What Are Online, Hybrid and Web-enhanced Classes?

- **Online** classes are taken exclusively over the Internet; there are no oncampus meetings required. However, some online classes require proctored exams, either on an RCCD campus or by an off-site proctor approved by the instructor.

- **Hybrid** classes meet both on campus and online; think of them as traditional face-to-face classes where some of the on-campus class meetings are replaced with online assignments. In a hybrid class, you will attend meetings on campus during the dates and times listed in this schedule of classes. Since the on-campus portion of hybrid classes could take place at any of our three colleges (Riverside City, Norco or Moreno Valley), hybrid classes are listed according to the campus where the on-campus meetings take place. So, for example, if you’d like to take a hybrid class at Norco, you’d look under the Norco college section of this schedule.

- **Web-Enhanced** classes are traditional face-to-face classes that are augmented with course websites. Unlike hybrid classes, all webenhanced class meetings take place on campus. The course website is an extra value!

### Are You Ready for Online Learning?

To take an online, hybrid, or web-enhanced class, here are a few things to keep in mind:

- You should have regular access to a personal computer that is connected to the Internet. Not sure whether your computer measures up? Go to www.opencampus.com/students.html and click on the “Blackboard’s Browser and System Requirements” link.

- You should be familiar with basic computer operations: for example, using a word processing program, logging onto the Internet, using a browser, and sending e-mail.

- You should be self-disciplined and have strong study skills. It’s easier to fall behind in an online class.

- Lastly, you shouldn’t believe the myth that online or hybrid classes are “easier” than face-to-face classes. In fact, online classes cover the same material as face-to-face classes, and many students say that their online classes actually require more of their time than their face-to-face classes. Set aside a few minutes and take the Open Campus Distance Learning quiz to help you decide.

Please note: To enable online-based students to communicate more effectively with their instructors, students need to activate and use their RCCD e-mail account. The password and log in are required each time the student and faculty member logs into their Open Campus account. Personal e-mail addresses will not be used so the RCCD account is the only approved method of formal communication from RCCD to the student. For additional information, please visit www.opencampus.com/students.html.

### Questions?


This website provides:

- Computer settings and requirements
- Information about registration
- Log in information
- Student and faculty help files
- Course syllabi and textbook information
- A sample online class

If you’ve visited our website and still have questions, please call the Open Campus Help Line at (866) 259-7271.

### Are Open Campus Distance Learning Classes for Me?

1. **Holding weekly class meetings face-to-face is:**
   - a. Not particularly necessary for me;
   - b. Somewhat important to me;
   - c. Very important to me;

2. **I would classify myself as someone who:**
   - a. Often gets things done ahead of time;
   - b. Needs reminding to get things done on time;
   - c. Puts things off until the last minute or doesn’t complete them;

3. When an instructor hands out directions for assignments, I prefer:
   - a. Figuring out the instructions myself;
   - b. Trying to follow the directions on my own, then asking for help as needed;
   - c. Having the instructions explained to me;

4. **Considering my professional and personal schedule, the amount of time I have to work on a Distance Learning class is:**
   - a. More than enough time for an on-campus class;
   - b. The same as for a class on campus;
   - c. Less than for a class on campus;

5. **As a reader, I would classify myself as:**
   - a. Good - I have no problem understanding textbook material;
   - b. Average - I sometimes need help to understand the text;
   - c. Slower than average;

6. **Commuting to campus on a regular weekly schedule is:**
   - a. Extremely difficult for me - I have commitments;
   - b. A little difficult, but I can rearrange my priorities for regular attendance on campus;
   - c. Easy for me;

7. **When I need help understanding the subject:**
   - a. I am comfortable approaching the instructor;
   - b. I am uncomfortable approaching the instructor, but I do it anyway;
   - c. I never approach an instructor to admit I don’t understand something;

### What’s An Online Class Like?

Sample an online class: go to www.opencampus.com/students.html. Click on the “Visit the Sample Class” link.

Our distance education courses are currently undergoing a change in learning management systems (LMS) from Blackboard to Canvas. Certain course sections are now being taught in Canvas. To find a list of these courses and how this affects your online, hybrid, or web-enhanced class, please go to the Distance Education Website, students’ page for RCCD at http://www.opencampus.com/students.html.

The District takes student and instructor privacy seriously. When you register for an Open Campus class, the District provides students and faculty with a secure log in and password. This password is issued to and is intended for the student who has enrolled in the Open Campus course section. The password and log in are required each time the student and faculty member logs into their Open Campus course section(s). At that time, the student will affirm that he/she is the individual signing in and completing the work for his/her online courses. Finally, anti-plagiarism software is used by faculty member to ensure academic honesty. Some online classes require proctored exams, either at one of the RCCD colleges or by an off-site proctor approved by the instructor. For additional information, please visit www.opencampus.com/students.html.
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.
40002  Last day to add: 01/07/19
OL 01/02/19 02/07/19  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: F Stearns

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.
40003  Last day to add: 01/07/19
OL 01/02/19 02/07/19  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: F Stearns

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.
40005  Last day to add: 01/07/19
OL 01/02/19 02/07/19  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: F Stearns

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.)
40006  Last day to add: 01/06/19
OL 01/02/19 02/06/19  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: C Morris

ACCD-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.)
30213  Last day to add: 01/07/19
OL 01/02/19 02/07/19  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: P Worsham

ACC-66  Non-Profit and Governmental Accounting  3 UNITS
Prerequisite: ACC-1A
Advisory: BUS-20
Description: A study of the principles and practices of non-profit and governmental
entities fund accounting. Topics include accounting concepts, types and structure
of funds and accounts, application of generally accepted accounting principles to
non-profit and governmental organizations. 54 hours lecture.
30000  Last day to add: 01/07/19
OL 01/02/19 02/07/19  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: P Worsham

ADMINISTRATION OF JUSTICE

ADJ-1  Introduction to the Administration of Justice  3 UNITS
Prerequisite: None
Description: The history and philosophy of administration of justice in America;
recapitulation of the system; identifying the various subsystems, role expectations,
and their interrelationships; theories of crime, punishment, and rehabilitation;
ethics, education, and training for professionalism in the system. 54 hours lecture.
20229  Last day to add: 01/07/19
OL 01/02/19 02/07/19  ON LINE
The above section is an online class. Internet access is required. See www.opencampus.com.
Instructor: N Aguirre

ADJ-1  Introduction to the Administration of Justice  (same As Jus-1)  3 UNITS
Prerequisite: None
Description: The history and philosophy of administration of justice in America;
recapitulation of the system; identifying the various subsystems, role expectations,
and their interrelationships; theories of crime, punishment, and rehabilitation;
ethics, education, and training for professionalism in the system. 54 hours lecture.
40007  Last day to add: 01/07/19
OL 01/02/19 02/07/19  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: M Matuszak
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
<th>Last day to add</th>
<th>Online</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJ-2</td>
<td>Principles and Procedures of the Justice System</td>
<td>3</td>
<td>None</td>
<td>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.</td>
<td>01/07/19</td>
<td>ON LINE</td>
<td>R King</td>
</tr>
<tr>
<td>ADJ-3</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
<td>None</td>
<td>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.</td>
<td>01/07/19</td>
<td>ON LINE</td>
<td>P Farrell</td>
</tr>
<tr>
<td>ADJ-4</td>
<td>Legal Aspects of Evidence</td>
<td>3</td>
<td>None</td>
<td>Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture.</td>
<td>01/07/19</td>
<td>ON LINE</td>
<td>D Williamson</td>
</tr>
<tr>
<td>ADJ-5</td>
<td>Community Relations</td>
<td>3</td>
<td>None</td>
<td>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</td>
<td>01/07/19</td>
<td>ON LINE</td>
<td>N Aguirre</td>
</tr>
<tr>
<td>AML-22</td>
<td>American Deaf Culture (same As Soc-20)</td>
<td>3</td>
<td>None</td>
<td>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.</td>
<td>01/07/19</td>
<td>ON LINE</td>
<td>T Korn</td>
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</tbody>
</table>

ANTHROPOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
<th>Last day to add</th>
<th>Online</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT-1</td>
<td>Physical Anthropology</td>
<td>3</td>
<td>None</td>
<td>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.</td>
<td>01/07/19</td>
<td>ON LINE</td>
<td>A Gray</td>
</tr>
<tr>
<td>ANT-2</td>
<td>Cultural Anthropology</td>
<td>3</td>
<td>None</td>
<td>An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. 54 hours lecture.</td>
<td>01/07/19</td>
<td>ON LINE</td>
<td>L Broyles</td>
</tr>
</tbody>
</table>

AMERICAN SIGN LANGUAGE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
<th>Last day to add</th>
<th>Online</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML-22</td>
<td>American Deaf Culture (same As Soc-20)</td>
<td>3</td>
<td>None</td>
<td>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.</td>
<td>01/07/19</td>
<td>ON LINE</td>
<td>T Korn</td>
</tr>
</tbody>
</table>
ART-6 Art Appreciation 3 UNITS
Prerequisite: None
Advisory: ENG-1A
Description: An introductory course for the non-art major. The creative process and the diversity of style, technique and media, evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

40038 Last day to add: 01/07/19
OL 01/02/19 02/07/19 ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: A Herrera

ART-6 Art Appreciation 3 UNITS
Prerequisite: None
Advisory: ENG-1A
Description: An introductory course for the non-art major. The creative process and the diversity of style, technique and media, evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

40039 Last day to add: 01/07/19
OL 01/02/19 02/07/19 ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: K Skiba

ART-6 Art Appreciation 3 UNITS
Prerequisite: None
Advisory: ENG-1A
Description: An introductory course for the non-art major. The creative process and the diversity of style, technique and media, evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

40040 Last day to add: 01/07/19
OL 01/02/19 02/07/19 ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: R Taube

ART-6 Art Appreciation 3 UNITS
Prerequisite: None
Advisory: ENG-1A
Description: An introductory course for the non-art major. The creative process and the diversity of style, technique and media, evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

40583 Last day to add: 01/07/19
OL 01/02/19 02/07/19 ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: R Taube
BUSINESS ADMINISTRATION

BUS-3  Computer Applications for Business  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.)

30022  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE
OLL  01/02/19  02/07/19  ON LINE

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: P Bainum

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.)

40072  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE
OLL  01/02/19  02/07/19  ON LINE

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
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)

40060  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE

The above section is an online class. Computer with Internet access required.
Instructor: R Pardee

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)

40062  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE

The above section is an online class. Computer with Internet access required.
Instructor: R Pardee

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)

40060  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE

The above section is an online class. Computer with Internet access required.
Instructor: R Pardee

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.

30018  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE

The above section is an online class. Computer with Internet access required.
Instructor: T Wagner

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.

30019  Last day to add: 01/07/19
OL  01/02/19  02/07/19  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

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.

40066  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE

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

40066  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE

The above section is an online class. Computer with Internet access required.
Instructor: I Judon

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)

30016  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE

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

30016  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE

The above section is an online class. Computer with Internet access required.
Instructor: G Zwart
BUS-18B  Business Law II  3 UNITS
Prerequisite: None
Description: Commercial law, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

OL 01/02/19 02/07/19  Last day to add: 01/07/19
The above section is an online class. Computer with Internet access required.

Instructor: R Pardee

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.

OL 01/02/19 02/07/19  Last day to add: 01/07/19
The above section is an online class. Computer with Internet access required.

Instructor: R Hernandez

BUS-22  Management Communications  3 UNITS
Prerequisite: None
Advisory: CAT-30
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.

OL 01/02/19 02/07/19  Last day to add: 01/07/19
The above section is an online class. Computer with Internet access required.

Instructor: R Hernandez

BUS-47  Applied Business and Management Ethics  3 UNITS
Prerequisite: None
Description: An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

OL 01/02/19 02/07/19  Last day to add: 01/07/19
The above section is an online class. Computer with Internet access required.

Instructor: L Dunphy

BUS-47  Applied Business and Management Ethics  3 UNITS
Prerequisite: None
Description: An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

OL 01/02/19 02/07/19  Last day to add: 01/07/19
The above section is an online class. Computer with Internet access required.

Instructor: G Zwart

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 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 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)

OL 01/02/19 02/07/19  Last day to add: 01/07/19
The above section is an online class. Computer with Internet access required.

Instructor: A Olaerts
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.)
OL 01/02/19 02/07/19  Last day to add: 01/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: J Gibbons-Anderson

COM-13  Gender and Communication  3 UNITS
Prerequisite: None
Advisory: COM-51 and qualification for ENG-1A
Description: A study of theories that address communication styles including similarities and differences between masculine and feminine gender types. Integrates theories to heighten students’ awareness of the importance of gender as a communication variable. Theoretical approaches to the development of gender are discussed. Gender communication issues are addressed with an emphasis on listening, perception, verbal, nonverbal communication, and conflict management in interpersonal, small group and various other contexts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
OL 01/02/19 02/07/19  Last day to add: 01/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: J Gibbons-Anderson

CAT-3  Computer Applications for Business  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.)
OL 01/02/19 02/07/19  Last day to add: 01/07/19
ON LINE
OL 01/02/19 02/07/19  Last day to add: 01/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: C McConnell-Freeman

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.)
OL 01/02/19 02/07/19  Last day to add: 01/07/19
ON LINE
OL 01/02/19 02/07/19  Last day to add: 01/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: P Bainum

CAT-10  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)
OL 01/02/19 02/07/19  Last day to add: 01/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: S Tore

CAT-50  Keyboarding and Document Processing  3 UNITS
Prerequisite: None
Description: Develops motor coordination, memory, thinking, and problem solving skills. Includes mastery of the keyboard on computers and introduction to personal and business typing using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)
OL 01/02/19 02/07/19  Last day to add: 01/07/19
ON LINE
OL 01/02/19 02/07/19  Last day to add: 01/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: L Zamora
### COMPUTER INFORMATION SYSTEMS

**CAT-53**  
**Keyboarding/Typing Fundamentals**  
1 UNIT  
**Prerequisite:** None  
**Description:** Develops basic alpha/numeric keyboarding/touch typing 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.)

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

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The above section is an online class. Computer with Internet access required.  
**Instructor:** C Morris

**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)

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The above section is an online class. Computer with Internet access required.  
**Instructor:** P Bainum

**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.)

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The above section is an online class. Computer with Internet access required.  
**Instructor:** J Lehr

**CAT-95A**  
**Introduction to the Internet** (same As Cis-95a)  
1.50 UNITS  
**Prerequisite:** None  
**Description:** Skill development in the concepts of the Internet on microcomputer-based systems. This course is designed as a practical step-by-step introduction to working with the Internet using personal computers. 27 hours lecture.

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The above section is an online class. Computer with Internet access required.  
**Instructor:** S Huyssoon

**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.

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The above section is an online class. Computer with Internet access required.  
**Instructor:** S Torre

**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.

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The above section is an online class. Computer with Internet access required.  
**Instructor:** R Loya
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.
OL 01/02/19  02/07/19 ON LINE
OLL 01/02/19  02/07/19 ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: C Brotherton

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.
OL 01/02/19  02/07/19 ON LINE
OLL 01/02/19  02/07/19 ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: C Brotherton

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.
OL 01/02/19  02/07/19 ON LINE
OLL 01/02/19  02/07/19 ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: S McLeod

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.
OL 01/02/19  02/07/19 ON LINE
OLL 01/02/19  02/07/19 ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: Staff

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.)

OL 01/02/19  02/07/19 ON LINE
OLL 01/02/19  02/07/19 ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: P Conrad

CIS-3  Computer Applications for Business  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)

OL 01/02/19  02/07/19 ON LINE
OLL 01/02/19  02/07/19 ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: C McConnell-Freeman

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)

OL 01/02/19  02/07/19 ON LINE
OLL 01/02/19  02/07/19 ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: P Bainum
CIS-5 Programming Concepts and Methodology I: C++ 4 UNITS
Prerequisite: None
Advisory: CIS-1A
Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.

OL 01/02/19 02/07/19
OLL 01/02/19 02/07/19

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 54-hour laboratory requirement, are completed online.
Instructor: T Pryor

CIS-18A Java Programming: Objects (same As Csc-18a) 3 UNITS
Prerequisite: None
Advisory: CIS/CSC-5
Description: An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

OL 01/02/19 02/07/19
OLL 01/02/19 02/07/19

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: T Pryor

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.

OL 01/02/19 02/07/19
OLL 01/02/19 02/07/19

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: P Bainum

CIS-81 Introduction to Adobe Indesign (same As Cat-81) 3 UNITS
Prerequisite: None
Description: Page design and layout techniques using Adobe InDesign. (Same as CAT-81)

OL 01/02/19 02/07/19
OLL 01/02/19 02/07/19

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: J Beck

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)

OL 01/02/19 02/07/19
OLL 01/02/19 02/07/19

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. Designated laboratory hours are included in the meeting times for this section.
Instructor: J Lehr
CSC-5  Programming Concepts and Methodology I: C++  
(same As Cis-5)  
4 UNITS  
Prerequisite: None  
Advisory: CIS-1A  
Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.  
40137  Last day to add: 01/07/19  
OL  01/02/19  02/07/19  ON LINE  
OLL  01/02/19  02/07/19  ON LINE  
The above section is an online class. Computer with Internet access required.  
See www.opencampus.com. All hours, including the 54-hour laboratory requirement, are completed online.  
Instructor: M Lehr

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.)  
40135  Last day to add: 01/07/19  
OL  01/02/19  02/07/19  ON LINE  
OLL  01/02/19  02/07/19  ON LINE  
The above section is an online class. Computer with Internet access required.  
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.  
Instructor: P Conrad

DENTAL ASSISTANT

DEA-32  Intermediate Supervised Externships  
1 UNIT  
Prerequisite: DEA-10 and DEA-20 and DEA-22 and DEA-24 and DEA-23  
Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course provides the student with supervised clinical experience in chairsie dental assisting. The student will be assigned to local general practices where they will assist dentist with basic dental procedures. 9 hours lecture and 32 laboratory hours. (TBA option)  
20065  Last day to add: 01/05/19  
HYB  01/02/19  02/07/19  ON LINE  
HYB0  01/02/19  02/07/19  08:00AM  12:00PM  MTH  LLU HOSP  
HYBLO  01/02/19  02/07/19  01:00PM  05:00PM  MTH  LLU HOSP  
The above section is a Webenhanced class and has 32 hours of clinical rotation requirement to be completed at Loma Linda University School of Dentistry. Computer with Internet access required. See www.opencampus.com  
Instructor: L Hulshof
EARLY CHILDHOOD EDUCATION

**EAR-20 Child Growth and Development 3 UNITS**
**Prerequisite:** None
Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.

20070 Last day to add: 01/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: M Thompson

**EAR-20 Child Growth and Development 3 UNITS**
**Prerequisite:** None
Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.

30050 Last day to add: 01/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: S Burnett

**EAR-20 Child Growth and Development 3 UNITS**
**Prerequisite:** None
Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.

40158 Last day to add: 01/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: S Yates

**EAR-26 Health, Safety and Nutrition 3 UNITS**
**Prerequisite:** None.
Description: A study of health, safety and nutrition factors of importance to the teacher, child and family of the young child.

30052 Last day to add: 01/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: B Zentgraf

**EAR-26 Health, Safety and Nutrition 3 UNITS**
**Prerequisite:** None.
Description: A study of health, safety and nutrition factors of importance to the teacher, child and family of the young child.

40161 Last day to add: 01/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: K Henry

**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.

20073 Last day to add: 01/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com
Instructor: M Thompson

**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.

30053 Last day to add: 01/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com
Instructor: S Sumiati

**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.

40162 Last day to add: 01/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com
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.)  
40166  Last day to add: 01/07/19  
OL  01/02/19  02/07/19  ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: D Cazares

EAR-54  Contemporary Parent  1 UNIT  
Prerequisite: None  
Description: This course examines factors affecting child-rearing in the changing social environment.  
40168  Last day to add: 01/07/19  
OL  01/02/19  02/07/19  ON LINE  
The above section is an online class. Computer with Internet access required.  
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.  
20075  Last day to add: 01/07/19  
OL  01/02/19  02/07/19  ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: T Morshed

EAR-53  Parenting-Guiding Yng Children  2 UNITS  
Prerequisite: None  
Description: Theoretical and practical guidance and discipline techniques that influence and shape behavior.  
40582  Last day to add: 01/07/19  
OL  01/02/19  02/07/19  ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: D Cazares
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.

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)

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.

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)

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)

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)

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.

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)

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.

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)

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.

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)

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)

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.

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)

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)

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)
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
<th>Prerequisite</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ENG-1A</td>
<td>English Composition</td>
<td>4</td>
<td>ENG-50 or ENG-80 or qualifying placement level</td>
<td>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)</td>
</tr>
<tr>
<td>ENG-1B</td>
<td>Critical Thinking and Writing</td>
<td>4</td>
<td>ENG-1A or ENG-1AH</td>
<td>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)</td>
</tr>
</tbody>
</table>

**Prerequisites:** 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)

Last day to add: 01/07/19

OL 01/02/19 02/07/19 ON LINE
OLL 01/02/19 02/07/19 ON LINE

The above section is an online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.

Instructor: M Bader

<table>
<thead>
<tr>
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<td>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)</td>
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</tr>
</tbody>
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**Prerequisites:** 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)

Last day to add: 01/07/19

OL 01/02/19 02/07/19 ON LINE
OLL 01/02/19 02/07/19 ON LINE

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Instructor: C Brownell

<table>
<thead>
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<td>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)</td>
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**Prerequisites:** 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)

Last day to add: 01/07/19

OL 01/02/19 02/07/19 ON LINE
OLL 01/02/19 02/07/19 ON LINE

The above section is an 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

<table>
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<th>Prerequisite</th>
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<td>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)</td>
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</tr>
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**Prerequisites:** 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)

Last day to add: 01/07/19

OL 01/02/19 02/07/19 ON LINE
OLL 01/02/19 02/07/19 ON LINE

The above section is an online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.

Instructor: M James
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 TBA. 72 hours lecture and 18 hours laboratory. (TBA option)
30085  Last day to add: 01/07/19
OL 01/02/19 02/07/19  ON LINE
OLL 01/02/19 02/07/19  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: S Camacho

GAME DEVELOPMENT

GAM-35  Introduction to Computer Game Development  3 UNITS
Prerequisite: None.
Description: An introduction to computer gaming. Students will explore the job market, career paths and business aspects of gaming professions.
30101  Last day to add: 01/07/19
OL 01/02/19 02/07/19  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: J Finley

GAM-50  Introduction to Game Programming  3 UNITS
Prerequisite: None.
Description: A first course in programming for games stressing fundamental programming principles. Computer programming logic is introduced with hands on game development projects using an industry standard game engine. No previous computer programming experience is required. (Same as CIS-50)
30102  Last day to add: 01/07/19
OL 01/02/19 02/07/19  ON LINE
OLL 01/02/19 02/07/19  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: J Finley

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.
20129  Last day to add: 01/07/19
OL 01/02/19 02/07/19  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: J De Gange

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.)
40232  Last day to add: 01/07/19
OL 01/02/19 02/07/19  ON LINE
The above section is an online class. Computer with Internet access 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.)
40235  Last day to add: 01/07/19
OL 01/02/19 02/07/19  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: G Schultz
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.

OL 01/02/19 02/07/19
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: D Reina

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.

OL 01/02/19 02/07/19
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: D Reina

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.

OL 01/02/19 02/07/19
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: C Day

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.

OL 01/02/19 02/07/19
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: T Yanni

HUMANITIES

HUM-9  American Voices  3 UNITS
Prerequisite: None
Advisory: REA-83 and qualification for ENG-1A
Description: An interdisciplinary study of American voices across class, racial, ethnic, religious, and other boundaries. Close reading of American biographies and autobiographies of writers, artists, musicians, and other artists to analyze the evolving character of American identity. 54 hours lecture.

OL 01/02/19 02/07/19
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: M Bobo
HUM-10  World Religions  3 UNITS
Prerequisite: None
Advisory: REA-83 and qualification for English 1A
Description: Thought and concepts of the major religious systems, including primal
religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism,
Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may
not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

20146  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: C Rocco

HUM-10  World Religions  3 UNITS
Prerequisite: None
Advisory: REA-83 and qualification for English 1A
Description: Thought and concepts of the major religious systems, including primal
religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism,
Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may
not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

20147  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: C Rocco

HUM-10  World Religions  3 UNITS
Prerequisite: None
Advisory: REA-83 and qualification for English 1A.
Description: Thought and concepts of the major religious systems, including primal
religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism,
Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may
not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

40259  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: C Rocco

KIN-4  Nutrition  3 UNITS
Prerequisite: None
Description: The principles of modern nutrition and its application. The importance
of a scientific knowledge of nutrition, specific food nutrients and nutritional
controversies. A study of modern convenience foods and their impact on present
day diets. 54 hours lecture.

40280  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: C Lowden

KIN-4  Nutrition  3 UNITS
Prerequisite: None
Description: The principles of modern nutrition and its application. The importance
of a scientific knowledge of nutrition, specific food nutrients and nutritional
controversies. A study of modern convenience foods and their impact on present
day diets. 54 hours lecture.

40281  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: N Bonzoumet

KIN-4  Nutrition  3 UNITS
Prerequisite: None
Description: The principles of modern nutrition and its application. The importance
of a scientific knowledge of nutrition, specific food nutrients and nutritional
controversies. A study of modern convenience foods and their impact on present
day diets. 54 hours lecture.

40282  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: N Bonzoumet

KIN-4  Nutrition  3 UNITS
Prerequisite: None
Description: The principles of modern nutrition and its application. The importance
of a scientific knowledge of nutrition, specific food nutrients and nutritional
controversies. A study of modern convenience foods and their impact on present
day diets. 54 hours lecture.

40283  Last day to add: 01/07/19
OL  01/02/19  02/07/19  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: W Elton
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.

40266  Last day to add: 01/07/19
OL 01/02/19 02/07/19
ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: J McCarron

KIN-36  Wellness: Lifestyle Choices 3 UNITS
Prerequisite: None.
Description: Studies the various dimensions of wellness as they relate to living a positive, healthy life.

40275  Last day to add: 01/07/19
OL 01/02/19 02/07/19
ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: C Lowden

KIN-36  Wellness: Lifestyle Choices 3 UNITS
Prerequisite: None.
Description: Studies the various dimensions of wellness as they relate to living a positive, healthy life.

40276  Last day to add: 01/07/19
OL 01/02/19 02/07/19
ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: S Sigloch

KIN-36  Wellness: Lifestyle Choices 3 UNITS
Prerequisite: None.
Description: Studies the various dimensions of wellness as they relate to living a positive, healthy life.

40277  Last day to add: 01/07/19
OL 01/02/19 02/07/19
ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: S Sigloch

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.)

40613  Last day to add: 01/07/19
OLL 01/02/19 02/07/19
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 Hammock

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.)

20160  Last day to add: 01/07/19
OL 01/02/19 02/07/19
ON LINE
The above section is an online class. Computer with Internet access is required. See www.opencampus.com.
Instructor: L Dunphy

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.)

40356  Last day to add: 01/07/19
OL 01/02/19 02/07/19
ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: J Lehr
MAG-47  Applied Business, Management Ethics 3 UNITS  
Prerequisite: None.  
Description: An examination of ethical concerns including corporate, personal,  
global, environmental, public related issues ethics audits, and corporate social  
responsibility. (Same as BUS-47)  
30133  Last day to add: 01/07/19  
OL 01/02/19 02/07/19 ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: G Zwart

MAG-51  Elements of Supervision 3 UNITS  
Prerequisite: None  
Description: Covers responsibilities of a supervisor in industry, including  
organization, employee relations and evaluations.  
40357  Last day to add: 01/07/19  
OL 01/02/19 02/07/19 ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: D Wilcoxson

MAG-53  Human Relations 3 UNITS  
Prerequisite: None.  
Description: Practical application of basic psychology in building better employer-  
employee relationships.  
30135  Last day to add: 01/07/19  
OL 01/02/19 02/07/19 ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: G Zwart

MANUFACTURING TECHNOLOGY

MAN-55  Occupational Safety and Health Administration (OSHA) Standards for General Industry 1 UNIT  
Prerequisite: None  
Description: Covers OSHA policies, procedures, and standards, as well as safety for  
general industry and health principles. Topics include scope and application of the  
OSHA general industry standards. Special emphasis is placed on those areas that  
are the most hazardous, using OSHA standards as a guide. Upon successful course  
completion, the student will receive either an OSHA 10 or 30 hour general industry  
or construction industry training completion card. 36 hours lecture. (Letter Grade,  
or Pass/No Pass option.)  
30136  Last day to add: 01/07/19  
OL 01/02/19 02/07/19 ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: K Mosley

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.  
20186  Last day to add: 01/07/19  
OL 01/02/19 02/07/19 ON LINE  
The above section is an online class. Computer with Internet access required.  
See www.opencampus.com  
Instructor: Staff

MATHEMATICS

MAT-12  Statistics 4 UNITS  
Prerequisite: MAT-35  
Description: A comprehensive study of measures of central tendency and  
variation, correlation and linear regression, probability, the normal distribution,  
the t-distribution, the chi-square distribution, estimation, testing of hypotheses,  
analysis of variance, and the application of statistical software to data, including the  
interpretation of the relevance of the statistical findings. Applications using data  
from business, education, health science, life science, psychology, and the social  
sciences will be included. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)  
30231  Last day to add: 01/07/19  
OL 01/02/19 02/07/19 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

MAT-12  Statistics 4 UNITS  
Prerequisite: MAT-35  
Description: A comprehensive study of measures of central tendency and  
variation, correlation and linear regression, probability, the normal distribution,  
the t-distribution, the chi-square distribution, estimation, testing of hypotheses,  
analysis of variance, and the application of statistical software to data, including the  
interpretation of the relevance of the statistical findings. Applications using data  
from business, education, health science, life science, psychology, and the social  
sciences will be included. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)  
30231  Last day to add: 01/07/19  
OL 01/02/19 02/07/19 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
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.
   OL  01/02/19  02/07/19  ON LINE
   Last day to add: 01/07/19
The above section is an online class. Computer with Internet access required.
Instructor: D Foster

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.
   OL  01/02/19  02/07/19  ON LINE
   Last day to add: 01/07/19
The above section is an online class. Computer with Internet access required.
Instructor: K Kamerin

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.
   OL  01/02/19  02/07/19  ON LINE
   Last day to add: 01/07/19
The above section is an online class. Computer with Internet access required.
Instructor: I Tsai

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.
   OL  01/02/19  02/07/19  ON LINE
   Last day to add: 01/07/19
The above section is an online class. Computer with Internet access required.
Instructor: D Foster

MUS-25  Jazz Appreciation  3 UNITS
Prerequisite: None
Description: A comprehensive study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to, and study of, musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture.
   LEC  01/02/19  02/07/19  ON LINE
   Last day to add: 01/07/19
The above section is an online class. Computer with Internet access required.
Instructor: C Richard

MUS-25  Jazz Appreciation  3 UNITS
Prerequisite: None
Description: A comprehensive study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to, and study of, musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture.
   LEC  01/02/19  02/07/19  ON LINE
   Last day to add: 01/07/19
The above section is an online class. Computer with Internet access required.
Instructor: C Richard

MUS-25  Jazz Appreciation  3 UNITS
Prerequisite: None
Description: A comprehensive study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to, and study of, musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture.
   LEC  01/02/19  02/07/19  ON LINE
   Last day to add: 01/07/19
The above section is an online class. Computer with Internet access required.
Instructor: C Richard

MUS-26  Film Music Appreciation  3 UNITS
Prerequisite: None
Description: A study of film music in the United States from 1927 to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to, and study of, musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture.
   LEC  01/02/19  02/07/19  ON LINE
   Last day to add: 01/07/19
The above section is an online class. Computer with Internet access required.
Instructor: K Mayse
MUS-26    Film Music Appreciation          3 UNITS
Prerequisite: None
Description: A study of film music in the United States from 1927 to the present day.
40410    Last day to add: 01/07/19
OL       01/02/19  02/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: K Mayse

MUS-89    Music of Multicultural America  3 UNITS
Prerequisite: None.
Description: A comparative and integrative study of the multicultural musical styles of the United States.
40419    Last day to add: 01/07/19
LEC      01/02/19  02/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: P Curtis

PARALEGAL STUDIES

PAL-10    Introduction to Paralegal Studies 3 UNITS
Prerequisite: None
Description: An overview of the role of the paralegal. Introduction to administrative, civil, criminal and business law; and the court system. Emphasis on legal terminology and ethics of the legal profession. 54 hours lecture.
40446    Last day to add: 01/07/19
OL       01/02/19  02/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: L Judon

MUS-26    Film Music Appreciation          3 UNITS
Prerequisite: None
Description: A study of film music in the United States from 1927 to the present day.
40409    Last day to add: 01/07/19
OL       01/02/19  02/07/19
The above section is an online class. Computer with Internet access required.
Instructor: K Mayse

MUS-89    Music of Multicultural America  3 UNITS
Prerequisite: None.
Description: A comparative and integrative study of the multicultural musical styles of the United States.
40418    Last day to add: 01/07/19
LEC      01/02/19  02/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: P Curtis

PHILOSOPHY

PHI-10    Introduction to Philosophy        3 UNITS
Prerequisite: None
Advisory: ENG-50 or ENG-80
Description: A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.
30170    Last day to add: 01/07/19
OL       01/02/19  02/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: L Montes

MUS-89    Music of Multicultural America  3 UNITS
Prerequisite: None.
Description: A comparative and integrative study of the multicultural musical styles of the United States.
40419    Last day to add: 01/07/19
LEC      01/02/19  02/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: P Curtis

PARALEGAL STUDIES

PAL-10    Introduction Paralegal Studies  3 UNITS
Prerequisite: None
Description: An overview of the role of the paralegal. Introduction to administrative, civil, criminal and business law; and the court system. Emphasis on legal terminology and ethics of the legal profession. 54 hours lecture.
40446    Last day to add: 01/07/19
OL       01/02/19  02/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: L Judon

PHI-10    Introduction to Philosophy        3 UNITS
Prerequisite: None
Advisory: ENG-50 or ENG-80
Description: A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.
30170    Last day to add: 01/07/19
OL       01/02/19  02/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: L Montes

MUS-89    Music of Multicultural America  3 UNITS
Prerequisite: None.
Description: A comparative and integrative study of the multicultural musical styles of the United States.
40419    Last day to add: 01/07/19
LEC      01/02/19  02/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: P Curtis

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.
30172    Last day to add: 01/07/19
OL       01/02/19  02/07/19
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: L Montes
**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.  
40454  
OL 01/02/19 02/07/19  
ON LINE  
Last day to add: 01/07/19  
The above section is an online class. Computer with Internet access required.  
Instructor: C Samuels

**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.  
20193  
OL 01/02/19 02/07/19  
ON LINE  
Last day to add: 01/07/19  
The above section is an online class. Computer with Internet access required.  
Instructor: C Gobatie

**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.  
20195  
OL 01/02/19 02/07/19  
ON LINE  
Last day to add: 01/07/19  
The above section is an online class. Computer with Internet access required.  
Instructor: E Slavick

**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.  
20196  
OL 01/02/19 02/07/19  
ON LINE  
Last day to add: 01/07/19  
The above section is an online class. Computer with Internet access required.  
Instructor: D Haghighat

**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.  
20197  
OL 01/02/19 02/07/19  
ON LINE  
Last day to add: 01/07/19  
The above section is an online class. Computer with Internet access required.  
Instructor: D Haghighat

**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.  
20198  
OL 01/02/19 02/07/19  
ON LINE  
Last day to add: 01/07/19  
The above section is an online class. Computer with Internet access required.  
Instructor: D Haghighat

**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.  
20199  
OL 01/02/19 02/07/19  
ON LINE  
Last day to add: 01/07/19  
The above section is an online class. Computer with Internet access required.  
Instructor: D Haghighat
PSYCHOLOGY

PSY-1 General Psychology 3 UNITS
Prerequisite: None.
Description: Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
20198 Last day to add: 01/07/19
OL 01/02/19 02/07/19
The above section is an online class. Computer with Internet access required.
Instructor: J Howard

PSY-1 General Psychology 3 UNITS
Prerequisite: None.
Description: Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
20241 Last day to add: 01/07/19
OL 01/02/19 02/07/19
The above section is an online class. Computer with Internet access required.
Instructor: J Howard

PSY-1 General Psychology 3 UNITS
Prerequisite: None.
Description: Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
30178 Last day to add: 01/07/19
OL 01/02/19 02/07/19
The above section is an online class. Computer with Internet access required.
Instructor: L Adams

PSY-1 General Psychology 3 UNITS
Prerequisite: None.
Description: Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
30179 Last day to add: 01/07/19
OL 01/02/19 02/07/19
The above section is an online class. Computer with Internet access required.
Instructor: L Adams

PSY-1 General Psychology 3 UNITS
Prerequisite: None.
Description: Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
40478 Last day to add: 01/07/19
OL 01/02/19 02/07/19
The above section is an online class. Computer with Internet access required.
Instructor: C Romero

PSY-1 General Psychology 3 UNITS
Prerequisite: None.
Description: Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
40479 Last day to add: 01/07/19
OL 01/02/19 02/07/19
The above section is an online class. Computer with Internet access required.
Instructor: R Ruiz

PSY-9 Developmental Psychology 3 UNITS
Prerequisite: None
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.
20201 Last day to add: 01/07/19
OL 01/02/19 02/07/19
The above section is an online class. Computer with Internet access required.
Instructor: R Larson

PSY-9 Developmental Psychology 3 UNITS
Prerequisite: None
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.
30183 Last day to add: 01/07/19
OL 01/02/19 02/07/19
The above section is an online class. Computer with Internet access required.
Instructor: K Zamiska

PSY-9 Developmental Psychology 3 UNITS
Prerequisite: None
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.
30201 Last day to add: 01/07/19
OL 01/02/19 02/07/19
The above section is an online class. Computer with Internet access required.
Instructor: K Zamiska

PSY-9 Developmental Psychology 3 UNITS
Prerequisite: None
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.
40484 Last day to add: 01/07/19
OL 01/02/19 02/07/19
The above section is an online class. Computer with Internet access required.
Instructor: P Matsos
### REAL ESTATE

**RLE-80 Real Estate Principles**

- **Units:** 3
- **Prerequisite:** None.
- **Description:** Comprehensive analysis of basic laws, principles, terminology, and current practices of California real estate.
- **Last day to add:** 01/07/19
- **OL 01/02/19 02/07/19 ON LINE**
- The above section is an online class. Computer with Internet access required.
- **Instructor:** T Wagner

### SOCIOLOGY

**SOC-1 Introduction to Sociology**

- **Units:** 3
- **Prerequisite:** None
- **Advisory:** ENG-50
- **Description:** An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H.
- **Last day to add:** 01/07/19
- **OL 01/02/19 02/07/19 ON LINE**
- The above section is an online class. Computer with Internet access required.
- **Instructor:** E Kazsuk
**SOC-1  Introduction to Sociology  3 UNITS**

**Prerequisite:** None  
Advisory: ENG-50  
Description: An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture.

- **40502**  
  Last day to add: 01/07/19
  OL 01/02/19 02/07/19
  The above section is an online class. Computer with Internet access required.  
  **Instructor:** J Brown

**SOC-12  Marriage and Family Relations  3 UNITS**

Advisory: SOC-1 and ENG-50  
Description: Examines the major trends in marriage, families, and intimate relationships. Focuses on how inequality and diversity affect intimate and family relations. Discusses the dynamics of gender inequality among families and couples and how family life is shaped by race and ethnicity, social class, and sexuality. Discusses issues of interpersonal violence, divorce, and life in later years. 54 hours lecture.

- **40508**  
  Last day to add: 01/07/19
  OL 01/02/19 02/07/19
  The above section is an online class. Computer with Internet access required.  
  **Instructor:** J Brown

**SPANISH**

**SPA-11  Culture and Civilization  3 UNITS**

**Prerequisite:** None.  
Description: Introductory survey of Spanish culture and civilization. Class conducted in English.

- **40519**  
  Last day to add: 01/07/19
  OL 01/02/19 02/07/19
  The above section is an online class. Computer with Internet access required.  
  **Instructor:** D Gaylor

**SPA-12  Latin American Culture and Civilization  3 UNITS**

**Prerequisite:** None.  
Description: Introductory survey of Latin American culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

- **40520**  
  Last day to add: 01/07/19
  OL 01/02/19 02/07/19
  The above section is an online class. Computer with Internet access required.  
  **Instructor:** D Gaylor
SPA-51  Intro Listening Comp I  2 UNITS
Prerequisite: None
Description: Develops basic skills in listening to and understanding native spoken Spanish at the elementary level.

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.

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.

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.

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.

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.

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.

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.