

COMS 223 SMALL GROUP COMMUNICATION

Units: 3.00 - UC:CSU, May Be Taken Once for Credit

Explores theories of group decision making and leadership. Preparation for the workplace is emphasized through critical thinking and problem solving, and strategies for successful group interaction are discussed.

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|-------|-----------------|-----|----------------|----------|
| 73739 | 11:10AM-12:30PM | TTH | T. Stokes Rice | HSLH-204 |
| 73736 | 12:50PM-02:10PM | MW | W. Peldon | HSLH-204 |
| 73735 | 06:30PM-09:30PM | T | K. Osborne | HSLH-205 |

COMS 225 STRATEGIES OF ARGUMENTATION

Units: 3.00 - UC:CSU, May Be Taken Once for Credit

Introduces the strategies used for rhetorical argument. Topics include finding issues, using evidence, and detecting fallacies in rhetorical communications.

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|-------|-----------------|-----|--------------|----------|
| 73740 | 08:00AM-09:20AM | TTH | D. Stevenson | HSLH-204 |
| 73744 | 09:30AM-10:50AM | MW | D. Stevenson | HSLH-205 |

COMS 250 PROCESS OF COMMUNICATION

Units: 3.00 - UC:CSU, May Be Taken Once for Credit

Examines the range of theoretical approaches to the field of communication studies in contexts such as interpersonal, small group, gender, intercultural, mass media, and organizational communication.

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|-------|-----------------|-----|-------------|----------|
| 73750 | 09:30AM-11:01AM | TTH | V. Leonard | HSLH-205 |
| 73745 | 11:10AM-12:30PM | MW | K. Kicenski | HSLH-205 |

COMS 256 INTERCULTURAL COMMUNICATION

Units: 3.00 - UC:CSU, May Be Taken Once for Credit

Examines intercultural communication, including cultural patterns, verbal and nonverbal communication codes and their practical application in today's diverse society.

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|-------|-----------------|----|--------------|----------|
| 73751 | 09:30AM-10:50AM | MW | K. Kicenski | HSLH-204 |
| 73850 | - | - | G. Hessamian | - |

03/15/10-04/24/10

ONLINE CLASS: This section is part of the GO program. These sections are short-term, intensive sections. For more information on the GO program visit www.canyons.edu/GO. Recommend COUNS 070, Distance Learning and Strategies for Success.

COMS 260 COMMUNICATION AND GENDER

Units: 3.00 - UC:CSU, May Be Taken Once for Credit

Examines similarities and differences in communication between females and males.

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|-------|-----------------|-----|------------|----------|
| 73753 | 11:10AM-12:30PM | TTH | V. Leonard | HSLH-205 |
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Make sure the college has your current email, postal address and phone numbers so we can notify you about changes due to budget issues!

COMPUTER ELECTRONICS**CMPELC 110 INTRODUCTION TO MUSIC TECHNOLOGY**

Units: 3.00 - CSU, May Be Taken Once for Credit

Introduces music technology, including music sampling, sequencing, synthesis, MIDI, guitar and amplifier electronics, microphones, mixing, recording and acoustics.

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|-------|-----------------|----|-----------|----------|
| 73757 | 12:50PM-02:10PM | MW | D. Forbes | HSLH-133 |
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CMPELC 130 COMPUTER ELECTRONICS I

Units: 4.00 - CSU, May Be Taken Once for Credit

Principles and theory of DC, AC, transistors, and digital electronics with heavy emphasis on basic concepts. Circuit analysis methods, test measurements, and troubleshooting will be studied in a hands-on approach.

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|-------|-----------------|----|-------------|----------|
| 73759 | 06:00PM-09:00PM | MW | L. Hilliard | ALLB-112 |
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COMPUTER INFORMATION TECHNOLOGY**CIT 101 INTRODUCTION TO COMPUTERS**

Units: 3.00 - UC:CSU, May Be Taken Once for Credit

Overview of computers, including their history, usage, technology and terminology, as well as their impact on society, ethics, and organizational settings. Provides an introduction to system hardware, networks, telecommunications, operating systems, and popular production software, including spreadsheet, database, word processing, presentation software, Internet, and email applications.

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|-------|-----------------|----|-----------|----------|
| 73761 | 10:30AM-12:55PM | MW | V. Jadaon | HSLH-304 |
| 73760 | - | - | V. Jadaon | - |

ONLINE CLASS: For class information, see www.canyons.edu/distancelearning. Recommend COUNS 070, Distance Learning and Strategies for Success.

CIT 105 MICROSOFT WINDOWS

Units: 3.00 - CSU, May Be Taken Once for Credit

Presents in-depth study of the Windows graphical user interface, including file management, windows manipulation, desktop customization, multitasking, data search, use of Windows accessories, Object-Linking and Embedding (OLE), and troubleshooting.

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|-------|-----------------|-----|-----------|----------|
| 73763 | 10:30AM-12:55PM | TTH | V. Jadaon | HSLH-304 |
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CIT 110 KEYBOARDING AND DOCUMENT PROCESSING

Units: 3.00 - CSU, May Be Taken Once for Credit

Develops a mastery of the computer keyboard by touch and proficiency in producing business letters, reports, tables, memos, and other documents using Microsoft Word.

73766 10:30AM-12:55PM TTH S. El Helbawy CCC-304

CCC This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.

CIT 115 BUSINESS ENGLISH

Units: 3.00 - CSU, May Be Taken Once for Credit

Provides an extensive review of proper sentence structure within business documents through exercises with contemporary business themes. Students will create simple business communications focusing on correcting the most common errors of language usage pertaining to modern business correspondence. Lays the foundation for clear and correct business writing and formatting for today's business environment.

73769 08:00AM-10:25AM MW M. Echavarri HSLH-303

CIT 116 BUSINESS COMMUNICATIONS

Units: 3.00 - CSU, May Be Taken Once for Credit

Training in the development of writing principles and techniques; business vocabulary improvement; practical experience in the composition of correspondence typical of business environments. Additional emphasis on principles of business English. Familiarity with computer keyboarding and the Windows operating system is assumed.

73771 10:30AM-12:55PM MW M. Nikodem CCC-304

CCC This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.

CIT 140 SURVEY OF MICROSOFT OFFICE PROGRAMS

Units: 3.00 - CSU, May Be Taken 2 Times

Examines the latest operating systems, Microsoft Office, word processing, spreadsheet analysis, database management, presentation software, and the application of information technologies to organizational settings.

73776 10:30AM-12:55PM MW M. Lipman HSLH-303

73778 01:15PM-03:40PM TTH R. Roscigno HSLH-303

73777 06:30PM-08:55PM MW A. Roberts CCC-304

CCC This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.

73780 - M. Lipman -

ONLINE CLASS: For class information, see www.canyons.edu/distancelearning. Recommend COUNS 070, Distance Learning and Strategies for Success.

73779 - M. Lipman -

ONLINE CLASS: For class information, see www.canyons.edu/distancelearning. Recommend COUNS 070, Distance Learning and Strategies for Success.

73773 08:00AM-12:55PM S F. De Los Reyes CCC-304

02/20/10-04/03/10

HYBRID PACE CLASS. No class meetings on 3/6, 3/20, and 4/3. Recommend COUNS 070, Distance Learning and Strategies for Success.

CCC This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.

CIT 145 QUICKBOOKS PRO

Units: 3.00 - CSU, May Be Taken Once for Credit

Provides an in-depth introduction to the basics of the popular accounting program QuickBooks Pro, designed to assist in the operation of a small business. Familiarity with the Windows operating system is assumed.

73781 06:30PM-08:55PM TTH R. Hall HSLH-303

CIT 150 MICROSOFT WORD I

Units: 3.00 - CSU, May Be Taken Once for Credit

Introduces the latest version of Microsoft Word to create a variety of business documents. Topics include, editing, formatting, mail merging, clip art, WordArt, charts, tables, newsletters, and Web pages. Prepares students for the Microsoft Office Specialist (MOS) certification core exam in Word.

73782 10:30AM-12:55PM TTH M. Lipman HSLH-303

CIT 155 MICROSOFT EXCEL I

Units: 3.00 - CSU, May Be Taken Once for Credit

Introduces the latest version of Microsoft Excel, including create, edit, format and print worksheets, formulas and functions, static and dynamic Web pages, construct graphs and build databases that utilize the data table function. Prepares students for the Microsoft Office Specialist (MOS) certification core exam in Excel.

73783 01:15PM-03:40PM TTH V. Jadaon HSLH-304

73784 - V. Jadaon -

ONLINE CLASS: For class information, see www.canyons.edu/distancelearning. Recommend COUNS 070, Distance Learning and Strategies for Success.

CIT 165 MICROSOFT POWERPOINT

Units: 3.00 - CSU, May Be Taken Once for Credit

Recommended Preparation: CIT-105

Provides an in-depth study of Microsoft PowerPoint to create slide presentations incorporating multimedia, transitions, and slide outlines. Prepares students for the Microsoft Office Specialist (MOS) certification Core and Expert exams in PowerPoint.

73785 01:15PM-03:40PM MW R. Roscigno HSLH-303

CIT 170 WEBSITE DEVELOPMENT I

Units: 3.00 - CSU, May Be Taken Once for Credit

Create Websites using XHTML coding, including basic through advanced XHTML tags and introductory CSS. Fundamental class in the sequence leading to a certificate in Web development. No authoring software is used in this class. Familiarity with the Internet, a browser, and the Windows operating system is assumed.

73787 01:15PM-03:40PM MW A. Strozer HSLH-304

73786 06:00PM-08:25PM TTH A. Strozer HSLH-304



Please Drive Carefully!
On-Campus speed limit
is no more than 15 mph!

CIT 174 WEB DEVELOPMENT SOFTWARE: FIREWORKS

Units: 3.00 - CSU, May Be Taken Once for Credit

Recommended Preparation: Windows, PC and basic Web authoring skills

Hands-on training and application of theoretical concepts related to creating imagery for Web delivery with Adobe Fireworks. Topics include optimization, slicing, GIF animation, special effects, and brand identity.

74642 06:00PM-08:25PM MW A. Strozer HSLH-304**CIT 175 WEB DEVELOPMENT SOFTWARE: FLASH**

Units: 3.00 - CSU, May Be Taken Once for Credit

Covers implementation of Web-based animation and interactive content using Macromedia Flash and examples of Action Script. Proficiency with Windows and basic HTML is assumed.

73790 - A. Strozer -

ONLINE CLASS: For class information, see www.canyons.edu/distancelearning. Recommend COUNS 070, Distance Learning and Strategies for Success.**CIT 098A MICROSOFT WINDOWS WORKSHOP**

Units: 0.50, May Be Taken Once for Credit

Designed for students desiring to quickly acquire the fundamental skills necessary to manage some of the basic features of the Windows operating system. Units do not apply to the associate degree. Offered pass/no-pass only.

73792 08:00AM-10:00AM TTH V. Jadaon UCEN-309
02/16/10-02/25/10**NOW Class.** This is a short-term, intensive section. [This class meets in the Dr. Dianne G. Van Hook University Center located on the south end of the Valencia campus.](#) Allow plenty of passing time between classes.**CIT 098B MICROSOFT WORD WORKSHOP**

Units: 0.50, May Be Taken Once for Credit

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic documents using Microsoft Word. Units do not apply to the associate degree. Offered pass/no-pass only.

73799 08:00AM-10:00AM TTH R. Roscigno UCEN-309
03/02/10-03/11/10**NOW Class.** This is a short-term, intensive section. [This class meets in the Dr. Dianne G. Van Hook University Center located on the south end of the Valencia campus.](#) Allow plenty of passing time between classes.**CIT 098C MICROSOFT EXCEL WORKSHOP**

Units: 0.50, May Be Taken Once for Credit

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic spreadsheets using Excel. Units do not apply to the associate degree. Offered pass/no-pass only.

73802 08:00AM-10:00AM TTH V. Jadaon UCEN-309
03/16/10-03/25/10**NOW Class.** This is a short-term, intensive section. [This class meets in the Dr. Dianne G. Van Hook University Center located on the south end of the Valencia campus.](#) Allow plenty of passing time between classes.**CIT 098D MICROSOFT ACCESS WORKSHOP**

Units: 0.50, May Be Taken Once for Credit

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple relational databases using Microsoft Access. Units do not apply to the associate degree. Offered pass/no-pass only.

73803 08:00AM-10:00AM TTH R. Roscigno UCEN-309
04/13/10-04/22/10**NOW Class.** This is a short-term, intensive section. [This class meets in the Dr. Dianne G. Van Hook University Center located on the south end of the Valencia campus.](#) Allow plenty of passing time between classes.**CIT 098E MICROSOFT POWERPOINT WORKSHOP**

Units: 0.50, May Be Taken Once for Credit

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic presentations for group audiences using PowerPoint. Not degree applicable. Offered pass/no-pass only.

73804 08:00AM-10:00AM TTH R. Roscigno UCEN-309
04/27/10-05/06/10**NOW Class.** This is a short-term, intensive section. [This class meets in the Dr. Dianne G. Van Hook University Center located on the south end of the Valencia campus.](#) Allow plenty of passing time between classes.**■ COMPUTER NETWORKING ■****CMPNET 132 A+ CERTIFICATION**

Units: 4.00 - CSU, May Be Taken Once for Credit

Provides instruction in computer repair and upgrade and also prepares students to take the two required exams for the Computing Technology Industry Association (CompTIA) A+ certification. Field trips may be required.

74465 07:30AM-11:30AM MW D. Watkins TWSH-105
74466 05:00PM-09:00PM MW D. Watkins TWSH-105**CMPNET 133 SERVER+ CERTIFICATION**

Units: 4.00 - CSU, May Be Taken Once for Credit

For new users of Network Operating Systems (NOS), teaches installation of the operating system and configuring basic network services including setting up a Web server, and FTP server, telnet, and basic network security and troubleshooting. With A+ Certification course, prepares the student for the Server+ Certification exam. With Linux/UNIX 1 course, prepares the student for the Linux+ Certification exam.

74467 05:00PM-09:00PM TTH P. Coon TWSH-108

**SMOKING IS ONLY
PERMITTED IN PARKING
LOTS – more than 50 feet
from any building.**