

# 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.

<b>80006</b>	ACTG 100	OL	By Arr	31.5 Hours	ONLINE	Zhang	3.0
			Sat	8:30-11:50	8-8211		

ACTG 100 OL will be held online and on campus. Classes will meet on campus on Saturdays 8/21, 9/11, 9/25, 10/9, 10/23, 11/6, and 12/18 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 21, from 8:30 to 11:50 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.

<b>80009</b>	ACTG 121	OL	By Arr	64 Hours	ONLINE	Ortiz	4.0
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ACTG 121 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Thursday, August 19, from 5:30 to 6:30 pm in Room 8121 – attendance required. Instructor email: ortiz@smccd.edu.

## ACTG 194 INTRODUCTION TO QUICKBOOKS PRO 2009

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

<b>87335</b>	ACTG 194	OL	By Arr	16 Hours	ONLINE	Richardson	1.0
				Dates for ACTG 194 OL: 8/24-9/28			

ACTG 194 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Tuesday, August 24, from 6:30 to 7:30 pm in Room 8209 – attendance required. Instructor email: richardsoni@smccd.edu.

## ACTG 196 INTERMEDIATE QUICKBOOKS PRO 2009

*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.

<b>89218</b>	ACTG 196	OL	By Arr	16 Hours	ONLINE	Richardson	1.0
				Dates for ACTG 196 OL: 10/5-11/9			

ACTG 196 OL is offered in an online format. Requires Internet Access and email. Instructor email: richardsoni@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).

<b>91914</b>	ART 101	OL	By Arr	48 Hours	ONLINE	Fischer	3.0
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ART 101 OL is offered in an online format. Requires Internet access and email. Instructor email: fischer@smccd.edu.

## ART 105 ART OF ASIA & THE NEAR EAST

**NEW!** 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).

<b>92785</b>	ART 105	OL	By Arr	48 Hours	ONLINE	Fischer	3.0
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ART 105 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).

<b>92368</b>	BIOL 140	OL	By Arr	48 Hours	ONLINE	Bookstaff	3.0
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Biology 140 OL is offered in an online format. Requires Internet access and email. Online orientation must be completed before August 26 and can be done online at <http://www.smccd.edu/accounts/snitovsky>. Three on-campus meetings for testing are required: 9/28, 10/26 and 12/7. Instructor email: bookstaffs@smccd.edu.

## BIOL 150 INTRODUCTION TO MARINE BIOLOGY

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

<b>80163</b>	BIOL 150	OL	By Arr	48 Hours	ONLINE	Bookstaff	3.0
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Biology 150 OL is offered in an online format. Requires Internet access and email. Online orientation must be completed before August 26 and can be done online at <http://www.smccd.edu/accounts/snitovsky>. Three on-campus meetings for testing are required: 9/28, 10/26 and 12/7. 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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**80175** BUS. 100 OL By Arr 48 Hours ONLINE Pate 3.0  
Dates for the OL section: 8/18-10/13

BUS. 100 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Wednesday, August 18, from 5:30 to 6:00 pm in Room 8209 – attendance required. Instructor email: [pate@smccd.edu](mailto:pate@smccd.edu).

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**92019** BUS. 100 OM By Arr 48 Hours ONLINE Pate 3.0  
Dates for the OM section: 10/20-12/15

BUS. 100 OM is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Wednesday, October 20, from 5:30 to 6:00 pm in Room 8209 – attendance required. Instructor email: [pate@smccd.edu](mailto:pate@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.

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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. Orientation meeting on Wednesday, August 18, from 5:00 to 5:30 pm in Room 8121 – attendance required. 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. Orientation meeting on Wednesday, August 18, from 6:30 to 7:30 pm in Room 8209 – attendance required. 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. Orientation meeting on Wednesday, August 18, from 6:00 to 6:30 pm in Room 8209 – attendance required. Instructor email: [pate@smccd.edu](mailto:pate@smccd.edu).

### BUS. 226 GLOBAL BUSINESS NEGOTIATION

Recommended: Eligibility for ENGL 836 or equivalent. This course introduces the skills necessary to conduct successful negotiations. It will focus on strategies, issues and cultural aspects that influence negotiations. Transfer: CSU.

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**89263** BUS. 226 OL By Arr 24 Hours 8-8209 Pate 1.5  
Dates for BUS. 226 OL: 10/20-12/15

BUS. 226 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Wednesday, October 20, from 6:00 to 6:30 pm in Room 8209 – attendance required. Instructor email: [pate@smccd.edu](mailto:pate@smccd.edu).

### BUS. 230 INTRODUCTION TO INTERNATIONAL MARKETING

Recommended: Eligibility for ENGL 836. Provides a practical approach to international marketing. Focuses on analytical tools to help students apply product, promotion, price and place to international marketing practice. Transfer: CSU.

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**88276** BUS. 230 OL By Arr 24 Hours ONLINE Pate 1.5  
Dates for BUS. 230 OL: 8/18-10/13

BUS. 230 OL is offered in an online format. Students must have Internet access and an email address. Orientation meeting on Wednesday, August 18, from 6:00 to 6:30 pm in Room 8209 – attendance required. Instructor email: [pate@smccd.edu](mailto: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 16 hours by arrangement. Transfer: CSU.

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**91818** BUS. 249 OL By Arr 48 Hours ONLINE Guadamuz-Cabral 3.0  
Dates for BUS. 249 OL: 8/23-10/18

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. The course must be completed during the 8-week term in which it is scheduled. Students will need Internet access, a valid email address. Orientation meeting on Monday, August 23, from 6:30 to 7:30 pm in Room 8209 – attendance required. Instructor email: [guadamuzcabral@smccd.edu](mailto:guadamuzcabral@smccd.edu).

### 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.

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**92402** BUS. 258 OL By Arr 48 Hours ONLINE Guadamuz-Cabral 3.0  
Dates for BUS. 258 OL: 10/25-12/13

BUS. 258 OL is offered in an online. Students are required to subscribe to GISTnet online text and study materials in lieu of a textbook available at the bookstore. Final exam 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, a valid email address. Orientation meeting on Monday, October 25, from 6:30 to 7:30 pm in Room 8209 – attendance required. Instructor email: [guadamuzcabral@smccd.edu](mailto:guadamuzcabral@smccd.edu).

**BUS 262 INTRODUCTION TO INTERNATIONAL FORWARDING AND CARGO TRANSPORTATION**

*Prereq:* BUS 249 or equivalent. Learn about international freight forwarding, shipper-carrier relationships, government regulation, and multi-modal cargo transportation. During workplace learning, students will perform entry-level forwarder tasks. Plus a total of 16 lab hours by arrangement. Transfer: CSU.

91824	BUS. 262	OL	By Arr	48 Hours	ONLINE	Phelps	3.0
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Dates for BUS. 262 OL: 8/23-10/18

BUS. 262 OL is offered in an online format. Students are required to subscribe to GISTnet online text and study materials in lieu of a textbook available at the bookstore. Final exam 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, a valid email address. Orientation meeting on Monday, August 23, from 6:30 to 7:30 pm in Room 8209 – attendance required. Instructor email: [phelpsg@smccd.edu](mailto:phelpsg@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.

92404	BUS. 485	OL	By Arr	48 Hours	ONLINE	Holland	3.0
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BUS. 485 OL is offered in an online format. Students must have Internet access and an email address. Course meets on campus on Mondays, August 23 and December 13, from 6:30 to 9:35 pm in Room 8302 – attendance required. Instructor email: [hollandc@smccd.edu](mailto: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.

88271	CAOT 100	OL	By Arr	18 Hours	ONLINE	Gianoli	1.5
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Dates for the OL section: 8/24-10/19

CAOT 100 OL will be held online and on campus. Classes will meet on campus three times, Tuesdays, 8/24, 9/21 and 10/19. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Tuesday, August 24, from 7:00 to 10:00 pm in Room 8119 – ATTENDANCE REQUIRED. Students must email instructor prior to Orientation. Instructor email: [gianoli@smccd.edu](mailto:gianoli@smccd.edu).

88270	CAOT 100	OM	By Arr	18 Hours	ONLINE	Gianoli	1.5
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Dates for the OM section: 10/26-12/14

CAOT 100 OM will be held online and on campus. Classes will meet on campus three times, Tuesdays, 10/26, 11/16 and 12/14. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Tuesday, October 26, from 7:00 to 10:15 pm in Room 8119 – ATTENDANCE REQUIRED. Students must email instructor prior to Orientation. Instructor email: [gianoli@smccd.edu](mailto: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.

88247	CAOT 101	OL	By Arr	18 Hours	ONLINE	Gianoli	1.5
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Dates for the OL section: 8/24-10/19

CAOT 101 OL will be held online and on campus. Classes will meet on campus three times, Tuesdays, 8/24, 9/21 and 10/19. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Tuesday, August 24, from 7:00 to 10:00 pm in Room 8119 – ATTENDANCE REQUIRED. Students must email instructor prior to Orientation. Instructor email: [gianoli@smccd.edu](mailto:gianoli@smccd.edu).

91108	CAOT 101	OM	T	7:00-10:15	8-8119	Gianoli	1.5
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Dates for the OM section: 10/26-12/14

CAOT 101 OM will be held online and on campus. Classes will meet on campus three times, Tuesdays, 10/26, 11/16 and 12/14. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Tuesday, October 26, from 7:00 to 10:15 pm in Room 8119 – ATTENDANCE REQUIRED. Students must email instructor prior to Orientation. Instructor email: [gianoli@smccd.edu](mailto: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.

90487	CAOT 200	OL	By Arr	32 Hours	ONLINE	Motipara	2.0
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Dates for CAOT 200 OL: 8/24-11/09

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

**CAOT 200 INTRODUCTION TO MS OFFICE SUITE – FIRST YEAR EXPERIENCE**

*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. *NOTE: CAOT 200 OM is part of the First Year Experience Learning Community. All students enrolling in CAOT 200 OM (92902) must also enroll in CRER 650 AY (91394), FITN 116 AY (90101), LSKL 109 AY (92533), MATH 110 AY (80535), and SPCH 120 AY (90447).* Transfer: CSU.

92902	CAOT 200	OM	By Arr	18 Hours	ONLINE	Corzonkoff	2.0
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Dates for CAOT 200 OM: 8/23-11/15

CAOT 200 OM will be held online and on campus. Classes will meet on campus six times, Mondays, 8/23, 9/13, 9/27, 10/11, 10/25 and 11/15. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Monday, August 23, from 2:30 to 5:10 pm in Room 8121 – ATTENDANCE REQUIRED. Students must email instructor prior to Orientation. Instructor email: [corzonkoffb@smccd.edu](mailto:corzonkoffb@smccd.edu).

### 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.

**90489** CAOT 201 OL By Arr 16 Hours ONLINE Motipara 1.0  
Dates for CAOT 201 OL: 11/16-12/14

CAOT 201 OL is offered in an online format. Requires Internet access and email. Contact 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. 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.

**88318** CAOT 214 OL By Arr 16 Hours ONLINE Cervantes 1.0  
Dates for CAOT 214 OL: 8/24-9/28

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.

**88317** CAOT 215 OL By Arr 32 Hours ONLINE Cervantes 2.0  
Dates for CAOT 215 OL: 10/5-12/14

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.

**89250** CAOT 222 OL By Arr 16 Hours ONLINE Motipara 1.0  
Dates for CAOT 222 OL: 8/24-9/28

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.

**89872** CAOT 223 OL By Arr 16 Hours ONLINE Motipara 1.0  
Dates for CAOT 223 OL: 10/5-11/2

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.

## 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  
in the following departments this semester*

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

### 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.

**88295** CAOT 225 OL By Arr 16 Hours ONLINE Roumbanis 1.0  
Dates for CAOT 225 OL: 8/24-9/28

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, and lookup functions. Plus lab hours by arrangement. May be repeated once for credit. Transfer: CSU.

**89199** CAOT 226 OL By Arr 32 Hours ONLINE Roumbanis 2.0  
 Dates for CAOT 226 OL: 10/5-12/14

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.

**89201** CAOT 230 OL By Arr 16 Hours ONLINE Fraser 1.0  
 Dates for CAOT 230 OL: 8/24-9/28

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.

**89202** CAOT 231 OL By Arr 32 Hours ONLINE Fraser 2.0  
 Dates for CAOT 231 OL: 10/5-12/14

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.

**88348** CAOT 301 OL By Arr 16 Hours ONLINE Cervantes 1.0  
 Dates for CAOT 301 OL: 9/30-11/4

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 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.

**88191** CAOT 403 OL By Arr 24 Hours ONLINE Motipara 1.5  
 Dates for CAOT 403 OL: 8/18-10/13

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 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.

**88197** CAOT 404 OL By Arr 24 Hours ONLINE Motipara 1.5  
 Dates for CAOT 404 OL: 10/20-12/15

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**



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: 8/24-10/19

**CAOT 411 PHOTOSHOP PORTFOLIO**



*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: 10/26-12/14

**CAOT 412 FLASH I**

*Prereq: CAOT 403 or equivalent.* Create interactive web animation 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.

**88215** CAOT 412 OL By Arr 24 Hours ONLINE Weeks 1.5  
 Dates for CAOT 412 OL: 8/24-10/19

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

**CAOT 413 FLASH II**

*Prereq: CAOT 412 or equivalent.* Students expand their knowledge using advanced features of Flash CS4. 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: 10/26-12/14

CAOT 413 OL is offered in an online format. Requires Internet access and email. Contact instructor at [weeksj@smccd.edu](mailto:weeksj@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 CS4, the new industry standard for page layout and design. Create professional looking newsletters, advertisements, magazine articles, brochures, flyers and other documents. Transfer: CSU.

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91814	CAOT 416	OL	By Arr	48 Hours	ONLINE	Weeks	3.0
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CAOT 416 OL is offered in an online format. Requires Internet access and email. Contact instructor at [weeksj@smccd.edu](mailto:weeksj@smccd.edu) before first scheduled class.

### COMP 412 FLASH I

*Prereq: CAOT 403 or equivalent.* Create interactive web animation 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.

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90576	COMP 412	OL	By Arr	24 Hours	ONLINE	Weeks	1.5
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Dates for COMP 412 OL: 8/24-10/19

COMP 412 OL is offered in an online format. Requires Internet access and email. Contact instructor at [weeksj@smccd.edu](mailto:weeksj@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 CS4. 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.

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90577	COMP 413	OL	By Arr	24 Hours	ONLINE	Weeks	1.5
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Dates for COMP 413 OL: 10/26-12/14

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

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92476	DSKL 880SC	OL	By Arr	16 Hours	ONLINE	Lariviere	1.0
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Dates for DSKL 880SC OL: 9/8-10/28

DSKL 880SC is offered in an online format. Requires Internet access and email. Orientation meeting on Wednesday, September 8, from 5:00 to 6:00 pm in Room 2309. Email instructor [larivierej@smccd.edu](mailto:larivierej@smccd.edu) before the first scheduled class.

### 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).

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92870	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: [mccclairnochak@smccd.edu](mailto:mccclairnochak@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).

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87360	ECON 100	OL	By Arr	48 Hours	ONLINE	Kress	3.0
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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, August 21, 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).

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89677	ECON 102	OL	Sat	11:00-12:40	7-7110	Kress	3.0
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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, August 21, 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).

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91114	ENGL 100	OL	By Arr	48 Hours	ONLINE	Bell	3.0
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ENGL 100 OL is offered in an online format. Requires Internet access and email. Instructor email: [bellr@smccd.edu](mailto:bellr@smccd.edu). Orientation meeting on Thursday, August 19, 6:00-7:30 pm, in Room 2117A.

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91932	ENGL 100	OM	By Arr	48 Hours	ONLINE	Bell	3.0
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ENGL 100 OM is offered in an online format. Requires Internet access and email. Instructor email: [bellr@smccd.edu](mailto:bellr@smccd.edu). Orientation meeting on Thursday, August 19, 7:35-9:00 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).

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91639	ENGL 110	OL	By Arr	48 Hours	ONLINE	Powers	3.0
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ENGL 110 OL is offered in an online format. Requires Internet access and email. Instructor email: [powersj@smccd.edu](mailto:powersj@smccd.edu). Orientation meeting on Wednesday, August 18, 6:00-7:30 pm, in Room 2117B.

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92321	ENGL 110	OM	By Arr	48 Hours	ONLINE	Hibble	3.0
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ENGL 110 OM is offered in an online format. Requires Internet access and email. Instructor email: [hibblea@smccd.edu](mailto:hibblea@smccd.edu). Orientation meeting on Wednesday, August 18, 6:00-7:30 pm, in Room 2117A.

**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. Orientation meeting on Friday, August 20, 1:10-2:00 pm, in Room 1219B. Instructor email: [ulloaj@smccd.edu](mailto:ulloaj@smccd.edu).

**HIST 310 CALIFORNIA HISTORY**

Recommended: Eligibility for ENGL 100 or 105, or equivalent. A 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 Messner 3.0  
 HIST 310 OL is offered in an online format. Requires Internet access and email. Orientation meeting on Monday, August 23, 5:30-6:30 pm, in Room 8213. 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 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. Course meets on campus on Mondays, August 23 and December 13, 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**

**NEW!** 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 OL By Arr 48 Hours ONLINE Prater-Slack 4.0  
 LEGL 671 OL will be held online and on campus. Classes will meet on campus on Tuesdays, 8/24 and 8/31, from 5:30 to 7:00 pm in Room 1206. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Tuesday, August 24, from 5:30-7:00 pm in Room 1206 – attendance required. Instructor email: [prater@smccd.edu](mailto:prater@smccd.edu).

**LIT. 265 ASIAN AMERICAN LITERATURE**

**NEW!** Prereq: ENGL 100 or 105. A survey of Asian American writing of the twentieth century will acquaint students with the distinct literary and aesthetic qualities and the personal and cultural concerns of writers deriving from two cultures. Transfer: UC; CSU (C2).

**92834** LIT. 265 OL By Arr 48 Hours ONLINE Hibble 3.0  
 LIT. 265 OL is offered in an online format. Requires Internet access and email. Instructor email: [hibblea@smccd.edu](mailto:hibblea@smccd.edu). Orientation meeting on Wednesday, August 18, 7:35-9:05 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.

**91746** 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. Exams and final will be taken on campus. Orientation is required and done online on or before August 21. 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. Requires Internet access and email. Exams and final will be taken on campus. Orientation is required and done online on or before August 21. 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. Instructor email: [kazaryan@smccd.edu](mailto: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).

**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). Orientation meeting on campus on Friday, August 20, 1:10-2:00 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).

**89882** 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). Orientation meeting on campus on Friday, August 20, 12:10-1:00 pm in Room 1107.

**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). Orientation meeting on campus on Friday, August 20, 2:10-3:00 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).

**91119** 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 Friday, August 20, 4:30-6:30 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 OL By Arr 48 Hours ONLINE Colombetti 3.0

PHIL 103 OL is offered in an online format. Orientation meeting on Tuesday, August 24, from 2:00-2:50 pm in Room 1107. Instructor email: [colombetti@smccd.edu](mailto:colombetti@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).

**92429** PSYC 100 OL By Arr 48 Hours Online McClain-Rocha 3.0

PSYC 100 OL is taught in an online format. Instructor email: [mcclainrochak@smccd.edu](mailto: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).

**92426** 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](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).

**92428** 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](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).

**92862** 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. Instructor email: [mcclainrochak@smccd.edu](mailto: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).

**92427** 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](mailto:lynnd@smccd.edu).

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

Introduction to a variety of holistic 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.

**92881** WELL 880SA OL By Arr 42 Hours ONLINE Leary 3.0  
Sat 10:00-12:00 PH-202\*

WELL 880SA OL will be held online and on campus. Classes will meet on campus on Saturdays 8/21, 10/16 and 12/18 from 10:00 am to 12:00 pm in Room PH-202. Remaining class time will be online. Students must have Internet access and an email address. Orientation meeting on Saturday, August 21, from 10:00 am to 12:00 pm in Room PH-202 – attendance required. Instructor email: [learym@smccd.edu](mailto:learym@smccd.edu).