

Distance Learning

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

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

Online Courses

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

ACTG 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 32 lab hours by arrangement. Transfer: CSU.

30007 ACTG 100 OL By Arr 48 Hours ONLINE Zhang 3.0
 ACTG 100 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: zhangh@smccd.edu.

ACTG 103 TEN-KEY SKILLS

Short course on how to operate a 10-key electronic calculator by the touch method. May be repeated once for credit. Transfer: CSU.

37617 ACTG 103 OL By Arr 8 Hours ONLINE Motipara 0.5
 Dates for ACTG 103 OL: 1/24-2/21
 ACTG 103 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: motipara@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.* Transfer: UC; CSU.

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. Instructor email: ortiz@smccd.edu.

ACTG 131 MANAGERIAL ACCOUNTING

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

43223 ACTG 131 OL By Arr 64 Hours ONLINE Whitten 4.0
 ACTG 131 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: whitten@smccd.edu.

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.

38190 ACTG 194 OL By Arr 16 Hours ONLINE Richardson 1.0
 Dates for ACTG 194 OL: 1/17-2/21
 ACTG 194 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: richardson@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.

38261 ACTG 196 OL By Arr 16 Hours ONLINE Richardson 1.0
 Dates for ACTG 196 OL: 2/28-4/10
 ACTG 196 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: richardson@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).

41432 ART 101 OL By Arr 48 Hours ONLINE Fischer 3.0
 ART 101 OL is offered in an online format. Requires Internet access and email. Instructor email: fischer@smccd.edu.

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).

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).

42541 BIOL 140 OL By Arr 48 Hours ONLINE Bookstaff 3.0
Biology 140 OL is taught in an online format. Requires Internet access and email. Exams will be taken on campus or via approved proctored arrangements. Orientation is required and done online on or before January 17. Check instructor website at <http://www.smccd.net/accounts/bookstaffs> for orientation and course information. Instructor email contact: bookstaffs@smccd.edu.

BIOL 150 INTRODUCTION TO MARINE BIOLOGY

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

30150 BIOL 150 OL By Arr 48 Hours ONLINE Bookstaff 3.0
Biology 150 OL is taught in an online format. Requires Internet access and email. Exams will be taken on campus or via approved proctored arrangements. Orientation is required and done online on or before January 17. Check instructor website at <http://www.smccd.net/accounts/bookstaffs> for orientation and course information. Instructor email contact: bookstaffs@smccd.edu.

43128 BIOL 150 OM By Arr 48 Hours ONLINE Bookstaff 3.0
Biology 150 OM is taught in an online format. Requires Internet access and email. Exams will be taken on campus or via approved proctored arrangements. Orientation is required and done online on or before January 17. Check instructor website at <http://www.smccd.net/accounts/bookstaffs> for orientation and course information. Instructor email contact: 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).

41147 BUS. 100 OL By Arr 48 Hours ONLINE Pate 3.0
Dates for the OL section: 1/17-3/13
BUS. 100 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: pate@smccd.edu.

BUS. 103 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS

Recommended: CAOT 104 or equivalent; and eligibility for ENGL 836 or equivalent. An introduction to computer systems and their role in building modern business information systems. Topics include computer terminology, architecture, operating systems, applications, hardware, data communications, HTML, computer ethics, intellectual property, copyright infringement, and office software applications. Plus 16 lab hours by arrangement. Transfer: UC; CSU.

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. Instructor email: motipara@smccd.edu.

30253 BUS. 103 OM By Arr 48 Hours ONLINE Motipara 3.0
BUS. 103 OM is offered in an online format. Students must have Internet access and an email address. Instructor email: motipara@smccd.edu.

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 Ortiz 3.0
BUS. 123 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: ortiz@smccd.edu.

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: 1/17-3/13
BUS. 210 OL is offered in an online format. Students must have Internet access and an email address. 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.

43087 BUS. 221 OL By Arr 24 Hours ONLINE Pate 1.5
Dates for BUS. 221 OL: 1/17-3/13
BUS. 221 OL is offered in an online format. Students must have Internet access and an email address. 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: 3/20-5/22
BUS. 241 OL is offered in an online format. Students must have Internet access and an email address. 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: 3/20-5/22
BUS. 243 OL is offered in an online format. Students must have Internet access and an email address. 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: 3/20-5/22

BUS. 248 OL is offered in an online format. Students must have Internet access and an email address. Instructor email: pate@smccd.edu.

BUS 258 CUSTOMS BROKER SERVICES AND REGULATIONS

Learn U.S. import requirements and restrictions, broker workflow, types of customs "entries" and how brokers work with importers, government agencies and transportation carriers. Transfer: CSU.

41890 BUS. 258 OL By Arr 48 Hours ONLINE Guadamuz-Cabral 3.0
Dates for BUS. 258 OL: 1/17-3/13

BUS. 258 OL is offered in an online format. In lieu of a textbook, students are required to register and pay a subscription fee of \$100 to GISTnet for the online text and study materials. The course must be completed during the 8-week term in which it is scheduled. Students will need Internet access and a valid email address. Students must check their college email and WebAccess for instructions from the instructor. Instructor email: guadamuzcabral@smccd.edu.

BUS 261 CUSTOMS ADMISSIBILITY, CLASSIFICATION, VALUE AND ENTRY

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

42601 BUS. 261 OL By Arr 48 Hours ONLINE Guadamuz-Cabral 3.0
Dates for BUS. 261 OL: 3/22-5/24

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

BUS 262 INTRODUCTION TO INTERNATIONAL FORWARDING AND CARGO TRANSPORTATION

Learn about international freight forwarding, shipper-carrier relationships, government regulation, and multi-model cargo transportation. Transfer: CSU.

42615 BUS. 262 OL By Arr 48 Hours ONLINE Phelps 3.0
Dates for BUS. 262 OL: 1/17-3/13

BUS. 262 OL is offered in an online format. In lieu of a textbook, students are required to register and pay a subscription fee of \$100 to GISTnet for the online text and study materials. The course must be completed during the 8-week term in which it is scheduled. Students will need Internet access and a valid email address. Students must check their college email and WebAccess for instructions from the instructor. Instructor email: phelpsg@smccd.edu.

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

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

41836 BUS. 263 OL By Arr 48 Hours ONLINE Phelps 3.0
Dates for BUS. 263 OL: 3/22-5/24

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

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: 1/17-3/13

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

CAOT 100 BEGINNING COMPUTER KEYBOARDING

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

37624 CAOT 100 OL By Arr 24 Hours ONLINE Gianoli 1.5
Dates for the OL section: 1/17-3/13

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

37619 CAOT 100 OM By Arr 24 Hours ONLINE Gianoli 1.5
Dates for the OM section: 3/20-5/22

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

CAOT 101 COMPUTER KEYBOARDING SKILL BUILDING

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

30655 CAOT 101 OL By Arr 24 Hours ONLINE Gianoli 1.5
Dates for the OL section: 1/17-3/13

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

41873 CAOT 101 OM By Arr 24 Hours ONLINE Gianoli 1.5
Dates for the OM section: 3/20-5/22

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

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.

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. May be repeated once for credit. Transfer: CSU.

35200 CAOT 200 OL By Arr 32 Hours ONLINE Motipara 2.0
Dates for the OL section: 1/17-4/10

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

CAOT 201 INTEGRATION OF MS OFFICE APPLICATIONS

Recommended: 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. May be repeated once for credit. Transfer: CSU.

40681 CAOT 201 OL By Arr 16 Hours ONLINE Motipara 1.0
Dates for CAOT 201 OL: 4/17-5/22

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

CAOT 214 WORD PROCESSING I: WORD

PC/MAC FRIENDLY Recommendation: Knowledge of the computer keyboard or completion of a typing class.

Hands-on approach using a PC to learn concepts and practical applications of Microsoft Word to create, edit, format, manage and enhance documents. May be repeated once for credit. Transfer: CSU.

38188 CAOT 214 OL By Arr 16 Hours ONLINE Cervantes 1.0
Dates for the OL section: 1/17-2/21

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. May be repeated once for credit. Transfer: CSU.

38189 CAOT 215 OL By Arr 32 Hours ONLINE Cervantes 2.0
Dates for the OL section: 2/28-5/22

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. May be repeated once for credit. Transfer: CSU.

37383 CAOT 222 OL By Arr 16 Hours ONLINE Motipara 1.0
Dates for CAOT 222 OL: 1/17-2/21

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

Recommended: 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. May be repeated once for credit. Transfer: CSU.

37638 CAOT 223 OL By Arr 16 Hours ONLINE Motipara 1.0
Dates for CAOT 223 OL: 2/28-4/10

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. May be repeated once for credit. Transfer: CSU.

34743 CAOT 225 OL By Arr 16 Hours ONLINE Roubanis 1.0
Dates for the OL section: 1/17-2/21

CAOT 225 OL is offered in an online format. Requires Internet access and email. Email instructor at roubanis@smccd.edu before first scheduled class.

CAOT 226 SPREADSHEETS II: EXCEL

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

38222 CAOT 226 OL By Arr 32 Hours ONLINE Roubanis 2.0
Dates for the OL section: 2/28-5/22

CAOT 226 OL is offered in an online format. Requires Internet access and email. Email instructor at roubanis@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. 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: 1/17-2/21

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. 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: 2/28-5/22

CAOT 231 OL is offered in an online format. Requires Internet access and email. Email instructor at fraserl@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 or hybrid in the following departments this semester*

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

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

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: 2/28-4/10

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

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.

CAOT 403 HTML & WEB AUTHORIZING APPLICATIONS I

Recommended: 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. 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: 1/17-3/13

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 AUTHORIZING APPLICATIONS II

Prereq: CAOT 403 or equivalent. An intermediate hands-on course using HTML and DreamWeaver. More in-depth coverage of graphics, tables, frames, layout, interaction, and advanced HTML including website development. 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 CAOT 404 OL: 3/20-5/22

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. 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: 1/17-3/13

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

CAOT 411 PHOTOSHOP FOR THE WEB

PC/MAC FRIENDLY

Prereq: CAOT 410 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. 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: 3/20-5/22

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

CAOT 412 FLASH I

Prereq: CAOT 403 or equivalent. Create interactive web animation using Flash MX 2004. Learn drawing tools, grouping, creating graphic symbols, keyframes, frame-by-frame animation, layers, tweening, action buttons, and publishing Flash movies. 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: 1/17-3/13

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. 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: 3/20-5/22

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

40281 COMP 412 OL By Arr 24 Hours ONLINE Weeks 1.5
Dates for COMP 412 OL: 1/17-3/13

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: 3/20-5/25

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

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. Instructor email: mccclairnochak@smccd.edu.

ENGL 100 COMPOSITION

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

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.

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.

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.

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).

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. Enrolled students must check their my.smccd.edu email and log into the course by January 17. Instructor email: bell@smccd.edu.

41622 ENGL 110 ON By Arr 48 Hours ONLINE Bell 3.0
ENGL 110 ON is offered in an online format. Requires Internet access and email. Enrolled students must check their my.smccd.edu email and log into the course by January 17. Instructor email: bell@smccd.edu.

ENGL 165 CRITICAL THINKING & ADVANCED COMPOSITION

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

41303 ENGL 165 OL By Arr 48 Hours ONLINE Tindall 3.0
ENGL 165 OL is offered in an online format. Requires Internet access and email. Instructor email: tindall@smccd.edu.

FITN 199 INTERACTIVE CARDIOVASCULAR FITNESS

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

43230 FITN 199 OL By Arr 64 Hours ONLINE Corsiglia 2.0
FITN 199 OL is taught in an online format. For more information on the class and orientation, please contact Kevin Corsiglia at (650) 738-4214, or email corsigliak@smccd.edu.

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 16 hours 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. Internet access and email is required. Exams will be taken on-campus or via approved proctored arrangements. Orientation is required and done online on or before January 19. Check instructor website at <http://www.smccd.edu/accounts/moss> for orientation and course information. 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 16 hours by arrangement. *NOTE:* TI-83 or TI-84 Graphing Calculator required. Transfer: UC; CSU (B4).

40736 MATH 200 OL By Arr 64 Hours ONLINE Moss 4.0

MATH 200 OL is taught in an online format. Internet access and email is required. Exams will be taken on-campus or via approved proctored arrangements. Orientation is required and done online on or before January 19. Check instructor website at <http://www.smccd.edu/accounts/moss> for orientation and course information. 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. Course orientation and testing information will be sent to registered students at their my.smccd.edu email account. Instructor email: kazaryan@smccd.edu.

MATH 201 QUANTITATIVE REASONING

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

38171 MATH 201 OL By Arr 48 Hours ONLINE Moss 3.0

MATH 201 OL is taught in an online format. Internet access and email is required. Exams will be taken on-campus or via approved proctored arrangements. Orientation is required and done online on or before January 19. Check instructor website at <http://www.smccd.edu/accounts/moss> for orientation and course information. Instructor email contact: moss@smccd.edu.

MUS. 100 FUNDAMENTALS OF MUSIC

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

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.

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.

P.E. 152 THEORY OF SPORT & FITNESS MANAGEMENT

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. Optional orientation meeting on campus on Tuesday, January 17, 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).

30703 PSYC 100 OL By Arr 48 Hours ONLINE McClain-Rocha 3.0

PSYC 100 OL is taught in an online format. Requires internet access and email. Instructor email: 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: UC; 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

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).

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. 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: UC; 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.

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.

WELL 760 INTRODUCTION TO "WHOLISTIC" HEALTH

Recommended: Eligibility for ENGL 836 or equivalent. Introduction to a variety of "wholistic" health modalities, including massage therapy, yoga, breath work, herbology, aromatherapy, flower essences, gem elixirs, and Ayurvedic and Chinese Medicine. Transfer: CSU.

43480	WELL 760	OL	By Arr	48 Hours	ONLINE	Leary	3.0
			Sat	10:00-12:00	4-102		

WELL 760 OL will be held online with optional meetings on campus. Optional meetings on campus on Saturdays 1/21, 3/10 and 5/19 from 10:00 am to 12:00 pm in Building 4, Room 102. Students must have Internet access and an email address. Orientation meeting on Saturday, January 21, from 10:00 am to 12:00 pm in Building 4, Room 102. Instructor email: learym@smccd.edu.

Hybrid Courses

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

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. Transfer: CSU.

41159	BUS. 476	HJ	By Arr	48 Hours	HYBRID	Holland	3.0
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BUS. 476 HJ will be held online and on campus. Students must have Internet access and an email address. Orientation meeting on Tuesday, January 17, from 7:00 to 8:00 pm in Room 8306 – 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	HX	By Arr	48 Hours	HYBRID	Holland	3.0
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BUS. 485 HX will be held online and on campus. Students must have Internet access and an email address. Orientation meeting on Tuesday, January 17, from 6:00 to 6:50 pm in Room 8306 – attendance required. Instructor email: hollandc@smccd.edu.

ECON 100 PRINCIPLES OF MACROECONOMICS

Recommended: Eligibility for ENGL 100 and MATH 120, or equivalent. The economic system and its problems; determination of the level of output; prices, monetary theory, government policies and economic growth. Transfer: UC; CSU (D3).

36805	ECON 100	HW	By Arr	48 Hours	HYBRID	Kress	3.0
			Sat	9:00-10:15	7-7110		

ECON 100 HW will be held online and on campus. There are four required on-campus meetings for orientation and testing (Saturdays 1/21, 3/10, 5/5 and 5/19). Mandatory orientation meeting on campus on Saturday, January 21, from 9:00 to 10:15 am, in Room 7110.

ECON 102 PRINCIPLES OF MICROECONOMICS

Prereq: ECON 100. Recommended: Eligibility for ENGL 100 and MATH 120, or equivalent. The economic system and its problems; the functioning of the market, pricing of products, the determination of wages, international trade. Transfer: UC; CSU (D3).

36806	ECON 102	HW	By Arr	48 Hours	HYBRID	Kress	3.0
			Sat	11:00-12:15	7-7110		

ECON 102 HW will be held online and on campus. There are four required on-campus meetings for orientation and testing (Saturdays 1/21, 3/10, 5/5 and 5/19). Mandatory orientation meeting on campus on Saturday, January 21, from 11:00 am to 12:15 pm, in Room 7110.

ENGL 110 COMPOSITION, LITERATURE & CRITICAL THINKING

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

41299	ENGL 110	HJ	By Arr	48 Hours	HYBRID	Hibble	3.0
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ENGL 110 HJ will be held online and on campus. Requires Internet access and email. Instructor email: hibblea@smccd.edu. Orientation meeting on Tuesday, January 17, from 7:45-8:35 pm, in Room 2117A.

ENGL 875 ENGLISH GRAMMAR

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

39904	ENGL 875	HJ	By Arr	48 Hours	HYBRID	Westfall	3.0
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ENGL 875 HJ will be held online and on campus. Requires Internet access and email. Instructor email: westfall@smccd.edu. Orientation meeting on Thursday, January 19, 5:30 to 6:20 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).

40049	HIST 201	HA	By Arr	48 Hours	HYBRID	Ulloa	3.0
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HIST 201 HA will be held online and on campus. Requires Internet access and email. Orientation meeting on Thursday, January 19, 2:00-3:00 pm, in Building 7, Room 7110. Instructor email: ulloaj@smccd.edu.

HIST 202 UNITED STATES HISTORY II

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

43269	HIST 202	HJ	By Arr	48 Hours	HYBRID	Messner	3.0
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HIST 202 HJ will be held online and on campus. Requires Internet access and email. Orientation meeting on Thursday, August 19, 5:30 to 6:30 pm, in Building 4, Room 180. Additional on campus meetings on Thursdays, 3/22 and 5/24, 4:30 to 6:30 pm in Building 4, Room 180. Instructor email: messnerm@smccd.edu.

Note: A computerized checking system is in place to enforce any stated prerequisites. See page 13 for more information.

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 HX By Arr 48 Hours HYBRID Holland 3.0

HSCI 484 HX will be held online and on campus. Students must have Internet access and an email address. Orientation meeting on Tuesday, January 17, from 6:00 to 6:50 pm in Room 8306 – attendance required. Instructor email: hollandc@smccd.edu.

LEGL 671 PARALEGAL INTERNSHIP I

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

42586 LEGL 671 HJ By Arr 48 Hours HYBRID Prater-Slack 4.0

LEGL 671 HJ will be held online and on campus. Students must have Internet access and an email address. Orientation meeting on Thursday, January 19, from 5:30 to 6:45 pm in Room 2117A – attendance required. Instructor email: prater@smccd.edu.

LIT. 373 LATIN AMERICAN LITERATURE IN TRANSLATION

Prereq: ENGL 100 or 105, or equivalent. This course samples greater and lesser-known works of Latin American literature, revealing the literary trends and characteristics that have earned world recognition. Transfer: UC; CSU (C2).

43221 LIT. 373 HJ By Arr 48 Hours HYBRID Hibble 3.0

LIT. 373 HJ will be held online and on campus. Requires Internet access and email. Instructor email: hibblea@smccd.edu. Orientation meeting on Tuesday, January 17, from 8:40 to 9:30 pm, in Room 2117A.

PHIL 103 CRITICAL THINKING

Recommended: Eligibility for ENGL 836. An informal logic and language course that develops general learning skills, aids to understanding, and

43263 PHIL 103 HA By Arr 48 Hours HYBRID Colombetti 3.0

PHIL 103 HA will be held online and on campus. Orientation meeting on Thursday, January 19, from 1:00 to 2:00 pm, in Building 8, Room 8213. Instructor email: colombetti@smccd.edu.



Skyline College Catalog

The catalog is available for free at the Skyline College Bookstore. If you would like the catalog sent to you by mail, please order online at <http://bookstore.skylinecollege.edu> or complete this form and send it with a check for \$5 to: Skyline College Bookstore, 3300 College Drive, San Bruno, CA 94066

Please email the Bookstore at skylinebookstore@smccd.edu for international postage rates.

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