

# ONLINE LEARNING

<http://www.laspositacollege.edu/onlinelearning>



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# ONLINE LEARNING

## WHAT IS AN ONLINE COURSE?

An online course is a course that is conducted over the Internet. Las Positas uses a web-based program called Blackboard to deliver its online courses. Blackboard provides tools that allow students to communicate, collaborate, and complete coursework - all within a secure environment.



## HOW DO I GET STARTED ONLINE?

### Step 1: Register

Register via CLASS-Web by going to <http://banner-web.clpccd.cc.ca.us:700>.

### Step 2: Log into Blackboard

On the first day of class, log into Blackboard by following the instructions at <http://www.laspositascollege.edu/onlinelearning/blackboard.php>. Click the link to your course.

## ARE THERE OPTIONAL ORIENTATIONS?

### Yes. For Summer 2016:

May 25 (1:00-2:30pm) - Room 2410

June 8 (5:30-7pm) - ONLINE

### For Fall 2016:

Aug 10 (1:00-2:30pm) - Room 2410

Aug 11 (5:00-7:30pm) - Room 2410

Aug 17 (5:30-7pm) - ONLINE

No registration is necessary. Please arrive on time. Orientations are not course-specific. See <http://www.laspositascollege.edu/onlinelearning/orientations.php> for more information.

## HOW DO ONLINE COURSES WORK?

Class sessions, course materials, and exercises are accessible any time and any day convenient to you. All of your coursework, including discussions, groupwork, and writing assignments, is done electronically. Simply log into your course through a web browser, and you're in class. Most of these classes are not self-paced, so you'll be required to adhere to due dates for assignments, quizzes, tests, etc.

## HOW DO I KNOW IF I'M READY TO TAKE ONE?

Here are qualities that successful online students possess:

- Independent learner
- Self-motivated
- Good time-management skills
- Disciplined
- Daily access to a computer with an Internet connection
- Comfortable using a web browser and uploading/downloading files to/from the Internet
- Comfortable sending and opening attachments
- Comfortable using word-processing programs

If you don't possess these qualities (i.e. you're a procrastinator with low computer skills), you might want to take an on-campus course instead. If you are unsure about your qualities, contact a counselor.

## HOW CAN I PREPARE FOR MY FIRST ONLINE COURSE?

You can go to the LPC Online Learning web site, and complete the tutorial called 'Succeeding in an Online Course'. Also on that web site is a link to the Online Learning Orientation. If you feel more comfortable attending an orientation in person, come to campus for any of the optional orientations that LPC offers. You can also attend a live, virtual orientation over the Internet.

## WILL I HAVE A COLLEGE EMAIL ADDRESS?

**Yes.** Your college email, or Zonemail, address will be the default used in Blackboard. However, you can set up automatic forwarding in Zonemail to your private account, or you can change your default address for Blackboard in CLASS-Web. Go to the Online Learning web site to learn more about Zonemail.

## IS THERE ANY ACADEMIC SUPPORT FOR STUDENTS?

Yes. LPC offers counseling and tutorial services to students who are off campus. Information about online counseling is available at <http://www.laspositascollege.edu/counseling/LasPositasCollegeOnlineCounseling.php>, while information about online tutoring is at <http://www.laspositascollege.edu/onlinelearning/tutoring.php>.

# ONLINE LEARNING

## FALL 2016 ONLINE COURSES

CRN	COURSE	SEC	DESCRIPTION	UNITS	CRN	COURSE	SEC	DESCRIPTION	UNITS
23042	ANTR 1	DE1	BIOLOGICAL/PHYSICAL ANTHRO	3.0	23059	ENG 1A	DE5	CRITICAL READING AND COMP	3.0
21338	ANTR 2	DE1	INTRODUCTION TO ARCHAEOLOGY	3.0	22863	ENG 4	DE1	CRITICAL THINKING/WRITING LIT	3.0
22624	ANTR 3	DE1	SOCIAL/CULTURAL ANTHROPOLOGY	3.0	22865	ENG 4	DE2	CRITICAL THINKING/WRITING LIT	3.0
20237	ASTR 10	DE1	THE SOLAR SYSTEM	3.0	21550	ENG 7	DE1	CRITICAL THINKING/WRITING	3.0
22700	BIO 20	DE1	CONTEMPORARY HUMAN BIOLOGY	3.0	21716	ENG 7	DE2	CRITICAL THINKING/WRITING	3.0
20600	BUSN 18	DE1	BUSINESS LAW	4.0	23060	ENG 7	DE3	CRITICAL THINKING/WRITING	3.0
22136	BUSN 1A	DE1	FINANCIAL ACCOUNTING	4.0	20976	GEOG 1	DE1	INTRO TO PHYSICAL GEOGRAPHY	3.0
22430	BUSN 1B	DE1	MANAGERIAL ACCOUNTING	4.0	23043	GEOG 1	DE2	INTRO TO PHYSICAL GEOGRAPHY	3.0
22657	BUSN 30	DE1	BUSINESS ETHICS AND SOCIETY	3.0	20573	GEOG 1	DE1	PHYSICAL GEOLOGY	3.0
20599	BUSN 40	DE1	INTRODUCTION TO BUSINESS	3.0	22027	GEOG 12	DE1	INTRODUCTION TO OCEANOGRAPHY	3.0
22083	BUSN 40	DE2	INTRODUCTION TO BUSINESS	3.0	20595	HIST 1	DE1	WESTERN CIVILIZATION TO 1600	3.0
22353	BUSN 40	LO1	INTRODUCTION TO BUSINESS	3.0	20276	HIST 7	DE1	US HISTORY THROUGH RECONSTRUCT	3.0
21531	BUSN 48	LO1	HUMAN RELATIONS IN WORKPLACE	3.0	20836	HIST 7	DE2	US HISTORY THROUGH RECONSTRUCT	3.0
20874	BUSN 53	DE1	BUSINESS CORRESPONDENCE	3.0	20037	HIST 8	DE1	US HISTORY POST-RECONSTRUCT	3.0
20653	BUSN 56	LO1	INTRODUCTION TO MANAGEMENT	3.0	20837	HIST 8	DE2	US HISTORY POST-RECONSTRUCT	3.0
20979	BUSN 61	DE1	INTRO. TO QUICKBOOKS ACCTG	1.5	20326	HLTH 1	DE1	INTRODUCTION TO HEALTH	3.0
20407	BUSN 74	DE1	OFFICE PROCEDURES	3.0	20274	HLTH 1	DE2	INTRODUCTION TO HEALTH	3.0
21030	BUSN 88	LO1	HUMAN RESOURCES MANAGEMENT	3.0	20164	HLTH 1	DE3	INTRODUCTION TO HEALTH	3.0
20514	BUSN 96	LO1	BUSINESS WK EXPERIENCE SEMINAR	1.0	21706	HLTH 1	DE4	INTRODUCTION TO HEALTH	3.0
20439	CIS 50	DE1	INTRO TO COMPUTING INFO TECH	3.0	23176	INTN 2	DE1	INTERNSHIP FIELD PLACEMENT	1.0
20026	CIS 50	DE2	INTRO TO COMPUTING INFO TECH	3.0	20875	MKTG 50	DE1	INTRODUCTION TO MARKETING	3.0
20933	CIS 54	DE1	EXCEL: INTRO TO SPREADSHEETS	4.0	20474	MUS 5	DE1	AMERICAN CULTURES IN MUSIC	3.0
22769	CIS 54	DE2	EXCEL: INTRO TO SPREADSHEETS	4.0	20839	MUS 5	DE2	AMERICAN CULTURES IN MUSIC	3.0
23018	CIS 55	DE1	INTEGRATING OFFICE APPLICATION	4.0	22294	NUTR 1	DE1	THE SCIENCE OF NUTRITION	3.0
21065	CIS 60	DE1	SYSTEMS ANALYSIS AND DESIGN	3.0	22704	PHIL 1	DE1	GOD, NATURE, HUMAN NATURE	3.0
20404	CIS 71A	LO1	KEYBOARDING/WORD PROCESSING	1.0	22833	PHIL 1	LO1	GOD, NATURE, HUMAN NATURE	3.0
20405	CIS 71B	LO1	KEYBOARD (NUMBERS AND SYMBOLS)	1.0	20503	PHIL 2	DE1	ETHICS	3.0
20406	CIS 71C	LO1	SKILLS IMPROVEMENT	1.0	20638	POLI 7	DE1	INTRO TO AMERICAN GOVERNMENT	4.0
21574	CIS 79	DE1	MEDICAL OFFICE PROCEDURE	3.0	20552	PSCN 10	DE1	CAREER AND EDUCATION PLANNING	2.0
20602	CIS 88A	DE1	INTRODUCTION TO MICROSOFT WORD	1.5	20608	PSCN 13	DE1	MULTICULTURAL ISSUES/AMERICA	3.0
20603	CIS 88B	DE1	ADV MICROSOFT WORD	1.5	22820	PSCN 13	LO1	MULTICULTURAL ISSUES/AMERICA	3.0
20604	CIS 89A	DE1	DESKTOP PRESENTATION	1.0	22200	PSCN 13	LO2	MULTICULTURAL ISSUES/AMERICA	3.0
22440	CIS 9001	DE1	DATABASE MANAGEMENT SYSTEMS	2.0	20793	PSCN 15	DE1	COLLEGE STUDY SKILLS	2.0
21281	CIS 9002	DE1	DATABASE DESIGN/SQL PROG	3.0	22950	PSCN 18	LO1	UNIVERSITY/TRANSFER PLANNING	1.0
21294	CIS 9003	DE1	ORACLE: DATABASE PROG PL/SQL	3.0	20372	PSYC 1	DE1	GENERAL PSYCHOLOGY	3.0
21282	CIS 9101	DE1	INTERNET BUSINESS FUNDAMENTALS	1.5	20840	PSYC 1	DE2	GENERAL PSYCHOLOGY	3.0
21283	CIS 9101	DE2	INTERNET BUSINESS FUNDAMENTALS	1.5	21711	PSYC 1	DE3	GENERAL PSYCHOLOGY	3.0
21284	CIS 9102	DE1	NETWORK TECHNOLOGY FOUNDATIONS	1.5	22352	PSYC 1	DE4	GENERAL PSYCHOLOGY	3.0
21285	CIS 9102	DE2	NETWORK TECHNOLOGY FOUNDATIONS	1.5	22049	PSYC 12	DE1	LIFE-SPAN PSYCHOLOGY	3.0
21352	CIS 9103	DE1	WEB SITE DEVELOPMENT FOUNDAT	2.0	20866	PSYC 3	DE1	SOCIAL PSYCHOLOGY	3.0
21288	CIS 9104	DE1	WEB DESIGN SPECIALIST	3.0	21260	PSYC 4	DE1	BRAIN, MIND, AND BEHAVIOR	3.0
21668	CIS 9992	DE1	WEB: PHP PROGRAMMING, MYSQL	3.0	20329	RELS 1	DE1	RELIGIONS OF THE WORLD	3.0
22036	ECD 50	DE1	ECD PRINCIPLES AND PRACTICES	3.0	20598	RELS 1	DE2	RELIGIONS OF THE WORLD	3.0
20648	ECON 1	DE1	PRINCIPLES OF MICROECONOMICS	3.0	20398	SOC 1	DE1	PRINCIPLES OF SOCIOLOGY	3.0
21258	ECON 1	DE2	PRINCIPLES OF MICROECONOMICS	3.0	20664	SOC 1	DE2	PRINCIPLES OF SOCIOLOGY	3.0
20649	ECON 2	DE1	PRINCIPLES OF MACROECONOMICS	3.0	22293	SOC 1	DE3	PRINCIPLES OF SOCIOLOGY	3.0
20390	ECON 2	DE2	PRINCIPLES OF MACROECONOMICS	3.0	20877	SOC 3	DE1	CULTURAL AND RACIAL MINORITIES	3.0
20414	ENG 1A	DE1	CRITICAL READING AND COMP	3.0	22712	SOC 3	DE2	CULTURAL AND RACIAL MINORITIES	3.0
20513	ENG 1A	DE2	CRITICAL READING AND COMP	3.0	22292	SOC 4	DE1	MARRIAGE AND FAMILY RELATIONS	3.0
23056	ENG 1A	DE3	CRITICAL READING AND COMP	3.0	20819	SOC 6	DE1	SOCIAL PROBLEMS	3.0
23057	ENG 1A	DE4	CRITICAL READING AND COMP	3.0	21033	WRKX 96	LO1	WORK EXPERIENCE SEMINAR	1.0

See the main body of this schedule for course descriptions, prerequisite information, and any other pertinent information. The courses listed above are subject to change. Check the Online Learning website at <http://www.laspositascollege.edu/onlinelearning> for up-to-date information.

## GETTING STARTED WITH HYBRIDS:



### **Step 1: Register**

Register for a hybrid course via CLASS-Web or The Zone by going to our homepage at [www.laspositascollege.edu](http://www.laspositascollege.edu).

### **Step 2: Go to class**

Check this schedule to see when your class meets on campus. At the first meeting, your instructor will discuss the online portion of the class.

### **Step 3: Log into Blackboard**

Log into Blackboard by following the instructions at <http://www.laspositascollege.edu/onlinelearning/blackboard.php>. Once your instructor makes your course available, click the link to the course, and you're in.

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## **WHAT IS A HYBRID COURSE?**

A hybrid course is a combination of an on-campus and an online course. If you prefer to learn in a traditional classroom setting but also want the flexibility offered by online courses, you might want to enroll in a hybrid course. You'll come to campus for some of the class meetings, and you'll go online for the others.

## **WHAT WOULD I BE DOING IN THE ONLINE PORTION?**

Some of the online activities that your instructor can require are group work, class discussions, research on the Internet, quizzes, and exams. To learn more about specific courses, go to <http://www.laspositascollege.edu/onlinelearning>, click the appropriate semester's hybrid courses link, then click on any course name.

## **HOW CAN I SUCCEED IN A HYBRID?**

To succeed in a hybrid course, you will need to take responsibility for your own learning. This includes developing time management skills for online learning and being comfortable with technology, particularly the Internet. Much of the information on the previous page about online courses does apply to hybrids.

## **HOW CAN I LEARN MORE ABOUT THE ONLINE AND HYBRID COURSES LISTED?**

First, go to the LPC Online Learning web site at <http://www.laspositascollege.edu/onlinelearning>. Next, click the appropriate semester's online courses link, then click on any course name.

## **AREN'T ONLINE AND HYBRID COURSES EASIER THAN ON-CAMPUS COURSES?**

No. Although they cover the same content, they require at least as much time as on-campus courses. Typically, successful students report spending more time, not less, in an online course.

## **WHAT ARE THE TECHNICAL REQUIREMENTS?**

You must have daily access to a computer with an Internet connection and experience using a web browser. Firefox is the preferred browser for Blackboard. Chrome and Safari are also good options. Try to avoid using Internet Explorer. For other tech requirements, go to the LPC Online Learning web site, and click Technical Requirements.

## **IS THERE ANY TECHNICAL SUPPORT FOR STUDENTS?**

Yes. You can fill out a web form, call, email, or walk into the Computer Center in Room 803 on campus for technical support. For more information, go to the LPC Online Learning web site, and click Student Support.

## **IF I BEGIN THE COURSE LATE, CAN AN INSTRUCTOR DROP ME?**

Yes. The instructor may drop students who miss the first meeting of a course. The first meeting of online or hybrid Distance Education courses is the first day of the class as specified in the class schedule listing. For these courses, instructors may drop students who do not log into their Blackboard course and/or complete indicated activities by the third day of classes. DE instructors may drop students if they have not submitted work and/or accessed the class for two consecutive weeks. For Summer courses, DE instructors may drop students if they have not submitted work and/or accessed the class for one week.

# ONLINE LEARNING

## FALL 2016 HYBRID COURSES

D/E	CRN	COURSE	SEC	DESCRIPTION	DAYS	TIMES	UNITS
HYB	20198	ASTR 10	HY1	THE SOLAR SYSTEM	ONLINE + Mon	2:30-3:45	3.0
HYB	20934	BUSN 1A	HY1	FINANCIAL ACCOUNTING	ONLINE + T	9:00-10:50	
					TH	9:00-9:50	4.0
HYB	20629	BUSN 1B	HY1	MANAGERIAL ACCOUNTING	ONLINE + TTH	12:30-2:20	4.0
HYB	20408	BUSN 18	HY1	BUSINESS LAW	ONLINE + TTH	11:00-12:15	4.0
HYB	22627	BUSN 43	HD1	PROFESSIONAL COMMUNICATIONS	ONLINE + 3 ON CAMPUS		3.0
HYB	21532	BUSN 55	HY1	BUSINESS MATHEMATICS	ONLINE + T	5:30-7:20	3.0
HYB	22629	BUSN 58	LO1	SMALL BUSINESS MANAGEMENT	ONLINE + M	6:00-8:50	3.0
HYB	20617	CIS 43	HD1	PROFESSIONAL COMMUNICATIONS	ONLINE + 3 ON CAMPUS		3.0
HYB	20273	CIS 54	HY1	EXCEL: INTRO TO SPREADSHEETS	ONLINE + M	12:30-3:15	4.0
HYB	20620	CIS 55	HY1	INTEGRATING OFFICE APPLICATION	ONLINE + W	6:30-9:20	4.0
HYB	20827	CIS 59A	HY1	WEB DEVELOPMENT: HTML/XHTML	ONLINE + T	6:30-9:20	2.0
HYB	20878	CIS 59B	LD1	WEB DEV: DHTML/XHTML,CSS,JAVA	ONLINE + T	6:30-9:45	2.0
HYB	20618	CNT 43	HD1	PROFESSIONAL COMMUNICATIONS	ONLINE + 3 ON CAMPUS		3.0
HYB	23020	CNT 51	HY1	COMPTIA'S A+ CERT. COMP. TECH	ONLINE + TH	7:00-9:50	4.0
HYB	23021	CNT 56	HY1	ADMIN. WINDOWS SERVER MCSA II	ONLINE + W	7:00-9:15	3.0
HYB	23022	CNT 62A	HY1	CISCO NETWORKING ACADEMY 1/2	ONLINE + W	6:00-8:50	4.0
HYB	20727	CNT 68	HY1	INTRO TO COMPUTER FORENSICS	ONLINE + T	6:30-8:50	3.0
HYB	22442	CNT 69	HY1	NETWORK SECURITY SEC+	ONLINE + TH	7:00-9:15	3.0
HYB	20896	CNT 7401	HY1	INTRO TO LINUX, UNIX, LINUX+	ONLINE + M	6:30-9:20	4.0
HYB	23023	CNT 7501	HY1	WHITEHAT HACKER TESTING	ONLINE + M	3:30-6:15	4.0
HYB	22444	CS 7	LH1	INTRO TO COMPUTER PROGRAMMING	ONLINE + T	9:00-11:20	3.0
HYB	21353	CS 31	HY1	JAVA PROGRAMMING	ONLINE + W	6:30-9:20	4.0
HYB	23026	CS 41	HY1	INTRO TO LINUX/UNIX, LINUX+	ONLINE + M	6:30-9:20	4.0
HYB	20619	CS 43	HD1	PROFESSIONAL COMMUNICATIONS	ONLINE + 3 ON CAMPUS		3.0
HYB	22354	CS 46	HY1	GAME PROGRAMMING: 2D AND 3D	ONLINE + TH	9:30-11:20	3.0
HYB	22957	ECD 83	HD1	ADULT MENTORING & SUPERVISION	ONLINE + 3 ON CAMPUS		2.0
HYB	20185	ECD 96	HY1	WORK EXPERIENCE SEMINAR	ONLINE + 3 ON CAMPUS		1.0
HYB	20364	ENG 1A	HY1	CRITICAL READING AND COMP	ONLINE + T	7:00-9:50	3.0
HYB	20363	ENG 1A	HY2	CRITICAL READING AND COMP	ONLINE + W	7:00-9:50	3.0
HYB	23054	ENG 1A	HY3	CRITICAL READING AND COMP	ONLINE + W	7:00-9:50	3.0
HYB	21370	KIN 17	HY1	INTRO ATHLETIC TRNG/SPORTS MED	ONLINE + TTH	11:00-12:15	4.0
HYB	21683	KIN PF	HD1	PERSONAL FITNESS	ONLINE + 2 ON CAMPUS		1.0
HYB	22348	KIN PF	HD2	PERSONAL FITNESS	ONLINE + 2 ON CAMPUS		1.0
HYB	20921	LIBR 8	LD1	INTRO TO LIBRARY RESEARCH	ONLINE + 5 ON CAMPUS		2.0
HYB	22061	MATH 40	HD1	STATISTICS AND PROBABILITY	ONLINE + F	9:30-11:20	4.0
HYB	22301	MATH 40	HD2	STATISTICS AND PROBABILITY	ONLINE + F	12:00-1:50	4.0
HYB	20263	MATH 55	HD1	INTERMEDIATE ALGEBRA	ONLINE + 5 ON CAMPUS		5.0
HYB	20561	MATH 55	HD2	INTERMEDIATE ALGEBRA	ONLINE + M	1:00-2:50	5.0
HYB	20411	MATH 65	HD1	ELEMENTARY ALGEBRA	ONLINE + 5 ON CAMPUS		5.0
HYB	20088	MATH 65	HD2	ELEMENTARY ALGEBRA	ONLINE + TH	12:30-2:45	5.0
HYB	23181	MKTG 64	LH1	INTRODUCTION TO ADVERTISING	ONLINE + M	6:00-8:50	3.0

See the main body of this schedule for course descriptions, prerequisite information, and any other pertinent information. The courses listed above are subject to change. Check the Online Learning website at <http://www.laspositacollege.edu/onlinelearning> for up-to-date information.

# ALTERNATE SCHEDULE COURSES

## FAST TRACK - 1st session

(AUG 17 thru OCT 14)

D/E	CRN	COURSE	SEC	DESCRIPTION	DAYS	TIMES	UNITS
DAY ...	20313	CIS 89A	FT1	DESKTOP PRESENTATION	T	12:30-2:15	
					TH	12:30-2:00	1.0
DAY ...	20233	CIS 88A	FT1	INTRODUCTION TO MICROSOFT WORD	TTH	12:30-2:45	1.5
DAY ...	20105	SPCH 1	FT1	FUNDAMENTALS/SPEECH COMMUNICAT	TTH	12:30-3:20	3.0
DAY ...	23220	LRNS 116	FT1	INTRO TO LEARNING DISABILITIES	M	5:30-7:20	1.0
DAY ...	20177	CIS 71	FT1	COMPUTER TYPING	BY ARR		1.0
DAY ...	21785	CIS 71A	FT1	KEYBOARDING/WORD PROCESSING	BY ARR		1.0
DAY ...	21786	CIS 71B	FT1	KEYBOARD (NUMBERS AND SYMBOLS)	BY ARR		1.0
DAY ...	21787	CIS 71C	FT1	SKILLS IMPROVEMENT	BY ARR		1.0
DAY ...	20183	CIS 73A	FT1	TEN-KEY SKILL DEVELOPMENT	BY ARR		1.0
DAY ...	20315	CIS 75	FT1	OFFICE TECHNOLOGY/COMMUNICAT	BY ARR		1.0
EVE ...	20235	CIS 88A	FT3	INTRODUCTION TO MICROSOFT WORD	TTH	6:30-8:50	1.5
EVE ...	20312	CIS 89A	FT3	DESKTOP PRESENTATION	T	6:30-8:50	
					TH	7:00-8:30	1.0
HYB ...	20827	CIS 59A	HY1	WEB DEVELOPMENT: HTML/XHTML	ONLINE + T	6:30-9:20	2.0
WEB...	20874	BUSN 53	DE1	BUSINESS CORRESPONDENCE	ONLINE		3.0
WEB...	20602	CIS 88A	DE1	INTRODUCTION TO MICROSOFT WORD	ONLINE		1.5
WEB...	21282	CIS 9101	DE1	INTERNET BUSINESS FUNDAMENTALS	ONLINE		1.5
WEB...	21284	CIS 9102	DE1	NETWORK TECHNOLOGY FOUNDATIONS	ONLINE		1.5
WEB...	20793	PSCN 15	DE1	COLLEGE STUDY SKILLS	ONLINE		2.0

## FAST TRACK - 2nd session

(OCT 17 thru DEC 9)

D/E	CRN	COURSE	SEC	DESCRIPTION	DAYS	TIMES	UNITS
DAY ...	21406	PSCN 18	FT2	UNIVERSITY/TRANSFER PLANNING	MW	12:30-1:20	1.0
DAY ...	21672	PSCN 15	FT2	COLLEGE STUDY SKILLS	MW	12:30-2:00	2.0
DAY ...	20314	CIS 89A	FT2	DESKTOP PRESENTATION	T	12:30-2:15	
					TH	12:30-2:00	1.0
DAY ...	20978	CIS 84	FT2	WINDOWS	T	12:30-2:35	
					TH	12:30-2:15	1.0
DAY ...	20330	CIS 88B	FT2	ADV MICROSOFT WORD	TTH	12:30-2:55	1.5
DAY ...	20319	CIS 89B	FT2	DESKTOP PUBLISHING	TTH	12:30-2:55	1.5
DAY ...	20254	SPCH 1	FT2	FUNDAMENTALS/SPEECH COMMUNICAT	TTH	12:30-3:40	3.0
DAY ...	20178	CIS 71	FT2	COMPUTER TYPING	BY ARR		1.0
DAY ...	21788	CIS 71A	FT2	KEYBOARDING/WORD PROCESSING	BY ARR		1.0
DAY ...	21789	CIS 71B	FT2	KEYBOARD (NUMBERS AND SYMBOLS)	BY ARR		1.0
DAY ...	21790	CIS 71C	FT2	SKILLS IMPROVEMENT	BY ARR		1.0
DAY ...	20184	CIS 73A	FT2	TEN-KEY SKILL DEVELOPMENT	BY ARR		1.0
DAY ...	20316	CIS 75	FT2	OFFICE TECHNOLOGY/COMMUNICAT	BY ARR		1.0
EVE ...	20234	CIS 88B	FT4	ADV MICROSOFT WORD	TTH	6:30-8:55	1.5
EVE ...	20320	CIS 89B	FT4	DESKTOP PUBLISHING	TTH	6:30-8:55	1.5
HYB ...	20878	CIS 59B	LD1	WEB DEV: DHTML/XHTML,CSS,JAVA	T	6:30-9:45 + ONLINE	2.0
WEB...	22353	BUSN 40	LO1	INTRODUCTION TO BUSINESS	ONLINE		3.0
WEB...	20653	BUSN 56	LO1	INTRODUCTION TO MANAGEMENT	ONLINE		3.0
WEB...	20603	CIS 88B	DE1	ADV MICROSOFT WORD	ONLINE		1.5
WEB...	20604	CIS 89A	DE1	DESKTOP PRESENTATION	ONLINE		1.0
WEB...	21283	CIS 9101	DE2	INTERNET BUSINESS FUNDAMENTALS	ONLINE		1.5
WEB...	21285	CIS 9102	DE2	NETWORK TECHNOLOGY FOUNDATIONS	ONLINE		1.5
WEB...	22833	PHIL 1	LO1	GOD, NATURE, HUMAN NATURE	ONLINE		3.0
WEB...	22200	PSCN 13	LO2	MULTICULTURAL ISSUES/AMERICA	ONLINE		3.0

# ALTERNATE SCHEDULE COURSES

## LATE START classes

(AUG 29 thru DEC 20)

DIE	CRN	COURSE	SEC	DESCRIPTION	DAYS	TIMES	UNITS
DAY ...	22952	PSCN 30	LS1	STUDENT SUCCESS & EXPERIENCE	TTH	11:00-12:30	3.0
DAY ...	20489	MUS 46A	LS1	BEGINNING JAZZ CHOIR	MW	1:00-2:15	1.0
DAY ...	21090	MUS 46B	LS1	ADVANCED JAZZ CHOIR	MW	1:00-2:15	1.0
DAY ...	20621	CIS 71	LS1	COMPUTER TYPING	MW	1:30-3:00	1.0
DAY ...	21425	CIS 71A	LS1	KEYBOARDING/WORD PROCESSING	MW	1:30-3:00	1.0
DAY ...	21426	CIS 71B	LS1	KEYBOARD (NUMBERS AND SYMBOLS)	MW	1:30-3:00	1.0
DAY ...	21427	CIS 71C	LS1	SKILLS IMPROVEMENT	MW	1:30-3:00	1.0
DAY ...	20168	PSCN 10	LS1	CAREER AND EDUCATION PLANNING	TTH	2:00-2:55	2.0
DAY ...	20880	PSCN 28	LS1	ORIENTATION / INTERNL STUDENTS	M	2:00-2:55	1.0
DAY ...	20655	PSCN 13	LE1	MULTICULTURAL ISSUES/AMERICA	TTH	4:00-5:30	3.0
DAY ...	22788	MUS 40	LS1	PASSPORT TO MUSIC	MW	6:00-8:50	1.0
DAY ...	20452	BUSN 95	LO1	BUSINESS WORK EXPERIENCE	BY ARR		1.0
DAY ...	20659	CIS 72A	LS1	DATA MANAGEMENT	BY ARR		1.0
DAY ...	20660	CIS 72B	LS1	SPRDSHT INTEGRATION W/WD PROC	BY ARR		1.0
DAY ...	20726	CIS 8	LS1	ESSENTIAL COMPUTING SKILLS	BY ARR		2.0
DAY ...	23175	INTN 1	LS1	INTERNSHIP SEMINAR	BY ARR		1.0
DAY ...	21032	WRKX 95	LO1	WORK EXPERIENCE	BY ARR		1.0
EVE ...	20563	FST 74A	LE1	FIRE INVESTIGATION 1A	W	5:00-7:10	2.0
EVE ...	20661	CIS 8	LE2	ESSENTIAL COMPUTING SKILLS	TTH	6:30-8:50	2.0
EVE ...	21428	CIS 71A	LS2	KEYBOARDING/WORD PROCESSING	BY ARR		1.0
EVE ...	21429	CIS 71B	LS2	KEYBOARD (NUMBERS AND SYMBOLS)	BY ARR		1.0
EVE ...	21430	CIS 71C	LS2	SKILLS IMPROVEMENT	BY ARR		1.0
HYB ...	22444	CS 7	LH1	INTRO TO COMPUTER PROGRAMMING	T	9:00-11:20 + ONLINE	3.0
WEB...	20514	BUSN 96	LO1	BUSINESS WK EXPERIENCE SEMINAR	ONLINE		1.0
WEB...	20404	CIS 71A	LO1	KEYBOARDING/WORD PROCESSING	ONLINE		1.0
WEB...	20405	CIS 71B	LO1	KEYBOARD (NUMBERS AND SYMBOLS)	ONLINE		1.0
WEB...	20406	CIS 71C	LO1	SKILLS IMPROVEMENT	ONLINE		1.0
WEB...	23176	INTN 2	DE1	INTERNSHIP FIELD PLACEMENT	ONLINE		1.0
WEB...	22950	PSCN 18	LO1	UNIVERSITY/TRANSFER PLANNING	ONLINE		1.0
WEB...	21033	WRKX 96	LO1	WORK EXPERIENCE SEMINAR	ONLINE		1.0

## CONTINUING EDUCATION UNITS (CEU's) FOR RN's AND LVN's

45 CEUnits are available for RNs and LVNs for completion of the following courses:

ASL 1A - V01	CRN 20812	American Sign Language I	3 Units or 45 CEUs
ASL 1A - 093	CRN 20547	American Sign Language I	3 Units or 45 CEUs
ASL 1B - V01	CRN 20596	American Sign Language II	3 Units or 45 CEUs
ASL 1B - 093	CRN 22510	American Sign Language II	3 Units or 45 CEUs
ASL 2A - 093	CRN 20542	American Sign Language III	3 Units or 45 CEUs

Completion of the Certificate in OSH or the AS Degree in OSH can be used to provide work experience credit toward OHST certification requirements. Completion of the AS Degree in OSH can be used to provide work experience credit toward CSP certification requirements.

Contact the Office of Academic Services at (925) 424-1104 for further information.

# ALTERNATE SCHEDULE COURSES

## WEEKEND classes

D/E	CRN	COURSE	SEC	DESCRIPTION	DAYS	TIMES	UNITS
SAT	22975	AUTO INTR	WE1	AUTO SERVICE & INTRODUCTION	SAT	9:00-4:50	4.0
SAT	21795	ESL 133	WE1	BEGINNING ORAL COMMUNICATION	SAT	9:30-12:20	2.0
SAT	22042	WLDT 67A	WE1	WELDING SKILLS LABORATORY	SAT	9:00-3:20	2.0
SAT	20892	WLDT 67B	WE1	ADVANCED WELDING SKILLS LAB	SAT	9:00-3:20	2.0
SAT	22046	WLDT 68	WE1	CERTIFICATION PREPARATION	SAT	9:00-3:20	2.0
SAT	21311	WLDT 69A	WE1	FABRICATION & INSTAL PIPE SYST	SAT	8:00-3:20	3.0
SAT	21312	WLDT 69B	WE1	ADVANCED PIPE WELDING	SAT	8:00-3:20	3.0

## Classes with Varying Start Dates

D/E	CRN	COURSE	SEC	DESCRIPTION	DAYS	TIMES	DATES	UNITS
DAY	22436	LIBR 4	LS1	INTRO to RESEARCH IN LIBRARY	F	10:00-12:50	19-AUG to 2-SEP	0.5
DAY	21374	LIBR 5	LS1	INTRO to GEN RESEARCH DATABASE	F	10:00-12:50	9-SEP to 23-SEP	0.5
DAY	21700	KIN 41B	LE1	INTERCOLLEGIATE BSKTBLL-WOMEN	MTWTHF	1:00-2:50	3-OCT to 20-DEC	1.5
DAY	22142	KIN 31B	LS1	FALL INTERCOLLEG BASKETBL MEN	MTWTHF	3:00-4:50	10-OCT to 20-DEC	1.0
DAY	20232	LRNS 116	FT2	INTRO to LEARNING DISABILITIES	TH	9:00-10:50	17-OCT to 16-DEC	1.0
EVE	21372	KIN 16	LE1	THE SUCCESSFUL STUDENT-ATHLETE	M	5:00-6:50	29-AUG to 10-OCT	1.0
EVE	20179	CIS 71	LS2	COMPUTER TYPING	BY ARR		30-AUG to 20-DEC	1.0
EVE	20181	CIS 72A	LS2	DATA MANAGEMENT	BY ARR		30-AUG to 20-DEC	1.0
EVE	20182	CIS 72B	LS2	SPRDSHT INTEGRATION W/WD PROC	BY ARR		30-AUG to 20-DEC	1.0
EVE	20977	CIS 73A	LS1	TEN-KEY SKILL DEVELOPMENT	BY ARR		30-AUG to 20-DEC	1.0
EVE	20622	CIS 75	LS1	OFFICE TECHNOLOGY/COMMUNICAT	BY ARR		30-AUG to 20-DEC	1.0
EVE	23070	THEA 47A	LE1	PERFORM IN PROD:INTRO LIVE	MTWTH	7:00-10:00	3-OCT to 20-DEC	3.0
EVE	23071	THEA 47B	LE1	PERFORMANCE IN PROD: BEGINNING	MTWTH	7:00-10:00	3-OCT to 20-DEC	3.0
EVE	23074	THEA 47C	LE1	PERFORMANCE IN PROD: INTERMED	MTWTH	7:00-10:00	3-OCT to 20-DEC	3.0
EVE	23076	THEA 47D	LE1	PERFORMANCE IN PROD: ADVANCED	MTWTH	7:00-10:00	3-OCT to 20-DEC	3.0
HYB	22957	ECD 83	HD1	ADULT MENTORING & SUPERVISION	ONLINE + 3 ON CAMPUS		17-AUG to 12-NOV	2.0
HYB	22629	BUSN 58	LO1	SMALL BUSINESS MANAGEMENT	ONLINE + M	6:00-8:50	12-SEP to 20-DEC	3.0
HYB	23181	MKTG 64	LH1	INTRODUCTION to ADVERTISING	ONLINE + M	6:00-8:50	12-SEP to 20-DEC	3.0
HYB	20921	LIBR 8	LD1	INTRO to LIBRARY RESEARCH	ONLINE + 5 ON CAMPUS		20-SEP to 29-NOV	2.0
WEB	22820	PSCN 13	LO1	MULTICULTURAL ISSUES/AMERICA	ONLINE		29-AUG to 21-OCT	3.0
WEB	21531	BUSN 48	LO1	HUMAN RELATIONS IN WORKPLACE	ONLINE		31-AUG to 20-DEC	3.0
WEB	21030	BUSN 88	LO1	HUMAN RESOURCES MANAGEMENT	ONLINE		31-AUG to 20-DEC	3.0