

### ••• 8-WEEK CLASSES ••• EARLY START

Updated 9-12-19

## ACCOUNTING

ACC-55

**Applied Accounting/Bookkeeping (same as CAT-55)**

3 UNITS

**Prerequisite:** None

Description: 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.)

47310							Last Day to add: 09/01/19
HYB	08/26/19	10/04/19	08:00AM	09:20AM	MWF	BE108	
	08/26/19	10/04/19				ONLINE	

The above section is a short-term hybrid class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** F Rangel

49297							Last Day to add: 09/01/19
HYB	08/26/19	10/04/19	08:00AM	09:20AM	MWF	BE108	
	08/26/19	10/04/19				ONLINE	

The above section is a short-term hybrid class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** F Rangel

## 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. (Letter grade only)

47319							Last Day to add: 08/31/19
HYB	08/26/19	10/15/19	06:00PM	07:25PM	MT	QD229	
	08/26/19	10/15/19				ONLINE	

The above section is a short term hybrid class. Computer with internet access is required. Please note the start and end dates.

**Instructor:** P Farrell

## APP DIGITAL MEDIA AND PRINTING

ADM-2A

**Color Systems and File Management (formerly Adm-65)**

1 UNIT

**Prerequisite:** None

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

47337							Last Day to add: 08/28/19
LEC	08/27/19	09/24/19	11:20AM	02:40PM	T	TCHB123	

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

**Instructor:** P Scullin

## ASL - AMERICAN SIGN LANGUAGE

ASL-22

**American Deaf Culture**

3 UNITS

**Prerequisite:** None

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

48775							Last Day to add: 09/03/19
OL	08/26/19	10/18/19				ONLINE	

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

**Instructor:** T Korn

## BUSINESS ADMINISTRATION

BUS-10

**Introduction to Business**

3 UNITS

**Prerequisite:** None.

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

47568							Last Day to add: 09/01/19
HYB	08/26/19	10/16/19	11:05AM	12:35PM	MW	BE124	
	08/26/19	10/16/19				ONLINE	

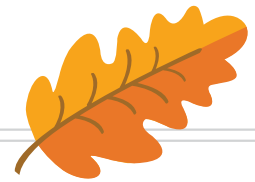
The above section is a short term hybrid class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** K Bhavsar

47574							Last Day to add: 09/02/19
HYB	08/27/19	10/17/19	02:20PM	03:45PM	TTH	BE124	
	08/27/19	10/17/19				ONLINE	

The above section is a short-term hybrid class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

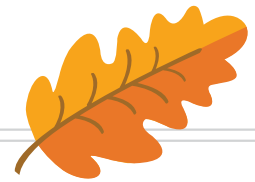
**Instructor:** E Singer



## ••• 8-WEEK CLASSES ••• EARLY START

Updated 9-12-19

<p><b>BUS-18A</b> <b>Business Law I</b> <span style="float: right;"><b>3 UNITS</b></span> <b>Prerequisite:</b> 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. 47591 <span style="float: right;">Last Day to add: 09/03/19</span> OL 08/26/19 10/19/19 <span style="float: right;">ONLINE</span> The above section is an online class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>. <b>Instructor:</b> L Judon</p>	<p><b>BUS-30</b> <b>Entrepreneurship: Foundations and Fundamentals</b> <span style="float: right;"><b>3 UNITS</b></span> <b>Prerequisite:</b> None Description: An introductory course designed to explore, identify and evaluate business opportunities with an emphasis on starting and managing a small or existing business: investigating tools and best practices associated with identifying and creating new venture opportunities; explore ways to shape and evaluate the viability of opportunities; understanding key industry factors, market, competitive factors, and customer needs. 47606 <span style="float: right;">Last Day to add: 09/02/19</span> HYB 08/27/19 10/17/19 11:10AM 12:35PM TTH <span style="float: right;">BE124</span> 08/27/19 10/17/19 <span style="float: right;">ONLINE</span> The above section is a short-term hybrid class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>. Please note the start and end dates. <b>Instructor:</b> F Almeida</p>
<p><b>BUS-20</b> <b>Business Mathematics</b> <span style="float: right;"><b>3 UNITS</b></span> <b>Prerequisite:</b> 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. 47599 <span style="float: right;">Last Day to add: 10/04/19</span> WE 09/23/19 12/11/19 12:45PM 02:55PM MW <span style="float: right;">BE104</span> The above section is a short-term web-enhanced class. Internet access is required. <b>Instructor:</b> L White</p>	<p><b>BUS-46</b> <b>International Business-Introduction to Importing/Exporting</b> <span style="float: right;"><b>3 UNITS</b></span> <b>Prerequisite:</b> None Description: An introduction to the current U.S. position in the global trade arena with an emphasis on the import/export concerns of the small U.S. firm. Includes import/export assessment, methods of import/export, resources of import/export advice, international market research methods, aspects of overseas buying/selling practices, and import/export documentation and shipping. 54 hours lecture. (Letter Grade, or Pass/No Pass option.) 47608 <span style="float: right;">Last Day to add: 09/03/19</span> OL 08/26/19 10/19/19 <span style="float: right;">ONLINE</span> The above section is a short-term online class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>. Please note the start and end dates. <b>Instructor:</b> C Ishihara</p>
<p><b>BUS-22</b> <b>Management Communications</b> <span style="float: right;"><b>3 UNITS</b></span> <b>Prerequisite:</b> None <b>Advisory:</b> CAT-30 Description: Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. 54 hours lecture. 49329 <span style="float: right;">Last Day to add: 09/03/19</span> OL 08/26/19 10/19/19 <span style="float: right;">ONLINE</span> The above section is a short-term online class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>. Please note the start and end dates. <b>Instructor:</b> C Ishihara</p>	<p><b>BUS-111</b> <b>Entrepreneurial Mindset</b> <span style="float: right;"><b>0 UNITS</b></span> <b>Prerequisite:</b> None Description: An exploration of social and business entrepreneurs, the traits that enable these individuals to thrive in vastly different cultures, and the important contributions made by these innovators. 47582 <span style="float: right;">Last Day to add: 09/07/19</span> LEC 09/03/19 10/08/19 06:00PM 09:00PM T <span style="float: right;">BE204</span> The above section is a web-enhanced class. Internet access is required. <b>Instructor:</b> E Doucette</p>



## ••• 8-WEEK CLASSES ••• EARLY START

Updated 9-12-19

### BUS-114

**Business Skills: Professional Communication Basics**

0 UNITS

**Prerequisite:** None

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

47585 Last Day to add: 09/07/19

WE 09/07/19 09/21/19 08:30AM 11:20AM S BE204

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

**Instructor:** S Graven

47586 Last Day to add: 09/03/19

WE 09/03/19 09/12/19 06:00PM 08:05PM TTH NVHSCCLASS

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

**Instructor:** E Singer

### BUS-115

**Business Skills: Professional Online Presence**

0 UNITS

**Prerequisite:** None

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

48846 Last Day to add: 09/28/19

LEC 09/28/19 10/12/19 08:30AM 11:20AM S BE204

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

**Instructor:** Staff

47587 Last Day to add: 09/17/19

LEC 09/17/19 09/26/19 06:00PM 08:05PM TTH NVHSCCLASS

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

**Instructor:** Staff

## COMPUTER APPLICATIONS/OFFICE

### CAT-1A

**Business Etiquette**

1 UNIT

**Prerequisite:** None

Description: Practical human relations skills with a primary emphasis on soft skills and expected workplace behaviors. Includes the essentials of appropriate and professional business communications and protocols using email, text, phone, portable devices, video and teleconferencing, and social media in the workplace. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

47613 Last Day to add: 09/03/19

OL 08/26/19 10/19/19

ONLINE

The above section is a short-term online class. Please note the start and end dates. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com).

**Instructor:** S Huyssoon

### CAT-30

**Business English**

3 UNITS

**Prerequisite:** None

**Advisory:** Keyboarding skills or CAT-53 and CAT-34A or CIS-34A or familiarity with Microsoft Word

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

47616 Last Day to add: 09/03/19

OL 08/26/19 10/18/19

ONLINE

The above section is short-term an online class. Please note the start and end dates. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com).

**Instructor:** L Fiedler

49259 Last Day to add: 09/04/19

HYB 08/31/19 10/12/19 08:00AM 11:35AM S

MLK226

08/31/19 10/12/19

ONLINE

The above section is a short-term hybrid class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** L Fiedler

### CAT-36A

**Legal Office Procedures I**

3 UNITS

**Prerequisite:** None

**Advisory:** Typing skills and familiarity with MS Word or Corel WordPerfect.

Description: This course is designed to train the student for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal procedure for legal secretaries. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

47618 Last Day to add: 09/03/19

OL 08/26/19 10/19/19

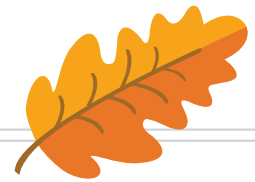
ONLINE

08/26/19 10/19/19

ONLINE

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

**Instructor:** S Cortez



## ••• 8-WEEK CLASSES ••• EARLY START

Updated 9-12-19

### 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.)

47620							Last Day to add: 09/03/19
OL	08/26/19	10/19/19					ONLINE
	08/26/19	10/19/19					ONLINE

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

**Instructor:** L Zamora

### CAT-53

#### Keyboarding/Typing Fundamentals

1 UNIT

**Prerequisite:** None

Description: Develops basic alpha/numeric keyboarding skills on an electronic keyboard. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a computer. 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.)

49261							Last Day to add: 09/03/19
WE	08/30/19	10/18/19	08:00AM	10:05AM	F	MLK226	
	08/30/19	10/18/19	10:10AM	12:15PM	F	MLK226	

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

**Instructor:** C Ayala

### CAT-80

#### Word Processing: Microsoft Word for Windows

3 UNITS

**Prerequisite:** None

**Advisory:** CAT-51

Description: Develops introductory through advanced skills to format documents using Microsoft Word. Students create fliers, letters, memos, reports and office documents. Topics include mail merge and table basics and introduces advanced features and text editing tools of Microsoft Word. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (TBA Option)

47625							Last Day to add: 09/03/19
OL	08/26/19	10/19/19					ONLINE
	08/26/19	10/19/19					ONLINE

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

**Instructor:** S Huyssoon

### CAT-91

#### Microsoft Project (same As Cis-91)

3 UNITS

**Prerequisite:** None

Description: This course utilizes Microsoft Project to build, track, and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking, and information analysis. 54 hours lecture and 18 hours laboratory. (TBA option)

47627							Last Day to add: 10/01/19
OL	09/23/19	11/16/19					ONLINE
	09/23/19	11/16/19					ONLINE

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

**Instructor:** N Ghori

### CAT-93

#### Computers for Beginners (same As Cis-93)

3 UNITS

**Prerequisite:** None

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

47628							Last Day to add: 09/03/19
HYB	08/26/19	10/16/19	08:00AM	09:30AM	MW	MLK220	
	08/26/19	10/18/19				ONLINE	
	08/26/19	10/18/19	08:00AM	10:05AM	F	MLK220	

The above section is a short-term hybrid class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Designated lab hours are included in the meeting times above. Please note the start and end dates.

**Instructor:** P Bainum

49263							Last Day to add: 09/04/19
HYB	08/31/19	10/12/19	12:00PM	02:50PM	S	MLK205	
	08/31/19	10/12/19				ONLINE	
	08/31/19	10/12/19				ONLINE	

The above section is a short-term hybrid class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). All 18-hours of the laboratory requirement, are completed online. Please note the start and end dates.

**Instructor:** J Pehkonen



### ••• 8-WEEK CLASSES ••• EARLY START

Updated 9-12-19

#### CAT-98A

##### Introduction to Excel (same As Cis-98a)

1.5 UNITS

**Prerequisite:** None.

Description: Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

47630							Last Day to add: 09/03/19
WE	08/26/19	10/16/19	11:10AM	12:40PM	MW	MLK205	
	08/26/19	10/18/19	11:10AM	01:15PM	F	MLK219	

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

**Instructor:** P Bainum

48817							Last Day to add: 09/15/19
WE	09/09/19	10/16/19	06:00PM	08:05PM	MW	BE204	
	09/09/19	10/16/19	08:15PM	09:30PM	MW	BE204	

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

**Instructor:** L Zamora

#### CAT-114

##### Business Skills: Professional Communication Basics

0 UNITS

**Prerequisite:** None

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

47610							Last Day to add: 09/07/19
WE	09/07/19	09/21/19	08:30AM	11:20AM	S	BE204	

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

**Instructor:** S Graven

47611							Last Day to add: 09/03/19
WE	09/03/19	09/12/19	06:00PM	08:05PM	TTH	NVHSCCLASS	

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

**Instructor:** Staff

## 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.

47712							Last Day to add: 08/31/19
OL	08/26/19	10/05/19				ONLINE	
	08/26/19	10/05/19				ONLINE	

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

**Instructor:** J Lehr

#### CIS-2

##### Fundamentals of Systems Analysis (same As Csc-2)

3 UNITS

**Prerequisite:** None

Description: 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.)

47722							Last Day to add: 09/04/19
OL	08/26/19	10/19/19				ONLINE	
	08/26/19	10/19/19				ONLINE	

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

**Instructor:** S Bhatia





## ••• 8-WEEK CLASSES ••• EARLY START

Updated 9-12-19

### CIS-21

#### Introduction to Operating Systems (same As Csc-21)

3 UNITS

**Prerequisite:** CIS-1A

Description: An introduction to operating system concepts, structure, functions, performance, and management. A current operating system, such as Windows, Linux, or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

47724							Last Day to add: 09/02/19
HYB	08/27/19	10/17/19	08:00AM	09:30AM	TTH	MLK226	
	08/27/19	10/17/19				ONLINE	
	08/27/19	10/17/19	09:35AM	10:40AM	TTH	MLK226	

The above section is a short term hybrid class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Designated lab hours are included in the meeting times above. Please note the start and end dates.

**Instructor:** J Berry

### CIS-26A

#### Cisco Networking Academy 1A

4 UNITS

**Prerequisite:** None

**Advisory:** CIS-1A, CIS-21, CSC-21 or CIS-25

Description: The architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. By the end of the course students will be able to build simple networks, perform basic configurations for routers and switches, and implement IP addressing schemes. Preparation for the CompTIA A+ and Cisco Certified Network Technician (CCENT) certification exam. This course is the 1st of 4 courses in the Cisco CCNA Routing and Switching Curriculum. 72 hours lecture. (Letter Grade, or Pass/No Pass option)

47727							Last Day to add: 08/31/19
HYB	08/27/19	10/15/19	06:00PM	10:15PM	T	MLK226	
	08/27/19	10/15/19				ONLINE	

The above section is a short-term hybrid class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** J Cregg

47728							Last Day to add: 09/01/19
HYB	08/28/19	10/16/19	06:00PM	10:15PM	W	MLK226	
	08/28/19	10/16/19				ONLINE	

The above section is a short term hybrid class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** J Cregg

### CIS-26C

#### Cisco Networking Academy 1C

4 UNITS

**Prerequisite:** CIS-26B

Description: Scaling Networks Describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, Multiarea OSPF, EIGRP, STP, EtherChannel, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement Link Aggregation concepts in a small-to-medium network. This course is 3rd of four Cisco-related curricula designed to prepare students for Cisco Certified Network Technician (CCNT), and Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

47731							Last Day to add: 09/06/19
HYB	08/26/19	10/14/19	06:00PM	10:50PM	M	MLK226	
	08/26/19	10/14/19				ONLINE	

The above section is a short term hybrid class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** J Cregg

### CIS-61

#### Introduction to Database Theory (same As Csc-61)

3 UNITS

**Prerequisite:** None.

Description: Database design and development using modern "Entity-Relationship" techniques, including data structures, performance, data validation, security and failure recovery techniques. (Same as CSC-61)

47742							Last Day to add: 09/03/19
OL	08/26/19	10/19/19				ONLINE	
	08/26/19	10/11/19				ONLINE	

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

**Instructor:** S Bhatia

### CIS-72A

#### Introduction to Web Page Creation

1.5 UNITS

**Prerequisite:** None

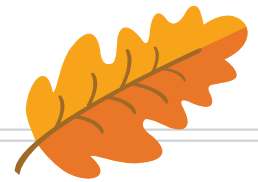
**Advisory:** CAT/CIS-95A or competency in the use of a computer, familiarity with the Internet.

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

47746							Last Day to add: 09/03/19
OL	08/26/19	10/19/19				ONLINE	
	08/26/19	10/19/19				ONLINE	

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

**Instructor:** S McLeod



## ••• 8-WEEK CLASSES ••• EARLY START

Updated 9-12-19

### CIS-80

#### Word Processing: Microsoft Word for Windows

3 UNITS

**Prerequisite:** None

**Advisory:** CAT-51

Description: Develops introductory through advanced skills to format documents using Microsoft Word. Students create fliers, letters, memos, reports and office documents. Topics include mail merge and table basics and introduces advanced features and text editing tools of Microsoft Word. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (TBA Option)

47750 Last Day to add: 09/03/19

OL	08/26/19	10/19/19	ONLINE
	08/26/19	10/19/19	ONLINE

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

**Instructor:** S Huyssoon

### CIS-91

#### Microsoft Project (same As Cat-91)

3 UNITS

**Prerequisite:** None.

Description: Project management, tracking and collaboration using Microsoft Project. (Same as CAT-91)

47752 Last Day to add: 10/01/19

OL	09/23/19	11/16/19	ONLINE
	09/23/19	11/16/19	ONLINE

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

**Instructor:** N Ghori

### CIS-93

#### Computers for Beginners (same As Cat-93)

3 UNITS

**Prerequisite:** None

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

47753 Last Day to add: 09/03/19

HYB	08/26/19	10/17/19	08:00AM	09:30AM	MW	MLK220
	08/26/19	10/18/19				ONLINE
	08/26/19	10/18/19	08:00AM	10:05AM	F	MLK220

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

**Instructor:** P Bainum

### 49459

Last Day to add: 09/04/19

HYB	08/31/19	10/12/19	12:00PM	02:50PM	S	MLK205
	08/31/19	10/12/19				ONLINE
	08/31/19	10/12/19				ONLINE

The above section is a short-term hybrid class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). All 18-hours of the laboratory requirement, are completed online. Please note the start and end dates.

**Instructor:** J Pehkonen

### CIS-98A

#### Introduction to Excel (same As Cat-98a)

1.5 UNITS

**Prerequisite:** None.

Description: Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

47755 Last Day to add: 09/03/19

WE	08/26/19	10/16/19	11:10AM	12:40PM	MW	MLK205
	08/26/19	10/18/19	11:10AM	01:15PM	F	MLK219

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

**Instructor:** P Bainum

48823 Last Day to add: 09/13/19

WE	09/09/19	10/16/19	06:00PM	08:05PM	MW	BE204
	09/09/19	10/16/19	08:15PM	09:30PM	MW	BE204

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

**Instructor:** L Zamora

## COMMUNICATION STUDIES

### COM-1

#### Public Speaking

3 UNITS

**Prerequisite:** None

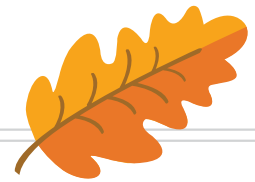
Description: Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

47776 Last Day to add: 09/02/19

WE	08/27/19	10/17/19	06:00PM	09:20PM	TTH	QD116
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The above section is a short term web-enhanced class. Please note the start and end dates. Internet access is required.

**Instructor:** J Anderson



## ••• 8-WEEK CLASSES ••• EARLY START

Updated 9-12-19

### COM-51

#### Enhancing Communication Skills

1 UNIT

**Prerequisite:** None

Description: Pre-collegiate introduction to fundamentals of communication skills in various contexts. Designed to provide students with the necessary communication skills for college success, and outlines the basics of rhetorical principles which will assist in the development and organization of ideas within various communication contexts including public speaking and interpersonal communication. Focuses on choosing a topic for speeches/papers, research and outlining methods, as well as techniques for presentation with a particular focus on managing speech anxiety. 18 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

47801 Last Day to add: 09/01/19

WE 08/28/19 10/16/19 11:30AM 01:35PM W QD115

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

**Instructor:** C Gutierrez

## COSMETOLOGY

### COS-60A

#### Beginning Cos Concepts

11 UNIT

**Prerequisite:** None.

**Limitation on enrollment:** Enrollment in the Cosmetology Program. Courses will be taken in alphabetical sequence regardless which semester enrollment begins. (The student is required to purchase a selected tool/supply kit and textbooks at the first semester meeting. Check with the Cosmetology Department for the current cost.)

Description: Beginning in-depth study of cosmetology and related sciences.

47808 Last Day to add: 08/26/19

LEC 08/19/19 10/17/19 08:00AM 12:00PM MTWTHF COSM205

08/19/19 10/17/19 12:30PM 04:30PM MTWTHF COSM205

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

**Instructor:** N Rodriguez S Taylor G Griffiths R Demont

### COS-60D

#### Level IV Cosmetology Concepts

8 UNITS

**Prerequisite:** COS-60C

Description: Level IV study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, level IV cosmetology related sciences, advanced level IV hair care, skin care and nail care. Laboratory practices include: health and safety, level IV hair care, skin care, and nail care. 54 hours lecture, 276 hours laboratory.

47814 Last Day to add: 08/26/19

LEC 08/19/19 10/17/19 08:00AM 12:00PM MTWTHF COSM104

08/19/19 10/17/19 12:30PM 04:30PM MTWTHF COSM104

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

**Instructor:** R Smith F Boget M Choriego R Huynh

### COS-60E

#### Level V Cosmetology Concepts

8 UNITS

**Prerequisite:** COS-60D

Description: Level V study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: State licensing exam readiness, health and safety, business practices, level V cosmetology related sciences, advanced level V hair care, skin care and nail care. Laboratory practices include: health and safety, level V hair care, skin care, and nail care. 54 hours lecture, 276 hours laboratory.

49359 Last Day to add: 08/26/19

LEC 08/19/19 10/17/19 08:00AM 12:00PM MTWTHF COSM103

08/19/19 10/17/19 12:00PM 04:30PM MTWTHF COSM103

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

**Instructor:** R Smith F Boget C Willie L Reta Pearson

### COS-60F

#### Remedial Training Course

.50 UNITS

**Prerequisite:** None

Description: Remedial Training Course Pertinent to health and safety laws and regulations of the Board of Barbering and Cosmetology (Board). 9 hours lecture. (Letter grade only)

49452 Last Day to add: 09/23/19

LEC 09/16/19 10/15/19 04:30PM 05:30PM MT COSM205

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

**Instructor:** P Westbrook

### COS-62A

#### Level I Esthetician Concepts

10 UNITS

**Prerequisite:** None

**Limitation on enrollment:** Enrollment in the Esthetician Program

Description: Level I in-depth study of skin care and related sciences. The student is required to purchase a selected tool/supply kit and textbook at the first class meeting.

48894 Last Day to add: 08/26/19

LEC 08/19/19 10/17/19 08:00AM 10:30AM MTWTHF COSM207

08/19/19 10/17/19 10:30AM 04:30PM MTWTHF COSM207

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

**Instructor:** M Bettencourt Villalobos K Jermain G Waddy





## ••• 8-WEEK CLASSES ••• EARLY START

Updated 9-12-19

### COS-801

#### Level VI Cosmetology Concepts

0 UNITS

**Prerequisite:** COS-60E or COS-60E2

Description: This class is designed for the student who has not acquired all the skills and/or accrued the required total of 1600 hours to sit for the state licensing exam. Students work solely under the supervision of a qualified instructor in a laboratory setting. In the course, students may review applications and techniques and improve subject matter knowledge. Students may perform operations and applications such as chemical hair treatments, manicuring, and facials and/or receive instructor in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory.

49362 Last Day to add: 10/17/19

LAB 08/19/19 10/17/19 08:00AM 04:30PM MTWTHF COSM107

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

**Instructor:** R Smith

## COMPUTER SCIENCE

### CSC-2

#### Fundamentals of Systems Analysis (same As Cis-2)

3 UNITS

**Prerequisite:** None

Description: The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory.(TBA option) (Letter Grade, or Pass/No Pass option.)

47833 Last Day to add: 09/03/19

OL 08/26/19 10/19/19 ONLINE

08/26/19 10/19/19 ONLINE

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

See [www.opencampus.com](http://www.opencampus.com). All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

**Instructor:** S Bhatia

### CSC-21

#### Introduction to Operating Systems (same As Cis-21)

3 UNITS

**Prerequisite:** CIS-1A

Description: An introduction to operating system concepts, structure, functions, performance, and management is covered. A current operating system, such as Windows, Linux, or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

47835 Last Day to add: 09/02/19

HYB 08/27/19 10/17/19 08:00AM 09:30AM TTH MLK226

08/27/19 10/17/19 ONLINE

08/27/19 10/17/19 09:35AM 10:40AM TTH MLK226

The above section is a short term hybrid class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Designated lab hours are included in the meeting times above. Please note the start and end dates.

**Instructor:** J Berry

### CSC-61

#### Introduction to Database Theory (same As Cis-61)

3 UNITS

**Prerequisite:** None

Description: This course provides the students with an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models and verifying its structural characteristics with normalization techniques, and implementing and utilizing a relational database using an industrial-strength database management system. The course will also include coverage of basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the course helps the students understand how large-scale packaged systems are highly dependent on the use of Database Management Systems (DBMSs). Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella. 54 hours of lecture and 18 hours.(TBA Option)

47844 Last Day to add: 09/03/19

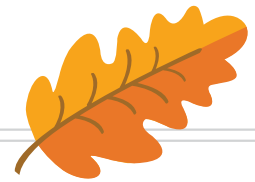
OL 08/26/19 10/19/19 ONLINE

08/26/19 10/19/19 ONLINE

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

See [www.opencampus.com](http://www.opencampus.com). All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

**Instructor:** S Bhatia



### ... 8-WEEK CLASSES ... EARLY START

Updated 9-12-19

## EARLY CHILDHOOD EDUCATION

**EAR-28**

**Principles and Practices of Teaching Young Children** **3 UNITS**

**Prerequisite:** None

Description: An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. Includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. 54 hours lecture.

47916 Last Day to add: 09/03/19

OL 08/26/19 10/18/19 ONLINE

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

See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** D Cazares

**EAR-41**

**Practicum in Early Intervention/Special Education** **4 UNITS**

**Prerequisite:** EAR-28 EAR-24 EAR-42 EAR-20

**Advisory:** EAR-40 or EAR-46

Description: This course provides students with hands-on experience working with infants, toddlers and young children with special needs in a variety of early intervention and educational settings, including natural environments, self-contained and fully-included early childhood classrooms. It integrates learned theoretical models to real-life situations and affords students opportunities for supervised practice as an assistant in an early childhood special education setting, home visiting program or as an early intervention support person in a general education classroom. 36 hours lecture and 108 hours laboratory. (TBA option)

47926 Last Day to add: 09/06/19

LEC 08/26/19 12/14/19 08:00AM 12:10PM S ECER9

08/26/19 12/14/19

Please note this class will meet alternating Saturdays beginning 8/31/19. In addition to the scheduled class time, there are 7 hours of student teaching per week at various locations to be determined. A current TB test and immunization records are required by the first day of class. Please email: [debbie.cazares@rcc.edu](mailto:debbie.cazares@rcc.edu) for more information.

**Instructor:** D Cazares

**EAR-53**

**Parenting-Guiding Yng Children** **2 UNITS**

**Prerequisite:** None.

Description: Theoretical and practical guidance and discipline techniques that influence and shape behavior.

47932 Last Day to add: 09/03/19

OL 08/26/19 10/18/19 ONLINE

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

See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** D Cazares

**EAR-54**

**Contemporary Parent** **1 UNIT**

**Prerequisite:** None

Description: This course examines factors affecting child-rearing in the changing social environment.

47934 Last Day to add: 09/03/19

OL 08/26/19 10/18/19 ONLINE

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

See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** S Yates

## ECONOMICS

**ECO-8**

**Principles of Microeconomics** **3 UNITS**

**Prerequisite:** MAT-52

**Advisory:** MAT-35 and qualification for ENG-1A

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

47949 Last Day to add: 09/02/19

HYB 08/27/19 10/17/19 11:10AM 12:35PM TTH BE108

08/27/19 10/17/19 ONLINE

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

Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com).

**Instructor:** M Hamilton

49292 Last Day to add: 09/02/19

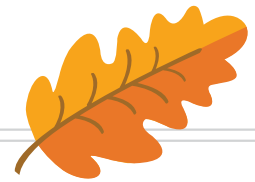
HYB 08/27/19 10/17/19 11:10AM 12:35PM TTH BE108

08/27/19 10/17/19 ONLINE

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

Please note the start and end dates.

**Instructor:** M Hamilton



## 8-WEEK CLASSES EARLY START

Updated 9-12-19

### ENGLISH

#### ENG-1A

##### English Composition

4 UNITS

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

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

47018							Last Day to add: 09/01/19
HYB	08/26/19	10/16/19	10:15AM	12:20PM	MW	QD203	
	08/26/19	10/16/19				ONLINE	
	08/26/19	10/16/19				MLK119	

In addition to the time spent in the above short term hybrid class, students are required to attend the Writing and Reading Center in MLK 119 twice a week for 50 minutes in order to fulfill the 18-hour lab requirement. Students must use Web Advisor to schedule their lab requirement. See WRC-Lab in Web Advisor for available laboratory sections. Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end date.

**Instructor:** B Osgood-Treston

47019							Last Day to add: 08/31/19
HYB	08/27/19	10/15/19	10:15AM	12:20PM	TTH	QD106	
	08/27/19	10/15/19				ONLINE	
	08/27/19	10/15/19				MLK119	

In addition to the time spent in the above short term hybrid class, students are required to attend the Writing and Reading Center in MLK 119 twice a week for 50 minutes in order to fulfill the 18-hour lab requirement. Students must use Web Advisor to schedule their lab requirement. See WRC-Lab in Web Advisor for available laboratory sections. Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end date.

**Instructor:** B Osgood-Treston

### ENGLISH AS A SECOND LANGUAGE

#### ESL-65

##### American Classroom Culture

1 UNIT

**Prerequisite:** None.

Description: A survey of academic and language skills necessary for academic success in American classrooms. (Degree credit course. Pass-No Pass only.)

47193							Last Day to add: 09/02/19
WE	08/27/19	10/17/19	02:00PM	03:05PM	TTH	QD211	

The above section is a short term class designed for International Visa students. Please note the start and end dates.

**Instructor:** A Lee

### 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.)

48006							Last Day to add: 09/03/19
OL	08/26/19	10/18/19				ONLINE	

The above section is a short term and online class. Please note start and end dates. Computer with Internet access is required. See [www.opencampus.com](http://www.opencampus.com).

**Instructor:** G Schultz

48012							Last Day to add: 09/03/19
OL	08/26/19	10/18/19				ONLINE	

The above section is a short term and online class. Please note start and end dates. Computer with Internet access is required. See [www.opencampus.com](http://www.opencampus.com).

**Instructor:** E Brown

48014							Last Day to add: 09/03/19
OL	08/26/19	10/18/19				ONLINE	

The above section is a short term and online class. Please note start and end dates. Computer with Internet access is required. See [www.opencampus.com](http://www.opencampus.com).

**Instructor:** E Brown

48011							Last Day to add: 09/02/19
LEC	08/27/19	10/17/19	07:00AM	07:50AM	TTH	QD212	

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

**Instructor:** K Slaughter

48008							Last Day to add: 09/06/19
LEC	08/26/19	10/14/19	07:50AM	10:10AM	M	CAK205	

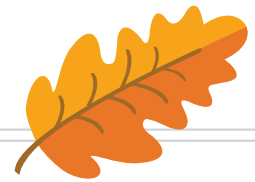
The above section is a short term. Please note start and end dates. This class is intended for students in the Puente Program. See the instructor and a counselor before enrolling. For additional information, please e-mail Maria Maness at [maria.maness@rcc.edu](mailto:maria.maness@rcc.edu).

**Instructor:** M Maness

48005							Last Day to add: 08/26/19
LEC	08/26/19	08/30/19	08:00AM	11:20AM	MTWTF	LVKNL9	

The above section is a short term class that is intended for the Gateway to College students. Please note the start and end dates.

**Instructor:** M Irani



## ••• 8-WEEK CLASSES ••• EARLY START

Updated 9-12-19

48007 Last Day to add: 08/26/19  
LEC 08/26/19 08/30/19 08:00AM 11:20AM MTWTHF LVKNL8  
The above section is a short term class that is intended for students in the Gateway to College Program. Please note start and end dates.

**Instructor:** A Puento

48002 Last Day to add: 09/01/19  
LEC 08/26/19 10/16/19 11:10AM 12:15PM MW DL206

The above section is a short term class that is intended for International students. Recommended that an ESL/English class be taken concurrently or previously taken. Please contact instructor for more information and enrollment at 951-222-8701.

**Instructor:** R Aycock

48017 Last Day to add: 09/01/19  
LEC 08/26/19 10/16/19 11:10AM 12:15PM MW CAK205

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

**Instructor:** P Avila

48004 Last Day to add: 08/26/19  
LEC 08/26/19 08/30/19 12:45PM 04:05PM MTWTHF LVKNL9

The above section is a short term class that is intended for the Gateway to College students. Please note the start and end dates.

**Instructor:** M Winton

### GUI-46

#### Intro Transfer Process

1 UNIT

**Prerequisite:** None.

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

48023 Last Day to add: 09/06/19  
LEC 08/26/19 10/14/19 10:15AM 12:35PM M NURS155

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

**Instructor:** K Magno

### 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.

48025 Last Day to add: 09/08/19  
LEC 08/26/19 11/13/19 04:30PM 06:45PM MW NURS152

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

**Instructor:** P Avila

### GUI-48

#### College Success Strategies

3 UNITS

**Prerequisite:** None.

Description: This comprehensive course integrates personal growth and values, academic study strategies and critical thinking techniques. Students will obtain skills and personal/interpersonal awareness necessary to succeed in college. 54 hours lecture. (Letter grade only)

48038 Last Day to add: 09/02/19  
LEC 08/27/19 10/17/19 02:45PM 05:55PM TTH DL205

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

**Instructor:** S Brown

## KINESIOLOGY

### KIN-12

#### Sport Psychology

3 UNITS

**Prerequisite:** None

Description: This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains, and applies sport psychology concepts and theories to practical experiences. 54 hours lecture.

48098 Last Day to add: 09/06/19  
OL 08/26/19 10/18/19 ONLINE

The above section is a short-term, online class. Please note the start and end dates. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com).

**Instructor:** J McCarron

48099 Last Day to add: 09/03/19  
OL 08/26/19 10/18/19 ONLINE

The above section is a short-term, online class. Please note the start and end dates. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com).

**Instructor:** J McCarron

### KIN-26

#### Foundations of Coaching

3 UNITS

**Prerequisite:** None

Description: This course introduces the student to the professions of athletic coaching. Emphasis is on a comprehensive approach to the art and science of coaching including developing a coaching philosophy, sport psychology, sport physiology and sport management. Topics include coaching objectives and style, communication skills, motivation, teaching sport skills, principles for training, team management and self-management. 54 hours lecture.

48108 Last Day to add: 10/04/19  
LEC 09/23/19 12/11/19 07:25AM 09:45AM MW WG217

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

**Instructor:** R Arguelles



## ••• 8-WEEK CLASSES ••• EARLY START

Updated 9-12-19

### KIN-27

#### Football Theory

3 UNITS

**Prerequisite:** None

Description: The study of various aspects of coaching football with an emphasis on the theory of how to organize a football program, individual skills, and offensive and defensive play. 54 hours lecture.

48109 Last Day to add: 09/02/19  
LEC 08/27/19 10/17/19 06:00PM 09:10PM TTH WG217

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

**Instructor:** J Kuk

## LIBRARY

### LIB-1

#### Introduction to Information Literacy

1 UNIT

**Prerequisite:** None

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

48283 Last Day to add: 09/03/19  
OL 08/26/19 10/18/19 ONLINE

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

See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** S Brewster

48284 Last Day to add: 09/03/19  
OL 08/26/19 10/18/19 ONLINE

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

See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** S Hammock

48287 Last Day to add: 09/02/19  
HYB 08/26/19 10/18/19 09:00AM 09:50AM TH DL206

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

See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** A Thomas

## MANAGEMENT

### MAG-70

#### Introduction to Organization Development

3 UNITS

**Prerequisite:** None

**Advisory:** MAG-44

Description: This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

48297 Last Day to add: 09/03/19  
OL 08/26/19 10/19/19 ONLINE

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

See [www.opencampus.com](http://www.opencampus.com).

**Instructor:** R Pardee

## 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.

48306 Last Day to add: 09/03/19  
OL 08/26/19 10/18/19 ONLINE

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

Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com).

**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.

48314 Last Day to add: 09/03/19  
OL 08/26/19 10/18/19 ONLINE

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

See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** C Richard

48315 Last Day to add: 09/03/19  
OL 08/26/19 10/18/19 ONLINE

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

See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** C Richard





## ••• 8-WEEK CLASSES ••• EARLY START

Updated 9-12-19

### 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.

48319 Last Day to add: 09/03/19

OL 08/26/19 10/18/19 ONLINE

The above section is a short term online class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** K Mayse

48320 Last Day to add: 09/03/19

OL 08/26/19 10/18/19 ONLINE

The above section is a short term online class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**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.

48380 Last Day to add: 09/03/19

OL 08/26/19 10/18/19 ONLINE

The above section is an online short term class. Please note the start and end dates. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com).

**Instructor:** P Curtis

48381 Last Day to add: 09/03/19

OL 08/26/19 10/18/19 ONLINE

The above section is an online short term class. Please note the start and end dates. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com).

**Instructor:** P Curtis

## NURSING

### NRN-93

#### Calculations for Healthcare Providers

1 UNIT

**Prerequisite:** None.

Description: Systems of measurement and principles of dosage calculation for the administration of medications and fluids.

48448 Last Day to add: 09/04/19

WE 08/29/19 10/03/19 01:00PM 04:20PM TH NURS156

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

**Instructor:** G Weeks K Reimer

## NURSING LVN

### NVN-60

#### Intermediate Vocational Nursing Foundations- Nursing Process/Communication

1 UNIT

**Prerequisite:** BIO-45 or BIO-50A and BIO-50B, and NVN-55A and PSY-9 and NVN-55B  
Limitation on enrollment (e.g. Performance tryout or audition): Admission to the Vocational Nursing Program

Description: Emphasis is on the vocational nursing roles and understanding of the five steps of the nursing process to identify patients' basic human needs that require nursing intervention. Problem solving skills are explored in relation to the nursing process. The communication process, with an emphasis on therapeutic communication, is studied in relationship to the nursing process, with beginning application to patients in various stages of the life cycle. Review of the Riverside City College Vocational Nursing program philosophy and major curriculum concepts. 18 hours lecture.

48461 Last Day to add: 09/06/19

WE 08/26/19 10/14/19 02:00PM 04:20PM M NURS156

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

**Instructor:** A Cowart

## NURSING/CONTINUING ED

### NXN-84

#### Prepare for Success-Nrs School

1.5 UNITS

**Prerequisite:** None.

Description: Provides an introduction to and facilitates success in the RCC School of Nursing programs.

48463 Last Day to add: 09/01/19

WE 08/28/19 10/16/19 08:00AM 11:10AM W NURS151

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

**Instructor:** T VantHul

## PARALEGAL STUDIES

### PAL-68

#### Civil Litigation/Proced I

3 UNITS

**Prerequisite:** None

Description: The first of two courses which provide an overview of the litigation process and the role of the paralegal.

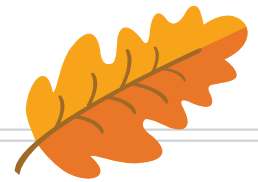
48473 Last Day to add: 09/01/19

HYB 08/28/19 10/16/19 11:10AM 02:20PM W BE204

08/28/19 10/16/19 ONLINE

The above section is a short term hybrid class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** L Judon



### ••• 8-WEEK CLASSES ••• EARLY START

Updated 9-12-19

## PHILOSOPHY

PHI-11

**Critical Thinking**

3 UNITS

**Prerequisite:** None

**Advisory:** REA-82

Description: This course presents critical thinking as a skill to be used for better understanding, evaluating, and constructing arguments. The focus will be on developing and enhancing the student's ability to identify, analyze, and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, and informal fallacies. 54 hours lecture.

49270 Last Day to add: 09/03/19

OL 08/26/19 10/18/19 ONLINE

The above section is a short term online class. Please note the start and end dates. Computer with internet access is required.

**Instructor:** C Gobatie

## ACADEMIC LITERACY AND READING

REA-3

**Reading for Academic and Lifelong Literacy**

3 UNITS

**Prerequisite:** None

Description: Review and study of reading strategies for success in various college disciplines and for lifelong literacy. Students will receive instruction in academic, discipline-specific and practical lifelong reading skills. This course meets the graduation reading competency requirement. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

47217 Last Day to add: 09/03/19

OL 08/26/19 10/18/19 ONLINE

The above section is a short term online class. Computer with internet access is required. Please note the start and end dates.

**Instructor:** S Cerwin-Bates

REA-83

**College Reading and Thinking**

3 UNITS

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

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

47225 Last Day to add: 09/03/19

OL 08/26/19 10/18/19 ONLINE

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

**Instructor:** T Brown

## REAL ESTATE

RLE-80

**Real Estate Principles**

3 UNITS

**Prerequisite:** None.

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

48590 Last Day to add: 08/31/19

HYB 08/27/19 10/15/19 06:00PM 09:10PM T QD204  
08/27/19 10/15/19 ONLINE

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

**Instructor:** M Baez-Schwab

## SENIOR CITIZEN EDUCATION

SCE-809

**Computer Basics: Older Adults**

0 UNITS

**Prerequisite:** None.

Description: In this course students 55 years and older will learn the basics of home computer use including basic windows, word processing, email and internet usage.

49424 Last Day to add: 10/19/19

LAB 08/31/19 10/19/19 09:00AM 11:00AM S NURS255

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

**Instructor:** G Patton

SCE-811

**Drawing/Painting: Older Adults**

0 UNITS

**Prerequisite:** None.

Description: Students 55 years and older will learn a form of drawing and painting with an emphasis on personal creative interpretation of subjects from life, landscape and the imagination. Students will provide their own materials and supplies.

49407 Last Day to add: 10/08/19

LAB 08/27/19 10/08/19 09:00AM 12:26PM T GOSKART

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

**Instructor:** S Maheshwari

49411 Last Day to add: 10/03/19

LAB 08/22/19 10/03/19 09:00AM 12:26PM TH GOSKCLAS

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

**Instructor:** S Maheshwari

49405 Last Day to add: 10/12/19

LAB 08/31/19 10/12/19 09:00AM 12:26PM S GOSKART

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

**Instructor:** S Maheshwari

49409 Last Day to add: 10/09/19

LAB 08/28/19 10/09/19 10:00AM 01:26PM W GOSKART

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

**Instructor:** S Maheshwari



## ••• 8-WEEK CLASSES ••• EARLY START

Updated 9-12-19

### SCE-813

#### Healthy Aging for Older Adults

0 UNITS

**Prerequisite:** None.

**Description:** Students 55 years and older are provided practical information regarding healthy aging including diet, nutrition, disease prevention, fall prevention and balance, all focusing on maintaining good health as they age.

49375 Last Day to add: 10/14/19

LEC	08/19/19	10/14/19	07:45AM	08:21AM	MWF	GOSKGYM
	08/19/19	10/14/19	08:21AM	08:45AM	MWF	GOSKGYM

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

**Instructor:** R Carter-Rosenbloom

49401 Last Day to add: 10/21/19

LEC	08/26/19	10/21/19	09:00AM	09:54AM	MW	BRANCLAS
	08/26/19	10/21/19	09:54AM	10:30AM	MW	BRANCLAS

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

**Instructor:** R Deleon-Callju

49399 Last Day to add: 10/14/19

LEC	08/19/19	10/14/19	09:30AM	10:06AM	MWF	GOSKPOOL
	08/19/19	10/14/19	10:06AM	10:30AM	MWF	GOSKPOOL

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

**Instructor:** R Carter-Rosenbloom

49376 Last Day to add: 10/21/19

LEC	08/26/19	10/21/19	11:00AM	11:54AM	MW	GOSKPOOL
	08/26/19	10/21/19	11:54AM	12:30PM	MW	GOSKPOOL

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

**Instructor:** R Deleon-Callju

49390 Last Day to add: 10/14/19

LEC	08/19/19	10/14/19	11:45AM	12:21PM	MWF	GOSKGYM
	08/19/19	10/14/19	12:21PM	12:45PM	MWF	GOSKGYM

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

**Instructor:** R Carter-Rosenbloom

49392 Last Day to add: 10/17/19

LEC	08/27/19	10/17/19	12:45PM	01:39PM	TTH	TYLSPOOL
	08/27/19	10/17/19	01:39PM	02:15PM	TTH	TYLSPOOL

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

**Instructor:** R Deleon-Callju

49379 Last Day to add: 10/14/19

LEC	08/19/19	10/14/19	01:00PM	01:54PM	MW	MPCCLAS
	08/19/19	10/14/19	01:54PM	02:30PM	MW	MPCCLAS

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

**Instructor:** H Kurland

49382 Last Day to add: 10/14/19

LEC	08/19/19	10/14/19	01:15PM	02:09PM	MTH	VPCCLAS
	08/19/19	10/14/19	02:09PM	02:45PM	MTH	VPCCLAS

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

**Instructor:** L Zank

### SCE-840

#### Craft Design for Older Adults

0 UNITS

**Prerequisite:** None

**Description:** This course offers students 55 years and older the opportunity to create and construct various types of crafts in an interactive and stimulating environment. The course will feature crafts that give students an opportunity to use their creative talents while retaining and continuing to develop their fine motor skills and improve memory skills. Some of the crafts featured in various classes might include ceramics, stain glass, wood carving, jewelry, china painting, calligraphy, fabric crafts, scrap book design, various crafts using glass items, wood items, clay pots, found items and items from nature like gourds and pine cones, etc. Students will supply their own craft materials. 24 hours laboratory; Positive Attendance. (Non-credit course.)

49414 Last Day to add: 10/15/19

LAB	08/27/19	10/15/19	01:00PM	04:00PM	T	MVSCCLAS
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The above section is a web-enhanced class. Internet access is required.

**Instructor:** L Souder

## SPANISH

### SPA-1

#### Spanish 1

5 UNITS

**Prerequisite:** None

**Advisory:** Completion of placement test to assess level of proficiency in Spanish.

**Description:** This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory.(TBA option)(Letter Grade, or Pass/No Pass option.)

48679 Last Day to add: 09/02/19

HYB	08/27/19	10/17/19	06:00PM	08:30PM	TTH	QD129
	08/27/19	10/17/19				ONLINE
	08/27/19	10/17/19				DL108

The above section is a short term hybrid class and has an 18-hour laboratory requirement to be arranged. In addition to the time spent in class, students are required to attend the World Languages Teaching and Learning Lab in DL 111 for 50 minutes twice each week. Internet access is required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** F Martinez



## ••• 8-WEEK CLASSES ••• EARLY START

Updated 9-12-19

### SPA-2

#### Spanish 2

5 UNITS

**Prerequisite:** SPA-1B or SPA-1 or SPA-1H, or qualifying placement level on the Spanish assessment test or the equivalent

**Description:** Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. Includes an expanded discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

48892 Last Day to add: 09/06/19

HYB	08/27/19	10/17/19	02:00PM	04:30PM	TTH	QD129
	08/27/19	10/17/19				ONLINE
	08/27/19	10/17/19				DL108

The above section is a short term hybrid class and has an 18-hour laboratory requirement to be arranged. In addition to the time spent in class, students are required to attend the World Languages Teaching and Learning Lab in DL 111 for 50 minutes twice each week. Internet access is required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** D Gaylor

## THEATER ARTS

### THE-3

#### Introduction to the Theater

3 UNITS

**Prerequisite:** None

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

48700 Last Day to add: 09/03/19

OL	08/26/19	10/19/19				ONLINE
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The above section is a short term online class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** J Julian

48701 Last Day to add: 09/03/19

OL	08/26/19	10/19/19				ONLINE
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The above section is a short term online class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** J Julian

48705 Last Day to add: 09/03/19

OL	08/26/19	10/19/19				ONLINE
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The above section is a short term online class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** J Jones

48706

Last Day to add: 09/03/19

OL	08/26/19	10/19/19				ONLINE
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The above section is a short term online class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** H Bauer

48707

Last Day to add: 09/03/19

OL	08/26/19	10/19/19				ONLINE
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The above section is a short term online class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** D Nelson

## WELDING TECHNOLOGY

### WEL-65A

#### Basic Metal Arc Weld

3 UNITS

**Prerequisite:** None

**Description:** An introductory course in shielded metal arc welding, using common metal and materials.

48734 Last Day to add: 09/01/19

LEC	08/26/19	10/17/19	08:00AM	09:05AM	MTW	TCHA128
	08/26/19	10/17/19	09:15AM	11:40AM	MTWTH	TCHA130

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

**Instructor:** J Knieriem

### WEL-95A

#### Introduction to Gas Tungsten Arc Welding

3 UNITS

**Prerequisite:** None

**Description:** Introduction to the theory, practical application and joining techniques used in Gas Tungsten Arc Welding (TIG) processes. Emphasis is placed on welding and joining of plate materials 27 hours lecture and 81 hours laboratory.

48740 Last Day to add: 09/02/19

LEC	08/26/19	10/17/19	01:00PM	02:30PM	MT	TCHA128
	08/26/19	10/17/19	02:40PM	05:05PM	MTWTH	TCHA130

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

**Instructor:** J Knieriem