

Online Courses

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.

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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|--------------|----------|----|--------|------------|--------|--------|-----|
| 30007 | ACTG 100 | OL | By Arr | 48 Hours | ONLINE | Zhang | 3.0 |
| | | | Sat | 8:30-11:45 | | 8-8211 | |

ACTG 100 OL will be held online and on campus. Classes will meet on campus on Saturdays 1/23, 2/6, 2/27, 3/6, 3/13, 4/10, 5/8 and 5/22 from 8:30 to 11:45 am in Room 8211. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Saturday, January 23, from 8:30 to 11:45 am in Room 8211 – attendance required. Instructor email: zhangh@smccd.edu.

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. CAN BUS 2. ACTG 121 + ACTG 131 = CAN BUS SEQ A.

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|--------------|----------|----|--------|----------|--------|-------|-----|
| 40629 | 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. Orientation meeting on Monday, January 25, from 6:00 to 8:50 pm in Room 8209 – attendance required. Instructor email: ortiz@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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|--------------|----------|----|--------|----------------------------------|--------|------------|-----|
| 38190 | ACTG 194 | OL | By Arr | 16 Hours | ONLINE | Richardson | 1.0 |
| | | | | Dates for ACTG 194 OL: 1/19-2/23 | | | |

ACTG 194 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Tuesday, January 19, from 7:00 to 8:00 pm in Room 8209 – attendance required. Instructor email: 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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|--------------|----------|----|--------|---------------------------------|--------|------------|-----|
| 38261 | ACTG 196 | OL | By Arr | 16 Hours | ONLINE | Richardson | 1.0 |
| | | | | Dates for ACTG 196 OL: 3/2-4/13 | | | |

ACTG 196 OL is offered in an online format. Requires Internet Access and email. Instructor email: richardsonl@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). CAN ART 4. ART 101 + ART 102 = CAN ART SEQ A.

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|--------------|---------|----|--------|----------|--------|---------|-----|
| 41770 | 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.

BIOL 140 ANIMALS, PEOPLE & ENVIRONMENT

Recommended: Eligibility for ENGL 836. Animal behavior with emphasis on human-animal relationships, animal populations, and wildlife protection. Transfer: UC; CSU (B2).

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|--------------|----------|----|--------|----------|--------|-----------|-----|
| 42541 | BIOL 140 | OL | By Arr | 48 Hours | ONLINE | Bookstaff | 3.0 |
|--------------|----------|----|--------|----------|--------|-----------|-----|

Biology 140 OL is offered in an online format. Requires Internet access and email. Online orientation must be completed before January 23 and can be done online at <http://www.smccd.edu/accounts/snitovsky>. Three on-campus meetings for testing are required: 2/24, 3/31 and 5/19. Instructor email: 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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|--------------|----------|----|--------|-------------------------------------|--------|------|-----|
| 41147 | BUS. 100 | OL | By Arr | 48 Hours | ONLINE | Pate | 3.0 |
| | | | | Dates for the OL section: 1/21-3/18 | | | |

BUS. 100 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Thursday, January 21, from 7:30 to 8:00 pm in Room 8209 – attendance required. Instructor email: pate@smccd.edu.

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|--------------|----------|----|--------|----------|--------|------|-----|
| 41627 | BUS. 100 | OM | By Arr | 48 Hours | ONLINE | Gran | 3.0 |
|--------------|----------|----|--------|----------|--------|------|-----|

BUS. 100 OM is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Tuesday, January 19, from 5:00 to 5:55 pm in Room 8121 – attendance required. Instructor email: grans@smccd.edu.

BUS. 103 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS

Prereq: CAOT 104 or equivalent. Recommended: Eligibility for ENGL 836. Introduction to computers and information systems, terminology, operating systems and applications, hardware, data communications, HTML, Internet issues, and object-oriented programming in Visual Basic. Plus one lab hr/wk by arrangement. Transfer: UC; CSU. CAN BUS 6.

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|--------------|----------|----|--------|----------|--------|----------|-----|
| 30256 | 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. Orientation meeting on Thursday, January 21, from 5:00 to 5:55 pm in Room 8121 – attendance required. Instructor email: 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).

30172 BUS. 123 OL By Arr 48 Hours ONLINE Burns 3.0

BUS. 123 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Thursday, January 21, from 5:00 to 5:50 pm in Room 8209 – attendance required. Instructor email: burns@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).

36077 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. Orientation meeting on Thursday, January 21, from 7:00 to 7:25 pm in Room 8209 – attendance required. Instructor email: pate@smccd.edu.

BUS. 210 INTERNATIONAL FINANCE

Recommended: Eligibility for ENGL 836 or equivalent. Course introduces practical aspects of international trade finance by focusing on lenders, domestic and foreign government assistance programs, payment methods, trade financing, and managing risks. Transfer: CSU (D3).

38260 BUS. 210 OL By Arr 24 Hours ONLINE Pate 1.5
Dates for BUS. 210 OL: 1/21-3/18

BUS. 210 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Thursday, January 21, from 6:30 to 6:55 pm in Room 8209 – attendance required. Instructor email: pate@smccd.edu.

BUS. 221 INTERCULTURAL BUSINESS COMMUNICATION

Recommended: Eligibility for ENGL 836. This course introduces the practical aspects of intercultural business communication by focusing on comparisons, customs and strategies of intercultural business communication in domestic and international contexts. Transfer: CSU.

38838 BUS. 221 OL By Arr 24 Hours ONLINE Pate 1.5
Dates for BUS. 221 OL: 1/21-3/18

BUS. 221 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Thursday, January 21, from 6:00 to 6:25 pm in Room 8209 – attendance required. Instructor email: pate@smccd.edu.

BUS. 241 DOING BUSINESS IN ASIA

Recommended: Eligibility for ENGL 836 or equivalent. This course explores business strategies in conducting business in Asia. Students will gain better insight into the business environment and business protocol in Asia. Transfer: CSU.

39985 BUS. 241 OL By Arr 24 Hours ONLINE Pate 1.5
Dates for BUS. 241 OL: 3/25-5/27

BUS. 241 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Thursday, March 25, from 5:30 to 5:55 pm in Room 8209 – attendance required. Instructor email: pate@smccd.edu.

BUS. 243 LEGAL ENVIRONMENT OF INTERNATIONAL BUSINESS

Recommended: Eligibility for ENGL 836 or equivalent. Study of various topics in International Business Law. Introduction to the legal implications of financial, economic and cultural challenges faced by multinational businesses in a global environment. Transfer: CSU.

41834 BUS. 243 OL By Arr 24 Hours ONLINE Pate 1.5
Dates for BUS. 243 OL: 3/25-5/27

BUS. 243 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Thursday, March 25, from 5:00 to 5:25 pm in Room 8209 – attendance required. Instructor email: pate@smccd.edu.

BUS. 248 ASIAN MANAGEMENT SYSTEMS

Recommended: Eligibility for ENGL 836 and READ 836, or ENGL 846, or equivalent. A comparative study of Asian management systems. Students will learn practical guidelines to work with Asian counterparts for successful business ventures. Plus one hr/wk by arrangement. Transfer: CSU.

41157 BUS. 248 OL By Arr 48 Hours ONLINE Pate 3.0
Dates for BUS. 248 OL: 3/25-5/27

BUS. 248 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Thursday, March 25, from 7:00 to 7:25 pm in Room 8209 – attendance required. Instructor email: pate@smccd.edu.

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

Recommended: BUS. 115 or eligibility for MATH 110, or equivalent. 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. Plus one hr/wk by arrangement. Transfer: CSU.

41527 BUS. 249 OL By Arr 48 Hours ONLINE Staff 3.0
Dates for BUS. 249 OL: 1/20-3/17

BUS. 249 OL is offered in an online format with a customized learning project that relates to the international forwarding/customs brokerage industry. Students are required to subscribe to GISTnet online text and study materials in lieu of a textbook available at the bookstore. Midterm and final exams will be taken on campus. 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. Orientation meeting on Wednesday, January 20, from 7:00 to 8:30 pm in Room 8119 – attendance required.

BUS. 258 CUSTOMS BROKER SERVICES AND REGULATIONS

Prereq: BUS 249 or equivalent. Learn U.S. import requirements and restrictions, broker work-flow, types of customs entries, and how brokers work with importers, government agencies and transportation carriers. Plus a total of 16 lab hours by arrangement. Transfer: CSU.

41890 BUS. 258 OL By Arr 48 Hours ONLINE Staff 3.0
Dates for BUS. 258 OL: 3/24-5/26

BUS. 258 OL is offered in an online format with a customized learning project that relates to a customs brokerage office. Students are required to subscribe to GISTnet online text and study materials in lieu of a textbook available at the bookstore. Midterm and final exams will be taken on campus. 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. Orientation meeting on Wednesday, January 20, from 7:00 to 8:30 pm in Room 8119 – attendance required.

BUS. 261 CUSTOMS ADMISSIBILITY, CLASSIFICATION, VALUE AND ENTRY

Prereq: BUS 258 or equivalent. Learn about U.S. import admissibility, tariff classification and value, how to prepare a customs entry, and additional processing required for certain products. Plus a total of 16 lab hours by arrangement. Transfer: CSU.

42601 BUS. 261 OL By Arr 48 Hours ONLINE Guadamuz-Cabral 3.0
 Dates for BUS. 261 OL: 3/24-5/26

BUS. 261 OL is offered in an online format with a customized learning project that relates to a customs brokerage office. Students are required to subscribe to GISTnet online text and study materials in lieu of a textbook available at the bookstore. Midterm and final exams will be taken on campus. 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. Orientation meeting on Wednesday, January 20, from 7:00 to 8:30 pm in Room 8119 – attendance required. Instructor email: guadamuzcabral@smccd.edu.

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

Prereq: BUS 262 or equivalent. Learn U.S. export and foreign country import requirements, bank collections and letters of credit, and observe/perform these procedures during work-place learning. Transfer: CSU.

41836 BUS. 263 OL By Arr 48 Hours ONLINE Guadamuz-Cabral 3.0
 Dates for BUS. 263 OL: 1/20-3/17

BUS. 263 OL is offered in an online format with a customized learning project that relates to a customs brokerage office. Students are required to subscribe to GISTnet online text and study materials in lieu of a textbook available at the bookstore. Midterm and final exams will be taken on campus. 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. Orientation meeting on Wednesday, January 20, from 7:00 to 8:30 pm in Room 8119 – attendance required. Instructor email: guadamuzcabral@smccd.edu.

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

Prereq: BUS 263 or equivalent. 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.

41838 BUS. 267 OL By Arr 48 Hours ONLINE Guadamuz-Cabral 3.0
 Dates for BUS. 267 OL: 3/24-5/26

BUS. 267 OL is offered in an online format with a customized learning project that relates to a customs brokerage office. Students are required to subscribe to GISTnet online text and study materials in lieu of a textbook available at the bookstore. Midterm and final exams will be taken on campus. 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. Orientation meeting on Wednesday, January 20, from 7:00 to 8:30 pm in Room 8119 – attendance required. Instructor email: 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.

36078 BUS. 279 OL By Arr 24 Hours ONLINE Kilmartin 1.5
 Dates for BUS. 279 OL: 1/20-3/17

BUS. 279 OL will be held online and on campus. Classes will meet on campus on Wednesdays 1/20, 2/10, 3/3 and 3/17 from 7:00-10:00 pm in Room 8209. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Wednesday, January 20, from 7:00 to 10:00 pm in Room 8209 – attendance required. Instructor email: kilmartin@smccd.edu.

BUS. 476 INTRODUCTION TO MEDICAL OFFICE MANAGEMENT

Designed to prepare students to become administrative medical office professionals. Students will learn office procedures, patient scheduling, human relations, and legal and ethical issues that pertain to the job site. Plus 24 hours by arrangement. Transfer: CSU.

41159 BUS. 476 OL By Arr 48 Hours ONLINE Holland 3.0

BUS. 476 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Thursday, January 21, from 7:00 to 10:00 pm in Room 8119 – attendance required. Instructor email: hollandc@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.

41839 BUS. 485 OL By Arr 48 Hours ONLINE Holland 3.0

BUS. 485 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Thursday, January 21, from 6:00 to 6:55 pm in Room 8121 – attendance required. Instructor email: hollandc@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.

37624 CAOT 100 OL By Arr 24 Hours ONLINE Gianoli 1.5
 T 7:00-10:00 8-8119

Dates for the OL section: 1/19-3/16

CAOT 100 OL will be held online and on campus. Classes will meet on campus three times, Tuesdays, 1/19, 2/16 and 3/16. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Tuesday, January 19, from 7:00 to 10:00 pm in Room 8119 – ATTENDANCE REQUIRED. Students must email instructor prior to Orientation. Instructor email: gianoli@smccd.edu.

37619 CAOT 100 OM By Arr 24 Hours ONLINE Gianoli 1.5
 T 7:00-10:00 8-8119

Dates for the OM section: 3/23-5/25

CAOT 100 OM will be held online and on campus. Classes will meet on campus three times, Tuesdays, 3/23, 4/20 and 5/25. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Tuesday, March 23, from 7:00 to 10:00 pm in Room 8119 – ATTENDANCE REQUIRED. Students must email instructor prior to Orientation. Instructor email: gianoli@smccd.edu.

CAOT 101 COMPUTER KEYBOARDING SKILL BUILDING

Prereq: 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.

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|-------|----------|----|--------|------------|--------|---------|-----|
| 30655 | CAOT 101 | OL | By Arr | 24 Hours | ONLINE | Gianoli | 1.5 |
| | | | T | 7:00-10:00 | | 8-8119 | |

Dates for the OL section: 1/19-3/16

CAOT 101 OL will be held online and on campus. Classes will meet on campus three times, Tuesdays, 1/19, 2/16 and 3/16. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Tuesday, January 19, from 7:00 to 10:00 pm in Room 8119 – ATTENDANCE REQUIRED.

Students must email instructor prior to Orientation. Instructor email: gianoli@smccd.edu.

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|-------|----------|----|--------|------------|--------|---------|-----|
| 41873 | CAOT 101 | OM | By Arr | 24 Hours | ONLINE | Gianoli | 1.5 |
| | | | T | 7:00-10:00 | | 8-8119 | |

Dates for the OM section: 3/23-5/25

CAOT 101 OM will be held online and on campus. Classes will meet on campus three times, Tuesdays, 3/23, 4/20 and 5/25. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Tuesday, March 23, from 7:00 to 10:00 pm in Room 8119 – ATTENDANCE REQUIRED.

Students must email instructor prior to Orientation. Instructor email: gianoli@smccd.edu.

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.

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|-------|----------|----|--------|----------|--------|----------|-----|
| 35200 | CAOT 200 | OL | By Arr | 32 Hours | ONLINE | Motipara | 2.0 |
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Dates for the OL section: 1/19-4/13

CAOT 200 OL is offered in an online format. Requires Internet access and email. Contact instructor at motipara@smccd.edu before first scheduled class.

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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|-------|----------|----|--------|----------|--------|----------|-----|
| 40681 | CAOT 201 | OL | By Arr | 16 Hours | ONLINE | Motipara | 1.0 |
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Dates for CAOT 201 OL: 4/20-5/25

CAOT 201 OL is offered in an online format. Requires Internet access and email. Contact instructor at motipara@smccd.edu before first scheduled class.

CAOT 214 WORD PROCESSING I: WORD

PC/MAC FRIENDLY *Prereq:* Knowledge of computer keyboard. 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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|-------|----------|----|--------|----------|--------|-----------|-----|
| 38188 | CAOT 214 | OL | By Arr | 16 Hours | ONLINE | Cervantes | 1.0 |
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Dates for the OL section: 1/19-2/23

CAOT 214 OL is offered in an online format. Requires Internet access and email. Email instructor at 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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|-------|----------|----|--------|----------|--------|-----------|-----|
| 38189 | CAOT 215 | OL | By Arr | 32 Hours | ONLINE | Cervantes | 2.0 |
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Dates for the OL section: 3/2-5/25

CAOT 215 OL is offered in an online format. Requires Internet access and email. Email instructor at 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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|-------|----------|----|--------|----------|--------|----------|-----|
| 37383 | CAOT 222 | OL | By Arr | 16 Hours | ONLINE | Motipara | 1.0 |
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Dates for CAOT 222 OL: 1/21-2/25

CAOT 222 OL is offered in an online format. Requires Internet access and email. Email instructor at 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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|-------|----------|----|--------|----------|--------|----------|-----|
| 37638 | CAOT 223 | OL | By Arr | 16 Hours | ONLINE | Motipara | 1.0 |
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Dates for CAOT 223 OL: 3/4-4/15

CAOT 223 OL is offered in an online format. Requires Internet access and email. Email instructor at 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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|-------|----------|----|--------|----------|--------|-----------|-----|
| 34743 | CAOT 225 | OL | By Arr | 16 Hours | ONLINE | Roumbanis | 1.0 |
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Dates for the OL section: 1/20-2/24

CAOT 225 OL is offered in an online format. Requires Internet access and email. Email instructor at 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, and lookup functions. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

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|-------|----------|----|--------|----------|--------|-----------|-----|
| 38222 | CAOT 226 | OL | By Arr | 32 Hours | ONLINE | Roumbanis | 2.0 |
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Dates for the OL section: 3/3-5/26

CAOT 226 OL is offered in an online format. Requires Internet access and email. Email instructor at 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.

38223 CAOT 230 OL By Arr 16 Hours ONLINE Fraser 1.0
 Dates for CAOT 230 OL: 1/20-2/24

CAOT 230 OL is offered in an online format. Requires Internet access and email. Email instructor at 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.

38224 CAOT 231 OL By Arr 32 Hours ONLINE Fraser 2.0
 Dates for CAOT 231 OL: 3/3-5/26

CAOT 231 OL is offered in an online format. Requires Internet access and email. Email instructor at 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.

37650 CAOT 301 OL By Arr 16 Hours ONLINE Cervantes 1.0
 Dates for CAOT 301 OL: 3/3-4/21

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

CAOT 403 HTML & WEB AUTHORING 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.

35738 CAOT 403 OL By Arr 24 Hours ONLINE Motipara 1.5
 Dates for the OL section: 1/20-3/17

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

CAOT 404 HTML & WEB AUTHORING 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.

37390 CAOT 404 OL By Arr 24 Hours ONLINE Motipara 1.5
 Dates for the OL section: 3/24-5/26

CAOT 404 OL is offered in an online format. Requires Internet access and email. Email instructor at 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.

41850 CAOT 410 OL By Arr 24 Hours ONLINE Cervantes 1.5
 Dates for the OL section: 1/19-3/16

CAOT 410 OL is offered in an online format. Requires Internet access and email. Contact instructor at cervantes@smccd.edu before first scheduled class.

CAOT 411 PHOTOSHOP PORTFOLIO

PC/MAC FRIENDLY

Prereq: CAOT 410 or equivalent and CAOT 403 or equivalent. Work with advanced Photoshop editing, filters and color management of print and monitor images. Create a professional slide show of your photos or art. Complete a professional Photoshop portfolio. Plus lab hours by arrangement. May be repeated for credit a maximum of three times. Transfer: CSU.

37402 CAOT 411 OL By Arr 24 Hours ONLINE Cervantes 1.5
 Dates for the OL section: 3/23-5/25

CAOT 411 OL is offered in an online format. Requires Internet access and email. Contact instructor at cervantes@smccd.edu before first scheduled class.

CAOT 412 FLASH I

Prereq: CAOT 403 or equivalent. Create and publish Flash animation for the web using Flash CS4. 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.

37670 CAOT 412 OL By Arr 24 Hours ONLINE Weeks 1.5
 Dates for CAOT 412 OL: 1/20-3/17

CAOT 412 OL is offered in an online format. Requires Internet access and email. Contact instructor at 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.

38259 CAOT 413 OL By Arr 24 Hours ONLINE Weeks 1.5
 Dates for CAOT 413 OL: 3/24-5/26

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

COMP 412 FLASH I

Prereq: CAOT 403 or equivalent. Create and publish Flash animation for the web using Flash CS4. 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.

40281 COMP 412 OL By Arr 24 Hours ONLINE Weeks 1.5
Dates for COMP 412 OL: 1/19-3/17

COMP 412 OL is offered in an online format. Requires Internet access and email. Contact instructor at 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.

40282 COMP 413 OL By Arr 24 Hours ONLINE Weeks 1.5
Dates for COMP 413 OL: 3/24-5/26

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

DSKL 880SC UNIVERSAL ACCESS TO ELECTRONIC TEXT

Students will learn how to use Kurzweil 3000 and other text-to-speech applications as tools for reading and studying text in electronic format. May be repeated for credit a maximum of three times. *NOTE: Students with or without disabilities may enroll in this course. Students will be using Kurzweil 3000 for Windows and other text-to-speech applications for Windows during this course. (Units do not count toward the Associate Degree).*

42605 DSKL 880SC OL By Arr 16 Hours ONLINE Lariviere 1.0
Dates for DSKL 880SC OL: 2/2-3/30

DSKL 880SC is offered in an online format. Requires Internet access and email. Email instructor lariviere@smccd.edu before the first scheduled class.

ECE. 201 CHILD DEVELOPMENT

NEW! Recommended: Eligibility for ENGL 836. Physical, social, emotional and intellectual development from the prenatal period through adolescence. Also listed as PSYC 201. Transfer: UC; CSU (D3, E1).

42669 ECE. 201 OL By Arr 48 Hours ONLINE McClain-Rocha 3.0
ECE. 201 OL is taught in an online format. Requires Internet access and email. Orientation meeting on Tuesday, January 19, 1:00 to 2:00 pm in Room 1111 – attendance required. Instructor email: mcclainrochak@smccd.edu.

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). CAN ECON 2.

36805 ECON 100 OL By Arr 48 Hours ONLINE Kress 3.0
ECON 100 OL is taught in an online format. There are four required on-campus meetings for orientation and testing. Mandatory orientation meeting on campus on Saturday, January 23, 9:00-10:40 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). CAN ECON 4.

36806 ECON 102 OL By Arr 48 Hours ONLINE Kress 3.0

ECON 102 OL is taught in an online format. There are four required on-campus meetings for orientation and testing. Mandatory orientation meeting on campus on Saturday, January 23, 11:00 am-12:40 pm, in Room 7110.

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). CAN ENGL 2. ENGL 100 + ENGL 110 = CAN ENGL SEQ A.

40697 ENGL 100 OL By Arr 48 Hours ONLINE Powers 3.0

ENGL 100 OL is offered in an online format. Requires Internet access and email. Instructor email: powers@smccd.edu. Orientation meeting on Wednesday, January 20, 6:00-7:30 pm, in Room 2117A.

40878 ENGL 100 OM By Arr 48 Hours ONLINE Powers 3.0

ENGL 100 OM is offered in an online format. Requires Internet access and email. Instructor email: powers@smccd.edu. Orientation meeting on Wednesday, January 20, 7:45-9:15 pm, in Room 2117A.

42069 ENGL 100 ON By Arr 48 Hours ONLINE Powers 3.0

ENGL 100 ON is offered in an online format. Requires Internet access and email. Instructor email: powers@smccd.edu. Orientation meeting on Tuesday, January 19, 6:00-7:30 pm, in Room 2117A.

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). CAN ENGL 4. ENGL 100 or ENGL 105 + ENGL 110 = CAN ENGL SEQ A.

41299 ENGL 110 OL By Arr 48 Hours ONLINE Bell 3.0

ENGL 110 OL is offered in an online format. Requires Internet access and email. Instructor email: bell@smccd.edu. Orientation meeting on Tuesday, January 19, 6:00-7:30 pm, in Room 2117B.

41578 ENGL 110 OM By Arr 48 Hours ONLINE Bell 3.0

ENGL 110 OM is offered in an online format. Requires Internet access and email. Instructor email: bell@smccd.edu. Orientation meeting on Tuesday, January 19, 7:45-9:15 pm, in Room 2117B.

41622 ENGL 110 ON By Arr 48 Hours ONLINE Hibble 3.0

ENGL 110 ON is offered in an online format. Requires Internet access and email. Instructor email: hibble@smccd.edu. Orientation meeting on Wednesday, January 20, 6:00-7:30 pm, in Room 2117B.

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).

41303 ENGL 165 OL By Arr 48 Hours ONLINE Hibble 3.0

ENGL 165 OL is offered in an online format. Requires Internet access and email. Instructor email: hibblea@smccd.edu. Orientation meeting on Wednesday, January 20, 7:45-9:15 pm, in Room 2117B.

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). CAN HIST 8. HIST 201 + HIST 202 = CAN HIST SEQ B.

40049 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. Orientation meeting on Friday, January 22, 1:10-2:00 pm, in Room 1111. Instructor email: 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).

30457 HIST 310 OL By Arr 48 Hours ONLINE Messner 3.0

HIST 310 OL is offered in an online format. Requires Internet access and email. Orientation meeting on Tuesday, January 19, 6:00-6:50 pm, in Room 1219B. Instructor email: 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.

42150 HSCI 484 OL By Arr 48 Hours ONLINE Holland 3.0

HSCI 484 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Thursday, January 21, from 6:00 to 6:55 pm in Room 8121 – attendance required. Instructor email: hollandc@smccd.edu.

LIT. 251 WOMEN IN LITERATURE

Prereq: ENGL 100 or ENGL 105. Reading, discussing and writing about women as portrayed in literature by themselves and by male writers. Explore how the experience of being a woman has been portrayed by writers in the past and in the present and learn how to critically analyze and write about a work of literature. Transfer: UC; CSU (C2).

42617 LIT. 251 OL By Arr 48 Hours ONLINE Hibble 3.0

LIT. 251 OL is offered in an online format. Requires Internet access and email. Instructor email: hibblea@smccd.edu. Orientation meeting on Thursday, January 21, 6:00-7:30 pm, in Room 2117A.

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.*

41512 MATH 120 OL By Arr 80 Hours ONLINE Moss 5.0

MATH 120 OL is taught in an online format. Requires Internet access and email. There are five required on-campus meetings for testing. Orientation is required and can be done online on or before January 22 at <http://www.smccd.edu/accounts/moss> or on campus on Saturday, January 23 at 1:00 pm in room 2117A. Check instructor website at <http://www.smccd.edu/accounts/moss> before January 22. Instructor email contact: 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). CAN STAT 2.

40736 MATH 200 OL By Arr 64 Hours ONLINE Moss 4.0

Math 200 OL is taught in an online format. Requires Internet access and email. There are five required on-campus meetings for testing. Orientation is required and can be done online on or before January 22 at <http://www.smccd.edu/accounts/moss> or on campus on Saturday, January 23 at 1:00 pm in room 2117A. Check instructor website at <http://www.smccd.edu/accounts/moss> before January 22. Instructor email contact: moss@smccd.edu.

41417 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. Instructor email: kazaryan@smccd.edu. Please visit instructor website at <http://www.smccd.edu/accounts/kazaryan> for course orientation and testing information.

MUS. 100 FUNDAMENTALS OF MUSIC

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

30592 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. Orientation meeting on campus on Friday, January 22, 12:30-1:30 pm in Room 1107.

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).

38745 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. Orientation meeting on campus on Friday, January 22, 1:30-2:30 pm in Room 1107.

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).

40600 MUS. 275 OL By Arr 48 Hours ONLINE Williams 3.0

MUS. 275 OL is taught in an online format. Orientation meeting on campus on Tuesday, January 19, 5:00-6:50 pm in Room 1111. Instructor email: williamsm@smccd.edu.

P.E. 152 THEORY OF SPORT & FITNESS MANAGEMENT

NEW! Recommended: Eligibility for ENGL 836 or equivalent. An overview of sport management at the professional, collegiate and recreational levels. Career opportunities in the field of sport management are discussed. *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.

42425 P.E. 152 OL By Arr 48 Hours ONLINE Piergrossi 3.0
P.E. 152 OL is taught in an online format. Orientation meeting on campus on Tuesday, January 19, 6:10-7:00 pm in Portable 3A. For more information, please contact Justin Piergrossi at (650) 738-4367, or email piergrossij@smccd.edu.

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). CAN PSY 2.

37073 PSYC 100 OL By Arr 48 Hours ONLINE McClain-Rocha 3.0
PSYC 100 OL is taught in an online format. Optional orientation meeting on campus on Tuesday, January 19, 2:00-3:00 pm in Room 1107. Instructor email: mcclainrochak@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: CSU (D3).

42545 PSYC 110 OL By Arr 48 Hours ONLINE Lynn 3.0
PSYC 110 OL is taught in an online format. Requires Internet access and email. Instructor email: 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).

42045 PSYC 200 OL By Arr 48 Hours ONLINE Lynn 3.0
PSYC 200 OL is taught in an online format. Requires Internet access and email. Instructor email: lynnd@smccd.edu.

PSYC 201 CHILD DEVELOPMENT

NEW! Recommended: Eligibility for ENGL 836. Physical, social, emotional and intellectual development from the prenatal period through adolescence. Also listed as ECE. 201. Transfer: UC; CSU (D3, E1).

42668 PSYC 201 OL By Arr 48 Hours ONLINE McClain-Rocha 3.0
PSYC 201 OL is taught in an online format. Requires Internet access and email. Orientation meeting on Tuesday, January 19, 1:00 to 2:00 pm in Room 1111 – attendance required. Instructor email: mcclainrochak@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: CSU (D3).

42546 SOCI 110 OL By Arr 48 Hours ONLINE Lynn 3.0
SOCI 110 OL is taught in an online format. Requires Internet access and email. Instructor email: lynnd@smccd.edu.

WELL 880SA INTRODUCTION TO “WHOLISTIC” HEALTH

NEW! 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.

42591 WELL 880SA OL By Arr 48 Hours ONLINE Leary 3.0
WELL 880SA OL will be held online and on campus. Classes will meet on campus on Saturdays 1/23, 3/13 and 5/22 from 10:00 am to 12:00 pm in Room PH-314. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Saturday, January 23, from 10:00 am to 12:00 pm in Room PH-314 – attendance required. Instructor email: learym@smccd.edu.

TELECOURSE

Telecourses are college-credit courses that give students the opportunity to complete most of their course work outside the classroom, on their own, usually at home. However, three or more on-campus meetings are held for each course; attendance at many of the introductory meetings is mandatory. Telecourses are academically equivalent to on-campus courses and are transferable to most four-year colleges and universities.

Programs are broadcast on 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, and click on Distance Learning. Additional Telecourse offerings appear on page 107.

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 end of the universe. Plus one hr/wk by arrangement. Transfer: UC; CSU (B1).

41500 ASTR 100 TV See Below KCSM Vanajakshi 3.0
Dates for the TV section: 1/29-5/14

ASTR 100 TV is a telecourse. Broadcast: Wednesday, 10:00-11:00 am, 2/3-4/7 on KCSM (Channel 43.1 Digital).

Mandatory Introductory Meeting: 7:00-9:00 pm, Friday, 1/29, held at **College of San Mateo**, Building 36, Room 109.

Additional Campus Meetings: 7:00-9:00 pm on Fridays, 3/19, 3/26, 5/7 and 5/14, held at College of San Mateo, Building 36, Room 109.

KCSM Telecourses – Spring Semester

You can be a Skyline student and take telecourses along with your other classes.

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 Digital, which is carried on many Bay Area cable systems. Call your cable company for the correct cable channel in your area. For more information about telecourses, please contact the Telecourse Office at College of San Mateo, (650) 524-6933, or visit the Distance Learning Website at www.collegeofsanmateo.edu, and click on “Distance Learning.”

Note: Textbooks for telecourses are available at the **College of San Mateo Bookstore** or can be ordered at <http://bookstore.collegeofsanmateo.edu>.

35402 ART 100 TV Art of the Western World (3 Units)
Intro. Meeting: Fri., Jan. 29*, 6:30-9:30 pm,
CSM, Bldg. 18, Room 306

31739 ASTR 100 TV Introduction to Astronomy (3 Units)
Intro. Meeting: Fri., Jan. 29*, 7:00-9:00 pm,
CSM, Bldg. 36, Room 109

31785 BUS. 100 TV Contemporary American Business
(3 Units)
Intro. Meeting: Sat., Jan. 23*, 9:00-11:00 am,
CSM, Bldg. 19, Room 103

39182 BUS 131 TV Money Management (3 Units)
Intro. Meeting: Sat., Jan. 23*, 12:00-3:00 pm,
CSM, Bldg. 19, Room 103

Note: It is strongly suggested that students have email and Web access.

31801 BUS. 150 TV Small Business Management (3 Units)
Intro. Meeting: Sat., Jan. 30, 9:00-11:00 am,
CSM, Bldg. 18, Room 207

31814 BUS. 201 TV Business Law I (3 Units)
Intro. Meeting: Sat., Jan. 23, 9:00-11:00 am,
CSM, Bldg. 18, Room 204

35466 CA&S 310 TV Nutrition (3 Units)
Intro. Meeting: Fri., Jan. 29*, 5:00-7:00 pm,
CSM, Bldg. 18, Room 308

35415 FILM 110 TV American Cinema (3 Units)
Intro. Meeting: Sat., Jan. 30*, 1:00-4:00 pm,
CSM, Bldg. 18, Room 308

33521 FREN 115 TV Beginning French I (3 Units)
Intro. Meeting: Sat., Jan. 23*, 9:00-11:00 am,
CSM, Bldg. 18, Room 205

32342 FREN 116 TV Beginning French II (3 Units)
Intro. Meeting: Sat., Jan. 23*, 9:00-11:00 am,
CSM, Bldg. 18, Room 205

32343 FREN 117 TV Advanced Beginning French I (3 Units)
Intro. Meeting: Sat., Jan. 23*, 9:00-11:00 am,
CSM, Bldg. 18, Room 205

37747 FREN 118 TV Advanced Beginning French II (3 Units)
Intro. Meeting: Sat., Jan. 23*, 9:00-11:00 am,
CSM, Bldg. 18, Room 205

32356 GEOL 100 TV Survey of Geology (3 Units)
Intro. Meeting: Sat., Jan. 23*, 9:00-11:00 am,
CSM, Bldg. 36, Room 109

32572 MGMT 100 TV Introduction to Business Management
(3 Units)
Intro. Meeting: Sat., Jan. 30*, 11:00 am-1:00 pm,
CSM, Bldg. 18, Room 205

32695 PSYC 100 TV General Psychology (3 Units)
Intro. Meeting: Sat., Jan. 23*, 1:00-3:00 pm,
CSM, Bldg. 19, Room 121

32702 PSYC 110 TV Courtship, Marriage and the Family
(3 Units)
Intro. Meeting: Sat., Jan. 30*, 9:00-11:00 am,
CSM, Bldg. 18, Room 307

39506 PSYC 201 TV Child Development (3 Units)
Intro. Meeting: Sat., Jan. 23*, 3:00-5:00 pm,
CSM, Bldg. 19, Room 121

32709 PSYC 410 TV Abnormal Psychology (3 Units)
Intro. Meeting: Sat., Jan. 30*, 11:00 am-1:00 pm,
CSM, Bldg. 18, Room 307

32772 SOCI 100 TV Introduction to Sociology (3 Units)
Intro. Meeting: Sat., Jan. 30*, 11:00 am-1:00 pm,
CSM, Bldg. 2, Room 110

36065 SPAN 115 TV Beginning Spanish I (3 Units)
Intro. Meeting: Sat., Jan. 30, 11:00 am-1:00 pm,
CSM, Bldg. 18, Room 204

36066 SPAN 116 TV Beginning Spanish II (3 Units)
Intro. Meeting: Sat., Jan. 30, 11:00 am-1:00 pm,
CSM, Bldg. 18, Room 204

36067 SPAN 117 TV Advanced Beginning Spanish I (3 Units)
Intro. Meeting: Sat., Jan. 30, 11:00 am-1:00 pm,
CSM, Bldg. 18, Room 204

36068 SPAN 118 TV Advanced Beginning Spanish II (3 Units)
Intro. Meeting: Sat., Jan. 30, 11:00 am-1:00 pm,
CSM, Bldg. 18, Room 204