Distance Learning Guide

ONLINE COURSES

Distance Learning Website: http://gocs.m.net

General requirements for all online courses:

• Complete the required registration procedure.
• Attend the introductory meeting and other on-campus meetings (**indicates MANDATORY**).
• Read the required textbooks.
• Visit the Website weekly to keep apprised of schedule changes, new texts, etc.
• Participate actively in e-mail and online discussions.
• Complete class assignments, exams and specific course requirements.

NOTE: These courses are offered online. Students MUST have e-mail and Web access. For complete course descriptions, prerequisites, and recommended preparations, see listings under the respective departments. For further information about a specific class, its schedule, recommended software, or other questions, visit the course website or contact the instructor.

Multimedia

Web Ready

MULT 688 WO (38237) (1 Unit)

Introductory Meeting: None

Website: http://CTLOnline.net/

Instructor: Julie Sevastopoulos

Phone: 574-6598

e-mail: sevastopoulos@smccd.net

Distance Learning Guide

TELECOURSES

General requirements for all telecourses:

• Complete the required registration procedure.
• Attend the introductory meeting (**indicates MANDATORY**) and other on-campus meetings.
• Read the required textbooks.
• View the telelessons.
• Complete additional specific course requirements.

Business

Small Business Management

BUS. 150 TV (CRN 31801) (3 Units)

“Something Ventured” provides aspiring entrepreneurs and those already involved in a small business venture with the tools needed to enhance their potential for success. Prerequisite: BUS. 100 or equivalent. Recommended Preparation: eligibility for ENGL 800. (CSU)

Specific course requirements:

• Complete assignments and final paper.

○ TV: Wed., 7-8 am, Feb. 5 - Apr. 30

Campus Meetings: Sat., 9-11 am

Bldg. 14, Room 100

Introduction: Feb. 1

Midterm Review: Mar. 29

Final Review: May 10

Final Exam: May 17

Instructor: Mark Sato

Registration Deadline: Feb. 12

Last Day to Drop with Refund: Feb. 22

Last Day to Withdraw: Apr. 21

Salesmanship Fundamentals

BUS. 170 TV (CRN 34386) (3 Units)

“Sales Connection” provides the basic information, procedures, principles, and techniques of the sales process as used in the various areas of business. Recommended Preparation: eligibility for ENGL 800. (CSU)

○ TV: Fri., 8-9 am, Feb. 7 - May 2

Campus Meetings: Sat., 11 am - 1 pm

Bldg. 14, Room 120

Introduction: Feb. 1

Midterm: Mar. 29

Final Exam: May 17

Instructor: William Janssen

Registration Deadline: Feb. 12

Last Day to Drop with Refund: Feb. 22

Last Day to Withdraw: Apr. 21

Management

Introduction to Business Management

MGMT 100 TV (CRN 32572) (3 Units)

“Taking the Lead” covers essential skills in planning and organizing, directing decision making, and applying managerial skills to business, industry, and public sector organizations. Recommended Preparation: eligibility for ENGL 800 or 836. (CSU)

Specific course requirement:

• Complete the assignments in the Telecourse Study Guide.

○ TV: Wed., 9-10 am, Feb. 5 - Apr. 30

Campus Meetings: Sat., 11 am-1 pm

Bldg. 14, Room 100

Introduction: Feb. 1

Midterm Review: Mar. 22

Midterm: Mar. 29

Final Review: May 10

Final Exam: May 17

Instructor: Mark Sato

Registration Deadline: Feb. 12

Last Day to Drop with Refund: Feb. 22

Last Day to Withdraw: Apr. 21

Spanish

Beginning Spanish I

SPAN 115 TV (CRN 36065) (3 Units)

“Destinos” covers basic Spanish vocabulary and language structures studied through text, audio cassettes and broadcast video tapes. Equivalent to Spanish 111 but without the oral component. Credit/No Credit or letter grade option. (CSU)

Specific course requirement: See below.

○ TV: Mon., 2-3 pm, Feb. 3 - Apr. 28

Campus Meetings: Sat., 11 am - 1 pm

Bldg. 14, Room 100

Introduction: Feb. 1

Midterm Review: Mar. 22

Midterm: Mar. 29

Final Exam: May 17

Instructor: William Janssen

Registration Deadline: Feb. 12

Last Day to Drop with Refund: Feb. 22

Last Day to Withdraw: Apr. 21

Beginning Spanish II

SPAN 116 TV (CRN 36066) (3 Units)

Continuation of “Destinos.” Equivalent to Spanish 112 but without the oral component. Prerequisite: SPAN 115 with Credit or a grade of C or higher. Credit/No Credit or letter grade option. (CSU)

Specific course requirement: See below.

○ TV: Tues., 2-3 pm, Feb. 4 - Apr. 29

Campus Meetings: Sat., 11 am - 1 pm

Bldg. 14, Room 120

Introduction: Feb. 1

Midterm: Mar. 29

Final Exam: May 17

Instructor: Mark Sato

Registration Deadline: Feb. 12

Last Day to Drop with Refund: Feb. 22

Last Day to Withdraw: Apr. 21

(UC) Transferable to University of California, (*) With limitations

Telecourses continued on next page
**Attendance at meeting is mandatory. Students who are not at the mandatory introductory meeting may be dropped from the class. However, this is not an automatic withdrawal— the student is responsible for officially withdrawing from the class through the Office of Admissions and Records.**

Advanced Beginning Spanish I

SPAN 117 TV (CRN 36067) (3 Units)
Continuation of “Destinos.” Equivalent to Spanish 121 but without the oral component.
**Prerequisite:** SPAN 116 with Credit or a grade of C or higher. Credit/No Credit or letter grade option. (CSU)

**Specific course requirement:** See below.

**TV:** Wed., 2-3 pm, Feb. 5 - Apr. 30

**Campus Meetings:** See below.

Advanced Beginning Spanish II

SPAN 118 TV (CRN 36068) (3 Units)
Continuation of “Destinos.” Equivalent to Spanish 122 but without the oral component.
**Prerequisite:** SPAN 117 with Credit or a grade of C or higher. Credit/No Credit or letter grade option. (CSU)

**TV:** Thur., 2-3 pm, Feb. 6 - May 1

**Specific course requirement for Spanish 115, 116, 117 and 118:**
- Write exercises in Study Guide.

**Spanish 115, 116, 117 and 118**

**Campus Meetings:** Sat., 11 am-1 pm
- Bldg. 18, Room 76

**Introduction:** Feb. 1
**Midterm:** Mar. 29
**Final Exam:** May 17
**Instructor:** Richard Castillo

**Registration Deadline:** Feb. 12
**Last Day to Drop with Refund:** Feb. 22
**Last Day to Withdraw:** Apr. 21