

Short Courses

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
SELECTED SHORT COURSES BEGINNING IN AUGUST						
88203	ACTG 103 OL	Ten-Key Skills	By Arr	8 Hours	0.5	8/27-9/17
87335	ACTG 194 OL	Introduction to QuickBooks Pro 2013	By Arr	16 Hours	1.0	8/19-9/24
88267	BCM. 100 AX	Beginning Computer Keyboarding	TTh	9:35-10:50	1.5	8/20-10/10
88271	BCM. 100 OL	Beginning Computer Keyboarding	By Arr	24 Hours	1.5	8/19-10/14
88246	BCM. 101 AX	Computer Keyboard Skill Building	TTh	9:35-10:50	1.5	8/20-10/10
88247	BCM. 101 OL	Computer Keyboard Skill Building	By Arr	24 Hours	1.5	8/19-10/14
88250	BCM. 104 JS	Intro to Computers with Windows I	T	6:30-9:30	1.5	8/20-10/15
88312	BCM. 200 JS	Introduction to MS Office Suite	M	6:30-9:45	2.0	8/19-10/28
90487	BCM. 200 OL	Introduction to MS Office Suite	By Arr	32 Hours	2.0	8/20-11/5
88318	BCM. 214 OL	Word Processing I: Word	By Arr	16 Hours	1.0	8/19-9/24
89250	BCM. 222 OL	Business Presentation I: PowerPoint	By Arr	16 Hours	1.0	8/19-9/24
88259	BCM. 225 AS	Spreadsheets I: Excel	M W F	10:10-11:05	1.0	8/19-9/23
88260	BCM. 225 JS	Spreadsheets I: Excel	W	6:30-9:30	1.0	8/21-9/25
88295	BCM. 225 OL	Spreadsheets I: Excel	By Arr	16 Hours	1.0	8/19-9/24
93945	BCM. 230 JA	Database Applications I: Access	Th	6:30-9:45	1.0	8/22-9/19
88191	BCM. 403 OL	HTML & Web Authoring Applications I	By Arr	24 Hours	1.5	8/19-10/14
90504	BCM. 410 JS	Photoshop Essentials	W	6:30 9:30	1.5	8/19-10/14
88226	BCM. 410 OL	Photoshop Essentials	By Arr	24 Hours	1.5	8/19-10/14
80175	BUS. 100 OL	Introduction to Business	By Arr	48 Hours	3.0	8/19-10/14
93519	BUS. 230 HA	Introduction to International Marketing	By Arr	40 Hours	3.0	8/19-10/14
91818	BUS. 249 OL	Intro to International Logistics for Customs Brokers/Freight Forwarders	By Arr	48 Hours	3.0	8/19-10/14
93213	BUS. 267 OL	Ocean Forwarder & NVOCC Regulation, Operations &Work-Flow	By Arr	48 Hours	3.0	8/19-10/14
93141	BUS. 279 OL	Import/Export Management	By Arr	24 Hours	1.5	8/19-10/14
93180	COSM 665SB SA	Introduction to Cosmetology	Sat	9:00-1:20	2.0	8/24-10/12
93202	CRER 665SJ AY	Student Success Learning Strategies	TTh	12:10-1:30	1.5	8/20-10/10
94248	DSKL 825.1 DS	Assistive Technology: Kurzweil 3000 I	T	1:10-3:00	1.0	8/20-10/8
94254	DSKL 825.1 JS	Assistive Technology: Kurzweil 3000 I	T	6:00-8:00	1.0	8/20-10/15
94242	DSKL 826.1 BS	Assistive Technology: Dragon NS I	W	12:10-2:00	1.0	8/21-10/9
87270	ECE. 223 SS	Infant/Toddler Development	Sat	9:00-5:00	3.0	8/24, 9/7, 9/21, 10/5, 10/19 & 11/2
93188	FITN 107 AS	Intercollegiate Fitness	Daily	1:30-3:40	2.0	8/19-10/14
94109	FITN 314.1 SS	Backpacking for Fitness I	Sat	11:00-2:05	0.5	8/24-10/19
94111	FITN 314.2 SS	Backpacking for Fitness II	Sat	11:00-2:05	0.5	8/24-10/19
94113	FITN 314.3 SS	Backpacking for Fitness III	Sat	11:00-2:05	0.5	8/24-10/19
94140	HSCI 665SH SA	Children, Infant, Adult CPR/AED	Sat	8:00-4:00	0.5	8/24
80762	SOSC 160 AR	Women in Transition Seminar	T	12:35-2:40	1.0	8/27-12/10
94007	TEAM 195 JS	Women's Basketball Theory, Offense	MTWTh F	6:30-7:45 5:10-7:00	2.0	8/19-10/14

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
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SELECTED SHORT COURSES BEGINNING IN SEPTEMBER

89218	ACTG 196 OL	Intermediate QuickBooks Pro 2013	By Arr	16 Hours	1.0	9/25-10/29
93561	AUTO 665 S4 SA	2013 Smog Check Update	Sat/Sun	9:00-5:00	1.0	9/14-9/15
91978	AUTO 665 SU SS	Car Care Basics for Women	Sat	9:00-1:00	0.5	9/21-9/28
88317	BCM. 215 OL	Word Processing II: Word	By Arr	32 Hours	2.0	9/26-12/12
89872	BCM. 223 OL	Business Presentation II: PowerPoint	By Arr	16 Hours	1.0	9/25-10/29
88300	BCM. 226 AS	Spreadsheets II: Excel	M W F	10:10-11:00	2.0	9/25-12/11
93946	BCM. 231 JA	Database Apps II: Access	Th	6:30-9:30	2.0	9/26-12/12
88348	BCM. 301 OL	Maximize Your Employment Potential	By Arr	24 Hours	1.5	9/25-10/29
94231	COUN 652 AH	Honors Seminar	F	12:10-1:00	0.5	9/13-11/1
94293	CRER 650 AA	Guidance Seminar Group	TTh	1:00-2:05	2.0	9/10-12/10
91131	CRER 665 SA SS	Deciding on a Major	Sat	8:30-4:30	0.5	9/14
94247	DSKL 825.1 CS	Assistive Technology: Kurzweil 3000 I	M	12:10-2:00	1.0	9/9-11/4
93124	ECE. 212SS	Children, Family & Community	Sat	9:00-3:00	3.0	9/7-10/26
91859	ECE. 665 SH SX	Children, Infant, Adult CPR/AED	Sat	8:00-4:00	0.5	9/14
91857	ECE. 665 SH SA	Children, Infant, Adult CPR/AED	Sat	8:00-4:00	0.5	9/28
89572	ECE. 241 SS	ECE Administration: Human Relations	Sat	9:00-5:00	3.0	9/14, 9/28, 10/12, 10/26, 11/16 & 11/23
87370	EMC. 425 JS	CPR: Health Care Provider	MT	6:00-10:05	0.5	9/16-9/17
94004	ENGL 846 AS	Reading & Writing Connections	MTWTh	9:10-10:30	5.0	9/9-12/11
94005	ENGL 846 BS	Reading & Writing Connections	MTWTh	11:00-12:20	5.0	9/9-12/11
94141	HSCI 665 SH SX	Children, Infant, Adult CPR/AED	Sat	8:00-4:00	0.5	9/14
94008	LSKL 836 AS	Supplemental Learning Assistance for Writing Development	M	1:00-3:00	0.5	9/9-12/9
94006	LSKL 836 BS	Supplemental Learning Assistance for Writing Assistance	W	1:00-3:00	0.5	9/11-12/11
91149	MATH 110 AS	Elementary Algebra	MTWTh	11:00-12:20	5.0	9/9-12/11
85129	MATH 120 AS	Intermediate Algebra	MTWTh	9:10-10:30	5.0	9/9-12/11
90688	MATH 120 BS	Intermediate Algebra	MTWTh	2:10-4:15	5.0	9/9-11/7
92914	WELL 665 SE US	Introduction to Foot Massage	Sun	8:00-4:00	0.5	9/8
92907	WELL 665 SB US	Introduction to Stress Reduction	Sun	8:00-4:00	0.5	9/22
92877	WELL 665 SA US	Introduction to Herbs	Sun	8:00-4:00	0.5	9/29

SELECTED SHORT COURSES BEGINNING IN OCTOBER

93304	ACTG 100 AS	Accounting Procedures	MWF	8:10-10:00	3.0	10/14-12/11
93562	AUTO 665 S4 SB	2013 Smog Check Update	Sat/Sun	9:00-5:00	1.0	10/12-10/13
91278	AUTO 665 SI SS	Multiplexing & Can Systems	Sat/Sun	9:00-5:00	1.0	10/5-10/6
88269	BCM. 100 BX	Beginning Computer Keyboarding	TTh	9:35-10:50	1.5	10/15-12/10
88270	BCM. 100OM	Beginning Computer Keyboarding	By Arr	24 Hours	1.5	10/15-12/11
90626	BCM. 101 BX	Computer Keyboard Skill Building	TTh	9:35-10:50	1.5	10/10-12/10
91108	BCM. 101 OM	Computer Keyboard Skill Building	By Arr	24 Hours	1.5	10/15-12/11
88254	BCM. 105 JS	Introduction to Computers Windows II	T	6:30-8:50	1.0	10/22-11/26
90489	BCM. 201OL	Integration of MS Office Applications	By Arr	16 Hours	1.0	10/30-12/11
89199	BCM. 226OL	Spreadsheets II: Excel	By Arr	32 Hours	2.0	10/1-12/17

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
88197	BCM. 404 OL	HTML & Web Authoring Applications II	By Arr	24 Hours	1.5	10/15-12/11
93955	BCM. 411 JS	Photoshop Portfolio	W	6:30-9:30	1.5	10/16-12/18
92411	BCM. 411 OL	Photoshop Portfolio	By Arr	24 Hours	1.5	10/15-12/11
93978	BUS. 226HA	Global Business Negotiation	By Arr T	13.5 Hours 11:10-12:25	1.5	10/15-12/11
92400	BUS. 246 OL	Doing Business in China	By Arr	48 Hours	3.0	10/15-12/11
92984	BUS. 268 OL	Air Forwarder Operations/Workflow	By Arr	48 Hours	3.0	10/15-12/11
93181	COSM 665 SB SS	Introduction to Cosmetology	Sat	9:00-1:20	2.0	10/19-12/14
94122	COUN 102 AA	Student Success Strategies	MTWTh	11:00-1:00	0.5	10/21-10/24
94127	COUN 102 JA	Student Success Strategies	MTWTh	6:00-8:00	0.5	10/28-10/31
91203	COUN 105 SE	Up Your Self-Esteem	Sat	8:30-4:30	0.5	10/5
93598	COUN 106 SG	Anxiety Management	Sat	8:30-4:30	0.5	10/19
93599	COUN 107 SG	Coping with Depression	Sat	8:30-4:30	0.5	10/12
91206	COUN 108 SG	Anger Management	Sat	8:30-4:30	0.5	10/26
94273	CRER 145 OL	Soft Skills for Allied Health	By Arr	16 Hours	1.0	10/6-11/25
94251	DSKL 825.1 ES	Assistive Technology: Kurzweil 3000 I	T	1:10-3:00	1.0	10/22-12/10
94243	DSKL 826.1 FS	Assistive Technology: Dragon NS I	W	12:10-2:00	1.0	10/16-12/4
94244	DSKL 826.1 LS	Assistive Technology: Dragon NS I	T	6:00-8:00	1.0	10/22-12/10
92041	ELEC 410 AX	Intro to Solar Installation & Integration	MW	1:10-5:35	3.5	10/14-12/10
87371	EMC. 425 KS	CPR: Health Care Provider	MT	6:00-10:05	0.5	10/14-10/15
94276	ESTM 410 AX	Intro to Solar Installation & Integration	MW	1:10-5:35	3.5	10/14-12/10
92909	WELL 665 SC US	Intro to Face/Décolleté Massage	Sun	8:00-4:00	0.5	10/6
92912	WELL 665 SD US	Introduction to Hand Massage	Sun	8:00-4:00	0.5	10/13
93195	WELL 665 SI US	Introduction to Aromatherapy	Sun	8:00-4:00	0.5	10/13
93190	WELL 665 SF US	Introduction to Neck/Shoulder Massage	Sun	8:00-4:00	0.5	10/20

SELECTED SHORT COURSES BEGINNING IN NOVEMBER

94118	AUTO 665 S4 SC	2013 Smog Check Update	Sat/Sun	9:00-5:00	1.0	11/2-11/3
92772	AUTO 665 SX SS	Car Care Basics for Women II	Sat	9:00-1:00	0.5	11/16-11/23
88315	BCM. 201 JS	Integration of MS Office Applications	M	6:30-9:30	1.0	11/4-12/16
94130	COUN 102SA	Student Success Strategies	Sat	8:30-4:30	0.5	11/2
91971	COUN 105 SS	Up Your Self-Esteem	Sat	8:30-4:30	0.5	11/2
91201	COUN 106 SS	Anxiety Management	Sat	8:30-4:30	0.5	11/23
91204	COUN 107 SS	Coping with Depression	Sat	8:30-4:30	0.5	11/16
92470	ECE. 360 SS	Advocacy in Early Childhood Field	Sat	9:00-5:00	1.0	11/23-12/7
93550	WELL 665 SK US	Asian Bodywork Systems	Sun	8:00-4:00	0.5	11/3
93192	WELL 665 SG US	Introduction to Back Massage	Sun	8:00-4:00	0.5	11/17

SELECTED SHORT COURSES BEGINNING IN DECEMBER

94120	AUTO 665 S4 SD	2013 Smog Check Update	Sat/Sun	9:00-5:00	1.0	12/14-12/15
94052	COUN 108 SS	Anger Management	Sat	8:30-4:30	0.5	12/7
90529	EMC. 425 LS	CPR: Health Care Provider	MT	6:00-10:05	0.5	12/2-12/3
93551	WELL 665 SL US	Taxes/Bus. Basics-Bodyworkers	Sun	8:00-4:00	0.5	12/8