

# SPRING SCHEDULE 2004



## ► CLASSES START 20 JANUARY 2004

Apply and register online at  
[WWW.CANADACOLLEGE.EDU](http://WWW.CANADACOLLEGE.EDU)

HAVE ANY QUESTIONS? EMAIL US AT [CANADAANSWERS@SMCCD.NET](mailto:CANADAANSWERS@SMCCD.NET).  
PARA MAS INFORMACIÓN Y ASISTENCIA EN ESPAÑOL LLAME AL (650) 306-3427.

# Calendar spring '04

Nov 3–4	Priority registration for EOPS and DSPS continuing students
Nov 3–Jan 19	Online and telephone registration for continuing students. <i>WebSMART only is available Dec 24–Jan 1. SMART phone access is limited on weekends. WebSMART/SMART registration will be closed Jan 10 &amp; 11.</i>
Dec 1–2	Priority Registration dates for new and former EOPS and DSPS students
Dec 1–Jan 19	Online and telephone registration for new and former students. <i>WebSMART only is available Dec 24–Jan 1. SMART phone access is limited on weekends. WebSMART/SMART registration will be closed Jan 10 &amp; 11.</i>
Nov 28	Admission Application Deadline for new & former students who wish to receive a Priority Registration date
Jan 13	Deadline for High School Concurrent Enrollment applications
Jan 17–18	Declared Recess
Jan 19	Martin Luther King, Jr. Day (Holiday)
Jan 20	<b>Day &amp; Evening Classes begin</b>
Jan 20–Feb 2	Late registration on a space available basis. (See Instructor for Authorization Code.)
Jan 24	Saturday Registration—Enrollment Services Office open 9 am-1 pm
Feb 2	Last day to ADD a semester length course
Feb 2	Last day to DROP from a semester length course and be eligible for a refund
Feb 6	Students will be dropped for non-payment of fees
Feb 9	Census Day
Feb 13	Lincoln's Birthday (Holiday)
Feb 14–15	Declared Recess
Feb 16	President's Day (Holiday)
Feb 17	Last day to drop a semester length course without a "W"
Feb 17	Last day to declare CR/NC option for designated classes.
Mar 5	Last day to file petitions in Enrollment Services Office for degrees and certificates
Mar 5	Deficiency Reports due in Matriculation, Transfer & Articulation Office
Apr 12–18	Spring Recess
Apr 29	Last day to withdraw from semester length course with a "W"
May 21	Last day of instruction
May 22–28	Final Examinations (day & evening)
May 28	Day & Evening Classes Close
May 28	Commencement, 8:00 pm, Main Theatre
May 31	Memorial Day (Holiday)

**WebSMART:** <http://websmart.smccd.net> **SMART:** 650-372-3700

- WebSMART 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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Denise Swett, *Vice President, Student Services*  
Kuni Hay, *Dean, Humanities*  
Linda Hayes, *Dean, Business & Workforce Development*  
Phyllis C. Lucas-Woods, *Dean, University Center & Academic Support Services*  
Marilyn McBride, *Dean, Science & Technology*

## Board of Trustees

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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## Accuracy Statement

Cañada College and the San Mateo County Community College District have made every reasonable effort to determine that everything stated in this schedule is accurate. Courses and programs offered, together with other information contained herein, are subject to change without notice by the administration of Cañada College for reasons related to student enrollment or level of financial support, or for any other reason, at the discretion of the College. The College and the District further reserve the right to add, amend or repeal any of their rules, regulations, policies and procedures, in conformance with applicable laws.

## Americans with Disabilities Act Statement

This document may be made available in alternate format as a reasonable accommodation for a person with a documented disability. To request a reasonable accommodation, please contact the Disability Resource Center at 650-306-3259 a minimum of five (5) work days prior to the date needed.



# Contact Us

306-3226	Admissions & Records/Registration
306-3181	TDD/TTY
306-3364	Associated Students
306-3313	Bookstore
306-3396	Box Office
306-3270	Business Office/Cashier
306-3201	Business & Workforce Development Division
306-3380	Business Skills Center
306-3388	Community Based English Tutoring (CBET)
306-3367	Coop. Ed./Work Experience Program
306-3452	Counseling, Career and Transfer Services
306-3259	Disabled Student Program
306-3161	TDD/TTY
599-9307	Education & Technology Downtown Center
306-3412	English (ESL) Institute
306-3300	EOPS/CARE
306-3271	Facilities Usage/Rental
306-3307	Financial Aid
306-3309	Health Center
306-3373	Housing (Off Campus) Information
306-3336	Humanities Division
306-3494	International Student Program
	Learning Center
306-3348	Computer Center
306-3348	Math Lab
306-3357	Tutorial Center
306-3266	Writing Center
306-3267	Library
306-3313	Lost & Found (located in Bookstore)
306-3310	Matriculation, Transfer, Articulation
325-6936	Menlo Park Center
306-3120	Middle College
306-3270	Operations
306-3341	Physical Education Office
306-3320	Placement Tests/Assessment )
306-3341	Athletics
306-3238	President's Office
306-3340	Public Information
306-3326	Reading Lab
306-3270	Refunds (Registration Fees)/Cashier
306-3291	Science and Technology Division
306-3420	Security Office (Parking Enforcement)
599-9767	Small Business Development Center
306-3373	Student Life
306-3364	Student Government Office
306-3100	Switchboard/Directory Assistance
306-3372	Transfer Services
306-3228	Transcripts (Admissions & Records)
	Transportation:
306-3100	SAMTRANS Bus Schedules/Passes
306-3259	Rediwheels (Disabled)
306-3399	University Center
	& Academic Support Services Division
306-3227	Veteran's Affairs
306-3353	Vice President, Instruction
306-3234	Vice President, Student Services
381-6400	West Ed
306-3258	WorkAbility III

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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 2004 enrollment is Tuesday, January 13, 2004! Application deadline for Summer 2004 enrollment is Tuesday, June 1, 2004! Application deadline for Fall 2004 enrollment is Monday, August 2, 2004!

By the deadlines listed above, applicants for the High School Concurrent Enrollment Program must submit completed application packets and have completed Cañada College Placement Tests if required for the college courses requested. A program application packet includes the Concurrent Enrollment Application, the College Admissions Application, and a current high school transcript. Incomplete application packets are not accepted. See page 56 for a Concurrent Enrollment Application.

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. In special instances 10th graders may be considered for enrollment. Concurrent Enrollment applicants

are registered manually by Cañada admissions staff for approved courses only. Students are notified of enrollment by mail one week prior to the beginning of the semester. Submit a completed Concurrent Enrollment Program 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 2004 is October 1, 2003, the deadline for Fall 2004 is April 15, 2004. 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.

## Registration for Continuing Students

**NOV. 3 THROUGH JANUARY 19:**

### **CONTINUING STUDENT**

You are a continuing student if you were enrolled at Cañada, CSM and/or Skyline College during Fall 2003, Spring 2003 or Summer 2003.

WebSMART/SMART registration for Spring 2004 classes begins November 3. Detailed information on registering will be mailed to you prior to November 3. 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 3 please call the Enrollment Services Office at 650-306-3226.

Fill out the Class Registration Worksheet in center insert.

Spring 2004 WebSMART online and SMART telephone registration dates and times are:

#### **November 3–January 19**

##### **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:** SMART registration will be unavailable December 24 through January 1. WebSMART will be unavailable January 10–11.

## 4 Admission and Registration Procedures

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

Complete the application in center insert, **or** complete an application at <http://websmart.smccd.net>. The **early** application deadline is November 28.

Submit it to:

Enrollment Services Office  
Building 8, Room 215

#### **Hours:**

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

**or**

Mail completed form to:

Cañada Spring '04 Registration  
4200 Farm Hill Blvd.  
Redwood City, CA 94061

After your application is processed, you will receive further information. Most new students are asked to take assessment tests in English or ESL and mathematics, view the College online orientation program and see a counselor before completing registration. See pages 4–7 for more information. If you are exempt from testing/orientation, your notification will also include the necessary information for registration: your Personal Identification Number (PIN) and WebSMART/SMART appointment time.

**Registration for New and Former students begins December 1.**

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

#### **JANUARY 20 THROUGH FEBRUARY 2:**

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 Class Registration Worksheet in the center insert.
5. If you need to change your program during January 20–February 2, go online to WebSMART or call SMART at 372-3700.

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

#### **AFTER FEBRUARY 2:**

Apply and register online through WebSMART at <http://websmart.smccd.net>, or in person at the Enrollment Services Office. It is suggested that you register online prior to the beginning of the class since courses that do not have an adequate number of students may be cancelled.

**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.
4. If you need both to add and drop a class after February 2, 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.

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

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### **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 Fall '03, Summer '03 or Spring '03, terms you are a former student returning to enroll in classes for the Fall 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.

## **MATRICULATION STEPS TO ENROLL IN CLASSES FOR NEW STUDENTS, FORMER STUDENTS, AND 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 THE MATRICULATION STEPS?**

Complete the matriculation steps prior to registration if you are considering one or more of the following educational goals listed below:

- a vocational certificate,
- an Associate degree,
- transfer to a four-year college or university, or if you are
- undecided about your specific educational goals but are considering the above options.

### **STEP #1 - ADMISSIONS:**

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

After your Application for Admission has been processed you will receive a MATRICULATION TICKET to guide you through the following matriculation steps.

### **STEP #2 – PLACEMENT TESTS/ ASSESSMENT:**

- 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 English, English for Non-Native Speakers, and/or

mathematics courses **and** any course that has an English, reading, or mathematics prerequisite;

- Placement tests are highly recommended for the Associate degree and university level courses.
- From the Schedule of Placement Tests select a date to complete the testing requirement.

You are automatically EXEMPT from taking the Placement Tests and may move directly to Step #3 if you fall into one of the following categories.

- You have taken the Placement Tests at Cañada College or CSM or Skyline College **within the last two years and the test results are available.**
- You are a former student or new transfer student from another accredited college in the United States and have completed course work in Mathematics and/ or English with a grade of “C” or better. (Bring unofficial transcripts or other evidence of grades to your counseling appointment 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 so speak with a Counselor regarding your English course selection.
- 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**

The College Orientation Program is REQUIRED and provides information about registration procedures, college policies, academic expectations, educational goals, and student services. View the Online College Orientation accessible from the [canadacollege.edu](http://canadacollege.edu) admissions page.

### **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 19 and on a drop-in basis from January 2 through January 19.

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

### **STEP #5 – REGISTER FOR CLASSES**

Return your completed MATRICULATION TICKET to the Enrollment Services Office to receive an appointment to register for your Spring 2004 classes. Use WebSMART or SMART to register for your classes. See Class Registration Worksheet in center insert for more information regarding WebSMART/SMART. Please note **you must PRINT YOUR CONFIRMATION OF REGISTRATION and SCHEDULE BILL/FEES on WebSMART.** Schedule bills are not mailed out.

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) 306-3490.

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, English 100 - Reading and Composition, English 110 - Composition and Literature, and English 165 - Advanced 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 see a counselor to verify the completion of the prerequisite. You must be prepared with transcripts or other written documentation to verify the prerequisite completion. If you wish to challenge a prerequisite review the information below and on the college web site. Students are reminded that ALL prerequisites continue to be enforced.

**PREREQUISITE CHALLENGE PROCEDURES**

The Prerequisite Challenge Petition, with attached documentation, must be submitted to Enrollment Services no later than the fifth day of the semester, Monday, January 26th. It is strongly suggested, however, that you complete the challenge process prior to the first day of the semester. Prior to submitting the Prerequisite Challenge Petition, speak with the Director of Matriculation, Marsha Ramezane, 650-306-3310, to discuss the course and your challenge. Often the issue is remedied prior to a formal challenge.

The formal prerequisite challenge process requires the completion of the Prerequisite Challenge Petition and written documentation that identifies and 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.

**PLEASE 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.



## 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 is required
- your SOCIAL SECURITY NUMBER or STUDENT IDENTIFICATION NUMBER is required. (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 is required

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 o llama Tels (650) 306-3382.

### More Information About the Math Placement Test

For the Math Placement Test, at the testing site be prepared to 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 has math review books and materials or computer software 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, rational expressions, exponents and radicals, linear equations and absolute values.

### Testing Repeat Policy

Placement Test Assessments 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 only.

### 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. Student who wish to take ESL (English as a Second Language) classes must take the Cañada College ESL Placement test for course and level placement.

## Placement Test Schedule

Day/Date	Location	ESL Test	Math Test	English Test
Saturdays, October 25, November 15, and December 6	Bldg 2, Room 10	8:00 am	10:30 am	12:00 noon
<b>Late Registration Testing dates:</b>				
Mondays, January 5 and 12:	Bldg 2, Room 10	6:30 pm		
Tuesdays, January 6 and 13 :	Bldg 2, Room 10			6:30 pm
Wednesday, January 7 and 14:	Bldg 2, Room 10		6:30 pm	
Saturday, January 10 and 17:	Bldg 2, Room 10	8:00 am	10:30 am	12:00 noon
<b>Classes begin Tuesday, January 20.</b>				
Wednesday, January 21 :	Bldg 2, Room 10	1:00 pm		
Thursday, January 22:	Bldg 2, Room 10			1:00 pm
Saturday, January 24:	Bldg 2, Room 10	8:00 am	10:30 am	12:00 noon

(Students with disabilities who qualify for un-timed testing should contact the Disabled Student Program and Services at 306-3132 to schedule testing.)



## 8 Admission and Registration Procedures Student Support Services

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

Test results are available on WebSMART within 24 hours after completion. For tests completed on a Saturday, results are available on the following Monday after 10 am. For tests taken on a weekday, results are available to following day after 10 am. To access WebSMART you must submit a College Admissions Application and allow 48 hours for processing the application. Once your application has been processed you may retrieve your placement test scores via WebSMART, select Student Services and Financial Aid and then select Student Records to find Placement Test Results.

### **ORIENTATION PROGRAM ONLINE ORIENTATION PROGRAM**

Go to the Cañada College website —[www.canadacollege.edu](http://www.canadacollege.edu)—select Admissions – scroll to the Online Orientation. This is a comprehensive self-paced orientation program. At the conclusion of the on-line 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.

### **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.

### **COMPUTER LITERACY IS A REQUIREMENT FOR ALL DEGREES!**

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. Students must PRE-REGISTER for the test. Contact Romy Thiele at (650) 306-3211 or [thiele@smccd.net](mailto:thiele@smccd.net), one week prior to

the test date. The test consists of 50% written and 50% hands-on exercises.

### **Computer Literacy Test Dates:**

Feb 23, Monday from 1-3 p.m.

March 23, Tuesday from 4-6 p.m.

April 21, Wednesday from 4-6 p.m.

May 12, Thursday from 1-3 p.m.

## **STUDENT SUPPORT SERVICES**

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

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 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.

**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, Hayward – Transfer Admission Guarantee (TAG 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 Guarantee 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.

**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
- Update your email or mailing address

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

*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 Volleyball

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.

## 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, 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 **Learning Achievement Program**.

For information on the **Adaptive Physical Education** program and class meeting times, call Barbara McCarthy at 306-3473 or 368-7732 prior to registering. Hours of Operation are: Daily from 8:30 a.m. to 12 p.m. and also

on Tuesdays & Thursdays from 1:30 to 3 p.m. Location: Veterans Memorial Senior Center Annex, 711 Nevada Street in Redwood City.

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

Building 3, Room 117  
(650) 306-3300

**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.

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

### **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, 8:00 am - 4:30 pm and Friday 8:00 am - 1:00 pm. 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.

### **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  
(650) 306-3309  
(near women's locker room)  
Monday-Friday 9am-3:30pm, and  
Thursday 5:00-8:00 pm, 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, classmates and friends. 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 Center
- ◆ MESA Program
- ◆ Learning Achievement Center



- ♦ Study areas for individual or 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.

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

Students enrolling in CRN 38447 ESL 803 AB, Grammar III will also be enrolled in CRN 39297 Bus. 472 AC Introduction to Word and CRN 39298 Bus. 474 AC 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 activities and conduct the classes as a Learning Community. These three courses, ESL 803 and BUS 472 and 474, will provide essential skills for academic work and for the workplace.

## 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 13 Room 106  
(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 educational 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 to explore and be challenged by new options.

For further information about the Middle College program at Cañada College, please call (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  
(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.

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.

## Community Events Calendar

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

Saturday, March 6, 2004, 9:00 am-5:00 pm

For more information call Christine Joy at 650-802-5337.

### **PALO ALTO JAZZ ALLIANCE**

Saturday, February 7

Main Theatre

### **PENINSULA CHILDREN'S THEATRE**

Friday-Sunday, February 27-29

Main Theatre

### **CALIFORNIA CHILDREN'S THEATRE**

Thursday, March 26

Main Theatre

### **KINDERCAMINATA**

Tentatively to be held in March. Please check our website for updated information:

[www.canadacollege.edu](http://www.canadacollege.edu)

### **CAÑADA COLLEGE DRAMA PRODUCTION - THIS IS WHO WE ARE**

Tentatively to be held in March in our newly renovated Flex Theatre. Please check our website for updated information: [www.canadacollege.edu](http://www.canadacollege.edu).

### **THEATRE GALA GRAND OPENING**

To be held March 5 in our newly renovated Theatre. Please check our website for updated information: [www.canadacollege.edu](http://www.canadacollege.edu).

### **PENINSULA CHILDREN'S THEATRE**

Friday-Sunday, April 2-4 and Friday-Sunday, April 9-11

Main Theatre

### **PENINSULA CHILDREN'S THEATRE**

Friday-Sunday, April 30-May 2

Main Theatre

### **CALIFORNIA CHILDREN'S THEATRE**

Monday, May 3

Main Theatre

### **SCHOLARSHIP AWARDS DINNER**

Friday, May 7

6:00-8:00 pm

Student Center

### **PENINSULA CHILDREN'S THEATRE**

Saturday-Sunday, May 8-9

Main Theatre

### **SEQUOIA HIGH SCHOOL DANCE PRODUCTION**

Saturday-Sunday, May 21-22

Main Theatre

Check our website—[www.canadacollege.edu](http://www.canadacollege.edu)—for more information as it becomes available.

## 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

### 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 22-113 Roscelli 5.0

*Evening and/or Weekend course(s)*

34074 ACTG 121 LA Mon 6:10-9:50 17-109 Claire 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)

39309 ACTG 131 AA MWF 11:10-12:35 13-116 Claire 5.0

**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 Thu 7:05-9:50 17-109 Gawad 1.5 01/22-03/11

**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 per week is required. 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 8:10-5:00 DCCL2 Claire 1.0 01/31-02/07

**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 per week is required. 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 8:10-5:00 DCCL2 Claire 1.0 02/21-02/28

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

## 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 MWF 10:10-11:00 17-103 Gresham 3.0

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. 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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**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 TTh 11:10-12:25 17-103 Lass 3.0

*Evening and/or Weekend course(s)*

39251 ANTH 110 LA Wed 7:05-9:50 17-103 Titus 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 9:10-10:00 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 370 OLMEC, MAYA, AZTEC PEOPLE AND CULTURES OF MEXICO AND CENTRAL AMERICA** Comparison of Middle American civilization and cultures. (Fulfills Associate degree 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

## 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.

## 14 Schedule of Classes – A

**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)

30848 ART 101 AA MW 9:10-10:25 3-148 Erickson 3.0

**ART 102 HISTORY OF ART II** Survey of western painting, sculpture, and architecture from the Proto-Renaissance to the end of the 17th century, with an emphasis on Renaissance values as they relate to the human figure and the development of space. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CAN ART 4) (CAN ART SEQ A = ART 101 + ART 102 + ART 103) (CSU, UC)

39275 ART 102 AA MW 11:10-12:25 3-148 Erickson 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 TTh 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 Associate degree Ethnic Studies requirement.) RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

35366 ART 125 AA Mon 12:10-3:00 13-17 Cornell 1.0 01/26-03/01

**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 Associate degree Ethnic Studies requirement.) RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

35367 ART 126 AA Mon 12:10-3:00 13-17 Cornell 1.0 03/08-04/05

**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 Associate degree Ethnic Studies requirement.) RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

35368 ART 127 AA Mon 12:10-3:00 13-17 Cornell 1.0 04/19-05/24

**ART 680 THE ART AND ARCHITECTURE OF ROME** This historic survey considers the greatest periods of cultural development in a city which is the cornerstone of western civilization: Etruscan legacy in Rome, Republican and Imperial periods, the Renaissance, and the Baroque. Emphasis is placed on the contributions of Roman architects, artistic treasures in Rome's palaces and churches, and current issues of restoration. 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 01/23-03/19

### 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 TTh 9:45-11:00 13-211 Mecorney 3.0

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

**ART 325 DIGITAL PAINTING** Using Procreate's Painter software and digital painting tablets, students use digital tools for the artistic expression of the concepts and techniques of traditional painting. Some painting and computer knowledge desirable. Three by arrangement hours of lab per week are required. May be repeated twice for credit. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

39331 ART 325 AA MW 10:10-11:30 13-211 Mecorney 3.0

**ART 325 has a non-refundable materials charge of \$6.**

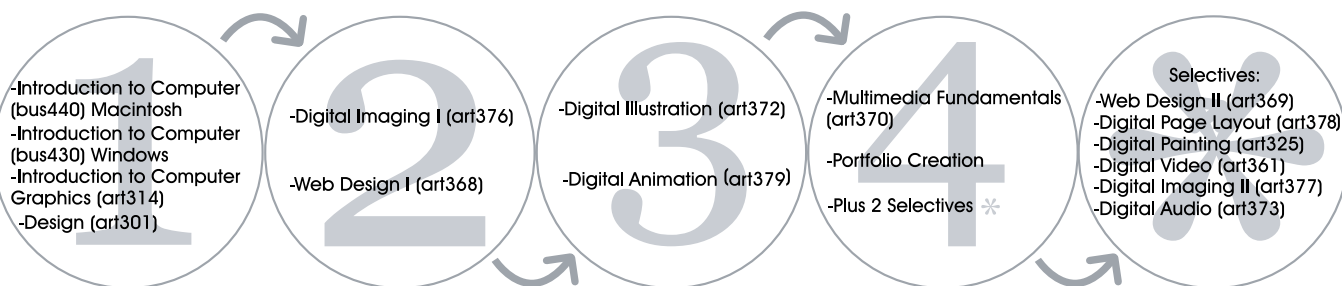
## NEW Certificate and AA Degrees! Multimedia Art & Technology

Learn WEB Design, Graphic Design, Animation and more!

**Upgrade** your skills, **learn** new ones, **impress** your employer or start your design career!

Transfer to a four year college or university with a major in Multimedia!

Proposed Course Sequence:



Are you a Windows person? Are you a Mac person?

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url: <http://www.canadacollege.edu/multimedia>

e: [canmultimediart@smccd.net](mailto:canmultimediart@smccd.net) Ph: 650-306-3201

Adobe Photoshop 7.0, Illustrator 10, InDesign 2.0, Macromedia Flash MX, Dreamweaver MX, and more!



**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	5:30-9:35	3-262	De Camp	3.0
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**ART 362 DIGITAL PHOTOGRAPHY** An introduction to the theory and technology of digital photography. Exploration of the digital camera in both professional and consumer use. 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)

*Evening and/or Weekend course(s)*

39333	ART 362 LA	Mon	7:05-10:10	13-211	Sims	3.0
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**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	4:10-7:00	13-211	Castillo	3.0
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**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)

38938	ART 369 AA	Thu	4:10-7:00	13-211	Castillo	3.0
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**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	Thu	1:10-4:00	13-211	Mecorney	3.0
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**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	1:10-4:00	13-211	Mecorney	3.0
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**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	1:10-4:00	13-211	Castillo	3.0
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**ART 377 has a non-refundable materials charge of \$6.**

**ART 379 DIGITAL ANIMATION I: FLASH®** Utilize Macromedia Flash® as a medium for the development of creative computer based animations. Topics include implementing interesting graphic user interface solutions for web design and the scripting capabilities of the software as well as traditional animation techniques. May be repeated once for credit. 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 or 440 or equivalent. (CSU)

*Evening and/or Weekend course(s)*

39334	ART 379 LA	Wed	6:30-9:20	13-211	Castillo	3.0
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**ART 379 has a non-refundable materials charge of \$6.**

**ART 390 PORTFOLIO CREATION** Students 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. May be repeated once for credit. 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)

39332	ART 390 AA	Mon	1:10-3:00	13-211	Mecorney	1.5	03/01-05/24
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**ART 390 has a non-refundable materials charge of \$4.**

**ART 680 MULTIMEDIA CAREERS** Introduction to the job market and employment possibilities within the multimedia field and what multimedia actually is and the work environments it relates to. Full time employment and contract opportunities will be explored. Job search techniques, resume and cover letter development will also be covered. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

33588	ART 680 AB	Tue	11:10-1:00	13-211	Castillo	1.5	01/20-04/06
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## STUDIO ART

**ART 148 COLOR 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
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**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	3-260	Morales	3.0
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**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
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*Evening and/or Weekend course(s)*

39263	ART 204 LA	TTh	6:30-9:30	3-260	Bogdonoff-Ginsberg	3.0
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**ART 214 COLOR** Consideration of color, theory, and practice. Relationship of color and form as applied to contemporary painting and design. BSL: Open Curriculum. (CSU, UC)

39276	ART 214 AA	Tue	1:10-4:00	3-260	O'Leary	3.0
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**ART 221 PAINTING I** Structured course in painting, projects emphasize continuity of student experience, orderly approach, and increased sophistication. BSL: Open Curriculum. PREREQ: ART 201 or 204. (CAN ART 10) (CSU, UC)

39264	ART 221 AA	MW	9:10-12:00	3-260	Morales	3.0
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## ASTRONOMY

(See Also Physics)

**ASTR 100 INTRODUCTION TO ASTRONOMY** Survey of modern astronomy; study of what mankind knows about the universe and our place in it; including planets, stars, galaxies, quasars, pulsars, black holes, and the beginning and the end of the universe. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400, and MATH 111. (CSU, UC)

30870	ASTR 100 AA	MWF	10:10-11:00	22-116	Preston	3.0
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*Evening and/or Weekend course(s)*

30871	ASTR 100 LA	Wed	7:05-9:50	17-203	Vanajakshi	3.0
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**ASTR 100 has a non-refundable materials charge of \$6.**

**ASTR 101 ASTRONOMY LABORATORY** Identification of constellations, planets, stars and features of the moon. Use of a telescope and astronomical computer software to help locate identify and demonstrate the movement of astronomical objects. Laboratory measurements of astronomical phenomena. One by arrangement hour of lab per week is required. 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	Digel	1.0
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33358	ASTR 101 LB	Thu	7:05-9:50	16-106	Vanajakshi	1.0
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# 16 Schedule of Classes – B

## 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 17-203 Staff 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 9:00-2:00 16-212 Steiner III 3.0

**BIOL 110 PRINCIPLES OF BIOLOGY** Lecture/lab course covering basic biological principles and designed for the non-biological sciences major. Recommended for the lab science transfer requirement. 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)

30874 BIOL 110 AA TTh 11:10-12:25 17-203 Staff 4.0

30877 BIOL 110 AB TTh 11:10-12:25 17-203 Staff 4.0

Thu 1:10-4:00 16-212

**BIOL 130 HUMAN BIOLOGY** An introduction to the anatomy and physiology of the human body through coverage of the organ systems, common diseases and the medical responses. 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)*

30881 BIOL 130 LA Thu 7:05-9:50 17-209 Shi 3.0

**BIOL 225 BIOLOGY OF ORGANISMS** A course designed for biology majors covering the classification, biodiversity, evolution, ecology, behavior, population genetics, and structure and function of organisms. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 420 and ENGL 100. (CAN BIOL SEQ A = BIOL 225 + BIOL 230) (CSU, UC)

38348 BIOL 225 AA MWF 10:10-11:00 18-221 Welles 5.0

MW 11:10-2:00 18-221

**BIOL 240 GENERAL MICROBIOLOGY** Molecular and biochemical characteristics of micro-organisms with emphasis on bacteria. 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: 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 8:10-9:30 17-203 Sundaram 4.0

TTh 9:40-11:00 16-204

*Evening and/or Weekend course(s)*

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

**BIOL 250 HUMAN ANATOMY** Study of the structure of the major organ systems of the human body; lab consists of studying human gross anatomy models and prosected cadavers. 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: BIOL 100, 110 or 130. (CAN BIOL 10) (CAN BIOL SEQ B = BIOL 250 + 260) (CSU, UC)

35763 BIOL 250 AA MW 12:35-2:00 22-114 Hirzel 4.0

Mon 2:10-5:00 18-213

39015 BIOL 250 AB MW 12:35-2:00 22-114 Hirzel 4.0

Wed 9:10-12:00 18-213

*Evening and/or Weekend course(s)*

35766 BIOL 250 LA Tue 7:05-9:50 17-203 Chinn 4.0

Thu 7:05-9:50 18-213

39274 BIOL 250 LB Tue 7:05-9:50 17-203 Chinn 4.0

Wed 7:05-9:50 18-213

**BIOL 260 HUMAN PHYSIOLOGY** Study of the functions of the major organ systems of the human body. For students in allied health and other related fields. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 420, ENGL 100, and MATH 120 or 122. PREREQ: BIOL 110 or 130 or 225 or 230 or 240 or 250. CHEM 192 or 210 or 410. (CAN BIOL 12) (CAN BIOL SEQ B = BIOL 250 + 260) (CSU, UC)

35764 BIOL 260 AA TTh 11:10-12:25 22-116 Hirzel 5.0

TTh 8:10-11:00 18-213

38998 BIOL 260 AB TTh 11:10-12:25 22-116 Hirzel 5.0

TTh 12:25-3:25 18-213

*Evening and/or Weekend course(s)*

39345 BIOL 260 LA Thu 7:05-9:50 17-205 Kelley 5.0

Sat 9:00-3:00 18-213

**BIOL 310 NUTRITION** Introduction to nutrient functions, structures and food sources; health consequences of nutrient deficiencies and excesses; related chronic diseases; interrelationships of diet to body's metabolism. Emphasis is placed on applying information to personal life. One by arrangement hour of lab per week is required. 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 9:10-10:00 17-203 Winterringer 3.0

*Evening and/or Weekend course(s)*

30885 BIOL 310 LA Tue 6:30-9:20 17-209 Kmetz 3.0

## BUSINESS/OFFICE TECHNOLOGY

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

### GENERAL BUSINESS

**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 Mon 7:05-10:10 13-213 Thiele 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, UC)

30891 BUS. 103 AA MWF 10:10-11:00 13-213 Trugman 3.0

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

**BUS. 108 BUSINESS WRITING AND PRESENTATION METHODS: REVIEW OF ENGLISH BASICS, WRITING BUSINESS DOCUMENTS, AND DESIGNING BUSINESS PRESENTATIONS** Basic English, business writing principles, and presentation design using word processing and presentation software packages. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. Two hours of lab per week are required. PREREQ: BUS. 430. (CSU)

*Evening and/or Weekend course(s)*

39292 BUS. 108 LA Tue 6:30-9:20 13-214 Moran 3.0

**BUS. 108 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 13-217 Finn 3.0

## MAKE SURE YOU ATTEND THE FIRST CLASS MEETING

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

# Schedule of Classes – B 17

**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)

<i>Telecourse:</i>					
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)

<i>Telecourse:</i>					
36817	BUS. 170 TV	See Page 48	TV-60	Janssen	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	TTh	11:10-12:25	13-116	Roscelli	3.0
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## 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)

<i>Cañada College Downtown Center course(s)</i>					
38721	BUS. 395 RA	Tue	6:30-9:30	DCLR1 Brown	1.0 01/20-02/24

**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)

<i>Cañada College Downtown Center course(s)</i>					
38723	BUS. 396 RA	Tue	6:30-9:30	DCLR1 Brown	1.0 03/02-04/06

**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)

<i>Cañada College Downtown Center course(s)</i>					
38722	BUS. 397 RA	Tue	6:30-9:30	DCLR1 Fraser	1.0 04/20-05/25

**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)

<i>Cañada College Downtown Center course(s)</i>					
37702	BUS. 398 RA	By Arrangement	DCSBD	Brown	1.0-3.0

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

## 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 01/20-03/11
39293	BUS. 415 AB	TTh	8:10-9:25	13-217 Finn	1.5 03/16-05/13
38408	BUS. 415 AC	Fri	11:10-2:00	13-217 Thiele	1.5 01/23-03/19
38800	BUS. 415 AD	Fri	11:10-2:00	13-217 Thiele	1.5 03/26-05/21
<i>Cañada College Downtown Center course(s)</i>					
35307	BUS. 415 RA	MTTh	6:30-9:30	DCCL1 Jung	1.5 01/20-02/05

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

**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	1.5 01/20-03/11
38619	BUS. 417 AB	TTh	8:10-9:25	13-217 Finn	1.5 03/16-05/13
38620	BUS. 417 AC	Fri	11:10-2:00	13-217 Thiele	1.5 01/23-03/19
39022	BUS. 417 AD	Fri	11:10-2:00	13-217 Thiele	1.5 03/26-05/21

<i>Cañada College Downtown Center course(s)</i>					
35308	BUS. 417 RA	MTTh	6:30-9:30	DCCL1 Jung	1.5 01/20-02/05

**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 01/21-03/19
30930	BUS. 430 AB	TTh	9:45-11:00	13-217 Finn	1.5 01/20-03/11

<i>Evening and/or Weekend course(s)</i>					
30935	BUS. 430 WA	Sat	8:30-1:30	13-217 Finn	1.5 01/24-02/28

<i>Cañada College Downtown Center course(s)</i>					
34754	BUS. 430 RA	MW	6:30-9:30	DCCL1 Jung	1.5 03/10-04/05

**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 03/22-05/21
38280	BUS. 431 AB	TTh	9:45-11:00	13-217 Finn	1.5 03/16-05/13

<i>Evening and/or Weekend course(s)</i>					
38281	BUS. 431 WA	Sat	8:30-1:30	13-217 Finn	1.5 03/06-04/03

<i>Cañada College Downtown Center course(s)</i>					
35309	BUS. 431 RA	MW	6:30-9:30	DCCL1 Jung	1.5 04/19-05/12

**BUS. 431 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	DCCL1 Jung	2.0 01/20-02/02

**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	DCCL1 Myoraku	2.0 02/10-02/24

**BUS. 436 has a non-refundable materials charge of \$2-\$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)

39294	BUS. 439 AB	TTh	8:10-9:25	13-217 Finn	1.5 03/16-05/13
39296	BUS. 439 AD	Fri	11:10-2:00	13-217 Thiele	1.5 03/26-05/21

**BUS. 439 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>Cañada College Downtown Center course(s)</i>					
39249	BUS. 457 RA	TTh	6:30-9:30	DCCL1 Jung	1.5 02/12-03/09

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



# 18 Schedule of Classes – B

**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 ESL 803 AB, CRN 38447, Grammar III, will also be enrolled in Bus. 472 AC, CRN 39297 (Introduction to Word) & Bus. 474 AC, CRN 39298 (Intermediate Word). The ESL & Business instructors will coordinate instruction and classroom activities. These three courses will provide essential skills for academic work and the workplace.

39297 BUS. 472 AC MW 11:10-12:25 13-217 Thiele 1.5 01/21-03/17  
BUS. 472 AC is linked with CRN 38447, ESL 803 AB. When you enroll in a linked section you must enroll in the companion course.

Cañada College Downtown Center course(s)  
35910 BUS. 472 RA TTh 6:30-9:30 DCCL1 Jung 1.5 03/16-04/08

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

**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 ESL 803 AB, CRN 38447, Grammar III, will also be enrolled in Bus. 472 AC, CRN 39297 (Introduction to Word) & Bus. 474 AC, CRN 39298 (Intermediate Word). The ESL & Business instructors will coordinate instruction and classroom activities. These three courses will provide essential skills for academic work and the workplace.

39298 BUS. 474 AC MW 11:10-12:25 13-217 Thiele 1.5 03/22-05/19

Cañada College Downtown Center course(s)  
35914 BUS. 474 RA TTh 6:30-9:30 DCCL1 Jung 1.5 04/22-05/18

**BUS. 474 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)

39299 BUS. 480 AA Wed 1:10-4:00 13-217 Finn 1.5 01/21-03/10

**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)

39300 BUS. 482 AA Wed 1:10-4:00 13-217 Finn 1.5 03/17-05/12

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

## INFORMATION TECHNOLOGY/NETWORKING

(See also Computer Information Science and Systems)

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

**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)

Cañada College Downtown Center course(s)  
38324 BUS. 426 RT MTWTh 8:10-12:00 DCCL1 Sinkewitsch 1.5 02/25-03/04

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

## New Certificates of Proficiency in Business/Office Technology

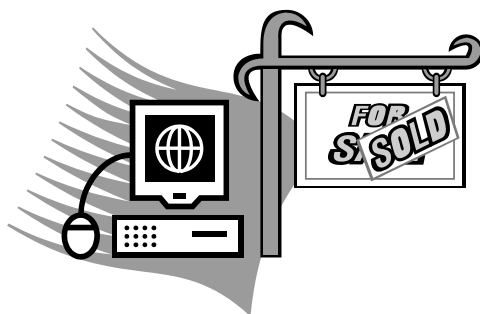
The department of Business/Office Technology offers four new Certificates of Completion.

### Call Center Customer Service Support

This certificate is designed for people interested in becoming part of the information technology staff to assist in troubleshooting and solving computer related problems. Call Center or Help Center job possibilities vary in the Information Technology field.

### Home Office/Small Business Computer Security

Designed to prepare students for employment implementing home office and/or small business computer security. Successful completion of this certificate will provide the student with the necessary knowledge and skills to implement, troubleshoot, and support network security.



### Real Estate Salesperson

After completing RE 100 Real Estate Principles, RE 110 Real Estate Practice, and RE 141 Real Estate Appraisal, students will receive a Real Estate Salesperson certificate. The Real Estate Salesperson certificate is for people interested in becoming agents in an office using their real estate skills.

### General Office

This certificate is the first in the series for the Administrative Assistant program.

Designed for people interested in becoming an entry-level office assistant using computer and office skills.

These programs provide the training to equip students for entry-level positions in Home Office/Small Business Computer Security, Call Center Customer Service Support, General Office, and Real Estate Salespersons. For more information, call Romy Thiele, Main Campus Coordinator, at (650) 306-3211 or Carolyn Jung, Off-Campus Coordinator, at (650) 306-3213.



**BUS. 448 USING MICROSOFT WINDOWS** Windows operating system features, programs and file management. Course includes how to manage files and folders, maintain the computer, manage hardware, and customize Windows. May be repeated once for credit. 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	Thu	1:10-4:00	13-217	Staff	1.5	01/22-03/11
<i>Cañada College Downtown Center course(s)</i>							
34765	BUS. 448 RA	MW	6:30-9:30	DCCL1	Jung	1.5	02/09-03/08

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

**BUS. 479 INTERNET FOR TECHNICIANS** Designed for students with knowledge of PC hardware, software, and local area networks. Covers installing and configuring TCP/IP services; dial-up and dedicated Internet connections; Internet mail services on a PC; and techniques used to troubleshoot connectivity configuration issues. 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. 450 and 480. (CSU)

<i>Cañada College Downtown Center course(s)</i>							
39258	BUS. 479 RT	MTWTh	8:10-12:00	DCCL1	Sinkewitsch	1.0	02/03-02/09

**BUS. 479 has a non-refundable materials charge of \$2.**

**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)

<i>Evening and/or Weekend course(s)</i>							
37674	BUS. 493 LA	Tue	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)

<i>Evening and/or Weekend course(s)</i>							
39301	BUS. 497 WA	Fri	6:30-9:30	13-213	Oldham	1.5	03/05-03/19
		Sat	8:30-1:30	13-213			03/06-03/20

<i>Cañada College Downtown Center course(s)</i>							
38825	BUS. 497 RT	MTWTh	8:10-12:00	DCCL1	Sinkewitsch	1.5	03/09-03/17

**BUS. 497 has a non-refundable materials charge of \$4.**

**BUS. 498 WINDOWS 2000 SERVER** Implement, configure and support a Windows 2000 server as domain controller in a Microsoft enterprise network environment. Also prepares for the Microsoft certification. 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)

<i>Evening and/or Weekend course(s)</i>							
39302	BUS. 498 WA	Sat	8:10-2:00	13-213	Oldham	3.0	03/27-05/22
<i>Cañada College Downtown Center course(s)</i>							
38635	BUS. 498 RT	MTWTh	8:10-12:00	DCCL1	Sinkewitsch	3.0	03/22-04/08

**BUS. 498 has a non-refundable materials charge of \$6.**

**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)

<i>Evening and/or Weekend course(s)</i>							
38291	BUS. 680 LA	Wed	6:30-9:20	13-213	Guadamuz	3.0	

**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)

<i>Cañada College Downtown Center course(s)</i>							
39259	BUS. 680 RT	MTWTh	8:10-12:00	DCCL1	Sinkewitsch	3.0	05/10-05/27

## 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: Elegibilidad para Lectura 802 o Ingles 800, 836 o 400

<i>OICW/Menlo Park Center course(s)</i>							
39388	BUS. 430 MB	Tue	6:30-9:30	MPCL1	Clark-Bagheri	1.5	01/20-03/09

**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: Elegibilidad para Lectura 802 o Ingles 800, 836 o 400

<i>OICW/Menlo Park Center course(s)</i>							
39389	BUS. 431 MB	Tue	6:30-9:30	MPCL1	Clark-Bagheri	1.5	03/16-05/11

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

**BUS. 435 EXCEL PARA WINDOWS** Estudiantes usan Excel de Microsoft para planear y construir hojas de trabajo, usando formulas y funciones para resolver problemas de negocios. Dos horas de clase a su elección por unidad es requerido. RECOMENDACION: Elegibilidad para Lectura 802 o Ingles 800, 836 o 400. REQUISITO: BUS. 431. (CSU)

<i>Cañada College Downtown Center course(s)</i>							
39252	BUS. 435 RB	Fri	6:30-9:30	DCCL1	Clark-Bagheri	3.0	

**BUS. 435 tiene una cuota para materiales de \$6.**

**BUS. 457 POWERPOINT INTERMEDIO** Principios intermedios para POWERPOINT que incluyen importación y exportación de información, dibujando, enlazando objetos y el uso de colores. Dos horas de laboratorio por semana son requeridos. RECOMENDACION: Elegibilidad para Lectura 802 o Ingles 800, 836 o 400. REQUISITO: BUS. 472.

<i>Cañada College Downtown Center course(s)</i>							
39253	BUS. 457 RB	Sat	8:30-12:30	DCCL1	Medina	1.5	03/27-05/08

**BUS. 457 tiene una cuota para materiales de \$2.**

**BUS. 472 INTRODUCCION A WORD PARA WINDOWS** Principios básicos para WORD que incluyen crear, redactar, imprimir y formatear un documento. Dos horas de laboratorio por semana son requeridas. RECOMENDACION: Elegibilidad para Lectura 802 o Ingles 800, 836 o 400. REQUISITO: BUS. 431.

<i>Cañada College Downtown Center course(s)</i>							
39254	BUS. 472 RB	Sat	8:30-12:30	DCCL1	Medina	1.5	01/24-03/06

**BUS. 472 tiene una cuota para materiales de \$4.**

## CAREER AND PERSONAL DEVELOPMENT

**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	17-109	Sammut	3.0	
<i>Course held at Menlo Atherton High School see inside back cover for address:</i>							
34926	CRER 137 AB	MTWThFS	8:10-9:00	MAHS	Ramezane	3.0	03/01-05/08
<i>Evening and/or Weekend course(s)</i>							
30987	CRER 137 LA	Thu	6:30-9:20	17-109	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	13-214	Sammut	1.5	01/20-03/18
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**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, UC)

30990	CRER 401 AC	Tue	12:10-1:00	13-112	Olesen	1.0	
<i>Evening and/or Weekend course(s)</i>							
36141	CRER 401 LA	Thu	5:30-6:20	13-113	Del Gaudio	1.0	01/22-05/13

## 20 Schedule of Classes – C

**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 Arrangement 5-204 Olesen 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 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 Arrangement 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 Arrangement 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 Arrangement 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. **PREREQ:** MATH 111. (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 112 CHEMISTRY IN ACTION** Introduction to theories, laws, concepts and language of chemistry to explain environmental and biological processes. 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 110. (CSU, UC)

39193 CHEM 112 AA TTh 8:10-11:00 18-311 Pattanayak 4.0

**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 and MATH 120 with grade of C or better or satisfactory score on District math placement test and other measures as appropriate that indicate proficiency in Intermediate Algebra. (CAN CHEM 2) (CAN CHEM SEQ A = CHEM 210 + 220) (CSU, UC)

30957 CHEM 210 AA MWF 10:10-11:00 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 INTRODUCTION TO OBJECT ORIENTED PROGRAM DESIGN** 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. (CSU, UC)

38206 CIS 118 AA TTh 9:45-11:00 17-207 Anderson 3.0  
**CIS 118 has a non-refundable materials charge of \$6.**

**CIS 250 PROGRAMMING METHODS 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. (CSU, UC)

37790 CIS 250 AA TTh 11:10-12:25 17-207 Anderson 3.0  
**CIS 250 AA has a non-refundable materials charge of \$6.**

**CIS 286 PROGRAMMING METHODS II: JAVA** Data Structures class for computer science majors (CS2) and computer professionals. This course uses Object-Oriented techniques to illustrate a variety of data structures including: vectors, stacks, queues, linked lists, trees, dictionaries, maps, sets and graphs. Also covered are sorting and searching topics, including Big O notation and hash tables. **RECOMMENDED:** Eligibility for READ 420, ENGL 100. **PREREQ:** CIS 285/285 or equivalent. (CSU, UC)

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

39255 CIS 286 LA Thu 7:05-9:50 17-207 Iverson 3.0

**CIS 286 has a non-refundable materials charge of \$6.**

**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. One by arrangement hour of lab per week is required. **RECOMMENDED:** Eligibility for READ 420, ENGL 100, and MATH 120 or 122. **PREREQ:** BUS. 103 or COMP 103 or CIS 118. (CSU, UC)

### Cañada College Downtown Center course(s)

38367 COMP 311 RT MTWTh 8:10-12:00 DCCL1 Sinkewitsch 1.5 04/19-04/27

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

**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. One by arrangement hour of lab per week is required. **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 8:10-12:00 DCCL1 Sinkewitsch 1.5 04/28-05/06

**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)

39346 COMP 350 WB Sat 9:00-12:00 17-207 Yip 3.0

**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 Sat 9:10-5:00 13-213 Sinkewitsch 0.5 02/28-02/28

## COOPERATIVE EDUCATION

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

**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	01/26, 02/02, 09
30980	COOP 670 AB	Tue	1:10-2:00	13-116	Graham	4.0	01/20, 27, 02/03
39021	COOP 670 AC	Wed	1:10-2:00	13-116	Nicholls	1.0-3.0	1/21, 28, 2/04
30983	COOP 670 LA	Thu	5:30-6:20	13-116	Graham	4.0	01/22, 29, 02/05
30984	COOP 670 LB	Tue	5:30-6:20	13-116	Nicholls	4.0	01/20, 27, 02/03
34119	COOP 670 WA	Sat	9:10-10:00	13-117	Nicholls	4.0	01/24, 31, 02/07

**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 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.

<i>Cañada College Downtown Center course(s)</i>							
39281	COOP 672 RT	Mon	1:10-3:00	DCCL1	Graham	1.0	04/19
<i>COOP 672 PF is designed for students in the MCCH program:</i>							
<i>OICW/Menlo Park Center course(s)</i>							
39371	COOP 672 PF	Tue	5:05-6:00	MPLR1	Collado	1.0	1/20, 27, 2/03

## EN ESPAÑOL

**COOP 672 EDUCACION COOPERATIVA: SERVICIO DE PRACTICAS DEL PROGRAMA PEEP** Los estudiantes pueden registrarse en un servicio de prácticas cooperativo y voluntario que aplique a las habilidades aprendidas en el salón escolar en un lugar donde su trabajo sea supervisado. **RECOMENDACION:** Elegibilidad para LECTURA 802 o 836, e INGLÉS 800 o 836 o 400. **REQUISITO:** El alumno debe estar registrado en 7 unidades, incluyendo este curso (COOP 672) y tener un mínimo de 12 unidades completas en su campo ocupacional. (CSU)

COOP 672 es un curso semestral. Fechas de orientación para este curso están enumeradas abajo y el alumno tiene que ir a una de ellas.

<i>Este curso es dado en El Concilio, 3180 Middlefield Rd. en Redwood City:</i>							
38826	COOP 672 PE	Thu	5:05-6:00	ECSM	Collado	1.0	1/22, 29, 2/05

## 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) 306-3259 TDD: (650) 306-3161.

**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	Mon	3:10-5:00	5-105	Hetrick	0.5	02/19-05/21
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**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	By Arrangement	5-105	Staff	0.5	
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**DSKL 813 DEVELOPMENTAL READING AND THINKING** Primarily for students in Learning Disabilities Program, small group instruction in reading and thinking skills. Units do not apply toward AA/AS degree. BSL: Open Curriculum. **PREREQ:** Verifiable learning disability.

39360	DSKL 813 AA	MW	1:10-3:00	13-113	Hetrick	0.5-2.0	2/09-5/21
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**DSKL 816 TUTORING** Special assistance is provided to help students succeed in mainstream college-level classes. Designed primarily for students in the Learning Disabilities Program. Units do not apply toward AA/AS degree. BSL: Open Curriculum. **PREREQ:** Verifiable learning disability.

39359	DSKL 816 AA	By Arrangement		Hetrick	0.5-2.0	2/09-5/21
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## DRAMA

(See Theater Arts)

## EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

(See also Literature)

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

Para cursos 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	22-116	Eyer	3.0
38577	ECE. 201 AB	Thu	4:10-7:00	22-114	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	Thu	7:05-9:50	22-114	Dilko	3.0	
<i>OICW/Menlo Park Center course(s)</i>							
39233	ECE. 210 MA	Mon	5:30-8:30	MPLR1	Elliott	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	Tue	4:10-7:00	22-116	Lawrence	3.0
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**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	22-113	Eyer	3.0
<i>Evening and/or Weekend course(s)</i>						
39236	ECE. 212 LA	Wed	7:05-9:50	22-116	Ever	3.0

**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	Mon	7:05-10:10	22-116	Blair	3.0	



## 22 Schedule of Classes – E

**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)

*Course held at Skyline College, Bldg. 8, Room 8305:*

39240	ECE. 230 SK	Mon 3	:30-6:25	SKY	Sandler	3.0
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**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)

*Evening and/or Weekend course(s)*

33212	ECE. 240 LA	Wed	7:05-9:50	22-118	Dilko	3.0
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**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)*

39241	ECE. 241 LA	Tue	7:05-9:50	22-114	Sandler	3.0
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38580	ECE. 241 WA	Sat	9:00-5:00	22-114	Dilko	3.0
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Meeting dates are: 01/24, 01/31, 02/21 and 03/06 through 03/20.

**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	22-113	Sweeney-Keplinger	2.0	1/26-4/19
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**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)

*Evening and/or Weekend course(s)*

39242	ECE. 252 LA	Thu	7:05-9:50	22-113	Blair	3.0
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**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	Tue	7:05-9:50	22-113	Greeley	3.0
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**ECE. 333 OBSERVATIONAL SKILLS** Overview of the development of observational skills as a quality component in ECE/CD settings. It incorporates the "Desired Results" document materials from the California Department of Education, Child Development Division. 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)

*Course held at PALCARE see inside back cover for address:*

39244	ECE. 333 PC	Tue	6:30-9:20	PALC	Browne	3.0
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**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	22-113	Sandler	3.0
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*Evening and/or Weekend course(s)*

39243	ECE. 335 LA	Wed	7:05-9:50	22-114	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	22-113	Sweeney-Keplinger	1.0	4/26-5/24
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**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)*

31104	ECE. 350 WA	Sat	9:00-5:00	13-116	Blair	1.0	05/01-05/08
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**ECE. 351 LANGUAGE ARTS IN EARLY CHILDHOOD** An overview of language arts growth in children and the creation of appropriate curriculum to foster its 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.

39246	ECE. 351 AA	Wed	4:10-7:00	22-113	Hock	1.0	01/21-02/25
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**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.

39247	ECE. 353 AA	Wed	4:10-7:00	22-113	Hock	1.0	03/03-04/07
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**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.

39248	ECE. 355 AA	Wed	4:10-7:00	22-113	Hock	1.0	04/21-05/26
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**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	7:05-10:10	22-110	Browne	3.0
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Meeting dates are: 01/26, 02/02, 02/23, 03/15, 04/19 and 05/17.

**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	01/24 & 02/07
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**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)

*Cañada College Downtown Center course(s)*

39361	ECE. 384 RA	Mon	7:05-10:10	DCLR1	Goines	3.0
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**ECE. 670 COOPERATIVE EDUCATION/WORK EXPERIENCE: EARLY CHILDHOOD EDUCATION** 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.

*Evening and/or Weekend course(s)*

38498	ECE. 670 LA	Wed	5:30-6:20	22-110	Sandler	4.0	1/21, 28, 2/04
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39357	ECE. 670 WA	Sat	9:10-10:00	13-17	Nicholls	4.0	1/24, 31, 2/07
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### EN ESPAÑOL

**ECE. 201 EL DESARROLLO DEL NIÑO** El enfoque de este curso es el crecimiento y el desarrollo del niño desde el nacimiento hasta la adolescencia incluyendo los aspectos físicos, cognoscitivos, emocionales, sociales y del lenguaje. Se acentúa la aplicación práctica de la teoría. RECOMENDACION: Elegibilidad para LECTURA 802 o 836, e INGLÉS 800 or 836 o 400. (CSU, UC)

*Evening and/or Weekend course(s)*

39231	ECE. 201 LE	Tue	7:05-9:50	22-116	Lawrence	3.0
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**ECE. 211 PROGRAMADE ESTUDIOS PARA LA EDUCACION INFANTIL** El desarrollo de metas y objetivos para administrar ambientes de aprendizaje y las consecuencias sociales en los niños son también tratadas en esta clase. RECOMENDACION: Elegibilidad para Lectura 802 o Ingles 800, 836 o 400. (CSU)

*Evening and/or Weekend course(s)*  
39234 ECE. 211 WE Sat 9:00-5:00 22-118 Lawrence 3.0  
Fechas de clases: 01/24, 02/07, 02/28, 03/13 and 03/27 through 04/03.

**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: Elegibilidad para Lectura 802 o 836, e Ingles 800 o 836 o 400.

*Evening and/or Weekend course(s)*  
38576 ECE. 212 LE Mon 7:05-10:10 22-114 Palma 3.0

**ECE. 223 EL DESAROLLO INFANTIL** Tendencias del desarrollo, habilidades e influencias del comportamiento durante los primeros tres años de vida y las implicaciones sociales. RECOMENDACION: Elegibilidad para Lectura 802 o 836 y Ingles 800, 836 o 400.

*Evening and/or Weekend course(s)*  
39239 ECE. 223 LE Thu 7:05-9:50 22-116 Baxter 3.0

## ECONOMICS

**ECON 100 PRINCIPLES OF MACRO ECONOMICS** 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 MICRO ECONOMICS** 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 9:10-10:00 13-116 Roscelli 3.0

*Evening and/or Weekend course(s)*  
31118 ECON 102 LA Tue 7:05-9:50 13-114 Digneo 3.0

## Recommended Sequence of Classes for Engineering Majors

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

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

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

## EDUCATION

**EDUC 100 INTRODUCTION TO EDUCATION** Overview of foundations of education, including planning of effective teaching strategies and classroom environments, exploration of teaching career opportunities, and new directions in education. 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)*  
39382 EDUC 100 LA Wed 6:30-9:20 22-110 Waffle 3.0

## ENGINEERING

(See also Computer Information Science and Systems)

**ENGR 100 INTRODUCTION TO ENGINEERING** Introduces students to the engineering profession by providing a basic understanding of engineering processes and tools, including experimentation, data analysis, and computer and communication skills. Emphasis is given to technical communications, engineering design and problem solving, and ethical considerations. A spreadsheet program (Microsoft Excel) and a high-level computer language (MATLAB) are an integral part of the course. 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 Wed 3:00-7:00 16-110 Enriquez 3.0

**ENGR 230 STATICS** Vector treatment of two- and three- dimensional force systems acting on particles and rigid bodies. Centroids and moments of inertia. Shear and moment diagrams for beams. Fluid statics. Virtual work. Applications to structural and mechanical problems. 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: PHYS 250. (CAN ENGR 8) (CSU, UC)

35984 ENGR 230 AA MW 1:45-3:00 16-106 Enriquez 3.0

**ENGR 260, 261 CIRCUITS AND DEVICES, CIRCUITS AND DEVICES LABORATORY** Introduction to theory and techniques of circuit analysis. Topics include resistive circuits, controlled sources, ideal operational amplifiers, first- and second-order transient and steady-state responses, power calculations, and three-phase circuits. 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 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

**ENGR 680 THE ENGINEERING PROFESSION** Introduces students to the engineering profession by providing a basic understanding of engineering processes and tools, including experimentation, data analysis, and computer and communication skills. Emphasis is given to technical communications, engineering design and problem solving, and ethical considerations. A spreadsheet program (Microsoft Excel) and a high-level computer language (MATLAB) are an integral part of the course. 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 110 OR 112. (CSU)

39384 ENGR 680 AA Wed 3:00-7:00 16-110 Enriquez 3.0

## ENGLISH

(See also Learning Center, Literature, Reading, Theater Arts and English Institute)

### IMPORTANT ENROLLMENT INFORMATION

The San Mateo County Community College District has established a procedure for enforcing the prerequisites for English 836, Writing Development and English 100, Reading and Composition, English 110, Literature and Composition, and English 165, Advanced Composition via a computerized prerequisite checking system. If you have not met the stated prerequisite for ENGL 836, ENGL 100, ENGL 110, or ENGL 165 you are blocked from enrolling in the course. If you believe you have met the prerequisite, 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 English 836, 100, 110, 165 continue to be enforced.

A Cañada College English Placement Test or ESL Placement Test is required for enrollment in English and English for non-native speakers (ESL) courses. For more information about circumstances that may exempt a student from the placement test requirements see the section under Matriculation and Placement Test information.

## 24 Schedule of Classes – E

**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. One by arrangement hour of lab per week is required. 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. (CAN ENGL 2) (CAN ENGL SEQ A = ENGL 100 + 110) (CSU, UC)

31119	ENGL 100 AA	MWF	8:10-9:00	3-253	Staff	3.0
37813	ENGL 100 AB	TTh	8:10-9:25	6-12	Gangel	3.0
31121	ENGL 100 AC	MWF	9:10-10:00	3-253	Holmes	3.0
34790	ENGL 100 AD	TTh	9:45-11:00	3-254	Clay	3.0
31122	ENGL 100 AE	MWF	10:10-11:00	3-253	Gangel	3.0
31123	ENGL 100 AF	TTh	11:10-12:25	3-254	Clay	3.0
38872	ENGL 100 AG	MWF	11:10-12:00	3-253	Holmes	3.0
<i>Evening and/or Weekend course(s)</i>						
33502	ENGL 100 LA	Mon	7:05-10:10	3-253	Stamatescu	3.0
31129	ENGL 100 LB	Tue	7:05-9:50	3-253	Compean	3.0

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

**ENGL 110 COMPOSITION AND LITERATURE** In this course students read and write about fiction, poetry, and drama. Students advance their writing and critical skills through analysis and writing of critical essays based on the literature. Students write 8,000-10,000 words of expository prose. One by arrangement hour of lab per week is required. PREREQ: ENGL 100. (CAN ENGL 4) (CAN ENGL SEQ A = ENGL 100 + 110) (CSU, UC)

31132	ENGL 110 AA	MWF	8:10-9:00	3-254	Seligman	3.0
31134	ENGL 110 AB	TTh	8:10-9:25	3-148	Messner	3.0
31135	ENGL 110 AC	MWF	9:10-10:00	6-12	Zimmer	3.0
<i>Evening and/or Weekend course(s)</i>						
31138	ENGL 110 LA	Wed	7:05-9:50	3-253	Zimmer	3.0

**ENGL 110 has a non-refundable materials charge of \$6.**

**ENGL 161 CREATIVE WRITING I** The craft of writing fiction. Emphasis falls upon writing technique and critical ability. PREREQ: ENGL 100. (CSU, UC)

<i>Evening and/or Weekend course(s)</i>						
31139	ENGL 161 LA	Tue	6:30-9:20	3-148	Nagler	3.0

**ENGL 161 has a non-refundable materials charge of \$6.**

## 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 y de Sequoia Union High School District 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 y Sequoia Union High School District. 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. También ofrece cursos en East Palo Alto y Menlo Park en el Boys & Girls Club y OICW.

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 Haley, Directora y Instructora, (650) 306-3495  
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) and Sequoia Union High School District who pledge to tutor a child once their English is proficient. CBET is funded by the State of California via proposition 227. Childcare is available.

### The CBET Program:

- Provides English language instruction to adults to enable them to help 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 and Sequoia Union High School District 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. Courses are also offered in East Palo Alto and Menlo Park at the Boys and Girls Club and OICW.

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 Haley, (650) 306-3495  
Program Services Coordinator, Jose Romero, (650) 306-3388

**ENGL 162 CREATIVE WRITING II** An advanced course in the writing of fiction. Emphasis falls upon writing technique and critical ability. PREREQ: ENGL 100. (CSU, UC)

Evening and/or Weekend course(s)						
33586	ENGL 162 LA	Tue	6:30-9:20	3-148	Nagler	3.0

**ENGL 162 has a non-refundable materials charge of \$6.**

**ENGL 165 ADVANCED COMPOSITION** This is an advanced course in non-fiction writing, emphasizing critical thinking and critical reading skills. One by arrangement hour of lab per week is required. PREREQ: ENGL 100. (CSU, UC)

31140	ENGL 165 AA	MWF	8:10-9:00	6-12	Hadley	3.0
34331	ENGL 165 AB	TTh	9:45-11:00	22-114	Gangel	3.0
34418	ENGL 165 AC	MWF	9:10-10:00	13-112	Gangel	3.0
38395	ENGL 165 AD	MWF	10:10-11:00	3-254	Zimmer	3.0

Evening and/or Weekend course(s)						
35293	ENGL 165 LA	Mon	7:05-10:10	6-12	Compean	3.0

**ENGL 165 has a non-refundable materials charge of \$6.**

**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. Successful completion of BOTH English 400 AND Reading 836 is required for entrance into English 100. You may choose to enroll in English 400 and Reading 836 concurrently. One by arrangement hour of lab per week is required. PREREQ: ESL 854 or appropriate skill level as indicated by placement test score or other measures as needed. (CSU, UC)

36833	ENGL 400 AA	TTh	8:10-10:20	13-15	Rana	5.0
37474	ENGL 400 AB	Daily	10:10-11:00	6-12	Holmes	5.0

Evening and/or Weekend course(s)						
36788	ENGL 400 LA	TTh	7:05-9:15	6-12	Pummer	5.0

**ENGL 400 has a non-refundable materials charge of \$6.**

**ENGL 826 BASIC READING/COMPOSITION** This course teaches the requisite skills for subsequent college level writing. One by arrangement hour of lab per week is required. Units do not apply toward AA/AS degree. BSL: Open Curriculum. COREQ: Concurrent enrollment in READ 826.

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	Trugman	4.0
38887	ENGL 826 AC	MWThF	10:10-11:00	13-114	Staff	4.0

Evening and/or Weekend course(s)						
38888	ENGL 826 LA	MW	7:05-9:05	3-142	Sinclair	4.0

**ENGL 826 has a non-refundable materials charge of \$2.**

**ENGL 836 WRITING DEVELOPMENT** Learn to plan, organize, compose and revise a college-level essay. Write text-based essays, and develop the ability to express ideas logically with detailed support. Review mechanics, grammar, and MLA documentation style. Develop the composition skills necessary to meet standards for entrance to English 100. Successful completion of BOTH English 836 and Reading 836 is required for entrance into English 100. One by arrangement hour of lab per week is required. PREREQ: Successful completion of ENGL 801 or 826 and READ 801 or 826, or 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 coursework at other colleges/universities equivalent to ENGL 801 or 826 and READ 801 or 826.

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

38876	ENGL 836 AA	MWF	8:10-9:20	3-142	Clay	4.0
38877	ENGL 836 AB	TTh	8:10-10:00	3-253	Holmes	4.0
38878	ENGL 836 AC	MWF	9:30-10:40	3-142	Palmer	4.0
38879	ENGL 836 AD	TTh	10:10-12:00	3-142	Palmer	4.0
38880	ENGL 836 AE	MWF	11:10-12:20	3-142	Palmer	4.0
38882	ENGL 836 AF	MWF	12:10-1:20	3-253	Clay	4.0

Evening and/or Weekend course(s)						
38884	ENGL 836 LA	Thu	6:30-10:00	3-142	Stamatescu	4.0

**ENGL 836 has a non-refundable materials charge of \$2.**

## 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. Se recomienda que el estudiante que desee inscribirse en el programa, tenga un conocimiento básico del Inglés equivalente a por lo menos un año de estudio en un programa de Inglés como: Educación Básica para adultos, instituto de idiomas, o estudios previos de la lengua Inglesa en el país de origen. Para más información pueden dirigirse a la oficina del Instituto de Inglés, localizada en el edificio 13, oficina 121, o pueden llamar al 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. It is recommended that students who wish to enroll in the program have a knowledge of basic English equivalent to at least one year of study in programs such as Adult Basic Education and language schools, or previous English language instruction in their native country. For more information, students should contact the English Institute Office, Building 13, Room 121, or call 306-3412.

### 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 ESL Level I courses. Units do not apply toward AA/AS degree. One year of previous English language study or placement by ESL Placement Test is recommended.

38305	ESL 800 AA	MWF	8:10-10:35	22-118	Schertle	8.0
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**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 placement by College ESL Placement Test.

36722	ESL 801 AA	TTh	10:10-12:00	6-13	Boehme	4.0
38446	ESL 801 AB	TTh	10:10-12:00	3-253	Rudnicka	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 821, or placement by College ESL Placement Test.

36710	ESL 802 AA	TTh	10:10-12:00	13-111	Magee	4.0
38921	ESL 802 AB	TTh	10:10-12:00	13-112	Womack	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 822, or placement by College ESL Placement Test.

36711	ESL 803 AA	TTh	10:10-12:00	13-113	Schertle	4.0
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**Note:** A special learning community for ESL Grammar III students. Students enrolling in ESL 803 AB, CRN 38447, Grammar III, will also be enrolled in Bus. 472 AC, CRN 39297 (Introduction to Word) & Bus. 474 AC, CRN 39298 (Intermediate Word). The ESL & Business instructors will coordinate instruction and classroom activities. These three courses will provide essential skills for academic work and the workplace.

38447 ESL 803 AB TTh 10:10-12:00 13-213 Brodskaya 4.0  
ESL 803 AB is linked with CRN 39297, BUS. 472 AC. When you enroll in a linked section you must enroll in the companion course.

**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 823, or placement by College ESL Placement Test.

36712	ESL 804 AA	TTh	10:10-12:00	13-115	Castello	4.0
38922	ESL 804 AB	TTh	10:10-12:00	13-11	Mechling	4.0

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



## 26 Schedule of Classes – E

**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 824, or placement by College ESL Placement Test.

38312 ESL 805 AA TTh 11:10-12:25 3-104 Rana 3.0

**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 placement by College ESL Placement Test.

37812 ESL 811 AA TTh 8:10-10:00 2-10 Castello 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 831, or placement by College ESL Placement Test.

36713 ESL 812 AA TTh 8:10-10:00 13-11 Schertle 4.0  
**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 832, or placement by College ESL Placement Test.

36714 ESL 813 AA TTh 8:10-10:00 13-112 Magee 4.0  
**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 833, or placement by College ESL Placement Test.

36715 ESL 814 AA TTh 8:10-10:00 13-113 Mechling 4.0  
**ESL 814 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.

33142 ESL 836 AA TTh 12:10-1:00 6-12 Choi 2.0

**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: ESL 801 or 811 or 821 or 831 or 841 or 851 or 861. Units do not apply toward AA/AS degree. May be repeated three times for credit.

38311 ESL 837 AA MW 11:10-12:00 13-15 Schertle 2.0

**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 placement by College ESL Placement Test.

38364 ESL 851 AA MWF 8:10-10:35 13-11 Murphy 8.0  
38397 ESL 851 AB MWF 8:10-10:35 6-13 Siebert 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 ESL 841 and 861, or placement by College ESL Placement Test.

38306 ESL 852 AA MWF 8:10-10:35 13-15 Rana 8.0  
38308 ESL 852 AB MWF 8:10-10:35 13-111 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. 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 852, or ESL 842 and 862, or placement by College ESL Placement Test.

38307 ESL 853 AA MWF 8:10-10:35 13-115 Castello 8.0  
38398 ESL 853 AB MWF 8:10-10:35 13-113 Smith 8.0  
**ESL 853 has a non-refundable materials charge of \$2.**

**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 ESL 843 and 863, or placement by College ESL Placement Test.

38309 ESL 854 AA MWF 8:10-10:35 17-107 Choi 8.0  
38310 ESL 854 AB MWF 8:10-10:35 22-113 Sidman-Taveau 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 ESL Level I courses. Units do not apply toward AA/AS degree. One year of previous English language study or placement by ESL Placement Test is recommended.

Evening and/or Weekend course(s)					
38406	ESL 800 LA	MW	6:30-10:10	6-13	O'Neil-Annis 8.0
<b>ESL 800 has a non-refundable materials charge of \$2.</b>					

**ESL 821 GRAMMAR/VOCABULARY I** High beginning grammar, word study, and practice. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 800 or placement by College ESL Placement Test.

Evening and/or Weekend course(s)					
33384	ESL 821 LA	MW	6:00-7:50	3-148	Kraus 4.0
37904	ESL 821 LB	MW	6:00-7:50	13-11	Scarabelli 4.0
<b>ESL 821 has a non-refundable materials charge of \$2.</b>					

**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 801 or 821, or placement by College ESL Placement Test.

Evening and/or Weekend course(s)					
33385	ESL 822 LA	MW	6:00-7:50	13-15	Edelen 4.0
35612	ESL 822 LB	MW	6:00-7:50	13-111	Castello 4.0
<b>ESL 822 has a non-refundable materials charge of \$2.</b>					

**ESL 823 GRAMMAR/VOCABULARY III** Intermediate grammar, word study and practice. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 802 or 822, or placement by College ESL Placement Test.

Evening and/or Weekend course(s)					
33386	ESL 823 LA	MW	6:00-7:50	13-112	Schuller 4.0
38303	ESL 823 LB	MW	6:00-7:50	13-115	McClain 4.0
<b>ESL 823 has a non-refundable materials charge of \$2.</b>					

**ESL 824 GRAMMAR/VOCABULARY IV** Advanced grammar, word study, and practice. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 803 or 823, or placement by College ESL Placement Test.

Evening and/or Weekend course(s)					
33387	ESL 824 LA	MW	6:00-7:50	13-210	Collins 4.0
38399	ESL 824 LB	MW	6:00-7:50	17-205	Pelletier 4.0
<b>ESL 824 has a non-refundable materials charge of \$2.</b>					



## 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

### Certificate of Completion \*

<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

### Supporting Courses

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

### Certificate of Completion \*

<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

### Supporting Courses

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

<i>Evening and/or Weekend course(s)</i>					
33388	ESL 831 LA	MW	8:00-9:50	3-148	Edelen 4.0
37903	ESL 831 LB	MW	8:00-9:50	13-11	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 811 or 831, or placement by College ESL Placement Test.

<i>Evening and/or Weekend course(s)</i>					
33389	ESL 832 LA	MW	8:00-9:50	13-15	Kraus 4.0
37905	ESL 832 LB	MW	8:00-9:50	13-111	Collins 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 812 or 832, or placement by College ESL Placement Test.

<i>Evening and/or Weekend course(s)</i>					
33390	ESL 833 LA	MW	8:00-9:50	13-112	Castello 4.0
38304	ESL 833 LB	MW	8:00-9:50	13-115	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 813 or 833, or placement by College ESL Placement Test.

<i>Evening and/or Weekend course(s)</i>					
33391	ESL 834 LA	MW	8:00-9:50	13-210	Schuller 4.0
38400	ESL 834 LB	MW	8:00-9:50	17-205	Scarabelli 4.0

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

## 28 Schedule of Classes – E/F

**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	3-253	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 placement by College ESL Placement Test.

Evening and/or Weekend course(s)						
33392	ESL 841 LA	TTh	8:00-9:50	6-13	Siegel	4.0
38449	ESL 841 LB	TTh	8:00-9:50	13-11	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 851, or placement by College ESL Placement Test.

Evening and/or Weekend course(s)						
33393	ESL 842 LA	TTh	8:00-9:50	13-15	Traore	4.0
38450	ESL 842 LB	TTh	8:00-9:50	13-111	Craig	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 852, or placement by College ESL Placement Test.

Evening and/or Weekend course(s)						
33394	ESL 843 LA	TTh	8:00-9:50	13-112	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 853, or placement by College ESL Placement Test.

Evening and/or Weekend course(s)						
33396	ESL 844 LA	TTh	8:00-9:50	13-115	Sparks	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 placement by College ESL 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	13-11	Craig	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 851 or 861, or placement by College ESL Placement Test.

Evening and/or Weekend course(s)						
33399	ESL 862 LA	TTh	6:00-7:50	13-15	Siegel	4.0
38452	ESL 862 LB	TTh	6:00-7:50	13-111	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 852 or 862, or placement by College ESL Placement Test.

Evening and/or Weekend course(s)						
33400	ESL 863 LA	TTh	6:00-7:50	13-112	Sparks	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 853 or 863, or placement by College ESL Placement Test.

Evening and/or Weekend course(s)						
33402	ESL 864 LA	TTh	6:00-7:50	13-115	Fiorentino	4.0

**ESL 864 has a non-refundable materials charge of \$2.**

### 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 ESL Level I courses. Units do not apply toward AA/AS degree. One year of previous English language study or placement by ESL Placement Test is recommended.

Cañada College Downtown Center course(s)						
38314	ESL 800 RV	Tue	6:30-9:50	DCCL2	Haven	8.0
		Thu	6:30-9:50	DCLR1		

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

### ETHNIC STUDIES

(See individual courses)

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 245	Race, Ethnicity and Immigration in the U.S.
HIST 452	Far Eastern Civilization and Heritage II
PSYC 106	Psychology of Ethnic Minority Groups
SOCI 141	Understanding Diverse Racial/Ethnic Cultures
SOSC 250	Mexican-American Culture
SPAN 162	Readings in Spanish Literature II

### FASHION DESIGN

**FASH110 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)

39272	FASH 110 AA	Wed	9:10-12:00	18-205	Chaney	3.0
Evening and/or Weekend course(s)						
35481	FASH 110 LA	Mon	6:30-9:35	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	Thu	3:10-6:00	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)

Evening and/or Weekend course(s)						
39273	FASH 116 LA	Tue	6:30-9:20	18-205	Chaney	3.0

**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)

Evening and/or Weekend course(s)						
39278	FASH 118 LA	Wed	6:30-9:20	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)

Evening and/or Weekend course(s)						
39277	FASH 122 LA	Tue	6:30-9:20	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  
Meeting dates are: 02/06-02/07, 02/27-02/28 and 03/26-03/27.

**FASH 129 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 are emphasized. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*

39282 FASH 129 WA Sat 9:00-5:00 18-205 Bloebaum 0.5 01/24-01/24

**FASH 131 FABRIC EMBELLISHMENT** Learn techniques for couture embellishment with novelty pipings, edge finishes, and surface design using beads, satin cords, and trims. Emphasis is on enhancing clothing, home furnishings, and craft projects. Eight by arrangement hours of lab per semester are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*

39283 FASH 131 WA SatSun 8:00-5:00 18-205 King 1.0 03/20-03/21

**FASH 133 COPYING READY-TO-WEAR** Through demonstration and hands-on experience, learn how to make a pattern using the materials from an existing garment without actually taking the garment apart. Eight by arrangement hours of lab per semester are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*

39284 FASH 133 WA SatSun 8:00-5:00 18-205 King 1.0 03/13-03/14

**FASH 134 BEGINNING MILLINERY** Fundamental techniques of hat design and construction including blocking and shaping straw, buckram, and fabric using traditional wooden hat blocks. Eight by arrangement hours of lab per semester are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*

39285 FASH 134 WA Sat 10:10-4:00 18-205 Wichern 1.0 04/03-04/24

**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)

39279 FASH 146 AA Tue 9:10-12:00 18-205 Chaney 3.0

**FASH 150 HISTORY OF FASHION** A history of the fashions of Western Civilization from ancient cultures to the present day. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

39287 FASH 150 AA Wed 3:10-6:00 18-205 Jackson 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)

39289 FASH 166 AA Mon 1:10-4:00 18-205 Lange 3.0

**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 01/31-02/01

**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 02/21-02/22

**FASH 175 ADVANCED ILLUSTRATION** This course focuses on advanced rendering techniques and media to create flair, movement and attitude in the fashion figure and also covers the use of flats, specs and floats as illustrative tools for the designer. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: FASH 164. (CSU)

*Evening and/or Weekend course(s)*

39290 FASH 175 LA Thu 6:30-9:20 18-205 McCarney 3.0

**FASH 180 COMPUTERIZED PATTERN DESIGN** Computerized applications for pattern development using the PAD System. 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: FASH 118 or equivalent. (CSU)

*Evening and/or Weekend course(s)*

39288 FASH 180 LA Wed 6:30-9:20 13-214 Jackson 3.0

**FASH 180 has a non-refundable materials charge of \$6.**

**FASH 196 INTRODUCTION TO THE COSTUME INDUSTRY** Introduction to the theater costuming industry as a profession. Students have the opportunity to visit costume shops throughout the Bay Area, learn the various jobs which are needed within a costume shop, and understand the process of designing costumes from concept to completion. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

39286 FASH 196 AA Fri 10:10-4:00 18-205 Jackson 1.0 04/02-04/23

**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.

39291 FASH 699 AA Wed 12:30-2:00 18-205 Lange 0.0

*Evening and/or Weekend course(s)*

36688 FASH 699 LA Mon 5:10-6:25 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  
Orientation meeting is held at College of San Mateo.

## Theater Costuming Certificate

Learn the costuming industry - from designing to costume construction and show production. Learn historic and theatrical styles, pattern making skills, tailoring and construction skills, as well as design and illustration techniques.

For more information on this NEW certificate program, contact Fashion Design Program Coordinator, Ronda Chaney at 650-306-3370. See our website at: [www.canadacollege.edu/fashion](http://www.canadacollege.edu/fashion)



## 30 Schedule of Classes – G/H

### 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 MWF 11:10-12:00 17-207 Skinner 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

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

**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 665 SPECIAL TOPICS IN HEALTH SCIENCE:

**ADDICTIVE BEHAVIORS** Explore the cycle of addictions and strategies to change them. Topics discussed will include alcohol, tobacco, other drugs, food, gambling and relationships. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

39368 HSCI 665 PE Sat 8:30-4:30 17-109 Staff 0.5 03/06-03/06

**EXPLORING HEALTH CAREERS** Exploring Health Careers: The demand for trained health care professionals in 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 02/21-02/21

### EN ESPAÑOL

**HSCI 105 ENFERMEDEAS CONTAGIOSAS** Un resumen general de la causa, transmisión, síntomas y prevención de las enfermedades contagiosas más importantes. Ocho horas de laboratorio individual son requeridas por semestre. RECOMENDACION: Elegibilidad para LECTURA 802 o 836, e INGLES 800 or 836 o 400. (CSU)

*Cañada College Downtown Center course(s)*

39370 HSCI 105 PE Sat 9:00-5:00 DCLR1 Borrero 1.0 03/13-03/20

### HISTORY

(See also Art 101, 102 and 103)

**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 13-117 Helton 3.0

*On-Line course:*

34779 HIST 100 OL By Arrangement On-line Steidel 3.0

Mandatory Orientation Meeting: Tue., 1/27, 4:00-6:00 p.m., Bldg. 5, Room 105.

**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 8:10-9:25 13-117 Haine 3.0

*Evening and/or Weekend course(s)*

38871 HIST 101 LA Mon 7:05-10:10 13-117 Haine 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 10:10-11:00 13-117 Staff 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 MWF 9:10-10:00 13-117 Helton 3.0

*Evening and/or Weekend course(s)*

38873 HIST 202 LA Tue 7:05-9:50 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 Associate degree Ethnic Studies requirement.) RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

31233 HIST 242 AA MWF 11:10-12:00 13-117 Helton 3.0

**HIST 245 RACE, ETHNICITY AND IMMIGRATION IN THE U.S.** The social, economic and political histories of the diverse ethnic and cultural groups that make up the U.S., including indigenous peoples, African Americans, European Americans, Asian American, Latino Americans, and other groups. Historical constructions of race and the roles of race, ethnicity and immigration in shaping U.S. culture are examined. (Fulfills Associate degree Ethnic Studies requirement.) RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

39320 HIST 245 AA TTh 9:45-11:00 13-117 Helton 3.0

*Evening and/or Weekend course(s)*

39322 HIST 245 LA Thu 7:05-9:50 13-117 Staff 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 13-117 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 13-210 Damon 3.0

31236 HIST 310 AB TTh 11:10-12:25 13-210 Staff 3.0

*Evening and/or Weekend course(s)*

35232 HIST 310 LA Wed 7:05-9:50 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 13<sup>th</sup> Century to the present including cultural traditions, foreign invasions, and influences. (Fulfills Associate degree 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

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

**HMSV 100 INTRODUCTION TO HUMAN SERVICES** Types and functions of Human Service Agencies and careers in Human Services. Emphasizes the knowledge, skills, and understanding of human needs necessary to prepare for a career in Human Services. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

39321	HMSV 100 AA	TTh	9:45-11:00	13-216	Bratton	3.0
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**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	Mon	6:10-9:00	13-114	Miller	3.0
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**HMSV 161 INFORMATION AND REFERRAL: UNDERSTANDING COMMUNITY RESOURCES** Provides participants with a working knowledge of resources in San Mateo County. In addition to learning about dozens of programs, students will also learn how to choose the right resources to empower clients, and how to decipher what clients want and need. May be repeated once for credit. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

39323	HMSV 161 AA	TTh	11:10-12:25	13-216	Bratton	1.0	02/17-03/25
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*OICW/Menlo Park Center course(s)*

39365	HMSV 161 PF	Thu	6:30-9:30	MPLR1	Nalls	1.0	02/19-03/25
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**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 per semester are required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*OICW/Menlo Park Center course(s)*

38915	HMSV 264 PF	Tue	7:05-9:50	MPLR1	Gonzalez	3.0
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**HMSV 266 FAMILY DEVELOPMENT PORTFOLIO, PART II** Continuation of HMSV 265. Students create a portfolio demonstrating skills in the following areas: ongoing assessment, home visiting, helping families access specialized services, facilitating family conferences, support groups, community meetings, and collaboration. Recommended to be taken in conjunction with HMSV 264. 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: HMSV 265.

*OICW/Menlo Park Center course(s)*

39367	HMSV 266 PF	Tue	5:45-7:00	MPLR1	Nalls	1.5
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## EN ESPAÑOL

**HMSV 100 INTRODUCCION A LOS SERVICIOS HUMANOS** Tipos y funciones de las Agencias de Servicios Humanos y Carreras en Servicios Humanos. Enfatiza el conocimiento, habilidades y comprensión de las necesidades humanas necesarias para prepararse para una carrera en Servicios Humanos. RECOMENDACION: Elegibilidad para LECTURA 802 o 836, e INGLES 800 or 836 o 400. (CSU)

*Cañada College Downtown Center course(s)*

39364	HMSV 100 RB	Wed	6:30-9:20	DCLR1	Anthony	3.0
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**HMSV 161 INFORMACION Y REFERENCIA: ENTENDIMIENTO DE RECURSOS COMUNITARIOS** Provee a los participantes con los conocimientos básicos de los recursos disponibles en el Condado de San Mateo. Además de aprender docenas de programas, los estudiantes también aprenderán como escoger los recursos adecuados para facultar a los clientes, y como descifrar lo que los clientes quieren y necesitan. El curso puede ser repetido una vez. RECOMENDACION: Elegibilidad para LECTURA 802 o 836, e INGLES 800 o 836 o 400. (CSU)

*Course held at El Concilio see inside back cover for address:*

38424	HMSV 161 PE	Thu	6:10-9:00	ECSM	Bravo	1.0	02/19-03/25
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**HMSV 264 EL CICLO DE VIDA DE LA FAMILIA** Este curso cubre el ciclo de vida de la familia, incluyendo las perspectivas culturales, sociales, y los recursos de apoyo familiar. Ocho horas de laboratorio individual son requeridas por semestre. RECOMENDACION: Elegibilidad para LECTURA 802 o 836, e INGLES 800 o 836 o 400. (CSU)

*Course held at El Concilio see inside back cover for address:*

38423	HMSV 264 PE	Tue	7:05-9:50	ECSM	Bravo	3.0
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## MULTI-CULTURAL COMMUNITY EDUCATION PROJECT HEALTH AND HUMAN SERVICES

This program is designed as a career ladder program with emphasis on Human Services and Health Science. It provides health education, information, referrals, and client advocacy in both clinic and outreach settings. Career opportunities include entry-level positions in public and non-profit agencies serving families in need of support services. Typical job duties include: conducting home visits, connecting families with resources, keeping records, and identifying home, family or community needs and developing resources with families or communities to meet those needs. Job demand is particularly high for people with bicultural/bilingual skills.

For further information, contact Kenny Gonzalez at (650) 306-3422 or gonzalezk@smccd.net.

## PROMOTOR EDUCATION & EMPLOYMENT PROJECT

**PEEP** is a collaborative effort between El Concilio of San Mateo County and Cañada College that prepares Spanish speaking individuals for entry level positions in family development, community health, and human services. Upon completion of the program, participants will be prepared to provide education, information, referrals, and client advocacy services to their community. PEEP is offered in downtown Redwood City.

For additional information, please contact Kenny Gonzalez at 650-306-3422 or gonzalezk@smccd.net.

**PEEP** es un esfuerzo colaborativo entre el Concilio del Condado de San Mateo y Cañada College que prepara a personas que hablan español para distintos trabajos en el área del desarrollo familiar, salud de la comunidad, y servicios humanos. Al terminar el programa los participantes estarán preparados para proveer educación, información, referencias, y servicios de apoyo al cliente para su comunidad. PEEP es ofrecido en el centro de Redwood City.

Para más información, llame a Kenny Gonzalez al (650) 306-3422 o gonzalezk@smccd.net.

## 32 Schedule of Classes – H/I

**HMSV 266 PORTAFOLIO DE DESAROLLO FAMILIAR, PARTE II** Continuación de HMSV 265. Los estudiantes crean un portafolio de demostración de habilidades en las siguientes áreas: evaluación continua, visitas de casa, ayudando a las familias a obtener servicios especializados, facilitando conferencias familiares, grupos de ayuda, juntas comunitarias, y colaboración. Se recomienda que este curso se tome en combinación con HMSV 264. Una hora de laboratorio individual es requeridas por semana. RECOMENDACION: Elegibilidad para LECTURA 802 o 836, e INGLÉS 800 o 836 o 400. REQUISITO: HMSV 265.

*Course held at El Concilio see inside back cover for address:*  
39366 HMSV 266 PE Tue 5:45-7:00 ECSM Collado 1.5

### 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 128 DESIGN COMMUNICATION** Visual and oral presentation skills needed in the interior design profession. 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)

39267 INTD 128 AA Tue 9:10-12:00 13-13 Collins 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 3:10-6:00 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 Wed 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 260 OVERVIEW OF LIGHTING DESIGN** The aesthetics of lighting will be integrated with the basic technical information needed to understand light and its relationship to the human being. Lighting design will be presented by nationally recognized designers. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*

39268 INTD 260 LA Wed 6:30-9:20 13-13 Staff 2.0 01/21-04/07

**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 Wed 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 Thu 9:10-12:00 13-13 Mcwaide 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 per week are required. 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 01/20-02/24

**INTD 362 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 Thu 6:30-9:20 13-13 Kalkbrenner 3.0

**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 12:10-3:00 13-17 Wolford 3.0

**INTD 464 CODES: FIRE, SAFETY, AND BARRIER-FREE DESIGN** An overview of codes that control and limit the interior of buildings, fire safety, life safety, and access for persons with disabilities. 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)*

39269 INTD 464 LA Mon 6:30-9:30 13-17 Wolford 1.0 01/26-03/08

**INTD 672 COOPERATIVE EDUCATION: INTERIOR DESIGN 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 Mon 9:10-12:00 13-17 Girdlestone 1.0-3.0 1/26, 2/02, 9

**INTD 680 INTRODUCTION TO AUTOCAD** Create an architectural floor plan by utilizing the line, circle, and curve drawing commands in AutoCAD 2000 software. This course is designed for the student with no AutoCAD experience. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend course(s)*

39270 INTD 680 LA Tue 6:30-9:30 16-110 Wallach 1.0 03/02-04/06

39271 INTD 680 LB Tue 6:30-9:30 16-110 Wallach 1.0 04/20-05/25

**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 Fri 10:10-1:00 13-17 Joshi 0.0

## LEARNING CENTER

**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 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 8:00 p.m. Monday through Thursday and 8:00 a.m. to 3:00 p.m. on Friday, or call (650) 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 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 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.**

See page 48 for a complete listing of courses offered at the Menlo Park Center.

### 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
		Sat	9:00-1:00	5-105		02/27-02/27 02/28-02/28

**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 Arrangement 5-105 Gross 1.0-3.0

**LCTR 120 LITERACY TUTORING IN THE COMMUNITY** Theory and practice of tutoring a child, youth, or adult lacking adequate literacy skills through Redwood City Public Library's Project READ. 24 by arrangement hours of lab per semester are required. RECOMMENDED: Eligibility for READ 420 and ENGL 100. (CSU)

**Prior to registering for these courses, please call Learning Center Director Jeanne Gross at (650) 306-3348.**

**Courses held at the RWC Main Library see inside back cover for address:**

39108	LCTR 120 LB	TThSat	6:00-8:40	RWML	Gross	1.0	02/19-02/26
39109	LCTR 120 LC	MW	6:00-9:00	RWML	Gross	1.0	04/26-05/05

**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 Arrangement 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 Arrangement 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 Arrangement 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 Arrangement 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 Arrangement 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 Arrangement 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 Arrangement 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 Arrangement 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 Arrangement 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 Arrangement 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 Arrangement 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 Arrangement 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 Arrangement 5-105 Gross 1.0

35752 LCTR 841 AA By Arrangement 5-105 Gross 1.0

35753 LCTR 842 AA By Arrangement 5-105 Gross 1.0

35754 LCTR 843 AA By Arrangement 5-105 Gross 1.0



# 34 Schedule of Classes – L/M

## 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.

OJCW/Menlo Park Center course(s)				
38945	LCTR 806 MP	By Arrangement	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.

OJCW/Menlo Park Center course(s)				
38946	LCTR 807 MP	By Arrangement	MPLC1 Phillips	1.0-6.0

**LCTR 807 has a non-refundable materials charge of \$2-\$12.**

## 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 Arrangement	LIBRARY Staff	1.0
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## LITERATURE

(See also Early Childhood Education, English and Theater Arts)

**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	6:30-9:20	3-148 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 680 FINANCIAL BUDGETING AND CONTROL** An introduction to financial budgeting for managers. Budgetary planning – topics include program budgeting, forecasting, purchasing/materials management, capital planning, program appraisal, and decision-making. Activity based budgeting and a step-by-step guide to budget preparation are also included. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

Cañada College Downtown Center course(s)				
39312	MGMT 680 RK	Tue	1:30-4:30	DCLR1 Thiele 1.0 02/03-03/09

## MATHEMATICS

Note to all Algebra students:

The Math Department uses a single textbook for the Elementary 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 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 811 or appropriate score on District math placement test and other measures as appropriate.

31329	MATH 110 AA	Daily	8:10-9:00	17-205 Staff	5.0
31330	MATH 110 AB	MWF	8:00-9:25	13-212 Staff	5.0
31331	MATH 110 AC	MWF	9:35-11:00	13-212 Anderson	5.0
31333	MATH 110 AD	MWF	11:10-12:35	17-205 Enriquez	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 Arrangement On-line Preston 5.0  
 Mandatory Orientation Meeting: Tue., 1/27, 4:00-6:00 p.m., 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 by arrangement hour of 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	17-109 Lapuz	3.0
31335	MATH 111 AB	MWF	10:10-11:00	17-109 Follansbee	3.0
34776	MATH 111 AC	TTh	11:10-12:25	17-209 Zemla	3.0

*Evening and/or Weekend course(s)*  
 31338 MATH 111 LA Tue 6:30-9:20 13-110 Staff 3.0  
*On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)*  
 37833 MATH 111 OL By Arrangement On-line Preston 3.0  
 Mandatory Orientation Meeting: Tue., 1/27, 4:00-6:00 p.m., 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	17-109 Anderson	3.0
31340	MATH 112 AB	TTh	9:45-11:00	22-118 Lapuz	3.0

*Evening and/or Weekend course(s)*  
 31341 MATH 112 LA Wed 6:30-9:20 13-110 Toma 3.0  
*On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)*  
 37834 MATH 112 OL By Arrangement On-line Preston 3.0  
 Mandatory Orientation Meeting: Tue., 1/27, 4:00-6:00 p.m., 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 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 110 or 112 or appropriate score on District Math Placement test.

31345	MATH 120 AA	Daily	8:10-9:00	17-109 Staff	5.0
38658	MATH 120 AB	MWF	8:00-9:25	13-110 Bertens	5.0
38666	MATH 120 AC	MWF	9:35-11:00	17-205 Iverson	5.0
38667	MATH 120 AD	MWF	11:10-12:35	13-110 Bertens	5.0

*Evening and/or Weekend course(s)*  
 31349 MATH 120 LA MTh 6:30-9:05 13-110 Jackson 5.0  
*On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)*  
 38668 MATH 120 OL By Arrangement On-line Innerst 5.0  
 Mandatory Orientation Meeting: Tue., 1/27, 4:00-6:00 p.m., 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 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 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 Follansbee	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 Arrangement On-line Innerst 3.0  
 Mandatory Orientation Meeting: Tue., 1/27, 4:00-6:00 p.m., Bldg. 17, Room 207.



**MATH 123 INTERMEDIATE ALGEBRA II** Continuation of MATH 122 covering exponential functions and logarithmic functions. 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 122.

31351 MATH 123 AA	TTh	9:45-11:00	13-110	Zemla	3.0
<i>Evening and/or Weekend course(s)</i>					
36621 MATH 123 LA	Mon	6:30-9:35	17-207	Iverson	3.0
<i>On-Line course: For further information go to <a href="http://www.canadacollege.edu/science/math">www.canadacollege.edu/science/math</a></i>					
37836 MATH 123 OL	By Arrangement	On-line	Innerst		3.0
<i>Mandatory Orientation Meeting: Tue., 1/27, 4:00-6:00 p.m., Bldg. 17, Room 207.</i>					

**MATH 125 ELEMENTARY FINITE MATHEMATICS** Set theory, counting theory, probability, systems of equations, vector and matrix theory, inequalities and linear programming. 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 MATH 12) (CSU, UC)

31352 MATH 125 AA	MWF	11:10-12:00	17-209	Staff	3.0
<i>Evening and/or Weekend course(s)</i>					
31353 MATH 125 LA	Wed	7:05-10:00	13-212	Thomas	3.0

**MATH 130 ANALYTICAL TRIGONOMETRY** Trigonometric functions of real numbers and angles, identities and solution of trigonometric equations. 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 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 to meet the General Education Quantitative Reasoning requirement. Topics can include logic, problem solving, probability, statistics, geometry, mathematics of finance, systems of numeration, mathematical modeling, and computers. 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 MATH 2) (CSU, UC)

31356 MATH 140 AA	MWF	11:10-12:00	17-103	Innerst	3.0
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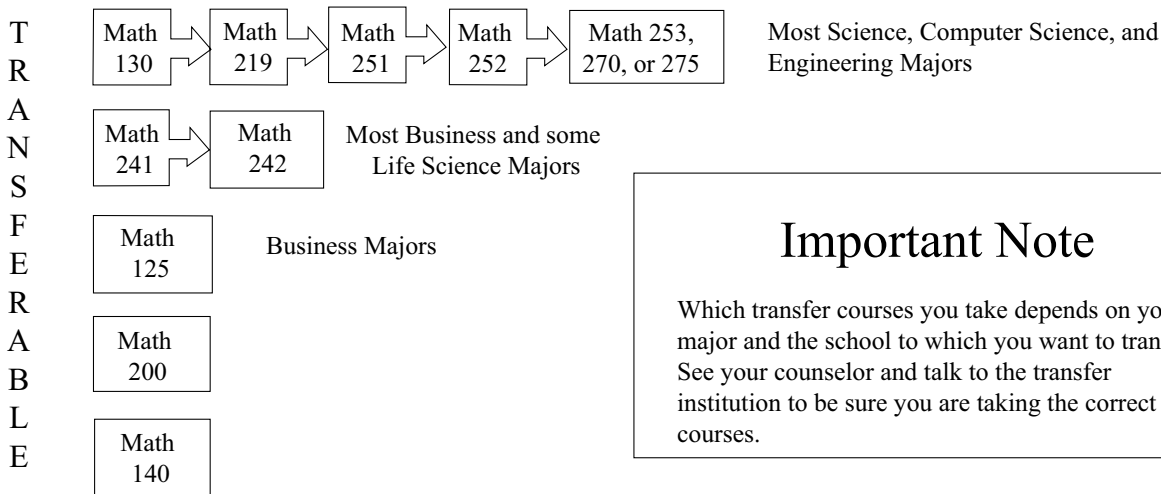
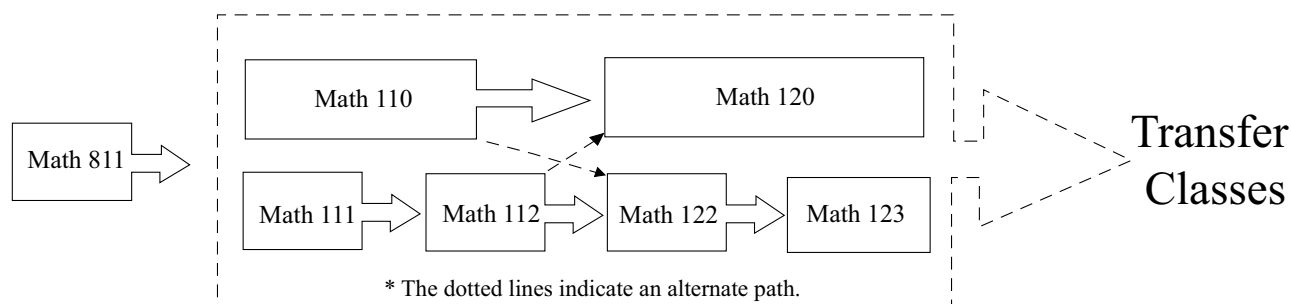
**MATH 150 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS** This course is intended for future elementary school teachers. Topics covered include elementary set theory, numeration, number systems and operations, and elementary number theory, with emphasis on problem solving. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: MATH 115 and 120. (CSU, UC)

<i>Evening and/or Weekend course(s)</i>					
39339 MATH 150 LA	Tue	6:30-9:30	17-105	Lapuz	3.0

**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	17-209	Follansbee	4.0
33472 MATH 200 AB	TTh	11:10-1:00	22-118	Lapuz	4.0
<i>Evening and/or Weekend course(s)</i>					
31358 MATH 200 LA	Tue	6:00-9:50	17-207	Anderson	4.0

## The Algebra Sequence



## Important Note

Which transfer courses you take depends on your major and the school to which you want to transfer. See your counselor and talk to the transfer institution to be sure you are taking the correct courses.

## 36 Schedule of Classes – M/O/P

**MATH 219 PRE-CALCULUS COLLEGE ALGEBRA/TRIGONOMETRY** Unification of college algebra and analytical trigonometry based on the function concept. 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 130 or appropriate score on District math placement test and other measures as appropriate. (CAN MATH 16) (CSU, UC)

31359 MATH 219 AA MWF 12:10-1:35 17-209 Innerst 5.0

**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 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 241. (CAN MATH 32) (CAN MATH SEQ D = MATH 241 + 242) (CSU, UC)

31360 MATH 242 AA MWF 12:10-1:35 17-207 Follansbee 5.0

**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 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 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 Lapuz 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 16-110 Iverson 5.0

**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 11:10-12:00 22-118 Preston 1.0-3.0

31368 MATH 811 AC TTh 8:10-9:25 22-118 Zemla 1.0-3.0

*Evening and/or Weekend course(s)*

31369 MATH 811 LA Mon 6:30-9:35 22-118 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)

31383 MUS. 100 AA TTh 8:10-9:25 3-114 McChesney 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)

31378 MUS. 202 AA MWF 9:10-10:00 22-114 Meckler 3.0

## 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 17-203 Kirchoff-Stein 3.0

*Evening and/or Weekend course(s)*

31452 OCEAN 100 LA Wed 6:30-9:20 17-209 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 6:30-9:35 13-113 DeGhetaldi 3.0

**LEGL 262 PARALEGALISM AND STUDY OF LEGAL ETHICS** An overview of the major aspects and issues of the paralegal profession, skills of a paralegal, and legal ethics. RECOMMENDED: Eligibility for ENGL 110. PREREQ: LEGL 249. (CSU)

*Evening and/or Weekend course(s)*

39307 LEGL 262 LA Thu 6:30-9:20 13-216 Young 3.0

**LEGL 264 CONTRACTS** This course is the study of the theory and practice of contract law. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: LEGL 249. (CSU)

*Evening and/or Weekend course(s)*

39303 LEGL 264 LA Wed 6:30-9:20 13-113 Glick 3.0

**LEGL 274 ADVANCED FAMILY LAW PROJECTS** Preparation of documents and forms commonly found in family law (divorce) matters. RECOMMENDED: Eligibility for ENGL 110. PREREQ: LEGL 254. COREQ: Concurrent enrollment in LEGL 699 is required, two hours per week minimum. (CSU)

*Evening and/or Weekend course(s)*

39308 LEGL 274 LA Mon 6:30-9:35 13-216 Durkin 3.0

**LEGL 672 COOPERATIVE EDUCATION: PARALEGAL 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)

LEGL 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.

39327 LEGL 672 LA Thu 5:30-6:20 13-116 Graham 4.0 1/22, 29, 2/05

## 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)

39314 PHIL 100 AA MWF 10:10-11:00 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
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**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)

*Evening and/or Weekend course(s)*

35217	PHIL 300 LA	Wed	6:30-9:20	17-105	Young	3.0
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## PHOTOGRAPHY

(See courses under ART)

## PHYSICAL EDUCATION

### ADAPTIVE

(For information on the Adaptive Physical Education program and class meeting times, call Barbara McCarthy at 306-3473 or 368-7732 prior to registering. Hours of Operation are: Daily from 8:30 a.m. to 12 p.m. and also on Tuesdays & Thursdays from 1:30 to 3 p.m. Location: Veterans Memorial Senior Center Annex, 711 Nevada Street in Redwood City.)

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-Senior Annex course(s)*

35760	ADAP 310 VA	By Arrangement VETS McCarthy	1.0
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**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-Senior Annex course(s)*

38355	ADAP 320 VA	By Arrangement VETS McCarthy	0.5-1.0
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**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-Senior Annex course(s)*

30830	ADAP 350 VA	By Arrangement VETS McCarthy	1.0
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**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-Senior Annex course(s)*

30832	ADAP 351 VA	By Arrangement VETS McCarthy	1.0
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**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-Senior Annex course(s)*

35761	ADAP 361 VB	By Arrangement VETS McCarthy	1.0
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### 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	2:45-4:00	1-203	Chin	1.0
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### 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
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**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
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*Evening and/or Weekend course(s)*

38939	DANC 350 LA	MW	5:10-6:25	1-203	Ramezane	1.0
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**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
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### 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. FITN 121 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\*:

<b>Day Hours:</b>	Jan., 20-24, 26-31	8:10, 9:10, 10:10, 11:10 & 12:10
<b>Evening Hours:</b>	Jan., 20-22, 26-29	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 Arrangement** 1-138	Garcia	1.0
38964	FITN 680 A1	By Arrangement** 1-138	Garcia	1.0

\*\*Students enrolling in 1.0 unit course are expected to attend an average of 3 hrs/week.

39383	FITN 121 AB	By Arrangement*** 1-138	Garcia	2.0
38965	FITN 680 A2	By Arrangement*** 1-138	Garcia	2.0

\*\*\*Students enrolling in 2.0 unit course are expected to attend an average of 6 hrs/week.

**FITN 122, 680 LIFELONG FITNESS, INTERMEDIATE LIFELONG FITNESS** Beginning through intermediate 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. (FIT 122: CSU, UC; FITN 680: CSU)

35744	FITN 122 AA	Daily	7:45-8:55	1-208	McGill	2.0
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*Evening and/or Weekend course(s)*

36864	FITN 122 LA	MTWTh	5:45-7:00	1-208	Webb	2.0
39386	FITN 680 LA	MTWTh	5:45-7:00	1-208	Webb	2.0



## 38 Schedule of Classes – P

**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
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**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
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**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)

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 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
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**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
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**FITN 680 EXERCISE AND DIET** Group exercise class for all ages emphasizing cardiovascular fitness, upper and lower body strength and endurance, flexibility and balance. Includes monthly nutrition lectures on current topics. No special equipment required. BSL: Open Curriculum. (CSU)

39385	FITN 680 AA	Daily	7:45-8:55	1-208	McGill	2.0
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### 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	Velasquez	0.5	04/05-05/19
38926	INDV 164 LA	MW	6:00-7:45	FIELD	Velasquez	0.5	04/05-05/19
31252	INDV 161 WA	Sat	9:30-11:15	FIELD	Velasquez	0.5	02/07-05/15
33357	INDV 164 WA	Sat	7:30-9:15	FIELD	Velasquez	0.5	02/07-05/15

**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
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**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	8:10-9:30	COURTS	Welles	0.5	02/07-05/15
34618	INDV 252 WA	Sat	9:45-11:15	COURTS	Welles	0.5	02/07-05/15
39362	INDV 254 WA	Sat	9:45-11:15	COURTS	Welles	0.5	02/07-05/15

### 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	Garcia	1.0
38317	TEAM 115 AA	MWF	12:10-1:00	1-208	Garcia	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	11:30-2:45	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	02/10-05/13
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31546	TEAM 143 AB	MW	1:30-3:30	FIELD	Devlin	1.5	02/09-05/12
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*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 174 INTERMEDIATE/ADVANCED VOLLEYBALL** Continuation of fundamentals of the game, including serving, passing, setting and spiking. Team strategy and play emphasized. BSL: Open Curriculum. PREREQ: TEAM 171 or demonstrated skill. (CSU, UC)

*Evening and/or Weekend course(s)*

31553	TEAM 174 LA	Tue	7:10-9:50	1-208	Peña	1.0
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**TEAM 180 COMPETITION VOLLEYBALL I** Round-robin intra-class competition for the intermediate to advanced volleyball student with an emphasis on defensive/offensive strategies. BSL: Open Curriculum. PREREQ: TEAM 174 or equivalent skill level. COREQ: Concurrent enrollment in TEAM 699. (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 (listed below):*

38526	TEAM 699 LA	Sat	8:30-5:00	1-208	Peña	0.0	04/03
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**TEAM 181 COMPETITION VOLLEYBALL II** Designed for the expert volleyball student with an emphasis on the 6-2 and 5-1 team offensive/defensive systems and strategies. Includes participation in organized round-robin competition preceded by a brief period of appropriate warm-up activities. May be repeated for credit up to two times for a maximum of 3 units. BSL: Open Curriculum. PREREQ: TEAM 180 or equivalent skill level. COREQ: Concurrent enrollment in TEAM 699. (CSU, UC)

*Evening and/or Weekend course(s)*

39373	TEAM 181 LA	Thu	7:20-10:00	1-208	Peña	1.0
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*Includes a one day tournament (listed below):*

38526	TEAM 699 LA	Sat	8:30-5:00	1-208	Peña	0.0	04/03
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**TEAM 680 EXPERT VOLLEYBALL TRAINING** Designed for intermediate/advanced and expert level volleyball players who wish to further develop technique, enhance their individual skills and team strategies. This course emphasizes individual, and team training in order to prepare players for game play and/or competition. Course includes an introduction to, and use of, advanced offensive and defensive systems using international rules.

*Evening and/or Weekend course(s)*

39003	TEAM 680 AA	Daily	1:30-3:30	1-208	Marcuson	2.0	02/02-05/20
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## 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)

<i>Veteran's Memorial Center-Senior Annex course(s)</i>			
31455	P.E. 116 VA	By Arrangement VETS McCarthy	0.5-3.0

**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)

<i>Veteran's Memorial Center-Senior Annex course(s)</i>			
34740	P.E. 118 VA	By Arrangement VETS McCarthy	0.5-3.0

## VARSITY SPORTS

**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 BB FIELD Lucca 3.0

**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)

31582 VARS 170 AA Daily 3:10-5:00 COURTS Welles 3.0

## 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 8:10-11:00 16-106

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

**PHYS 270 PHYSICS WITH CALCULUS III** Calculus-based physics covering thermodynamics, optics and modern physics. 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 and MATH 252 or equivalent. (CAN PHYS 14) (CAN PHYS SEQ B = PHYS 250 + 260 + 270) (CSU, UC)

39380 PHYS 270 AA MWF 11:10-12:00 16-106 Partlan 4.0  
Tue 11:10-2:00 16-106

**PHYS 270 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 MWF 9:10-10:00 13-210 Ware 3.0

**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 10:10-11:00 13-210 Ware 3.0

**PLSC 150 INTRODUCTION TO POLITICAL THEORY** A comparative study of contemporary political ideologies such as nationalism, fascism, communism, and capitalist/socialist versions of democracy and their social, political, and economic implications. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

39315 PLSC 150 AA MWF 11:10-12:00 13-210 Ware 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 9:45-11:00 13-210 Ware 3.0

<i>Evening and/or Weekend course(s)</i>			
34627	PLSC 210 LA	Tue 7:05-9:50	13-210 Massey 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 TTh 8:10-9:25 13-210 Ware 3.0

<i>Evening and/or Weekend course(s)</i>			
39316	PLSC 310 LA	Thu 7:05-9:50	13-210 Massey 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 22-116 Stegner 3.0

31482 PSYC 100 AB TTh 11:10-12:25 22-114 Saterfield 3.0

31483 PSYC 100 AC MWF 10:10-11:00 13-112 Stegner 3.0

39317 PSYC 100 AD TTh 8:10-9:25 22-114 Saterfield 3.0

<i>Evening and/or Weekend course(s)</i>			
39318	PSYC 100 LA	Wed 6:30-9:20	3-254 Eljarrari 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 106 PSYCHOLOGY OF ETHNIC MINORITY GROUPS** Overview of the variables which influence the psychological development, adjustment, mental health, and social status of ethnic minority groups in America. (Fulfills Associate degree Ethnic Studies requirement.) RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

39319 PSYC 106 AA MWF 8:10-9:00 22-114 Saterfield 3.0

**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)

<i>Telecourse:</i>			
36828	PSYC 110 TV	See Page 48 TV-60	Staff 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 MWF 10:10-11:00 22-110 Saterfield 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 MWF 11:10-12:00 17-205 Stegner 3.0

## 40 Schedule of Classes – P/R/S

**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 Staff 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 Jones 5.0 12/20-06/13

**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 11:10-12:25 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 01/20-02/26

**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 10:10-12:00 18-115 O'Laughlin 1.5 03/02-04/06

**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 12/20-06/13

**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 Fri 7:10-10:00 18-115 Pitcher 1.5 04/04-05/28  
Sat 9:10-4:00 18-115

**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 Germes 2.0 01/21-04/07

## READING

(See also English, Literature and English Institute)

**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 MWF 8:00-9:25 3-104 Valenzuela 0.5-3.0  
38893 READ 826 AB MWF 9:35-11:00 3-104 Valenzuela 0.5-3.0  
38894 READ 826 AC Daily 8:10-9:00 22-116 Staff 0.5-3.0

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

39313 READ 826 LA TTh 7:05-9:20 3-104 Sinclair 0.5-3.0

**READ 826 has a non-refundable materials charge of \$2.**

**READ 836 ACADEMIC READING STRATEGIES** Students learn about reading strategies, vocabulary, study skills, flexible reading rates and the reading/ writing connection. One by arrangement hour of lab per week is required. Units do not apply toward AA/AS degree. PREREQ: READ 826 OR eligibility for READ 836 on approved college Reading Placement Test and other measures as necessary. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400.

38895 READ 836 AA MWF 11:10-12:00 3-104 Terzakis 3.0  
38897 READ 836 AB TTh 8:10-9:25 3-104 Valenzuela 3.0  
38898 READ 836 AC TTh 9:45-11:00 3-104 Valenzuela 3.0  
38899 READ 836 AD MWF 12:10-1:00 3-104 Terzakis 3.0

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

38900 READ 836 LA Wed 7:05-9:50 3-104 Staff 3.0

**READ 836 has a non-refundable materials charge of \$2.**

## 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)

39260 R.E. 110 LA Thu 6:30-9:20 17-103 Gable 3.0

**R.E. 141 REAL ESTATE APPRAISAL** Overview of the appraisal of residential real estate, with emphasis on the single-family residence. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

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

39261 R.E. 141 LA Wed 6:30-9:20 13-116 Staff 3.0

## SOCIAL SCIENCE

**SOSC 250 MEXICAN-AMERICAN CULTURE** Overview of the political and cultural heritage of the contemporary Mexican-American community. (Fulfills Associate degree Ethnic Studies requirement.) RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

38901 SOSC 250 AA TTh 9:45-11:00 3-148 Martinez 3.0

## MAKE SURE YOU ATTEND THE FIRST CLASS MEETING

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

## 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	10:10-11:00	2-10	Martinez	3.0
38896	SOCI 100 AB	MWF	11:10-12:00	2-10	Martinez	3.0

*Telecourse:*

36830	SOCI 100 TV	See Page 48	TV-60	Mathur	3.0
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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 Associate degree Ethnic Studies requirement.) RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

31514	SOCI 141 AA	TTh	11:10-12:25	2-10	Martinez	3.0
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*Evening and/or Weekend course(s)*

31515	SOCI 141 LA	Mon	7:05-10:10	3-254	Martinez	3.0
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## 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	11:10-12:35	22-110	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	9:00-12:05	13-115	Amable	3.0
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**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	Mon	6:30-9:35	17-107	Amable	3.0
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**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	8:10-9:40	22-110	Boehme	5.0
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**SPAN 131 INTERMEDIATE SPANISH I** The basic elements of Intermediate Spanish, offered at a less intense pace than Spanish 130. Content equal to first half of SPAN 130. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: SPAN 120 or 122. (CSU, UC)

39324	SPAN 131 AA	MWF	12:45-1:35	3-142	Malamud	3.0
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**SPAN 132 INTERMEDIATE SPANISH II** Approximately the second half of SPAN 130. Conversation, composition, grammar review, and readings. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: SPAN 131. (CSU, UC)

39325	SPAN 132 AA	MWF	12:45-1:35	3-142	Malamud	3.0
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**SPAN 140 ADVANCED INTERMEDIATE SPANISH** Includes further practice of conversation and composition based on class reading of works of modern Spanish and Latin American authors; review of grammar; collateral reading of Spanish and Spanish American literature. This course is intended for English speaking students rather than bilingual students. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. PREREQ: SPAN 130 or equivalent. (CAN SPAN 10) (CAN SPAN SEQ B = SPAN 130 + 140) (CSU, UC)

39326	SPAN 140 AA	MWF	12:45-1:35	3-142	Malamud	3.0
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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. (Fulfills Associate degree Ethnic Studies requirement.) 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	TTh	11:10-12:25	22-110	Malamud	3.0
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**SPAN 801 CONVERSATIONAL SPANISH I** Introductory course that develops oral communication skills for basic every day situations, and introduces the student to cultural aspects of the Spanish-speaking world such as how to address people, the educational system, family structure and clothing. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400.

*Evening and/or Weekend course(s)*

31527	SPAN 801 LA	Wed	6:30-9:20	17-107	Amable	2.0
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**SPAN 802 CONVERSATIONAL SPANISH II** Continuation of SPAN 801. Beginning level course that develops oral communication skills for basic every day situations and introduces the student to cultural aspects of the Spanish-speaking world related to food, festivities and spare time activities. 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 801.

*Evening and/or Weekend course(s)*

31529	SPAN 802 LA	Tue	6:30-9:20	17-107	Amable	2.0
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**SPAN 803 CONVERSATIONAL SPANISH III** Continuation of Spanish 802. Further development of conversational skills. Students learn to narrate stories in the past and express feelings and opinions, and to talk about health and other factors that affect quality of life in the U.S. and in 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 802.

*Evening and/or Weekend course(s)*

31530	SPAN 803 LA	Thu	6:30-9:20	17-107	Amable	2.0
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**SPAN 804 CONVERSATIONAL SPANISH IV** Continuation of Spanish 803. Further development of conversational skills. Students learn to talk about hypothetical situations and discuss topics such as the environment, social life, the workplace, civic responsibilities and travel, both in the U.S. and in the Spanish-speaking world. 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 803.

*Evening and/or Weekend course(s)*

31531	SPAN 804 LA	Thu	6:30-9:20	17-107	Amable	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	MWF	9:10-10:00	3-254	Browning	3.0
35988	SPCH 100 AB	TTh	8:10-9:25	3-254	Staff	3.0

*Evening and/or Weekend course(s)*

31533	SPCH 100 LA	Thu	6:30-9:20	3-254	Browning	3.0
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## 42 Schedule of Classes – S/T

**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	MWF	12:10-1:00	3-254	Browning	3.0
33383	SPCH 120 AB	TTh	9:45-11:00	17-107	Staff	3.0

*Evening and/or Weekend course(s)*

31539	SPCH 120 LA	Tue	6:30-9:20	3-254	Staff	3.0
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### THEATER ARTS

**DRAM 101 HISTORY OF THEATRE I** Classical period to the 18th century. Plays, physical theatres, staging, directing and their relationship to existent cultural forces. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

38385	DRAM 101 AA	MWF	11:10-12:00	3-129	Hoy	3.0
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**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	12:10-2:00	3-129	Hoy	3.0
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**DRAM300PLAYREHEARSAL/PERFORMANCE** A production course requiring an audition and rehearsals Monday through Saturday from 6:00 to 9:00 p.m. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU, UC)

**PRODUCTION: THIS IS WHO WE ARE**

**Performances:** TBA

*Evening and/or Weekend course(s)*

31033	DRAM 300 LA	MTWThFS	6:00-9:00	3-129	Hoy	1.0	01/28-03/27
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### MAKE SURE YOU ATTEND THE FIRST CLASS MEETING

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

### 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
- Obtain your placement test results
- Print an unofficial transcript
- Update your email or mailing address

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



## Day Classes

Time Class Meets	Day of Regular Class Meeting	Time and Day of Final Exam	
8:10 am	MWF, MW, Daily	8:10-10:40 am	Wednesday, May 26
8:10 am	TTh, T, Th	8:10-10:40 am	Tuesday, May 25
9:10 am	MWF, MW, Daily	8:10-10:40 am	Friday, May 28
9:35 am	TTh, T, Th	8:10-10:40 am	Thursday, May 27
10:10 am	MWF, MW, Daily	8:10-10:40 am	Monday, May 24
11:10 am	TTh, T, Th	11:10- 1:40 pm	Tuesday, May 25
11:10 am	MWF, MW, Daily	11:10- 1:40 pm	Wednesday, May 26
12:10 pm	MWF, MW, Daily	11:10- 1:40 pm	Monday, May 24
12:35 pm	TTh, T, Th	11:10- 1:40 pm	Thursday, May 27
1:10/1:35 pm	MWF, MW, Daily	2:10- 4:40 pm	Wednesday, May 26
1:10 pm	TTh, T, Th	2:10- 4:40 pm	Tuesday, May 25
2:10 pm	MWF, MW, Daily	2:10- 4:40 pm	Monday, May 24
2:10 pm	TTh, T, Th	2:10- 4:40 pm	Thursday, May 27
All Others		2:10- 4:40 pm	Friday, May 28

## Notes:

- ♦ When a course consists of lecture and laboratory, the final examination is scheduled according to the lecture.
- ♦ When a course meets 4 days per week, use the time for the daily class.
- ♦ If a class meets across two time slots, the instructor will have a choice of two final exam times. (i.e. if a class meets 9:35 – 11:00 MWF, then the final exam could be held with either the 9:10 MWF or 10:10 MWF classes.
- ♦ 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.

**Final examinations for all evening (all classes that begin at 4:30 pm or later), Saturday and Sunday classes** will be given during the last class meeting for short courses and as follows for full-term courses:

Monday classes	Monday, May 24
Tuesday classes	Tuesday, May 25
Wednesday classes	Wednesday, May 26
Thursday classes	Thursday, May 27
Friday classes	Friday, May 28
Saturday classes	Saturday, May 22
Sunday classes	Sunday, May 23

## 44 Credits and Refunds

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### ***Prior to January 20, 2004***

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 20, 2004***

#### **1. ENROLLMENT FEE/NON-RESIDENT 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 February 2, 2004. 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 February 2, 2004. 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 10, 2004. 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.

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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.

FEE TYPE	AMOUNT	REQUIRED OF
Enrollment Fee <b>Please note: Enrollment Fee is subject to change without notice.</b>	\$18.00 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 (except Concurrent Enrollment Program)
Student Body Fee***	\$5.00	***See below
Materials Fee	\$2.00-\$8.00	See course description.
Nonresident Tuition Fee	\$174 + \$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	\$174 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 an official transcript of their academic record at Cañada College, College of San Mateo and/or Skyline College. An unofficial transcript is \$1.00.

\* 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 10, 2004 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 one-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.

# Cañada College

## Education & Technology Downtown Center

Redwood City Center Plaza

900 Main St., 599-9307



### INTENSIVE COMPUTER APPLICATION TRAINING

Dept/Crse #	Course Title	CRN	Days	Times	Dates
BUS. 448 RA	Using Microsoft Windows XP	34765	MW	6:30-9:30 p.m.	2/09-3/08
BUS. 415 RA	Beginning Computer Keyboarding	35307	MTuTh	6:30-9:30 p.m.	1/20-2/05
BUS. 417 RA	Skill Building	35308	MTuTh	6:30-9:30 p.m.	1/20-2/05
BUS. 430 RA	Computer Applications I	34754	MW	6:30-9:30 p.m.	3/10-4/05
BUS. 431 RA	Computer Applications II	35309	MW	6:30-9:30 p.m.	4/19-5/12
BUS. 457 RA	Presentation Software: PowerPoint	39249	TuTh	6:30-9:30 p.m.	2/12-3/09
BUS. 472 RA	Introduction to Word	35910	TuTh	6:30-9:30 p.m.	3/16-4/08
BUS. 474 RA	Intermediate Word	35914	TuTh	6:30-9:30 p.m.	4/22-5/18

### SMALL BUSINESS DEVELOPMENT CENTER TRAINING

Dept/Crse #	Course Title	CRN	Days	Times	Dates
BUS. 395 RA	Getting Started in Business	38721	Tue	6:30-9:35 p.m.	1/20-2/24
BUS. 396 RA	Developing a Business Plan	38723	Tue	6:30-9:35 p.m.	3/02-4/06
BUS. 397 RA	Developing Tools to Create a Marketing Plan	38722	Tue	6:30-9:35 p.m.	4/20-5/25
BUS. 398 RA	Small Business Resource Lab	37702	By Arrg	By Arrg	1/20-5/28
ACTG 194 RA	Introduction to QuickBooks & QuickBooks Pro	38320	Sat	8:10 a.m.-5 p.m.	1/31-2/07
ACTG 196 RA	Intermediate QuickBooks & QuickBooks Pro	38321	Sat	8:10 a.m.-5 p.m.	2/21-2/28

### INTENSIVE COMPUTER TECHNICIAN TRAINING

Dept/Crse #	Course Title	CRN	Days	Times	Dates
BUS. 426 RT	Advanced DOS	38324	M-Th	8:10 a.m.-12 p.m.	2/25-3/04
BUS. 435 RT	Spreadsheets	38325	M-Th	8:10 a.m.-12 p.m.	1/20-2/02
BUS. 436 RT	Database Management	38326	M-Th	8:10 a.m.-12 p.m.	2/10-2/24
BUS. 479 RT	Internet for Technicians	39258	M-Th	8:10 a.m.-12 p.m.	2/03-2/09
BUS. 497 RT	Windows 2000 Professional	38825	M-Th	8:10 a.m.-12 p.m.	3/09-3/17
BUS. 498 RT	Windows 2000 Server	38635	M-Th	8:10 a.m.-12 p.m.	3/22-4/08
BUS. 680 RT	Supporting Windows XP Professional	39259	M-Th	8:10 a.m.-12 p.m.	5/10-5/27
COMP 311 RT	Introduction to the Unix Operating System	38367	M-Th	8:10 a.m.-12 p.m.	4/19-4/27
COMP 340 RT	Introduction to Unix Systems Administration	38328	M-Th	8:10 a.m.-12 p.m.	4/28-5/06
COOP 672 RT	Cooperative Education: Internship	39281	By Arrg	By Arrg	4/19-5/28

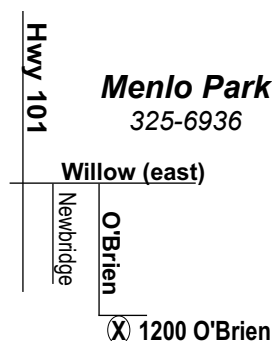
### COURSES TAUGHT IN SPANISH

Dept/Crse #	Course Title	CRN	Days	Times	Dates
BUS. 435 RB	Excel Para Windows	39252	Fri	6:30-9:30 p.m.	1/23-5/28
BUS. 457 RB	PowerPoint Intermedio	39253	Sat	8:30 a.m.-12:30 p.m.	3/27-5/08
BUS. 472 RB	Introduccion a Word Para Windows	39254	Sat	8:30 a.m.-12:30 p.m.	1/24-3/06
HMSV 100 RB	Introduccion a los Servicios Humanos	39364	Wed	6:30-9:20 p.m.	1/21-5/26

### ENGLISH AS A SECOND LANGUAGE and MORE ...

Dept/Crse #	Course Title	CRN	Days	Times	Dates
ESL. 800 RV	ESL Preparatory Level	38314	TuTh	6:30-9:50 p.m.	1/20-5/27
ECE. 384 RA	Principles & Policies for Home-Based Child Care	39361	Mon	7:05-10:10	1/26-5/24
MGMT 680 RK	Financial Budgeting & Control	39312	Tue	1:30-4:30 p.m.	2/03-3/09





## Menlo Park Center

1200 O'Brien, Menlo Park, 325-6936

### INTENSIVE COMPUTER APPLICATION TRAINING

Dept/Crse #	Course Title	CRN	Days	Times	Dates
BUS. 430 MB	APLICACIONES DE LA COMPUTADORA, PARTE I	39388	Tue	6:30-9:30	01/20-03/09
BUS. 431 MB	APLICACIONES DE LA COMPUTADORA, PARTE II	39389	Tue	6:30-9:30	03/16-05/11

### 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 806 MP	Self-Paced ESI	38945	By Arrangement		
LCTR 807 MP	English Skills for the Workplace	38946	By Arrangement		

### EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT COURSES

Dept/Crse #	Course Title	CRN	Days	Times	Dates
ECE. 210 MA	Early Childhood Education Principles	39233	Mon	5:30-8:30 p.m.	1/26-5/24

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 Distance Learning

## TELECOURSES

**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.collegeofsanmateo.edu](http://www.collegeofsanmateo.edu)

## Cañada Telecourses

**37434 ANTH 350 Introduction to Archaeology** (3 Units)  
Ch 60 TV Broadcast Time: Thurs, 5-6am, Feb. 5-Mar. 25  
Introductory Meeting: Saturday, Jan 31, 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. 5-Apr 1  
Introductory Meeting: Fri., Jan 30, 6:30-9:30 pm\*  
College of San Mateo, Bldg. 4, Room 152

**36815 BUS.100 Contemporary American Business** (3 Units)  
Ch 60 TV Broadcast Time: Wed, 8-9 am, Feb 4-Apr 28  
Introductory Meeting: Sat., Jan 31, 9-11 am\*  
College of San Mateo, Bldg. 14, Room 120

**36816 BUS. 150 Small Business Management** (3 Units)  
Ch 60 TV Broadcast Time: Wed, 7-8 am, Feb. 4-Apr 28  
Introductory Meeting: Sat., Jan 31, 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 6-Apr 30  
Introductory Meeting: Sat., Jan 31, 11 am-1 pm  
College of San Mateo, Bldg. 14, Room 120

**36819 CHEM 100 Survey of Chemistry** (3 Units)  
Ch 60 TV Broadcast Time: Mon, 5-6 am, Feb 2-Apr 26  
Introductory Meeting: Sat., Jan 24, 1-3 pm\*  
College of San Mateo, Bldg. 11, Room 132

**36820 FILM 110 TV American Cinema** (3 units)  
Ch 60 TV Broadcast Time: Thurs., 3 – 4pm, Feb. 5 – Apr. 8  
Introductory Meeting: Saturday, Jan. 24\*, 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 24, 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 2-Apr 26  
Introductory Meeting: Fri., Jan 23, 7-9pm\*  
College of San Mateo, Bldg. 18, Room 76

**36824 MGMT 100 Intro. to Business Management** (3 Units)  
Ch 60 TV Broadcast Time: Wed, 9-10 am, Feb. 4-Apr 28  
Introductory Meeting: Sat, Jan 31, 11 am-1 pm\*  
College of San Mateo, Bldg. 14, Room 100

**36827 PSYC 100 General Psychology** (3 Units)  
Ch 60 TV Broadcast Time: Tues, 5-6 am, Feb 3-Apr 27  
Introductory Meeting: Fri, Jan 23, 7-9 pm\*  
College of San Mateo, Bldg. 2, Room 141

**36828 PSYC 110 Courtship, Marriage, & the Family** (3 Units)  
Ch 60 TV Broadcast Time: Tues, 7-8 am, Feb 3-Apr 27  
Introductory Meeting: Fri., Jan 23, 7-9 pm\*  
College of San Mateo, Bldg. 14, Room 101

**36829 PSYC 410 Abnormal Psychology** (3 Units)  
Ch 60 TV Broadcast Time: Tues, 9-10 am, Feb 3-Apr 27  
Introductory Meeting: Sat., Jan 24, 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 3-Apr 27  
Introductory Meeting: Sat., Jan 24, 1-3 pm\*  
College of San Mateo, Bldg. 18, Room 76

## CSM Telecourses

**31739 ASTR 100 Introduction to Astronomy\*\*** (3 Units)  
Ch 60 TV Broadcast Time: Mon, 7-8 am, Feb 2-Apr 26  
Introductory Meeting: Fri., Jan 30, 7-9 pm\*  
College of San Mateo, Bldg. 11, Room 132  
\*\*It is strongly suggested that students have email and web access.

39182 BUS 131 Personal Finance (3)  
Ch 60 TV Broadcast Time: Tues, 3-4 pm, Feb 3-Apr 27  
Introductory Meeting: Sat. Jan 31, 11am-1pm\*  
College of San Mateo, Bldg. 14, Room 103

**31814 BUS. 201 Business Law I** (3 Units)  
Ch 60 TV Broadcast Time: Wed, 5-6 am, Feb. 4-May 12  
Introductory Meeting: Sat., Jan 24, 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 Low Impact Aerobics** (1 Unit)  
Ch 60 TV Broadcast Time: MWF, 11-11:30am,  
Feb 2-May 7  
Introductory Meeting: Sat, Jan 24, 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 2-May 7  
Introductory Meeting: Sat, Jan 24, 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 2-Apr 26  
Introductory Meeting: Sat., Jan 31, 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 3-Apr 27  
Introductory Meeting: Sat., Jan 31, 9-11am  
College of San Mateo, Bldg 14, Room 101

**32343 FREN 117 Advanced Beginning French I** (3Units)  
Ch 60 TV Broadcast Time: Wed, 1-2 pm, Feb. 4-Apr 28  
Introductory Meeting: Sat, Jan 31, 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 5-Apr 29  
Introductory Meeting: Sat, Jan 31, 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 2-Apr 26  
Introductory Meeting: Sat., Jan 24, 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 3- Apr 27  
Introductory Meeting: Sat., Jan 24 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. 4-Apr 28  
Introductory Meeting: Sat., Jan 24, 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-Apr 29  
Introductory Meeting: Sat., Jan 24, 1-3 pm\*  
College of San Mateo, Bldg. 14, Room 100

**36074 PHIL 100 Introduction to Philosophy** (3 Units)  
Ch 60 TV Broadcast Time: Tues, 8-9am, Feb 3-Apr 27  
Introductory Meeting: Sat., Jan 31, 11 am-1 pm\*  
College of San Mateo, Bldg. 11, Room 130

**36065 SPAN 115 Introduction to Spanish I** (3 Units)  
Ch 60 TV Broadcast Time: Mon, 2-3 pm, Feb 2-Apr 26  
Introductory Meeting: Sat., Jan 31, 11 am- 1 pm  
College of San Mateo, Bldg. 18, Room 76

**CSM Telecourses continued**

**36066 SPAN 116 Introduction to Spanish II** (3 Units)  
Ch 60 TV Broadcast Time: Tues, 2-3 pm, Feb 3-Apr 27  
Introductory Meeting: Sat., Jan 31, 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. 4-Apr 28  
Introductory Meeting: Sat., Jan 31, 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 5-Apr 29  
Introductory Meeting: Sat., Jan 31, 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 6-Apr 30  
Introductory Meeting: Sat., Jan 24, 9-11 am  
College of San Mateo, Bldg. 14, Room 201

**ON-LINE COURSES**

**Short on time?** Complete many requirements for your AA degree by distance education on-line or telecourses.

Students enrolling in on-line courses must have e-mail and Web access. Web access is available in the Cañada Learning Center. For full descriptions of on-line 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 On-line Course Schedule at [www.canadacollege.edu/schedules](http://www.canadacollege.edu/schedules).

**HISTORY**

**HIST 100 HISTORY OF WESTERN CIVILIZATION I**  
34779 HIST 100 OL By Arrangement  
On-line Steidel 3.0  
Mandatory Orientation Meeting:  
Tue., 1/27, 4:00-6:00 p.m.,  
Bldg. 5, Room 105.

**MATHEMATICS****MATH 110 ELEMENTARY ALGEBRA**

On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)  
36624 MATH 110 OL By Arrangement  
On-line Preston 5.0  
Mandatory Orientation Meeting:  
Tue., 1/27, 4:00-6:00 p.m.,  
Bldg. 17, Room 205.

**MATH 111 ELEMENTARY ALGEBRA I**

On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)  
37833 MATH 111 OL By Arrangement  
On-line Preston 3.0  
Mandatory Orientation Meeting:  
Tue., 1/27, 4:00-6:00 p.m.,  
Bldg. 17, Room 205

**MATH 112 ELEMENTARY ALGEBRA II**

On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)  
37834 MATH 112 OL By Arrangement  
On-line Preston 3.0  
Mandatory Orientation Meeting:  
Tue., 1/27, 4:00-6:00 p.m.,  
Bldg. 17, Room 205.

**MATH 120 INTERMEDIATE ALGEBRA**

On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)  
38668 MATH 120 OL By Arrangement  
On-line Innerst 5.0  
Mandatory Orientation Meeting:  
Tue., 1/27, 4:00-6:00 p.m.,  
Bldg. 17, Room 207.

**MATH 122 INTERMEDIATE ALGEBRA I**

On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)  
37835 MATH 122 OL By Arrangement  
On-line Innerst 3.0  
Mandatory Orientation Meeting:  
Tue., 1/27, 4:00-6:00 p.m.,  
Bldg. 17, Room 207.

**MATH 123 INTERMEDIATE ALGEBRA II**

On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)  
37836 MATH 123 OL By Arrangement  
On-line Innerst 3.0  
Mandatory Orientation Meeting:  
Tue., 1/27, 4:00-6:00 p.m.,  
Bldg. 17, Room 207.

## 50 Late Start/Short Term/Weekend Courses

### SELECTED LATE START/SHORT TERM/WEEKEND COURSES BEGINNING IN JANUARY:

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
38325	BUS. 435 RT	SPREADSHEETS	MTWTh	8:10-12:00	2.0	01/20-02/02
35307	BUS. 415 RA	BEGINNING COMPUTER KEYBOARDING	MTTh	6:30-9:30	1.5	01/20-02/05
35308	BUS. 417 RA	SKILL BUILDING	MTTh	6:30-9:30	1.5	01/20-02/05
38721	BUS. 395 RA	GETTING STARTED IN BUSINESS	Tue	6:30-9:30	1.0	01/20-02/24
37741	INTD 362 LA	CAD FOR INTERIOR DESIGNERS - ARCHITECTURAL DRAWINGS	Tue	6:30-9:30	1.0	01/20-02/24
33418	RADT 441 AA	SECTIONAL ANATOMY	TTh	10:10-12:00	1.5	01/20-02/26
39388	BUS. 430 MB	APLICACIONES DE LA COMPUTADORA, PARTE I (In Spanish)	Tue	6:30-9:30	1.5	01/20-03/09
35283	BUS. 415 AA	BEGINNING COMPUTER KEYBOARDING	TTh	8:10-9:25	1.5	01/20-03/11
35294	BUS. 417 AA	SKILL BUILDING	TTh	8:10-9:25	1.5	01/20-03/11
30930	BUS. 430 AB	COMPUTER APPLICATIONS, PART I	TTh	9:45-11:00	1.5	01/20-03/11
33880	CRER 300 AA	INTRODUCTION TO SCHOLARSHIPS	TTh	11:10-12:25	1.5	01/20-03/18
33588	ART 680 AB	MULTIMEDIA CAREERS	Tue	11:10-1:00	1.5	01/20-04/06
39246	ECE. 351 AA	LANGUAGE ARTS IN EARLY CHILDHOOD	Wed	4:10-7:00	1.0	01/21-02/25
39299	BUS. 480 AA	USING THE INTERNET, PART I	Wed	1:10-4:00	1.5	01/21-03/10
39297	BUS. 472 AC	INTRODUCTION TO WORD FOR WINDOWS	MW	11:10-12:25	1.5	01/21-03/17
30929	BUS. 430 AA	COMPUTER APPLICATIONS, PART I	MWF	9:10-10:00	1.5	01/21-03/19
39268	INTD 260 LA	OVERVIEW OF LIGHTING DESIGN	Wed	6:30-9:20	2.0	01/21-04/07
36617	RADT 471 LA	SPECIALIZED TECHNIQUES: FLUOROSCOPY	Wed	6:10-8:45	2.0	01/21-04/07
38831	ACTG 180 LA	PAYROLL AND BUSINESS TAXES	Thu	7:05-9:50	1.5	01/22-03/11
34177	BUS. 448 AA	USING MICROSOFT WINDOWS	Thu	1:10-4:00	1.5	01/22-03/11
36141	CRER 401 LA	COLLEGE SUCCESS	Thu	5:30-6:20	1.0	01/22-05/13
30869	ART 680 AA	THE ART AND ARCHITECTURE OF ROME	Fri	12:10-2:00	1.0	01/23-03/19
38408	BUS. 415 AC	BEGINNING COMPUTER KEYBOARDING	Fri	11:10-2:00	1.5	01/23-03/19
38620	BUS. 417 AC	SKILL BUILDING	Fri	11:10-2:00	1.5	01/23-03/19
38360	ECE. 382 WA	MALE INVOLVEMENT IN EARLY CHILDHOOD	Sat	9:00-5:00	1.0	01/24 & 02/07
39282	FASH 129 WA	CLOTHING CHOICES FOR ANY BODY	Sat	9:00-5:00	0.5	01/24-01/24
30935	BUS. 430 WA	COMPUTER APPLICATIONS, PART I	Sat	8:30-1:30	1.5	01/24-02/28
39254	BUS. 472 RB	INTRODUCCION A WORD PARA WINDOWS (In Spanish)	Sat	8:30-12:30	1.5	01/24-03/06
38580	ECE. 241 WA	ECE. ADMINISTRATION: HUMAN RELATIONS	Sat	9:00-5:00	3.0	1/24, 1/31, 2/21 & 3/6-3/20
39234	ECE. 211 WE	PROGRAMA DE ESTUDIOS/EDUCACION INFANTIL (In Spanish)	Sat	9:00-5:00	3.0	1/24, 2/7, 28, 3/13 & 3/27-4/03
35366	ART 125 AA	ASIAN ART FOR INTERIORS: CHINA AND KOREA	Mon	12:10-3:00	1.0	01/26-03/01
39269	INTD 464 LA	CODES: FIRE, SAFETY, AND BARRIER-FREE DESIGN	Mon	6:30-9:30	1.0	01/26-03/08
35911	ECE. 242 LA	ADULT SUPERVISION IN ECE/CD CLASSROOMS	Mon	7:05-10:10	2.0	01/26-04/19
31033	DRAM300 LA	PLAY REHEARSAL/PERFORMANCE: THIS IS WHO WE ARE	MTWThFS	6:00-9:00	1.0	01/28-03/27
37207	FASH 171 WA	TROUSER MOULAGE	SatSun	8:00-5:00	1.0	01/31-02/01
38320	ACTG 194 RA	QUICKBOOKS/PRO FOR THE SMALL BUSINESS PERSON I	Sat	8:10-5:00	1.0	01/31-02/07

### SELECTED LATE START/SHORT TERM/WEEKEND COURSES BEGINNING IN FEBRUARY:

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
39003	TEAM 680 AA	EXPERT VOLLEYBALL TRAINING	Daily	1:30-3:30	2.0	02/02-05/20
39258	BUS. 479 RT	INTERNET FOR TECHNICIANS	MTWTh	8:10-12:00	1.0	02/03-02/09
39312	MGMT680 RK	FINANCIAL BUDGETING AND CONTROL	Tue	1:30-4:30	1.0	02/03-03/09
34132	FASH 123 WA	INTRODUCTION TO THE FASHION INDUSTRY	FriSat	8:00-5:00	3.0	2/6-2/7, 2/27-2/28 & 3/26-3/27
31252	INDV 161 WA	BEGINNING GOLF	Sat	9:30-11:15	0.5	02/07-05/15
33357	INDV 164 WA	INTERMEDIATE/ADVANCED GOLF	Sat	7:30-9:15	0.5	02/07-05/15
31256	INDV 251 WA	BEGINNING TENNIS	Sat	8:10-9:30	0.5	02/07-05/15
34618	INDV 252 WA	BEGINNING/INTERMEDIATE TENNIS	Sat	9:45-11:15	0.5	02/07-05/15
39362	INDV 254 WA	INTERMEDIATE/ADVANCED TENNIS	Sat	9:45-11:15	0.5	02/07-05/15
34765	BUS. 448 RA	USING MICROSOFT WINDOWS	MW	6:30-9:30	1.5	02/09-03/08
31546	TEAM 143 AB	ADVANCED SOCCER	MW	1:30-3:30	1.5	02/09-05/12
39360	DSKL 813 AA	DEVELOPMENTAL READING AND THINKING	MW	1:10-3:00	0.5-2.0	02/09-05/21
39359	DSKL 816 AA	TUTORING	By Arrangement		0.5-2.0	02/09-05/21
38326	BUS. 436 RT	DATABASE MANAGEMENT	MTWTh	8:10-12:00	2.0	02/10-02/24
31545	TEAM 143 AA	ADVANCED SOCCER	TTh	3:00-5:40	1.5	02/10-05/13
39249	BUS. 457 RA	PRESENTATION SOFTWARE: POWERPOINT	TTh	6:30-9:30	1.5	02/12-03/09
39323	HMSV 161 AA	INFO. & REFERRAL: UNDERSTANDING COMMUNITY RESOURCES	TTh	11:10-12:25	1.0	02/17-03/25
39108	LCTR 120 LB	LITERACY TUTORING IN THE COMMUNITY	TThSat	6:00-8:40	1.0	02/19-02/26
39365	HMSV 161 PF	INFO. & REFERRAL: UNDERSTANDING COMMUNITY RESOURCES	Thu	6:30-9:30	1.0	02/19-03/25
38424	HMSV 161 PE	ENTENDIMIENTO DE RECURSOS COMUNITARIOS (In Spanish)	Thu	6:10-9:00	1.0	02/19-03/25
38949	HSCI 665 WA	SPECIAL TOPICS IN HSCI: EXPLORING HEALTH CAREERS	Sat	8:30-4:30	0.5	02/21-02/21
38692	FASH 172 WA	BUSTIER	SatSun	8:00-5:00	1.0	02/21-02/22
38321	ACTG 196 RA	QUICKBOOKS/PRO FOR THE SMALL BUSINESS PERSON II	Sat	8:10-5:00	1.0	02/21-02/28
31039	DSKL 810 AA	DEVELOPMENTAL LEARNING SKILLS	Mon	1:10-3:00	0.5	02/23-03/15
38324	BUS. 426 RT	ADVANCED DOS	MTWTh	8:10-12:00	1.5	02/25-03/04
34300	LCTR 100 LA	EFFECTIVE TUTORING	Fri	1:30-5:30	0.5	02/27-02/28
			Sat	9:00-1:00		
36695	COMP 480 WA	PERSONAL UNIX SYSTEMS	Sat	9:10-5:00	0.5	02/28-02/28



# Late Start/Short Term/Weekend Courses 51

## SELECTED LATE START/SHORT TERM/WEEKEND COURSES BEGINNING IN MARCH:

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
34926	CRER 137 AB	LIFE AND CAREER PLANNING	MTWThFS	8:10-9:00	3.0	03/01-05/08
39332	ART 390 AA	PORTFOLIO CREATION	Mon	1:10-3:00	1.5	03/01-05/24
38723	BUS. 396 RA	DEVELOPING A BUSINESS PLAN	Tue	6:30-9:30	1.0	03/02-04/06
39270	INTD 680 LA	INTRODUCTION TO AUTOCAD	Tue	6:30-9:30	1.0	03/02-04/06
33419	RADT 442 AA	RADIOGRAPHIC PATHOLOGY	TTh	10:10-12:00	1.5	03/02-04/06
39247	ECE. 353 AA	LITERACY IN EARLY CHILDHOOD	Wed	4:10-7:00	1.0	03/03-04/07
39301	BUS. 497 WA	WINDOWS 2000 PROFESSIONAL	Fri	6:30-9:30	1.5	03/05-03/20
			Sat	8:30-1:30		
39368	HSCI 665 PE	SPECIAL TOPICS IN HSCI: ADDICTIVE BEHAVIORS	Sat	8:30-4:30	0.5	03/06-03/06
38281	BUS. 431 WA	COMPUTER APPLICATIONS, PART II	Sat	8:30-1:30	1.5	03/06-04/03
35367	ART 126 AA	ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA	Mon	12:10-3:00	1.0	03/08-04/05
38825	BUS. 497 RT	WINDOWS 2000 PROFESSIONAL	MTWTh	8:10-12:00	1.5	03/09-03/17
34754	BUS. 430 RA	COMPUTER APPLICATIONS, PART I	MW	6:30-9:30	1.5	03/10-04/05
39284	FASH 133 WA	COPYING READY-TO-WEAR	SatSun	8:00-5:00	1.0	03/13-03/14
39370	HSCI 105 PE	ENFERMEDADES CONTAGIOSAS (In Spanish)	Sat	9:00-5:00	1.0	03/13-03/20
35910	BUS. 472 RA	INTRODUCTION TO WORD FOR WINDOWS	TTh	6:30-9:30	1.5	03/16-04/08
39389	BUS. 431 MB	APLICACIONES DE LA COMPUTADORA, PARTE II (In Spanish)	Tue	6:30-9:30	1.5	03/16-05/11
39293	BUS. 415 AB	BEGINNING COMPUTER KEYBOARDING	TTh	8:10-9:25	1.5	03/16-05/13
38619	BUS. 417 AB	SKILL BUILDING	TTh	8:10-9:25	1.5	03/16-05/13
38280	BUS. 431 AB	COMPUTER APPLICATIONS, PART II	TTh	9:45-11:00	1.5	03/16-05/13
39294	BUS. 439 AB	MANAGING BUSINESS DOCUMENTS	TTh	8:10-9:25	1.5	03/16-05/13
39300	BUS. 482 AA	USING THE INTERNET, PART II	Wed	1:10-4:00	1.5	03/17-05/12
39283	FASH 131 WA	FABRIC EMBELLISHMENT	SatSun	8:00-5:00	1.0	03/20-03/21
38635	BUS. 498 RT	WINDOWS 2000 SERVER	MTWTh	8:10-12:00	3.0	03/22-04/08
39298	BUS. 474 AC	INTERMEDIATE WORD FOR WINDOWS	MW	11:10-12:25	1.5	03/22-05/19
30936	BUS. 431 AA	COMPUTER APPLICATIONS, PART II	MWF	9:10-10:00	1.5	03/22-05/21
38800	BUS. 415 AD	BEGINNING COMPUTER KEYBOARDING	Fri	11:10-2:00	1.5	03/26-05/21
39022	BUS. 417 AD	SKILL BUILDING	Fri	11:10-2:00	1.5	03/26-05/21
39296	BUS. 439 AD	MANAGING BUSINESS DOCUMENTS	Fri	11:10-2:00	1.5	03/26-05/21
39253	BUS. 457 RB	POWERPOINT INTERMEDIO (In Spanish)	Sat	8:30-12:30	1.5	03/27-05/08
39302	BUS. 498 WA	WINDOWS 2000 SERVER	Sat	8:10-2:00	3.0	03/27-05/22

## SELECTED LATE START/SHORT TERM/WEEKEND COURSES BEGINNING IN APRIL:

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
39286	FASH 196 AA	INTRODUCTION TO THE COSTUME INDUSTRY	Fri	10:10-4:00	1.0	04/02-04/23
39285	FASH 134 WA	BEGINNING MILLINERY	Sat	10:10-4:00	1.0	04/03-04/24
35420	RADT 470 WA	SPECIALIZED TECHNIQUES: MAMMOGRAPHY	Fri	7:10-10:00	1.5	04/04-05/28
			Sat	9:10-4:00		
31251	INDV 161 LA	BEGINNING GOLF	MW	6:00-7:45	0.5	04/05-05/19
38926	INDV 164 LA	INTERMEDIATE/ADVANCED GOLF	MW	6:00-7:45	0.5	04/05-05/19
38367	COMP 311 RT	INTRODUCTION TO THE UNIX OPERATING SYSTEM	MTWTh	8:10-12:00	1.5	04/19-04/27
35309	BUS. 431 RA	COMPUTER APPLICATIONS, PART II	MW	6:30-9:30	1.5	04/19-05/12
35368	ART 127 AA	ASIAN ART FOR INTERIORS: JAPAN, INDIA, & THE PHILIPPINES	Mon	12:10-3:00	1.0	04/19-05/24
39281	COOP 672 RT	COOPERATIVE EDUCATION: INTERNSHIP	Mon	1:10-3:00	1.0	04/19-05/28
38722	BUS. 397 RA	CREATING TOOLS TO CREATE A MARKETING PLAN	Tue	6:30-9:30	1.0	04/20-05/25
39271	INTD 680 LB	INTRODUCTION TO AUTOCAD	Tue	6:30-9:30	1.0	04/20-05/25
39248	ECE. 355 AA	STORYTELLING IN EARLY CHILDHOOD	Wed	4:10-7:00	1.0	04/21-05/26
35914	BUS. 474 RA	INTERMEDIATE WORD FOR WINDOWS	TTh	6:30-9:30	1.5	04/22-05/18
39109	LCTR 120 LC	LITERACY TUTORING IN THE COMMUNITY	MW	6:00-9:00	1.0	04/26-05/05
38583	ECE. 350 LA	ISSUES IN ECE.: COMMUNICATING WITH PARENTS	Mon	7:05-10:10	1.0	04/26-05/24
38328	COMP 340 RT	INTRODUCTION TO UNIX SYSTEMS ADMINISTRATION	MTWTh	8:10-12:00	1.5	04/28-05/06

## SELECTED LATE START/SHORT TERM/WEEKEND COURSES BEGINNING IN MAY:

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
31104	ECE. 350 WA	ISSUES IN ECE.: MENTAL DEVELOPMENT & PROBLEM SOLVING	Sat	9:00-5:00	1.0	05/01-05/08
39259	BUS. 680 RT	SUPPORTING WINDOWS XP PROFESSIONAL	MTWTh	8:10-12:00	3.0	05/10-05/27

## 52 AA/AS Degree General Degree Pattern 2003–2004

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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
  - a. Eligibility for Read 420 as determined by the English Placement Exam, or
  - b. Satisfactory completion of Engl 100, or
  - c. Satisfactory completion of Read 802/836
- ☐ Writing
  - a. Eligibility for Engl 100 as determined by the English Placement Exam, or
  - b. Satisfactory completion of Engl 100, or
  - c. Satisfactory completion of Engl 400 or Engl 800/836

#### Math

- ☐ Appropriate scores on the following:
  - a. 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:
  - a. Elementary Algebra (Math 110, or 111 and 112), or
  - b. 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, 440, 441 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.

### 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.

# AA/AS Degree General Degree Pattern (cont.) 53

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**

### **Area A1: English Composition:**

**AA Degree—English Composition** Engl 400 or 800/836, 100, 110, 165

**6 units,**

**AS Degree—English Composition** Engl 100

**3 units**

### **Area A 2: 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, 110, **Chem** 100, 110, 112, 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** 210

**State/Local Institutions:** **Hist** 310, **PISc** 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, **Econ** 230, **Hist** 242, 245, 246, 422, 425, 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 \_\_\_\_\_

### ***Major Course Requirements:***


## 54 CSU General Education (Breadth) Requirements 2003–2004

Students transferring to the California State University (CSU) system qualify for admission as upper division transfers if they complete at least 60 transferable units with a GPA of 2.0 or better (non-residents 2.4 or better). The 60 unit requirement must include successful completion of area A1, A2, A3, and B4, and 18 additional units from areas B, C, D, and E. 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 only one area. At the completion of course work at Cañada College and prior to transfer, **it is important to request 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. Use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) for the most up-to-date transfer information which includes general education and lower division major requirements and articulation.

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### 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\* (\*if taken Fall '02 or later) Engl 110<sup>^</sup>, 165<sup>^</sup> (<sup>^</sup>if take Fall '03 or later)
- ☐ **A3 - Critical Thinking** - Engl 165, Phil 103, 200, PISc 103

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### 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\*, 112\*, 210, Geog 100, Geol 100\* (\*Lab if taken on campus), 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, Paln 100
- ☐ **B3 - Lab Course** - Identified with a “\*”
- ☐ **B4 - Quantitative Reasoning and Math Concepts** - Math 125, 130, 140, 200, 219, 241, 251

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### 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

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### 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.

- ☐ **Group 1: American History and Institutions** - Econ 230+ (approved for Ethnic Studies as of Fa '03), Hist 102, 201, 202, 242+, 245+, 247 PISc 210
- ☐ **Group 2: U.S. Constitution and State/Local Institutions** - Hist 310, PISc 310
- ☐ **Group 3: Social Institutions** - Anth 105, 110, 180, 350, 360+, 370+, ECE 201, 212 (as of Fa'03), 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, 200, 201, 202, 300, 340, 410, Soci 100, 105, 141+, 254, SocSc 250+

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### 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, 124, 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

(+ Courses meet Cañada's Associate Degree Ethnic Studies requirement.)

Apply and Register online @ [www.canadacollege.edu](http://www.canadacollege.edu)



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.

All areas must be satisfied, and all courses must be completed with a grade of "C" or better before the IGETC can be certified.

At the completion of course work at Cañada College and prior to transfer, it is important to request, an IGETC CERTIFICATION from the Enrollment Services Office to be mailed with the FINAL transcript to the transfer destination. Use PROJECT ASSIST (www.assist.org) for the most up-to-date transfer information which includes general education and lower division major requirements. ("+" courses meet Cañada's Associate Degree Ethnic Studies requirement.)

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## Area 1 - English Communication -

6 - 9 semester units

CSU - Three courses, one course each from Groups A, B, & C: 9 units, UC - Two courses, one course each from 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)

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## Area 2 - Mathematical Concepts and Quantitative Reasoning -

3 semester units

One course

- ☐ **Math** 125, 200, 219, 241, 242, 251, 252, 253, 270, 275

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## Area 3 - Arts and Humanities -

9 semester units

Three courses, with at least one from Group A Arts and one from Group B Humanities

- ☐ **Group A: Arts** - **Art** 101, 102, 103, **Dram** 101, 140, **Lit** 441, 442, **Mus** 100, 131, 202,
- ☐ **Group B: Humanities** - **Dram** 142, 143, 144, 151, 152, **Engl** 110, **Fren** 130, 140, 161, 162, **Hist** 100, 101, 102, 201, 202, 205, 242+, 245+, 246+, 247, 310, 421, 422+, 451+, 452+, **Lit** 101, 105, 111, 142, 143, 144, 151, 152, 200, 231, 232, 233, 251, 252+, 266+, 301, 302, 370+, 371+, 372+, 373+, 375+, 431 **Phil** 100, 160, 175, 190, 240, 300, 310, 320, **Span** 130, 140, 161+, 162+,

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## Area 4 - Social and Behavioral Sciences -

9 semester units

Three courses selected from at least 2 disciplines

- ☐ **Anth** 105, 110, 180, 360+, 370+, **ECE** 201\*, 212\* (\*if taken Fall 2003 or thereafter) **Econ** 100, 102, 230+, (+meets ethnic studies requirement if taken Fall 2003 or thereafter) **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

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## Area 5 - Physical & Biological Sciences -

7 semester units

Two courses, one course from Group A & one from Group B, one 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, **Paln** 110

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## Area 6 - Language other than English (UC requirement only)

Proficiency equivalent to two years of high school study in the same language.

- ☐ **Fren** 120 or 122 **Ital** 122 **Span** 120 or 122

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## 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 Group 1 and one course from Group 2; 6 semester units. Courses used to meet this requirement may not be used to satisfy requirements for IGETC

- ☐ **Group 1: US History** - **Econ** 230+, **Hist** 102, 201, 202, 242+, 245+, 247, **PISc** 210
- ☐ **Group 2: US Constitution and State/Local** - **Hist** 310, **PISc** 310

**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.

## High School Concurrent Enrollment Program Application for Spring 2004

### Completed Application Packet due NO LATER THAN January 13, 2004

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 14, 2004. In all cases, the final decision on the admission of any student to any course rests with the college. MEET ALL APPLICATION REQUIREMENTS BY THE STATED DEADLINE.

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 FALL 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 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 the 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.)

## 58 General College Policies & Information

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### ***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 Assistant Registrar 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 Enrollment Services Office, Building 8, Room 215, during normal business hours.

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### **WebSMART**

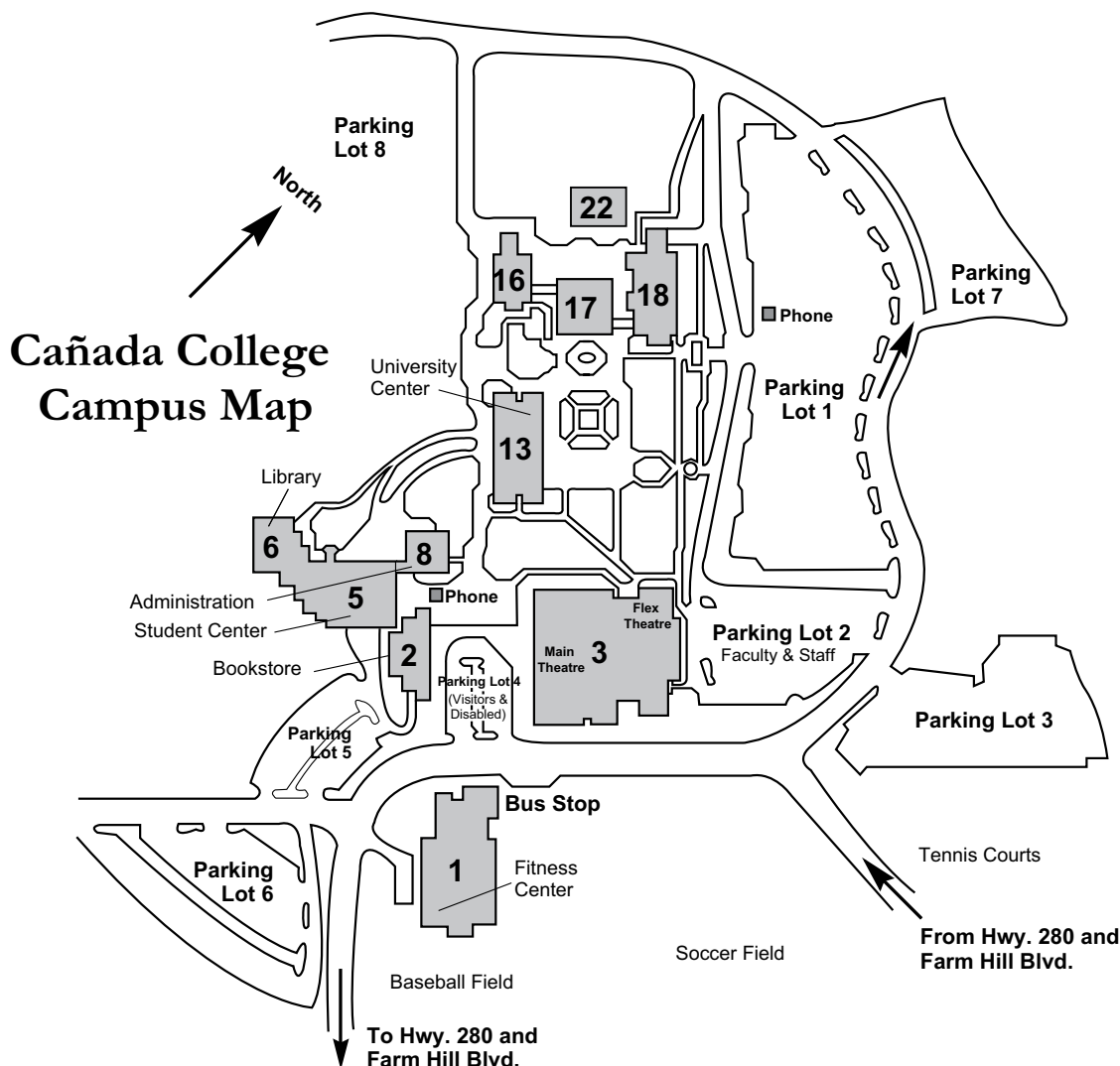
#### **enables you to:**

- 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
- Obtain your placement test results
- Print an unofficial transcript

#### **Log on to**

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





Admissions & Records/Registration .....	8-215	Evening Services .....	8-215	President's Office .....	8-312
Articulation .....	8-204	EOPS .....	3-117	Public Information .....	3-103
Associated Students .....	5-211B	Facilities Usage/Rental .....	8-305	Refunds (Registration Fees)/Cashier .....	8-305
Athletics .....	1-204	Financial Aid .....	8-205	Science and Technology Division .....	18-109
Bookstore .....	2	Health Center .....	1-117	Scholarship Office .....	8-205
Box Office .....	3-205	Humanities Division .....	3-205	Security Office (Parking Enforcement) .....	13-28
Business Office/Cashier .....	8-305	Instruction Office .....	8-306	Student Life .....	5-211A
Business & Workforce Development Division .....	13-105	International Student Program .....	8-206	Student Government Office .....	5-211B
Business Skills Center .....	13-217	Learning Center .....	5-105	Theatre Manager .....	5-211C
CalWORKs .....	5-204B	Library .....	6-2	Transfer Services .....	5-204
Community Based English Tutoring (CBET) .....	3-147	Lost & Found (located in Bookstore) .....	2	Tutorial Center .....	5-105
Coop. Ed./Work Experience Program .....	5-216	Matriculation .....	8-204	University Center .....	22-101
Counseling Center—Educational Counseling, Career and Transfer Services .....	5-204	MESA Center .....	5-105	& Academic Support Services Division	
Disabled Student Program .....	5-207	Middle College .....	17-212	Vice President, Instruction .....	8-304
English (ESL) Institute .....	13-121	Physical Education Office .....	1-204	Vice President, Student Services .....	8-310
		Placement Tests/Assessment .....	5-204	West Ed .....	20
				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 is a unique endeavor supported by the Governor of California and by the San Mateo County Community College District Board of Trustees. It was established in 2001 as a 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 an education. The Center's programs will increase the number of college graduates in high demand transfer and employment areas, improve access to four-year and graduate programs for under-represented, economically disadvantaged and placebound student populations, and provide career advancement opportunities for working students and technical workers who need more accessible training.

The University Center has successfully launched six degree programs in partnership with three universities. They are as follows:

***San Francisco State University***—[www.sfsu.edu/~apd/canada](http://www.sfsu.edu/~apd/canada)

- ♦ Child and Adolescent Development – Bachelor of Arts
- ♦ Business Administration – Bachelor of Science
- ♦ Teaching Credentials for Elementary and Secondary Schools
- ♦ Accelerated Master of Business Administration (Spring 2004)

***California State University-Hayward***—[www.canadacollege.edu](http://www.canadacollege.edu)

- ♦ Business Administration – Bachelor of Arts in Liberal Studies, with an option in Business Studies (accelerated degree program)

***California State University-Monterey Bay***—[www.csumb.edu](http://www.csumb.edu)

- ♦ Liberal Studies Distributed – Bachelor of Arts

The University Center is planning to launch additional degree programs with ***Golden Gate University*** offering a Bachelor of Science in Software Engineering and Network Integration and with ***San Jose State University*** offering a Bachelor of Science in Social Work.

If you are pursuing a college education, are thinking about returning to college, or are simply contemplating a career change, please take the time to see how we can serve you at the University Center. For further information, contact our main office at **Cañada College at (650) 306-3399 (Building 22, Room 101 or 102), or e-mail us at [universitycenter@canadacollege.edu](mailto:universitycenter@canadacollege.edu).**

***Degree Programs***

The University Center at Cañada College currently supports four bachelor degrees, one master, and a teaching credential program.

The degrees are awarded by the partner university: San Francisco State University, California State University-Hayward, and 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. Contact Lorraine Barrales-Ramirez, Cañada College Transfer Coordinator, at (650) 306-3372 for assistance with reviewing requirements for transferring into bachelors degree programs. Contact the University Center office (650) 306-3399 for information on graduate programs.

***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 and Registration Process***

If your objective is to obtain a degree, then you must apply for admission to the university and degree program of your choice. Online admission is available through the following websites:

***San Francisco State University***

Bachelor of Arts in Child & Adolescent Development: <http://www.sfsu.edu/~apd/canada.htm>

Bachelor of Arts in Business Administration: <http://sfsu.edu/~apd/canada.htm>

Teaching Credentials for Elementary & Secondary Schools: <http://www.sfsu.edu/~apd/canada.htm>

Accelerated Master of Business Administration: <http://www.sfsu.edu/~amba>

***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>

***Student Orientation***

The University Center holds orientation sessions for new students each semester. Please call (650) 306-3399 or e-mail us at [universitycenter@canadacollege.edu](mailto:universitycenter@canadacollege.edu) for information and to sign up. Orientation sessions will include information students need to know regarding parking, student services, academic support programs, textbooks, library, and computer lab services.

**BACHELOR OF ARTS IN CHILD AND ADOLESCENT DEVELOPMENT**

The Child and Adolescent Development (CAD) Program is an interdisciplinary cross-professional undergraduate degree for students interested in studying and working with issues related to children, adolescents, youth and families. It is designed for breadth of knowledge about child and adolescent development and its applications to services for children and families, research and public policy development. Four concentrations are offered, two of which will be made available on the Cañada campus, determined by student demand. All four concentrations include courses in research, observation of children and/or youth, and an internship. The four concentrations are

**Young Child and Family** – Confers a BA degree as well as a Child Development Permit for work as a licensed child care provider.

**School Age Child and Family** – Prepares students for work with elementary school age children and for entry into the post-baccalaureate SFSU Teaching Credential Program (also offered on the Cañada College campus).

**Youth and Family Services** – Prepares students who wish to work with school-age children or youth and their families in social service agencies such as residential treatment facilities; after-school recreation, enrichment and academic programs; probation programs; or community-based organizations.

**Research and Public Policy** – Prepares students for work or graduate school in the areas of policy, government, or research related to children, youth and families.

There are 28-32 units in the major in the core subject areas and 18-23 additional units.

**FOR SPECIFIC PROGRAM INFORMATION INCLUDING TUITION AND FEES, PLEASE CONTACT:**

*Janet Egiziano, MA, Director of Special Projects*

*415 405-3560*

*Voice-mail: 650 358-6889 x9141*

*Email: [jmlziano@sfsu.edu](mailto:jmlziano@sfsu.edu)*

*Web address: <http://www.sfsu.edu/~apd/canada>*

**CLASSES FOR SPRING 2004 AT CAÑADA COLLEGE****\*CFS 421 CHILDREN AND STRESS (3 UNITS)**

Issues and research concerning parental characteristics, pervasive influences, social forces, and situations that stress the child and hinder development. Application of positive strategies for emotional support and nurturing concerning divorce, death, family change, and other areas of stress. Prerequisites: Upper division standing or consent of instructor.

<b>Feb 2-May 24</b>	<b>Instructor: Sands</b>	<b>4:00-7:00</b>	<b>Monday</b>	<b>22-114</b>
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\*Fulfills Segment III General Education Requirement

**PSY 455 CROSS-CULTURAL PERSPECTIVES IN PSYCHOLOGY (3 UNITS)**

Cross-cultural behavioral, developmental, cognitive, and social data and research of psychological phenomena as they are differentially affected by culture and subculture. Emphasis on the diversity of parent-child relationships, role of women and men, adult personality and beliefs, attitudes and values. Prerequisites: Upper division standing or consent of instructor.

<b>Jan 29-May 27</b>	<b>Instructor: TBA</b>	<b>4:00-7:00</b>	<b>Thursday</b>	<b>2-10</b>
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**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION**

The Business Administration degree provides a foundation in the basic concepts and practices of the business community through a broad education in core business courses and specialty courses. The program prepares students to think creatively and to exercise critical judgment in the making of business decisions. Graduates can pursue careers in a variety of fields in both the public and private sector.

**FOR SPECIFIC PROGRAM INFORMATION INCLUDING TUITION AND FEES, PLEASE CONTACT:**

**Bonnie Homan, MA, Lecturer-Information Systems**

415 338-2098

Voice-mail: 650 358-6889 x9185

Email: [bhoman@sfsu.edu](mailto:bhoman@sfsu.edu)

Web address: <http://cob.sfsu.edu>

**CLASSES FOR SPRING 2004 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.

**Feb 2-May 24                      Instructor: Platt                      1:00-4:00                      Monday                      22-116**

**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 29-May 27                      Instructor: TBA                      7:00-10:00                      Thursday                      17-205**

**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 28-May 26                      Instructor: Paton                      7:00-10:00                      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.

**Feb 2-May 24                      Instructor: Wong                      1:00-4:00                      Monday                      2-10**

**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.

**Feb 3-May 25                      Instructor: Homan                      1:00-4:00                      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.

**Feb 3-May 25                      Instructor: Strebel                      4:00-7:00                      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).

**Feb 3-May 25                      Instructor: Worrall                      7:00-10:00                      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 30-May 28                      Instructor: Ericson                      1:00-4:00                      Friday                      22-116**

**BUS 690 SEMINAR IN BUSINESS POLICY AND STRATEGIC MANAGEMENT (3 UNITS)**

Capstone seminar in business policy and strategic management. Emphasizes international environment. Solutions to organizational and functional problems through case studies. Prerequisites: Average grade of C in BUS 682, MKTG 431, ISYS 363, BA 412, FIN 350, BUS 360, and MGMT 405

**Jan 29-May 27                      Instructor: Kowalczyk                      1:00-4:00                      Thursday                      22-116**

**FIN 350 BUSINESS FINANCE (3 UNITS)**

Sources, methods, and instruments used by firms in obtaining and utilizing funds, in domestic and international markets, for short- and long-term operations, designed to maximize shareholders' wealth. Prerequisites: ACCT 101, ECON 101, BA 110, 212; ISYS 263 recommended.

**Jan 29-May 27                      Instructor: TBA                      7:00-10:00                      Thursday                      2-10**

**TEACHING CREDENTIALS FOR ELEMENTARY & SECONDARY EDUCATION**

The Teaching Credential Programs offered at Cañada College are especially designed for teachers who are not fully credentialed and who have not yet begun a credential program at another institution. Applicants must hold a baccalaureate degree from an accredited institution, fulfill a minimum requirement of 45 hours of Early Field Experience, have verified subject matter competence, and take the CBEST prior to applying to the Multiple or Single Subject Credential Program.

**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**

415-338-1058

Email: [vlane@sfsu.edu](mailto:vlane@sfsu.edu)

Web Address: <http://www.sfsu.edu/~apd/canada>

**CLASSES FOR SPRING 2004 AT CAÑADA COLLEGE****EED 679.25 CURRICULUM AND INSTRUCTION IN SCIENCE (3 UNITS)**

Planning, developing, teaching, and evaluating learning experiences in science. Performance based objectives. Classwork, 1 unit; laboratory, 2 units. Prerequisite: Admission to Multiple Subject Credential program.

**Feb 3-May 25                      Instructor: Whiteley                      4:00-7:00                      Tuesday                      18-311**

**EED 681.25 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.

**Jan 29-May 27                      Instructor: Shakes                      4:00-7:00                      Thursday                      17-109**

**EED 682.26 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.

**Feb 2-May 24                      Instructor: Ellis                      4:00-7:00                      Monday                      13-211**

**EED 684.26 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 Subject Credential program.

**Jan 29-May 27                      Instructor: Garfield                      4:00-7:00                      Thursday                      3-104**

**EED 686.02 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 28-May 26                      Instructor: Ellis                      4:00-7:00                      Wednesday                      13-211**

**SED 720.23 READING IN THE SECONDARY SCHOOL (3 UNITS)**

Reading problems of adolescents; developing remedial techniques and technical vocabulary; motivating the hard-to-reach adolescent; problems of cultural diversity. Prerequisite: None stated.

**Feb 2-May 24                      Instructor: Kinsella                      4:00-7:00                      Monday                      22-116**

**SED 753.23 URBAN SECONDARY EDUCATION (3 UNITS)**

Problems of educating multi-cultural urban youth: attitudes of minority students, parents, and community members toward secondary schools; development of appropriate teaching strategies. Prerequisite: Consent of instructor.

**Feb 2-May 24                      Instructor: Jones                      4:00-7:00                      Monday                      2-10**

**SED 800.23 ADOLESCENT DEVELOPMENT (3 UNITS)**

Teacher-student relationships and social groupings in school cultures. Prerequisite: Student teaching or equivalent experience or consent of instructor.

**Feb 4-May 26                      Instructor: Kell                      4:00-7:00                      Wednesday                      22-116**

**MASTER OF BUSINESS ADMINISTRATION**

The Accelerated MBA is a fixed curriculum, cohort program designed to accelerate mid-career professionals into executive management. Each Saturday students attend two classes, and in 23 months they earn an MBA. Specialized courses include seminar courses in leadership, international business, international business negotiating, emerging issues in management, and strategic management.

The program is accredited by the most respected accrediting association in the U.S.A.: AACSB International. This accreditation insures continuous improvement of faculty and programs in all areas including teaching, research, professional service, and program content.

**FOR SPECIFIC PROGRAM INFORMATION INCLUDING TUITION AND FEES, PLEASE CONTACT:**

**Crystal Kam**

*AMBA Office*

415 405-3692

Email: [amba@sfsu.edu](mailto:amba@sfsu.edu)

**Dr. Sally Baack**

415 338-6421

Email: [sbaack@sfsu.edu](mailto:sbaack@sfsu.edu)

Web address: [www.sfsu.edu/~amba](http://www.sfsu.edu/~amba)

**CLASSES FOR SPRING 2004 AT CAÑADA COLLEGE****BUS 883 ECONOMICS FOR MANAGERS (4 UNITS)**

Quantitative topics include mathematics of finance and elementary calculus with business applications. Description and analysis of the macroeconomic and microeconomic environments within which businesses operate. Applications of intermediate level economic theory to business operations and management decisions on a local, national, and multinational basis.

**Jan 10-April 17                      Instructor: TBA                      8:00-6:00                      Saturday                      22-116**

**BUS 888 ORGANIZATIONAL BEHAVIOR, DESIGN AND CHANGE (4 UNITS)**

Introduction to management, organization theory, and modern behavioral analysis applied to conventional management problems in domestic and international environments. The study of complex organizations through analyzing interrelationships among structure, strategy, systems, people, and management style. Analysis of contemporary concepts, practices, and problems related to organization effectiveness impacted by changing domestic and international environments.

**Jan 10-Apr 17                      Instructor: TBA                      8:00-6:00                      Saturday                      22-116**

**BUS 881 FINANCIAL AND MANAGERIAL ACCOUNTING (4 UNITS)**

Financial and managerial accounting survey, including relevant standards and concepts. Financial statement preparation; use of accounting information in planning, control, and decision making. Measurement and reporting of financial position and income.

**Apr 24-July 31                      Instructor: TBA                      8:00-6:00                      Saturday                      22-116**

**BUS 887 STRATEGIC MARKETING (4 UNITS)**

Introduction to both domestic and international marketing concepts, theories, techniques, and marketing environmental parameters, a case, issues-oriented seminar integrating corporate mission with development of strategic marketing plans for product markets. Selecting marketing planning units, situational analysis, target market strategies, and positioning statements to reflect global short/ long-range environment.

**Apr 24-July 31                      Instructor: TBA                      8:00-6:00                      Saturday                      22-116**



## BACHELOR OF ARTS IN LIBERAL STUDIES-ACCELERATED DEGREE PROGRAM WITH OPTION IN BUSINESS STUDIES

Through Cañada College and California State University Hayward, San Mateo County employees have the opportunity to earn an Associate of Science Degree in Business Administration and a Bachelor of Arts Degree in Liberal Studies with an option in Business Studies. Liberal Studies graduates are able to pursue a broad range of careers and occupations in community service, business, and government institutions. Taught in accelerated eight-week sessions, scheduled on Monday/Wednesday or Tuesday/Thursday evenings, classes are held at the San Mateo County Office of Education, located at 455 County Center Dr. in Redwood City.

**FOR SPECIFIC INFORMATION INCLUDING TUITION AND FEES, PLEASE CONTACT:**

***Ileana Gadea, Project Director***

*University Center*

*Cañada College*

*650 306-3141*

*Email: gadeai@smccd.net*

### CLASSES FOR SPRING 2004 AT THE SAN MATEO COUNTY OFFICE OF EDUCATION

#### **MATH 122 INTERMEDIATE ALGEBRA I (SESSION 1) (3 UNITS)**

This course is equivalent to the first half of MATH 120. Topics include a review of equations, absolute value, lines and graphs, functions, rational exponents, radical expressions and equations, and quadratic equations. Prerequisite: MATH 110 or MATH 112.

**Jan 20-March 16                      Instructor: Choi                      6:30-9:30                      T TH                      455 County Center Dr., Redwood City**

#### **ACTG 131 MANAGERIAL ACCOUNTING (SESSION 2) (4 UNITS)**

Students prepare financial information used in the planning, organizing, directing, controlling, and decision-making process. Includes managerial accounting concepts, systems for manufacturing business, cost behavior and cost estimating, budgeting, break-even analysis, financial statement analysis, and accounting for not-for-profit organizations. Prerequisite: ACTG 121.

**Jan 21-March 15                      Instructor: Randall                      5:30-9:45                      MW                      455 County Center Dr., Redwood City**

#### **BUS 103 INTRO. TO BUSINESS INFORMATION SYSTEMS (SESSION 1) (3 UNITS)**

Overview of business computer systems including hardware, software, flow-charting, and programming in BASIC. Introductory units on the microcomputer and software packages (spreadsheets, word processing, database, and DOS commands) used in business are analyzed also. Prerequisite: None.

**March 17-May 17                      Instructor: Trugman                      5:30-8:30                      MW                      455 County Center Dr., Redwood City**

#### **MATH 123 INTERMEDIATE ALGEBRA II (SESSION 2) (3 UNITS)**

This course is equivalent to the second half of MATH 120 and is a continuation of MATH 122. Topics include composition of functions, inverse functions, exponential functions, and logarithmic functions. Optional topics include the conic sections and nonlinear systems. Prerequisite: MATH 122.

**March 23-May 20                      Instructor: Choi                      6:30-9:30                      T TH                      455 County Center Dr., Redwood City**

**BACHELOR OF ARTS IN LIBERAL STUDIES DISTRIBUTED**

California State University Monterey Bay offers an online degree program in Liberal Studies which integrates the arts and humanities with the natural, social, and technological sciences. The Liberal Studies major offers a solid multidisciplinary foundation for graduates interested in pursuing entry-level positions or graduate programs in the fields of education, social work, law, and business.

**FOR SPECIFIC PROGRAM INFORMATION INCLUDING TUITION AND FEES, PLEASE CONTACT:**

**Dan Granger, Director of Distributed Learning and Extended Education**  
 (831) 582-4500  
 Email: [dan\\_granger@csumb.edu](mailto:dan_granger@csumb.edu)  
 Web address: <http://csumb.edu/academic/schedule/spring2004/LS.html>

**CLASSES FOR SPRING 2004 AT CAÑADA COLLEGE****CST 101 TECHNOLOGY TOOLS SEC .50 (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 26-May 20                      Instructor: TBA                      Online Course**

**CST 102 THE INTERNET (4 UNITS)**

Online laboratory course that examines the management and organizational structure of the Internet, its topography, transmission media, and participants. Covers Web authoring, FTP, Telnet, newsgroups, electronic mail, Netiquette, online research, evaluating information resources, correctly citing Internet resources, and weekly online discussions. (Offered only as interest warrants.) Prerequisite(s): Some basic familiarity with computers (Mac or PC), or instructor consent.

**Jan 26-May 20                      Instructor: TBA                      Online Course**

**CST 301 PROSEMINAR: MINORS & CERTIFICATES (1 UNIT)**

Proseminar for students who wish to pursue a Minor in Communications Design.

**Jan 26-May 23                      Instructor: TBA                      Online Course**

**CST 341 INTRODUCTION TO INSTRUCTIONAL DESIGN (4 UNITS)**

Introduces instructional design to create training and educational materials in business and education. Includes the principles of design for job aids, videos, programming, and computer-based training. Prerequisite(s): Instructor consent.

**Jan 26-May 20                      Instructor: TBA                      Online Course**

**ESSP 204 INTRODUCTION TO LIFE SCIENCES (4 UNITS)**

Surveys life science topics, including structure of living cells and their function (cell biology and physiology); life cycle, reproduction and evolution (genetics and evolution); and living and nonliving components in environments (ecology). For non-science majors, particularly Liberal Studies majors. Prerequisite(s): MATH 99 or MATH 130, and CST 101 or equivalents.

**Jan 26-May 20                      Instructor: Bundrick-Benejam                      Online Course**

**ESSP 304 ENVIRONMENTAL GEOLOGY FOR TEACHERS SEC .02 (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 26-May 20                      Instructor: Weber                      Online Course**

**ESSP 304L EARTH SCIENCE FOR TEACHERS LAB (1 UNIT)**

Required lab course for ESSP 304. Emphasizes inquiry-driven earth science investigations. Teaching science in a local school or after-school program is required. Corequisite(s): ESSP 304.

**Jan 26-May 20                      Instructor: Weber                      Online Course**

**HWI 260 FOUNDATIONS OF WELLNESS/EXERCISE AND FITNESS (3 UNITS)**

For individuals and educators. Addresses the core concepts of health and wellness, and the benefits of physical fitness, proper nutrition, and effective stress management. Includes self-assessments, personal wellness plans, and self-reflection on consequences of lifestyle choices. Students discover the role of physical activity in positive self-image development and of goal setting to promote lifelong participation in physical activity. Required for Liberal Studies students in Blended Program. Corequisite(s): HWI 260L.

**Jan 26-May 20                      Instructor: Bonace                      Online Course**

**HWI 374 PHYSICAL EDUCATION FOR ELEMENTARY SCHOOL CHILDREN SEC. 03 (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 26-May 20                      Instructor: Karwas                      Online Course**

**JAPN 380 JAPAN: LAND AND PEOPLE (4 UNITS)**

Introduces the Language and Culture of Japan in a thematic approach. Selected topics are geography, climate, population, and industries. Designed to develop Japanese language skills and introduce various aspects of Japanese culture related to course topics using technology and web-based materials. Hybrid course of synchronous and asynchronous learning.

**Jan 26-May 20 Instructor: Saito-Abbott Online Course**

**LS 300 MAJOR PROSEMINAR SEC .04 (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 26-May 20 Instructor: Wheeler Online Course**

**LS 391 CULTURE AND CULTURAL DIVERSITY SEC .04 (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 26-May 20 Instructor: Bynoe Online Course**

**LS 394S MULTICULTURAL CHILDREN'S LITERATURE SEC .02 (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, and psychological contexts with emphasis on differential power relationships. Requires completion of an approved community service project.

**Jan 26-May 20 Instructor: Wheeler Online Course**

**LS 400 SENIOR CAPSTONE: INTEGRATION AND SYNTHESIS (2 UNITS)**

As the culminating learning experience in the major, the Capstone course requires students to demonstrate depth of knowledge, and integration and synthesis of their learning across the disciplines through a well-defined research paper and project. It is also the final point of revision and presentation of the Learning Portfolio that was developed initially in LS 300 Major ProSeminar. Prerequisite(s): Completion of LS 300; remaining units at point of Capstone must be no more than 14 semester units (including the 2-unit Capstone).

**Jan 26-May 20 Instructor: Martin Online Course**

**MATH 308 ELEMENTARY MATHEMATICS SEC. 04 (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 26-May 20 Instructor: TBA Online Course**

**MATH 309 ELEMENTARY MATHEMATICS FROM AN ADVANCED VIEWPOINT B (4 UNITS)**

Second in a sequence of courses intended for future elementary and middle school teachers. Students in this course will develop an in-depth understanding of additional key concepts in K-8 mathematics and further develop their understanding of children's learning processes in mathematics in general. Prerequisite(s): MATH 308 with C or better, or instructor consent.

**Jan 26-May 20 Instructor: TBA Online Course**

**SBS 318 COMPUTING SKILLS FOR THE SOCIAL SCIENCES (4 UNITS)**

Covers fundamentals of computer and electronic applications necessary for success in both academia and industry. Students attain competency in the use of software and electronic communication tools to analyze and manipulate data, and present research findings. Emphasizes using multimedia technologies in the context of the social and behavioral sciences, including Web page development and design, photographic image manipulation, and web-based portfolios. Formerly known as SBSC 318.

**Jan 26-May 20 Instructor: TBA Online Course**

**SBS 356 INTRODUCTION TO GEOGRAPHY: PEOPLE, PLACES, AND ENVIRONMENT (4 UNITS)**

Using the latest instructional technology, introduces scientific principles of modern geography. Features both the cultural and environmental aspects of geography at global, regional, and local levels. Teaches perspectives that go beyond a concern with "where things are," providing discussion and analysis of basic geographical theories and methods in the context of case studies. Formerly known as SBSC 356.

**Jan 26-May 20 Instructor: Lao Online Course**

**SPAN 308 HISTORY AND CULTURE OF AZTLAN: THE SOUTHWESTERN UNITED STATES (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. Also available online. (Offered every fall semester and online as interest warrants.) Prerequisite(s): upper-division status recommended, or instructor consent.

**Jan 26-May 20 Instructor: Andrade Online Course**



# UNIVERSITY

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