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 on 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 only)
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.
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
OL 08/26/19 10/18/19
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
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.
Instructor: K Bhavsar

HYB - Hybrid Lecture • HYBL - Hybrid Lab • HYBLO - Hybrid Online Lab • HYBO - Hybrid Online Lecture • LAB - Lab • LEC - Lecture • OL - Online Lecture • OLL - Online Lab • WE - Web Enhanced Lecture • WEL - Web Enhanced Lab • WRK - Work Experience Lecture • WRKH - Hybrid Work Experience • WRKO - Work Experience Online

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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.
47591 Last Day to add: 09/03/19
OL 08/26/19 10/19/19
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: C Isihara

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.
47599 Last Day to add: 10/04/19
WE 09/23/19 12/11/19 12:45PM 02:55PM MW BE104
The above section is a short-term web-enhanced class. Internet access is required.
Instructor: L White

BUS-22
Management Communications 3 UNITS
Prerequisite: None
Advisory: CAT-30
Description: Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. 54 hours lecture.
49329 Last Day to add: 09/03/19
OL 08/26/19 10/19/19
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com.
Instructor: C Isihara

BUS-30
Entrepreneurship: Foundations and Fundamentals 3 UNITS
Prerequisite: None
Description: An introductory course designed to explore, identify and evaluate business opportunities with an emphasis on starting and managing a small or existing business: investigating tools and best practices associated with identifying and creating new venture opportunities; explore ways to shape and evaluate the viability of opportunities; understanding key industry factors, market, competitive factors, and customer needs.
47606 Last Day to add: 09/02/19
HYB 08/27/19 10/17/19 11:10AM 12:35PM 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. Please note the start and end dates.
Instructor: F Almeida

BUS-46
International Business-Introduction to Importing/Exporting 3 UNITS
Prerequisite: 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 Last Day to add: 09/03/19
OL 08/26/19 10/19/19
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: C Isihara

BUS-111
Entrepreneurial Mindset 0 UNITS
Prerequisite: None
Description: An exploration of social and business entrepreneurs, the traits that enable these individuals to thrive in vastly different cultures, and the important contributions made by these innovators.
47582 Last Day to add: 09/07/19
LEC 09/03/19 10/08/19 06:00PM 09:00PM T BE204
The above section is a web-enhanced class. Internet access is required.
Instructor: E Doucette
### COMPUTER APPLICATIONS/OFFICE

**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.)  
**LEC** 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 NVHCLASS  
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  
47587  
Last Day to add: 09/17/19  
**LEC** 09/17/19 09/26/19 06:00PM 08:05PM TTH NVHCLASS  
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:** L Fiedler  
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  
47616  
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.  
**Instructor:** S Huyssoon  
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. Please note the start and end dates.  
**Instructor:** L Fiedler  
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.)  
**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.  
**Instructor:** S Cortez  
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)  
**LEC** 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.  
**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.)  
**OL** 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. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.  
**Instructor:** S Cortez
**CAT-50**

**Keyboarding and Document Processing**

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

OL 08/26/19 10/19/19

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

See www.opencampus.com. Designated lab hours are included in the meeting times for this section. Please note the start and end dates.

Instructor: L Zamora

**CAT-53**

**Keyboarding/Typing Fundamentals**

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 MKL226

OL 08/30/19 10/18/19 10:10AM 12:15PM F MKL226

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**

Prerequisite: None

Advisory: CAT-51

Description: Develops introductory through advanced skills to format documents using Microsoft Word. Students create flyers, 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

OL 08/26/19 10/19/19

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

Instructor: S Huyssoon

**CAT-91**

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

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

OL 09/23/19 11/16/19

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

Instructor: N Ghori

**CAT-93**

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

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 MKL220

HYB 08/26/19 10/16/19 08:00AM 10:05AM F MKL220

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

See 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 MKL205

HYB 08/31/19 10/12/19 08:00AM 09:30AM MW MKL205

HYB 08/31/19 10/12/19 08:00AM 10:05AM F MKL205

HYB 08/31/19 10/12/19 08:00AM 10:05AM F MKL205

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

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

Instructor: J Pehkonen
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 Baimun
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 M 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 T TH 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. 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. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: S Bhatia
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. Designated lab hours are included in the meeting times above. Please note the start and end dates.
Instructor: J Cregg

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)
47777  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. Please see www.opencampus.com. Designated lab hours are included in the meeting times above. 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 3nd of four Cisco-related curricula designed to prepare students for Cisco Certified Network Technician (CCNT) and Cisco Certified Network Associate (CCNA) certification examinations. 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. Please see www.opencampus.com. Designated lab hours are included in the meeting times above. 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. Please see www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: S Bhatia

CIS-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. Please see www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: S McLeod
CIS-80
Word Processing: Microsoft Word for Windows
3 UNITS
Prerequisite: None
Description: Develops introductory through advanced skills to format documents using Microsoft Word. Students create flyers, 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)
OL 08/26/19 10/19/19 ONLINE Last Day to add: 10/01/19
OL 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. 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)
OL 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. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: N Ghorai

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.)
OL 08/26/19 10/18/19 ONLINE
OL 08/26/19 10/18/19 10:05AM F

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
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.)
LEC 47801 Last Day to add: 09/01/19
WE 08/28/19 10/16/19 11:30AM 01:35PM W Q0115
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.
LEC 47808 Last Day to add: 08/26/19
LEC 08/19/19 10/17/19 08:00AM 12:00PM MTWTHF COSM103
LEC 08/19/19 10/17/19 12:30PM 04:30PM MTWTHF COSM105
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: State licensing exam readiness, health and safety, business practices, level V 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.
LEC 49452 Last Day to add: 09/23/19
LEC 08/19/19 10/17/19 08:00AM 12:00PM MTWTHF COSM103
LEC 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 Piereson

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.
LEC 49359 Last Day to add: 08/26/19
LEC 08/19/19 10/17/19 08:00AM 12:00PM MTWTHF COSM103
LEC 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 Piereson

COS-62A
Level I Esthetician Concepts
10 UNITS
Prerequisite: None
Limitation on enrollment: Enrollment in the Esthetician Program on enrollment:
Enrollment in the Esthetician 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 textbook at the first class meeting.
LEC 48894 Last Day to add: 08/26/19
LEC 08/19/19 10/17/19 08:00AM 10:30AM MTWTHF COSM207
LEC 08/19/19 10/17/19 08:00AM 10:30AM MTWTHF COSM207
The above section is a web-enhanced class. Internet access is required.
Instructor: M Bettencourt Villalobos K Jermain G Waddy

COS-66A
Beginning Hair Concepts
1 UNIT
Prerequisite: COS-60D
Description: Level I study of skincare and related sciences. The student is required to purchase a selected tool/supply kit and textbook at the first class meeting.
LEC 08/19/19 10/17/19 08:00AM 10:30AM MTWTHF COSM104
LEC 08/19/19 10/17/19 08:00AM 10:30AM MTWTHF COSM104
The above section is a web-enhanced class. Internet access is required.
Instructor: R Smith F Boget M Choriego R Huynh

COS-60B
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)
LEC 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-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 technol-
gy 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
OL  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. 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, perfor-
maning, 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
HYB  08/27/19  10/17/19  08:00AM  09:30AM  TTH  MLK226
OL  08/27/19  10/17/19  ONLINE
OL  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. 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 model-
ing 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 appli-
cations, 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
OL  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. All hours, including the 18-hour laboratory requirement,
are completed online. Please note the start and end dates.
Instructor: S Bhatia
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
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: D Cazares

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

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.
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
ENGLISH

ENG-1A
English Composition 4 UNITS
Prerequisite: ENG-50 or ENG-80 or qualifying placement level
Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)

HYB 08/26/19 10/16/19 10:15AM 12:20PM MW QD203
08/26/19 10/16/19 ONLINE 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. Please note the start and end date.
Instructor: B Osgood-Treston

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.)

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.
Instructor: G Schultz

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.)

WE 08/27/19 10/17/19 02:00PM 03:55PM 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

Riverside City College
RIVERSIDE COMMUNITY COLLEGE DISTRICT

••• 8-WEEK CLASSES •••
EARLY START

Updated 9-12-19
The selection of a college major. 54 hours lecture.

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 their future teaching career. 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.

Prerequisite: None

GUI-46

Intro Transfer Process

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

Prerequisite: None

GUI-47

Career Exploration and Life Planning

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.

Prerequisite: None

KIN-12

Sport Psychology

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.

Prerequisite: None

KIN-26

Foundations of Coaching

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.

Prerequisite: None
### 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.)

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### 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.

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**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.

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### 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.)

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**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.

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**MAG-44**  
**Introduction to Organization Development**  
3 UNITS  
**Prerequisite:** None  
**Advisory:** MAG-70  
**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.)

**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.)

**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.

**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.

**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.

**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.
MUS-26
Film Music Appreciation
Prerequisite: None
Description: A study of film music in the United States from 1927 to the present day.
OL 08/26/19 10/18/19 ONLINE
The above section is a short term online class. Computer with Internet access required.
Last Day to add: 09/03/19
Instructor: K Mayse
OL 48320

MUS-89
Music of Multicultural America
Prerequisite: None
Description: A comparative and integrative study of the multicultural musical styles of the United States.
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.
Last Day to add: 09/03/19
Instructor: K Mayse
OL 48380

NURSING

NRRN-93
Calculations for Healthcare Providers
Prerequisite: None
Description: Systems of measurement and principles of dosage calculation for the administration of medications and fluids.
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.
Last Day to add: 09/04/19
Instructor: G Weeks K Reimer

NURSING LVN

NVN-60
Intermediate Vocational Nursing Foundations
Prerequisite: None
Description: The first of two courses which provide an overview of the litigation process and the role of the paralegal.
OL 08/26/19 10/18/19 ONLINE
The above section is a short term online class. Computer with Internet access required.
Last Day to add: 09/03/19
Instructor: K Mayse
OL 48320

NXN-84
Prepare for Success-Nrs School
Prerequisite: None
Description: Provides an introduction to and facilitates success in the RCC School of Nursing programs.
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

PAL-68
Civil Litigation/Proced I
Prerequisite: None
Description: The first of two courses which provide an overview of the litigation process and the role of the paralegal.
OL 08/28/19 10/16/19 11:10AM-02:20PM W BE204
The above section is a short term hybrid class. Computer with Internet access required.
Last Day to add: 09/01/19
Instructor: L Judon

PARALEGAL STUDIES

Get important textbook information, including ISBN numbers and pricing, and reserve for in-store pickup or delivery to your home! https://www.bkstr.com/ridersideccstore
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
The above section is a short term online class. Please note the start and end dates.
Instructor: C Gobatie

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

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

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
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.
LEC 49375  Last Day to add: 10/14/19
LEC 08/19/19  10/14/19  07:45AM  08:21AM  MWF  GOSKGYM
LEC 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 Deleon-Callju

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.)
LEC 49414  Last Day to add: 10/15/19
LAB 08/27/19  10/15/19  01:00PM  04:00PM  T  MVSCCLAS
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.)
LEC 48679  Last Day to add: 09/02/19
HYB 08/27/19  10/17/19  06:00PM  08:30PM  TTH  QD129
HYB 08/27/19  10/17/19  ONLINE
HYB 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. Please note the start and end dates.
Instructor: F Martinez
### THEATER ARTS

#### SPA-2

**Spanish 2**

- **Units**: 5

**Prerequisite:** SPA-1B or SPA-1 or SPA-1H, or qualifying placement 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.)

Last Day to add: 09/06/19

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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.

**Instructor:** D Gaylor

#### THE-3

**Introduction to the Theater**

- **Units**: 3

**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 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.

Last Day to add: 09/03/19

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

**Instructor:** J Julian

#### WELDING TECHNOLOGY

#### WEL-65A

**Basic Metal Arc Welding**

- **Units**: 3

**Prerequisite:** None

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

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

**Instructor:** J Knieriem

#### WEL-95A

**Introduction to Gas Tungsten Arc Welding**

- **Units**: 3

**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.

Last Day to add: 09/02/19

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

**Instructor:** J Knieriem

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HYB - Hybrid Lecture • HYBL - Hybrid Lab • HYBLO - Hybrid Online Lab • HYBO - Hybrid Online Lecture • LAB - Lab • LEC - Lecture • OL - Online Lecture • OLL - Online Lab
WE - Web Enhanced Lecture • WEL - Web Enhanced Lab • WRK - Work Experience Lecture • WRH - Hybrid Work Experience • WRKO - Work Experience Online

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