

# Calendar **SPRING '03**

Nov 18–19	Priority registration for EOPS and DSPS continuing students
Nov 18–Jan 12	Telephone and online registration for continuing students. <i>WebSMART only is available Dec 21 - Jan 1. SMART phone access is limited on weekends.</i> <i>WebSMART/SMART registration will be closed Jan 11.</i>
Dec 9–10	Priority Registration dates for new and former EOPS and DSPS students
Dec 9–Jan 12	Telephone and online registration for new and former students. <i>SMART phone access is limited on weekends. Only WebSMART is available Dec. 21–Jan. 1. WebSMART/SMART registration will be closed Jan 11.</i>
Dec 6	Admission Application Deadline for new & former students who wish to receive a Priority Registration date
Jan 6	Priority Deadline for High School Concurrent Enrollment applications
Jan 13	<b>Day &amp; Evening Classes begin</b>
Jan 13–27	Late registration on a space available basis. (See Instructor for Authorization Code.)
Jan 18 & 19	Declared Recess
Jan 20	Martin Luther King, Jr. Day (Holiday)
Jan 25	Saturday Registration—Enrollment Services Office open, 9am-1pm
Jan 27	Last day to ADD a semester length course
Jan 27	Last day to DROP from a semester length course and be eligible for a refund
Jan 31	Students will be dropped for non-payment of fees
Feb 1	Saturday Registration—Enrollment Services Office open, 9am-1pm
Feb 3	Census Day
Feb 6	Last day to drop a semester length course without a "W"
Feb 13	Last day to file petitions in Enrollment Services Office for degrees and certificates
Feb 14	Lincoln's Birthday (Holiday)
Feb 15–16	Declared Recess
Feb 17	President's Day (Holiday)
Feb 21	Last day to declare CR/NC option for designated classes.
Mar 7	Deficiency Reports due in Matriculation, Transfer & Articulation Office
April 14–20	Spring Recess
April 18	Declared Holiday
April 23	Last day to withdraw from semester length course with a "W"
May 16	Last day of Instruction
May 16	Commencement
May 17–23	Final Examinations (day & evening)
May 23	Day & Evening Classes Close
May 26	Memorial Day (Holiday)

**SMART: 650-372-3700**

**WebSMART: <http://websmart.smccd.net>**

- SMART registration is available for dropping semester length courses without a refund, and for adding classes that have not yet started.
- The last day to drop a short course with eligibility for refund is 10% of the scheduled length of the course. The last day to drop a short course without it appearing on the student transcript is 30% of the scheduled length of the course.
- Grades are **not** mailed. Final grades available via SMART (650-372-3700) and WebSMART (<http://websmart.smccd.net>).

## **Para su información . . .**

La solicitud de inscripción y la forma para la inscripción telefónica (SMART), traducidas al Español, están disponibles en la Oficina de Admisiones y Registros.

## **Cañada College Administration**

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

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## **Acknowledgements**

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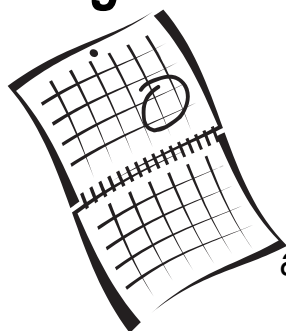
# Contact Us

306-3226	Admissions and Records
306-3364	Associated Students
306-3313	Bookstore
306-3396	Box Office
306-3270	Business Office/Cashier
306-3201	Business and Workforce Development Division
306-3388	CBET (Community Based English Tutoring)
306-3201	Child Development Center
306-3340	Community/Public Relations
306-3367	Coop Ed/Work Experience
306-3452	Counseling/Career/Transfer Services
306-3259	DSPS (Disabled Student Program & Services)
306-3300	EOPS/CARE
599-9307	Education & Technology Downtown Center
306-3412	English Institute
306-3226	Enrollment Services Division
306-3307	Financial Aid
306-3490	Handicapped Services
306-3309	Health Center
306-3336	Humanities Division
306-3348	Learning Center
306-3267	Library
306-3313	Lost & Found
306-3310	Matriculation, Transfer, Articulation
325-6936	Menlo Park/OICW Center
306-3120	Middle College
306-3385	Placement Tests/Assessment
306-3341	P.E./Athletics
306-3238	President's Office
306-3291	Science & Technology Division
306-3420	Security Office
599-9767	Small Business Development Center
372-3700	SMART telephone registration
306-3200	Student Services
306-3100	Switchboard
306-3372	Transfer Services
306-3399	University Center & Academic Support Services Division
306-3492	Veterans' Affairs
306-3353	Vice President, Instruction
306-3234	Vice President, Student Services

# Contents

2-3	Admission & Registration
Center Insert	Application for Admission
4-7	Assessment & Orientation
Center Insert	Board of Governors Fee Waiver Application
Inside	Calendar
Front Cover	
13-43	Class Schedule Listings
30	Community-Based English Tutoring (CBET)
12	Community Events Calendar
2, 45	Concurrent Enrollment Information, Application
23	Coop Ed/Work Experience
7-8	Counseling
58	Credits & Refunds
52-53	Degree (AA/AS) Requirements
9-10	Disabled Student Program
46	Education & Technology Downtown Center
26-30	English Institute
59	Fees
44	Final Exam Schedule
10	Financial Aid and Scholarships
10	EOPS/CARE
Center Insert	Financial Assistance
39	Fitness Center
54	G.E. Requirements for CSU
55	G.E. Requirements for UC (IGETC)
56-57	General College Policies/Information
56	Grades
2	International Students
10, 34-35	Learning Centers
11	Library
Inside Back	Map/Bldg. Directory
Cover	
4-5	Matriculation
47	Menlo Park Center
11	MESA
Inside Back	Off-campus Sites (including phone numbers)
Cover	
49	Online Courses
5-7	Orientation
59	Parking
56-57	Policies & Information
9-12	Programs/Services for Success
50-51	Short/Late-Start Classes
48	Telecourses
7-8	Transfer/Counseling/Career Services
10	Tutorial Services
Reverse Side	University Center
Center Insert	WebSMART/SMART Registration Worksheet

## Registration Begins...



**November 18**  
for Continuing Students

**December 9**  
for New, Former,  
and New Transfer Students

See pages 2-3 for full details.

## 2 Admission and Registration Procedures

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### General Admissions Information

#### Who May Attend Cañada?

All persons who are at least 18 years of age with or without a high school diploma may attend Cañada College. Students who are 16 or 17 years of age and non-high school graduates are eligible to attend if they have passed the California High School Proficiency Examination, completed the G.E.D. Examination Series with a minimum score of 50 on any one test and an average of 55 or more for all tests.

#### High School Concurrent Enrollment Program

##### Application Deadline for Spring 2003 Enrollment is Monday, January 6, 2003!

The High School Concurrent Enrollment Program is a special enrichment program designed to provide students who have completed the 10th grade or higher the opportunity to begin college while still in high school. Students must meet program eligibility requirements that indicate readiness for the academic challenge of college courses as well as the college experience. Concurrent Enrollment program applicants are not required to go through the matriculation process but must submit a completed Concurrent Enrollment Application packet, no later than the deadline listed above. See page 45 for a Concurrent Enrollment Application.

In special instances 10th graders may be considered for enrollment. Submit a completed application packet as soon as possible for timely review and notification.

#### Residency

Information provided on the Application for Admission form is the basis for determining residency status. You are a resident if you have lived in California one year and one day prior to the start of the semester and meet eligibility requirements for establishing California residency. You are a non-resident if:

- ♦ You have not lived in California one year and one day prior to the start of the semester, even though

you are a U.S. citizen or legal immigrant.

- ♦ You have been approved for admission as an International Student.
- ♦ You are in the United States on a temporary visa.

#### International Students Program

International Student Office:  
Building 8, Room 205, (650) 306-3494

Citizens of foreign countries are welcome to register as non-residents by applying for admission as F-1 Visa students. Special requirements and application deadlines apply. The deadline for Spring 2003 is October 1, 2002, the deadline for Fall 2003 is April 15, 2003. Students who are legal residents of another country and are in the United States temporarily on F-1 Visas to study at another institution may be admitted as part-time students at Cañada College with the approval of the International Student Office.

#### Note:

- ♦ La solicitud de inscripción, traducida en Español, está disponible en la Oficina de Admisiones y Registros.
- ♦ During "Late Registration," you can register for classes that have not started yet.
- ♦ You can register for Saturday and off-campus classes at the first class meeting...you do not need to come to the Enrollment Services Office.
- ♦ If you decide not to attend your classes (whether or not fees have been paid), you must **officially** withdraw within the published deadline dates in order to avoid penalty grades and fee obligations!
- ♦ Students may request a student identification number instead of using their Social Security number.

### Registration for Continuing Students

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#### CONTINUING STUDENT

You are a continuing student if you were enrolled at Cañada, CSM and/or Skyline College during Spring 2002, Summer 2002 or Fall 2002.

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#### NOVEMBER 18 THROUGH JANUARY 12:

WebSMART/SMART registration for Spring 2003 classes begins **November 18**. Detailed information on registering will be mailed to you prior to the start of Spring semester. This information will include your Personal Identification Number, (PIN), the code needed for registration, and your APPOINTMENT DATE. You may use the online WebSMART system or the SMART telephone registration system **on or after** your appointment date. If you have not received your WebSMART/SMART appointment mailer by November 18, please call the Enrollment Services Office at 650-306-3226.

Fill out the WebSMART/SMART registration worksheet in center insert.

Spring 2003 WebSMART online and SMART telephone registration dates and times are:

#### November 18–January 12

##### WebSMART hours:

6:00 am to midnight daily

##### SMART hours:

7:00 am–8:00 pm, Mon.–Thurs.  
and 7:00 am–3:00 pm, Friday

**Exceptions:** Only WebSMART will be available December 21–January 1. WebSMART/SMART registration will be *unavailable* January 11.

*WebSMART will be available during the entire semester to register for short-term classes that begin after the start of the semester.*

## **Admission and Registration for New Students, Former Students, and New Transfer Students**

### **DECEMBER 9 THROUGH JANUARY 12:**

Complete the application in center insert, **or** complete an application at <http://websmart.smccd.net>. The **early** application deadline is December 6.

Submit it to:

Enrollment Services Office  
Building 8, Room 215

Mon.–Thurs. 7:30 am–8:00 pm,  
Friday 7:30 am–4:30 pm.

**or**

Send completed form to:

Cañada Spring '03 Registration  
4200 Farm Hill Blvd.  
Redwood City, CA 94061

After your application is processed, you will receive a mailing with further information. Most new students are asked to take assessment tests as soon as possible, attend an orientation and see a counselor before completing registration. See pages 4–8 for more information. If you are exempt from testing/orientation, your mailing will also include the necessary information for registration: your Personal Identification Number (PIN) and WebSMART/SMART appointment time.

## **Late Registration in All Classes for All Students**

### **JANUARY 13 THROUGH JANUARY 27:**

1. Attend the first class meeting and ask the instructor if space is available.

2. If space is available, the instructor will give you a *Permit to Add* form and, if necessary, an *Authorization Code* number to use when accessing WebSMART or SMART. (Continue to attend and register using WebSMART or SMART the next day.)

3. If you are not currently attending Cañada, CSM or Skyline please submit a completed Application for Admission, immediately. Apply online at <http://websmart.smccd.net> or see center insert. Online applications are processed more quickly.

4. Register! Use the WebSMART/SMART worksheet in the center insert.

5. If you need to change your program during January 13–27, call SMART at 372-3700, or go online to WebSMART.

## **Registration in Late Start Classes for All Students (see pgs. 50-51)**

### **AFTER JANUARY 27:**

Apply and register online through WebSMART at <http://websmart.smccd.net>, or in person at the Enrollment Services Office.

**or**

1. Attend the first class meeting and ask the instructor if space is available.

2. If space is available you will need the instructor's approval to register. (Continue to attend and register using WebSMART the next day.)

3. If you are not currently attending Cañada, CSM or Skyline please submit a completed Application for Admission, immediately. Apply online at <http://websmart.smccd.net> or see center insert. Online applications are processed more quickly.

4. If you need both to add and drop a class after January 27, bring a completed ADD/DROP/WITHDRAWAL form to the Enrollment Services Office. Your instructor's signature is needed to **ADD** a class, but is **not** required to drop or withdraw from a class.

## **NEW STUDENT**

You are a new student if you have never registered at Cañada or CSM or Skyline College before. If you were a High School Concurrent Enrollment student you are still considered a "new" college student.

## **FORMER STUDENT**

If you attended Cañada College, CSM and/or Skyline College previously but did not enroll in the Spring '02, Summer '02 or Fall '02 terms you are a former student returning to enroll in classes for the Spring 2003 semester.

## **NEW TRANSFER STUDENT**

If you have attended a college or university other than Cañada College or CSM or Skyline College you are a *new transfer student* at Cañada College and may be eligible for exemptions from some of the matriculation requirements listed on pages 4–5.

## 4 Matriculation

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### **Matriculation Steps to Enrollment for New Students, Former Students, New Transfer Students**

#### **MATRICULATION AT CAÑADA COLLEGE**

Matriculation is a state mandated process that describes a partnership that you, the student, and Cañada College agree to form for the purpose of realizing your individual educational goals. This partnership acknowledges responsibilities of both the College and YOU, the student, to reach those goals through established programs, policies and requirements currently in place.

#### **Who is required to complete matriculation steps?**

If you are considering one or more educational goals listed below:

- ♦ a vocational certificate,
- ♦ an Associate degree,
- ♦ transfer to a 4-year university, or if you are
- ♦ undecided about your specific goals and considering one of the above options,

then complete the following MATRICULATION STEPS to receive a registration appointment.

#### **STEP #1: APPLICATION FOR ADMISSIONS**

Submit an application to the Enrollment Services Office. The college application is located in the center insert of this Schedule or find an application at our website at <http://websmart.smccd.net>.

After your admissions application has been processed you will receive a MATRICULATION TICKET to guide you through the matriculation steps listed below (placement tests, college orientation, counseling, and registration).

#### **STEP #2: PLACEMENT TESTS**

Placement tests in English or English for Non-Native Speakers (ESL) and Mathematics are given to all new matriculating students.

Placement tests are REQUIRED for enrollment in any English, English for Non-Native Speakers, Reading, Writing and/or Mathematics course AND any course that has an English, reading, writing or math prerequisite.

Placement tests are highly recommended for the Associate degree and university level courses.

From the Schedule of Placement Tests select a date to take Cañada College placement tests in Math and English or ESL.

You are automatically EXEMPT from taking the English and/or Mathematics Placement Test(s) and may move directly to Step #3 if you fall into one of the following categories.

- ♦ You have taken Placement Tests at Cañada College or CSM or Skyline College within the last two years and test results are available.
- ♦ You have already successfully completed (with a grade of "C" or better) English, reading, and/or mathematics coursework at another accredited college or university in the United States. (Bring unofficial transcripts to your counseling meeting to verify this exemption.)
- ♦ You can show evidence of completing the College Board Advanced Placement Test (AP) in English Language or in English Literature with a score of 3, 4, or 5. (You may be eligible for English 110 or 165 based on AP scores. Speak with a counselor regarding your English course selection if you have AP Test credit.)
- ♦ You can show evidence of completing the College Board Advanced Placement Test (AP) in Mathematics with a score of 3, 4, or 5.

#### **STEP #3: COLLEGE ORIENTATION PROGRAM**

College Orientation Program is REQUIRED and provides information about registration procedures, college policies, academic expectations, educational goals, and student services. See the College Orientation option listed below.

#### **STEP #4: COUNSELING AND ADVISING**

A counselor will assist you to interpret your test results, review educational goals, and make course recommendations for your first semester. If you have completed coursework at other accredited colleges or universities in the United States bring a copy of your unofficial transcripts to the counseling meeting. Counselors are available by appointment through December 17 and on a drop-in basis from January 2 through January 10.

For counseling information and availability go to the Counseling Center, Building 5, Room 204 or call (650) 306-3452.

#### **STEP #5: REGISTRATION**

Return your completed MATRICULATION TICKET to the Enrollment Services Office to receive an appointment to register for your Spring 2003 classes.

After you have registered and paid for classes you are officially enrolled at Cañada College! Now be sure and attend the first class meeting! Work with your professors to meet the challenges and demands of each class! Use counseling services regularly. At least once a semester schedule an appointment to meet with a counselor to 1) discuss progress toward your academic goals, 2) develop or update your STUDENT EDUCATIONAL PLAN (SEP), and 3) learn about important student services that enhance student success.

#### **STUDENTS WITH DISABILITIES**

needing assistance with any part of the matriculation process should contact the

Disabled Student Service Program at (650) 306-3259 or T.D.D. (650) 306-3161.

**Si necesita ayuda en español** para entender el proceso de matriculación, presentese en la oficina de admisión y pregunte por alguien que hable español.

**You are EXEMPT from the matriculation process if:**

You have completed an Associate or higher degree in the United States, or  
You are taking classes ONLY for personal enrichment and do not intend to earn a degree or certificate, or  
You are primarily a student at another educational institution and taking courses at Cañada College to meet requirements of that institution.

For more information about matriculation exemptions contact Marsha Ramezane, Director of Matriculation, Transfer, Counseling and Articulation at (650) 306-3310 or email [ramezane@smccd.net](mailto:ramezane@smccd.net) or request a Petition for Exemption From Matriculation Component form from the Office of Enrollment Services. Complete the form and submit it to the Office of Enrollment Services. The Director of Matriculation reviews petitions and applicants are notified of the status of the petition within 72 hours.

**PREREQUISITE INFORMATION**

**Prerequisite (Prereq)**

is a condition of enrollment a student is required to meet to demonstrate current readiness for enrollment in a course. If the student fails to meet the prerequisite, he/she may be involuntarily dropped from the course.

**Corequisite (Coreq)**

Is a condition of enrollment consisting of a course a student is required to take simultaneously in order to enroll in another course. If the student fails to meet the corequisite, he/she may be involuntarily dropped from the course.

**Recommended**

When you see this notation it reflects a condition of enrollment that is strongly advised but not required.

**PREREQUISITE CHECKING AND REGISTRATION BLOCKS**

The San Mateo County Community College District has established a procedure to enforce certain prerequisites. For English 836, Writing Development, and English 100, Reading and Composition, a computerized prerequisite checking system is in place. If you have not met the prerequisite(s) you will be blocked from enrolling in these courses. If you think you have met the prerequisite by completion of a course(s) at another college or university in the United States or wish to challenge it, please review the information below and on the college web site. You may also contact Marsha Ramezane, Office of Matriculation, Transfer, Counseling and Articulation located in Building 5, Room 204 D, or phone 306-3310.

Students are reminded that ALL prerequisites continue to be enforced.

**PREREQUISITE CHALLENGE PROCEDURES**

Prerequisite challenges must be submitted prior to the first day of the term. Challenging course prerequisites or corequisites requires written documentation that explains the alternative course work, background, and/or abilities that prepare a student for the course. Prerequisite Challenge Petition forms are available in the Enrollment Services Office and include additional policy information and timelines for the challenge and resolution.

**SCHEDULE OF PLACEMENT TESTS AND COLLEGE ORIENTATION PROGRAMS**

**Placement Testing**

From the following list select a date to take the Cañada College placement tests in English or English for Non-Native Speakers (ESL) and Mathematics. Pre-registration is not required. You must bring with you on the day of the test:

- ♦ a PHOTO IDENTIFICATION
- ♦ your SOCIAL SECURITY NUMBER or STUDENT IDENTIFICATION

NUMBER (If you do not have a social security number go to the Enrollment Services Office and they will issue you a STUDENT IDENTIFICATION NUMBER)

- ♦ a #2 PENCIL

Arrive promptly. Latecomers are not admitted. Allocate 1.5 hours for completion of the mathematics test (calculators are not allowed) and 2 hours for the English or ESL test.

ESL tests are provided for students whose primary language is not English.

Para mas informacion sobre el Instituto de Ingles favor de consultar el Catalogo General de Cañada College or dirigirse al Edificio 13, oficina 121. Tels (650) 306-3412 or 306-3413.

**More Information About the Math Placement Test**

For the Math Placement Test, at the testing site you will choose to complete one of the four math level tests: Test 1 Algebra Readiness, Test 2 Elementary Algebra, Test 3 Intermediate Algebra, Test 4 Precalculus. If you have completed a mathematics course more than one year ago, review is recommended. Your local library or bookstore have math review books and materials or computer software is also available to facilitate review.

**Math Test 1 – ALGEBRA READINESS** includes: Integers, fractions, decimals, exponents, measurement of geometrical objects, percents, geometry.

**Math Test 2 – ELEMENTARY ALGEBRA** includes: Arithmetic operations, polynomials, linear equations and inequalities, quadratic equations, graphing, rational expressions, exponents, square roots, geometry.

**Math Test 3 – INTERMEDIATE ALGEBRA** includes: Elementary operations, rational expressions, exponents and radicals, linear equations and inequalities, quadratic polynomials, equations, and inequalities, graphing and coordinate geometry, logarithms and functions.

**Math Test 4 – PRECALCULUS** includes: Polynomial, trigonometric, logarithmic and exponential functions,

## 6 Placement Testing/Orientation

rational expressions, exponents and radicals, linear equations and absolute values.

### Testing Repeat Policy

Placement Tests Assessment are designed to assess your current academic skills and used to determine course level placement in the areas of English, reading, writing, mathematics and some computer and science courses. Assessment results are valid for two years. If a student does not accept the course placement results he/she may retake the same placement test once within a two-year period.

### Reciprocity of Placement Results Policy

A student may submit, for course placement consideration, placement test results from another California

Community College in lieu of taking the English and/or Mathematics placement tests at Cañada College. The placement test must have been taken within the last two years and the tests must be consistent with the Cañada College placement tests. It is the student's responsibility to provide placement test results that include test scores and course placements for consideration. In all cases, the final decision to use other placement test results rests with the College. Students who wish to take ESL (English as a Second Language) classes must take the Cañada College ESL Placement test for course and level placement.

### How do you retrieve your placement test results?

Go to the Counseling Center, Bldg. 5, Room 204 to pick up your placement

test results. Test results are released to the test taker only and you must present a photo identification to receive your test results. USUALLY test results are available within two working days after you have completed the tests. For example, tests completed on a Saturday are available on the following Tuesday.

### ORIENTATION PROGRAM SCHEDULE

Select from the following College Orientation options:

#### OPTION 1 For your convenience use the On-line Orientation Program

Go to the Cañada College website – [www.canadacollege.edu](http://www.canadacollege.edu) – select Admissions – and choose Online Orientation from the list on the left. This is a comprehensive self-paced orientation program. At the conclusion of the online orientation send your Orientation Program Completion Notice online to verify completion of this requirement or print out the last page and attach it to your Matriculation Ticket. You may use computers available in the Counseling Center (Bldg. 5, Room 204) for this purpose or any computer that has access to the internet.

#### OPTION 2 For English Institute (ESL) Students

For students enrolling in English Institute (ESL) classes ONLY a College Orientation will be offered in your ESL class during the 5th week of class. On your Matriculation Ticket, check off English Institute in the Orientation area.

**Placement Tests are offered on the following dates. (\*TBA-Please check the sign on the Counseling Center door for the test location.)**

Day/Date	ESL Test	Math Test	English Test	Location
Tuesday, November 5:	5:30 pm			*TBA
Tuesday, November 12:			5:30 pm	*TBA
Saturday, November 16:	8:00 am	10:00 am	11:30 am	Bldg 2,Rm 10
Tuesday, December 3:	5:30 pm			*TBA
Saturday, December 7:	8:00 am	10:00 am	11:30 am	Bldg 2,Rm 10
Saturday, December 14:	8:00 am	10:00 am	11:30 am	Bldg 2,Rm 10
Saturday, January 4:	8:00 am	10:00 am	11:30 am	Bldg 2,Rm 10
Monday, January 6:	10:00 am	12:00 noon	1:30 pm	Bldg 2,Rm 10
<b>Late Registration Testing dates:</b>				
Tuesday, January 7:		6:00 pm		Bldg 2,Rm 10
Wednesday, January 8:	6:00 pm			Bldg 2,Rm 10
Thursday, January 9:		6:00 pm		Bldg 2,Rm 10
<b>Classes begin Monday, January 13.</b>				
Monday, January 13:	2:00 pm			Bldg 2,Rm 10
Tuesday, January 14:		1:30 pm	3:00 pm	Bldg 2,Rm 10
Wednesday, January 15:	2:00 pm			Bldg 2,Rm 10
Saturday, January 18:	8:00 am	10:00 am	11:30 am	Bldg 2,Rm 10
Monday, January 20:	2:00 pm			Bldg 2,Rm 10
Tuesday, January 21:		3:30 pm	1:30 pm	Bldg 2,Rm 10

Students with disabilities who qualify for un-timed testing should contact the Disabled Student Program and Services at (650) 306-3259 or T.D.D. (650) 306-3161 to schedule accommodations.

### MAKE SURE YOU ATTEND THE FIRST CLASS MEETING

Attendance at the first meeting of a class is IMPORTANT. Any student not reporting to the first class meeting may be dropped from the roll sheet.

## COMPUTER LITERACY TESTING SCHEDULE:

Demonstration of computer literacy is a graduation requirement for all Cañada College degrees and certificates. To meet the requirement students may complete a course (see the College Catalog for more information regarding course choices) or take a computer literacy test that includes both written and hands-on components. The Computer Literacy Testing Schedule is listed below. Students must PRE-REGISTER for the test. Please contact Romy Thiele at (650) 306-3211 or [thiele@smccd.net](mailto:thiele@smccd.net), or Georgia Clark (650) 306-3380 one week before test date. Literacy test consists of 50% written and 50% hands-on exercises.

Monday, February 24, 1–3 pm  
 Tuesday, March 25, 4–6 pm  
 Wednesday, April 30, 1:30–3:30 pm  
 Thursday, May 22, 4–6 pm

## STUDENT SUPPORT SERVICES

### COUNSELING CENTER BUILDING 5, ROOM 204 EDUCATIONAL, CAREER, AND TRANSFER SERVICES

Counseling services are available by appointment or on a drop-in basis. Hours of operation are posted on the door or for more information call the Counseling Center at (650) 306-3452.

Available to all Cañada College students, **Educational Counseling Services** are designed to: 1) help students make decisions and set educational and career goals; 2) provide academic program planning to complete certificate, associate degree, and/or university transfer programs; 3) help students evaluate current academic readiness and plan coursework to build skills; 4) assist students to use campus services and resources; 5) evaluate transcripts from other American colleges and universities for credit applied to certificates and degrees at Cañada College; 6) teach students important skills, strategies, and techniques to enhance classroom and academic success; and 7) work with students to resolve personal concerns that may interfere with the ability to succeed.

The primary goal of **Career Services** is to assist students to develop and carry out both short- and long-term employment and career goals. Services provided include 1) advising; 2) a resource library of career exploration and job hunting books detailing preparatory education and training and labor market trends for career areas; 3) EUREKA, a computer based California career information system; and 4) students looking for employment can use binders, access career related websites, and use the computerized MONSTER TRACK services, a college targeted internet job site.

Students interested in transferring to a four-year college or university may use **Transfer Services** to research universities, majors, academic requirements, college costs, and other transfer issues. Resources include college catalogs, college directories, articulation information, and access to PROJECT ASSIST, a self-guided site that provides general education, major and course equivalency information. You may contact the Transfer Services Program Supervisor at (650) 306-3372 for additional information and service.

### MAKE SURE YOU REGISTER FOR YOUR CLASSES

Be sure to register for all your classes through WebSMART, SMART or Enrollment Services. Registration should be completed before the second class meeting.

### WebSMART enables you to:

- Apply for admission
- Check your registration status
- Drop classes (anytime within published deadlines)
- Print your schedule of classes
- Pay your fees by credit card
- Get Financial Aid information
- Apply for Federal Financial Aid
- Obtain your grades
- Print an unofficial transcript

**Log on to <http://websmart.smccd.net/>**



## 8 Transfer Programs and Counseling Staff

### ***Guaranteed Transfer Admission Programs!***

Colleges and universities offer programs in support of transfer admissions. Some programs provide GUARANTEED admissions to students. Read on for a list of GUARANTEED TRANSFER ADMISSION programs available at Cañada College. Visit the Counseling Center – Transfer Services for more information!

- UC Davis: Transfer Admission Agreements (TAA Program)
- UC Santa Cruz: Guaranteed Admission for Transfer Entry (GATE Program)
- UC Santa Cruz: Dual Admission Program
- UC Riverside: Transfer Admission Guarantee (TAG Program)
- California State University, Monterey Bay: Transfer Admission Agreement (TAA Program)
- California State University, San Jose: Transfer Admission Agreement (TAA Program)
- University of Santa Clara: Transfer Admission Agreement (TAA Program)
- Notre Dame de Namur University: Transfer Admission Agreement (TAA Program), and Concurrent Enrollment Program

Cañada College participates in the UC Berkeley CAP Program for students who applied to UCB from high school for freshman admissions and are offered the opportunity to attend Cañada College to complete the freshman and sophomore years with guaranteed admission to Berkeley as a junior.

Also—On-the-spot Admissions Programs with:

- San Francisco State University
- San Jose State University
- Notre Dame de Namur University

### ***Transfer Students Can Leave Cañada College with a Degree in University Studies***

Cañada College offers a special Associate degree program for students planning to transfer to one of the many California State University campuses, or University of California campuses, or Independent College or University campuses. This special degree plan allows students to complete transfer requirements and complete the Associate degree in University studies simultaneously. See a College Counselor or the Transfer Services Program Supervisor for more information.

### ***Counseling Faculty and Staff***

***To schedule a counseling appointment call the Counseling Center (650) 306-3452.***

Lyn Belingheri                      306-3479                      Building 5, Room 204  
General Counseling;                      The Counseling Center  
Middle College; Workability III

Glory Bratton                      306-3130                      Building 18, Room 110  
General Counseling; DSPS

Gloria Darafshi                      306-3479                      Building 5, Room 202  
General Counseling; CalWORKS;                      The Counseling Center  
Workability III

Joan Del Gaudio                      306-3209                      Building 8, Room 204  
General Counseling;                      International Students; Workability III

Sal Mendoza                      306-3468                      Building 13, Room 120  
General Counseling;                      English Institute; habla español

Karen Olesen                      306-3415                      Building 13, Room 005  
General Counseling

Marsha Ramezane                      306-3310                      Building 5, Room 204  
Director of Matriculation,                      The Counseling Center  
Transfer and Articulation

Kathy Sammut                      306-3447                      Building 5, Room 204  
General Counseling; Workability III                      The Counseling Center

Sondra Saterfield                      306-3288                      Building 13, Room 218  
General Counseling

Susie Tong                      306-3320                      Building 5, Room 204  
Staff Assistant,                      The Counseling Center  
Matriculation, Transfer and Articulation

Nonan Villanueva                      306-3334                      Building 3, Room 117  
General Counseling;                      EOP/S Office  
EOP&S Counselor; habla español

Pamela Ward-Smith                      306-3467                      Building 3, Room 117  
EOP&S Counselor                      EOP/S Office

Gail Wilkes                      306-3452                      Building 5, Room 204  
Counseling Center Assistant                      The Counseling Center

**Cañada College has several programs and services** to help students integrate into college life and to be successful in their classes.

Students who connect with campus life find their education more relevant and are more successful in their classes. Some of our Student Success programs and services are described below. Visit and talk with our program staff; find out how they can assist you—and Get Connected!

## ***Associated Students of Cañada College***

Student Activities Office, Building 5, Room 211A  
(650) 306-3373  
Associated Students of Cañada College  
(650) 306-3433

Student government provides a unique educational opportunity to learn by doing in the world of college governance. Many students have testified that their involvement was the most valuable learning experience they had in college, both educationally and socially. Through service to the college and the community, Cañada students are able to take these leadership skills with them through college and beyond.

The student government operates under the provisions of the State Education Code and the regulations of the Board of Trustees and Cañada College. It serves as a vehicle through which students can recommend and help effect change at their college. Any student who is interested in becoming a Senator, participating in student government, or serving as a student representative on one of Cañada's governing committees should contact the Student Activities Office, Building 5, Room 211A (306-3373) or call the Associated Students of Cañada College at 306-3433 for more information. All student government meetings are open to the campus community.

## ***Athletics***

Building 1, Room 204  
(650) 306-3341

Cañada College sponsors the following sports within the Coast Conference for the benefit of those students interested in team competition:

Men's Baseball  
Men's Soccer  
Women's Soccer  
Men's Tennis  
Women's Tennis

In order to be eligible a student must adhere to the California State Athletic code and Coast Conference eligibility rules and regulations. Questions regarding eligibility should be addressed to the Physical Education/Athletics Department.

## ***Bookstore***

Building 2  
(650) 306-3313  
<http://www.smccd.net/accounts/bookstore/can/>

Call or visit our website for current hours.

## ***Cañada College Child Development Center***

(650) 306-3201

A permanent Cañada College Child Development Center is under construction and is scheduled to reopen by Fall 2003. We regret that until the new Center is completed, there are no child care services available on the campus.

## ***The Counseling Center Educational, Career, and Transfer Services***

Building 5, Room 204  
(650) 306-3452

Educational research indicates that counseling, career and transfer services play a vital role in student success. Please review pages 7–8 in this class schedule which describe these important services.

## ***Disabled Student Program and Services (DSPS)***

Building 5, Room 207  
Phone: (650) 306-3259  
TDD: (650) 306-3161

**Adaptive Physical Education Program**  
Veteran's Memorial Center  
(650) 306-3473

Cañada College provides students with documented disabilities academic support and reasonable accommodations as defined by the Americans with Disabilities Act (ADA). Services are provided to students with a wide range of disabilities and are determined on the basis of supporting medical, psychological or learning disability documentation. Certain requirements regarding disability documentation are necessary. Therefore, students must check with the **Disability Resource Center** in order to assure that they qualify. Assistance with academic accommodations such as note takers, reading or library services, alternate format text books, test proctoring and other supportive services are facilitated in the **DRC**. Adaptive equipment aids and sign language interpreters are also available for disabled students on a case-by-case basis. Additional services through the **Health Center, Psychological Services, the Learning Center and Workability III** are open to Cañada students.

Assessment of a learning disability may be achieved by enrolling in a short course, Developmental Skills 811, in the **Learning Achievement Program**. Upon completion of the course and determination of eligibility, students may qualify for support services through the **Disability Resource Center**. Tutorial assistance in numerous subjects and courses in reading, study skills, writing and math are also offered through the **LAP**.

The **Adaptive Physical Education Program** offered by Cañada College at the off-campus Veteran's Memorial Center in Redwood City benefits many older adults with health and mobility

## 10 Programs/Services for Student Success

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issues. Student participation in this program is welcomed and may be arranged by contacting the telephone number listed above.

### **Extended Opportunity Programs & Services (EOPS)**

Building 3, Room 117  
(650) 306-3300

“EOPS has always been there to help me”, said recent graduate and former EOPS student Ann Partida, “Not only does the program provide economic support, but also personal and emotional support.” EOPS is a state-funded program designed to assist economically and educationally disadvantaged students with financial assistance and support.

**Who is eligible for EOPS?** You must be a California resident, enrolled in at least 12 units when accepted into the program, meet the guidelines for the Board of Governors Waiver (BOG), and have an educational disadvantage.

**What services does EOPS provide?** EOPS offers students book vouchers, academic and supportive counseling, child care assistance under the CARE program, bus passes, college success classes, and other specialized services to help students succeed in college.

**How do I apply?** Come by the EOPS office in Building 3, Room 117 to pick up an application or call the office at (650) 306-3300.

### **Cooperative Agencies Resources for Education (CARE)**

CARE is a joint effort between Cañada College and the San Mateo County Human Services Agency to provide child care and transportation to single parents receiving public assistance (TANF).

Applications for EOPS/CARE are available in the EOPS office, Building 3, Room 117, Monday-Thursday, 8:00am - 4:30pm and Friday 8:00am - 1:00pm. For further information call (650) 306-3300.

### **Financial Aid and Scholarships**

Building 8, Room 211  
(650) 306-3307  
7:30am–4:30pm, Monday - Thursday  
7:30am–12:00pm, Friday  
4:30pm–8:00pm, Tuesday & Wednesday

#### **General Financial Aid**

There are several kinds of financial aid available to help eligible students cover their educational costs, including the Pell Grant, Supplemental Educational Opportunity Grant, Cal Grant, Federal Work Study, Emergency Book Loan Program, and the Board of Governors Fee Waiver. Complete information and applications are available in the Financial Aid office.

Students must apply for financial aid to determine eligibility for EOPS. Please contact the EOPS office at 306-3300 for more information.

#### **Scholarships**

Requests for applications and information should be directed to the Financial Aid Office. Application deadline dates and general information are also available.

### **Health Center**

Building 1 Room 117  
(near women's locker room)  
Monday-Friday 9am-3:30pm, and  
Tuesday & Thursday 5:00-8:00, while classes are in session

The Cañada Student Health Center is available for all students and provides health care services, referral services and educational information related to health issues. Students can visit the college nurse on a drop-in basis, or call and make a convenient appointment.

Variety of services are available including:

- ◆ Information and consultation on health problems
- ◆ Evaluation of symptoms
- ◆ Over-the-counter medications
- ◆ Personal health counseling
- ◆ Pregnancy testing and counseling
- ◆ HIV testing and counseling

- ◆ TB skin testing
- ◆ Blood pressure screening and monitoring
- ◆ Assistance with referrals for medical and dental care, and psychological services
- ◆ First aid
- ◆ Arrangements for emergency care
- ◆ Free condoms
- ◆ Rest area

In addition, health insurance is available at a reasonable cost for students taking 12 or more units of credit. All enrolled students are covered by the District's accident insurance for accidents that happen on campus or during college related activities.

The college nurse is happy to assist you with health or related problems which are causing you difficulty. All of these services are FREE and completely CONFIDENTIAL.

### **Learning Centers**

#### **On Campus:**

Building 5, Room 105  
(650) 306-3348

#### **Menlo Park Center**

1200 O'Brien,  
Menlo Park, CA  
(650) 325-6936

Learning Centers are comfortable places to study, learn and receive assistance in courses. In the busy, friendly environments, students can meet individually with their instructors, peer tutors, friends and classmates. Additionally, the on-campus Learning Center offers individualized assistance in courses across the curriculum including the Center's own self-paced courses in study skills and a variety of academic subject areas. The Centers also have open, fully-internet accessible computer labs. Learning Center courses are designated with the course prefix LCTR.

The on-campus Learning Center includes these services:

- ◆ Computer Labs
- ◆ Free peer tutoring
- ◆ Math Lab
- ◆ Writing Lab

- ◆ MESA program
- ◆ Learning Achievement Center
- ◆ Study areas for individual, group study
- ◆ Self-paced classes in study skills, writing, spelling, grammar, health science and more.

For more information about the Learning Center services on campus, call 306-3348 or visit the Learning Center in Building 5, Room 105 (below the cafeteria).

The Menlo Park Learning Center includes these services:

- ◆ Computer, audio and video lab
- ◆ One-on-one and group tutoring
- ◆ Beginning and Intermediate level English as a second languages classes
- ◆ Self-paced instruction in communication in English and math

Learning assistance services are also available at the Menlo Park Center, (OICW Building) from 7:00 A.M.–3:00 P.M. For more information about the Menlo Park Center, call 325-0164 or see page 47. **Para más información pueden al teléfono (650) 325-0164.**

## Learning Communities

Learning communities are "packaged" classes with a common theme team-taught by two instructors. They can lead students to a deeper understanding of both subjects and enhance problem-solving, an essential ability for the 21st century work force.

This semester's Learning Communities:

### **A special Learning Community for ESL Grammar III Students.**

Students enrolling in CRN 36711 ESL 803AA, Grammar III are encouraged to enroll also in CRN 38621 Bus. 472AB Introduction to Word and CRN 38941 Bus. 474AB Intermediate Word. These two business classes are specially designed for students at the ESL Grammar III level. The ESL and Business instructors will coordinate instruction and classroom learning activities and conduct the classes as

a Learning Community. These three courses, ESL 803 and BUS 472 and 474, will teach students skills for the workplace and for further academic work.

### **Making It New: Art and Literature of The Moderns**

Beauty and anxiety confronted one another dramatically in the years between the old order and the new, 1880 to 1945. In this time of crisis when the values of the past conflicted with the rush of the modern world, artists and writers found ways to confront and express the new realities. The results of their discoveries and their triumphs are a legacy still affecting us today. In art and literature, this course will follow the innovative, anguished, and imaginative paths of the pioneers of the modern world.

Two linked courses: CRN 38912 Art 680 and CRN 38911 Lit. 233, Tuesday, and Thursdays, 9:10-11:50, Building 3, Room 148. Professors Denise Erickson and Jean Mach.

## Library

<http://canadacollege.net/library>

Located in Building 6 (below the Learning Center)  
(650) 306-3485 (circulation)  
(650) 306-3480 (reference)  
(650) 638-0399 (book renewal)

Get the information skills you need to be successful at college, in the job market and throughout your life.

- ◆ Learn research tips from helpful staff members
- ◆ Access the Internet and reference databases
- ◆ Borrow instructors' reserve items and textbooks
- ◆ Locate books, articles in magazines, newspapers, and videos
- ◆ Study individually or in a small group
- ◆ Use free word-processing PC's
- ◆ Use your public library card
- ◆ Return your public library books to bookdrop near Cañada Bookstore.

## MESA

Building 5, Room 105  
Judy Liteky: (650) 306-3109

Have you been thinking about a career using math, science, computers, or engineering? MESA, The Math, Engineering and Science Achievement program, is the group for you!

Through **MESA Field Trips** you can meet other students with similar interests

By attending **MESA workshops** you will step onto a path of academic success in the core science and math classes.

**MESA counselors** will help you plan your schedule of classes.

With a **Cañada-MESA mentor** you will have time to discuss your goals and find ways to achieve them.

When summer comes you'll learn about science **internships**.

When it's time to **transfer**, a MESA class will assist you.

Join MESA by calling Judy Liteky at (650) 306-3109 or by e-mail at [liteky@smccd.net](mailto:liteky@smccd.net). Read about MESA events on the MESA bulletin board in Building 5, Room 105. Start making MESA friends by coming to campus meetings and lunches.

## Middle College

Building 17 Room 212  
(650) 306-3120  
[www.canadacollege.edu/middlecollege](http://www.canadacollege.edu/middlecollege)  
email: [CanadaMiddleCollege@smccd.net](mailto:CanadaMiddleCollege@smccd.net)

Middle College is an exciting collaboration between Sequoia Union High School District and Cañada College. Middle College is a unique education opportunity for high school juniors and seniors. Students complete their requirements for high school graduation while taking college courses. All courses are held at Cañada College. Tuition and textbooks are free. This program offers a serious learning environment that assists students to become self-directed and responsible for their education. Through this unique program, students have the opportunity

## 12 Community Eventss

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to explore and be challenged by new options.

For further information about the Middle College program at Cañada College, please call Kathy at (650) 306-3120.

### **Student Life**

Building 5, Room 211A  
(650) 306-3364

To gain the most from college life, students are encouraged to participate in the various Cañada clubs and activities which offer many opportunities for making both social and educational contacts. Anyone interested in joining or starting a club or organization should contact the Student Life Office, Building 5, Room 211A (306-3364). Current active clubs include: International Student Club, Environmental Club, A.S.I.D. - Interior Design Club, Latin American Friendship Club, Gay and Lesbian Student Club, Cañada Science & Engineering Club, Phi Theta Kappa Honor Society, Teacher's Club, Salsaholics, and more.

### **WorkAbility III**

Building 5, Room 207  
Jess Miller, Program Director: (650) 306-3157

WorkAbility III provides a variety of career planning and placement services for students with disabilities. Services include: vocational/career assessment, disability related pre-employment counseling, job search preparation, job development, job coaching and academic counseling.

Our classes include: Introduction to WorkAbility III, Vocational Evaluation and Assessment, Steps to Employment, Job Retention Strategies and College Success and Awareness.

WorkAbility III offers flexible, individualized support for all program participants. Our mission is to assist our students in achieving their vocational goals and successfully transitioning to the workplace and long-term employment.

## **Community Events Calendar**

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### **CMSEMC: EDUCATORS CONFERENCE FOR MATH AND SCIENCE**

Saturday, March 1, 2003, 9:00 am –5:00 pm  
For more information, call Christine Joy at 650-802-5337.

### **THE CRUCIBLE, BY ARTHUR MILLER**

**Cañada College Department of Theatre Arts, Directed by Linda Hoy**

March 13, 14, 15, 20, 21, 22 at 7:30 pm, March 16 and 23 at 2:00 pm  
Flex Theatre  
For more information: 650-306-3331

### **REDWOOD SYMPHONY**

Sunday, April 13, 2003, 3:00 pm  
Main Theatre  
For more information: [www.redwoodsymphony.org](http://www.redwoodsymphony.org)

### **KINDERCAMINATA**

April 25, 2003  
Kindergarten students from local school districts will visit the Cañada College campus to participate in a career fair that will open their eyes to the possibilities their futures hold

### **"CAREER CONNECTIONS" JOB FAIR 2003**

Wednesday, May 7, 2003, 10:00 am–2:00 pm  
For more information, please contact Kathy at 650-306-3447.

### **REDWOOD SYMPHONY**

#### **Family Concert—Dance Mania!**

Sunday, May 4, 2003, 2:00 pm  
Main Theatre  
For more information: [www.redwoodsymphony.org](http://www.redwoodsymphony.org)

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Contact Jess Miller at (650) 306-3157 to arrange an interview. We are located in Building 5, Room 207.

Please Note: WorkAbility students also need to be clients of the State Department of Rehabilitation. If you are not already a client we will be happy to schedule an interview with the liaison counselor for you.

## CAN Numbers

The California Articulation Number (CAN) identifies some of the transferable lower-division, introductory courses commonly taught on college campuses. The system ensures that CAN courses on one participating campus will be accepted in lieu of the comparable CAN course on another participating campus.

## Prerequisites (PREREQ), Corequisites (COREQ), and Basic Skills Advisories (RECOMMENDED)

RECOMMENDED refers to the basic skills level in reading, writing, and/or mathematics which is needed before enrolling in a course. In order to succeed in most courses, students should possess reading and writing skills at specific levels and, for some courses, mathematics. Basic skill levels are the minimum levels at which students need to perform before enrolling in the target courses. A Prerequisite (PREREQ) is a

condition of enrollment that a student is required to meet. Usually, a prerequisite is a course which must be completed successfully before enrolling in a course which follows. For example, English 100 is a course prerequisite for English 165. In order to successfully complete a course a grade of "C" or better must be earned in the designated course. A Corequisite is a course that a student is required to take concurrently with another course. For example, to take English 800, students must enroll also in Writing 802, a corequisite. Students may challenge a prerequisite and/or corequisite; contact a counselor for procedural information. **NOTE: For non-native English speakers, ENGL 400 is the equivalent of ENGL 800 for satisfying RECOMMENDED Basic Skills Advisories.**

## BSL: Open Curriculum.

Courses with this designation have no recommended basic skills advisories.

### All Evening, Week-end, Late Afternoon, and Off-campus Classes are S H A D E D.

Crse Ref. No.	Dept/ Sect.	Days	Hours	Bldg./ Room	Instructor	Units	Short Crse Dates
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## ACCOUNTING

**ACTG 121 FINANCIAL ACCOUNTING** Introduction to fundamentals of a basic accounting system including how to record business transactions, prepare financial statements, and use accounting information in accordance with generally accepted accounting standards. RECOMMENDED: Eligibility for READ 802 or 836, ENGL 800 or 836 or 400, and MATH 111. (CAN BUS 2) (CAN BUS SEQ A = ACTG 121 + 131) (CSU, UC)

30821 ACTG 121 AA MWF 11:10-12:35 17-109 Claire 5.0

### Evening and/or Weekend course(s)

34074 ACTG 121 LA Tue 6:10-9:50 17-109 Hall 4.0

**ACTG 131 MANAGERIAL ACCOUNTING** Financial information used in planning, organizing, directing, controlling, and decision-making processes. Recommended for all business major transfer students. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: ACTG 121 (4 units) or equivalent. (CAN BUS 4) (CAN BUS SEQ A = ACTG 121 + 131) (CSU, UC)

### Evening and/or Weekend course(s)

30825 ACTG 131 LA Thu 6:10-9:50 17-109 Staff 4.0

**ACTG 180 PAYROLL AND BUSINESS TAXES** Overview of payroll accounting procedures including state and federal laws and regulations. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400.

### Evening and/or Weekend course(s)

38831 ACTG 180 LA Wed 7:10-9:50 17-109 Gawad 1.5 01/22-03/12

**ACTG 194 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE SMALL BUSINESS PERSON I** Financial accounting features of QuickBooks and QuickBooks Pro. One by arrangement hour of lab is required per week. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

### Cañada College Downtown Center course(s)

38320 ACTG 194 RA Sat 8:00-5:00 DCCL1 Gawad 1.0 02/01-02/08

**ACTG 194 has a non-refundable materials charge of \$2.**

**ACTG 196 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE SMALL BUSINESS PERSON II** Introduces the complex issues encountered when setting up and maintaining a QuickBooks Pro® accounting system. One by arrangement hour of lab is required per week. RECOMMENDED: Eligibility for READ 802 or 836, ENGL 800 or 836 or 400, and MATH 110. PREREQ: ACTG 194. (CSU)

### Cañada College Downtown Center course(s)

38321 ACTG 196 RA Sat 8:00-5:00 DCCL1 Gawad 1.0 02/22-03/01

**ACTG 196 has a non-refundable materials charge of \$2.**

### All Evening, Week-end, Late Afternoon, and Off-campus Classes are S H A D E D.

Crse Ref. No.	Dept/ Sect.	Days	Hours	Bldg./ Room	Instructor	Units	Short Crse Dates
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## ANTHROPOLOGY

**ANTH 105 PEOPLES AND CULTURES OF THE WORLD** Comparative study of Eskimo, Bushman of Africa, Mountain People of New Guinea, Pygmy, Yanomamo of Brazil, and the People of Micronesia. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

30838 ANTH 105 AA TTh 11:10-12:25 17-103 Lass 3.0

**ANTH 110 CULTURAL ANTHROPOLOGY** Comparison of human behavior expressed in different cultures, religions, economies, personalities, kinships and families throughout the world. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN ANTH 4) (CSU, UC)

30839 ANTH 110 AA MWF 11:10-12:00 17-103 Gresham 3.0

**ANTH 125 PHYSICAL ANTHROPOLOGY** Overview of the history of life on earth and the evolution of different lifeforms. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN ANTH 2) (CSU, UC)

30840 ANTH 125 AA MWF 10:10-11:00 17-103 Gresham 3.0

**ANTH 350 INTRODUCTION TO ARCHAEOLOGY** Survey of four million years of human biological evolution and the archaeological study of sociocultural adaptation. ANTH 110 is recommended. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

### Telecourse:

37434 ANTH 350 TV See page 48 TV-60 Gonzales 3.0  
Orientation meeting is held at College of San Mateo.

**ANTH 360 INDIANS OF NORTH AMERICA** Overview of life-ways of North American Indian cultures in different geographical areas of North America. (Fulfills Ethnic Studies Requirement) RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

### Evening and/or Weekend course(s)

36700 ANTH 360 LA Mon 7:10-9:50 17-205 Titus 3.0

**ANTH 370 OLMEC, MAYA, AZTEC PEOPLE AND CULTURES OF MEXICO AND CENTRAL AMERICA** Comparison of Middle American civilization and cultures. (Fulfills Ethnic Studies Requirement) RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

38637 ANTH 370 AA TTh 9:45-11:00 17-103 Lass 3.0

## ARCHITECTURE

**ARCH 110 BASIC ARCHITECTURAL DRAWING** Introduction to planning and designing the family home. Architectural blueprint reading, floor plan design, sketching and instrument drawing. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400.

30846 ARCH 110 AA Tue 3:10-6:00 13-13 Wallach 3.0

### Evening and/or Weekend course(s)

30847 ARCH 110 LA Mon 6:30-9:35 13-13 Wallach 3.0

# 14 Schedule of Classes – A

## ART

### ART HISTORY

**ART 100 ART OF THE WESTERN WORLD** Traces the Western tradition in the visual arts from ancient Greece to the present day. Chronologically introducing the societies, values, and ideals that gave birth to Western Art, it explores the connection between great works and the environment that stimulated their creation. Not intended for ART majors. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

#### Telecourse:

36814 ART 100 TV See page 48 TV-60 Bernard 3.0  
Orientation meeting is held at College of San Mateo.

**ART 101 HISTORY OF ART I** Survey of prehistoric, ancient, classical and medieval art, emphasizing the structure of architecture and sculpture, and their use in society. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN ART 2) (CAN ART SEQ A = ART 101 + ART 102 + ART 103) (CSU, UC)

#### Evening and/or Weekend course(s)

30848 ART 101 LA Mon 7:05-10:10 3-148 De Camp 3.0

**ART 103 HISTORY OF ART III** Survey of western art from the 18th century to the present, with an emphasis on revolution, the avant-garde, and Impressionism. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN ART SEQ A = ART 101 + ART 102 + ART 103) (CSU, UC)

30850 ART 103 AA MW 11:10-12:25 3-148 Erickson 3.0

**ART 125 ASIAN ART FOR INTERIORS: CHINA AND KOREA** A broad survey of historic and contemporary Asian art from China and Korea. (Partially fulfills Ethnic studies requirement.) RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

35366 ART 125 AA Mon 3:10-6:15 13-17 Cornell 1.0 01/13-02/24

**ART 126 ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA** A broad survey of historic and contemporary Asian art from Japan and Southeast Asia. (Partially fulfills Ethnic studies requirement.) RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

35367 ART 126 AA Mon 3:10-6:10 13-17 Cornell 1.0 03/03-04/07

**ART 127 ASIAN ART FOR INTERIORS: JAPAN, INDIA, AND THE PHILIPPINES** A broad survey of historic and contemporary Asian art from Japan continued, India, the Philippines, and Persia. (Partially fulfills Ethnic Studies requirement.) RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

35368 ART 127 AA Mon 3:10-6:15 13-17 Cornell 1.0 04/21-05/19

**ART 680 ART AND ARCHITECTURE OF PARIS** A history of art and architecture of the beautiful city of Paris from the founding of the city to modern times. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

30869 ART 680 AA Fri 12:10-2:00 3-148 Erickson 1.0 01/17-03/16

**ART 680 MAKING IT NEW: ART AND LITERATURE OF THE MODERN WORLD** Beauty and anxiety confronted one another dramatically in the years between the old order and the new, 1880 to 1945. In this time of crisis when the values of the past conflicted with the rush of the modern world, artists and writers found ways to confront and express the new realities. The results of their discoveries and their triumphs are a legacy still affecting us today. In art and literature, this course will follow the innovative, anguished, and imaginative paths of the pioneers of the modern world. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

The course listed below is part of a two-course Learning Community. It is linked with CRN 38911, LIT. 233 AA. Students must enroll in BOTH courses.

38912 ART 680 AE TTh 9:10-10:30 3-148 Erickson 3.0

### MULTIMEDIA ART

**ART 314 INTRODUCTION TO COMPUTER GRAPHICS** This fine arts course provides an introduction to graphic design fundamentals using a computer and various software programs as the primary medium for generating and designing creative content. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

34733 ART 314 AA Wed 1:10-4:00 13-211 Mecorney 3.0

**ART 314 has a non-refundable materials charge of \$6.**

**ART 351 BASIC BLACK AND WHITE PHOTOGRAPHY** Learn valuable photographic skills directly transferable to the digital world (both digital cameras and image manipulation software such as Adobe Photoshop®). Basic understanding of a 35mm camera's controls is a prerequisite. Students will learn to develop and print their own black and white film. Students must supply their own 35mm camera, film, and paper. One by arrangement hour of lab per week is required. BSL: Open Curriculum. PREREQ: ART 356. (CAN ART 18) (CSU, UC)

#### Evening and/or Weekend course(s)

38359 ART 351 LA Wed 6:30-9:30 3-260 De Camp 3.0

**ART 361 DIGITAL VIDEO** An introduction to the world of digital desktop video, techniques of video editing and transitions utilizing desktop video software. The use of digital cameras, capturing analog, and video file formats are demonstrated. Both Macintosh and Windows environments are supported. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: ART 314. (CSU)

#### Evening and/or Weekend course(s)

38944 ART 361 WA Sat 10:00-1:15 13-211 Staff 3.0

**ART 361 has a non-refundable materials charge of \$6.**

**ART 362 DIGITAL PHOTOGRAPHY** An introduction to the theory and technology of electronic digital photography. Through projects assigned, students will explore digitizing, image correction, enhancement, and manipulation utilizing Adobe Photoshop®. Two by arrangement hours of lab per week are required. BSL: Open Curriculum. PREREQ: Basic Macintosh or Windows computer skills. (CSU, UC)

37312 ART 362 AA Thu 9:10-12:00 13-211 Mecorney 3.0

**ART 362 has a non-refundable materials charge of \$6.**

**ART 368 WEB DESIGN I** Introduction to basic WEB design principles. This class covers basic layout, time saving formats, for graphics and other web-related documents, creation of a successful graphic user interface, and navigation for basic website. The class focuses on Dreamweaver®, but also uses Photoshop®, ImageReady®, and a basic demonstration of Flash®. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: ART 314. (CSU)

38942 ART 368 AA Tue 1:10-4:00 13-211 Castillo 3.0

**ART 368 has a non-refundable materials charge of \$6.**

**ART 369 WEB DESIGN II** Advanced concepts and techniques to create visually appealing websites using graphic user interface customization, user centered design, Internet ethics, and copyright issues. This course is taught using Macromedia Dreamweaver®, Adobe Photoshop®, ImageReady®, and other software. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: ART 368. (CSU)

#### Evening and/or Weekend course(s)

38938 ART 369 AA Mon 6:30-9:30 13-211 Castillo 3.0

**ART 369 has a non-refundable materials charge of \$6.**

**ART 372 DIGITAL ILLUSTRATION** This course focuses on digital drawing techniques, layout, and design, using Adobe Illustrator®. This is a project based class using vector graphics for professional print or the Web. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: ART 314. (CSU)

38936 ART 372 AA Mon 1:10-4:20 13-211 Mecorney 3.0

**ART 372 has a non-refundable materials charge of \$6.**

**ART 376 DIGITAL IMAGING I** An introduction to the theory and technology of digital imaging. Through the use of Adobe Photoshop® students learn to enhance and manipulate digital photographs, scanned images, and create new images. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: ART 314. (CSU, UC)

38935 ART 376 AA Tue 9:10-12:00 13-211 Mecorney 3.0

**ART 376 has a non-refundable materials charge of \$6.**

**ART 377 DIGITAL IMAGING II** Further exploration of Adobe Photoshop®'s capabilities for image correction, color correction, balance, histograms, masks, and alpha channels. Student work leads to the development of a portfolio of images. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: ART 376. (CSU, UC)

38943 ART 377 AA Wed 9:10-12:00 13-211 Castillo 3.0

**ART 377 has a non-refundable materials charge of \$6.**

**ART 680 PORTFOLIO CREATION** The culminating course for those students interested in the pending certificate/Associate Degree in Multimedia. Students will develop a portfolio consisting of work accomplished to date. The résumé and portfolio may be print based, web based, or on CD following a format appropriate with the student's career/academic goals. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

38363 ART 680 AC Mon 11:10-1:00 13-211 Castillo 1.0 03/10-05/05

**ART 680 AC has a non-refundable materials charge of \$2.**

**ART 680 DIGITAL ANIMATION** Macromedia Flash® is utilized as a medium for the development of creative computer based animations. This is a project-based class in which both traditional and digital animation techniques are explored such as storyboarding and frame-by-frame animation. Other topics included in this course, deal with implementing interesting graphic user interface solutions for web design and the scripting capabilities of the software. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: Basic Macintosh or Windows skills. (CSU)

33590 ART 680 AD Thu 1:10-4:00 13-211 Castillo 3.0

**ART 680 AD has a non-refundable materials charge of \$6.**

## STUDIO ART

**ART 148 COLORS FOR INTERIORS** Basic color theories are applied to the visual control of the interior space; design principles of color composition to achieve aesthetically pleasing color solutions. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. COREQ: Concurrent enrollment in INTD 699 is required, two hours per week minimum. (CSU)

35369 ART 148 AA Wed 3:10-6:00 13-17 Cornell 3.0

**ART 201 FORM AND COMPOSITION I** A basic studio survey course, using structured drawing and painting problems focused on three-dimensional forms and space relationships, using line, mass, shape and color. BSL: Open Curriculum. (CSU, UC)

30851 ART 201 AA TTh 9:10-12:00 3-255 Egan 3.0

*Evening and/or Weekend course(s)*

38870 ART 201 LA TTh 6:30-9:20 3-255 Bogdonoff-Ginsberg 3.0

**ART 204 DRAWING I** A fundamental course in drawing using dry media, pencil, charcoal, and Conte crayon. BSL: Open Curriculum. (CAN ART 8) (CSU, UC)

30854 ART 204 AA MW 1:10-4:00 3-260 Morales 3.0

**ART 205 DRAWING II** ART 205 continues development of visual perception and technique, emphasizing direct response to visual stimuli. BSL: Open Curriculum. PREREQ: ART 204. (CSU, UC)

38393 ART 205 AA TTh 1:10-4:00 3-255 Egan 3.0

**ART 231, 232 WATERCOLOR I, II** Study of transparent and opaque watercolor techniques applied to indoor and outdoor subjects from beginning through advanced levels. In ART 232 both basic and experimental techniques are emphasized. BSL: Open Curriculum. PREREQ: ART 231 requires ART 201 or 204. ART 232 requires the previous level. (CSU, UC)

34369 ART 231 AA MW 9:10-12:00 3-260 Morales 3.0

35306 ART 232 AA MW 9:10-12:00 3-260 Morales 3.0

**ART 301 DESIGN** The fundamentals of non-objective two-dimensional organization through the use of concept (idea) as the point of departure. BSL: Open Curriculum. (CSU, UC)

33429 ART 301 AA TTh 1:10-4:00 3-260 O'Leary 3.0

**ART 680 FIGURE PAINTING** Visual source for this intermediate painting course will be the human figure. Course will utilize both drawing and painting approaches sequentially to assure the success of images. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: ART 201 or 204. (CSU)

33588 ART 680 AB Fri 9:10-3:30 3-260 Morales 3.0

## ASTRONOMY

(See Also Physics)

**ASTR 100 INTRODUCTION TO ASTRONOMY** Survey of modern astronomy; study of planets, stars and galaxies, quasars, pulsars, black holes, and the space program. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

30870 ASTR 100 AA MWF 11:10-12:00 17-205 Preston 3.0

*Evening and/or Weekend course(s)*

30871 ASTR 100 LA Wed 7:10-9:50 17-205 Digel 3.0

**ASTR 100 has a non-refundable materials charge of \$6.**

**ASTR 101 ASTRONOMY LABORATORY** Constellation identification, coordinate systems and basic astronomical measurements of planets, stars and spectra. RECOMMENDED: Eligibility for READ 802 or 836, ENGL 800 or 836 or 400, and MATH 120 or 122. PREREQ: Completion of or concurrent enrollment in ASTR 100. (CSU, UC)

*Evening and/or Weekend course(s)*

30872 ASTR 101 LA Mon 7:05-10:10 16-106 Vanajakshi 1.0

33358 ASTR 101 LB Thu 7:10-10:05 16-106 Digel 1.0

## BIOLOGICAL SCIENCES

**BIOL 100 INTRODUCTION TO THE LIFE SCIENCES** Nature of the physical and chemical aspects of life. Plant and animal interrelationships and interdependencies. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

30873 BIOL 100 AA MWF 10:10-11:00 17-209 Gray 3.0

**BIOL 103 NATIVE PLANTS AND WILDFLOWERS** Study of native ferns, trees, shrubs and wild flower of San Mateo County. Collection and identification of the flora of any region. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*

35759 BIOL 103 WA Sat 9:10-2:30 16-212 Steiner 3.0

**BIOL 110 PRINCIPLES OF BIOLOGY** Introductory course designed for the non-biological sciences major and recommended for the lab science transfer requirement. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

30874 BIOL 110 AA MWF 8:10-9:00 17-203 Gray 4.0

38368 BIOL 110 AC Tue 8:10-11:00 16-212 4.0

38368 BIOL 110 AC TTh 11:10-12:25 17-205 Staff 4.0

38368 BIOL 110 AC Thu 1:10-4:00 16-212 4.0

30877 BIOL 110 AD MWF 8:10-9:00 17-203 Gray 4.0

30877 BIOL 110 AD Thu 8:10-11:00 16-212 4.0

*Evening and/or Weekend course(s)*

30878 BIOL 110 LA MW 7:00-9:50 16-212 Welles 4.0

**BIOL 130 HUMAN BIOLOGY** Biological principles utilizing the human body as a model. Major body systems, heredity and human development. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

*Evening and/or Weekend course(s)*

30881 BIOL 130 LA Thu 7:10-9:50 17-203 Kelley 3.0

**BIOL 225 BIOLOGY OF ORGANISMS** A majors course emphasizing classification, bio-diversity, ecology, and structure and function of advanced plants and vertebrate animals. RECOMMENDED: Eligibility for READ 420 and ENGL 100. (CAN BIOL SEQ A = BIOL 225 + BIOL 230) (CSU, UC)

38348 BIOL 225 AA MWF 9:10-10:00 18-221 Welles 5.0

38348 BIOL 225 AA TTh 8:10-11:00 18-221 5.0

**BIOL 240 GENERAL MICROBIOLOGY** Molecular and biochemical characteristics of micro-organisms with emphasis on bacteria. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: CHEM 192, 210 or 410 or equivalent, and either BIOL 110 or 130 or equivalent. (CAN BIOL 14) (CSU, UC)

38829 BIOL 240 AA TTh 12:30-1:50 17-205 Gray 4.0

38829 BIOL 240 AA TTh 2:10-3:30 16-204 4.0

*Evening and/or Weekend course(s)*

30883 BIOL 240 LA TTh 6:30-9:15 16-204 Torok 4.0



# 16 Schedule of Classes – B

**BIOL 250 HUMAN ANATOMY** Structure of the human body including laboratory study and dissection of a human cadaver. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BIOL 110 or 130. (CAN BIOL 10) (CAN BIOL SEQ B = BIOL 250 + 260) (CSU, UC)

35763 BIOL 250 AA MW 12:10-3:00 18-213 Hirzel 4.0

*Evening and/or Weekend course(s)*

35766 BIOL 250 LA TTh 7:00-9:50 18-213 Chinn 4.0

**BIOL 260 INTRODUCTION TO PHYSIOLOGY** For students in allied health and other related fields. Functions of the organs and systems of the human body. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: BIOL 110 or 130 or 225 or 230 or 240 or 250, and CHEM 192 or 210 or 410 or equivalent. (CAN BIOL 12) (CAN BIOL SEQ B = BIOL 250 + 260) (CSU, UC)

35764 BIOL 260 AA TTh 8:10-12:30 18-213 Hirzel 5.0

**BIOL 310 NUTRITION** Scientific principals of nutritional requirements. Emphasis on nutrient content of foods and evaluating fact, fiction and opinions. RECOMMENDED: Eligibility for READ 802 or 836, ENGL 800 or 836 or 400, and MATH 111. (CAN FCS 2) (CSU, UC)

30884 BIOL 310 AA MWF 10:10-11:00 17-203 McGill 3.0

*Evening and/or Weekend course(s)*

30885 BIOL 310 LA Tue 6:30-9:20 17-205 McGill 3.0

## BUSINESS/OFFICE TECHNOLOGY

(See also Art, Computer Information Science and Systems and Real Estate)

### GENERAL BUSINESS

(See also MGMT 100, 215 and 235)

**BUS. 100 SURVEY OF BUSINESS** Introduction to the American business practices in the global environment including economics, ethics, entrepreneurship, organizational development, management, customer/enterprise relations, information management, accounting, securities, and financial institutions. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

*Evening and/or Weekend course(s)*

38867 BUS. 100 LA Wed 7:10-9:50 16-110 Trugman 3.0

*Telecourse:*

36815 BUS. 100 TV See page 48 TV-60 Janssen 3.0

Orientation meeting is held at College of San Mateo.

**BUS. 103 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS** Overview of business information systems including hardware, software, flow-charting, and programming in Visual Basic. Introductory units on software packages (spreadsheet, word processing, and database) used in business are included. Designed to meet the requirements of the business transfer major. Two hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN BUS 6) (CSU)

30891 BUS. 103 AA MWF 9:10-10:00 13-213 Trugman 3.0

**BUS. 103 has a non-refundable materials charge of \$6.**



**BUS. 128 CORPORATE MEETING AND EVENT PLANNING** Planning, costing, and managing corporate group meetings, conferences, and special events. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*

38618 BUS. 128 LA Wed 6:30-9:20 13-116 Finn 3.0

**BUS. 134 INTRODUCTION TO FINANCIAL PLANNING** Financial planning, concepts, terminology, and products as they relate to the current, consumer-oriented market. (CSU)

*Evening and/or Weekend course(s)*

38866 BUS. 134 LA Tue 7:10-9:50 13-114 Trugman 3.0

**BUS. 150 SMALL BUSINESS MANAGEMENT** Introduction to the methods used for starting and managing a small business. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BUS. 100 or previous business experience. (CSU)

*Telecourse:*

36816 BUS. 150 TV See page 48 TV-60 Sato 3.0

Orientation meeting is held at College of San Mateo.

**BUS. 170 SALESMANSHIP FUNDAMENTALS** Covers the role and impact of personal selling in the marketing process. Considers principles and techniques employed effectively in the direct sales process. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Telecourse:*

36817 BUS. 170 TV See page 48 TV-60 Janssen 3.0

Orientation meeting is held at College of San Mateo.

**BUS. 180 MARKETING** Overview of modern business techniques used to attract customers and clients. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Telecourse:*

36818 BUS. 180 TV See page 48 TV-60 Blake 3.0

Orientation meeting is held at College of San Mateo.

**BUS. 201 BUSINESS LAW** Introduction to the law applicable to business institutions and their operation. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN BUS 12) (CSU, UC)

30894 BUS. 201 AA MWF 11:10-12:00 13-116 Roscelli 3.0

### SMALL BUSINESS DEVELOPMENT

(See also Accounting 194 and 196)

**BUS. 395 GETTING STARTED IN BUSINESS** Designed to assist in starting a new business or growing a current business faster, in evaluating a business idea, and in organizing a business by studying important business principles developed by international business consultants. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Cañada College Downtown Center course(s)*

38721 BUS. 395 RA Tue 6:30-9:35 DCLR1 Brown 1.0 02/18-03/18

**BUS. 396 DEVELOPING A BUSINESS PLAN** Learn how to design, develop, and implement the most important tool for a successful business—the business plan. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Cañada College Downtown Center course(s)*

38723 BUS. 396 RA Tue 6:30-9:35 DCLR1 Brown 1.0 03/25-04/29

**BUS. 397 CREATING TOOLS TO CREATE A MARKETING PLAN** Learn about marketing and advertising tools, including the Internet, and get ready to start your own business. Here you will talk to entrepreneurs, identify your target customers and position your company for success. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Cañada College Downtown Center course(s)*

38722 BUS. 397 RA Tue 6:30-9:35 DCLR1 Fraser 1.0 01/14-02/11

**BUS. 398 SMALL BUSINESS RESOURCE LAB** Learn to successfully start and operate a small business from consulting sessions held at the Small Business Resource Center. Work at your own pace to evaluate your business idea, develop a business plan, marketing plan, financial plan, and much more. Open entry/open exit. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. May be repeated for credit up to 3 units. (CSU)

*Cañada College Downtown Center course(s)*

37702 BUS. 398 RA By Arr DCSBD Brown 0.5-3.0

**BUS. 398 has a non-refundable materials charge of \$2-\$6.**

**BUS. 680 PROMOTIONAL TOOLS FOR THE SMALL BUSINESS** Promote your business through cutting-edge and cost-effective CD Rom technology. You create, produce, and duplicate inexpensive full-color instructional "how to" or promotional CDs using your own photographs. Easy to distribute to your clients and customers to market your products and services. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*

35387 BUS. 680 WD Sun 12:10-4:00 13-214 Moran 1.0 03/09-03/30

## COMPUTER APPLICATIONS/OFFICE TECHNOLOGY

Note: Bring two 3 1/2" HD diskettes on the first class meeting.

**BUS. 415 BEGINNING COMPUTER KEYBOARDING** Keyboarding techniques using the alphabetic and numeric keys on the computer. Two hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

35283	BUS. 415 AA	TTh	8:10-9:25	13-217	Finn	1.5	01/14-03/06
38408	BUS. 415 AC	Fri	11:10-2:00	13-217	Thiele	1.5	01/17-03/14
38800	BUS. 415 AD	TTh	8:10-9:25	13-217	Finn	1.5	03/11-05/08
<i>Evening and/or Weekend course(s)</i>							
35312	BUS. 415 LA	Wed	6:30-9:30	13-217	Berta	1.5	01/15-03/05
<i>Cañada College Downtown Center course(s)</i>							
35307	BUS. 415 RA	MTTh	6:30-9:30	DCCL1	Jung	1.5	01/13-01/30

**BUS. 415 has a non-refundable materials charge of \$4.**

**BUS. 416 PROCEDURES FOR WORKING IN AN OFFICE** Covers office skills in an automated/electronic office, time and stress management, office ethics and environment, career planning, records management, telephone techniques, and composing and transcribing letters. Spring semester only. Two hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

<i>Evening and/or Weekend course(s)</i>							
37664	BUS. 416 LA	Mon	6:30-9:35	13-217	Finn	3.0	

**BUS. 416 has a non-refundable materials charge of \$6.**

**BUS. 417 SKILL BUILDING** Individualized, self-paced instruction to improve accuracy and develop keyboarding (typing) speed. May be repeated for credit up to 3 units. Two hours of lab per week are required per 1.5 units. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BUS. 415. (CSU)

35294	BUS. 417 AA	TTh	8:10-9:25	13-217	Finn	3.0	
38620	BUS. 417 AC	Fri	11:10-2:00	13-217	Thiele	1.5	01/17-03/14
<i>Evening and/or Weekend course(s)</i>							
35315	BUS. 417 LA	Wed	6:30-9:30	13-217	Berta	1.5	01/15-03/05
<i>Cañada College Downtown Center course(s)</i>							
35308	BUS. 417 RA	MTTh	6:30-9:30	DCCL1	Jung	1.5	01/13-01/30

**BUS. 417 has a non-refundable materials charge of \$4-\$6.**

**BUS. 430 COMPUTER APPLICATIONS, PART I** Introduction to the use of personal computers including the basic features of Windows, word processing, and presentation graphics using Microsoft Office. BUS. 415 is recommended. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

30929	BUS. 430 AA	MWF	9:10-10:00	13-217	Thiele	1.5	01/13-03/14
30930	BUS. 430 AB	MWF	10:10-11:00	13-217	Staff	1.5	01/13-03/14
38369	BUS. 430 AC	Thu	1:10-4:00	13-213	Finn	1.5	01/16-03/06
38821	BUS. 430 AD	TTh	9:45-11:00	13-217	Finn	1.5	01/14-03/06
<i>Evening and/or Weekend course(s)</i>							
36730	BUS. 430 LA	Wed	6:30-9:30	13-217	Berta	1.5	03/12-05/07
30935	BUS. 430 WA	Sat	8:30-1:30	13-217	Ladwig	1.5	01/25-03/01
<i>Cañada College Downtown Center course(s)</i>							
34754	BUS. 430 RA	TTh	6:30-9:30	DCCL1	Jung	1.5	03/04-03/27

**BUS. 430 has a non-refundable materials charge of \$4.**

**BUS. 431 COMPUTER APPLICATIONS, PART II** Includes the basic features of spreadsheets, database applications, and methods of integration using Microsoft Office. BUS. 430 is recommended. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

30936	BUS. 431 AA	MWF	9:10-10:00	13-217	Thiele	1.5	03/17-05/16
38280	BUS. 431 AB	MWF	10:10-11:00	13-217	Staff	1.5	03/17-05/16
38370	BUS. 431 AC	Thu	1:10-4:00	13-213	Finn	1.5	03/13-05/08
38822	BUS. 431 AD	TTh	9:45-11:00	13-217	Finn	1.5	03/11-05/08
<i>Evening and/or Weekend course(s)</i>							
38281	BUS. 431 WA	Sat	8:30-1:30	13-217	Ladwig	1.5	03/08-04/05
<i>Cañada College Downtown Center course(s)</i>							
35309	BUS. 431 RA	TTh	6:30-9:30	DCCL1	Jung	1.5	04/01-05/01

**BUS. 431 has a non-refundable materials charge of \$4.**

**BUS. 436 DATABASE MANAGEMENT** Use Microsoft Access to build databases to establish data entry screens and produce business reports. Two hours of lab per week are required. Open entry/open exit. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

<i>Cañada College Downtown Center course(s)</i>							
37302	BUS. 436 RA	Mon	6:30-9:35	DCCL2	Myoraku	3.0	

**BUS. 436 has a non-refundable materials charge of \$6.**

**BUS. 439 MANAGING BUSINESS DOCUMENTS** Students learn to create, format, and manage professional-looking business documents using a word processing program. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BUS. 415. (CSU)

38622	BUS. 439 AA	TTh	8:10-9:25	13-217	Finn	1.5	03/11-05/08
38623	BUS. 439 AC	Fri	11:10-2:00	13-217	Thiele	1.5	03/21-05/16

**BUS. 439 has a non-refundable materials charge of \$4.**

**BUS. 448 USING MICROSOFT WINDOWS XP** Windows operating system features, programs and file management. Course includes how to manage files and folders, maintain the computer, manage hardware, and customize Windows. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

34177	BUS. 448 AA	Mon	12:10-3:00	13-217	Staff	1.5	01/27-03/24
<i>Cañada College Downtown Center course(s)</i>							
34765	BUS. 448 RA	TTh	6:30-9:30	DCCL1	Jung	1.5	02/04-02/27

**BUS. 448 has a non-refundable materials charge of \$4.**

**BUS. 457 PRESENTATION SOFTWARE: POWERPOINT** Intermediate features of PowerPoint, including importing and exporting data, drawing, linking and embedding objects, and using color. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BUS. 430. (CSU)

<i>OICW/Menlo Park Center course(s)</i>							
38828	BUS. 457 MA	Fri	9:45-12:45	MPCL1	Jung	1.5	03/28-05/23

**BUS. 457 has a non-refundable materials charge of \$4.**

**BUS. 470 ADVANCED SPREADSHEETS** Creating spreadsheets with macros, graphs, databases, and database queries for advanced business applications. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BUS. 435. (CSU)

<i>Cañada College Downtown Center course(s)</i>							
38731	BUS. 470 RA	Sat	9:10-1:00	DCCL1	Abrams	1.5	04/05-05/17

**BUS. 472 INTRODUCTION TO WORD FOR WINDOWS** Basics of Word for Windows. Topics include creating, editing, printing, and formatting. Two hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

Note: A special Learning Community for ESL Grammar III Students.

Students enrolling in CRN 36711 ESL 803AA, Grammar III are encouraged to enroll also in CRN 38621 Bus. 472AB Introduction to Word and CRN 38941 Bus. 474AB Intermediate Word. These two business classes are specially designed for students at the ESL Grammar III level. The ESL and Business instructors will coordinate instruction and classroom learning activities and conduct the classes as a Learning Community. These three courses, ESL 803 and BUS 472 and 474, will teach students skills for the workplace and for further academic work.

38621	BUS. 472 AB	WTh	12:15-1:30	13-217	Thiele	1.5	01/15-03/06
<i>Cañada College Downtown Center course(s)</i>							
35910	BUS. 472 RA	MW	6:30-9:30	DCCL1	Jung	1.5	02/03-03/03

**BUS. 472 has a non-refundable materials charge of \$4.**

## MAKE SURE YOU ATTEND THE FIRST CLASS MEETING

Attendance at the first meeting of a class is IMPORTANT. Any student not reporting to the first class meeting may be dropped from the roll sheet.

# 18 Schedule of Classes – B

**BUS. 474 INTERMEDIATE WORD FOR WINDOWS** Intermediate features of Word for Windows. Topics include labels, merging, macros, sorting, tables, columns, and desktop publishing features. Two hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BUS. 472. (CSU)

Note: A special Learning Community for ESL Grammar III Students. Students enrolling in CRN 36711 ESL 803AA, Grammar III are encouraged to enroll also in CRN 38621 Bus. 472AB Introduction to Word and CRN 38941 Bus. 474AB Intermediate Word. These two business classes are specially designed for students at the ESL Grammar III level. The ESL and Business instructors will coordinate instruction and classroom learning activities and conduct the classes as a Learning Community. These three courses, ESL 803 and BUS 472 and 474, will teach students skills for the workplace and for further academic work.

38941	BUS. 474 AB	WTh	12:15-1:30	13-217	Thiele	1.5	03/12-05/08
<i>Cañada College Downtown Center course(s)</i>							
35914	BUS. 474 RA	MW	6:30-9:30	DCCL1	Jung	1.5	03/05-03/31

**BUS. 474 has a non-refundable materials charge of \$4.**

**BUS. 478 INTEGRATING MICROSOFT OFFICE** Students learn to integrate and share data among Microsoft Word documents, Excel spreadsheets, Access databases, and PowerPoint presentations. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BUS. 430 and 431. (CSU)

<i>Cañada College Downtown Center course(s)</i>							
38683	BUS. 478 RA	MW	6:30-9:30	DCCL1	Jung	1.5	04/02-05/05

**BUS. 478 has a non-refundable materials charge of \$4.**

**BUS. 480 USING THE INTERNET, PART I** Students will learn how the Internet works, Internet connection options available, utilization of Internet addresses, mastery of browsers available, and use basic e-mail features. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BUS. 448. (CSU)


<i>Evening and/or Weekend course(s)</i>							
38285	BUS. 480 LA	Thu	6:30-9:30	13-217	Moran	1.5	01/16-03/06

**BUS. 480 has a non-refundable materials charge of \$4.**


**BUS. 482 USING THE INTERNET, PART II** This is a continuation of BUS. 480, Using the Internet, Part I. Students will continue to learn how to assess and evaluate search tools, demonstrate competency in the use of Boolean operators and other advanced techniques. Characteristics of the hardware and software options will be covered. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BUS. 480. (CSU)

<i>Evening and/or Weekend course(s)</i>							
38288	BUS. 482 LA	Thu	6:30-9:30	13-217	Moran	1.5	03/13-05/08


**BUS. 482 has a non-refundable materials charge of \$4.**

 **BUS. 680 MAC APPLICATIONS, PART I** Introduction to the use of Macintosh computers including the basic features of the operating system, word processing, and presentation graphics. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

<i>Evening and/or Weekend course(s)</i>							
38291	BUS. 680 LA	Tue	6:30-9:30	13-214	Patane	1.5	01/14-03/04

 **BUS. 680 MAC APPLICATIONS, PART II** Students learn the basic features of spreadsheets, database applications, and methods of integration of application programs using Macintosh computers. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

<i>Evening and/or Weekend course(s)</i>							
38624	BUS. 680 LB	Tue	6:30-9:30	13-214	Patane	1.5	03/11-05/06

 **BUS. 680 ADVANCED MICROSOFT WORD** Advanced features of Word. Topics include footnotes and endnotes, forms, table of contents, macros, merging with different applications, outlines, pagination for long documents, pleadings, styles, table of authorities, tracking, Web pages, graphics, and table calculations. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

<i>Evening and/or Weekend course(s)</i>							
36742	BUS. 680 WA	Sat	8:30-2:30	13-217	Gahagen	1.0	04/12-05/03



**BUS. 680 NEW FEATURES OF MICROSOFT OFFICE XP PROFESSIONAL** Learn the new features of MS Office XP Pro (Word, Excel, Access, and PowerPoint). RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BUS. 430 and 431. (CSU)

<i>OICW/Menlo Park Center course(s)</i>							
37335	BUS. 680 MA	Fri	9:45-12:45	MPCL1	Jung	1.5	01/24-03/21

## INFORMATION TECHNOLOGY/NETWORKING

(See also COMP 311, 340, 411, and 480)

**BUS. 422 HELP DESK** Introduces the functions of Help Desk in the technical support setting. Help Desk roles and responsibilities, processes and procedures, tools and technologies, and performance measures are explored in detail. Also emphasizes the combination of technical, business, and personal skills important to Help Desk personnel. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BUS. 430. (CSU)

<i>OICW/Menlo Park Center course(s)</i>							
38641	BUS. 422 MP	MTTh	6:15-9:45	MPCL1	Szeto	1.5	03/27-04/10

**BUS. 422 has a non-refundable materials charge of \$4.**

**BUS. 425 BASIC DOS** Learn the use of internal and external DOS (Disk Operating System) commands for the computer. Two hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

<i>OICW/Menlo Park Center course(s)</i>							
36311	BUS. 425 MP	MTTh	6:15-9:45	MPCL1	Bingham	1.5	02/03-02/18

**BUS. 425 has a non-refundable materials charge of \$4.**

**BUS. 426 ADVANCED DOS** Intermediate and advanced commands of DOS including batch files, pipes and filters, menus, and hard disk management. Two hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BUS. 425. (CSU)

<i>Cañada College Downtown Center course(s)</i>							
38324	BUS. 426 RT	MTWTh	8:10-12:00	DCCL2	Sinkewitsch	1.5	04/30-05/08

**BUS. 426 has a non-refundable materials charge of \$4.**

**BUS. 430 COMPUTER APPLICATIONS, PART I** Introduction to the use of personal computers including the basic features of Windows, word processing, and presentation graphics using Microsoft Office. BUS. 415 is recommended. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

<i>OICW/Menlo Park Center course(s)</i>							
36310	BUS. 430 MP	MTTh	6:15-9:45	MPCL1	Andrews	1.5	03/11-03/25

**BUS. 430 has a non-refundable materials charge of \$4.**

**BUS. 435 SPREADSHEETS** Students use Excel to plan and build worksheets using formulas and functions to solve business problems. Two hours of lab per week are required. Open entry/open exit. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

<i>Cañada College Downtown Center course(s)</i>							
38325	BUS. 435 RT	MTWTh	8:10-12:00	DCCL2	Serafin	2.0	02/24-03/06

**BUS. 435 has a non-refundable materials charge of \$2-\$6.**

**BUS. 436 DATABASE MANAGEMENT** Use Microsoft Access to build databases to establish data entry screens and produce business reports. Two hours of lab per week are required. Open entry/open exit. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

<i>Cañada College Downtown Center course(s)</i>							
38326	BUS. 436 RT	MTWTh	8:10-12:00	DCCL2	Myoraku	2.0	04/09-04/29

**BUS. 436 has a non-refundable materials charge of \$4.**

**BUS. 447 OVERVIEW OF ELECTRONIC COMPONENTS AND SAFETY ISSUES** Students are introduced to general workmanship standards, workplace safety, and hazard awareness of working with personal computers. Included is an overview of electronic component functionality, Printed Circuit Board technology (PCB) evolution, and Electrostatic Discharge (ESD) on computer hardware. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

<i>OICW/Menlo Park Center course(s)</i>							
38349	BUS. 447 MP	MTTh	6:15-9:45	MPCL1	Szeto	1.5	02/20-03/06

**BUS. 447 has a non-refundable materials charge of \$4.**

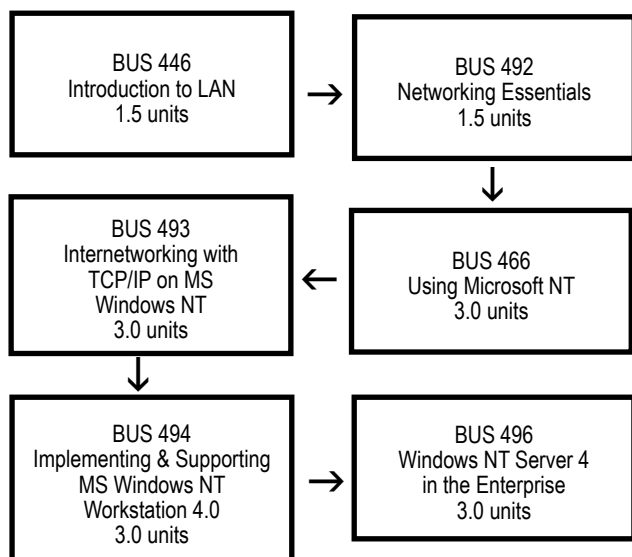
## Information Technology Specialist

### Required Core Courses for both the Hardware/Software Support Specialist and the Network Specialist Certificate and Associate of Science Degree

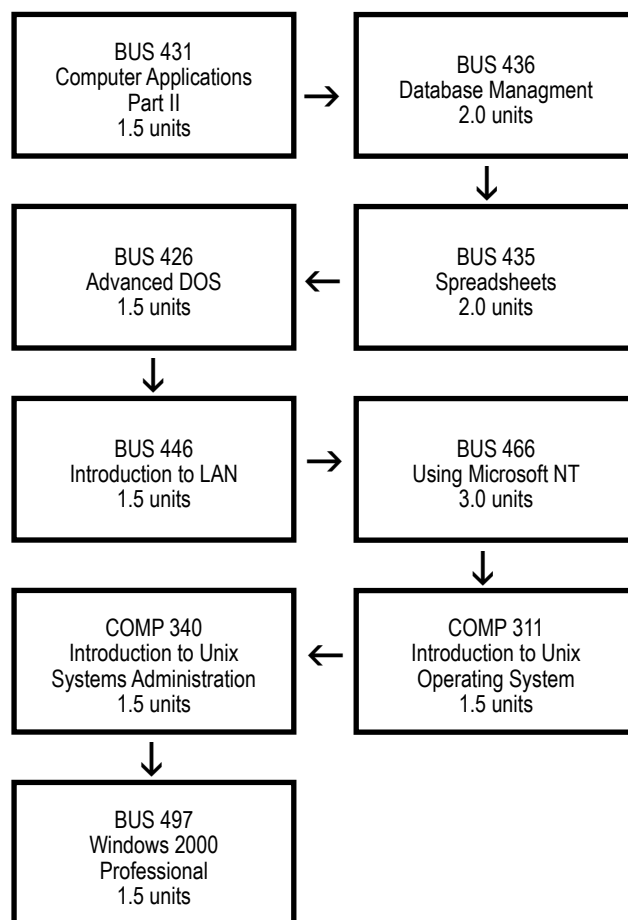
BUS 448 Using Microsoft Windows 1.5 units	BUS 430 Computer Applications I 1.5 units	BUS 425 Basic DOS 1.5 units	BUS 447 Overview of Electronic Components & Safety Issues 1.5 units	BUS 450 PC Maintenance & System Upgrades 3.0 units
BUS 451 Advanced PC Maintenance & System Upgrades 3.0 units	BUS 422 Help Desk 1.5 units	COOP 670 or 672 Work Experience 1.0 units	BUS 453 IT Troubleshooting Resources 1.5 units	BUS 479 Internet for Technicians 1.0 units

In addition to the Required Core Courses above, students must complete all courses listed under the specialty chosen. Courses may be taken concurrently. For further information regarding these programs, call Romy at (650) 306-3211 or Carolyn at (650) 306-3213.

#### Option 1: Network Specialist



#### Option 2: Hardware/Software



#### Requirements for Certificate Programs

- \*Grade of C or better in all required core courses of the certificate,
- \*Overall grade point average of at least 2.0 in all certificate courses (required core + electives),
- \*Demonstrated English proficiency by placement exam or completion of ENGL 800 and READ 802 with a grade of C or better, and
- \*Computer Literacy requirement.
- \*Fifty percent (50%) of the "major" required courses must be completed by attending Cañada College. Equivalent lower division courses completed at other accredited institutions and verified by Cañada College may be applied towards the certificate.

Also refer to the Cañada College catalog for specific unit requirements for Certificate and Associate of Science Degree.

## 20 Schedule of Classes – B

**BUS. 448 USING MICROSOFT WINDOWS XP** Windows operating system features, programs and file management. Course includes how to manage files and folders, maintain the computer, manage hardware, and customize Windows. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*OICW/Menlo Park Center course(s)*  
36309 BUS. 448 MP MTTh 6:15-9:45 MPCL1 Szeto 1.5 01/13-01/28

**BUS. 448 has a non-refundable materials charge of \$4.**

**BUS. 450 PERSONAL COMPUTER MAINTENANCE AND SYSTEM UPGRADES** Evaluate hardware, software, error codes, replacement of boards, optimization of hard disks, and problem-solving skills for hardware and software. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*OICW/Menlo Park Center course(s)*  
38350 BUS. 450 MP MTTh 6:15-9:45 MPCL1 Lewis 3.0 04/21-05/20

**BUS. 450 has a non-refundable materials charge of \$6.**

**BUS. 492 NETWORKING ESSENTIALS** Essentials of networking using common network devices and their association with Microsoft Windows NT operating system. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*  
37673 BUS. 492 LA Mon 6:30-9:30 13-213 Bingham 1.5 03/03-04/28

**BUS. 492 has a non-refundable materials charge of \$4.**

**BUS. 493 INTERNETWORKING WITH TCP/IP ON MICROSOFT WITH MICROSOFT WINDOWS 4.0** Students learn the capabilities of TCP/IP using Windows NT to include installation, utilities, addressing, bridging, routing, domains, and thorough coverage of TCP/IP architecture and implementation. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BUS. 492. (CSU)

*Evening and/or Weekend course(s)*  
37674 BUS. 493 LA Wed 6:30-9:20 13-213 Sinkewitsch 3.0

**BUS. 497 WINDOWS 2000 PROFESSIONAL** Install, configure, and administer Microsoft Windows 2000 Professional and prepare for Microsoft 70-210 examination. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BUS. 448 and 492. (CSU)

*Cañada College Downtown Center course(s)*  
38825 BUS. 497 RT MTWTh 8:10-12:00 DCCL2 Andrews 1.5 01/14-01/23

**BUS. 498 WINDOWS 2000 SERVER** Implement, configure and support a Windows 2000 server as domain controller in a Microsoft enterprise network environment. Prepares students for the 70-215 Microsoft examination. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: BUS. 497. (CSU)

*Cañada College Downtown Center course(s)*  
38635 BUS. 498 RT MTWTh 8:10-12:00 DCCL2 Andrews 3.0 01/28-02/19

**BUS. 680 SOLARIS OPERATING SYSTEM I** An introduction to Sun Microsystems Solaris Operating environment. Taught in conjunction with the Sun Academic Initiative. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*  
38862 BUS. 680 LD Tue 6:30-9:30 13-213 Sinkewitsch 1.5 01/14-03/04

**BUS. 680 SOLARIS OPERATING SYSTEM II** A continuation of topics introduced in Solaris Operating System I. Taught in conjunction with the Sun Academic Initiative. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*  
38863 BUS. 680 LE Tue 6:30-9:30 13-213 Sinkewitsch 1.5 03/11-05/06

**BUS. 680 WINDOWS ACTIVE DIRECTORY** This course will introduce students to Microsoft Windows 2000 Active Directory and will prepare students to plan, configure, and administer your Active Directory infrastructure. This course prepares students for Microsoft 70-217 exam. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*  
34183 BUS. 680 WB Sat 10:10-4:00 13-213 Guadamuz 3.0 03/22-05/17

**BUS. 680 SUPPORTING WINDOWS XP PROFESSIONAL** Students will learn how to implement and support Microsoft Windows XP Professional in both stand-alone and network environments through in-depth, hands-on training. Topics include planning, implementation, management, and support of Windows XP Professional. Similar in content to Microsoft Course 2272. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*  
35386 BUS. 680 WC Fri 6:10-9:00 13-213 Oldham 3.0 01/24-03/14  
Sat 9:10-1:00 13-213 01/25-03/15

### EN ESPAÑOL

Nota: Traer dos 3 ½" HD diskettes a la primera clase.

**BUS. 430 APLICACIONES DE LA COMPUTADORA, PARTE I** Introducción al uso de computadoras personales, incluye características de MS Windows, Word (procesador de textos) y Powerpoint (presentaciones con gráficas). RECOMENDACION: Eligibilidad para Lectura 802 o 836, e Ingles 800 o 836 o 400. (CSU, UC)

*Cañada College Downtown Center course(s)*  
36159 BUS. 430 RB Fri 6:30-9:30 DCCL2 Calder 1.5 01/24-03/21

**BUS. 430 tiene una cuota para materiales de \$4.**

**BUS. 431 APLICACIONES DE LA COMPUTADORA, PARTE II** Continuación de BUS. 430. Incluye características básicas de Excel (hoja de trabajo), Access (fuente de datos) y métodos de integración usando Microsoft Office. RECOMENDACION: Eligibilidad para Lectura 802 o 836, e Ingles 800 o 836 o 400. (CSU, UC)

*Cañada College Downtown Center course(s)*  
36160 BUS. 431 RB Fri 6:30-9:30 DCCL2 Calder 1.5 03/28-05/23

**BUS. 431 tiene una cuota para materiales de \$4.**

**BUS. 448 USANDO MICROSOFT WINDOWS XP** Organizar archivos y folletos; instalar software, optimizar un computador y comunicar con el mundo. Dos horas de laboratorio por semana son requeridas. RECOMENDACION: Eligibilidad para Lectura 802 o 836, e Ingles 800 o 836 o 400. REQUISITO: BUS. 431. (CSU)

*Cañada College Downtown Center course(s)*  
35884 BUS. 448 RB Sat 8:30-12:30 DCCL2 Clark-Bagheri 1.5 01/25-03/08

**BUS. 448 tiene una cuota para materiales de \$4.**

**BUS. 475 USANDO MICROSOFT OUTLOOK** Usando Outlook de Microsoft (un programa que organiza información personal) te prepara en una variedad de tareas en comunicación y organización. Por ejemplo enviar, recibir y archivar correos electrónicos a través de organizar contactos, horarios, citas, eventos y reuniones. También crea actividades diarias y delega tareas. Una hora de clase a su elección por unidad es requerido. RECOMENDACION: Eligibilidad para Lectura 802 o 836, e Ingles 800 o 836 o 400. Requisito: BUS. 430. (CSU)

*Cañada College Downtown Center course(s)*  
38644 BUS. 475 RB Sat 8:30-12:30 DCCL2 Clark-Bagheri 1.5 03/22-05/03

**BUS. 475 tiene una cuota para materiales de \$4.**

**BUS. 480 USANDO LA INTERNET, PARTE I** Aprenda a obtener información a través de los recursos que se encuentran en la Internet y a enviar correo electrónico y archivos a otras personas. También aprenda acerca de La WWW (World Wide Web), de buscadores de información, de criterios de búsqueda (como y que buscar), y el uso de E-Mail y Chats. RECOMENDACION: Eligibilidad para Lectura 802 o 836, e Ingles 800 o 836 o 400. REQUISITO: BUS. 448. (CSU)

*OICW/Menlo Park Center course(s)*  
38950 BUS. 480 MB Wed 6:30-9:30 MPCL1 Medina 1.5 01/22-03/12

**BUS. 480 tiene una cuota para materiales de \$4.**

**BUS. 482 USANDO LA INTERNET, PARTE II** Continuación de BUS. 480. Aprenda a obtener información avanzada a través de los recursos que se encuentran en la Internet: trabajos, grupos informativos, noticias, búsqueda de personas y mas. Trabaje con buscadores específicos usando su correo electrónico y otros buscadores mas avanzados. Los diferentes servicios que ofrecen los proveedores como Yahoo serán cubiertos. También aprenda a "bajar" y "subir" información en la Internet. RECOMENDACION: Eligibilidad para Lectura 802 o 836, e Ingles 800 o 836 o 400. REQUISITO: BUS. 480.

*OICW/Menlo Park Center course(s)*  
38951 BUS. 482 MB Wed 6:30-9:30 MPCL1 Medina 1.5 03/19-05/14

**BUS. 482 tiene una cuota para materiales de \$4.**

## CAREER AND PERSONAL DEVELOPMENT

**CRER 112 CAREER ADVANTAGE** Designed for those undecided about career goals or changing their career direction. Stresses the significance of clearly defined values and the development of strategies and goals for life work. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Telecourse:*  
38374 CRER 112 TV See page 48 TV-60 Harada 2.0  
Orientation meeting is held at College of San Mateo.

**CRER 137 LIFE AND CAREER PLANNING** Exploration of career and personal interests, skills, values and career alternatives. Development of job search techniques: resumes, cover letters, and interview skills. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

30986 CRER 137 AA TTh 9:45-11:00 13-213 Sammut 3.0  
*Evening and/or Weekend course(s)*  
30987 CRER 137 LA Thu 6:30-9:20 17-107 Olesen 3.0

**CRER 300 INTRODUCTION TO SCHOLARSHIPS** Students learn how to research scholarships at the local, state and national levels; how to prepare and apply for scholarships; and how to develop effective personal statements. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

33880 CRER 300 AA TTh 11:10-12:25 13-213 Sammut 1.5 01/14-03/06

**CRER 401 COLLEGE SUCCESS** Information regarding college policies, degrees, transfer requirements, programs/services and improvement in study skills. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

30990 CRER 401 AC TTh 12:10-1:00 6-12 Ramezane 1.0 01/14-03/06  
36141 CRER 401 LA TWThF 2:10-6:00 5-204 Ramezane 1.0 05/20-05/23

**CRER 430 CAREER ASSESSMENT** Designed to help individuals define career alternatives. Vocational interest, skills, and values instruments are given and results interpreted. A minimum of 24 hours of "by arrangement" testing, research, and counseling are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

36801 CRER 430 AA By Arr 5-204 Ramezane 0.5

## WORKABILITY III PROGRAM

(The following courses are designed for students in the Workability III Program. Please call 306-3258 for more information.)

**CRER 840 INTRODUCTION TO WORKABILITY III** Introductory course designed for students in the WorkAbility III program.

38293 CRER 840 AA MTWTh 8:10-10:00 5-207 Ramezane 0.5 05/05-05/08

**CRER 841 VOCATIONAL EVALUATION AND ASSESSMENT** Individualized or group career and interest assessment to help students with disabilities identify values, skills and interests in relation to career and job choices. Designed for students in the WorkAbility III program. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400.

38294 CRER 841 AA By Arr 5-207 Ramezane 1.0

**CRER 845 STEPS TO EMPLOYMENT** Introduces students to exploration of employment; steps for job placement; recognition of skills, interest and goals. Students learn how to complete an application and develop a resume, practice interview skills and enhance personal presentation. 1.5 to 6 by arrangement hours of lab per week are required. May be repeated for credit up to 2 units. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400.

38295 CRER 845 AA By Arr 5-207 Ramezane 0.5-2.0

**CRER 846 JOB RETENTION STRATEGIES** Individualized assistance with conflict resolution and time management; encourages assertive and responsible behavior on and off the job; learn techniques and exercises for retention of employment. Designed for students who are gainfully employed. 1.5 to 6 by arrangement hours of lab per week are required. May be repeated for credit up to 2 units.

38296 CRER 846 AA By Arr 5-207 Ramezane 0.5-2.0

## CHEMISTRY

**CHEM 100 SURVEY OF CHEMISTRY** General survey course of the chemical concepts designed for non-science majors. Not open to students who have had or are taking CHEM 210. MATH 110 is recommended. (CSU, UC)

*Telecourse:*  
36819 CHEM 100 TV See page 48 TV-60 DeGregorio 3.0  
Orientation meeting is held at College of San Mateo.

**CHEM 192 ELEMENTARY CHEMISTRY** Introduction to theories, laws, concepts and language of chemistry. Prepares students for CHEM 210. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 110 or equivalent. (CSU, UC)

30956 CHEM 192 AA TTh 11:10-12:25 17-203 Pattanayak 4.0  
Thu 8:10-11:00 18-311

**CHEM 210 GENERAL CHEMISTRY I** Principles and theories of chemical processes including stoichiometry, atomic and molecular theory, bonding, molecular geometry, states of matter, gas laws, thermochemistry and solutions. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: CHEM 192 or equivalent, and MATH 120 or equivalent. (CAN CHEM 2) (CAN CHEM SEQ A = CHEM 210 + 220) (CSU, UC)

30957 CHEM 210 AA MWF 11:10-12:00 17-209 Medina 5.0  
TTh 11:10-2:00 18-305

**CHEM 220 GENERAL CHEMISTRY II** Continuation of CHEM 210. Topics include ionic equilibria, oxidation-reduction, kinetics, thermo-dynamics, electrochemistry, coordination chemistry, qualitative analysis, descriptive chemistry and nuclear chemistry. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: CHEM 210 or 224. (CAN CHEM 4) (CAN CHEM SEQ A = CHEM 210 + 220) (CSU, UC)

30958 CHEM 220 AA MWF 9:10-10:00 17-209 Medina 5.0  
TTh 8:10-11:00 18-305

## COMPUTER INFORMATION SCIENCE AND SYSTEMS

(See also Art, Engineering, and Business/Office Technology)

**CIS 118, 119 INTRODUCTION TO OBJECT ORIENTED PROGRAM DESIGN, OPEN COMPUTER LAB I** Introduction to object-oriented computer programming for computer science majors (CSO) and computer professionals. Topics include computer hardware and operating systems, problem solving techniques, object-oriented program design, program coding, testing and implementation, documentation; issues and techniques. Students explore algorithm development, data types, flow of control, classes, objects, and event-driven programming. May be repeated once for credit. RECOMMENDED: Eligibility for READ 420, ENGL 100, and MATH 110. COREQ: Concurrent enrollment in CIS 119, Open Computer Lab. (CSU, UC)

38206 CIS 118 AA TTh 9:45-11:00 17-209 Anderson 3.0  
38207 CIS 119 AA By Arr 5-105 Anderson 1.0

**CIS 118 has a non-refundable materials charge of \$6.**

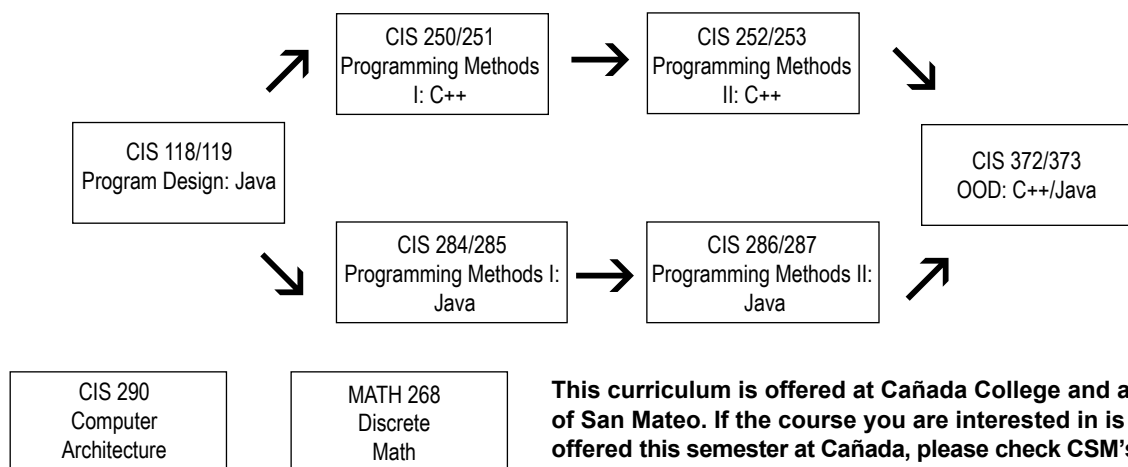
**CIS 250, 251 PROGRAMMING METHODS I: C++, OPEN COMPUTER LAB I: C++** Introduction to computer science and software engineering for majors and computer professionals. A systematic approach to the design, implementation, and management of robust C++ computer programs. Course emphasizes object-oriented design, programming documentation, testing and debugging techniques, and computer ethics. Conforms to the ACM CS1 standards. RECOMMENDED: Eligibility for READ 420, ENGL 100, and MATH 120 or 122. PREREQ: COMP 103 or CIS 118/119 or equivalent. COREQ: Concurrent enrollment in CIS 251, Open Computer Lab I. (CSU, UC)

37790 CIS 250 AA TTh 11:10-12:25 17-209 Anderson 3.0  
37791 CIS 251 AA By Arr 5-105 Anderson 1.0

**CIS 250 AA has a non-refundable materials charge of \$6.**

## 22 Schedule of Classes – C

### Computer Science Curriculum for Majors and Professional Programmers



**This curriculum is offered at Cañada College and at College of San Mateo. If the course you are interested in is not offered this semester at Cañada, please check CSM's class schedule.**

**CIS 284, 285 PROGRAMMING METHODS I: JAVA, OPEN COMPUTER LAB I: JAVA** Introduction to computer science and software engineering for computer science majors (CS1) and computer professionals. A systematic approach to the design, construction, and management of computer programs, emphasizing object-oriented design and programming documentation, testing and debugging techniques. Course includes introduction to basic data structures and computer ethics. RECOMMENDED: Eligibility for READ 420, and ENGL 100. PREREQ: CIS 118/119 or equivalent, and MATH 120 or equivalent. COREQ: concurrent enrollment in CIS 285, Open Computer Lab I: Java. (CSU, UC)

Evening and/or Weekend course(s)						
38932	CIS 284 LA	Tue	7:05-10:00	17-207	Iverson	3.0
38933	CIS 285 LA	Thu	7:05-10:00	17-207	Iverson	1.0

**CIS 284 has a non-refundable materials charge of \$6.**

**COMP 236 JAVA PROGRAMMING LANGUAGE** Java's expressions and data structures, objects and classes, inheritance, graphics, programming, applets, exceptions, I/O, multi-threading and networking. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: CIS 250/251 or 252/253, or COMP 190, 231 or 235. (CSU, UC)

Evening and/or Weekend course(s)						
35762	COMP 236 LA	Wed	7:10-9:50	17-209	Iverson	3.0

**COMP 311 INTRODUCTION TO THE UNIX OPERATING SYSTEM** Introduction to the UNIX operating system including the UNIX system architecture, file system, UNIX shell, job control, and an introduction to shell scripting. RECOMMENDED: Eligibility for READ 420, ENGL 100, and MATH 120 or 122. PREREQ: BUS. 103 or COMP 103 or CIS 118. (CSU, UC)

Evening and/or Weekend course(s)						
38629	COMP 311 LA	Thu	6:30-9:30	13-213	Sinkewitsch	1.5 01/16-03/06
Cañada College Downtown Center course(s)						
38367	COMP 311 RT	MTWTh	8:10-1:00	DCCL1	Sinkewitsch	1.5 03/10-03/20

**COMP 311 has a non-refundable materials charge of \$4.**

**COMP 330 INTRODUCTION TO PERL** A fundamental building block for interactive World Wide Web pages, this course focuses on Perl's unique data types, flow of control, pattern matching and the application of these specialized features. By completion of the course students should be able to write both Perl programs and World Wide Web CGI scripts that take advantage of all the basic features of the language. Knowledge of UNIX shell scripting is desirable. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: COMP 190, 231, 235, or 236 or equivalent knowledge of C, C++, Visual Basic, or Java programming languages. (CSU, UC)

Evening and/or Weekend course(s)						
37284	COMP 330 LA	Thu	7:10-9:50	16-110	Lane	1.0 01/16-03/13

**COMP 330 has a non-refundable materials charge of \$2.**

**COMP 331 INTERMEDIATE PERL** An important programming language in the Bio-tech industry, this course focuses on Perl's idioms, reference-based compound data and object-oriented programming which is the basis for most advanced Perl library modules. By completion of the course students should be able to write sophisticated object-oriented Perl programs and implement basic library modules. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: COMP 330. (CSU, UC)

Evening and/or Weekend course(s)						
37321	COMP 331 LA	Thu	7:00-9:50	16-110	Lane	1.0 03/20-05/22

**COMP 331 has a non-refundable materials charge of \$2.**

**COMP 340 INTRODUCTION TO UNIX SYSTEMS ADMINISTRATION** Introduction to UNIX system administration functions including managing user accounts, maintaining file systems, backing up, restoring and managing a UNIX system. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: Concurrent enrollment in or completion of COMP 311 or equivalent knowledge of UNIX. (CSU)

Cañada College Downtown Center course(s)						
38328	COMP 340 RT	MTWTh	8:10-1:00	DCCL1	Sinkewitsch	1.5 03/26-04/08
On-Line course:						
37324	COMP 340 OL	By Arr			On-line Sinkewitsch	1.5 03/01-04/26
Mandatory Orientation Meeting: Sat., 03/01, 2:30-4:30 pm, Bldg. 16, Room 110.						

**COMP 350 INTRODUCTION TO DATABASES AND SQL** Detailed introduction to structured query language (SQL) intended for application programmers and end users of relational databases. Includes creating tables and views, using outer joins, finding information from the catalog, using subqueries, and validating data using referential integrity. PL/SQL and the use of Oracle 7/8. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: CIS 250/251 or 252/253, or COMP 190, 231, 235 or 236, or equivalent knowledge of C, C++, Visual Basic or Java programming languages. (CSU)

Evening and/or Weekend course(s)						
37282	COMP 350 WA	Sat	9:00-12:20	17-207	Yip	3.0

**COMP 411 INTERMEDIATE UNIX** Continuation of COMP 311. Topics include features of UNIX shells, job control, and uses of UNIX utilities. RECOMMENDED: Eligibility for READ 420, ENGL 100, and MATH 120 or 122. PREREQ: COMP 311. (CSU, UC)

Evening and/or Weekend course(s)						
38630	COMP 411 LA	Thu	6:30-9:30	13-213	Sinkewitsch	1.5 03/13-05/08

**COMP 480 PERSONAL UNIX SYSTEMS** Learn how to install Linux on your home computer. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

Evening and/or Weekend course(s)						
36695	COMP 480 WA	Fri	6:30-9:30	16-110	Sinkewitsch	0.5 02/21-03/07

## COOPERATIVE EDUCATION

**COOP 670 COOPERATIVE EDUCATION/WORK EXPERIENCE** Employed students or students on volunteer assignments can earn 1-4 units per semester for jobs/assignments related to their major or occupational goals. Call 306-3367 for more information. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. **PREREQ:** Enrollment in 7 units including Cooperative Education/Work Experience and a job or volunteer work site. (CSU)

COOP 670 is a full-semester course. Course orientation dates are listed below and attendance at one meeting is obligatory. Attend ONE of the orientations for the section in which you are registered.

30979	COOP 670 AA	Mon	1:10-2:00	13-116	Nicholls	4.0	01/13, 27, 02/03
30980	COOP 670 AB	Thu	1:10-2:00	13-116	Staff	4.0	01/16, 23, 30
30983	COOP 670 LA	Mon	5:30-6:20	13-116	Staff	4.0	01/13, 27, 02/03
30984	COOP 670 LB	Wed	5:30-6:20	13-116	Nicholls	4.0	01/15, 22, 29
34119	COOP 670 WA	Sat	9:10-10:00	13-17	Nicholls	4.0	01/25, 02/01, 08

**COOP 672 COOPERATIVE EDUCATION: INTERNSHIP** Students may enroll in a volunteer, cooperative internship to apply skills learned from classroom instruction at a supervised work site. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. **PREREQ:** Enrollment in 7 units, including Cooperative Education and a minimum of 12 completed units in the occupational discipline. (CSU)

COOP 672 is a short-semester course. Course orientation dates are listed below and attendance is obligatory. Attend ONE of the orientations for the section in which you are registered.

<i>Cañada College Downtown Center course(s)</i>							
38962	COOP 672 RP	Wed	1:10-3:00	DCCL2	Staff	3.0	04/30

## DEVELOPMENTAL LEARNING SKILLS

(See also courses under Adaptive Physical Education)

The Disability Resource Center offers services to eligible students with disabilities; these services may include test taking accommodation, notetakers, pre-registration advising, disabled student parking, readers, scribes, Recording for the Blind book ordering and learning disability referrals and intakes. The Center is designed to provide individual assistance to students with disabilities; this includes appropriate academic accommodations.

Developmental Learning skills classes are designed for students interested in determining their unique learning profile and the characteristics of learning disabilities. DSKL 811 consists of an individualized series of appointments whereby a comprehensive battery of assessment tests are administered individually to students. Upon eligibility, students may receive specialized tutoring, and learn about self-advocacy skills, time-management, test taking accommodation and adaptive technology instruction as well as other services. For more information, please visit the Disability Resource Center in Bldg. 5, Room 207, or call (650) 306-3490.

**DSKL 810 DEVELOPMENTAL LEARNING SKILLS** For students with identified learning disabilities. Individual/small group instruction in perceptual, memory, conceptual, language skills, and self-advocacy skills. Open entry/Open exit. Units do not apply toward AA/AS degree. BSL: Open Curriculum. **PREREQ:** Verifiable learning disability.

31039	DSKL 810 AA	By Arr	5-105	Tillman	0.5	
31040	DSKL 810 AB	By Arr	5-105	Streifer	0.5	

**DSKL 811 SPECIFIC LEARNING SKILLS ASSESSMENT** Primarily for students in Learning Disabilities Program, assessment to determine learning styles and academic skill levels. Student develops an individual learning strategies plan. Open Entry. Units do not apply toward AA/AS degree. Students enrolling in DSKL 811 are strongly recommended to enroll concurrently in DSKL 810. BSL: Open Curriculum. **PREREQ:** Verifiable learning disability.

31038	DSKL 811 AA	Mon	1:10-3:00	5-105	Tillman	0.5	02/10-03/10
37828	DSKL 811 AB	Thu	1:10-3:00	5-105	Streifer	0.5	03/20-04/10

## DRAMA

(See Theater Arts)

## EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

(See also Literature)

ECE students will receive free textbooks and bilingual support funded by the Children and Families First Commission of San Mateo County.

Para cursos de ECE. en Español, véa el final de esta sección.

**ECE. 201 CHILD DEVELOPMENT** Overview of growth from birth to adolescence including physical, cognitive, language, emotional, and social aspects of development; a practical application of theory is emphasized. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

31083	ECE. 201 AA	TTh	9:45-11:00	13-111	Eyer	3.0
38577	ECE. 201 AB	Thu	4:10-7:00	13-111	Dilko	3.0

**ECE. 210 EARLY CHILDHOOD EDUCATION PRINCIPLES** Historical perspective, nature, and goals of early childhood education. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

<i>Evening and/or Weekend course(s)</i>							
33208	ECE. 210 LA	Mon	6:30-9:35	13-17	Dilko	3.0	

**ECE. 211 EARLY CHILDHOOD EDUCATION CURRICULUM** The development of goals and objectives to manage learning environments and their social implications for children are covered. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

38243	ECE. 211 AA	Wed	4:10-7:00	13-111	Dilko	3.0	
<i>Cañada College Downtown Center course(s)</i>							
37648	ECE. 211 RA	Mon	6:30-9:35	DCLR1	Smith	3.0	
<i>OICW/Menlo Park Center course(s)</i>							
37649	ECE. 211 MA	Tue	5:30-8:30	MPLR1	Elliott	3.0	

**ECE. 212 CHILD, FAMILY, AND COMMUNITY** Contemporary family factors influencing middle childhood, life styles, and the community; patterns of childrearing and their social, political, and economic implications. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

35275	ECE. 212 AA	TTh	11:10-12:30	13-111	Eyer	3.0	
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**ECE. 213 THE SCHOOL AGE CHILD** Relevant and responsible program planning for before and after school child care. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

<i>Evening and/or Weekend course(s)</i>							
38251	ECE. 213 LA	Thu	7:10-9:50	13-114	Blair	3.0	

**ECE. 225 INFANT/TODDLER ENVIRONMENTS** An overview of appropriate environments for infants and toddlers; includes Accreditation guidelines as established by the National Association for the Education of Young Children. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

<i>Evening and/or Weekend course(s)</i>							
38579	ECE. 225 LA	Thu	7:10-9:50	13-111	Dilko	3.0	

**ECE. 230 CREATIVE ACTIVITIES FOR THE YOUNG CHILD** Practical skills in presenting activities to young children. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

<i>Evening and/or Weekend course(s)</i>							
37154	ECE. 230 LA	Wed	7:10-9:50	13-216	Sandler	3.0	

**ECE. 240 EARLY CHILDHOOD EDUCATION ADMINISTRATION: BUSINESS/LEGAL** Overview of the business aspects of caring for children and their social, political, and economic implications. Twelve units in ECE. recommended. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

<i>Evening and/or Weekend course(s)</i>							
33212	ECE. 240 LA	Wed	7:10-9:50	13-111	Smith	3.0	



## 24 Schedule of Classes – E

**ECE. 241 EARLY CHILDHOOD EDUCATION ADMINISTRATION: HUMAN RELATIONS** Human relations aspects of early childhood education as a business and the social, political, and economic implications for care providers and parents. Twelve units in ECE recommended prior to taking this course. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

Evening and/or Weekend course(s)							
38580	ECE. 241 WA	Sat	9:00-5:00	13-111	Dilko	3.0	01/25-02/01
		Sat	9:00-5:00	13-111			02/22-03/01
		Sat	9:00-5:00	13-111			03/22-03/29

**ECE. 242 ADULT SUPERVISION IN ECE/CD CLASSROOMS** Methods and principles of supervising student teachers, assistant teachers, parents, and volunteers in early childhood education/child development classrooms. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

Evening and/or Weekend course(s)							
35911	ECE. 242 LA	Mon	7:05-10:10	13-216	Sweeney-Keplinger	2.0	01/13-04/07

**ECE. 252 TEACHING VIOLENCE INTERVENTION STRATEGIES TO CHILDREN AND FAMILIES** Overview of violence intervention strategies appropriate for paraprofessionals working with families and children who have experienced chronic violence and stress. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

Course held at PALCARE see inside back cover for address:							
38581	ECE. 252 PC	Mon	7:00-10:05	PALC	Blair	3.0	

**ECE. 264 THE LIFE CYCLE OF THE FAMILY (Also HMSV 264)** This course covers the life cycle of the family, including cultural, social perspectives, and family support resources. Eight by arrangement hours of lab are required per semester. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

Evening and/or Weekend course(s)							
37655	ECE. 264 LA	Wed	7:10-9:50	13-113	Lukas	3.0	

**ECE. 313 HEALTH AND SAFETY FOR YOUNG CHILDREN** Overview of health practices and safety regulations for licensed child care settings. Topics include infectious disease prevention, establishing safe environments for young children, emergency and disaster preparedness, and community resources. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

Evening and/or Weekend course(s)							
38250	ECE. 313 LA	Mon	7:05-10:10	13-114	Greeley	3.0	

**ECE. 331 THE TEACHING EXPERIENCE** Overview of the teaching profession and implications for educating young children. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400.

Evening and/or Weekend course(s)							
38585	ECE. 331 WA	Sat	9:00-5:00	13-116	Mannheimer	1.0	02/22-03/01

**ECE. 335 HANDLING BEHAVIOR** Learn how to handle children's behavior in a positive way. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400.

35279	ECE. 335 AA	Thu	4:10-7:00	13-116	Sandler	3.0	
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Course held at Skyline College, Bldg. 2, Room 2306:

38582	ECE. 335 SK	Mon	3:30-6:25	SKY	Sandler	3.0	
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**ECE. 350 ISSUES IN EARLY CHILDHOOD EDUCATION:**

**COMMUNICATING WITH PARENTS** The focus of this course is effective communication skills needed by child care providers when communicating with parents. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

Evening and/or Weekend course(s)							
38583	ECE. 350 LA	Mon	7:05-10:10	13-216	Sweeney-Keplinger	1.0	04/21-05/19

**THE VALUE OF PLAY** The focus of this course is the importance of play in childhood. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

Evening and/or Weekend course(s)							
31104	ECE. 350 WA	Sat	9:00-5:00	13-111	Eyer	1.0	03/08-03/15

**MENTAL DEVELOPMENT AND PROBLEM SOLVING** Examines children's problem-solving skills and mental development from four perspectives, including curriculum implications: Piaget (High/Scope); Montessori (same); Vygotsky (constructivist); and

Malaguzzi (Reggio Emilia). RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

Evening and/or Weekend course(s)							
37368	ECE. 350 WB	Sat	9:00-5:00	13-111	Blair	1.0	05/03-05/10

**ECE. 351 LANGUAGE ARTS IN EARLY CHILDHOOD** An overview of language arts programming to foster children's emerging language and literacy development. Three by arrangement hours of lab per semester are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400.

Evening and/or Weekend course(s)							
38586	ECE. 351 LA	Tue	7:10-9:50	13-216	Sandler	1.0	02/25-04/01
38587	ECE. 351 WA	Sat	9:00-5:00	13-116	Lange	1.0	03/08-03/08
		Sat	9:00-5:00	13-116			03/22-03/22

**ECE. 353 LITERACY IN EARLY CHILDHOOD** Overview of the development of literacy in young children. Three by arrangement hours of lab per semester are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400.

Evening and/or Weekend course(s)							
38588	ECE. 353 LA	Tue	7:10-9:50	13-216	Sandler	1.0	01/14-02/18

**ECE. 355 STORYTELLING IN EARLY CHILDHOOD** Presents the importance of storytelling as part of an effective literacy program for young children. Three by arrangement hours of lab per semester are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400.

Evening and/or Weekend course(s)							
38584	ECE. 355 LA	Tue	7:10-9:50	13-216	Sandler	1.0	04/08-05/20

**ECE. 366 PRACTICUM IN EARLY CHILDHOOD EDUCATION (Also HMSV 366)** Supervised Field Experience on methods and principles of teaching in early childhood classrooms. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: 12 units of ECE, approved sites only. (CSU)

Evening and/or Weekend course(s)							
37164	ECE. 366 LA	Mon	7:10-10:00	18-115	Browne	3.0	

Meeting dates are as follows: 01/13, 27, 2/10, 3/10, 4/07 and 5/05.

**ECE. 382 MALE INVOLVEMENT IN EARLY CHILDHOOD** The importance of men in children's lives is examined and barriers concerning their involvement are reviewed. (CSU)

Evening and/or Weekend course(s)							
38360	ECE. 382 WA	Sat	9:00-5:00	13-116	Proett	1.0	01/25-02/01

**ECE. 384 PRINCIPLES AND POLICIES FOR HOME-BASED CHILD CARE** The focus of this course is child care in the home and the principles involved in operating it as a small business. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

Evening and/or Weekend course(s)							
38589	ECE. 384 LA	Mon	7:05-10:10	13-111	Goines	3.0	

**ECE. 670 COOPERATIVE EDUCATION/WORK EXPERIENCE** Employed students or students on volunteer assignments can earn 1-4 units per semester for jobs/assignments related to their major or occupational goals. Call 306-3367 for more information. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: Enrollment in 7 units including Cooperative Education/Work Experience and a job or volunteer work site. (CSU)

ECE. 670 is a full-semester course. Course orientation dates are listed below and attendance at one meeting is obligatory. Attend ONE of the orientations for the section in which you are registered.

38498	ECE. 670 LA	Wed	5:30-6:20	13-216	Sandler	4.0	01/15, 22, 29
38961	ECE. 670 LB	Wed	5:30-6:20	13-116	Nicholls	4.0	01/15, 22, 29

### EN ESPAÑOL

**ECE. 210 PRINCIPIOS DE EDUCACIÓN INFANTIL** Una perspectiva histórica, origen, y metas de educación inicial son cubiertos en este curso. RECOMENDACION: Elegibilidad para Lectura 802 o 836, e Ingles 800 o 836 o 400.

Evening and/or Weekend course(s)							
38578	ECE. 210 LE	Thu	7:10-9:50	13-216	Baxter	3.0	

**ECE. 212 EL NIÑO, LA FAMILIA, Y LA COMUNIDAD** Factores familiares contemporáneos que influyen a los niños de mediana edad, estilos de vida, factores contemporáneos que influyen a la comunidad, modos de criar a los niños y sus repercusiones sociales, políticas y económicas. RECOMENDACION: Eligibilidad para Lectura 802 o 836, e Ingles 800 o 836 o 400.

Evening and/or Weekend course(s)						
38576	ECE. 212 LE	Tue	7:10-9:50	13-111	Palma	3.0

## ECONOMICS

**ECON 100 PRINCIPLES OF MACROECONOMICS** American economy and its effect on social, political, and cultural environments. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN ECON 2) (CSU, UC)

31114	ECON 100 AA	TTh	9:45-11:00	13-116	Roscelli	3.0
Evening and/or Weekend course(s)						
31115	ECON 100 LA	Mon	6:30-9:35	13-116	Roscelli	3.0

**ECON 102 PRINCIPLES OF MICROECONOMICS** Concepts of supply and demand. Pricing and output decisions under competitive, imperfectly competitive, and monopolistic markets. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN ECON 4) (CSU, UC)

31116	ECON 102 AA	MWF	10:10-11:00	13-116	Roscelli	3.0
31117	ECON 102 AB	TTh	11:10-12:25	13-116	Roscelli	3.0
Evening and/or Weekend course(s)						
31118	ECON 102 LA	Thu	7:10-9:50	13-116	Digneo	3.0

## EDUCATION

**EDUC 100 INTRODUCTION TO EDUCATION** This course integrates psychological, sociological, and philosophical foundations of education and explores career opportunities in education. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

38948	EDUC 100 AA	Wed	4:10-6:55	17-109	Waffle	3.0
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### Recommended Sequence of Classes for Engineering Majors

	Fall Semester	Spring Semester	Summer Term
<b>Year 1</b>	Math 251	Math 252	Phys 270*
	Chem 210	Phys 250	Math 270*
	Engr 210	Chem 220	
		Engr 100	
<b>Year 2</b>	Math 253	Math 275	
	Phys 260	Engr 230	
	Engr 270	Engr 260/261	
	CIS 118/119	Comp 250/251	

If students register for courses in this sequence there will be no conflicts of schedule.

\*These courses may be taken in summer of either 1st or 2nd year.

In addition to these Science/Engineering courses, students should take other General Education courses to complete the AA and/or transfer requirements.

## ENGINEERING

(See also Computer Information Science and Systems)

**ENGR 100 INTRODUCTION TO ENGINEERING** Provides students with the knowledge of the engineering profession and basic understanding of engineering processes and tools, including experimentation, data analysis, and computer and communication skills, as well as an introduction to and experience with the engineering design process. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 130. (CSU, UC)

37339	ENGR 100 AA	Mon	3:00-7:00	16-110	Enriquez	3.0
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**ENGR 230 STATICS** Plane and space force systems; equilibrium problems covering structures, machines, distributed force systems, moments of inertia and virtual work. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 251 or 254. (CAN ENGR 8) (CSU, UC)

35984	ENGR 230 AA	MW	1:45-3:00	16-106	Enriquez	3.0
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**ENGR 260, 261 CIRCUITS AND DEVICES, CIRCUITS AND DEVICES LABORATORY** Introduction to electrical and electronic circuits and devices and network theory and instruments. MATH 275 is recommended. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 252 or 242 and PHYS 260. COREQ: Concurrent enrollment in ENGR 261, Circuits and Devices Laboratory. (CAN ENGR 12) (CAN ENGR 6 = ENGR 260 + 261) (CSU, UC)

31156	ENGR 260 AA	Tue	2:10-5:00	16-106	Enriquez	3.0
31157	ENGR 261 AA	Thu	2:10-5:00	16-106	Enriquez	1.0

## ENGLISH

(See also Drama, Learning Center, Literature, Reading, Writing and English Institute)

### IMPORTANT ENROLLMENT INFORMATION

The San Mateo County Community College District has established a new procedure for enforcing the prerequisites for English 836, Writing Development and English 100, Reading and Composition. A computerized prerequisite checking system will be in place. If you have not met the prerequisite for ENGL 836 or ENGL 100 you will be blocked from enrolling in the course. If you believe you have met the prerequisite or wish to challenge the course, review the information on the College Web site ([www.canadacollege.net](http://www.canadacollege.net)) and click on "Prerequisite Information." You may also contact the Cañada College Office of Matriculation, Transfer and Articulation, phone 650 306-3310, Building 5, Room 204 for assistance.

Please note that ALL prerequisites, in addition to those for ENGL 836 and ENGL 100, will continue to be enforced as they have in the past.

A Cañada College English Placement Test or ESL Placement Test is required for enrollment in most English and English for non-native speakers (ESL) courses. The placement tests may be waived if a student has completed an appropriate prerequisite English course with a grade of „C“ or better at another accredited college in the United States and can provide transcripts indicating course completion. (See section on Assessment and Placement and Prerequisite Information.)

**ENGL 100 READING AND COMPOSITION** Freshman Composition, reading primarily non-fiction materials and writing in the argumentative and expository forms, gives students the writing and reading skills they need to succeed in college courses. PREREQ: ENGL 800 or 836 or 400 OR eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary AND READ 836 with Credit or a grade of C or better OR eligibility for 400-level Reading courses on approved college Reading Placement Test and other measures as necessary. COREQ: Concurrent enrollment in WRIT 836; for students scoring above 25 on the writing portion of the English Placement Test, this requirement may be waived. (CAN ENGL 2) (CAN ENGL SEQ A = ENGL 100 + 110) (CSU, UC)

31119	ENGL 100 AA	MWF	8:10-9:00	13-115	Staff	3.0
37813	ENGL 100 AB	TTh	8:10-9:25	13-115	Staff	3.0
31121	ENGL 100 AC	MWF	9:10-10:00	13-115	Williams	3.0
34790	ENGL 100 AD	TTh	9:45-11:00	13-115	Clay	3.0
31122	ENGL 100 AE	MWF	10:10-11:00	13-115	Palmer	3.0
31123	ENGL 100 AF	TTh	11:10-12:25	13-216	Gangel	3.0
38872	ENGL 100 AG	MWF	11:10-12:00	13-115	Clay	3.0
31125	ENGL 100 AH	MWF	12:10-1:00	13-117	Palmer	3.0
Evening and/or Weekend course(s)						
33502	ENGL 100 LA	Mon	7:05-10:10	17-105	Staff	3.0
31129	ENGL 100 LB	Tue	7:10-9:50	13-112	LeBow	3.0

## 26 Schedule of Classes – E

### SEQUENCE FOR ENGLISH, READING AND WRITING COURSES

English Course	Reading Co-requisite	Writing Co-requisite
Engl 801/826	Read 801/826	n/a
Engl 800/836 or Engl 400 *	Read 802/836	Writ 802/836 (for students in Engl 800)
Engl 100	n/a	Writ 802/836 (depending on placement score)
Engl 110 and/or Engl 165	n/a	n/a

\*Prerequisite for Engl 400 is ESL 854

**ENGL 110 COMPOSITION AND LITERATURE** Reading of fiction, poetry, and drama, and writing critical expository essays. PREREQ: ENGL 100. (CAN ENGL 4) (CAN ENGL SEQ A = ENGL 100 + 110) (CSU, UC)

31132	ENGL 110 AA	MWF	8:10-9:00	3-218	Clay	3.0
31134	ENGL 110 AB	MWF	11:10-12:00	3-218	Williams	3.0
31135	ENGL 110 AC	TTh	9:45-11:00	3-218	Gangel	3.0

*Evening and/or Weekend course(s)*

31138	ENGL 110 LA	Wed	7:10-9:50	3-254	LeBow	3.0
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**ENGL 161 CREATIVE WRITING I** The craft of writing fiction. Emphasis falls upon writing technique and critical ability. RECOMMENDED: Eligibility for ENGL 110. (CSU, UC)

*Evening and/or Weekend course(s)*

31139	ENGL 161 LA	Tue	7:10-9:50	3-227	Nagler	3.0
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**ENGL 162 CREATIVE WRITING II** An advanced course in the writing of fiction. Emphasis falls upon writing technique and critical ability. RECOMMENDED: Eligibility for ENGL 110. (CSU, UC)

*Evening and/or Weekend course(s)*

33586	ENGL 162 LA	Tue	7:10-9:50	3-227	Nagler	3.0
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**ENGL 165 ADVANCED COMPOSITION** Non-fiction writing, emphasizing critical thinking and critical reading skills. PREREQ: ENGL 100. (CSU, UC)

31140	ENGL 165 AA	MWF	9:10-10:00	3-218	Staff	3.0
34331	ENGL 165 AB	TTh	8:10-9:25	13-210	Staff	3.0
34418	ENGL 165 AC	MWF	10:10-11:00	3-218	Staff	3.0
38395	ENGL 165 AD	TTh	11:10-12:25	3-218	Palmer	3.0

*Evening and/or Weekend course(s)*

35293	ENGL 165 LA	Mon	7:05-10:10	13-117	Williams	3.0
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**ENGL 400 COMPOSITION FOR NON-NATIVE SPEAKERS** Advanced practice in writing expository essays based on the analysis of complex pieces of writing, both fiction and nonfiction, required to meet standards for entrance into ENGLISH 100. It is recommended that students enroll concurrently in READ 802. PREREQ: ESL 854 or appropriate skill level as indicated by placement test score and other measures as needed. (CSU, UC)

36833	ENGL 400 AA	Daily	10:10-11:00	3-227	Rana	5.0
37474	ENGL 400 AB	Daily	8:10-9:00	13-112	Staff	5.0

*Evening and/or Weekend course(s)*

36788	ENGL 400 LA	MW	7:10-9:20	17-107	Staff	5.0
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**ENGL 826 BASIC READING/COMPOSITION** This course teaches the requisite skills for subsequent English courses. Units do not apply toward AA/AS degree. BSL: Open Curriculum. COREQ: Concurrent enrollment in READ 826 is required.

38885	ENGL 826 AA	MWThF	8:10-9:00	13-114	Trugman	4.0
38886	ENGL 826 AB	MWThF	9:10-10:00	13-114	Staff	4.0
38887	ENGL 826 AC	MWThF	10:10-11:00	13-114	Trugman	4.0

*Evening and/or Weekend course(s)*

38888	ENGL 826 LA	TTh	7:10-9:00	5-105D	Staff	4.0
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**ENGL 836 WRITING DEVELOPMENT** Specific overall composition skills, required to meet standards for entrance into ENGL 100. PREREQ: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400 based on scores on approved Cañada College assessment instruments (placement tests with multiple measures assessment), or successful completion of ENGL 826 and READ 826, or \*successful completion of coursework at other colleges/universities equivalent to ENGL 826 and READ 826. COREQ: Concurrent enrollment in WRIT 836.

\*Use the Office of Matriculation to approve course work completed at other colleges/universities to meet the prerequisite.

38876	ENGL 836 AA	MWF	8:10-9:00	3-253	Gangel	3.0
38877	ENGL 836 AB	TTh	8:10-9:25	3-253	Gangel	3.0
38878	ENGL 836 AC	TTh	9:45-11:00	3-253	Staff	3.0
38879	ENGL 836 AD	MWF	9:10-10:00	3-253	Staff	3.0
38880	ENGL 836 AE	MWF	10:10-11:00	3-253	Williams	3.0
38882	ENGL 836 AF	MWF	11:10-12:00	3-253	Palmer	3.0
38883	ENGL 836 AG	TTh	11:10-12:25	3-253	Clay	3.0

*Evening and/or Weekend course(s)*

38884	ENGL 836 LA	Wed	7:10-9:50	5-105D	Staff	3.0
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## ENGLISH INSTITUTE - ENGLISH AS A SECOND LANGUAGE

### (INGLES COMO SEGUNDO IDIOMA)

El Instituto de Inglés es un programa intensivo para el desarrollo del idioma que provee instrucción de Inglés como segundo idioma a los estudiantes cuyo idioma no es el Inglés. El estudiante que desee inscribirse en el programa, deberá tener un conocimiento básico del Inglés equivalente a por lo menos un año de estudio previo en un programa de Inglés como: Educación Básica para adultos, instituto de idiomas, o estudios previos en el país de origen. El examen de aptitud del Instituto de Inglés es administrado antes del comienzo de cada semestre. El resultado del examen colocará al estudiante en el nivel apropiado. Para más información pueden dirigirse a la oficina del Instituto de Inglés, localizada en el edificio 13, oficina 121, o pueden llamar al (650) 306-3412 (7:30 am - 4:00 pm)

### INFORMACION IMPORTANTE PARA LA INSCRIPCION:

El Colegio de Cañada ha establecido un procedimiento nuevo para asistir a los estudiantes que se inscriben en las clases del Instituto de Inglés que son apropiadas de acuerdo a su nivel de conocimientos y del cumplimiento de los requisitos previos. Un sistema computarizado para verificar los requisitos previos estará vigente al comienzo del proceso de las inscripciones de la primavera del 2003. Se les permitirá a los estudiantes inscribirse en el nivel de cursos del Instituto de Inglés que es recomendado por el examen de aptitud ESL/Lectura y el examen correspondiente de Escritura del Colegio de Cañada. Los estudiantes pueden inscribirse en el nivel de cursos recomendado o en un nivel de cursos más bajo que el recomendado. Si los estudiantes creen que han reunido los requisitos previos establecidos o desean desafiar los requisitos previos e inscribirse en una clase más alta que la de los resultados del examen, por favor comuníquese a la Oficina del Instituto de Inglés al teléfono (650) 306-3412.

The English Institute is an intensive language development program that provides English as a Second Language instruction for students whose native language is not English. Students who wish to enroll in the program should have a knowledge of basic English equivalent to at least one year of previous study in programs such as Adult Basic Education and language schools, or previous language instruction in their native country. The ESL placement test is administered prior to the beginning of each semester in order to assess English ability for correct placement. For more information, students should contact the English Institute Office, Building 13, Room 121, or call (650) 306-3412 (7:30 am - 4:00 pm).

### IMPORTANT ENROLLMENT INFORMATION

Cañada College has established a new procedure to assist students to enroll in English Institute classes that are appropriate to their skill level and comply with prerequisite requirements. A computerized prerequisite checking system is in place beginning with the Spring 2003 enrollment process. Students are allowed to enroll in the English Institute level coursework that is recommended by the Cañada College ESL Reading Placement Test and corresponding writing sample. Students may enroll in English Institute courses at the recommended level or courses that are lower than the recommended level. If students believe they have met the stated prerequisites or wish to challenge the prerequisite skill level to enroll in a class that is higher than the test results, please contact the English Institute Office at (650) 306-3412.

# Schedule of Classes – E 27

## DAY CLASSES

The following courses are intended for students whose native language is other than English.

**ESL 800 ESL PREPARATORY LEVEL** Intensive English language study and practice in all skills (grammar, vocabulary, listening, speaking, reading, and writing) in preparation for all ESL courses; opportunity for individualized, self-paced study using multimedia, including audio, video, and computer-assisted learning. Units do not apply toward AA/AS degree. May be repeated for credit up to 12 units.

38305	ESL 800 AA	MTWTh	8:10-10:00	6-13	Schertle	8.0
38396	ESL 800 AB	MTWTh	10:10-12:00	6-13	Schertle	8.0

**ESL 800 has a non-refundable materials charge of \$2.**

**ESL 801 GRAMMAR I** Advanced beginning grammar study and practice for students whose native language is other than English. Units do not apply toward AA/AS degree. PREREQ: ESL 800, or recommendation by English Institute Placement Test.

36722	ESL 801 AA	MTWTh	11:10-12:00	13-15	Sutherland	4.0
38446	ESL 801 AB	MTWTh	11:10-12:00	6-12	Wiley	4.0

**ESL 801 has a non-refundable materials charge of \$2.**

**ESL 802 GRAMMAR II** Low-intermediate grammar study and practice. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 801, or recommendation by English Institute Placement Test.

36710	ESL 802 AA	MTWTh	11:10-12:00	2-10	Staff	4.0
38921	ESL 802 AB	MTWTh	11:10-12:00	13-114	Smith	4.0

**ESL 802 has a non-refundable materials charge of \$2.**

**ESL 803 GRAMMAR III** High-intermediate grammar study, and practice. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 802, or recommendation by English Institute Placement Test.

Note: A special Learning Community for ESL Grammar III Students.

Students enrolling in CRN 36711 ESL 803AA, Grammar III are encouraged to enroll also in CRN 38621 Bus. 472AB Introduction to Word and CRN 38941 Bus. 474AB Intermediate Word. These two business classes are specially designed for students at the ESL Grammar III level. The ESL and Business instructors will coordinate instruction and classroom learning activities and conduct the classes as a Learning Community. These three courses, ESL 803 and BUS 472 and 474, will teach students skills for the workplace and for further academic work.

36711	ESL 803 AA	MTWTh	11:10-12:00	17-107	Brodskaya	4.0
38447	ESL 803 AB	MTWTh	11:10-12:00	13-113	Womack	4.0

**ESL 803 has a non-refundable materials charge of \$2.**

**ESL 804 GRAMMAR IV** Advanced grammar study and practice. Designed to prepare students for college-entry level courses. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 803, or recommendation by English Institute Placement Test.

36712	ESL 804 AA	MTWTh	11:10-12:00	13-11	Castello	4.0
38922	ESL 804 AB	MTWTh	11:10-12:00	3-227	Aguirre	4.0

**ESL 804 has a non-refundable materials charge of \$2.**

**ESL 805 ADVANCED GRAMMAR REVIEW** Advanced practice and review of English grammar through reading and analyzing selections of fiction and non-fiction, writing in response to readings, and editing written responses for appropriate grammar and language use. Designed primarily to prepare students whose native language is other than English for ENGL 400, 800, or 801. Units do not apply toward AA/AS degree. PREREQ: ESL 804 or 854, or recommendation by the English Institute Placement Test.

38312	ESL 805 AA	TTh	11:10-12:25	3-216	Shipley	3.0
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**ESL 880 GRAMMAR MASTERY: VERB TENSES** Review and practice of the form, meaning, and use of verb tenses for students whose native language is other than English. Units do not apply toward AA/AS degree. BSL: Open Curriculum. Recommended for students in Level 3, 4, or 5.

On-Line course:

34722	ESL 880 OL	By Arr	On-line	Choi	2.0
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Mandatory Orientation Meeting: Thu., 02/06, 4:00-6:00 pm, Bldg. 13, Room 11. OR Fri., 02/07, 9:00-11:00 am, Bldg. 13, Room 11.

**ESL 811 LISTENING/SPEAKING COMMUNICATION I** Advanced beginning practice in speaking and aural comprehension in English. Units do not apply toward AA/AS degree. PREREQ: ESL 800, or recommendation by English Institute Placement Test.

37812	ESL 811 AA	MTWTh	10:10-11:00	6-12	Castello	4.0
38448	ESL 811 AB	MTWTh	10:10-11:00	17-107	Womack	4.0

**ESL 811 has a non-refundable materials charge of \$2.**

**ESL 812 LISTENING/SPEAKING COMMUNICATION II** Low-intermediate practice in speaking and aural comprehension of English. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 811, or recommendation by English Institute Placement Test.

36713	ESL 812 AA	MTWTh	10:10-11:00	2-10	Brodskaya	4.0
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**ESL 812 has a non-refundable materials charge of \$2.**

**ESL 813 LISTENING/SPEAKING COMMUNICATION III** High-intermediate practice in speaking and aural comprehension of English. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 812, or recommendation by English Institute Placement Test.

36714	ESL 813 AA	MTWTh	10:10-11:00	13-11	Choi	4.0
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**ESL 813 has a non-refundable materials charge of \$2.**

**ESL 814 LISTENING/SPEAKING COMMUNICATION IV** Advanced practice in speaking and aural comprehension of English. Designed to prepare students for college-entry level courses. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 813, or recommendation by English Institute Placement Test.

36715	ESL 814 AA	MTWTh	10:10-11:00	13-15	Smith	4.0
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**ESL 814 has a non-refundable materials charge of \$2.**

**ESL 836 ENGLISH PRONUNCIATION** Designed to train ESL students to American intonation and pronunciation. One by arrangement hour of lab per week is required. BSL: Open Curriculum. Units do not apply toward AA/AS degree.

33142	ESL 836 AA	TTh	12:10-1:00	13-113	Choi	2.0
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**ESL 837 INTERMEDIATE VOCABULARY DEVELOPMENT** Word analysis skills to expand vocabulary, as well as using strategies for understanding new words from contexts. Additional attention to analysis of word parts and to expanding vocabulary via domains and concepts. PREREQ: Eligibility for ESL level II courses. Units do not apply toward AA/AS degree. May be repeated three times for credit.

38311	ESL 837 AA	Fri	9:10-11:00	13-11	Schertle	2.0
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**ESL 851 READING AND WRITING I** Advanced beginning practice in reading and writing English. Emphases are on reading comprehension, vocabulary development, sentence and paragraph writing, grammar, and mechanics of academic English. One by arrangement hour of lab per week is required. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 800, or recommendation by English Institute Placement Test.

38364	ESL 851 AA	MTWTh	8:10-10:00	6-12	Schuh	8.0
38397	ESL 851 AB	MTWTh	8:10-10:00	16-110	Murphy	8.0

**ESL 851 has a non-refundable materials charge of \$2.**

**ESL 852 READING AND WRITING II** Intermediate practice in reading and writing English. Emphases are on reading comprehension, vocabulary development, paragraph writing, grammar and mechanics of academic English. One by arrangement hour of lab per week is required. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 851, or recommendation by English Institute Placement Test.

38306	ESL 852 AA	MTWTh	8:10-10:00	2-10	Rana	8.0
38308	ESL 852 AB	MTWTh	8:10-10:00	13-15	Ades	8.0

**ESL 852 has a non-refundable materials charge of \$2.**

**ESL 853 READING AND WRITING III** High-intermediate practice in reading and writing English. Emphasis are on reading comprehension, vocabulary development, paragraph writing, grammar and mechanics of academic English. One by arrangement hour of lab per week is required. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 852, or recommendation by English Institute Placement Test.

38307	ESL 853 AA	MTWTh	8:10-10:00	17-107	Castello	8.0
38398	ESL 853 AB	MTWTh	8:10-10:00	13-113	Boehme	8.0

**ESL 853 has a non-refundable materials charge of \$2.**

## 28 Schedule of Classes – E

### The English Institute at Cañada College Class Levels

#### DAY

<b>Prep Level</b>	
ESL 800 AA	1.0-12 units
ESL Skills Center Prep Program	
<b>Level 1</b>	
ESL 851 Reading & Writing I	8.0 units
ESL 811 Listening/Speaking Communication I	4.0
ESL 801 Grammar I	4.0
<b>Level 2</b>	
ESL 852 Reading & Writing II	8.0 units
ESL 812 Listening/Speaking Communication II	4.0
ESL 802 Grammar II	4.0
<b>Level 3</b>	
ESL 853 Reading & Writing III	8.0 units
ESL 813 Listening/Speaking Communication III	4.0
ESL 803 Grammar III	4.0
<b>Level 4</b>	
ESL 854 Reading & Writing IV	8.0 units
ESL 814 Listening/Speaking Communication IV	4.0
ESL 804 Grammar IV	4.0
<b>Certificate of Completion *</b>	
<b>Transitional Level</b>	
ESL 805 AA Adv Grammar Review	3.0 units
English 400 (Composition for Non Native Speakers) 5.0**	
Reading 802/836 Academic Reading Strategies	3.0
<b>Supporting Courses</b>	
ESL 836 AA English Pronunciation	2.0 units
ESL 837 AA Intermediate Vocabulary	2.0
ESL 880 OL/OM Grammar Mastery: Verb Tenses (on-line)	2.0

\* Certificate of completion is awarded to students who have completed all 3 classes (Grammar, Listening/Speaking and Reading & Writing) at level IV with a grade of "C" or better.

\*\* Students completing ESL 854 or 844 with a grade of "A" or "B" are recommended to take English 400. Students completing these courses with a grade of "C" are recommended to take English 801/826.

#### EVENING

<b>Prep Level</b>	
ESL 800 RV Downtown Center	0.5-6.0 units
ESL 800 LA	
ESL Skills Center Prep Program	
<b>Level 1</b>	
ESL 861 Reading I	4.0 units
ESL 841 Writing I	4.0
ESL 831 Speaking/Listening I	4.0
ESL 821 Grammar/Vocabulary I	4.0
<b>Level 2</b>	
ESL 862 Reading II	4.0 units
ESL 842 Writing II	4.0
ESL 832 Speaking/Listening II	4.0
ESL 822 Grammar/Vocabulary II	4.0
<b>Level 3</b>	
ESL 863 Reading III	4.0 units
ESL 843 Writing III	4.0
ESL 833 Speaking/Listening III	4.0
ESL 823 Grammar/Vocabulary III	4.0
<b>Level 4</b>	
ESL 864 Reading IV	4.0 units
ESL 844 Writing IV	4.0
ESL 834 Speaking/Listening IV	4.0
ESL 824 Grammar/Vocabulary IV	4.0
<b>Certificate of Completion *</b>	
<b>Transitional Level</b>	
ESL 805 LA Adv Grammar Review	3.0 units
English 400 (Composition for Non Native Speakers) 5.0**	
Reading 802/836 Academic Reading Strategies	3.0
<b>Supporting Courses</b>	
ESL 836 LA English Pronunciation	2.0 units
ESL 880 OL/OM Grammar Mastery: Verb Tenses (on-line)	2.0

\* Certificate of completion is awarded to students who have completed all 4 classes (Grammar, Listening/Speaking, Reading and Writing) at level IV with a grade of "C" or better.

\*\* Students completing ESL 854 or 844 LA with a grade of "A" or "B" are recommended to take English 400. Students completing these courses with a grade of "C" are recommended to take English 801/826.

**ESL 854 READING AND WRITING IV** Advanced practice in reading and writing English. Emphases are on reading comprehension, vocabulary development, paragraph and essay writing, grammar, and mechanics of academic English. Designed to prepare students for college-level entry courses. One by arrangement hour of lab per week is required. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 853, or recommendation by English Institute Placement Test.

38309 ESL 854 AA MTWTh 8:10-10:00 13-11 Choi 8.0  
38310 ESL 854 AB MTWTh 8:10-10:00 13-216 Siebert 8.0

**ESL 854 has a non-refundable materials charge of \$2.**

#### EVENING CLASSES

The following courses are intended for students whose native language is other than English.

**ESL 800 ESL PREPARATORY LEVEL** Intensive English language study and practice in all skills (grammar, vocabulary, listening, speaking, reading, and writing) in

preparation for all ESL courses; opportunity for individualized, self-paced study using multimedia, including audio, video, and computer-assisted learning. Units do not apply toward AA/AS degree. May be repeated for credit up to 12 units.

Evening and/or Weekend course(s)						
38406	ESL 800 LA	MW	6:30-10:00	6-13	Ruomet	8.0
38313	ESL 800 LB	MW	6:30-10:00	3-104	O'Neil-Annis	8.0

**ESL 800 has a non-refundable materials charge of \$2.**

**ESL 821 GRAMMAR/VOCABULARY I** High beginning grammar, word study, and practice. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: Recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)						
33384	ESL 821 LA	MW	6:00-7:50	13-15	Dodd	4.0
37904	ESL 821 LB	MW	6:00-7:50	13-11	Scarabelli	4.0

**ESL 821 has a non-refundable materials charge of \$2.**

# Schedule of Classes – E 29

**ESL 822 GRAMMAR/VOCABULARY II** Low-intermediate grammar, word study, and practice. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 821, or recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)					
33385	ESL 822 LA	MW	6:00-7:50	6-12	Dreste 4.0
35612	ESL 822 LB	MW	6:00-7:50	13-210	Dewolf 4.0

**ESL 822 has a non-refundable materials charge of \$2.**

**ESL 823 GRAMMAR/VOCABULARY III** Intermediate grammar, word study and practice. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 822, or recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)					
33386	ESL 823 LA	MW	6:00-7:50	13-115	Schuller 4.0
38303	ESL 823 LB	MW	6:00-7:50	17-203	McClain 4.0

**ESL 823 has a non-refundable materials charge of \$2.**

**ESL 824 GRAMMAR/VOCABULARY IV** Advanced grammar, word study, and practice. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 823, or recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)					
33387	ESL 824 LA	MW	6:00-7:50	17-207	Becker 4.0
38399	ESL 824 LB	MW	6:00-7:50	17-103	Pelletier 4.0

**ESL 824 has a non-refundable materials charge of \$2.**

**ESL 831 SPEAKING/LISTENING I** High intermediate practice in speaking and aural comprehension of English. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 800, or recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)					
33388	ESL 831 LA	MW	8:00-9:50	6-12	Dreste 4.0
37903	ESL 831 LB	MW	8:00-9:50	17-203	McClain 4.0

**ESL 831 has a non-refundable materials charge of \$2.**

**ESL 832 SPEAKING/LISTENING II** Low-intermediate practice in speaking and aural comprehension of English. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 831, or recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)					
33389	ESL 832 LA	MW	8:00-9:50	13-15	Dodd 4.0
37905	ESL 832 LB	MW	8:00-9:50	3-253	Becker 4.0

**ESL 832 has a non-refundable materials charge of \$2.**

**ESL 833 SPEAKING/LISTENING III** High-intermediate practice in speaking and aural comprehension. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 832, or recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)					
33390	ESL 833 LA	MW	8:00-9:50	13-210	Dewolf 4.0
38304	ESL 833 LB	MW	8:00-9:50	17-103	Pelletier 4.0

**ESL 833 has a non-refundable materials charge of \$2.**

**ESL 834 SPEAKING/LISTENING IV** Advanced practice in speaking and aural comprehension. Prepares ESL students for college entry courses. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 833, or recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)					
33391	ESL 834 LA	MW	8:00-9:50	13-115	Schuller 4.0
38400	ESL 834 LB	MW	8:00-9:50	13-11	Scarabelli 4.0

**ESL 834 has a non-refundable materials charge of \$2.**

**ESL 836 ENGLISH PRONUNCIATION** Designed to ear train ESL students to American intonation and pronunciation. One by arrangement hour of lab per week is required. BSL: Open Curriculum. Units do not apply toward AA/AS degree.

Evening and/or Weekend course(s)					
36841	ESL 836 LA	MW	5:00-5:50	13-115	Schuller 2.0

**ESL 841 WRITING I** High-beginning practice in writing English. Emphasis is on the grammar and mechanics of written academic English. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 800, or recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)					
33392	ESL 841 LA	TTh	8:00-9:50	13-15	Cao 4.0
38449	ESL 841 LB	TTh	8:00-9:50	3-253	Cartier 4.0

**ESL 841 has a non-refundable materials charge of \$2.**

**ESL 842 WRITING II** Low-intermediate practice in writing English. Emphasis is on the grammar and mechanics of written academic English. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 841, or recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)					
33393	ESL 842 LA	TTh	8:00-9:50	6-12	Traore 4.0
38450	ESL 842 LB	TTh	8:00-9:50	6-13	Cramer 4.0

**ESL 842 has a non-refundable materials charge of \$2.**

**ESL 843 WRITING III** High intermediate practice in writing English. Emphasis is on the grammar and mechanics of written academic English. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 842, or recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)					
33394	ESL 843 LA	TTh	8:00-9:50	13-11	Fiorentino 4.0

**ESL 843 has a non-refundable materials charge of \$2.**

**ESL 844 WRITING IV** Advanced practice in writing English. Prepares ESL students for college entry courses. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 843, or recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)					
33396	ESL 844 LA	TTh	8:00-9:50	18-221	Brooks 4.0

**ESL 844 has a non-refundable materials charge of \$2.**

**ESL 861 READING I** High beginning practice in reading of English. Emphasis is on comprehension and language development. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 800, or recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)					
33398	ESL 861 LA	TTh	6:00-7:50	6-13	Traore 4.0
38451	ESL 861 LB	TTh	6:00-7:50	13-115	Cartier 4.0

**ESL 861 has a non-refundable materials charge of \$2.**

**ESL 862 READING II** Low-intermediate practice in reading of English. Emphasis is on comprehension and vocabulary development. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 861, or recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)					
33399	ESL 862 LA	TTh	6:00-7:50	13-15	Cao 4.0
38452	ESL 862 LB	TTh	6:00-7:50	3-253	Cartier 4.0

**ESL 862 has a non-refundable materials charge of \$2.**

**ESL 863 READING III** High-intermediate practice in reading of English. Emphasis is on comprehension and vocabulary development. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 862, or recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)					
33400	ESL 863 LA	TTh	6:00-7:50	6-12	Brooks 4.0

**ESL 863 has a non-refundable materials charge of \$2.**

**ESL 864 READING IV** Advanced practice in reading of English. Prepares ESL students for college entry courses. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 863, or recommendation by English Institute Placement Test.

Evening and/or Weekend course(s)					
33402	ESL 864 LA	TTh	6:00-7:50	13-11	Fiorentino 4.0

**ESL 864 has a non-refundable materials charge of \$2.**

## 30 Schedule of Classes – E/F

### OFF-CAMPUS CLASSES

The following courses are intended for students whose native language is other than English.

**ESL 800 ESL PREPARATORY LEVEL** Intensive English language study and practice in all skills (grammar, vocabulary, listening, speaking, reading, and writing) in preparation for all ESL courses; opportunity for individualized, self-paced study using multimedia, including audio, video, and computer-assisted learning. Units do not apply toward AA/AS degree. May be repeated for credit up to 12 units.

Cañada College Downtown Center course(s)					
38314	ESL 800 RV	TTh	6:30-9:50	DCCL2 Haven	8.0

**ESL 800 has a non-refundable materials charge of \$2.**

### ETHNIC STUDIES

(See individual courses)

**ANTH 360 INDIANS OF NORTH AMERICA**

**ANTH 370 OLMEC, MAYA, AZTEC PEOPLE AND CULTURES OF MEXICO AND CENTRAL AMERICA**

**ART 125 ASIAN ART FOR INTERIORS: CHINA AND KOREA**

**ART 126 ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA**

**ART 127 ASIAN ART FOR INTERIORS: JAPAN, INDIA, AND THE PHILIPPINES**

**HIST 242 AFRICAN-AMERICAN HISTORY**

**HIST 452 FAR EASTERN CIVILIZATION AND HERITAGE II**

**LIT 252 WOMEN WRITERS: MULTICULTURAL PERSPECTIVES**  
**SOCI 141 UNDERSTANDING DIVERSE RACIAL/ETHNIC CULTURES**  
**SOSC 250 MEXICAN-AMERICAN CULTURE**  
**SPAN 162 READINGS IN SPANISH LITERATURE II**

### FASHION DESIGN

**FASH 110 BEGINNING CLOTHING CONSTRUCTION** Basic sewing techniques, sewing machine skills, and an understanding of fabrics and patterns. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. **COREQ:** Concurrent enrollment in FASH 699. (CSU)

Evening and/or Weekend course(s)					
35481	FASH 110 LA	Wed	6:30-9:20	18-205 Chaney	3.0
37888	FASH 110 LB	Thu	6:30-9:20	18-205 Wichern	3.0

**FASH 113 TEXTILES** Introduction to the study of natural and chemical fibers, yarns, weaving, finishing, and dyeing. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

38688	FASH 113 AA	Mon	3:00-6:05	18-205 McCarney	3.0
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**FASH 116 TAILORING** An overview of techniques applied to the construction of suits and coats. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. **COREQ:** Concurrent enrollment in FASH 699. (CSU)

36674	FASH 116 AA	Tue	10:10-1:00	18-205 Chaney	3.0
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## Community-Based English Tutoring

**El programa CBET provee** cursos y libros de Inglés como segundo idioma para los padres y la gente de la comunidad del distrito escolar de Redwood City quienes prometen trabajar como tutores voluntarios, ayudándoles a sus hijos o a otros niños de la comunidad, tener éxito escolar. El programa es financiado por el estado de California, por la legislación 227, y es una colaboración del distrito escolar de Redwood City y Cañada College. También se ofrece cuidado de niños gratis.

#### El Programa CBET:

- Provee cursos de Inglés para adultos para que puedan ayudarles a niños aprender el Inglés;
- Les enseña a los padres las estrategias necesarias para ayudarles a sus hijos tener éxito escolar;
- Aumenta la educación y el alfabetismo de los padres;
- Provee oportunidades de educación y entrenamiento para los padres; y
- Aumenta la participación de los padres y comunitarios en las escuelas y en la comunidad.

CBET ofrece cursos de Inglés de septiembre a diciembre y de enero a junio, y observa más o menos el calendario del distrito escolar de Redwood City. Los cursos básicos del nivel preparatorio duran aproximadamente diez y siete semanas.

**CBET ofrece cursos en** las siguientes escuelas: Fair Oaks, Garfield, Hawes, Hoover, Taft, y John Gill.

Algunos estudiantes en el programa se transfieren al Instituto de Inglés de Cañada College después de terminar 3 semestres de cursos. Sin embargo, la mayoría de ellos están en el programa para adquirir nuevas habilidades de trabajo o para poder ayudar mas a sus hijos con la tarea y la escuela.

#### Si desea mas información, llame:

Linda Martinez, Directora y Instructora, (650) 306-3388

Jose Romero, Coordinador, (650) 306-3388

**The CBET program provides** free English as a Second Language instruction and materials to the parents and community members of Redwood City School District (RCSD) who pledge to tutor a child once their English is proficient. CBET is funded by the State of California via proposition 227. Childcare is also available.

#### The CBET Program:

- Provides English language instruction to adults to enable them to help their children learn English;
- Teaches parents strategies for helping children succeed in school;
- Increases basic parent education and literacy;
- Promotes opportunities for advanced educational training;
- Increases parental involvement in the schools and their communities.

The CBET program is offered fall and spring semesters in accordance with the RCSD calendar, in order to meet the parents' scheduling needs. The preparatory level courses usually run approximately 17 weeks.

**CBET classes are offered at** the following elementary schools in Redwood City: Fair Oaks, Garfield, Hawes, Hoover, Taft, and John Gill.

Academic-bound students may transfer into the English Institute on campus after taking 3 semesters of CBET courses. However, most of the CBET students want to learn English to improve their job skills and help their children with homework and school.

#### For more information:

Program Director/Instructor, Linda Martinez (650) 306-3388

Program Services Coordinator, Jose Romero, (650) 306-3388

# Schedule of Classes – F 31

**FASH 118 FLAT PATTERN** Use of basic pattern-making theory to create garment design. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. COREQ: Concurrent enrollment in FASH 699. (CSU)

38689 FASH 118 AA Wed 10:10-1:00 18-205 Lange 3.0

**FASH 122 ADVANCED TAILORING** Advanced tailoring techniques for the construction of jackets and coats. Collars, lapels, pockets, bound buttonholes, welt pockets, sleeves and linings are covered. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: FASH 116. COREQ: Concurrent enrollment in FASH 699. (CSU)

38819 FASH 122 AA Tue 10:10-1:00 18-205 Chaney 3.0

**FASH 123 INTRODUCTION TO THE FASHION INDUSTRY** An introduction to the fashion industry that includes field trips to manufacturers, contractors, and designer studios. Field trips on Fridays. Attendance required for all six class meetings. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

## Evening and/or Weekend course(s)

34132	FASH 123 WA	FriSat	8:00-5:00	18-205	Chaney	3.0	02/21-02/22
		FriSat	8:00-5:00	18-205			03/14-03/15
		FriSat	8:00-5:00	18-205			04/04-04/05

**FASH 146 DESIGNER TECHNIQUES** An overview of designer details in ready-to-wear fashions and application of these techniques in clothing design and construction. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: FASH 110. COREQ: Concurrent enrollment in FASH 699. (CSU)

## Evening and/or Weekend course(s)

38690 FASH 146 LA Tue 6:30-9:20 18-205 Chaney 3.0

**FASH 164 FASHION ILLUSTRATION** Sketching for clothing design with emphasis on developing fashion figure proportions. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

## Evening and/or Weekend course(s)

38691 FASH 164 LA Mon 6:30-9:35 18-205 McCarney 3.0

**FASH 166 FASHION ENTREPRENEURSHIP** An overview of the fashion entrepreneurial opportunities for the apparel and sewn products industry. Initial business setup, pricing, and marketing will be covered. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

## Evening and/or Weekend course(s)

34797 FASH 166 LA Wed 6:30-9:20 13-13 Lange 3.0

**FASH 170 FRENCH PATTERN DRAFTING** Learn to measure the body and create a master pattern known as moulage. The sloper and sleeve will then be made and may be used for designing various garment styles. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

## Evening and/or Weekend course(s)

37206 FASH 170 WA SatSun 8:00-5:00 18-205 King 2.0 02/01-02/09

**FASH 171 TROUSER MOULAGE** Learn the proper measuring and drafting of a trouser sloper to fit the figure; drafting techniques used for different design details to customize a trouser design will be discussed also. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

## Evening and/or Weekend course(s)

37207 FASH 171 WA SatSun 8:00-5:00 18-205 King 1.0 03/01-03/02

**FASH 172 BUSTIER** Discover the proper patternwork and construction techniques to create a well-fitting, well-performing strapless bodice (bustier). RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: FASH 170 or equivalent. (CSU)

## Evening and/or Weekend course(s)

38692 FASH 172 WA SatSun 8:00-5:00 18-205 King 1.0 04/12-04/13

**FASH 670 COOPERATIVE EDUCATION/WORK EXPERIENCE** Employed students or students on volunteer assignments can earn 1-4 units per semester for jobs/assignments related to their major or occupational goals. Call 306-3367 for more information. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: Enrollment in 7 units including Cooperative Education/Work Experience and a job or volunteer work site. (CSU)

FASH 670 is a full-semester course. Course orientation dates are listed below and attendance at one meeting is obligatory. Attend ONE of the orientations for the section in which you are registered.

38415 FASH 670 LA Mon 5:30-6:20 13-116 Staff 4.0 01/13, 27, 02/03

**FASH 680 DESIGN & DEVELOPMENT OF HISTORIC COSTUME** This course covers the design, pattern development and construction of historic costume, from the middle ages to the beginning of the twentieth century. Students will learn how to apply the principles of modern pattern making to the historic styles of the period, including flat pattern and draping techniques. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

38696 FASH 680 AA Tue 3:10-6:00 18-205 Jackson 3.0

**FASH 680 INTRODUCTION TO THE COSTUME INDUSTRY** This course will introduce the student to theater costuming as a profession. Students will have the opportunity to visit costume shops throughout the Bay Area, learn the various jobs which are needed within a costume shop, and understand the process of designing costumes from concept to completion. Attendance required for all 3 meetings. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

38697 FASH 680 AB Fri 10:10-4:00 18-205 Jackson 1.0 02/28-03/07  
Fri 10:10-4:00 18-205 03/21-03/21

**FASH 680 FABRIC EMBELLISHMENT** Techniques for couture embellishment with novelty pipings, edge finishes, and surface design using beads, satin cords, and trims. Emphasis will be on enhancing clothing, home furnishings, and craft projects. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

## Evening and/or Weekend course(s)

35908 FASH 680 WA SatSun 8:00-5:00 18-205 King 1.0 01/25-01/26

**FASH 680 MILLINERY** Students will learn the fundamental techniques of hat design and construction including blocking and shaping straw, buckram, and fabric using traditional wooden hat blocks. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

## Evening and/or Weekend course(s)

38275	FASH 680 WB	Sat	10:10-4:00	18-205	Wichern	1.0	03/08-03/08
		Sat	10:10-4:00	18-205			03/22-03/29

**FASH 680 CLOTHING CHOICES FOR ANY BODY** A study of fashion, fabric, and pattern trends required to purchase or construct garments that complement your body and lifestyle. Figure analysis and pattern sizing will be emphasized. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

## Evening and/or Weekend course(s)

38276 FASH 680 WC Sat 9:00-5:00 18-205 Bloebaum 0.5 04/26-04/26

**FASH 699 INDEPENDENT SUPERVISED LEARNING LABORATORY: FASHION DESIGN** Supplemental instruction for completing projects in Fashion Design courses. Open entry/open exit. BSL: Same as that of concurrent course. PREREQ: Students must remain concurrently enrolled in course in which projects are assigned.

## Evening and/or Weekend course(s)

36688	FASH 699 LA	Wed	4:30-6:00	18-205	Lange	0.0
38693	FASH 699 LB	Thu	4:30-6:00	18-205	Lange	0.0

## FILM

(See also Literature 442, Film Study and Appreciation II)

**FILM 110 AMERICAN CINEMA** Familiarizes students with the American Cinema, focusing on the studio system, the star system, genres and directors. Special emphasis on film vocabulary and critical viewing. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

## Telecourse:

36820	FILM 110 TV	See page 48	TV-60	Kashani	3.0
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Orientation meeting is held at College of San Mateo.



## 32 Schedule of Classes – F/G/H

### FRENCH

**FREN 111 ELEMENTARY FRENCH I** Basic principles of beginning French, offered at a less intense pace than FREN 110. Content equal to half of FREN 110. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

31187 FREN 111 AA TTh 8:10-9:25 3-216 Wait Karski 3.0

**FREN 802 CONVERSATIONAL FRENCH II** Further drill in the formulas and idioms of daily speech supported with sufficient grammar to give flexibility in the spoken language. Units do not apply toward AA/AS degree. BSL: Open curriculum. PREREQ: FREN 801.

*Evening and/or Weekend course(s)*  
31192 FREN 802 LA Thu 7:10-9:50 3-216 Parker 2.0

**FREN 803 CONVERSATIONAL FRENCH III** More advanced drill in formulas and idioms; continued vocabulary development. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: FREN 802.

*Evening and/or Weekend course(s)*  
31193 FREN 803 LA Thu 7:10-9:50 3-216 Parker 2.0

### GEOGRAPHY

(See also Geology and Oceanography)

**GEOG 100 PHYSICAL ENVIRONMENT** Basic characteristics of maps, the earth's grid, seasons, time zones, weather and climate, soils and vegetation, ocean currents, and land forms. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN GEOG 2) (CSU, UC)

31194 GEOG 100 AA TTh 11:10-12:25 13-212 Staff 3.0

### GEOLOGY

(See also Geography and Oceanography)

**GEOL 100 SURVEY OF GEOLOGY** Basic principles of igneous, sedimentary and metamorphic geology including rocks, minerals and the origin of the earth, continents and mountains, origin and evolution of life. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

31199 GEOL 100 AA TTh 11:10-12:00 18-311 Kirchoff-Stein 3.0  
Tue 12:10-3:00 18-311

*Telecourse (Lab not included in this section to meet transfer requirement):*  
37433 GEOL 100 TV See page 48 TV-60 Galloway 3.0  
Orientation meeting is held at College of San Mateo.

### HEALTH SCIENCE

**HSCI 100 GENERAL HEALTH SCIENCE** Survey of most prevalent threats to one's physical and emotional health; emphasis is on prevention and early treatment. (CSU, UC)

*Telecourse:*  
36823 HSCI 100 TV See page 48 TV-60 Malik 2.0  
Orientation meeting is held at College of San Mateo.

**HSCI 430 FIRST AID** This course provides training in basic first aid skills. Upon completion, student may obtain Red Cross First Aid certification. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

*Evening and/or Weekend course(s)*  
31248 HSCI 430 WB Sat 9:00-5:00 13-212 Gerbig 0.5 02/08-02/08

**HSCI 432 CPR: ADULT, CHILD, INFANT** This course qualifies students with CPR certification for health care providers. Includes instruction pertinent to adult, child and infant CPR. Automated External Defibrillator training is also included. Upon completion student may obtain Red Cross CPR Certification. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

*Evening and/or Weekend course(s)*  
38963 HSCI 432 WA Sat 9:00-5:00 13-212 Gerbig 0.5 02/22-02/22

**HSCI 665 LIFE STYLES-HEALTH ISSUES Exploring Health Careers:** The demand for trained health care professionals is high! Explore rewarding careers and the necessary training. Meet working practitioners in medicine, nursing, therapy, diagnostic

services and others. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*  
38949 HSCI 665 WA Sat 8:30-4:30 17-205 Rivera 0.5 02/01-02/01

### HISTORY

(See also Art 100, 101, 103, 125, 126, 127, 680 AA and 680 AE)

**HIST 100 HISTORY OF WESTERN CIVILIZATION I** Rise and decline of civilizations of the ancient world. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN HIST 2) (CAN HIST SEQ A = HIST 100 + 101) (CSU, UC)

31227 HIST 100 AA MWF 8:10-9:00 13-210 Helton 3.0

*On-Line course:*  
34779 HIST 100 OL By Arr On-line Steidel 3.0  
Mandatory Orientation Meeting: Tue., 01/21, 4:00-6:00 pm, Bldg. 5, Room 105 D.

**HIST 101 HISTORY OF WESTERN CIVILIZATION II** Events in the Western World from the 16th century to the present. Previous enrollment in HIST 100 is recommended. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN HIST 4) (CAN HIST SEQ A = HIST 100 + 101) (CSU, UC)

31229 HIST 101 AA TTh 9:45-11:00 13-210 Staff 3.0

*Evening and/or Weekend course(s)*  
38871 HIST 101 LA Tue 7:10-9:50 13-117 Staff 3.0

**HIST 201 UNITED STATES HISTORY I** A broad survey of U.S. history beginning with a study of Native Americans, the European "discovery" movement, the English colonization of the Atlantic Coast, and ending with the Civil War and Reconstruction. Included also is a study of American institutions and ideals and the U.S. Constitution. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN HIST 8) (CAN HIST SEQ B = HIST 201 + 202) (CSU, UC)

31231 HIST 201 AA MWF 9:10-10:00 13-117 Helton 3.0

**HIST 202 UNITED STATES HISTORY II** A broad survey of U.S. history beginning with the Reconstruction Period, after the Civil War, and moving to the present. Included also is a study of American institutions and ideals and the U.S. Constitution. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN HIST 10) (CAN HIST SEQ B = HIST 201 + 202) (CSU, UC)

31232 HIST 202 AA TTh 9:45-11:00 13-117 Helton 3.0

*Evening and/or Weekend course(s)*  
38873 HIST 202 LA Wed 7:10-9:50 13-117 Staff 3.0

**HIST 242 AFRICAN-AMERICAN HISTORY** This survey course addresses the African-American experience in the context of the history of the United States beginning in medieval Africa and continuing through the modern Civil Rights Movement and analysis of Black-White relations in America today. Completion of HIST 201 or 202 is recommended. (Fulfills Ethnic Studies Requirement) RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

31233 HIST 242 AA MWF 10:10-11:00 13-117 Helton 3.0

**HIST 247 WOMEN IN U.S. HISTORY** This course examines women's contributions to the social, political, and economic development of the United States, as well as the challenges to full equality that women have faced. The impact of class, race, ethnicity, and sexuality on women's experience is also considered. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

38881 HIST 247 AA TTh 11:10-12:25 13-210 Helton 3.0

**HIST 310 CALIFORNIA HISTORY** A survey of major trends in California's growth, from native American cultures through the Spanish and Mexican periods, and development under the United States. Includes the constitution of the State of California, and the relationships between the State and federal and local governments, political, economic, social, intellectual and environmental movements and geography. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

31235 HIST 310 AA MWF 8:10-9:00 13-117 Staff 3.0  
31236 HIST 310 AB TTh 8:10-9:25 13-117 Staff 3.0  
31237 HIST 310 AC MWF 11:10-12:00 13-117 Staff 3.0

*Evening and/or Weekend course(s)*  
35232 HIST 310 LA Thu 7:10-9:50 13-117 Postel 3.0

**HIST 452 FAR EASTERN CIVILIZATION AND HERITAGE II** A continuation of a broad survey of the historical and cultural development of China and Japan from the 13th Century to the present including cultural traditions, foreign invasions, and influences. (Fulfills Ethnic Studies Requirement.) RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

32929 HIST 452 AA TTh 11:10-12:25 17-105 Young 3.0

## HUMAN SERVICES

**HMSV 110 INTRODUCTION TO COUNSELING AND INTERVIEWING** Skills and techniques of counseling and interviewing with focus on effective listening, responding, questioning, assessment, referral, values, and ethics. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

38914 HMSV 110 AA TTh 9:45-11:00 17-109 Miller 3.0

**HMSV 115 INTRODUCTION TO CASE MANAGEMENT** Basic concepts and skills of case management that can be applied in a variety of Human Service settings; topics include ethics, assessment, recordkeeping, plan development, referral, monitoring, and benefits. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*  
36894 HMSV 115 LA Tue 6:10-9:00 17-203 Miller 3.0

**HMSV 150 REHABILITATION AND RECOVERY** An overview of the principles and practices involved in providing support services to persons with psychiatric disabilities as they move through the process of rehabilitation and recovery. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*  
37345 HMSV 150 LA Mon 6:30-9:30 17-109 Rades Bryan 3.0

**HMSV 264 THE LIFE CYCLE OF THE FAMILY (Also ECE. 264)** This course covers the life cycle of the family, including cultural, social perspectives, and family support resources. Eight by arrangement hours of lab are required per semester. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*  
38411 HMSV 264 LA Wed 7:10-9:50 13-113 Lukas 3.0

## EN ESPAÑOL

**HMSV 110 INTRODUCCION A LA ASESORIA Y ENTREVISTAS** Habilidades y tecnicas de la asesoria y entrevistas con enfoque en como escuchar, responder y preguntar eficazmente, incluyendo avaluar, referir, valores y etica. RECOMENDACION: Eligibilidad para Lectura 802 o 836, e Ingles 800 o 836 o 400. (CSU)

*Cañada College Downtown Center course(s)*  
38917 HMSV 110 RB Wed 6:30-9:30 DCLR1 Anthony 3.0

## INTERIOR DESIGN

(See also Art 125, 126, 127, 148, 201 and Architecture 110)

**INTD 115 INTRODUCTION TO INTERIOR DESIGN** Principles and elements of design and color are examined in this course as they relate to the functional and aesthetic aspects of interiors. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

31266 INTD 115 AA Wed 12:10-3:00 13-17 Wolford 3.0

*Evening and/or Weekend course(s)*  
31268 INTD 115 LA Tue 6:30-9:20 13-17 Girdlestone 3.0

**INTD 126 CRITICAL THINKING FOR INTERIOR DESIGNERS** Analytical and creative tools designers use to make decisions. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. COREQ: Concurrent enrollment in INTD 699 is highly recommended. (CSU)

*Evening and/or Weekend course(s)*  
34648 INTD 126 LA Wed 6:30-9:20 13-17 Joshi 3.0

**INTD 130 BEGINNING SPACE PLANNING** Drawing techniques for interior designers. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: ARCH 110. COREQ: Concurrent enrollment in INTD 699 is highly recommended. (CSU)

38741 INTD 130 AA Mon 12:10-3:15 13-13 Wolford 3.0

**INTD 146 INTERIOR DESIGN GRAPHICS** One-point, two-point perspective, isometric drawings, and rendering or presentations. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. COREQ: Concurrent enrollment in INTD 699 is highly recommended. (CSU)

*Evening and/or Weekend course(s)*  
37378 INTD 146 LA Thu 6:30-9:20 13-17 Collins 3.0

**INTD 147 ADVANCED SPACE PLANNING** Programming, space planning, schematic design, design development, and problem-solving for residential and non-residential environments. Concurrent enrollment in INTD 126 is recommended. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: INTD 115, ARCH 110 and INTD 130. COREQ: Concurrent enrollment in INTD 699 is highly recommended. (CSU)

31271 INTD 147 AA Tue 9:10-12:00 13-13 Joshi 3.0

**INTD 150 HISTORY OF INTERIORS** The history and design of Western architecture, interiors, and furniture from ancient Egypt until today are examined in this course. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

38742 INTD 150 AA Thu 12:10-3:00 13-17 Wolford 3.0

**INTD 271 BATH DESIGN** Basic principles of bath design including scale floor plans, design concepts, and products. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: ARCH 110. COREQ: Concurrent enrollment in INTD 699 is highly recommended. (CSU)

36692 INTD 271 AA Tue 12:10-3:00 13-13 Jordan 3.0

**INTD 276 ADVANCED KITCHEN AND BATH DESIGN** Students will prepare construction documents that include technical information for the design of kitchens and baths. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: INTD 270, 271 and ARCH 110. COREQ: Concurrent enrollment in INTD 699 is highly recommended. (CSU)

34849 INTD 276 AA Wed 12:10-3:00 13-13 Mcwaide 3.0

**INTD 278 MARKETING AND SALESMANSHIP FOR INTERIOR DESIGN** Principles of marketing and salesmanship are covered using design principles, floor plans, elevation procedures, and agreement and payment schedules with emphasis on how to close a sale. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

37700 INTD 278 AA Wed 9:10-12:00 13-13 Camp 3.0

**INTD 362 COMPUTER-ASSISTED DRAFTING (CAD) FOR INTERIOR DESIGNERS - ARCHITECTURAL DRAWINGS** Use of 3D Home Architecture software to create floor plans, interior elevations, exterior elevations, perspectives, isometric overviews, roof plans, house sections, and multiple levels. Two by arrangement hours of lab are required per week. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. COREQ: Concurrent enrollment in INTD 699 and BUS. 430 is highly recommended. (CSU)

*Evening and/or Weekend course(s)*  
37741 INTD 362 LA Tue 6:30-9:30 13-217 Wallach 1.0 01/14-02/18

**INTD 362 has a non-refundable materials charge of \$2.**

**INTD 363 COMPUTER-ASSISTED DRAFTING (CAD) FOR INTERIOR DESIGNERS - INTERIOR DESIGN DRAWINGS** Use of 3D Home Interiors software to create interior designs of various surface covers, furnishings, fixtures, and appliances. Two by arrangement hours of lab are required per week. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. COREQ: Concurrent enrollment in INTD 699 is highly recommended. (CSU)

*Evening and/or Weekend course(s)*  
37740 INTD 363 LA Tue 6:30-9:30 13-217 Wallach 1.0 02/25-04/01

**INTD 363 has a non-refundable materials charge of \$2.**

**INTD 370 CONSTRUCTION ESTIMATING AND RENOVATION** An overview of the process of residential renovation and related costs. RECOMMENDED: Eligibility for READ 802 or 836, ENGL 800 or 836 or 400 and MATH 111. (CSU)

*Evening and/or Weekend course(s)*  
31289 INTD 370 LA Tue 6:30-9:20 13-13 Kalkbrenner 3.0

## 34 Schedule of Classes – I/L

**INTD 450 MATERIALS AND FINISHES** Guidelines for selecting materials for appropriateness, quality, and cost for residential and non-residential applications. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. COREQ: Concurrent enrollment in INTD 699 is highly recommended. (CSU)

38255 INTD 450 AA Tue 3:10-6:00 13-17 Wolford 3.0

**INTD 672 COOPERATIVE EDUCATION: INTERNSHIP** Students may enroll in a volunteer, cooperative internship to apply skills learned from classroom instruction at a supervised work site. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: Enrollment in 7 units, including Cooperative Education and a minimum of 12 completed units in the occupational discipline. (CSU)

INTD 672 is a full-semester course. Course orientation dates are listed below and attendance at one meeting is obligatory. Attend ONE of the orientations for the section in which you are registered.

31292 INTD 672 AA Thu 3:10-6:00 13-17 Girdlestone 3.0 01/16, 23

**INTD 680 GREEN DESIGN** An overview of environmentally responsible design, building practices, and materials for residential construction and interiors. This course is for architects, builders, contractors, interior designers, and homeowners. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

38744 INTD 680 AA Thu 9:10-12:00 13-17 Cronin 1.5 01/16-03/13

**INTD 699 INDEPENDENT SUPERVISED LEARNING LABORATORY: INTERIOR DESIGN** Supplemental instruction for completing projects in Interior Design courses. BSL: Same as that of concurrent course. PREREQ: Must remain concurrently enrolled in course in which projects are assigned.

34368 INTD 699 AA Wed 9:10-12:00 13-13 Joshi 0.0

## ITALIAN

**ITAL 801 CONVERSATIONAL ITALIAN I** Practical course in the Italian language approached by the way of conversation. Drills in the formulas and idioms of daily speech. Units do not apply toward AA/AS or BA degree requirements. BSL: Open Curriculum.

*Evening and/or Weekend course(s)*

31300 ITAL 801 LA Tue 7:10-9:50 3-216 Tempesta 2.0

**ITAL 802 CONVERSATIONAL ITALIAN II** Further drill in the formulas and idioms of daily speech supported with sufficient grammar to give flexibility in the spoken language. Units do not apply toward AA/AS or B.A. degree requirements. BSL: Open Curriculum. PREREQ: ITAL 801.

*Evening and/or Weekend course(s)*

31301 ITAL 802 LA Wed 7:10-9:50 3-216 Tempesta 2.0

**ITAL 803, 804 CONVERSATIONAL ITALIAN III, IV** Further work with dialect and variation in Italian by means of drill, recitation, and reading. Units do not apply toward AA/AS or B.A. degree requirements. BSL: Open Curriculum. PREREQ: ITAL 803 and 804 require the previous level.

*Evening and/or Weekend course(s)*

31302 ITAL 803 LA Mon 7:05-10:10 5-105D Staff 2.0

31303 ITAL 804 LA Mon 7:05-10:10 5-105D Staff 2.0

## LEARNING CENTERS

Cañada College has two Learning Centers: one at the main campus and one at the Menlo Park Center.

The main campus Learning Center houses a variety of instructional support services including learning assistance and technology to help students succeed. The Center provides assistance through the Writing Lab, the ESL Skills Center, the Math Lab and the MESA (Math, Engineering and Science Achievement) Program as well as free peer tutoring. Additionally, the Learning Center has open computer labs with access to the Internet. Courses, which include transfer-level classes, are primarily self-paced, open-entry courses utilizing computer-assisted and individualized instruction. For more information, please visit the Learning Center in Building 5, Room 105, from 8:00 a.m. to 10:00 p.m. Monday through Thursday and 8:00 a.m. to 3:00 p.m. on Friday, or call 306-3348.

The Menlo Park Learning Center, located at 1200 O'Brien in Menlo Park (OICW building), is open from 7 am to 3 pm, Monday through Thursday, and from 7 am to 11:30 am on Friday. The Center offers self-paced and group instruction in many levels of

English, reading, writing and English as a Second Language. These courses prepare students for college-level work or provide students the skills they need for success in job training programs and at work. Students starting at the Center are provided an assessment of their skill level so as to place them appropriately. Students may use the Center whenever it is open and at times convenient to them. For more information, call Martha Chavez at (650) 325-0164. Para más información, pueden llamar a Martha Chavez al teléfono (650) 325-0164 de lunes a jueves de 7 am a 3 pm, o los viernes de 7 am a 11:30 am.

## MAIN CAMPUS LEARNING CENTER COURSES

**LCTR 100 EFFECTIVE TUTORING** Theory and practice of effective peer tutoring including work on interpersonal skills, effective study skills, and course specific tutoring techniques. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*

34300 LCTR 100 LA	Fri	1:30-5:30	5-105	Gross	0.5	02/07
	Sat	9:00-1:00	5-105			02/08

**LCTR 110 TEACHING/TUTORING PRACTICUM** This course provides supervised teaching/tutoring experience for students interested in pursuing education as a profession by providing them with opportunities to explore teaching/tutoring strategies, including mentoring, in individual/small group learning environments in the Learning Center or in a community service context. One to three by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: LCTR 100, or comparable training and experience. (CSU)

36982 LCTR 110 AA By Arr 5-105 Gross 1.0-3.0

**LCTR 138 FUNDAMENTALS OF THE RESEARCH PAPER** A guide through the preparation for writing a research paper. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

34301 LCTR 138 AA By Arr 5-105 Gross 1.0

**LCTR 138 has a non-refundable materials charge of \$2.**

**LCTR 139 THE RESEARCH PAPER FROM A TO Z** A guide through the entire process of writing a research paper. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

34303 LCTR 139 AA By Arr 5-105 Gross 2.0

**LCTR 139 has a non-refundable materials charge of \$4.**

**LCTR 140 PROFESSIONAL WRITING** Instruction and practice for writing in various professional capacities and formats, including proposals and formal reports. RECOMMENDED: Eligibility for READ 420 and ENGL 100. (CSU)

35170 LCTR 140 AA By Arr 5-105 Gross 2.0

**LCTR 140 has a non-refundable materials charge of \$4.**

**LCTR 151 ALLIED HEALTH SCIENCE VOCABULARY** Helps students build and improve skills in the use of medical science terminology. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

35166 LCTR 151 AA By Arr 5-105 Gross 1.0

**LCTR 400 REPORT PREPARATION AND EDITING** Permits use of Learning Center computer software to prepare and edit reports; written assignments for other courses may be prepared in conjunction with this course. BSL: Open Curriculum. (CSU)

35167 LCTR 400 AA By Arr 5-105 Gross 0.5

**LCTR 400 has a non-refundable materials charge of \$4.**

**LCTR 698 SUPERVISED TUTORING/ACADEMIC ASSISTANCE** Students receive academic assistance such as tutoring or supplemental instruction in an area(s) of identified need. PREREQ: Requires concurrent enrollment in course in which tutorial/academic assistance is being provided.

34305 LCTR 698 AA By Arr 5-105 Gross 0.0

**LCTR 810 STUDY SKILLS** Textbook reading, time management, concentration, memory techniques, note taking, and test taking. Units do not apply toward AA/AS degree. BSL: Open Curriculum.

34306 LCTR 810 AA By Arr 5-105 Gross 1.0

**LCTR 820 BASIC SPELLING MASTERY** Computer assisted instruction to facilitate basic spelling mastery. Units do not apply toward AA/AS degree. BSL: Open Curriculum.

34308 LCTR 820 AA By Arr 5-105 Gross 1.0

**LCTR 820 has a non-refundable materials charge of \$2.**

**LCTR 821 ADVANCED SPELLING MASTERY** Computer assisted instruction to facilitate advanced spelling mastery. Units do not apply toward AA/AS degree. BSL: Open Curriculum.

34310 LCTR 821 AA By Arr 5-105 Gross 1.0

**LCTR 821 has a non-refundable materials charge of \$2.**

**LCTR 822 GRAMMAR TROUBLE SPOTS** Helps students identify and correct the most common errors of punctuation, sentence structure, and grammar. Units do not apply toward AA/AS degree. BSL: Open Curriculum.

34312 LCTR 822 AA By Arr 5-105 Gross 1.0

**LCTR 822 has a non-refundable materials charge of \$2.**

**LCTR 831 SENTENCE COMBINING** Teaches students how to write clear, correctly punctuated sentences using a variety of sentence combining strategies. Designed to supplement course work in English 826, 836, and 100. Units do not apply toward AA/AS degree. BSL: Open Curriculum.

34314 LCTR 831 AA By Arr 5-105 Gross 1.0

**LCTR 831 has a non-refundable materials charge of \$2.**

**LCTR 832 PARAGRAPH WRITING** Helps students write well-organized and well-developed paragraphs. The course is intended to supplement coursework in English 826, 836, and 100. Units do not apply toward AA/AS degree. BSL: Open Curriculum.

34316 LCTR 832 AA By Arr 5-105 Gross 1.0

**LCTR 832 has a non-refundable materials charge of \$2.**

**LCTR 840, 841, 842, 843 VOCABULARY IMPROVEMENT I, II, III and IV** Helps students build and improve vocabulary skills through a words-in-context approach; 150-300 essential words and word parts to succeed in academic work. Prior to enrolling, students should take a short pre-test at the Learning Center to determine course in which to enroll. Units do not apply to AA/AS degree. BSL: Open Curriculum.

35169 LCTR 840 AA By Arr 5-105 Gross 1.0

35752 LCTR 841 AA By Arr 5-105 Gross 1.0

35753 LCTR 842 AA By Arr 5-105 Gross 1.0

35754 LCTR 843 AA By Arr 5-105 Gross 1.0

## MENLO PARK LEARNING CENTER COURSES

**LCTR 806 SELF-PACED ESL** This open-entry audio, video, print and software-based course is for college-bound students who want to learn to read, write, listen to and speak English as a second language in a flexible, self-paced/small group environment. Units do not apply toward AA/AS degree. May be repeated for credit up to 3 units. BSL: Open Curriculum.

*OICW/Menlo Park Center course(s)*

38945 LCTR 806 MP By Arr MPLC1 Phillips 1.0-3.0

**LCTR 806 has a non-refundable materials charge of \$2-\$6.**

**LCTR 807 ENGLISH SKILLS FOR THE WORKPLACE** In this individualized, self-paced print, video, audio and software course, students practice effective English skills for the workplace. Units do not apply toward AA/AS degree. May be repeated for credit up to 6 units. BSL: Open Curriculum.

*OICW/Menlo Park Center course(s)*

38946 LCTR 807 MP By Arr MPLC1 Phillips 1.0-6.0

**LCTR 807 has a non-refundable materials charge of \$2-\$12.**

**LCTR 808 ENGLISH SKILLS FOR OCCUPATIONAL TRAINING** This individualized, self-paced course uses print, video, audio and software to teach students effective English skills needed to succeed in clerical, electronics, nursing assistance and computer occupational training programs. Units do not apply toward AA/AS degree. May be repeated for credit up to 4 units. BSL: Open Curriculum.

*OICW/Menlo Park Center course(s)*

38947 LCTR 808 MP By Arr MPLR1 Phillips 1.0-4.0

**LCTR 808 has a non-refundable materials charge of \$2-\$8.**

## LIBRARY SCIENCE

**LIBR 100 INTRODUCTION TO INFORMATION RESEARCH** A one unit self-paced introduction to the basic concepts and tools used in information research. Techniques for approaching the research process using critical thinking and information competence skills are presented. Prepares students in any major for information research at four-year colleges and universities. RECOMMENDED: Eligibility for READ 420 and ENGL 100. (CSU, UC)

38298 LIBR 100 AA By Arr LIBRARY McKenna 1.0

## LITERATURE

(See also Early Childhood Education, English, and Theater Arts)

**LIT. 192 CHILDREN'S LITERATURE II** In-depth study of classic and modern books for children and examines controversial areas in children's literature. RECOMMENDED: Eligibility for ENGL 110. PREREQ: LIT. 191. (CSU)

35959 LIT. 192 AA Mon 3:45-6:50 17-105 Hock 3.0

**LIT. 233 SURVEY OF ENGLISH LITERATURE III** Study of major English writers of the 20th century, including Woolf, Eliot, Yeats, and Huxley. Discussions, lectures, writing of critical essays. PREREQ: ENGL 110. (CSU, UC)

The course listed below is part of a two-course Learning Community. It is linked with CRN 38912 ART 680 AE. Students must enroll in BOTH courses.

38911 LIT. 233 AA TTh 10:30-11:50 3-148 Mach 3.0

**LIT. 252 WOMEN WRITERS: MULTICULTURAL PERSPECTIVES** An overview of women writers' literary history followed by an in depth study of selected writers and works. PREREQ: ENGL 100. (CSU, UC)

*Evening and/or Weekend course(s)*

31327 LIT. 252 LA Mon 7:05-10:10 3-216 LeBow 3.0

**LIT. 442 FILM STUDY AND APPRECIATION II** Examination of important films in their social, political, and historical contexts. Survey of influential directors, such as Ford, Welles, Hawks, Wilder, and Hitchcock. Introduction to critical theories. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

*Evening and/or Weekend course(s)*

31328 LIT. 442 LA Thu 7:05-9:55 13-210 Nagler 3.0

## MANAGEMENT

(See also Business/Office Technology)

**MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT** Study of the principal functions of modern management, including planning, organizing, staffing, actuating, controlling, and decision-making. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Telecourse:*

36824 MGMT 100 TV See page 48 TV-60 Sato 3.0

Orientation meeting is held at College of San Mateo.

**MGMT 215 MANAGEMENT OF HUMAN RESOURCES** This is an introductory course on the personnel function. Topics analyzed include selection and placement, wage and salary procedures, affirmative action programs, performance appraisals, training, and staff development. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Cañada College Downtown Center course(s)*

38763 MGMT 215 RK Tue 1:30-4:30 DCLR1 Thiele 3.0 01/28-05/20

**MGMT 235 TECHNIQUES OF SUPERVISION** Effective techniques of supervision in the work place. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*

38923 MGMT 235 LA Tue 7:10-9:50 13-113 Thiele 3.0

# 36 Schedule of Classes – M

## MATHEMATICS

Note to all Algebra students:

The Math Department uses a single textbook for the Beginning and Intermediate Algebra sequence. This allows students to complete the Algebra sequence in three different ways: a four semester sequence of MATH 111, 112, 122, and 123 each covering one fourth of the book; a two semester sequence of MATH 110 and Math 120 each covering half of the book; or a combination of the above. Please see your counselor to be sure you take the correct course.

**MATH 110 ELEMENTARY ALGEBRA** This is a course in elementary algebra covering linear, polynomial, and rational expressions and equations. One hour of by arrangement lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 811 or appropriate score on District math placement test and other measures as appropriate.

31329	MATH 110 AA	Daily	8:10-9:00	17-207	Hussain	5.0
31330	MATH 110 AB	MWF	8:00-9:25	13-110	Edmonds	5.0
31331	MATH 110 AC	MWF	9:35-11:00	13-110	Edmonds	5.0
31333	MATH 110 AD	MWF	11:10-12:35	13-110	Gavazza	5.0

*On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)*

36624	MATH 110 OL	By Arr		On-line	Preston	5.0
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Mandatory Orientation Meeting: Wed., 01/15, 4:00-6:00 pm, Bldg. 17, Room 205.

**MATH 111 ELEMENTARY ALGEBRA I** Equivalent to the first half of MATH 110. Provides an introduction to elementary algebra covering real numbers, equations, and graphing. One hour of by arrangement lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: 3 units of MATH 811, or appropriate score on District math placement test and other measures as appropriate.

31334	MATH 111 AA	MWF	9:10-10:00	17-205	Gavazza	3.0
31335	MATH 111 AB	MWF	10:10-11:00	17-205	Follansbee	3.0
34776	MATH 111 AC	TTh	9:45-11:00	13-212	Liteky	3.0

*Evening and/or Weekend course(s)*

31338	MATH 111 LA	Tue	7:05-10:05	13-212	Choy	3.0
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*On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)*

37833	MATH 111 OL	By Arr		On-line	Preston	3.0
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Mandatory Orientation Meeting: Wed., 01/15, 4:00-6:00 pm, Bldg. 17, Room 205.

**MATH 112 ELEMENTARY ALGEBRA II** Continuation of MATH 111. Covers exponents, polynomials, factoring, and rational expressions. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 111.

31339	MATH 112 AA	MWF	11:10-12:00	17-203	Staff	3.0
31340	MATH 112 AB	TTh	9:45-11:00	17-203	Gavazza	3.0

*Evening and/or Weekend course(s)*

31341	MATH 112 LA	Thu	7:10-9:50	13-212	Choy	3.0
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*On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)*

37834	MATH 112 OL	By Arr		On-line	Preston	3.0
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Mandatory Orientation Meeting: Wed., 01/15, 4:00-6:00 pm, Bldg. 17, Room 205.

**MATH 120 INTERMEDIATE ALGEBRA** This course is a continuation of MATH 110 and emphasizes absolute value, linear functions and graphs, rational exponents, radical expressions and equations, quadratic equations, exponential functions, and logarithmic functions. One hour of by arrangement lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 110 or 112 or appropriate score on District Math Placement test.

31345	MATH 120 AA	Daily	8:10-9:00	17-205	Fredricks	5.0
38658	MATH 120 AB	MWF	8:00-9:25	13-212	Follansbee	5.0
38666	MATH 120 AC	MWF	9:35-11:00	13-212	Fredricks	5.0
38667	MATH 120 AD	MWF	11:10-12:35	13-212	Lapuz	5.0

*Evening and/or Weekend course(s)*

31349	MATH 120 LA	MTh	6:30-9:30	13-110	Toma	5.0
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*On-Line course: For further information go to [canadacollege.edu/science/math](http://canadacollege.edu/science/math)*

38668	MATH 120 OL	By Arr		On-line	Innerst	5.0
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Mandatory Orientation Meeting: Wed., 01/15, 4:00-6:00 pm, Bldg. 17, Room 207.

**MATH 122 INTERMEDIATE ALGEBRA I** Equivalent to the first half of MATH 120. Covers absolute value, linear functions and graphs, rational exponents, radical expressions and equations, and quadratic equations. One hour of by arrangement lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 110 or 112, or appropriate score on District Math placement test and other measures as appropriate.

31350	MATH 122 AA	MWF	9:10-10:00	17-207	Anderson	3.0
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*On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)*

37835	MATH 122 OL	By Arr		On-line	Innerst	3.0
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Mandatory Orientation Meeting: Wed., 01/15, 4:00-6:00 pm, Bldg. 17, Room 207.

**MATH 123 INTERMEDIATE ALGEBRA II** Continuation of MATH 122 covering exponential functions and logarithmic functions. One hour of by arrangement lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 122.

31351	MATH 123 AA	TTh	9:45-11:00	13-110	Follansbee	3.0
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*Evening and/or Weekend course(s)*

36621	MATH 123 LB	Wed	7:10-9:50	13-212	Teymourash	3.0
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*On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)*

37836	MATH 123 OL	By Arr		On-line	Innerst	3.0
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Mandatory Orientation Meeting: Wed., 01/15, 4:00-6:00 pm, Bldg. 17, Room 207.

**MATH 125 ELEMENTARY FINITE MATHEMATICS** Set theory, counting theory, probability, systems of equations, vector and matrix theory, inequalities and linear programming. One hour of by arrangement lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 120 or 121 or 123, or appropriate score on District Math Placement Test and other measures as appropriate. (CAN MATH 12) (CSU, UC)

31352	MATH 125 AA	MWF	11:10-12:00	17-207	Zemla	3.0
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*Evening and/or Weekend course(s)*

31353	MATH 125 LA	Tue	7:05-10:00	17-103	Thomas	3.0
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**MATH 130 ANALYTICAL TRIGONOMETRY** Trigonometric functions of real numbers and angles, identities and solution of trigonometric equations. One hour of by arrangement lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 115, and 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate. (CAN MATH 8) (CSU)

31354	MATH 130 AA	MWF	10:10-11:00	17-207	Innerst	3.0
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**MATH 140 MATHEMATICS FOR GENERAL EDUCATION** Designed especially for the General Education Quantitative reasoning requirement. One hour of lab per week by arrangement is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate. (CAN MATH 2) (CSU, UC)

31356	MATH 140 AA	MWF	9:10-10:00	17-103	Innerst	3.0
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**MATH 200 ELEMENTARY PROBABILITY AND STATISTICS** Measures of central tendency and dispersion; sampling distributions, statistical inference, regression and correlation. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate. (CAN STAT 2) (CSU, UC)

31357	MATH 200 AA	TTh	9:10-11:00	17-207	Lapuz	4.0
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33472	MATH 200 AB	TTh	11:10-1:00	17-207	Lapuz	4.0
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*Evening and/or Weekend course(s)*

Section 200 LA requires one additional hour per week to be arranged with the instructor.

31358	MATH 200 LA	Thu	6:30-9:30	17-205	Anderson	4.0
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**MATH 219 PRE-CALCULUS COLLEGE ALGEBRA/TRIGONOMETRY** Unification of college algebra and analytical trigonometry based on the function concept. One hour of lab per week by arrangement is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 130 or equivalent, and other measures as appropriate. (CAN MATH 16) (CSU, UC)

31359	MATH 219 AA	MWF	12:10-1:35	17-209	Follansbee	5.0
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**MATH 242 APPLIED CALCULUS II** This is the second half of a two-semester calculus sequence that is designed for business, social sciences, technology, and life sciences majors. Topics include an introduction to the integral, integration, multivariable functions, and differential equations. One hour of by arrangement lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 241. (CAN MATH 32) (CAN MATH SEQ D = MATH 241 + 242) (CSU, UC)

31360	MATH 242 AA	MWF	12:10-1:35	17-207	Zemla	5.0
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# Schedule of Classes – M 37

**MATH 251 ANALYTICAL GEOMETRY AND CALCULUS I** This course is an introduction to calculus and analytic geometry including limits, continuity of functions, definition of differentiation, derivation of formulas, applications, anti-differentiation and the fundamental theorem of calculus. One hour of lab per week by arrangement is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 219 or satisfactory score on District math placement test and other measures as appropriate. (CAN MATH 18) (CAN MATH SEQ B = MATH 251 + 252) (CAN MATH SEQ C = MATH 251 + 252 + 253) (CSU, UC)

31361 MATH 251 AA MWF 12:10-1:35 17-103 Preston 5.0

**MATH 252 ANALYTICAL GEOMETRY AND CALCULUS II** Fundamental Theorem of Calculus, antiderivatives, integral applications and techniques, power series and infinite series topics such as series testing and analysis of Taylor and power series. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: MATH 251. (CAN MATH 20) (CAN MATH SEQ B = MATH 251 + 252) (CAN MATH SEQ C = MATH 251 + 252 + 253) (CSU, UC)

31362 MATH 252 AA MWF 12:10-1:35 17-203 Innerst 5.0

**MATH 253 ANALYTICAL GEOMETRY AND CALCULUS III** Vectors, partial derivatives, double and triple integrals, line integrals and vector analysis theory such as Green's, Stokes', and Gauss' Theorems. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: MATH 252. (CAN MATH 22) (CAN MATH SEQ C = MATH 251 + 252 + 253) (CSU, UC)

31364 MATH 253 AA MWF 12:10-1:35 16-106 Enriquez 5.0

**MATH 275 ORDINARY DIFFERENTIAL EQUATIONS** Emphasis is placed on differential equations of first, second and higher order; simultaneous, linear, homogeneous equations; solutions by power series; numerical methods. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: MATH 252. (CAN MATH 24) (CSU, UC)

## Evening and/or Weekend course(s)

31365 MATH 275 LA Mon 7:05-10:10 17-209 Iverson 3.0

**MATH 811 PRE-ALGEBRA** Basic arithmetic involving whole numbers, fractions and decimals. Computer-assisted instruction in the basic skills lab; Units do not apply toward AA/AS degree. Two by arrangement hours of lab per week are required. BSL: Open Curriculum.

31367 MATH 811 AB MWF 9:10-10:00 17-203 Staff 1.0-3.0

31368 MATH 811 AC TTh 11:10-12:25 13-110 Gavazza 1.0-3.0

## Evening and/or Weekend course(s)

31369 MATH 811 LA Mon 6:30-9:35 5-105 Njinimbam 1.0-3.0

## MULTIMEDIA

(See courses under Art)

## MUSIC

**MUS. 100 FUNDAMENTALS OF MUSIC** Basic musical skills--singing, ear training, reading music notation, and harmonizing simple melodies. Does not satisfy requirements for the Music major. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

31378 MUS. 100 AA MWF 8:10-9:00 3-114 Staff 3.0

**MUS. 202 MUSIC APPRECIATION** Music literature and history, with emphasis on understanding the art. Directed listening and concert attendance required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN MUS 8) (CSU, UC)

31383 MUS. 202 AA MWF 9:10-10:00 3-148 Staff 3.0

**MUS. 301, 302, 303, 304 PIANO I, II, III, IV** A series of courses from beginning through advanced levels in applied music with stress on technical and interpretive skills. Individual attention and advancement. For those with no music literacy, concurrent or previous enrollment in MUS. 100 is recommended if enrolling in level I. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MUS. 302, 303 and 304 require the previous level. (CSU, UC)

## Evening and/or Weekend course(s)

31386 MUS. 301 LA Wed 5:00-7:50 3-114 Gunderson 2.0

31389 MUS. 302 LA Wed 5:00-7:50 3-114 Gunderson 2.0

31392 MUS. 303 LA Wed 5:00-7:50 3-114 Gunderson 2.0

34351 MUS. 304 LA Wed 5:00-7:50 3-114 Gunderson 2.0

**MUS. 371 GUITAR I** Beginning instruction. Students must supply their own instruments. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

## Evening and/or Weekend course(s)

31408 MUS. 371 LA Mon 7:05-10:10 Theatre McChesney 1.0

**MUS. 372, 373, 374 GUITAR II, III, IV** Intermediate through advanced instruction. Students must supply their own instruments. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MUS. 372, 373 and 374 require the previous level. (CSU, UC)

## Evening and/or Weekend course(s)

31409 MUS. 372 LA Tue 7:10-9:50 3-142 McChesney 1.0

31410 MUS. 373 LA Tue 7:10-9:50 3-142 McChesney 1.0

31411 MUS. 374 LA Tue 7:10-9:50 3-142 McChesney 1.0

**MUS. 401, 402, 403, 404 VOICE I, II, III, IV** This series of courses covers elementary through advanced vocal instruction through exercises and songs. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MUS. 402, 403 and 404 require the previous level. (CSU, UC)

31417 MUS. 401 AA Thu 12:35-3:35 3-148 Sacco-Belli 1.0

31420 MUS. 402 AA Thu 12:35-3:35 3-148 Sacco-Belli 1.0

31423 MUS. 403 AA Thu 12:35-3:35 3-148 Sacco-Belli 1.0

31426 MUS. 404 AA Thu 12:35-3:35 3-148 Sacco-Belli 1.0

## Evening and/or Weekend course(s)

31418 MUS. 401 LA Wed 7:10-9:50 3-148 Sacco-Belli 1.0

31421 MUS. 402 LA Wed 7:10-9:50 3-148 Sacco-Belli 1.0

31424 MUS. 403 LA Wed 7:10-9:50 3-148 Sacco-Belli 1.0

31427 MUS. 404 LA Wed 7:10-9:50 3-148 Sacco-Belli 1.0

**MUS. 450 JAZZ BAND** All phases of big band jazz. Performances are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: Demonstration of ability by audition. (CSU, UC)

## Evening and/or Weekend course(s)

33431 MUS. 450 LA Thu 7:10-9:50 3-148 Hamilton 1.0

**MUS. 476 CHOIR** Study and performance of varied choral literature, including Jazz and Pop selections. Open to all students. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: Ability to match pitch vocally. (CSU, UC)

33225 MUS. 476 AA MW 11:10-12:25 3-142 Sacco-Belli 1.0

**MUS. 490 PENINSULA CANTARE I** Rehearsal and performance of oratorios and other choral literature. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: Previous choral experience and ability demonstrated through auditions. (CSU, UC)

## Evening and/or Weekend course(s)

31446 MUS. 490 LA Tue 7:10-9:50 3-148 Gunderson 1.0

**MUS. 491 PENINSULA CANTARE II** Rehearsals and performance of oratorios and other choral literature; performance in one concert required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: Previous choral experience and ability demonstrated by audition. (CSU, UC)

## Evening and/or Weekend course(s)

34349 MUS. 491 LA Tue 7:10-9:50 3-148 Gunderson 0.5

**MUS. 680 FLUTE ENSEMBLE** Rehearsal and performance to improve and create an appreciation and understanding of the flute instrument. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

## Evening and/or Weekend course(s)

31448 MUS. 680 LA Thu 5:30-8:30 3-142 McNeil-Ravenelle 1.0

## MAKE SURE YOU REGISTER FOR YOUR CLASSES

Be sure to register for all your classes through WebSMART, SMART or Enrollment Services. Registration should be completed before the second class meeting.

## 38 Schedule of Classes – O/P

### OCEANOGRAPHY

(See also Geology and Geography)

**OCEAN 100 OCEANOGRAPHY** Physical, biological and geological evolution of oceans and ocean basins. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

36005 OCEAN 100 AA TTh 9:45-11:00 17-205 Kirchoff-Stein 3.0

*Evening and/or Weekend course(s)*

31452 OCEAN 100 LA Thu 7:05-10:00 17-103 Galloway 3.0

### PARALEGAL STUDIES

**LEGL 249 INTRODUCTION TO THE LEGAL SYSTEM** Survey of the principles of law is provided in this course. RECOMMENDED: Eligibility for READ 420 and ENGL 100. (CSU)

*Evening and/or Weekend course(s)*

31315 LEGL 249 LA Mon 7:05-10:10 13-113 DeGhetaldi 3.0

**LEGL 250 LEGAL RESEARCH AND WRITING** Introduction to reading and briefing legal cases and the principles of legal writing. RECOMMENDED: Eligibility for ENGL 110. PREREQ: LEGL 249 or concurrent. (CSU)

*Evening and/or Weekend course(s)*

31316 LEGL 250 LA Tue 6:30-9:20 13-116 Enge 3.0

**LEGL 255 CORPORATIONS AND BUSINESS ENTITIES** A basic orientation to business organizations including sole proprietorships and partnerships. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: LEGL 249 or concurrent enrollment in LEGL 249. (CSU)

*Evening and/or Weekend course(s)*

38767 LEGL 255 LA Wed 7:10-9:50 13-114 Kippes 3.0

**LEGL 670 COOPERATIVE EDUCATION/WORK EXPERIENCE** Employed students or students on volunteer assignments can earn 1-4 units per semester for jobs/assignments related to their major or occupational goals. Call 306-3367 for more information. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: Enrollment in 7 units including Cooperative Education/Work Experience and a job or volunteer work site. (CSU)

LEGL 670 is a full-semester course. Course orientation dates are listed below and attendance at one meeting is obligatory. Attend ONE of the orientations for the section in which you are registered.

38414 LEGL 670 LA Mon 5:30-6:20 13-116 Staff 4.0 01/13, 27, 02/03

### PHILOSOPHY

**PHIL 100 INTRODUCTION TO PHILOSOPHY** Philosophical assumptions, ideas and theories of selected philosophies, critical thinking, and the involvement of philosophical thought in everyday life. RECOMMENDED: Eligibility for READ 420 and ENGL 100. (CAN PHIL 2) (CSU, UC)

*Evening and/or Weekend course(s)*

38356 PHIL 100 LA Tue 6:30-9:20 17-105 Young 3.0

**PHIL 103 CRITICAL THINKING** General overview of reasoning skills. Students practice and develop skills of constructing valid and sound arguments, write three short argumentative essays, and write a substantial paper of critical analysis of an assigned topic. RECOMMENDED: Eligibility for READ 420 and ENGL 100. (CSU, UC)

31463 PHIL 103 AA MWF 11:10-12:00 17-105 Young 3.0

**PHIL 200 INTRODUCTION TO LOGIC** An introduction to the study of logic which includes informal fallacies, syllogism, and symbolic logic. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN PHIL 6) (CSU, UC)

31465 PHIL 200 AA MWF 9:10-10:00 17-105 Young 3.0

**PHIL 240 INTRODUCTION TO ETHICS** Examine the principles of ethical decision making and ethical responsibility. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN PHIL 4) (CSU, UC)

35371 PHIL 240 AA TTh 9:45-11:00 17-105 Young 3.0

**PHIL 246 ETHICS IN AMERICA** Examines contemporary ethical conflicts in journalism, government, medicine, law, business and the criminal justice system. Course provides a grounding in the language, concepts and traditions of ethics. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Telecourse:*

36825 PHIL 246 TV See page 48 TV-60 Ball 3.0

Orientation meeting is held at College of San Mateo.

**PHIL 300 INTRODUCTION TO WORLD RELIGIONS** Study of great religions of the world; their cultural background, tenets, practice, literature, and art; and their impact on society and culture. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

38889 PHIL 300 AA MWF 10:10-11:00 17-105 Young 3.0

*Evening and/or Weekend course(s)*

35217 PHIL 300 LA Wed 7:10-9:50 17-105 Staff 3.0

### PHOTOGRAPHY

(See courses under ART)

### PHYSICAL EDUCATION

#### ADAPTIVE/CORRECTIVE

(For information on the Adaptive Physical Education program and class meeting times, call Barbara McCarthy at 306-3473 or 368-7732 prior to registering.)

Adaptive Physical Education courses are offered primarily for students with physical limitations. Physician's verification of limiting condition on file is recommended.

**ADAP 310 ADAPTIVE P. E. FITNESS PROFILE** Students' fitness levels are assessed and individual goals for improvement are established. BSL: Open Curriculum. PREREQ: Physician's verification of limiting condition on file. (CSU, UC)

*Veteran's Memorial Center course(s)*

35760 ADAP 310 VA By Arr VETS McCarthy 1.0

**ADAP 320 ADAPTIVE FUNCTIONAL FITNESS** Exercises designed for improving the activities of daily living with emphasis on proper body mechanics, posture, and movement patterns leading to greater safety and independence. Open entry/Open exit May be repeated for credit up to three times. BSL: Open Curriculum. (CSU)

*Veteran's Memorial Center course(s)*

38355 ADAP 320 VA By Arr VETS McCarthy 0.5-1.0

**ADAP 350 ADAPTIVE GENERAL CONDITIONING** A total fitness program emphasizing cardiovascular endurance, flexibility, muscular strength, balance and coordination, posture and body mechanics. BSL: Open Curriculum. (CSU, UC)

*Veteran's Memorial Center course(s)*

30830 ADAP 350 VA By Arr VETS McCarthy 1.0

**ADAP 351 ADAPTIVE STRENGTH TRAINING** Use of a variety of equipment and resistive techniques to increase overall strength, endurance and flexibility. BSL: Open Curriculum. (CSU, UC)

*Veteran's Memorial Center course(s)*

30832 ADAP 351 VA By Arr VETS McCarthy 1.0

**ADAP 361 BALANCE AND COORDINATION ACTIVITIES** A variety of techniques to develop better balance for more efficient movement in daily living activities. BSL: Open Curriculum. (CSU, UC)

*Veteran's Memorial Center course(s)*

35761 ADAP 361 VB By Arr VETS McCarthy 1.0

### COMBATIVES

**COMB 401 SELF DEFENSE** Introduction to basic self-defense including mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. BSL: Open Curriculum. (CSU, UC)

38930 COMB 401 AA TTh 12:45-2:00 1-208 Staff 1.0



## DANCE

**DANC 125 BEGINNING SALSA** Basics of salsa dancing including partner work with turn patterns and stylization. Shine steps are covered. A course for men and women. BSL: Open Curriculum. (CSU, UC)

36243 DANC 125 AA TTh 11:10-12:25 1-203 Quijano 1.0

**DANC 126 INTERMEDIATE SALSA** Continuation of Beginning Salsa for men and women. More complex dance patterns with greater emphasis on development of dance stylization and timing. More complex shine steps. BSL: Open Curriculum. PREREQ: DANC 125 or demonstrated skill. (CSU, UC)

*Evening and/or Weekend course(s)*

36907 DANC 126 LD TTh 7:00-8:15 1-203 Staff 1.0

**DANC 205, 210, 215 BEGINNING, BEGINNING/INTERMEDIATE, INTERMEDIATE JAZZ** This series of courses cover elementary through more complex jazz techniques, foot and leg development, single and double turns, isolation of body parts, and understanding of the rhythms of jazz music. BSL: Open Curriculum. PREREQ: DANC 210 and 215 require the previous level or equivalent. (CSU, UC)

34282 DANC 205 AA MWF 10:10-11:00 1-203 Breen 1.0  
31008 DANC 210 AA MWF 10:10-11:00 1-203 Breen 1.0  
38919 DANC 215 AA MWF 10:10-11:00 1-203 Breen 1.0

**DANC 350 DANCE AEROBICS** Warm up, toning exercises, vigorous dance sequences, cool down and stretching presented to upbeat pop music. BSL: Open Curriculum. (CSU, UC)

31011 DANC 350 AA MWF 12:10-1:00 1-203 Breen 1.0

*Evening and/or Weekend course(s)*

38939 DANC 350 LA MW 5:00-6:15 1-203 Ramezane 1.0

**DANC 400 DANCE PRODUCTION** Includes techniques and composition of actual dance performance productions. Choreography, music, make-up, costumes, lighting and staging are included. Course culminates in performance in a dance production. BSL: Open Curriculum. PREREQ: Successful audition. (CSU, UC)

*Evening and/or Weekend course(s)*

38292 DANC 400 LA TTh 5:30-6:45 1-203 Breen 1.0

## FITNESS

**FITN 121, 680 FITNESS CENTER, INTERMEDIATE FITNESS CENTER** The Fitness Center is open Monday through Saturday, 7:00 am to 1:00 pm, and Monday through Thursday 5:30-8:30 pm.; students may work out whenever the Center is open for a maximum of 2 hours per day. New students are required to attend an orientation session prior to using the Fitness Center. The Fitness Center follows the Cañada Academic Calendar for holidays and recesses. For more information, call (650) 306-3341.

This series of courses provides beginning through intermediate self-paced strength training and cardio vascular conditioning through the use of free weights, selected machines and aerobic conditioning equipment for lifelong health and wellness. The Fitness Center empowers students and athletes to optimize their fitness capabilities, achieving excellence through the promotion of a healthy lifestyle, providing opportunities to improve personal wellness and applying fundamentally sound principles. Includes orientation, goal setting and assessment. Three to six by arrangement hours of lab per week are required. May be repeated for credit up to three times for a maximum of 8 units. BSL: Open Curriculum. PREREQ: FITN 680 A1 and A2 require FITN 121. (CSU, UC)

### ORIENTATION SCHEDULE\*:

**Day Hours:** Jan 13-17, 21-25, 2003 8:10, 9:10, 10:10, 11:10 & 12:10

**Evening Hours:** Jan 13-16, 21-23, 2003 6:10 & 7:10

**\*NOTE:** Following the dates listed above, orientations will be done on a by arrangement basis during the hours the Fitness Center is open. Please see a Staff member for more information.

36786 FITN 121 AA By Arr\*\* 1-138 Garcia 1.0

38964 FITN 680 AA By Arr\*\* 1-138 Garcia 1.0

\*\*Students enrolling in 1.0 unit course are expected to attend an average of 3 hrs/week.

37490 FITN 121 A2 By Arr\*\*\* 1-138 Peña 2.0

38965 FITN 680 A2 By Arr\*\*\* 1-138 Peña 2.0

\*\*\*Students enrolling in 2.0 unit course are expected to attend an average of 6 hrs/week.

**FITN 122 LIFELONG FITNESS** Group exercise class emphasizing cardio respiratory fitness, upper and lower body strength and endurance, flexibility, posture, coordination, balance and agility for all age groups without use of special equipment. May be repeated three times for credit. BSL: Open Curriculum. (CSU, UC)

35744 FITN 122 AA Daily 7:45-8:50 1-208 McGill 2.0

*Evening and/or Weekend course(s)*

36864 FITN 122 LA MTWTh 5:45-7:00 1-208 Webb 2.0

**FITN 123 CARDIO PUMP FITNESS** A total fitness class for men and women. Workout includes warm-up, cardiovascular endurance, strength training as well as a cool-down with stretching together with upbeat music. May be repeated three times for credit. BSL: Open Curriculum. (CSU, UC)

36133 FITN 123 AA TTh 9:45-11:00 1-203 Breen 1.0

**FITN 124 PILATES TRAINING** Torso muscle training using the Pilates method of controlled and focused exercises to increase core strength and postural stability to optimize performance in athletics, dance and everyday activities. Exercise mat required. May be repeated three times for credit. BSL: Open Curriculum. (CSU, UC)

38302 FITN 124 AD TTh 12:45-2:00 1-203 Daly 1.0

**FITN 210 VARSITY WEIGHT CONDITIONING** For students in team sports. Includes free weights and weight machines. BSL: Open Curriculum. PREREQ: Concurrent enrollment in a team sport or demonstrated skill in athletic competition. (CSU, UC)

31184 FITN 210 AA TTh 2:10-3:30 1-138 Devlin 1.0

36770 FITN 210 AB MWF 1:10-2:00 1-138 Mangiola 1.0

33494 FITN 210 AG MWF 4:10-5:00 1-138 Garcia 1.0

**FITN 306 FITNESS WALKING** Fitness walking as a means of achieving general all around fitness for all age groups and sexes. BSL: Open Curriculum. (CSU, UC)

34591 FITN 306 AA TTh 11:10-12:25 1-208 Mangiola 1.0

**FITN 332 FLEXIBILITY AND STRETCHING** A low impact fitness course using flexibility exercises to increase individual fitness levels. BSL: Open Curriculum. (CSU, UC)

31185 FITN 332 AA MWF 11:10-12:00 1-203 Mangiola 1.0

**FITN 334 YOGA** An introduction to basic yoga and meditation. Gentle to moderate movements to expand and integrate the body, mind and spirit. May be repeated three times for credit. BSL: Open Curriculum. (CSU, UC)

37890 FITN 334 AB TTh 8:10-9:25 1-203 Wise 1.0

38410 FITN 334 AC MWF 9:10-10:00 1-203 Wise 1.0

*Evening and/or Weekend course(s)*

37820 FITN 334 LB MW 6:30-7:45 1-203 Wise 1.0

## INDIVIDUAL SPORTS

(Note: Students will be required to bring some supplies.)

**INDV 161, 164 BEGINNING, INTERMEDIATE/ADVANCED GOLF** Instruction in techniques, rules, etiquette and philosophy for the beginning through intermediate/advanced golfer. INDV 164 emphasizes competition and drills for the student with prior golf experience. BSL: Open Curriculum. PREREQ: INDV 164 requires demonstrated skill. (CSU, UC)

31250 INDV 161 AA MWF 10:10-11:00 FIELD Garcia 1.0

33597 INDV 164 AA MWF 10:10-11:00 FIELD Garcia 1.0

*Evening and/or Weekend course(s)*

31251 INDV 161 LA MW 6:00-7:45 FIELD Staff 0.5 04/07-05/21

31252 INDV 161 WA Sat 9:30-11:15 FIELD Velasquez 0.5 02/08-05/17

38926 INDV 164 LA MW 6:00-7:45 FIELD Staff 0.5 04/07-05/21

33357 INDV 164 WA Sat 7:30-9:15 FIELD Velasquez 0.5 02/08-05/17

**INDV 166 EXPERT GOLF TRAINING** Designed for students of expert golf ability who wish to qualify for Cañada Varsity Golf or prepare for other advanced competition. A minimum skill level must be demonstrated to remain in the course. BSL: Open Curriculum. PREREQ: Demonstrated skill. (CSU, UC)

35361 INDV 166 AA MWF 10:10-11:00 FIELD Garcia 1.0



## 40 Schedule of Classes – P

**INDV 251, 252, 254 BEGINNING, BEGINNING/INTERMEDIATE, INTERMEDIATE/ADVANCED TENNIS** Beginning through advanced instruction in the fundamental skills of tennis, including the serve, forehand and backhand strokes, court strategy, tennis etiquette and rules of play. INDV 254 concentrates on individual improvement in both stroke technique and match play for the student with prior tennis experience. BSL: Open Curriculum. PREREQ: INDV 252 and 254 require the previous level or equivalent. (CSU, UC)

### Evening and/or Weekend course(s)

31256	INDV 251 WA	Sat	8:10-10:00	COURTS	Staff	0.5	02/08-05/17
34618	INDV 252 WA	Sat	8:10-10:00	COURTS	Staff	0.5	02/08-05/17
31264	INDV 254 WB	Sat	10:10-12:00	COURTS	Staff	0.5	02/08-05/17

## TEAM SPORTS

**TEAM 111, 115 BEGINNING, ADVANCED BASKETBALL** Beginning through advanced instruction on rules, strategies and fundamental skills of basketball. TEAM 115 emphasizes the advanced aspects of team offense and defense. Round-robin play included. BSL: Open Curriculum. PREREQ: TEAM 115 requires the previous level or demonstrated skill. (CSU, UC)

38925	TEAM 111 AA	MWF	12:10-1:00	1-208	Staff	1.0	
38317	TEAM 115 AA	MWF	12:10-1:00	1-208	Staff	1.0	

### Evening and/or Weekend course(s)

37821	TEAM 111 LB	Mon	7:10-9:50	1-208	Velasquez	1.0	
37822	TEAM 115 LB	Mon	7:10-9:50	1-208	Velasquez	1.0	

**TEAM 141 BEGINNING SOCCER** Course in basic fundamentals essential for team play. BSL: Open Curriculum. (CSU, UC)

38940	TEAM 141 AF	MWF	12:10-1:00	FIELD	Mangiola	1.0	
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### Evening and/or Weekend course(s)

31543	TEAM 141 WA	Sat	11:15-2:30	FIELD	Mangiola	1.0	
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**TEAM 143 ADVANCED SOCCER** Competitive team play is stressed with advanced strategies employed. BSL: Open Curriculum. PREREQ: Demonstrated ability. (CSU, UC)

31545	TEAM 143 AA	TTh	3:00-5:40	FIELD	Mangiola	1.5	02/11-05/15
31546	TEAM 143 AB	MW	1:30-3:30	FIELD	Devlin	1.0	02/10-05/14

### Evening and/or Weekend course(s)

31547	TEAM 143 WA	Sat	11:30-2:45	FIELD	Mangiola	1.0	
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**TEAM 148 INDOOR SOCCER** Individual and group drills, skills development, rules of the game, and team play including round robin competition. BSL: Open Curriculum. PREREQ: TEAM 141 or demonstrated skill. (CSU, UC)

### Evening and/or Weekend course(s)

31548	TEAM 148 LA	Wed	7:10-10:00	1-208	Mangiola	1.0	
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**TEAM 171, 174 BEGINNING, INTERMEDIATE/ADVANCED VOLLEYBALL** These courses provide beginning through intermediate/advanced instruction in Volleyball team play and individual skill development including serving, passing, setting and spiking. TEAM 174 emphasizes team strategy and play. BSL: Open Curriculum. PREREQ: TEAM 174 requires the previous level or demonstrated skill. (CSU, UC)

38927	TEAM 171 AA	TTh	11:10-12:25	1-208	Garcia	1.0	
38928	TEAM 174 AA	TTh	11:10-12:25	1-208	Garcia	1.0	

### Evening and/or Weekend course(s)

31551	TEAM 171 LA	Tue	7:10-9:50	1-208	Peña	1.0	
31553	TEAM 174 LA	Tue	7:10-9:50	1-208	Peña	1.0	

**TEAM 180 COMPETITION VOLLEYBALL I** Round-robin intra-class competition for the intermediate to advanced volleyball student with an emphasis on defensive/offensive strategies. May be repeated for credit up to three times for a maximum of 4 units. BSL: Open Curriculum. PREREQ: TEAM 174 or equivalent skill level. (CSU, UC)

### Evening and/or Weekend course(s)

36264	TEAM 180 LA	Thu	7:20-10:00	1-208	Peña	1.0	
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Includes a one day tournament on Sat., April 13th, 9:00-5:00 pm.

## THEORY

(For information on the Adaptive Physical Education program and class meeting times, call Barbara McCarthy at 306-3473 or 368-7732 prior to registering.)

**P.E. 116 ASSISTING IN ADAPTIVE PHYSICAL EDUCATION** Practical experience in the techniques of working with disabled persons through assisting in any of the adaptive physical education classes. BSL: Open Curriculum. (CSU)

### Veteran's Memorial Center course(s)

31455	P.E. 116 VA	By Arr	VETS	McCarthy	0.5-3.0
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**P.E. 118 INTRODUCTION TO FUNCTIONAL FITNESS MEASURES** Introduction to the current testing measures used in the fields of adaptive physical education and rehabilitation. Learn and practice a variety of testing protocols useful for those pursuing a career in physical therapy or a related discipline, as well as for persons working in any capacity with adults with special needs. May be repeated for credit up to 3 times for a maximum of 3 units. Open entry/Open exit. BSL: Open Curriculum. (CSU)

### Veteran's Memorial Center course(s)

34740	P.E. 118 VA	By Arr	VETS	McCarthy	0.5-3.0
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## VARSITY SPORTS

Dates and times of varsity athletic events may vary. Schedules are available in the P.E./Athletic office, (650) 306-3341.

**VARS 104 VARSITY BASEBALL** Intercollegiate competition in the Coast Conference and participation in regional tournaments, NorCal playoffs and state CC championships when qualified. BSL: Open Curriculum. PREREQ: Demonstrated ability. (CSU, UC)

34287	VARS 104 AA	Daily	1:10-3:00	FIELD	Staff	3.0	
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**VARS 170 VARSITY TENNIS** Intercollegiate competition in the Coast Conference, and participation in dual matches, invitationals, league meets, NorCal and State Championships when qualified. BSL: Open Curriculum. PREREQ: Demonstrated ability. (CSU, UC)

### MEN

31582	VARS 170 AA	Daily	3:10-5:00	COURTS	Welles	3.0	
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### WOMEN

37907	VARS 170 AB	Daily	1:10-3:00	COURTS	Staff	3.0	
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## PHYSICS

(See also Astronomy)

**PHYS 220 GENERAL PHYSICS II** Basic concepts of physics including electricity and magnetism, electromagnetic waves, optics, the special theory of relativity, atomic physics, and quantum mechanics. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: PHYS 210. (CAN PHYS 4) (CAN PHYS SEQ A = PHYS 210 + 220) (CSU, UC)

31468	PHYS 220 AA	MWF	8:10-9:00	16-106	Partlan	4.0	
		Tue	8:10-11:00	16-106			

**PHYS 220 has a non-refundable materials charge of \$6.**

**PHYS 250 PHYSICS WITH CALCULUS I** Calculus-based physics covering dynamics of particles, systems and rigid bodies, energy and momentum and selected applications. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 251 or equivalent course. (CAN PHYS 8) (CAN PHYS SEQ B = PHYS 250 + 260 + 270) (CSU, UC)

31470	PHYS 250 AA	MWF	10:10-11:00	16-106	Partlan	4.0	
		Thu	08:10-11:00	16-106			

**PHYS 250 has a non-refundable materials charge of \$6.**

**PHYS 260 PHYSICS WITH CALCULUS II** Calculus-based physics covering electricity, magnetism, and waves. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: PHYS 250 or equivalent course; and MATH 252 or equivalent course. (CAN PHYS 12) (CAN PHYS SEQ B = PHYS 250 + 260 + 270) (CSU, UC)

31469	PHYS 260 AA	MWF	11:10-12:00	16-106	Partlan	4.0	
		Tue	11:10-2:00	16-106			

**PHYS 260 has a non-refundable materials charge of \$6.**

## POLITICAL SCIENCE

**PLSC 103 CRITICAL THINKING ABOUT WORLD POLITICS** An introductory course designed to improve the student's ability to comprehend world political problems and their social, political, and economic implications. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

38890	PLSC 103 AA	TTh	8:10-9:25	3-218	Staff	3.0	
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### Evening and/or Weekend course(s)

31472	PLSC 103 LA	Thu	7:10-9:50	3-227	Staff	3.0	
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**PLSC 130 INTERNATIONAL RELATIONS** The nature of international tensions, causes of group conflicts, their escalation and moderation in a highly interdependent and multicultural world. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

31475 PLSC 130 AA MWF 9:10-10:00 13-210 Staff 3.0

**PLSC 210 AMERICAN POLITICS** Survey of American politics and government. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN GOVT 2) (CSU, UC)

31477 PLSC 210 AA TTh 11:10-12:25 17-109 Staff 3.0

*Evening and/or Weekend course(s)*

34627 PLSC 210 LA Tue 7:10-9:50 17-107 Staff 3.0

**PLSC 310 CALIFORNIA STATE AND LOCAL GOVERNMENT** Study of the institutions, processes and problems of state and local government in California; California in the Federal system. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

38891 PLSC 310 AA MWF 12:10-1:00 3-227 Staff 3.0

## PSYCHOLOGY

**PSYC 100 GENERAL PSYCHOLOGY** Principles of learning, theories of personality, uses for tests and measurements, behavioral disorders, mental health theories, developmental aspects of individuals, and social psychology. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN PSY 2) (CSU, UC)

31481 PSYC 100 AA MWF 9:10-10:00 13-112 Owyang 3.0

31482 PSYC 100 AB MWF 10:10-11:00 13-112 Stegner 3.0

31483 PSYC 100 AC MWF 11:10-12:00 13-112 Stegner 3.0

*Telecourse:*

36827 PSYC 100 TV See page 48 TV-60 Clifford 3.0

Orientation meeting is held at College of San Mateo.

**PSYC 110 MARRIAGE AND RELATIONSHIP CHOICES** Societal, psychological and biological aspects of gender, sex, love, and conflict, in dating, marital and familial interaction. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

31486 PSYC 110 AA TTh 9:45-11:00 3-216 Stegner 3.0

*Evening and/or Weekend course(s)*

34103 PSYC 110 LA Mon 6:30-9:35 13-112 Stegner 3.0

*Telecourse:*

36828 PSYC 110 TV See page 48 TV-60 Stegner 3.0

Orientation meeting is held at College of San Mateo.

**PSYC 200 DEVELOPMENTAL PSYCHOLOGY** Survey of major developmental theories and research throughout the entire life span. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

35900 PSYC 200 AA TTh 11:10-12:25 13-112 Stegner 3.0

**PSYC 300 SOCIAL PSYCHOLOGY** Overview of the psychology of individuals in the context of groups and the interactions among groups. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: PSYC 100 or SOCI 100. (CSU, UC)

31487 PSYC 300 AA TTh 9:45-11:00 13-112 Owyang 3.0

**PSYC 340 PSYCHOLOGY OF HUMAN SEXUALITY** Psychological aspects of human sexuality influencing sexual identity and behavior and their implications. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

31488 PSYC 340 AA TTh 11:10-12:25 13-117 Owyang 3.0

31489 PSYC 340 AB MWF 10:10-11:00 13-111 Owyang 3.0

38869 PSYC 340 AC MWF 11:10-12:00 13-210 Owyang 3.0

**PSYC 410 ABNORMAL PSYCHOLOGY** Elaboration on the study of abnormal behavior and personality. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

*Telecourse:*

36829 PSYC 410 TV See page 48 TV-60 Stegner 3.0

Orientation meeting is held at College of San Mateo.

## RADIOLOGIC TECHNOLOGY

**RADT 415 RADIATION PROTECTION AND BIOLOGY** The effects of radiation on humans, measurement methods, and ways to protect patients and personnel from unnecessary exposure. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: PHYS 405.

31493 RADT 415 AA MWF 9:35-10:25 18-115 Rivera 3.0

**RADT 420 RADIOGRAPHIC POSITIONING II** Positioning of the human body for specialized radiographic procedures and related patient care (nursing procedures). RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: RADT 410 and concurrent enrollment in RADT 428.

31494 RADT 420 AA MWF 8:10-9:25 18-115 Jones 3.5

**RADT 428 CLINICAL EDUCATION II** Designed for the second semester radiologic technology student, this course enables students to further develop skills attained in RADT 418. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: RADT 418 and concurrent enrollment in RADT 420.

38675 RADT 428 SA TTh 8:00-4:35 HOSP O'Laughlin/Jones 5.0 01/07-05/22

**RADT 430 PRINCIPLES OF RADIOGRAPHIC FILM PRODUCTION** Learn methods for producing quality radiographs. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: PHYS 405. (CSU)

31496 RADT 430 AA MWF 11:10-12:30 18-115 Rivera 3.5

**RADT 441 SECTIONAL ANATOMY** Sectional anatomy for Radiologic Technologists and Radiologic Technology students is covered in this course. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: ANAT 250 or equivalent or certification as a Radiologic Technologist.

33418 RADT 441 AA TTh 10:10-12:00 18-115 Bell 1.5 01/14-02/20

**RADT 442 RADIOGRAPHIC PATHOLOGY** Diagnostic images demonstrating the radiographic appearance of pathology are covered in this course. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: BIOL 250 or 260 or technical experience in Radiography.

33419 RADT 442 AA TTh 10:10-12:15 18-115 Staff 1.5 02/25-04/03

**RADT 450 REGISTRY REVIEW** Radiologic Technology review in preparation for ARRT and CRT examinations. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: Successful completion of or enrollment in an approved Radiologic Technology program.

38684 RADT 450 AA Tue 8:10-9:25 18-115 Rivera 1.5

**RADT 458 CLINICAL EDUCATION V** Designed for the fifth semester Radiologic Technology student, this course enables students to build on skills previously attained. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: RADT 448.

38685 RADT 458 SA MWF 8:00-4:35 HOSP O'Laughlin 7.5 12/23-05/23

**RADT 470 SPECIALIZED TECHNIQUES: MAMMOGRAPHY** Curriculum mandated by the California Department of Health Services, Radiologic Technology Branch, for qualifications and continuing education to perform mammographic X-ray procedures. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: Enrollment in the Radiologic Technology program or certification as a radiologic technologist.

*Evening and/or Weekend course(s)*

35420 RADT 470 WA Thu 7:10-10:00 18-115 Pitcher 1.5 04/10-05/08  
Sat 9:10-4:00 18-115 04/12-05/10

## MAKE SURE YOU

## REGISTER FOR YOUR CLASSES

Be sure to register for all your classes through WebSMART, SMART or Enrollment Services. Registration should be completed before the second class meeting.

## Schedule of Classes – R/S

**RADT 471 SPECIALIZED TECHNIQUES: FLUOROSCOPY** Covers the curriculum mandated by the California Department of Health Services for qualifications and continuing education to perform fluoroscopic X-ray Procedures. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. **PREREQ:** Certification as a radiologic technologist.

Evening and/or Weekend course(s)							
36617	RADT 471 LA	Wed	6:10-8:45	18-115	Bell	2.0	01/15-04/02

**RADT 474 VENIPUNCTURE FOR CONTRAST MEDIA ADMINISTRATION** This is a training (theory and practice) course in venipuncture, including concepts in contrast media pharmacology. **RECOMMENDED:** Eligibility for READ 420, ENGL 100, and MATH 110. **PREREQ:** California full certification as a radiologic technologist or a second year student in a two year radiologic technology program.

Evening and/or Weekend course(s)							
38336	RADT 474 LA	Tue	6:00-10:00	18-115	Miller	1.0	01/14-03/04

### READING

(See also English, Literature, English Institute, and Writing)

**READ 420 CRITICAL AND EFFECTIVE READING** Develop increased competence in analytical and critical reading skills, maximize reading rate flexibility, and learn college study and research reading techniques. **PREREQ:** READ 802 or eligibility for 400-level reading courses as indicated by the reading placement test or other measures. (CSU)

On-Line course:							
36738	READ 420 OL	By Arr			On-line Weidman	3.0	
Mandatory Orientation Meeting: Thur., 01/16, 4:30-6:30 pm, Bldg. 5, Room 105. OR Wed., 01/22, 4:30-6:30 pm, Bldg. 5, Room 105.							

**READ 826 DEVELOPMENTAL READING** Basic reading skills: word attack, vocabulary, and comprehension. Units do not apply toward AA/AS degree. **BSL:** Open Curriculum. **PREREQ:** Recommendation via placement test.

38892	READ 826 AA	Daily	8:10-9:00	17-105	Staff	0.5-3.0	
38893	READ 826 AB	Daily	10:10-11:00	3-104	Valenzuela	0.5-3.0	
38894	READ 826 AC	Daily	11:10-12:00	3-104	Valenzuela	0.5-3.0	

**READ 836 ACADEMIC READING STRATEGIES** Study skills, reading and comprehension, and vocabulary work. Units do not apply toward AA/AS degree. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. **PREREQ:** READ 801 or 826 or recommendation via placement test.

38895	READ 836 AA	MWF	8:10-9:00	3-104	Staff	3.0	
38897	READ 836 AB	TTh	8:10-9:25	3-104	Valenzuela	3.0	
38898	READ 836 AC	MWF	9:10-10:00	3-104	Staff	3.0	
38899	READ 836 AD	MWF	12:10-1:00	3-104	Valenzuela	3.0	

Evening and/or Weekend course(s)							
38900	READ 836 LA	Tue	7:10-9:50	3-104	Staff	3.0	
38902	READ 836 LB	Thu	7:10-9:50	3-104	Staff	3.0	

### REAL ESTATE

(See also Business/Office Technology)

**R.E. 110 REAL ESTATE PRACTICE** A comprehensive presentation of real estate brokerage skills with emphasis on the daily activities of salespersons and brokers; including ethics, disclosures, prospecting, listing, advertising, financing, escrows, and property management and leasing. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

Evening and/or Weekend course(s)							
37817	R.E. 110 LA	Thu	7:10-9:50	13-113	Gable	3.0	

### SOCIAL SCIENCE

**SOSC 250 MEXICAN-AMERICAN CULTURE** Overview of the political and cultural heritage of the contemporary Mexican-American community. (Fulfills Ethnic Studies requirement.) **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

38901	SOSC 250 AA	TTh	11:10-12:25	3-254	Martinez	3.0	
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### SOCIOLOGY

**SOCI 100 INTRODUCTION TO SOCIOLOGY** Identification and analysis of basic social structures and forces that motivate and direct social behavior. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN SOC 2) (CSU, UC)

36120	SOCI 100 AA	MWF	11:10-12:00	3-254	Martinez	3.0	
38896	SOCI 100 AB	MW	12:10-1:25	3-254	Martinez	3.0	

Telecourse:							
36830	SOCI 100 TV	See page 48		TV-60	Moynihan	3.0	
Orientation meeting is held at College of San Mateo.							

**SOCI 141 UNDERSTANDING DIVERSE RACIAL/ETHNIC CULTURES** Contributions made to American society by various racial and ethnic groups. (Fulfills Ethnic Studies Requirement.) **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

31514	SOCI 141 AA	MWF	9:10-10:00	3-254	Martinez	3.0	
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Evening and/or Weekend course(s)							
31515	SOCI 141 LA	Mon	6:30-9:35	3-254	Martinez	3.0	

### SPANISH

**SPAN 110 ELEMENTARY SPANISH** Introductory course that develops listening, speaking, reading and writing skills for basic every day situations, and introduces the student to cultural aspects of Spanish-speaking countries. Two by arrangement hours of lab per week are required. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN SPAN 2) (CAN SPAN SEQ A = SPAN 110 + 120) (CSU, UC)

38931	SPAN 110 AA	MWF	11:10-12:40	3-216	Malamud	5.0	
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**SPAN 111 ELEMENTARY SPANISH I** Equivalent to the first half of SPAN 110. Introductory course that develops listening, speaking, reading and writing skills for basic every day situations, and introduces the student to cultural aspects of Spanish-speaking countries. One by arrangement hour of lab per week is required. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

Evening and/or Weekend course(s)							
37825	SPAN 111 WA	Sat	9:00-12:15	13-115	Amable	3.0	

**SPAN 112 ELEMENTARY SPANISH II** Continuation of SPAN 111. Equivalent to the second half of SPAN 110. (SPAN 111 and 112 are equivalent to SPAN 110.) Introductory course that develops listening, speaking, reading and writing skills for basic every day situations, and introduces the student to cultural aspects of Spanish-speaking countries. One by arrangement hour of lab per week is required. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. **PREREQ:** SPAN 111. (CSU, UC)

Evening and/or Weekend course(s)							
31522	SPAN 112 LA	Wed	7:10-9:50	3-227	Staff	3.0	

**SPAN 120 ADVANCED ELEMENTARY SPANISH** Continuation of SPAN 110 or 112. Further development of listening, speaking, reading and writing skills. Students learn to talk about topics such as health, pressures and conveniences of modern life, the arts, the environment, social life, the workplace, government and civic responsibilities and travel. Students learn about many cultural aspects of Spanish-speaking countries. Two by arrangement hours of lab per week are required. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. **PREREQ:** SPAN 110 or 112, or equivalent. (CAN SPAN 4) (CAN SPAN SEQ A = SPAN 110 + 120) (CSU, UC)

38929	SPAN 120 AA	MWF	8:30-10:00	3-216	Malamud	5.0	
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**SPAN 162 READINGS IN SPANISH LITERATURE II** A continuation of SPAN 161, includes further study and practice in oral and written composition; class readings of works of Spanish and Spanish-American literature; collateral reading of varied types of Spanish and Spanish-American literature, and review of grammar. Designed for both native and non-native speakers of Spanish. **RECOMMENDED:** Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. **PREREQ:** SPAN 140 or equivalent. (CSU, UC)

34796	SPAN 162 AA	MWF	12:45-1:35	3-216	Malamud	3.0	
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**SPAN 801 CONVERSATIONAL SPANISH I** Study of the Spanish language, approached by way of conversation, intensive drill in the formulas and idioms of daily speech, supported with sufficient grammar to give flexibility in the spoken language. Units do not apply toward AA/AS degree. **BSL:** Open Curriculum.

Evening and/or Weekend course(s)							
31527	SPAN 801 LA	Tue	7:10-9:50	13-210	Staff	2.0	

**SPAN 802 CONVERSATIONAL SPANISH II** Advanced work in conversation. Follows model of SPAN 801. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: SPAN 801.

*Evening and/or Weekend course(s)*

31529	SPAN 802 LA	Thu	6:30-9:30	13-112	Malamud	2.0
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**SPAN 803 CONVERSATIONAL SPANISH III** Advanced conversation following model of SPAN 802. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: SPAN 802.

*Evening and/or Weekend course(s)*

31530	SPAN 803 LA	Wed	7:10-9:50	13-112	Staff	2.0
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**SPAN 804 CONVERSATIONAL SPANISH IV** Further advanced conversation following model of SPAN 803. Units do not apply toward AA/AS degree. BSL: Open Curriculum. PREREQ: SPAN 803.

*Evening and/or Weekend course(s)*

31531	SPAN 804 LA	Wed	7:10-9:50	13-112	Staff	2.0
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## SPEECH COMMUNICATION

**SPCH 100 FUNDAMENTALS OF SPEECH COMMUNICATION** Form, function, history, and ethical requirements of public address. Students study, prepare, and deliver speeches in the traditional forms. RECOMMENDED: Eligibility for READ 420 and ENGL 100. (CAN SPCH 4) (CSU, UC)

31532	SPCH 100 AA	TTh	8:10-9:25	3-254	Jones	3.0
35988	SPCH 100 AB	MWF	9:10-10:00	13-111	Browning	3.0

*Evening and/or Weekend course(s)*

31533	SPCH 100 LA	Tue	7:10-9:50	3-254	Jones	3.0
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**SPCH 120 INTERPERSONAL COMMUNICATION** Theory, basic principles, and methods of oral communication; improving speaking and listening skills within the context of interpersonal communication; although not a course in public address, class presentations are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN SPCH 8) (CSU, UC)

31538	SPCH 120 AA	TTh	9:45-11:00	3-254	Jones	3.0
33383	SPCH 120 AB	MWF	10:10-11:00	3-254	Browning	3.0

*Evening and/or Weekend course(s)*

31539	SPCH 120 LA	Thu	7:10-9:50	3-254	Browning	3.0
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## THEATER ARTS

**DRAM 140 INTRODUCTION TO THE THEATRE** Nomenclatures, duties, and responsibilities of the various theatre artists, traditions, script analysis and approach from director's and designer's viewpoint. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN DRAM 18) (CSU, UC)

33478	DRAM 140 AA	MWF	10:10-11:00	3-129	Hoy	3.0
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**DRAM 200 THEORY AND PRACTICE OF ACTING** Theories and techniques of acting and dramatic production; presentation of scenes; improvisation and pantomime. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. COREQ: concurrent enrollment in DRAM 208. (CAN DRAM 8) (CSU, UC)

38335	DRAM 200 AA	TTh	9:45-11:00	3-129	Hoy	3.0
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**DRAM 201, 202, 203 ADVANCED ACTING I, II, III** Advanced, enriched, and more complex work in the areas covered by DRAM 200. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: DRAM 201 requires DRAM 200. DRAM 202 and 203 require the previous level. COREQ: Concurrent enrollment in DRAM 209, 210, or 211. (CSU, UC)

38337	DRAM 201 AA	TTh	9:45-11:00	3-129	Hoy	3.0
38338	DRAM 202 AA	TTh	9:45-11:00	3-129	Hoy	3.0
38339	DRAM 203 AA	TTh	9:45-11:00	3-129	Hoy	3.0

**DRAM 233 TUESDAY THEATRE COMPANY** Resident performing company. Short plays, scene cuttings, monologues performed on and off campus. Audition required for initial casting. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. COREQ: Concurrent enrollment in DRAM 200, 201, 202, or 203. (CSU, UC)

38340	DRAM 233 AA	TTh	1:10-3:00	3-129	Hoy	3.0
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**DRAM 300 PLAY REHEARSAL/PERFORMANCE: THE CRUCIBLE** A production course requiring an audition and rehearsals Monday through Saturday from 7:00 to 10:00 p.m. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: Audition. (CSU, UC)

Auditions: January 23 & 24

Performances: March 13, 14, 15, 16, 20, 21, 22 & 23

*Evening and/or Weekend course(s)*

31033	DRAM 300 LA	MTWThFS	7:00-10:00	3-129	Hoy	1.0	01/23-03/23
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## WRITING

(See also English, Literature, English Institute, and Reading)

**WRIT 836 BASIC WRITING II** Learn to plan, organize, support, and arrange the college essay, including review of mechanics, grammar, and documentation. Units do not apply to AA/AS degree. BSL: Same as that of concurrent English Course. COREQ: Concurrent enrollment in ENGL 836, 100, or 110.

38903	WRIT 836 AA	MWF	8:10-9:00	5-105D	Staff	1.0
38904	WRIT 836 AB	MWF	9:10-10:00	5-105D	Gangel	1.0
38905	WRIT 836 AC	MWF	10:10-11:00	5-105D	Clay	1.0
38906	WRIT 836 AD	MWF	11:10-12:00	5-105D	Staff	1.0
38907	WRIT 836 AE	MWF	12:10-1:00	5-105D	Staff	1.0
38908	WRIT 836 AF	TTh	8:10-9:25	5-105D	Staff	1.0
38934	WRIT 836 AG	TTh	9:45-11:00	5-105D	Palmer	1.0
38909	WRIT 836 AH	TTh	11:10-12:25	5-105D	Williams	1.0

*Evening and/or Weekend course(s)*

38910	WRIT 836 LA	MW	5:30 6:50	5-105D	Staff	1.0
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**WRIT 836 has a non-refundable materials charge of \$2.**

### WebSMART enables you to:

- Apply for admission
- Check your registration status
- Drop classes (anytime within published deadlines)
- Print your schedule of classes
- Pay your fees by credit card
- Get Financial Aid information
- Apply for Federal Financial Aid
- Obtain your grades
- Print an unofficial transcript

**Log on to <http://websmart.smccd.net/>**

### MAKE SURE YOU ATTEND THE FIRST CLASS MEETING

Attendance at the first meeting of a class is IMPORTANT. Any student not reporting to the first class meeting may be dropped from the roll sheet.

## 44 Final Examination Schedule

### Day Classes

Time and Day of Regular Class Meeting		Time and Day of Final Exam	
8:00 a.m.	Daily; MTWTh; MTWF; MTThF; MWThF; MWTh; MWF; MW; MF; WF; M; W; F	8:10-10:40 a.m.	Monday, May 19
8:00 a.m.	TWThF; TTh; T; Th	8:10-10:40 a.m.	Tuesday, May 20
9:00 a.m.	Daily; MTWTh; MTWF; MTThF; MWThF; MWTh; MWF; MW; MF; WF; M; W; F	8:10-10:40 a.m.	Wednesday, May 21
9:00 a.m.	TWThF; TTh; T; Th	8:10-10:40 a.m.	Thursday, May 22
10:00 a.m.	Daily; MTWTh; MTWF; MTThF; MWThF; MWTh; MWF; MW; MF; WF; M; W; F	8:10-10:40 a.m.	Friday, May 23
10:00 a.m.	TWThF; TTh; T; Th	11:10-1:40 p.m.	Wednesday, May 21
11:00 a.m.	Daily; MTWTh; MTWF; MTThF; MWThF; MWTh; MWF; MW; MF; WF; M; W; F	11:10-1:40 p.m.	Monday, May 19
11:00 a.m.	TWThF; TTh; T; Th	11:10-1:40 p.m.	Tuesday, May 20
12:00 p.m.	Daily; MTWTh; MTWF; MTThF; MWThF; MWTh; MWF; MW; MF; WF; M; W; F	11:10-1:40 p.m.	Friday, May 23
12:00 p.m.	TWThF; TTh; T; Th	11:10-1:40 p.m.	Thursday, May 22
1:00 p.m.	Daily; MTWTh; MTWF; MTThF; MWThF; MWTh; MWF; MW; MF; WF; M; W; F	2:10-4:40 p.m.	Monday, May 19
1:00 p.m.	TWThF; TTh; T; Th	2:10-4:40 p.m.	Thursday, May 22
2:00 p.m.	Daily; MTWTh; MTWF; MTThF; MWThF; MWTh; MWF; MW; MF; WF; M; W; F	2:10-4:40 p.m.	Wednesday, May 21
2:00 p.m.	TWThF; TTh; T; Th	2:10-4:40 p.m.	Tuesday, May 20
3-4:30 p.m.	Daily; MTWTh; MTWF; MTThF; MWThF; MWTh; MWF; MW; MF; WF; M; W; F	2:10-4:40 p.m.	Friday, May 23
3-4:30 p.m.	TWThF; TTh; T; Th	2:10-4:40 p.m.	Thursday, May 22

### Notes:

- ♦ When a course consists of lecture and laboratory, the final examination is scheduled according to the lecture.
- ♦ When a course meets one hour one day and two hours a second day, or for one and one-half hours two days a week, the final examination is scheduled according to the hour that is common to both days (e.g., T 10 and Th 9-11, or TTh 9-11, or TTh 9:30-11, the examination would be scheduled as listed for TTh 10).
- ♦ Examinations will start promptly at the time indicated. Examinations are held in the same room in which the class regularly meets.
- ♦ Students with an unavoidable conflict in their final examination schedules should make arrangements with one of the instructors to take the examination with another group.
- ♦ For short courses the final is given the last day of class.

### Evening and Weekend Classes

All classes that begin at 4:30 p.m. or later follow the evening exam schedule. Final examinations for all evening and Weekend classes will be given during the last class meeting as follows:

Saturday classes	Saturday, May 17
Sunday classes	Sunday, May 18
Monday classes	Monday, May 19
Tuesday classes	Tuesday, May 20
Wednesday classes	Wednesday, May 21
Thursday classes	Thursday, May 22
Friday classes	Friday, May 23

## Cañada College

# High School Concurrent Enrollment Program Application for Spring 2003

## Completed Application Packet due NO LATER THAN January 6, 2003

Review the Concurrent Enrollment Program Guidelines and Admissions Information available at the Cañada College website ([www.canadacollege.edu/programs/high.html](http://www.canadacollege.edu/programs/high.html)) prior to completing this application. Submit BOTH this application and the standard Application for Admissions to participate in this special program. Students currently attending high school who have completed their sophomore year may apply for Concurrent Enrollment. Program eligibility requirements include the following: 1- students must have a grade point average of at least 2.0 (excluding PE courses), 2- provide written approval of the high school principal or counselor AND parent or guardian on this application approving all requested coursework, 3- be eligible for courses requested as verified by Cañada College placement test scores in English or ESL and/or Mathematics, 4- provide a current copy of high school transcripts with the applications, and 5- submit the completed application requirements on or before January 6, 2003. In all cases, the final decision on the admission of any student to any course rests with the college.

STUDENT'S LAST NAME	FIRST NAME	MID. INIT.	STUDENT I.D.# (Soc Sec # or college will assign #)
ADDRESS			TELEPHONE NUMBER
			EMERGENCY NUMBER
CITY	STATE	ZIP	DATE OF BIRTH

High School: \_\_\_\_\_ GRADE LEVEL IN SPRING 2003: \_\_\_\_\_

### Cañada College Course(s) REQUESTED: (complete all information below)

	CRN	SUBJ.	NO.	SEC.	TITLE	DAY/HOURS	UNITS
EXAMPLE:	81632	ACTG	121	KK	Financial Accounting	TTh 7-9:3	5.0
FIRST COURSE							
SECOND COURSE							

### ALTERNATE COURSE SELECTIONS

First Alternate							
Second Alternate							

If your FIRST choice course is full we will automatically attempt to register you in your SECOND choice course selection. Any changes to the above course selections must be approved in writing by the high school Principal or designee.

The signature in this box indicates permission of this student's parent or legal guardian for the student to enroll in the college course(s) recommended. PLEASE NOTE, college records are available to the student only unless the release below is signed by the student.

PRINT name of Parent/Guardian: \_\_\_\_\_ Phone # \_\_\_\_\_

SIGNATURE of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed the academic record of this student and recommend admission to the Concurrent Enrollment Program and the course(s) listed above. I have verified that the student has the required minimum GPA of 2.0 (exclusive of PE). Comments:

PRINT name of Principal or designee \_\_\_\_\_ Phone # \_\_\_\_\_

SIGNATURE of Principal or designee \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION TO RELEASE ACADEMIC RECORDS (optional - to be completed by the Student)** I DO AUTHORIZE THE RELEASE AND/OR REVIEW OF MY ACADEMIC RECORDS TO MY PARENT OR GUARDIAN. I DO AUTHORIZE CAÑADA COLLEGE TO SEND MY COLLEGE TRANSCRIPTS TO MY HIGH SCHOOL WHEN GRADES ARE RECORDED.

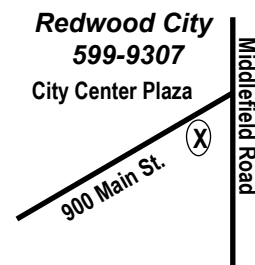
SIGNATURE OF STUDENT: \_\_\_\_\_ Date \_\_\_\_\_

# Cañada College

## Education & Technology Downtown Center

Redwood City Center Plaza

900 Main St., 599-9307



### COMPUTER APPLICATION INTENSIVE SHORT COURSES

Dept/Crse #	Course Title	CRN	Days	Times	Dates
Bus. 415 RA	Beg. Keyboarding	35307	MTuTh	6:30–9:30 p.m.	1/13–1/30
Bus. 417 RA	Skill Building	35308	MTuTh	6:30–9:30 p.m.	1/13–1/30
Bus. 448 RA	Using Microsoft Windows XP	34765	TTH	6:30–9:30 p.m.	2/4–2/27
Bus. 472 RA	Intro. to Word for Windows	35910	MW	6:30–9:30 p.m.	2/3–3/3
Bus. 474 RA	Intermediate Word for Windows	35914	MW	6:30–9:30 p.m.	3/5–3/31
Bus. 431 RA	Computer Applications II	35309	TTH	6:30–9:30 p.m.	4/1–5/1
Bus. 478 RA	Integrating Microsoft Office	38683	MW	6:30–9:30 p.m.	4/2–5/5

### SMALL BUSINESS DEVELOPMENT CENTER TRAINING

Dept/Crse #	Course Title	CRN	Days	Times	Dates
Bus. 397 RA	Developing Tools to Create a Marketing Plan	38722	Tues	6:30–9:30 p.m.	1/14–2/11
Bus. 395 RA	Getting Started in Business	38721	Tues	6:30–9:35 p.m.	2/18–3/18
Bus. 396 RA	Developing a Business Plan	38723	Tues	6:30–9:30 p.m.	3/25–4/29
Bus. 398 RA	Small Business Resource Lab	37702	By Arrg	By Arrg.	By Arrg.
				Call 599-9307	
Actg. 194 RA	Intro. to Quickbooks & QB Pro	38320	Sat	8 a.m.–5 p.m.	2/1 & 2/8
Actg. 196 RA	Intermediate Quickbooks & QB Pro	38321	Sat	8 a.m.–5 p.m.	2/22 & 3/1

### INTENSIVE COMPUTER TECHNICIAN TRAINING

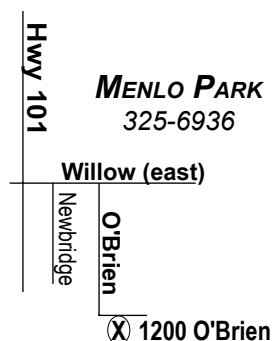
Dept/Crse #	Course Title	CRN	Days	Times	Dates
Bus. 497 RT	Windows 2000 Professional	38825	M-TH	8:10 a.m.–12 p.m.	1/14–1/23
Bus. 498 RT	Windows 2000 Server	38635	M-TH	8:10 a.m.–12 p.m.	1/28–2/19
Bus. 435 RT	Excel Spreadsheets	38325	M-TH	8:10 a.m.–12 p.m.	2/24–3/6
Comp 311 RT	Intro. To the Unix Operating Sys.	38367	M-TH	8:10 a.m.–12 p.m.	3/10–3/20
Comp 340 RT	Intro. to Unix Systems Admin.	38328	M-TH	8:10 a.m.–12 p.m.	3/26–4/8
Bus. 436 RT	Database Mgmt. Using Access	38326	M-TH	8:10 a.m.–12 p.m.	4/9–4/29
Coop 672 RT	Internship	37330			
Bus. 426 RT	Advanced DOS	38324	M-TH	8:10 a.m.–12 p.m.	4/30–5/8

### COURSES TAUGHT IN SPANISH

Dept/Crse #	Course Title	CRN	Days	Times	Dates
Bus. 430 RB	Aplicaciones de la Computadora, Parte I	36159	Fri	6:30–9:30 p.m.	1/24–3/21
Bus. 431 RB	Aplicaciones de la Computadora, Parte II	36160	Fri	6:30–9:30 p.m.	3/28–5/23
Bus. 448 RB	Usando Microsoft Windows XP	35884	Sat	8:30 a.m.–12:30 p.m.	1/25–3/8
HMSV 110 RB	Introduction to Counseling and Interviewing	38917	Wed	6:30–9:30 p.m.	1/15–5/21
Bus. 475 RB	Usando Microsoft Outlook	38644	Sat	8:30 a.m.–12:30 p.m.	3/22–5/3

### CHECK SCHEDULE FOR ADDITIONAL COURSES

Dept/Crse #	Course Title	CRN	Days	Times	Dates
Bus. 436 RA	Database Mgmt. Using Microsoft Access	37302	Mon	6:30–9:35 p.m.	1/13–5/19
Bus. 470 RA	Advanced Spreadsheets	38731	Sat	9:10 a.m.–1 p.m.	4/5–5/17
	Using Microsoft Excel				
ECE 211 RA	ECE Curriculum	37648	Mon	6:30–9:30 p.m.	1/13–5/19
ESL 800 RV	ESL Preparatory Level	38314	TTH	6:30–9:20 p.m.	1/14–5/20



## Menlo Park Center

1200 O'Brien, Menlo Park, 325-6936

### BUSINESS OFFICE TECHNOLOGY COURSES

Dept/Crse #	Course Title	CRN	Days	Times	Dates
Bus. 680 MA	New Features of Microsoft Office XP Pro	37335	Fri.	9:45-12:45	1/24-3/21
Bus. 457 MA	Presentation Software: PowerPoint	38828	Fri.	9:45-12:45	3/28-5/23

### INTENSIVE COMPUTER TECHNICIAN TRAINING

Dept/Crse #	Course Title	CRN	Days	Times	Dates
Bus. 448 MP	Using Windows XP	36309	MTTH	6:15-9:45 pm	1/13-1/28
Bus. 425 MP	Basic DOS	36311	MTTH	6:15-9:45 pm	2/3-2/18
Bus. 447 MP	Overview of Electronic Safety	38349	MTTH	6:15-9:45 pm	2/20-3/6
Bus. 430 MP	Computer Applications I	36310	MTTH	6:15-9:45 pm	3/11-3/25
Bus. 422 MP	Help Desk	38641	MTTH	6:15-9:45 pm	3/27-4/10
Bus. 450 MP	PC Maintenance/Sys. Upgrades	38350	MTTH	6:15-9:45 pm	4/21-5/20

### COMPUTER COURSES TAUGHT IN SPANISH

Dept/Crse #	Course Title	CRN	Days	Times	Dates
Bus. 480 MB	Usando el Internet, Part I	38950	Wed. Evening	6:30-9:30 p.m.	1/22-3/12
Bus. 482 MB	Usando el Internet, Part II	38951	Wed. Evening	6:30-9:30 p.m.	3/19-5/14

### ENGLISH AS A SECOND LANGUAGE COURSES

For further information, contact Martha Chavez at (650) 325-0164 (habla español)

Dept/Crse #	Course Title	CRN	Days	Times	Dates
LCTR 807 MP	English Skills for the Workplace	38946	MTuWTh	9 am - 3 pm	1/13-5/15
LCTR 806 MP	Self-Paced ESL	38945	MTuWTh	9 am - 3 pm	1/13-5/15
LCTR 808 MP	English Skills for Occupational Training	38947	MTuWTh	9 am - 3 pm	1/13-5/15

### EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT COURSES

Dept/Crse #	Course Title	CRN	Days	Times	Dates
ECE 211 MA	Early Childhood Educ. Curriculum	37649	Tue.	5:30-8:30 pm	1/14-5/20

The majority of the above noted courses lead to a Certificate and/or A.S. degree. Please check the Cañada catalog and make an appointment to see a counselor to discuss options.

#### THE LEARNING CENTER AT MENLO PARK

The Menlo Park Learning Center, located at 1200 O'Brien in Menlo Park (OICW building), is open from 7 am to 3 pm, Monday through Thursday, and from 7 am to 11:30 am on Friday. The Center offers self-paced and group instruction in many levels of English, reading, writing and English as a Second Language. These courses prepare students for college-level work or provide students the skills they need for success in job training programs and at work. Students starting at the Center are provided an assessment of their skill level so as to place them appropriately. Students may use the Center whenever it is open and at times convenient to them.

For more information, call Martha Chavez at (650) 325-0164. **Para más información, pueden llamar a Martha Chavez al teléfono (650) 325-0164 de lunes a jueves de 7 am a 3 pm, o los viernes de 7 am a 11:30 am.**



# 48 College by Telecourse

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Telecourses are college-credit courses that give students the opportunity to complete most of their course work outside the classroom, on their own time, usually at home. However, three or more on-campus meetings are held for each course; attendance at many of the introductory meetings is mandatory (as indicated by an \*). Telecourses are academically equivalent to on-campus courses and are transferable to most four-year colleges and universities.

Programs are broadcast on KCSM Channel 60, which is carried on many cable systems. Call your cable company for the correct cable channel in your area. For more information about telecourses, contact the Telecourse Office at College of San Mateo, (650) 574-6120, or visit the Distance Learning Website at [www.gocsm.net](http://www.gocsm.net).

## ***Cañada Telecourses***

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**37434 ANTH 350 Introduction to Archaeology** (3 Units)  
Ch 60 TV Broadcast Time: Thurs, 5-6am, Feb 6-Mar 27  
Introductory Meeting: Sat., Feb. 1, 1-4 pm  
College of San Mateo, Bldg. 14, Room 101

**36814 ART 100 Art of the Western World** (3 Units)  
Ch 60 TV Broadcast Time: Thurs, 4-5 pm, Feb 6-Apr 3  
Introductory Meeting: Fri., Jan 31, 6:30-9:30 pm\*  
College of San Mateo, Bldg. 4, Room 152

**36815 BUS. 100 Contemporary American Business**  
Ch 60 TV Broadcast Time: Wed, 8-9 am, Feb 5-Apr 30  
Introductory Meeting: Sat., Feb 1, 9-11 am\*  
College of San Mateo, Bldg. 14, Room 120 (3 Units)

**36816 BUS. 150 Small Business Management** (3 Units)  
Ch 60 TV Broadcast Time: Wed, 7-8 am, Feb 5-Apr 30  
Introductory Meeting: Sat., Feb 1, 9-11 am  
College of San Mateo, Bldg. 14, Room 100

**36817 BUS. 170 Salesmanship Fundamentals** (3 Units)  
Ch 60 TV Broadcast Time: Fri, 8-9 am, Feb 7-May 2  
Introductory Meeting: Sat., Feb 1, 11 am-1 pm  
College of San Mateo, Bldg. 14, Room 120

**36818 BUS. 180 Marketing** (3 Units)  
Ch 60 TV Broadcast Time: Wed, 6-7 am, Feb 5-Apr 30  
Introductory Meeting: Sat., Jan 25, 11 am-2 pm\*  
College of San Mateo, Bldg. 14, Room 201

**36819 CHEM 100 Survey of Chemistry** (3 Units)  
Ch 60 TV Broadcast Time: Mon, 5-6 am, Feb 3-Apr 28  
Introductory Meeting: Sat., Jan 25, 1-3 pm\*  
College of San Mateo, Bldg. 11, Room 132

**38374 CRER 112 Career Advantage** (2 Units)  
Ch 60 TV Broadcast Time: Fri, 4-5 am, Feb 7-May 2  
Introductory Meeting: Sat., Jan 25, 11 am-1 pm\*  
College of San Mateo, Bldg. 5, Room 128

**36820 FILM 110 American Cinema** (3 Units)  
Ch 60 TV Broadcast Time: Thurs, 3-4 pm, Feb 6-Apr 10  
Introductory Meeting: Sat., Jan 25, 1-4 pm\*  
College of San Mateo, Bldg. 2, Room 141

**37433 GEOL 100 Survey of Geology** (3 Units)  
Ch 60 TV Broadcast Time: Mon, 6-7 am, Feb 3-Apr 28  
Introductory Meeting: Sat., Jan 25, 9-11am\*  
College of San Mateo, Bldg. 11, Room 132

**36823 HSCI 100 General Health Science** (2 Units)  
Ch 60 TV Broadcast Time: Mon, 9-10 am, Feb 3-Apr 28  
Introductory Meeting: Fri., Jan 24, 7-9pm\*  
College of San Mateo, Bldg. 18, Room 76

**36824 MGMT 100 Introduction to Business Management**  
Ch 60 TV Broadcast Time: Wed, 9-10 am, Feb 5-Apr 30  
Introductory Meeting: Sat, Feb 1, 11 am-1 pm\*  
College of San Mateo, Bldg. 14, Room 100 (3 Units)

**36825 PHIL 246 Ethics in America** (3 Units)  
Ch 60 TV Broadcast Time: Tues, 3-4 pm, Feb 11-Apr 15  
Introductory Meeting: Sat., Feb 1, 11 am-1 pm\*  
College of San Mateo, Bldg. 14, Room 103

**36827 PSYC 100 General Psychology** (3 Units)  
Ch 60 TV Broadcast Time: Tues, 5-6 am, Feb 4-Apr 29  
Introductory Meeting: Fri, Jan 24, 7-9 pm\*  
College of San Mateo, Bldg. 11, Room 130

**36828 PSYC 110 Courtship, Marriage, and the Family**  
Ch 60 TV Broadcast Time: Tues, 7-8 am, Feb 4-Apr 29  
Introductory Meeting: Fri., Jan 24, 7-9 pm\*  
College of San Mateo, Bldg. 14, Room 101 (3 Units)

**36829 PSYC 410 Abnormal Psychology** (3 Units)  
Ch 60 TV Broadcast Time: Tues, 9-10 am, Feb 4-Apr 29  
Introductory Meeting: Sat., Jan 25, 11 am-1 pm\*  
College of San Mateo, Bldg. 14, Room 101

**36830 SOCI 100 Introduction to Sociology** (3 Units)  
Ch 60 TV Broadcast Time: Tues, 6-7 am, Feb 4-Apr 29  
Introductory Meeting: Sat., Jan 25, 1-3 pm\*  
College of San Mateo, Bldg. 11, Room 130

## ***CSM Telecourses***

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**31739 ASTR 100 Introduction to Astronomy** (3 Units)  
Ch 60 TV Broadcast Time: Mon, 7-8 am, Feb 3-Apr 28  
Introductory Meeting: Fri., Jan 31, 7-9 pm\*  
College of San Mateo, Bldg. 11, Room 132

**31814 BUS. 201 Business Law I** (3 Units)  
Ch 60 TV Broadcast Time: Wed, 5-6 am, Feb 5-May 14  
Introductory Meeting: Sat., Jan 25, 9-11am  
College of San Mateo, Bldg. 14, Room 122

**35466 CA&S 310 Nutrition** (3 Units)  
Ch 60 TV Broadcast Time: Mon, 8-9 am, Feb 3-Apr 28  
Introductory Meeting: Fri., Jan 31, 7-9 pm\*  
College of San Mateo, Bldg. 14, Room 122

**37810 FITN 687 TV Chair Exercise** (1 Unit)  
Ch 60 TV Broadcast Time: MWF, 11-11:30am, Feb 3- May 9  
Introductory Meeting: Sat, Jan 25, 10:00am-12:30pm  
College of San Mateo, Bldg 8, Room 203

**37811 FITN 688 TV Aerobic Exercise** (1 Unit)  
Ch 60 TV Broadcast Time: MWF 11:30am-12:00pm, Feb 3-May 9  
Introductory Meeting: Sat, Jan 25, 1:00-3:30pm  
College of San Mateo, Bldg 8, Room 203

**33521 FREN 115 Beginning French I** (3 Units)  
Ch 60 TV Broadcast Time: Mon, 1-2 pm, Feb 3-Apr 28  
Introductory Meeting: Sat., Feb 1, 9-11 am  
College of San Mateo, Bldg 14, Room 101

**32342 FREN 116 Beginning French II** (3 Units)  
Ch 60 TV Broadcast Time: Tues, 1-2 pm, Feb 4-Apr 29  
Introductory Meeting: Sat., Feb 1, 9-11am  
College of San Mateo, Bldg 14, Room 101

**32343 FREN 117 Advanced Beginning French I** (3 Units)  
Ch 60 TV Broadcast Time: Wed, 1-2 pm, Feb 5-Apr 30  
Introductory Meeting: Sat, Feb 1, 9-11am  
College of San Mateo, Bldg 14, Room 101

**37747 FREN 118 Advanced Beginning French II** (3 Units)  
Ch 60 TV Broadcast Time: Thurs, 1-2 pm, Feb 6-May 1  
Introductory Meeting: Sat, Feb 1, 9-11am  
College of San Mateo, Bldg. 14, Room 101

**36545 ITAL 115 Beginning Italian I** (3 Units)  
Ch 60 TV Broadcast Time: Mon, 12-1 pm, Feb 3-Apr 28  
Introductory Meeting: Sat., Jan 25, 1-3pm\*  
College of San Mateo, Bldg. 14, Room 100

**36546 ITAL 116 Beginning Italian II** (3 Units)  
Ch 60 TV Broadcast Time: Tues, 12-1 pm, Feb 4- Apr 29  
Introductory Meeting: Sat., Jan 25 1-3 pm\*  
College of San Mateo, Bldg. 14, Room 100

**36547 ITAL 117 Advanced Beginning Italian I** (3 Units)  
Ch 60 TV Broadcast Time: Wed, 12-1 pm, Feb 5-Apr 30  
Introductory Meeting: Sat., Jan 25, 1-3 pm\*  
College of San Mateo, Bldg. 14, Room 100

**37369 ITAL 118 Advanced Beginning Italian II** (3 Units)  
Ch 60 TV Broadcast Time: Thur, 12-1 pm, Feb 5-May 1  
Introductory Meeting: Sat., Jan 25, 1-3 pm\*  
College of San Mateo, Bldg. 14, Room 100

**34026 PSYC 680 Child Psychology** (3 Units)  
Ch 60 TV Broadcast Time: Tues, 8-9 am, Feb 4-Apr 29  
Introductory Meeting: Sat., Jan 25, 1-3 pm\*  
College of San Mateo, Bldg. 14, Room 103

**36065 SPAN 115 Introduction to Spanish I** (3 Units)  
Ch 60 TV Broadcast Time: Mon, 2-3 pm, Feb 3-Apr 28  
Introductory Meeting: Sat., Feb 1, 11 am- 1 pm  
College of San Mateo, Bldg. 18, Room 76

**36066 SPAN 116 Introduction to Spanish II** (3 Units)  
Ch 60 TV Broadcast Time: Tues, 2-3 pm, Feb 4-Apr 29  
Introductory Meeting: Sat., Feb 1, 11 am-1 pm  
College of San Mateo, Bldg. 18, Room 76

**36067 SPAN 117 Advanced Beginning Spanish I** (3 Units)  
Ch 60 TV Broadcast Time: Wed, 2-3 pm, Feb 5-Apr 30  
Introductory Meeting: Sat., Feb 1, 11 am-1 pm  
College of San Mateo, Bldg. 18, Room 76

**36068 SPAN 118 Advanced Beginning Spanish II** (3 Units)  
Ch 60 TV Broadcast Time: Thur, 2-3 pm, Feb 6-May 1  
Introductory Meeting: Sat., Feb 1, 11 am-1 pm  
College of San Mateo, Bldg. 18, Room 76

**37418 SPCH 180 Family Communication** (3 Units)  
Ch 60 TV Broadcast Time: Fri, 3-4 pm, Feb 7-May 2  
Introductory Meeting: Sat., Jan 25, 9-11 am  
College of San Mateo, Bldg. 14, Room 201

**Short on time?** Complete many requirements for your AA degree by distance education on-line or telecourses.

Students enrolling in online courses must have e-mail and Web access. Web access is available in the Cañada Learning Center. For descriptions of online courses, please see the appropriate department listing in this schedule.

All internet courses are taught in a self-paced, mastery format. Students are required to attend a mandatory orientation meeting at the beginning of the semester. Regular on-campus meetings scheduled throughout the semester provide the opportunity for individual consultation with the instructor, small group discussions, problem-solving sessions, demonstrations, and for students to take required exams and tests. Students **must attend** a minimum number of the regularly scheduled semester meetings and **must take all** required exams and tests. Students progress through the courses at their own pace but **must** complete the course by the final class meeting. The meeting dates, times, and requirements will be explained at the orientation sessions and posted on instructors' Web pages. See Online Course Schedule at [www.canadacollege.net/schedules](http://www.canadacollege.net/schedules).

### COMPUTER INFORMATION SCIENCE AND SYSTEMS

#### Introduction to Unix System Administration

37324 COMP 340 OL By Arr  
Sinkewitsch 1.5  
Mandatory Orientation Meeting:  
Sat., 03/01, 2:30-4:30 pm,  
Bldg. 16, Room 110

### ENGLISH AS A SECOND LANGUAGE

#### Grammar Mastery: Verb Tenses

34722 ESL 880 OL By Arr  
Choi 2.0  
Mandatory Orientation Meeting:  
Thu., 02/06, 4:00-6:00 pm, OR  
Fri., 02/07, 9:00-11:00 am,  
Bldg. 13, Room 11

### HISTORY

#### History of Western Civilization I

34779 HIST 100 OL By Arr  
Steidel 3.0  
Mandatory Orientation Meeting:  
Tue., 01/21, 4:00-6:00 pm,  
Bldg. 5, Room 105

### MATHEMATICS

#### Elementary Algebra

36624 MATH 110 OL By Arr  
Preston 5.0  
Mandatory Orientation Meeting:  
Wed., 01/15, 4:00-6:00 pm,  
Bldg. 17, Room 205

#### Elementary Algebra I

37833 MATH 111 OL By Arr  
Preston 3.0  
Mandatory Orientation Meeting:  
Wed., 01/15, 4:00-6:00 pm,  
Bldg. 17, Room 203.

#### Elementary Algebra II

37834 MATH 112 OL By Arr  
Preston 3.0  
Mandatory Orientation Meeting:  
Wed., 01/15, 4:00-6:00 pm,  
Bldg. 17, Room 203.

#### Intermediate Algebra

38668 MATH 120 OL By Arr  
Innerst 5.0  
Mandatory Orientation Meeting:  
Wed., 01/15, 4:00-6:00 pm,  
Bldg. 17, Room 207

#### Intermediate Algebra I

37835 MATH 122 OL By Arr  
Innerst 3.0  
Mandatory Orientation Meeting:  
Wed., 01/15, 4:00-6:00 pm,  
Bldg. 17, Room 207

#### Intermediate Algebra II

37836 MATH 123 OL By Arr  
Innerst 3.0  
Mandatory Orientation Meeting:  
Wed., 01/15, 4:00-6:00 pm,  
Bldg. 17, Room 207

### READING

#### Critical and Effective Reading

36738 READ 420 OL By Arr  
Weidman 3.0  
Mandatory Orientation Meeting:  
Thu., 01/16, 4:30-6:30 pm, OR  
Wed., 01/22, 4:30-6:30 pm,  
Bldg. 5, Room 105

## WebSMART

### enables you to:

- Apply for admission
- Check your registration status
- Drop classes (anytime within published deadlines)
- Print your schedule of classes
- Pay your fees by credit card
- Get Financial Aid information
- Apply for Federal Financial Aid
- Obtain your grades
- Print an unofficial transcript

### Log on to

<http://websmart.smccd.net>

# 50 Late Start/Short Term/Weekend Courses

## SELECTED SHORT TERM/WEEKEND COURSES BEGINNING IN JANUARY:

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
36309	BUS. 448 MP	USING MICROSOFT WINDOWS XP	MTTh	6:15-9:45	1.5	01/13-01/28
35307	BUS. 415 RA	BEGINNING COMPUTER KEYBOARDING	MTTh	6:30-9:30	1.5	01/13-01/30
35308	BUS. 417 RA	SKILL BUILDING	MTTh	6:30-9:30	1.5	01/13-01/30
35366	ART 125 AA	ASIAN ART FOR INTERIORS: CHINA AND KOREA	Mon	3:10-6:15	1.0	01/13-02/24
30929	BUS. 430 AA	COMPUTER APPLICATIONS, PART I	MWF	9:10-10:00	1.5	01/13-03/14
30930	BUS. 430 AB	COMPUTER APPLICATIONS, PART I	MWF	10:10-11:00	1.5	01/13-03/14
35911	ECE. 242 LA	ADULT SUPERVISION IN ECE/CD CLASSROOMS	Mon	7:05-10:10	2.0	01/13-04/07
38825	BUS. 497 RT	WINDOWS 2000 PROFESSIONAL	MTWTh	8:10-12:00	1.5	01/14-01/23
38722	BUS. 397 RA	CREATING TOOLS TO CREATE A MARKETING PLAN	Tue	6:30-9:35	1.0	01/14-02/11
38588	ECE. 353 LA	LITERACY IN EARLY CHILDHOOD	Tue	7:10-9:50	1.0	01/14-02/18
37741	INTD 362 LA	CAD FOR INTERIOR DESIGNERS: ARCHITECTURAL DRAWINGS	Tue	6:30-9:30	1.0	01/14-02/18
33418	RADT 441 AA	SECTIONAL ANATOMY	TTh	10:10-12:00	1.5	01/14-02/20
38291	BUS. 680 LA	MAC APPLICATIONS, PART I	Tue	6:30-9:30	1.5	01/14-03/04
38862	BUS. 680 LD	SOLARIS OPERATING SYSTEM I	Tue	6:30-9:30	1.5	01/14-03/04
38336	RADT 474 LA	VENIPUNCTURE FOR CONTRAST MEDIA ADMINISTRATION	Tue	6:00-10:00	1.0	01/14-03/04
35283	BUS. 415 AA	BEGINNING COMPUTER KEYBOARDING	TTh	8:10-9:25	1.5	01/14-03/06
38821	BUS. 430 AD	COMPUTER APPLICATIONS, PART I	TTh	9:45-11:00	1.5	01/14-03/06
33880	CRER 300 AA	INTRODUCTION TO SCHOLARSHIPS	TTh	11:10-12:25	1.5	01/14-03/06
30990	CRER 401 AC	COLLEGE SUCCESS	TTh	12:10-1:00	1.0	01/14-03/06
35312	BUS. 415 LA	BEGINNING COMPUTER KEYBOARDING	Wed	6:30-9:30	1.5	01/15-03/05
35315	BUS. 417 LA	SKILL BUILDING	Wed	6:30-9:30	1.5	01/15-03/05
38369	BUS. 430 AC	COMPUTER APPLICATIONS, PART I	Thu	1:10-4:00	1.5	01/16-03/06
38621	BUS. 472 AB	INTRODUCTION TO WORD FOR WINDOWS	WTh	12:15-1:30	1.5	01/15-03/06
36617	RADT 471 LA	SPECIALIZED TECHNIQUES: FLUOROSCOPY	Wed	6:10-8:45	2.0	01/15-04/02
38285	BUS. 480 LA	USING THE INTERNET, PART I	Thu	6:30-9:30	1.5	01/16-03/06
38629	COMP 311 LA	INTRODUCTION TO THE UNIX OPERATING SYSTEM	Thu	6:30-9:30	1.5	01/16-03/06
37284	COMP 330 LA	INTRODUCTION TO PERL	Thu	7:10-9:50	1.0	01/16-03/13
38744	INTD 680 AA	GREEN DESIGN	Thu	9:10-12:00	1.5	01/16-03/13
38408	BUS. 415 AC	BEGINNING COMPUTER KEYBOARDING	Fri	11:10-2:00	1.5	01/17-03/14
38620	BUS. 417 AC	SKILL BUILDING	Fri	11:10-2:00	1.5	01/17-03/14
30869	ART 680 AA	ART AND ARCHITECTURE OF PARIS	Fri	12:10-2:00	1.0	01/17-03/16
38831	ACTG 180 LA	PAYROLL AND BUSINESS TAXES	Wed	7:10-9:50	1.5	01/22-03/12
38950	BUS. 480 MB	USANDO LA INTERNET, PARTE I (En Español)	Wed	6:30-9:30	1.5	01/22-03/12
31033	DRAM300 LA	PLAY REHEARSAL/PERFORMANCE: THE CRUCIBLE	MTWThFS	7:00-10:00	1.0	01/23-03/23
36159	BUS. 430 RB	APLICACIONES DE LA COMPUTADORA, I (En Español)	Fri	6:30-9:30	1.5	01/24-03/21
35386	BUS. 680 WC	SUPPORTING WINDOWS XP PROFESSIONAL	Fri 6:10-9:00 & Sat 9:10-1:00		3.0	1/24-3/14, & 1/25-3/15
37335	BUS. 680 MA	NEW FEATURES OF MICROSOFT OFFICE XP PROFESSIONAL	Fri	9:45-12:45	1.5	01/24-03/21
35908	FASH 680 WA	FABRIC EMBELLISHMENT	SatSun	8:00-5:00	1.0	01/25-01/26
38360	ECE. 382 WA	MALE INVOLVEMENT IN EARLY CHILDHOOD	Sat	9:00-5:00	1.0	01/25-02/01
34119	COOP 670 WA	COOPERATIVE EDUCATION/WORK EXPERIENCE	Sat	9:10-10:00	4.0	01/25, 02/01 & 08
30935	BUS. 430 WA	COMPUTER APPLICATIONS, PART I	Sat	8:30-1:30	1.5	01/25-03/01
35884	BUS. 448 RB	USANDO MICROSOFT WINDOWS XP (En Español)	Sat	8:30-12:30	1.5	01/25-03/08
38580	ECE. 241 WA	ECE. ADMINISTRATION: HUMAN RELATIONS	Sat	9:00-5:00	3.0	(See below)
Meeting dates are: 01/25-02/01, 02/22-03/01 and 03/22-03/29						
38944	ART 361 WA	DIGITAL VIDEO	Sat	10:00-1:15	3.0	01/25-05/17
35759	BIOL 103 WA	NATIVE PLANTS AND WILDFLOWERS	Sat	9:10-2:30	3.0	01/25-05/17
37282	COMP 350 WA	INTRODUCTION TO DATABASES AND SQL	Sat	9:00-12:20	3.0	01/25-05/17
31543	TEAM 141 WA	BEGINNING SOCCER	Sat	11:15-2:30	1.0	01/25-05/17
37825	SPAN 111 WA	ELEMENTARY SPANISH I	Sat	9:00-12:15	3.0	01/25-05/17
31547	TEAM 143 WA	ADVANCED SOCCER	Sat	11:30-2:45	1.0	01/25-05/17
34177	BUS. 448 AA	USING MICROSOFT WINDOWS XP	Mon	12:10-3:00	1.5	01/27-03/24
38635	BUS. 498 RT	WINDOWS 2000 SERVER	MTWTh	8:10-12:00	3.0	01/28-02/19
38763	MGMT 215 RK	MANAGEMENT OF HUMAN RESOURCES	Tue	1:30-4:30	3.0	01/28-05/20

## SELECTED SHORT TERM/WEEKEND COURSES BEGINNING IN FEBRUARY:

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
38949	HSCI 665 WA	LIFE STYLES - HEALTH ISSUES	Sat	8:30-4:30	0.5	02/01-02/01
37206	FASH 170 WA	FRENCH PATTERN DRAFTING	SatSun	8:00-5:00	2.0	02/01-02/09
38320	ACTG 194 RA	QUICKBOOKS® AND QUICKBOOKS PRO® I	Sat	8:00-5:00	1.0	02/01-02/08
35910	BUS. 472 RA	USING MICROSOFT WINDOWS XP	MW	6:30-9:30	1.5	02/03-03/03
36311	BUS. 425 MP	BASIC DOS	MTTh	6:15-9:45	1.5	02/03-02/18
34765	BUS. 448 RA	USING MICROSOFT WINDOWS XP	TTh	6:30-9:30	1.5	02/04-02/27
34300	LCTR 100 LA	EFFECTIVE TUTORING	Fri 1:30-5:30 & Sat 9:00-1:00		0.5	02/07, & 02/08
31248	HSCI 430 WB	FIRST AID	Sat	9:00-5:00	0.5	02/08-02/08
31252	INDV 161 WA	BEGINNING GOLF	Sat	9:30-11:15	0.5	02/08-05/17
33357	INDV 164 WA	INTERMEDIATE/ADVANCED GOLF	Sat	7:30-9:15	0.5	02/08-05/17
31256	INDV 251 WA	BEGINNING TENNIS	Sat	8:10-10:00	0.5	02/08-05/17
34618	INDV 252 WA	BEGINNING/INTERMEDIATE TENNIS	Sat	8:10-10:00	0.5	02/08-05/17
31264	INDV 254 WB	INTERMEDIATE/ADVANCED TENNIS	Sat	10:10-12:00	0.5	02/08-05/17
31038	DSKL 811 AA	SPECIFIC LEARNING SKILLS ASSESSMENT	Mon	1:10-3:00	0.5	02/10-03/10
31546	TEAM 143 AB	ADVANCED SOCCER	MW	1:30-3:30	1.0	02/10-05/14
31545	TEAM 143 AA	ADVANCED SOCCER	TTh	3:00-5:40	1.5	02/11-05/15
38721	BUS. 395 RA	GETTING STARTED IN BUSINESS	Tue	6:30-9:35	1.0	02/18-03/18
38349	BUS. 447 MP	OVERVIEW OF ELECTRONIC COMPONENTS & SAFETY ISSUES	MTTh	6:15-9:45	1.5	02/20-03/06

# Late Start/Short Term/Weekend Courses 51

36695	COMP	480 WA	PERSONAL UNIX SYSTEMS	Fri	6:30-9:30	0.5	02/21-03/07
34132	FASH	123 WA	INTRODUCTION TO THE FASHION INDUSTRY	FriSat	8:00-5:00	3.0	2/21-22,3/14-15,4/4-5
38963	HSCI	432 WA	CPR: ADULT, CHILD, INFANT	Sat	9:00-5:00	0.5	02/22-02/22
38585	ECE	331 WA	THE TEACHING EXPERIENCE	Sat	9:00-5:00	1.0	02/22-03/01
38321	ACTG	196 RA	QUICKBOOKS® AND QUICKBOOKS PRO® II	Sat	8:00-5:00	1.0	02/22-03/01
38325	BUS	435 RT	SPREADSHEETS	MTWTh	8:10-12:00	2.0	02/24-03/06
38586	ECE	351 LA	LANGUAGE ARTS IN EARLY CHILDHOOD	Tue	7:10-9:50	1.0	02/25-04/01
37740	INTD	363 LA	CAD FOR INTERIOR DESIGNERS: INTERIOR DESIGN DRAWINGS	Tue	6:30-9:30	1.0	02/25-04/01
33419	RADT	442 AA	RADIOGRAPHIC PATHOLOGY	TTh	10:10-12:15	1.5	02/25-04/03
38697	FASH	680 AB	INTRODUCTION TO THE COSTUME INDUSTRY	Fri	10:10-4:00	1.0	02/28-03/07 & 3/21

## SELECTED SHORT TERM/WEEKEND COURSES BEGINNING IN MARCH:

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES	
37207	FASH	171 WA	TROUSER MOULAGE	SatSun	8:00-5:00	1.0	03/01-03/02
37324	COMP	340 OL	INTRODUCTION TO UNIX SYSTEMS ADMINISTRATION	By Arr	On-line	1.5	03/01-04/26
35367	ART	126 AA	ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA	Mon	3:10-6:10	1.0	03/03-04/07
37673	BUS.	492 LA	NETWORKING ESSENTIALS	Mon	6:30-9:30	1.5	03/03-04/28
34754	BUS.	430 RA	COMPUTER APPLICATIONS, PART I	TTh	6:30-9:30	1.5	03/04-03/27
35914	BUS.	474 RA	INTERMEDIATE WORD FOR WINDOWS	MW	6:30-9:30	1.5	03/05-03/31
31104	ECE.	350 WA	THE VALUE OF PLAY	Sat	9:00-5:00	1.0	03/08-03/15
38587	ECE.	351 WA	LANGUAGE ARTS IN EARLY CHILDHOOD	Sat	9:00-5:00	1.0	03/08 & 3/22
38275	FASH	680 WB	MILLINERY	Sat	10:10-4:00	1.0	03/08, 22 & 29
38281	BUS.	431 WA	COMPUTER APPLICATIONS, PART II	Sat	8:30-1:30	1.5	03/08-04/05
35387	BUS.	680 WD	PROMOTIONAL TOOLS FOR THE SMALL BUSINESS	Sun	12:10-4:00	1.0	03/09-03/30
38367	COMP	311 RT	INTRODUCTION TO THE UNIX OPERATING SYSTEM	MTWTh	8:10-1:00	1.5	03/10-03/20
38363	ART	680 AC	PORTFOLIO CREATION	Mon	11:10-1:00	1.0	03/10-05/05
36310	BUS.	430 MP	COMPUTER APPLICATIONS, PART I	MTTh	6:15-9:45	1.5	03/11-03/25
38624	BUS.	680 LB	MAC APPLICATIONS, PART II	Tue	6:30-9:30	1.5	03/11-05/06
38863	BUS.	680 LE	SOLARIS OPERATING SYSTEM II	Tue	6:30-9:30	1.5	03/11-05/06
38800	BUS.	415 AD	BEGINNING COMPUTER KEYBOARDING	TTh	8:10-9:25	1.5	03/11-05/08
38822	BUS.	431 AD	COMPUTER APPLICATIONS, PART II	TTh	9:45-11:00	1.5	03/11-05/08
38622	BUS.	439 AA	MANAGING BUSINESS DOCUMENTS	TTh	8:10-9:25	1.5	03/11-05/08
36730	BUS.	430 LA	COMPUTER APPLICATIONS, PART I	Wed	6:30-9:30	1.5	03/12-05/07
38941	BUS.	474 AB	INTERMEDIATE WORD FOR WINDOWS	WTh	12:15-1:30	1.5	03/12-05/08
38370	BUS.	431 AC	COMPUTER APPLICATIONS, PART II	Thu	1:10-4:00	1.5	03/13-05/08
38288	BUS.	482 LA	USING THE INTERNET, PART II	Thu	6:30-9:30	1.5	03/13-05/08
38630	COMP	411 LA	INTERMEDIATE UNIX	Thu	6:30-9:30	1.5	03/13-05/08
30936	BUS.	431 AA	COMPUTER APPLICATIONS, PART II	MWF	9:10-10:00	1.5	03/17-05/16
38280	BUS.	431 AB	COMPUTER APPLICATIONS, PART II	MWF	10:10-11:00	1.5	03/17-05/16
38951	BUS.	482 MB	USANDO LA INTERNET, PARTE II (En Español)	Wed	6:30-9:30	1.5	03/19-05/14
37828	DSKL	811 AB	SPECIFIC LEARNING SKILLS ASSESSMENT	Thu	1:10-3:00	0.5	03/20-04/10
37321	COMP	331 LA	INTERMEDIATE PERL	Thu	7:00-9:50	1.0	03/20-05/22
38623	BUS.	439 AC	MANAGING BUSINESS DOCUMENTS	Fri	11:10-2:00	1.5	03/21-05/16
38644	BUS.	475 RB	USANDO MICROSOFT OUTLOOK (En Español)	Sat	8:30-12:30	1.5	03/22-05/03
34183	BUS.	680 WB	WINDOWS ACTIVE DIRECTORY	Sat	10:10-4:00	3.0	03/22-05/17
38723	BUS.	396 RA	DEVELOPING A BUSINESS PLAN	Tue	6:30-9:35	1.0	03/25-04/29
38328	COMP	340 RT	INTRODUCTION TO UNIX SYSTEMS ADMINISTRATION	MTWTh	8:10-1:00	1.5	03/26-04/08
38641	BUS.	422 MP	HELP DESK	MTTh	6:15-9:45	1.5	03/27-04/10
36160	BUS.	431 RB	APLICACIONES DE LA COMPUTADORA, II (En Español)	Fri	6:30-9:30	1.5	03/28-05/23
38828	BUS.	457 MA	PRESENTATION SOFTWARE: POWERPOINT	Fri	9:45-12:45	1.5	03/28-05/23

## SELECTED SHORT TERM/WEEKEND COURSES BEGINNING IN APRIL:

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES	
35309	BUS.	431 RA	COMPUTER APPLICATIONS, PART II	TTh	6:30-9:30	1.5	04/01-05/01
38683	BUS.	478 RA	INTEGRATING MICROSOFT OFFICE	MW	6:30-9:30	1.5	04/02-05/05
38731	BUS.	470 RA	ADVANCED SPREADSHEETS	Sat	9:10-1:00	1.5	04/05-05/17
31251	INDV	161 LA	BEGINNING GOLF	MW	6:00-7:45	0.5	04/07-05/21
38926	INDV	164 LA	INTERMEDIATE/ADVANCED GOLF	MW	6:00-7:45	0.5	04/07-05/21
38584	ECE.	355 LA	STORYTELLING IN EARLY CHILDHOOD	Tue	7:10-9:50	1.0	04/08-05/20
38326	BUS.	436 RT	DATABASE MANAGEMENT	MTWTh	8:10-12:00	2.0	04/09-04/29
35420	RADT	470 WA	SPECIALIZED TECHNIQUES: MAMMOGRAPHY	Thu	7:10-10:00	1.5	04/10-05/08, &
				Sat	9:10-4:00		04/12-05/10
38692	FASH	172 WA	BUSTIER	SatSun	8:00-5:00	1.0	04/12-04/13
36742	BUS.	680 WA	ADVANCED MICROSOFT WORD	Sat	8:30-2:30	1.0	04/12-05/03
35368	ART	127 AA	ASIAN ART FOR INTERIORS: JAPAN, INDIA, & THE PHILIPPINES	Mon	3:10-6:15	1.0	04/21-05/19
38583	ECE.	350 LA	COMMUNICATING WITH PARENTS	Mon	7:05-10:10	1.0	04/21-05/19
38350	BUS.	450 MP	PERSONAL COMPUTER MAINTENANCE & SYSTEM UPGRADES	MTTh	6:15-9:45	3.0	04/21-05/20
38276	FASH	680 WC	CLOTHING CHOICES FOR ANY BODY	Sat	9:00-5:00	0.5	04/26-04/26
38324	BUS.	426 RT	ADVANCED DOS	MTWTh	8:10-12:00	1.5	04/30-05/08
38962	COOP	672 RP	COOPERATIVE EDUCATION: INTERNSHIP	Wed	1:10-3:00	3.0	04/30-05/22

## SELECTED SHORT TERM/WEEKEND COURSES BEGINNING IN MAY:

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
38293	CRER 840 AA	INTRODUCTION TO WORKABILITY III	MTWTh	8:10-10:00	0.5	05/05-05/08
37368	ECE. 350 WB	MENTAL DEVELOPMENT AND PROBLEM SOLVING	Sat	9:00-5:00	1.0	05/03-05/10
36141	CRER 401 LA	COLLEGE SUCCESS	TWThF	2:10-6:00	1.0	05/20-05/23

## 52 AA/AS Degree General Degree Pattern 2002–2003

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Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Graduation from Cañada College with the Associate in Arts (AA) Degree or the Associate in Science (AS) Degree is based on completion of 60 units including the requirements A through G listed below:

### A. Residence

- ☐ A minimum of 12 units must be completed at Cañada College.

### B. Scholarship

- ☐ A minimum overall GPA of 2.0 in the 60 units submitted for the AA Degree, a minimum 2.0 GPA in course work taken in the San Mateo County Community College District (SMCCCD), and a minimum GPA 2.0 in units applied to the major.

### C. Basic Competency Requirements

#### English

- ☐ Reading
- Eligibility for Read 420 as determined by the English Placement Exam, or
  - Satisfactory completion of Engl 100, or
  - Satisfactory completion of Read 802/836
- ☐ Writing
- Eligibility for Engl 100 as determined by the English Placement Exam, or
  - Satisfactory completion of Engl 100, or
  - Satisfactory completion of Engl 400 or Engl 800/836

#### Math

- ☐ Appropriate scores on the following:
- SMCCCD Math Placement Test #2 or #3 a score of 21 or above, or Math Test #4 a score of 20 or above.
- OR
- ☐ Completion of the following with a grade of “C” or better:
- Elementary Algebra (Math 110, or 111 and 112), or
  - Any course with Math 110, as a prerequisite.

#### Computer Literacy

- ☐ Satisfactory completion of a minimum of 1.0 unit of the following:  
Actg 190, 196, Art 314, Bus 103, or any computer-related courses above Bus 417, any Comp or CIS course, Intd 362, 363, Legl 276,  
or
- ☐ A passing score on the Cañada College computer literacy test (both written and hands-on)

### D. Major \_\_\_\_\_

A major consists of a minimum of 18 semester units in a specified field of study (a minimum of 12 units in the major must be completed at Cañada College). See the College Catalog for major course requirements.

#### ***Major Course Requirements:***

_____
_____
_____
_____

## E. General Education

General Education courses introduce the student to areas of study that develop breadth of knowledge and contribute to a balanced education. See General Education (GE) areas A through E on the following page.

- ☐ AA Degree requires 21 units of GE
- ☐ AS Degree requires 18 units of GE

## F. Physical Education - 2 units required

- ☐ Any Physical Education course except PE 690 or 695 \_\_\_\_\_

## G. Electives

- ☐ Additional courses to meet the minimum 60 units degree requirement.

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

### ☐ **GE Area A: Language and Rationality** **6 to 9 semester units**

English Composition:

- ☐ AA Degree—English Composition Engl 400 or 800/836, 100, 110, 165 **6 units,**
- ☐ AS Degree—English Composition Engl 100 **3 units**

**Communication and Analytical Thinking:** **3 units**

**Math** 110, 111, 112, 115, 120, 122, 123, 125, 130, 140, 150, 200, 219, 241, 251, **Bus** 115, **CIS** 118, **Eng** 165, **Mus** 132, **Phil** 103, 200, **Spch** 100, 105, 120, **PISc** 103.

### ☐ **GE Area B: Natural Sciences** **3 semester units**

**Physical Science:** **Astr** 100, **Chem** 100, 110, 210, **Geol** 100, 110, **Geog** 100, **NSci** 100, **Ocen** 100, **Phys** 210, 250, 260

**Life Science:** **Anth** 125, 350, **Biol** 100, 103, 110, 111, 130, 225, 230, 240, 250, 260, 310, **HSci** 100, 104, 105, 108, **NSci** 100, **Paln** 110

### ☐ **GE Area C: Humanities** **3 semester units**

+ Indicates Ethnic Studies course

**Arts:** **Art** 101, 102, 103, 125+, 126+, 127+, 201, 204, 214, 301, **Dram** 101, 102, 140, **Film** 110, **Intd** 115, 150, **Intd** 115, 150, **Mus** 100, 131, 202

**Development of Cultures:** **Hist** 100, 101, 103, 245+, 246+, 247, 425, 451+, 452+

**Languages:** **Fren** 130, 140, 161, **Span** 110, 111, 112, 120, 121, 122, 130, 131, 132, 140, 161+, 162+

**Literature:** **Dram** 142, 143, 144, 151, 152, **Engl** 110, **Lit** 101, 111, 142, 143, 144, 151, 152, 200, 231, 232, 233, 251, **Lit** 252+, 266+, 301, 302, 370+, 371+, 373+ 372+ 373+, 375+, 431, 441, 442, 445, **Spch** 111, 112

**Philosophy:** **Hist** 205, **Phil** 100, 160, 175, 190, 240, 246, 300, 310, 320

### ☐ **GE Area D: Social and Behavioral Sciences** **3 semester units**

+ Indicates Ethnic Studies course, \* for International Students only

**American Institutions:** **Econ** 230, **Hist** 102, 201, 202, 242+, 245+, 247, **PISc** 205\*, 210

**State/Local Institutions:** **Hist** 310, **PISc** 205\*, 310

**Social Institutions:** **Anth** 105, 110, 180, 360+, 370+, **Bus** 100, **Econ** 100, 102, **Geog** 110, **Hist** 315, 421, 422+, **Hmsv** 100, **PISc** 130, 150, **Psyc** 100, 106+, 110, 112, 200, 300, 340, 410, **Soci** 100, 105, 141+, 254, **SocSc** 250+, 415

### ☐ **GE Area E: Ethnic Studies** **3 semester units**

**Anth** 360, 370, **Art** 125, 126, 127, **Hist** 242, 245, 246, 422, 451, 452, **Lit** 252, 266, 370, 371, 372, 373, 375, **Psyc** 106, **Soci** 141, **SoSc** 250, **Span** 161, 162

ASSOCIATE IN ARTS GENERAL EDUCATION **21 units**

Completed 21 units \_\_\_\_\_

ASSOCIATE IN SCIENCE GENERAL EDUCATION **18 units**

Completed 18 units \_\_\_\_\_

## 54 CSU General Education (Breadth) Requirements 2002–2003

Students transferring to the California State University (CSU) system qualify for admission as upper division transfers if they complete at least 56 transferable units with a GPA of 2.0 ("C") or better (non-residents 2.4 or better). The 56 unit requirement must include 12 semester units in area A (A1, A2, and A3) and Area B4 (mathematics), and 18 additional semester units from General Education areas B, C, D, and E. All course work in areas A1, A2, A3, and B4 must be completed with a grade of "C" or better in each course.

Students who complete the following 39 unit pattern satisfy the LOWER DIVISION General Education requirements for the California State University BA/BS Degree. A minimum of (9) semester units of UPPER DIVISION General Education coursework must be completed at the University after transfer. Courses listed in more than one area can be used to satisfy one area only.

It is important that students request, at the completion of course work at Cañada College and prior to transfer, a CSU GENERAL EDUCATION CERTIFICATION from the Enrollment Services Office to be mailed with the FINAL transcript to the transfer destination. Complete a Transcript Request Form to make this request.

### **Area A - Communication Skills and Critical Thinking** **9 semester units**

Select one course from each area.

- ☐ **A1 - Oral Communication** - Spch 100, 105, 120
- ☐ **A2 - Written Communication** - Engl 100, Engl 400 \* (\*Beginning Fall 2002)
- ☐ **A3 - Critical Thinking** - Engl 165, Phil 103, 200, PISc 103

### **Area B - Natural Science and Mathematics** **9 semester units**

Select one course from Physical Science, Life Science, and Math Concepts. One of the science selections (B1 or B2) must include a lab\*

- ☐ **B1 - Physical Science** - Astr 100, 101\*, Chem 100, 110, 111\*, 210, Geog 100, Geol 100\*, 110, NSci 100, Ocen 100, Phys 210\*, 250\*, 260\*, Phys 405
- ☐ **B2 - Life Science** - Anth 125, Biol 100, 103\*, 110\*, 130, 225\*, 230\*, 240\*, 250\*, 260\*, NSci 100, Palm 100
- ☐ **B3 - Lab Course** - Identified with a "\*"
- ☐ **B4 - Quantitative Reasoning and Math Concepts** - Math 125, 130, 140, 200, 219, 241, 251

### **Area C - Arts, Literature, Philosophy, and Languages** **9 semester units**

Choose one course from C1 Arts and one course from C2 Humanities. The third course may be selected from either C1 or C2. Courses must be from at least two disciplines.

- ☐ **C1 - Arts** - Art 100, 101, 102, 103, 125+, 126+, 127+, 201, 204, 214, 301, Dram 101, 102, 140, 142, 143, 144, 151, Dram 152, Film 110, Intd 150, Lit 142, 143, 144, 441, 442, Mus 100, 131, 202
- ☐ **C2 - Humanities** - Engl 110, 161, 164, Dram 142, 143, 144, Lit 101, 105, 111, 142, 143, 144, 145, 151, 152, 200, Lit 231, 232, 233, 251, 252+, 266+, 301, 302, 370+, 371+, 372+, 373+, 375+, 431, 445, Fren 130, 140, 161, 162, Hist 100, 101, 205, 245+, 246+, 247, 451+, 452+, Phil 100, 160, 175, 190, 240, 246, 300, Span 120, 121, 122, Span 130, 131, 132, 140, 161+, 162+, Spch 111, 112

### **Area D - Social, Political, and Economic Institutions** **9 semester units**

Must include one course from Group 1 and one course from Group 2 to satisfy CSU graduation requirement in U.S. History, Constitution, and American Ideals. Three courses required in Area D. Must be selected from at least two disciplines. % Courses for International Students only.

- ☐ **Group 1: American History and Institutions** - Econ 230, Hist 102, 201, 202, 242+, 245+, 247, PISc 205%, 210
- ☐ **Group 2: U.S. Constitution and State/Local Institutions** - Hist 310, PISc 205%, 310
- ☐ **Group 3: Social Institutions** - Anth 105, 110, 180, 350, 360+, 370+, ECE 201, 264, Econ 100, 102, Educ 100, Geog 110, Hist 245+, 246+, 247, 315, 421, 422+, Hmsv 264, PISc 130, 150, Psyc 100, 106+, 110, 112, Psyc 200, 201, 202, 300, 340, 410, Soci 100, 105, 141+, 254, SocSc 250+

### **Area E - Lifelong Understanding and Self-Development** **3 semester units**

Either 3 units in area E1 or 2 units in E1 and 1 unit in E2. Maximum of 1 unit from E2.

- ☐ **E1 - Biol** 310, Crer 137, Hsci 100, 104, 105, 108, 430, 431, Psyc 340
- ☐ **E2 - Adap** 310, 350, 351, 361, Comb 401, 410, Danc 125, 126, 140, 205, 210, 215, 220, 230, 350, 400, Fitn 105, 140, 151, 201, 204, 210, 306, 320, 332, 340, Indv 120, 161, 164, 166, 251, 252, 254, 256, PE 115, 116, Team 105, 111, 115, 141, 143, 148, 151, 171, 174

**Important:** + Courses meet Cañada's Associate Degree Ethnic Studies requirement. Courses listed under more than one discipline or area may be used to satisfy only one area.

# Inter-segmental General Education Transfer Curriculum (IGETC) 55

Completion of all IGETC requirements permits students to transfer from a community college to the CSU or the UC systems without the need, after transfer, to take additional lower-division general education courses to satisfy individual campus general education requirements. Many Independent Colleges accept all or part of IGETC in lieu of their specific general education course patterns.

For CSU and UC, all areas must be satisfied, and all courses must be completed with a grade of "C" or better before the IGETC can be certified.

It is important that students request, at the completion of course work at Cañada College and prior to transfer, an IGETC CERTIFICATION from the Enrollment Services Office to be mailed with the FINAL transcript to the transfer destination. Complete a Transcript Request Form to make this request.

## Area 1 - English Communication -

6 - 9 semester units

CSU - Groups A, B, & C: 9 units, UC - Group A & B: 6 units

- ☐ **Group A: English Composition** - one course, 3 semester units - **Engl 100**
- ☐ **Group B: Critical Thinking - English Composition** - one course, 3 semester units - **Engl 165**
- ☐ **Group C: Oral Communication** (CSU requirement only) - one course, 3 semester units - **Spch 100, 120\***  
\*(Spch 120 if taken Fall 2001 or thereafter)

## Area 2 - Mathematical Concepts and Quantitative Reasoning -

3 semester units

1 course

- ☐ **Math 125, 200, 219, 241, 242, 251, 252, 253, 270, 275**

## Area 3 - Arts and Humanities -

9 semester units

1 course from Group A, 1 course from Group B, 1 course from A or B

- ☐ **Group A: Arts** - **Art 101, 102, 103, Mus 100, 131, 202, Dram 101, 102, 140, Lit 441, 442**
- ☐ **Group B: Humanities** - **Dram 142, 143, 144, 151, 152, Engl 110, Fren 130, 140, 161, 162, Hist 100, 101, 102, 201, 202, 205, 242+, 310, 421, 422+, 451+, 452+, Phil 100, 160, 175, 190, 240, 300, 310, 320, Span 130, 140, 161+, 162+, Lit 101, 105, 111, 142, 143, 144, 151, 152, 200, 231, 232, 233, 251, 252+, 266+, 301, 302, 370+, 371+, 372+, 373+, 375+, 431**
- ☐ **Select a third class from either Group A or Group B**

## Area 4 - Social and Behavioral Sciences -

9 semester units

3 courses selected from at least 2 disciplines

- ☐ **Anth 105, 110, 180, 360+, 370+, Econ 100, 102, 230, Geog 110, Hist 102, 201, 202, 242+, 245+, 246+, 247, 310, 421, 422+, PISc 130, 150, 210, Psyc 100, 106+ 200, 201, 202, 300, 340, 410, SoSc 250+, Soci 100, 105, 141+, 254**

## Area 5 - Physical & Biological Sciences -

7 semester units

1 course from Group A & 1 from Group B, 1 course must have a lab (\*)

- ☐ **Group A: Physical Science** - **Astr 100/101\*, Chem 100, 210\*, 220\*, Geog 100, Geol 100, NSci 100, Ocen 100, Phys 210\*, 220\*, 250\*, 260\*, 270\***
- ☐ **Group B: Biological Science** - **Anth 125, Biol 100, 110\*, 130, 225\*, 230\*, 240\*, 250\*, 260\*, NSci 100, Palm 110**

## Area 6 - Language other than English (UC requirement only)

Proficiency equivalent to two years of high school study in the same language. High School transcripts required for verification, OR completion of one of the following language levels at Cañada College.

- ☐ **Fren 120 or 122      Ital 122      Span 120 or 122      or      Completed in High School (HS transcript required)**

## Area 7 - CSU Graduation Requirement in U.S. History, Constitution and American Ideals (CSU requirement only)

Not part of IGETC; may be completed prior to transfer. One course from 7A and 1 course from 7B equal to 6 semester units. Courses used to meet this requirement may not be used to satisfy requirements for IGETC

- ☐ **Group A: Political Science** (meets US Constitution and State and Local requirements) **PISc 205%, PISc 310, Hist 310**
- ☐ **Group B: History/Economics** (meets US History requirement) **Econ 230, Hist 102, 201, 202, 242+, 245+, 247, PISc 205, 210**

**Important:** + Courses meet Cañada's Associate Degree Ethnic Studies requirement. Courses listed under more than one area may be used to satisfy only one area.



## 56 General College Policies & Information

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### ***Cañada Facilities***

As provided for by the Civic Center Act, the site and buildings at Cañada College are available for use by public groups. Rates are available upon request. Call 306-3271.

### ***Accuracy Statement***

The San Mateo County Community College District and Cañada College have made every reasonable effort to determine that everything stated in this schedule is accurate. Courses and programs offered, together with other matters combined herein, are subject to change without notice by the administration of the SMCCCD or Cañada College for reasons related to student enrollment, level of financial support or for any other reasons, at the discretion of the District and the College.

### ***Policy of Non-Discrimination***

Cañada College is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors, for admission to the College, enrollment in classes, student services, financial aid, and employment in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (45CRF 86), Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and the Americans With Disabilities Act of 1990. Any person seeking information about these laws and policies or claiming grievance because of violations should contact the Vice President of Student Services at 306-3234 (Bldg. 8, Room 310) for assistance.

Students may file a complaint of unlawful discrimination if they believe assessment, orientation, counseling, prerequisites or any other matriculation procedure is being applied in a discriminatory manner. If a student feels that he/she has been discriminated against, the student should file a written complaint with Dr. Denise Swett, Vice President of Student Services, Building 8, Room 310. Complaint procedures are explained in the Student Handbook and are available in the Office of the Vice President of Student Services.

### ***Derechos del Estudiante Y Posición de No-Discriminación***

Información sobre los Derechos de la Privacidad y la Posición de No-Discriminación se encuentran en el Catálogo de Cañada College en la página no. 6. Para más información llamar al: 306-3234.

### ***Open Enrollment***

Every course offered at Cañada College (unless specifically exempted by legal statute) is open for enrollment and participation by any person who has been admitted to the College and who meets the prerequisites of the course provided space is available.

### ***Student Grievances and Appeals/Student Conduct***

Students may request waivers and exceptions to college policies by completing and submitting appropriate forms. Information and forms are available from the Enrollment Services Office.

The Vice President of Student Services is responsible for student conduct, discipline, appeals, student grievances and matters of student decorum or complaint. For more information call 306-3234.

### ***Student Right to Know & Campus Security Act***

Colleges are required to publish and make available certain crime statistics. Anyone wanting this information should contact Campus

Security, Building 13, Room 28, or call 306-3420. Persons seeking information concerning completion or graduation rates should contact the Office of Instruction, Bldg. 8, Room 306, or call 306-3353.

### ***Non-District Sponsored Transportation***

Some classes may be conducted off campus. Unless specifically advised otherwise, students are responsible for arranging for their own transportation to and from the class site. Although the District may assist in coordinating the transportation and/or recommend travel times, route or caravanning, students are advised that the District assumes no liability or responsibility for the transportation, and any person driving a personal vehicle is not an agent of the District.

### ***Field Trip/Excursion Guidelines***

Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If students choose to participate, they are advised that pursuant to California Code of Regulations, subchapter 5, section 55450, students have agreed to hold the District, its Officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with student participation in the activity.

### ***Grade Option***

Students may choose to receive either a letter grade, i.e., "A", "B", "C", "D", "F", or Credit/No Credit, i.e., Pass/Fail, in certain courses. Both methods of grading require the student to complete all assignments, exams, and/or class projects. Students who elect this option will be required to sign the appropriate forms in the registration area or Enrollment Services Office. This decision must be made during the first 30% of the class length and is irreversible.

### ***Open Entry/Open Exit Variable Unit Courses***

A number of courses in this schedule are designed as Open Entry courses. Students may enroll in these courses at any point in the semester provided that enough instructional hours remain to allow them to earn a minimum number of units for the course. No enrollment fee refund or fee credit is available if they earn fewer units than the number for which they enrolled.

### ***Course Repetition***

Policy permits a student to repeat certain activity courses for credit. Any activity course that may be repeated is so designated in the College Catalog. These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. A student who has received a grade of "D", "F", or "NC" may, with authorization, repeat the course one time for the purpose of grade alleviation. Students may also re-enroll in non-activity, variable credit courses to complete course segments not yet initiated (e.g., students who have earned 1.5 units in BUS. 417 may re-enroll in BUS. 417 for an additional 1.5 units for a total of 3 units of completion.)

## ***Privacy Rights of Students - Annual Notification***

The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380, as amended) requires educational institutions to provide: access to official educational records directly related to the student; an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the College must obtain the written consent of the student before releasing personally identifiable information about the student except to those persons and agencies specified by the Act; and that these rights extend to present and former students of Cañada.

Education records generally include documents and information related to admissions, enrollment in courses, grades, and related academic information.

The Dean of Enrollment Services has been designated Records Officer, as required by the Act. Education records will be made available for inspection and review, during working hours, by currently and formerly enrolled students, within 5 days following completion and filing of a request form with the Records Officer.

If a student wishes to challenge any information in the educational record, the student shall review the matter with the Records Officer. During the informal proceedings the Records Officer may make such adjustments or changes not constituting interference or integrity of professional entries.

If these informal proceedings do not settle the dispute with the student's records, the student may submit a request in writing to the Designated Officer, the Dean of Enrollment Services, on forms provided by that office. The Designated Officer will then assign the matter within 10 college calendar days to a Hearing Officer. The Hearing Officer will set a date for the hearing. At the conclusion of the hearing he/she will render his/her decision to the President of Cañada who will make the final decision on what action is to be taken.

The student has the right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to "college officials" with "legitimate educational interests". A college official is a person employed by the College or District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Trustees; a person or company with whom the College has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility and/or clearly specified duties.

The Act provides that Cañada may release certain types of Directory Information, unless the student submits in writing to the Records Officer that certain or all such information not be released without his/her consent. Directory Information at this College includes: (1) student name and city of residence, (2) participation in recognized activities and sports, (3) dates of attendance, (4) degrees, certificates, and awards received, (5) the

most recent previous educational agency or institution attended, (6) height and weight of members of athletic teams.

Upon request, the College discloses education records without consent to officials of another college in which a student seeks or intends to enroll.

Students have the right to withhold any item in "directory information", but must notify the College of such in writing (completion of College form, Request to Withhold release of Directory Information, available at the Admissions and Records Office) within 30 days of applying for admissions to the College.

The eligible student (18 years and over) or parents (of a dependent student 17 years and under) have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

A copy of the College policy, the Family Education Rights and Privacy Act (Section 438 P.L. 93-380), and other pertinent information is available for review and inspection in the Admissions & Records Office, Building 8, Room 215, during normal business hours.

## 58 Credits and Refunds

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### ***Prior to January 13, 2003***

Students dropping all classes will receive full credit toward future registration fees for the amount of all fees paid. A \$10 processing fee (plus an additional \$50 processing fee for non-resident students and F-1 Visa international students) will be retained by the College if a refund is issued to the student.

**Note:** If a parking permit has been issued, it must be returned to the Business Office before a credit or a refund of the Parking Fee will be processed.

### ***Beginning January 13, 2003***

#### **1. ENROLLMENT FEE/NONRESIDENT TUITION**

##### ***Semester-Long Courses:***

Students will receive full enrollment fee and non-resident tuition fee credit toward future registration fees if they reduce their program or officially withdraw from all courses on or before January 27, 2003. Students who officially withdraw from all courses and request a refund will be subject to a \$10 processing fee. An additional \$50 processing fee will be retained by the college for non-resident and F-1 Visa international students who request a refund.

##### ***Short Courses:***

Students enrolled exclusively in short courses will receive full enrollment fee and non-resident fee credit toward future registration fees if they reduce their program or officially withdraw from all courses within the first 10% of class meetings. (For example: if a course has 12 meetings, 10% of 12 = 1.2; the College will round up to 2.0; therefore, the student must withdraw no later than the end of the day of the second class meeting.)

#### **2. VARIABLE UNIT COURSES**

No Enrollment Fee or Nonresident Tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.

#### **3. HEALTH SERVICES, PARKING, AND STUDENT REPRESENTATION FEES**

These fees are fully refundable to students who officially drop all of their semester-long classes on or before January 27, 2003. For short courses, these fees are refundable through the first 10% of the class meetings. Thereafter, these fees are not refundable or transferable unless an action of the College (e.g., class cancellation) prevents the student from attending.

#### **4. STUDENT BODY FEE**

This fee is refundable through February 7, 2003. To request a credit or refund of this fee, contact the Student Activities Office, (650) 306-3364.

##### ***Please Note...***

1. Credit balances remain on student accounts for a maximum of five (5) years.
2. A student may either choose to maintain a credit balance on account or contact the Business Office to arrange for a refund. Refunds are NOT issued automatically.
3. Fees paid by personal check will require 30 days for bank clearance before refunds can be processed.
4. Student records are automatically held until all debts to the District Colleges have been cleared.

**Contact the Business Office regarding credit and refund questions, Building 8, Room 305 (counter) or call (650) 306-3270.**

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### **MAKE SURE YOU ATTEND THE FIRST CLASS MEETING**

Attendance at the first meeting of a class is IMPORTANT. Any student not reporting to the first class meeting may be dropped from the roll sheet.

Students who are classified as California residents as defined in the California State Education Code will be charged an Enrollment Fee, Health Fee and Student Representation Fee. An optional student body fee also will be assessed. In accordance with California law, the Enrollment Fee and Health Fee may be waived for California residents who demonstrate financial need and qualify for a Board of Governors Enrollment Fee Waiver (BOGW). Contact the College Financial Aid Office for additional information. Students who are classified as non-residents will be charged a Tuition Fee in addition to the Enrollment Fee, Health Fee, and Student Representation Fee. F-1 visa international students are subject to a health insurance requirement. Contact the International Student Office for details. The Student Representation Fee was established by a student election to support student advocacy before local, State and federal offices

and agencies.

In addition, students will be required to purchase textbooks and miscellaneous supplies, as well as tools and technical supplies for certain programs. In some courses students will also be required to pay a non-refundable instructional materials charge. Students enrolled in clinical classes in health-related programs are subject to a malpractice insurance premium.

Fees are subject to change at any time by action of the State Legislature, Board of Governors of the California Community Colleges, or the San Mateo County Community College District Board of Trustees.

All student records are automatically held until all outstanding debts to the District Colleges have been cleared.

<b>FEE TYPE</b>	<b>AMOUNT</b>	<b>REQUIRED OF</b>
Enrollment Fee	\$11.00 per unit	All students except high school students enrolling through the Concurrent Enrollment Program.
Health Services Fee*	\$12.00 All students	(Students enrolled ONLY in off-campus or weekend classes, telecourses, or the Concurrent Enrollment Program are exempt.)
Student Representation Fee**	\$1.00	All students
Student Body Fee***	\$5.00	***See below
Materials Fee	\$2.00-\$8.00	See course description.
Nonresident Tuition Fee	\$141 + \$7 per unit capital outlay fee (plus \$11 per unit Enrollment Fee)	Non U.S. citizens and F-1 visa international students
Nonresident Tuition Fee	\$141 per unit (plus \$11 per unit Enrollment Fee)	U.S. citizen, Nonresident of CA
International Student (F-1 Visa) Health Insurance	\$210.00	All F-1 visa international students who do not present proof that they have the required level of private health insurance.
Parking Fee (optional; not transferable to other students)	\$30.00 \$1.00 per day \$20.00 if approved for BOGW fee waiver.	Persons who park motor vehicles on campus. (Daily permits may be purchased from ticket dispensers in designated areas.) Free parking Saturday and Sunday.
Audit Fee	\$15.00 per unit (students enrolling in a variable unit course must pay for maximum units)	Students approved to audit a course which is on the list of designated courses. Students enrolled in 10 or more units for credit can audit up to 3 additional units free of charge. See Auditing policy on page 29 in College Catalog.
Returned Check Fee	\$10.00	Students whose personal checks are returned by the bank. Only cash, credit card, or cashier's check will be honored to clear a returned check. Bookstore fee may differ.
Duplicate Registration Receipt	\$1.00	Students who request a replacement or duplicate registration receipt.
Transcript	\$3.00	Students requesting a transcript of their academic record at Cañada College, College of San Mateo and/or Skyline College. The first two transcripts ever requested are free.

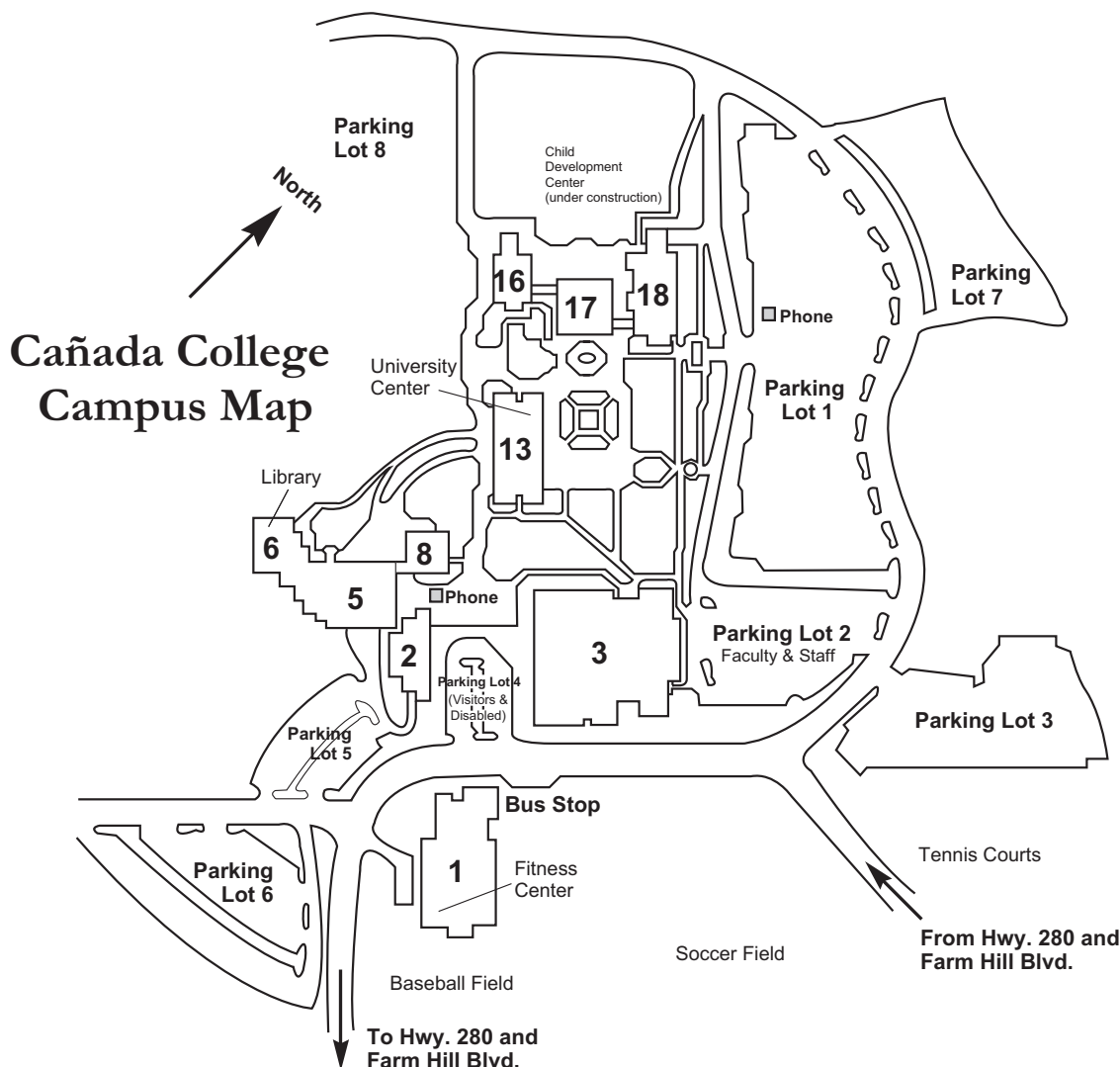
\* Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization may be exempted from paying the Health Services Fee. Contact the Enrollment Services Office for details.

\*\* A student has the right to refuse to pay the \$1 Student Representation Fee for religious, political, moral or financial reasons. This refusal must be submitted in writing to the Business Office.

\*\*\*The Student Body fee offers a photo ID card and discounts as well as support for many activities and programs. This fee is automatically assessed as part of your total fees. If you choose not to pay this fee, please contact the Student Life Office (306-3364) by February 7, 2003 for reimbursement.

## Parking

Parking anywhere on campus is by permit only for a cost of \$30 per semester. Parking permits may be obtained in the Enrollment Services Office, 8-215, or the Business Office, 8-205. Daily permits may be purchased for \$1.00 from vending machines and allow parking in student lots only. Daily permits are to be placed on the left hand side of the dashboard, clearly visible to the security officer. At the beginning of the semester, a two-week grace period will be in effect in student parking lots only, in order to enable students to purchase a permit. Cañada College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of the parking lots is at the user's risk.



Associated Students.....	5-211B	English Institute.....	13-121	Middle College.....	17-212
Bookstore.....	2	Enrollment Services.....	8-Lower Level	Placement Testing.....	5-204
Box Office.....	3-205	EOPS/CARE.....	3-117	President's Office.....	8-312
Business Office/Cashier.....	8-305	Financial Aid.....	8-Lower Level	Psychological Services.....	6-013
Business & Workforce Development.....	13-105	Fitness Center.....	1-139	Reading Lab.....	3-104
Business Skills Center.....	13-217	Flexible Theatre.....	3-129	Scholarship Office.....	8-Lower Level
Cafeteria.....	5	Gymnasium.....	1	Science & Technology.....	18-109
Child Development Center.....	19	Health Center.....	1-117	Security.....	13-028
Community Based English Tutoring.....	13-106	Humanities.....	3-205	Student Activities Coordinator.....	5-211A
Community/Public Relations.....	3-103	International Students' Office.....	8-206	Tutorial Services.....	5-105
Computer Lab.....	5-105	Learning Center.....	5-105	University Center	
Computer Services Office.....	5-105	Library.....	6	& Academic Support Services.....	13-106
Coop Ed/Work Experience.....	5-211C	Lost & Found.....	Bookstore	Veterans Office.....	8-215
Counseling/Career and		Main Theatre.....	3	Vice President, Instruction.....	8-306
Transfer Services.....	5-204	Matriculation.....	5-204	Vice President, Student Services.....	8-310
Disabled Students Center.....	5-207	Media Services.....	5-105	WorkAbility III.....	5-207

## Off-Campus Sites

**Cañada College Education & Technology Downtown Center**  
900 Main St. (City Center Plaza)  
Redwood City 599-9307 or 599-9767

**Carlmont High School**  
1400 Alameda de las Pulgas, Belmont  
595-0210

**Child Care Coordinating Council**  
2121 S. El Camino Real, Ste. A100  
San Mateo  
696-8787

**City of EPA Senior Center**  
560 Bell St., East Palo Alto

**College of San Mateo**  
1700 W. Hillsdale Blvd., San Mateo  
574-6161

**El Concilio of San Mateo County**  
3180 Middlefield Rd., Redwood City  
373-1080

**Family Resource Center**  
1798 Bay Rd., East Palo Alto

**Menlo Park Center (OICW Building)**  
1200 O'Brien, Menlo Park  
325-6936

**Moon Ridge**  
2001 Miramontes Point Road  
Half Moon Bay

**Pal Care**  
945 California Drive, Burlingame  
340-1289

**San Mateo County Office**  
455 County Center Drive, Redwood City

**Sandpiper Community Center**  
797 Redwood Shores Pkwy.,  
Redwood City  
780-7323

**Sequoia High School**  
1201 Brewster Ave., Redwood City  
367-9780

**Skyline College**  
3300 College Drive, San Bruno  
738-4100

**Veterans' Memorial Center**  
1455 Madison, Redwood City  
780-7270

**Woodside High School**  
199 Churchill Avenue, Woodside  
367-9750

## University Center at Cañada College

# ***Taking You to a Higher Degree***

The University Center at Cañada College was established in 2001 as a new model to provide four-year college degree programs, workplace certifications and graduate-level programs that are accessible and convenient for area residents. Through partnerships with San Francisco Bay Area universities, more students can receive an affordable college education and remain close to their community, eliminating the barriers that discourage many from pursuing a four-year degree.

These programs are designed to address the needs of those who juggle full-time jobs with the responsibilities of a family and who need or want to return to school either to advance their career or to redirect their career choices. The University Center's academic programs improve access to four-year and graduate programs for all Peninsula and South Bay residents who have an interest and simply can't add a commute to their already overburdened schedules.

There are currently five different degree programs offered by three Bay Area universities in which you can enroll this spring. Being the only community college in the State of California with a University Center, we hope you will take advantage of this unique and exciting educational opportunity!

### ***San Francisco State University***

- Child and Adolescent Development – Bachelor of Arts
- Business Administration – Bachelor of Science
- Teaching Credentials for Elementary and Secondary Schools

### ***California State University-Hayward***

- Business Administration – Bachelor of Arts in Liberal Studies, with an option in Business Studies (accelerated degree program)

### ***California State University-Monterey Bay***

- Liberal Studies Distributed – Bachelor of Arts

In addition, we are currently working to establish new partnerships with several other Bay Area colleges and universities.

If you are pursuing a college education, thinking about returning to college, or simply contemplating a career change, please take the time to see how we can serve you at the **University Center**.

For further information, contact us at our main office:

***Phyllis C. Lucas-Woods, Dean***  
***Keith Yakushi, Program Supervisor***  
***Cynthia Davis, Office Staff***  
***Deborah Joy, Office Staff***

**University Center at Cañada College**  
**Building 13, Room 106**  
**4200 Farm Hill Blvd.,**  
**Redwood City, CA 94061**  
**(650) 306-3399**  
**e-mail: [universitycenter@canadacollege.edu](mailto:universitycenter@canadacollege.edu)**  
**[www.canadacollege.edu/university](http://www.canadacollege.edu/university)**

***Degree Programs***

The University Center at Cañada College currently supports four bachelor degrees and one teaching credential program. The degrees are awarded from the partner university: **San Francisco State University, California State University - Hayward, or California State University - Monterey Bay**. While some of the programs maintain open enrollment, others are closed cohorts composed of a group of students who enroll, attend classes, and graduate together. Once a cohort has begun, that program is closed until the next cycle.

***Who Is Eligible to Attend***

Most classes are open to those who meet the prerequisites; a few classes are restricted to cohort members. Admissions requirements vary with each program. Please contact Lorraine Barrales-Ramirez, Cañada College Transfer Coordinator, (650) 306-3427, for assistance with reviewing requirements for transferring into each program.

***Academic Advising***

General academic advising for degree programs is available with the program coordinator for each university partner. Please contact the university representative as indicated for the program that interests you.

***The Admissions Process***

If your objective is to obtain a degree, then you must apply for admission to the university and degree program of your choice. On line admission is available through the following websites:

***San Francisco State University***

Bachelor of Arts in Child & Adolescent Development: <http://www.sfsu.edu>

Bachelor of Arts in Business Administration: <http://www.sfsu.edu>

Teaching Credentials for Elementary & Secondary Schools: <http://www.sfsu.edu>

***California State University - Hayward***

Bachelor of Arts in Liberal Studies - Accelerated Degree Program with option in Business Studies:  
<http://www.csuhayward.edu>

***California State University - Monterey Bay***

Bachelor of Arts in Liberal Studies Distributed: <http://www.csumb.edu>

***How to Register for Courses***

Call the **University Center at Cañada College**, (650) 306-3399, for specific class registration assistance.

***Student Orientation***

The University Center holds orientation sessions for new students each semester. Call (650) 306-3399 or email us at [universitycenter@canadacollege.edu](mailto:universitycenter@canadacollege.edu) for information and to sign up. Orientation sessions will cover information students need to know regarding parking, student services, academic support programs, textbooks, library, and computer lab services.

***Calendar***

No classes will be held February 14, 2003, February 17, 2003, and April 14–18, 2003 due to academic holidays at Cañada College.

**BACHELOR OF ARTS IN CHILD & ADOLESCENT DEVELOPMENT (CAD)**

**FOR SPECIFIC PROGRAM INFORMATION INCLUDING TUITION AND FEES, PLEASE CONTACT:**

***Kelli Harrington-Otero, Program Advisor, Child and Adolescent Development***

*Offices: SFSU*

*1600 Holloway HSS 334  
San Francisco, CA 94132  
415-405-3745*

*Email: [kelliho@sfsu.edu](mailto:kelliho@sfsu.edu)*

*Web Address: <http://www.sfsu.edu>*

*Cañada College*

*4200 Farm Hill Blvd., Bldg. 17-112  
Redwood City, CA 94061  
650-306-3436*

**CLASSES FOR SPRING 2003 AT CAÑADA COLLEGE**

**PSY 432 COGNITIVE DEVELOPMENT: LANGUAGE, THINKING, AND PERCEPTION (3 UNITS)**

Cognitive development is studied from two dominant approaches—Piagetian and information processing. The textbooks used are collections of articles by leading theoreticians and researchers in the areas of perception, attention, mental representation (episodic and semantic), and problem solving. **Prerequisite:** PSY 431 or consent of instructor.

**Jan 29–May 14      Instructor: Staff      7:00-10:00 pm      Wednesday      13-110**

**THA 451 STORYTELLING AND FOLK LITERATURE (3 UNITS)**

Methods and techniques of storytelling using selections from folktales, myths, legends, fables, and special types of poetry. Prerequisite: Upper division standing.

**Jan 27–May 12      Instructor: Baron      7:00-10:00 pm      Monday      2-10**



**BACHELOR OF ARTS IN BUSINESS ADMINISTRATION**

**FOR SPECIFIC PROGRAM INFORMATION INCLUDING TUITION AND FEES, PLEASE CONTACT:**

**Dr. Cathy Platt, Professor-Business Analysis & Computing Systems**

*Offices: SFSU*

*1600 Holloway HSS 334  
San Francisco, CA 94132  
415-338-1701*

*Email: cplatt@sfsu.edu*

*Web Address: <http://www.sfsu.edu>*

*Cañada College*

*4200 Farm Hill Blvd., Bldg. 17-112  
Redwood City, CA 94061  
650-306-3436*

**CLASSES FOR SPRING 2003 AT CAÑADA COLLEGE**

**BA 412 OPERATIONS MANAGEMENT (3 UNITS)**

Management of manufacturing and service operations. Use of computer-based models. Decision analysis, linear programming, forecasting, material requirements planning, project scheduling, quality and inventory management. **Prerequisite:** BA 110, BA 212, ISYS 263, or pass computer proficiency examination. If examination is not passed, ISYS 263 must be taken.

**Jan 27-May 12                      Instructor: Platt                      1:00-4:00 pm                      Monday                      2-10**

**BUS 360 BUSINESS COMMUNICATION (3 UNITS)**

Written and oral communication including theory, business writing, oral reports, problem-solving, data analysis, use of visual aids in communication and ethical/legal issues. **Prerequisite:** SPCH 150, BUS 214, JEPET or equivalents: all C- or better.

**Jan 30-May 15                      Instructor: Rappaport                      7:00-10:00 pm                      Thursday                      2-10**

**BUS 682 SEMINAR IN BUSINESS ENVIRONMENT (3 UNITS)**

Evolution of business and its interaction with the political, legal, social, and ethical environments. Effects of environment upon managing the business enterprise.

**Jan 29-May 14                      Instructor: Meyer                      7:00-10:00 pm                      Wednesday                      2-10**

**IBUS 330 INTERNATIONAL BUSINESS AND MULTICULTURAL RELATIONS (3 UNITS)**

International business: social, political, cultural and economic environments and their effects on functional management. Trade, global strategy, foreign direct investment, economic integration, foreign exchange, and multinational enterprise. **Prerequisite:** One economics course recommended.

**Jan 27-May 12                      Instructor: Wong                      7:00-10:00 pm                      Monday                      13-212**

**ISYS 363 INFORMATION SYSTEMS FOR MANAGEMENT (3 UNITS)**

Information systems for management decision-making. Information system development from the end-user's perspective. Applications software used to develop solutions to business problems. Classwork, 2 units; laboratory, 1 unit. **Prerequisite:** ACCT. 101, BA 211, ISYS 263. ISYS 263 prerequisite may be satisfied by passing a waiver examination in basic computing proficiency.

**Jan 28-May 13                      Instructor: Homan                      1:00-4:00 pm                      Tuesday                      2-10**

**MKTG 431 MARKETING (3 UNITS)**

Marketing functions designed to satisfy an organization's target market's needs for goods, services, and ideas. Domestic and international settings show how organizations determine products, prices, promotion, and distribution. **Prerequisite:** ACCT 101, ECON 100, 101 (ECON 305 for non-business majors), ENG 214.

**Jan 28-May 13                      Instructor: Ruvakaba                      4:00-6:55 pm                      Tuesday                      2-10**

**MGMT 405 INTRODUCTION TO MANAGEMENT AND ORGANIZATIONAL BEHAVIOR (3 UNITS)**

Management and organizational behavior within domestic and international organizations. Functions of planning, organizing, directing, and controlling; managerial process of decision-making and communication; individual motivation and group dynamics within the organizational setting. **Prerequisite:** BUS/ENG 214 (C- or better).

**Jan 28-May 13                      Instructor: Collier                      7:00-10:00 pm                      Tuesday                      2-10**

**MGMT 407 ECONOMICS FOR MANAGERS (3 UNITS)**

Macroeconomic and microeconomic environments within which business organizations operate. Applications of economic theory to business operations and management decisions on a local national and international basis. **Prerequisite:** BA 110, Econ 100, 101.

**Jan 31-May 16                      Instructor: Ericson                      1:00-4:00 pm                      Friday                      2-10**

## TEACHING CREDENTIALS FOR ELEMENTARY & SECONDARY EDUCATION

THIS PROGRAM IS OPEN ONLY TO CANDIDATES ADMITTED TO SAN FRANCISCO STATE UNIVERSITY CREDENTIAL PROGRAM. FOR SPECIFIC PROGRAM INFORMATION INCLUDING TUITION AND FEES, PLEASE CONTACT:

**Dr. Vera Lane, Professor**

Office: SFSU

1600 Holloway HSS 334

San Francisco, CA 94132

415-338-1058

Office Hours: By appointment

Email: [vlane@sfsu.edu](mailto:vlane@sfsu.edu)

Web Address: <http://www.sfsu.edu>

**Dr. Rosa Casarez-Levison, Lecturer-Secondary Education (Single Subject)**

Office: SFSU

1600 Holloway HSS 334

San Francisco, CA 94132

415-338-2693

Office Hours: By appointment

Email: [rcasarez@sfsu.edu](mailto:rcasarez@sfsu.edu)

Web Address: <http://www.sfsu.edu>

**Dr. Cecilia Wambach, Professor-Elementary Education (Multiple Subject)**

Office: SFSU

1600 Holloway HSS 334

San Francisco, CA 94132

415-338-1155

Office Hours: By appointment

Email: [drwams@sfsu.edu](mailto:drwams@sfsu.edu)

Web Address: <http://www.sfsu.edu>

### CLASSES FOR SPRING 2003 AT CAÑADA COLLEGE

#### **EED 678.23 AND EED 678.25 (2 SECTIONS) CULTURAL AND LINGUISTIC DIVERSITY IN THE ELEMENTARY CLASSROOM (3 UNITS)**

Cross-cultural understandings and teaching strategies. Language, culture, socio-economic status, and gender in relation to teaching.

Prerequisite: Upper division standing or consent of instructor.

<b>Jan 30-May 15</b>	<b>Instructor: Staff</b>	<b>4:00-6:55 pm</b>	<b>Thursday</b>	<b>(678.23) 3-104</b>
<b>Jan 30-May 15</b>	<b>Instructor: Staff</b>	<b>4:00-6:55 pm</b>	<b>Thursday</b>	<b>(678.25) 13-114</b>

#### **EED 681.23 CURRICULUM IN ELEMENTARY SCHOOLS: SOCIAL STUDIES (3 UNITS)**

Planning and instruction common to all subject matter. Emphasis on social studies and teaching in culturally and linguistically diverse school settings. Guided experience in schools. Prerequisite: Admission to Multiple Subject Credential program.

<b>Jan 28-May 13</b>	<b>Instructor: Staff</b>	<b>4:00-6:55 pm</b>	<b>Tuesday</b>	<b>13-113</b>
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#### **EED 682.24 TEACHING READING/LANGUAGE ARTS (3 UNITS)**

Methods and materials in teaching reading/language arts to linguistically and culturally diverse students. Developmental strategies for second language learners; classroom organization; assessment; guided experiences in schools. Prerequisite: Admission to Multiple Subject Credential program.

<b>Jan 28-May 13</b>	<b>Instructor: Staff</b>	<b>4:00-6:55 pm</b>	<b>Tuesday</b>	<b>13-117</b>
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#### **EED 684.24 CURRICULUM AND INSTRUCTION IN MATHEMATICS (CLAD EMPHASIS) (3 UNITS)**

Methods and materials for teaching mathematics to linguistically and culturally diverse elementary school students. Review of content of mathematics curriculum, classroom organization, assessment, and guided experiences in schools. Prerequisite: Admission to Multiple Subjects Credential program.

<b>Jan 30-May 15</b>	<b>Instructor: Wambach</b>	<b>4:00-6:55 pm</b>	<b>Thursday</b>	<b>13-117</b>
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**EED 686.22 STUDENT TEACHER SEMINAR (1–3 UNITS)**

Understanding the multiple roles of the teacher: classroom instruction, professional responsibilities, community relationships. Guiding and evaluating learning opportunities. Performance based objectives. CR/NC grading only. Prerequisite: Must be taken concurrently with EED 685.

**Jan 30-May 15**      **Instructor: Staff**      **4:00-6:55 pm**      **Thursday**      **13-113**

**EED 749.22 AND EED 749.25 (2 SECTIONS) SECOND LANGUAGE ACQUISITION IN THE ELEMENTARY SCHOOL (3 UNITS)**

First and second language acquisition theories and their relationship to second language learning; psychological, social, and linguistic aspects of second language acquisition of children; socio-political factors related to language issues. Prerequisite: None.

**Jan 28-May 13**      **Instructor: Staff**      **4:00-6:55 pm**      **Tuesday**      **(749.22) 13-114**

**Jan 28-May 13**      **Instructor: Staff**      **4:00-6:55 pm**      **Tuesday**      **(749.25) 3-104**

**ISED 744 CURRICULUM FOR BILINGUAL, CROSS-CULTURAL, AND SECOND LANGUAGE DEVELOPMENT (3 UNITS)**

Linguistic and curricular aspects of bilingual education among linguistically diverse student population in elementary and middle schools. Organization of curricula that uses a variety of approaches, method, and materials for bilingual and Specially Designed Academic Instruction in English (SDAIE) classrooms. Prerequisite: None.

**Jan 27-May 12**      **Instructor: Staff**      **4:00-6:55 pm**      **Monday**      **13-114**

**ISED 750 LANGUAGE AND CULTURE: SECOND LANGUAGE ACQUISITION IN SCHOOLS (3 UNITS)**

Issues and theories related to second language learning and literacy development as well as appropriate strategies to help students learn how to read and write in bilingual classrooms. Prerequisite: None.

**Jan 29-May 14**      **Instructor: Staff**      **4:00-6:55 pm**      **Wednesday**      **13-114**

**ITEC 712 (FORMERLY EDT 627) INSTRUCTIONAL COMPUTING IN SECONDARY SCHOOLS (1–3 UNITS)**

Practice with computers in laboratory classroom; software applications in the secondary-school classroom. Integrating computing in teaching and determining appropriate use of technology. Equivalent to ITEC 711. Cannot be applied to degree in instructional technologies. Meets single-subject credential state requirements. Prerequisite: None.

**Dates: TBA**      **Instructor: Fishrom**      **Time: TBA**      **Day: TBA**      **Sequoia High School**

**SED 720 AND SED 720 (2 SECTIONS) READING IN THE SECONDARY SCHOOL (3 UNITS)**

Reading problems of the adolescents; developing remedial techniques and technical vocabulary; motivating the hard-to-reach adolescent; problems of cultural diversity. Prerequisite: SED 785.

**Jan 29-May 14**      **Instructor: Staff**      **4:00-6:55 pm**      **Wednesday**      **13-117 and 13-113**

**SED 759 (2 SECTIONS) CURRICULUM AND INSTRUCTION IN THE SECONDARY SCHOOL (3 UNITS)**

Lesson planning, unit construction, evaluation techniques; examines the relationship of individual subjects to the total curriculum. Prerequisite: SED 785.

**Jan 27-May 12**      **Instructor: Staff**      **4:00-6:55 pm**      **Monday**      **13-117 and 13-113**

**SED 899 SPECIAL STUDIES (1–3 UNITS)**

An intensive study of a particular problem in education under direction of a member of the department. Enrollment by petition approved by the instructor, adviser and department chair. Open only to regularly enrolled graduate students. Prerequisite: None.

**Jan 29-May 14**      **Instructor: Staff**      **Time: TBA**      **Day: TBA**      **Room: TBA**

**BACHELOR OF ARTS IN LIBERAL STUDIES-ACCELERATED DEGREE PROGRAM WITH OPTION IN  
BUSINESS STUDIES**

FOR SPECIFIC PROGRAM INFORMATION INCLUDING TUITION AND FEES, PLEASE CONTACT:

**Kathleen Sammut, General Counseling/CRER Instructor**

Office: Cañada College  
4200 Farm Hill Blvd., Bldg. 5-204  
Redwood City, CA 94061  
650-306-3447

Office Hours: By appointment

Email: [sammut@smccd.net](mailto:sammut@smccd.net)

**Linda Clark, Administrative Support Assistant**

Office: CSU Hayward  
25800 Carlos Bee Blvd.  
Hayward, CA 94540  
510-885-PACE (7223)

Office Hours: By appointment

Email: [lclark@csu Hayward.edu](mailto:lclark@csu Hayward.edu)

Web Address: <http://www.csu Hayward.edu>

**CLASSES FOR SPRING 2003 AT THE SAN MATEO COUNTY OFFICE OF EDUCATION**

**ANTH 125 PHYSICAL ANTHROPOLOGY (3 UNITS)**

Overview of the history of life on earth and the evolution of different life forms. Also addressed are the differences and similarities between humans and apes, fossils of and the behavior of human ancestors, the biological similarities and differences between men and women, and sociobiology. Prerequisite: None.

**Mar 13–May 15                      Instructor: Staff                      5:30–8:30 pm                      TTh 455 County Center Dr., Redwood City 94062**

**BUS 201 BUSINESS LAW (3 UNITS)**

Introduction to the laws applicable to business institutions and their operation. Topics also covered are sources of law, agencies for enforcement and court procedures, California law applicable to contracts and agency relationships, crimes, and torts. Prerequisite: None.

**Mar 17–May 14                      Instructor: Staff                      5:30–8:30 pm                      MW 455 County Center Dr., Redwood City 94062**

**ECON 100 PRINCIPLES OF MACROECONOMICS (CAN ECON 2) (3 UNITS)**

A broad overview of American economy and its effect on social, political, and cultural environments. The concepts of the price system, the banking system, money and economic activity, policies for stabilization and growth, and money and economic activity are presented. The course concludes with an introduction to the international economy. Prerequisite: None.

**Jan 13–Mar 12                      Instructor: Staff                      5:30–8:30 pm                      MW 455 County Center Dr., Redwood City 94062**

**ENGL 165 ADVANCED COMPOSITION (3 UNITS)**

English 165 is an advanced course in non-fiction writing. Emphasis is placed on analytical writing and reading; critical reading and critical thinking skills are taught and applied to a variety of writing problems. Writing assignments are argumentative and make use of critical thinking skills. Prerequisite: ENGL 100.

**Jan 14–Mar 11                      Instructor: Staff                      5:30–8:30 pm                      TTh 455 County Center Dr., Redwood City 94062**

**BACHELOR OF ARTS IN LIBERAL STUDIES DISTRIBUTED**

**FOR SPECIFIC PROGRAM INFORMATION INCLUDING TUITION AND FEES, PLEASE CONTACT:**

***Dr. Dan Granger, Director, Distributed Learning & Extended Education***

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**CLASSES FOR SPRING 2003 ONLINE**

**CST 101 TECHNOLOGY TOOLS SEC. 50 CRN 21310 (4 UNITS)**

Learn to use computers creatively, effectively, and ethically. Provides hands-on experiences using computers for electronic communication and presentations, and to design and create documents using word processing, spreadsheets, and image manipulation. Students will also become competent in information literacy including Internet searching, the research process and the correct citation of reference material.

**Jan 21-May 6**

**Instructor: Oehlman**

**Online Course**

**ESSP 304 ENVIRONMENTAL GEOLOGY FOR TEACHERS SEC. 02 CRN 22383 (4 UNITS)**

Focuses on earth science content and scientific investigation and experimentation abilities required for the multiple-subject teaching credential. Topics include Earth's atmosphere and water, structure and composition of the solid Earth, processes that change the Earth (with emphasis on plate tectonics and California geology), Earth's resources, and Earth's place in the solar system and universe.

**Jan 21-May 6**

**Instructor: Karwas**

**Online Course**

**HWI 374 PHYSICAL EDUCATION FOR ELEMENTARY SCHOOL CHILDREN SEC. 03 CRN 22276 (4 UNITS)**

Focuses on the neurological foundations of movement for children preschool to eighth grade from a growth and development perspective. Emphasis is placed on physical activity and programmatic organization in the gymnasium/playground as it relates to problem solving, and academic success; multicultural approaches to movement, moral development, and self image; and movement exploration, body spatial awareness, and other non-locomotor skills.

**Jan 21-May 6**

**Instructor: Karwas**

**Online Course**

**LS 298S INTRODUCTION TO TEACHING & LEARNING SEC. 02 CRN 21889 & SEC. 03 CRN 21887 (4 UNITS)**

Introduces students to the teaching profession and classroom work by examining the daily work of classroom teachers in multicultural schools. Explores student/youth issues and schooling literacy development strategies, the dynamics of school/part/community relationships, and the effects of educational policies and practices on culturally and linguistically diverse populations. Prerequisite to LS 398 and 398S.

**Jan 21-May 6**

**Instructor: Lango**

**Online Course**

**LS 300 MAJOR PROSEMINAR SEC. 04 CRN 21437 (4 UNITS)**

Focuses on academic orientation and lifelong learning skills that are applicable in academic and professional contexts; basic and advanced writing skills, critical thinking, collaborative learning, academic self-development, research, and multicultural education. In consultation with the ProSeminar instructor, students develop an Academic Learning Plan and an outcomes-based portfolio.

**Jan 21-May 6**

**Instructor: McEady**

**Online Course**

**LS 360 CHILD DEVELOPMENT SEC. 03 CRN 21442 (4 UNITS)**

Surveys theory and research on various aspects of child growth and development with a focus on multicultural, cross-cultural, and social policy issues. Addresses the current conditions of children in the United States and globally, and emphasizes the need for diverse and culturally competent policies and practices. (Liberal Studies Core Requirement)

**Jan 21-May 6**

**Instructor: Staff**

**Online Course**

**LS 391 CULTURE & CULTURAL DIVERSITY SEC. 04 CRN 21593 (4 UNITS)**

Develops competency in cross-cultural analysis, involving a working knowledge of one's own ethnic heritage and the ability to make constructive comparisons with at least one other ethnic group. Addresses a conceptual understanding of culture, methodologies for studying and understanding culture, knowledge of cross-cultural relations in the United States, sociocultural experiences of U.S.-based social/ethnic groups, power relations and equity, and sociopolitical systems and effects on "status" of a cultural group.

**Jan 21-May 6**                      **Instructor: Bynoe**                      **Online Course**

**LS 394S MULTICULTURAL CHILDREN'S LITERATURE SEC. 02 CRN 21692 (4 UNITS)**

Familiarizes students with diverse and award-winning children's literature from various cultural groups. Engages students in identifying bias-free literature, shared readings, reading aloud activities, and opportunities to learn effective storytelling techniques. Examines literature within historical, sociopolitical, cultural, psychological contexts with emphasis on differential power relationships.

**Jan 21-May 6**                      **Instructor: Wheeler**                      **Online Course**

**MATH 308 ELEMENTARY MATHEMATICS SEC. 04 CRN 22327 (4 UNITS)**

Intended for future elementary teachers. Students in this course will develop an in-depth understanding of key concepts in K-8 mathematics and of students' learning of K-8 mathematics concepts including: the base 10 number system, models and algorithms for whole-number operations, basic concepts and operations of fractions, problem solving, and mathematical inquiry.

**Jan 21-May 6**                      **Instructor: Staff**                      **Online Course**

**SPAN 201 INTERMEDIATE SPANISH SEC. 05 CRN 22348 (4 UNITS)**

Reviews and develops the fundamentals of Spanish grammar. Emphasizes the development of speaking, listening, reading, and writing skills by studying and discussing short reading selections.

**Jan 21-May 6**                      **Instructor: Frauke**                      **Online Course**

**SPAN 303 ADVANCED SPANISH GRAMMAR SEC. 01 CRN 22360 (4 UNITS)**

Reviews all phases of communication skills with practice in understanding, speaking, and writing grammatically correct Spanish. Teaches specific components of Spanish grammar: the Spanish verbal system, the subjective, *ser* versus *estar*, and other problematic aspects of grammar. For students planning to teach Spanish.

**Jan 21-May 6**                      **Instructor: Gomez**                      **Online Course**

**SPAN 308 HISTORY & CULTURE OF AZTLAN SEC. 01 CRN 22361 (4 UNITS)**

Covers the story of indigenous peoples of the southwestern United States: Aztlan, the Spanish colonial period, the Mexican period, and the acquisition and settlement by the United States. Seeks the exposition of indigenous and Hispanic historical and cultural foundations of the region and the confluence with other Asian and European influences. Taught in English with Spanish readings for Spanish majors.

**Jan 21-May 6**                      **Instructor: Andrade**                      **Online Course**