

# SPRING SCHEDULE 2005



► **CLASSES START  
18 JANUARY 2005**

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

PARA MAS INFORMACIÓN Y ASISTENCIA EN ESPAÑOL LLAME AL (650) 306-3427.

# CALENDAR **2005** SPRING

Nov 1	Priority registration for EOPS and DSPS continuing students
Nov 1–Jan 17	Online registration for continuing students. WebSMART registration will be closed Dec. 25–Jan. 1 and Jan. 8.
Nov 25	Priority Registration dates for new and former EOPS and DSPS students
Nov 25–Jan 17	Online registration for new and former students. WebSMART registration will be closed Dec. 25–Jan. 1 and Jan. 8.
Nov 19	Admission Application Deadline for new & former students who wish to receive a Priority Registration date
Dec 16	Deadline for High School Concurrent Enrollment priority applications
Jan 15 & 16	Declared Recess
Jan 17	Martin Luther King, Jr. Day (Holiday)
Jan 18	<b>Day &amp; Evening Classes begin</b>
Jan 18–31	Late registration on a space available basis (See Instructor for Authorization Code.)
Jan 31	Last day to ADD a semester length course
Jan 31	Last day to DROP from a semester length course and be eligible for a refund
Feb 4	Final fee payment DUE. Students will be dropped for non-payment of fees.
Feb 7	Census Day
Feb 18	Lincoln's Birthday (Holiday)
Feb 19–20	Declared Recess
Feb 21	President's Day (Holiday)
Feb 11	Last day to drop a semester length course without a "W"
Feb 11	Last day to declare CR/NC option for designated classes
Mar 4	Last day to file petitions in Admissions & Records for degrees and certificates
Mar 4	Deficiency Reports due in Matriculation, Transfer & Articulation Office
Mar 21–27	Spring Recess
Apr 22	Last day to withdraw from semester length course with a "W"
May 20	Last day of instruction
May 21–27	Final Examinations (day & evening)
May 27	Day & Evening Classes Close
May 27	Commencement
May 30	Memorial Day (Holiday)

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

- 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 WebSMART (<http://websmart.smccd.net>).

## **Cañada College Administration**

Rosa G. Perez, *President*  
Marilyn McBride, *Vice President, Instruction*  
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*  
Richard Sapanaro, *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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Ron Galatolo, *District Chancellor*

## **Acknowledgements**

*Database Technician*  
José Peña  
*Design/Layout/Production*  
Roberta Chock

## **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.

## **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.

# 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
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
306-3444	Information Center
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
306-3392	Medical Assisting Program
325-6936	Menlo Park Center
306-3156	MESA
306-3120	Middle College
306-3270	Operations
306-3341	Physical Education Office
306-3320	Placement Tests/Assessment
306-3341	P.E./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)
306-3402	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	Rediwhheels (Disabled)
306-3399	University Center
	& Academic Support Services Division
306-3332	Upward Bound Program
306-3227	Veteran's Affairs
306-3353	Vice President, Instruction
306-3234	Vice President, Student Services
306-3258	WorkAbility III

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## 2 Admission and Registration Procedures

### 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 2005 enrollment is December 16!

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. Application packets are available online at <http://www.canadacollege.edu>, at Admissions and Records, and in high school counseling offices.

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.

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.

Concurrent Enrollment Program students taking 12 units or more are required to pay enrollment fees.

#### 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.

Under AB540 you may qualify as a resident. Contact 306-3494 for more information.

#### 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 Fall 2005 is April 15, 2005, the deadline for Spring 2006 is October 1, 2005. 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 1–JANUARY 17:

##### WebSMART registration begins

**November 1.** Detailed information on registering will be mailed to you prior to that date. 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 on or after your appointment date. If you have not received your WebSMART appointment mailer by Nov 1 please call the Admissions & Records Office at 650-306-3226.

Fill out the Class Registration Worksheet in center insert.

WebSMART online registration dates / times are:

##### Nov 1–January 17

##### WebSMART hours:

6:00 am to midnight daily

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#### CONTINUING STUDENT

You are a continuing student if you were enrolled at Cañada, CSM and/or Skyline College during Spring 2004, Summer 2004, or Fall 2004.

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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
- Print an unofficial transcript
- Update your email or mailing address

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

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

### **NOVEMBER 25–JANUARY 17:**

Complete the application in center insert, **or** apply online at <https://websmart.smccd.net>. The **early** application deadline is **November 19**.

Submit application to:

Admissions & Records  
Building 8, Room 215

#### **Hours:**

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

**or**

Mail completed application to:

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

After your application is processed, you will receive further information by mail or email. Most new students are asked to take assesment 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 appointment time.

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

### **JANUARY 18–JANUARY 31:**

1. Attend the first class meeting and ask the instructor if space is available.
2. If space is available, the instructor will give you an *Authorization Code* number to use when accessing WebSMART. (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 <https://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 or January 18–January 31 go online to WebSMART.

## **Registration in Late Start Classes for All Students (see pgs. 48–49)**

### **AFTER JANUARY 31:**

Apply and register online through WebSMART at <https://websmart.smccd.net>, or in person at the Admissions & Records. 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, the instructor will give you an *Authorization Code* number to use when accessing WebSMART. (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 <https://websmart.smccd.net> or see center insert.

*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**

You are a former student if you were registered for classes at Cañada, CSM or Skyline prior to Spring 2004 for the Spring 2005 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.

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## 4 Matriculation

### ***Matriculation Steps to Enroll in Classes for New Student, 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:

- 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.

#### ***YOU ARE EXEMPT FROM MATRICULATION IF ON YOUR APPLICATION YOU HAVE INDICATED THAT***

- you have completed an Associate or higher degree, or
- you are taking classes for personal enrichment only 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.

If you are EXEMPT from matriculation, after your application is processed you will receive in the mail an appointment to register via WebSMART.

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

Complete the Application for Admission located in the center insert of this schedule or apply online at <https://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 test results are valid for up to two years.
- 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 recommended for most of the Associate degree and university level courses.
- From the Placement Test Schedule 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.

Bring evidence of test scores or course completion to your counseling appointment, Step #4.

- 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. Complete the Online College Orientation: <http://canadacollege.edu/admissions/orientation.html>, or sign up for CRER 879 Educational Planning, 0.5 units (see Class Schedule Listing for times). Non-native speaking students who plan to enroll in English Institute classes will participate in a College Orientation through the English Institute within the first 5 weeks of school.

#### **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 Admissions & Records 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!

## STEP #4 – COUNSELING

Meet with a counselor to discuss your assessment results and select courses appropriate to your academic readiness and educational and career goals.

COUNSELING APPOINTMENTS are available through December 17, 2004. Go to the Counseling Center 5-204 or call (650) 306-3452 to schedule an appointment.

COUNSELING DROP-IN SERVICES are available January 3 – January 31. HOURS & DATES are posted on the Counseling Center door or call (650) 306-3452 to hear a recording listing counseling “drop-in” hours.

## STEP #5 – REGISTER FOR CLASSES

Return your completed MATRICULATION TICKET to the Admissions and Records Office to receive an appointment to register for your classes. Use WebSMART to register for your classes. See Class Registration Worksheet in center insert for more information regarding WebSMART. **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. Be sure to 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.

## MATRICULATION WAIVERS/

**EXEMPTIONS:** If you wish to request an exemption of any matriculation requirement, petitions are available in the Office of Admissions and Records. The Director of Matriculation reviews petitions and applicants are notified of the status of the petition within 72 hours.

## STUDENTS WITH DISABILITIES

needing assistance with any part of the matriculation process should contact the Disabled Student Service Program at (650) 306-3490, TDD: (650) 306-3161.

## SI NECESITA AYUDA EN ESPAÑOL

para enter el proceso de matriculation, presentese en la oficina de admission en el edificio #5 y pregunte por alguien que hable español. Sera nuestro placer servirle.

## Schedule of Placement Tests

Complete placement tests early to secure priority registration.

You must complete a Cañada College Application for Admission prior to testing.

You must bring your student identification number (called a “G” number) to testing.

From the list below select a date to take Cañada College placement test in English or English for Non-Native Speakers (ESL) and Mathematics. You must bring with you:

1. a PHOTO IDENTIFICATION,
2. your STUDENT IDENTIFICATION NUMBER (“G” number) , and
3. a NUMBER 2 PENCIL with you the day of the test.

**Arrive promptly as latecomers are not admitted.** Allocate 1.5 hours for completion of the mathematics test (calculators are not allowed) and 2.5 hours for completion of the English or ESL test.

**Students with disabilities who qualify for untimed testing** should contact the Disabled Student Program and Services at (650) 306-3490 to schedule testing with accommodations.

**Testing Repeat Policy:** Placement Tests are designed to assess your current academic skills and are used to determine course level placement in the areas of English, reading, and mathematics. Test results are considered current and valid for up to two years. English and reading tests and the same level math test may be repeated only once during a two year (24 month) period.

## Placement Tests Schedule for Spring 2005

Day/Date	Location	ESL Test	Math Test	English Test
Saturday, October 23	2 – 10	8:00 am	10:30 am	12:00 noon
Saturday, November 13	2 – 10	8:00 am	10:30 am	12:00 noon
Saturday, December 4	2 – 10	8:00 am	10:30 am	12:00 noon
Monday, January 3	2 – 10	6:30 pm		
Tuesday, January 4	2 – 10			6:30 pm
Wednesday, January 5	2 - 10		6:30 pm	
Saturday, January 8	2 - 10	8:00 am	10:30 am	12:00 noon
Monday, January 10	2 – 10	6:30 pm		
Tuesday, January 11	2 – 10			6:30 pm
Wednesday, January 12	2 - 10		6:30 pm	
Saturday, January 15	2 - 10	8:00 am	10:30 am	12:00 noon
<b>Spring semester begins January 18</b>				
Wednesday, January 19	2 – 10	1:00 pm		
Thursday, January 20	2 – 10			1:00 pm
Saturday, January 22	2 – 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.)

**Reservations are not required. Arrive at the testing site at least 10 minutes prior to the test.**



## 6 Placement Testing

Retrieve your placement test results from WEBSMART the following workday after 10:00 am. To access WEBSMART you must have submitted an Application for Admission. Once the application is processed a WEBSMART account is generated. The WEBSMART account is your vehicle to register for classes, to view your placement test results, your student fee account, holds, grades, and transcripts, and to update your address and phone numbers. To access WEBSMART go to <https://websmart.smccd.net/>. Click in the box labeled "START HERE – LOG IN" and follow the directions given. Print a copy of your results for your records.

### **MORE ABOUT THE MATH PLACEMENT TEST:**

At the testing site you select the level of math test you want to take. You choose between four levels tests: Test 1 Algebra Readiness, Test 2 Elementary Algebra, Test 3 Intermediate Algebra, Test 4 Precalculus. If you have completed a mathematics course one year or more ago it is recommended that you do some math review prior to taking the test. Your local library or bookstore have math review books and materials or computer software is also available to facilitate review. The following provides you some general information about what is covered within each test.

#### **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.

### **MORE ABOUT THE ENGLISH PLACEMENT TEST:**

Cañada administers the Companion Reading Comprehension and the Companion Sentence Structure tests for placement into English, Reading, and any course with a reading or English prerequisite.

### **MORE ABOUT THE ESL (ENGLISH AS A SECOND LANGUAGE) TEST:**

Cañada administers the Secondary Level English Proficiency (SLEP) test, Section 1 – Listening Comprehension and Section 2 – Reading Comprehension for non-native speakers.

### **COMPUTER LITERACY IS A REQUIREMENT FOR ALL DEGREES AND CERTIFICATES.**

Demonstration of computer literacy is a requirement for all associate degrees and Certificate programs. 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 is 50% written and 50% hands-on exercises. The Computer Literacy Testing Schedule is listed below. Students must pre-register for the test. Please contact Sharon Finn at (650) 306-3450 or [finn@smccd.net](mailto:finn@smccd.net), one week prior to the test date. Testing takes place in Building 13, Room 217.

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

Monday February 7	from 1-3 p.m.
Tuesday March 8	from 4-6 p.m.
Wednesday April 13	from 4-6 p.m.
Thursday May 5	from 1-3 p.m.

### **Prerequisite Information**

PREQUISITE is a condition of enrollment that a student is required to meet in order to demonstrate readiness for

enrollment in a course or educational program. If the student has failed to meet the prerequisite, the student may be involuntarily dropped for the course.

COREQUISITE is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. If the student has failed to meet the corequisite, the student may be involuntarily dropped from the course.

RECOMMENDED is advisory only. When you see the "recommended" notation it reflects a condition of enrollment that is strongly advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

### **PREREQUISITE CHECKING AND REGISTRATION BLOCKS**

The San Mateo County Community College District has established a procedure for enforcing certain prerequisites. The following list of courses have computerized prerequisite checking in place: English 836, English 100, English 110, and English 165. If a student has not met the prerequisite(s) through either prerequisite course completion or placement test/assessment results he/she is blocked from enrolling in these courses. The block is in effect throughout the registration period. Even if a student secures an authorization code from the instructor, the block remains and the student is unable to register if the prerequisite requirement has not been met. Prerequisites cannot be waived.

If a student believes he/she has met the prerequisite or if he/she wishes to challenge it, review the following information which is also available on the college web site. Students are reminded that ALL prerequisites continue to be enforced. If you do not meet the course prerequisite you are ineligible to enroll in the class. Students who fail to meet the prerequisite or corequisite requirements may be involuntarily dropped from the course.



## **PREREQUISITE CHALLENGE PROCEDURES**

Prerequisite challenges must be submitted to Admissions & Records on or before **Monday, January 24, 2005** for the Spring Semester. Challenging course prerequisites or co-requisites requires written documentation that explains the alternative course work, background, and/or abilities that prepare a student for the course. Any challenge must be based on one or more of the following grounds.

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

The student shall bear the burden of showing that grounds exist for the challenge. If the challenge is approved, the student shall be permitted to enroll in the course or program in question. To challenge, pick up a PREREQUISITE CHALLENGE FORM from the Admissions and Records Office. Complete the form and attach documentation to support the challenge and submit on or before the deadline dates listed above.

## **Student Support Services**

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

Call the Counseling Center , (650) 306-3452, to schedule an appointment to meet with a counselor/advisor. If you are in the EOPS program call (650) 306-3300 to schedule an appointment with an EOPS counselor. All Counselor/Advisors are generalists and can assist students with certificate programs,

Associate degree programs, and transfer information.

Counseling/advising 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.

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 MonsterTrak 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!**

College and universities offer programs in support of transfer admissions. Some programs provide GUARANTEED admission to students. Visit the Transfer Services Office for more information, or call (650) 306-3372.

UC Davis: Transfer Admission Agreements (TAA)

UC Santa Barbara: Transfer Admission Agreements (TAA)

UC Santa Cruz: Guaranteed Admission for Transfer Entry (GATE)

UC Riverside: Transfer Admission Guarantee (TAG)

California State University at

Monterey Bay: Transfer Admission Agreement (TAA)

San Jose: Transfer Admission Agreement (TAA)

University of Santa Clara: Transfer Admission Agreement (TAA)

### **TRANSFER STUDENTS CAN LEAVE CAÑADA COLLEGE WITH A DEGREE IN UNIVERSITY STUDIES**

Planning to transfer to a 4-year college or university? Then also plan to leave Cañada College with an Associate Degree with a major in University Studies! Complete your requirements to transfer to achieve this degree. Meet with a counselor to learn more about this opportunity. To schedule an appointment call (650) 306-3452.

## 8 Programs/Services for Student Success

*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 Basketball  
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 Athletic Director, Building 1, Room 206.

### ***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  
8:00 am–8:00 pm, Monday–Thursday  
8:00 am–2:00 pm, Friday

Educational research indicates that counseling, career and transfer services play a vital role in student success. Please review page 7 in this class schedule which describes 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 **Disability Resource Center**.

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.

Information and applications are available in English and Spanish on the DSPS Web site: [www.canadacollege.edu/student/disabled.html](http://www.canadacollege.edu/student/disabled.html).

## ***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

7:30 am–4:30 pm, Monday - Thursday

7:30 am–12:00 pm, Friday

5:00 pm–8:00 pm, 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. March 2 is the deadline each year for Cañada College scholarship program. Applications are available in January. Outside scholarship information is available year-round.

**Cañada College does not certify educational student loans.**

## ***Freshman Success Program***

The first year of college is a critical one for students as it can set the foundation for academic performance as well as the development of social networks. Freshman Success is an innovative approach to the traditional educational experience, created by linking an English or Math class with a College Success course. The two instructors in the linked classes act as a team. The students also become a team, joining what is called a “cohort” or a group by enrolling in BOTH of the linked classes. Through shared classes and experiences, students receive personalized attention

from both instructors. This “linkage” of courses and instructors encourages students to strengthen academic skills and to experience an interactive and collaborative approach to learning.

Benefits of Participation in the Freshman Success Program:

- Eases the transition and adjustment to the college environment.
- Promotes a sense of connectedness.
- Addresses critical student success strategies such as time management, study skills, organization, goal setting, decision-making and teamwork.
- The curriculum for both classes is often connected, providing immediate opportunities to apply what has been discussed in class (e.g., note-taking, learning styles).
- Increases intellectual interaction among students and between students and faculty.
- Introduces students to college programs, services and resources

31335 MATH 111 AB Elementary Algebra  
*linked to*

39686 CRER 401 AB College Success

38878 ENGL 836 AC Writing Development  
*linked to*

39685 CRER 401 AA College Success

## ***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



## 10 Programs/Services for Student Success

- ◆ 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) 325-0164

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
- ◆ Alternate Media Lab
- ◆ 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.**

### 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) 306-3156

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) 306-3156 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 High School

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 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, however Middle College students taking 12 units or more are required to pay partial enrollment fees. 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.

## ***Upward Bound Program***

Building 17, Room 112  
(650) 306-3332

also: Sequoia High School Room AC3  
(650) 367-9780-6424

Upward Bound Program started its operation at Cañada College during the 2003-2004 academic year. It is a federally funded program for low-income and first generation high school students to successfully complete their high school education, enter colleges/universities and graduate from the four-year colleges/universities.

Cañada College partners with Sequoia Union High School and serves 50 eligible

students who attend SUHS and/or who reside in East Palo Alto and Fair Oaks areas.

It is a rigorous academic program where students receive intensive tutoring, Saturday College instruction and a six-week Summer academic curriculum.

For further information about the Upward Bound Program at Cañada College, please contact 650-306-3332.

## ***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 and Career 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.

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## ***Community Events Calendar***

### ***KINDERCAMINATA***

April 15, 2005

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

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

Saturday, March 5, 2005, 9:00 am–5:00 pm

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

### ***CAÑADA COLLEGE THEATER ARTS PRODUCTION***

Opening Gala Thurs. March 31, 7:30 pm,

Performances: Friday April 1, 7:30 pm, Sat, April 2, 7:30 pm, April 7, 8, 9th, 7:30 pm and Sunday April 10th at 2pm

Production title TBA

Please check our website—

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

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# 12 Schedule of Classes — A

## CAN Numbers

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

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

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

a condition of enrollment that a student is required to meet. Usually, a prerequisite is a course which must be completed successfully before enrolling in a course which follows. For example, English 100 is a course prerequisite for English 165. In order to successfully complete a course a grade of "C" or better must be earned in the designated course. A Corequisite is a course that a student is required to take concurrently with another course. 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 SHADED.

Course Reference Number	Department & Section	Days Class Meets	Time Class Meets	Building & Room	Instructor	Number of Units	Short Course Dates
35366	ART 125 AX	Mon	3:10-6:15	13-17	Cornell	1.0	01/24-02/28

Note: An "X" in the section designator, such AX or JX, indicates a class that is cross-listed. Cross-listed classes are those which are offered under more than one department, or which involve instruction at more than one skill level during the same class period.

## 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 836, ENGL 836 or 400, and MATH 111. (CAN BUS 2) (CAN BUS SEQ A = ACTG 121 + 131) (CSU, UC)

30821 ACTG 121 AA MWF 1 1:10-12:35 13-116 Roscelli 5.0

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

34074 ACTG 121 LA Wed 6:10-10:00 17-109 Claire 4.0

### ACTG 131 MANAGERIAL ACCOUNTING

Financial information used in planning, organizing, directing, controlling, and decision-making processes. 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. Recommended for all business major transfer students. RECOMMENDED: Eligibility for READ 836, and ENGL 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 17-109 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 836, and ENGL 836 or 400.

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

38831 ACTG 180 LA Thu 6:30-9:30 13-113 Gawad 1.5 01/20-03/10

### ACTG 190 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE PARAPROFESSIONAL I

Development and operation of a computerized accounting system using QuickBooks or QuickBooks Pro. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: ACTG 100 or 121 (4 units) or equivalent and BUS. 430 or equivalent. (CSU)

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

39718 ACTG 190 LA Tue 6:30-9:30 13-213 Gawad 1.5 01/18-03/08

**ACTG 190 has a non-refundable materials charge of \$4.**

### ACTG 192 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE PARAPROFESSIONAL II

Intermediate accounting procedures covering accounts receivable and payable, payroll, and inventory control for the paraprofessionals using QuickBooks and QuickBooks Pro on the computer. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: ACTG 190. (CSU)

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

39719 ACTG 192 LA Tue 6:30-9:30 13-213 Gawad 1.5 03/29-05/17

**ACTG 192 has a non-refundable materials charge of \$4.**

### 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 836, and ENGL 836 or 400. (CSU)

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

38320 ACTG 194 WA Sat 8:00-5:00 13-213 Claire 1.0 01/22-01/29

**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 836, ENGL 836 or 400, and MATH 110. PREREQ: ACTG 194. (CSU)

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

38321 ACTG 196 WA Sat 8:00-5:00 13-213 Claire 1.0 02/05-02/12

**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 836, and ENGL 836 or 400. (CSU, UC)

30838 ANTH 105 AA MWF 10:10-11:00 17-103 Gresham 3.0

### ANTH 110 CULTURAL ANTHROPOLOGY

Comparison of human behavior expressed in different cultures, religions, economies, personalities, kinships and families throughout the world. RECOMMENDED: Eligibility for READ 836, and ENGL 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 courses(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 836, and ENGL 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 836, and ENGL 836 or 400. (CSU)

#### Telecourse:

37434 ANTH 350 TV See pages 46-47 TV 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 836, and ENGL 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 836, and ENGL 836 or 400.

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

*Evening and/or Weekend courses(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 836, and ENGL 836 or 400. (CSU)

*Telecourse:*

36814 ART 100 TV See pages 46-47 TV Staff 3.0

Orientation meeting is held at College of San Mateo.

#### ART 101 HISTORY OF ART I

Survey of prehistoric, ancient, classical and medieval art, emphasizing the structure of architecture and sculpture, and their use in society. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CAN ART 2) (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 836, and ENGL 836 or 400. (CSU, UC)

39275 ART 102 AA TTh 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 836, and ENGL 836 or 400. (CSU, UC)

30850 ART 103 AA MW 12:10-1:25 3-148 Erickson 3.0

#### ART 125 ASIAN ART FOR INTERIORS: CHINA AND KOREA (ALSO INTD 320)

A broad survey of historic and contemporary Asian art from China and Korea. (Partially fulfills Associate degree Ethnic Studies requirement.) RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

35366 ART 125 AX Mon 3:10-6:15 13-17 Cornell 1.0 01/24-02/28

#### ART 126 ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA (ALSO INTD 321)

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 836, and ENGL 836 or 400. (CSU)

35367 ART 126 AX Mon 3:10-6:15 13-17 Cornell 1.0 03/07-04/11

#### ART 127 ASIAN ART FOR INTERIORS: JAPAN, INDIA, AND THE PHILIPPINES (ALSO INTD 322)

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 836, and ENGL 836 or 400. (CSU)

35368 ART 127 AX Mon 3:10-6:15 13-17 Cornell 1.0 04/18-05/16

#### ART 680 THE ART AND ARCHITECTURE OF FLORENCE

This is a historic overview of one of the greatest centers of world art, featuring the remarkable artists and patrons who made Florence the "Cradle of the Renaissance" RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

30869 ART 680 AA Fri 12:10-2:15 3-148 Erickson 1.0 03/04-04/29

### MULTIMEDIA ART

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

#### 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 836, and ENGL 836 or 400. (CSU)

34733 ART 314 AA MW 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 836, and ENGL 836 or 400. (CSU, UC)

39331 ART 325 AA TTh 9:45-11:00 13-211 Bazak 3.0

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

#### 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 836, and ENGL 836 or 400. (CSU, UC)

*Evening and/or Weekend courses(s)*

39333 ART 362 LA Mon 6:30-9:35 13-211 Sims 3.0

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

#### ART 368 WEB DESIGN I

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

38942 ART 368 AA MW 11:10-12:25 13-211 Castillo 3.0

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

#### ART 369 WEB DESIGN II

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

*Evening and/or Weekend courses(s)*

39528 ART 369 LA Wed 6:30-9:20 13-211 Castillo 3.0

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

## 14 Schedule of Classes — A

### 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 836, and ENGL 836 or 400. (CSU)

38936 ART 372 AA Thu 1:10-4:00 13-211 Mecorney 3.0

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

### ART 376 DIGITAL IMAGING I

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

38935 ART 376 AA Wed 1:10-4:00 13-211 Mecorney 3.0

**ART 376 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 836, and ENGL 836 or 400. (CSU)

39529 ART 379 AA Thu 4:10-7:00 13-211 Castillo 3.0

**ART 379 has a non-refundable materials charge of \$6.**

### ART 389 MULTIMEDIA CAREERS

Introduction to the multimedia job market and employment niches. The class describes multimedia and the varied work environments including full time and contract opportunities, as well as job search techniques, resume and cover letter writing skills. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 420 and ENGL 100. (CSU)

39530 ART 389 AA Tue 1:10-4:00 13-211 Castillo 1.5 01/25-03/15

### 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 836, and ENGL 836 or 400. (CSU)

39332 ART 390 AA Mon 1:10-4:00 13-211 Mecorney 1.5 04/04-05/23

**ART 390 has a non-refundable materials charge of \$4.**

### ART 680 PHOTOGRAPHIC RETOUCHING

Repair, retouch, restore and revitalize your old, damaged or faded photographs with Adobe PhotoshopCS! Learn to color correct, remove blemishes and scratches. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39531 ART 680 AF Tue 4:10-7:00 13-211 Mecorney 1.5 01/18-03/08

**ART 680 AF has a non-refundable materials charge of \$4.**

# Interested in Multimedia Design?

**Upgrade** your Skills, **Learn** New Ones, **Impress** your Employer or **Start** your Design Career!  
Transfer to a four year college or university!

## MULTIMEDIA CERTIFICATE OF PROFICIENCY (30 units) Proposed Semester Sequence

1  
Bus440 MacApps  
Bus430 WinApps  
Art301 Design or  
Art201 Form & Composition  
Art314 Intro to Comp Grfx

2  
Art214 Color or  
Art303 Color Design  
Art376 Digital Imaging I  
Art368 Web Design I

3  
Art372 Digital Illustrator  
Art377 Digital Imaging II

4  
Art389 Multimedia Careers  
Art390 Portfolio Creation

### Electives:

Art325 Digital Painting / Art361 Digital Video / Art362 Digital Photography / Art369 Web Design II  
Art373 Digital Audio I / Art378 Digital Page Layout / Art379 Digital Animation I

**Plus!** GRAPHIC DESIGN CERTIFICATE (16.5 units) / WEB DESIGN CERTIFICATE (16.5 units)  
ASSOCIATE IN ARTS / TRANSFER PROGRAM / MULTIMEDIA ART AND TECHNOLOGY



And! ...Our Studio is Cross Platform! Work on your favorite operating system!

Want to know more? Want a tour of the Multimedia Studio? Want to get started?

click\_\_<http://www.canadaollege.edu/multimedia>\_\_email\_\_[canmultimediar@smccd.net](mailto:canmultimediar@smccd.net)\_\_call\_\_650.306.3330

# Schedule of Classes — A–B 15

## ART 680 COLOR MANAGEMENT

An introduction to the theory and technology of color management. Match what you see on the monitor to the print on the paper! RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39532 ART 680 AG Tue 4:10-7:00 13-211 Mecorney 1.5 03/29-05/17

**ART 680 AG has a non-refundable materials charge of \$4.**

## EN ESPAÑOL

## ART 362 FOTOGRAFIA DIGITAL

Introducción a la teoría y tecnología de la fotografía digital. Exploración de la cámaras digitales tanto para uso profesional como commercial. Se requieren dos horas de laboratorio extras por semana. RECOMENDACION: Elegibilidad para LECTURA 836 y INGLES 836 o 400.

*Curso dado en el Centro de OICW/Menlo Park*

39721 ART 362 MB Mon 6:30-9:35 MPCL1 Castillo 3.0

**ART 362 tiene una cuota para materiales de \$6.**

## STUDIO ART

## 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

*Evening and/or Weekend courses(s)*

38870 ART 201 LA TTh 6:30-9:30 3-260 Staff 3.0

## ART 204 DRAWING I

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

30854 ART 204 AA TTh 1:10-4:00 3-260 Staff 3.0

## ART 207 LIFE DRAWING

A study of the human figure through the application of various drawing principles, emphasizing perceptual sensitivity. BSL: Open Curriculum. PREREQ: ART 201 or ART 204. (CSU, UC)

39704 ART 207 AA MW 9:10-12:00 3-260 Morales 3.0

## 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 9:10-12:00 3-227 Staff 3.0

## 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 AX MW 1:10-4:00 3-260 Morales 3.0

## ART 222 PAINTING II

Develops awareness of optical potential of the painted surface. Acrylics, oil paint, and other media are used. BSL: Open Curriculum. PREREQ: ART 221. (CSU, UC)

39724 ART 222 AX MW 1:10-4:00 3-260 Morales 3.0

## 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 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 courses(s)*

38359 ART 351 LA Wed 5:30-9:35 3-262 De Camp 3.0

## 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 836, and ENGL 836 or 400, and MATH 111. (CSU, UC)

30870 ASTR 100 AA MWF 11:10-12:00 22-116 Preston 3.0

*Evening and/or Weekend courses(s)*

30871 ASTR 100 LA Tue 7:05-9:50 22-113 Digel 3.0

**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 836, ENGL 836 or 400, and MATH 120 or 122. PREREQ: Completion of or concurrent enrollment in ASTR 100. (CSU, UC)

*Evening and/or Weekend courses(s)*

33358 ASTR 101 LA Mon 7:05-10:10 16-106 Vanajakshi 1.0

30872 ASTR 101 LB Thu 7:05-9:50 16-106 Digel 1.0

## ASTR 110 INTRODUCTION TO COSMOLOGY

Survey of modern cosmology; study of the nature and evolution of the universe including superstrings, quasars, black holes, galactic collisions, dark matter, vacuum energy and theories of the origin and ultimate fate of the universe; other solar systems and search for extra-terrestrial life. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400, and MATH 111. (CSU, UC)

*Evening and/or Weekend courses(s)*

39733 ASTR 110 LA Wed 7:05-9:50 22-113 Vanajakshi 3.0

## BIOLOGICAL SCIENCES

## BIOL 100 INTRODUCTION TO THE LIFE SCIENCES

Nature of the physical and chemical aspects of life. Plant and animal interrelationships and interdependencies. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU, UC)

30873 BIOL 100 AA MWF 10:10-11:00 17-203 Rhodes 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 836, and ENGL 836 or 400. (CSU, UC)

30874 BIOL 110 AA MWF 11:10-12:00 17-203 Staples 4.0

Mon 1:10-4:15 16-212

30877 BIOL 110 AB MWF 11:10-12:00 17-203 Staples 4.0

Wed 8:10-11:00 16-212

*Evening and/or Weekend courses(s)*

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

## 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 836, and ENGL 836 or 400. (CSU, UC)

*Evening and/or Weekend courses(s)*

30881 BIOL 130 LA Thu 7:05-9:50 17-203 Staff 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 TTh 8:10-12:25 18-221 Welles 5.0



# 16 Schedule of Classes — B

## 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 836, and ENGL 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	9:45-11:00	22-116	Staples	4.0
	TTh	8:10-9:25	16-204		
39410 BIOL 240 AB	TTh	9:45-11:00	22-116	Staples	4.0
	TTh	11:10-12:25	16-204		

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

30883 BIOL 240 LA	TTh	5:30-6:45	16-204	Torok	4.0
	TTh	7:00-8:15	17-209		
39712 BIOL 240 LB	TTh	7:00-8:15	17-209	Torok	4.0
	TTh	8:30-9:45	16-204		

## 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 836, and ENGL 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	22-116	Hirzel	4.0
	Mon	2:05-5:15	18-213		
39015 BIOL 250 AB	MW	12:35-2:00	22-116	Hirzel	4.0
	Wed	9:10-12:00	18-213		

### Evening and/or Weekend courses(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	12:35-3:25	18-213		
39710 BIOL 260 AC	MWF	11:10-12:00	17-103	Staff	5.0
	MF	8:00-11:05	18-213		

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

39345 BIOL 260 LA	Thu	7:05-9:50	17-207	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 836, ENGL 836 or 400, and MATH 111. (CAN FCS 2) (CSU, UC)

30884 BIOL 310 AA	MWF	9:10-10:00	17-203	Staff	3.0
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### Evening and/or Weekend courses(s)

30885 BIOL 310 LA	Tue	6:30-9:35	17-205	Staff	3.0
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## BUSINESS/OFFICE TECHNOLOGY

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

Para cursos de Negocios/Tecnología de la Oficina en Español, véa el final de esta sección.

### 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 836, and ENGL 836 or 400. (CSU, UC)

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

38867 BUS. 100 LA	Tue	7:05-9:50	13-114	Thiele	3.0
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### Telecourse:

36815 BUS. 100 TV	See pages 46-47	TV	Janssen	3.0
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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 836, and ENGL 836 or 400. (CSU, UC)

30891 BUS. 103 AA	MWF	8:10-9:00	13-213	Trugman	3.0
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**BUS. 103 has a non-refundable materials charge of \$6.**

#### BUS. 110 BUSINESS ARITHMETIC

Review of basic arithmetic skills -- addition, subtraction, multiplication, division, fractions, decimals, trade discounts, and other business problems. Units do not apply toward AA/AS degree. Open entry/Open exit. BSL: Open Curriculum.

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

39728 BUS. 110 LX	Thu	7:05-9:50	13-216	Trugman	3.0
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### On-Line course:

39726 BUS. 110 OL	By Arrangement	On-line	Trugman	3.0
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Mandatory Orientation Meeting: Thurs., 01/20, 7:10-8:00 pm, Bldg. 13, Room 216.

#### BUS. 115 BUSINESS MATHEMATICS

Calculations involving taxes, discounts, negotiable instruments, periodic payments, compensation methods, inventory pricing, depreciation, and present value. RECOMMENDED: Eligibility for READ 836, ENGL 836 or 400, and MATH 111. PREREQ: BUS. 110. (CSU)

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

39729 BUS. 115 LX	Thu	7:05-9:50	13-216	Trugman	3.0
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### On-Line course:

39727 BUS. 115 OL	By Arrangement	On-line	Trugman	3.0
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Mandatory Orientation Meeting: Thurs., 01/20, 7:10-8:00 pm, Bldg. 13, Room 216.

#### 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 836, and ENGL 836 or 400. (CSU)

### Telecourse:

36817 BUS. 170 TV	See pages 46-47	TV	Janssen	3.0
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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 836, and ENGL 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 190, 192, 194 and 196)

#### BUS. 150 SMALL BUSINESS MANAGEMENT

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

### Telecourse:

36816 BUS. 150 TV	See pages 46-47	TV	Von Bleichert	3.0
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Orientation meeting is held at College of San Mateo.

#### 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 836, and ENGL 836 or 400. (CSU)

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

38721 BUS. 395 LA	Tue	6:30-9:30	13-116	Genevro	1.0	01/18-02/22
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# Schedule of Classes — B 17

## 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 836, and ENGL 836 or 400. (CSU)

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

38723 BUS. 396 LA	Tue	6:30-9:30	13-116	Genevro	1.0	03/01-04/12
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## 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 talk to entrepreneurs, identify your target customers and position your company for success. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

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

38722 BUS. 397 LA	Tue	6:30-9:30	13-116	Fraser	1.0	04/19-05/24
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## 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 836, and ENGL 836 or 400. May be repeated for credit up to 3 units. (CSU)

37702 BUS. 398 LA	By Arrangement	13-121	Thiele	1.0-3.0	1/18-5/20
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**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 836, and ENGL 836 or 400. (CSU)

35283 BUS. 415 AX	TTh	8:10-9:25	13-217	Finn	1.5	01/18-03/10
39293 BUS. 415 BX	TTh	8:10-9:25	13-217	Finn	1.5	03/15-05/12

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

35312 BUS. 415 LX	Mon	6:30-9:30	13-214	Jung	1.5	01/24-03/28
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**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 836, and ENGL 836 or 400. PREREQ: BUS. 415. (CSU)

35294 BUS. 417 AX	TTh	8:10-9:25	13-217	Finn	1.5	01/18-03/10
38619 BUS. 417 BX	TTh	8:10-9:25	13-217	Finn	1.5	03/15-05/12

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

35315 BUS. 417 LX	Mon	6:30-9:30	13-214	Jung	1.5	01/24-03/28
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**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 836, and ENGL 836 or 400. (CSU, UC)

30929 BUS. 430 AA	TTh	9:45-11:00	13-217	Thiele	1.5	01/18-03/10
30930 BUS. 430 AB	MWF	9:10-10:00	13-217	Thiele	1.5	01/19-03/18

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

36730 BUS. 430 LA	Wed	6:30-9:30	13-217	Jung	1.5	01/19-03/09
39565 BUS. 430 LB	Mon	6:30-9:30	13-214	Jung	1.5	04/04-05/23
39558 BUS. 430 LC	Tue	7:05-9:50	13-211	Thiele	1.5	01/25-03/15
30935 BUS. 430 WA	Sat	8:30-1:30	13-217	Finn	1.5	01/29-03/05

**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 836, and ENGL 836 or 400. (CSU, UC)

30936 BUS. 431 AA	TTh	9:45-11:00	13-217	Thiele	1.5	03/15-05/12
38280 BUS. 431 AB	MWF	9:10-10:00	13-217	Thiele	1.5	03/28-05/20

*Evening and/or Weekend courses(s)*

39564 BUS. 431 LA	Wed	6:30-9:30	13-217	Jung	1.5	03/30-05/18
39559 BUS. 431 LC	Tue	7:05-9:50	13-211	Thiele	1.5	03/29-05/17

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

## BUS. 436 DATABASE MANAGEMENT

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

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

39566 BUS. 436 LA	Thu	6:30-9:20	13-217	Jung	3.0
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**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 836, and ENGL 836 or 400. PREREQ: BUS. 415. (CSU)

39294 BUS. 439 BX	TTh	8:10-9:25	13-217	Finn	1.5	03/15-05/12
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**BUS. 439 has a non-refundable materials charge of \$4.**

## BUS. 440 MACINTOSH APPLICATIONS, PART I

Introduces Macintosh basic operating system features, word processing, drawing and painting and presentation modules. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

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

39560 BUS. 440 LC	Tue	7:05-9:50	13-211	Thiele	1.5	01/25-03/15
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## BUS. 441 MACINTOSH APPLICATIONS, PART II

Introduces database and spreadsheets modules and features such as templates, clippings, assistants, the internet, preferences, customization and macros. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

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

39561 BUS. 441 LC	Tue	7:05-9:50	13-211	Thiele	1.5	03/29-05/17
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## 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 836, and ENGL 836 or 400. (CSU)

39567 BUS. 472 AA	Fri	11:10-2:00	13-217	Jung	1.5	01/21-03/18
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### Evening and/or Weekend courses(s)

39556 BUS. 472 WA	Sat	8:30-1:30	13-217	Finn	1.5	03/12-04/16
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**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 836, and ENGL 836 or 400. PREREQ: BUS. 472. (CSU)

39568 BUS. 474 AA	Fri	11:10-2:00	13-217	Jung	1.5	04/01-05/20
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**BUS. 474 has a non-refundable materials charge of \$4.**

## BUS. 475 USING OUTLOOK

Using Outlook, a personal information management program, prepares you for a wide range of communication and organizational tasks such as sending, receiving and filing emails; organizing contacts; scheduling appointments, events, and meetings and creating a to-do lists and delegating tasks. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: BUS. 430. (CSU)

39563 BUS. 475 AA	MW	11:10-12:25	13-217	Thiele	1.5	03/28-05/18
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**BUS. 475 has a non-refundable materials charge of \$4.**

# 18 Schedule of Classes — B–C

## BUS. 480 USING THE INTERNET, PART I

Students 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 836, and ENGL 836 or 400. PREREQ: BUS. 448. (CSU)

<i>Evening and/or Weekend courses(s)</i>						
38285 BUS. 480 LA	Mon	6:30-9:30	13-217 Finn	1.5	01/24-03/28	

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

## BUS. 680 OFFICE 2003 NEW FEATURES

An introduction to the new features in Microsoft Office 2003 software. Course will cover the new enhancements for Word, Excel, PowerPoint, Access and Outlook. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39557 BUS. 680 AA	Tue	12:10-1:30	13-214 Finn	1.5	01/25-05/17	
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## BUS. 680 ADOBE ACROBAT

Adobe Acrobat is more than just the Acrobat Reader. Learn how to take full advantage of the features of Adobe Acrobat Version 5. Will cover create and fill out forms, collaboration tools including how to make edits to an existing PDF file, convert documents into PDF files from within any other application such as Word, Excel, PowerPoint, Netscape, Internet Explorer and more. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39562 BUS. 680 AB	MW	11:10-12:00	13-217 Thiele	1.0	01/19-03/16	
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## BUS. 680 WEBREADY

WebReady is a self-paced online class based on competency, focused on preparing any college student wishing to successfully take courses which partially or completely use the Web. Students will demonstrate ability to learn and use essential skills: web browsing, Internet research, e-mail communication, file attachments, file compression, PDF documents, discussion board collaboration and more. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

<i>On-Line course:</i>						
39716 BUS. 680 OL	By Arrangement	On-line Bruni	1.0			
Mandatory Orientation Meeting: Mon., 01/24, 5:30-6:25 pm, Bldg. 18, Room 319.						

## INFORMATION TECHNOLOGY/NETWORKING

### BUS. 451 PC MAINTENANCE AND SYSTEM UPGRADES. PART II

Advanced software/hardware troubleshooting and tuning the system in a hands-on environment. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: BUS. 450. (CSU)

<i>Evening and/or Weekend courses(s)</i>						
39569 BUS. 451 LA	Thu	6:30-9:20	13-213 Guadamuz	3.0		

**BUS. 451 has a non-refundable materials charge of \$6.**

### BUS. 493 INTERNETWORKING USING TCP/IP

Students learn the capabilities of TCP/IP using Windows 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 836, and ENGL 836 or 400. PREREQ: BUS. 492. (CSU)

<i>Evening and/or Weekend courses(s)</i>						
37674 BUS. 493 LA	Mon	6:30-9:35	13-213 Guadamuz	3.0		

## EN ESPAÑOL

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

### BUS. 415 MECANOGRAFÍA EN COMPUTADORA PARA PRINCIPIANTES

Técnicas de mecanografía usando el teclado alfabético y numérico de la computadora. Dos horas de laboratorio por semana serán requeridas. RECOMENDACION: Elegibilidad para LECTURA 836 y INGLES 836 o 400.

<i>Curso dado en el Centro de OICW/Menlo Park</i>						
39574 BUS. 415 MX	Thu	6:30-8:30	MPCL1 Clark-Bagheri	1.5	01/27-04/21	

**BUS. 415 tiene una cuota para materiales de \$4.**

### BUS. 417 DESARROLLO DE HABILIDADES EN EL TECLADO

Instrucción personal e independiente para mejorar la precisión y desarrollar rapidez en el teclado. Puede ser repetida por crédito hasta por 3 unidades. Dos horas de laboratorio por semana son requeridas. RECOMENDACION: Elegibilidad para LECTURA 836 y INGLES 836 o 400.

<i>Curso dado en el Centro de OICW/Menlo Park</i>						
39575 BUS. 417 MX	Thu	6:30-8:30	MPCL1 Clark-Bagheri	1.5	01/27-04/21	

**BUS. 417 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. Registración abierta. RECOMENDACION: Elegibilidad para LECTURA 836 y INGLES 836 o 400.

<i>Curso dado en el Centro de OICW/Menlo Park</i>						
39573 BUS. 435 MB	Tue	6:30-9:20	MPCL1 Clark-Bagheri	3.0		

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

### BUS. 439 ADMINISTRANDO DOCUMENTOS DE NEGOCIOS

Los estudiantes aprenden a crear, formatear y administrar documentos profesionales usando un programa de procesador de textos. Una hora a su conveniencia de laboratorio por semana es requerida. RECOMENDACION: Elegibilidad para LECTURA 836 y INGLES 836 o 400.

<i>Curso dado en el Centro de OICW/Menlo Park</i>						
39576 BUS. 439 MX	Thu	6:30-8:30	MPCL1 Clark-Bagheri	1.5	01/27-04/21	

**BUS. 439 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 836, and ENGL 836 or 400. (CSU)

30986 CRER 137 AA	TTh	9:45-11:00	13-213 Sammut	3.0		
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<i>Evening and/or Weekend courses(s)</i>						
30987 CRER 137 LA	Thu	7:05-9:50	3-227 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 836, and ENGL 836 or 400. (CSU)

33880 CRER 300 AA	TTh	11:10-12:25	17-209 Staff	1.5	01/18-03/17	
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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 836, and ENGL 836 or 400. (CSU, UC)

30990 CRER 401 AC	Tue	12:10-1:00	22-113 Olesen	1.0		
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*Freshman Success course(s) (see page 9):*

39685 CRER 401 AA	MWF	11:10-12:00	3-148 Darafshi	1.0		
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*CRER 401 AA is linked with CRN 38878, ENGL 836 AC. When you enroll in a linked section you must enroll in the companion course.*

39686 CRER 401 AB	MWF	11:10-12:00	6-12 Mata	1.0		
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*CRER 401 AB is linked with CRN 31335, MATH 111 AB. When you enroll in a linked section you must enroll in the companion course.*

<i>Evening and/or Weekend courses(s)</i>						
36141 CRER 401 LA	Thu	5:30-6:20	3-227 Staff	1.0		

### 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 836, and ENGL 836 or 400. (CSU)

36801 CRER 430 AA	By Arrangement	5-204 Olesen	0.5			
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## CRER 879 SELECTED TOPICS: EDUCATIONAL PLANNING

Strongly recommended the first semester of attendance as part of the matriculation process for all new students who are taking more than two classes or who plan to earn the Associate Degree, obtain a Certificate, or transfer to a four year college. The course includes orientation to college life and responsibilities, college requirements and regulations, and development of a Student Education Plan.

### EDUCATIONAL PLANNING/BUSINESS

39673 CRER 879 AA	TTh	1:10-2:50	13-112	Staff	0.5	01/18-01/27
39674 CRER 879 AB	MW	12:10-1:50	3-227	Staff	0.5	01/19-01/31
<i>Evening and/or Weekend courses(s)</i>						
39675 CRER 879 LA	MW	5:30-6:20	3-227	Staff	0.5	01/19-02/14

### EDUCATIONAL PLANNING/GENERAL

<i>Evening and/or Weekend courses(s)</i>						
39683 CRER 879 LD	TTh	6:00-6:50	3-104	Staff	0.5	01/18-02/10
39684 CRER 879 LF	MW	6:00-6:50	3-254	Staff	0.5	01/19-02/14

### EDUCATIONAL PLANNING/HUMANITIES

39680 CRER 879 AE	MW	12:10-1:50	22-114	Staff	0.5	01/19-01/31
39681 CRER 879 AF	TTh	1:10-2:50	13-111	Staff	0.5	01/18-01/27
<i>Evening and/or Weekend courses(s)</i>						
39682 CRER 879 LC	MW	5:30-6:20	13-114	Staff	0.5	01/19-02/14

### EDUCATIONAL PLANNING/SCIENCE AND MATHEMATICS

39677 CRER 879 AC	MW	12:10-1:50	13-210	Staff	0.5	01/19-01/31
39678 CRER 879 AD	TTh	1:10-2:50	3-227	Staff	0.5	01/18-01/27
<i>Evening and/or Weekend courses(s)</i>						
39679 CRER 879 LB	MW	5:30-6:45	3-148	Staff	0.5	01/19-02/07

## 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 836, and ENGL 836 or 400.

38294 CRER 841 AA	By Arrangement	5-207	Blok	1.0
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## 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 836, and ENGL 836 or 400.

38295 CRER 845 AA	By Arrangement	5-207	Blok	0.5-2.0
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## 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	Blok	0.5-2.0
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# 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)

<i>Telecourse:</i>				
36819 CHEM 100 TV	See page 46	TV	DeGregorio	3.0
Orientation meeting is held at College of San Mateo.				

## 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 836, and ENGL 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 210 has a non-refundable materials charge of \$6.**

## 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		

**CHEM 220 has a non-refundable materials charge of \$6.**

## CHEM 410 CHEMISTRY FOR HEALTH SCIENCES

A survey of basic concepts in general, organic and biological chemistry relevant to the allied science programs. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: MATH 110 or equivalent. (CSU)

39612 CHEM 410 AA	TTh	8:10-11:00	18-311	Pattanayak	4.0
<i>Evening and/or Weekend courses(s)</i>					
39615 CHEM 410 LA	Mon	6:30-9:35	18-311	Schaffert	4.0
	Wed	6:30-9:20	18-311		

**CHEM 410 has a non-refundable materials charge of \$6.**

# COMPUTER INFORMATION SCIENCE AND SYSTEMS

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

## CIS 118, 119 INTRODUCTION TO OBJECT ORIENTED PROGRAM DESIGN, OPEN COMPUTER LAB I

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

38206 CIS 118 AA	TTh	9:45-11:00	17-207	Anderson	3.0
38207 CIS 119 AA	By Arrangement			Anderson	1.0

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

## CIS 250, 251 PROGRAMMING METHODS I: C++, OPEN COMPUTER LAB I: C++

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

37790 CIS 250 AA	TTh	11:10-12:25	17-207	Anderson	3.0
37791 CIS 251 AA	By Arrangement		5-105	Anderson	1.0

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

## 20 Schedule of Classes — C–E

### CIS 284, 285 PROGRAMMING METHODS I: JAVA, OPEN COMPUTER LAB I: JAVA

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

<i>Evening and/or Weekend courses(s)</i>						
38932 CIS 284 LA	Tue	6:30-9:20	17-207	Iverson	3.0	
<i>Evening and/or Weekend courses(s)</i>						
38933 CIS 285 LA	By Arrangement	5-105	Iverson	1.0		

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

## COOPERATIVE EDUCATION

Para cursos de COOP 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 836, and ENGL 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	01/24, 31, 02/07
30980 COOP 670 AB	Tue	1:10-2:00	13-116	Graham	4.0	01/18, 25, 02/01
39021 COOP 670 AC	Wed	1:10-2:00	13-116	Nicholls	1.0-3.0	01/19, 26, 02/02
30983 COOP 670 LA	Thu	5:10-6:00	13-116	Graham	4.0	01/20, 27, 02/03
30984 COOP 670 LB	Tue	5:30-6:20	13-116	Nicholls	4.0	01/18, 25, 02/01
34119 COOP 670 WA	Sat	9:10-10:00	13-17	Nicholls	4.0	01/22, 29, 02/05

### COOP 672 COOPERATIVE EDUCATION: MCCH 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 836, and ENGL 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>OICW/Menlo Park Center course(s)</i>						
39371 COOP 672 PF	Thu	5:05-6:00	MPLR1	Collado	1.0	01/20, 27, 02/03

### EN ESPAÑOL

### COOP 672 EDUCACION COOPERATIVA: SERVICIO DE PRACTICAS DEL PROGRAMA PEEP

Los estudiantes pueden registrarse en un servicio de practicas cooperativo y voluntario para poder aplicar las aptitudes aprendidas en el salon escolar en un sitio de trabajo supervisado. RECOMENDACION: Elegibilidad para LECTURA 836 y INGLES 836 o 400. REQUISITO: El alumno debe estar registrado en 7 unidades, incluyendo este curso (COOP 672) y tener un minimo de 12 unidades completadas en su campo ocupacional. (CSU)

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

<i>Curso dado en El Concilio</i>						
38826 COOP 672 PE	Wed	4:30-5:30	ECSM	Collado	1.0	01/19, 26, 02/02

## 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 learn-

ing 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	1:10-3:00	5-211	Hetrick	0.5	02/24-05/09
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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	5-211	Streifer	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	12:30-2:30	13-216	Hetrick	0.5-2.0	02/06-05/27
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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	5-211	Hetrick	0.5-2.0	02/07-05/20	
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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 First Five of San Mateo County.

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

### ECE. 201 CHILD DEVELOPMENT

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

31083 ECE. 201 AA	TTh	9:45-11:00	22-114	Eyer	3.0	
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<i>Evening and/or Weekend courses(s)</i>						
39540 ECE. 201 LA	Thu	7:05-9:50	22-114	Dilko	3.0	

### ECE. 210 EARLY CHILDHOOD EDUCATION PRINCIPLES

Historical perspective, nature, and goals of early childhood education. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39232 ECE. 210 AA	TTh	11:10-12:25	22-114	Eyer	3.0	
39541 ECE. 210 AB	Mon	4:10-7:00	22-114	Lawrence	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 836, and ENGL 836 or 400. (CSU)

<i>OICW/Menlo Park Center course(s)</i>					
37649 ECE. 211 MA	Tue	5:30-8:30	MPLR1 Elliott	3.0	

## ECE. 212 CHILD, FAMILY, AND COMMUNITY

Contemporary family factors influencing middle childhood, life styles, and the community; patterns of childrearing and their social, political, and economic implications. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU, UC)

<i>Evening and/or Weekend courses(s)</i>					
39543 ECE. 212 WA	Sat	9:00-5:00	13-114 Fernandez Leon	3.0	
Meeting dates are: 01/22, 02/05, 02/26-03/05, 04/02 & 04/16.					

## ECE. 223 INFANT DEVELOPMENT

Developmental trends, abilities, and influences of behavior during the first three years of life and their social implications. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

<i>Evening and/or Weekend courses(s)</i>					
39544 ECE. 223 LA	Mon	7:05-10:10	22-113 Blair	3.0	

## ECE. 230 CREATIVE ACTIVITIES FOR THE YOUNG CHILD

Practical skills in presenting activities to young children. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

<i>Evening and/or Weekend courses(s)</i>					
37154 ECE. 230 LA	Wed	7:05-9:50	22-116 Genevro	3.0	

## ECE. 240 EARLY CHILDHOOD EDUCATION ADMINISTRATION: BUSINESS/LEGAL

Overview of the business aspects of caring for children and their social, political, and economic implications. Twelve units in ECE. recommended. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

<i>Evening and/or Weekend courses(s)</i>					
39545 ECE. 240 WA	Sat	9:00-5:00	13-113 Dilko	3.0	
Meeting dates are: 01/22-02/05 & 02/26-03/12.					

## 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 836, and ENGL 836 or 400. (CSU)

39546 ECE. 241 AA	Tue	4:10-7:00	22-114 Dilko	3.0	
<i>Evening and/or Weekend courses(s)</i>					
39241 ECE. 241 LA	Tue	7:05-9:50	13-216 Sandler	3.0	

## 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 836, and ENGL 836 or 400. (CSU)

<i>Evening and/or Weekend courses(s)</i>					
35911 ECE. 242 LA	Mon	7:05-10:10	22-116 Sweeney-Keplinger	2.0	1/24-4/18

## 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 836, and ENGL 836 or 400. (CSU)

<i>Evening and/or Weekend courses(s)</i>					
39242 ECE. 252 LA	Thu	7:05-9:50	22-113 Blair	3.0	

## ECE. 254 ANTI-BIAS CURRICULUM

Examines diversity issues related to childhood and the importance of creating anti-bias curriculum to resist the development of early stereotyping and discriminatory behavior. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39548 ECE. 254 AA	Mon	4:10-7:00	22-113 Goines	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 836, and ENGL 836 or 400. (CSU)

<i>Evening and/or Weekend courses(s)</i>					
39577 ECE. 313 WA	Sat	9:00-5:00	22-114 Greeley	3.0	
Meeting dates are: 01/22, 02/12, 03/12, 04/09-04/16 & 05/14.					

## ECE. 331 THE TEACHING EXPERIENCE

Overview of the teaching profession and implications for educating young children. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400.

<i>Evening and/or Weekend courses(s)</i>					
38585 ECE. 331 WA	Sat	9:00-5:00	22-113 Mannheimer	1.0	02/12 & 03-12

## 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 836, and ENGL 836 or 400. (CSU)

<i>Evening and/or Weekend courses(s)</i>					
39736 ECE. 333 LA	Tue	7:05-9:50	17-109 Browne	3.0	

## ECE. 335 HANDLING BEHAVIOR

Learn how to handle children's behavior in a positive way. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400.

35279 ECE. 335 AA	Thu	4:10-7:00	13-216 Sandler	3.0	
<i>Evening and/or Weekend courses(s)</i>					
39243 ECE. 335 LA	Wed	7:05-9:50	13-216 Sandler	3.0	

## ECE. 337 CHILD-PARENT RELATIONSHIPS

A study of contemporary parenting; the stages of parenting, diversity issues within the parenting experience, and communication guides are included. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400.

39703 ECE. 337 AA	Mon	4:10-7:00	13-216 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 836, and ENGL 836 or 400. (CSU)

<i>Evening and/or Weekend courses(s)</i>					
38583 ECE. 350 LA	Mon	7:05-10:10	22-116 Sweeney-Keplinger	1.0	04/25-5/23

### 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)

<i>Evening and/or Weekend courses(s)</i>					
31104 ECE. 350 WA	Sat	9:00-5:00	22-114 Blair	1.0	04/30-05/07

## 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 836, and ENGL 836 or 400.

<i>Evening and/or Weekend courses(s)</i>					
38586 ECE. 351 LA	Wed	7:05-9:50	22-114 Hock	1.0	03/02-04/13

## 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 836, and ENGL 836 or 400.

<i>Evening and/or Weekend courses(s)</i>					
38588 ECE. 353 LA	Wed	7:05-9:50	22-114 Hock	1.0	01/19-02/23



## 22 Schedule of Classes — E

### 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 836, and ENGL 836 or 400.

Evening and/or Weekend courses(s)					
38584	ECE. 355 LA	Wed	7:05-9:50	22-114	Hock 1.0 04/20-05/25

### 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 836, and ENGL 836 or 400. PREREQ: 12 units of ECE, approved sites only. (CSU)

Evening and/or Weekend courses(s)					
37164	ECE. 366 LA	Mon	7:10-10:00	13-216	Browne 3.0
Meeting dates are: 01/24, 02/14, 03/07, 4/11 & 25 & 05/09.					

### 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 courses(s)					
38360	ECE. 382 WA	Sat	9:00-5:00	22-113	Proett 1.0 04/23 & 05/07

### ECE. 670 COOPERATIVE EDUCATION/WORK EXPERIENCE: ECE./CD

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 836, and ENGL 836 or 400. PREREQ: Enrollment in 7 units including Cooperative Education/Work Experience and a job or volunteer work site. (CSU)

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

38498	ECE. 670 LA	Wed	5:30-6:20	13-216	Sandler 4.0 01/19, 26, 02/02
39357	ECE. 670 WA	Sat	9:10-10:00	13-17	Nicholls 4.0 01/22, 29, 02/05

## 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 836 y INGLES 836 o 400.

Curso(s) de noche o de fin de semana					
39539	ECE. 201 WE	Sat	9:00-5:00	22-113	Lawrence 3.0
Fechas de clases: 01/29-02/05, 02/26-03/05, 04/02 & 16.					

### ECE. 210 PRINCIPIOS DE EDUCACIÓN INFANTIL

Una perspectiva histórica, origen, y metas de educación inicial son cubiertos en este curso. RECOMENDACION: Elegibilidad para LECTURA 836 y INGLES 836 o 400. (CSU)

Curso(s) de noche o de fin de semana					
38578	ECE. 210 LE	Mon	7:05-10:10	22-114	Lawrence 3.0

### ECE. 211 PROGRAMA DE ESTUDIOS PARA LA EDUCACIÓN 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 836 y INGLES 836 o 400.

Curso(s) de noche o de fin de semana					
39542	ECE. 211 LE	Thu	7:05-9:50	22-116	Baxter 3.0

### ECE. 212 EL NIÑO, LA FAMILIA, Y LA COMUNIDAD

Factores familiares contemporáneos que influyen a los niños de mediana edad, estilos de vida, factores contemporáneos que influyen a la comunidad, modos de criar a los niños y sus repercusiones sociales, políticas y económicas. RECOMENDACION: Elegibilidad para LECTURA 836 y INGLES 836 o 400.

Curso(s) de noche o de fin de semana					
38576	ECE. 212 LE	Tue	7:05-9:50	22-114	Palma 3.0

### ECE. 386 PLANIFICACION DE ACTIVIDADES Y PROGRAMA DE ESTUDIOS PARA CUIDADO DE NIÑOS EN SU HOGAR

El enfoque de este curso es la planificación de actividades y el programa de estudios para el cuidado de niños desde su hogar. RECOMENDACION: Elegibilidad para LECTURA 836 y INGLES 836 o 400.

Curso dado en Our Second Home en Daly City					
39547	ECE. 386 SE	Mon	7:05-10:10	OSH	Fernandez Leon 3.0

## ECONOMICS

### ECON 100 PRINCIPLES OF MACRO ECONOMICS

American economy and its effect on social, political, and cultural environments. RECOMMENDED: Eligibility for READ 836, and ENGL 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 courses(s)					
31115	ECON 100 LA	Mon	6:30-9:35	13-116	Hirmina 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 836, and ENGL 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 courses(s)					
31118	ECON 102 LA	Tue	6:30-9:20	13-113	Digneo 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 836, and ENGL 836 or 400. PREREQ: MATH 130. (CSU, UC)

39613	ENGR 100 AX	Wed	3:00-7:00	16-110	Putnam 3.0
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### ENGR 101 THE ENGINEERING PROFESSION

Provides an introduction to the engineering profession, and a basic understanding of engineering processes and tools, including experimentation, data analysis, engineering design, and computer and communication skills applied to a wide variety of engineering problems. 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 836, and ENGL 836 or 400. PREREQ: MATH 110 or 112.

37339	ENGR 101 AX	Wed	3:00-7:00	16-110	Putnam 3.0
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### 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 836, and ENGL 836 or 400. PREREQ: PHYS 250. (CAN ENGR 8) (CSU, UC)

35984	ENGR 230 AA	TTh	4:00-5:00	16-106	Enriquez 3.0
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### 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 836, and ENGL 836 or 400. PREREQ: MATH 252 and PHYS 260. COREQ: Concurrent enrollment in ENGR 261, Circuits and Devices Laboratory. (CSU, UC)

31156	ENGR 260 AA	Tue	1:10-4:10	16-110	Enriquez 3.0
31157	ENGR 261 AA	Thu	1:10-4:10	16-110	Enriquez 1.0

## 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.

### 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 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	3-254	Staff	3.0
37813 ENGL 100 AB	TTh	8:10-9:25	3-254	Rana	3.0
31121 ENGL 100 AC	MWF	9:10-10:00	3-254	Terzakakis	3.0
34790 ENGL 100 AD	TTh	9:45-11:00	13-113	Palmer	3.0
31122 ENGL 100 AE	MWF	10:10-11:00	13-113	Palmer	3.0
31123 ENGL 100 AF	TTh	11:10-12:25	13-113	Clay	3.0
38872 ENGL 100 AG	MWF	11:10-12:00	3-254	Gangel	3.0
31125 ENGL 100 AH	MWF	12:10-1:00	2-10	Gangel	3.0
39723 ENGL 100 AI	MWF	12:10-1:00	13-113	Palmer	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.

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

33502 ENGL 100 LA	Mon	7:05-10:10	3-254	Staff	3.0
31129 ENGL 100 LB	Tue	7:05-9:50	17-105	Staff	3.0

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

### ENGL 110 COMPOSITION, LITERATURE, AND CRITICAL THINKING

In this course students read and analyze works of fiction, poetry, and drama and write critical expository essays which demonstrate skills in analysis and critical thinking. 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	3-148	Staff	3.0
31134 ENGL 110 AB	TTh	8:10-9:25	6-12	Clay	3.0
31135 ENGL 110 AC	MWF	9:10-10:00	13-113	Staff	3.0

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

31138 ENGL 110 LA	Wed	7:05-9:50	3-254	Staff	3.0
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**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)

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

31139 ENGL 161 LX	Tue	6:30-9:20	3-148	Nagler	3.0
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**ENGL 161 has a non-refundable materials charge of \$6.**

### 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 courses(s)

33586 ENGL 162 LX	Tue	6:30-9:20	3-148	Nagler	3.0
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**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	13-112	Staff	3.0
34331 ENGL 165 AB	TTh	9:45-11:00	6-12	Clay	3.0
34418 ENGL 165 AC	MWF	9:10-10:00	13-112	Palmer	3.0
38395 ENGL 165 AD	MWF	10:10-11:00	13-112	Gangel	3.0

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

35293 ENGL 165 LA	Thu	7:05-9:50	3-254	Staff	3.0
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**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	MWF	8:00-9:25	2-10	Rana	5.0
37474 ENGL 400 AB	MWF	9:35-11:00	6-12	Staff	5.0

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

36788 ENGL 400 LA	TTh	7:05-9:15	6-12	Staff	5.0
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**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	Staff	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	Trugman	4.0

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

38888 ENGL 826 LA	MW	7:05-9:05	6-12	Staff	4.0
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**ENGL 826 has a non-refundable materials charge of \$2.**

## 24 Schedule of Classes — E

### 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 826 and READ 826, or eligibility for READ 836, and ENGL 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 826 and READ 826.

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

38876 ENGL 836 AA	MWF	8:10-9:25	3-142	Clay	4.0
38877 ENGL 836 AB	TTh	8:10-10:00	3-142	Terzakis	4.0

*Freshman Success course(s) (see page 9):*

38878 ENGL 836 AC	MWF	9:45-11:00	3-142	Clay	4.0
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ENGL 836 AC is linked with CRN 39685, CRER 401 AA. When you enroll in a linked section you must enroll in the companion course.

38879 ENGL 836 AD	TTh	10:10-12:00	3-142	Gangel	4.0
38880 ENGL 836 AE	MWF	11:10-12:25	3-142	Staff	4.0
38882 ENGL 836 AF	TTh	12:10-2:00	3-142	Staff	4.0

Evening and/or Weekend courses(s)

38884 ENGL 836 LA	Wed	6:30-10:00	3-104	Staff	4.0
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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 deseé 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

## Community-Based English Tutoring

El programa CBET ofrece cursos de inglés como segundo idioma al nivel preparatorio en varios sitios en Redwood City, East Palo Alto, y Menlo Park. El programa se dedica a servir a los padres y personas de la comunidad de los Distritos Escolares de Sequoia Union (SUHSD) y Redwood City Elementary (RCSD) porque CBET es pagado por ambos distritos por el Estado de California (proposición 227). Todos los participantes en el programa tienen que firmar un contrato en el que prometen que cuando sepan mas inglés, trabajarán con un niño como tutores voluntarios.

### El programa CBET:

- Ofrece cursos de inglés para adultos para que puedan apoyar a sus hijos quienes tambien estan aprendiendo el inglés como segundo idioma;
- Enseña estrategias necesarias para obtener éxito escolar en este país;
- Aumenta la educación básica y el alfabetismo de los padres;
- Provee oportunidades de educación y entrenamiento; y
- Aumenta la participación de los participantes en las escuelas y en su comunidad.

El programa CBET ofrece cursos de septiembre a diciembre (otoño) y de enero a mayo (primavera). El programa ofrece dos semestres de ESL 800 (nivel preparatorio) y un curso de lectura/escritura/civismo que prepara a los estudiantes para el primer nivel del Instituto de Inglés.

El programa CBET ofrece cursos en las escuelas Fair Oaks, Garfield, Hawes, Hoover, John Gill y Taft de Redwood City. También ofrece cursos en Boys and Girls Club de East Palo Alto, Menlo Park, y Redwood City.

### Para más información:

Linda M. Haley, Instructora/Coordinator, (650) 306-3495

José Romero, Coordinador, (650) 306-3388

The CBET program provides preparatory level English as a Second Language (ESL) courses at various sites throughout Redwood City, East Palo Alto, and Menlo Park. The program targets parents and community members of the Redwood City School District (RCSD) and the Sequoia Union High School District (SUHSD) because CBET is funded through both districts by the State of California (proposition 227). All participants in the CBET program must pledge to tutor a child in their community once their English is more proficient.

### The CBET program:

- Provides ESL courses to adults to enable them to support their child language learners;
- Teaches parents strategies for helping children succeed in school;
- Increases basic parent education and literacy;
- Promotes opportunities for advanced education training; and
- Increases parental involvement in the schools and their communities.

The CBET program offers courses both fall and spring semesters in accordance with the RCSD and SUHSD district calendars. The CBET courses include two semesters of ESL 800 (prep level) plus a Reading/Writing/Civics course that prepares students for the English Institute level one courses.

CBET courses are offered at the following elementary schools in Redwood City: Fair Oaks, Garfield, Hawes, Hoover, and John Gill. Courses are also offered at the Boys and Girls Clubs of East Palo Alto, Menlo Park, and Redwood City.

### For more information, contact:

Linda M. Haley, Instructor/Coordinator, (650) 306-3495

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



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.

## 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, 826, or 836. 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	13-117	Rana	3.0
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## 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.

39642	ESL 821 AA	TTh	10:10-12:00	6-13	Boehme	4.0
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### Evening and/or Weekend courses(s)

33384	ESL 821 LA	MW	6:00-7:50	6-13	O'Neil-Annis	4.0
37904	ESL 821 LB	MW	6:00-7:50	13-112	Givner	4.0

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

## 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.

39643	ESL 822 AA	TTh	10:10-12:00	13-15	Magee	4.0
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### Evening and/or Weekend courses(s)

33385	ESL 822 LA	MW	6:00-7:50	13-11	Edelen	4.0
35612	ESL 822 LB	MW	6:00-7:50	13-115	Scarabelli	4.0

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

## ESL 823 GRAMMAR/VOCABULARY III

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

39644	ESL 823 AA	TTh	10:10-12:00	13-110	Schertle	4.0
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### Evening and/or Weekend courses(s)

33386	ESL 823 LA	MW	6:00-7:50	13-15	Schuller	4.0
38303	ESL 823 LB	MW	6:00-7:50	13-210	Castello	4.0

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

## ESL 824 GRAMMAR/VOCABULARY IV

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

39645	ESL 824 AA	TTh	10:10-12:00	13-115	Castello	4.0
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### Evening and/or Weekend courses(s)

33387	ESL 824 LA	MW	6:00-7:50	13-212	Pelletier	4.0
38399	ESL 824 LB	MW	6:00-7:50	13-117	McClain	4.0

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

## ESL 831 SPEAKING/LISTENING I

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

39646	ESL 831 AA	TTh	8:10-10:00	2-10	Castello	4.0
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### Evening and/or Weekend courses(s)

33388	ESL 831 LA	MW	8:00-9:50	6-13	McClain	4.0
37903	ESL 831 LB	MW	8:00-9:50	13-112	Haven	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.

39647	ESL 832 AA	TTh	8:10-10:00	13-15	Schertle	4.0
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### Evening and/or Weekend courses(s)

33389	ESL 832 LA	MW	8:00-9:50	13-11	O'Neil-Annis	4.0
37905	ESL 832 LB	MW	8:00-9:50	13-115	Edelen	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.

39648	ESL 833 AA	TTh	8:10-10:00	13-110	Magee	4.0
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### Evening and/or Weekend courses(s)

33390	ESL 833 LA	MW	8:00-9:50	13-15	Castello	4.0
38304	ESL 833 LB	MW	8:00-9:50	13-210	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.

39649	ESL 834 AA	TTh	8:10-10:00	13-115	Carlin	4.0
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### Evening and/or Weekend courses(s)

33391	ESL 834 LA	MW	8:00-9:50	3-142	Schuller	4.0
38400	ESL 834 LB	MW	8:00-9:50	13-117	Scarabelli	4.0

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

## ESL 841 WRITING I

High beginning writing in response to readings. Emphases are on comprehension, vocabulary development, sentence writing, grammar and mechanics of academic English. One by arrangement hour of lab per week is required. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 800, or placement by College ESL Placement Test.

39650	ESL 841 AA	MW	10:10-12:00	13-15	Siebert	4.0
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39651	ESL 841 AB	MW	10:10-12:00	17-107	Escobar	4.0
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### Evening and/or Weekend courses(s)

33392	ESL 841 LA	TTh	8:00-9:50	6-13	Schertle	4.0
38449	ESL 841 LB	TTh	8:00-9:50	13-115	Cartier	4.0

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

## ESL 842 WRITING II

Low intermediate practice in writing in response to readings with emphases on 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. ESL 841 or ESL 851, or placement by College ESL Placement test.

39652	ESL 842 AA	MW	10:10-12:00	13-110	Rana	4.0
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39653	ESL 842 AB	MW	10:10-12:00	6-13	Ades	4.0
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### Evening and/or Weekend courses(s)

33393	ESL 842 LA	TTh	8:00-9:50	13-11	Traore	4.0
38450	ESL 842 LB	TTh	8:00-9:50	13-112	Craig	4.0

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

## ESL 843 WRITING III

High-intermediate practice in writing with emphases on comprehension, paragraph writing in response to readings, grammar and mechanics of academic written English, and vocabulary development. One by arrangement hour of lab per week is required. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 842 or 852, or placement by College ESL Placement Test.

39654	ESL 843 AA	MW	10:10-12:00	13-115	Castello	4.0
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39655	ESL 843 AB	MW	10:10-12:00	13-11	Smith	4.0
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### Evening and/or Weekend courses(s)

33394	ESL 843 LA	TTh	8:00-9:50	13-15	Fiorentino	4.0
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**ESL 843 has a non-refundable materials charge of \$2.**

# 26 Schedule of Classes — E

## ESL 844 WRITING IV

Advanced academic writing in response to readings with emphases on paragraph and essay writing, grammar and mechanics of academic English, and vocabulary development. 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 843 or 853, or placement by College ESL Placement Test.

39656 ESL 844 AA	MW	10:10-12:00	13-117	Choi	4.0
39657 ESL 844 AB	MW	10:10-12:00	13-216	Sidman-Taveau	4.0

*Evening and/or Weekend courses(s)*

33396 ESL 844 LA	TTh	8:00-9:50	17-103	Dewit	4.0
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**ESL 844 has a non-refundable materials charge of \$2.**

## ESL 861 READING I

Introduces students to advanced beginning practice in reading. Emphases are on reading comprehension, vocabulary development, and the mechanics of academic English. One by arrangement hour of lab per week is required. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 800, or placement by College ESL Placement Test.

39658 ESL 861 AA	MW	8:10-10:00	13-15	Siebert	4.0
39659 ESL 861 AB	MW	8:10-10:00	17-107	Escobar	4.0

*Evening and/or Weekend courses(s)*

33398 ESL 861 LA	TTh	6:00-7:50	6-13	Schertle	4.0
38451 ESL 861 LB	TTh	6:00-7:50	13-115	Craig	4.0

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

## The English Institute at Cañada College Class Levels

### Level 1

ESL 861 Reading I	4.0 units
ESL 841 Writing I	4.0
ESL 831 Listening/Speaking I	4.0
ESL 821 Grammar I	4.0

### Level 2

ESL 862 Reading II	4.0 units
ESL 842 Writing II	4.0
ESL 832 Listening/Speaking II	4.0
ESL 822 Grammar II	4.0

### Level 3

ESL 863 Reading III	4.0 units
ESL 843 Writing III	4.0
ESL 833 Listening/Speaking III	4.0
ESL 823 Grammar III	4.0

### Level 4

ESL 864 Reading IV	4.0 units
ESL 844 Writing IV	4.0
ESL 834 Listening/Speaking IV	4.0
ESL 824 Grammar IV	4.0

## EI Completion Award\*

### Transitional Level

ESL 805 Adv Grammar Review	3.0 units
English 400** (Composition for Non Native Speakers)	5.0**
Reading 836 Academic Reading Strategies	3.0

### Supporting Course

ESL 836 English Pronunciation	2.0 units
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\* EI Completion Award 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 successfully completing ESL 844 AND ESL 864 with a grade of "C" or better are recommended to take English 400. king and Reading & Writing) at level IV with a grade of "C" or better.

## ESL 862 READING II

Low intermediate practice in reading with emphases on reading comprehension and vocabulary development in 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 861, or placement by College ESL Placement Test.

39661 ESL 862 AA	MW	8:10-10:00	13-110	Staff	4.0
39662 ESL 862 AB	MW	8:10-10:00	6-13	Ades	4.0

*Evening and/or Weekend courses(s)*

33399 ESL 862 LA	TTh	6:00-7:50	13-11	Traore	4.0
38452 ESL 862 LB	TTh	6:00-7:50	13-112	Cartier	4.0

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

## ESL 863 READING III

High intermediate practice in reading with emphases on reading comprehension and vocabulary in academic English. One by arrangement hour of lab per week is required. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 852 or 862, or placement by College ESL Placement Test.

39663 ESL 863 AA	MW	8:10-10:00	13-115	Castello	4.0
39664 ESL 863 AB	MW	8:10-10:00	13-11	Smith	4.0

*Evening and/or Weekend courses(s)*

33400 ESL 863 LA	TTh	6:00-7:50	13-15	Sparks	4.0
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**ESL 863 has a non-refundable materials charge of \$2.**

## ESL 864 READING IV

Advanced practice in reading with emphases on advanced vocabulary and comprehension of original authentic readings. Designed to prepare students for college-level entry courses. One by arrangement hour of lab per week is required. Units do not apply to AA/AS degree. BSL: Open Curriculum. PREREQ: ESL 853 or 863, or placement by College ESL Placement Test.

39665 ESL 864 AA	MW	8:10-10:00	13-117	Choi	4.0
39666 ESL 864 AB	MW	8:10-10:00	13-216	Sidman-Taveau	4.0

*Evening and/or Weekend courses(s)*

33402 ESL 864 LA	TTh	6:00-7:50	17-107	Fiorentino	4.0
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**ESL 864 has a non-refundable materials charge of \$2.**

## ESL 880 ESL PREP LEVEL II

Intensive English Language study and practice in all skills (grammar, vocabulary, pronunciation, listening, speaking, reading, and writing) in preparation for ESL Level I courses. Units do not apply toward AA/AS degree.

*Evening and/or Weekend courses(s)*

39667 ESL 880 LA	MW	6:00-7:50	3-142	Haven	4.0
39668 ESL 880 LB	TTh	6:00-7:50	17-103	Staff	4.0

**ESL 880 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 246	HISTORY OF LATINOS IN THE U.S.
HIST 422	MODERN LATIN AMERICA
HIST 451	FAR EASTERN CIVILIZATION AND HERITAGE I
INTD 320	ASIAN ART FOR INTERIORS: CHINA AND KOREA
INTD 321	ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA
INTD 322	ASIAN ART FOR INTERIORS: JAPAN, INDIA, AND THE PHILIPPINES
LIT 370	READINGS IN LITERATURE OF THE LATINO IN THE UNITED STATES
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

### FASH 110 BEGINNING CLOTHING CONSTRUCTION

Basic sewing techniques, sewing machine skills, and an understanding of fabrics and patterns. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. COREQ: Concurrent enrollment in FASH 699. (CSU)

39272 FASH 110 AA Wed 9:10-12:00 3-255 Chaney 3.0

*Evening and/or Weekend courses(s)*

35481 FASH 110 LA Mon 6:30-9:35 3-255 Wichern 3.0

### FASH 113 TEXTILES

Introduction to the study of natural and chemical fibers, yarns, weaving, finishing, and dyeing. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU, UC)

*Evening and/or Weekend courses(s)*

39533 FASH 113 LA Thu 6:30-9:20 3-253 McCarney 3.0

### FASH 115 INTERMEDIATE CLOTHING CONSTRUCTION

Intermediate sewing techniques for constructing collars, buttonholes, sleeves, hems, pockets, and other garment details. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: FASH 110 or 111 or equivalent. COREQ: Concurrent enrollment in FASH 699. (CSU)

*Evening and/or Weekend courses(s)*

39534 FASH 115 LA Tue 6:30-9:20 3-255 Chaney 3.0

### FASH 116 TAILORING

An overview of techniques applied to the construction of suits and coats. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. COREQ: Concurrent enrollment in FASH 699. (CSU)

36674 FASH 116 AX Tue 9:10-12:00 3-255 Chaney 3.0

### FASH 118 FLAT PATTERN

Use of basic pattern-making theory to create garment design. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. COREQ: Concurrent enrollment in FASH 699. (CSU)

38689 FASH 118 AA Mon 2:10-5:00 3-255 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 836, and ENGL 836 or 400. PREREQ: FASH 116. COREQ: Concurrent enrollment in FASH 699. (CSU)

38819 FASH 122 AX Tue 9:10-12:00 3-255 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 836, and ENGL 836 or 400. (CSU)

*Evening and/or Weekend courses(s)*

34132 FASH 123 WA FriSat 8:00-5:00 3-255 Chaney 3.0

Meeting dates are: 01/28-01/29, 02/11-02/12 & 03/04-03/05.

### 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 836, and ENGL 836 or 400. (CSU)

*Evening and/or Weekend courses(s)*

39283 FASH 131 WA SatSun 9:00-5:00 3-255 Lange 1.0 02/05-02/06

### 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 836, and ENGL 836 or 400. (CSU)

*Evening and/or Weekend courses(s)*

39284 FASH 133 WA SatSun 9:00-5:00 3-255 Maynard 1.0 02/26-02/27

### 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 836, and ENGL 836 or 400. (CSU)

*Evening and/or Weekend courses(s)*

39285 FASH 134 WA Sat 10:00-4:00 3-255 Wichern 1.0 03/12-04/02

### FASH 150 HISTORY OF FASHION

A history of the fashions of Western Civilization from ancient cultures to the present day. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39287 FASH 150 AA Wed 3:10-6:00 3-253 Jackson 3.0

### FASH 164 FASHION ILLUSTRATION

Sketching for clothing design with emphasis on developing fashion figure proportions. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39535 FASH 164 AA Thu 3:10-6:00 3-253 McCarney 3.0

### FASH 166 FASHION ENTREPRENEURSHIP

An overview of the fashion entrepreneurial opportunities for the apparel and sewn products industry. Initial business setup, pricing, and marketing are covered. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

*Evening and/or Weekend courses(s)*

34797 FASH 166 LA Mon 6:30-9:35 3-253 Staff 3.0

### FASH 168 FASHION DRAPING

Design clothing using a dress form in a three-dimensional process to create patterns. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. COREQ: Concurrent enrollment in FASH 699. (CSU)

*Evening and/or Weekend courses(s)*

39536 FASH 168 LA Wed 6:30-9:20 3-255 Jackson 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 are discussed also. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

*Evening and/or Weekend courses(s)*

37207 FASH 171 WA Sat 9:00-3:00 3-255 Maynard 1.0 04/09-04/23

### FASH 195 PORTFOLIO DEVELOPMENT

This course is an overview of portfolio assembly methods for Fashion Design, with emphasis on professional display techniques of student's original designs. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

*Evening and/or Weekend courses(s)*

39537 FASH 195 WA Sun 11:00-4:00 3-253 McCarney 0.5 04/10-04/17

## 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, Building 3, Room 257. See our website at: [www.canadacollege.edu/fashion](http://www.canadacollege.edu/fashion)



## 28 Schedule of Classes — F–H

### 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 12:10-1:30 3-255 Chaney 0.0

*Evening and/or Weekend courses(s)*

36688 FASH 699 LA Mon 5:10-6:25 3-255 Lange 0.0

### FILM

(See also Literature 442)

#### 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 836, and ENGL 836 or 400. (CSU)

*Telecourse:*

36820 FILM 110 TV See page 46-47 TV Kashani 3.0

Orientation meeting is held at College of San Mateo.

### 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 836, and ENGL 836 or 400. (CAN GEOG 2) (CSU, UC)

31194 GEOG 100 AA MWF 11:10-12:00 17-205 Staff 3.0

### GEOLOGY

(See also Geography and Oceanography)

#### GEOL 100 SURVEY OF GEOLOGY

Basic principles of igneous, sedimentary and metamorphic geology including rocks, minerals and the origin of the earth, continents and mountains, origin and evolution of life. RECOMMENDED: Eligibility for READ 836, and ENGL 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 pages 46-47 TV Galloway 3.0

Orientation meeting is held at College of San Mateo.

### HEALTH SCIENCE

Para cursos de Ciencia de la Salud 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 pages 46-47 TV Malik 2.0

Orientation meeting is held at College of San Mateo.

#### HSCI 430 FIRST AID

This course provides training in basic first aid skills. Upon completion, student may obtain American Heart Association First Aid certification. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU, UC)

*Evening and/or Weekend courses(s)*

38441 HSCI 430 WC Sat 8:30-4:30 13-114 Borrero 0.5 03/12

#### HSCI 432 CPR: ADULT, CHILD, INFANT

This course qualifies students with CPR certification for health care providers. Includes instruction pertinent to adult, child and infant CPR. Automated External Defibrillator training

is also included. Upon completion student may obtain American Heart Association CPR Certification. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU, UC) A \$10.00 fee is due at time of class for book and registration card.

*Evening and/or Weekend courses(s)*

39010 HSCI 432 PA Sat 8:30-4:30 17-205 Borrero 0.5 04/02

#### HSCI 665 SPECIAL TOPICS IN HEALTH SCIENCE:

#### 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 courses(s)*

38949 HSCI 665 WA Sat 8:30-4:30 17-205 Rivera 0.5 03/05

#### ENVIRONMENTAL HEALTH

This course analyzes environmental health issues. It explores the concept of wellness; emphasizing awareness, prevention and individual responsibility. Students acquire the information needed to make intelligent decisions about lifestyle choices. RECOMMENDED: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400. (CSU)

*Evening and/or Weekend courses(s)*

39732 HSCI 665 WB Sat 8:30-4:30 17-205 Borrero 0.5 04/09

### EN ESPAÑOL

#### HSCI 430 PRIMEROS AUXILIOS

Este curso suministra entrenamiento en primeros auxilios básicos. Al terminar el curso, el estudiante podrá obtener un certificado de Primeros Auxilios de la Asociación Americana del Corazón. RECOMENDACION: Eligibilidad para Lectura 802 ó 836 e Inglés 800 ó 836 ó 400. (CSU, UC)

*Curso(s) de noche o de fin de semana*

31248 HSCI 430 WB Sat 8:30-4:30 17-207 Borrero 0.5 02/26

#### HSCI 432 ADULTO, NIÑO, INFANTE

Este curso capacita a los estudiantes con un certificado en Resucitación Cardio Pulmonar para los proveedores del cuidado de la salud. Incluye instrucción pertinente a la Resucitación Cardio Pulmonar para adultos, niños e infantes. También incluye entrenamiento en Defibrilador Externo Automatizado(AED). Al completar el curso el estudiante podrá obtener un certificado de Primeros Auxilios de la Asociación Americana del Corazón. RECOMENDACION: Eligibilidad para Lectura 802 ó 836 e Inglés 836 ó 400. (CSU, UC) Una cuota de \$10.00 para libros y ficha de registración será requerida en la primera clase.

*Curso(s) de noche o de fin de semana*

38954 HSCI 432 PE Sat 8:30-4:30 17-205 Borrero 0.5 04/16

### HISTORY

(See also Art 101, 102, 103)

#### HIST 100 HISTORY OF WESTERN CIVILIZATION I

This course surveys the civilizations of Europe and the Mediterranean Region in the ancient, medieval and early modern eras. Topics include: the Mesopotamians, Ancient Egypt, the Hebrews, Greece, Rome, the development and spread of Christianity, Europe during the medieval, Renaissance and Reformation periods, and the Age of Exploration. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CAN HIST 2) (CAN HIST SEQ A = HIST 100 + 101) (CSU, UC)

31227 HIST 100 AA MWF 8:10-9:00 13-111 Staff 3.0

*Evening and/or Weekend courses(s)*

39618 HIST 100 LA Mon 7:05-10:10 13-111 Staff 3.0

#### HIST 101 HISTORY OF WESTERN CIVILIZATION II

Survey of the history of the Western world from the 1500s until today. Topics include the creation of modern nation states, the development of modern political philosophies and economic systems, wars, and major religious, artistic and intellectual movements. Provides a strong foundation for understanding contemporary global issues. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CAN HIST 4) (CAN HIST SEQ A = HIST 100 + 101) (CSU, UC)

31229 HIST 101 AA TTh 8:10-9:25 13-111 Staff 3.0

## HIST 201 U.S. HISTORY THROUGH 1877

A survey of US History from pre-Columbian times to 1877. Topics covered include indigenous cultures, European exploration and colonization, the American Revolution and development of the Constitution, slavery, the creation of U.S. political, economic and social institutions, the Civil War, and Reconstruction. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CAN HIST 8) (CAN HIST SEQ B = HIST 201 + 202) (CSU, UC)

31231 HIST 201 AA	MWF	10:10-11:00	13-111	Staff	3.0
39620 HIST 201 AB	TTh	8:10-9:25	13-112	Staff	3.0

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

39619 HIST 201 LA	Wed	7:05-9:50	13-111	Staff	3.0
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## HIST 202 U.S. HISTORY FROM 1877 TO THE PRESENT

U.S. History from 1877 until today. The Gilded Age, the Western Frontier, the Roaring 20s, the Great Depression, the World Wars, the Cold War, Vietnam, the Sixties, Watergate, Presidents Carter, Reagan, Clinton and Bush, recent events. Examination of diverse communities and political, economic, intellectual, artistic and social trends. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CAN HIST 10) (CAN HIST SEQ B = HIST 201 + 202) (CSU, UC)

31232 HIST 202 AA	MWF	9:10-10:00	13-111	Staff	3.0
39621 HIST 202 AB	TTh	9:45-11:00	13-112	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 836, and ENGL 836 or 400. (CSU, UC)

31233 HIST 242 AA	TTh	8:10-9:25	17-105	Staff	3.0
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## 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 836, and ENGL 836 or 400. (CSU, UC)

39320 HIST 245 AA	TTh	9:45-11:00	13-111	Staff	3.0
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### Evening and/or Weekend courses(s)

39322 HIST 245 LA	Tue	7:05-9:50	13-111	Staff	3.0
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## HIST 246 HISTORY OF LATINOS IN THE U.S.

This course explores the history of Latino peoples living in what is now the United States. Peoples of Mexican, Central American, South American, and Caribbean ancestry are considered. Issues addressed include the formation of Latino communities and identities in the United States, U.S. foreign policy, immigration, and civil rights issues. (Fulfills Associate degree Ethnic Studies requirement.) RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU, UC)

39623 HIST 246 AA	MWF	12:10-1:00	13-111	Staff	3.0
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## 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 836, and ENGL 836 or 400. (CSU, UC)

38881 HIST 247 AA	TTh	11:10-12:25	13-111	Staff	3.0
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## 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 836, and ENGL 836 or 400. (CSU, UC)

31235 HIST 310 AA	MWF	11:10-12:00	13-111	Staff	3.0
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## HIST 422 MODERN LATIN AMERICA

A broad survey course of the history of Latin America from independence to present that includes the role of the U.S. in relation to Central America and the Caribbean as well as the cultural ties that bind Spanish-speaking people in the U.S. to Latin America. (Fulfills Associate degree Ethnic Studies requirement.) RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU, UC)

39705 HIST 422 AA	TTh	8:10-9:25	13-113	Staff	3.0
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## HIST 451 FAR EASTERN CIVILIZATION AND HERITAGE I

Survey of the historical and cultural development of China and Japan. (Fulfills Associate degree Ethnic Studies requirement.) RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU, UC)

39622 HIST 451 AA	TTh	11:10-12:25	17-105	Young	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.

For additional information, 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.

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

# 30 Schedule of Classes — H-I

## HIST 690 RESEARCH PROJECTS

Research projects in a particular discipline. Content to be arranged with individual faculty member and approved by appropriate Division Dean. No student may enroll in more than two research courses per semester. Recommended: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: Two previous courses in the discipline, or concurrent enrollment in the second course, and an overall 3.0 GPA in the department. (CSU)

39616 HIST 690 AA By Arrangement 13-220 Staff 1.0-3.0

## HIST 695 INDEPENDENT STUDY

Self-paced, individualized instruction is provided in selected areas to be arranged with an instructor and student and approved by the Division Dean. May be repeated for credit up to 6 units. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400.

39617 HIST 695 AA By Arrangement 13-220 Staff 0.5-6.0

## HUMAN SERVICES

Para cursos de Servicios Humanos 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 836, and ENGL 836 or 400. (CSU)

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

39707 HMSV 100 LA Mon 7:05-10:10 13-114 Staff 3.0

### HMSV 110 INTRODUCTION TO COUNSELING AND INTERVIEWING

Skills and techniques of counseling and interviewing with focus on effective listening, responding, questioning, assessment, referral, values, and ethics. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

38914 HMSV 110 AA TTh 9:45-11:00 13-212 Bratton 3.0

### HMSV 115 INTRODUCTION TO CASE MANAGEMENT

Basic concepts and skills of case management that can be applied in a variety of Human Service settings; topics include ethics, assessment, recordkeeping, plan development, referral, monitoring, and benefits. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

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

36894 HMSV 115 LA Thu 6:10-9:00 13-116 Miller 3.0

### 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 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 836, and ENGL 836 or 400. (CSU)

39323 HMSV 161 AA TTh 11:10-12:25 13-212 Bratton 1.0 02/08-03/17

#### OICW/Menlo Park Center course(s)

39365 HMSV 161 PF Thu 6:30-9:30 MPLR1 Nalls 1.0 02/03-03/10

### 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 836, and ENGL 836 or 400. (CSU)

#### OICW/Menlo Park Center course(s)

38915 HMSV 264 PF Wed 7:05-9:50 MPLR1 Nalls 3.0

### 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 836, and ENGL 836 or 400. PREREQ: HMSV 265.

#### OICW/Menlo Park Center course(s)

39367 HMSV 266 PF Wed 5:45-7:00 MPLR1 Nalls 1.5

## HMSV 672 COOPERATIVE EDUCATION: HUMAN SERVICES 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 836, and ENGL 836 or 400. PREREQ: Enrollment in 7 units, including Cooperative Education and a minimum of 12 completed units in the occupational discipline. (CSU)

HMSV 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.

39404 HMSV 672 LA Tue 6:10-6:55 13-212 Bratton 1.0-3.0 01/18, 25, 02/01

## EN ESPAÑOL

### HMSV 161 INFORMACIONES Y REFERENCIAS: COMPRENSIÓN DE RECURSOS COMUNITARIOS

Provee a los participantes con los conocimientos necesarios 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 autorizar a los clientes, y como descifrar lo que los clientes quieren y necesitan. El curso puede ser repetido una vez. RECOMENDACION: Elegibilidad para LECTURA 836 y INGLES 836 o 400.

#### Course held at El Concilio

38424 HMSV 161 PE Mon 7:05-9:30 EC Collado 1.0 01/31-03/14

### 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 836 y INGLES 836 o 400.

#### Curso dado en Moonridge

39709 HMSV 264 MR Fri 7:05-10:10 MOON Bravo 3.0

#### Curso dado en El Concilio

38423 HMSV 264 PE Wed 7:05-9:50 EC Bravo 3.0

### HMSV 266 PORTAFOLIO DEL DESARROLLO FAMILIAR, PARTE II

Continuación de HMSV 265. Los estudiantes crean un portafolio demostrando sus aptitud 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 conjunción de HMSV 264. Una hora de laboratorio individual es requeridas por semana. RECOMENDACION: Elegibilidad para LECTURA 836 y INGLES 836 o 400. REQUISITO: HMSV 265.

#### Curso dado en Moonridge

39708 HMSV 266 MR Fri 5:45-7:00 MOON Bravo 1.5

#### Curso dado en El Concilio

39366 HMSV 266 PE Wed 5:45-7:00 EC Collado 1.5

## INTERIOR DESIGN

(See also Art 125, 126, 127, 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 836, and ENGL 836 or 400. (CSU)

31266 INTD 115 AA Wed 12:10-3:00 13-17 Kasser 3.0

#### Evening and/or Weekend courses(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 836, and ENGL 836 or 400. COREQ: Concurrent enrollment in INTD 699 is highly recommended. (CSU)

39519 INTD 126 AA Mon 9:10-12:00 13-17 Joshi 3.0

### INTD 130 BEGINNING SPACE PLANNING

Drawing techniques for interior designers. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: ARCH 110. COREQ: Concurrent enrollment in INTD 699 is highly recommended. (CSU)

38741 INTD 130 AA Mon 12:10-3:00 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 836, and ENGL 836 or 400. COREQ: Concurrent enrollment in INTD 699 is highly recommended. (CSU)

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

37378 INTD 146 LA	Thu	7:05-9:50	13-13	Staff	3.0
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## 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 836, and ENGL 836 or 400. PREREQ: INTD 115, ARCH 110 and INTD 130. COREQ: Concurrent enrollment in INTD 699 is highly recommended. (CSU)

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

39520 INTD 147 LA	Tue	6:30-9:20	13-13	Staff	3.0
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## INTD 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. Concurrent enrollment in INTD 699 is highly recommended. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39521 INTD 148 AA	Wed	3:10-6:00	13-17	Cornell	3.0
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## 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 836, and ENGL 836 or 400. (CSU)

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

39522 INTD 150 LA	Wed	6:30-9:20	13-17	Wolford	3.0
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## INTD 260 OVERVIEW OF LIGHTING DESIGN

The aesthetics of lighting are integrated with the basic technical information needed to understand light and its relationship to the human being. Lighting design is presented by nationally recognized designers. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39523 INTD 260 AA	Thu	3:10-6:00	13-17	Wolford	2.0	01/20-04/14
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## INTD 271 BATH DESIGN

Basic principles of bath design including scale floor plans, design concepts, and products. RECOMMENDED: Eligibility for READ 836, and ENGL 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
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## INTD 276 ADVANCED KITCHEN AND BATH DESIGN

Students prepare construction documents that include technical information for the design of kitchens and baths. RECOMMENDED: Eligibility for READ 836, and ENGL 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	Staff	3.0
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## INTD 278 MARKETING AND SALESMANSHIP FOR INTERIOR DESIGN

Principles of marketing and salesmanship are covered using design principles, floor plans, elevation procedures, and agreement and payment schedules with emphasis on how to close a sale. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

37700 INTD 278 AA	Wed	8:30-11:30	13-17	Camp	3.0
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## INTD 320 ASIAN ART FOR INTERIORS: CHINA AND KOREA (ALSO ART 125)

A broad survey of historic and contemporary Asian art from China and Korea. (Partially fulfills Associate degree Ethnic Studies requirement.) RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39525 INTD 320 AX	Mon	3:10-6:15	13-17	Cornell	1.0	01/24-02/28
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## INTD 321 ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA (ALSO ART 126)

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 836, and ENGL 836 or 400. (CSU)

39526 INTD 321 AX	Mon	3:10-6:15	13-17	Cornell	1.0	03/07-04/11
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## INTD 322 ASIAN ART FOR INTERIORS: JAPAN, INDIA, AND THE PHILIPPINES (ALSO ART 127)

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 836, and ENGL 836 or 400. (CSU)

39527 INTD 322 AX	Mon	3:10-6:15	13-17	Cornell	1.0	04/18-05/16
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## 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 836, and ENGL 836 or 400. COREQ: Concurrent enrollment in INTD 699 and BUS. 430 is highly recommended. (CSU)

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

37741 INTD 362 LA	Tue	6:30-9:30	13-217	Wallach	1.0	01/18-02/22
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**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 836, ENGL 836 or 400, and MATH 111. (CSU)

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

31289 INTD 370 LA	Thu	6:30-9:20	13-17	Kalkbrenner	3.0
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## INTD 450 MATERIALS AND FINISHES

Guidelines for selecting materials for appropriateness, quality, and cost for residential and non-residential applications. RECOMMENDED: Eligibility for READ 836, and ENGL 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
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## 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 836, and ENGL 836 or 400. COREQ: Concurrent enrollment in INTD 699 is highly recommended. (CSU)

39524 INTD 464 AA	Thu	3:10-6:00	13-17	Wolford	1.0	04/21-05/26
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## 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 836, and ENGL 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	Tue	3:10-6:00	13-17	Girdlestone	1.0-3.0
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Meeting dates are: 01/18, 25, 02/01

## 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 836, and ENGL 836 or 400. (CSU)

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

39270 INTD 680 LA	Tue	6:30-9:30	16-110	Wallach	1.0	03/01-04/12
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39271 INTD 680 LB	Tue	6:30-9:30	16-110	Wallach	1.0	04/19-05/24
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**INTD 680 has a non-refundable materials charge of \$2.**

## 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
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# 32 Schedule of Classes — L

## 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 50 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 836, and ENGL 836 or 400. (CSU)

Evening and/or Weekend courses(s)						
34300 LCTR 100 LA	Fri	1:30-5:30	5-105	Gross	0.5	02/11
	Sat	9:00-1:00	5-105			02/12

### 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 836, and ENGL 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 138 FUNDAMENTALS OF THE RESEARCH PAPER

A guide through the preparation for writing a research paper. RECOMMENDED: Eligibility for READ 836, and ENGL 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 836, and ENGL 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 836, and ENGL 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 810 has a non-refundable materials charge of \$2.**

### 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 ON THE MACINTOSH

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 ON THE MACINTOSH

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

## 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.

<i>OICW/Menlo Park Center course(s)</i>				
38945	LCTR 806 MP	By Arrangement	MPLC1 Phillips	1.0-3.0
<b>LCTR 806 has a non-refundable materials charge of \$2-\$6.</b>				

### 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.

<i>OICW/Menlo Park Center course(s)</i>				
38946	LCTR 807 MP	By Arrangement	MPLC1 Phillips	1.0-6.0
<b>LCTR 807 has a non-refundable materials charge of \$2-\$12.</b>				

## 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 Patterson	1.0
<b>LIBR 100 has a non-refundable materials charge of \$2.</b>				

## LITERATURE

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

### LIT. 370 READINGS IN LITERATURE OF THE LATINO IN THE UNITED STATES

A survey in English of literary contributions of Latino writers in the U.S., providing a study of the historical, socio-political, and cultural concerns of Latinos in the U.S. as these appear in novels, short stories, and poetry. (Fulfills Associate degree Ethnic Studies requirement.). PREREQ: ENGL 100. (CSU, UC)

39730	LIT. 370 AA	TTh	11:10-12:25	6-12	Palmer	3.0
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### 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 836, and ENGL 836 or 400. (CSU, UC)

<i>Evening and/or Weekend courses(s)</i>						
31328	LIT. 442 LA	Thu	7:05-9:50	3-148	Nagler	3.0

### LIT. 680 NEW VOICES IN WORLD LITERATURE

Short works in all media from around the world today. Students read, discuss, and write about contemporary work from many world cultures. Fiction, poetry, drama, film and performance arts by Native American, Asian, Pacific Islander, African American, Latino, Middle Eastern and other cultures are considered. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39731	LIT. 680 AA	TTh	8:10-9:25	13-117	Gangel	3.0
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## 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 836, and ENGL 836 or 400. (CSU)

#### Telecourse:

36824	MGMT 100 TV	See pages 46-47	TV	Blake	3.0
Orientation meeting is held at College of San Mateo.					

## 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. See a 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 836, and ENGL 836 or 400. PREREQ: MATH 811 or appropriate score on District math placement test and other measures as appropriate.

31330	MATH 110 AB	MWF	8:00-9:25	13-212	Gurskaya	5.0
31331	MATH 110 AC	MWF	9:35-11:00	13-212	Iverson	5.0
31333	MATH 110 AD	MWF	11:10-12:35	13-212	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., 01/25, 4:00-6:00 pm, Bldg. 22, Room 116.

### 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 836, and ENGL 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	Innerst	3.0
34776	MATH 111 AC	TTh	11:10-12:25	17-109	Bertens	3.0

*Freshman Success course(s) (see page 9):*

31335	MATH 111 AB	MWF	10:10-11:00	17-109	Enriquez	3.0
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*MATH 111 AB is linked with CRN 39686, CRER 401 AB. When you enroll in a linked section you must enroll in the companion course.*

*Evening and/or Weekend courses(s)*

31338	MATH 111 LA	Tue	6:30-9:20	13-110	Toma	3.0
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*On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)*

37833	MATH 111 OL	By Arrangement	On-line	Preston	3.0
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Mandatory Orientation Meeting: Tue., 01/25, 4:00-6:00 pm, Bldg. 22, Room 116.

### 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 836, and ENGL 836 or 400. PREREQ: MATH 111.

31339	MATH 112 AA	MWF	11:10-12:00	13-114	Staff	3.0
31340	MATH 112 AB	TTh	9:45-11:00	17-109	Lapuz	3.0

*Evening and/or Weekend courses(s)*

31341	MATH 112 LA	Wed	6:30-9:20	13-110	Toma	3.0
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*On-Line course: For further information go to [www.canadacollege.edu/science/math](http://www.canadacollege.edu/science/math)*

37834	MATH 112 OL	By Arrangement	On-line	Preston	3.0
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Mandatory Orientation Meeting: Tue., 01/25, 4:00-6:00 pm, Bldg. 22, Room 116.

### 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 836, and ENGL 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	17-207	Staff	5.0
38658	MATH 120 AB	MWF	8:00-9:25	22-113	Staff	5.0
38666	MATH 120 AC	MWF	9:35-11:00	22-113	Follansbee	5.0
38667	MATH 120 AD	MWF	11:10-12:35	22-113	Gurskaya	5.0

*Evening and/or Weekend courses(s)*

31349	MATH 120 LA	MTh	6:30-8:50	13-110	Klimkovsky	5.0
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*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
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Mandatory Orientation Meeting: Tue., 01/25, 4:00-6:00 pm, Bldg. 22, Room 118.



## 34 Schedule of Classes — M

### 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 836, and ENGL 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 11:10-12:00 17-205 Klimkovsky 3.0

*Accelerated Degree course, held at the San Mateo County Office*

39337 MATH 122 SM MW 6:30-9:35 SMC0 Choy 3.0 01/24-03/28

*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., 01/25, 4:00-6:00 pm, Bldg. 22, Room 118.

### 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 836, and ENGL 836 or 400. PREREQ: MATH 122.

31351 MATH 123 AA TTh 9:45-11:00 22-113 Iverson 3.0

*Evening and/or Weekend courses(s)*

36621 MATH 123 LA Mon 6:30-9:35 17-207 Iverson 3.0

*Accelerated Degree course, held at the San Mateo County Office*

39338 MATH 123 SM MW 6:30-9:35 SMC0 Choy 3.0 04/04-05/23

*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., 01/25, 4:00-6:00 pm, Bldg. 22, Room 118.

### 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 836, and ENGL 836 or 400. PREREQ: MATH 120 or 121 or 123, or appropriate score on District Math Placement Test and other measures as appropriate. (CSU, UC)

31352 MATH 125 AA MWF 9:10-10:00 17-207 Zemla 3.0

*Evening and/or Weekend courses(s)*

31353 MATH 125 LA Thu 7:05-9:50 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 836, and ENGL 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 Zemla 3.0

### MATH 140 MATHEMATICS FOR GENERAL EDUCATION

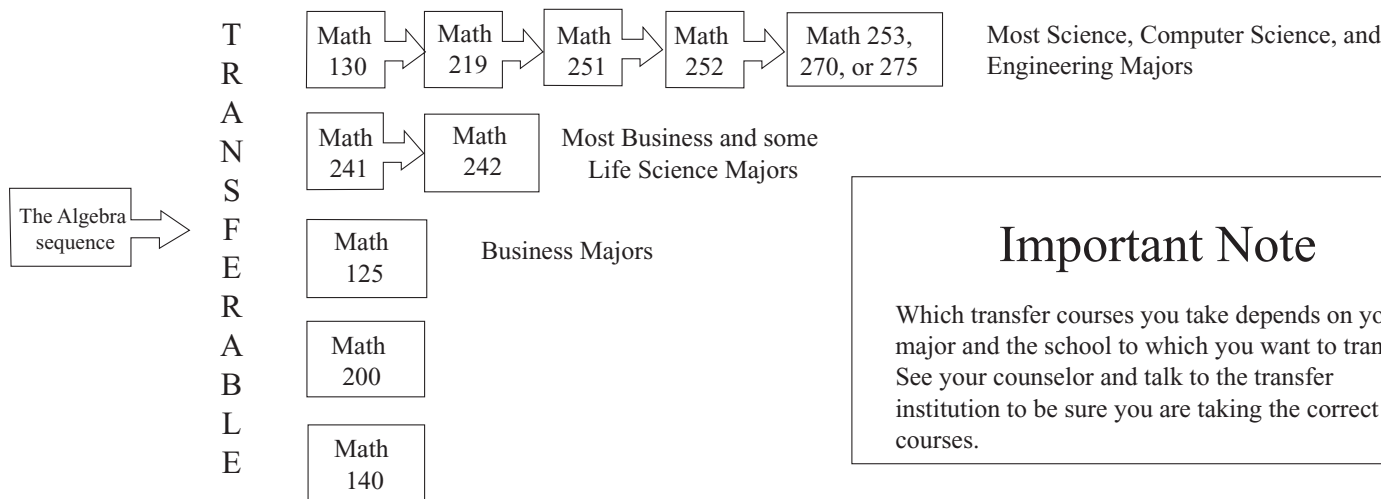
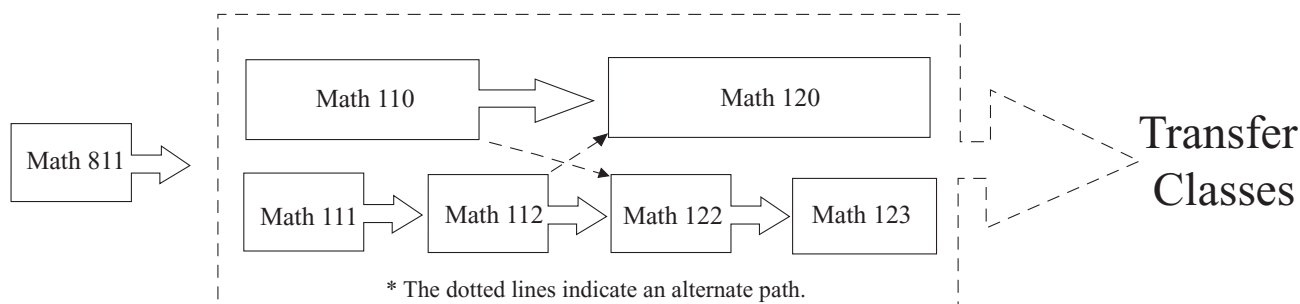
Designed to meet the General Education Quantitative Reasoning requirement. Topics can include logic, problem solving, probability, statistics, geometry, mathematics of finance, systems of numeration, mathematical modeling, and computers. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 836, and ENGL 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 17-207 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.

## 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.

RECOMMENDED: Eligibility for READ 836, and ENGL 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

*Evening and/or Weekend courses(s)*

31358 MATH 200 LA	Thu	6:30-10:00	17-205	Anderson	4.0
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## MATH 219 PRE-CALCULUS COLLEGE ALGEBRA/TRIGONOMETRY

Unification of college algebra and analytical trigonometry based on the function concept. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 836, and ENGL 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	Follansbee	5.0
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## MATH 242 APPLIED CALCULUS II

This is the second half of a two-semester calculus sequence that is designed for business, social sciences, technology, and life sciences majors. Topics include an introduction to the integral, integration, multivariable functions, and differential equations. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 836, and ENGL 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	13-15	Innerst	5.0
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## 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 836, and ENGL 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	22-118	Preston	5.0
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## 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	16-110	Iverson	5.0
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## 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	17-207	Lapuz	5.0
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## 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.

39614 MATH 811 AA	MWF	11:10-12:00	22-118	Zemla	1.0-3.0
31367 MATH 811 AB	TTh	9:45-11:00	22-118	Bertens	1.0-3.0

*Evening and/or Weekend courses(s)*

31369 MATH 811 LA	Mon	6:30-9:35	22-118	Staff	1.0-3.0
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# MEDICAL ASSISTING

## MEDA 100 INTRODUCTION TO MEDICAL ASSISTING

Duties and responsibilities of a medical assistant, transcriptionist, and billing specialist in a physician's office, clinic, hospital or other medical facility. Emphasizes desirable personality traits and human relationships as well as medical ethics, specialties in the medical field, and office maintenance. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39687 MEDA 100 AX	TTh	9:10-10:25	13-216	Hartford	3.0
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## MEDA 110 BASIC MEDICAL TERMINOLOGY

Development of a medical vocabulary to include medical abbreviations and symbols through the study of the principles of word construction and word analysis, with emphasis on spelling and pronunciation. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39688 MEDA 110 AX	TTh	9:10-10:25	13-216	Hartford	3.0
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## MEDA 115 MEDICAL WORD PROCESSING

Training in production typing of medical letters, reports, and forms using the computer. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: BUS. 415 or equivalent. (CSU)

39689 MEDA 115 AX	TTh	12:10-1:25	13-217	Clinton	3.0
39692 MEDA 115 BX	TTh	1:30-2:45	13-217	Clinton	3.0

**MEDA 115 has a non-refundable materials charge of \$2.**

## MEDA 120 CLINICAL PROCEDURES I

Examination room techniques, asepsis and sterilization procedures, laboratory procedures and specimen collection, and electrocardiograms (Extra supplies may be required). RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: BIOL 130 and MEDA 110. (CSU)

39695 MEDA 120 AX	TTh	8:05-11:00	18-205	Charlton	4.0
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**MEDA 120 has a non-refundable materials charge of \$25.**

## MEDA 121 CLINICAL PROCEDURES II

Administering medications, injections and venipuncture, eye and ear lavage, electroencephalograms, removal of sutures and staples, bandaging and dressings, and other examination and clinical procedures. (Extra supplies may be required). RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: MEDA 120. (CSU)

39696 MEDA 121 AX	TTh	8:05-11:00	18-205	Charlton	4.0
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**MEDA 121 has a non-refundable materials charge of \$25.**



## Medical Assisting Department

Train for health service careers in two to four semesters! The Medical Assisting

Department offers three different programs that lead to many career opportunities:

- Administrative Medical Assisting (2 semesters)
- Clinical Medical Assisting (3 semesters)
- Administrative/Clinical Medical Assisting (4 semesters)
- Medical Coding Specialist (2 semesters)
- Medical Billing Specialist (2 semesters)
- Medical Transcription (3 semesters)

Salary range: \$20-\$40 per hour

**For further information, call (650) 306-3392**

## 36 Schedule of Classes — M–P

### MEDA 140 MEDICAL TRANSCRIPTION: BASIC

Machine transcription of patient medical chart progress notes, history and physicals, letters, consultations, surgical and autopsy reports, and discharge summaries utilizing computers. Course includes analyzing, editing, proper documentation, and compliance requirements. BIOL 130 is recommended. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: MEDA 110 and 115. (CSU)

39690 MEDA 140 AX TTh 12:10-1:25 13-217 Clinton 3.0

**MEDA 140 has a non-refundable materials charge of \$2.**

### MEDA 141 MEDICAL TRANSCRIPTION: ADVANCED

Intensive transcription using computers, of hospital-type medical reports including history and physical examinations, surgeries, discharge summaries, and radiologic and nuclear medicine reports. MEDA 190 and BIOL 130 are recommended. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: MEDA 140. (CSU)

39693 MEDA 141 BX TTh 1:30-2:45 13-217 Clinton 3.0

**MEDA 141 has a non-refundable materials charge of \$2.**

### MEDA 150 MEDICAL OFFICE PROCEDURES

Fundamental office procedures applied to the medical field. Decision-making, setting priorities, finding information, coping with interruptions, and producing under pressure in medical office simulations. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: Completion of or concurrent enrollment in MEDA 100 and 110. (CSU)

39691 MEDA 150 AX TTh 1 2:10-1:25 13-217 Clinton 3.0

**MEDA 150 has a non-refundable materials charge of \$2.**

### MEDA 160 MEDICAL INSURANCE PROCEDURES

Covers Blue Cross, Blue Shield, Medicare, Medi-Cal, Worker's Compensation and other insurance programs. Coding resources used in claims preparation. Billing and book-keeping methods using the computer. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: BUS 415 or equivalent. (CSU)

39694 MEDA 160 BX TTh 1:30-2:45 13-217 Clinton 3.0

**MEDA 160 has a non-refundable materials charge of \$2.**

### MEDA 161 ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-9-CM (CLINICAL MODIFICATION) BEGINNING CODING

Development of nomenclature and classification of diseases. Basic coding principles of diseases and symptoms according to ICD-9-CM with emphasis on the coding of medical records. Use of indexes, sequencing of code numbers, and preparation of documents to increase competency. May be repeated once for credit. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

*Evening and/or Weekend courses(s)*

39699 MEDA 161 WA Sat 8:30-12:35 13-116 Clinton 1.0 01/22-02/12

### MEDA 162 ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-9-CM (CLINICAL MODIFICATION) INTERMEDIATE CODING

Intermediate principles and philosophy of coding logic according to ICD-9-CM. Emphasizes the use of UHDDS, source documents, multiple coding, sequencing, V codes, tables, neoplasms, and mental disorders. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: MEDA 161. (CSU)

*Evening and/or Weekend courses(s)*

39700 MEDA 162 WA Sat 8:30-12:35 13-116 Clinton 1.0 02/26-03/19

### MEDA 163 ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-9-CM (CLINICAL MODIFICATION) ADVANCED CODING

A continuation of MEDA 162 with an emphasis on the advanced principles and philosophy of coding logic according to ICD-9-CM. Emphasizes diseases by body systems, complications, injuries, and adverse effects of drugs. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: MEDA 162. (CSU)

*Evening and/or Weekend courses(s)*

39701 MEDA 163 WA Sat 8:30-12:35 13-116 Clinton 1.0 04/02-04/23

### MEDA 190 INTRODUCTION TO PHARMACOLOGY

Designed for medical assistants, medical transcribers and other allied health professionals. Includes recognition, identification, classification, administration, and care and storage of drugs according to the Food and Drug Administration (FDA) regulations. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

*Evening and/or Weekend courses(s)*

39698 MEDA 190 LA Wed 5:30-8:20 18-205 Charlton 3.0

### MEDA 801 COMPUTERIZED MEDICAL BILLING/MEDICAL ASSISTING EXAM PREPARATION

Preparation for Medisoft or Medical Manager, or UB 92, or Medical Assisting certification testing offered by various organizations. May be repeated twice for credit. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400.

39697 MEDA 801 AA By Arrangement 13-217 Charlton 1.0

## 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 836, and ENGL 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 836, and ENGL 836 or 400. (CAN MUS 8) (CSU, UC)

31378 MUS. 202 AA MWF 8:10-9:00 22-118 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 836, and ENGL 836 or 400. (CSU, UC)

36005 OCEAN 100 AA TTh 9:45-11:00 17-203 Kirchoff-Stein 3.0

*Evening and/or Weekend courses(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 courses(s)*

31315 LEGL 249 LA Mon 6:30-9:35 13-113 DeGhetaldi 3.0

### LEGL 260 ADVANCED LEGAL RESEARCH AND WRITING

Develop and refine legal research and writing skills by preparing a series of projects which include legal documents for court cases filed by attorneys. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: LEGL 249 and 250. (CSU)

*Evening and/or Weekend courses(s)*

39702 LEGL 260 LA Tue 7:05-9:50 13-212 Kippes 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 courses(s)*

39307 LEGL 262 LA Thu 6:30-9:20 13-114 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	13-116	Glick	3.0
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## 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 836, and ENGL 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	5:10-6:00	13-116	Graham	4.0	01/20, 27, 02/03
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## 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
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### 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
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### PHIL 200 INTRODUCTION TO LOGIC

An introduction to the study of logic which includes informal fallacies, syllogism, and symbolic logic. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CAN PHIL 6) (CSU, UC)

31465 PHIL 200 AA	MWF	9:10-10:00	17-105	Young	3.0
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### PHIL 240 INTRODUCTION TO ETHICS

Examine the principles of ethical decision making and ethical responsibility. RECOMMENDED: Eligibility for READ 836, and ENGL 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 836, and ENGL 836 or 400. (CSU, UC)

### Evening and/or Weekend courses(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: Community Wellness Center, 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)

### Community Wellness Center course(s)

35760 ADAP 310 VA	By Arrangement	CWC	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)

### Community Wellness Center course(s)

38355 ADAP 320 VA	By Arrangement	CWC	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)

### Community Wellness Center course(s)

30830 ADAP 350 VA	By Arrangement	CWC	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)

### Community Wellness Center course(s)

30832 ADAP 351 VA	By Arrangement	CWC	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)

### Community Wellness Center course(s)

35761 ADAP 361 VB	By Arrangement	CWC	McCarthy	1.0
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## ADAP 680 ADAPTIVE LIFELONG WELLNESS

Comprehensive development of a lifelong fitness and wellness plan. BSL: Open Curriculum. (CSU)

### Community Wellness Center course(s)

39395 ADAP 680 VA	By Arrangement	CWC	McCarthy	0.5-1.5
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## DANCE

### DANC 125, 126 BEGINNING AND INTERMEDIATE SALSA

Basics of salsa dancing including partner work with turn patterns and stylization, as well as more complex dance patterns with greater emphasis on development of dance stylization and timing. Shine steps are covered. A course for men and women. BSL: Open Curriculum. PREREQ: DANC 126 requires the previous level or demonstrated skill (CSU, UC)

36243 DANC 125 AA	TTh	11:10-12:25	1-203	Quijano	1.0
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### Evening and/or Weekend courses(s)

39633 DANC 125 LA	TTh	7:00-8:15	1-203	Quijano	1.0
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39635 DANC 126 LA	TTh	8:20-9:35	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 AX	MWF	10:10-11:00	1-203	Breen	1.0
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31008 DANC 210 AX	MWF	10:10-11:00	1-203	Breen	1.0
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38919 DANC 215 AX	MWF	10:10-11:00	1-203	Breen	1.0
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## 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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# 38 Schedule of Classes — P

## 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 courses(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. May be repeated for credit up to three times for a maximum of 8 units. BSL: Open Curriculum. PREREQ: FITN 680 A1 and A2 require FITN 121. (CSU, UC)

### ORIENTATION SCHEDULE\*:

Day Hours: Jan., 18-22, 24-298:10, 9:10, 10:10, 11:10 & 12:10  
Evening Hours: Jan., 18-20, 24-276:10 & 7:10

\*NOTE: Following the dates listed above, orientations are 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 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)

31184 FITN 210 AA	MWF	2:10-3:00	1-138	Quattlebaum	1.0
36770 FITN 210 AB	MWF	1:10-2:00	1-138	Mangiola	1.0
33494 FITN 210 AG	MWF	4:10-5:00	1-138	Garcia	1.0

### FITN 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 courses(s)

37820 FITN 334 LB	MW	6:30-7:45	1-203	Wise	1.0
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## FITN 680 GET ON THE BALL EXERCISING

Exercising on a stability ball to achieve functional movement, abdominal and lower-back strength, while increasing whole-body strength, flexibility, stabilization, balance, and coordination. This foundation course is suitable for all age groups and prepares body for all levels of activity – athletic to everyday movement. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39385 FITN 680 AA	Daily	7:45-8:50	1-208	McGill	2.0
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### Evening and/or Weekend courses(s)

39386 FITN 680 LA	MTWTh	5:50-7:00	1-208	Webb	2.0
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## FITN 680 CHOPRA CENTER YOGA

Yoga for Every Body. Chopra Center Yoga enables one to establish and increase physical strength, flexibility, and balance on the mat. The power of this ancient practice is experienced as improved strength, flexibility, and balance in life. Includes breathing exercises, meditation, and mantra. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39636 FITN 680 AB	TTh	6:45-8:00 (am)	1-203	Quijano	1.0
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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

### 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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## 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
39706 TEAM 115 AB	MWF	3:45-5:45	1-208	Quattlebaum	1.0 03/14-05/20

### TEAM 141 BEGINNING SOCCER

Course in basic fundamentals essential for team play. Skills such as dribbling, trapping, passing, heading, shooting, and throw ins are combined with conditioning drills preparing one for competition. 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 courses(s)

31543 TEAM 141 WX	Sat	11:00-2:00	FIELD	Mangiola	1.0
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### TEAM 143 ADVANCED SOCCER

Competitive team play is stressed with advanced strategies employed. Tactics are emphasized that require advanced skills and conditioning. BSL: Open Curriculum. PREREQ: Demonstrated ability. (CSU, UC)

31545 TEAM 143 AA	TTh	3:00-5:40	FIELD	Mangiola	1.5 02/08-05/12
31546 TEAM 143 AB	MW	1:30-3:30	FIELD	Devlin	1.0 02/07-05/11

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

31547 TEAM 143 WX	Sat	11:00-2:00	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 courses(s)						
31548 TEAM 148 LA	Wed	7:10-10:00	1-208	Mangiola	1.0	

## TEAM 171, 174 BEGINNING, INTERMEDIATE/ADVANCED VOLLEYBALL

These courses provide beginning through intermediate/advanced instruction in Volleyball team play and individual skill development including serving, passing, setting and spiking. TEAM 174 emphasizes team strategy and play. BSL: Open Curriculum. PREREQ: TEAM 174 requires the previous level or demonstrated skill. (CSU, UC)

Evening and/or Weekend courses(s)						
31551 TEAM 171 LX	Tue	7:05-9:50	1-208	Peña	1.0	
31553 TEAM 174 LX	Tue	7:05-9:50	1-208	Peña	1.0	

## TEAM 180 COMPETITION VOLLEYBALL I

Round-robin intra-class competition for the intermediate to advanced volleyball student with an emphasis on defensive/offensive strategies. BSL: Open Curriculum. PREREQ: TEAM 174 or equivalent skill level. COREQ: Concurrent enrollment in TEAM 699. (CSU, UC)

Evening and/or Weekend courses(s)						
36264 TEAM 180 LX	Thu	7:05-9:50	1-208	Peña	1.0	
Includes a one day tournament (listed below):						
38526 TEAM 699 WA	Sat	8:30-5:00	1-208	Peña	0.0	04/09

## TEAM 181, 680 COMPETITION VOLLEYBALL II AND III

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 181 requires TEAM 180, TEAM 680 requires TEAM 181 or equivalent skill level. COREQ: Concurrent enrollment in TEAM 699. (CSU, UC)

Evening and/or Weekend courses(s)						
39373 TEAM 181 LX	Thu	7:05-9:50	1-208	Peña	1.0	
39376 TEAM 680 LX	Thu	7:05-9:50	1-208	Peña	1.0	
Includes a one day tournament (listed below):						
38526 TEAM 699 WA	Sat	8:30-5:00	1-208	Peña	0.0	04/09

## 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. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU)

39003 TEAM 680 AA	Daily	1:30-3:30	1-208	Marcuson	2.0	01/31-05/20
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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. 115 INTRODUCTION TO ADAPTIVE PHYSICAL EDUCATION

Provides a working knowledge of numerous disabilities and current adaptive physical education techniques for students interested in pursuing a career in adaptive physical education, physical therapy, special education, or any other health related field. BSL: Open Curriculum. (CSU)

Community Wellness Center course(s)						
39628 P.E. 115 VA	By Arrangement		CWC	McCarthy	2.0	

## 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)

Community Wellness Center course(s)						
31455 P.E. 116 VA	By Arrangement		CWC	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)

Community Wellness Center course(s)						
34740 P.E. 118 VA	By Arrangement		CWC	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	FIELD	Lucca	3.0	01/03-05/20
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### VARS 114 VARSITY BASKETBALL

Intercollegiate competition in the Coast Conference and participation in regional tournaments, Nor-Cal playoffs and state championships when qualified. BSL: Open Curriculum. PREREQ: Demonstrated ability. (CSU, UC)

39676 VARS 114 AA	Daily	3:45-5:45	1-208	Quattlebaum	3.0	01/18-03/11
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## PHYSICS

(See also Astronomy)

### PHYS 220 GENERAL PHYSICS II

Basic concepts of physics including electricity and magnetism, electromagnetic waves, optics, the special theory of relativity, atomic physics, and quantum mechanics. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 836, and ENGL 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 836, and ENGL 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	
	Tue	11:10-2:00	16-106			

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

### PHYS 270 PHYSICS WITH CALCULUS III

Third semester calculus based physics covering waves, thermodynamics, optics, special relativity, atomic physics, and quantum mechanics. Two by arrangement hours of lab per week are required. RECOMMENDED: Eligibility for READ 836, and ENGL 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	
	Thu	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 836, and ENGL 836 or 400. (CSU, UC)

38890 PLSC 103 AA	TTh	8:10-9:25	13-210	Ware	3.0	
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### PLSC 130 INTERNATIONAL RELATIONS

The nature of international tensions, causes of group conflicts, their escalation and moderation in a highly interdependent and multicultural world. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU, UC)

31475 PLSC 130 AA	TTh	9:45-11:00	13-210	Ware	3.0	
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## 40 Schedule of Classes — P–R

### 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 836, and ENGL 836 or 400. (CSU, UC)

39315 PLSC 150 AA	MWF	9:10-10:00	13-210	Ware	3.0
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### PLSC 210 AMERICAN POLITICS

This course is a survey of American Politics and Government as related to the evolution of American Democracy. Topics include: American Political Theories, California State and local government, voting rights, civil liberties and rights, constitutionalism, federalism, state rights, religion, political participation, political parties, interest groups, politics and economics. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CAN GOVT 2) (CSU, UC)

31477 PLSC 210 AA	MWF	8:10-9:00	13-210	Staff	3.0
39626 PLSC 210 AB	TTh	11:10-12:25	13-210	Ware	3.0

*Evening and/or Weekend courses(s)*

34627 PLSC 210 LA	Tue	7:05-9:50	13-210	Massey	3.0
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### 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 836, and ENGL 836 or 400. (CSU)

38891 PLSC 310 AA	MWF	11:10-12:00	13-210	Ware	3.0
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*Evening and/or Weekend courses(s)*

39316 PLSC 310 LA	Thu	7:05-9:50	13-210	Massey	3.0
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## 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 836, and ENGL 836 or 400. (CAN PSY 2) (CSU, UC)

31481 PSYC 100 AA	MWF	9:10-10:00	22-114	Stegner	3.0
31482 PSYC 100 AB	TTh	8:10-9:25	22-113	Staff	3.0
31483 PSYC 100 AC	MWF	10:10-11:00	22-114	Stegner	3.0

*Evening and/or Weekend courses(s)*

39318 PSYC 100 LA	Wed	7:05-9:50	3-148	Saterfield	3.0
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*Telecourse:*

36827 PSYC 100 TV	See pages 46-47	TV	Clifford	3.0
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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 836, and ENGL 836 or 400. (CSU, UC)

39319 PSYC 106 AA	MWF	8:10-9:00	22-114	Staff	3.0
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*Evening and/or Weekend courses(s)*

39627 PSYC 106 LA	Thu	7:05-9:50	13-111	Saterfield	3.0
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### 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 836, and ENGL 836 or 400. (CSU)

*Telecourse:*

36828 PSYC 110 TV	See pages 46-47	TV	Stegner	3.0
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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 836, and ENGL 836 or 400. (CSU, UC)

35900 PSYC 200 AA	TTh	9:45-11:00	22-113	Staff	3.0
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*Evening and/or Weekend courses(s)*

39715 PSYC 200 LA	Tue	7:05-9:50	3-142	Saterfield	3.0
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### PSYC 340 PSYCHOLOGY OF HUMAN SEXUALITY

Psychological aspects of human sexuality influencing sexual identity and behavior and their implications. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU, UC)

31488 PSYC 340 AA	MWF	11:10-12:00	22-114	Stegner	3.0
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### PSYC 410 ABNORMAL PSYCHOLOGY

Elaboration on the study of abnormal behavior and personality. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CSU, UC)

*Telecourse:*

36829 PSYC 410 TV	See pages 46-47	TV	Stegner	3.0
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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	8:10-9:00	18-115	Rivera	3.0
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### 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	9:10-10:25	18-115	Staff	3.5
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### 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	8:00-4:30	HOSP	Jones	5.0	12/21-05/26
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### RADT 430 PRINCIPLES OF RADIOGRAPHIC FILM PRODUCTION

Learn methods for producing quality radiographics. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: PHYS 405. (CSU)

31496 RADT 430 AA	MWF	11:10-12:30	18-115	Rivera	3.5
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### 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	01/18-02/24
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### 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	03/01-04/14
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### 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
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### 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	8:00-4:30	HOSP	O'Laughlin	7.5	12/20-05/27
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### RADT 470 SPECIALIZED TECHNIQUES: MAMMOGRAPHY

Curriculum mandated by the California Department of Health Services, Radiologic Technology Branch, for qualifications and continuing education to perform mam-

# Schedule of Classes — R–S 41

mographic X-ray procedures. RECOMMENDED: Eligibility for READ 420 and ENGL 100. PREREQ: Enrollment in the Radiologic Technology program or certification as a radiologic technologist.

<i>Evening and/or Weekend courses(s)</i>						
35420 RADT 470 LA	Sat	9:10-4:00	18-115	Pitcher	1.5	04/07-04/30
	Thu	7:00-10:00	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 420 and ENGL 100. PREREQ: Certification as a radiologic technologist.

<i>Evening and/or Weekend courses(s)</i>						
36617 RADT 471 LA	Wed	6:30-9:20	18-115	Germes	2.0	01/19-04/13

## READING

(See also English, Literature and English Institute)

### READ 826 READING IMPROVEMENT

Reading strategies, study techniques and vocabulary development to improve reading comprehension. Recommendation via College Placement Test. One by arrangement hour of lab per week is required. May be repeated once for credit. Units do not apply toward AA/AS degree. BSL: Open Curriculum.

39629 READ 826 AA	MWF	8:00-9:25	3-104	Valenzuela	3.0	
39630 READ 826 AB	MWF	9:35-11:00	3-104	Valenzuela	3.0	
39631 READ 826 AC	MWF	12:10-1:35	17-105	Terzakis	3.0	

<i>Evening and/or Weekend courses(s)</i>						
39632 READ 826 LA	TTh	7:05-9:15	3-104	Staff	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 836, and ENGL 836 or 400.

38895 READ 836 AA	MWF	8:10-9:00	17-105	Staff	3.0	
38897 READ 836 AB	TTh	8:10-9:25	3-104	Valenzuela	3.0	
38898 READ 836 AC	MWF	11:10-12:00	3-104	Staff	3.0	
38899 READ 836 AD	TTh	9:45-11:00	3-104	Valenzuela	3.0	
39408 READ 836 AE	TTh	11:10-12:25	3-104	Terzakis	3.0	
39639 READ 836 AF	MWF	12:10-1:00	3-104	Staff	3.0	

<i>Evening and/or Weekend courses(s)</i>						
38900 READ 836 LA	Mon	7:05-10:10	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 836, and ENGL 836 or 400. (CSU)

<i>Evening and/or Weekend courses(s)</i>						
39260 R.E. 110 LA	Thu	6:30-9:20	3-142	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 836, and ENGL 836 or 400. (CSU)

<i>Evening and/or Weekend courses(s)</i>						
39261 R.E. 141 LA	Wed	6:30-9:20	13-113	Roche	3.0	

## 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 836, and ENGL 836 or 400. (CAN SOC 2) (CSU, UC)

36120 SOCI 100 AA	MWF	10:10-11:00	2-10	Staff	3.0	
38896 SOCI 100 AB	TTh	11:10-12:25	2-10	Martinez	3.0	

#### *Telecourse:*

36830 SOCI 100 TV	See pages 46-47	TV	Mathur	3.0		
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Orientation meeting is held at College of San Mateo.

### SOCI 105 SOCIAL PROBLEMS

Investigation of selected social issues in relation to changes in society and their social, political, and economic implications. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. (CAN SOC 4) (CSU, UC)

39737 SOCI 105 AA	MWF	11:10-12:00	2-10	Staff	3.0	
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### 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 836, and ENGL 836 or 400. (CSU, UC)

31514 SOCI 141 AA	TTh	9:45-11:00	3-148	Martinez	3.0	
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#### *Evening and/or Weekend courses(s)*

31515 SOCI 141 LA	Mon	7:05-10:10	3-148	Staff	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 836, and ENGL 836 or 400. (CAN SPAN 2) (CAN SPAN SEQ A = SPAN 110 + 120) (CSU, UC)

38931 SPAN 110 AA	MWF	11:10-12:35	13-112	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 836, and ENGL 836 or 400. (CSU, UC)

#### *Evening and/or Weekend courses(s)*

39641 SPAN 111 LA	Wed	6:30-9:20	17-107	Staff	3.0	
37825 SPAN 111 WA	Sat	9:00-12:05	13-115	Staff	3.0	

### SPAN 112 ELEMENTARY SPANISH II

Continuation of SPAN 111. Equivalent to the second half of SPAN 110. (SPAN 111 and 112 are equivalent to SPAN 110.) Introductory course that develops listening, speaking, reading and writing skills for basic every day situations, and introduces the student to cultural aspects of Spanish-speaking countries. One by arrangement hour of lab per week is required. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: SPAN 111. (CSU, UC)

39640 SPAN 112 AA	MWF	10:10-11:00	13-210	Malamud	3.0	
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#### *Evening and/or Weekend courses(s)*

31522 SPAN 112 LA	Mon	6:30-9:35	17-105	Staff	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 836, and ENGL 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	8:00-9:25	6-12	Staff	5.0	
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## 42 Schedule of Classes — S–T

### 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 836, and ENGL 836 or 400. PREREQ: SPAN 120 or 122. (CSU)

39324 SPAN 131 AX TTh 11:10-12:25 13-112 Malamud 3.0

### SPAN 132 INTERMEDIATE SPANISH II

Approximately the second half of SPAN 130. Conversation, composition, grammar review, and readings. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: SPAN 131. (CSU)

39325 SPAN 132 AX TTh 11:10-12:25 13-112 Malamud 3.0

### 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 836, and ENGL 836 or 400. PREREQ: SPAN 130 or equivalent. (CAN SPAN 10) (CAN SPAN SEQ B = SPAN 130 + 140) (CSU, UC)

39326 SPAN 140 AX TTh 11:10-12:25 13-112 Malamud 3.0

### 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 836, and ENGL 836 or 400. PREREQ: SPAN 140 or equivalent. (CSU, UC)

34796 SPAN 162 AA TTh 9:45-11:00 17-107 Malamud 3.0

### 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 836, and ENGL 836 or 400. PREREQ: SPAN 802.

*Evening and/or Weekend courses(s)*

31530 SPAN 803 LX Thu 6:30-9:20 17-105 Staff 2.0

### 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 836, and ENGL 836 or 400. PREREQ: SPAN 803.

*Evening and/or Weekend courses(s)*

31531 SPAN 804 LX Thu 6:30-9:20 17-105 Staff 2.0

## 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 10:10-11:00 3-254 Perez 3.0

35988 SPCH 100 AB TTh 9:45-11:00 3-254 Perez 3.0

### 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 836, and ENGL 836 or 400. (CAN SPCH 8) (CSU, UC)

31538 SPCH 120 AA MWF 12:10-1:00 3-254 Perez 3.0

33383 SPCH 120 AB TTh 1:10-12:25 3-254 Perez 3.0

*Evening and/or Weekend courses(s)*

31539 SPCH 120 LA Tue 7:05-9:50 3-254 Perez 3.0

## 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 836, and ENGL 836 or 400. (CSU, UC)

38385 DRAM 101 AA MWF 11:10-12:00 3-129 Hoy 3.0

### 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 836, and ENGL 836 or 400. (CAN DRAM 18) (CSU, UC)

33478 DRAM 140 AA MWF 10:10-11:00 3-129 Hoy 3.0

### 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 836, and ENGL 836 or 400. COREQ: Concurrent enrollment in DRAM 208. (CAN DRAM 8) (CSU, UC)

38335 DRAM 200 AX TTh 9:45-11:00 3-129 Hoy 3.0

### 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 836, and ENGL 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 AX TTh 9:45-11:00 3-129 Hoy 3.0

38338 DRAM 202 AX TTh 9:45-11:00 3-129 Hoy 3.0

38339 DRAM 203 AX TTh 9:45-11:00 3-129 Hoy 3.0

### DRAM 300 PLAY REHEARSAL/PERFORMANCE

A production course requiring an audition and rehearsals Monday through Friday from 6:00 to 10:00 p.m. RECOMMENDED: Eligibility for READ 836, and ENGL 836 or 400. PREREQ: Audition. (CSU, UC)

*PRODUCTION: TO BE ANNOUNCED*

Auditions: 01/27, 6:00 pm and 01/28, 3:00 pm.

Performances: 03/31, 7:30 pm, 04/01, 7:30 pm, 04/02, 7:30 pm, 04/07, 08, 09, 7:30 pm and 04/10 at 2pm.

*Evening and/or Weekend courses(s)*

31033 DRAM 300 LA Daily 6:00-10:00 3-129 Hoy 1.0 01/27-04/08

## MAKE SURE YOU REGISTER FOR YOUR CLASSES

Be sure to register for all your classes through WebSMART or Admissions & Records. Registration should be completed before the second class meeting.



## 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	Monday , May 23
8:10 am	TTh, T, Th	8:10–10:40 am	Thursday, May 26
9:10 am	MWF, MW, Daily	8:10–10:40 am	Wednesday, May 25
9:45 am	TTh, T, Th	8:10–10:40 am	Tuesday, May 24
10:10 am	MWF, MW, Daily	8:10–10:40 am	Friday, May 27
11:10 am	TTh, T, Th	11:10–1:40 pm	Thursday, May 26
11:10 am	MWF, MW, Daily	11:10–1:40 pm	Monday, May 23
12:10 pm	MWF, MW, Daily	11:10–1:40 pm	Wednesday, May 25
12:45 pm	TTh, T, Th	11:10–1:40 pm	Tuesday, May 24
1:10/1:35 pm	MWF, MW, Daily	2:10–4:40 pm	Monday, May 23
1:10 pm	TTh, T, Th	2:10–4:40 pm	Thursday, May 26
2:10 pm	MWF, MW, Daily	2:10–4:40 pm	Wednesday, May 25
2:10 pm	TTh, T, Th	2:10–4:40 pm	Tuesday, May 24
All Others		11:10–1:40 pm	Friday, May 27

## 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 9:45 – 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.

## Evening/Weekend Classes

Final examinations for all evening, 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 23  
 Tuesday classes.....Tuesday, May 24  
 Wednesday classes.....Wednesday, May 25  
 Thursday classes.....Thursday, May 26  
 Friday classes.....Friday, May 27  
 Saturday classes .....Saturday, May 21  
 Sunday classes .....Sunday, May 22

## 44 Credits and Refunds

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### ***Prior to: JANUARY 18, 2005***

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 18, 2005***

#### **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 January 31, 2005. Students who officially withdraw from all courses and request a refund will be subject to a \$10 processing fee. An additional \$50 processing fee will be retained by the college for non-resident and F-1 Visa international students who request a refund.

##### **Short Courses:**

Students enrolled exclusively in short courses will receive full enrollment fee and non-resident fee credit toward future registration fees if they reduce their program or officially withdraw from all courses within the first 10% of class meetings. (For example: if a course has 12 meetings, 10% of 12 = 1.2; the College will round up to 2.0; therefore, the student must withdraw no later than the end of the day of the second class meeting.)

#### **2. VARIABLE UNIT COURSES**

No Enrollment Fee or Nonresident Tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.

#### **3. HEALTH SERVICES, PARKING, AND STUDENT REPRESENTATION FEES**

These fees are fully refundable to students who officially drop all of their semester-long classes on or before January 31, 2005. 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 8, 2005. 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.

<b>FEE TYPE</b>	<b>AMOUNT</b>	<b>REQUIRED OF</b>
<b>Enrollment Fee</b> (Subject to change without notice.)	<b>\$26.00 per unit</b>	All students except high school students enrolling through the Concurrent Enrollment Program. Concurrent enrollees in 12 units or more are required to pay enrollment fees.
<b>Health Services Fee*</b>	<b>\$13.00</b>	All students (Students enrolled ONLY in off-campus or weekend classes, telecourses, or the Concurrent Enrollment Program are exempt.)
<b>Student Representation Fee**</b>	<b>\$1.00</b>	All students (except Concurrent Enrollment Program)
<b>Student Body Fee***</b>	<b>\$8.00</b>	***See below
<b>Materials Fee</b>	<b>\$2.00-\$8.00</b>	See course description.
<b>Nonresident Tuition Fee</b>	<b>\$167 + \$3 per unit capital outlay fee</b> (plus \$26 per unit Enrollment Fee)	Non-U.S. citizens and F-1 visa international students
<b>Nonresident Tuition Fee</b>	<b>\$167 per unit</b> (plus \$26 per unit Enrollment Fee)	U.S. citizen, Nonresident of CA
<b>International Student (F-1 Visa) Health Insurance</b>	<b>\$330.00/Spring + Summer</b> <b>\$236.00/Fall</b> <b>\$566.00/full year</b>	All F-1 visa international students who do not present proof that they have the required level of private health insurance.
<b>Parking Fee</b>	<b>\$30.00 per semester</b> <b>\$1.00 per day</b> <b>\$20.00 if approved for BOGW fee waiver.</b>	Persons who park motor vehicles on campus. (Daily permits may be purchased from ticket dispensers in designated areas.) Free parking Saturday and Sunday. (Optional; not transferable to other students.)
<b>Audit Fee</b>	<b>\$15.00 per unit</b> (Students enrolling in a variable unit course must pay for maximum units.) See Auditing policy in College Catalog.	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.
<b>Returned Check Fee</b>	<b>\$10.00</b>	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.
<b>Duplicate Registration Receipt</b>	<b>\$1.00</b>	Students who request a replacement or duplicate registration receipt
<b>Transcript</b>	<b>\$5.00</b>	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. Additional \$10 fee for a rush transcript.

\* 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 Admissions & Records 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 8, 2005 for reimbursement.

## Parking

Parking anywhere on campus is by permit only. Parking permits may be obtained in the Business Office, 8-205, or the Admissions & Records Office, 8-215. 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.



# 46 Distance Learning

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Telecourses are college-credit courses that give students the opportunity to complete most of their course work outside the classroom, on their own time, usually at home. However, three or more on-campus meetings are held for each course; attendance at many of the introductory meetings is mandatory (as indicated by an \*). Telecourses are academically equivalent to on-campus courses and are transferable to most four-year colleges and universities.

Programs are broadcast on KCSM TV Channel 43.1 Digital, 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) 524-6933, or visit the Distance Learning Website at [www.collegeofsanmateo.edu](http://www.collegeofsanmateo.edu), and click on "Distance Learning."

## Cañada College

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### 37434 ANTH 350 Introduction to Archaeology (3 Units)

KCSM TV Broadcast Time: Thurs, 5-6 am, Feb. 3-Mar. 24  
Introductory Meeting: Sat, Jan 29, 1-4 pm\*  
College of San Mateo, Bldg. 14, Room 124

### 36814 ART 100 Art of the Western World (3 Units)

KCSM TV Broadcast Time: Thurs, 4-5 pm, Feb. 3-Mar. 31  
Introductory Meeting: Fri., Jan 28, 6:30-9:30 pm\*  
College of San Mateo, Bldg. 4, Room 152

### 36815 BUS. 100 Contemporary American Business (3 Units)

KCSM TV Broadcast Time: Wed, 8-9 am, Feb 2-Apr 27  
Introductory Meeting: Sat., Jan 29, 9-11 am\*  
College of San Mateo, Bldg. 14, Room 120

### 36816 BUS. 150 Small Business Management (3 Units)

KCSM TV Broadcast Time: Wed, 7-8 am, Feb. 2-Apr 27  
Introductory Meeting: Sat., Jan 29, 9-11 am  
College of San Mateo, Bldg. 14, Room 100

### 36817 BUS. 170 Salesmanship Fundamentals (3 Units)

KCSM TV Broadcast Time: Fri, 8-9 am, Feb 4-Apr 29  
Introductory Meeting: Sat., Jan 29, 11 am-1 pm  
College of San Mateo, Bldg. 14, Room 120

### 36819 CHEM 100 Survey of Chemistry (3 Units)

KCSM TV Broadcast Time: Mon, 5-6 am, Jan. 31-Apr 25  
Introductory Meeting: Sat., Jan 22, 1-3 pm\*  
College of San Mateo, Bldg. 11, Room 132

### 36820 FILM 110 TV American Cinema (3 Units)

KCSM TV Broadcast Time: Wed., 3-4 pm, Feb. 2-Apr 6  
Introductory Meeting: Sat. Jan 22, 1-4 pm\*  
College of San Mateo, Bldg. 2, Room 141

### 37433 GEOL 100 Survey of Geology (3 Units)

KCSM TV Broadcast Time: Mon, 6-7 am, Jan. 31-Apr 25  
Introductory Meeting: Sat., Jan 22, 9-11 am\*  
College of San Mateo, Bldg. 11, Room 132

### 36823 HSCI 100 General Health Science (2 Units)

KCSM TV Broadcast Time: Mon, 9-10 am, Jan 31-Apr 25  
Introductory Meeting: Fri., Jan 21, 7-9pm\*  
College of San Mateo, Bldg. 2, Room 141

### 36824 MGMT 100 Introduction to Business Management (3 Units)

KCSM TV Broadcast Time: Wed, 9-10 am, Feb. 2-Apr 27  
Introductory Meeting: Sat, Jan 29, 11 am-1 pm\*  
College of San Mateo, Bldg. 14, Room 100

### 36827 PSYC 100 General Psychology (3 Units)

KCSM TV Broadcast Time: Tues, 5-6 am, Feb 1-Apr 26  
Introductory Meeting: Sat., Jan 22, 1-3 pm\*  
College of San Mateo, Bldg. 19, Room 121

### 36828 PSYC 110 Courtship, Marriage, and the Family (3 Units)

KCSM TV Broadcast Time: Tues, 7-8 am, Feb 1-Apr 26  
Introductory Meeting: Sat., Jan 22, 9-11 am\*  
College of San Mateo, Bldg. 14, Room 124

### 36829 PSYC 410 Abnormal Psychology (3 Units)

KCSM TV Broadcast Time: Tues, 9-10 am, Feb 1-Apr 26  
Introductory Meeting: Sat., Jan 22, 11 am-1 pm\*  
College of San Mateo, Bldg. 14, Room 124

### 36830 SOCI 100 Introduction to Sociology (3 Units)

KCSM TV Broadcast Time: Tues, 6-7 am, Feb 1-Apr 12  
Introductory Meeting: Sat., Jan 22, 11-1 pm\*  
College of San Mateo, Bldg. 2, Room 141

## College of San Mateo

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### 31739 ASTR 100 Introduction to Astronomy (3 Units)

KCSM TV Broadcast Time: Mon, 7-8 am, Jan 31-Apr 25  
Introductory Meeting: Fri., Jan 28, 7-9 pm\*  
College of San Mateo, Bldg. 11, Room 132

### 39182 BUS 131 Personal Finance (3)

KCSM TV Broadcast Time: Wed., 6-7 am, Feb. 2-Apr 27  
Introductory Meeting: Fri. Jan 28, 6-9 pm\*  
College of San Mateo, Bldg. 14, Room 200

### 31814 BUS. 201 Business Law I (3 Units)

KCSM TV Broadcast Time: Wed, 5-6 am, Feb. 2-May 11  
Introductory Meeting: Sat., Jan 22, 9-11 am  
College of San Mateo, Bldg. 14, Room 122

### 35466 CA&S 310 Nutrition (3 Units)

KCSM TV Broadcast Time: Mon, 8-9 am, Jan. 31-Apr 25  
Introductory Meeting: Fri., Jan 31, 5-7 pm\*  
College of San Mateo, Bldg. 2, Room 141

### 37810 FITN 687 TV Low Impact Aerobics (1 Unit)

KCSM TV Broadcast Time: MWF, 11-11:30am, Feb 2-May 7  
Introductory Meeting: Sat, Jan 24, 10:00 am-12:30 pm  
College of San Mateo, Bldg 8, Room 203

### 37811 FITN 688 TV Aerobic Exercise (1 Unit)

KCSM TV Broadcast Time: MWF 11:30 am-12:00 pm, Feb 2-May 7  
Introductory Meeting: Sat, Jan 24, 1:00-3:30 pm  
College of San Mateo, Bldg 8, Room 203

### 33521 FREN 115 Beginning French I (3 Units)

KCSM TV Broadcast Time: Mon, 1-2 pm, Jan. 31-Apr 25  
Introductory Meeting: Sat., Jan 29, 9-11 am  
College of San Mateo, Bldg 14, Room 103

### 32342 FREN 116 Beginning French II (3 Units)

KCSM TV Broadcast Time: Tues, 1-2 pm, Feb 1-Apr 26  
Introductory Meeting: Sat., Jan. 29, 9-11 am  
College of San Mateo, Bldg 14, Room 103

### 32343 FREN 117 Advanced Beginning French I (3Units)

KCSM TV Broadcast Time: Wed, 1-2 pm, Feb. 2-Apr 27  
Introductory Meeting: Sat, Jan 29, 9-11 am  
College of San Mateo, Bldg 14, Room 103

### 37747 FREN 118 Advanced Beginning French II (3 Units)

KCSM TV Broadcast Time: Thurs, 1-2 pm, Feb 3-Apr 28  
Introductory Meeting: Sat, Jan 29, 9-11 am  
College of San Mateo, Bldg. 14, Room 103

### 39480 HIST 201 United States History I (3 units)

KCSM TV Broadcast Time: Thurs, 8-9 am, Feb. 3-Apr. 28  
Introductory Meeting: Sat., Jan 22, 11am-1 pm\*  
College of San Mateo, Bldg 11, Room 130

### 36545 ITAL 115 Beginning Italian I (3 Units)

KCSM TV Broadcast Time: Mon, 12-1 pm, Jan. 31-Apr 25  
Introductory Meeting: Sat., Jan 22, 1-3 pm\*  
College of San Mateo, Bldg. 14, Room 100

### 36546 ITAL 116 Beginning Italian II (3 Units)

KCSM TV Broadcast Time: Tues, 12-1 pm, Feb 1-Apr 26  
Introductory Meeting: Sat., Jan 22, 1-3 pm\*  
College of San Mateo, Bldg. 14, Room 100

### 36547 ITAL 117 Advanced Beginning Italian I (3 Units)

KCSM TV Broadcast Time: Wed, 12-1 pm, Feb. 2-Apr 27  
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)

KCSM TV Broadcast Time: Thur, 12-1 pm, Feb. 3-Apr 28  
Introductory Meeting: Sat., Jan 22, 1-3 pm\*  
College of San Mateo, Bldg. 14, Room 100

### 39625 MUS. 301 Piano I (1 unit)

KCSM TV Broadcast Time: Tues/Thurs, 3-4 pm, Feb. 1-May 12  
Introductory Meeting: Sat., Jan. 22, 2-5 pm\*  
College of San Mateo, Bldg. 2, Room 100

### 39479 MUS. 302 Piano II (1 unit)

KCSM TV Broadcast Time: Tues/Thurs, 3-4 pm, Feb. 1-May 12  
Introductory Meeting: Sat., Jan. 22, 2-5 pm\*  
College of San Mateo, Bldg. 2, Room 100

### 36074 PHIL 100 Introduction to Philosophy (3 Units)

KCSM TV Broadcast Time: Tues., 8-9am, Feb. 1-Apr. 26  
Introductory Meeting: Thurs., Jan 27, 6-8 pm\*  
College of San Mateo, Bldg. 11, Room 130  
This course has a web component. Students must have e-mail and internet access.

## 39506 PSYC 201 Child Development (3 Units)

KCSM TV Broadcast Time: Thurs., 9–10 am,  
Feb 3–Apr. 28

Introductory Meeting: Sat., Jan 22, 11 am–1 pm\*

College of San Mateo, Bldg. 19, Room 121

## 36065 SPAN 115 Introduction to Spanish I (3 Units)

KCSM TV Broadcast Time: Mon, 2-3 pm, Jan. 31-Apr. 25

Introductory Meeting: Sat., Jan. 29, 11 am-1 pm

College of San Mateo, Bldg. 11, Room 132

## 36066 SPAN 116 Introduction to Spanish II (3 Units)

KCSM TV Broadcast Time: Tues, 2-3 pm, Feb. 1-Apr 26

Introductory Meeting: Sat., Jan 29, 11 am-1 pm

College of San Mateo, Bldg. 11, Room 132

## 36067 SPAN 117 Advanced Beginning Spanish I (3 Units)

KCSM TV Broadcast Time: Wed, 2-3 pm, Feb. 2-Apr 27

Introductory Meeting: Sat., Jan 29, 11 am-1 pm

College of San Mateo, Bldg. 11, Room 132

## 36068 SPAN 118 Advanced Beginning Spanish II (3 Units)

KCSM TV Broadcast Time: Thur, 2-3 pm, Feb 3-Apr 27

Introductory Meeting: Sat., Jan 29, 11 am-1 pm

College of San Mateo, Bldg. 11, Room 132

## 37418 SPCH 180 Family Communication (3 Units)

KCSM TV Broadcast Time: Fri, 3-4 pm, Feb 4-Apr 29

Introductory Meeting: Sat., Jan 22, 9-11 am

College of San Mateo, Bldg. 14, Room 201

## ON-LINE COURSES

**Students may** complete many AA degree requirements 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.

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

## BUSINESS/OFFICE TECHNOLOGY

### BUS. 110 BUSINESS ARITHMETIC

39726 BUS. 110 OL By Arrangement

On-line Trugman 3.0

Mandatory Orientation Meeting:

Thurs., 01/20, 7:10-8:00 pm,

Bldg. 13, Room 216.

### BUS. 115 BUSINESS MATHEMATICS

39727 BUS. 115 OL By Arrangement

On-line Trugman 3.0

Mandatory Orientation Meeting:

Thurs., 01/20, 7:10-8:00 pm,

Bldg. 13, Room 216.

### BUS. 680 WEBREADY

39716 BUS. 680 OL By Arrangement

On-line Bruni 1.0

Mandatory Orientation Meeting:

Mon., 01/24, 5:30-6:25 pm,

Bldg. 18, Room 319.

## 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., 01/25, 4:00-6:00 pm,

Bldg. 22, Room 116

### 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., 01/25, 4:00-6:00 pm,

Bldg. 22, Room 116.

### 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., 01/25, 4:00-6:00 pm,

Bldg. 22, Room 116.

### 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., 01/25, 4:00-6:00 pm,

Bldg. 22, Room 118.

### 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., 01/25, 4:00-6:00 pm,

Bldg. 22, Room 118.

### 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., 01/25, 4:00-6:00 pm,

Bldg. 22, Room 118.

**Distance Learning** courses may include three to five **on-campus meetings**, on the same day of the week, the same time period and in the same location as the introductory meeting for the class. **Be sure to allow for those meetings in your schedule.**

## 48 Late Start/Short Term/Weekend Courses

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

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
39673	CRER 879 AA	EDUCATIONAL PLANNING/BUSINESS	TTh	1:10-2:50	0.5	01/18-01/27
39681	CRER 879 AF	EDUCATIONAL PLANNING/HUMANITIES	TTh	1:10-2:50	0.5	01/18-01/27
39678	CRER 879 AD	EDUCATIONAL PLANNING/SCIENCE AND MATH	TTh	1:10-2:50	0.5	01/18-01/27
39684	CRER 879 LF	EDUCATIONAL PLANNING/GENERAL	TTh	6:00-6:50	0.5	01/18-02/10
39683	CRER 879 LD	EDUCATIONAL PLANNING/GENERAL	TTh	6:00-6:50	0.5	01/18-02/10
38721	BUS. 395 LA	GETTING STARTED IN BUSINESS	Tue	6:30-9:30	1.0	01/18-02/22
37741	INTD 362 LA	CAD FOR INTERIOR DESIGNERS - ARCH DRWNGS	Tue	6:30-9:30	1.0	01/18-02/22
33418	RADT 441 AA	SECTIONAL ANATOMY	TTh	10:10-12:00	1.5	01/18-02/24
39531	ART 680 AF	PHOTOGRAPHIC RETOUCHING	Tue	4:10-7:00	1.5	01/18-03/08
39718	ACTG 190 LA	QUICKBOOKS®/PRO® FOR THE PARAPRO. I	Tue	6:30-9:30	1.5	01/18-03/08
35283	BUS. 415 AX	BEGINNING COMPUTER KEYBOARDING	TTh	8:10-9:25	1.5	01/18-03/10
35294	BUS. 417 AX	SKILL BUILDING	TTh	8:10-9:25	1.5	01/18-03/10
30929	BUS. 430 AA	COMPUTER APPLICATIONS, PART I	TTh	9:45-11:00	1.5	01/18-03/10
39676	VARs 114 AA	VARSITY BASKETBALL	Daily	3:45-5:45	3.0	01/18-03/11
33880	CRER 300 AA	INTRODUCTION TO SCHOLARSHIPS	TTh	11:10-12:25	1.5	01/18-03/17
39674	CRER 879 AB	EDUCATIONAL PLANNING/BUSINESS	MW	12:10-1:50	0.5	01/19-01/31
39680	CRER 879 AE	EDUCATIONAL PLANNING/HUMANITIES	MW	12:10-1:50	0.5	01/19-01/31
39677	CRER 879 AC	EDUCATIONAL PLANNING/SCIENCE AND MATH	MW	12:10-1:50	0.5	01/19-01/31
39679	CRER 879 LB	EDUCATIONAL PLANNING/SCIENCE AND MATH	MW	5:30-6:45	0.5	01/19-02/07
39675	CRER 879 LA	EDUCATIONAL PLANNING/BUSINESS	MW	5:30-6:20	0.5	01/19-02/14
39682	CRER 879 LC	EDUCATIONAL PLANNING/HUMANITIES	MW	5:30-6:20	0.5	01/19-02/14
38588	ECE. 353 LA	LITERACY IN EARLY CHILDHOOD	Wed	7:05-9:50	1.0	01/19-02/23
36730	BUS. 430 LA	COMPUTER APPLICATIONS, PART I	Wed	6:30-9:30	1.5	01/19-03/09
39562	BUS. 680 AB	ADOBE ACROBAT	MW	11:10-12:00	1.0	01/19-03/16
30930	BUS. 430 AB	COMPUTER APPLICATIONS, PART I	MWF	9:10-10:00	1.5	01/19-03/18
36617	RADT 471 LA	SPECIALIZED TECHNIQUES: FLUOROSCOPY	Wed	6:30-9:20	2.0	01/19-04/13
38831	ACTG 180 LA	PAYROLL AND BUSINESS TAXES	Thu	6:30-9:30	1.5	01/20-03/10
39523	INTD 260 AA	OVERVIEW OF LIGHTING DESIGN	Thu	3:10-6:00	2.0	01/20-04/14
39567	BUS. 472 AA	INTRODUCTION TO WORD FOR WINDOWS	Fri	11:10-2:00	1.5	01/21-03/18
38320	ACTG 194 WA	QUICKBOOKS®/PRO® FOR SMALL BUS. PERSON I	Sat	8:00-5:00	1.0	01/22-01/29
39699	MEDA 161 WX	ICD-9-CM (Clinical Modification) BEG. CODING	Sat	8:30-12:35	1.0	01/22-02/12
39545	ECE. 240 WA	ECE. ADMINISTRATION: BUSINESS/LEGAL	Sat	9:00-5:00	3.0	1/22-2/5 & 2/26-3/12
39543	ECE. 212 WA	CHILD, FAMILY, AND COMMUNITY	Sat	9:00-5:00	3.0	1/22, 2/5, 26-3/05, 4/2, 16
39577	ECE. 313 WA	HEALTH AND SAFETY FOR YOUNG CHILDREN	Sat	9:00-5:00	3.0	1/22, 2/12, 3/12, 4/9-16, 5/14
31543	TEAM 141 WX	BEGINNING SOCCER	Sat	11:00-2:00	1.0	01/22-05/21
31547	TEAM 143 WX	ADVANCED SOCCER	Sat	11:00-2:00	1.0	01/22-05/21
37825	SPAN 111 WA	ELEMENTARY SPANISH I	Sat	9:00-12:05	3.0	01/22-05/21
35366	ART 125 AX	ASIAN ART FOR INTERIORS: CHINA AND KOREA	Mon	3:10-6:15	1.0	01/24-02/28
39525	INTD 320 AX	ASIAN ART FOR INTERIORS: CHINA & KOREA	Mon	3:10-6:15	1.0	01/24-02/28
35312	BUS. 415 LX	BEGINNING COMPUTER KEYBOARDING	Mon	6:30-9:30	1.5	01/24-03/28
35315	BUS. 417 LX	SKILL BUILDING	Mon	6:30-9:30	1.5	01/24-03/28
38285	BUS. 480 LA	USING THE INTERNET, PART I	Mon	6:30-9:30	1.5	01/24-03/28
39337	MATH 122 SM	INTERMEDIATE ALGEBRA I	MW	6:30-9:35	3.0	01/24-03/28
37164	ECE. 366 LA	PRACTICUM IN EARLY CHILDHOOD EDUCATION	Mon	7:10-10:00	3.0	1/24, 2/14, 3/7, 4/11, 25, 5/9
39530	ART 389 AA	MULTIMEDIA CAREERS	Tue	1:10-4:00	1.5	01/25-03/15
39558	BUS. 430 LC	COMPUTER APPLICATIONS, PART I	Tue	7:05-9:50	1.5	01/25-03/15
39560	BUS. 440 LC	MACINTOSH APPLICATIONS, PART I	Tue	7:05-9:50	1.5	01/25-03/15
39557	BUS. 680 AA	OFFICE 2003 NEW FEATURES	Tue	12:10-1:30	1.5	01/25-05/17
31033	DRAM 300 LA	PLAY REHEARSAL/PERFORMANCE	Daily	6:00-10:00	1.0	01/27-04/08
39574	BUS. 415 MX	MECANOGRAFÍA EN COMP. PARA PRINCIPIANTES	Thu	6:30-8:30	1.5	01/27-04/21
39575	BUS. 417 MX	DESARROLLO DE HABILIDADES EN EL TECLADO	Thu	6:30-8:30	1.5	01/27-04/21
39576	BUS. 439 MX	ADMINISTRANDO DOCUMENTOS DE NEGOCIOS	Thu	6:30-8:30	1.5	01/27-04/21
34132	FASH 123 WA	INTRODUCTION TO THE FASHION INDUSTRY	FriSat	8:00-5:00	3.0	1/28-29, 2/11-12 & 3/4-5
30935	BUS. 430 WA	COMPUTER APPLICATIONS, PART I	Sat	8:30-1:30	1.5	01/29-03/05
39539	ECE. 201 WE	EL DESARROLLO DEL NIÑO (In Spanish)	Sat	9:00-5:00	3.0	1/29-2/5, 2/26-3/5, 4/2 & 16
38424	HMSV 161 PE	COMPRESIÓN DE RECURSOS COMUNITARIOS	Mon	7:05-9:30	1.0	01/31-03/14



# Late Start/Short Term/Weekend Courses 49

39003	TEAM	680 AA	EXPERT VOLLEYBALL TRAINING	Daily	1:30-3:30	2.0	01/31-05/20
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## SELECTED LATE START/SHORT TERM/WEEKEND COURSES BEGINNING IN FEBRUARY:

38321	ACTG	196 WA	QUICKBOOKS®/PRO® FOR SMALL BUS. PERSON II	Sat	8:00-5:00	1.0	02/05-02/12
39283	FASH	131 WA	FABRIC EMBELLISHMENT	SatSun	9:00-5:00	1.0	02/05-02/06
39360	DSKL	813 AA	DEVELOPMENTAL READING AND THINKING	MW	12:30-2:30	0.5-2.0	02/06-05/27
31546	TEAM	143 AB	ADVANCED SOCCER	MW	1:30-3:30	1.0	02/07-05/11
31545	TEAM	143 AA	ADVANCED SOCCER	TTh	3:00-5:40	1.5	02/08-05/12
38585	ECE.	331 WA	THE TEACHING EXPERIENCE	Sat	9:00-5:00	1.0	02/12 & 03-12
31039	DSKL	810 AA	DEVELOPMENTAL LEARNING SKILLS	Mon	1:10-3:00	0.5	02/24-05/09
31248	HSCI	430 WB	PRIMEROS AUXILIOS (In Spanish)	Sat	8:30-4:30	0.5	02/26
39284	FASH	133 WA	COPYING READY-TO-WEAR	SatSun	9:00-5:00	1.0	02/26-02/27
39700	MEDA	162 WX	ICD-9-CM (Clinical Modification) INTERMED. CODING	Sat	8:30-12:35	1.0	02/26-03/19

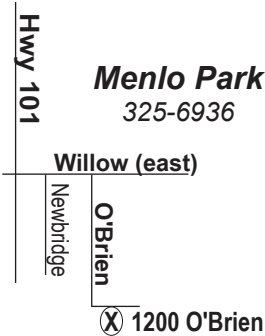
## SELECTED LATE START/SHORT TERM/WEEKEND COURSES BEGINNING IN MARCH:

38723	BUS.	396 LA	DEVELOPING A BUSINESS PLAN	Tue	6:30-9:30	1.0	03/01-04/12
39270	INTD	680 LA	INTRODUCTION TO AUTOCAD	Tue	6:30-9:30	1.0	03/01-04/12
33419	RADT	442 AA	RADIOGRAPHIC PATHOLOGY	TTh	10:10-12:00	1.5	03/01-04/14
38586	ECE.	351 LA	LANGUAGE ARTS IN EARLY CHILDHOOD	Wed	7:05-9:50	1.0	03/02-04/13
30869	ART	680 AA	THE ART AND ARCHITECTURE OF FLORENCE	Fri	12:10-2:15	1.0	03/04-04/29
38949	HSCI	665 WA	SPEC. TOPICS IN HSCI: EXPLORING HEALTH CAREERS	Sat	8:30-4:30	0.5	03/05
35367	ART	126 AX	ASIAN ART FOR INT: JAPAN & SOUTHEAST ASIA	Mon	3:10-6:15	1.0	03/07-04/11
39526	INTD	321 AX	ASIAN ART FOR INT: JAPAN & SOUTHEAST ASIA	Mon	3:10-6:15	1.0	03/07-04/11
38441	HSCI	430 WC	FIRST AID	Sat	8:30-4:30	0.5	03/12
39285	FASH	134 WA	BEGINNING MILLINERY	Sat	10:00-4:00	1.0	03/12-04/02
39556	BUS.	472 WA	INTRODUCTION TO WORD FOR WINDOWS	Sat	8:30-1:30	1.5	03/12-04/16
39706	TEAM	115 AB	ADVANCED BASKETBALL	MWF	3:45-5:45	1.0	03/14-05/20
39293	BUS.	415 BX	BEGINNING COMPUTER KEYBOARDING	TTh	8:10-9:25	1.5	03/15-05/12
38619	BUS.	417 BX	SKILL BUILDING	TTh	8:10-9:25	1.5	03/15-05/12
39294	BUS.	439 BX	MANAGING BUSINESS DOCUMENTS	TTh	8:10-9:25	1.5	03/15-05/12
30936	BUS.	431 AA	COMPUTER APPLICATIONS, PART II	TTh	9:45-11:00	1.5	03/15-05/12
39563	BUS.	475 AA	USING OUTLOOK	MW	11:10-12:25	1.5	03/28-05/18
38280	BUS.	431 AB	COMPUTER APPLICATIONS, PART II	MWF	9:10-10:00	1.5	03/28-05/20
39719	ACTG	192 LA	QUICKBOOKS/PRO® FOR THE PARAPROFESSIONAL II	Tue	6:30-9:30	1.5	03/29-05/17
39559	BUS.	431 LC	COMPUTER APPLICATIONS, PART II	Tue	7:05-9:50	1.5	03/29-05/17
39561	BUS.	441 LC	MACINTOSH APPLICATIONS, PART II	Tue	7:05-9:50	1.5	03/29-05/17
39532	ART	680 AG	COLOR MANAGEMENT	Tue	4:10-7:00	1.5	03/29-05/17
39564	BUS.	431 LA	COMPUTER APPLICATIONS, PART II	Wed	6:30-9:30	1.5	03/30-05/18

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

39568	BUS.	474 AA	INTERMEDIATE WORD FOR WINDOWS	Fri	11:10-2:00	1.5	04/01-05/20
39010	HSCI	432 PA	CPR: ADULT, CHILD, INFANT	Sat	8:30-4:30	0.5	04/02
39701	MEDA	163 WX	ICD-9-CM (Clinical Modification) ADVANCED CODING	Sat	8:30-12:35	1.0	04/02-04/23
39332	ART	390 AA	PORTFOLIO CREATION	Mon	1:10-4:00	1.5	04/04-05/23
39565	BUS.	430 LB	COMPUTER APPLICATIONS, PART I	Mon	6:30-9:30	1.5	04/04-05/23
39338	MATH	123 SM	INTERMEDIATE ALGEBRA II	MW	6:30-9:35	3.0	04/04-05/23
35420	RADT	470 LA	SPECIALIZED TECHNIQUES: MAMMOGRAPHY	Thu & Sat	7:00-10:00 & 9:10-4:00	1.5	04/07-04/30
39732	HSCI	665 WB	SPECIAL TOPICS IN HSCI: ENVIRONMENTAL HEALTH	Sat	8:30-4:30	0.5	04/09
37207	FASH	171 WA	TROUSER MOULAGE	Sat	9:00-3:00	1.0	04/09-04/23
39537	FASH	195 WA	PORTFOLIO DEVELOPMENT	Sun	11:00-4:00	0.5	04/10-04/17
38954	HSCI	432 PE	ADULTO, NIÑO, INFANTE (In Spanish)	Sat	8:30-4:30	0.5	04/16
35368	ART	127 AX	ASIAN ART FOR INT: JAPAN, INDIA, & PHILIPPINES	Mon	3:10-6:15	1.0	04/18-05/16
39527	INTD	322 AX	ASIAN ART FOR INT: JAPAN, INDIA, & PHILIPPINES	Mon	3:10-6:15	1.0	04/18-05/16
38722	BUS.	397 LA	CREATING TOOLS TO CREATE A MARKETING PLAN	Tue	6:30-9:30	1.0	04/19-05/24
39271	INTD	680 LB	INTRODUCTION TO AUTOCAD	Tue	6:30-9:30	1.0	04/19-05/24
38584	ECE.	355 LA	STORYTELLING IN EARLY CHILDHOOD	Wed	7:05-9:50	1.0	04/20-05/25
39524	INTD	464 AA	CODES: FIRE, SAFETY, AND BARRIER-FREE DESIGN	Thu	3:10-6:00	1.0	04/21-05/26
38360	ECE.	382 WA	MALE INVOLVEMENT IN EARLY CHILDHOOD	Sat	9:00-5:00	1.0	04/23 & 05/07
38583	ECE.	350 LA	ISSUES IN ECE.: COMMUNICATING WITH PARENTS	Mon	7:05-10:10	1.0	04/25-05/23
31104	ECE.	350 WA	ISSUES IN ECE.: MENTAL DEVELOP. & PROB. SOLVING	Sat	9:00-5:00	1.0	04/30-05/07

## 50 College in Your Neighborhood



**Menlo Park**  
325-6936

### Menlo Park Center

1200 O'Brien, Menlo Park, 325-6936

#### EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT COURSE

Dept/Crse #	Course Title	CRN	Days	Times	Dates
ECE. 211 MA	Early Childhood Education Curriculum	37649	Tue	5:30-8:30 p.m.	1/18-5/24

#### CURSOS DICTADOS EN ESPAÑOL

Dept/Crse #	Course Title	CRN	Days	Times	Dates
ART 362 MB	Fotografía Digital	39721	Mon	6:30-9:35 p.m.	1/24-5/23
BUS. 415 MX	Mecanografía en Computadora para Principiantes	39574	Thu	6:30-9:30 p.m.	1/27-4/21
BUS. 417 MX	Desarrollo de Habilidades en el Teclado	39575	Thu	6:30-9:30 p.m.	1/27-4/21
BUS. 435 MB	Excel para Windows	39573	Tue	6:30-9:20 p.m.	1/18-5/24
BUS. 439 MX	Administrando Documentos de Negocios	39576	Thu	6:30-9:30 p.m.	1/27-4/21

#### 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 ESL For College	38945	By Arrg	By Arrg	By Arrg
LCTR 807 MP	English Skills for the Workplace	38946	By Arrg	By Arrg	By Arrg

#### HUMAN SERVICES COURSES

Dept/Crse #	Course Title	CRN	Days	Times	Dates
COOP 672 PF	Cooperative Education: Internship	39371	By Arrg	By Arrg	1/20-5/20
HMSV 161 PF	Information & Referral: Understanding Community Resources	39365	Thu	6:30-9:30 p.m.	2/03-3/10
HMSV 264 PF	The Life Cycle of the Family	38915	Wed	7:05-9:50 p.m.	1/19-5/25
HMSV 266 PF	Family Development Portfolio, Part II	39367	Wed	5:45-7:00 p.m.	1/19-5/25

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.**

# INTER-SEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2004–2005

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.

At the completion of course work at Cañada College—and prior to transfer—it is important to request, an IGETC CERTIFICATION from the Admissions & Records Office to be mailed with the FINAL transcript to the transfer destination. 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.

NOTE: All areas must be satisfied and all courses must be completed with a grade of “C” or better before the IGETC can be certified.

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## Area 1 - English Communication

CSU - Three courses required, one course from each group below. UC - Two courses required, one each from Group A and B

**Group A: English Composition** - one course, 3 semester units - **Engl** 100

**Group B: Critical Thinking - English Composition** - one course, 3 semester units - **Engl** 110^, 165 (^Engl 110 if taken Fall 2004 or thereafter)

**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 **Fren** 130, 140, 161, 162

**Hist** 100, 101, 102, 201, 202, 205, 242+, 245+, 246+, 247, 310, 421, 422+, 451+, 452+,

**Lit** 101, 111, 142, 143, 151, 152, 200, 231, 232, 233, 251, 252+, 266+, 301, 370+, 371+, 372+, 373+, 375+

**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^ (^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+ **PLSc** 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 indicated by (\*)

**Group A: Physical Science** - **Astr** 100/101\*, 110^ (^Astr 110 if taken Summer 2004 or thereafter) **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 Completed at high school: \_\_\_\_\_

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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** - **Hist** 201, 202

**Group 2: US Constitution and State/Local** - **PLSc** 210, 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.

(Revised 9.04)

**Important Notice: Please see the Counseling Center for the most up to date version of this form.**



## CAÑADA COLLEGE

### CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION WORKSHEET 2004-2005

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 (with a grade of "C" or better) of area A1, A2, A3, and B4, and 18 additional units from areas B, C, D, and E. Students who complete the 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 Admissions and Records 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 units required

One course required from each subsection.

**A1 Oral Communication:** Spch 100, 105, 120

**A2 Written Communication:** Engl 100, 400\* (\* Fall 02 or thereafter), Engl 110^ 165^ (^ Fall 03 or thereafter)

**A3 Critical Thinking:** Engl 110^ 165 (^ Fall 04 or thereafter) PlSc 103 Phil 103, 200

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#### Area B: Natural Science and Mathematics

9 units required

One course from Physical Science, Life Science, and Math Concepts. Must include one lab course (indicated by \*)

**B1 Physical Science:** Astr 100, 101\*, 110^ Chem 100, 112\*(Fall 03 or thereafter), 210\*, 234^, 237\*^, 410\*^ (^ Fall 04 or thereafter)  
Geog 100 Geol 100\* (\*Lab if taken on campus) 110 NSci 100 Ocen 100 Phys 210\*, 250\*, 260\*, 405

**B2 Life Science:** Anth 125 Biol 100, 103\*, 110\*, 130, 225\* 230\* 240\* 250\* 260\* NSci 100 Paln 110

**\*B3 Lab:** Courses identified with an " \* "

**B4 Math Concept:** Math 125, 130, 140, 200, 219, 241, 251

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#### Area C: Arts, Literature, Philosophy & Languages

9 units required

Chose at least one course from the Arts and at least one course from the Humanities. Courses must be from at least two disciplines.

**C1 Arts:** Art 100, 101, 102, 103, 125+, 126+, 127+, 201, 204, 214, 301 Drama 101 140 142 143 144 151 152 Film 110  
Intd 150 Lit. 142 143 441 442 Mus. 100 131 202

**C2 Humanities:** Engl 110, 161, 164 Drama 142 143 144 Lit. 101, 111, 142, 143, 151, 152, 200, 231, 232, 233, 251, 252+, 266+,  
301, 370+, 371+, 372+, 373+, 375+, 441, 442, 445 Fren 130, 140, 161, 162 Hist 100, 101, 205, 245+, 246+, 247, 451+, 452+  
Phil 100, 160, 175, 190, 240, 246, 300, 310, 320 Span 120, 121, 122, 130, 131, 132, 140, 161+, 162+ Spch 111, 112

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#### Area D: Social, Political, & Economic Institutions

9 units required

The 3 courses selected must be from at least two disciplines. (If you want to satisfy BOTH Area D AND concurrently satisfy the CSU graduation requirements in US History, US Constitution, and State and Local Government you must complete one course from Group 1 and one course from Group 2. The third course can be selected from the full Area D offerings.)

**Group 1 American History and Institutions:** Hist 201, 202

**Group 2 US Constitution and State/Local Government:** Plsc 210, 310

**Group 3 Social Institutions:** Anth 105, 110, 180, 350, 360+, 370+ Econ 100, 102, 230+ ECE 201, 212 (as of Fa 2003), 264  
Educ 100 Geog 110 Hist 102, 242+, 245+, 246+, 247, 310, 315, 421, 422+ Hmsv 264 Plsc 130, 150 Psyc 100, 106+, 110, 112,  
200, 201, 202, 300, 340, 410 Soci 100 105 141+ 254 Sosc 250+

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#### Area E: Lifelong Understanding & Self Development

3 units required (max. 1 unit from E2)

**E1:** Biol 310 Crer 137 Hsci 100, 104, 105, 108, 430 Psyc 200^ (^if taken Fall 04 or thereafter), 340

**E2:** Adap 310, 350, 351, 361 Comb 401 410 Danc 125 126 140 205 210 215 220 230 350 400 Fitn 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)

(Revised 9.04)

**Important Notice: Please see the Counseling Center for the most up to date version of this form.**

# CAÑADA COLLEGE

## AA/AS DEGREE PATTERN FOR ALL MAJORS

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 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:**
- Reading:** Eligibility for Read 420 as determined by the English Placement Exam or satisfactory completion of Engl 100 or satisfactory completion of Read 836
- Writing :** Eligibility for Engl 100 as determined by the English Placement Exam or satisfactory completion of Engl 100 or satisfactory completion of Engl 400 or Engl 836
- Math:** Placement into Math 120 or above on SMCCCD Math Placement Test or completion of Elementary Algebra (Math 110 or Math 111 and 112) with a grade of "C" or better or successful completion of any course with a Math 110 prerequisite
- Computer Literacy:** Satisfactory completion of a minimum of 1.0 unit of the following: Actg 190 196 Art 314 Bus 103 or any computer-related courses above Bus 417 any Comp or CIS course Intd 362 363 Legl 276 or a passing score on the Cañada College computer literacy test (both written and hands-on)
- Physical Education:** 2 units required of any Physical Education course except PE 690 or 695.
- D. Major:** See the College Catalog for major course requirements (a minimum of 12 units in the major must be completed at Cañada College).
- 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 below. **Important:** Although a course may be listed in more than one area a student may use a course to satisfy only one subject area.

ASSOCIATE IN ARTS GENERAL EDUCATION – 21 units required ASSOCIATE IN SCIENCE GENERAL EDUCATION – 18 units required

<b>GE Area A: Language and Rationality</b>		<b>6 semester units for an AS and 9 semester units for an AA</b>
<b>English Composition Requirement:</b>		
AA Degree-6 semester units: select two courses: <b>Engl</b> 400 or 836, 100 110 165		
AS Degree-3 semester units: select one course: <b>Engl</b> 100		
<b>Communication and Analytical Thinking Requirement:</b>		<b>3 semester units from the following selections:</b>
<b>Math</b> 110 111 112 115 120 122 123 125 130 140 150 200 219 241 251 <b>Bus.</b> 115 <b>CIS</b> 118 <b>Engl</b> 110 165		
<b>Mus</b> 132 <b>Phil</b> 103 200 <b>Spch</b> 100 105 120 <b>PLSc</b> 103.		
<b>GE Area B: Natural Sciences</b>		<b>3 semester units</b>
<b>Physical Science:</b> <b>Astr</b> 100 110 <b>Chem</b> 100 112 210 234 410 <b>Geol</b> 100 110 <b>Geog</b> 100 <b>NSci</b> 100 <b>Ocen</b> 100		
<b>Phys</b> 210 250 260 405		
<b>Life Science:</b> <b>Anth</b> 125 360 <b>Biol</b> 100 103 110 130 225 230 240 250 260 310 <b>HSci</b> 100 104 105 108 <b>NSci</b> 100 <b>Paln</b> 110		
<b>GE Area C: Humanities</b>		<b>3 semester units</b>
<b>Arts:</b> <b>Art</b> 101 102 103 125+ 126+ 127+ 201 204 214 301 <b>Dram</b> 101 140 <b>Film</b> 110 <b>Intd</b> 115 150 <b>Mus</b> 100 131 202		
<b>Development of Cultures:</b> <b>Hist</b> 100 101 103 245+ 246+ 247 425+ 451+ 452+		
<b>Languages:</b> <b>Fren</b> 130 140 161 <b>Span</b> 110 111 112 120 121 122 130 131 132 140 161+ 162+		
<b>Literature:</b> <b>Dram</b> 142 143 144 151 152 <b>Engl</b> 110 161 164 <b>Lit</b> 101 111 142 143 151 152 200 231 232 233 251 252+ 266+ 301 370+ 371+ 372+ 373+ 375+ 441 442 445 <b>Spch</b> 111 112		
<b>Philosophy:</b> <b>Hist</b> 205 <b>Phil</b> 100 160 175 190 240 246 300 310 320		+ Indicates Ethnic Studies course
<b>GE Area D: Social and Behavioral Sciences</b>		<b>3 semester units</b>
<b>US History:</b> <b>Hist</b> 201 202 <b>US Constitution and State/Local Institutions:</b> <b>Plsc</b> 210 310		
<b>Social Institutions:</b> <b>Anth</b> 105 110 180 360+ 370+ <b>Bus</b> 100 <b>ECE</b> 201 212 264 <b>Econ</b> 100 102 230+ <b>Educ</b> 100		
<b>Geog</b> 110 <b>Hist</b> 102 242+ 245+ 246+ 247 315 421 422+ <b>Hmsv</b> 100 264 <b>PLSc</b> 130 150 <b>Psyc</b> 100 106+ 110 112 200 300 340 410		
<b>Soci</b> 100 105 141+ 254 <b>SoSc</b> 250+ 415		+ Indicates Ethnic Studies course
<b>GE Area E: Ethnic Studies</b>		<b>3 semester units</b>
<b>Anth</b> 360 370 <b>Art</b> 125 126 127 <b>Econ</b> 230 (if taken Fall 2003 or thereafter) <b>Hist</b> 242 245 246 422 425 451 452		
<b>Lit</b> 252 266 370 371 372 373 375 <b>Psyc</b> 106 <b>Soci</b> 141 <b>SoSc</b> 250 <b>Span</b> 161 162		

**G. General Electives - Additional courses to meet the minimum 60 units degree requirement.**

(Revised 9.04)

**Important Notice: Please see the Counseling Center for the most up to date version of this form.**

# 54 General College Policies & Information

## ***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 Admissions & Records 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 Admissions & Records 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.)



# General College Policies & Information 55

## **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 Admissions & Records 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**

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

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**HPWE 374 SEC. 3 PHYSICAL EDUCATION FOR THE ELEMENTARY SCHOOL CHILD CRN 20980 (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 and on the 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. Also offered online. (Offered every semester.) Co requisite(s) HWI 374L CRN 20983 (0 units).

**Jan 24 - May 13 Instructor: Karwas Online Course**

**LS 323 SEC 1 WORLD MYTHOLOGICAL LITERATURE CRN 20190**  
Surveys world mythology and global mythologies including Hindu, Norse, Celtic, and American Indian. Examines the universal motifs which make cross-cultural stories similar in light of scholarly theory. Compares mythic literature from around the world. Aligns with LS MLOS 1,3,7.

**Jan 24 - May 13 Instructor: Martin Online Course**

**LS 391 SEC. 3 CULTURE AND CULTURAL DIVERSITY CRN 20191 (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 U.S., sociocultural experiences of U.S.-based social/ethnic groups, power relations and equity, and sociopolitical systems and effects on "status" of a cultural group. Aligns with SB 2042 and LS MLOS 1,3,4,7. (Offered every semester.)

**Jan 24 - May 13 Instructor: Bynoe Online Course**

**LS 393S SEC. 3 SCHOOLING IN A CULTURALLY & LINGUISTICALLY DIVERSE SOCIETY: SERVICE LEARNING CRN 21012**  
Combines LS 298S: introduces students to the teaching profession and classroom work by examining the daily work of classroom teachers in multicultural schools. Explores student/youth issues and schooling, literacy development strategies, the dynamics of school/parent/community relationships, and the effects of educational policies and practices on culturally and linguistically diverse populations and LS 398S: examines issues, problems, and solutions to equitable schooling in a pluralistic society. Viewing schools as social institutions that reflect the values, and sociocultural and sociopolitical dynamics of society, the course focuses on history, politics, and theories of and approaches to the schooling of culturally and linguistically diverse populations. Requires completion of approved service learning hours and community projects. Aligns with LS MLOS 1,2,3,5,7.

**Jan 24 - May 13 Instructor: Colby Online course**

**LS 394S SEC. 2 MULTICULTURAL CHILDREN'S LITERATURE SERVICE LEARNING CRN 20236 (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. Aligns with SB 2042 and LS MLOS 1-7. (Offered every semester.)

**Jan 24 - May 13 Instructor: Wheeler Online Course**

**LS 400 SEC. 4 SENIOR CAPSTONE: INTEGRATION AND SYNTHESIS CRN 20674 (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. Aligns with LS MLOS 1-10. (Offered every semester.) 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 24 - May 13 Instructor: Martin Online Course**

**MATH 308 SEC. 4 ELEMENTARY MATHEMATICS FROM AN ADVANCED VIEWPOINT A CRN 20592 (4 UNITS)**  
The first of a two-course sequence intended for future elementary teachers. Students develop an in-depth understanding of key concepts in K-8 mathematics and of students' learning of K-8 mathematics concepts. (Offered fall and spring semesters.) Prerequisite(s): MATH 100 or equivalent, or a college level mathematics course and satisfactory score on Elementary Mathematics Advisory Test.

**Jan 24 - May 13 Instructor: TBA Online Course**

**MATH 309 SEC.6 ELEMENTARY MATHEMATICS FROM AN ADVANCED VIEWPOINT B CRN 20609 (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. (Offered fall and spring semesters.) Prerequisite(s): MATH 308 with C or better, or instructor consent.

**Jan 24 - May 13 Instructor: TBA Online Course**

**BACHELOR OF ARTS IN LIBERAL STUDIES DISTRIBUTED**

California State University Monterey Bay offers an online degree program in Liberal Studies that 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. The Liberal Studies Distributed Program focuses on a teaching pathway for students interested in a K-8 teaching career.

**FOR SPECIFIC PROGRAM INFORMATION, PLEASE CONTACT:**

***Terri Wheeler, Program Coordinator, Liberal Studies Distributed Degree Completion Program***

***(831) 582-4717***

***Email: [ls\\_online@csumb.edu](mailto:ls_online@csumb.edu)***

***Web address: <http://csumb.edu/academic/schedule/spring2005>***

***(scroll down to OL Online Only Course Schedule)***

**TENTATIVE CLASSES FOR SPRING 2005 AT CANADA COLLEGE**

Classes are subject to change. For the most updated information available, please check the CSUMB web schedule: <http://csumb.edu/academic/schedule/spring2005>

**CST 101 SEC. 50 TECHNOLOGY TOOLS CRN 20030 (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. (Offered every semester.) Co requisite(s): cst 101L.

**Jan 24 - May 13**

**Instructor: TBA**

**Online Course**

**CST 102 SEC. 1 THE INTERNET CRN 20532 (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 24 - May 13**

**Instructor: TBA**

**Online Course**

**ESSP 304 SEC. 2 EARTH SCIENCE FOR TEACHERS CRN 20463 (3 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. (Offered fall and spring semesters.) Prerequisite(s): MATH 99 or equivalent. Co requisite(s): ESSP 304L.

**Jan 24 - May 13**

**Instructor: TBA**

**Online Course**

**ESSP 304L SEC. 2 EARTH SCIENCE FOR TEACHERS LAB CRN 20490 (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. (Offered fall and spring semesters.) Co requisite(s): ESSP 304.

**Jan 24 - May 13**

**Instructor: TBA**

**Online Course**

**HPWE 260 SEC. 2 FOUNDATIONS OF WELLNESS/EXERCISE AND FITNESS CRN 20967 (4 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. (Offered every semester.) Co requisite(s): HWI 260L CRN 20969.

**Jan 24 - May 13**

**Instructor: Bonace**

**Online Course**

**HPWE 260L SEC. 2 FOUNDATIONS OF WELLNESS/EXERCISE AND FITNESS LAB CRN 20969 (0 UNIT)**

Required lab course for HWI 260. Physical activity learning lab focusing on fitness testing and fundamental exercise physiology. Required for Liberal Studies students in Blended Program. (Offered every semester.) Co requisite(s): HWI 260.

**Jan 24 - May 13**

**Instructor: Bonace**

**Online Course**



**BACHELOR OF ARTS IN LIBERAL STUDIES  
OPTION IN BUSINESS STUDIES  
ACCELERATED DEGREE PROGRAM**

Canada College and California State University Hayward have created the opportunity for working adults 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 ten-week sessions, classes are held one night a week. Please check listings carefully.

FOR SPECIFIC INFORMATION INCLUDING TUITION AND FEES, PLEASE CONTACT:

**Celeste Agana-Carlos**  
Cal State Hayward  
Division of Continuing and International Education  
25800 Carlos Bee Blvd.  
Hayward, CA. 94542  
Voice 510-885-4921  
Fax 510-885-4817  
ccarlos@csuhayward.edu.

TO SCHEDULE A COUNSELING APPOINTMENT, PLEASE CONTACT:

**Counseling Center**  
Canada College  
650 306-3452

TO LEARN ABOUT CLASSES FOR SPRING 2005 PLEASE GO TO:  
<http://www.canadacollege.edu/university/>

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.

\*Actual courses to be offered in each cohort are subject to change.

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

*Cystal Kam, MBA, Marketing & Research Analyst*

415 405-3692

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

*John A. Dopp, MBA, D.A., Director*

415 338-1703

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

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

CLASSES FOR SPRING 2005 AT CANADA COLLEGE

**BUS 882 ADVANCED COMPUTING APPLICATIONS AND INFORMATION SYSTEMS FOR MANAGEMENT (4 UNITS)**

Introductory topics include information technology for knowledge workers, telecommunications systems, and types of information systems, business computer applications, and end-user computer application development tools. In depth treatment of three topics: specification of management information requirements, analysis and laboratory use of commercial computerized management systems, and application of analytical software packages.

**Jan 8 – Apr 16**

**Sayed**

**Saturday**

**9:00–12:30**

**22-116**

**BUS 859 INTERNATIONAL BUSINESS NEGOTIATING (3 UNITS)**

This course concentrates on developing effective business negotiation skills in an international context. It explores practical ways to apply contemporary theories of negotiation to domestic and international business. Upon successful completion of this course, students will understand conceptual frameworks for effective negotiations, will know how to prepare successfully for negotiating, will have enhanced their ability to conduct actual negotiations, and will have a broad awareness of the global environment of business from the standpoint of its impact on effective negotiating.

**Jan 8 – Apr 16**

**Baack**

**Saturday**

**1:30-5:00**

**22-116**

CERTIFICATE IN TEACHING READING AT THE POSTSECONDARY LEVEL

The Certificate in Teaching Reading at the Post-Secondary Level, which provides 12 units of coursework in the theory and practice of reading instruction, is designed to assist prospective and already practicing post secondary teachers in meeting specific individual professional needs in the areas of basic literacy and reading instruction. The Certificate meets requirements for teaching reading in the community colleges (Assembly Bill 1725) which specifies that new instructors must possess a Masters Degree in Education with a specialization in reading, or a Masters in English or ESL with additional certification in the teaching of reading.

The course of study is comprised of four core courses:

- ENG 701: Theoretical Backgrounds in Community College and College Reading Instruction
- ENG 702: Reading/Writing Connections
- ENG 715: Issues in Teaching Post-Secondary Reading
- ENG 801: Issues in Teaching Reading

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

*Patricia Baldwin, MA, Lecturer-English*  
415 338-7033  
E-mail: [patthey@sfsu.edu](mailto:patthey@sfsu.edu)

TENTATIVE CLASSES FOR SPRING 2005 AT CANADA COLLEGE

**ENG 701 THEORETICAL BACKGROUNDS IN COMMUNITY COLLEGE AND COLLEGE READING INSTRUCTION (3 UNITS)**  
This seminar explores the theoretical background and recent research influencing secondary and college-level reading instruction. Topics will include current observations concerning the role of prior knowledge and reader's "schema" in the reading process, general linguistic processes involved in developing reading and other basic literacy skills, and reading and writing relationships. Students participate in planning individual and group presentations as well as classroom lessons, which translate some aspect of research into effective teaching practice. This course can be taken concurrently with English 715. Although not a prerequisite, some prior or concurrent experience in teaching or tutoring is desirable.  
**Baldwin Monday 4:00-7:00 Building/Room: TBA**

**ENG 715 PROJECTS IN TEACHING READING (3 UNITS)**  
This course combines an introduction to theory and specific techniques in reading instruction for low-level readers, ESL learners, and college students with "hands-on" experience and observation. Through tutoring assignments, students will learn to identify and diagnose specific reading/basic-literacy problems and develop effective strategies for attacking these problems. (With instructor approval, practicing teachers may substitute work with their own students for this requirement.) Although not a prerequisite, concurrent enrollment in English 701 is desirable.  
**Baldwin Wednesday 4:00-7:00 Building/Room: TBA**



**EED 684 CURRICULUM AND INSTRUCTION IN MATHEMATICS (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.

Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/~credinfo> for updated information.

**EED 685 STUDENT TEACHING (6 OR 12 UNITS)**

Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/~credinfo> for updated information.

**EED 686 STUDENT TEACHING SEMINAR (3 UNITS)**

Understanding the multiple roles of the teacher; classroom instruction, professional responsibilities, and community relationships. Guiding and evaluating learning opportunities. Performance based objectives. CR/NC grading only. Prerequisite: must be taken concurrently with EED 685.

Date: TBA Instructor: TBA

Day: TBA 4:00–7:00

Room: TBA

**EED 701 SOCIAL CULTURAL HISTORICAL FOUNDATIONS (3 UNITS)**

This pre- or co-requisite course examines historical, social and cultural foundations for theoretical frameworks and pedagogical practices for the classroom. Development of a critical perspective is emphasized.

Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/~credinfo> for updated information.

**EED 783 DEVELOPMENTAL TEACHING AND LEARNING IN DIVERSE SCHOOL SETTINGS, K-8 (3 UNITS)**

Theory and research based examination of cognitive, social-emotional, ethical, and physical development in sociocultural contexts including special populations. Impact of culture, family, community, and school. Guided experience in schools.

Date: TBA Instructor: TBA

Day: TBA 4:00–7:00

Room: TBA

TEACHING CREDENTIALS FOR ELEMENTARY & SECONDARY EDUCATION

The Teaching Credential Programs offered at Canada 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*

*Web Address: <http://www.sfsu.edu/~credinfo>*

CLASSES FOR SPRING 2005 AT CANADA COLLEGE

Classes are subject to change. Please check the SFSU web site "Class Schedule" for up-to-date information at <http://www.sfsu.edu/~credinfo>.

SED 615 CONSTITUTION CONCEPTS FOR TEACHERS (2 UNITS)

Major concepts include separation/sharing of powers; popular sovereignty; limits on government. Meets U.S constitutional requirement for basic teaching credential. Prerequisites: upper division standing or consent of instructor.

Feb 11 & 25 & Feb 12 & 26 Wells

Friday: 4:00-10:00/Sat: 8:00-6:00

Room: TBA

SED 660 STUDENT TEACHING (6 OR 12 UNITS)

Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/~credinfo> for updated information.

SED 701 SOCIAL CULTURAL HISTORICAL FOUNDATIONS (3 UNITS)

This pre- or co-requisite course examines historical, social and cultural foundations for theoretical frameworks and pedagogical practices for the classroom. Development of a critical perspective is emphasized.

Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/~credinfo> for updated information.

SED 753 STUDENT TEACHING SEMINAR (3 UNITS)

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

Date: TBA

Instructor: TBA

Monday Time: TBA

Room: TBA

SED 720 LITERACY ACROSS CONTENT AREAS (3 UNITS)

Instructional strategies, grounded in theory and research, which help secondary school students use reading and writing to learn in all subject matter areas. Emphasis on supporting literacy development of culturally and linguistically diverse learners.

Date: TBA

Instructor: TBA

Day: TBA 4:00-7:00

Room: TBA

SED 800 ADOLESCENT DEVELOPMENT (3 UNITS)

Covers learning theories, current social issues, and adolescent behaviors. Five areas of adolescent development (emotional, physical, moral, social, and cognitive) are examined as each pertains to middle and high school teaching and student learning.

Feb 2-May 25

Instructor: TBA

Wednesday 4:00-6:55

Room: TBA

ITEC 601 COMPUTER FUNDAMENTALS FOR TEACHERS (1 UNIT)

Learn and practice with computers in laboratory classroom for acquisition of basic computing competencies, especially those which emphasize instructional applications of software. Primary focus on integration of computing in teaching, and in designing computer-based lessons. (This course meets CTC Preliminary Technology )

Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/~credinfo> for updated information.

EED 646 TEACHING PRACTICUM PHASE 1 (1-3 UNITS)

Developmental field experience in a public elementary school under guidance of a resident teacher. Teaching is planned and practiced at the beginning level based on California State standards. CR/NC grading only.

Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/~credinfo> for updated information.

**NURS 333 PATHOPHYSIOLOGY (2 UNITS)**  
Pathophysiological changes in the acutely ill patient. Intersystem approach incorporating related laboratory values, drug therapies, and nursing interventions.

**Jan 31–May 27**  
**Instructor:** TBA  
**Tuesday 1:10–3:00**  
**Room:** TBA

**ENG 414 ELEMENTS OF WRITING (3 UNITS)**  
Extensive practice in expository writing; satisfies upper division written English, not General Education, or major field requirements. ABC/NC grading. Prerequisite: Junior standing; undergraduate students must have taken JEPet before enrolling in this course.

**Date:** TBA  
**Instructor:** TBA  
**Wednesday 4:10-6:55**  
**Room:** TBA

**INFORMATION FOR APPLICANTS WHO WANT TO TRANSFER INTO THE PROGRAM**

Undergraduate students must be admissible to San Francisco State University in accordance with existing criteria as stated in the section of the SFSU Bulletin, “Undergraduate Admissions Requirements.” Students who have already earned a Bachelor’s degree are eligible for admission to this program. In addition, students seeking to major in Nursing must meet the following criteria and prerequisites.

- Cumulative GPA in up to the last 60 units of 2.80 or higher
- Completion of the following prerequisite courses with a minimum grade of C in each course
- A grade of C- is not acceptable

**Applicants to the BSN program at Canada College may submit applications for Fall 2005 from October 1 through November 30, 2004.**

Beginning in Fall 2005, the following are prerequisites for admission to the Nursing Program.\*

Bio 328 Anatomy with Lab	4 semester units
Bio 610/611 Physiology with Lab	4 semester units
Chem. 101/102 Chemistry with Lab	4 semester units
Bio 210/211 General Microbiology with Lab	4 semester units
Critical Thinking	3 semester units
Eng 114 English Composition	3 semester units
Oral Communication/Speech	3 semester units
Math 124 Quantitative Reasoning (Statistics)	3 semester units

\* A course in Nutrition in Health & Disease and General Psychology will be co-requisites, and may be taken immediately upon enrolling in the program. In addition, the California Board of Registered Nursing requires that all registered nurses have taken a Sociology or Anthropology course.

**Please go to [www.assist.org](http://www.assist.org) to see course equivalents.**

The Nursing Program at San Francisco State University has been designated as an impacted program by the CSU. This means that there are more qualified applicants than spaces available. Impacted programs may use optional supplemental criteria in making admissions decisions. Students for the Canada Satellite BSN program will be admitted to the major based on GPA in the prerequisites listed above and the following supplemental criteria.

- ✓ Health-related work or volunteer experience (documented by a letter on agency stationery)
- ✓ Under representation of ethnic or gender groups in nursing (with a goal of having graduates of the program more closely mirror the demographics of the Sequoia Health Care District)
- ✓ Live or work in the Sequoia Health Care District for at least two years (documented by proof of residence – e.g. utility bills, mortgage -- or work on agency stationery)
- ✓ Multicultural community experience, including bilingual/multilingual proficiency (community experience documented by letter on agency stationery)
- ✓ Majority of lower division courses taken in the San Mateo County Community College District (transcripts will be reviewed)



BACHELOR OF SCIENCE IN NURSING

The Bachelor of Science in Nursing Program prepares students for entry level positions in professional nursing practice. The program provides the basis for leadership and graduate education in nursing. Graduates are prepared for staff nurse positions in maternity, pediatrics, medical-surgical nursing, gerontology, psychology, psychiatric/mental health, community health and home care nursing. Graduates are eligible for RN licensure and Public Health Nursing Certification in California upon completion of the program. BSN graduates practice in a variety of settings including hospitals, community clinics, long term care, home care, and community health agencies. The program is approved by the California Board of Registered Nursing and accredited by the American Association of Colleges in Nursing (AACN).

FOR SPECIFIC PROGRAM INFORMATION INCLUDING TUITION AND FEES CONTACT:

Hilary Pritchard, Project Coordinator

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

David Gonzalez, Administrative Assistant

650-306-3193

Web address: <http://www.canadacollege.edu/university/>

CLASSES FOR SPRING 2005 AT CANADA COLLEGE

NURS 222 NURSING OF ADULTS (3 UNITS)

Builds upon previous learning and theory relevant to acutely ill and convalescing adults.

Jan 31-May 27

Instructor: TBA

Tuesday 9:10-12:00

Room: TBA

NURS 223 NURSING PRACTICUM II-01 (3 UNITS)

Application of theoretical knowledge and technical skills in providing nursing care to acutely ill, chronically ill, and convalescing adults in a variety of settings. Hospital.

Jan 31-May 27

Revzina

Monday 7:10-4:00

Hospital

NURS 223 NURSING PRACTICUM II-02 (3 UNITS)

Application of theoretical knowledge and technical skills in providing nursing care to acutely ill, chronically ill, and convalescing adults in a variety of settings. Hospital.

Jan 31-May 27

Oldham

Monday 7:10-4:00

Hospital

NURS 223 NURSING PRACTICUM II-03 (3 UNITS)

Application of theoretical knowledge and technical skills in providing nursing care to acutely ill, chronically ill, and convalescing adults in a variety of settings. Hospital.

Feb 4-May 27

Sassarine

Friday 7:10-4:00

Hospital

NURS 223 NURSING PRACTICUM II-04 (3 UNITS)

Application of theoretical knowledge and technical skills in providing nursing care to acutely ill, chronically ill, and convalescing adults in a variety of settings. Hospital.

Feb 4-May 27

Townsend

Friday 7:10-4:00

Hospital

NURS 224 TECHNICAL SKILLS LABORATORY - 01 (1 UNIT)

Laboratory experience emphasizing selected complex technical skills. Extra Fee required

Jan 31-May 27

Instructor: TBA

Wednesday 9:10-12:00

18-205

NURS 224 TECHNICAL SKILLS LABORATORY - 02 (1 UNIT)

Laboratory experience emphasizing selected complex technical skills. Extra Fee required

Jan 31-May 27

Instructor: TBA

Thursday 9:10-12:00

18-205

NURS 225 PHARMACOLOGY (2 UNITS)

Principles of drug therapy with a focus on the nurse's responsibilities, including client teaching. Drugs used in major disease classifications; common drug interactions.

Jan 3-May 26

Instructor: TBA

Thursday 1:10-3:00

Room: TBA

**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.

**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. Prerequisite: MGMT 405 and BUS 360 with grades of C- or better.  
Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/online/classch.htm> for updated information.

**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 MKTG 431, ISYS 363, DS 412, FIN 350, BUS 360, and MGMT 405.  
Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/online/classch.htm> for updated information.

**ENG 414 ELEMENTS OF WRITING (3 UNITS)**  
Extensive practice in expository writing; satisfies upper division written English, not General Education, or major field requirements. ABC/NC grading. Prerequisite: Junior standing; undergraduate students must have taken JEPET before enrolling in this course.  
Date: TBA  
Instructor: TBA  
Wednesday 4:10-6:55  
Room: TBA

**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. Eleven concentrations are available on the SFSU campus.

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

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

415 338-2098

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

Web address: <http://cob.sfsu.edu/COB/programs/pathway>

**CLASSES FOR SPRING 2005 AT CANADA COLLEGE**

Due to California state budget constraints, all courses are subject to change. For current information, please refer to the SFSU on-line class schedule: <http://www.sfsu.edu/online/classch.htm>

**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.

Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/online/classch.htm> for updated information.

**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.

Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/online/classch.htm> for updated information.

**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, DS 110, 212, ISYS 263 recommended.

Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/online/classch.htm> for updated information.

**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. Class work, 2 units; laboratory, 1 unit. Prerequisite: ACCT 101, DS 212, ISYS 263. The ISYS 263 prerequisite may be satisfied by passing a waiver examination in basic computing proficiency.

Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/online/classch.htm> for updated information.

**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).

Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/online/classch.htm> for updated information.

**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: DS 110, Econ 100, 101.

Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/online/classch.htm> for updated information.

**DS 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: DS 110, DS 212, ISYS 263, or pass computer proficiency examination. If examination is not passed, ISYS 263 must be taken.

Specific dates, times, instructor, location TBA. See <http://www.sfsu.edu/online/classch.htm> for updated information.

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, one or more of which will be made available on the Canada 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 Canada 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.

As currently offered on the Canada College campus, there are 28–32 units in the major in the core subject areas and 21 additional units in the concentration.

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

*Janet Egitiano, MA, Director of Special Projects*

415 405-3560

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

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

Eligible non-CSU students may download a registration form at:

<http://www.cel.sfsu.edu/pathways/register.cfm>

CLASSES FOR SPRING 2005 AT CANADA COLLEGE

**PSY 435 BEHAVIOR PROBLEMS OF CHILDREN (3 UNITS)**

Children's behavior disorders, child guidance facilities, and clinical methods used in the study and treatment of children with problems. Pre-requisites: PSY 330 or 431 or consent of instructor. Schedule is subject to change. Please contact the CAD Department or visit website for up-to-date information.

Date: TBA

Instructor: TBA

Tuesday 6:55-9:50

Room: TBA

**SPCH 508 CHILDREN'S COMMUNICATION (4 UNITS)**

Children's ability to use language appropriately in interpersonal and group situations is examined as a set of "communications acts". Informing, persuading, ritualizing, and imaging. No pre-requisites stated. Schedule is subject to change. Please contact the CAD Department or visit website for up-to-date information.

Date: TBA

Chaney

Monday 4:10 – 7:55

Room: TBA

**REC 380 DEVELOPMENTAL PLAY PROCESSES (3 UNITS)**

Issues related to play, learning, and human development throughout the life span; connection to worldwide progressive play alternatives (i.e., New Games, Adventure Ropes Courses, etc.) that foster personal growth and community development. No pre-requisites stated. Class work - 2 units; Laboratory – 1 unit

Feb 1-May 24

Instructor: TBA

Tuesday 4:10 – 6:55

Room: TBA

**ENG 414 ELEMENTS OF WRITING (3 UNITS)**

Extensive practice in expository writing; satisfies upper division written English, not General Education, or major field requirements. ABC/NC grading. Prerequisite: Junior standing; undergraduate students must have taken JEPET before enrolling in this course.

Date: TBA

Instructor: TBA

Wednesday 4:10-6:55

Room: TBA



# Taking You to a Higher Degree

The University Center at Canada 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 place bound student populations, and provide career advancement opportunities for working students and technical workers who need more accessible training.

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

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

- Child and Adolescent Development – Bachelor of Arts
- Business Administration – Bachelor of Science
- Nursing – Bachelor of Science
- Teaching Credentials for Elementary and Secondary Schools
- Teaching Reading at the Post-Secondary Level – Certificate
- Accelerated Master of Business Administration

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

- Liberal Studies – Bachelor of Arts 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 an additional degree program with San Jose State University offering a **Bachelor of Arts 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 Canada 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 Canada College currently supports five bachelor degrees, one master, and a teaching credential program in

Single and Multiple Subjects.

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, the 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 Barales-Ramirez, Canada College Transfer Coordinator, at 650 306-3372 for assistance with reviewing requirements for transferring into bachelor's degree programs. Contact the University Center office at 650 306-3399 for information on graduate programs.

## *Academic Advising*

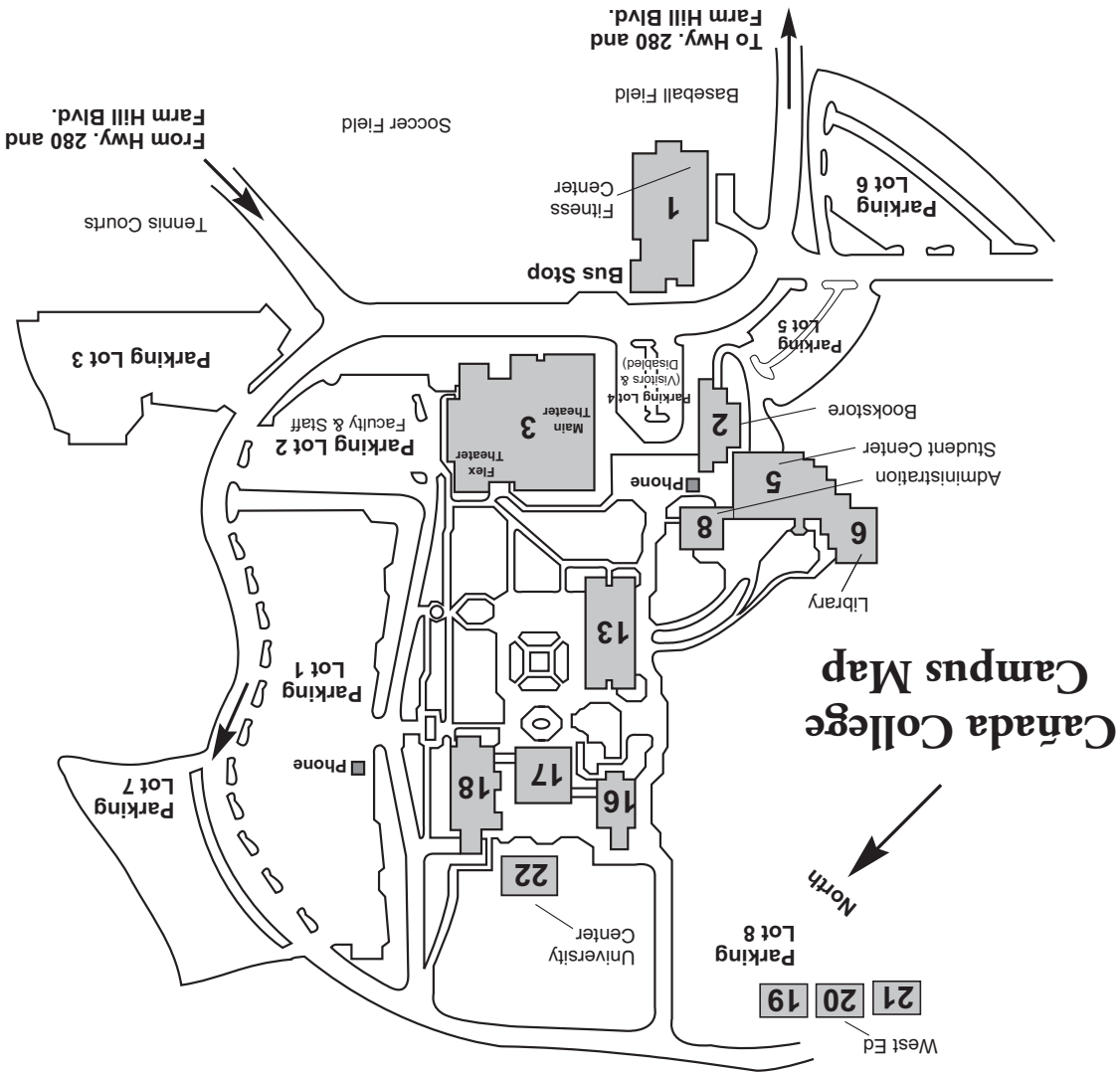
General academic advising for degree programs is available with the Program Coordinator for each university partner. Please contact the university representative as indicated for the program that interests you.

## *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 partner universities websites.

## *Student Orientation*

The University Center holds orientation sessions for new students each semester. Please call 650 306-33 99 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.



Admissions & Records/Registration..... 8-215	Facilities Usage/Rental..... 8-305	Refunds (Registration Fees)/Cashier..... 8-305
Articulation..... 8-204	Financial Aid..... 8-205	Science and Technology Division..... 18-109
Associated Students..... 5-211B	Health Center..... 1-117	Scholarship Office..... 8-205
Athletics..... 1-204	Humanities Division..... 3-205	Security Office (Parking Enforcement)..... 13-28
Bookstore..... 2	Instruction Office..... 8-306	Small Business Development Center..... 13-121
Box Office..... 3-205	International Student Program..... 8-206	Student Life..... 5-211A
Business Office/Cashier..... 8-305	Learning Center..... 5-105	Student Government Office..... 5-211C
Business & Workforce Development Division..... 13-105	Library..... 6-2	Theater Manager..... 5-211B
Business Skills Center..... 13-217	Lost & Found (located in Bookstore)..... 2	Transfer Services..... 5-204
CalWORKs..... 5-204B	Matriculation..... 8-204	Tutorial Center..... 5-105
Community Based English Tutoring (CBET)..... 3-147	Medical Assisting Program..... 13-130	University Center..... 22-101
Coop. Ed./Work Experience Program..... 13-124	MESA Center..... 5-105	Upward Bound Program..... 17-112
Counseling Center—Educational Counseling..... 5-204	Middle College..... 13-106	& Academic Support Services Division..... 17-112
Career and Transfer Services..... 5-204	Physical Education Office..... 1-204	& at Sequoia High School..... Room AC3
Disabled Student Program..... 5-207	Placement Tests/Assessment..... 5-204	Vice President, Instruction..... 8-304
English (ESL) Institute Resource room..... 3-216	President's Office..... 8-312	Vice President, Student Services..... 8-310
Evening Services..... 8-215	Public Information..... 3-103	West Ed..... 20
EOPS..... 3-117		Workability III..... 5-207

## Off-Campus Sites

Carlmont High School 1400 Alameda de las Pulgas, Belmont 595-0210	Menlo Park Center (OICW Building) 1200 O'Brien, Menlo Park 325-6936	San Mateo County Office 455 County Center Drive, Redwood City	Community Wellness Center 1455 Madison, Redwood City 780-7270
College of San Mateo 1700 W. Hillsdale Blvd., San Mateo 574-6161	Redwood City Main Library 1044 Middlefield, Redwood City 780-7026	Sequoia High School 1201 Brewster Ave., Redwood City 367-9780	Woodside High School 199 Churchill Avenue, Woodside 367-9750
El Conchillo of San Mateo County 3180 Middlefield, Redwood City 373-1080	Skyline College 3300 College Drive, San Bruno 738-4100	Our Second Home, Doelger Center 111 Lake Merced Blvd., Daly City 991-5721	



# UNIVERSITY CENTER



## ▶ TAKING YOU TO A HIGHER DEGREE

ON-SITE BACHELOR AND GRADUATE DEGREE PROGRAMS  
IN PARTNERSHIP WITH:

CALIFORNIA STATE UNIVERSITY - HAYWARD  
CALIFORNIA STATE UNIVERSITY - MONTEREY BAY  
SAN FRANCISCO STATE UNIVERSITY  
SAN JOSE STATE UNIVERSITY

Canada College  
4200 Farm Hill Boulevard  
Redwood City, CA 94061  
650 306-3100

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