

**North County Campus & Distance Ed Short Term Classes - Fall 2009**

Course	CRN	Credits	Days	Times	Room	Instructor	Dates
<b>ACSK 058 - Grammar Essentials:</b> punctuation skills essential for effective writing.							
	<a href="#">71084</a>	2	M W	1:00pm- 2:20pm	N2804 NCC	Robinson, M	09/28/09-12/18/09
<b>ACSK 225 - College Success:</b> emphasis on life-long success in academic, professional, and personal development.							
	<a href="#">71050</a>	3	T R	9:00am-11:05am	N2804 NCC	Ortiz, N	09/28/09-12/18/09
<b>ACSK 500 - GED Test Preparation:</b> to prepare students in basic skills, including the fives areas of the GED examination.							
	<a href="#">72493</a>	0	T R	3:00pm- 4:20pm	N4001 NCC	Farrer, V	09/28/09-11/06/09
	<a href="#">72494</a>	0	T R	3:00pm- 4:20pm	N4001 NCC	Farrer, V	11/09/09-12/18/09
<b>BUS 170 - Dealing With Change:</b> provides students with an understanding of change and the influence it has on an organization and the individual.							
	<a href="#">70510</a>	0.5	S	8:00am- 4:50pm	N2038 NCC	Marcove, K	12/05/09-12/05/09
<b>BUS 171 - Team Building:</b> provides students with an understanding of how teams work together.							
	<a href="#">72201</a>	0.5	S	8:00am- 4:50pm	N2038 NCC	Robichaud, T	11/21/09-11/21/09
<b>BUS 172 - Communicating With People:</b> introduces key elements in communication within business organizations.							
	<a href="#">70543</a>	0.5	S	8:00am- 4:50pm	N2038 NCC	Robichaud, T	09/26/09-09/26/09
<b>BUS 174 - Customer Service:</b> provides certain key skills and attitudes in order to effectively meet the needs of the customers.							
	<a href="#">70569</a>	0.5	S	8:00am- 4:50pm	N2038 NCC	Garnsey, C	11/14/09-11/14/09
<b>BUS 176 - Attitude In The Workplace:</b> key skills in the area of attitude for individuals to maintain a positive attitude at work and at home.							
	<a href="#">70595</a>	0.5	S	8:00am- 4:50pm	N2038 NCC	Garnsey, C	10/24/09-10/24/09
<b>BUS 177 - Stress Management:</b> provides skills to recognize stress and how to manage it.							
	<a href="#">70640</a>	0.5	S	8:00am- 4:50pm	N2038 NCC	Simoes, P	10/31/09-10/31/09
<b>BUS 179 - Time Management:</b> introduces time management principles and specific tools that assist in making maximum use of time.							
	<a href="#">70645</a>	0.5	S	8:00am- 4:50pm	N2038 NCC	Marcove, K	10/17/09-10/17/09
<b>CAOA 167 - PowerPoint:</b> basic functions of the PowerPoint program to produce high-quality output for presentation to an audience.							
	<a href="#">72238</a>	1	F	9:00am-11:50am	N2411 NCC	Scholl, S	10/26/09-12/04/09
<b>CUL 213 - Food Safety &amp; Sanitation:</b> principles of hygiene and sanitation applied to food service operations.							
	<a href="#">72433</a>	1	S	8:00am- 4:50pm	N5002 NCC	Coffman, C	09/12/09-09/26/09
<b>ENGL 099 - Basic Reading/Writing:</b> provides basic sentence and paragraph construction with limited introduction to the essay.							
	<a href="#">71453</a>	4	T R	8:00am-10:50am	N2442 NCC	Boling, S	09/28/09-12/18/09
<b>ENGL 156 - College Reading/Writing:</b> attention to sentence structure, paragraph and essay structure, grammar, and critical thinking skills.							
	<a href="#">71449</a>	4	M W	11:00am- 1:50pm	N2404 NCC	Pointer, S	09/28/09-12/18/09

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<b>HEED 204 - Standard First Aid &amp; Cpr:</b> information and training in immediate and temporary emergency care.							
	<a href="#">71072</a>	2	M	7:00pm- 9:50pm	N2439 NCC	Pry, D	09/28/09-12/18/09
<b>MATH 008 - Introduction To Factoring:</b> methods of factoring of polynomials using multi-sensory approaches.							
	<a href="#">71164</a>	1	T R	5:30pm- 6:50pm	N2803 NCC	Kerr, C	09/08/09-10/15/09
<b>MATH 114 - Word Problems:</b> solving word problems such as distance, mixture, and work at the elementary and intermediate algebra level.							
	<a href="#">71167</a>	1	T R	5:30pm- 6:50pm	N2803 NCC	Kerr, C	10/20/09-11/26/09
<b>NAST 125 - Ekg Monitor Observer:</b> provides skills to analyze and interpret basic cardiac rhythms.							
	<a href="#">70613</a>	1	T	9:00am-11:50am	N2028 NCC	Johnson,F	10/19/09-12/04/09
<b>NAST 145 - Acute Care Assistant:</b> prepares CNA to function at a competent level in the acute care setting.							
	<a href="#">70614</a>	3	F	6:45am- 2:45pm	HOSP NCC	Johnson,F	10/19/09-12/14/09
			M	8:00am-12:50pm	N2407 NCC	Johnson,F	
<b>WEXP 193C - Computer Skills in The Workplace:</b> develop the ability to touch type and formatting skills necessary to create a job search portfolio.							
	<a href="#">72098</a>	1	M F	9:00am- 9:45am	N4001 NCC	Goodwell, J	09/28/09-11/06/09
			M F	9:46am-11:50am	N4001 NCC	Goodwell, J	
	<a href="#">72100</a>	1	M F	9:00am- 9:45am	N4001 NCC	Goodwell, J	11/09/09-12/18/09
			M F	9:46am-11:50am	N4001 NCC	Goodwell, J	
<b>WEXP 193D - Job Search Basics D:</b> explores career/vocational training options.							
	<a href="#">72099</a>	2	TWR	8:30am- 9:20am	N4001 NCC	Hoffman, B	09/28/09-11/06/09
			TWR	9:30am-12:20pm	N4001 NCC	Hoffman, B	
	<a href="#">72101</a>	2	TWR	8:30am- 9:20am	N4001 NCC	Hoffman, B	11/09/09-12/18/09
			TWR	9:30am-12:20pm	N4001 NCC	Hoffman, B	
<b>WEXP 193K - Life Skills Success A:</b> skills to function effectively in the workplace, school, and the community.							
	<a href="#">72414</a>	0.5	M	12:00- 1:15pm	N4001 NCC	TBA	09/14/09-10/23/09
<b>DISTANCE EDUCATION</b>							
<b>CAOA 162 - Beginning Computer Keyboarding:</b> typing fundamentals, machine functions, keyboard use, speed, and accuracy drills.							
	<a href="#">72281</a>	1		TBA	WEB DE	Cleeves, M	09/21/09-11/20/09
<b>EMS 102 - EMT I Refresher:</b> reviews and updates knowledge and skills required for EMT level 1 certification.							
<b>Restricted</b>	<a href="#">71498</a>	1.5		TBA	WEB DE	Stubendorff, C	09/28/09-11/24/09