **MOVEMENT AND BODY AWARENESS (2)**

The course is developed to build a concept of movement for modern daily living, to become aware and perceive the body as an instrument of the self, to recognize the influences of self-image on purposive movements, and to recognize individual capabilities and limitations.

#### **PEP SQUAD (1)**

*Enrollment by tryouts and instructor approval.*

Designed to teach the skills and techniques necessary for performing as a cheerleader or pompon girl. Routines will be taught during scheduled meetings and members will perform at athletic contests.

## INDIVIDUAL SPORTS

### ELEMENTARY ARCHERY (1)

Fundamentals of target archery. Individual and team competition in the Junior Scholastic, Junior Columbia, P.A.A., and Flint Rounds; safety rules, scoring, terminology, and care and selection of equipment.

### INTERMEDIATE ARCHERY (1)

*Prerequisite: Completion of Elementary Archery at CSM or equivalent.*

Continuation in this "Kingly Sport" will expose the student to the qualities of poise, skill, and strength embodied in this ancient activity. Tournament competition will be included.

### BACKPACKING (2)

*Ten lecture hours and two field trips. Prerequisite: Student must be at least 18 years old.*

Acquaints students with necessary skills for backpacking. Lectures include equipment, food, safety standards, and map and compass reading. Transportation is not provided. Expenses: Approximately \$15-20 for equipment rental if required.

### ELEMENTARY BADMINTON (1)

The rules and strategies of badminton as well as the fundamentals of grip, strokes, footwork and court coverage through drills and competition; testing program in the various techniques taught; tournaments in singles and doubles are held within the class period.

### INTERMEDIATE BADMINTON (1)

*Prerequisite: Elementary Badminton.*

Emphasis on strategy, tactics, footwork, doubles teamwork and the singles game. Tournaments in singles and doubles.

### ADVANCED BADMINTON (1)

*Prerequisite: Completion of the elementary course in the top ability group.*

Advanced techniques on strategy and tournament play. Tournaments of different types will be played in class. Students encouraged to enter outside tournaments.

### ELEMENTARY BOWLING (1)

Learning opportunities in the stance, approach, release and roll; participation in a league bowling situation, knowledge of rules, scoring and etiquette. There are additional fees for this course. Students must provide own transportation.

### INTERMEDIATE BOWLING (1)

*Prerequisite: Elementary bowling.*

Fundamental techniques emphasized. There are additional fees for this course. Students must provide transportation.

### INTERMEDIATE/ADVANCED BOWLING (1)

*Prerequisite: Successful completion of Elementary Bowling, or Blue Book average of 140.*

Participation in individual Peterson point league bowling in intermediate, advanced, and intermediate/advanced. There are additional fees for this course. Student must furnish own transportation.

### LEAGUE BOWLING (1)

*Prerequisite: Women must have at least 110 average; men at least 140 average.*

Course consists of coached league bowling. Meets off campus with no transportation provided. A fee of approximately \$25 per semester.

### ADVANCED BOWLING (1)

*Prerequisite: 165 blue book average in an A.B.C. bowling league.*

Participation in advanced league bowling competition; individual scoring statistics are maintained. There are additional fees for this course. Students must provide own transportation.

### ELEMENTARY/INTERMEDIATE/ADVANCED FENCING (1)

Techniques and practice in form, attacks, parries, counter-attacks, bouting, timing, strategy; history, safety, etiquette, rules, terminology, judging, directing, scorekeeping, and tournaments.

### ELEMENTARY GOLF (1)

*Not open to students who have had prior golfing experience.*

Instruction concerning the techniques, rules, etiquette and philosophy for the beginning golfer; stance, grip, position, swing as associated with iron and wood shots. Outside assignments include playing 9 holes of golf. Additional fees for this course.

### INTERMEDIATE GOLF (1)

*Prerequisite: Elementary golf or equivalent experience.*

Emphasis on continued development of the basic golf fundamentals. Half of the semester is spent at the driving range and half on a golf course. Transportation not provided. Approximate cost per semester is \$11.

### HIKING (1)

Basic skills, rules of trail safety, and equipment for hiking. Hikes are scheduled to nearby areas as well as one all-day hike. Students must provide their own transportation.

### ICE SKATING (1)

Fundamentals of figure skating — including “Alpha”, “Beta”, and “Gamma” tests. Free style skating also included. Course taught off campus and transportation not provided. Fee approximately \$15. per semester.

### ELEMENTARY HANDBALL (1)

Basic handball skills involving serving and strokes. Features in doubles competition including theory and strategy. Understanding of the rules pertaining to one-wall handball will be stressed.

### ELEMENTARY PADDLE BALL (1)

Basic paddle ball skills involving the serve, forehand and backhand strokes. A thorough understanding of the rules and strategy of the game is provided. Tournament play is offered in one-wall doubles.

### RACKETBALL/HANDBALL (4 wall) (1)

Offers rules, fundamentals, techniques, and philosophy of four-wall racketball/handball. Provides opportunity for increased cardiovascular, hand eye coordination and overall body quickness.

### ELEMENTARY/INTERMEDIATE SAILING (1)

*Five hours per week for 8 weeks. Prerequisite: Verification of swimming ability.*

Theory and practice in handling, care, and safe use of small sailboats (El Toro class). Includes basic techniques and provides some racing for the intermediate students. Transportation is not provided. Approximate fee for course is \$15.

### ELEMENTARY TENNIS (1)

Instruction in the fundamental skills of the service, forehand and backhand strokes; court strategy and the rules of play; testing program in all tennis skills and rules.

### INTERMEDIATE TENNIS (1)

*Prerequisite: Elementary tennis, demonstration of ability in forehand, backhand and service.*

The emphasis will be on net play and doubles and singles strategy. Includes volley, lob, and smash. Singles and doubles tournaments are included.

### ADVANCED TENNIS (1)

*Demonstration of ability required.*

Advanced aspects of tennis play. Instruction in advanced strategy, philosophy, and techniques; tournament play in singles and doubles; testing program in skills, techniques, and rules.

### TOURNAMENT TENNIS (1)

Designed for the advanced tennis student who desires strong competition. Singles, doubles, and mixed doubles will be offered.

## INTRAMURALS

Supervised intramural sports are scheduled throughout the semester, Tuesday and Thursday at 11 a.m., for one half unit of college credit on a Credit/No Credit basis. Competition in selected seasonal activities for all students.

**Men** — Basketball, handball, paddleball, soccer, touch football.

**Women** — Basketball, touch football, handball.

**Co-ed** — Badminton, softball, table tennis, tennis, and volleyball. Sports Days: Festive occasions on which CSM students participate in a number of activities—pie eating contest, frisbee throw, faculty-student softball, etc.

## TEAM SPORTS

### ELEMENTARY BASEBALL (1)

Activity in the basic skills of baseball. Rules of play and team strategies stressed.

### ADVANCED BASEBALL (2)

*Class meets three times per week. Prerequisite: High school baseball experience.*

Designed as training class for men seeking to participate in Varsity Baseball. Advanced skills and techniques in baseball. Written and practical testing.

### ELEMENTARY BASKETBALL (1)

Basic skills, strategy, theory and practice in basketball. Skills include dribbling, shooting, guarding and passing. Also included are the theory, use and practice of team play and strategy; Round Robin team play.

### INTERMEDIATE BASKETBALL (1)

*Prerequisite: Elementary basketball at CSM.*

Includes basic skills of elementary basketball with emphasis on zone defense, game play, strategy and shooting; Round Robin team play.

### **ADVANCED BASKETBALL (1)**

*Prerequisite: Playing experience in high school on either "B" or varsity level.*

Advanced skills of basketball play; some continuance of elementary skills; advanced techniques of offensive and defensive play; round-robin team play; evaluation on knowledge of rules and testing program on all skills taught.

### **ADVANCED BASKETBALL (WOMEN'S) (1½)**

*Prerequisite: Required class for women wishing to compete on Women's Varsity (formerly Women's Intercollegiate).*

Advanced skills of basketball play; advanced techniques of offensive and defensive play; development of team play.

### **ADVANCED FOOTBALL AND CONDITIONING (2)**

*Four and one-half hours per week. Prerequisite: Varsity football experience in high school or college.*

Review of basic skills and introduction to advanced techniques and strategies in offensive and defensive football. Stresses conditioning necessary to play the game and for life-long health goals. Weight training included.

### **SOCCER (1)**

*Class meets two times per week. Prerequisite: Previous soccer experience.*

Basic fundamentals of individual play such as dribbling, heading, shooting, trapping, passing and defensive tactics; participation in game situations; testing program in all soccer skills and knowledge of rules.

### **ADVANCED SOCCER (1)**

*Class meets two times per week.*

*Prerequisite: Previous soccer experience.*

Advanced soccer techniques; written and practical testing program; league play.

### **ADVANCED SOCCER (1½)**

*Class meets three times per week. Prerequisite: Previous soccer experience.*

Advanced soccer techniques; written and practical testing program; league play.

### **ELEMENTARY SOFTBALL (1)**

Activity in the basic skills, strategy and practice in softball. Skills include batting, catching and throwing. Also included are the rules of play and team strategy through round-robin competition.

### **ADVANCED TRACK & FIELD (2)**

*Class meets three times per week.*

Designed to increase conditioning through weight training, with emphasis placed on individual needs in specific track events. Running and instruction on all aspects of track and field are included.

### **ELEMENTARY VOLLEYBALL (1)**

Fundamentals of serving, passing, setting and spiking; team competition under National and International rules of play; testing program in all skills taught and on knowledge of rules.

### **INTERMEDIATE VOLLEYBALL (1)**

*Prerequisite: Elementary volleyball.*

Continuation of fundamental skills in tournament play. Team competition.

### **ADVANCED VOLLEYBALL (1)**

*Demonstration of ability required.*

Volleyball play for advanced volleyball students of superior ability; continuation of the fundamental skills; advanced emphasis upon team play and strategy; tournament play is offered.

## **INTERCOLLEGIATE SPORTS**

These courses are designed for those students who desire to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The passing of medical and physical examinations and the consent of the coach are necessary before enrollment.

Most varsity sports entail practice from 2-5 p.m. daily.

### **4 VARSITY CROSS COUNTRY (2)**

*Prerequisite: High school track or cross country experience.*

Cross country and distance running competition on an intercollegiate level in the Golden Gate Conference; participation in Conference meets, invitational meets, Northern California meets and State Championship for those who qualify.

### **5 VARSITY BASKETBALL (2)**

*Demonstration of ability required.*

Intercollegiate varsity basketball competition in the Golden Gate Conference; participation in regional tournaments.

**6 VARSITY WRESTLING (2)**

*Prerequisite: Wrestling experience in high school or college, or demonstration of ability.*

Intercollegiate competition in dual matches in the Golden Gate Conference; competition in four tournaments each year including the California State Community College Tournament; instruction in advanced skills of wrestling.

**7 VARSITY TRACK AND FIELD (2)**

*Prerequisite: High school track or cross country experience.*

Track and field competition in the Golden Gate Conference on an intercollegiate basis; participation in Conference meets, invitational meets, Northern California Finals and the State meet for those who qualify.

**8 VARSITY BASEBALL (2)**

*Demonstration of ability required.*

Intercollegiate varsity baseball competition in the Golden Gate Conference tournament and with other community colleges in this area.

**9 VARSITY TENNIS (2)**

*Demonstration of ability required.*

Intercollegiate varsity tennis competition in the Golden Gate Conference; participation in the Conference championships, and participation in the Northern California and State championships for those who qualify.

**10 VARSITY GOLF (2)**

*Prerequisite: Open to advanced golfers who have played in inter-school competition.*

Intercollegiate varsity golf competition in the Golden Gate Conference; participation in the Golden Gate Conference Tournament, Northern California Tournament, and State championships for those who qualify.

**11 VARSITY SWIMMING (2)**

*Demonstration of ability required.*

Intercollegiate varsity swimming competition in the Golden Gate Conference, Northern California and State Community College swimming championships

**12 VARSITY FOOTBALL (2)**

*Demonstration of ability required.*

Intercollegiate varsity football competition in the Golden Gate Conference.

**13 VARSITY WATER POLO (2)**

*Approval of coach and demonstration of ability required.*

Intercollegiate competition in the Golden Gate Conference, Northern California and State championships.

**21 WOMEN'S VARSITY VOLLEYBALL (2)  
(Formerly Women's Intercollegiate Volleyball)**

*Eight hours per week minimum. Prerequisite: Demonstration of ability and approval of coach.*

Intercollegiate competition in the B.A.C.A.W.A. Conference, Northern California, and State Championships.

**22 WOMEN'S VARSITY BASKETBALL (2)  
(Formerly Women's Intercollegiate Basketball)**

*Eight hours per week minimum. Prerequisite: Demonstration of ability and approval of coach.*

Intercollegiate competition in the B.A.C.A.W.A. Conference, Northern California, and State Championships.

**23 WOMEN'S VARSITY SOFTBALL (2)  
(Formerly Women's Intercollegiate Softball)**

*Eight hours per week minimum. Prerequisite: Demonstration of ability and approval of coach.*

Intercollegiate competition in the B.A.C.A.W.A. Conference, Northern California, and State Championships.

**24 WOMEN'S VARSITY TENNIS (2)  
(Formerly Women's Intercollegiate Tennis)**

*Eight hours per week minimum. Prerequisite: Demonstration of ability and approval of coach.*

Intercollegiate competition in the B.A.C.A.W.A. Conference, Northern California, and State Championships.

**THEORY**

**40 THE NATURE AND SCOPE OF PHYSICAL EDUCATION (2)**

*Two lecture hours per week.*

Detailed treatment of academic and professional requirements for physical education, development of aims objectives and philosophies. Students are required to prepare a term paper, participate in panel discussions, symposiums and subjective testing.

**41a-41b THE THEORY OF SPORTS OFFICIATING (2-2)**

*Two lecture hours per week plus lab hours.*

A course designed for Physical Education men majors. Officiating procedures in a variety of activities. Laboratory



experience. Assignments are given as related to the intramural and physical education instructional program.

**42a-42b WOMEN'S SPORTS OFFICIATING (2-2)**

*Two lecture and two lab hours per week. Training in basketball, volleyball, and softball.*

Designed for women Physical Education or Recreation students with training and lab work in intermediate or advanced classes and high schools.

**47 COOPERATIVE EDUCATION (1-4)  
(Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN PHYSICAL EDUCATION (1-3)**

*Hours by arrangement.*

Selected topics in Physical Education not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Educational Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Physical Education Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**Physical Science**

**10 INTRODUCTION TO THE PHYSICAL SCIENCES (3)**

*Three class hours per week. Open to all students except those who are currently enrolled in or have completed a college course in physics, astronomy or chemistry.*

Survey of topics in physics, astronomy and chemistry. Interdisciplinary aspects of science will be emphasized. (Intended for non-science majors.)

**47 COOPERATIVE EDUCATION (1-4)  
(Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN PHYSICAL SCIENCE (1-3)**

*Hours by arrangement.*

Selected topics in Physical Science not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Science Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of instructor and Chairman of the Physical Science Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**Physics**

**2a-2b GENERAL PHYSICS (4-4)**

*Three lecture and three lab hours per week. Prerequisite: 2a-Elementary Algebra and Plane Geometry; 2b-Physics 2a.*

**2a** — Mechanics, heat and sound. **2b** — Magnetism, electricity, light and modern Physics. (Designed for students majoring in some field of letters and science; required for those planning to enter Medicine, Dentistry, Pharmacy, Optometry, Agriculture or Forestry.)

**4a-4b-4c GENERAL PHYSICS (4-4-4)**

*Three lecture, one recitation and two lab hours per week. Prerequisite: 4a-Math. 31 and concurrent enrollment in Math. 32; 4b-Physics 4a, Math. 31 and 32 and concurrent enrollment in Math. 33; 4c-same as 4b. Students whose majors require only Math. 23a-23b should consult the instructor.*

**4a** — Mechanics, wave motion and special relativity. **4b** — Electricity and magnetism. **4c** — Heat, light and modern physics. (4a-4b-4c constitute a three-semester program designed to give the student majoring in Engineering, Physics or Chemistry a thorough foundation in the fundamentals of physics.)

**10 DESCRIPTIVE INTRODUCTION TO PHYSICS (3)**

*Three lecture hours per week. Prerequisite: None; the equivalent of at least one semester of high school level Algebra is recommended. Open to all students except those who have had or are taking Physics 2a or Physics 4a.*

A description with experimental demonstrations of the more important phenomena of physics.

**48 SELECTED TOPICS IN PHYSICS (1-3)**

*Hours by arrangement.*

Selected topics in Physics not covered by regular catalog offerings. Course content and unit credit to be determined

by the Physical Science Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

#### 49 SPECIAL PROJECTS (1-2)

*Hours by arrangement. Consent of instructor and Chairman of the Physical Science Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

### Political Science

#### 1 INTRODUCTION TO POLITICAL SCIENCE (3)

*Three class hours per week.*

Examination of the nature of the state, basic forms of government and the theories of democracy, communism, fascism and other political ideologies. Analysis of the roles of political parties and pressure groups, the nature of public opinion and voting behavior. Consideration of the character of modern public administration and a brief survey of the pattern of contemporary international relations.

#### 2 CONTEMPORARY FOREIGN GOVERNMENTS (3)

*Three class hours per week. Prerequisite: One of the following: Pol. Sci. 1, 5, 21, 22 or 25.*

An introduction to representative foreign political systems. A comparative analysis of how varied governments reconcile stability and change, power and responsibility, freedom and efficiency. The course stresses interrelationships of social patterns, ideology, and political institutions.

#### 3 INTERNATIONAL RELATIONS (3)

*Three class hours per week.*

The nature of relations among states, with analysis of the basic forces affecting the formulation of foreign policy and the dynamics of international politics. The evolution and operation of the United Nations Organization are the major topics of study.

#### 5 INTRODUCTION TO POLITICAL THEORY (3)

*Three class hours per week. Prerequisite: Successful completion of at least 12 semester units of college work.*

A study of classical and modern political thought designed to develop student understanding of various theoretical approaches to politics, basic political problems and proposed solutions to these problems.

#### 7 SURVEY OF PROBLEMS IN CIVIL LIBERTIES AND CIVIL RIGHTS (3)

*Three class hours per week.*

A survey and analysis of the issues and problems considered by the U.S. Supreme Court in the area of civil liberties and civil rights. The rights of racial, political and religious minorities, and of criminal defendants; the concepts of due process and equal protection of the laws; the interaction of the Supreme Court with the President, Congress, political parties and interest groups. (Satisfies the American Institutions requirement.)

#### 9 CONTEMPORARY ETHNIC POLITICS (3)

*Three class hours per week.*

Analysis of general and specific political goals and methods of contemporary Afro-American, American Indian, Hispanic and Asian-American groups in the United States national, state and local politics. Political activities of formal and ad hoc minority group organizations in California and the Southwest during the 1950's and 1960's. Concepts of political and economic self-determination, ethnic bloc-voting, Black Power, Third World alliances, civil disobedience and other alternatives to violence. (Satisfies the American Institutions requirement.)

#### 12 STATE AND URBAN GOVERNMENT (3)

*Three class hours per week.*

The structure and dynamics of urban democracy with special reference to city and state government in California. Emphasis is placed on the problems of urban and metropolitan communities in such areas as law enforcement, ghetto conditions, school integration, welfare programs, and other related problems. The course includes an examination of the process of decision-making within the context of local and community politics. (Satisfies the California State and Local Government requirement.)

#### 18 THE GOVERNMENTS AND POLITICS OF AFRICA (3) (Identical to Ethnic Studies 18.)

#### 21 AMERICAN INSTITUTIONS (3)

*Three class hours per week.*

Thorough study of the Constitution, a survey of the organization and functions of the branches of the Federal government and an examination of the dynamics of the American political process. (Satisfies the American Institutions requirement.)

#### 22 AMERICAN NATIONAL GOVERNMENT (3)

*Three class hours per week.*

A comparative critical analysis of American political institu-

tions from Franklin Roosevelt's administration to the present. Policy-making and political activity — both inside and outside the traditional system of checks and balances — is scrutinized. (Satisfies the American Institutions requirement.)

**23 CALIFORNIA STATE AND LOCAL GOVERNMENT (2)**

*Two class hours per week.*

Designed to acquaint the student with the institutions and problems of state and local government in California. (Satisfies the California State and Local Government requirement.)

**25 NATIONAL, STATE AND LOCAL GOVERNMENT (5)**

*Five class hours per week. Not open to students who have had Pol. Sci. 21 or 23 or comparable courses in American or state institutions. Established primarily for students whose majors are Political Science, Pre-Law, Criminology and allied behavioral and social sciences.*

Introduction to the principles and problems of American government at the national, state and local levels. Inter-governmental relationships are examined from a functional point of view. Major areas of emphasis are American federalism, judicial review, the political process in nation and state, civil liberties, foreign policy and the role of the citizen at all levels of government. (Satisfies the American Institutions and the California State and Local Government requirements.)

**27 AMERICAN SOCIETY (5)**

*Five class hours per week. Strictly limited to foreign students or recent immigrants.*

An orientation course in American society and culture. It encompasses social, political and economic institutions as well as history. There will be particular attention given to aspects of American life and historical development that are unique — ethnic history, patterns of voluntary association, political and non-political, educational trends, in addition to some of our cultural characteristics. (Satisfies American Institutions and California State and Local Government requirements.)

**30 CONTEMPORARY ISSUES IN AMERICAN POLITICS (3)**

*Three class hours per week.*

The course will focus on issues of current import to well-informed citizens in a democracy; for example, U.S. foreign policy in the post-Viet Nam era, civil rights, the military-industrial complex, and the contest for power between the executive and legislative branches of the national government. (Satisfies the American Institutions requirements.)

**39 INTERNATIONAL ORGANIZATION:  
UNITED NATIONS (3)**

*Hours by arrangement.*

An analytical study of the institutional structure of the United Nations as well as the operative political forces within the organization, includes extensive research into actual issues before the United Nations. A simulation exercise is conducted through participation in the Model United Nations of the Far West. Delegates are selected during the fall semester. (May be repeated for credit.)

**40 STUDENT GOVERNMENT (1)**

*Attendance at scheduled meetings and individual work by arrangement.*

Designed to further the educational value of experience in student government. Open to students holding elective or appointive positions in student government or on student-faculty committees. Specialized reading and research topics will be selected for individual study. (May be repeated for credit.)

**48 SELECTED TOPICS IN POLITICAL SCIENCE (1-3)**

*Hours by arrangement.*

Selected topics in Political Science not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Social Sciences Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

## Psychology

**1a GENERAL PSYCHOLOGY (3)**

*Three class hours per week.*

Introduction to psychology, including such topics as perception, motivation, emotion, learning and thinking, the observation of behavior and the methods of measuring individual differences. Emphasis is placed upon experimental evidence.

**1b EXPERIMENTAL PSYCHOLOGY (3)**

*Three class hours per week. Prerequisite: Psych. 1a, with a minimum grade of C. Psych. 7 is recommended.*

Philosophy and aims of scientific inquiry and how it can be applied to answer questions in psychology. Students will carry out experiments to familiarize themselves with the methods discussed.

### 3 THE SOCIAL PSYCHOLOGY OF ETHNIC MINORITIES (3)

*Three class hours per week.*

Social psychology of inter-ethnic contact with emphasis on the experience of minorities in the United States. An examination of the dual themes of racism and equality in American society, and consideration of the patterns of prejudice and discrimination. (Identical to Sociology 3.)

### 4 COURTSHIP, MARRIAGE AND THE FAMILY (3)

*Three class hours per week.*

History and development of marriage; dating; courtship; personality adjustment in marriage; parenthood; the problem of divorce; mate-selection; love; the family; anatomic, physiologic, psychologic and sociologic and aspects of sex; children; religious factors; marriage as a social institution. (Identical to Sociology 4.)

### 5 CHILD DEVELOPMENT (3)

*Three class hours per week. Prerequisite: Psych. 1a.*

Consideration of perceptual, cognitive, social and emotional development extending from birth through adolescence with an emphasis on current research.

### 6 SOCIAL PSYCHOLOGY (3)

*Three class hours per week. Prerequisite: Psych. 1a or Sociology 1.*

Study of human interaction, with emphasis on social patterning and processes of perception, identity, roles and attitudes. (Identical to Sociology 6)

### 7 BASIC STATISTICAL CONCEPTS (3)

*Three class hours per week. Prerequisites: Math. 20 or four semesters of high school level Algebra with a C average. Psych. 1a, or Sociology 1, or Anthro. 2 (Psych. 1a is recommended or permission of instructor.)*

Introduction to statistical concepts and techniques. This course will cover the basic descriptive techniques and statistical inferences used in the Behavioral Sciences.

### 10 PSYCHOLOGY IN PRACTICE (3)

*Three class hours per week.*

Application of psychological principles to problems of everyday living rather than the technical-scientific approach of Psych. 1a (Intended for those who wish a general

picture of human psychology but who are not psychology majors. (May not be taken for credit following Psych. 1a.)

### 13 INTRODUCTION TO PARAPSYCHOLOGY (3)

*Three class hours per week.*

Introduction to parapsychology including reports of spontaneous phenomena and laboratory research. Emphasis will be on understanding current developments, methods of investigation and the philosophical and scientific implications of parapsychology and physical research.

### 14 GROUP DYNAMICS (2) (Credit/No Credit)

*Three hours of group participation per week. (May be repeated for credit.)*

Group interaction within a relatively unstructured situation with a climate of maximum freedom for personal expression, exploration of feelings and interpersonal communication. The emphasis will be upon experience rather than theoretical and academic explanation of the group process.

### 28 PSYCHOLOGY OF WOMEN (3) (Formerly Sexism and Sexual Mystique)

*Three lecture hours per week.*

Within the framework of standard psychological concepts, this course examines the ways in which culture influences feminine and masculine role behavior. The unusual demands that a rapidly changing society place upon both men and women are considered against this background.

### 33 PSYCHOLOGY OF ADJUSTMENT (3)

*Three class hours per week. Prerequisite: Psych. 1a.*

Study of the ways people adjust to their environments. Emphasis will be upon the ways personality develops and changes. Case illustrations and different theories of personality will be presented.

### 34 ABNORMAL PSYCHOLOGY (3) (Formerly Psychology 48)

*Three class hours per week. Prerequisite: Psychology 1a or 33.*

Elaboration on the study of abnormal behavior and personality introduced in previous courses. Topics include neuroses, psychoses and other psychological problems along with their etiology, dynamics, principal symptoms and treatments. The relationship between theory of personality and psychotherapy will be explored.

### 39 HUMAN SEXUALITY (3)

*Three lecture hours per week.*

Objective is to consider human sexuality from a psycholog-

ical, physiological and cultural perspective with a review of sex research. Topics include: reproductive process; the dimensions of sexuality; sexual arousal and response; sexual inadequacies and deviations; drugs and sexuality.

**40 GROUP FACILITATOR TRAINING (2)**  
(Credit/No Credit)

*Two class hours per week. Prerequisites: Psychology 14 or equivalent and consent of the instructor.*

Methods and theories of small group facilitation. Emphasis is on experience and application of techniques from Rogerian and humanistic psychology.

**48 SELECTED TOPICS IN PSYCHOLOGY (1-3)**

*Hours by arrangement.*

Selected topics in Psychology not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Social Sciences Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**51 CHILD PSYCHOLOGY (3)**

*Three class hours per week.*

An introductory course dealing with the psychological phases of children's development for parents, teachers and others working with children.

**Real Estate**

See "Business."

**Recreation Education**

**40 INTRODUCTION TO RECREATION (2)**

*Two lecture hours per week with assigned laboratory meetings. For major and minor students in Physical Education and Recreation Education.*

A study of recreation as a profession, including history, principles and current trends. Analysis of the basic philosophies, skills and knowledge. Students are required to prepare a term paper, participate in panel discussions, symposiums, laboratory and field experiences.

**41 RECREATIONAL LEADERSHIP (3)**

*Two lecture and two lab hours per week.*

Principles of human dynamics as they apply to effective face-to-face and group leadership. Emphasis is on the identification of various types of groups and the application of leadership techniques. These techniques are applied to an active laboratory situation providing the student with a realistic format for application.

**Russian**

**100a CONVERSATIONAL RUSSIAN, ELEMENTARY (2)**  
(Credit/No Credit)

*Three class hours per week.*

Intensive drill in the formulas and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

**100b CONVERSATIONAL RUSSIAN, ADVANCED ELEMENTARY (2) (Credit/No Credit)**

*Three class hours per week. Prerequisite: Russian 100a or equivalent.*

Further work in conversation following the model of Russian 100a. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

**100c CONVERSATIONAL RUSSIAN, INTERMEDIATE (2)**  
(Credit/No Credit)

*Three class hours per week. Prerequisite: Russian 100b or equivalent.*

More advanced work in conversation following the model of Russian 100b. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

**100d CONVERSATIONAL RUSSIAN, ADVANCED INTERMEDIATE (2) (Credit/No Credit)**

*Three class hours per week. Prerequisite: Russian 100c or equivalent.*

Further advanced work in conversation following the model of Russian 100c. (This course will not fulfill language requirement of California State Colleges or at the University of California.)

## Social Science

### 10a-10e CALIFORNIA — AN INTERDISCIPLINARY APPROACH (2-3)

California will be considered within the context of historical evolution, social patterns, geographic influence, economic development and political issues and institutions. All of the following courses satisfy the California State and Local Government requirement.

#### 10a Historical Geography of California

Analysis of the interacting relationships between time and space in the evolution of the California landscape.

#### 10b Politics and Society in California

Contemporary social problems examined in the context of their relationship to political institutions and processes.

#### 10c Economic History of California

Investigation of the role of land and resource use, patterns and shifts in population and labor supply, and capital inflow in shaping the agricultural, industrial and commercial profile of the state.

#### 10d Political Economy of California

Interaction between economic forces and political power brought to bear on the evolution and functioning of governmental services.

#### 10e Environmental Problems in California

(Political Science, Economics and Geography) Examination of impact of a growing population coupled with an increasingly sophisticated technology on a fixed resource base. Relationships of geographic conditions to political factors and resulting environmental problems in California.

### 20 CURRENT ISSUES FOR INTERNATIONAL STUDENTS (1)

*Hours by arrangement.*

Analysis and interpretation of current problems of immediate interest and concern to recent arrivals to this country. The purpose of the course is to give students of the United States a chance to discuss current problems with students from other countries.

### 25 TECHNOLOGY, CONTEMPORARY SOCIETY, AND HUMAN VALUES (3) (Formerly Social Science 48)

*Three class hours per week.*

A humanistic analysis of the impact of contemporary technology on warfare, education, philosophy, behavior control, the environment, political and economic systems, and social relations. Some reasons for the rise of technological civilization in the West, the characterology of technol-

ogy, and the phenomenology of its effects are also examined.

### 33 AFRO-AMERICAN CULTURE (3)

*Three class hours per week.*

A contemporary view of Black America. Current political and social movements in Black communities with an emphasis on the urban area. The contemporary Black family and the culture of the contemporary Black community in present and historical perspective. (Identical is Ethnic Studies 33.)

### 47 COOPERATIVE EDUCATION (1-3) (Credit/No Credit)

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

### 48 SELECTED TOPICS IN SOCIAL SCIENCES (1-3)

*Three class hours per week.*

An experimental course interdisciplinary in nature designed to explore a series of current and urgent human concerns. The theme and content of each offering will be publicized in time for registration for the semester in which the course is to be offered. See counselors for current offering. (May be repeated for credit.)

### 49 SPECIAL PROJECTS (1-2)

*Hours by arrangement. Consent of the instructor and Chairman of the Social Sciences Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

## Sociology

### 1 INTRODUCTION TO SOCIOLOGY (3)

*Three class hours per week.*

Analysis of processes of group behavior and interaction between the individual and society; personality development in different cultures as shaped by learned customs, attitudes and values. Study of family, politico-economic and religious behavior; social movements; "mass society" and communications; community structure; social class and status, ethnic minorities, and race relations.

### 2 SOCIAL PROBLEMS (3)

*Three class hours per week.*

Theories of social problems involving functionalism and interactionism as opposed to individualistic approaches.

Theoretical and descriptive studies of specific problem areas of crime and delinquency, mental illness, drug use and suicide and the social problem areas of mass society.

### 3 THE SOCIAL PSYCHOLOGY OF ETHNIC MINORITIES (3)

Three class hours per week.

Social psychology of inter-ethnic contact with emphasis on the experience of minorities in the United States. An examination of the dual themes of racism and equality in American society, and consideration of the patterns of prejudice and discrimination. (Identical to Psychology 3.)

### 4 COURTSHIP, MARRIAGE AND THE FAMILY (3)

Three class hours per week.

History and development of marriage; dating; courtship; personality adjustment in marriage; parenthood; the problem of divorce; mate-selection; love; the family; anatomic, physiologic, psychologic and sociologic aspects of sex; children; religious factors; marriage as a social institution. (Identical to Psych. 4.)

### 6 SOCIAL PSYCHOLOGY (3)

Three class hours per week. Prerequisite: Sociology 1 or Psychology 1a.

The study of human interaction, with emphasis on social patterning and processes of perception, identity, roles and attitudes. (Identical to Psych. 6.)

### 12 URBAN SOCIOLOGY (3)

Three class hours per week. Prerequisite: Three units of Sociology or other Social Science or Architecture courses.

Analysis of patterns and processes of the developing urban regions: community typology, ecology, patterns of growth, urbanism as a way of life, social class and racial trends, planning, conservation and experimental solutions. (Satisfies the California State and Local Government requirement.)

### 16 SOCIAL DYNAMICS OF PEOPLE OF COLOR (3)

Three lecture hours per week. Recommended: Ethnic Studies 1.

Social structure and dynamics of Third World institutions with emphasis upon development and effectiveness of these institutions upon Third World communities in the United States. Concentrations include the family, education, religion, and business. (Identical to Ethnic Studies 16.)

### 40a-40b PATTERNS OF PREJUDICE AND RACISM (3-3)

Three lecture hours per week. Prerequisites: 40a – Sophomore standing; Psych. 1a or 10 recommended; 40b – Sociology 40a.

40a — Problems of prejudice and racism. Personality development, psychoanalytic theories of prejudice, and racist-oriented trends and patterns will be explored in depth with a consideration of the mythical and factual concepts employed to substantiate prejudice. 40b — Concentration on specific cultural traditions. The origins of racial prejudice will be traced to man's first recognition of racial differences and his subsequent historical reaction. (Identical to Ethnic Studies 6a-6b.)

### 48 SELECTED TOPICS IN SOCIOLOGY (1-3)

Hours by arrangement.

Selected topics in Sociology not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

### 49 SPECIAL PROJECTS (1-2)

Hours by arrangement. Consent of the instructor and Chairman of the Social Sciences Division required.

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

## Spanish

**Language Laboratory and Listening Requirement** — Students enrolled in certain courses in foreign language are required to make use of the language laboratory as prescribed by each department. Imitation, response and independent practice are an integral feature of the study of a foreign language at the College.

### 1 ELEMENTARY SPANISH (5)

Five class hours and 2 lab hours per week.

Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short readings containing only structures already practiced.

### 1a ELEMENTARY SPANISH (3)

May be offered either for eight weeks on a daily basis plus two lab hours, or in a semester-long program for three class hours and one lab hour per week.

Approximately half of the semester's work in Spanish 1 is covered in this course.

### 1b ELEMENTARY SPANISH (3)

May be offered either for eight weeks on a daily basis plus two lab hours, beginning at mid-term, or in a semester-long

program for three class hours and one lab hour per week. Prerequisite: Spanish 1a or permission of instructor.

Approximately the second half of the semester's work in Spanish 1 is covered. (Spanish 1a and 1b are equivalent to Spanish 1.)

**1n ELEMENTARY SPANISH FOR STUDENTS WITH SPANISH-SPEAKING BACKGROUND (3)**

Three class hours and one lab hour per week. Prerequisite: Spanish-speaking background and some ability to converse in Spanish.

Conversation in the language; study of the phonetic principles of Spanish; learning how to read and spell; study of the fundamentals of Spanish grammar.

**2n ADVANCED ELEMENTARY SPANISH FOR STUDENTS WITH SPANISH-SPEAKING BACKGROUND (3)**

Three class hours and one lab hour per week. Prerequisite: Spanish-speaking background and Spanish 1n or permission of instructor.

Continuation of Spanish 1n. Continued practice in speaking, reading, and writing. Reading of simple Spanish-American short stories. Further study of the principles of Spanish grammar.

**2 ADVANCED ELEMENTARY SPANISH (5)**

Five class hours and 2 lab hours per week. Prerequisite: Spanish 1 with a passing grade; or completion of Spanish 1a-1b with a passing grade; or assignment by the Foreign Language Division on the basis of the Foreign Language Placement Test in Spanish.

Continuation of Spanish 1. Reading of Spanish short stories to serve as a basis for classroom conversation.

**2a ADVANCED ELEMENTARY SPANISH (3)**

May be offered either for eight weeks on a daily basis plus two lab hours, or in a semester-long program for three class hours and one lab hour per week. Prerequisite: Spanish 1 or 1b.

Approximately half of the semester's work in Spanish 2 is covered.

**2b ADVANCED ELEMENTARY SPANISH (3)**

May be offered either for eight weeks on a daily basis plus two lab hours, beginning at mid-term, or in a semester-long program for three class hours and one lab hour per week. Prerequisite: Spanish 2a or permission of instructor.

Approximately the second half of the semester's work in Spanish 2 is covered. (Spanish 2a and 2b are equivalent to Spanish 2.)

**3 INTERMEDIATE SPANISH (5)**

Five class hours and 1½ lab hours per week. Prerequisite: Spanish 2 or 2b with a passing grade or assignment by the Foreign Language Division on the basis of the Foreign Language Placement Test in Spanish.

Practice of conversation and composition; review of grammar; class and collateral reading of Spanish and Spanish-American literature.

**3n SPANISH FOR STUDENTS WITH SPANISH-SPEAKING BACKGROUND (3)**

Three class hours per week. Prerequisite: Ability to converse in Spanish.

Reading of contemporary Latin-American plays; study of vocabulary, spelling and grammar; geared to the special needs of the students enrolled in the class.

**4n ADVANCED SPANISH FOR STUDENTS WITH SPANISH-SPEAKING BACKGROUND (3)**

Three class hours per week. Prerequisite: Ability to converse in Spanish.

A continuation of Spanish 3n. Reading of contemporary Latin-American plays and novels; further study of vocabulary and usage, having as the goal the speech of the graduate of a Latin-American high school.

**4 ADVANCED INTERMEDIATE SPANISH (3)**

Three class hours and one lab hour per week. Prerequisite: Spanish 3 with a passing grade or assignment by the Foreign Language Division on the basis of the Foreign Language Placement Test in Spanish. Concurrent enrollment in Spanish 8 is recommended.

Further practice of conversation and composition based on class reading of works of modern Spanish and Latin-American authors; review of grammar; collateral reading of Spanish and Spanish-American literature.

**8a-8b SPANISH CONVERSATION (2-2)**

Two class hours and two lab hours per week. Prerequisite: Successful completion of Spanish 3 or higher, but may be taken concurrently with Spanish 3 with permission of the instructor.

Practice in conversation based on Spanish customs and culture.

**25a-25b READINGS IN SPANISH LITERATURE (3-3)**

Three class hours per week. Prerequisite: 25a – Spanish 4; 25b – Spanish 25a.



Oral and written composition, class reading of works of Spanish and Spanish-American literature, extensive collateral reading of varied types of Spanish and Spanish-American literature, and study of a review of grammar.

**29 HISPANOAMERICA CONTEMPORÁNEA (3)**

*Three class hours per week. Prerequisites: Spanish 4 or Spanish-speaking background.*

A study of contemporary Latin-American culture, its problems and concerns, as revealed in contemporary literature: short story, drama, and novel. To be given in Spanish.

**30 INDIVIDUAL READING (1-2)**

*Conferences for oral reports. Time to be arranged. A minimum of three hours of reading per unit per week is required. Prerequisite: Spanish 25b.*

Reading of Spanish and Latin-American representative 19th and 20th Century literature. (May be repeated for credit.)

**48 SELECTED TOPICS IN SPANISH (1-3)**

*Hours by arrangement.*

Selected topics in Spanish not covered by regular catalog offerings. Course content and unit credit to be determined by the Chairman, Foreign Language Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Permission of Chairman of Foreign Language Division required.*

Students will have projects dealing with specific aspects of the Spanish language and Spanish literature. (May be repeated for credit.)

**100a CONVERSATIONAL SPANISH, ELEMENTARY (2)  
(Credit/No Credit)**

*Three class hours per week.*

Intensive drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. May be considered an excellent preparatory course for students who have not taken a foreign language before. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

**100b CONVERSATIONAL SPANISH, ADVANCED  
ELEMENTARY (2) (Credit/No Credit)**

*Three class hours per week. Prerequisite: Spanish 100a or equivalent.*

Further work in conversation following the model of Spanish 100a. This course will not fulfill language requirement at California State Colleges or at the University of California.)

**100c CONVERSATIONAL SPANISH, INTERMEDIATE (2)  
(Credit/No Credit)**

*Three class hours per week. Prerequisite: Spanish 100b or equivalent.*

More advanced work in conversation following the model of Spanish 100b. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

**100d CONVERSATIONAL SPANISH, ADVANCED  
INTERMEDIATE (2) (Credit/No Credit)**

*Three class hours per week. Prerequisite: Spanish 100c or equivalent.*

Further advanced work in conversation following the model of Spanish 100c. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

## Speech

The Speech program consists of courses in public speaking interpersonal communication, oral interpretation of literature, debate and discussion. The English requirement may be partially satisfied by 3 units of Speech 1a or Speech 10.

**1a FUNDAMENTALS OF SPEECH AND PERSUASION (3)**

*Three class hours per week.*

Practice in delivering extemporaneous speeches; study of basic principles of effective communication, techniques of organizing and outlining, structure and content of basic speech types; development of critical listening; analysis and evaluation of speeches.

**2a-2b FUNDAMENTAL OR ORAL INTERPRETATION OF  
LITERATURE (3-3)**

*Three class hours per week. Prerequisite: 2b — Speech 2a.*

Oral reading of different forms of literature (poetry, short story, drama); analysis of meaning; analysis of voice quality; enunciation, pronunciation and expressiveness; performances for audiences and recording.

**4 ARGUMENTATION AND DEBATE (3)**

*Three class hours per week. Prerequisite: Speech 1a.*

Principles and techniques of argumentation and debate, research in significant social problems; analysis of issues, evidence and logic; oral presentation of arguments on research and organized reasoning.

#### 5 FORENSICS PARTICIPATION (1/2-1)

Participation in approved intercollegiate forensics contests. (May be repeated for credit.)

#### 10 INTERPERSONAL COMMUNICATION (3)

*Three class hours per week.*

Interpersonal communication, rational dialogue and cooperative analysis of communicative events. Provides for study of communicative interactions, the symbolic process, reasoning and advocacy, and the effects of communication on man and society.

#### 27 DISCUSSION (3)

*Three class hours per week.*

Practice in the vital processes of decision-making and group problem-solving; designed to develop student skills for thoughtful participation in a democratic society.

#### 33 VOICE AND ARTICULATION (3)

*Three class hours per week.*

Exploration of various modes of communicating ideas, emotions and values through a meaningful use of the voice. Lessons in vocal variety, expressiveness, resonance, articulation and pronunciation.

#### 48 SELECTED TOPICS IN SPEECH (1-3)

*Hours by arrangement.*

Selected topics in Speech not covered by regular catalog offerings. Course content and unit credit to be determined by the English Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

#### 49 SPECIAL PROJECTS (1-2)

*Hours by arrangement. Prerequisite: Sophomore standing and permission of the English Division Chairman.*

Students will investigate a topic in speech beyond the scope of present courses and present it in either project or written form.

#### 57a-57b SPEECH FOR FOREIGN STUDENTS (3-3)

*Three class hours per week.*

Practice in pronunciation and diction, usage; extemporaneous speaking.

#### 62 ELEMENTS OF SPEECH (3)

*Three class hours per week.*

Frequent practice in extemporaneous speaking; exercises in fact-finding, language usage, pronunciation and diction. Emphasis is on individual abilities and needs in achievement of effective oral communication in daily life, business situations and community activities.

### Technical Art/Graphics

#### 14 BASIC GRAPHIC REPRODUCTION SYSTEMS (3)

*Two lecture and three lab hours per week. Not open to students majoring in Technical Art/Graphics.*

Introduction to methods of reproduction of original copy used in industry; laboratory experiences with preparing art and copy to a camera-ready state and reproducing by the offset lithographic method.

#### 48 SELECTED TOPICS IN TECHNICAL ART/GRAPHICS (1-3)

*Hours by arrangement.*

Selected topics in Technical Art/Graphics not covered by regular catalog offerings. Course content and unit credit to be determined by the Technician Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

#### 49 SPECIAL PROJECTS (1-2)

*Hours by arrangement. Consent of the instructor and Chairman of the Technician Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

#### 52a-52b TECHNICAL ILLUSTRATION (6-6)

*Three lecture and nine laboratory hours per week. Prerequisites: 52a—concurrent enrollment in T.A.G. 54, 52b—52a or consent of instructor.*

**52a** — Basic practices and procedures used in technical drawing with emphasis on ink line techniques and the systems of projection used in technical illustration. **52b** — Working from sketches, blueprints, photographs, and objects, students prepare technical illustrations and develop a professional portfolio.

#### 54 GRAPHIC DESIGN (4)

*Two lecture and six laboratory hours per week. Concurrent enrollment in T.A.G. 52a required, or consent of instructor.*

Development of the creative approach to graphic design in technical art. Application of various systems of drawing and

design principles to practical graphic problems, which range from simple one sheet layouts to complex color presentations.

**55 VISUAL PRESENTATION (4)**

*Two lecture and six laboratory hours per week. Concurrent enrollment in T.A.G. 52b required, or consent of instructor.*

Application of the student's creative ability and drawing skills to the development of visual presentations. Emphasis will be on transparencies for the overhead projector and 35 mm slides. Each student will prepare, and present before the class, a sequence of visuals on a designated subject.

**63 GRAPHIC REPRODUCTION (2)**

*One lecture and three laboratory hours per week. Prerequisite: T.A.G. 52a, or consent of instructor.*

Study of the basic practices and procedures used in industry to reproduce technical art and publications. Emphasis will be on the offset printing process. Instruction on stencil, mimeo, diazo, and convenience copiers will be included.

**64 INDUSTRIAL DESIGN (4)**

*Two lecture and six laboratory hours per week. Concurrent enrollment in T.A.G. 52b required, or consent of instructor.*

Introduction to the design sequence. Execution of concept drawings and models involved in producing an industrial design. Laboratory experience in idea interpretation and finished presentation drawings.

**65a-65b PHOTO LITHOGRAPHY (2-4)**

*Prerequisites: 65a - T.A.G. 63; 65b - T.A.G. 65a, or consent of instructor.*

**65a** — One lecture and three laboratory hours per week. Designing original, continuous tone camera-ready art work and reproducing the subject by the offset method on metal plates. **65b** — Two lecture and six laboratory hours per week. Planning multi-color camera-ready artwork and reproducing the subject on high-production offset equipment with emphasis on finishing procedures.

**66 ADVANCED PROJECT (1)**

*Prerequisites: Open to fourth semester T.A.G. students only. Three laboratory hours per week.*

The students will initiate, develop, and complete substantial individual projects in consultation and under the direction of the instructor. Emphasis will be placed upon initiative, innovation, and perseverance in the completion of these projects.

**100 INTRODUCTION TO TECHNICAL ILLUSTRATION (2)**

*Six laboratory hours per week.*

A survey of art used in industry. Introduction to techniques and systems of visualization used to make pictorial camera-ready art. Emphasis on inking tools, line and surface delineation.

**Technology**

**47 COOPERATIVE EDUCATION (1-4)  
(Credit/No Credit)**

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

**48 SELECTED TOPICS IN TECHNOLOGY (1-3)**

*Hours by arrangement.*

Selected topics in Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Technician Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement. Consent of the instructor and Chairman of the Technician Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

**71 SCIENCE FOR TECHNICIANS (3)**

*Three lecture hours per week.*

Study of applied physics phenomena as related to simple devices including forces, stress, moments acceleration, velocity, friction, energy; applied chemical phenomena including the properties of bases and acids, oxidation and reduction, and properties of common elements in industry.

**72 INDUSTRIAL MATERIALS (2)**

*Two lecture hours per week. Concurrent enrollment in Tech. 74 recommended.*

Study of metals common to industry, basic mining techniques, structures, physical and chemical properties and uses; lattice structure, alloy systems, mechanical tests and characteristics of strength, elasticity, ductility, malleability, heat treatment and surface coatings.

**73 TECHNICAL REPORTING (3)**

*Three lecture hours per week. Prerequisite: None.*

Study and preparation of communications: memoranda, letters, technical reports, specifications, monographs and technical oral presentations; research for technical reporting.

#### 74 INDUSTRIAL PROCESS (3)

*Three lecture hours per week.*

Processing of common industrial materials, including the removing, shaping and joining of metals, as well as the processing of plastics, rubber, glass and some exotic materials currently in use in local industries.

#### 76 MACHINE SHOP FOR TECHNOLOGY (2)

*One lecture and three shop hours per week.*

Basic bench work in steels and aluminum, drilling, tapping, reaming, lathe operation and advanced work according to the student's ability.

#### 79 PRINCIPLES OF MACHINE TOOL MANUFACTURING (2)

*Two lecture hours per week.*

Basic tool operations and set-ups for machine tools, welding, and quality control as used in manufacturing processes. Applications and theory of operations are demonstrated and discussed. Not open to machine tool or welding technology majors.

### Telecommunications

#### 47 COOPERATIVE EDUCATION (1-4) (Credit/No Credit)

Work experience in a field related to a career goal. The work experience is supplemented by individual counseling from an instructor-coordinator. (See Page 128.)

#### 48 SELECTED TOPICS IN TELECOMMUNICATIONS (1-3)

*Hours by arrangement.*

Selected topics in Telecommunications not covered by regular catalog offerings. Course content and unit credit to be determined by the Fine Arts Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

#### 49 SPECIAL PROJECTS (1-2)

*Hours by arrangement. Consent of the instructor and Chairman of the Fine Arts Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

#### 51 INTRODUCTION TO BROADCASTING (3)

*Three lecture hours per week.*

Introduction to the radio and television broadcasting industry, its nature, organization, history, operation, regulation, programming and business procedures.

#### 52a-52b RADIO STUDIO TECHNIQUES (3-3)

*One lecture hour and six lab hours per week by arrangement. Prerequisites: 52a — concurrent enrollment in or satisfactory completion of Telecommunications 65a or valid third-class license with broadcast endorsement; 52b — Telecommunications 52a plus demonstration of acceptable operational ability.*

**52a** — Study of the basic practices and procedures in radio broadcasting such as the proper use of microphones, operation of audio mixing consoles, tape recorders and other common broadcast equipment with emphasis on combo and engineer-announcer types of programs. **52b** — The advanced students will operate the radio broadcast station KCSM-FM as part of their laboratory assignment.

#### 53 ADVANCED RADIO OPERATIONS (3)

*One lecture hour and six lab hours per week to be arranged. Prerequisites: Telecommunications 52b and permission of instructor/radio station program manager.*

A course of instruction in the area of radio broadcast production/operations including assuming responsibility for remote broadcasts, recording out-of-studio activities and events, compiling and producing weekly station promotional materials, and assisting students in Telecommunications 67 to produce their weekly programs.

#### 60a-60b TELEVISION STUDIO TECHNIQUES (3-3)

*One lecture hour and six lab hours per week by arrangement. Prerequisite: 60a — None; 60b — Telecommunications 60a, or consent of instructor.*

**60a** — Study of the equipment used in a television studio with emphasis on lighting, camera operation, audio control, video mixing, and production work. **60b** — Advanced students will operate the television broadcast station KCSM-TV as a part of their laboratory assignment.

#### 61a-61b-61c PROJECTS IN TELEVISION (3-3-3)

*One lecture and six lab hours per week by arrangement. Prerequisites: Telecommunications 60a-60b, or 101a-101b.*

**61a** — Introduction to television production with supervised activity in the planning of program material and program production. Students will assist in the operation of KCSM-TV as part of the laboratory assignment. **61b** — Study of television operations and production with emphasis on the total station function. KCSM-TV laboratory assignments will be continued. **61c** — Advanced activity in television

operations and production programs suitable for televising will be produced for KCSM-TV.

**65a-65b COMMERCIAL LICENSES (3-3)**

*Two lecture and four lab hours per week. Prerequisites: Telecommunications 65a — None; Not open to electronics majors. 65b — Telecommunications 65a, or completion of a basic electronics course, or consent of instructor.*

Communications procedures, regulations, and electronics in the areas outlined by the Federal Communications Commission study guide, with attainment of the first-or second-class commercial telephone license as the final goal.

**66 BROADCAST ANNOUNCING (3)**

*Two class hours per week and one additional hour per week by arrangement.*

Introduction to the basics of announcing skills, effective speaking and critical listening. Practice in analysis and evaluation of speeches, reading typical radio copy, speaking ad lib. Announcing and microphone techniques are developed through regular use of the studio facilities.

**67 RADIO PRODUCTION PROJECTS (3)**

*One lecture hour and six lab hours per week to be arranged. Prerequisites: Telecommunications 66 and/or professional experience acceptable to the instructor.*

A course of instruction in the area of broadcast production with a major emphasis on researching a given subject or area, producing a series of half-hour or quarter-hour programs on the subject or area and broadcasting the series on the college's FM station, KCSM-FM. Particular emphasis is placed on writing and the final vocal delivery involved in the series.

**68 BROADCAST TIME SALES (3)**

*Three lecture hours per week.*

All functions of the radio and television stations pertaining to sales; ratings, formats, basics of selling, the advertising agency, and the sales presentation.

**70 MOTION PICTURE PRODUCTION TECHNIQUES (3)**

*Two lecture and five lab hours per week.*

Introduction to the basic photographic and cinematographic techniques used in television and motion picture production. The course will include graphics for television, sound-on-film techniques, script writing, and on-location photography laboratory. A lab fee will be charged for supplies. (Identical to Fine Arts 17a.)

**71 RADIO AND TELEVISION NEWS EDITING AND WRITING (3)**

*Three lecture hours per week.*

Wire copy, rewriting, the oral writing style, putting the newscast together for air, good taste in reporting, libel and slander laws, use of the tape recorder and the "beeper" telephone, and writing for still pictures and film.

**101a-101b RADIO AND TELEVISION TECHNICAL OPERATIONS AND MAINTENANCE (3-3)**

*Two lecture and five lab hours per week.*

**101a** — Construction, installation and maintenance of equipment used in KCSM-FM and KCSM-TV, and related studio equipment, including lighting, audio and video console equipment. **101b** — Advanced instruction in the areas presented in Telecommunications 101a, in addition to intercommunications equipment, video tape recorders, and FM and TV transmitters.

**Trade and Industrial**

**62 CONTRACTOR'S LICENSE AND LAW (3)**

*Prerequisite: Experience in the construction field.*

An introduction to the legal requirements for a contractor's license and a study of his obligations to his clients.

The following courses are designed primarily for indentured apprentices.

**71a-71b FIRST LEVEL APPRENTICESHIP MACHINE SHOP THEORY (1-1)**

**71aL-71bL FIRST LEVEL APPRENTICESHIP MACHINE SHOP LABORATORY (1-1)**

**72a-72b SECOND LEVEL APPRENTICESHIP MACHINE SHOP THEORY (1-1)**

**72aL-72bL SECOND LEVEL APPRENTICESHIP MACHINE SHOP LABORATORY (1-1)**

**73a-73b THIRD LEVEL APPRENTICESHIP MACHINE SHOP THEORY (1-1)**

**73aL-73bL THIRD LEVEL APPRENTICESHIP MACHINE SHOP LABORATORY (1-1)**

**74a-74b FOURTH LEVEL APPRENTICESHIP MACHINE SHOP THEORY (1-1)**

**74aL-74bL FOURTH LEVEL APPRENTICESHIP MACHINE SHOP LABORATORY (1-1)**

- 85 CARPENTRY (APPRENTICESHIP) (1)
- 87 ELECTRICAL WIRING (APPRENTICESHIP) (1-2½)
- 91 PLUMBING (APPRENTICESHIP) (1-3½)
- 95 TOOL AND DIE MAKING (APPRENTICESHIP) (1)
- 97 SHEETMETAL (APPRENTICESHIP) (1-2½)

## Welding Technology

### 48 SELECTED TOPICS IN WELDING TECHNOLOGY (1-3)

*Hours by arrangement.*

Selected topics in Welding Technology not covered by regular catalog offerings. Course content and unit credit to be determined by the Technician Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

### 49 SPECIAL PROJECTS (1-2)

*Hours by arrangement. Consent of the instructor and Chairman of the Technician Division required.*

Directed individual work in a specific field or topic. Evidence of accomplishment satisfactory to the instructor supervising the project is required.

### 51 APPLIED WELDING MATHEMATICS (3)

*Three lecture hours per week.*

Areas, volumes, logarithmic calculations, slide rule calculations and weight; fundamentals of algebra, calculation of irregular areas and volumes.

### 52a ELEMENTARY WELDING THEORY (4)

*Four lecture hours per week. Prerequisite: Concurrent enrollment in W.T. 52aL.*

Introduction to gas welding of ferrous and non-ferrous metals, brazing and other methods of joining metals such as silver brazing and soldering. Instruction on the theory of flamecutting, non-destructive testing, introduction to metallurgy, and blueprint reading for welders.

### 52aL ELEMENTARY WELDING PRACTICE (4)

*Four three-hour periods per week. Prerequisite: Concurrent enrollment in W.T. 52a.*

Practical experience in gas and conventional arc welding of ferrous and non-ferrous metals, brazing and soldering. Lectures and demonstrations on non-destructive testing.

### 52b ELEMENTARY WELDING THEORY (4)

*Four lecture hours per week. Prerequisite: Completion of W.T. 52a.*

Introduction to conventional arc welding of steel, stainless steel and TIG welding of Aluminum. Study of metallurgy and blueprint reading for welders.

### 52bL ELEMENTARY WELDING PRACTICE (4)

*Four three-hour periods per week. Prerequisite: Completion of W.T. 52aL.*

Advanced experience in conventional arc welding of steel in the flat, vertical, and overhead positions. Introduction to manual TIG welding of aluminum.

### 53 METAL FABRICATION FOR WELDERS (2)

*One lecture and three lab hours per week. Prerequisite: Student must be a welding technology major.*

Instruction in the application of manipulative skills required in metal fabrication processes: hand and power shearing, punching, forming, mechanical fastening, and sheet metal layout.

### 62a ADVANCED WELDING THEORY (3)

*Three lecture hours per week. Prerequisite: W.T. 52 a-b.*

TIG, MIG welding with emphasis on carbon steel, alloy steel, and stainless steel. Advanced problems in all phases of welding. Study in the theory of metallurgy and heat treating as it applies to welding technology. Study of labor history.

### 62aL ADVANCED WELDING PRACTICE (5)

*Fifteen lab hours per week. Prerequisite: W.T. 52aL and bL; concurrent enrollment in W.T. 62a required.*

Practical experience in TIG, MIG, and low hydrogen arc welding with emphasis on steel, stainless steel, and aluminum.

### 62b ADVANCED WELDING THEORY (3)

*Three lecture hours per week. Prerequisite: W.T. 62a.*

Theory of MIG welding, pulsed MIG and TIG welding, electron beam welding, electro-slag welding, pipe welding, flame spraying, tool and die welding, and the study of the A.W.S. Structural Code and A.S.M.E. Boiler Code. Study of welding symbols as they apply to blueprints. Study of labor history.

### 62bL ADVANCED WELDING PRACTICE (5)

*Fifteen lab hours per week. Prerequisite: W.T. 62aL.*

Practical experience in the welding of exotic metals, plastic, flame spraying, pulsed TIG and pipe welding. Practical

experience in job estimating and production welding techniques as well as maintenance welding techniques.

**75 WELDING FOR TECHNOLOGY (2)**

*One lecture and three shop hours per week.*

Theories of oxyacetylene, bronze, arc and TIG welding, silver brazing with emphasis on associated equipment and supplies. Designed for the student who is not a welding major.

**102a ARC WELDING TECHNOLOGY (2)**

*One lecture and three lab hours per week. Prerequisite: Previous welding course or industrial experience in welding, or Weld. 75. Not to be taken concurrently with 103.*

All aspects of conventional arc welding with emphasis on flat and vertical welding positions. Study of arc welding theory and basic metallurgy.

**102b ARC WELDING TECHNOLOGY (2)**

*One lecture and three lab hours per week. Prerequisite: W.T. 102a. Not to be taken concurrently with 103.*

All aspects of low hydrogen arc welding with emphasis on steel arc welding. Welding is performed in the flat and vertical positions. Study of the effects of hydrogen to welding, electrode coatings and welding symbols as they apply to blueprints.

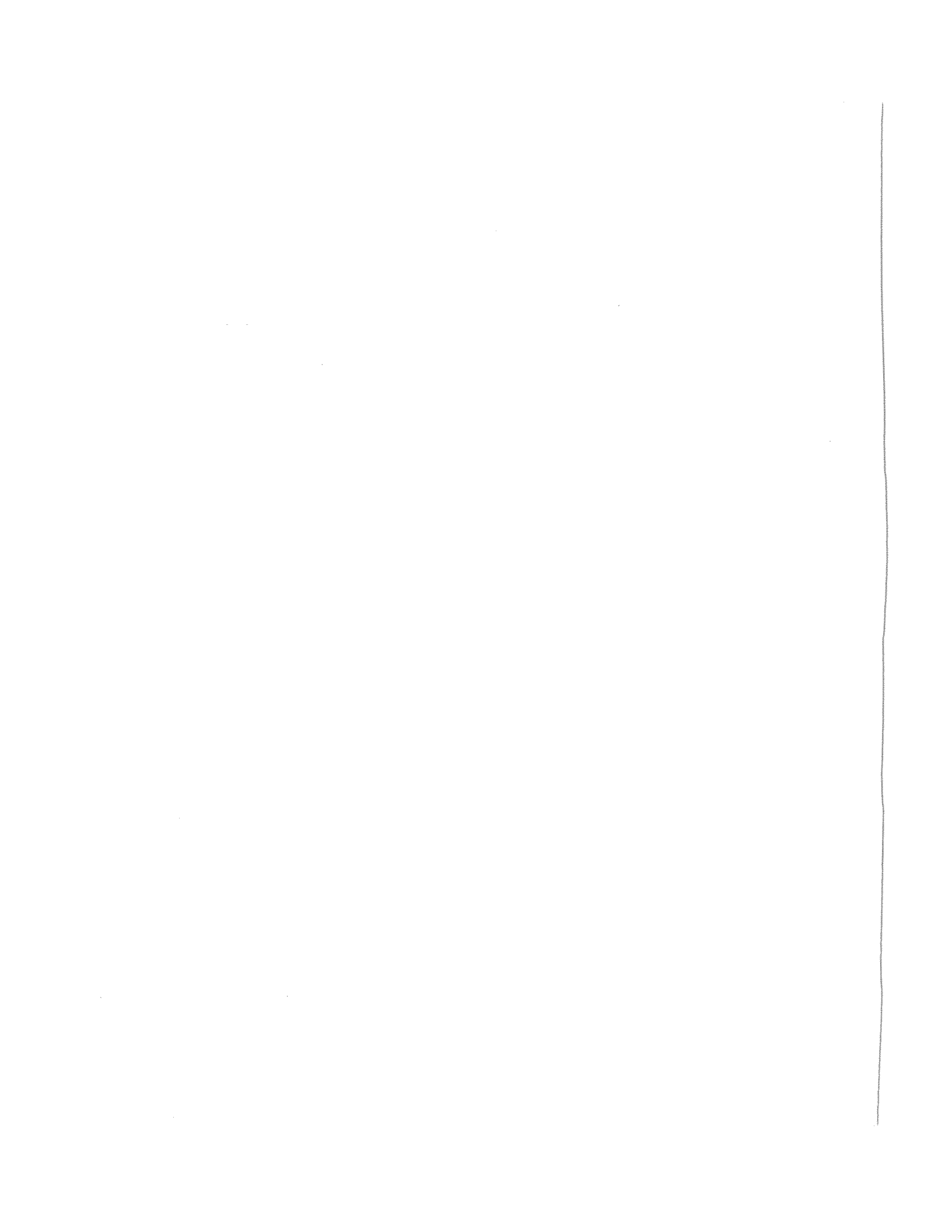
**103 TIG WELDING TECHNOLOGY (4)**

*Two lecture and six lab hours per week. Prerequisite: W.T. 75, previous course in welding or industrial experience in welding.*

Practical experience in welding of aluminum, steel, and stainless steel. The types of weldments made are corner, fillet, and butt. Study of TIG welding aluminum, steel, and stainless steel, basic metallurgy and welding symbols as they apply to blueprints.

## Women's Studies

Women's Studies courses are currently being offered by the departments of English, History and Psychology.









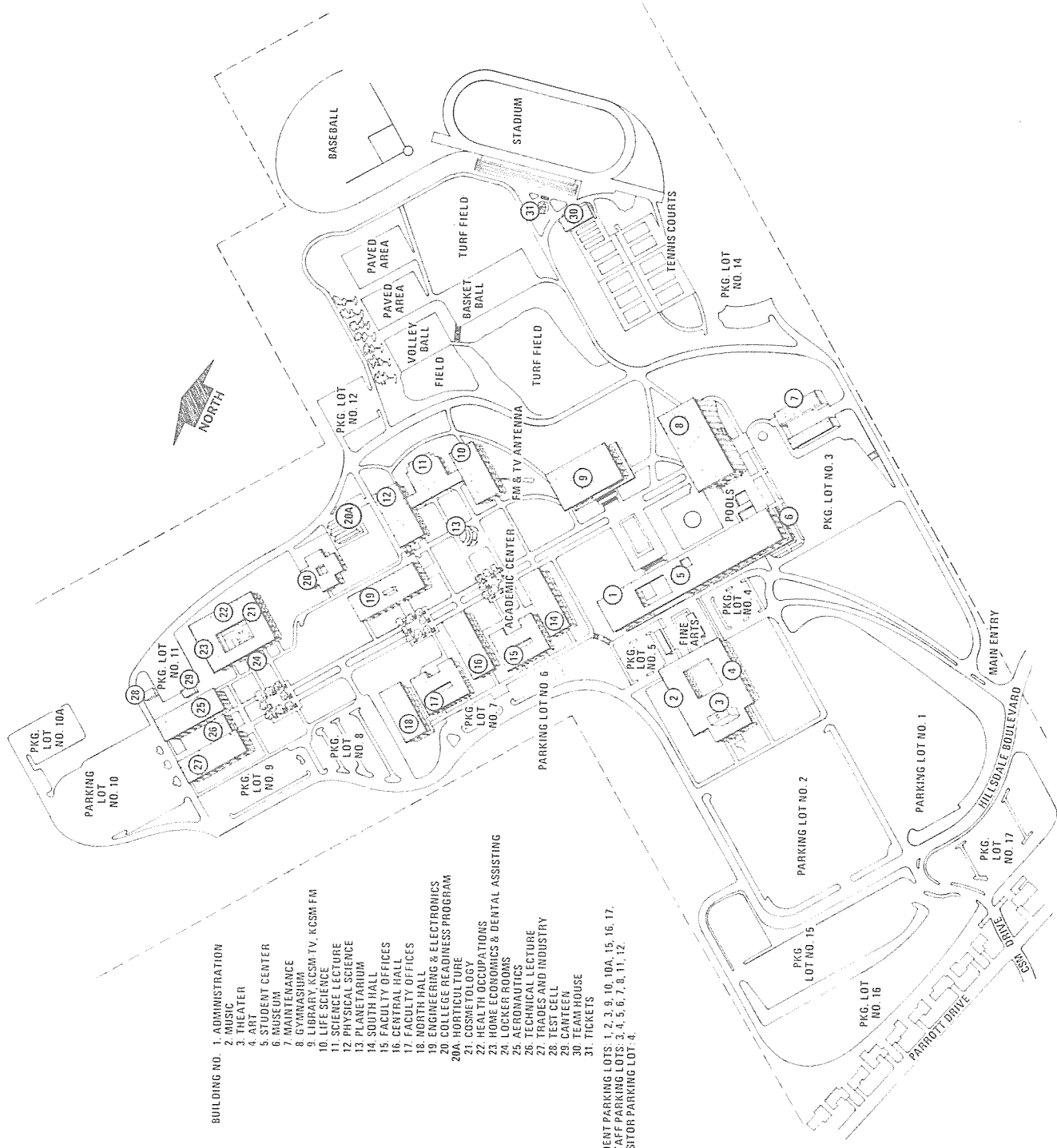
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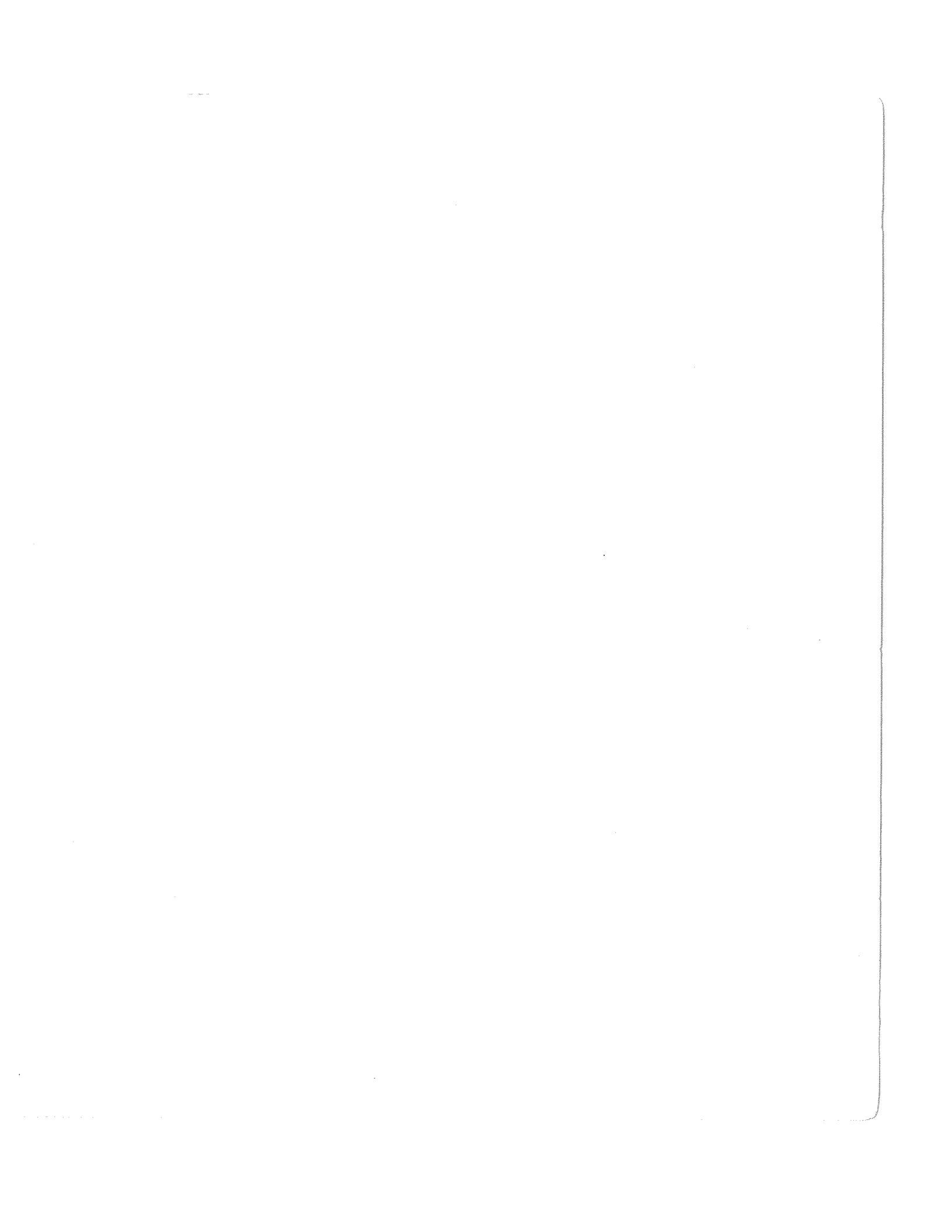


- BUILDING NO.**
1. ADMINISTRATION
  2. MUSIC
  3. THEATER
  4. ART
  5. STUDENT CENTER
  6. MUSEUM
  7. MAINTENANCE
  8. LIBRARY
  9. LIBRARY
  10. LIFE SCIENCE
  11. SCIENCE LECTURE
  12. PHYSICAL SCIENCE
  13. PLANETARIUM
  14. SOUTH HALL
  15. FACULTY OFFICES
  16. CENTRAL HALL
  17. FACULTY OFFICES
  18. NORTH HALL
  19. ENGINEERING & ELECTRONICS
  20. COLLEGE READINESS PROGRAM
  - 20A. HORTICULTURE
  21. COSMETOLOGY
  22. HEALTH OCCUPATIONS
  23. HOME ECONOMICS & DENTAL ASSISTING
  24. LABOR ROOMS
  25. LEGAL OFFICES
  26. TECHNICAL LECTURE
  27. TRADES AND INDUSTRY
  28. TEST CELL
  29. CANTEEN
  30. TEAM HOUSE
  31. TICKETS

STUDENT PARKING LOTS: 1, 2, 3, 9, 10, 10A, 15, 16, 17.  
 STAFF PARKING LOTS: 4, 5, 6, 7, 8, 11, 12.  
 VISITOR PARKING LOT: 4.









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