

# Short Courses

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
<b>SELECTED SHORT COURSES BEGINNING IN JANUARY</b>						
37617	ACTG 103 JS	Ten-Key Skills	T	5:30-6:50	0.5	1/20-2/17
38190	ACTG 194 OL	Intro to QuickBooks Pro 2007	Online	16 Hours	1.0	1/20-2/24
41864	ACTG 665SB SS	Taxation and Rental Real Estate	Sat	9:00-12:00	1.0	1/24-3/7
40087	ART 665SA SB	Fundamentals of Digital Photography	Sat	12:15-5:15	1.0	1/31-3/14
41147	BUS. 100 OL	Introduction to Business	Online	48 Hours	3.0	1/20-3/17
37212	BUS. 107 JS	Dealing with Difficult People	W	6:30-9:30	1.0	1/21-2/25
38260	BUS. 210 OL	International Finance	Online	24 Hours	1.5	1/21-3/18
38838	BUS. 221 OL	Intercultural Business Communication	Online	24 Hours	1.5	1/20-3/17
39986	BUS. 245 OL	Introduction to Customs Brokerage	Online	24 Hours	1.5	1/21-3/18
41527	BUS. 249 OL	Intro to International Logistics for Customs Brokers and Freight Forwarders	Online	48 Hours	3.0	1/20-3/17
41836	BUS. 263 OL	U.S. Export & Destination Country Import Requirements; Foreign Collections	Online	48 Hours	3.0	1/20-3/17
37620	CAOT 100 AX	Beginning Computer Keyboarding	TTh	9:35-10:50	1.5	1/20-3/19
37624	CAOT 100 OL	Beginning Computer Keyboarding	Online	24 Hours	1.5	1/20-3/17
30654	CAOT 101 AX	Computer Keyboarding Skill Building	TTh	9:35-10:50	1.5	1/20-3/19
30655	CAOT 101 OL	Computer Keyboarding Skill Building	Online	24 Hours	1.5	1/20-3/17
36969	CAOT 104 KS	Intro to Computers with Windows	T	7:00-10:00	1.5	1/20-3/17
35717	CAOT 104 AS	Intro to Computers with Windows I	MWF	9:10-10:00	1.5	1/21-3/23
36968	CAOT 104 SS	Intro Computers with Windows I	Sat	9:00-12:15	1.5	1/24-3/14
35200	CAOT 200 OL	Introduction to MS Office Suite	Online	32 Hours	2.0	1/20-4/14
35201	CAOT 200 JS	Introduction to MS Office Suite	M	6:30-9:35	2.0	1/26-4/20
37630	CAOT 214 AS	Word Processing I: Word	TTh	11:10-12:25	1.0	1/20-2/26
38188	CAOT 214 OL	Word Processing I: Word	Online	16 Hours	1.0	1/20-2/24
37383	CAOT 222 OL	Business Presentations I: PowerPoint	Online	16 Hours	1.0	1/21-2/25
35212	CAOT 225 JS	Spreadsheets I: Excel	W	6:30- 9:30	1.0	1/21-2/25
34743	CAOT 225 OL	Spreadsheets I: Excel	Online	16 Hours	1.0	1/21-2/25
42100	CAOT 225 OM	Spreadsheets I Excel	Online	16 Hours	1.0	1/21-2/25
38081	CAOT 230 AS	Database Applications I: Access	MWF	10:10-11:00	1.0	1/21-3/2
38223	CAOT 230 OL	Database Applications I: Access	Online	16 Hours	1.0	1/21-2/25
37148	CAOT 403 AS	HTML & Web Authoring Applications I	MWF	11:10-12:00	1.5	1/21-3/20
35738	CAOT 403 OL	HTML & Web Authoring Applications I	Online	24 Hours	1.5	1/21-3/18
41850	CAOT 410 OL	Photoshop Essentials	Online	24 Hours	1.5	1/20-3/17
41852	CAOT 410 SS	Photoshop Essentials	Sat	9:00-12:15	1.5	1/24-3/14
37670	CAOT 412 OL	Flash I	Online	24 Hours	1.5	1/21-3/18
41874	CAOT 665SJ AS	Intro to MAC Operating System X	TTh	12:35-1:50	1.0	1/20-2/26
41556	CAOT 665SJ OL	Intro to MAC Operating System X	Online	16 Hours	1.0	1/20-2/24
41879	CAOT 665SY JS	Garage Band & Final Cut Pro (MAC)	W	6:30-9:35	1.0	1/21-2/25
40281	COMP 412 OL	Flash I	Online	24 Hours	1.5	1/20-3/18
41519	COUN 105 SS	Up Your Self-Esteem	Sat	8:30-4:30	0.5	1/24-1/24
35177	DSKL 811 AS	Differential Learning Skills Assessment	TTh	11:10-12:00	0.5	1/20-2/12
39596	DSKL 811 AO	Differential Learning Skills Assessment	By Arr	8 Hours	0.5	1/20-2/12
40716	DSKL 820 AS	Computer-Based Cognitive Retraining	TTh	11:10-12:00	0.5	1/20-5/7
41547	DSKL 825 DS	Assistive Computer Technology	T	1:10-3:00	1.0	1/20-3/10
41548	DSKL 825 KS	Assistive Computer Technology	T	6:00-8:00	1.0	1/20-3/10
41525	DSKL 825 AS	Assistive Computer Technology	W	9:10-11:00	1.0	1/21-3/25
41549	DSKL 825 BA	Assistive Computer Technology	By Arr	32 Hours	1.0	1/21-3/25
41544	DSKL 825 BS	Assistive Computer Technology	W	12:10-2:00	1.0	1/21-3/25
41546	DSKL 825 CS	Assistive Computer Technology	M	10:10-12:00	1.0	1/26-3/30

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
38669	ECE. 240 SS	Early Childhood Education Administration: Business/Legal	Sat	9:00-5:10	3.0	1/24, 2/7, 2/21, 3/7 3/21 & 4/18
38834	ECE. 260 SS	Children with Special Needs	Sat	9:00-5:10	3.0	1/24, 2/7, 2/21, 3/7 3/21 & 4/18
42124	FASH 665SC LS	Retailing and the Fashion Merchandising Industry	W	6:30-9:35	1.5	1/21-3/18
42120	FASH 665SA JS	Costume History I	M	6:30-9:35	1.5	1/26-3/23
40655	GEOG 301 JS	Introduction to Map Reading for GIS	Th	7:00-10:00	1.0	1/22-2/19
42168	INTD 680SD JS	Introduction to Kitchen Design	W	6:30-9:30	1.5	1/21-3/18
42130	INTD 680SA LS	Interior Design with Photoshop I	Th	6:30-9:30	1.5	1/22-3/19
41719	JOUR 680SB OL	Multimedia Journalism	Online	16 Hours	1.0	1/20-2/27
37224	LSCI 100 OM	Intro to Information Research	Online	16 Hours	1.0	1/26-3/20
41297	LSKL 833 AS	Multi-intelligent Learning Strategies for Reading and Writing	TTh	12:10-1:00	0.5	1/20-2/12
41203	TEAM 117 US	Tournament Basketball	Sun	6:00-9:15	1.0	1/25-5/31
41822	TEAM 198 AS	Women's Soccer Theory, Defense	MW M	1:30-3:10 3:15-4:25	2.0	1/21-4/29 1/26-4/27

### SELECTED SHORT COURSES BEGINNING IN FEBRUARY

37138	ART 665SD US	Basic Lighting Techniques	Sun	9:00-2:00	1.0	2/1-3/15
41755	AUTO 665SM SA	2009 Smog Check Update	Sat/Sun	9:00-5:00	1.0	2/7-2/8
37720	AUTO 665SG SL	BAR A8 Alternative/Engine Performance	Sat/Sun	9:00-5:00	1.5	2/21, 2/22, 3/7 & 3/8
42101	COSM 665SC US	Introduction to Flower Essences	Sun	9:00-5:00	0.5	2/1
42103	COSM 665SD US	Introduction to Aromatherapy	Sun	9:00-5:00	0.5	2/8
42106	COSM 665SE US	Intro to Hand and Foot Massage	Sun	9:00-5:00	0.5	2/22
41520	COUN 106 SS	Anxiety Management	Sat	8:30-4:30	0.5	2/7
41521	COUN 107 SS	Coping with Depression	Sat	8:30-4:30	0.5	2/28
40940	CRER 136 BZ	Career Planning	W	1:00-3:00	1.0	2/4-4/1
37504	CRER 136 CS	Career Planning	TTh	12:10-1:00	1.0	2/10-4/2
40695	CRER 665SA SS	Deciding on a Major	Sat	8:30-4:30	0.5	2/21
38966	DSKL 811 BS	Differential Learning Skills Assessment	MW	11:10-12:00	0.5	2/18-3/18
39597	DSKL 811 BO	Differential Learning Skills Assessment	By Arr	8 Hours	0.5	2/18-3/18
41842	ECE. 213 SS	The School-Age Child	Sat	9:00-5:00	3.0	2/28, 3/14, 3/28, 4/25, 5/2 & 5/16
40662	EMC. 425 JS	CPR: Health Care Provider	MT	6:00-10:00	0.5	2/9-2/10
38857	ENGL 166 SX	Women on Writing	Sat Sat	10:30-12:00 9:00-3:05	0.5	2/28 3/7
40656	GEOG 302 JS	Intro to GIS and ArcView	Th	7:00-10:00	1.0	2/26-3/26
41013	LSKL 830 AS	The Sentence	TTh	12:10-1:00	0.5	2/17-3/12
38858	LIT. 166 SX	Women on Writing	Sat Sat	10:30-12:00 9:00-3:05	0.5	2/28 3/7
39580	MATH 111 AS	Elementary Algebra I	MW	12:10-1:45	3.0	2/2-5/20
40135	MATH 120 AS	Intermediate Algebra	MTWTh	2:10-4:00	5.0	2/23-5/14

CRN      COURSE      TITLE      DAY      TIME      UNIT(S)      DATES

**SELECTED SHORT COURSES BEGINNING IN MARCH**

30003	ACTG 100 AS	Accounting Procedures	MW	12:35-3:40	3.0	3/25-5/20
38261	ACTG 196 OL	Intermediate QuickBooks Pro 2007	Online	16 Hours	1.0	3/3-4/14
41757	AUTO 665SM SB	2009 Smog Check Update	Sat/Sun	9:00-5:00	1.0	3/14-3/15
41692	AUTO 665ST JS	Smog Check Update 2005	MW	6:30-9:45	1.0	3/25-4/15
37725	AUTO 665SA SS	Smog Check Update 2007	Sat/Sun	9:00-5:00	1.0	3/28-3/29
40646	BIOL 430 JA	Introduction to Immunology	Th	6:00-10:00	1.0	3/5-3/26
36543	BUS. 181 JS	Personal Power & Leadership	W	6:30-9:30	1.5	3/4-5/13
39985	BUS. 241 OL	Doing Business in Asia	Online	24 Hours	1.5	3/24-5/26
41834	BUS. 243 OL	Legal Environment of International Business	Online	24 Hours	1.5	3/25-5/27
41157	BUS. 248 OL	Asian Management Systems	Online	48 Hours	3.0	3/24-5/26
41890	BUS. 258 OL	Customs Broker Services and Regulations	Online	48 Hours	3.0	3/24-5/26
41838	BUS. 267 OL	Ocean Forwarder & NVOCC Regulation, Operations and Work-Flow	Online	48 Hours	3.0	3/24-5/26
36078	BUS. 279 OL	Import/Export Management	Online	24 Hours	1.5	3/25-5/27
37621	CAOT 100 BX	Beginning Computer Keyboarding	TTh	9:35-10:50	1.5	3/24-5/21
37619	CAOT 100 OM	Beginning Computer Keyboarding	Online	24 Hours	1.5	3/24-5/26
40430	CAOT 101 BX	Computer Keyboarding Skill Building	TTh	9:35-10:50	1.5	3/24-5/21
41873	CAOT 101 OM	Computer Keyboarding Skill Building	Online	24 Hours	1.5	3/24-5/26
40399	CAOT 105 JS	Intro to Computers with Windows II	T	7:00-10:00	1.0	3/24-5/26
38079	CAOT 105 AS	Intro to Computers with Windows II	MWF	9:10-10:00	1.0	3/25-5/20
37634	CAOT 215 AS	Word Processing II: Word	TTh	11:10-12:25	2.0	3/3-5/21
38189	CAOT 215 OL	Word Processing II: Word	Online	32 Hours	2.0	3/3-5/26
37638	CAOT 223 OL	Business Presentations II: PowerPoint	Online	16 Hours	1.0	3/4-4/15
37801	CAOT 226 JS	Spreadsheets II: Excel	W	6:30-9:30	2.0	3/4-5/27
38222	CAOT 226 OL	Spreadsheets II: Excel	Online	32 Hours	2.0	3/4-5/27
37799	CAOT 226 OM	Spreadsheets II: Excel	Online	32 Hours	2.0	3/4-5/27
37778	CAOT 231 AS	Database Applications II: Access	MWF	10:10-11:00	2.0	3/4-5/20
38224	CAOT 231 OL	Database Applications II: Access	Online	32 Hours	2.0	3/4-5/27
37650	CAOT 301 OL	Maximizing Your Employment Potential	Online	16 Hours	1.0	3/4-4/15
37653	CAOT 400 SS	Internet I	Sat	9:00-12:15	1.5	3/28-5/30
37660	CAOT 404 AS	HTML & Web Authoring Applications II	MWF	11:10-12:00	1.5	3/23-5/20
37402	CAOT 411 OL	Photoshop Portfolio	Online	24 Hours	1.5	3/24-5/26
37401	CAOT 411 SS	Photoshop Portfolio	Sat	9:00-12:05	1.5	3/28-5/30
38259	CAOT 413 OL	Flash II	Online	24 Hours	1.5	3/25-5/27
41875	CAOT 665SW OL	Professional Media Design Made Easy	Online	16 Hours	1.0	3/3-4/14
41877	CAOT 665SX AS	Movie Making for Non-Movie Makers (MAC)	TTh	12:35-1:50	1.0	3/3-4/14
41881	CAOT 665SZ JS	Maximize Your Mac Office Skills (MAC)	W	6:30-9:35	1.0	3/4-4/22
40282	COMP 413 OL	Flash II	Online	24 Hours	1.5	3/25-5/27
41886	COSM 665SJ US	Creating Infused Massage Oils	Sun	9:00-5:00	0.5	3/8
41888	COSM 665SG US	Healing Tools for the Wellness Profession	Sun	9:00-5:00	0.5	3/22
41883	COSM 665SH US	Face & Décolleté Massage	Sun	9:00-5:00	0.5	3/29
41522	COUN 108 SS	Anger Management	Sat	8:30-4:30	0.5	3/28-3/28
41674	CRER 136 AS	Career Planning - Biotechnology	TTh	10:00-12:00	1.0	3/10-4/2
38967	DSKL 811 CS	Differential Learning Skills Assessment	TTh	11:10-12:00	0.5	3/24-4/23
39598	DSKL 811 CO	Differential Learning Skills Assessment	By Arr	8 Hours	0.5	3/24-4/23
41524	DSKL 821 ES	Development of Self-Advocacy Skills	MW	11:10-12:00	0.5	3/23-4/22
42191	DSKL 825 FS	Assistive Computer Technology	T	1:10-3:00	1.0	3/24-5/19
41545	DSKL 825 JS	Assistive Computer Technology	T	6:00-8:00	1.0	3/24-5/19
42051	ELEC 410 AS	Intro to Solar Installation & Integration	F	9:00-3:30	3.0	3/13-5/8
40663	EMC. 425 JT	CPR: Health Care Provider	MT	6:00-10:00	0.5	3/23-3/24
42122	FASH 665SB KS	Costume History II	M	6:30-9:35	1.5	3/30-6/1

CRN	COURSE	TITLE	DAY	TIME	UNIT(S)	DATES
40362	INDV 126 AX	Coed Club Badminton	MWF	3:30-6:00	1.0	3/16-5/4
42128	INTD 680SC KS	Introduction to Bathroom Design	W	6:30-9:35	1.5	3/25-5/27
42132	INTD 680SB MS	Interior Design with Photoshop II	Th	6:30-9:30	1.5	3/26-5/28
40298	LSCI 100 ON	Intro to Information Research	Online	16 Hours	1.0	3/23-5/21
37223	LSCI 100 OL	Intro to Information Research	Online	16 Hours	1.0	3/24-5/19
39348	LSCI 110 AA	Digital Oral Research Project	W	1:00- 3:00	1.0	3/25-5/20
41014	LSKL 831 AS	Editing and Proofreading	TTh	12:10-1:00	0.5	3/17-4/16
41693	SURG 665SB JS	Certification Review for Sterile Processing/ Central Service Technicians	T	6:00-10:00	2.0	3/10-5/5
41821	TEAM 112 KS	Basketball: Adv. Competition Strategies	TTh	6:10-8:20	1.0	3/17-5/28
40274	TEAM 116 AS	Basketball: Individual Skill Development	MWF	1:15-3:00	1.0	3/16-5/20
40608	TEAM 116 JS	Basketball: Individual Skill Development	MW	6:30-9:10	1.0	3/25-6/1

### SELECTED SHORT COURSES BEGINNING IN APRIL

33582	ART 665SI CS	Intensive Painting Studio	F	10:00-4:00	0.5	4/18-5/8
41759	AUTO 665SM SC	2009 Smog Check Update	Sat/Sun	9:00-5:00	1.0	4/4-4/5
37765	AUTO 665SH SE	BAR L1 Alternative Training	Sat/Sun	9:00-5:00	1.5	4/4, 4/5, 4/18 & 4/19
37723	AUTO 665SI SA	Multiplexing & CAN Systems	Sat/Sun	9:00-5:00	1.0	4/18-4/19
37724	AUTO 665SC KS	Smog Check Training - Enhanced Clean Air Car	MW	6:30-9:30	1.0	4/20-5/13
41779	AUTO 665SQ US	ASE Test Prep: L1 Adv. Engine Performance	Sun	9:00-5:00	0.5	4/26
41781	AUTO 665SU SA	Car Care Basics for Women	Sat/Sun	9:00-1:00	0.5	4/25-4/26
38488	AUTO 665SB JS	Electric and Hybrid Vehicles	MW	6:45-9:45	1.0	4/27-5/20
41763	AUTO 665SP JS	ASE Test Prep: A1 Engine Repair	TTh	6:00-10:00	0.5	4/30-5/5
41533	BIOL 665SC JS	Introduction to Stem Cells Technology	T	6:00-10:00	0.5	4/21-4/28
42158	BUS. 680SB AS	Study Abroad in China	Daily	See Listing	3.0	4/4-4/17
40681	CAOT 201 OL	Integration of MS Office Applications	Online	16 Hours	1.0	4/21-5/26
36846	CAOT 201 JS	Integration of MS Office Applications	M	6:30-9:35	1.0	4/27-6/1
37390	CAOT 404 OL	HTML & Web Authoring Applications II	Online	24 Hours	1.5	4/3-5/29
42108	COSM 665SF US	Intro to Neck & Shoulder Massage	Sun	9:00-5:00	0.5	4/19
38968	DSKL 811 DS	Differential Learning Skills Assessment	MW	11:10-12:00	0.5	4/27-5/20
39599	DSKL 811 DO	Differential Learning Skills Assessment	By Arr	8 Hours	0.5	4/27-5/20
40723	DSKL 821 FS	Development of Self-Advocacy Skills	TTh	11:10-12:00	0.5	4/23-5/19
40722	DSKL 821 SS	Development of Self-Advocacy Skills	Sat	8:30-4:30	0.5	4/25
42190	DSKL 825 ES	Assistive Computer Technology	W	12:10-2:00	1.0	4/1-5/27
40657	GEOG 303 JS	GIS Applications	Th	7:00-10:00	1.0	4/2-5/14
41015	LSKL 832 AS	Sentence Combining	TTh	12:10-1:00	0.5	4/21-5/14
41954	P.E. 880SA SA	Longevity Basics	Sat	9:00-5:00	0.5	4/18

### SELECTED SHORT COURSES BEGINNING IN MAY

41554	AUTO 665SL SA	Introduction to Lab Scopes (DSO)	Sat/Sun	9:00-5:00	1.0	5/2-5/3
41775	AUTO 665SR SA	ASE Test Prep: A6 Electrical	Sat	9:00-5:00	0.5	5/2
41786	AUTO 665SV US	ASE Test Prep: A2 & A3	Sun	9:00-5:00	0.5	5/3
41761	AUTO 665SM SD	2009 Smog Check Update	Sat/Sun	9:00-5:00	1.0	5/9-5/10
41686	AUTO 665SN US	ASE Test Prep: A4 & A5	Sun	9:00-5:00	0.5	5/10
41777	AUTO 665SS US	ASE Test Prep: A8 Engine Performance	Sun	9:00-5:00	0.5	5/10
39050	AUTO 665SJ SS	Advanced Lab Scope (DSO)	Sat/Sun	9:00-5:00	1.0	5/16-5/17
37859	AUTO 665SD SI	Evaporative Emission Systems	Sat/Sun	9:00-5:00	0.5	5/30-5/31
40743	ECE. 665SB SS	Communicating with Parents	Sat	9:00-5:00	1.0	5/2-5/16
40664	EMC. 425 JU	CPR: Health Care Provider	MT	6:00-10:00	0.5	5/4-5/5