## ACCOUNTING

**ACC-1A**  
**Principles of Accounting I**  
**3 UNITS**  
**Prerequisite:** None  
**Advisory:** BUS-20  
**Description:** An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing, and summarizing procedures used in preparing financial statements. 54 hours lecture. (Letter grade only)

47294  
HYB  
10/07/19  12/13/19  
08:00AM  09:20AM  MWF  BE108  
Last Day to add: 10/15/19  
10/07/19  12/13/19  
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 Rangel

49298  
HYB  
10/07/19  12/13/19  
08:00AM  09:20AM  MWF  BE108  
Last Day to add: 10/15/19  
10/07/19  12/13/19  
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 Rangel

**ACC-65**  
**Computerized Accounting**  
**3 UNITS**  
**Prerequisite:** ACC-1A or ACC/CAT-55  
**Advisory:** CIS-1A or CIS-3  
**Description:** An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

49243  
HYB  
10/09/19  12/11/19  
06:00PM  08:25PM  W  BE210  
Last Day to add: 10/13/19  
10/09/19  12/11/19  
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:** N Raymundo

## ADMINISTRATION OF JUSTICE

**ADJ-3**  
**Concepts of Criminal Law**  
**3 UNITS**  
**Prerequisite:** None  
**Description:** Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. 54 hours lecture. (Letter grade only)

48809  
HYB  
10/21/19  12/10/19  
06:00PM  07:25PM  MT  QD229  
10/21/19  12/10/19  
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-2B**  
**Prepress, Paper and Ink (same As Adm-58)**  
**1 UNIT**  
**Prerequisite:** None  
**Description:** An introductory course in basic print production prepress that includes the principles involved in assigning paper, ink and other substrates to professional graphic design projects. 18 hours lecture.

47338  
LEC  
10/01/19  10/29/19  
11:20AM  02:40PM  T  TCHB123  

The above section is a web-enhanced class. Internet access is required.  
**Instructor:** P Scullin

**ADM-2C**  
**Ethics and Legalities for Graphic Designers (formerly Adm-64)**  
**1 UNIT**  
**Prerequisite:** None  
**Description:** An introductory course in the ethical and legal standards of conduct for graphic designers. This includes topics such as copyright law, contract negotiation, responsible image manipulation, and internet ethics. 18 hours lecture.

47339  
LEC  
11/05/19  12/03/19  
11:20AM  02:40PM  T  TCHB123  

The above section is a web-enhanced class. Internet access is required.  
**Instructor:** K Siu

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ARABIC

ARA-1
Arabic 1 5 UNITS
Prerequisite: None
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 Classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes discussion of the Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)
49460 Last Day to add: 10/26/19
OL 10/22/19 12/12/19 02:45PM 05:15PM TTH QD115
10/22/19 12/12/19 ONLINE
10/22/19 12/12/19 DL108

The above section is a 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: H Al Jord

ART

ART-2
History of Western Art: Renaissance through Contemporary 3 UNITS
Prerequisite: None
Advisory: ENG-1A
Description: Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. Student may not receive credit for both ART-2 and ART-2H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
49470 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 ONLINE
OL 10/21/19 12/14/19

The above section is a short term online class. Computer with Internet access required. See www.opencampus.com.
Instructor: T McDermontt

ART-6
Art Appreciation 3 UNITS
Prerequisite: None
Advisory: ENG-1A
Description: An introductory course for the non-art major. The creative process and the diversity of style, technique and media, evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
49471 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 ONLINE
OL 10/21/19 12/14/19

The above section is a short term online class. Computer with Internet access required. See www.opencampus.com
Instructor: K Duffield

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.
48776 Last Day to add: 10/29/19
OL 10/21/19 12/14/19
OL 10/21/19 12/14/19
OL 10/21/19 12/14/19
OL 10/21/19 12/14/19
OL 10/21/19 12/14/19
OL 10/21/19 12/14/19
OL 10/21/19 12/14/19

The above section is an online class. Internet access is required.
Instructor: T Korn

BUSINESS ADMINISTRATION

BUS-3
Computer Applications for Business (same As Cat/Cis-3) 3 UNITS
Prerequisite: None
Description: This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)
49252 Last Day to add: 10/27/19
OL 10/21/19 12/14/19 08:00AM 09:30AM MW BE208
10/21/19 12/14/19 ONLINE
10/21/19 12/14/19 08:00AM 10:20AM F MLK219

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

BUS-10
Introduction to Business 3 UNITS
Prerequisite: None
Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)
47575 Last Day to add: 10/18/19
OL 10/07/19 12/14/19 ONLINE
OL 10/07/19 12/14/19

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: K DiMemmo

47577 Last Day to add: 11/23/19
OL 11/18/19 12/14/19
OL 11/18/19 12/14/19
OL 11/18/19 12/14/19
OL 11/18/19 12/14/19
OL 11/18/19 12/14/19
OL 11/18/19 12/14/19
OL 11/18/19 12/14/19

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: L Overbo
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.
49330  Last Day to add: 10/26/19
HYB 10/22/19 12/10/19 09:35AM 12:45PM T BE124
10/22/19 12/10/19 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: C Ishihara

BUS-30
Entrepreneurship: Foundations and Fundamentals 3 UNITS
Prerequisite: None
Description: An introductory course designed to explore, identify and evaluate business opportunities with an emphasis on starting and managing a small or existing business: investigating tools and best practices associated with identifying and creating new venture opportunities; explore ways to shape and evaluate the viability of opportunities; understanding key industry factors, market, competitive factors, and customer needs.
47605  Last Day to add: 09/06/19
HYB 10/22/19 12/10/19 06:00PM 09:10PM T BE206
10/22/19 12/10/19 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: R Mason

BUS-43
International Business - Marketing 3 UNITS
Prerequisite: None.
Description: Problems of marketing in the international marketplace and how marketers approach and solve them. Focus on concepts and principles by teaching the theory and practice of international marketing, including: The United States international marketing position, market entry strategies, analysis of foreign markets, culture and marketing, product, pricing, distribution, promotion, and sales. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
47607  Last Day to add: 10/25/19
HYB 10/21/19 12/11/19 11:10AM 12:40PM MW BE104
10/21/19 12/11/19 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: C Ishihara
BUS-48
International Management
Prerequisite: None
Description: A beginning focus for managing resources at the international level. Case studies are used to examine what a manager would need to know to function as effectively as possible in other cultures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
LEC 47609 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 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: C Ishihara

BUS-113
Solopreneurs: Personal Finance and Quickbooks Quickstart
Prerequisite: None
Description: Learn the basics of personal finance and QuickBooks for the self-employed. Key concepts will be addressed in attaining personal wealth, focusing on decision-making and establishing a plan. Additionally, the course will focus on business finance for the self-employed with an emphasis on how to invoice and accept payments, maximize tax deductions, and track income and expenses, miles, and reports. 9 hours lecture. (Pass/No Pass only.)
LEC 47584 Last Day to add: 12/07/19
OL 11/30/19 12/14/19 09:00AM 12:00PM S BE210
WE 10/15/19 10/24/19 06:00PM 08:05PM TTH NVHSCLASS
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 Gig: The Solopreneurs Adventure certificate.
Instructor: Staff

BUS-117
Business Skills: Professional Self-Management
Prerequisite: None
Description: This short course provides practical, professional self-management skills for the twenty first century professional and as a skills refresher. The focus of the content is image and self-management skills for professionals. 9 hours lecture. (Same as CAT 107) (Pass/No Pass option.)
LEC 48847 Last Day to add: 11/09/19
OL 11/09/19 11/23/19 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: Staff

BUS-116
Business Skills: Managing the Customer Experience
Prerequisite: None
Description: This short course is designed to assist students with the development of the customer experience for business. Includes identification of elements, and planning designing the customer experience for business. 9 hours lecture. (Pass/No Pass option.)
LEC 47588 Last Day to add: 10/01/19
OL 10/01/19 10/19/19 06:00PM 08:05PM TTH NVHSCLASS
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: B Rochin

CAT-1A
Business Etiquette
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.)
LEC 47614 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 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: S Cortez

Computer Applications/Office

CAT-1A
Business Etiquette
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.)
LEC 47614 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 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: S Cortez
CAT-3
Computer Applications for Business (same As Bus/Cis-3) 3 UNITS
Prerequisite: None
Description: This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

HYB 49260
Instructor: L Fiedler

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

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WE - Web Enhanced Lecture • WEL - Web Enhanced Lab • WRK - Work Experience Lecture • WRKH - Hybrid Work Experience • WRKO - Work Experience Online

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CAT-31
Business Communication Fundamentals 3 UNITS
Prerequisite: None
Advisory: CAT-30
Description: Fundamentals of written and oral communications in business by providing specific practical applications. The principles of effective communication are applied to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation graphics software to create and deliver professional level reports. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

49265
HYB 10/19/19 12/11/19 08:00AM 11:10AM S MLK226
HYB 10/19/19 12/14/19 08:00AM 10:20AM F MLK219

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

CAT-36B
Legal Office Procedures II 3 UNITS
Prerequisite: None
Advisory: CAT-34A or CIS-34A or familiarity with Microsoft Word or Corel WordPerfect, and CAT-36A
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 47619
Instructor: S Huyssoon

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 Cortez

CAT-51
Intermediate Typewriting/Document Formatting 3 UNITS
Prerequisite: None
Advisory: Beginning typing skills and CAT-50
Description: Develops professional typing skills. Includes business letters, manuscripts, reports, and tables. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

49261
HYB 10/21/19 12/14/19 08:00AM 10:20AM F MLK219
HYB 10/21/19 12/14/19 08:00AM 10:20AM F MLK219

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

Instructor: J Lehr
49260
HYB 10/19/19 12/14/19 08:00AM 11:10AM S MLK226
HYB 10/19/19 12/14/19 08:00AM 11:10AM S MLK226

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

OL 49264
Instructor: L Zamora

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

Online last Day to add: 10/29/19
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.)
47629  Last Day to add: 10/29/19
OL  10/21/19  12/14/19  ONLINE
10/21/19  12/14/19  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: W Ikekw

CAT-98B
Advanced Excel (same As CIS-98b)  1.5 UNITS
Prerequisite: CAT/CIS-98A
Description: Advanced concepts of Microsoft Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours of laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)
47632  Last Day to add: 10/29/19
OL  10/21/19  12/14/19  ONLINE
10/21/19  12/14/19  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: C Morris

CAT-90
Microsoft Outlook (Same as CIS-90)  3 UNITS
Prerequisite: None.
Description: This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)
47626  Last Day to add: 11/09/19
OL  11/04/19  12/14/19  ONLINE
11/04/19  12/14/19  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

CAT-55
Applied Accounting/Bookkeeping (same As ACC-55)  3 UNITS
Prerequisite: None.
Description: This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)
47631  Last Day to add: 11/09/19
OL  11/04/19  12/14/19  ONLINE
11/04/19  12/14/19  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: W Ikekw

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.)
49465  Last Day to add: DATE
LEC  10/22/19  12/12/19  02:20PM  03:25PM  TTH  BE208
10/22/19  12/12/19  03:35PM  04:40PM  TTH  BE208
The above section is a web-enhanced class. Internet access is required. See www.opencampus.com. Please note the start and end dates.
Instructor: C Ayala

CAT-90
Microsoft Outlook (Same as CIS-90)  3 UNITS
Prerequisite: None.
Description: This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)
47626  Last Day to add: 11/09/19
OL  11/04/19  12/14/19  ONLINE
11/04/19  12/14/19  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
CAT-117
Business Skills: Professional Self-Man- Agement 0 UNITS
Prerequisite: None
Description: This short course provides practical, professional self-management skills for the twenty first century professional and as a skills refresher. The focus of the content is image and self-management skills for professionals. 9 hours lecture. (Same as CAT 107) (Pass/No Pass option.)
48848 Last Day to add: 11/09/19
LEC 11/09/19 11/23/19 08:30AM 11:20AM $ 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: Staff
47612 Last Day to add: 10/15/19
WE 10/15/19 10/24/19 06:00PM 08:05PM TTH NVHSCLASS
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.
47714 Last Day to add: 11/09/19
OL 11/04/19 12/14/19 ONLINE
OL 11/04/19 12/14/19 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
47715 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 ONLINE
OL 10/21/19 12/14/19 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 Berry

CIS-1B
Advanced Concepts in Computer Information Systems 3 UNITS
Prerequisite: CIS-1A
Description: Advanced computer applications. Advanced concepts and skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking, and embedding are covered. 54 hours lecture and 18 hours laboratory. (TBA option)
47721 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 ONLINE
OL 10/21/19 12/14/19 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: D Thompson

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WE - Web Enhanced Lecture • WEL - Web Enhanced Lab • WRK - Work Experience Lecture • WRKH - Hybrid Work Experience • WRKO - Work Experience Online
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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.)  
47723  
OL  
Last Day to add: 10/29/19  
OL  
10/21/19 12/14/19  
OL  
10/21/19 12/14/19  

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.  
Instructor: Staff  

CIS-3  
Computer Applications for Business (same As Bus/Cat-3)  
3 UNITS  
Prerequisite: None  
Description: Introductory to intermediate concepts covering Windows operating system, file management, and various aspects of typical office applications for business and office professionals. (Same as BUS/CAT-3)  
47735  
HYB  
Last Day to add: 10/27/19  
HYB  
10/21/19 12/11/19 08:00AM - 09:30AM  MW  BE208  
10/21/19 12/13/19  
10/25/19 12/13/19 08:00AM - 10:20AM  F  MLK219  

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

CIS-20  
Systems Analysis and Design (same As Csc-20)  
3 UNITS  
Prerequisite: CIS-2 or Csc-2  
Advisory: CIS-62  
Description: Structured design techniques for the development and implementation of computerized business applications. Course includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development; file organization, and modular programming techniques. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)  
47723  
OL  
Last Day to add: 10/29/19  
OL  
10/21/19 12/14/19  
OL  
10/21/19 12/14/19  

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.  
Instructor: Staff  

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.)  
47725  
HYB  
10/21/19 12/11/19 06:00PM - 07:30PM  MW  BE200  
10/21/19 12/11/19  
10/21/19 12/11/19 07:40PM - 08:45PM  MW  BE200  

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

CIS-26B  
Cisco Networking Academy 1B  
4 UNITS  
Prerequisite: CIS-26A  
Description: The architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course students will be able to configure and troubleshoot routers and switches and resolve common issues with static route, RIPv2, virtual LANS, NAT, ACL, DHCP, inter-VLAN routing in both IPv4 and IPv6 networks, and perform device discovery, management, and maintenance. This course is 2nd of four Cisco-related curricula designed to prepare students for Cisco Certified Network Technician (CCNT), and Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)  
47729  
HYB  
10/22/19 12/10/19 06:00PM - 10:15PM  T  MLK226  
10/22/19 12/10/19  

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

CIS-26C  
Cisco Networking Academy 2B  
4 UNITS  
Prerequisite: CIS-26A  
Description: The architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course students will be able to configure and troubleshoot routers and switches and resolve common issues with static route, RIPv2, virtual LANS, NAT, ACL, DHCP, inter-VLAN routing in both IPv4 and IPv6 networks, and perform device discovery, management, and maintenance. This course is 2nd of four Cisco-related curricula designed to prepare students for Cisco Certified Network Technician (CCNT), and Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)  
47730  
HYB  
10/23/19 12/11/19 06:00PM - 10:15PM  W  MLK226  
10/23/19 12/11/19  

The above section is a short term hybrid class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.  
Instructor: J Cregg
CIS-26D
Cisco Networking Academy 1D

4 UNITS

Prerequisite: CIS-26C

Description: An introduction to WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPSEC and virtual private network (VPN) operations in a complex network. This course is the last of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

49267 Last Day to add: 10/25/19
HYB 10/21/19 12/09/19 06:00PM 10:50PM M MLK226
10/21/19 12/09/19 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: J Berry

CIS-27A
Computer Forensics Fundamentals (same As Csc-27a)

3 UNITS

Prerequisite: None

Advisory: CIS/CSC-27

Description: This course is an introduction to the methods used to properly conduct a computer forensics investigation beginning with a discussion of ethics, while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; the computer investigation process; understanding operating systems boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools. 54 hours lecture and 18 hours laboratory.

49244 Last Day to add: 10/26/19
HYB 10/22/19 12/12/19 08:00AM 11:10AM TTH MLK226
10/22/19 12/12/19 ONLINE
10/22/19 12/12/19 ONLINE

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

Instructor: J Berry

CIS-28A
Ms Access Programming (same As Csc-28a)

3 UNITS

Prerequisite: None

Advisory: CIS/CSC-5

Description: Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions, and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

47734 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 ONLINE
10/21/19 12/14/19 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 Perret

CIS-62
Ms Access Dbms: Comprehensive (same As Csc-62)

3 UNITS

Prerequisite: None

Description: Use of Microsoft Access DBMS applications including database design, development of queries, forms, reports and macros. (Same as CSC-62)

47743 Last Day to add: 10/28/19
OL 10/21/19 12/14/19 ONLINE
10/21/19 12/14/19 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: A Batarseh

CIS-63
Introduction to Structured Query Language (sql) (same As Csc-63)

3 UNITS

Prerequisite: None

Description: This course provides an introduction to the relational database management system industry standard - Structured Query Language (SQL). Students will analyze, design, and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL). The student will use SQL to create both Select and action queries(DML). Joins, Unions, Differences and sub-query statements will be covered. Both the Access and Oracle SQL statements will be covered. 54 hours lecture and 18 hours laboratory. (TBA option)

47744 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 ONLINE
10/21/19 12/14/19 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 Ruiz
CIS-72B
Intermediate Web Page Creation Using Cascading Style Sheets (CSS) 1.5 UNITS
Prerequisite: None.
Advisory: Knowledge of HTML and the Internet and CIS-72A and CIS-95A
Description: Intermediate Web page creation using cascading style sheets (CSS) to format and lay out web page content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins, and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)
47747
Last Day to add: 10/29/19
OL
10/21/19 12/14/19
12/14/19
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 McLeod

CIS-90
Microsoft Outlook (same As Cat-90) 3 UNITS
Prerequisite: None.
Description: An introduction to the features of Microsoft Outlook. Students learn how to manage messages, schedule appointments, organize and manage tasks and contact lists, and customize Outlook for the workplace. Emphasis is placed on the use of Outlook for communication, sharing information, and productivity within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)
47751
Last Day to add: 11/09/19
OL
11/04/19 12/14/19
12/14/19
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: J Lehr

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.)
47754
Last Day to add: 10/29/19
OL
10/21/19 12/14/19
12/14/19
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: W Ibekwe

CIS-98B
Advanced Excel (same As Cat-98b) 1.5 UNITS
Prerequisite: CAT/CIS-98A
Description: Advanced concepts of Microsoft Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours of laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)
47757
Last Day to add: 10/29/19
OL
10/21/19 12/14/19
12/14/19
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: Staff

COMMUNICATION STUDIES

COM-9
Interpersonal Communication 3 UNITS
Prerequisite: None.
Description: Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict management. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
48976
Last Day to add: 10/26/19
WE
10/22/19 12/11/19 09:20PM 01:30PM MW MLK205
10/25/19 12/13/19 11:10AM 01:30PM F MLK205
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 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 47810 Last Day to add: 10/28/19
LEC 10/21/19 12/20/19 08:00AM 12:00PM MTWTHF COSM207
LEC 10/21/19 12/20/19 12:30PM 04:30PM MTWTHF COSM207

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

Instructor: N Rodriguez S Taylor G Griffiths R Demont

COS-60B
Level II Cosmetology Concepts 1.50 UNITS
Prerequisite: COS-60A

Description: Level II cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, cosmetology related sciences, level II hair care, skin care and nail care. Laboratory practices include: health and safety, level II hair care, skin care, and nail care. 126 hours technical instruction and 204 hours laboratory.

LEC 47811 Last Day to add: 10/28/19
LEC 10/21/19 12/20/19 08:00AM 12:00PM MTWTHF COSM107
LEC 10/21/19 12/20/19 12:30PM 04:30PM MTWTHF COSM107

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

Instructor: R Smith N Prusa F Boget G Griffiths

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 49360 Last Day to add: 10/28/19
LEC 10/21/19 12/20/19 08:00AM 12:00PM MTWTHF COSM205
LEC 10/21/19 12/20/19 12:00PM 04:30PM MTWTHF COSM205

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

Instructor: R Smith L Pope N Prusa N Rodriguez

COS-62B
Level II Esthetician Concepts 10 UNITS
Prerequisite: COS-62A

Description: Level II skin care concepts, California Board of Barbering and Cosmetology Act and Regulations, skin care related sciences, and the practice of skin care principles. Theory subjects include: health and safety, skin care related sciences, and level II skin care. Laboratory practices include: health and safety, level II skin care. 113 hours lecture and 202 hours laboratory.

LEC 48895 Last Day to add: 10/27/19
LEC 10/21/19 12/13/19 08:00AM 12:00PM MTWTHF COSM104
LEC 10/21/19 12/13/19 12:30PM 04:35PM MTWTHF COSM104

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

Instructor: M Bettencourt Villalobos K Jermain G Waddy

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.

LEC 49363 Last Day to add: 12/20/19
LAB 10/21/19 12/20/19 08:00AM 04:30PM MTWTHF COSM106

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.)

LEC 48829 Last Day to add: 10/26/19
HYB 10/22/19 12/12/19 06:00PM 07:25PM TTH BE104
HYB 10/22/19 12/12/19 ONLINE
HYB 10/22/19 12/12/19 07:40PM 08:30PM TTH BE104

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

Instructor: Staff
CSC-20
Systems Analysis and Design (same As Cis-20) 3 UNITS
Prerequisite: CIS/CSC-2
Advisory: CIS-62
Description: Structured design techniques for the development and implementation of computerized business applications. Course includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development; file organization, and modular programming techniques. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)
47845 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 ONLINE
10/21/19 12/14/19 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.
Instructor: Staff

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.)
47836 Last Day to add: 10/25/19
HYB 10/21/19 12/11/19 06:00PM 07:30PM MW BE200
10/21/19 12/11/19 07:40PM 08:45PM MW BE200

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

CSC-28A
Ms Access Programming (same As Cis-28a) 3 UNITS
Prerequisite: None
Advisory: CIS/CSC-5
Description: Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions, and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)
47837 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 ONLINE
10/21/19 12/14/19 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 Perret

CSC-62
MS Access DBMS: Comprehensive (same As Cis-62) 3 UNITS
Prerequisite: None.
Description: Use of Microsoft Access DBMS applications including database design, development of queries, forms, reports and macros. (Same as CIS-62) 47845 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 ONLINE
10/21/19 12/14/19 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: Staff

CSC-63
Introduction to Sql (same As Cis-63) 3 UNITS
Prerequisite: None.
Description: Provides experience in database management using the Structured Query Language. The class will be introducing key SQL concepts necessary in developing a database schema and using the data manipulation language. (Same as CIS-63) 47846 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 ONLINE
10/21/19 12/14/19 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 Ruiz

DANCE
DAN-6
Dance Appreciation 3 UNITS
Prerequisite: None
Description: A nontechnical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
47864 Last Day to add: 10/25/19
WE 10/21/19 12/11/19 02:20PM 05:30PM MW PLTS101

The above section is a web-enhanced class. Internet access is required.
Instructor: R Thomas

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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.
47917  Last Day to add: 10/29/19
OL 10/21/19 12/14/19
Instructor: S Yates

EAR-54
Contemporary Parent 1 UNIT
Prerequisite: None
Description: This course examines factors affecting child-rearing in the changing social environment. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)
47935  Last Day to add: 10/29/19
OL 10/21/19 12/14/19
Instructor: D Cazares

ECONOMICS

ECO-7
Principles of Macroeconomics 3 UNITS
Prerequisite: MAT-52
Advisory: MAT-35 and qualification for ENG-1A
Description: Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.
47946  Last Day to add: 10/26/19
HYB 10/22/19 12/12/19 11:10AM 12:35PM TTH BE108
HYB 10/22/19 12/12/19
Instructor: A Lee

ENGLISH

ENG-1B
Critical Thinking and Writing 4 UNITS
Prerequisite: ENG-1A or ENG-1AH
Description: Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)
47107  Last Day to add: 10/25/19
HYB 10/21/19 12/14/19 10:15AM 12:20PM MW QD203
10/21/19 12/14/19
HYB 10/21/19 12/14/19 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. Please note the start and end date.
Instructor: B Osgood-Treston

ENG-1B
Special Topics in English as a Second Language: Punctuation of Phrases and Clauses 2 UNITS
Prerequisite: None
Advisory: Qualification for or enrollment in ESL 53 or higher
Description: Provides students with the conventions of punctuation use in American English. Enhances the students competence in identifying types of phrases and clauses in English and in using proper punctuation in compound and complex sentence structures. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)
48878  Last Day to add: 10/26/19
WE 10/22/19 12/12/19 02:00PM 04:05PM TTH QD211
The above section is a short term class. Please note the start and end dates.
Instructor: A Lee

ENGLISH AS A SECOND LANGUAGE

ESL-90L
Special Topics in English as a Second Language: Punctuation of Phrases and Clauses 2 UNITS
Prerequisite: None
Advisory: Qualification for or enrollment in ESL 53 or higher
Description: Provides students with the conventions of punctuation use in American English. Enhances the students competence in identifying types of phrases and clauses in English and in using proper punctuation in compound and complex sentence structures. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)
48878  Last Day to add: 10/26/19
WE 10/22/19 12/12/19 02:00PM 04:05PM TTH QD211
The above section is a short term class. 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.)
48013  Last Day to add: 10/29/19
OL  10/21/19  12/14/19 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
48850  Last Day to add: 10/26/19
LEC  10/22/19  12/12/19 07:00AM 08:05AM TTH NURS154
The above section is a short term class. Please note start and end dates.
Instructor: K Slaughter
48003  Last Day to add: 10/25/19
LEC  10/21/19  12/11/19 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
48019  Last Day to add: 10/28/19
LEC  10/24/19  12/12/19 05:00PM 07:05PM TH DL205
The above section is a short term class. Please note the start and end dates. The above section is intended for Guardian Scholars (Foster Youth) Pathway Program students. For program and enrollment information please contact the Guardian Scholars (Foster Youth), Counselor, Jeremy Johnson, at 951-222-8251 or by email at jeremy.johnson@rcc.edu.
Instructor: J Johnson

GUI-46
Intro Transfer Process 1 UNIT
Prerequisite: None.
Description: Survey of transfer requirements with hands-on activities through the application process for students transferring to four-year institutions.
48882  Last Day to add: 10/25/19
LEC  10/21/19  12/09/19 08:00AM 10:05AM 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.
Instructor: M Maness
48024  Last Day to add: 10/25/19
LEC  10/21/19  12/09/19 10:15AM 12:35PM M CAK205
The above section is a short term class. Please note the start and end dates.
Instructor: K Magno

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)
48041  Last Day to add: 10/26/19
LEC  10/22/19  12/12/19 02:45PM 06:05PM TTH NURS151
The above section is a short term class. Please note start and end dates.
Instructor: S Brown

KINESIOLOGY

KIN-4
Nutrition 3 UNITS
Prerequisite: None.
Description: The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. 54 hours lecture.
48141  Last Day to add: 09/14/19
OL  10/21/19  12/14/19 ONLINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: J Kuk

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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.)

48288  
Last Day to add: 10/29/19  
OL  
10/21/19 12/13/19  
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:** S Ellis

48949  
Last Day to add: 10/29/19  
OL  
10/21/19 12/13/19  
ONLINE

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

**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.

48100  
Last Day to add: 10/29/19  
OL  
10/21/19 12/14/19  
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:** J McCarron

**KIN-24**

**Sports Officiating-Fall**  
3 UNITS

**Prerequisite:** None.

Description: Defines, analyzes and applies techniques and rules of officiating football, basketball and volleyball. 49257  
Last Day to add: 10/25/19  
LEC  
10/21/19 12/11/19  
09:30AM-10:30AM MW TCHA127

The above section is a web-enhanced class. Internet access is required.  
**Instructor:** J Kuk

**MAG-44**

**Principles of Management**  
3 UNITS

**Prerequisite:** None.

Description: An examination of ethical concerns including corporate, personal, global, responsibility and a global perspective are emphasized. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

48289  
Last Day to add: 10/29/19  
OL  
10/21/19 12/14/19  
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:** J Lehr

**MAG-47**

**Applied Business, Management Ethics**  
3 UNITS

**Prerequisite:** None.

Description: An examination of ethical concerns including corporate, personal, global, environmental, public related issues ethics audits, and corporate social responsibility. (Same as BUS-47)

48290  
Last Day to add: 10/25/19  
HYB  
10/21/19 12/11/19  
08:00AM-09:30AM MW BE204

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:** R Pardee
MAG-51
Elements of Supervision 3 UNITS
Prerequisite: None
Description: Covers responsibilities of a supervisor in industry, including organization, employee relations and evaluations.
48291  Last Day to add: 10/29/19
OL  10/21/19  12/14/19  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: J Pillay

MAG-52
Employee Training, Development 3 UNITS
Prerequisite: None
Description: An introduction to employee training and development techniques in human resources management.
48292  Last Day to add: 10/29/19
OL  10/21/19  12/14/19  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: D Judon

MAG-60
Introduction to Hospitality Management 3 UNITS
Prerequisite: None
Description: An introduction to hospitality management covering travel and tourism, resorts, clubs, casinos, lodging, and food and beverage industries with consideration given to issues in environment, technology, ethics, and international arena. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
48296  Last Day to add: 10/29/19
OL  10/21/19  12/14/19  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: S Fox

MARKETING

MKT-20
Principles of Marketing 3 UNITS
Prerequisite: None
Advisory: BUS-10
Description: Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research and strategic market planning. The course will survey with a global perspective, the selection of target markets as well as the development of the marketing mix: place, product, price and promotion. 54 hours lecture.
48299  Last Day to add: 10/29/19
OL  10/21/19  12/14/19  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: K Bhavsar

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.
48305  Last Day to add: 10/29/19
OL  10/21/19  12/14/19  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: 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.
48316  Last Day to add: 10/29/19
OL  10/21/19  12/14/19  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: C Richard

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 • W RK - Work Experience Lecture • W RK H - Hybrid Work Experience • W RK O - Work Experience Online
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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.  
48382  
OL 10/21/19 12/14/19  
LAST DAY TO ADD: 10/29/19  
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: P. Curtis  
48383  
OL 10/21/19 12/14/19  
LAST DAY TO ADD: 10/29/19  
The above section is a web-enhanced class. Internet access is required.  
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.  
48449  
WE 10/24/19 11/21/19 01:00PM 04:20PM  
LAST DAY TO ADD: 10/24/19  
The above section is a short-term web-enhanced class. Computer with Internet access is required.  
Instructor: G. Weeks  K. Reimer

**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.  
48464  
WE 10/23/19 12/11/19 08:00AM 11:10AM  
LAST DAY TO ADD: 10/27/19  
The above section is a short-term class. Internet access is required.  
Instructor: M. Fehn

**PARALEGAL STUDIES**

PAL-14  
**Legal Ethics**  
3 UNITS  
Prerequisite: None.  
Description: Rules, regulations and responsibilities guiding the ethical behavior of paralegal professionals focusing on real-life situations.  
48471  
OL 10/21/19 12/14/19  
LAST DAY TO ADD: 10/29/19  
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: P. Curtis  
48383  
OL 10/21/19 12/14/19  
LAST DAY TO ADD: 10/29/19  
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: P. Curtis

PAL-78  
**Civil Litigation and Procedures II**  
3 UNITS  
Prerequisite: PAL-68  
Description: Further study of civil litigation and procedures as it pertains to the role of a paralegal. Evidence, discovery techniques, preparation of briefs, settlement procedures, judgments, appeals, post trial procedures, and alternative methods of dispute resolution are emphasized. 54 hours lecture.  
48474  
HYB 10/23/19 12/11/19 11:10AM 02:20PM  
WE 12:00PM 02:20PM  
LAST DAY TO ADD: 10/27/19  
The above section is a short term hybrid class. Computer with Internet access required.  
Instructor: L. Judon  J. James

PAL-85  
**Family Law and Procedures**  
3 UNITS  
Prerequisite: None  
Description: Substantive law and procedures used in family law by a paralegal relative to dissolution of marriage, legal separation, custody proceedings and the rights of married and unmarried parties under community and separate property laws and cohabitation cases in California. 54 hours lecture.  
49115  
OL 10/21/19 12/14/19  
LAST DAY TO ADD: 10/29/19  
The above section is a short-term online class. Computer with Internet access required.  
Instructor: J. James
### 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.)  
49046  
Last Day to add: 10/29/19  
OL  
10/21/19  
12/14/19  
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.)  
47227  
Last Day to add: 10/29/19  
OL  
10/21/19  
12/14/19  
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-81**  
*Real Estate Practices*  
**3 UNITS**  
**Prerequisite:** None  
**Description:** Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state’s educational requirements for the brokers examination. 54 hours lecture.  
48591  
Last Day to add: 10/26/19  
HYB  
10/22/19  
12/10/19  
06:00PM  
09:10PM  
T  
QD204  
10/22/19  
12/10/19  
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

**RLE-82**  
*Legal Aspects of Real Estate*  
**3 UNITS**  
**Prerequisite:** None  
**Description:** California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. 54 hours lecture.  
49117  
Last Day to add: 10/29/19  
OL  
10/21/19  
12/14/19  
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:** C Byerly

### 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.  
49425  
Last Day to add: 12/14/19  
LAB  
10/26/19  
12/14/19  
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.  
49398  
Last Day to add: 12/16/19  
LAB  
10/21/19  
12/16/19  
09:00AM  
12:00PM  
M  
GOSKART  

The above section is a web-enhanced class. Internet access is required.  
**Instructor:** L Blackmore  
49408  
Last Day to add: 11/26/19  
LAB  
10/15/19  
11/26/19  
09:00AM  
12:26PM  
T  
GOSKART  

The above section is a web-enhanced class. Internet access is required.  
**Instructor:** S Maheshwari  
49412  
Last Day to add: 11/21/19  
LAB  
10/10/19  
11/21/19  
09:00AM  
12:26PM  
TH  
GOSKCLAS  

The above section is a web-enhanced class. Internet access is required.  
**Instructor:** S Maheshwari  
49406  
Last Day to add: 11/30/19  
LAB  
10/19/19  
11/30/19  
09:00AM  
12:26PM  
S  
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.

49383
Last Day to add: 12/13/19
LEC 10/16/19 12/13/19 10:00AM 10:30AM MW GOSKGYM
The above section is a web-enhanced class. Internet access is required.
Instructor: R Carter-Rosenbloom

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

49384
Last Day to add: 10/16/19
LEC 10/16/19 10/12/19 10:00AM 11:30AM MW GOSKGYM
The above section is a web-enhanced class. Internet access is required.
Instructor: H Kurland

LEC 10/16/19 12/19/19 01:15PM 02:45PM MTH VPCCLAS
The above section is a web-enhanced class. Internet access is required.
Instructor: L Zank

SCE-830

Mature Driver Improvement
0 UNITS

Prerequisite: None
Limitation on enrollment: Students must possess a valid California Drivers License and Description: This course is designed to update the driving skills of students 55 years and older. Curriculum is provided by the State of California DMV to help older drivers become more defensive, more alert to their surroundings as they drive and to familiarize them with new traffic laws. DMV requires that the course be 8 hours long and be open to a maximum of 30 students. Students will pay a nominal fee for the DMV Certificate of Completion. 8 hours lecture; Positive Attendance. (Non-credit course.)

49413
Last Day to add: 11/08/19
LAB 10/03/19 10/19/19 08:30AM 12:30PM THF GOSKCLAS
The above section is a web-enhanced class. Internet access is required.
Instructor: J Klug

49416
Last Day to add: 10/04/19
LAB 10/03/19 10/04/19 08:30AM 12:30PM THF MV5CCLAS
The above section is a web-enhanced class. Internet access is required.
Instructor: J Klug

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.)

49415
Last Day to add: 12/10/19
LAB 10/22/19 12/10/19 01:00PM 04:00PM T MV5CCLAS
The above section is a web-enhanced class. Internet access is required.
Instructor: L Souder
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.

48708  Last Day to add: 10/29/19
OL  10/21/19  12/14/19  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: C Sorenson

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.)

48684  Last Day to add: 10/26/19
HYB  10/21/19  12/11/19  02:00PM  04:30PM  TTH  QD129  ONLINE
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 a week. See www.opencampus.com. Please note the start and end dates.

Instructor: D Gaylor

49347  Last Day to add: 10/26/19
HYB  10/21/19  12/11/19  06:00PM  08:30PM  TTH  QD129  ONLINE
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 a week. Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: S Maldonado Reyna

Spanish 1