

# Short Courses

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
<b>SELECTED SHORT COURSES BEGINNING IN JANUARY</b>						
37617	ACTG 103 OL	Ten Key Skills	Online	8 Hours	0.5	1/22-2/19
38190	ACTG 194 OL	Introduction to QuickBooks Pro	Online	16 Hours	1.0	1/13-2/24
43144	ACTG 665SE SS	Volunteer Income Tax Preparation	Sat	8:30- 4:30	2.0	1/11-1/25 &
			Sat	8:30-12:30	2.0	2/1-2/8 &
			Sat	12:40- 3:30	2.0	2/1-3/29
43672	AUTO 665S4 SA	2013 Smog Check Update	Sat/Sun	9:00-5:00	1.0	1/25-1/26
41538	AUTO 710 JA	Fundamentals of Auto Technology	MW	6:30- 9:20	4.0	1/13-5/19
37620	BCM. 100 AX	Beginning Computer Keyboarding	TTh	9:35-10:50	1.5	1/14-3/13
30654	BCM. 101 AX	Computer Keyboarding Skill Building	TTh	9:35-10:50	1.5	1/14-3/13
36969	BCM. 104 KS	Intro to Computers with Windows I	T	6:30-9:30	1.5	1/14-3/11
35717	BCM. 104 OL	Intro to Computers w/Windows I	Online	24 Hours	1.5	1/13-3/14
35201	BCM. 200 JS	Introduction to MS Office Suite	M	6:30-9:30	2.0	1/13-4/14
35200	BCM. 200 OL	Introduction to MS Office Suite	Online	32 Hours	2.0	1/13-4/11
37630	BCM. 214 HA	Word Processing I: Word	Hybrid	16 Hours	1.0	1/13-2/24
38188	BCM. 214 OL	Word Processing I: Word	Online	16 Hours	1.0	1/13-2/24
37383	BCM. 222 OL	Business Presentations I: PowerPoint	Online	16 Hours	1.0	1/13-2/24
35212	BCM. 225 AS	Spreadsheets I: Excel	MWF	10:10-11:00	1.0	1/13-2/24
34743	BCM. 225 OL	Spreadsheets I: Excel	Online	16 Hours	1.0	1/13-2/24
38223	BCM. 230 OL	Database Applications I: Access	Online	16 Hours	1.0	1/13-2/24
35738	BCM. 403 OL	HTML & Web Authoring Applications I	Online	24 Hours	1.5	1/13-3/14
41850	BCM. 410 OL	Photoshop Essentials	Online	24 Hours	1.5	1/13-3/14
37670	BCM. 412 OL	Flash I	Online	24 Hours	1.5	1/13-3/14
41147	BUS. 100 OL	Introduction to Business	Online	48 Hours	3.0	1/13-3/14
38260	BUS. 210 HS	International Finance	Hybrid	24 Hours	1.5	1/13-3/14
43087	BUS. 221 OL	Intercultural Business Communication	Online	24 Hours	1.5	1/13-3/14
41890	BUS. 258 OL	Customs Broker Services/Regulations	Online	48 Hours	3.0	1/13-3/14
42115	COSM 665SB SA	Introduction to Cosmetology	Sat	9:00-1:30	2.0	1/25-3/15
43813	COUN 100 AC	College Success	T	6:00-9:05	3.0	1/14-5/13
44402	COUN 100 OL	College Success	Online	48 Hours	3.0	1/13-5/23
43825	COUN 100 AD	College Success	TTh	12:10-1:30	3.0	1/28-5/15
43810	COUN 105 SA	Up Your Self-Esteem	Sat	8:30-4:30	0.5	1/25
44362	DSKL 825.1 DS	Assistive Computer Technology – Kurzweil 3000 I	T	1:10- 3:00	1.0	1/14-3/4
44364	DSKL 825.1 JS	Assistive Computer Technology – Kurzweil 3000 I	T	6:00- 8:00	1.0	1/14-3/4
44353	DSKL 826.1 BS	Assistive Computer Technology – Dragon NaturallySpeaking I	W	12:10- 2:00	1.0	1/15-3/12
43243	ECE. 213 SX	The School-Age Child	Sat	9:00-5:00	3.0	1/25-3/8
42492	ECE. 242 SS	Adult Supervision in ECE/CD Classrooms	Sat	9:00-5:10	2.0	1/25, 2/8, 2/22 & 3/1
42701	ECE. 314 SX	Health, Safety and Nutrition for Young Children	Sat	9:00-4:00	3.0	1/25-3/15
44406	ESTM 411 JA	Intro to Solar Photovoltaics (PV) Systems and Markets	T	6:0010:00	2.0	1/14-3/6
44408	ESTM 425 JA	Building Performance Assessment	MW	6:0010:00	4.0	1/13-3/8
43804	FCS 311 SS	Children's Nutrition	Sat	9:00-5:00	1.0	1/25-2/1
43800	HSCI 314 SX	Health, Safety and Nutrition for Young Children	Sat	9:00-4:00	3.0	1/25-3/15

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
43354	WELL 665SB SS	Intro to Self-Help Stress Reduction Techniques	Sat	9:00-5:00	0.5	1/25-1/25
44477	WELL 880SH US	Deep Tissue Techniques: Seated Position	Sun	8:00-4:00	1.0	1/26-2/2

**SELECTED SHORT COURSES BEGINNING IN FEBRUARY**

38261	ACTG 196 OL	Intermediate QuickBooks Pro	Online	16 Hours	1.0	2/25-4/11
43673	AUTO 665S4 SB	2013 Smog Check Update	Sat/Sun	9:00-5:00	1.0	2/22-2/23
41781	AUTO 665SU SS	Car Care Basics for Women	Sat	9:00-1:00	0.5	2/8 & 2/22
38189	BCM. 215 OL	Word Processing II: Word	Online	32 Hours	2.0	2/25-5/16
37638	BCM. 223 OL	Business Presentations II: PowerPoint	Online	16 Hours	1.0	2/25-4/11
43124	BCM. 226 AS	Spreadsheets II: Excel	MWF	10:10-11:00	2.0	2/26-5/16
38222	BCM. 226 OL	Spreadsheets II: Excel	Online	32 Hours	2.0	2/25-5/16
38224	BCM. 231 OL	Database Applications II: Access	Online	32 Hours	2.0	2/25-5/16
37650	BCM. 301 OL	Maximizing Your Employment Potential	Online	24 Hours	1.5	2/25-4/11
40646	BIOL 430 JS	Introduction to Immunology	T	6:00-9:50	1.0	2/4-2/25
44443	COUN 104 AB	Understanding Transfer	Th	9:00-10:40	1.0	2/13-4/10
43811	COUN 106 SA	Anxiety Management	Sat	8:30-4:30	0.5	2/8
43812	COUN 107 SA	Coping with Depression	Sat	8:30-4:30	0.5	2/1
43526	COUN 108 SA	Anger Management	Sat	8:30-4:30	0.5	2/22
44368	COUN 640 AS	Money Management for Academic Success	F	12:00-2:15	2.0	2/7-5/16
40695	CRER 665SA SS	Deciding on a Major	Sat	8:30-4:30	0.5	2/22
44361	DSKL 825.1 CS	Assistive Computer Technology – Kurzweil 3000 I	M	12:10-2:00	1.0	2/10-4/14
40662	EMC. 425 JS	CPR: Health Care Provider	MT	6:00-10:00	0.5	2/3-2/4
40362	INDV 126 JX	Coed Club Badminton	MW	3:45-6:00	1.0	2/10-5/7
44469	WELL 665SO SS	Qi Gong (Ch'i Kung) for Health: Self Massage & Tai Chi Qigong	Sat	9:00- 5:00	0.5	2/1
44470	WELL 665SP SS	Qi Gong (Ch'i Kung) for Health: Moving Gong/Breath Work/Meditations	Sat	9:00- 5:00	0.5	2/8
42985	WELL 665SG SS	Introduction to Back Massage	Sat	9:00-5:00	0.5	2/22

**SELECTED SHORT COURSES BEGINNING IN MARCH**

43669	ACTG 100 AS	Accounting Procedures	MWF	8:10-10:00	3.0	3/17-5/16
42599	AUTO 665SX SS	Car Care Basics for Women II	Sat	9:00-1:00	0.5	3/8 & 3/15
43674	AUTO 665S4 SC	2013 Smog Check Update	Sat/Sun	9:00-5:00	1.0	3/22-3/23
37619	BCM. 100 OM	Beginning Computer Keyboarding	Online	24 Hours	1.5	3/17-5/16
41873	BCM. 101 OM	Computer Keyboarding Skill Building	Online	24 Hours	1.5	3/17-5/16
40399	BCM. 105 OL	Intro to Computers with Windows II	Online	16 Hours	1.0	3/17-5/16
37390	BCM. 404 OL	HTML & Web Authoring Applications II	Online	24 Hours	1.5	3/17-5/16
37401	BCM. 411 OL	Photoshop Portfolio	Online	24 Hours	1.5	3/17-5/16
38259	BCM. 413 OL	Flash II	Online	24 Hours	1.5	3/17-5/16
43382	BIOL 422 AS	Foundations of Biotechnology	T	1:10-5:00	1.0	?-3/25
39985	BUS. 241 OL	Doing Business in Asia	Online	24 Hours	1.5	3/17-5/16
41834	BUS. 243 OL	Legal Environment of Int'l Business	Online	24 Hours	1.5	3/17-5/16
41157	BUS. 248 OL	Asian Management Systems	Online	48 Hours	3.0	3/17-5/16
42601	BUS. 261 OL	Customs Admissibility, Classification, Value and Entry	Online	48 Hours	3.0	3/17-5/16

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
36078	BUS. 279 HS	Import/Export Management	Hybrid	24 Hours	1.5	3/17-5/16
43126	COSM 665SB SS	Introduction to Cosmetology	Sat	9:00-1:00	2.0	3/22-5/17
44374	COUN 102 AA	Student Success Strategies	MTWTh	11:00-1:00	0.5	3/10-3/13
44376	COUN 102 JA	Student Success Strategies	MTWTh	6:00-8:00	0.5	3/17-3/20
44377	COUN 102 SA	Student Success Strategies	Sat	8:30-4:30	0.5	3/29
44441	COUN 104 OL	Understanding Transfer	Online	16 Hours	1.0	?-4/29
41519	COUN 105 SS	Up Your Self-Esteem	Sat	8:30-4:30	0.5	3/1
41520	COUN 106 SS	Anxiety Management	Sat	8:30-4:30	0.5	3/15
41521	COUN 107 SS	Coping with Depression	Sat	8:30-4:30	0.5	3/8
41522	COUN 108 SS	Anger Management	Sat	8:30-4:30	0.5	3/22
44363	DSKL 825.1 ES	Assistive Computer Technology – Kurzweil 3000 I	T	1:10-3:00	1.0	3/11-5/6
44355	DSKL 826.1 LS	Assistive Computer Technology – Dragon NaturallySpeaking I	T	6:00- 8:00	1.0	3/11-5/6
44354	DSKL 826.1 FS	Assistive Computer Technology - Dragon NaturallySpeaking I	W	12:10- 2:00	1.0	3/19-5/14
38823	ECE. 201 SX	Child Development	Sat	9:00-5:00	3.0	3/22, 4/12, 4/19, 4/26, 5/3 & 5/10
39714	ECE. 225 SS	Infant/Toddler Environments	Sat	9:00-5:00	3.0	3/22, 4/12, 4/19, 4/26, 5/3 & 5/10
42494	ECE. 261 SS	Early Intervention Practices	Sat	9:00-5:10	3.0	3/22, 4/12, 4/19, 4/26, 5/3 & 5/10
42051	ELEC 410 AX	Intro to Solar Installation/Integration LAB	TTh TTh	9:35-12:25 1:10-2:25	3.5	3/11-5/15
40663	EMC. 425 KS	CPR: Health Care Provider	MT	6:00-10:00	0.5	3/24-3/25
44315	ESTM 410 AX	Intro to Solar Installation/Integration LAB	TTh TTh	9:35 12:25 1:10-2:25	3.5	3/11-5/15
44407	ESTM 412 JA	Solar PV Design Fundamentals	T	6:00 10:00	2.0	3/18-5/15
44411	ESTM 426 JA	Building Performance Retrofitting	MW Sat	6:00 10:00 9:10-4:50	4.0	3/17-5/17
44133	FITN 112.1 KX	Cross Training I	TTh	6:10-9:00	1.0	3/18-5/15
44134	FITN 112.2 KX	Cross Training II	TTh	6:10-9:00	1.0	3/18-5/15
39777	PSYC 201 SX	Child Development	Sat	9:00-5:00	3.0	3/22, 4/12, 4/19, 4/26, 5/3 & 5/10
44251	TEAM 111.3 JX	Basketball III	MW	6:10-7:35	0.5	3/17-5/15
44253	TEAM 111.4 JX	Basketball IV	MW	6:10-7:35	0.5	3/17-5/15
42982	WELL 665SH SS	Introduction to Flower Essences	Sat	9:00-5:00	0.5	3/1
42984	WELL 665SJ SS	Introduction to Gem Elixirs	Sat	9:00-5:00	0.5	3/22
44473	WELL 880SL SS	Seated Massage	Sat/Sun	8:00-4:00	1.0	3/1-3/2
44478	WELL 880SK SS	Advanced Relaxation Massage: Neck/Shoulder Girdle Intensive	Sat	9:00-5:00	1.0	3/8-3/15

### SELECTED SHORT COURSES BEGINNING IN APRIL

43533	AUTO 665S3 AS	Honda Express Lube Certification	TTh	1:45-4:55	1.0	4/15-5/15
43675	AUTO 665S4 SD	2013 Smog Check Update	Sat/Sun	9:00-5:00	1.0	4/19-4/20
40681	BCM. 201 OL	Integration of MS Office Applications	Online	16 Hours	1.0	4/14-5/16
40645	BIOL 426 AS	Genetic Engineering	T	1:10-5:00	1.0	4/15-5/6

CRN	COURSE	TITLE	DAY(S)	TIME	UNIT(S)	DATES
41533	BIOL 665SC JS	Introduction to Stem Cell Technology	T	6:00-9:50	1.0	4/1-4/29
42980	WELL 665SF SS	Intro to Neck and Shoulder Massage	Sat	9:00-5:00	0.5	4/26
44475	WELL 880SF SS	Theory and Practice of Facilitated Stretching	Sat/Sun	8:00-4:00	1.5	4/12-4/20

### SELECTED SHORT COURSES BEGINNING IN MAY

43676	AUTO 665S4 SE	2013 Smog Check Update	Sat/Sun	9:00-5:00	1.0	5/10-5/11
44476	WELL 880SG SS	Working With Trigger Points	Sat/Sun	8:00-4:00	2.0	5/3-5/11

## Off-Campus Courses

### 2ND GENERATION, ALLERTON • 444 Allerton Avenue, South San Francisco

44430	ECE. 225 JZ	Infant/Toddler Environments	TTh	7:00-8:40	3.0	1/14-5/22
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### COMMUNITY LEARNING CENTER • 520 Tamarack Lane, South San Francisco

41200	ESOL 871 SZ	High-Beginning ESL Grammar	Sat	9:30-12:45	3.0	1/25-5/17
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### HILLSDALE HIGH SCHOOL • 3115 Del Monte Street, San Mateo

43759	ASL 112 AZ	American Sign Language II	MF W	7:45-8:35 7:45-9:15	3.0	1/13-5/16
43760	ASL 112 BZ	American Sign Language II	MF W	2:25-3:15 1:45-3:15	3.0	1/13-5/16
42112	PSYC 100 AZ	General Psychology	MF	1:30-2:45	3.0	1/13-5/16

### OCEANA HIGH SCHOOL • 401 Paloma Avenue, Pacifica

44456	FILI 120 AZ	Advanced Elementary Filipino	TTh	2:50-5:05	5.0	1/14-5/15
42626	MUS. 377 AZ	Guitar I TBA Hours:	TTh By Arr	3:00-4:30 3 Hrs/Wk	2.0	1/14-5/15
42627	MUS. 378 AZ	Guitar II TBA Hours:	TTh By Arr	3:00-4:30 3 Hrs/Wk	2.0	1/14-5/15

### SOUTH SAN FRANCISCO HIGH SCHOOL • 400 B Street, South San Francisco

44437	COUN 655.2 CZ	Hermanos Seminar – Transition to College	MW	3:10-4:30	2.0	1/29-2/12, 2/19-3/3, 3/10-3/26, & 4/7-5/5
44434	COUN 656.2 CZ	Hermanas Seminar – Transition to College	MW	3:10-4:30	2.0	1/29-2/12, 2/19-3/3, 3/10-3/26, & 4/7-5/5

### WESTMOOR HIGH SCHOOL • 131 Westmoor Avenue, Daly City

40824	CHIN 112 AZ	Elementary Chinese II	MW	3:00-4:15	3.0	1/13-5/14
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