

# Distance Learning

If you have email and Internet access, you have everything you need to take advantage of the opportunity to learn online! Enrolling in online courses allows you to enjoy the benefits of a traditional classroom education in a non-traditional way. Online courses provide you with the freedom to plan your coursework around your personal schedule while maintaining interaction with faculty and fellow students. Enter the "virtual classroom" at any time of the day or night to participate in meaningful class discussions, access course information and lectures, work on challenging assignments, and take part in exciting group activities.

Skyline offers two different types of distance learning. Online courses are those in which no on-campus meetings are required. Hybrid courses are those which require one or more on-campus meetings.

## Online Courses

Online courses are those in which the instructor and student are separated by distance for the entire course and can interact exclusively (100%) through the assistance of communication technology. The course is conducted through a class website, which may include multimedia material and links to other online resources. Students interact with the instructor and other students through posted class discussions, direct individual communication and assignments (which may include group work). Testing may be done online, via proctoring arrangements, or other means. Instructors require no mandatory on-campus meetings. If an instructor wishes to incorporate on-campus meetings into the course, the instructor/student will provide for alternative distance education means of student participation.

### ACTG 103 TEN-KEY SKILLS

Short course on how to operate a 10-key electronic calculator by the touch method. Plus 2 lab hrs/wk by arrangement. May be repeated once for credit. Transfer: CSU.

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**88203** ACTG 103 OL By Arr 8 Hours ONLINE Motipara 0.5  
 Dates for ACTG 103 OL: 8/24-9/14

ACTG 103 OL is offered in an online format and requires Internet access and email. Email instructor at [motipara@smccd.edu](mailto:motipara@smccd.edu) before first scheduled class.

### ACTG 121 FINANCIAL ACCOUNTING

Recommended: ACTG 100 (3 units) with a grade of C or better, or equivalent; MATH 120 with a grade of C or better, or equivalent; CAOT 225 or equivalent; and eligibility for ENGL 836. Exploration of what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions. Covers the application of generally accepted accounting principles, the classified financial statements, and statement analysis. *NOTE: Students are encouraged to take ACTG 100 before enrolling in ACTG 121. Plus 1 lab hr/wk by arrangement.* Transfer: UC; CSU.

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**80009** ACTG 121 OL By Arr 64 Hours ONLINE Ortiz 4.0  
 ACTG 121 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [ortiz@smccd.edu](mailto:ortiz@smccd.edu).

### ACTG 131 MANAGERIAL ACCOUNTING

*Prereq: ACTG 121 with a grade of C or better or equivalent.* Recommended: Either BUS. 120 or MATH 241 or equivalent; and CAOT 225 or equivalent. Examination of accounting techniques for managers. Includes forecasting, budgeting, cost accounting, break-even analysis, responsibility accounting, and other practices which facilitate decision making in an ethical business environment. Plus 1 lab hr/wk by arrangement. Transfer: UC; CSU.

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**93140** ACTG 131 OL By Arr 64 Hours ONLINE Whitten 4.0  
 ACTG 131 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [whitten@smccd.edu](mailto:whitten@smccd.edu).

### ACTG 194 INTRODUCTION TO QUICKBOOKS PRO 2007

Recommended: Eligibility for ENGL 836 and READ 836. Introduction to the financial accounting features of QuickBooks Pro. Transfer: CSU.

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**87335** ACTG 194 OL By Arr 16 Hours ONLINE Richardson 1.0  
 Dates for ACTG 194 OL: 8/23-9/27

ACTG 194 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [richardsonl@smccd.edu](mailto:richardsonl@smccd.edu).

### ACTG 196 INTERMEDIATE QUICKBOOKS PRO 2007

*Prereq: ACTG 194 or equivalent.* Financial accounting features of setting up and maintaining a computerized accounting system using the advanced features; covers complex issues encountered with QuickBooks Pro. Transfer: CSU.

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**89218** ACTG 196 OL By Arr 16 Hours ONLINE Richardson 1.0  
 Dates for ACTG 196 OL: 10/4-11/8

ACTG 196 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [richardsonl@smccd.edu](mailto:richardsonl@smccd.edu).

### ART 101 HISTORY OF WESTERN ART I

Recommended: Eligibility for ENGL 100. A survey of Ancient and Medieval art from Prehistoric to Early Renaissance. Transfer: UC; CSU (C1).

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**91914** ART 101 OL By Arr 48 Hours ONLINE Fischer 3.0  
 ART 101 OL is offered in an online format. Requires Internet access and email. Instructor email: [fischer@smccd.edu](mailto:fischer@smccd.edu).

### ART 102 HISTORY OF WESTERN ART II

Recommended: Eligibility for ENGL 100. Survey of art from the Renaissance to modern times. Transfer: UC; CSU (C1).

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**93109** ART 102 OL By Arr 48 Hours ONLINE Fischer 3.0  
 ART 102 OL is offered in an online format. Requires Internet access and email. Instructor email: [fischer@smccd.edu](mailto:fischer@smccd.edu).

### ART 105 ART OF ASIA & THE NEAR EAST

Recommended: Eligibility for ENGL 100 or 105, or equivalent. Survey of Asian art with emphasis on cultural aesthetic ideals including visual appreciation of the creation of the art object and art form. Transfer: UC; CSU (C1).

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**92785** ART 105 OL By Arr 48 Hours ONLINE Fischer 3.0  
 ART 105 OL is offered in an online format. Requires Internet access and email. Instructor email: [fischer@smccd.edu](mailto:fischer@smccd.edu).

**Note: A computerized checking system is in place to enforce any stated prerequisites. See page 12 for more information.**

### ART 107 ART OF OUR TIMES

**NEW!** Recommended: Eligibility for ENGL 836. An introduction to the American visual experience of today including painting, sculpture, architecture, industrial, interior, package, advertising, furniture design, etc. Transfer: CSU (C1).

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**93108** ART 107 OL By Arr 48 Hours ONLINE Fischer 3.0  
ART 107 OL is offered in an online format. Requires Internet access and email. Instructor email: [fischer@smccd.edu](mailto:fischer@smccd.edu).

### ART 130 ART APPRECIATION

**NEW!** Recommended: Eligibility for ENGL 100, 105 or equivalent. A recognition and evaluation of arts' ability to communicate the influences of history, culture and technology upon the artist and as reflected in their works. Transfer: UC; CSU (C1).

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**93120** ART 130 OL By Arr 48 Hours ONLINE Fischer 3.0  
ART 130 OL is offered in an online format. Requires Internet access and email. Instructor email: [fischer@smccd.edu](mailto:fischer@smccd.edu).

### BIOL 150 INTRODUCTION TO MARINE BIOLOGY

Recommended: Eligibility for ENGL 836. Natural history of marine animals and plants and their relationships with the oceanic environment. Transfer: UC; CSU (B2).

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**80163** BIOL 150 OL By Arr 48 Hours ONLINE Bookstaff 3.0  
Biology 150 OL is taught in an online format. Requires Internet access and email. Exams will be taken on campus or via approved proctored arrangements. Orientation is required and done online on or before August 17. Check instructor website at <http://www.smccd.net/accounts/bookstaffs> for orientation and course information. Instructor email contact: [bookstaffs@smccd.edu](mailto:bookstaffs@smccd.edu).

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**93139** BIOL 150 OM By Arr 48 Hours ONLINE Bookstaff 3.0  
Biology 150 OM is taught in an online format. Requires Internet access and email. Exams will be taken on campus or via approved proctored arrangements. Orientation is required and done online on or before August 17. Check instructor website at <http://www.smccd.net/accounts/bookstaffs> for orientation and course information. Instructor email contact: [bookstaffs@smccd.edu](mailto:bookstaffs@smccd.edu).

### BUS. 100 INTRODUCTION TO BUSINESS

Recommended: Eligibility for ENGL 836. Survey of business functions and terminology; introduces career opportunities. Transfer: UC; CSU (D3).

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**80175** BUS. 100 OL By Arr 48 Hours ONLINE Pate 3.0  
Dates for BUS. 100 OL: 8/17-10/12  
BUS. 100 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [pate@smccd.edu](mailto:pate@smccd.edu).

### BUS. 103 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS

Recommended: CAOT 104 or equivalent; and eligibility for ENGL 836 or equivalent. An introduction to computer systems and their role in building modern business information systems. Topics include computer terminology, architecture, operating systems, applications, hardware, data communications, HTML, computer ethics, intellectual property, copyright infringement, and office software applications. Plus one lab hr/wk by arrangement. *NOTE: With the exception of the online sections, this course has a non-refundable materials charge of \$3.* Transfer: UC; CSU.

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**88228** BUS. 103 OL By Arr 48 Hours ONLINE Motipara 3.0  
BUS. 103 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [motipara@smccd.edu](mailto:motipara@smccd.edu).

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**88232** BUS. 103 OM By Arr 48 Hours ONLINE Motipara 3.0  
BUS. 103 OM is offered in an online format. Students must have Internet access and an email address. Instructor email: [motipara@smccd.edu](mailto:motipara@smccd.edu).

### BUS. 123 STATISTICS

*Prereq: MATH 120 or equivalent.* Recommended: BUS. 120 and eligibility for ENGL 836. Introduction to descriptive techniques and methods of inference, probability and probability distributions. Transfer: UC; CSU (B4).

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**80186** BUS. 123 OL By Arr 48 Hours ONLINE Ortiz 3.0  
BUS. 123 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [ortiz@smccd.edu](mailto:ortiz@smccd.edu).

### BUS. 200 INTRODUCTION TO INTERNATIONAL BUSINESS

Recommended: Eligibility for ENGL 836 or equivalent. Introduction to strategy and management of international business. Topics include international trade theory and how companies develop competitive advantage in international markets, marketing, production, and financial management, the organization of human resources, and management of risk. Transfer: CSU (D3).

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**85792** BUS. 200 OL By Arr 48 Hours ONLINE Pate 3.0  
BUS. 200 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [pate@smccd.edu](mailto:pate@smccd.edu).

### BUS 246 DOING BUSINESS IN CHINA

Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent. A comprehensive study of Chinese business operations and challenges. Students will apply practical guidelines in conducting business with Chinese counterparts for successful negotiations and business ventures. Transfer: CSU.

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**92400** BUS. 246 OL By Arr 48 Hours ONLINE Pate 3.0  
Dates for BUS. 246 OL: 10/18-12/8  
BUS. 246 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [pate@smccd.edu](mailto:pate@smccd.edu).

### BUS. 249 INTRODUCTION TO INTERNATIONAL LOGISTICS FOR CUSTOMS BROKERS AND FREIGHT FORWARDERS

Students will be introduced to international purchase-sale agreement negotiations using Incoterms, foreign exchange and collections, introduction to international supply chains and cargo transportation, cargo security and risk management. Transfer: CSU.

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**91818** BUS. 249 OL By Arr 48 Hours ONLINE Guadamuz-Cabral 3.0  
BUS. 249 OL is offered in an online format. In lieu of a textbook, students are required to register and pay a subscription fee of \$100 to GISTnet for the online text and study materials. Students will need Internet access and a valid email address. Students must check their college email and WebAccess for instructions from the instructor. Instructor email: [guadamuzcabral@smccd.edu](mailto:guadamuzcabral@smccd.edu).

**BUS 261 CUSTOMS ADMISSIBILITY, CLASSIFICATION, VALUE AND ENTRY**

Learn about U.S. import admissibility, tariff classification and value, how to prepare a customs entry, and additional processing required for certain products. Transfer: CSU.

**91822** BUS. 261 OL By Arr 48 Hours ONLINE Guadamuz-Cabral 3.0  
Dates for BUS. 261 OL: 8/17-10/12

BUS. 261 OL is offered in an online format. In lieu of a textbook, students are required to register and pay a subscription fee of \$100 to GISTnet for the online text and study materials. The course must be completed during the 8-week term in which it is scheduled. Students will need Internet access and a valid email address. Students must check their college email and WebAccess for instructions from the instructor. Instructor email: [guadamuzcabral@smccd.edu](mailto:guadamuzcabral@smccd.edu).

**BUS 263 U.S. EXPORT AND DESTINATION COUNTRY IMPORT REQUIREMENTS; FOREIGN COLLECTIONS**

Learn U.S. export and foreign country import requirements, bank collections and letters of credit. Transfer: CSU.

**93138** BUS. 263 OL By Arr 48 Hours ONLINE Phelps 3.0  
Dates for BUS. 263 OL: 8/17-10/12

BUS. 263 OL is offered in an online format. In lieu of a textbook, students are required to register and pay a subscription fee of \$100 to GISTnet for the online text and study materials. The course must be completed during the 8-week term in which it is scheduled. Students will need Internet access and a valid email address. Students must check their college email and WebAccess for instructions from the instructor. Instructor email: [phelpsg@smccd.edu](mailto:phelpsg@smccd.edu).

**BUS 267 OCEAN FORWARDER & NVOCC REGULATION, OPERATIONS AND WORK-FLOW**

Learn about ocean carriers and intermodal shipping, ocean forwarder and NVOCC regulation and operational process, and how to prepare a bill of lading. Transfer: CSU.

**93213** BUS. 267 OL By Arr 48 Hours ONLINE Guadamuz-Cabral 3.0  
Dates for BUS. 267 OL: 10/19-12/14

BUS. 267 OL is offered in an online format. In lieu of a textbook, students are required to register and pay a subscription fee of \$100 to GISTnet for the online text and study materials. The course must be completed during the 8-week term in which it is scheduled. Students will need Internet access and a valid email address. Students must check their college email and WebAccess for instructions from the instructor. Instructor email: [guadamuzcabral@smccd.edu](mailto:guadamuzcabral@smccd.edu).

**BUS. 268 AIR FORWARDER OPERATION AND WORK-FLOW**

Learn about air cargo operations, air forwarders services and transaction process steps. Transfer: CSU.

**92984** BUS. 268 OL By Arr 48 Hours ONLINE Guadamuz-Cabral 3.0  
Dates for BUS. 268 OL: 10/19-12/14

BUS. 268 OL is offered in an online format. In lieu of a textbook, students are required to register and pay a subscription fee of \$100 to GISTnet for the online text and study materials. The course must be completed during the 8-week term in which it is scheduled. Students will need Internet access and a valid email address. Students must check their college email and WebAccess for instructions from the instructor. Instructor email: [guadamuzcabral@smccd.edu](mailto:guadamuzcabral@smccd.edu).

**BUS. 279 IMPORT/EXPORT MANAGEMENT**

Recommended: Eligibility for ENGL 836 or equivalent. Review practical aspects of Import/Export procedures for small/medium sized companies. Focus is on international trading transactions including sourcing, financing, payment methods, shipping, incoterms and documentation. Transfer: CSU.

**93141** BUS. 279 OL By Arr 24 Hours ONLINE Kilmartin 1.5  
Dates for BUS. 279 OL: 8/17-10/12

BUS. 279 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: [kilmartin@smccd.edu](mailto:kilmartin@smccd.edu).

**CAOT 100 BEGINNING COMPUTER KEYBOARDING**

Short course for students who want to learn how to type and develop skill using the computer keyboard. Typing drills only. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

**88271** CAOT 100 OL By Arr 24 Hours ONLINE Gianoli 1.5  
Dates for the OL section: 8/17-10/12

CAOT 100 OL is offered in an online format. Students must have Internet access and an email address. Email instructor at [gianoli@smccd.edu](mailto:gianoli@smccd.edu) before first scheduled class.

**88270** CAOT 100 OM By Arr 24 Hours ONLINE Gianoli 1.5  
Dates for the OM section: 10/19-12/14

CAOT 100 OM is offered in an online format. Students must have Internet access and an email address. Email instructor at [gianoli@smccd.edu](mailto:gianoli@smccd.edu) before first scheduled class.

**CAOT 101 COMPUTER KEYBOARDING SKILL BUILDING**

*Prereq: CAOT 100 or equivalent; ability to type without looking at the keyboard.* Students improve keyboarding speed and accuracy on computers. Typing drills only. Plus lab hours by arrangement. May be repeated for credit up to a maximum of 6 units. Transfer: CSU.

**88247** CAOT 101 OL By Arr 24 Hours ONLINE Gianoli 1.5  
Dates for the OL section: 8/17-10/12

CAOT 101 OL is offered in an online format. Students must have Internet access and an email address. Email instructor at [gianoli@smccd.edu](mailto:gianoli@smccd.edu) before first scheduled class.

**91108** CAOT 101 OM By Arr 24 Hours ONLINE Gianoli 1.5  
Dates for the OM section: 10/19-12/14

CAOT 101 OM is offered in an online format. Students must have Internet access and an email address. Email instructor at [gianoli@smccd.edu](mailto:gianoli@smccd.edu) before first scheduled class.

**CAOT 200 INTRODUCTION TO MS OFFICE SUITE**

Recommended: CAOT 104 or equivalent. Students learn the essentials of Microsoft Office Suite applications: Word, Excel, PowerPoint and Access. This course provides a basic introduction to MS Office Suite and prepares the student for in-depth learning for the more advanced elements of Word, Excel, PowerPoint and Access. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

**90487** CAOT 200 OL By Arr 32 Hours ONLINE Motipara 2.0  
Dates for CAOT 200 OL: 8/23-11/8

CAOT 200 OL is offered in an online format. Requires Internet access and email. Email instructor at [motipara@smccd.edu](mailto:motipara@smccd.edu) before first scheduled class.

**Note: A computerized checking system is in place to enforce any stated prerequisites. See page 12 for more information.**

### CAOT 201 INTEGRATION OF MS OFFICE APPLICATIONS

*Prereq:* CAOT 200 or equivalent. Integrate the four Microsoft Office applications (Word, Excel, Access and PowerPoint) by inserting documents, linking information, and embedding objects using exercises and case studies. Students will learn how to convert documents to HTML and create Web presentations. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

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**90489** CAOT 201 OL By Arr 16 Hours ONLINE Motipara 1.0  
Dates for CAOT 201 OL: 11/15-12/13

CAOT 201 OL is offered in an online format. Requires Internet access and email. Email instructor at [motipara@smccd.edu](mailto:motipara@smccd.edu) before first scheduled class.

### CAOT 214 WORD PROCESSING I: WORD

**PC/MAC FRIENDLY**

*Prereq:* Knowledge of computer keyboard or completion of a typing class. Hands-on approach using a PC to learn concepts and practical applications of Microsoft Word to create, edit, format, manage and enhance documents. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

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**88318** CAOT 214 OL By Arr 16 Hours ONLINE Cervantes 1.0  
Dates for CAOT 214 OL: 8/18-9/27

CAOT 214 OL is offered in an online format. Requires Internet access and email. Email instructor at [cervantes@smccd.edu](mailto:cervantes@smccd.edu) before first scheduled class.

### CAOT 215 WORD PROCESSING II: WORD

**PC/MAC FRIENDLY**

*Prereq:* CAOT 214 or equivalent. Students increase word processing skills using a PC and Word in a hands-on environment to complete practical applications involving merges, tables, graphics, macros and styles. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

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**88317** CAOT 215 OL By Arr 32 Hours ONLINE Cervantes 2.0  
Dates for CAOT 215 OL: 10/4-12/13

CAOT 215 OL is offered in an online format. Requires Internet access and email. Email instructor at [cervantes@smccd.edu](mailto:cervantes@smccd.edu) before first scheduled class.

### CAOT 222 BUSINESS PRESENTATIONS I: POWERPOINT

Recommended: CAOT 104 or equivalent. Learn Microsoft PowerPoint software to create effective business slide presentations. Course incorporates animation, sound and video clips, clip art and smart art. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

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**89250** CAOT 222 OL By Arr 16 Hours ONLINE Motipara 1.0  
Dates for CAOT 222 OL: 8/23-9/27

CAOT 222 OL is offered in an online format. Requires Internet access and email. Email instructor at [motipara@smccd.edu](mailto:motipara@smccd.edu) before first scheduled class.

### CAOT 223 BUSINESS PRESENTATIONS II: POWERPOINT

*Prereq:* CAOT 222 or equivalent. Students will learn advanced features of PowerPoint, create professional presentations containing embedded objects, sound and video clips, and convert presentations to HTML for viewing on the Web. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

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**89872** CAOT 223 OL By Arr 16 Hours ONLINE Motipara 1.0  
Dates for CAOT 223 OL: 10/4-11/1

CAOT 223 OL is offered in an online format. Requires Internet access and email. Email instructor at [motipara@smccd.edu](mailto:motipara@smccd.edu) before first scheduled class.

### CAOT 225 SPREADSHEETS I: EXCEL

Recommended: CAOT 104 or equivalent. Discover the power and speed that the MS Office Excel spreadsheet software program brings to creating worksheets, building formulas and built-in functions, and presenting data in graphic form with charts. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

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**88295** CAOT 225 OL By Arr 16 Hours ONLINE Roumbanis 1.0  
Dates for CAOT 225 OL: 8/23-9/27

CAOT 225 OL is offered in an online format. Requires Internet access and email. Email instructor at [roumbanis@smccd.edu](mailto:roumbanis@smccd.edu) before first scheduled class.

### CAOT 226 SPREADSHEETS II: EXCEL

Recommended: CAOT 225 or equivalent. Students expand Excel knowledge by learning to design, enhance, link and consolidate worksheets. Topics include statistical and financial functions, database management, templates, lookup functions, macros, Pivot Charts and Pivot Tables. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

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**89199** CAOT 226 OL By Arr 32 Hours ONLINE Roumbanis 2.0  
Dates for CAOT 226 OL: 10/4-12/13

CAOT 226 OL is offered in an online format. Requires Internet access and email. Email instructor at [roumbanis@smccd.edu](mailto:roumbanis@smccd.edu) before first scheduled class.

### CAOT 230 DATABASE APPLICATIONS I: ACCESS

Recommended: CAOT 104 or equivalent and eligibility for ENGL 836. A hands-on introduction to Access, a Windows database software package for business data handling tasks. Includes database design, business data input, storage, retrieval, editing and reporting. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

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**89201** CAOT 230 OL By Arr 16 Hours ONLINE Fraser 1.0  
Dates for CAOT 230 OL: 8/23-9/27

CAOT 230 OL is offered in an online format. Requires Internet access and email. Email instructor at [fraserl@smccd.edu](mailto:fraserl@smccd.edu) before first scheduled class.

### CAOT 231 DATABASE APPLICATIONS II: ACCESS

*Prereq:* CAOT 230 or equivalent. For students who want to use Access to become professionally competent in database management software. Emphasis on advanced topics: storage, retrieval, queries, SQL, reporting, and Visual Basic. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

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**89202** CAOT 231 OL By Arr 32 Hours ONLINE Fraser 2.0  
Dates for CAOT 231 OL: 10/4-12/13

CAOT 231 OL is offered in an online format. Requires Internet access and email. Email instructor at [fraserl@smccd.edu](mailto:fraserl@smccd.edu) before first scheduled class.

### CAOT 301 MAXIMIZING YOUR EMPLOYMENT POTENTIAL

**PC/MAC FRIENDLY**

In this culminating course, students prepare resumes, employment correspondence, use the Internet to explore employment resources, networking, interview techniques, and hiring strategies to obtain employment or qualify for promotions. May be repeated once for credit. Transfer: CSU.

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**88348** CAOT 301 OL By Arr 16 Hours ONLINE Cervantes 1.0  
Dates for CAOT 301 OL: 9/29-11/3

CAOT 301 OL is offered in an online format. Requires Internet access and email. Email instructor at [cervantes@smccd.edu](mailto:cervantes@smccd.edu) before first scheduled class.

**CAOT 403 HTML & WEB AUTHORIZING APPLICATIONS I**

*Prereq:* Completion of, or concurrent enrollment in, either CAOT 104, CAOT 212, CAOT 214, or equivalent. Students will learn how to create, edit, upload and link web pages for use on the Internet using HTML and DreamWeaver. Plus lab hours by arrangement. May be repeated for credit a maximum of three times. Transfer: CSU.

**88191** CAOT 403 OL By Arr 24 Hours ONLINE Motipara 1.5  
Dates for CAOT 403 OL: 8/17-10/12

CAOT 403 OL is offered in an online format. Requires Internet access and email. Email instructor at [motipara@smccd.edu](mailto:motipara@smccd.edu) before first scheduled class.

**CAOT 404 HTML & WEB AUTHORIZING APPLICATIONS II**

*Prereq:* CAOT 403 or equivalent. An intermediate hands-on course using HTML and DreamWeaver. More in-depth coverage of graphics, tables, frames, layout, interaction, and advanced HTML including website development. Plus lab hours by arrangement. May be repeated for credit a maximum of three times. Transfer: CSU.

**88197** CAOT 404 OL By Arr 24 Hours ONLINE Motipara 1.5  
Dates for CAOT 404 OL: 10/19-12/14

CAOT 404 OL is offered in an online format. Requires Internet access and email. Email instructor at [motipara@smccd.edu](mailto:motipara@smccd.edu) before first scheduled class.

**CAOT 410 PHOTOSHOP ESSENTIALS**

**PC/MAC FRIENDLY** Recommended: CAOT 104 or equivalent. Use Photoshop to digitally convert, edit and design your own scanned photographs and graphics. See how easy it is to organize, clean up old photos and create exciting new images for the web, print and other current digital media formats. Plus lab hours by arrangement. May be repeated for credit a maximum of three times. Transfer: CSU.

**88226** CAOT 410 OL By Arr 24 Hours ONLINE Cervantes 1.5  
Dates for CAOT 410 OL: 8/23-10/18

CAOT 410 OL is offered in an online format. Requires Internet access and email. Email instructor at [cervantes@smccd.edu](mailto:cervantes@smccd.edu) before first scheduled class.

**CAOT 411 PHOTOSHOP FOR THE WEB**

**PC/MAC FRIENDLY** *Prereq:* CAOT 410 or equivalent and CAOT 403 or equivalent. Using Photoshop, students will learn to create, edit and manipulate graphics for the Web. Topics include banners, background images, image maps, and rollovers, actions, filters, masks and channels. Plus lab hours by arrangement. May be repeated for credit a maximum of three times. Transfer: CSU.

**92411** CAOT 411 OL By Arr 24 Hours ONLINE Cervantes 1.5  
Dates for CAOT 411 OL: 10/25-12/13

CAOT 411 OL is offered in an online format. Requires Internet access and email. Email instructor at [cervantes@smccd.edu](mailto:cervantes@smccd.edu) before first scheduled class.

**CAOT 412 FLASH I**

*Prereq:* CAOT 403 or equivalent. Create interactive web animation using Flash MX 2004. Learn drawing tools, grouping, creating graphic symbols, keyframes, frame-by-frame animation, layers, tweening, action buttons, and publishing Flash movies. Plus lab hours by arrangement. Also listed as COMP 412. May be repeated for credit a maximum of three times. Transfer: CSU.

**88215** CAOT 412 OL By Arr 24 Hours ONLINE Weeks 1.5  
Dates for CAOT 412 OL: 8/23-10/18

CAOT 412 OL is offered in an online format. Requires Internet access and email. Contact instructor at [weeks@smccd.edu](mailto:weeks@smccd.edu) before first scheduled class.

**CAOT 413 FLASH II**

*Prereq:* CAOT 412 or equivalent. Students expand their knowledge using advanced features of Flash. Features include masking, movie clips, multiple timelines, sound control, pull down menus, preloaders, and ActionScript. Plus lab hours by arrangement. Also listed as COMP 413. May be repeated twice for credit. Transfer: CSU.

**89207** CAOT 413 OL By Arr 24 Hours ONLINE Weeks 1.5  
Dates for CAOT 413 OL: 10/25-12/13

CAOT 413 OL is offered in an online format. Requires Internet access and email. Contact instructor at [weeks@smccd.edu](mailto:weeks@smccd.edu) before first scheduled class.

**CAOT 416 ADOBE INDESIGN ESSENTIALS**

Recommended: CAOT 214 or equivalent and CAOT 104 or equivalent. Explore the amazing features of Adobe InDesign the new industry standard for page layout and design. Create professional looking newsletters, advertisements, magazine articles, brochures, flyers and other documents. Transfer: CSU.

**91814** CAOT 416 OL By Arr 48 Hours ONLINE Weeks 3.0

CAOT 416 OL is offered in an online format. Requires Internet access and email. Contact instructor at [weeks@smccd.edu](mailto:weeks@smccd.edu) before first scheduled class.

**COMP 412 FLASH I**

*Prereq:* CAOT 403 or equivalent. Create interactive web animation using Adobe Flash CS3. Learn drawing tools, grouping, creating graphic symbols, keyframes, frame-by-frame animation, layers, tweening, action buttons, and publishing Flash movies. Plus lab hours by arrangement. Also listed as CAOT 412. May be repeated once for credit. Transfer: CSU.

**90576** COMP 412 OL By Arr 24 Hours ONLINE Weeks 1.5  
Dates for COMP 412 OL: 8/23-10/18

COMP 412 OL is offered in an online format. Requires Internet access and email. Contact instructor at [weeks@smccd.edu](mailto:weeks@smccd.edu) before first scheduled class.

**COMP 413 FLASH II**

*Prereq:* CAOT/COMP 412 or equivalent. Students expand their knowledge using advanced features of Flash. Features include masking, movie clips, multiple time lines, sound control, pull-down menus, preloaders, and Actionscript. Plus lab hours by arrangement. Also listed as CAOT 413. May be repeated once for credit. Transfer: CSU.

**90577** COMP 413 OL By Arr 24 Hours ONLINE Weeks 1.5  
Dates for COMP 413 OL: 10/25-12/13

COMP 413 OL is offered in an online format. Requires Internet access and email. Contact instructor at [weeks@smccd.edu](mailto:weeks@smccd.edu) before first scheduled class.

**Note:** A computerized checking system is in place to enforce any stated prerequisites. See page 12 for more information.

## GO ONLINE

### *24 hours a day, 7 days a week*

If you have email and Internet access, you have everything you need to take advantage of the opportunity to learn online! Enrolling in online courses allows you to enjoy the benefits of a traditional classroom education in a non-traditional way. Online courses provide you with the freedom to plan your coursework around your personal schedule while maintaining interaction with faculty and fellow students. Enter the "virtual classroom" at any time of the day or night to participate in meaningful class discussions, access course information and lectures, work on challenging assignments, and take part in exciting group activities.

Students who have tried online classes tell us they prefer the independence of completing quality college courses via the Internet. Consider joining us on the Web!



*Select courses are offered online or hybrid\* in the following departments this semester*

Accounting ~ Art ~ Biology ~ Business  
 Computer Applications & Office Technology  
 Computer Science ~ Dance  
 Early Childhood Education ~ Economics ~ English  
 Fitness ~ Health Science ~ History ~ Literature  
 Mathematics ~ Music ~ Paralegal Studies  
 Philosophy ~ Psychology ~ Sociology ~ Wellness

*\*will include one or more on-campus meetings*

### **DANC 680SC DANCE APPRECIATION**

**NEW!** An online course designed to give the student an overview of dance history. Beginning with classical era folk and ethnic dance, this course will survey the development of Modern, Ballet, Jazz and other dance forms. Focusing largely on the 20th Century, students will read, write, and watch videos to form an overview of the history of dance and the historical events that influenced the major choreographers of the 20th Century. *NOTE: This course is not activity-based and is not applicable to the specific area requirement in Physical Education for the Associate Degree.* Transfer: CSU.

<b>93054</b>	DANC 680SC	OL	By Arr	48 Hours	ONLINE	Steele	3.0
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DANC 680SC OL is taught in an online format. For more information, please contact Amber Steele at (650) 378-7301 x19365, or email [steelea@smccd.edu](mailto:steelea@smccd.edu).

### **ECE. 201 CHILD DEVELOPMENT**

Recommended: Eligibility for ENGL 836. Introduction to child development that includes physical, psychosocial, and cognitive/language development milestones for children, both typical and atypical, from conception through adolescence. Also listed as PSYC 201. Transfer: UC; CSU (D3, E1).

<b>92870</b>	ECE. 201	OL	By Arr	48 Hours	ONLINE	McClain-Rocha	3.0
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ECE. 201 OL is taught in an online format. Requires Internet access and email. Instructor email: [mcclainrochak@smccd.edu](mailto:mcclainrochak@smccd.edu).

### **ENGL 100 COMPOSITION**

*Writing Prereq: ENGL 836 or ESOL 400 or ENGL 846 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary. Reading Prereq: READ 836 with Credit or a grade of C or better, or ESOL 400 with a grade of C or better, or ENGL 846 with a grade of C or better, or eligibility for 400-level Reading courses on approved college Reading placement test, and other measures as necessary.* Writing practice based on a study of the form and content of the essay. Transfer: UC; CSU (A2, A3).

<b>91114</b>	ENGL 100	OL	By Arr	48 Hours	ONLINE	Powers	3.0
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ENGL 100 OL is offered in an online format. Requires Internet access and email. Instructor email: [powersj@smccd.edu](mailto:powersj@smccd.edu).

<b>91932</b>	ENGL 100	OM	By Arr	48 Hours	ONLINE	Powers	3.0
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ENGL 100 OM is offered in an online format. Requires Internet access and email. Instructor email: [powersj@smccd.edu](mailto:powersj@smccd.edu).

<b>93093</b>	ENGL 100	ON	By Arr	48 Hours	ONLINE	Christensen	3.0
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ENGL 100 ON is offered in an online format. Requires Internet access and email. Instructor email: [christenseng@smccd.edu](mailto:christenseng@smccd.edu).

### **ENGL 110 COMPOSITION, LITERATURE & CRITICAL THINKING**

*Prereq: ENGL 100 or 105 with grade C or better. Introduction to the major imaginative genres of poetry, drama, and fiction.* Students will write expository essays and other kinds of assignments employing methods of literary analysis and demonstrating skill in critical thinking. Transfer: UC; CSU (A2, A3, C2).

<b>92599</b>	ENGL 110	OL	By Arr	48 Hours	ONLINE	Bell	3.0
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ENGL 110 OL is offered in an online format. Requires Internet access and email. Enrolled students must check their [my.smccd.edu](mailto:my.smccd.edu) email and log into the course by August 17. Instructor email: [bellr@smccd.edu](mailto:bellr@smccd.edu).

<b>91639</b>	ENGL 110	OM	By Arr	48 Hours	ONLINE	Bell	3.0
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ENGL 110 OM is offered in an online format. Requires Internet access and email. Enrolled students must check their [my.smccd.edu](mailto:my.smccd.edu) email and log into the course by August 17. Instructor email: [bellr@smccd.edu](mailto:bellr@smccd.edu).

<b>91638</b>	ENGL 110	ON	By Arr	48 Hours	ONLINE	Powers	3.0
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ENGL 110 ON is offered in an online format. Requires Internet access and email. Instructor email: [powersj@smccd.edu](mailto:powersj@smccd.edu).

### **ENGL 165 CRITICAL THINKING & ADVANCED COMPOSITION**

*Prereq: ENGL 100 or 105 with grade of C or better.* Course will teach students to use critical thinking, reading, and writing skills through discussion of ideas and a progression of argumentative writing assignments. Transfer: UC; CSU (A3).

<b>91086</b>	ENGL 165	OL	By Arr	48 Hours	ONLINE	Tindall	3.0
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ENGL 165 OL is offered in an online format. Requires Internet access and email. Instructor email: [tindallr@smccd.edu](mailto:tindallr@smccd.edu).

**FITN 199 INTERACTIVE CARDIOVASCULAR FITNESS**

**NEW!** An online fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will learn to improve fitness through the use of cardiovascular exercise. Students are required to have an iPod Nano and Nike + iPod Sport Kit or Nike + Sportband. May be repeated for credit a maximum of three times. Transfer: CSU.

**93193** FITN 199 OL By Arr 64 Hours ONLINE Corsiglia 2.0  
FITN 199 OL is taught in an online format. For more information on the class and orientation, please contact Kevin Corsiglia at (650) 738-4214, or email [corsigliak@smccd.edu](mailto:corsigliak@smccd.edu).

**HIST 201 UNITED STATES HISTORY I**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. U.S. History to the mid-19th century. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D1).

**92421** HIST 201 OL By Arr 48 Hours ONLINE Ulloa 3.0  
HIST 201 OL is offered in an online format. Requires Internet access and email. Instructor email: [ulloaj@smccd.edu](mailto:ulloaj@smccd.edu).

**HIST 310 CALIFORNIA HISTORY**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. An historical survey of the social, economic, political, and cultural development of California from the Indian and Spanish period to the present. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D2a).

**92424** HIST 310 OL By Arr 48 Hours ONLINE Staff 3.0  
HIST 310 OL is offered in an online format. Requires Internet access and email.

**MATH 120 INTERMEDIATE ALGEBRA**

*Prereq: Completion of MATH 110 or MATH 112 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.* Review/extension of elementary algebra through exponential, logarithmic, polynomial, radical, and rational functions. An emphasis on modeling real life situations. Plus one hr/wk by arrangement. *NOTE: TI-83 or TI-84 Graphing Calculator required.*

**91746** MATH 120 OL By Arr 80 Hours ONLINE Moss 5.0  
MATH 120 OL is taught in an online format. Internet access and email is required. Exams will be taken on-campus or via approved proctored arrangements. Orientation is required and done online on or before August 18. Check instructor website at <http://www.smccd.edu/accounts/moss> for orientation and course information. Instructor email contact: [moss@smccd.edu](mailto:moss@smccd.edu).

**MATH 200 PROBABILITY & STATISTICS**

*Prereq: Completion of MATH 120 or MATH 123 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.* Measures of central tendency and dispersion, sampling distributions and statistical inference, regression and correlation. Plus one hr/wk by arrangement. *NOTE: TI-83 or TI-84 Graphing Calculator required.* Transfer: UC; CSU (B4).

**91249** MATH 200 OL By Arr 64 Hours ONLINE Moss 4.0  
MATH 200 OL is taught in an online format. Internet access and email is required. Exams will be taken on-campus or via approved proctored arrangements. Orientation is required and done online on or before August 18. Check instructor website at <http://www.smccd.edu/accounts/moss> for orientation and course information. Instructor email contact: [moss@smccd.edu](mailto:moss@smccd.edu).

**91755** MATH 200 OM By Arr 64 Hours ONLINE Kazaryan 4.0  
MATH 200 OM is taught in an online format. Requires internet access and email. Course orientation and testing information will be sent to registered students at their [my.smccd.edu](mailto:my.smccd.edu) email account. Instructor email: [kazaryan@smccd.edu](mailto:kazaryan@smccd.edu).

**MATH 201 QUANTITATIVE REASONING**

**NEW!** *Prereq: Completion of MATH 120 or MATH 123 with a grade of C or better, or appropriate placement test score and other measures as appropriate, or equivalent.* Development of the necessary concepts and skills for reasoning logically and quantitatively and application of these concepts to practical, real-life situations. Topics include number systems, logic, geometry, probability and statistics, exponential modeling, and patterns. Plus one hr/wk by arrangement. Transfer: UC; CSU (B4).

**93209** MATH 201 OL By Arr 48 Hours ONLINE Moss 3.0  
MATH 201 OL is taught in an online format. Internet access and email is required. Exams will be taken on-campus or via approved proctored arrangements. Orientation is required and done online on or before August 18. Check instructor website at <http://www.smccd.edu/accounts/moss> for orientation and course information. Instructor email contact: [moss@smccd.edu](mailto:moss@smccd.edu).

**MUS. 100 FUNDAMENTALS OF MUSIC**

Establishes a basic musical vocabulary for students who wish to begin the study of music. Transfer: UC; CSU (C1).

**89886** MUS. 100 OL By Arr 48 Hours ONLINE Millar 3.0  
MUS. 100 OL is taught in an online format. Students should review the information on the online bulletin board for this class before enrolling: [http://www.smccd.edu/accounts/millar/music\\_100ol.htm](http://www.smccd.edu/accounts/millar/music_100ol.htm).

**MUS. 202 MUSIC APPRECIATION**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. The learning of effective music listening skills to enhance musical enjoyment. Transfer: UC; CSU (C1).

**89682** MUS. 202 OL By Arr 48 Hours ONLINE Millar 3.0  
MUS. 202 OL is taught in an online format. Students should review the information on the online bulletin board for this class before enrolling: [http://www.smccd.edu/accounts/millar/new\\_page\\_2.htm](http://www.smccd.edu/accounts/millar/new_page_2.htm).

**MUS. 204 MUSIC HISTORY**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. Examination of the development of musical expression in Western Civilization from Medieval times to the music of our time. Transfer: UC; CSU (C1).

**91115** MUS. 204 OL By Arr 48 Hours ONLINE Millar 3.0  
MUS. 204 OL is taught in an online format. Students should review the information on the online bulletin board for this class before enrolling: [http://www.smccd.edu/accounts/millar/new\\_page\\_1.htm](http://www.smccd.edu/accounts/millar/new_page_1.htm).

**PSYC 100 GENERAL PSYCHOLOGY**

Recommended: Eligibility for ENGL 836 or equivalent. Introduction to the scientific study of animal and human behavior including habits, perception, motives, emotions, cognition and personality. Transfer: UC; CSU (D3).

**92429** PSYC 100 OL By Arr 48 Hours ONLINE McClain-Rocha 3.0  
PSYC 100 OL is taught in an online format. Requires internet access and email. Instructor email: [mccclairnrochak@smccd.edu](mailto:mccclairnrochak@smccd.edu).

**93157** PSYC 100 OM By Arr 48 Hours ONLINE Rose 3.0  
PSYC 100 OM is taught in an online format. Requires internet access and email. Instructor email: [rose@smccd.edu](mailto:rose@smccd.edu).

### PSYC 110 COURTSHIP, MARRIAGE & FAMILY

Recommended: Eligibility for ENGL 100 or 105, or equivalent. The family as an institution in relation to other aspects of society; dating and courtship. Also listed as SOCI 110. Transfer: UC; CSU (D3).

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92426	PSYC 110	OL	By Arr	48 Hours	ONLINE	Lynn	3.0
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PSYC 110 OL is taught in an online format. Requires Internet access and email. Instructor email: [lynnd@smccd.edu](mailto:lynnd@smccd.edu).

### PSYC 200 DEVELOPMENTAL PSYCHOLOGY

Recommended: Eligibility for ENGL 100. Survey course examining physical, cognitive and psychological changes that occur across the life span. Models, influences and research relevant to human development will be presented. Transfer: UC; CSU (D3, E1).

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92428	PSYC 200	OL	By Arr	48 Hours	ONLINE	Lynn	3.0
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PSYC 200 OL is taught in an online format. Requires Internet access and email. Instructor email: [lynnd@smccd.edu](mailto:lynnd@smccd.edu).

### PSYC 201 CHILD DEVELOPMENT

Recommended: Eligibility for ENGL 836. Introduction to child development that includes physical, psychosocial, and cognitive/language development milestones for children, both typical and atypical, from conception through adolescence. Also listed as PSYC 201. Transfer: UC; CSU (D3, E1).

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92862	PSYC 201	OL	By Arr	48 Hours	ONLINE	McClain-Rocha	3.0
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PSYC 201 OL is taught in an online format. Requires Internet access and email. Instructor email: [mcclainrochak@smccd.edu](mailto:mcclainrochak@smccd.edu).

### PSYC 410 ABNORMAL PSYCHOLOGY

Recommended: Eligibility for ENGL 836. Symptoms, causes and treatments of psychological disorders are examined. Topics include personality disorders, depression, bipolar disorder, anxiety, schizophrenia, and other related disorders. Transfer: UC; CSU (D3).

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93152	PSYC 410	OL	By Arr	48 Hours	ONLINE	Merrill-Sinarle	3.0
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PSYC 200 OL is taught in an online format. Requires Internet access and email. Instructor email: [merrill@smccd.edu](mailto:merrill@smccd.edu).

### SOCI 110 COURTSHIP, MARRIAGE AND FAMILY

Recommended: Eligibility for ENGL 100 or 105, or equivalent. The family as an institution in relation to other aspects of society; dating and courtship. Also listed as PSYC 110. Transfer: UC; CSU (D3).

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92427	SOCI 110	OL	By Arr	48 Hours	ONLINE	Lynn	3.0
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SOCI 110 OL is taught in an online format. Requires Internet access and email. Instructor email: [lynnd@smccd.edu](mailto:lynnd@smccd.edu).

### WELL 880SA INTRO TO "WHOLISTIC" HEALTH

Introduction to a variety of wholistic health modalities, including massage therapy, yoga, breath work, herbology, aromatherapy, flower essences, gem elixirs, and Ayurveda and Chinese medicine. May be repeated once for credit.

#### ONLINE

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92881	WELL 880SA	OL	By Arr	48 Hours	ONLINE	Leary	3.0
			Sat	10:00-12:00	4-102		

WELL 880SA OL will be held online with optional meetings on campus. Optional meetings on campus on Saturdays 8/20, 10/8 and 12/17 from 10:00 am to 12:00 pm in Building 4, Room 102. Students must have Internet access and an email address. Orientation meeting on Saturday, August 20, from 10:00 am to 12:00 pm in Building 4, Room 102. Instructor email: [learym@smccd.edu](mailto:learym@smccd.edu).

## Hybrid Courses

Hybrid courses are those that substitute more than half of the face-to-face instructional hours with online work. The course may have some regularly scheduled on-campus meetings without alternative distance education means of student participation.

### ACTG 100 ACCOUNTING PROCEDURES

Recommended: MATH 811 or equivalent, BUS. 115 or equivalent, either CAOT 104 or CAOT 225 or equivalent, and eligibility for ENGL 836. Introduction to financial accounting procedures for proprietorships in service and merchandising operations. Instruction in manual and computerized accounting systems with hands-on computer experience. Plus 2 lab hrs/wk by arrangement. Transfer: CSU.

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80006	ACTG 100	HW	By Arr	24 Hours	HYBRID	Zhang	3.0
			Sat	8:30-11:50	8-8211		

ACTG 100 HW will be held online and on campus. Classes will meet on campus on Saturdays 8/20, 9/10, 9/24, 10/1, 10/29, 11/5, 12/3 and 12/17 from 8:30 to 11:50 am in Room 8211. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Saturday, August 20, from 8:30 to 11:50 am in Room 8211 – attendance required. Instructor email: [zhangh@smccd.edu](mailto:zhangh@smccd.edu).

### BIOL 110 PRINCIPLES OF BIOLOGY

**NEW!** Recommended: Eligibility for ENGL 836. Nature and function of living systems using natural selection and physiological survival as unifying theme. Recommended for lab science transfer requirement. Lecture must be accompanied by a lab session. Transfer: UC; CSU (B2, B3).

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80155	BIOL 110	HA	By Arr	48 Hours	HYBRID	Bookstaff	4.0
	LAB		M	1:10-3:50	7-7238	Gearhart	

BIOL 110 HA will be held online and on campus. Requires Internet access and email. Exams will be taken on campus or via approved proctored arrangements. Orientation is required and done online on or before August 17. Check instructor website at <http://www.smccd.net/accounts/bookstaffs> for orientation and course information. Instructor email contact: [bookstaffs@smccd.edu](mailto:bookstaffs@smccd.edu).

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80156	BIOL 110	HB	By Arr	48 Hours	HYBRID	Bookstaff	4.0
	LAB		W	1:10-3:50	7-7238	Gearhart	

BIOL 110 HB will be held online and on campus. Requires Internet access and email. Exams will be taken on campus or via approved proctored arrangements. Orientation is required and done online on or before August 17. Check instructor website at <http://www.smccd.net/accounts/bookstaffs> for orientation and course information. Instructor email contact: [bookstaffs@smccd.edu](mailto:bookstaffs@smccd.edu).

### BUS. 485 MEDICAL TERMINOLOGY

Recommended: Eligibility for ENGL 836 or equivalent. Students develop a basic background in medical terminology as used by medical transcriptionists, court reporters, law-related occupations, and allied health occupations. Also listed as HSCI 484. Transfer: CSU.

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92404	BUS. 485	HX	By Arr	48 Hours	HYBRID	Holland	3.0
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BUS. 485 HX will be held online and on campus. Students must have Internet access and an email address. Orientation meeting on Monday, August 22, from 6:30 to 9:35 pm in Room 8302 – attendance required. Instructor email: [hollandc@smccd.edu](mailto:hollandc@smccd.edu).

**Note: A computerized checking system is in place to enforce any stated prerequisites. See page 12 for more information.**

**ECON 100 PRINCIPLES OF MACROECONOMICS**

Recommended: Eligibility for ENGL 836 and MATH 110. The economic system and its problems; determination of the level of output; prices, monetary theory, government policies and economic growth. Transfer: UC; CSU (D3).

**87360** ECON 100 HW By Arr 48 Hours HYBRID Kress 3.0

ECON 100 HW will be held online and on campus. There are four required on-campus meetings for orientation and testing. Mandatory orientation meeting on campus on Saturday, August 20, from 9:10 to 10:15 am, in Room 7110.

**ECON 102 PRINCIPLES OF MICROECONOMICS**

*Prereq: ECON 100. Recommended: Eligibility for ENGL 836 and MATH 110.* The economic system and its problems; the functioning of the market, pricing of products, the determination of wages, international trade. Transfer: UC; CSU (D3).

**89677** ECON 102 HW By Arr 48 Hours HYBRID Kress 3.0

ECON 102 HW will be held online and on campus. There are four required on-campus meetings for orientation and testing. Mandatory orientation meeting on campus on Saturday, August 20, from 11:00 to 12:15 pm, in Room 7110.

**ENGL 110 COMPOSITION, LITERATURE & CRITICAL THINKING**

*Prereq: ENGL 100 or 105 with grade C or better.* Introduction to the major imaginative genres of poetry, drama, and fiction. Students will write expository essays and other kinds of assignments employing methods of literary analysis and demonstrating skill in critical thinking. Transfer: UC; CSU (A2, A3, C2).

**92321** ENGL 110 HJ By Arr 48 Hours HYBRID Hibble 3.0

ENGL 110 HJ will be held online and on campus. Requires Internet access and email. Instructor email: [hibblea@smccd.edu](mailto:hibblea@smccd.edu). Orientation meeting on Wednesday, August 17, from 6:00 to 6:50 pm, in Room 2117B.

**ENGL 875 ENGLISH GRAMMAR**

Review of English grammar with emphasis on practicing standard English skills and correctness for use in academic papers. Appropriate for all levels of English. (Units do not count toward the Associate Degree.)

**90458** ENGL 875 HJ By Arr 48 Hours HYBRID Westfall 3.0

ENGL 875 HJ will be held online and on campus. Requires Internet access and email. Instructor email: [westfall@smccd.edu](mailto:westfall@smccd.edu). Orientation meeting on Wednesday, August 17, 5:00 to 5:40 pm, in Room 2117A.

**HIST 202 UNITED STATES HISTORY II**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. U.S. History from the mid-19th century to the present. Partially satisfies American History and Institutions requirement. Transfer: UC; CSU (D1).

**93126** HIST 202 HJ By Arr 48 Hours HYBRID Messner 3.0

HIST 202 HJ will be held online and on campus. Requires Internet access and email. Orientation meeting on Tuesday, August 23, 6:00 to 6:50 pm, in Building 4, Room 170. Instructor email: [messnerm@smccd.edu](mailto:messnerm@smccd.edu).

**HSCI 484 MEDICAL TERMINOLOGY**

Recommended: Eligibility for ENGL 836 or equivalent. Students develop a basic background in medical terminology as used by medical transcriptionists, court reporters, law-related occupations, and allied health occupations. Also listed as BUS. 485. May be repeated for credit. Transfer: CSU.

**92573** HSCI 484 HX By Arr 48 Hours HYBRID Holland 3.0

HSCI 484 HX will be held online and on campus. Students must have Internet access and an email address. Orientation meeting on Monday, August 22, from 6:30 to 9:35 pm in Room 8302 – attendance required. Instructor email: [hollandc@smccd.edu](mailto:hollandc@smccd.edu).

**LEGL 671 PARALEGAL INTERNSHIP I**

Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or ESOL 400, or equivalent. Students are strongly advised to complete or enroll concurrently in LEGL 443 or LEGL 445. Paralegal students gain practical hands-on experience through unpaid volunteer or paid employment at public and private legal organizations. Interns are supervised by professional legal personnel and a paralegal instructor. Transfer: CSU.

**92474** LEGL 671 HJ By Arr 48 Hours HYBRID Prater-Slack 4.0

LEGL 671 HJ will be held online and on campus. Classes will meet on campus on Tuesdays, 8/23 and 8/30, from 5:30 to 7:00 pm in Room 2117B. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Tuesday, August 23, from 5:30 to 7:00 pm in Room 2117B – attendance required. Instructor email: [prater@smccd.edu](mailto:prater@smccd.edu).

**LIT. 432 FOLKLORE**

*Prereq: ENGL 100 or 105, or equivalent.* A lively study of folk tales, legends, beliefs, superstitions, proverbs, mythology, folk life, folk speech, folk songs, lyrics, folk epics, and their influence in the literature and culture that form our heritage. Transfer: UC; CSU (C2).

**92333** LIT. 432 HJ By Arr 48 Hours HYBRID Hibble 3.0

LIT. 432 HJ will be held online and on campus. Requires Internet access and email. Instructor email: [hibblea@smccd.edu](mailto:hibblea@smccd.edu). Orientation meeting on Wednesday, August 17, from 6:55 to 7:45 pm, in Room 2117B.

**MUS. 275 HISTORY OF JAZZ**

Historical development of jazz from a musical and sociological perspective. Topics include discussion of musical elements, vocal and instrumental ensembles, artistic values, and the role of jazz in our culture. Transfer: UC; CSU (C1).

**91119** MUS. 275 HJ By Arr 48 Hours HYBRID Williams 3.0

MUS. 275 HJ will be held online and on campus. Orientation meeting on campus on Wednesday, August 17, 4:30 to 6:30 pm in Room 1111. Instructor email: [williamsm@smccd.edu](mailto:williamsm@smccd.edu).

**PHIL 103 CRITICAL THINKING**

Recommended: Eligibility for ENGL 836. An informal logic and language course that develops general learning skills, aids to understanding, and creative problem solving. Plus one lab hr/wk by arrangement. Transfer: UC; CSU (A3).

**80693** PHIL 103 HJ By Arr 48 Hours HYBRID Colombetti 3.0

PHIL 103 HJ will be held online and on campus. Orientation meeting on Thursday, August 18, from 2:00 to 2:50 pm, in Building 4, Room 180. Instructor email: [colombetti@smccd.edu](mailto:colombetti@smccd.edu).

**Note: A computerized checking system is in place to enforce any stated prerequisites. See page 12 for more information.**