



• SPRING 2019 •

••• SHORT-TERM CLASSES •••

ADMINISTRATION OF JUSTICE

ADJ-2 Principles and Procedures of the Justice System 3 UNITS

Prerequisite: None

Description: This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional precedents. 54 hours lecture.

22688 Last day to add: 02/27/19

HYB 02/23/19 04/06/19 08:00AM 12:15PM S BCTC 27

HYBO 02/23/19 04/06/19 BCTC 27

The above section is a short term hybrid class that meets at the Ben Clark Training Center, located at 16791 Davis Avenue, Riverside. Internet access is required.

See www.opencampus.com. Please note the start and end dates.

Instructor: S Hutter

ADJ-3 Concepts of Criminal Law 3 UNITS

Description: Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. 54 hours lecture.

22689 Last day to add: 04/24/19

HYB 04/20/19 06/01/19 08:00AM 11:35AM S BCTC 27

HYBO 04/20/19 06/01/19 ON LINE

The above section is a short term hybrid class that meets at the Ben Clark Training Center, located at 16791 Davis Avenue, Riverside. Internet access is required.

See www.opencampus.com. Please note the start and end dates.

Instructor: P Jaime

ADJ-5 Community Relations 3 UNITS

Prerequisite: None

Description: This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. 54 hours lecture

22687 Last day to add: 02/27/19

HYB 02/23/19 04/06/19 08:00AM 12:15PM S BCTC 25

HYBO 02/23/19 04/06/19 ON LINE

The above section is a short-term hybrid class that meets at the Ben Clark Training Center, located at 16791 Davis Avenue, Riverside. Internet access is required.

See www.opencampus.com. Please note the start and end dates.

Instructor: N Aguirre

ADJ-B1A Intro to Wellness and Physical Conditioning in Prep for Law Enforcement and Correctional Academies 1.50 UNITS

Prerequisite: None

Description: This course plans an eight week physical training program targeting muscular strength development, cardiorespiratory endurance training, body composition assessment, physical agility, and muscular flexibility training. Additionally, this course is designed to prepare future basic academy students to meet peace officer basic training entrance requirements and to familiarize students with the career opportunities available in Law Enforcement. 24 hours lecture and 24 hours laboratory. (Pass/No Pass only)

22681 Last day to add: 03/21/19

WE 02/12/19 04/04/19 06:00PM 07:30PM TTH BCTC 11

WEL 02/12/19 04/04/19 07:30PM 09:00PM TTH BCTC 11

The above section is a short-term web-enhanced class that meets at the Ben Clark Training Center, located at 16791 Davis Avenue, Riverside. Internet access is required. Please note the start and end dates.

Instructor: N Soto-Daughters

ADJ-B1A Intro to Wellness and Physical Conditioning in Prep for Law Enforcement and Correctional Academies 1.50 UNITS

Prerequisite: None

Description: This course plans an eight week physical training program targeting muscular strength development, cardiorespiratory endurance training, body composition assessment, physical agility, and muscular flexibility training. Additionally, this course is designed to prepare future basic academy students to meet peace officer basic training entrance requirements and to familiarize students with the career opportunities available in Law Enforcement. 24 hours lecture and 24 hours laboratory. (Pass/No Pass only)

22682 Last day to add: 05/23/19

WE 04/16/19 06/06/19 06:00PM 07:30PM TTH BCTC 11

WEL 04/16/19 06/06/19 07:30PM 09:00PM TTH BCTC 11

The above section is a short-term web-enhanced class that meets at the Ben Clark Training Center, located at 16791 Davis Avenue, Riverside. Internet access is required. Please note the start and end dates.

Instructor: N Soto-Daughters

ADJ-D1A Basic Public Safety Dispatch Course 6 UNITS

Prerequisite: None

Description: The 120-hour Basic Public Safety Dispatch Course is designed for law enforcement entry level Dispatchers. The course provides basic skills and knowledge in proper telephone, radio techniques, stress management, and local emergency service systems. 106 hours lecture and 14 hours laboratory. (Pass/No Pass only)

22732 Last day to add: 03/19/19

LEC 03/04/19 03/22/19 08:00AM 03:05PM MTWTHF BCTC 31

LAB 03/04/19 03/22/19 04:05PM 05:00PM MTWTHF BCTC 31

Instructor: R Young

ADJ-D1A Basic Public Safety Dispatch Course 6 UNITS

Prerequisite: None

Description: The 120-hour Basic Public Safety Dispatch Course is designed for law enforcement entry level Dispatchers. The course provides basic skills and knowledge in proper telephone, radio techniques, stress management, and local emergency service systems. 106 hours lecture and 14 hours laboratory. (Pass/No Pass only)

22740 Last day to add: 06/18/19

LEC	06/03/19	06/21/19	08:00AM	03:05PM	MTWTHF	BCTC 31
LAB	06/03/19	06/21/19	04:05PM	05:00PM	MTWTHF	BCTC 31

Instructor: R Young

ADJ-D1B Dispatcher Update, Public Safety 1 UNIT

Prerequisite: ADJ-D1A

Description: This 24-hour course is designed for the experienced Public Safety Dispatcher as a legal and critical issues update. This course includes updates in civil liability, ethics, civil procedures, wellness and stress management and communicating with the mentally ill. 24 hours lecture.

22734 Last day to add: 04/02/19

LEC	04/02/19	04/04/19	08:00AM	05:00PM	TWTH	BCTC 30
-----	----------	----------	---------	---------	------	---------

Instructor: R Young

ADJ-D1C Communications Training Officer Course 2 UNITS

Prerequisite: ADJ-D1A

Description: Provides communications trainers with the skills, knowledge, roles, and responsibilities in the training of new dispatchers. This course will emphasize the process necessary to manage the demands of being a communications trainer. 40 hours lecture.

22735 Last day to add: 04/18/19

LEC	04/15/19	04/19/19	08:00AM	05:00PM	MTWTHF	BCTC 31
-----	----------	----------	---------	---------	--------	---------

Instructor: R Young

ADJ-D3A Dispatch Upd- Handling the Rising Tide of Suicide 0.25 UNITS

Prerequisite: ADJ-D1A

Description: Enhances the skills and abilities of public safety dispatchers regarding the increase in suicide rates and the handling of such incidents. The student will be provided background information, concepts, techniques and an understanding of the emotional impact of dealing with suicides. This course also brings an awareness of the signs of suicide in co-workers and provides options for persuading them to seek help and refer them to appropriate resources. 8 hours lecture.

22730 Last day to add: 02/28/19

LEC	02/28/19	02/28/19	08:00AM	05:00PM	TH	BCTC 29
-----	----------	----------	---------	---------	----	---------

Instructor: R Young

ADJ-D4A Dispatcher Role Critical Incidents 0.25 UNITS

Prerequisite: ADJ-D1A

Description: This course will assist professional public safety communications officers understand their role in assisting officers during high-risk incidents. Students will learn strategies to assist field officers during felony stops, response to high-risk calls, and building searches. 8 hours lecture. (Pass/No Pass only.)

22738 Last day to add: 05/14/19

LEC	05/14/19	05/14/19	08:00AM	05:00PM	T	BCTC 216
-----	----------	----------	---------	---------	---	----------

Instructor: R Young

ADJ-D5A Dispatcher Public Safety Advanced 0.50 UNITS

Prerequisite: ADJ-D1A

Description: Develops dispatchers professionally and personally, by increasing their knowledge, skills, and abilities to cope with challenging situations to which they are exposed on the job. Additionally, this course will increase interpersonal communication and crisis communication skills. 16 hours lecture. (Pass/No pass only)

22729 Last day to add: 02/20/19

LEC	02/20/19	02/21/19	08:00AM	05:00PM	WTH	BCTC 30
-----	----------	----------	---------	---------	-----	---------

Instructor: R Young

ADJ-D7A Dispatcher Domestic Violence and Sexual Assault 0.25 UNITS

Prerequisite: ADJ-D1A

Description: This course is designed to provide the student with the knowledge of the cycle of violence, signs and symptoms of domestic violence and sexual assault, phases of domestic violence, different environmental violence, and the understanding of why victims stay in violent relationships. Students will learn call taking and dispatching skills to assist victims of domestic violence and sexual assault, and the California Penal Code sections and other related laws in order to assist victims. 8 hours lecture. (Pass/No Pass only)

22737 Last day to add: 05/07/19

LEC	05/07/19	05/07/19	08:00AM	05:00PM	T	BCTC 238
-----	----------	----------	---------	---------	---	----------

Instructor: R Young

ADJ-P4A Pc 832 Arrest, Search and Seizure 1.50 UNITS

Prerequisite: None

Description: Skills necessary to qualify for limited peace officer powers as required by Penal Code Section 832. Emphasis on laws of arrest, search and seizure, evidence, and the investigative process. Meets the curriculum standards of the California Board of Corrections and the California Commission on Peace Officers Standards and Training. 27 hours lecture and 13 hours laboratory. (Pass/No Pass only)

22731 Last day to add: 03/07/19

LEC	03/04/19	03/08/19	08:00AM	01:25PM	MTWTHF	BCTC 10
LAB	03/04/19	03/08/19	02:25PM	05:00PM	MTWTHF	BCTC 10

Instructor: R Young

ADJ-P4A Pc 832 Arrest, Search and Seizure 1.50 UNITS

Prerequisite: None

Description: Skills necessary to qualify for limited peace officer powers as required by Penal Code Section 832. Emphasis on laws of arrest, search and seizure, evidence, and the investigative process. Meets the curriculum standards of the California Board of Corrections and the California Commission on Peace Officers Standards and Training. 27 hours lecture and 13 hours laboratory. (Pass/No Pass only)

22736 Last day to add: 05/09/19

LEC	05/06/19	05/10/19	08:00AM	01:25PM	MTWTHF	BCTC 30
LAB	05/06/19	05/10/19	02:25PM	05:00PM	MTWTHF	BCTC 30

Instructor: R Young

ADJ-S1A Supervisory Course

4 UNITS

Prerequisite: ADJ-B1B

Description: A basic course covering the responsibilities of a law enforcement supervisor such as leadership, planning, transition, performance evaluations, investigations, employee relations, discipline, counseling, training, ethics, stress and motivation. Total of 80 hours lecture.

22733 Last day to add: 04/02/19

LEC 04/01/19 04/12/19 08:00AM 05:00PM MTWTHF BCTC 33

Instructor: J Kaiser

ADJ-S1A Supervisory Course

4 UNITS

Prerequisite: ADJ-B1B

Description: A basic course covering the responsibilities of a law enforcement supervisor such as leadership, planning, transition, performance evaluations, investigations, employee relations, discipline, counseling, training, ethics, stress and motivation. Total of 80 hours lecture.

22739 Last day to add: 06/12/19

LEC 06/03/19 06/14/19 08:00AM 05:00PM MTWTHF BCTC 33

Instructor: J Kaiser

ANTHROPOLOGY

ANT-1 Physical Anthropology

3 UNITS

Prerequisite: None

Description: An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.

22018 Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: L Broyles

ANT-1 Physical Anthropology

3 UNITS

Prerequisite: None

Description: An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.

22019 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: L Broyles

COMPUTER INFORMATION SYSTEMS

CIS-8 Fundamentals:

information Systems Security Auditing 3 UNITS

Prerequisite: CIS-21

Description: Understanding the intricate process of developing, planning, implementing/conducting, analyzing and reporting results of Information System Security Audits. Develop risk assessment tools and business controls for the purpose of assessing a businesses' cyber footprint. Learn various techniques used in Information System Security audits. Includes case studies. 54 hours lecture. (Letter Grade only)

22878 Last day to add:

WE 02/12/19 04/04/19 08:00AM 11:10AM TTH HM 309

Instructor: R Loya

CIS-22 Systems Auditing

3 UNITS

Prerequisite: CIS-8 Developing, planning, implementing/conducting, analyzing and reporting results of Information System Audits. Meet with business owners to establish audit criteria and use risk assessment tools and business controls for the purpose of assessing a businesses' cyber footprint. Develop reports and present findings in print and verbally. 54 hours lecture. (Letter grade only)

22876 Last day to add:

WE 04/16/19 06/06/19 08:00AM 11:10AM TTH HM 309

Instructor: R Loya

CIS-72A Introduction to Web Page Creation

1.50 UNITS

Prerequisite: None

Advisory: CIS-95A or competency in the use of a computer, familiarity with the Internet.

Description: An introduction to Web page creation using Extensible Hypertext Markup Language (XHTML). Use XHTML and CSS to design and create Web pages with formatted text, hyperlinks, lists, images, tables, frames, and forms. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.) (TBA option)

22862 Last day to add: 02/18/19

WE 02/12/19 04/04/19 03:00PM 04:30PM TTH HM 309

WEL 02/12/19 04/04/19 04:40PM 05:45PM TTH HM 309

The above section is a short term web-enhanced class. Internet access is required. Please note the start and end dates. Designated laboratory hours are included in the meeting times for this class.

Instructor: A Thomas

CIS-72B Intermediate Web Page Creation Using Cascading Style Sheets (CSS) 1.50 UNITS

Prerequisite: None
Advisory: Knowledge of HTML and the Internet and CIS-72A and CIS-95A
Description: Intermediate Web page creation using cascading style sheets (CSS) to format and lay out web page content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins, and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

22863						Last day to add: 04/22/19
WE	04/16/19	06/06/19	03:00PM	04:30PM	TTH	HM 309
WEL	04/16/19	06/06/19	04:40PM	05:45PM	TTH	HM 309

The above section is a short term web-enhanced class. Internet access is required. Please note the start and end dates. Designated laboratory hours are included in the meeting times for this class.

Instructor: A Thomas

COMMUNICATION STUDIES

COM-1 Public Speaking 3 UNITS

Prerequisite: None
Advisory: COM-51 and qualification for ENG-1A
Description: Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

22139						Last day to add: 02/27/19
WE	02/23/19	04/06/19	08:00AM	03:25PM	S	HM 210

The above section is a short term web-enhanced class. Internet access is required. Please note the start and end dates.

Instructor: G Johnson

ECONOMICS

ECO-8 Principles of Microeconomics 3 UNITS

Prerequisite: MAT-52
Advisory: MAT-35 and qualification for ENG-1A.
Description: Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture.

22839						Last day to add: 04/23/19
OL	04/15/19	06/07/19				ON LINE

The above section is a shortterm online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: T Morshed

ENGLISH

ENG-1A English Composition 4 UNITS

Prerequisite: ENG-50 or ENG-80or qualifying placement level
Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

22205						Last day to add: 02/19/19
OL	02/11/19	04/05/19				ON LINE
OLL	02/11/19	04/05/19				ON LINE

The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: M Schwartz

ENG-1A English Composition 4 UNITS

Prerequisite: ENG-50 or ENG-80or qualifying placement level
Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

22206						Last day to add: 02/19/19
OL	02/11/19	04/05/19				ON LINE
OLL	02/11/19	04/05/19				ON LINE

The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: M Schwartz

ENG-1A English Composition 4 UNITS

Prerequisite: ENG-50 or ENG-80or qualifying placement level
Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

22233						Last day to add: 02/19/19
OL	02/11/19	04/05/19				ON LINE
OLL	02/11/19	04/05/19				ON LINE

The above section is a short term online class and has an 18-hour laboratory requirement to be completed online. Computer with Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: M Lopp

ENG-1A English Composition

4 UNITS

Prerequisite: ENG-50 or ENG-80 or qualifying placement level

Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

22210 Last day to add: 02/27/19

HYB	02/23/19	04/06/19	08:00AM	01:50PM	S	SAS 210
HYBO	02/23/19	04/06/19				ON LINE
HYBLO	02/23/19	04/06/19				ON LINE

The above section is a short term hybrid class laboratory requirement to be completed online. Computer with Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: M Khalaj-Le Corre

ENG-1A English Composition

4 UNITS

Prerequisite: ENG-50 or ENG-80 or qualifying placement level

Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

22204 Last day to add: 02/15/19

HYB	02/11/19	04/03/19	04:00PM	06:20PM	MW	SAS 203
HYBO	02/11/19	04/03/19				ON LINE
HYBLO	02/11/19	04/03/19				ON LINE

The above section is a short term hybrid class laboratory requirement to be completed online. Computer with Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: P Flory-Sanchez

ENG-1A English Composition

4 UNITS

Prerequisite: ENG-50 or ENG-80 or qualifying placement level

Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

22235 Last day to add: 04/22/19

HYB	04/16/19	06/06/19	05:30PM	07:35PM	TTH	SAS 210
HYBO	04/16/19	06/06/19				ON LINE
HYBLO	04/16/19	06/06/19				ON LINE

The above section is a short term hybrid class and has 18-hour requirement to be completed online. Computer with Internet access is required. See www.opencampus.com. Please note start and end dates.

Instructor: K Sentz

ENG-1A English Composition

4 UNITS

Prerequisite: ENG-50 or ENG-80 or qualifying placement level

Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

22231 Last day to add: 02/15/19

HYB	02/11/19	04/03/19	06:40PM	09:00PM	MW	SAS 210
HYBO	02/11/19	04/03/19				ON LINE
HYBLO	02/11/19	04/03/19				ON LINE

The above section is a short term hybrid class laboratory requirement to be completed online. Computer with Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: D Toland

ENG-1B Critical Thinking and Writing

4 UNITS

Prerequisite: ENG-1A or ENG-1AH

Description: Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

22254 Last day to add: 02/19/19

OL	02/11/19	04/05/19				ON LINE
OLL	02/11/19	04/05/19				ON LINE

The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: D Hall

ENG-1B Critical Thinking and Writing

4 UNITS

Prerequisite: ENG-1A or ENG-1AH

Description: Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

22256 Last day to add: 02/19/19

OL	02/11/19	04/05/19				ON LINE
OLL	02/11/19	04/05/19				ON LINE

The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: D Hall

ENG-1B Critical Thinking and Writing

4 UNITS

Prerequisite: ENG-1A or ENG-1AH

Description: Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

22258

Last day to add: 04/23/19

OL 04/15/19 06/07/19

ON LINE

OLL 04/15/19 06/07/19

ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: L Miller

ENG-1B Critical Thinking and Writing

4 UNITS

Prerequisite: ENG-1A or ENG-1AH

Description: Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

22269

Last day to add: 04/23/19

OL 04/15/19 06/07/19

ON LINE

OLL 04/15/19 06/07/19

ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.

Instructor: M Schwartz

ENG-1B Critical Thinking and Writing

4 UNITS

Prerequisite: ENG-1A or ENG-1AH

Description: Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

22270

Last day to add: 04/23/19

OL 04/15/19 06/07/19

ON LINE

OLL 04/15/19 06/07/19

ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.

Instructor: L Miller

ENG-1B Critical Thinking and Writing

4 UNITS

Prerequisite: ENG-1A or ENG-1AH

Description: Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

22251

Last day to add: 04/22/19

HYB 04/16/19 06/06/19 07:55AM 10:00AM TTH PSC 7

HYBO 04/16/19 06/06/19 ON LINE

HYBLO 04/16/19 06/06/19 ON LINE

The above section is a short term hybrid class laboratory requirement to be completed

online. Computer with Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

ENG-1B Critical Thinking and Writing

4 UNITS

Prerequisite: ENG-1A or ENG-1AH

Description: Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

22253

Last day to add: 04/24/19

HYB 04/20/19 06/01/19 08:00AM 12:50PM S SAS 210

HYBO 04/20/19 06/01/19 ON LINE

HYBLO 04/20/19 06/01/19 ON LINE

The above section is a short term hybrid class laboratory requirement to be completed

online. Computer with Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: M Khalaj-Le Corre

ENG-1B Critical Thinking and Writing

4 UNITS

Prerequisite: ENG-1A or ENG-1AH

Description: Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

22248

Last day to add: 02/18/19

HYB 02/12/19 04/04/19 02:00PM 04:05PM TTH PSC 7

HYBO 02/12/19 04/04/19 ON LINE

HYBLO 02/12/19 04/04/19 ON LINE

The above section is a short term hybrid class laboratory requirement to be completed

online. Computer with Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: E Pacheco

ENG-1B Critical Thinking and Writing

4 UNITS

Prerequisite: ENG-1A or ENG-1AH

Description: Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

22252 Last day to add: 04/19/19

HYB	04/15/19	06/05/19	04:00PM	06:20PM	MW	SAS 203
HYBO	04/15/19	06/05/19				ON LINE
HYBLO	04/15/19	06/05/19				ON LINE

The above section is a hybrid class and has an 18-hour laboratory requirement to be completed online. Computer with Internet access is required. See www.opencampus.com.

Instructor: P Flory-Sanchez

ENG-1B Critical Thinking and Writing

4 UNITS

Prerequisite: ENG-1A or ENG-1AH

Description: Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

22250 Last day to add: 04/19/19

HYB	04/15/19	06/05/19	06:40PM	09:00PM	MW	SAS 210
HYBO	04/15/19	06/05/19				ON LINE
HYBLO	04/15/19	06/05/19				ON LINE

The above section is a short term hybrid class laboratory requirement to be completed online. Computer with Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: D Toland

ENG-4 Writing Tutor Training

2 UNITS

Prerequisite: ENG-1A or ENG-1AH

Description: Designed to prepare students to become peer tutors in the Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid appropriating the text (i.e., becoming a proofreader, editor, or co-author). Topics include theory and practice of tutoring writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning, and computer programs applicable to writing instruction. 27 hours lecture and 27 hours laboratory. (TBA option)

22273 Last day to add: 04/22/19

WE	04/16/19	06/06/19	03:55PM	06:00PM	TTH	HM 218
WE2	04/16/19	06/06/19				HM 218
WEL						

The above section is a short term web-enhanced class and has a 27 hour laboratory requirement. Internet access is required. In addition to time spent in class, students are required to meet 3 hours and 35 minutes each Friday. Your instructor will have details on the first day of class. Please note start and end date.

Instructor: A Guevara

ENG-50 Basic English Composition

4 UNITS

Prerequisite: ENG-70 or ENG-60B or ESL-55

Advisory: REA-82 or qualifying placement level

Description: Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will produce a minimum of 5,000 words of instructor-evaluated writing. Classroom instruction integrates lab activities. 72 hours lecture and 18 hours laboratory. (Letter Grade only.)

22275 Last day to add: 02/18/19

HYB	02/12/19	04/04/19	05:30PM	07:35PM	TTH	SAS 210
HYBO	02/12/19	04/04/19				ON LINE
HYBLO	02/12/19	04/04/19				ON LINE

The above section is a short term hybrid class laboratory requirement to be completed online. Computer with Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: K Sentz

ENGLISH AS A SECOND LANGUAGE

ESL-90D Special Topics in ESL: Verb Tense Review 2 UNITS

Prerequisite: None

Advisory: Qualification for or enrollment in ESL 54 or higher

Description: Provides students with intensive review, practice, and use of all the basic English verb tenses. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

22298 Last day to add: 03/04/19

OL	04/15/19	06/07/19				ON LINE
----	----------	----------	--	--	--	---------

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J Kim

FIRE TECHNOLOGY

FIT-C30 Intermediate Incident Command System (i-300)

0.50 UNITS

Prerequisite: None. Provides public safety managers and supervisors with the terminology, duties and responsibilities of positions within the Incident Command System. Organizational relationships, flow of information, and emergency incident action planning are topics of discussion. The course provides guidelines for organizational growth during an emergency incident, and demobilization procedures for an emergency incident that is ending. 12 hours lecture and 12 hours laboratory. (Letter Grade, or Pass/No Pass option.)

22797 Last day to add: 02/13/19

WE	02/11/19	02/13/19	08:30AM	12:30PM	MTW	BCTC G1
WEL	02/11/19	02/13/19	01:30PM	05:30PM	MTW	BCTC G1

Instructor: M Gilman

FIT-CO2A Human Resource Management

2 UNITS

Prerequisite: None

Description: Designed to provide information for Company Officers on the use of human resources to accomplish assignments, evaluate members performance, supervising personnel, and integrating health and safety plans, polices, and procedures into daily activities as well as the emergency scene. State Fire Marshal Company Officer course. 40 hours lecture. (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

22798 Last day to add: 04/09/19

WE 04/08/19 04/12/19 08:30AM 05:30PM MTWTHF BCTC G1

Instructor: M Gilman

FIT-CO2B General Administrative Functions

1 UNIT

Prerequisite: None

Description: Designed to provide information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. State Fire Marshal Company Officer course. 20 hours lecture. (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

22799 Last day to add: 03/18/19

WE 03/18/19 03/20/19 08:30AM 03:10PM MTW BCTC G1

Instructor: M Gilman

FIT-COH1 Hazardous Materials Incident Commander 0.50 UNITS

Prerequisite: None.

Advisory: Certification in Hazardous Materials First Responder Operational or equivalent.

Description: Provides the tools a person needs to assume control of an emergency response to a hazardous materials incident. This course satisfies in-service firefighters seeking advancement to the company officer level. Visit www.mvc.edu/fire for enrollment information. A certification fee of \$7.00 is optional and may be charged at the time of registration. (Note: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.)

22801 Last day to add: 03/21/19

WE 03/21/19 03/22/19 08:30AM 05:30PM THF BCTC G1

Instructor: B Deyo

FIT-INS1 Instructor I

1.50 UNITS

Prerequisite: None

Description: Course is based on current National Fire Protection Association (NFPA) Standards which include NFPA 1041, Standard for Fire Instructor Professional Qualifications (2012). 24 hours lecture and 16 hours laboratory. (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

22803 Last day to add: 03/21/19

WE 03/18/19 03/22/19 08:30AM 01:20PM MTWTHF BCTC F

WEL 03/18/19 03/22/19 02:20PM 05:30PM MTWTHF BCTC F

Instructor: B Guzzetta

FIT-INS2 Instructor II

1.50 UNITS

Prerequisite: FIT-INS1 or equivalent (Note: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.)

Description: Course from the California Fire Services Training and Education System based on current National Fire Protection Association (NFPA) Standards which include NFPA 1041, Standard for Fire Instructor Professional Qualifications (2012). 24 hours lecture and 16 hours laboratory. (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

22804 Last day to add: 04/23/19

WE 04/22/19 04/26/19 08:30AM 01:20PM MTWTHF BCTC G1

WEL 04/22/19 04/26/19 02:20PM 05:30PM MTWTHF BCTC G1

Instructor: B Guzzetta

FIT-M22 Ethical Leadership in Organizations

2.50 UNITS

Prerequisite: None

Description: This course is the third in the continuing series of the International Public Safety Leadership and Ethics program. The student will explore the leadership process and the leader-follower relationship within organizational settings. Additionally, the influence of organizational culture, values, and contemporary societal issues on leadership effectiveness will be explored as well as the concepts of organizational health, defenses, and change. Students will also explore how a person exercising leadership moves an organization from vision to action 45 hours of lecture.

22805 Last day to add: 02/28/19

WE 02/25/19 03/01/19 08:00AM 06:00PM MTWTHF BCTC 216

Instructor: R King

FIT-M23 Ethics and the Challenge of Leadership

2.50 UNITS

Prerequisite: None

Description: This course is the fourth and final course in the program of the International Public Safety Leadership and Ethics program. The student will correlate personal core values and characteristics to complex ethical decisions and behaviors. In addition, the student will explore ethical and principle-centered leadership, including ethical systems, ethical dilemmas, and ethical decision-making models. The student will also examine challenges and develop strategies for exercising leadership in agency's serving diverse and dynamic communities. 45 hours lecture. (Pass/No Pass option)

22806 Last day to add: 05/02/19

WE 04/29/19 05/03/19 08:00AM 06:00PM MTWTHF BCTC 216

Instructor: R King

FIT-S21 Public Safety Honor Guard Academy 1.50 UNITS

Prerequisite: None

Description: This course provides individuals with the knowledge and skills to perform, under minimal supervision, basic and essential honor guard drill and funeral management. These shall include basic military drill, ceremonial skills, history of honor and color guards, funeral types and options, pre-funeral preparations, flag etiquette, church and casket procedures and a basic knowledge of the Incident Command System. In addition, students will learn to use, inspect and maintain various types of fire fighting and rescue equipment for ceremonial details. Completion of this course satisfies the manipulative and academic training requirements for the public safety honor guard academy. 18 hours lecture and 30 hours laboratory. (Letter grade only)

22800 Last day to add: 03/14/19

WE 03/11/19 03/15/19 08:00AM 11:35AM MTWTHF BCTC F

WEL 03/11/19 03/15/19 12:35PM 06:35PM MTWTHF BCTC F

Instructor: A Roulston

GEOGRAPHY

GEG-1 Physical Geography 3 UNITS

Prerequisite: None

Description: The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

22304 Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: A Marquis

GEG-1 Physical Geography 3 UNITS

Prerequisite: None

Description: The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

22305 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: A Marquis

GUIDANCE

GUI-45 Introduction to College 1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

22315 Last day to add: 02/18/19

LEC 02/12/19 04/04/19 02:00PM 02:50PM TTH STU 106

The above section is a short term class. Please note the start and end dates.

Instructor: L Pena

GUI-45 Introduction to College 1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

22843 Last day to add: 04/22/19

LEC 04/16/19 06/06/19 02:00PM 02:50PM TTH STU 106

Instructor: L Pena

GUI-45 Introduction to College 1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

22318 Last day to add: 02/15/19

LEC 02/11/19 04/03/19 03:15PM 04:20PM MW STU 106

The above section is a short term class designed for the Nuview Bridge Early College High School program. Please note the start and end dates.

Instructor: Staff

GUI-45 Introduction to College

1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

22319 Last day to add: 04/19/19

LEC 04/15/19 06/05/19 03:15PM 04:20PM MW STU 106

The above section is a short term class designed for the Nuview Bridge Early College High School program. Please note the start and end dates.

Instructor: Staff

GUI-45 Introduction to College

1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

22316 Last day to add: 02/18/19

LEC 02/12/19 04/04/19 03:15PM 04:05PM TTH STU 106

The above section is a short term class designed for the Nuview Bridge Early College High School program. Please note the start and end dates.

Instructor: L Pena

GUI-45 Introduction to College

1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

22317 Last day to add: 04/22/19

LEC 04/16/19 06/06/19 03:15PM 04:05PM TTH STU 106

The above section is a short term class designed for the Nuview Bridge Early College High School program. Please note the start and end dates.

Instructor: L Pena

GUI-47 Career Exploration and Life Planning

3 UNITS

Prerequisite: None

Description: In depth career and life planning; topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.

22323

OL 02/11/19 04/07/19

Last day to add: 03/04/19

ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com.

Instructor: J Howard

GUI-47 Career Exploration and Life Planning

3 UNITS

Prerequisite: None

Description: In depth career and life planning; topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.

22325

OL 04/15/19 06/07/19

Last day to add: 04/23/19

ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J Howard

GUI-48A College Success Strategies-Study Skills

1 UNIT

Prerequisite: None

Description: This course is designed to increase the student's success in college by assisting the student in obtaining study skills necessary to reach educational and career goals. Topics include time management, test taking, and study techniques. 18 hours lecture. (Letter Grade, or Pass/No Pass option)

22329

Last day to add: 04/19/19

LEC 04/19/19 05/17/19 03:15PM 05:15PM F VLHS CLAS

LEC2 04/20/19 05/11/19 08:30AM 10:30AM S STU 106

The above section is a short term course designed for Vista Del Lago High School Upward Bound Math and Science Program students. Classes meet at both Vista Del Lago High School and Moreno Valley College. For additional information or to enroll, contact Vista Del Lago High School Counseling office at 951-571-4880. Please note the start and end dates.

Instructor: A Orta-Perez

HISTORY

HIS-7 Political and Social History of the United States 3 UNITS

Prerequisite: None

Description: Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institution; principles of national, state, and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

22367 Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: K Robertson-Estrada

HIS-7 Political and Social History of the United States 3 UNITS

Prerequisite: None

Description: Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institution; principles of national, state, and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

22370 Last day to add: 03/04/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online course. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: K Robertson-Estrada

HOMELAND SECURITY

HLS-1 Introduction to Homeland Security 3 UNITS

Prerequisite: None

Description: This course is designed to introduce students to a comprehensive overview of homeland security from an all-hazard, multidisciplinary perspective. Students will examine threats to homeland security, including natural and technological disasters, as well as acts of domestic and international terrorism, including weapons of mass destruction. Students will review the roles and responsibilities of government agencies, private organizations, and individual citizens in homeland security including but not limited to law enforcement, fire, EMS, public health, education, mental health, and special districts (water, utilities, sanitation). Students will meet the state and federal requirements for certification in SEMS/NIMS by completing: IS 100 (Introduction to Incident Command), IS 200 (ICS for Single Resources and Initial Action Incidents), IS 700 (National Incident Management System: An Introduction) and IS 800 (National Response Plan: An Introduction). 54 lecture hours.

22690 Last day to add: 04/24/19

WE 04/20/19 06/01/19 08:00AM 03:25PM S BCTC 28

The above section is a short term web-enhanced class that meets at the Ben Clark Training Center, located at 16791 Davis Avenue, Riverside. Internet access is required. Please note the start and end dates.

Instructor: S Stone

INTERDISCIPLINARY STUDIES

ILA-1 Introduction to Tutor Training 1 UNIT

Prerequisite: None

Advisory: Qualification for ENG-1A

Description: Introduction to tutoring, with an emphasis on tutoring strategies, learning styles, problem solving, and working with diverse student populations. Designed to prepare students to become peer tutors in a variety of subject areas. Tutors develop student-centered, non-intrusive tutoring skills to meet a wide variety of student needs. Topics include theory, practice and ethics of tutoring, interpersonal communications techniques, tutoring diverse student populations, and group tutorial methods and practical field work. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

22670 Last day to add: 04/22/19

WE 04/15/19 06/07/19 06:10PM 08:30PM TH HM 218

The above section is a web-enhanced class. Designed to prepare students to become peer tutors in a variety of subject areas. Internet access is required.

Instructor: M Schwartz

LIBRARY

LIB-1 Introduction to Information Literacy 1 UNIT

Prerequisite: None

Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

22428 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. All hours including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: D Renfrow

LIB-1 Introduction to Information Literacy 1 UNIT

Prerequisite: None

Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

22796 Last day to add: 02/15/19

WE 02/11/19 04/03/19 01:00PM 02:05PM MW HM 201

Instructor: J Webb



• SPRING 2019 •

POLITICAL SCIENCE

POL-1 American Politics 3 UNITS

Prerequisite: None

Advisory: REA-83 and qualification for ENG-1A

Description: An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

22580 Last day to add: 02/18/19

LEC 02/11/19 04/07/19 02:00PM 05:10PM TTH PSC 3

The above section is a short term class. Please note the start and end dates.

Instructor: M Lafferty

POL-1 American Politics 3 UNITS

Prerequisite: None

Advisory: REA-83 and qualification for ENG-1A

Description: An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

22838 Last day to add: 04/22/19

LEC 04/15/19 06/07/19 02:00PM 05:10PM TTH PSC 3

The above section is a short term class. Please note the start and end dates.

Instructor: M Lafferty

READING

REA-83 College Reading and Thinking 3 UNITS

Prerequisite: REA-82 or ESL-73 or qualifying placement level

Description: Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade or Pass/No Pass option.)

22615 Last day to add: 03/04/19

OL 02/11/19 04/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: S Nyrop

REA-83 College Reading and Thinking 3 UNITS

Prerequisite: REA-82 or ESL-73 or qualifying placement level

Description: Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade or Pass/No Pass option.)

22617 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: S Nyrop

••• SHORT-TERM CLASSES •••

ACCOUNTING

ACC-1A Principles of Accounting I

3 UNITS

Prerequisite: None

Advisory: BUS-20

Description: An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing, and summarizing procedures used in preparing financial statements. 54 hours lecture.

32003 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class that requires an on-site proctored final exam. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.

Instructor: D White

ACC-1A Principles of Accounting I

3 UNITS

Prerequisite: None

Advisory: BUS-20

Description: An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing, and summarizing procedures used in preparing financial statements. 54 hours lecture.

32005 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class that requires an on-site proctored final exam. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.

Instructor: D White

ACC-1A Principles of Accounting I

3 UNITS

Prerequisite: None

Advisory: BUS-20

Description: An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing, and summarizing procedures used in preparing financial statements. 54 hours lecture.

32004 Last day to add: 02/18/19

HYB 02/12/19 04/04/19 09:40AM 11:05AM TTH IT 109

HYBO 02/12/19 04/04/19 ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: P Worsham

ACC-1A Principles of Accounting I

3 UNITS

Prerequisite: None

Advisory: BUS-20

Description: An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing, and summarizing procedures used in preparing financial statements. 54 hours lecture.

32000 Last day to add: 02/18/19

HYB 02/12/19 04/04/19 06:00PM 07:25PM TTH JFK 224

HYBO 02/12/19 04/04/19 ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: D White

ACC-1B Principles of Accounting II

3 UNITS

Prerequisite: ACC-1A

Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

32010 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class that requires an on-site proctored final exam.

Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.

Instructor: P Worsham

ACC-1B Principles of Accounting II

3 UNITS

Prerequisite: ACC-1A

Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

32011 Last day to add: 04/22/19

HYB 04/16/19 06/06/19 09:40AM 11:05AM TTH IT 109

HYBO 04/16/19 06/06/19 ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: P Worsham

ACC-1B Principles of Accounting II

3 UNITS

Prerequisite: ACC-1A

Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

32008 Last day to add: 04/22/19

HYB 04/16/19 06/06/19 06:00PM 07:25PM TTH JFK 102

HYBO 04/16/19 06/06/19 ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: D White

ACC-55 Applied Accounting/Bookkeeping 3 UNITS

Prerequisite: None

Description: This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

32013 Last day to add: 02/15/19

HYB	02/11/19	04/03/19	07:35AM	09:00AM	MW	CACT 2
HYBO	02/11/19	04/03/19				ON LINE

The above section is a hybrid class. Computer with Internet access required.

See www.opencampus.com.

Instructor: N Ildefonso

ACC-62 Payroll Accounting 3 UNITS

Prerequisite: ACC-1A or ACC-55

Description: Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workers Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

32014 Last day to add: 02/19/19

OL	02/11/19	04/05/19				ON LINE
----	----------	----------	--	--	--	---------

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: M Scott

ACC-62 Payroll Accounting 3 UNITS

Prerequisite: ACC-1A or ACC-55

Description: Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workers Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

32015 Last day to add: 04/23/19

OL	04/15/19	06/07/19				ON LINE
----	----------	----------	--	--	--	---------

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: M Scott

ACC-65 Computerized Accounting 3 UNITS

Prerequisite: ACC-1A or ACC-55

Advisory: CIS-1A or CIS-3

Description: An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

32016 Last day to add: 04/19/19

HYB	04/15/19	06/05/19	07:35AM	09:00AM	MW	CACT 2
HYBO	04/15/19	06/05/19				ON LINE

The above section is a hybrid class. Computer with Internet access required.

See www.opencampus.com.

Instructor: N Ildefonso

ACC-67 U.S. and California Income Tax Preparation 4 UNITS

Prerequisite: None

Description: U.S. and California income tax principles and tax return preparation as it relates to individuals, sole proprietorships, and other business entities. This course is certified by the California Tax Education Council (CTEC) as fulfilling the 60-hour qualifying education requirement imposed by the State of California for becoming a Registered Tax Preparer. 72 hours lecture.

32017 Last day to add: 02/17/19

HYB	02/13/19	04/03/19	05:40PM	09:55PM	W	JFK 226
HYBO	02/13/19	04/03/19				ON LINE

The above section is a hybrid class. Computer with Internet access required.

See www.opencampus.com.

Instructor: J Muir

BUSINESS ADMINISTRATION

BUS-10 Introduction to Business 3 UNITS

Prerequisite: None.

Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)

32077 Last day to add: 02/19/19

OL	02/11/19	04/05/19				ON LINE
----	----------	----------	--	--	--	---------

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: G Zwart

BUS-10 Introduction to Business 3 UNITS

Prerequisite: None.

Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)

32078 Last day to add: 04/23/19

OL	04/15/19	06/07/19				ON LINE
----	----------	----------	--	--	--	---------

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: V Mixson

BUS-10 Introduction to Business 3 UNITS

Prerequisite: None.

Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)

32074 Last day to add: 02/17/19

HYB	02/13/19	04/03/19	06:00PM	09:10PM	W	IT 123
HYBO	02/13/19	04/03/19				ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com.

Instructor: Staff

BUS-10 Introduction to Business

3 UNITS

Prerequisite: None.

Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)

32075 Last day to add: 04/21/19

HYB 04/17/19 06/05/19 06:00PM 09:10PM W IT 123

HYBO 04/17/19 06/05/19 ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates

Instructor: Staff

BUS-18A Business Law I

3 UNITS

Prerequisite: None

Description: The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. 54 hours lecture.

32084 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is an online class. Computer with Internet access required.

See www.opencampus.com.

Instructor: Staff

BUS-18A Business Law I

3 UNITS

Prerequisite: None

Description: The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. 54 hours lecture.

32081 Last day to add: 02/17/19

HYB 02/13/19 04/03/19 04:15PM 07:25PM W IT 108

HYBO 02/13/19 04/03/19 ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: T Wagner

BUS-18B Business Law II

3 UNITS

Prerequisite: None

Description: Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

32085 Last day to add: 04/21/19

HYB 04/17/19 06/05/19 04:15PM 07:25PM W IT 108

HYBO 04/17/19 06/05/19 ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: T Wagner

BUS-20 Business Mathematics

3 UNITS

Prerequisite: None

Description: An introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations. Includes the development and solution of problems in the areas of business statistics, trade and cash discounts, markups and markdowns, perishables, payroll, taxes, simple interest, promissory notes, compound interest, present and future value, annuities and sinking funds, installment buying and credit cards, home ownership costs, insurance, stocks and bonds, mutual funds, financial reports, depreciation, inventory, and overhead. 54 hours lecture.

32088 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: P Worsham

BUS-20 Business Mathematics

3 UNITS

Prerequisite: None

Description: An introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations. Includes the development and solution of problems in the areas of business statistics, trade and cash discounts, markups and markdowns, perishables, payroll, taxes, simple interest, promissory notes, compound interest, present and future value, annuities and sinking funds, installment buying and credit cards, home ownership costs, insurance, stocks and bonds, mutual funds, financial reports, depreciation, inventory, and overhead. 54 hours lecture.

32089 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: P Worsham

BUS-80 Principles of Logistics

3 UNITS

Prerequisite: None

Description: An introduction to the management of business logistics functions including purchasing, inventory management, transportation, warehousing and their related technologies. Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 54 hours lecture.

32093 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: R Beck

BUS-80 Principles of Logistics

3 UNITS

Prerequisite: None

Description: An introduction to the management of business logistics functions including purchasing, inventory management, transportation, warehousing and their related technologies. Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 54 hours lecture.

32094 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: R Beck

BUS-86 Transportation and Traffic Management 3 UNITS

Prerequisite: None

Description: A study of the freight transportation system including the demand for freight movement, laws, regulations, pricing, and policies, traffic management and international transportation issues. Focuses on how transportation collaborates with other supply chain functions to optimize cost and customer service. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

32096 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: C Pentis

BUS-87 Purchasing and Supply Management 3 UNITS

Prerequisite: None

Description: Study of the purchasing and supply manager's responsibilities including the identification, acquisition, positioning and management of materials, services and equipment that organizations needs to attain their goals. Emphasis is on decision making, integration with suppliers, critical internal relationships, and customer (end user) service. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

32097 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: R Beck

COMMUNICATION STUDIES

COM-12 Intercultural Communication 3 UNITS

Prerequisite: None

Advisory: COM-51 and qualification for ENG-1A

Description: This course provides an introduction to the factors affecting intercultural communication. This course focuses on the communication behaviors and values common to all cultures and ethnic groups, as well as the differences that may insulate and divide people. Students will examine influences on the communication process, including aspects such as stereotyping, gender roles, values, beliefs, verbal and nonverbal communication patterns, conflict styles and much more. Students will learn to overcome the communication problems that may result when members of other cultures and/or ethnic groups communicate by evaluating their own intercultural communication patterns and learning skills to increase their effectiveness. 54 hours lecture. (Letter Grade or Pass/No Pass option)

32157 Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: A Olaerts

COM-20 Introduction to Communication Theory 3 UNITS

Prerequisite: None

Advisory: COM-51 and/or qualification for ENG 1A

Description: A survey of the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication. This course explores the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication as an academic field of study. 54 hours lecture. (Letter Grade, or Pass/No Pass Option)

32159 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J Muto

CONSTRUCTION TECHNOLOGY

CON-71 Energy Conservation Standards 1.50 UNITS

Prerequisite: None

Description: Administrative regulations and codes that regulate the energy conservation for new residential buildings. Energy measures and mandatory features and devices that must be installed in new residential buildings and the enforcement by local building departments. 27 hours lecture.

32186 Last day to add: 02/15/19

LEC 02/11/19 03/25/19 05:30PM 09:45PM M IT 123

The above section is a short term class. Please note the start and end dates.

Instructor: J Thomas

CON-72 Calif State Accessibility 1.50 UNITS

Prerequisite: None.

Description: Examines the provisions of Title 24 accessibility standards of the California Uniform Building Code.

32187 Last day to add: 04/19/19

LEC 04/15/19 06/03/19 06:00PM 09:35PM M IT 123

The above section is a short term class. Please note the start and end dates.

Instructor: J Thomas

DRAFTING

DFT-27 Technical Communications (same As Ele/Ene-27) 3 UNITS

Prerequisite: None

Description: Procedures for organizing and presenting technical data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and formal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture.

32785 Last day to add: 02/18/19

WE 02/12/19 04/04/19 09:40AM 11:05AM TTH ATEC 119

The above section is a web-enhanced class. Internet access is required.

Instructor: A Johnson

ENGLISH

ENG-1A English Composition 4 UNITS

Prerequisite: ENG-50 or ENG-80 or qualifying placement level

Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

32280	Last day to add: 02/17/19					
HYB	02/11/19	04/07/19	09:15AM	10:30AM	W	HUM 102
HYBO	02/11/19	04/07/19				ON LINE
HYBLO	02/11/19	04/07/19				ON LINE

The above section is a short term hybrid class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: N Morford

ENG-1A English Composition 4 UNITS

Prerequisite: ENG-50 or ENG-80 or qualifying placement level

Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

32284	Last day to add: 04/21/19					
HYB	04/15/19	06/07/19	09:15AM	10:30AM	W	HUM 102
HYBO	04/15/19	06/07/19				ON LINE
HYBLO	04/15/19	06/07/19				ON LINE

The above section is a short term hybrid class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: N Morford

GUIDANCE

GUI-45 Introduction to College 1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

32865	Last day to add: 02/18/19					
OL	02/12/19	04/02/19	08:15AM	09:20AM	TH	ATEC 204

This section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end date.

Instructor: Staff

GUI-46 Intro Transfer Process 1 UNIT

Prerequisite: None.

Description: Survey of transfer requirements with hands-on activities through the application process for students transferring to four-year institutions.

32378	Last day to add: 02/16/19					
HYB	02/12/19	04/02/19	08:15AM	09:20AM	T	ATEC 204
HYBO	02/12/19	04/02/19				ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end date.

Instructor: Staff

LIBRARY

LIB-1 Introduction to Information Literacy 1 UNIT

Prerequisite: None

Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

32459	Last day to add: 02/19/19					
OL	02/11/19	04/07/19				ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: M Castro

LIB-1 Introduction to Information Literacy 1 UNIT

Prerequisite: None

Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

32458	Last day to add: 04/21/19					
HYB	04/15/19	06/07/19	01:00PM	02:15PM	W	IT 106
HYBO	04/15/19	06/07/19				ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: S Seifried

MANAGEMENT

MAG-44 Principles of Management 3 UNITS

Prerequisite: None

Description: For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling, and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also, social responsibility and a global perspective are emphasized. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

32460 Last day to add: 02/18/19

HYB 02/11/19 04/05/19 05:40PM 09:15PM TH JFK 226

HYBO 02/11/19 04/05/19 ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: D Dokter

MAG-53 Human Relations 3 UNITS

Prerequisite: None.

Description: Practical application of basic psychology in building better employer-employee relationships.

32462 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: G Zwart

MAG-53 Human Relations 3 UNITS

Prerequisite: None.

Description: Practical application of basic psychology in building better employer-employee relationships.

32463 Last day to add: 02/16/19

HYB 02/11/19 04/02/19 06:00PM 09:10PM T IT 108

HYBO 02/11/19 04/02/19 ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: E Davalos

MAG-56 Hrm: Human Resources Management 3 UNITS

Prerequisite: None.

Description: Introduces techniques involving the selection, training, evaluation and promotion of employees.

32464 Last day to add: 04/20/19

HYB 04/16/19 06/04/19 06:00PM 09:10PM T IT 108

HYBO 04/16/19 06/04/19 ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: E Davalos

MARKETING

MKT-20 Principles of Marketing 3 UNITS

Prerequisite: None

Advisory: BUS-10

Description: Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research and strategic market planning. The course will survey with a global perspective, the selection of target markets as well as the development of the marketing mix place, product, price and promotion. 54 hours lecture.

32572 Last day to add: 02/16/19

HYB 02/12/19 04/02/19 06:00PM 09:10PM T JFK 216

HYBO 02/12/19 04/02/19 ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: A Riker

MKT-41 Techniques of Selling 3 UNITS

Prerequisite: None

Description: Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

32573 Last day to add: 04/20/19

HYB 04/16/19 06/04/19 06:00PM 09:10PM T JFK 216

HYBO 04/16/19 06/04/19 ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: M Ferguson

REAL ESTATE

RLE-80 Real Estate Principles 3 UNITS

Prerequisite: None.

Description: Comprehensive analysis of basic laws, principles, terminology and current practices of California real estate.

32661 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: S Doll

RLE-80 Real Estate Principles 3 UNITS

Prerequisite: None.

Description: Comprehensive analysis of basic laws, principles, terminology and current practices of California real estate.

32662 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: L Namazi

NORCO COLLEGE

• SPRING 2019 •

RLE-81 Real Estate Practices

3 UNITS

Prerequisite: None

Description: Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state's educational requirements for the brokers examination. 54 hours lecture.

32664 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: T Wagner

RLE-81 Real Estate Practices

3 UNITS

Prerequisite: None

Description: Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state's educational requirements for the brokers examination. 54 hours lecture.

32665 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: T Wagner

RLE-82 Legal Aspects of Real Estate

3 UNITS

Prerequisite: None

Description: California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. 54 hours lecture.

32666 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: T Wagner

RLE-82 Legal Aspects of Real Estate

3 UNITS

Prerequisite: None

Description: California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. 54 hours lecture.

32667 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: T Wagner

RLE-83 Real Estate Finance

3 UNITS

Prerequisite: None.

Description: Analysis of real estate finance in residential, apartment, commercial and special purpose properties.

32668 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: T Wagner

RLE-83 Real Estate Finance

3 UNITS

Prerequisite: None.

Description: Analysis of real estate finance in residential, apartment, commercial and special purpose properties.

32669 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

RLE-85 Real Estate Economics

3 UNITS

Prerequisite: None

Description: Trends and factors affecting the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real and special purpose property trends. 54 hours lecture.

32670 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: S Doll

THEATER ARTS

THE-3 Introduction to the Theater

3 UNITS

Prerequisite: None

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

32702 Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

THE-3 Introduction to the Theater

3 UNITS

Prerequisite: None

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

32703

Last day to add: 04/23/19

OL 04/15/19 06/07/19

ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

••• SHORT-TERM CLASSES •••

ACCOUNTING

ACC-1A Principles of Accounting I 3 UNITS

Prerequisite: None

Advisory: BUS-20

Description: An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing, and summarizing procedures used in preparing financial statements. 54 hours lecture.

42010 Last day to add: 03/27/19

HYB 03/16/19 06/01/19 08:00AM 10:25AM S BE 206

HYBO 03/16/19 06/01/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

ACC-1A Principles of Accounting I 3 UNITS

Prerequisite: None

Advisory: BUS-20

Description: An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing, and summarizing procedures used in preparing financial statements. 54 hours lecture.

42009 Last day to add: 04/22/19

HYB 04/16/19 06/06/19 11:10AM 12:35PM TTH BE 104

HYBO 04/16/19 06/06/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

ACC-1A Principles of Accounting I 3 UNITS

Prerequisite: None

Advisory: BUS-20

Description: An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing, and summarizing procedures used in preparing financial statements. 54 hours lecture.

42002 Last day to add: 04/12/19

HYB 03/25/19 06/05/19 12:45PM 01:55PM MW BE 104

HYBO 03/25/19 06/05/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: F Rangel

ACC-1B Principles of Accounting II 3 UNITS

Prerequisite: ACC-1A

Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

44147 Last day to add: 03/27/19

HYB 03/15/19 06/01/19 08:00AM 10:05AM S BE 104

HYBO 03/15/19 06/01/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

ACC-55 Applied Accounting/Bookkeeping (same As Cat-55) 3 UNITS

Prerequisite: None

Description: This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

42015 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: C Morris

ACC-65 Computerized Accounting 3 UNITS

Prerequisite: ACC-1A or ACC/CAT-55

Advisory: CIS-1A or CIS-3

Description: An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

44161 Last day to add: 02/15/19

HYB 02/11/19 03/20/19 12:45PM 02:50PM MW BE 104

HYBO 02/11/19 03/20/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

APP DIGITAL MEDIA AND PRINTING

ADM-2A Color Systems and File Management (formerly Adm-65) 1 UNIT

Prerequisite: None

Description: An introductory course in color systems, computer technology and file management for graphic designers. This includes basic color theory, color profiles, hardware, software, file formats and troubleshooting, and system maintenance. 18 hours lecture.

42039 Last day to add: 02/11/19

LEC 02/11/19 03/12/19 11:20AM 02:30PM T TCHB 123

This section is a short term class. Please note the start and end dates.

Instructor: P Scullin

ADM-2B Prepress, Paper and Ink (same As Adm-58) 1 UNIT

Prerequisite: None

Description: An introductory course in basic print production prepress that includes the principles involved in assigning paper, ink and other substrates to professional graphic design projects. 18 hours lecture.

42040 Last day to add: 03/19/19

LEC 03/19/19 04/23/19 11:20AM 02:30PM T TCHB 123

This section is a short term class. Please note the start and end dates.

Instructor: P Scullin

ADM-2C Ethics and Legalities for Graphic Designers (formerly Adm-64) 1 UNIT

Prerequisite: None

Description: An introductory course in the ethical and legal standards of conduct for graphic designers. This includes topics such as copyright law, contract negotiation, responsible image manipulation, and internet ethics. 18 hours lecture.

42041 Last day to add: 05/06/19

LEC 04/30/19 06/04/19 11:20AM 02:30PM T TCHB 123

This section is a short term class. Please note the start and end dates.

Instructor: K Siu

AMERICAN SIGN LANGUAGE

AML-10 Introduction to Sign Language Interpreting 3 UNITS

Prerequisite: None

Description: This course is an introduction to ASL/English interpretation between deaf and hearing people. The focus is on theoretical models of interpretation, text analysis through intralingual translation exercises, and a historical overview of the profession of ASL/English interpretation. 54 hours lecture.

42072 Last day to add: 02/18/19

HYB 02/11/19 04/04/19 02:45PM 04:10PM TTH QD 107

HYBO 02/11/19 04/04/19 ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: D MacDougall

AML-20 Ethical Standards 3 UNITS

Prerequisite: None

Description: This course concentrates on the Registry of Interpreters for the Deaf Code of Professional Conduct pertaining to the professional standards of behavior and ethical conduct for ASL/English interpreters. This is a lecture course that explores personal, as well as professional ethical behavior, for the purpose of exploring pragmatic reasons for the conduct governing this profession, on a macro, as well as micro, level. 54 hours of lecture.

42077 Last day to add: 04/22/19

HYB 04/16/19 06/06/19 02:45PM 04:10PM TTH QD 107

HYBO 04/16/19 06/06/19 ON LINE

The above section is a short term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: D MacDougall

AML-22 American Deaf Culture (same As Soc-20) 3 UNITS

Prerequisite: None

Description: An introduction to culture and values of Deaf people in North America as reflected in language, literature, art, history, political and social events. Class conducted in American Sign Language with English translation. 54 hours lecture.

42078 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com.

Instructor: T Korn

BUSINESS ADMINISTRATION

BUS-3 Computer Applications for Business (same As Cat/Cis-3) 3 UNITS

Prerequisite: None

Description: This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

42273 Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

OLL 02/11/19 04/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: P Bainum

BUS-10 Introduction to Business

3 UNITS

Prerequisite: None.

Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)

44152 Last day to add: **04/29/19**

OL 04/22/19 06/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: D Wilcoxson

BUS-10 Introduction to Business

3 UNITS

Prerequisite: None.

Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)

42252 Last day to add: **02/18/19**

HYB 02/12/19 04/04/19 11:10AM 12:35PM TTH BE 206

HYBO 02/12/19 04/04/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required. See

www.opencampus.com. Please note the start and end dates.

Instructor: D Wilcoxson

BUS-10 Introduction to Business

3 UNITS

Prerequisite: None.

Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)

42256 Last day to add: **04/22/19**

HYB 04/16/19 06/06/19 11:10AM 12:35PM TTH BE 210

HYBO 04/16/19 06/06/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: D Wilcoxson

BUS-10 Introduction to Business

3 UNITS

Prerequisite: None.

Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)

44148 Last day to add: **03/26/19**

HYB 03/22/19 05/31/19 12:45PM 03:10PM F BE 124

HYBO

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

BUS-10 Introduction to Business

3 UNITS

Prerequisite: None.

Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)

44149 Last day to add: **03/31/19**

HYB 03/27/19 06/05/19 06:00PM 07:25PM W BE 108

HYBO 03/27/19 06/05/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

BUS-18A Business Law I

3 UNITS

Prerequisite: None

Description: The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. 54 hours lecture.

42263 Last day to add: **02/19/19**

OL 02/11/19 04/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: L Judon

BUS-18A Business Law I

3 UNITS

Prerequisite: None

Description: The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. 54 hours lecture.

42264 Last day to add: **04/23/19**

OL 04/15/19 06/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end date.

Instructor: L Judon

BUS-18A Business Law I

3 UNITS

Prerequisite: None

Description: The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. 54 hours lecture.

42262 Last day to add: **02/24/19**

HYB 02/14/19 04/04/19 11:10AM 02:20PM W BE 108

HYBO 02/14/19 04/04/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: L Judon

BUS-18B Business Law II

3 UNITS

Prerequisite: None

Description: Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

42266 Last day to add: **02/19/19**

OL 02/11/19 04/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: L Judon

BUS-18B Business Law II

3 UNITS

Prerequisite: None

Description: Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

42267 Last day to add: **04/23/19**

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required. See.

www.opencampus.com. Please note the start and end dates.

Instructor: L Judon

BUS-22 Management Communications

3 UNITS

Prerequisite: None

Advisory: CAT-30

Description: Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. 54 hours lecture.

42271 Last day to add: **02/19/19**

OL 02/11/19 04/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: C Ishihara

BUS-30 Entrepreneurship: Foundations and Fundamentals

3 UNITS

Prerequisite: None

Description: An introductory course designed to explore, identify and evaluate business opportunities with an emphasis on starting and managing a small or existing business: investigating tools and best practices associated with identifying and creating new venture opportunities; explore ways to shape and evaluate the viability of opportunities; understanding key industry factors, market, competitive factors, and customer needs.

42274 Last day to add: **02/15/19**

HYB 02/11/19 04/03/19 11:10AM 12:45PM MW BE 204

HYBO 02/11/19 04/03/19 ON LINE

The above section is a short-term hybrid class. Please note the start and end dates. Computer with Internet access required. See www.open campus.com.

Instructor: D Wilcoxson

BUS-40 International Business - Principles

3 UNITS

Prerequisites: None.

Description: Comprehensive overview of international business designed to provide both beginners and experienced business people with a global perspective on international trade including foreign investments, impact of financial markets, international marketing, and the operation of multi-national corporations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

44158 Last day to add: **02/16/19**

HYB 02/12/19 04/02/19 09:35AM 12:45PM T BE 204

HYBO 02/12/19 04/02/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: C Ishihara

BUS-51 Principles of Electronic Commerce

3 UNITS

Prerequisite: None

Advisory: BUS-10 and CIS-1A

Description: An introduction to electronic commerce focusing on business, technological, and social issues in today's global market. Provides the theory and practice of conducting business over the Internet and the World Wide Web. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

42278 Last day to add: **04/23/19**

OL 04/15/19 06/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

BUS-111 Entrepreneurial Mindset

0 UNITS

Prerequisite: None

Description: An exploration of social and business entrepreneurs, the traits that enable these individuals to thrive in vastly different cultures, and the important contributions made by these innovators.

44156 Last day to add: **05/04/19**

LEC 04/20/19 06/01/19 08:30AM 10:50AM S BE 210

The following short-term, noncredit course is free of enrollment fees and has unlimited re-peat-ability. Students pay only for books. Grading is Pass/No Pass. This course is also required for the Gig: The Solopreneurs Adventure certificate.

Instructor: Staff

BUS-113 Solopreneurs: Personal Finance and Quickbooks Quickstart

0 UNITS

Prerequisite: None

Description: Learn the basics of personal finance and QuickBooks for the self-employed. Key concepts will be addressed in attaining personal wealth, focusing on decision-making and establishing a plan. Additionally, the course will focus on business finance for the self-employed with an emphasis on how to invoice and accept payments, maximize tax deductions, and track income and expenses, miles, and reports. 9 hours lecture. (Pass/No Pass only.)

44155 Last day to add: **03/18/19**

LEC 03/11/19 04/29/19 06:00PM 07:15PM M BE 204

The following short-term, noncredit course is free of enrollment fees and has unlimited re-peat-ability. Students pay only for books. Grading is Pass/No Pass. This course is also required for the Gig: The Solopreneurs Adventure certificate.

Instructor: Staff

**BUS-114 Business Skills:
Professional Communication Basics 0 UNITS**

Prerequisite: None

Description: This short course provides practical, professional business communication skills and can be used as a skills refresher. The focus of the content is professional oral, written, and online communication skills. Effective communications with clients and customers. 9 hours lecture. (Same as CAT 104) (Pass/No Pass option.)

44069 Last day to add: 03/02/19
WE 03/02/19 03/16/19 08:30AM 11:20AM S BE 204

The following short-term, noncredit course is free of enrollment fees and has unlimited repeat-ability. Students pay only for books. Grading is Pass/No Pass. This course is also required for the Business Skills Boot Camp certificate.

Instructor: Staff

**BUS-114 Business Skills:
Professional Communication Basics 0 UNITS**

Prerequisite: None

Description: This short course provides practical, professional business communication skills and can be used as a skills refresher. The focus of the content is professional oral, written, and online communication skills. Effective communications with clients and customers. 9 hours lecture. (Same as CAT 104) (Pass/No Pass option.)

44075 Last day to add: 04/16/19
WE 04/16/19 04/25/19 06:00PM 08:05PM TTH BE 204

The following short-term, noncredit course is free of enrollment fees and has unlimited repeat-ability. Students pay only for books. Grading is Pass/No Pass. This course is also required for the Business Skills Boot Camp certificate.

Instructor: D Friedman

**BUS-115 Business Skills:
Professional Online Presence 0 UNITS**

Prerequisite: None

Description: This short course is designed to assist students with the development of a professional online persona/brand. Includes personal brand and reputation management for web and social media for business and professional networking with clients and customers. 9 hours lecture. (Pass/No Pass option.)

44070 Last day to add: 03/02/19
WE 03/02/19 03/16/19 11:30AM 02:20PM S BE 204

The following short-term, noncredit course is free of cost and has unlimited repeat-ability. Students pay only for books. Grading is Pass/No Pass. This course is also required for the Business Skills Boot Camp and Gig: The Solopreneurs Adventure certificates.

Instructor: Staff

**BUS-115 Business Skills:
Professional Online Presence 0 UNITS**

Prerequisite: None

Description: This short course is designed to assist students with the development of a professional online persona/brand. Includes personal brand and reputation management for web and social media for business and professional networking with clients and customers. 9 hours lecture. (Pass/No Pass option.)

44139 Last day to add: 04/30/19
LEC 04/30/19 05/09/19 06:00PM 08:05PM TTH BE 204

The following short-term, noncredit course is free of cost and has unlimited repeat-ability. Students pay only for books. Grading is Pass/No Pass. This course is also required for the Business Skills Boot Camp and Gig: The Solopreneurs Adventure certificates.

Instructor: Staff

**BUS-116 Business Skills:
Managing the Customer Experience 0 UNITS**

Prerequisite: None

Description: This short course is designed to assist students with the development of the customer experience for business. Includes identification of elements, and planning designing the customer experience for business. 9 hours lecture. (Pass/No Pass option.)

44072 Last day to add: 03/23/19
WE 03/23/19 04/20/19 08:30AM 11:20AM S BE 204

The following short-term, noncredit course is free of enrollment fees and has unlimited repeat-ability. Students pay only for books. Grading is Pass/No Pass. This course is also required for the Business Skills Boot Camp certificate.

Instructor: Staff

**BUS-116 Business Skills:
Managing the Customer Experience 0 UNITS**

Prerequisite: None

Description: This short course is designed to assist students with the development of the customer experience for business. Includes identification of elements, and planning designing the customer experience for business. 9 hours lecture. (Pass/No Pass option.)

44076 Last day to add: 05/14/19
WE 05/14/19 05/23/19 06:00PM 08:05PM TTH BE 204

The following short-term, noncredit course is free of enrollment fees and has unlimited repeat-ability. Students pay only for books. Grading is Pass/No Pass. This course is also required for the Business Skills Boot Camp certificate.

Instructor: Staff

**BUS-117 Business Skills:
Professional Self-Man- Agement 0 UNITS**

Prerequisite: None

Description: This short course provides practical, professional self-management skills for the twenty first century professional and as a skills refresher. The focus of the content is image and self-management skills for professionals. 9 hours lecture. (Same as CAT 107) (Pass/No Pass option.)

44073 Last day to add: 03/23/19
WE 03/23/19 04/20/19 11:30AM 02:20PM S BE 204

The following short-term, noncredit course is free of enrollment fees and has unlimited repeat-ability. Students pay only for books. Grading is Pass/No Pass. This course is also required for the Business Skills Boot Camp certificate.

Instructor: Staff

**BUS-117 Business Skills:
Professional Self-Management 0 UNITS**

Prerequisite: None
Description: This short course provides practical, professional self-management skills for the twenty first century professional and as a skills refresher. The focus of the content is image and self-management skills for professionals. 9 hours lecture. (Same as CAT 107) (Pass/No Pass option.)

44078 Last day to add: 05/28/19

WE 05/28/19 06/06/19 06:00PM 08:05PM TTH BE 204

The following short-term, noncredit course is free of enrollment fees and has unlimited repeat-ability. Students pay only for books. Grading is Pass/No Pass. This course is also required for the Business Skills Boot Camp certificate.

Instructor: D Friedman

COMPUTER APPLICATIONS/OFFICE

CAT-1A Business Etiquette 1 UNIT

Prerequisite: None
Description: This course provides students with both the knowledge and the skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image. It addresses additional topics, such as financial planning, appropriate use of workplace technologies, and written business communications, that students need to know when transitioning from campus to the workplace. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

44061 Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: P Bainum

CAT-1A Business Etiquette 1 UNIT

Prerequisite: None
Description: This course provides students with both the knowledge and the skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image. It addresses additional topics, such as financial planning, appropriate use of workplace technologies, and written business communications, that students need to know when transitioning from campus to the workplace. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

44062 Last day to add: 04/23/19

WE 04/19/19 06/07/19 12:00PM 02:50PM F MLK 205

The above section is a short-term web-enhanced class. Internet access is required. Please note the start and end dates.

Instructor: P Bainum

**CAT-3 Computer Applications for Business
(same As Bus/Cis-3) 3 UNITS**

Prerequisite: None
Description: This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

42280 Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

OLL 02/11/19 04/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: P Bainum

CAT-30 Business English 3 UNITS

Prerequisite: None
Advisory: Keyboarding skills or CAT-53 and CAT-34A or CIS-34A or familiarity with Microsoft Word

Description: Examines the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. 54 hours of lecture. (Letter Grade, or Pass/No pass option)

42281 Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: S Torre

CAT-31 Business Communications 3 UNITS

Prerequisite: None
Advisory: CAT-30
Description: This course is designed to teach the fundamentals of written and oral communications in business by providing specific practical applications. Emphasis will be on written and oral communications, stressing the most common forms of correspondence. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

42282 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short-term online class. Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: S Torre

CAT-37 Legal Terminology

3 UNITS

Prerequisite: None

Advisory: Basic document creation and formatting skills using Microsoft Word or Corel WordPerfect, and keyboarding speed of 40 wpm.

Description: A comprehensive study of the meaning, spelling, pronunciation and current use of legal terms and their application to legal documents and procedure. Digital correspondence and legal documents will be developed, evaluated, and edited. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

42283 **Last day to add: 02/19/19**

OL	02/11/19	04/07/19	ON LINE
OLL	02/11/19	04/07/19	ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: S Cortez

CAT-38 Legal Word Processing and Forms

3 UNITS

Prerequisite: None

Advisory: CAT-36A and Microsoft Word or Corel WordPerfect

Description: Preparing legal documents and computerized Judicial Council forms using a computer. Emphasis will be placed on the standards used in legal procedure for various areas of law. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

42284 **Last day to add: 04/23/19**

OL	04/15/19	06/07/19	ON LINE
OLL	04/15/19	06/07/19	ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: S Cortez

**CAT-51 Intermediate Typewriting/
Document Formatting**

3 UNITS

Prerequisite: None

Advisory: Beginning typing skills and CAT-50

Description: Develops professional typing skills. Includes business letters, manuscripts, reports, and tables. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

44063 **Last day to add: 04/21/19**

HYB	04/15/19	06/05/19	09:35AM	11:05AM	MW	MLK 206
HYBO	04/15/19	06/07/19				ON LINE
HYBL	04/19/19	06/07/19	09:35AM	11:40AM	F	MLK 220

The above section is a short-term hybrid class. Computer with Internet access required. See www.opencampus.com. Designated laboratory hours are included in the meeting times for this section. Please note the start and end dates.

Instructor: L Zamora

CAT-53 Keyboarding/Typing Fundamentals

1 UNIT

Prerequisite: None

Description: Develops basic alpha/numeric keyboarding/touch typewriting skills on an electronic keyboard. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a microcomputer. Develops a straight-copy rate of 25 gross words a minute. 18 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

42286 **Last day to add: 04/23/19**

OL	04/15/19	06/07/19	ON LINE
OLL	04/15/19	06/07/19	ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: C Ayala

CAT-53 Keyboarding/Typing Fundamentals

1 UNIT

Prerequisite: None

Description: Develops basic alpha/numeric keyboarding/touch typewriting skills on an electronic keyboard. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a microcomputer. Develops a straight-copy rate of 25 gross words a minute. 18 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

42285 **Last day to add: 03/03/19**

LEC	02/25/19	04/03/19	09:35AM	10:55AM	MW	BE 206
LAB	03/01/19	04/05/19	09:35AM	12:25PM	F	MLK 220

The above section is a short-term web-enhanced class. Internet access is required. Designated laboratory hours are included in the meeting times for this section. Please note the start and end dates.

Instructor: C Ayala

**CAT-55 Applied Accounting/Bookkeeping
(same As Acc-55)**

3 UNITS

Prerequisite: None

Description: This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

42287 **Last day to add: 04/23/19**

OL	04/15/19	06/07/19	ON LINE
----	----------	----------	---------

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.

Instructor: C Morris

**CAT-55 Applied Accounting/Bookkeeping
(same As Acc-55)**

3 UNITS

Prerequisite: None

Description: This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

44162 Last day to add: **02/15/19**

HYB 02/11/19 03/20/19 12:45PM 02:50PM MW BE 104

HYBO 02/11/19 03/20/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

CAT-61 Professional Office Procedures

3 UNITS

Prerequisite: None

Advisory: CAT-3 and CAT/CIS/BUS-31 and CAT-51

Description: Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, data base management, spreadsheets, presentation techniques, and general office skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

42288 Last day to add: **02/19/19**

OL 02/11/19 04/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: S Huyssoon

CAT-62 Records Management

3 UNITS

Prerequisite: None

Advisory: Knowledge of database management

Description: Examines the basic procedures for alphabetic, numerical, geographical, subject, and chronological filing. Introduces records and database management and the management, control and retention thereof, both manually and electronically. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

42289 Last day to add: **04/23/19**

OL 04/15/19 06/07/19 ON LINE

OLL 04/15/19 06/07/19 ON LINE

The above section is a short-term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.

Instructor: P Bainum

**CAT-80 Word Processing:
Microsoft Word for Windows**

3 UNITS

Prerequisite: None

Advisory: Typing knowledge/skills with at least 40 wpm

Description: This course provides introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA Option)

42290 Last day to add: **02/19/19**

OL 02/11/19 04/07/19 ON LINE

OLL 02/11/19 04/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: S Huyssoon

CAT-90 Microsoft Outlook (same As Cis-90)

3 UNITS

Prerequisite: None

Description: This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

42291 Last day to add: **03/02/19**

OL 02/25/19 04/05/19 ON LINE

OLL 02/25/19 04/05/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: J Lehr

**CAT-93 Computers for Beginners
(same As Cis-93)**

3 UNITS

Prerequisite: None

Description: This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

42292 Last day to add: **02/19/19**

OL 02/11/19 04/07/19

OLL 02/11/19 04/07/19

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: S Ruiz

CAT-98A Introduction to Excel (same As Cis-98a) 1.50 UNITS

Prerequisite: None.

Description: Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

42294 Last day to add: 05/03/19

OL	04/28/19	06/07/19	ON LINE
OLL	04/28/19	06/07/19	ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: S Torre

CAT-98A Introduction to Excel (same As Cis-98a) 1.50 UNITS

Prerequisite: None.

Description: Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

44064 Last day to add: 02/19/19

OL	02/11/19	04/07/19	ON LINE
OLL	02/11/19	04/07/19	ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

CAT-98A Introduction to Excel (same As Cis-98a) 1.50 UNITS

Prerequisite: None.

Description: Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

44066 Last day to add: 03/03/19

OL	02/25/19	04/07/19	ON LINE
OLL	02/25/19	04/07/19	ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: L Zamora

CAT-98A Introduction to Excel (same As Cis-98a) 1.50 UNITS

Prerequisite: None.

Description: Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

42293 Last day to add: 04/22/19

WE	04/16/19	06/06/19	06:00PM	07:25PM	TTH	BE 208
WEL	04/16/19	06/06/19	07:30PM	08:20PM	TTH	BE 208

The above section is a short-term web-enhanced class. Internet access is required. Designated laboratory hours are included in the meeting times for this section. Please note the start and end dates.

Instructor: Staff

CAT-98B Advanced Excel (same As Cis-98b) 1.50 UNITS

Prerequisite: CAT/CIS-98A

Description: Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours of laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

42295 Last day to add: 04/23/19

OL	04/15/19	06/07/19	ON LINE
OLL	04/15/19	06/07/19	ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: Staff

CAT-114 Business Skills: Professional Communication Basics 0 UNITS

Prerequisite: None

Description: This short course provides practical, professional business communication skills and can be used as a skills refresher. The focus of the content is professional oral, written, and online communication skills. Effective communications with clients and customers. 9 hours lecture. (Same as CAT 104) (Pass/No Pass option.)

44068 Last day to add: 03/02/19

WE	03/02/19	03/16/19	08:30AM	11:20AM	S	BE 204
----	----------	----------	---------	---------	---	--------

The following short-term, noncredit course is free of enrollment fees and has unlimited repeat-ability. Students pay only for books. Grading is Pass/No Pass. This course is also required for the Business Skills Boot Camp certificate.

Instructor: Staff

CAT-114 Business Skills: Professional Communication Basics 0 UNITS

Prerequisite: None

Description: This short course provides practical, professional business communication skills and can be used as a skills refresher. The focus of the content is professional oral, written, and online communication skills. Effective communications with clients and customers. 9 hours lecture. (Same as CAT 104) (Pass/No Pass option.)

44074 Last day to add: 04/16/19

WE	04/16/19	04/25/19	06:00PM	08:05PM	TTH	BE 204
----	----------	----------	---------	---------	-----	--------

The following short-term, noncredit course is free of enrollment fees and has unlimited repeat-ability. Students pay only for books. Grading is Pass/No Pass. This course is also required for the Business Skills Boot Camp certificate.

Instructor: D Friedman

CAT-117 Business Skills: Professional Self-Management 0 UNITS

Prerequisite: None
 Description: This short course provides practical, professional self-management skills for the twenty first century professional and as a skills refresher. The focus of the content is image and self-management skills for professionals. 9 hours lecture. (Same as CAT 107) (Pass/No Pass option.)

44071 Last day to add: 03/23/19
 WE 03/23/19 04/20/19 11:30AM 02:20PM S BE 204

The following short-term, noncredit course is free of enrollment fees and has unlimited repeat-ability. Students pay only for books. Grading is Pass/No Pass. This course is also required for the Business Skills Boot Camp certificate.

Instructor: Staff

CAT-117 Business Skills: Professional Self-Management 0 UNITS

Prerequisite: None
 Description: This short course provides practical, professional self-management skills for the twenty first century professional and as a skills refresher. The focus of the content is image and self-management skills for professionals. 9 hours lecture. (Same as CAT 107) (Pass/No Pass option.)

44077 Last day to add: 05/28/19
 WE 05/28/19 06/06/19 06:00PM 08:05PM TTH BE 204

The following short-term, noncredit course is free of enrollment fees and has unlimited repeat-ability. Students pay only for books. Grading is Pass/No Pass. This course is also required for the Business Skills Boot Camp certificate.

Instructor: D Friedman

COMPUTER INFORMATION SYSTEMS

CIS-1A Intro to Comp Info Sys 3 UNITS

Prerequisite: None.
 Description: An introduction to computer concepts and theory, information systems, and computer applications. The development of computer based solutions to business problems using word processors, spreadsheets, databases, presentation graphics, and the Internet.

42395 Last day to add: 03/02/19
 OL 02/24/19 04/05/19 ON LINE
 OLL 02/24/19 04/05/19 ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: J Lehr

CIS-1A Intro to Comp Info Sys 3 UNITS

Prerequisite: None.
 Description: An introduction to computer concepts and theory, information systems, and computer applications. The development of computer based solutions to business problems using word processors, spreadsheets, databases, presentation graphics, and the Internet.

42396 Last day to add: 04/23/19
 OL 04/15/19 06/07/19 ON LINE
 OLL 04/15/19 06/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: J Cregg

CIS-1A Intro to Comp Info Sys 3 UNITS

Prerequisite: None.
 Description: An introduction to computer concepts and theory, information systems, and computer applications. The development of computer based solutions to business problems using word processors, spreadsheets, databases, presentation graphics, and the Internet.

42397 Last day to add: 04/23/19
 OL 04/15/19 06/07/19 ON LINE
 OLL 04/15/19 06/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: H Ashby

CIS-1A Intro to Comp Info Sys 3 UNITS

Prerequisite: None.
 Description: An introduction to computer concepts and theory, information systems, and computer applications. The development of computer based solutions to business problems using word processors, spreadsheets, databases, presentation graphics, and the Internet.

42384 Last day to add: 04/19/19
 HYB 04/15/19 06/07/19 08:00AM 09:30AM MW BE 204
 HYBO 04/15/19 06/07/19 ON LINE
 HYBL 04/15/19 06/07/19 MLK 219

The above section is a short-term hybrid class and has an 18-hour laboratory requirement. Computer with Internet access required. See www.opencampus.com. Students must complete 50 minute laboratory time blocks per class session in the MLK 219 computer lab and must use WeAdvisor to schedule their lab requirement. Please note the start and end dates.

Instructor: D Friedman

CIS-1A Intro to Comp Info Sys

3 UNITS

Prerequisite: None.

Description: An introduction to computer concepts and theory, information systems, and computer applications. The development of computer based solutions to business problems using word processors, spreadsheets, databases, presentation graphics, and the Internet.

44097 Last day to add: **04/19/19**

HYB	04/15/19	06/05/19	09:35AM	11:05AM	MW	BE 204
HYBO	04/15/19	06/05/19				ON LINE
HYBL	04/15/19	06/05/19				MLK 219

The above section is a short-term hybrid class and has an 18-hour laboratory requirement. Computer with Internet access required. See www.opencampus.com. Students must complete 50 minute laboratory time blocks per class session in the MLK219 computer lab, and must use WebAdvisor to schedule their lab requirement. See CCC-Lab in WebAdvisor for available lab sections.

Instructor: D Thompson

CIS-1A Intro to Comp Info Sys

3 UNITS

Prerequisite: None.

Description: An introduction to computer concepts and theory, information systems, and computer applications. The development of computer based solutions to business problems using word processors, spreadsheets, databases, presentation graphics, and the Internet.

42388 Last day to add: **04/19/19**

WE	04/15/19	06/05/19	06:00PM	07:30PM	MW	BE 200
WEL	04/15/19	06/05/19	07:40PM	08:45PM	MW	BE 200

The above section is a short-term hybrid class. Computer with Internet access required. See www.opencampus.com. Designated laboratory hours are included in the meeting times for this section. Please note the start and end dates.

Instructor: G Bergreen

CIS-1A Intro to Comp Info Sys

3 UNITS

Prerequisite: None.

Description: An introduction to computer concepts and theory, information systems, and computer applications. The development of computer based solutions to business problems using word processors, spreadsheets, databases, presentation graphics, and the Internet.

42390 Last day to add: **02/22/19**

HYB	02/12/19	04/03/19	06:00PM	07:25PM	TTH	BE 200
HYBO	02/12/19	04/03/19				ON LINE
HYBL	02/12/19	04/03/19	07:40PM	08:30PM	TTH	BE 200

The above section is a short-term hybrid class. Internet access required. See www.opencampus.com. Designated laboratory hours are included in the meeting times above. Please note the start and end dates.

Instructor: G Patton

**CIS-1B Advanced Concepts in
Computer Information Systems**

3 UNITS

Prerequisite: CIS-1A

Description: Advanced computer applications. Advanced concepts and skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking, and embedding are covered. 54 hours lecture and 18 hours laboratory. (TBA option)

42398 Last day to add: **04/23/19**

OL	04/15/19	06/07/19				ON LINE
OLL	04/15/19	06/07/19				ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: D Thompson

**CIS-2 Fundamentals of Systems Analysis
(same As Csc-2)**

3 UNITS

Prerequisite: None

Description: The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory.(TBA option) (Letter Grade, or Pass/No Pass option.)

42399 Last day to add: **02/19/19**

OL	02/11/19	04/07/19				ON LINE
OLL	02/11/19	04/07/19				ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: S Bhatia

**CIS-2 Fundamentals of Systems Analysis
(same As Csc-2)**

3 UNITS

Prerequisite: None

Description: The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory.(TBA option) (Letter Grade, or Pass/No Pass option.)

44095 Last day to add: **04/22/19**

HYB	04/16/19	06/06/19	06:00PM	07:25PM	TTH	BE 104
HYBO	04/16/19	06/06/19				ON LINE
HYBL	04/16/19	06/06/19	07:40PM	08:30PM	TTH	BE 104

The above section is a short-term hybrid class. Computer with Internet access required. See www.opencampus.com. Designated laboratory hours are included in the meeting times for this section. Please note the start and end dates.

Instructor: Staff

CIS-3 Computer Applications for Business
(same As Bus/Cat-3)

3 UNITS

Prerequisite: None.

Description: Introductory to intermediate concepts covering Windows operating system, file management, and various aspects of typical office applications for business and office professionals. (Same as BUS/CAT-3)

42408 Last day to add: 02/19/19

OL	02/11/19	04/07/19	ON LINE
Oll	02/11/19	04/07/19	ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: P Bainum

CIS-17A Programming Concepts and Methodology li: C++ (same As Csc-17a) **3 UNITS**

Prerequisite: CIS/CSC-5

Description: The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option)

44086 Last day to add: 04/22/19

HYB	04/16/19	06/06/19	06:00PM	07:25PM	TTH	MLK 205
HYBO	04/16/19	06/06/19	ON LINE			
HYBL	04/16/19	06/06/19	07:30PM	08:20PM	TTH	MLK 205

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Designated laboratory hours are included in the meeting times for this section. Please note the start and end dates.

Instructor: M Ung

CIS-26A Cisco Networking Academy 1A **4 UNITS**

Prerequisite: None

Advisory: CIS-1A, CIS-21, CSC-21 or CIS-25

Description: The architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. By the end of the course students will be able to build simple networks, perform basic configurations for routers and switches, and implement IP addressing schemes. Preparation for the CompTIA A+ and Cisco Certified Network Technician (CCENT) certification exam. This course is the 1st of 4 courses in the Cisco CCNA Routing and Switching Curriculum. 72 hours lecture. (Letter Grade, or Pass/No Pass option)

42402 Last day to add: 02/15/19

HYB	02/11/19	04/03/19	11:10AM	01:30PM	MW	MLK 226
HYBO	02/11/19	04/03/19	ON LINE			

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J Berry

CIS-26A Cisco Networking Academy 1A **4 UNITS**

Prerequisite: None

Advisory: CIS-1A, CIS-21, CSC-21 or CIS-25

Description: The architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. By the end of the course students will be able to build simple networks, perform basic configurations for routers and switches, and implement IP addressing schemes. Preparation for the CompTIA A+ and Cisco Certified Network Technician (CCENT) certification exam. This course is the 1st of 4 courses in the Cisco CCNA Routing and Switching Curriculum. 72 hours lecture. (Letter Grade, or Pass/No Pass option)

42401 Last day to add: 02/16/19

HYB	02/11/19	04/04/19	06:00PM	10:15PM	T	MLK 226
HYBO	02/11/19	04/04/19	ON LINE			

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J Cregg

CIS-26B Cisco Networking Academy 1B **4 UNITS**

Prerequisite: CIS-26A

Description: The architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course students will be able to configure and troubleshoot routers and switches and resolve common issues with static route, RIPv2, virtual LANs, NAT, ACL, DHCP, inter-VLAN routing in both IPv4 and IPv6 networks, and perform device discovery, management, and maintenance. This course is 2nd of four Cisco-related curricula designed to prepare students for Cisco Certified Network Technician (CCNT), and Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

42404 Last day to add: 04/19/19

HYB	04/15/19	06/05/19	11:10AM	01:20PM	MW	MLK 226
HYBO	04/15/19	06/05/19	ON LINE			

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J Berry

CIS-26B Cisco Networking Academy 1B **4 UNITS**

Prerequisite: CIS-26A

Description: The architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course students will be able to configure and troubleshoot routers and switches and resolve common issues with static route, RIPv2, virtual LANs, NAT, ACL, DHCP, inter-VLAN routing in both IPv4 and IPv6 networks, and perform device discovery, management, and maintenance. This course is 2nd of four Cisco-related curricula designed to prepare students for Cisco Certified Network Technician (CCNT), and Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

42403 Last day to add: 04/20/19

HYB	04/16/19	06/04/19	06:00PM	10:15PM	T	MLK 226
HYBO	04/16/19	06/04/19	ON LINE			

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J Cregg

CIS-26C Cisco Networking Academy 1C

4 UNITS

Prerequisite: CIS-26B

Description: Scaling Networks Describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, Multiarea OSPF, EIGRP, STP, EtherChannel, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement Link Aggregation concepts in a small-to-medium network. This course is 3rd of four Cisco-related curricula designed to prepare students for Cisco Certified Network Technician (CCNT), and Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

42405 Last day to add: 02/17/19

HYB	02/13/19	04/03/19	06:00PM	10:15PM	W	MLK 226
HYBO	02/13/19	04/03/19				ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J Cregg

CIS-26D Cisco Networking Academy 1D

4 UNITS

Prerequisite: CIS-26C

Description: This course introduces students to configure WAN services, frame relay, WAN serial connection, IPV6, encapsulate WAN data, High-Level Data Link Control (HDLC), Point-to-Point Protocol (PPP), ACLs access lists, and the network administrator's role and function. Students will learn to configure Frame Relay operations and troubleshoot DHCP, DNS and ACL's. This course is the last of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

42406 Last day to add: 04/21/19

HYB	04/17/19	06/05/19	06:00PM	10:15PM	W	MLK 226
HYBO	04/17/19	06/05/19				ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J Cregg

CIS-62 Ms Access Dbms: Comprehensive (same As Csc-62)

3 UNITS

Prerequisite: None.

Description: Use of Microsoft Access DBMS applications including database design, development of queries, forms, reports and macros. (Same as CSC-62)

42415 Last day to add: 04/23/19

OL	04/15/19	06/07/19				ON LINE
OLL	04/15/19	06/07/19				ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: S Ruiz

CIS-72A Introduction to Web Page Creation

1.50 UNITS

Prerequisite: None

Advisory: CAT/CIS-95A or competency in the use of a computer, familiarity with the Internet.

Description: An introduction to Web page creation using Extensible Hypertext Markup Language (XHTML). Use XHTML and CSS to design and create Web pages with formatted text, hyperlinks, lists, images, tables, frames, and forms. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.) (TBA option)

42416 Last day to add: 02/19/19

OL	02/11/19	04/07/19				ON LINE
OLL	02/11/19	04/07/19				ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: S McLeod

CIS-72B Intermediate Web Page Creation Using Cascading Style Sheets (CSS)

1.50 UNITS

Prerequisite: None

Advisory: Knowledge of HTML and the Internet and CIS-72A and CIS-95A

Description: Intermediate Web page creation using cascading style sheets (CSS) to format and lay out web page content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins, and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

42417 Last day to add: 04/23/19

OL	04/15/19	06/07/19				ON LINE
OLL	04/15/19	06/07/19				ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: S McLeod

CIS-80 Word Processing: Microsoft Word for Windows (same As Cat-80)

3 UNITS

Prerequisite: None

Advisory: Typing knowledge/skills with at least 40 wpm

Description: This course is designed to provide introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory.

42418 Last day to add: 02/19/19

OL	02/11/19	04/07/19				ON LINE
OLL	02/11/19	04/07/19				ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: S Huyssoon

CIS-90 Microsoft Outlook (same As Cat-90) 3 UNITS

Prerequisite: None.

Description: Communication, information sharing and collaboration using Microsoft Outlook. (Same as CAT-90)

42419 Last day to add: 03/02/19

OL	02/25/19	04/05/19	ON LINE
OLL	02/25/19	04/05/19	ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: J Lehr

CIS-93 Computers for Beginners (same As Cat-93) 3 UNITS

Prerequisite: None

Description: This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

42420 Last day to add: 02/19/19

OL	02/11/19	04/07/19	ON LINE
OLL	02/11/19	04/07/19	ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: S Ruiz

CIS-98A Introduction to Excel (same As Cat-98a) 1.50 UNITS

Prerequisite: None.

Description: An introduction to electronic spreadsheets using Excel. (Same as CAT-98A)

42422 Last day to add: 05/03/19

OL	04/28/19	06/07/19	ON LINE
OLL	04/28/19	06/07/19	ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: S Torre

CIS-98A Introduction to Excel (same As Cat-98a) 1.50 UNITS

Prerequisite: None.

Description: An introduction to electronic spreadsheets using Excel. (Same as CAT-98A)

44065 Last day to add: 02/19/19

OL	02/11/19	04/07/19	ON LINE
OLL	02/11/19	04/07/19	ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

CIS-98A Introduction to Excel (same As Cat-98a) 1.50 UNITS

Prerequisite: None.

Description: An introduction to electronic spreadsheets using Excel. (Same as CAT-98A)

42421 Last day to add: 04/22/19

WE	04/16/19	06/06/19	06:00PM	07:25PM	TTH	BE 208
WEL	04/16/19	06/06/19	07:30PM	08:20PM	TTH	BE 208

The above section is a short-term web-enhanced class. Internet access is required. Designated laboratory hours are included in the meeting times for this section. Please note the start and end dates.

Instructor: Staff

CIS-98B Advanced Excel (same As Cat-98b) 1.50 UNITS

Prerequisite: CAT/CIS-98A

Description: Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation. Spreadsheet manipulation

42423 Last day to add: 04/23/19

OL	04/15/19	06/07/19	ON LINE
OLL	04/15/19	06/07/19	ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: Staff

CIS-98B Advanced Excel (same As Cat-98b) 1.50 UNITS

Prerequisite: CAT/CIS-98A

Description: Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation. Spreadsheet manipulation

44067 Last day to add: 03/03/19

OL	02/25/19	04/07/19	ON LINE
OLL	02/25/19	04/07/19	ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: L Zamora

COMMUNICATION STUDIES

COM-1 Public Speaking 3 UNITS

Prerequisite: None

Advisory: COM-51 and qualification for ENG-1A

Description: Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

42436 Last day to add: 04/22/19

WE 04/16/19 06/06/19 06:00PM 09:10PM TTH QD 116

The above section is a short term web-enhanced class. Please note the start and end dates.

Internet access is required.

Instructor: L Michel

COM-9 Interpersonal Communication 3 UNITS

Prerequisite: None

Advisory: COM-51 and qualification for ENG-1A

Description: Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict management. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

42477 Last day to add: 02/18/19

WE 02/12/19 04/04/19 06:00PM 09:10PM TTH QD 116

The above section is a short term web-enhanced class. Please note the start and end dates.

Internet access is required.

Instructor: D Smith

COM-51 Enhancing Communication Skills 1 UNIT

Prerequisite: None

Description: Pre-collegiate introduction to fundamentals of communication skills in various contexts. Designed to provide students with the necessary communication skills for college success, and outlines the basics of rhetorical principles which will assist in the development and organization of ideas within various communication contexts including public speaking and interpersonal communication. Focuses on choosing a topic for speeches/papers, research and outlining methods, as well as techniques for presentation with a particular focus on managing speech anxiety. 18 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

42462 Last day to add: 02/17/19

WE 02/13/19 04/03/19 03:55PM 06:00PM W

The above section is a short term web-enhanced class. Please note the start and end dates.

Computer with Internet access is required.

Instructor: C Steele

COSMETOLOGY

COS-60A Beginning Cos Concepts 11 UNIT

Prerequisite: None. Limitation on enrollment: Enrollment in the Cosmetology Program. Courses will be taken in alphabetical sequence regardless which semester enrollment begins. (The student is required to purchase a selected tool/supply kit and textbooks at the first semester meeting. Check with the Cosmetology Department for the current cost.)

Description: Beginning in-depth study of cosmetology and related sciences.

42490 Last day to add: 01/29/19

LEC 01/22/19 03/22/19 08:00AM 12:00PM MTWTH COSM 205

LAB 01/22/19 03/22/19 12:30PM 04:30PM MTWTH COSM 207

Instructor: Staff

COS-60B Level II Cosmetology Concepts 10.50 UNITS

Prerequisite: COS-60A

Description: Level II cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, cosmetology related sciences, level II hair care, skin care and nail care. Laboratory practices include: health and safety, level II hair care, skin care, and nail care. 126 hours technical instruction and 204 hours laboratory.

42493 Last day to add: 01/29/19

LEC 01/22/19 03/22/19 08:00AM 12:00PM MTWTH COSM 107

LAB 01/22/19 03/22/19 08:00AM 12:00PM F COSM 107

01/22/19 03/22/19 12:30PM 04:30PM MTWTH COSM 107

01/22/19 03/22/19 12:00PM 04:00PM F COSM 107

Instructor: Staff

COS-60B Level II Cosmetology Concepts 10.50 UNITS

Prerequisite: COS-60A

Description: Level II cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, cosmetology related sciences, level II hair care, skin care and nail care. Laboratory practices include: health and safety, level II hair care, skin care, and nail care. 126 hours technical instruction and 204 hours laboratory.

42494 Last day to add: 04/02/19

LEC 03/25/19 05/31/19 08:00AM 12:00PM MTWTH COSM 107

LAB 03/25/19 05/31/19 08:00AM 12:00PM F COSM 107

03/25/19 05/31/19 12:30PM 04:30PM MTWTH COSM 107

03/25/19 05/31/19 12:00PM 04:00PM F COSM 107

Instructor: Staff



COS-60C Level III Cosmetology Concepts

10 UNITS

Prerequisite: COS-60B

Description: Level III study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, level III cosmetology related sciences, level II hair care, skin care, and nail care. Laboratory practices include: health and safety, hair care, skin care, and nail care. 108 hours technical instruction and 222 hours laboratory.

42495 Last day to add: 01/29/19

LEC	01/22/19	03/22/19	08:00AM	12:00PM	MTWF	COSM 106
LAB	01/22/19	03/22/19	08:00AM	12:00PM	TH	COSM 106
	01/22/19	03/22/19	12:30PM	04:30PM	MTWF	COSM 106
	01/22/19	03/22/19	12:00PM	04:00PM	TH	COSM 106

Instructor: Staff

COS-60C Level III Cosmetology Concepts

10 UNITS

Prerequisite: COS-60B

Description: Level III study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, level III cosmetology related sciences, level II hair care, skin care, and nail care. Laboratory practices include: health and safety, hair care, skin care, and nail care. 108 hours technical instruction and 222 hours laboratory.

42496 Last day to add: 04/02/19

LEC	03/25/19	05/31/19	08:00AM	12:00PM	MT	COSM 104
LAB	03/25/19	05/31/19	08:00AM	09:05AM	WTHF	COSM 104
	03/25/19	05/31/19	12:30PM	04:30PM	MT	COSM 104
	03/25/19	05/31/19	09:05AM	04:00PM	WTHF	COSM 104

Instructor: Staff

COS-60D Level IV Cosmetology Concepts

8 UNITS

Prerequisite: COS-60C

Description: Level IV study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, level IV cosmetology related sciences, advanced level IV hair care, skin care and nail care. Laboratory practices include: health and safety, level IV hair care, skin care, and nail care. 54 hours lecture, 276 hours laboratory.

42499 Last day to add: 04/02/19

LEC	03/25/19	05/31/19	08:00AM	12:00PM	MT	COSM 104
LAB	03/25/19	05/31/19	08:00AM	09:05AM	WTHF	COSM 104
	03/25/19	05/31/19	12:30PM	04:30PM	MT	COSM 104
	03/25/19	05/31/19	09:05AM	04:00PM	WTHF	COSM 104

Instructor: Staff

COS-60E Level V Cosmetology Concepts

8 UNITS

Prerequisite: COS-60D

Description: Level V study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: State licensing exam readiness, health and safety, business practices, level V cosmetology related sciences, advanced level V hair care, skin care and nail care. Laboratory practices include: health and safety, level V hair care, skin care, and nail care. 54 hours lecture, 276 hours laboratory.

42500 Last day to add: 01/29/19

LEC	01/21/19	03/22/19	08:00AM	12:00PM	MT	COSM 104
LAB	01/21/19	03/22/19	08:00AM	09:05AM	WTHF	COSM 104
	01/21/19	03/22/19	12:30PM	04:30PM	MT	COSM 104
	01/21/19	03/22/19	09:05AM	04:00PM	WTHF	COSM 104

Instructor: Staff

COS-62A Level I Esthetician Concepts

10 UNITS

Prerequisite: None Limitation on enrollment: Enrollment in the Esthetician Program

Description: Level I in-depth study of skin care and related sciences. The student is required to purchase a selected tool/supply kit and textbook at the first class meeting.

42504 Last day to add: 04/01/19

LEC	03/25/19	05/24/19	12:15PM	04:15PM	MTWTHF	COSM 105
LAB	03/25/19	05/24/19	04:15PM	08:45PM	MTWTHF	COSM 105

Instructor: Staff

COS-801 Level VI Cosmetology Concepts

0 UNITS

Prerequisite: COS-60E or COS-60E2

Description: This class is designed for the student who has not acquired all the skills and/or accrued the required total of 1600 hours to sit for the state licensing exam. Students work solely under the supervision of a qualified instructor in a laboratory setting. In the course, students may review applications and techniques and improve subject matter knowledge. Students may perform operations and applications such as chemical hair treatments, manicuring, and facials and/or receive instructor in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory.

42506 Last day to add: 01/29/19

LAB	01/21/19	03/22/19	08:00AM	04:30PM	MTWTHF	COSM 104
-----	----------	----------	---------	---------	--------	----------

This class is designed to enable students to complete in a laboratory setting the requirements needed to qualify for the state licensing examination.

Instructor: Staff

COMPUTER SCIENCE

CSC-2 Fundamentals of Systems Analysis (same As Cis-2) 3 UNITS

Prerequisite: None

Description: The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory.(TBA option) (Letter Grade, or Pass/No Pass option.)

42516 Last day to add: 02/19/19

OL	02/11/19	04/07/19	ON LINE
OLL	02/11/19	04/07/19	ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: S Bhatia

CSC-2 Fundamentals of Systems Analysis (same As Cis-2) 3 UNITS

Prerequisite: None

Description: The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory.(TBA option) (Letter Grade, or Pass/No Pass option.)

44096 Last day to add: 04/22/19

HYB	04/16/19	06/06/19	06:00PM	07:25PM	TTH	BE 104
HYBO	04/16/19	06/06/19	ON LINE			
HYBL	04/16/19	06/06/19	07:40PM	08:30PM	TTH	BE 104

The above section is a short-term hybrid class. Computer with Internet access required. See www.opencampus.com. Designated laboratory hours are included in the meeting times for this section. Please note the start and end dates.

Instructor: Staff

CSC-17A Programming Concepts and Methodology Ii: C++ (same As Cis-17a) 3 UNITS

Prerequisite: CIS-5 CSC-5

Description: The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory.(TBA option)

44087 Last day to add: 04/22/19

HYB	04/16/19	06/06/19	06:00PM	07:25PM	TTH	MLK 205
HYBO	04/16/19	06/06/19	ON LINE			
HYBL	04/16/19	06/06/19	07:30PM	08:20PM	TTH	MLK 205

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Designated laboratory hours are included in the meeting times for this section. Please note the start and end dates.

Instructor: M Ung

CSC-62 MS Access DBMS: Comprehensive (same As Cis-62) 3 UNITS

Prerequisite: None.

Description: Use of Microsoft Access DBMS applications including database design, development of queries, forms, reports and macros. (Same as CIS-62)

42522 Last day to add: 04/23/19

OL	04/15/19	06/07/19	ON LINE
OLL	04/15/19	06/07/19	ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

Instructor: S Ruiz

EARLY CHILDHOOD EDUCATION

EAR-28 Principles and Practices of Teaching Young Children 3 UNITS

Prerequisite: None

Description: An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. Includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. 54 hours lecture.

42592 Last day to add: 02/19/19

OL	02/11/19	04/07/19	ON LINE
----	----------	----------	---------

The above section is a short-term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.

Instructor: D Cazares

EAR-28 Principles and Practices of Teaching Young Children

3 UNITS

Prerequisite: None

Description: An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. Includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. 54 hours lecture.

42594 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short-term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.

Instructor: D Cazares

EAR-40 Intro Children With Special Needs

3 UNITS

Introduces concepts basic to an understanding of infants and young children with special needs and their families. Observation required. **Prerequisite:** None.

42601 Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: D Cazares

EAR-40 Intro Children With Special Needs

3 UNITS

Prerequisite: None

Description: Introduces variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture. (Letter Grade only.)

43999 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: D Cazares

EAR-53 Parenting-Guiding Yng Children

2 UNITS

Prerequisite: None.

Description: Theoretical and practical guidance and discipline techniques that influence and shape behavior.

42608 Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required. See.

www.opencampus.com. Please note the start and end dates.

Instructor: D Cazares

EAR-53 Parenting-Guiding Yng Children

2 UNITS

Prerequisite: None.

Description: Theoretical and practical guidance and discipline techniques that influence and shape behavior.

42609 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: D Cazares

EAR-54 Contemporary Parent

1 UNIT

Prerequisite: None

Description: This course examines factors affecting child-rearing in the changing social environment.

42610 Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

The above section is a short-term online course. Computer with Internet required.

See www.opencampus.com. Please note the start and end dates.

Instructor: S Yates

EAR-54 Contemporary Parent

1 UNIT

Prerequisite: None

Description: This course examines factors affecting child-rearing in the changing social environment.

42611 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: S Yates

ECONOMICS

ECO-7 Principles of Macroeconomics

3 UNITS

Prerequisite: MAT-52

Advisory: MAT-35 and qualification for ENG-1A

Description: Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

42614 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: A Casolari

ECO-7 Principles of Macroeconomics

3 UNITS

Prerequisite: MAT-52

Advisory: MAT-35 and qualification for ENG-1A

Description: Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

42615 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: A Casolari

ECO-7 Principles of Macroeconomics

3 UNITS

Prerequisite: MAT-52

Advisory: MAT-35 and qualification for ENG-1A

Description: Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

43878 Last day to add: 04/22/19

HYB 04/16/19 06/06/19 11:10AM 12:35PM TTH

HYBO 04/16/19 06/06/19 ON LINE

The above section is a short term hybrid class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.

Instructor: A Casolari

ECO-8 Principles of Microeconomics

3 UNITS

Prerequisite: MAT-52

Advisory: MAT-35 and qualification for ENG-1A

Description: Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture.

42622 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: A Casolari

ECO-8 Principles of Microeconomics

3 UNITS

Prerequisite: MAT-52

Advisory: MAT-35 and qualification for ENG-1A

Description: Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture.

42624 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is an online class. Computer with Internet access required.

See www.opencampus.com.

Instructor: A Casolari

ECO-8 Principles of Microeconomics

3 UNITS

Prerequisite: MAT-52

Advisory: MAT-35 and qualification for ENG-1A

Description: Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture.

42626 Last day to add: 02/18/19

HYB 02/11/19 04/04/19 11:10AM 12:35PM TTH

HYBO 02/11/19 04/04/19 ON LINE

The above section is a short term hybrid class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.

Instructor: A Casolari

ENGLISH

ENG-1A English Composition

4 UNITS

Prerequisite: ENG-50 or ENG-80 or qualifying placement level

Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

42646 Last day to add: 04/19/19

HYB 04/15/19 06/07/19 10:15AM 12:20PM MW QD 203

HYBO 04/15/19 06/07/19 ON LINE

HYBL 04/15/19 06/07/19 MLK 119

In addition to the time spent in the above short term hybrid class, students are required to attend the Writing and Reading Center in MLK 119 twice a week for 50 minutes in order to fulfill the 18-hour lab requirement. Students must use Web Advisor to schedule their lab requirement. See WRC-Lab in Web Advisor for available laboratory sections. Internet access required. See www.opencampus.com. Please note the start and end date.

Instructor: B Osgood-Treston

ENG-1A English Composition

4 UNITS

Prerequisite: ENG-50 or ENG-80 or qualifying placement level

Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

42647 Last day to add: 02/18/19

HYB 02/11/19 04/05/19 10:15AM 12:20PM TTH QD 106

HYBO 02/11/19 04/05/19 ON LINE

HYBL 02/11/19 04/05/19 MLK 119

In addition to the time spent in the above short term hybrid class, students are required to attend the Writing and Reading Center in MLK 119 twice a week for 50 minutes in order to fulfill the 18-hour lab requirement. Students must use Web Advisor to schedule their lab requirement. See WRC-Lab in Web Advisor for available laboratory sections. Internet access required. See www.opencampus.com. Please note the start and end date.

Instructor: B Osgood-Treston

ENG-1B Critical Thinking and Writing

4 UNITS

Prerequisite: ENG-1A or ENG-1AH

Description: Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

42697 Last day to add: 04/22/19

HYB	04/15/19	06/07/19	10:15AM	12:20PM	TTH	QD 106
HYBO	04/15/19	06/07/19				ON LINE
HYBL	04/15/19	06/07/19				MLK 119

In addition to the time spent in the above short term hybrid class, students are required to attend the Writing and Reading Center in MLK 119 twice a week for 50 minutes in order to fulfill the 18-hour lab requirement. Students must use Web Advisor to schedule their lab requirement. See WRC-Lab in Web Advisor for available laboratory sections. Internet access required. See www.opencampus.com. Please note the start and end date.

Instructor: B Osgood-Treston

ENG-50 Basic English Composition

4 UNITS

Prerequisite: ENG-70 or ENG-60B or ESL-55

Advisory: REA-82 or qualifying placement level

Description: Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will produce a minimum of 5,000 words of instructor-evaluated writing. Classroom instruction integrates lab activities. 72 hours lecture and 18 hours laboratory. (Letter Grade only.)

42732 Last day to add: 02/15/19

HYB	02/11/19	04/05/19	10:15AM	12:20PM	MW	QD 203
HYBO	02/11/19	04/05/19				ON LINE
HYBL	02/11/19	04/05/19				MLK 119

In addition to the time spent in the above short term hybrid class, students are required to attend the Writing and Reading Center in MLK 119 twice a week for 50 minutes in order to fulfill the 18-hour lab requirement. Students must use Web Advisor to schedule their lab requirement. See WRC-Lab in Web Advisor for available laboratory sections. Internet access required. See www.opencampus.com. Please note the start and end date.

Instructor: B Osgood-Treston

ENGLISH AS A SECOND LANGUAGE

ESL-53 Intermediate Writing and Grammar

4 UNITS

Prerequisite: Qualifying placement level on a state-approved placement instrument or ESL-52

Description: Increases competency in standard written English with a focus on intermediate and writing grammar skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

42769 Last day to add: 02/17/19

LEC	02/11/19	04/04/19	09:00AM	11:05AM	MTWTH	QD 101
LAB	02/11/19	04/04/19	11:05AM	12:10PM	MW	QD 101

The above section is a short term class. Please note the start and end dates.

Instructor: C Reible

ESL-54 High-intermediate Writing and Grammar

5 UNITS

Prerequisite: Qualifying placement level on a state-approved placement instrument or ESL-53

Description: Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass Option.)

42771 Last day to add: 04/21/19

LEC	04/15/19	06/06/19	09:00AM	11:05AM	MTWTH	QD 101
LAB	04/15/19	06/06/19				MLK 119

In addition to the time spent in the above web-enhanced class, students are required to attend the Writing and Reading Center in MLK 119 for 50 minutes each week to fulfill the 18-hour laboratory requirement. Students must use WebAdvisor to schedule their lab requirement. See WRC-Lab in WebAdvisor for available laboratory sections. Internet access is required.

Instructor: C Reible

ESL-54 High-intermediate Writing and Grammar

5 UNITS

Prerequisite: Qualifying placement level on a state-approved placement instrument or ESL-53

Description: Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass Option.)

42772 Last day to add: 02/17/19

LEC	02/11/19	04/04/19	02:00PM	04:50PM	MTWTH	QD 101
LAB	02/11/19	04/04/19				MLK 119

In addition to the time spent in the above short term class, students are required to attend the Writing and Reading Center in MLK 119 twice a week for 50 minutes in order to fulfill the 18-hour lab requirement. Students must use Web Advisor to schedule their lab requirement. See WRC-Lab in Web Advisor for available laboratory sections. Internet access required.

See www.opencampus.com. Please note the start and end date.

Instructor: M Lugo

ESL-55 Advanced Writing and Grammar

5 UNITS

Prerequisite: Qualifying placement level on a state-approved placement instrument or ESL-54

Description: Emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes continued development of vocabulary, reading and academic skills necessary for success in college classes. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass Option.)

42776 Last day to add: 04/21/19

LEC	04/15/19	06/06/19	02:00PM	04:50PM	MTWTH	QD 101
LAB	04/15/19	06/06/19				MLK 119

In addition to the time spent in the above short term class, students are required to attend the Writing and Reading Center in MLK 119 for 50 minutes twice a week to fulfill the 18-hour laboratory requirement. Students must use WebAdvisor to schedule their lab requirement. See WRC-Lab in WebAdvisor for available laboratory sections. Please note the start and end dates.

Instructor: M Lugo

ESL-65 American Classroom Culture

1 UNIT

Prerequisite: None.

Description: A survey of academic and language skills necessary for academic success in American classrooms. (Degree credit course. Pass-No Pass only.)

42777 Last day to add: 02/22/19

LEC 02/11/19 04/05/19 12:30PM 01:35PM TTH QD 211

The above section is a short term class designed for International Visa students. Please note the start and end dates.

Instructor: A Lee

ESL-65 American Classroom Culture

1 UNIT

Prerequisite: None.

Description: A survey of academic and language skills necessary for academic success in American classrooms. (Degree credit course. Pass-No Pass only.)

43814 Last day to add: 04/22/19

LEC 04/16/19 06/06/19 12:30PM 01:35PM TTH QD 211

The above section is a short term class designed for International Visa students. Please note the start and end dates.

Instructor: Staff

FILM, TELEVISION AND VIDEO

FTV-52 Film, Television and Video Laboratory

2 UNITS

Prerequisite: None

Description: Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. 108 hours laboratory. (Letter Grade or Pass/No Pass option)

42800 Last day to add: 04/23/19

LAB 04/15/19 06/07/19 LN 101

The above section has a 54-hour laboratory requirement to be arranged. Contact the instructor for additional information regarding TBA dates and times. First class meeting: 4/4 10:00am TCH A 132

Instructor: J McLean

GUIDANCE

GUI-45 Introduction to College

1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

42836 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Please note the start and end dates. Computer access with Internet access is required. See www.opencampus.com.

Instructor: G Schultz

GUI-45 Introduction to College

1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

42837 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Please note the start and end dates. Computer with Internet access is required. See www.opencampus.com.

Instructor: G Schultz

GUI-45 Introduction to College

1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

42834 Last day to add: **02/16/19**
LEC 02/12/19 04/02/19 08:00AM 10:05AM T DL 206

The above section is a short term TEAM program class, which requires concurrent enrollment in English 1A, English 91A, and Library 1. Please note the start and end dates. For additional information please call the TEAM office at (951) 38-3820.

Instructor: N Abbate

GUI-45 Introduction to College

1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

42835 Last day to add: **04/20/19**
LEC 04/16/19 06/04/19 08:00AM 10:05AM T DL 206

The above section is a short term class. Please note start and end dates.

Instructor: N Abbate

GUI-45 Introduction to College

1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

42828 Last day to add: **02/11/19**
LEC 02/11/19 02/14/19 08:15AM 12:30PM MTWTH LVKN L8

The above section is a short term class and is intended for students in the Gateway to College Program. Please note start and end dates.

Instructor: M Irani

GUI-45 Introduction to College

1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

42832 Last day to add: **02/11/19**
LEC 02/11/19 02/14/19 08:15AM 12:30PM MTWTH

The above section is a short term class and is intended for students in the Gateway to College Program. Please note start and end dates.

Instructor: A Puente

GUI-45 Introduction to College

1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

43975 Last day to add: **04/18/19**
LEC 04/18/19 05/09/19 09:10AM 01:25PM TH LVKN L9

The above section is a short term class and is intended for students in the Gateway to College Program. Please note start and end dates.

Instructor: M Winton

GUI-45 Introduction to College

1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

42831 Last day to add: **02/11/19**
LEC 02/11/19 02/14/19 12:00PM 04:15PM MTWTH LVKN L9

The above section is a short term class and is intended for students in the Gateway to College Program. Please note start and end dates.

Instructor: M Winton

GUI-45 Introduction to College

1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

42830 Last day to add: 02/16/19

LEC 02/11/19 04/04/19 01:00PM 01:50PM T

The above section is a short term class that is intended for students International students and has a concurrent enrollment in an ESL/English class. Please contact instructor for more information and enrollment at 951-222-8701.

Instructor: R Aycock

GUI-45 Introduction to College

1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

42829 Last day to add: 02/17/19

LEC 02/13/19 04/03/19 02:45PM 05:50PM W

The above section is a short term class. Please note start and end dates.

Instructor: R Chacon

GUI-45 Introduction to College

1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

42839 Last day to add: 02/18/19

LEC 02/14/19 04/04/19 05:00PM 07:05PM TH

The above section is a short term class. Please note the start and end dates. The above section is intended for Guardian Scholars (Foster Youth) Pathway Program students. For program and enrollment information please contact the, Guardian Scholars (Foster Youth), Counselor, Jeremy Johnson, at 951-222-8251 or by email at jeremy.johnson@rcc.edu.

Instructor: J Johnson

GUI-46 Intro Transfer Process

1 UNIT

Prerequisite: None.

Description: Survey of transfer requirements with hands-on activities through the application process for students transferring to four-year institutions.

42841 Last day to add: 02/18/19

LEC 02/12/19 04/04/19 09:00AM 09:50AM TTH

The above section is a short term class. Please note start and end dates.

Instructor: P Avila

GUI-46 Intro Transfer Process

1 UNIT

Prerequisite: None.

Description: Survey of transfer requirements with hands-on activities through the application process for students transferring to four-year institutions.

42843 Last day to add: 04/22/19

LEC 04/16/19 06/06/19 09:00AM 09:50AM TTH

The above section is a short term class. Please note start and end dates.

Instructor: C Castro

GUI-46 Intro Transfer Process

1 UNIT

Prerequisite: None.

Description: Survey of transfer requirements with hands-on activities through the application process for students transferring to four-year institutions.

42840 Last day to add: 02/16/19

LEC 02/12/19 04/02/19 12:30PM 02:35PM T

The above section is a short term class. Please note start and end dates.

Instructor: K Magno

GUI-48 College Success Strat

2 UNITS

Prerequisite: None.

Description: Exploration of various learning strategies. Students will identify their own learning styles and utilize that information to succeed in college.

43783 Last day to add: 04/19/19

LEC 04/15/19 06/05/19 02:45PM 04:55PM MW DL 205

The above section is a short term class. Please note the start and end dates.

Instructor: R Chacon

GUI-48 College Success Strat

2 UNITS

Prerequisite: None.

Description: Exploration of various learning strategies. Students will identify their own learning styles and utilize that information to succeed in college.

43781 Last day to add: 02/18/19

LEC 02/12/19 04/04/19 02:45PM 04:50PM TTH

The above section is a short term class. Please note the start and end dates.

Instructor: S Brown

GUI-48 College Success Strat

2 UNITS

Prerequisite: None.

Description: Exploration of various learning strategies. Students will identify their own learning styles and utilize that information to succeed in college.

43782 Last day to add: 04/22/19

LEC 04/16/19 06/06/19 02:45PM 04:50PM TTH

The above section is a short term class. Please note the start and end dates.

Instructor: S Brown

KINESIOLOGY

KIN-12 Sport Psychology

3 UNITS

Prerequisite: None

Description: This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains, and applies sport psychology concepts and theories to practical experiences. 54 hours lecture.

42938 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J McCarron

KIN-12 Sport Psychology

3 UNITS

Prerequisite: None

Description: This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains, and applies sport psychology concepts and theories to practical experiences. 54 hours lecture.

42939 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J McCarron

KIN-12 Sport Psychology

3 UNITS

Prerequisite: None

Description: This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains, and applies sport psychology concepts and theories to practical experiences. 54 hours lecture.

42940 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J McCarron

KIN-26 Foundations of Coaching

3 UNITS

Prerequisite: None

Description: This course introduces the student to the professions of athletic coaching. Emphasis is on a comprehensive approach to the art and science of coaching including developing a coaching philosophy, sport psychology, sport physiology and sport management. Topics include coaching objectives and style, communication skills, motivation, teaching sport skills, principles for training, team management and self-management. 54 hours lecture.

42949 Last day to add: 03/24/19

LEC 03/18/19 06/05/19 07:00AM 09:25AM MW WG 217

The above section is a short term class. Please note the start and end dates.

Instructor: R Arguelles

KIN-A57 Basketball

1 UNIT

Prerequisite: None.

Description: Introduces basic skills, techniques and strategy of basketball for leisure time activity.

43002 Last day to add: 05/01/19

LAB 04/15/19 06/07/19 WG 200

The above section has a 54 hour laboratory requirement to be arranged and first meets on Monday, 4/15/19 at 3:30PM in WG200. The above section is a short term class. Please note the start and end dates.

Instructor: A Berber

KIN-A57 Basketball

1 UNIT

Prerequisite: None.

Description: Introduces basic skills, techniques and strategy of basketball for leisure time activity.

43003 Last day to add: 05/01/19

LAB 04/15/19 06/07/19 WG 200

The above section has a 54 hour laboratory requirement to be arranged and first meets on Monday, 4/15/19 at 12:00PM in WG 200. The above section is a short term class. Please note the start and end dates.

Instructor: P Mathews

KIN-V60 Football Fundamentals, Defensive 1 UNIT

Prerequisite: None Limitation on enrollment: Retention based on successful tryout

Description: Opportunity to learn general and specific individual defensive football fundamentals, techniques, and strategies emphasizing active participation. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

43100 Last day to add: 04/15/19

LAB 04/02/19 06/06/19 03:00PM 04:10PM MTWTH WG PRFLD

The above section is intended for those preparing to participate in the 2018 football season.

The above section is a short term class. Please note the start and end dates.

Instructor: J Kuk

KIN-V61 Football Fundamentals, Offensive 1 UNIT

Prerequisite: None Limitation on enrollment: Retention based on successful tryout

Description: Opportunity to learn general and specific individual offensive football fundamentals, techniques, and strategies emphasizing active participation. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

43102 Last day to add: 04/15/19

LAB 04/02/19 06/06/19 04:10PM 05:20PM MTWTH WG PRFLD

The above section is a short term class. Please note the start and end dates. The above section is intended for those preparing to participate in the 2019 football season.

Instructor: J Kuk

KIN-V94 In-Season Varsity Sport Conditioning 1 UNIT

Prerequisite: None Limitation on enrollment: Retention based on successful tryout

Description: This course is designed to teach advanced conditioning principles for the design and implementation of an in-season training program during varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

43116 Last day to add: 02/27/19

LAB 02/11/19 04/05/19 WG 200

The above section has a 54 hour laboratory requirement to be arranged and first meets on

Monday, 2/11/19 at 3:00PM in WG 200. The above section is a short term class. Please note the start and end dates.

Instructor: A Berber

KIN-V94 In-Season Varsity Sport Conditioning 1 UNIT

Prerequisite: None Limitation on enrollment: Retention based on successful tryout

Description: This course is designed to teach advanced conditioning principles for the design and implementation of an in-season training program during varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

43117 Last day to add: 02/27/19

LAB 02/11/19 04/05/19 WG 200

The above section has a 54 hour laboratory requirement to be arranged and first meets on

Monday, 2/11/19 at 12:00PM in WG 200. The above section is a short term class. Please note the start and end dates.

Instructor: P Mathews

KIN-V95 Out-Of-Season Sport Conditioning 1 UNIT

Prerequisite: None Limitation on enrollment: Retention based on successful tryout

Description: This course is designed to teach advanced conditioning principles for the design and implementation of our out-of-season training programs in preparation for varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

43120 Last day to add: 04/23/19

LAB 04/15/19 06/07/19 WG PRFLD

The above section has a 54 hour laboratory requirement to be arranged and first meets on

Monday, 4/15/19 at 1:00PM on the WG Football Practice Field. The above section is a short term class. Please note the start and end dates.

Instructor: J Kuk

LIBRARY

LIB-1 Introduction to Information Literacy 1 UNIT

Prerequisite: None

Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

43123 Last day to add: 03/04/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.

Instructor: S Brewster

LIB-1 Introduction to Information Literacy 1 UNIT

Prerequisite: None

Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

43124 Last day to add: 03/04/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.

Instructor: S Hammock

LIB-1 Introduction to Information Literacy 1 UNIT

Prerequisite: None

Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

43973 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Please note the above dates. Computer with Internet access required. See www.opencampus.com.

Instructor: S Ellis

LIB-1 Introduction to Information Literacy 1 UNIT

Prerequisite: None

Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

43974 Last day to add: 04/15/19

OL 04/05/19 06/07/19 ON LINE

The above section is a short term online class. Please note the above dates. Computer with Internet access required. See www.opencampus.com.

Instructor: S Brewster

LIB-1 Introduction to Information Literacy 1 UNIT

Prerequisite: None

Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

43126 Last day to add: 02/15/19

HYB 02/11/19 03/25/19 08:00AM 09:15AM M DL 205

HYBO 02/11/19 03/25/19 ON LINE

The above section is a short term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.

Instructor: A Thomas

LIB-1 Introduction to Information Literacy 1 UNIT

Prerequisite: None

Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

43125 Last day to add: 04/20/19

WE 04/16/19 06/04/19 08:05AM 10:10AM T DL 205

The above section is a short term TEAM program class, which requires concurrent enrollment in English 1A, English 91A and Guidance 45. Please note the start and end dates. For additional information please call the TEAM office at (951) 38-3820.

Instructor: D Slota

MANAGEMENT

MAG-44 Principles of Management 3 UNITS

Prerequisite: None

Description: For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling, and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also, social responsibility and a global perspective are emphasized. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

43127 Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J Lehr

MAG-44 Principles of Management 3 UNITS

Prerequisite: None

Description: For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling, and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also, social responsibility and a global perspective are emphasized. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

44150 Last day to add: 03/26/19

HYB 03/22/19 06/01/19 06:00PM 08:25PM F BE 206

HYBO 03/22/19 06/01/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

MAG-51 Elements of Supervision

3 UNITS

Prerequisite: None

Description: Covers responsibilities of a supervisor in industry, including organization, employee relations and evaluations.

43128 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: D Wilcoxson

MAG-53 Human Relations

3 UNITS

Prerequisite: None

Description: Practical application of basic psychology in building better employer-employee relationships.

43130 Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required. See

www.opencampus.com. Please note the start and end dates.

Instructor: D Wilcoxson

MAG-56 Human Resources Management

3 UNITS

Prerequisite: None

Description: Introduces techniques involving the selection, training, evaluation and promotion of employees.

44160 Last day to add: 03/13/19

OL 03/04/19 05/03/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

MARKETING

MKT-20 Principles of Marketing

3 UNITS

Prerequisite: None

Advisory: BUS-10

Description: Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research and strategic market planning. The course will survey with a global perspective, the selection of target markets as well as the development of the marketing mix: place, product, price and promotion. 54 hours lecture.

43286 Last day to add: 02/15/19

HYB 02/11/19 04/03/19 11:10AM 12:45PM MW BE 124

HYBO 02/11/19 04/03/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: C Ishihara

MKT-40 Advertising

3 UNITS

Prerequisite: None

Description: Economic, professional, persuasive and technical aspects of advertising, publicity and propaganda, and their relation to sociology and psychology. Campaign organization, research and media of communication. Analysis and discussion of situation problems, mass motivation, consumer action and legal restraints. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

43287 Last day to add: 04/19/19

HYB 04/15/19 06/05/19 11:10AM 12:40PM MW BE 124

HYBO 04/15/19 06/05/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: C Ishihara

MKT-41 Techniques of Selling

3 UNITS

Prerequisite: None

Description: Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

43288 Last day to add: 04/20/19

HYB 04/16/19 06/04/19 09:35AM 12:45PM T BE 204

HYBO 04/16/19 06/04/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: C Ishihara

MKT-42 Retail Management

3 UNITS

Prerequisite: None

Description: Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

43289 Last day to add: 03/04/19

OL 02/11/19 04/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: C Ishihara

MUSIC

MUS-19 Music Appreciation 3 UNITS

Prerequisite: None

Description: A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. Organized to acquaint students with the roles of music and musicians in society and with representative musical selections through listening, reading, writing, and live performance. 54 hours lecture.

43300 Last day to add: 04/23/19
LEC 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.

Instructor: D Foster

NURSING

NRN-93 Calculations for Healthcare Providers 1 UNIT

Prerequisite: None.

Description: Systems of measurement and principles of dosage calculation for the administration of medications and fluids.

43432 Last day to add: 02/17/19
WE 02/13/19 04/03/19 03:00PM 05:05PM W NURS 155

The above section is a short term web-enhanced class. Please note the above dates. Computer with Internet access is required.

Instructor: K Reimer

NRN-93 Calculations for Healthcare Providers 1 UNIT

Prerequisite: None.

Description: Systems of measurement and principles of dosage calculation for the administration of medications and fluids.

43433 Last day to add: 04/21/19
WE 04/17/19 06/05/19 03:00PM 05:05PM W NURS 155

The above section is a short term web-enhanced class. Please note the above dates. Computer with Internet access is required.

Instructor: K Reimer

NURSING/CONTINUING ED

NXN-84 Prepare for Success-Nrs School 1.50 UNITS

Prerequisite: None.

Description: Provides an introduction to and facilitates success in the RCC School of Nursing programs.

43450 Last day to add: 02/17/19
WE 02/13/19 04/03/19 08:00AM 11:10AM W NURS 152

The above section is a short-term class. Internet access is required.

Instructor: T VantHul

NXN-84 Prepare for Success-Nrs School 1.50 UNITS

Prerequisite: None.

Description: Provides an introduction to and facilitates success in the RCC School of Nursing programs.

43451 Last day to add: 04/21/19
WE 04/17/19 06/05/19 08:00AM 11:10AM W NURS 152

The above section is a short-term class. Internet access is required.

Instructor: T VantHul

PARALEGAL STUDIES

PAL-14 Legal Ethics 3 UNITS

Prerequisite: None

Description: Rules, regulations and responsibilities guiding the ethical behavior of paralegal professionals focusing on real-life situations.

43456 Last day to add: 04/23/19
OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

PAL-70 Law Office Policies 1.50 UNITS

Prerequisite: None.

Description: The policies and procedures in a law office as they relate to the role of the paralegal with an emphasis on ethics.

43457 Last day to add: 02/19/19
OL 02/11/19 04/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end date.

Instructor: Staff

PAL-83 Estate Planning/Probate 3 UNITS

Prerequisite: None.

Description: Estate planning for paralegals focusing on preparation of wills, trusts, life insurance, annuities, tax issues and probate procedures.

43998 Last day to add: 04/21/19
HYB 04/17/19 06/06/19 06:00PM 09:10PM W BE 204

HYBO 04/17/19 06/06/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

PHILOSOPHY

PHI-11 **Critical Thinking** 3 UNITS

Prerequisite: None

Advisory: REA-82

Description: This course presents critical thinking as a skill to be used for better understanding, evaluating, and constructing arguments. The focus will be on developing and enhancing the student's ability to identify, analyze, and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, and informal fallacies. 54 hours lecture.

43470 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: C Gobatie

READING

REA-83 **College Reading and Thinking** 3 UNITS

Prerequisite: REA-82 or ESL-73 or qualifying placement level

Description: Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade or Pass/No Pass option.)

43586 Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: T Brown

REA-83 **College Reading and Thinking** 3 UNITS

Prerequisite: REA-82 or ESL-73 or qualifying placement level

Description: Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade or Pass/No Pass option.)

43587 Last day to add: 03/04/19

OL 02/11/19 04/05/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: T Brown

REA-83 **College Reading and Thinking** 3 UNITS

Prerequisite: REA-82 or ESL-73 or qualifying placement level

Description: Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade or Pass/No Pass option.)

43588 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: T Brown

REA-83 **College Reading and Thinking** 3 UNITS

Prerequisite: REA-82 or ESL-73 or qualifying placement level

Description: Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade or Pass/No Pass option.)

43589 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: T Brown

REAL ESTATE

RLE-80 **Real Estate Principles** 3 UNITS

Prerequisite: None.

Description: Comprehensive analysis of basic laws, principles, terminology and current practices of California real estate.

43596 Last day to add: 02/16/19

HYB 02/12/19 04/02/19 06:00PM 09:10PM T BE 104

HYBO 02/12/19 04/02/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end date.

Instructor: M Baez-Schwab

RLE-81 **Real Estate Practices** 3 UNITS

Description: Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state's educational requirements for the brokers examination. 54 hours lecture.

43597 Last day to add: 04/20/19

HYB 04/16/19 06/04/19 06:00PM 09:10PM T BE 100

HYBO 04/16/19 06/04/19 ON LINE

The above section is a short-term hybrid class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: M Baez-Schwab

RLE-86 **Escrow Procedures I** 3 UNITS

Prerequisite: None

Description: Methods and techniques of escrow procedure for various types of real estate transactions, including the legal/ethical responsibilities engaged in escrow work. 54 hours lecture.

43598 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

SENIOR CITIZEN EDUCATION

SCE-811 Drawing/Painting: Older Adults 0 UNITS

Prerequisite: None.

Description: Students 55 years and older will learn a form of drawing and painting with an emphasis on personal creative interpretation of subjects from life, landscape and the imagination. Students will provide their own materials and supplies.

43606 Last day to add:
LAB 02/11/19 06/07/19 09:00AM 12:00PM M GOSK ART

Instructor: Staff

SCE-811 Drawing/Painting: Older Adults 0 UNITS

Prerequisite: None.

Description: Students 55 years and older will learn a form of drawing and painting with an emphasis on personal creative interpretation of subjects from life, landscape and the imagination. Students will provide their own materials and supplies.

43607 Last day to add:
LAB 02/11/19 06/07/19 09:00AM 12:00PM M GOSK ART

Instructor: Staff

SCE-811 Drawing/Painting: Older Adults 0 UNITS

Prerequisite: None.

Description: Students 55 years and older will learn a form of drawing and painting with an emphasis on personal creative interpretation of subjects from life, landscape and the imagination. Students will provide their own materials and supplies.

43610 Last day to add:
LAB 02/11/19 06/07/19 09:00AM 12:00PM T GOSK ART

Instructor: Staff

SCE-811 Drawing/Painting: Older Adults 0 UNITS

Prerequisite: None.

Description: Students 55 years and older will learn a form of drawing and painting with an emphasis on personal creative interpretation of subjects from life, landscape and the imagination. Students will provide their own materials and supplies.

43611 Last day to add:
LAB 02/11/19 06/07/19 09:00AM 12:00PM T GOSK ART

Instructor: Staff

SCE-811 Drawing/Painting: Older Adults 0 UNITS

Prerequisite: None.

Description: Students 55 years and older will learn a form of drawing and painting with an emphasis on personal creative interpretation of subjects from life, landscape and the imagination. Students will provide their own materials and supplies.

43612 Last day to add:
LAB 02/11/19 06/07/19 09:00AM 12:00PM S GOSK ART

Instructor: Staff

SCE-811 Drawing/Painting: Older Adults 0 UNITS

Prerequisite: None.

Description: Students 55 years and older will learn a form of drawing and painting with an emphasis on personal creative interpretation of subjects from life, landscape and the imagination. Students will provide their own materials and supplies.

43613 Last day to add:
LAB 02/11/19 06/07/19 09:00AM 12:00PM S GOSK ART

Instructor: Staff

SCE-811 Drawing/Painting: Older Adults 0 UNITS

Prerequisite: None.

Description: Students 55 years and older will learn a form of drawing and painting with an emphasis on personal creative interpretation of subjects from life, landscape and the imagination. Students will provide their own materials and supplies.

43608 Last day to add:
LAB 02/11/19 06/07/19 11:00AM 02:00PM TH GOSK ART

Instructor: Staff

SCE-811 Drawing/Painting: Older Adults 0 UNITS

Prerequisite: None.

Description: Students 55 years and older will learn a form of drawing and painting with an emphasis on personal creative interpretation of subjects from life, landscape and the imagination. Students will provide their own materials and supplies.

43609 Last day to add:
LAB 02/11/19 06/07/19 11:00AM 02:00PM TH GOSK ART

Instructor: Staff

SCE-811 Drawing/Painting: Older Adults 0 UNITS

Prerequisite: None.

Description: Students 55 years and older will learn a form of drawing and painting with an emphasis on personal creative interpretation of subjects from life, landscape and the imagination. Students will provide their own materials and supplies.

43616 Last day to add:
LAB 02/11/19 06/07/19 01:00PM 04:00PM T RSV CLAS

Instructor: Staff

SCE-811 Drawing/Painting: Older Adults 0 UNITS

Prerequisite: None.

Description: Students 55 years and older will learn a form of drawing and painting with an emphasis on personal creative interpretation of subjects from life, landscape and the imagination. Students will provide their own materials and supplies.

43617 Last day to add:
LAB 02/11/19 06/07/19 01:00PM 04:00PM T RSV CLAS

Instructor: Staff

SCE-811 Drawing/Painting: Older Adults

0 UNITS

Prerequisite: None.

Description: Students 55 years and older will learn a form of drawing and painting with an emphasis on personal creative interpretation of subjects from life, landscape and the imagination. Students will provide their own materials and supplies.

43614 **Last day to add:**
LAB 02/11/19 06/07/19 01:00PM 04:00PM TH BRAN ART

Instructor: Staff

SCE-811 Drawing/Painting: Older Adults

0 UNITS

Prerequisite: None.

Description: Students 55 years and older will learn a form of drawing and painting with an emphasis on personal creative interpretation of subjects from life, landscape and the imagination. Students will provide their own materials and supplies.

43615 **Last day to add:**
LAB 02/11/19 06/07/19 01:00PM 04:00PM TH BRAN CLAS

Instructor: Staff

SPANISH

SPA-1 Spanish 1

5 UNITS

Prerequisite: None

Advisory: Completion of placement test to assess level of proficiency in Spanish.
Description: This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory.(TBA option)(Letter Grade, or Pass/No Pass option.)

43684 **Last day to add: 02/15/19**

HYB 02/11/19 04/03/19 10:30AM 01:35PM MW QD 129
HYBO 02/11/19 04/03/19 ON LINE
HYBL 02/11/19 04/03/19 DL 111

The above section is a short term hybrid class and has an 18-hour laboratory requirement to be arranged. In addition to the time spent in class, students are required to attend the World Languages Teaching and Learning Lab in DL 111 for 50 minutes twice each week. Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: E Kobzeva-Herzog

SPA-1 Spanish 1

5 UNITS

Prerequisite: None

Advisory: Completion of placement test to assess level of proficiency in Spanish.
Description: This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory.(TBA option)(Letter Grade, or Pass/No Pass option.)

43689 **Last day to add: 02/15/19**

HYB 02/11/19 04/03/19 02:00PM 04:30PM MW QD 119
HYBO 02/11/19 04/03/19 ON LINE
HYBL 02/11/19 04/03/19 DL 111

The above section is a short term hybrid class and has an 18-hour laboratory requirement to be arranged. In addition to the time spent in class, students are required to attend the World Languages Teaching and Learning Lab in DL 111 for 50 minutes twice each week. Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: E Kobzeva-Herzog

SPA-1 Spanish 1

5 UNITS

Prerequisite: None

Advisory: Completion of placement test to assess level of proficiency in Spanish.
Description: This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory.(TBA option)(Letter Grade, or Pass/No Pass option.)

43692 **Last day to add: 04/19/19**

HYB 04/15/19 06/05/19 02:00PM 04:30PM MW QD 119
HYBO 04/15/19 06/05/19 ON LINE
HYBL 04/15/19 06/05/19 DL 111

The above section is a short term hybrid class and has an 18-hour laboratory requirement to be arranged. In addition to the time spent in class, students are required to attend the World Languages Teaching and Learning Lab in DL 111 for 50 minutes twice each week. Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

SPA-1 Spanish 1

5 UNITS

Prerequisite: None

Advisory: Completion of placement test to assess level of proficiency in Spanish. Description: This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory.(TBA option)(Letter Grade, or Pass/No Pass option.)

43683 Last day to add: 04/22/19

HYB	04/15/19	06/06/19	02:00PM	04:30PM	TTH	QD 129
HYBO	04/15/19	06/06/19				ON LINE
HYBL	04/15/19	06/06/19				DL 111

The above section is a short term hybrid class and has an 18-hour laboratory requirement to be arranged. In addition to the time spent in class, students are required to attend the World Languages Teaching and Learning Lab in DL 111 for 50 minutes twice each week. Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: D Gaylor

SPA-2 Spanish 2

5 UNITS

Prerequisite: SPA-1B or SPA-1 or SPA-1H, or qualifying placement level on the Spanish assessment test or the equivalent

Description: Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes an expanded discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

43698 Last day to add: 02/18/19

HYB	02/12/19	04/04/19	02:00PM	04:30PM	TTH	QD 129
HYBO	02/12/19	04/04/19				ON LINE
HYBL	02/12/19	04/04/19				DL 111

The above section is a short term hybrid class and has an 18-hour laboratory requirement to be arranged. In addition to the time spent in class, students are required to attend the World Languages Teaching and Learning Lab in DL 111 for 50 minutes twice each week. Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: D Gaylor

THEATER ARTS

THE-3 Introduction to the Theater

3 UNITS

Prerequisite: None

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

43707 Last day to add: 02/19/19

OL	02/11/19	04/07/19				ON LINE
----	----------	----------	--	--	--	---------

The above section is a short term online class. Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

THE-3 Introduction to the Theater

3 UNITS

Prerequisite: None

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

43708 Last day to add: 02/19/19

OL	02/11/19	04/07/19				ON LINE
----	----------	----------	--	--	--	---------

The above section is a short term online class. Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J Julian

THE-3 Introduction to the Theater

3 UNITS

Prerequisite: None

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

43710 Last day to add: 02/19/19

OL	02/11/19	04/07/19				ON LINE
----	----------	----------	--	--	--	---------

The above section is a short term online class. Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: H Bauer

THE-3 Introduction to the Theater

3 UNITS

Prerequisite: None

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

43713 Last day to add: 02/19/19

OL	02/11/19	04/07/19				ON LINE
----	----------	----------	--	--	--	---------

The above section is a short term online class. Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: M Gourley

THE-3 Introduction to the Theater

3 UNITS

Prerequisite: None

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

43714 Last day to add: 02/19/19

OL	02/11/19	04/07/19				ON LINE
----	----------	----------	--	--	--	---------

The above section is a short term online class. Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: Staff

THE-3 Introduction to the Theater

3 UNITS

Prerequisite: None

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

43715 Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

The above section is a short term online class. Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J Julian

THE-3 Introduction to the Theater

3 UNITS

Prerequisite: None

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

43716 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J Julian

THE-3 Introduction to the Theater

3 UNITS

Prerequisite: None

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

43717 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: C Sorenson

THE-3 Introduction to the Theater

3 UNITS

Prerequisite: None

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

43719 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term online class. Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: C Dean

THE-3 Introduction to the Theater

3 UNITS

Prerequisite: None

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

43721 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short term class. Please note the start and end dates. The above section is an online class. Computer with Internet access required. See www.opencampus.com.

Instructor: H Bauer

THE-3 Introduction to the Theater

3 UNITS

Prerequisite: None

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

44119 Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

The above section is a short-term online class. Computer with Internet access required.

See www.opencampus.com. Please note the start and end dates.

Instructor: J Julian

WELDING TECHNOLOGY

WEL-65A Basic Metal Arc Weld

3 UNITS

Prerequisite: None

Description: An introductory course in shielded metal arc welding, using common metal and materials.

44104 Last day to add: 02/16/19

LEC 02/11/19 04/05/19 08:00AM 09:05AM MTW TCHA 128

LAB 02/11/19 04/05/19 09:15AM 11:45AM MTWTH TCHA 130

Instructor: M Medina

WEL-65B Advanced Shielded Metal Arc Welding

3 UNITS

Prerequisite: WEL-65A

Description: An advanced course in shielded metal arc welding, shop and industrial safety, and common metal and materials used in the welding industry. 27 hours lecture and 81 hours laboratory.

44105 Last day to add: 04/20/19

LEC 04/15/19 06/06/19 08:00AM 09:05AM MTW TCHA 128

LAB 04/15/19 06/06/19 09:15AM 11:45AM MTWTH TCHA 130

Instructor: M Medina

WEL-75A Gas Metal Arc Welding

3 UNITS

Prerequisite: None

Description: A course in Gas Metal Arc Welding (GMAW). Focusing on equipment set up, proper welding techniques, modes of transfer and the understanding of the filler wires used in the process. 27 hours lecture and 81 hours laboratory.

44106 **Last day to add: 02/16/19**

LEC	02/11/19	04/05/19	01:00PM	02:25PM	MT	TCHA 128
-----	----------	----------	---------	---------	----	----------

LAB	02/11/19	04/05/19	02:35PM	04:50PM	MTWTH	TCHA 130
-----	----------	----------	---------	---------	-------	----------

Instructor: M Medina

WEL-75B Flux Cored Arc Welding (fcaw)

3 UNITS

Prerequisite: WEL-75A Course Credit Recommendation: Degree Credit

Description: A course in Flux Cored Arc Welding (FCAW). Focusing on equipment set up, proper welding techniques, modes of transfer and the understanding of the filler wires used in the process. 27 hours lecture and 81 hours laboratory.

44122 **Last day to add: 04/20/19**

LEC	04/15/19	06/06/19	01:00PM	02:25PM	MT	TCHA 128
-----	----------	----------	---------	---------	----	----------

LAB	04/15/19	06/06/19	02:35PM	04:50PM	MTWTH	TCHA 130
-----	----------	----------	---------	---------	-------	----------

Instructor: M Medina