

# Short Courses

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
<b>SELECTED SHORT COURSES BEGINNING IN JANUARY</b>						
37617	ACTG 103 OL	Ten-Key Skills	By Arr	8 Hours	0.5	1/23-2/20
38190	ACTG 194 OL	Introduction to QuickBooks Pro	By Arr	16 Hours	1.0	1/14-2/22
37620	BCM. 100 AX	Beginning Computer Keyboarding	TTh	9:35-10:50	1.5	1/15-3/14
37624	BCM. 100 OL	Beginning Computer Keyboarding	By Arr	24 Hours	1.5	1/15-3/12
30654	BCM. 101 AX	Computer Keyboarding Skill Building	TTh	9:35-10:50	1.5	1/15-3/14
30655	BCM. 101 OL	Computer Keyboarding Skill Building	By Arr	24 Hours	1.5	1/15-3/12
35717	BCM. 104 AS	Intro to Computers with Windows I	MWF	9:10-10:00	1.5	1/14-3/15
36969	BCM. 104 KS	Intro to Computers with Windows I	T	6:30- 9:30	1.5	1/15-3/12
35201	BCM. 200 JS	Intro to MS Office Suite	M	6:30- 9:30	2.0	1/28-4/22
35200	BCM. 200 OL	Intro to MS Office Suite	By Arr	32 Hours	2.0	1/15-4/9
37630	BCM. 214 AS	Word Processing I: Word	TTh	11:10-12:25	1.0	1/15-2/21
38188	BCM. 214 OL	Word Processing I: Word	By Arr	16 Hours	1.0	1/15-2/19
37383	BCM. 222 OL	Bus. Presentations I: PowerPoint	By Arr	16 Hours	1.0	1/17-2/19
35212	BCM. 225 AS	Spreadsheets I: Excel	MWF	10:10-11:00	1.0	1/14-2/25
34743	BCM. 225 OL	Spreadsheets I: Excel	By Arr	16 Hours	1.0	1/15-2/19
38223	BCM. 230 OL	Database Applications I: Access	By Arr	16 Hours	1.0	1/15-2/19
35738	BCM. 403 OL	HTML Applications/Web Authoring I	By Arr	24 Hours	1.5	1/15-3/12
41850	BCM. 410 OL	Photoshop Essentials	By Arr	24 Hours	1.5	1/15-3/12
37670	BCM. 412 OL	Flash I	By Arr	24 Hours	1.5	1/16-3/13
41147	BUS. 100 OL	Introduction to Business	By Arr	48 Hours	3.0	1/15-3/12
38260	BUS. 210 OL	International Finance	By Arr	24 Hours	1.5	1/15-3/12
43087	BUS. 221 OL	Intercultural Business Communication	By Arr	24 Hours	1.5	1/15-3/12
41890	BUS. 258 OL	Customs Broker Services/Regulations	By Arr	48 Hours	3.0	1/15-3/12
42615	BUS. 262 OL	Intro to International Forwarding/ Cargo Transportation	By Arr	48 Hours	3.0	1/15-3/12
36078	BUS. 279 OL	Import/Export Management	By Arr	24 Hours	1.5	1/15-3/12
42115	COSM 665SB SA	Introduction to Cosmetology	Sat	9:00- 1:00	2.0	1/26-3/16
42705	COUN 100 AE	College Success - ESOL	MW	11:10-12:35	3.0	1/28-5/15
41519	COUN 105 SS	Up Your Self-Esteem	Sat	8:30- 4:30	0.5	1/26
35177	DSKL 811 AS	Differential Learning Skills Assess.	W	11:10-12:00	0.5	1/16-3/6
41544	DSKL 825 BS	Assistive Computer Technology - Dragon Naturally Speaking	W	12:10- 2:00	1.0	1/16-3/6
41547	DSKL 825 DS	Assistive Computer Technology - Kurzweil 3000	T	1:10- 3:10	1.0	1/15-3/5
41548	DSKL 825 KS	Assistive Computer Technology - Kurzweil 3000	T	6:00- 8:00	1.0	1/15-3/5
43243	ECE. 213 SX	The School-Age Child	Sat	9:00- 5:10	3.0	1/26-3/9
42492	ECE. 242 SS	Adult Supervision in ECE/ CD Classrooms	Sat	9:00- 5:10	2.0	1/26, 2/9, 2/23 & 3/9
42701	ECE. 314 SX	Health/Safety/Nutrition for Young Children	Sat	9:00- 3:00	3.0	1/26-3/23
38834	ECE. 260 AA	Children with Special Needs	MW	10:30-11:50	3.0	1/14-5/13
43724	ENVS 425 AS	Building Performance, Assessment & Sales	MTW	5:30- 9:35	4.0	1/14-3/12
43804	FCS 311 SS	Children's Nutrition	Sat	9:00- 5:00	1.0	1/26-2/2

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43800	HSCI 314 SX	Health/Safety/Nutrition for Young Children	Sat	9:00- 3:00	3.0	1/26-3/23
42982	WELL 665SH US	Intro to Flower Essences	Sun	9:00- 5:00	0.5	1/27

### SELECTED SHORT COURSES BEGINNING IN FEBRUARY

43673	AUTO 665S4 SB	2013 Smog Check Update	Sat/Sun	9:00- 5:00	1.0	2/9-2/10
41781	AUTO 665SU SS	Car Care Basics for Women	Sat	9:00- 1:00	0.5	2/9 & 2/23
37720	AUTO 665SG SS	BAR A8 Alternative/Engine Performance	Sat/Sun	9:00- 5:00	1.5	2/23, 2/24, 3/9 & 3/10
40662	EMC. 425 JS	CPR: Health Care Provider	MT	6:00-10:00	0.5	2/4-2/5
40646	BIOL 430 AS	Introduction to Immunology	T	1:10- 5:00	1.0	2/5-2/26
41521	COUN 107 SS	Coping with Depression	Sat	8:30- 4:30	0.5	2/9
37504	CRER 136 AS	Career Planning	TTh	12:10- 1:10	0.5	2/5-5/16
40695	CRER 665SA SS	Deciding on a Major	Sat	8:30- 4:30	0.5	2/23-2/23
37634	BCM. 215 AS	Word Processing II: Word	TTh	11:10-12:25	2.0	2/26-5/16
38189	BCM. 215 OL	Word Processing II: Word	By Arr	32 Hours	2.0	2/26-5/21
37638	BCM. 223 OL	Bus. Presentations II: PowerPoint	By Arr	16 Hours	1.0	2/26-4/9
43124	BCM. 226 AS	Spreadsheets II: Excel	MWF	10:10-11:00	2.0	2/27-5/17
38222	BCM. 226 OL	Spreadsheets II: Excel	By Arr	32 Hours	2.0	2/26-5/21
38224	BCM. 231 OL	Database Applications II: Access	By Arr	32 Hours	2.0	2/26-5/21
37650	BCM. 301 OL	Maximizing Your Employment Potential	By Arr	24 Hours	1.5	2/26-4/9
42976	BCM. 408 OL	Multimedia Project	By Arr	48 Hours	3.0	2/27-5/22
41546	DSKL 825 CS	Assistive Computer Technology – Kurzweil 3000	M	12:10- 2:00	1.0	2/11-4/15
42051	ELEC 410 AX	Intro to Solar Installation/Integration LAB	TTh	9:40-12:20 TTh 1:00- 4:00	3.5	2/26-4/16
42583	ENVS 410 AX	Intro to Solar Installation/Integration LAB	TTh	9:40-12:20 TTh 1:00- 4:00	3.5	2/26-4/16
43795	ENVS 680SI JS	Intro to Solar Photovoltaics (PV) Systems, Design & Finance	TTh	6:00- 8:30	2.0	2/26-4/16
40362	INDV 126 JX	Coed Club Badminton	MW	3:45- 6:00	1.0	2/25-5/8
41013	LSKL 830 AS	The Sentence	MW	1:10- 2:00	0.5	2/11-3/11
40135	MATH 120 AS	Intermediate Algebra	MTWTh	2:10- 4:00	5.0	2/11-5/2
42985	WELL 665SG US	Intro to Back Massage	Sun	9:00- 5:00	0.5	2/3
43357	WELL 665SC US	Intro to Face & Décolleté Massage	Sun	9:00- 5:00	0.5	2/10

### SELECTED SHORT COURSES BEGINNING IN MARCH

43669	ACTG 100 AS	Accounting Procedures	MW	12:10- 2:50	3.0	3/18-5/15
38261	ACTG 196 OL	Intermediate QuickBooks Pro	By Arr	16 Hours	1.0	3/4-4/15
42599	AUTO 665SX SS	Car Care Basics for Women II	Sat	9:00- 1:00	0.5	3/9 & 3/16
43674	AUTO 665S4 SC	2013 Smog Check Update	Sat/Sun	9:00- 5:00	1.0	3/23-3/24
37621	BCM. 100 BX	Beginning Computer Keyboarding	TTh	9:35-10:50	1.5	3/19-5/16
37619	BCM. 100 OM	Beginning Computer Keyboarding	By Arr	24 Hours	1.5	3/19-5/21
40430	BCM. 101 BX	Computer Keyboarding Skill Building	TTh	9:35-10:50	1.5	3/19-5/16
41873	BCM. 101 OM	Computer Keyboarding Skill Building	By Arr	24 Hours	1.5	3/19-5/21

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
38079	BCM. 105 AS	Intro to Computers with Windows II	W	9:10-10:00	1.0	3/18-5/17
38079	BCM. 105 AS	Intro to Computers with Windows II	MF	9:10-10:00	1.0	3/18-5/17
40399	BCM. 105 JS	Intro to Computers with Windows II	T	8:30- 9:30	1.0	3/19-5/21
40399	BCM. 105 JS	Intro to Computers with Windows II	T	6:30- 8:20	1.0	3/19-5/21
37653	BCM. 400 SS	Internet I	Sat	8:30-11:30	1.5	3/23-5/18
37390	BCM. 404 OL	HTML/Web Authoring Applications II	By Arr	24 Hours	1.5	3/19-5/21
37401	BCM. 411 OL	Photoshop Portfolio	By Arr	24 Hours	1.5	3/19-5/21
38259	BCM. 413 OL	Flash II	By Arr	24 Hours	1.5	3/20-5/22
43382	BIOL 422 AS	Foundations of Biotechnology	T	1:10- 5:00	1.0	3/5-3/26
39985	BUS. 241 OL	Doing Business in Asia	By Arr	24 Hours	1.5	3/19-5/21
41834	BUS. 243 OL	Legal Environment of Int'l Business	By Arr	24 Hours	1.5	3/19-5/21
41157	BUS. 248 OL	Asian Management Systems	By Arr	48 Hours	3.0	3/19-5/21
42601	BUS. 261 OL	Customs Admissibility, Classification, Value & Entry	By Arr	48 Hours	3.0	3/25-5/20
41836	BUS. 263 OL	U.S. Export & Destination Country Import Requirements: Foreign Collections	By Arr	48 Hours	3.0	3/19-5/21
43126	COSM 665SB SS	Introduction to Cosmetology	Sat	9:00- 1:00	2.0	3/23-5/18
43789	COSM 665SR SS	Esthetician: It's Your Business	Sun	9:00- 5:00	0.5	3/24-3/24
30230	CRER 650 HAB	Soft Skills for Allied Health	By Arr	8 Hours	0.5	3/18-5/9
38967	DSKL 811 BS	Differential Learning Skills Assess.	T	11:10-12:00	0.5	3/19-5/14
42191	DSKL 825 GS	Assistive Computer Technology – Kurzweil 3000	T	1:10- 3:00	1.0	3/12-5/7
41545	DSKL 825 JS	Assistive Computer Technology – Dragon Naturally Speaking	T	6:00- 8:00	1.0	3/12-5/7
42190	DSKL 825 ES	Assistive Computer Technology – Dragon Naturally Speaking	W	12:10- 2:00	1.0	3/13-5/8
38823	ECE. 201 SX	Child Development	Sat	9:00- 5:00	3.0	3/2, 3/9, 3/23, 4/13, 4/27 & 5/4
38661	ECE. 211 JB	ECE Curriculum	Sat	9:00- 5:00	3.0	3/16, 3/23, 4/13, 4/20, 4/27 & 5/4
39714	ECE. 225 SS	Infant/Toddler Environments	Sat	9:00- 5:10	3.0	3/2, 3/9, 3/23, 4/13, 4/27 & 5/4
38669	ECE. 240 SS	ECE Administration: Business/Legal	Sat	9:00- 5:10	3.0	3/16, 3/23, 4/13, 4/27, 5/4 & 5/11
42494	ECE. 261 SS	Early Intervention Practices	Sat	9:00- 5:10	3.0	3/23, 4/13, 4/20, 4/27, 5/4 & 5/11
40663	EMC. 425 KS	CPR: Health Care Provider	MT	6:00-10:00	0.5	3/25-3/26
43798	ENVS 680SM JS	Field Training & Credential Exam Preparation for Home Performance Assessment	MTW	5:30- 9:30	0.5	3/18-3/28
39348	LSCI 110 AA	Digital Oral Research Project	By Arr	16 Hours	1.0	3/18-5/13
41014	LSKL 831 AS	Editing and Proofreading	MW	1:10- 2:00	0.5	3/13-4/15
39777	PSYC 201 SX	Child Development	Sat	9:00- 5:00	3.0	3/2, 3/9, 3/23, 4/13, 4/27 & 5/4

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
40274	TEAM 116 AS	Basketball: Indv. Skill Development	MWF	1:20- 3:25	1.0	3/18-5/17
43683	TEAM 117 JS	Tournament Basketball	MW	6:00- 8:25	1.0	3/18-5/22
40604	TEAM 117 KS	Tournament Basketball	TTh	6:10- 8:50	1.0	3/19-5/16
43681	WELL 665SL US	Taxes/Business Basics for Bodyworkers	Sun	9:00- 5:00	0.5	3/3
42984	WELL 665SJ US	Intro to Gem Elixirs	Sun	9:00- 5:00	0.5	3/10
43358	WELL 665SE US	Intro to Foot Massage	Sun	9:00- 5:00	0.5	3/17

### SELECTED SHORT COURSES BEGINNING IN APRIL

43533	AUTO 665S3 AS	Honda Express Lube Certification	TTh	1:45- 5:00	1.0	4/16-5/16
43675	AUTO 665S4 SD	2013 Smog Check Update	Sat/Sun	9:00- 5:00	1.0	4/20-4/21
40681	BCM. 201 OL	Integration of MS Office Applications	By Arr	16 Hours	1.0	4/16-5/21
41533	BIOL 665SC AS	Intro to Stem Cells Technology	T	1:10- 5:00	1.0	4/19-4/30
43790	COSM 665SS SS	Adv. Skin Analysis & Facial Peels	Sun	9:00- 5:00	0.5	4/14
43791	COSM 665ST SS	Business Etiquette	Sun	9:00- 5:00	0.5	4/28
41520	COUN 106 SS	Anxiety Management	Sat	8:30- 4:30	0.5	4/13
43526	COUN 108 SA	Anger Management	Sat	8:30- 4:30	0.5	4/20
41522	COUN 108 SS	Anger Management	Sat	8:30- 4:30	0.5	4/27
40743	ECE. 665SB SS	Communicating with Parents	Sat	9:00- 5:00	1.0	4/27-5/4
40664	EMC. 425 LS	CPR: Health Care Provider	MT	6:00-10:00	0.5	4/29-4/30
43807	ENVS 680SJ JZ	Solar Thermal Fundamentals	WTh	5:30- 9:30	0.5	4/17-4/18
43797	ENVS 680SL JZ	NABCEP Entry-Level Solar Industry Test Preparation	TTh	5:20- 9:00	0.5	4/23-4/25
41015	LSKL 832 AS	Sentence Combining	MW	1:10- 2:00	0.5	4/17-5/13
42980	WELL 665SF US	Intro to Neck & Shoulder Massage	Sun	9:00- 5:00	0.5	4/14
43354	WELL 665SB US	Self-Help Stress Reduction Techniques	Sun	9:00- 5:00	0.5	4/21
43682	WELL 665SK US	Asian Bodywork Systems	Sun	9:00- 5:00	0.5	4/28

### SELECTED SHORT COURSES BEGINNING IN MAY

41554	AUTO 665SL SS	Introduction to Lab Scopes (DSO)	Sat/Sun	9:00- 5:00	1.0	5/4-5/5
43676	AUTO 665S4 SE	2013 Smog Check Update	Sat/Sun	9:00- 5:00	1.0	5/11-5/12
39050	AUTO 665SJ SS	Advanced Lab Scopes (DSO)	Sat/Sun	9:00- 5:00	1.0	5/18-5/19
43355	WELL 665SD US	Intro to Hand Massage	Sun	9:00- 5:00	0.5	5/5