What Are Online, Hybrid and Web-enhanced Classes?

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

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

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

**Are You Ready for Online Learning?**

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

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

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

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

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

Please note: To enable online-based students to communicate more effectively with their instructors, students need to activate and use their RCCD e-mail address. The password and log in are required each time the student and faculty member logs into their Open Campus course section(s). At that time, the student will affirm that he/she is the individual signing in and completing the work for his/her online courses. Finally, anti-plagiarism software is used by faculty member to ensure academic honesty. Some online classes require proctored exams, either at one of the RCCD colleges or by an off-site proctor approved by the instructor. For additional information, please visit www.opencampus.com/students.html.

**What’s An Online Class Like?**

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

**Distance Education**


This website provides:

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

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

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

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

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

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

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

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

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

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

**SCORING:** Are Distance Learning classes for you? Score your responses: 3 points for each “a”, 2 points for each “b”, and 1 point for each “c”. 14 or over—a Distance Learning class is a real possibility for you. Between 8 and 13—Distance Learning classes may work for you, but you may need to make adjustments in your schedule and study habits to succeed. 7 or less—Distance Learning classes may not currently be the best alternative; talk with your counselor.

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

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

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.

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.

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.

ACC-1B  Principles of Accounting II  3 UNITS
Prerequisite: ACC-1A
Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to come to campus for a proctored final exam. Your instructor will have additional details.

Instructor: F. Stearns

Instructor: D. White

Instructor: F. Stearns

Instructor: A. Stoll

Instructor: F. Stearns
ACC-1B  Principles of Accounting II  3 UNITS  
Prerequisite: ACC-1A  
Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.  
37008 Last day to add: 10/30/18  
OL 10/22/18 12/14/18  
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. In addition to the online lecture, students are required to come to campus for a proctored final exam. Your instructor will have additional details.  
Instructor: P Worsham

ACC-62  Payroll Accounting  3 UNITS  
Prerequisite: ACC-1A or ACC-55  
Description: Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workers Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)  
37011 Last day to add: 10/30/18  
OL 10/22/18 12/14/18  
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.  
Instructor: M Scott

ACC-1B  Principles of Accounting II  3 UNITS  
Prerequisite: ACC-1A  
Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.  
47612 Last day to add: 09/07/18  
OL 08/27/18 12/14/18  
The above section is an online class. Computer with Internet access required. See www.opencampus.com.  
Instructor: F Stearns

ACC-1B  Principles of Accounting II  3 UNITS  
Prerequisite: ACC-1A  
Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.  
47614 Last day to add: 10/08/18  
OL 09/25/18 12/14/18  
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.  
Instructor: A Syed

ACC-55  Applied Accounting/Bookkeeping (same As Cat-55)  3 UNITS  
Prerequisite: None  
Description: This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)  
47615 Last day to add: 09/01/18  
OL 08/27/18 10/05/18  
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.  
Instructor: C Morris

ACC-65  Computerized Accounting  3 UNITS  
Prerequisite: ACC-1A or ACC/CAT-55  
Advisory: CIS-1A or CIS-3  
Description: An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)  
47617 Last day to add: 09/07/18  
OL 08/27/18 12/14/18  
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: N Raymundo

ADMINISTRATION OF JUSTICE

ADJ-1  Introduction to the Administration of Justice (same As Jus-1)  3 UNITS  
Prerequisite: None  
Description: The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. 54 hours lecture.  
47001 Last day to add: 09/07/18  
OL 08/27/18 12/14/18  
The above section is an online class. Computer with Internet access required. See www.opencampus.com.  
Instructor: O Thompson

ADJ-2  Principles and Procedures of the Justice System (same As Jus-2)  3 UNITS  
Prerequisite: None  
Description: This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional precedents. 54 hours lecture.  
47014 Last day to add: 09/07/18  
OL 08/27/18 12/14/18  
The above section is an online class. Computer with Internet access required. See www.opencampus.com.  
Instructor: O Thompson
ANTHROPOLOGY

ANT-1 Physical Anthropology 3 UNITS
Prerequisite: None
Description: An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.
47034 Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: L Gudiel

ANT-1 Physical Anthropology 3 UNITS
Prerequisite: None
Description: An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.
47037 Last day to add: 09/04/18
OL 08/27/18 10/21/18 ON LINE
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: L Broyles

ANT-1 Physical Anthropology 3 UNITS
Prerequisite: None
Description: An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.
37023 Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: A Gray

ADJ-3 Concepts of Criminal Law (same As Jus-3) 3 UNITS
Description: Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. 54 hours lecture.
47018 Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: O Thompson

ADJ-4 Legal Aspects of Evidence (same As Jus-4) 3 UNITS
Prerequisite: None
Description: Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture.
47020 Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: M Matuszak

AMERICAN SIGN LANGUAGE

AML-22 American Deaf Culture (same As Soc-20) 3 UNITS
Prerequisite: None
Description: An introduction to culture and values of Deaf people in North America as reflected in language, literature, art, history, political and social events. Class conducted in American Sign Language with English translation. 54 hours lecture.
47033 Last day to add: 09/04/18
OL 08/27/18 10/19/18 ON LINE
The above section is a short term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.
Instructor: T Korn

AML-22 American Deaf Culture (same As Soc-20) 3 UNITS
Prerequisite: None
Description: An introduction to culture and values of Deaf people in North America as reflected in language, literature, art, history, political and social events. Class conducted in American Sign Language with English translation. 54 hours lecture.
47034 Last day to add: 10/30/18
OL 10/22/18 12/14/18 ON LINE
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: T Korn
ANT-1 Physical Anthropology
Prerequisite: None
Description: An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.

47040 Last day to add: 09/07/18
OL 08/27/18 12/14/18
The above section is an online class. Computer with Internet access required.
Instructor: L Greathouse

ANT-1 Physical Anthropology
Prerequisite: None
Description: An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.

47041 Last day to add: 09/07/18
OL 08/27/18 12/14/18
The above section is an online class. Computer with Internet access required.
Instructor: L Greathouse

ANT-1 Physical Anthropology
Prerequisite: None
Description: An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.

47042 Last day to add: 09/07/18
OL 08/27/18 12/14/18
The above section is an online class. Computer with Internet access required.
Instructor: L Greathouse

ANT-2 Cultural Anthropology
Prerequisite: None
Description: An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. 54 hours lecture.

27041 Last day to add: 09/07/18
OL 08/27/18 12/14/18
The above section is an online class. Computer with Internet access required.
Instructor: L Broyles

ANT-2 Cultural Anthropology
Prerequisite: None
Description: An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. 54 hours lecture.

37024 Last day to add: 09/07/18
OL 08/27/18 12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: A Gray

ART-6 Art Appreciation
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.)

27914 Last day to add: 09/04/18
OL 08/27/18 10/21/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: A Cachia

ART-6 Art Appreciation
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.)

27972 Last day to add: 09/04/18
OL 08/27/18 10/21/18
ON LINE
The above section is an short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: A Cachia
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.)

37050  Last day to add: 09/04/18
OL  08/27/18  10/21/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.

Instructor: K Skiba

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

37051  Last day to add: 10/30/18
OL  10/22/18  12/14/18  ON LINE
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.

Instructor: K Skiba

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

47748  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

Instructor: A Herrera

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

47750  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

Instructor: K Skiba

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

47751  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.

Instructor: K Duffield

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.)

47743  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

Instructor: R Taube

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

47744  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

Instructor: R Taube

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

49428  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

Instructor: K Duffield
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)

37071 Last day to add: 10/30/18
OL 10/22/18 12/14/18 ON LINE
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: G Zwart

BUS-10 Introduction to Business 3 UNITS
Prerequisite: None.
Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)

47788 Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: R Pardee

BUS-10 Introduction to Business 3 UNITS
Prerequisite: None.
Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)

47790 Last day to add: 10/08/18
OL 09/25/18 12/14/18 ON LINE
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: C Ishihara

BUS-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)

47794 Last day to add: 10/19/18
OL 10/08/18 12/14/18 ON LINE
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: D Dokter
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)
47796  Last day to add: 11/23/18
OL  11/19/18  12/14/18
The above section is a short-term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: L Judon

BUS-18A  Business Law I  3 UNITS
Prerequisite: None
Description: The social and practical basis of the law. Covers the legal and
ethical environment of business, contracts, agency and employment, and the
law of sales. 54 hours lecture.
37075  Last day to add: 09/04/18
OL  08/28/18  10/21/18
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: T Wagner

BUS-18B  Business Law II  3 UNITS
Prerequisite: None
Description: Commercial paper, secured transactions, bankruptcy, agency and
employment, business organizations, governmental regulations, international
law, real and personal property and trusts and estates. 54 hours lecture.
47804  Last day to add: 10/30/18
OL  10/22/18  12/14/18
The above section is a short-term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: L Judon

BUS-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.
37081  Last day to add: 09/04/18
OL  08/27/18  10/21/18
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: P Worsham

BUS-20  Business Mathematics  3 UNITS
Prerequisite: None
Description: An introduction to quantitative approaches for solving common
business problems using general mathematics and first degree equations.
Includes the development and solution of problems in the areas of business
statistics, trade and cash discounts, markups and markdowns, perishables,
payroll, taxes, simple interest, promissory notes, compound interest, present
and future value, annuities and sinking funds, installment buying and credit
cards, home ownership costs, insurance, stocks and bonds, mutual funds,
financial reports, depreciation, inventory, and overhead. 54 hours lecture.
37083  Last day to add: 10/30/18
OL  10/22/18  12/14/18
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: P Worsham

BUS-20  Business Mathematics  3 UNITS
Prerequisite: None
Description: An introduction to quantitative approaches for solving common
business problems using general mathematics and first degree equations.
Includes the development and solution of problems in the areas of business
statistics, trade and cash discounts, markups and markdowns, perishables,
payroll, taxes, simple interest, promissory notes, compound interest, present
and future value, annuities and sinking funds, installment buying and credit
cards, home ownership costs, insurance, stocks and bonds, mutual funds,
financial reports, depreciation, inventory, and overhead. 54 hours lecture.
47808  Last day to add: 09/07/18
OL  08/27/18  12/14/18
The above section is an online class. Computer with Internet access required.
Instructor: R Pardee
### 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.

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

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

**Instructor:** V Mixson

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### 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.)

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

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

**Instructor:** C Ishihara

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### 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.

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

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

**Instructor:** 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.

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

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

**Instructor:** L Dunphy

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

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

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

**Instructor:** L Dunphy

---

### 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.

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

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

**Instructor:** A Martin

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

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

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

**Instructor:** E Doucette

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### BUS-48 International Management 3 UNITS
- **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.)

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

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

**Instructor:** C Ishihara
**BUS-80**  
**Principles of Logistics**  
**3 UNITS**  
**Prerequisite:** None  
**Description:** An introduction to the management of business logistics functions including purchasing, inventory management, transportation, warehousing and their related technologies. Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 54 hours lecture.  
**37092 Last day to add:** 10/30/18  
**OL**  
10/22/18  12/14/18  
ON LINE  
The above section is a short term online class. Computer with Internet access required.  
See www.opencampus.com. Please note the start and end dates.  
**Instructor:** R Beck

**BUS-82**  
**Freight Claims**  
**1.50 UNITS**  
**Prerequisite:** None  
**Description:** A study of loss avoidance and mitigation in transit and of the preparation, filing, and resolution. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)  
**37093 Last day to add:** 10/30/18  
**OL**  
10/22/18  12/14/18  
ON LINE  
The above section is a short term online class. Computer with Internet access required.  
See www.opencampus.com. Please note the start and end dates.  
**Instructor:** C Pentis

**BUS-83**  
**Contracts**  
**1.50 UNITS**  
**Prerequisite:** None  
**Description:** A study of the legal and regulatory requirements applicable to contracts for product transportation and logistics functions and considerations for drafting and negotiating contracts with freight carriers, warehouses and other logistics service providers. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)  
**37094 Last day to add:** 09/04/18  
**OL**  
08/27/18  10/21/18  
ON LINE  
The above section is a short term online class. Computer with Internet access required.  
See www.opencampus.com. Please note the start and end dates.  
**Instructor:** C Pentis

**BUS-86**  
**Transportation and Traffic Management**  
**3 UNITS**  
**Prerequisite:** None  
**Description:** A study of the freight transportation system including the demand for freight movement, laws, regulations, pricing, and policies, traffic management and international transportation issues. Focuses on how transportation collaborates with other supply chain functions to optimize cost and customer service. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)  
**37791 Last day to add:** 09/04/18  
**OL**  
08/27/18  10/21/18  
ON LINE  
The above section is a short term online class. Computer with Internet access required.  
See www.opencampus.com. Please note the start and end dates.  
**Instructor:** C Pentis

**BUS-87**  
**Purchasing and Supply Management**  
**3 UNITS**  
**Prerequisite:** None  
**Description:** Study of the purchasing and supply manager’s responsibilities including the identification, acquisition, positioning and management of materials, services and equipment that organizations needs to attain their goals. Emphasis is on decision making, integration with suppliers, critical internal relationships, and customer (end user) service. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)  
**37095 Last day to add:** 09/04/18  
**OL**  
08/27/18  10/21/18  
ON LINE  
The above section is a short term online class. Computer with Internet access required.  
See www.opencampus.com. Please note the start and end dates.  
**Instructor:** R Beck

**BUS-90**  
**International Logistics**  
**3 UNITS**  
**Prerequisite:** None  
**Description:** An introduction to the role of logistics in global business; including the economic and service characteristics of international transportation providers, the government’s role, documentation and terms of sale used in global business, and the fundamentals of effective export and import management. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)  
**37096 Last day to add:** 10/30/18  
**OL**  
10/22/18  12/14/18  
ON LINE  
The above section is a short term online class. Computer with Internet access required.  
See www.opencampus.com. Please note the start and end dates.  
**Instructor:** R Beck

**COMMUNICATION STUDIES**

**COM-12**  
**Intercultural Communication**  
**3 UNITS**  
**Prerequisite:** None  
**Advisory:** COM-51 and qualification for ENG-1A  
**Description:** This course provides an introduction to the factors affecting intercultural communication. This course focuses on the communication behaviors and values common to all cultures and ethnic groups, as well as the differences that may insulate and divide people. Students will examine influences on the communication process, including aspects such as stereotyping, gender roles, values, beliefs, verbal and nonverbal communication patterns, conflict styles and much more. Students will learn to overcome the communication problems that may result when members of other cultures and/or ethnic groups communicate by evaluating their own intercultural communication patterns and learning skills to increase their effectiveness. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)  
**37158 Last day to add:** 09/04/18  
**OL**  
08/27/18  10/21/18  
ON LINE  
The above section is a short term online class. Computer with Internet access required.  
See www.opencampus.com. Please note the start and end dates.  
**Instructor:** A Olaerts
COM-12  Intercultural Communication  3 UNITS  
Prerequisite: None  
Advisory: COM-51 and qualification for ENG-1A  
Description: This course provides an introduction to the factors affecting intercultural communication. This course focuses on the communication behaviors and values common to all cultures and ethnic groups, as well as the differences that may insulate and divide people. Students will examine influences on the communication process, including aspects such as stereotyping, gender roles, values, beliefs, verbal and nonverbal communication patterns, conflict styles and much more. Students will learn to overcome the communication problems that may result when members of other cultures and/or ethnic groups communicate by evaluating their own intercultural communication patterns and learning skills to increase their effectiveness. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

47085  Last day to add: 09/07/18  
OL  08/27/18  12/14/18  ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: J Gibbons-Anderson

COM-13  Gender and Communication  3 UNITS  
Prerequisite: None  
Advisory: COM-51 and qualification for ENG-1A  
Description: A study of theories that address communication styles including similarities and differences between masculine and feminine gender types. Integrates theories to heighten students’ awareness of the importance of gender as a communication variable. Theoretical approaches to the development of gender are discussed. Gender communication issues are addressed with an emphasis on listening, perception, verbal, nonverbal communication, and conflict management in interpersonal, small group and various other contexts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

47088  Last day to add: 09/07/18  
OL  08/27/18  12/14/18  ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: E Romero

COM-20  Introduction to Communication Theory  3 UNITS  
Prerequisite: None  
Advisory: COM-51 and/or qualification for ENG 1A  
Description: A survey of the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication. This course explores the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication as an academic field of study. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

47091  Last day to add: 09/07/18  
OL  08/27/18  12/14/18  ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: C Ruth

COMPUTER APPLICATIONS/OFFICE

CAT-1A  Business Etiquette  1 UNIT  
Prerequisite: None  
Description: This course provides students with both the knowledge and the skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image. It addresses additional topics, such as financial planning, appropriate use of workplace technologies, and written business communications, that students need to know when transitioning from campus to the workplace. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

47820  Last day to add: 09/04/18  
OL  08/27/18  10/19/18  ON LINE  
The above section is a short-term online class. Please note the start and end dates. Computer with Internet access required.  
Instructor: P Bainum
CAT-1A  Business Etiquette  1 UNIT
Prerequisite: None
Description: This course provides students with both the knowledge and the skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image. It addresses additional topics, such as financial planning, appropriate use of workplace technologies, and written business communications, that students need to know when transitioning from campus to the workplace. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

49242  Last day to add: 10/30/18
0L  10/22/18  12/14/18  ON LINE

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

47822  Last day to add: 09/04/18
0L  08/27/18  10/19/18  ON LINE

The above section is an online class. Please note the start and end dates. Computer with Internet access required. See. www.opencampus.com.
Instructor: P Bainum

CAT-31  Business Communications  3 UNITS
Prerequisite: None
Advisory: CAT-30
Description: This course is designed to teach the fundamentals of written and oral communications in business by providing specific practical applications. Emphasis will be on written and oral communications, stressing the most common forms of correspondence. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

47823  Last day to add: 10/30/18
0L  10/22/18  12/14/18  ON LINE

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

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.)

47825  Last day to add: 10/30/18
0L  10/22/18  12/14/18  ON LINE
0LL  10/22/18  12/14/18  ON LINE

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

47822  Last day to add: 09/04/18
0L  08/27/18  10/19/18  ON LINE

The above section is an online class. Please note the start and end dates. Computer with Internet access required. See. www.opencampus.com.
Instructor: P Bainum

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.)

47825  Last day to add: 10/30/18
0L  10/22/18  12/14/18  ON LINE
0LL  10/22/18  12/14/18  ON LINE

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

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.)

47824  Last day to add: 09/04/18
0L  08/27/18  10/19/18  ON LINE
0LL  08/27/18  10/19/18  ON LINE

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

CAT-50  Keyboarding and Document Processing  3 UNITS
Prerequisite: None
Description: Develops motor coordination, memory, thinking, and problem solving skills. Includes mastery of the keyboard on computers and introduction to personal and business typing using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

47826  Last day to add: 09/04/18
0L  08/27/18  10/19/18  ON LINE
0LL  08/27/18  10/19/18  ON LINE

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

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.)

47827  Last day to add: 10/30/18
0L  10/22/18  12/14/18  ON LINE
0LL  10/22/18  12/14/18  ON LINE

The above section is a short-term online class. Computer with Internet access required. See. www.opencampus.com. All hours, including the 18-hours laboratory requirement, are completed online. Please note the start and end dates.
Instructor: S Huyssoon
CAT-55  Applied Accounting/Bookkeeping  
(same As Acc-55)  3 UNITS  
**Prerequisite:** None  
**Description:** This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)  
47829  Last day to add: 09/01/18  
OL  08/27/18  10/19/18  ON LINE  
The above section is a short-term online class. Computer with Internet access required.  
See www.opencampus.com. Please note the start and end dates.  
**Instructor:** C Morris

CAT-80  Word Processing: Microsoft Word for Windows  3 UNITS  
**Prerequisite:** None  
**Advisory:** Typing knowledge/skills with at least 40 wpm  
**Description:** This course provides introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA Option)  
47830  Last day to add: 09/04/18  
OL  08/27/18  10/19/18  ON LINE  
OLL  08/27/18  10/19/18  ON LINE  
The above section is a short-term, online class. Computer with Internet access required.  
See www.opencampus.com. Please note the start and end dates.  
**Instructor:** C Morris

CAT-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.)  
49243  Last day to add: 11/10/18  
OL  11/05/18  12/14/18  ON LINE  
OLL  11/05/18  12/14/18  ON LINE  
The above section is a short-term, online class. Computer with Internet access required.  
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.  
**Instructor:** J Lehr

CAT-91  Microsoft Project (same As Cis-91)  3 UNITS  
**Prerequisite:** None  
**Description:** This course utilizes Microsoft Project to build, track, and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking, and information analysis. 54 hours lecture and 18 hours laboratory. (TBA option)  
47832  Last day to add: 09/04/18  
OL  08/27/18  10/19/18  ON LINE  
OLL  08/27/18  10/19/18  ON LINE  
The above section is a short-term online class. Computer with Internet access required.  
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.  
**Instructor:** N Ghori

CAT-98A  Introduction to Excel  1.50 UNITS  
**Prerequisite:** None.  
**Description:** Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)  
37100  Last day to add: 09/04/18  
OL  08/27/18  10/21/18  ON LINE  
OLL  08/27/18  10/21/18  ON LINE  
The above section is a short term online class. Computer with Internet access required.  
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, will be completed online. Please note the start and end dates.  
**Instructor:** B Fuller

CAT-98A  Introduction to Excel (same As Cis-98a)  1.50 UNITS  
**Prerequisite:** None.  
**Description:** Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)  
47834  Last day to add: 09/01/18  
OL  08/27/18  10/05/18  ON LINE  
OLL  08/27/18  10/05/18  ON LINE  
The above section is a short-term online class. Computer with Internet access required.  
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.  
**Instructor:** S Fore

CAT-98B  Advanced Excel (same As Cis-98b)  1.50 UNITS  
**Prerequisite:** CAT/CIS-98A  
**Description:** Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours of laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)  
47836  Last day to add: 10/27/18  
OL  10/22/18  11/30/18  ON LINE  
OLL  10/22/18  11/30/18  ON LINE  
The above section is a short-term online class. Computer with Internet access required.  
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.  
**Instructor:** N Ghori
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.

27925  Last day to add: 10/30/18
OL  10/22/18  12/14/18  ON LINE
OLL  10/22/18  12/14/18  ON LINE

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

CIS-1A  Intro to Comp Info Sys  3 UNITS
Prerequisite: None.
Description: An introduction to computer concepts and theory, information systems, and computer applications. The development of computer based solutions to business problems using word processors, spreadsheets, databases, presentation graphics, and the Internet.

37124  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
OLL  08/27/18  12/14/18  ON LINE

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

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.

37125  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
OLL  08/27/18  12/14/18  ON LINE

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

CIS-1A  Intro to Comp Info Sys  3 UNITS
Prerequisite: None.
Description: An introduction to computer concepts and theory, information systems, and computer applications. The development of computer based solutions to business problems using word processors, spreadsheets, databases, presentation graphics, and the Internet.

37126  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
OLL  08/27/18  12/14/18  ON LINE

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

CIS-1A  Intro to Comp Info Sys  3 UNITS
Prerequisite: None.
Description: An introduction to computer concepts and theory, information systems, and computer applications. The development of computer based solutions to business problems using word processors, spreadsheets, databases, presentation graphics, and the Internet.

37127  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
OLL  08/27/18  12/14/18  ON LINE

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

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.

47919  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
OLL  08/27/18  12/14/18  ON LINE

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

CIS-1A  Intro to Comp Info Sys  3 UNITS
Prerequisite: None.
Description: An introduction to computer concepts and theory, information systems, and computer applications. The development of computer based solutions to business problems using word processors, spreadsheets, databases, presentation graphics, and the Internet.

47920  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
OLL  08/27/18  12/14/18  ON LINE

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

CIS-1A  Intro to Comp Info Sys  3 UNITS
Prerequisite: None.
Description: An introduction to computer concepts and theory, information systems, and computer applications. The development of computer based solutions to business problems using word processors, spreadsheets, databases, presentation graphics, and the Internet.

47927  Last day to add: 09/01/18
OL  08/27/18  10/06/18  ON LINE
OLL  08/27/18  10/06/18  ON LINE

The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: J Lehr
CIS-1A  Intro to Comp Info Sys  3 UNITS
Prerequisite: None.
Description: An introduction to computer concepts and theory, information systems, and computer applications. The development of computer based solutions to business problems using word processors, spreadsheets, databases, presentation graphics, and the Internet.

47929  Last day to add: 11/10/18
OL  11/05/18  12/14/18  ON LINE
OLL  11/05/18  12/14/18  ON LINE

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

Instructor: J Lehr

CIS-1A  Intro to Comp Info Sys  3 UNITS
Prerequisite: None.
Description: An introduction to computer concepts and theory, information systems, and computer applications. The development of computer based solutions to business problems using word processors, spreadsheets, databases, presentation graphics, and the Internet.

47930  Last day to add: 10/30/18
OL  10/22/18  12/14/18  ON LINE
OLL  10/22/18  12/14/18  ON LINE

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

Instructor: J Berry

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.

49254  Last day to add: 09/04/18
OL  08/27/18  10/19/18  ON LINE
OLL  08/27/18  10/19/18  ON LINE

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

Instructor: G Patton

CIS-1B  Advanced Concepts in Computer Information Systems  3 UNITS
Prerequisite: CIS-1A
Description: Advanced computer applications. Advanced concepts and skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking, and embedding are covered. 54 hours lecture and 18 hours laboratory. (TBA option)

47934  Last day to add: 10/30/18
OL  10/22/18  12/14/18  ON LINE
OLL  10/22/18  12/14/18  ON LINE

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

Instructor: D Thompson

CIS-2  Fundamentals of Systems Analysis (same As Csc-2)  3 UNITS
Prerequisite: None
Description: The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

47935  Last day to add: 09/04/18
OL  08/27/18  10/19/18  ON LINE
OLL  08/27/18  10/19/18  ON LINE

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

Instructor: P Conrad

CIS-5  Programming Concepts and Methodology I: C++  4 UNITS
Prerequisite: None
Advisory: CIS-1A
Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.

37131  Last day to add: 09/07/18
HYBO  08/27/18  12/14/18  ON LINE
HYBL  08/27/18  12/14/18  09:35AM 12:45PM M  STEM 115

The above section is a hybrid class and has an 54-hour lecture to be completed online. Computer with Internet access required. See www.opencampus.com.

Instructor: J Bow
CIS-5 Programming Concepts and Methodology I: C++  4 UNITS
Prerequisite: None
Advisory: CIS-1A
Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.

Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
OLL 08/27/18  12/14/18  ON LINE

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

CIS-5 Programming Concepts and Methodology I: C++  4 UNITS
Prerequisite: None
Advisory: CIS-1A
Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.

Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
OLL 08/27/18  12/14/18  ON LINE

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

CIS-5 Programming Concepts and Methodology I: C++ (same As Csc-5)  4 UNITS
Prerequisite: None
Advisory: CIS-1A
Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.

Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
OLL 08/27/18  12/14/18  ON LINE

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

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

Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
OLL 08/27/18  12/14/18  ON LINE

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

CIS-20 Systems Analysis and Design (same As Csc-20)  3 UNITS
Prerequisite: CIS-2
Advisory: Students should have a working knowledge of MS Access
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.)

Last day to add: 10/30/18
OL 10/22/18  12/14/18  ON LINE
OLL 10/22/18  12/14/18  ON LINE

The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: S Bhatia
CIS-21  Introduction to Operating Systems  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.)
OL 08/27/18  12/14/18
OLL 08/27/18  12/14/18

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

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)
OL 10/22/18  12/14/18
OLL 10/22/18  12/14/18

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

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.)
OL 10/22/18  12/14/18
OLL 10/22/18  12/14/18

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

CIS-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)
OL 08/27/18  10/19/18
OLL 08/27/18  10/19/18

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-72A  Introduction to Web Page Creation  1.50 UNITS
Prerequisite: None
Advisory: CAT/CIS-95A or competency in the use of a computer, familiarity with the Internet.
Description: An introduction to Web page creation using Extensible Hyperertext 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)
OL 08/27/18  10/19/18
OLL 08/27/18  10/19/18

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

CIS-72B  Intermediate Web Page Creation Using Cascading Style Sheets (CSS)  1.50 UNITS
Prerequisite: None
Advisory: Knowledge of HTML and the Internet and CIS-72A and CIS-95A
Description: Intermediate Web page creation using cascading style sheets (CSS) to format and lay out web page content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins, and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)
OL 10/22/18  12/14/18
OLL 10/22/18  12/14/18

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-76B  Introduction to Dreamweaver  3 UNITS  
Prerequisite: None  
Advisory: CAT/CIS-95A  
Description: Provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Dreamweaver. The course uses Dreamweaver to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.) 

OL 10/22/18 12/14/18 ON LINE  
OLL 10/22/18 12/14/18 ON LINE  

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

CIS-78A  Introduction to Adobe Photoshop (same As Cat-78a)  3 UNITS  
Prerequisite: None  
Description: Introduction to Adobe Photoshop including selections, layers, masks, channels and vector art for manipulating images. (Same as CAT-78A) 

OL 08/27/18 12/14/18 ON LINE  
OLL 08/27/18 12/14/18 ON LINE  

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

CIS-80  Word Processing: Microsoft Word for Windows (same As Cat-80)  3 UNITS  
Prerequisite: None  
Advisory: Typing knowledge/skills with at least 40 wpm  
Description: This course is designed to provide introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. 

OL 08/27/18 10/19/18 ON LINE  
OLL 08/27/18 10/19/18 ON LINE  

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

CIS-90  Microsoft Outlook (same As Cat-90)  3 UNITS  
Prerequisite: None  
Description: Communication, information sharing and collaboration using Microsoft Outlook. (Same as CAT-90) 

OL 11/05/18 12/14/18 ON LINE  
OLL 11/05/18 12/14/18 ON LINE  

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

CIS-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 08/27/18 10/19/18 ON LINE  
OLL 08/27/18 10/19/18 ON LINE  

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

CIS-98A  Introduction to Excel (same As Cat-98a)  1.50 UNITS  
Prerequisite: None.  
Description: An introduction to electronic spreadsheets using Excel. (Same as CAT-98A) 

OL 08/27/18 10/21/18 ON LINE  
OLL 08/27/18 10/21/18 ON LINE  

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

CIS-98B  Advanced Excel (same As Cat-98b)  1.50 UNITS  
Prerequisite: CAT/CIS-98A  
Description: Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation. Spreadsheet manipulation 

OL 10/22/18 11/30/18 ON LINE  
OLL 10/22/18 11/30/18 ON LINE  

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

CSC-5  Programming Concepts and Methodology I: C++  
(same As Cis-5)  
4 UNITS

Prerequisite: None
Advisory: CIS-1A
Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.

CSC-18A  Java Programming: Objects  
(same As Cis-18A)  
3 UNITS

Prerequisite: None
Advisory: CIS/CSC-5
Description: An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory.

CSC-20  Systems Analysis and Design  
(same As Cis-20)  
3 UNITS

Prerequisite: CIS/CSC-2
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.

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.


<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Prerequisite</th>
<th>Start Dates</th>
<th>End Dates</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC-61</td>
<td><strong>Introduction to Database Theory</strong> (same As Cis-61)</td>
<td>None</td>
<td>08/27/18</td>
<td>10/19/18</td>
<td>ON LINE</td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td></td>
<td>08/27/18</td>
<td>10/19/18</td>
<td>ON LINE</td>
</tr>
<tr>
<td>CSC-62</td>
<td><strong>MS Access DBMS: Comprehensive</strong> (same As Cis-62)</td>
<td>None</td>
<td>08/27/18</td>
<td>10/19/18</td>
<td>ON LINE</td>
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<td>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)</td>
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<td>08/27/18</td>
<td>10/19/18</td>
<td>ON LINE</td>
</tr>
<tr>
<td>CSC-63</td>
<td><strong>Introduction to Sql</strong> (same As Cis-63)</td>
<td>None</td>
<td>10/22/18</td>
<td>12/14/18</td>
<td>ON LINE</td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td></td>
<td>10/22/18</td>
<td>12/14/18</td>
<td>ON LINE</td>
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</tbody>
</table>

**EARLY CHILDHOOD EDUCATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Prerequisite</th>
<th>Start Dates</th>
<th>End Dates</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAR-20</td>
<td><strong>Child Growth and Development</strong></td>
<td>None</td>
<td>08/27/18</td>
<td>12/14/18</td>
<td>ON LINE</td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td></td>
<td>08/27/18</td>
<td>12/14/18</td>
<td>ON LINE</td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td></td>
<td>08/27/18</td>
<td>12/14/18</td>
<td>ON LINE</td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td></td>
<td>08/27/18</td>
<td>12/14/18</td>
<td>ON LINE</td>
</tr>
</tbody>
</table>

Instructor: S Ruiz

Instructor: S Sumiati

Instructor: S Burnett

Instructor: M Thompson

Instructor: S Bhatia
EAR-20  Child Growth and Development  3 UNITS  
Prerequisite: None  
Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.  
38023  Last day to add: 09/07/18  
OL  08/27/18  12/14/18  ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: S Burnett  

EAR-20  Child Growth and Development  3 UNITS  
Prerequisite: None  
Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.  
48047  Last day to add: 09/07/18  
OL  08/27/18  12/14/18  ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: S Yates  

EAR-20  Child Growth and Development  3 UNITS  
Prerequisite: None  
Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.  
48056  Last day to add: 09/07/18  
OL  08/27/18  12/14/18  ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: E Philippsen  

EAR-26  Health, Safety and Nutrition  3 UNITS  
Prerequisite: None.  
Description: A study of health, safety and nutrition factors of importance to the teacher, child and family of the young child.  
27207  Last day to add: 09/07/18  
OL  08/27/18  12/14/18  ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: K Fausett  

EAR-26  Health, Safety and Nutrition  3 UNITS  
Prerequisite: None.  
Description: A study of health, safety and nutrition factors of importance to the teacher, child and family of the young child.  
37829  Last day to add: 09/07/18  
OL  08/27/18  12/14/18  ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: B Zentgraf  

EAR-26  Health, Safety and Nutrition  3 UNITS  
Prerequisite: None.  
Description: A study of health, safety and nutrition factors of importance to the teacher, child and family of the young child.  
48063  Last day to add: 09/07/18  
OL  08/27/18  12/14/18  ON LINE  
The above section is an online class. Computer with Internet access required.  
Instructor: S Yates
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<th>Instructor</th>
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<tr>
<td>EAR-28</td>
<td>Principles and Practices of Teaching Young Children</td>
<td>3</td>
<td>None</td>
<td>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.</td>
<td>27210</td>
<td>08/27/18</td>
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<td>Instructors: D Cazares, S Sumiati</td>
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<td>12/14/18</td>
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<td>48066</td>
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<td>EAR-40</td>
<td>Intro Children With Special Needs</td>
<td>3</td>
<td>None</td>
<td>Description: Introduces variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture. (Letter Grade only.)</td>
<td>48075</td>
<td>08/27/18</td>
<td>12/14/18</td>
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<td>EAR-42</td>
<td>Child, Family, and Community</td>
<td>3</td>
<td>None</td>
<td>Description: An examination of the developing child in a societal context focusing on child, family, and the community with an emphasis on historical and socio-cultural factors. 54 hours lecture.</td>
<td>27210</td>
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<td>12/14/18</td>
<td>M Thompson</td>
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<td>Instructors: M Thompson</td>
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<td>08/27/18</td>
<td>12/14/18</td>
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<td>Instructors: M Thompson, S Yates</td>
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</table>
EAR-47 Childhood Stress and Trauma 3 UNITS
Prerequisite: None
Description: This course is a comprehensive overview of concepts, theories, and issues related to childhood stress and trauma. Emphasis is on the short- and long-term effects that stress and trauma have on the physical, cognitive, language, social, and emotional stages of a child's development. Students will be introduced to child behavior patterns and potential responses to stress and trauma. Students will examine research and innovative methods that support the child's coping skills and healing process. This course is designed to develop an understanding of how children react and adapt to stress and trauma and what parents and early childhood practitioners can do to assist children. Outside observations required. 54 hours lecture.
27756 Last day to add: 09/07/18
OL 08/27/18 12/14/18
The above section is an online class. Computer with Internet access required.
See www.opencampus.com
Instructor: K Fausett

EAR-47 Childhood Stress and Trauma 3 UNITS
Prerequisite: None
Description: This course is a comprehensive overview of concepts, theories, and issues related to childhood stress and trauma. Emphasis is on the short- and long-term effects that stress and trauma have on the physical, cognitive, language, social, and emotional stages of a child's development. Students will be introduced to child behavior patterns and potential responses to stress and trauma. Students will examine research and innovative methods that support the child's coping skills and healing process. This course is designed to develop an understanding of how children react and adapt to stress and trauma and what parents and early childhood practitioners can do to assist children. Outside observations required. 54 hours lecture.

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.

EAR-54 Contemporary Parent 1 UNIT
Prerequisite: None
Description: This course examines factors affecting child-rearing in the changing social environment.

EAR-54 Contemporary Parent 1 UNIT
Prerequisite: None
Description: This course examines factors affecting child-rearing in the changing social environment.

Instructor: S Yates

EAR-53 Parenting-Guiding Yng Children 2 UNITS
Prerequisite: None
Description: Theoretical and practical guidance and discipline techniques that influence and shape behavior.

EAR-53 Parenting-Guiding Yng Children 2 UNITS
Prerequisite: None
Description: Theoretical and practical guidance and discipline techniques that influence and shape behavior.

Instructor: D Cazares

Instructor: D Cazares

Instructor: T Morshed

Instructor: T Morshed
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<th>Course Code</th>
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<tr>
<td>ECO-7</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
<td>MAT-52</td>
<td>Economic theory and analysis as applied to consumer and producer behavior in markets. 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.</td>
<td>MAT-35 and qualification for ENG-1A</td>
<td>A Casolari</td>
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<tr>
<td>ECO-8</td>
<td>Principles of Microeconomics</td>
<td>3</td>
<td>MAT-52</td>
<td>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.</td>
<td>MAT-35 and qualification for ENG-1A</td>
<td>T Morshed</td>
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<tr>
<td>ENG-1A</td>
<td>English Composition</td>
<td>4</td>
<td>ENG-50 or ENG-80 or qualifying placement level</td>
<td>Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include expository, 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.</td>
<td>ENG-50 or ENG-80 or qualifying placement level</td>
<td>M Schwartz</td>
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<td>Description</td>
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<td>OL: 08/27/18 12/14/18 ON LINE</td>
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<td>OL: 08/27/18 12/14/18 MLK 119</td>
<td>D Stokes</td>
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In addition to the time spent in the online class, students are required to attend the Writing and Reading Center in MLK 119 once a week for 50 minutes in order to fulfill the 18-hour lab requirement. Students must use WebAdvisor to schedule their lab requirement. See WRC-Lab in WebAdvisor for available laboratory sections. Internet access required. See www.opencampus.com.

Instructor: D Stokes
## ENG-1A English Composition 4 UNITS

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

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

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**Instructor:** D Stokes

## 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)

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<td>27299</td>
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<td>MLK 119</td>
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The above section is a short term online class. Computer with Internet access required.

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

**Instructor:** M Schwartz

## ENG-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)

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

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

**Instructor:** D Hall

## ENG-1B Critical Thinking and Writing 4 UNITS

**Prerequisite:** ENG-1A or ENG-1AH

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
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<td>27302</td>
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<td>ON LINE</td>
</tr>
</tbody>
</table>

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

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

**Instructor:** D Hall

## ENG-1B Critical Thinking and Writing 4 UNITS

**Prerequisite:** ENG-1A or ENG-1AH

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

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<td>ON LINE</td>
</tr>
</tbody>
</table>

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

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

**Instructor:** M Sonico
ENGLISH AS A SECOND LANGUAGE

ESL-90D  Special Topics in ESL: Verb Tense Review  2 UNITS
Prerequisite: None
Advisory: Qualification for or enrollment in ESL 54 or higher
Description: Provides students with intensive review, practice, and use of all the basic English verb tenses. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)
27740  Last day to add: 10/30/18
OL 10/22/18  12/14/18  ON LINE
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: J Kim

GAME DEVELOPMENT

GAM-22  Game Design Principles  4 UNITS
Prerequisite: None
Description: An introduction to the fundamental techniques, concepts, and vocabulary of game design. Students will design original non-digital prototypes and games, using iteration and playtesting best practices. Topics include formal elements of games, mechanics and dynamics, decision-making, flow states and player psychology, the MDA Framework, the iterative process, and rapid prototyping. 54 hours lecture and 54 hours laboratory.
37356  Last day to add: 09/07/18
OL 08/27/18  12/14/18  ON LINE
OLL 08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: J Perry

GAM-50  Introduction to Game Programming  3 UNITS
Prerequisite: None
Description: A first course in programming for games stressing fundamental programming principles. Computer programming logic is introduced with hands on game development projects using an industry standard game engine. No previous computer programming experience is required. (Same as CIS-50)
37363  Last day to add: 09/07/18
OL 08/27/18  12/14/18  ON LINE
OLL 08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: J Finley
GEOGRAPHY

GEG-1  Physical Geography  3 UNITS
Prerequisite: None
Description: The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

27368  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE

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

GEG-1  Physical Geography  3 UNITS
Prerequisite: None
Description: The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

27369  Last day to add: 09/15/18
OL  08/27/18  10/21/18  ON LINE

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

GEG-1  Physical Geography  3 UNITS
Prerequisite: None
Description: The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

47339  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE

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

GEG-1  Physical Geography  3 UNITS
Prerequisite: None
Description: The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

49148  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE

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

GEG-1  Physical Geography  3 UNITS
Prerequisite: None
Description: The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

27990  Last day to add: 10/30/18
OL  10/22/18  12/14/18  ON LINE

The above section is a short term online class. Computer with Internet access required.
Instructor: J De Gange

GEG-1  Physical Geography  3 UNITS
Prerequisite: None
Description: The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

43732  Last day to add: 10/30/18
OL  10/22/18  12/14/18  ON LINE

The above section is a short-term online class. Computer with Internet access required.
Instructor: A Marquis
GUIDANCE

GUI-45 Introduction to College 1 UNIT
Prerequisite: None
Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.).
Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success.
18 hours lecture. (Pass/No Pass only.)
48301 Last day to add: 09/04/18
OL 08/27/18 10/19/18 ON LINE
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: E Brown

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.)
48301 Last day to add: 09/04/18
OL 08/27/18 10/19/18 ON LINE
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

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.)
48302 Last day to add: 10/30/18
OL 10/22/18 12/14/18 ON LINE
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: E Brown

GUI-47 Career Exploration and Life Planning 3 UNITS
Prerequisite: None
Description: In depth career and life planning: topics include extensive exploration of one’s values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one’s skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.
27394 Last day to add: 09/04/18
OL 08/27/18 10/21/18 ON LINE
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: M Pacheco
GUI-47  Career Exploration and Life Planning  3 UNITS
Prerequisite: None
Description: In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.
27397  Last day to add: 09/04/18
OL  08/27/18  10/21/18
ON LINE
The above section is a short-term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: J Howard

GUI-47  Career Exploration and Life Planning  3 UNITS
Prerequisite: None
Description: In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.
27398  Last day to add: 10/29/18
OL  10/21/18  12/14/18
ON LINE
The above section is a short-term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: J Howard

GUI-47  Career Exploration and Life Planning  3 UNITS
Prerequisite: None
Description: In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.
37389  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with ONLINE internet access required.
Instructor: L Dominguez

GUI-47  Career Exploration and Life Planning  3 UNITS
Prerequisite: None
Description: In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.
37937  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an ONLINE Class. Computer with ONLINE internet access required.
Instructor: J Rubino

GUI-47  Career Exploration and Life Planning  3 UNITS
Prerequisite: None
Description: In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.
48315  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: E Brown

GUI-47  Career Exploration and Life Planning  3 UNITS
Prerequisite: None
Description: In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.
48316  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: E Brown
HIS-6  Political and Social History of the United States 3 UNITS
Prerequisite: None
Description: Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. Students may not receive credit for both HIS-6 and HIS-6H. 54 hours lecture.
27436  Last day to add: 10/30/18
OL  10/22/18  12/14/18  ON LINE
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: K Robertson-Estrada

GUI-47  Career Exploration and Life Planning 3 UNITS
Prerequisite: None
Description: In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.
48320  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: R Ramos-Betancourt

GUI-47  Career Exploration and Life Planning 3 UNITS
Prerequisite: None
Description: In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.
48321  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: R Ramos-Betancourt

HIS-6  Political and Social History of the United States 3 UNITS
Prerequisite: None
Description: Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. Students may not receive credit for both HIS-6 and HIS-6H. 54 hours lecture.
27966  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: E Gregory

HIS-6  Political and Social History of the United States 3 UNITS
Prerequisite: None
Description: Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. Students may not receive credit for both HIS-6 and HIS-6H. 54 hours lecture.
47369  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: Y Yanni

HIS-7  Political and Social History of the United States 3 UNITS
Prerequisite: None
Description: Political, social, and economic development of the United States from 1877 to the present; the evolution of American thought and institution; principles of national, state, and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.
27441  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: K Robertson-Estrada
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<th>Course Title</th>
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<th>Prerequisite</th>
<th>Description</th>
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<td>Political and Social History of the United States</td>
<td>3</td>
<td>None</td>
<td>Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institution; principles of national, state, and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.</td>
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<td>J Kim</td>
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<td>None</td>
<td>Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institution; principles of national, state, and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.</td>
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<td>09/07/18</td>
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<td>Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institution; principles of national, state, and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.</td>
<td>09/07/18</td>
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<tr>
<td>HUM-4</td>
<td>Arts and Ideas: Ancient World Through the Late Medieval Period</td>
<td>3</td>
<td>None</td>
<td>An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.</td>
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<td>HUM-10</td>
<td>World Religions</td>
<td>3</td>
<td>None</td>
<td>Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintosim, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.</td>
<td>09/07/18</td>
<td>C Rocco</td>
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### HUM-10 World Religions

**3 UNITS**

**Prerequisite:** None

**Advisory:** REA-83 and qualification for English 1A

**Description:** Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

Last day to add: 09/07/18

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

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

**Instructor:** T Yanni

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### HUM-16 Arts and Ideas: American Culture

**3 UNITS**

**Prerequisite:** None

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

**Description:** An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy, and religion of American culture. American culture is studied in the context of American political culture, economic and industrial transformation, and the changing shape of American society. American arts and ideals are examined from the colonial period through the present. 54 hours lecture.

Last day to add: 09/07/18

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

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

**Instructor:** T Yanni

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### 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.

Last day to add: 09/07/18

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

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

**Instructor:** C Lowden

---

### HUM-10 World Religions

**3 UNITS**

**Prerequisite:** None

**Advisory:** REA-83 and qualification for English 1A

**Description:** Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

Last day to add: 09/07/18

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

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

**Instructor:** C Lowden

---

### HUM-10 World Religions

**3 UNITS**

**Prerequisite:** None

**Advisory:** REA-83 and qualification for English 1A

**Description:** Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

Last day to add: 09/07/18

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

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

**Instructor:** D Palmer

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### HUM-10 World Religions

**3 UNITS**

**Prerequisite:** None

**Advisory:** REA-83 and qualification for English 1A

**Description:** Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

Last day to add: 09/07/18

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

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

**Instructor:** C Rocco

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### HUM-16 Arts and Ideas: American Culture

**3 UNITS**

**Prerequisite:** None

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

**Description:** An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy, and religion of American culture. American culture is studied in the context of American political culture, economic and industrial transformation, and the changing shape of American society. American arts and ideals are examined from the colonial period through the present. 54 hours lecture.

Last day to add: 09/07/18

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

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

**Instructor:** T Yanni
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.
48390 Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: N Bonzoumet

KIN-4 Nutrition 3 UNITS
Prerequisite: None
Description: The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. 54 hours lecture.
48392 Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: W Elton

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.
48393 Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access is required.
Instructor: W Elton

KIN-12 Sport Psychology 3 UNITS
Prerequisite: None
Description: This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains, and applies sport psychology concepts and theories to practical experiences. 54 hours lecture.
48358 Last day to add: 09/04/18
OL 08/27/18 10/19/18 ON LINE
The above section is a short term class. Please note the start and end dates. The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: J McCarron

KIN-12 Sport Psychology 3 UNITS
Prerequisite: None
Description: This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains, and applies sport psychology concepts and theories to practical experiences. 54 hours lecture.
48359 Last day to add: 09/04/18
OL 08/27/18 10/19/18 ON LINE
The above section is a short term class. Please note the start and end dates. The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: J McCarron

KIN-12 Sport Psychology 3 UNITS
Prerequisite: None
Description: This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains, and applies sport psychology concepts and theories to practical experiences. 54 hours lecture.
48360 Last day to add: 10/30/18
OL 10/22/18 12/14/18 ON LINE
The above section is a short term class. Please note the start and end dates. The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: J McCarron

KIN-36 Wellness: Lifestyle Choices 3 UNITS
Prerequisite: None
Description: Studies the various dimensions of wellness as they relate to living a positive, healthy life.
48382 Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: C Lowden

KIN-36 Wellness: Lifestyle Choices 3 UNITS
Prerequisite: None
Description: Studies the various dimensions of wellness as they relate to living a positive, healthy life.
48383 Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: S Sigloch
KIN-36 Wellness: Lifestyle Choices 3 UNITS
Prerequisite: None.
Description: Studies the various dimensions of wellness as they relate to living a positive, healthy life.
OL 08/27/18 12/14/18
The above section is an online class. Computer with Internet access required.
Instructor: S Sigloch

LIB-1 Introduction to Information Literacy 1 UNIT
Prerequisite: None
Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of ones. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)
OL 10/22/18 12/14/18
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 Sigloch

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.)
OL 08/27/18 12/14/18
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: S Brewster

LIB-1 Introduction to Information Literacy 1 UNIT
Prerequisite: None
Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)
OL 08/27/18 12/14/18
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: S Sigloch

MANAGEMENT

MAG-44 Principles of Management 3 UNITS
Prerequisite: None
Description: For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling, and leading as well as related skills such as team development, motivation, and communication techniques, and quality management. Also, social responsibility and a global perspective are emphasized. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
OL 10/22/18 12/13/18
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

MAG-44 Principles of Management 3 UNITS
Prerequisite: None
Description: For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling, and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also, social responsibility and a global perspective are emphasized. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
OL 10/22/18 12/13/18
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 Dokter

MAG-44 Principles of Management 3 UNITS
Prerequisite: None
Description: For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling, and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also, social responsibility and a global perspective are emphasized. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
OL 10/22/18 12/13/18
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 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 audits, and corporate social  
responsibility.  
48537  Last day to add: 10/30/18  
OL 10/22/18 12/14/18  
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:** E Doucette

MAG-51  Elements of Supervision  3 UNITS  
**Prerequisite:** None  
Description: Covers responsibilities of a supervisor in industry, including  
organization, employee relations and evaluations.  
48535  Last day to add: 10/30/18  
OL 10/22/18 12/14/18  
The above section is a short-term online class.  
Computer with Internet access required.  
See www.opencampus.com. Please note the start and end dates.  
**Instructor:** D Wilcoxson

MAG-52  Employee Training, Development  3 UNITS  
**Prerequisite:** None  
Description: An introduction to employee training and development  
techniques in human resources management.  
49239  Last day to add: 10/30/18  
OL 10/22/18 12/14/18  
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-53  Human Relations  3 UNITS  
**Prerequisite:** None.  
Description: Practical application of basic psychology in building better  
employer-employee relationships.  
37479  Last day to add: 09/04/18  
OL 08/27/18 10/21/18  
The above section is a short term online class.  
Computer with Internet access required.  
See www.opencampus.com. Please note the start and end dates.  
**Instructor:** G Zwart

MAG-53  Human Relations  3 UNITS  
**Prerequisite:** None.  
Description: Practical application of basic psychology in building better  
employer-employee relationships.  
49240  Last day to add: 09/07/18  
OL 08/27/18 12/14/18  
The above section is an online class.  
Computer with Internet access required.  
**Instructor:** E Doucette

MAG-54  Employee Labor Relations  3 UNITS  
**Prerequisite:** None.  
Description: An introduction to employee labor relations within the field of  
human resources management.  
48536  Last day to add: 10/08/18  
OL 09/25/18 12/14/18  
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 Herpin

MAG-56  Human Resources Management  3 UNITS  
**Prerequisite:** None  
Description: Introduces techniques involving the selection, training, evaluation  
and promotion of employees.  
48537  Last day to add: 09/07/18  
OL 08/27/18 12/14/18  
The above section is an online class.  
Computer with Internet access required.  
**Instructor:** R Pardee

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.)  
48538  Last day to add: 10/30/18  
OL 10/22/18 12/14/18  
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

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.)  
48539  Last day to add: 09/07/18  
OL 08/27/18 12/14/18  
The above section is an online class.  
Computer with Internet access required.  
**Instructor:** R Pardee
MANUFACTURING TECHNOLOGY

MAN-55  Occupational Safety and Health Administration (OSHA) Standards for General Industry  1 UNIT
Prerequisite: None
Description: Covers OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive either an OSHA 10 or 30 hour general industry or construction industry training completion card. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

37886  Last day to add: 10/30/18
OL  10/22/18  12/14/18  ON LINE
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: J. Gonzales

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.

48701  Last day to add: 10/30/18
OL  10/22/18  12/14/18  ON LINE
The above section is a short-term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: J. Lehr

MKT-41  Techniques of Selling  3 UNITS
Prerequisite: None
Description: Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

27592  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with internet access required.
See www.opencampus.com
Instructor: K. Mosley

MKT-42  Retail Management  3 UNITS
Prerequisite: None
Description: Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

48703  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: J. Lopez

MATHEMATICS

MAT-11  College Algebra  4 UNITS
Prerequisite: MAT-35 or qualifying placement level
Description: This course is intended for students majoring in Liberal Arts and Humanities. The topics covered in this course include polynomial, radical, rational, absolute value, exponential and logarithmic functions; systems of equations; polynomial equations; permutations and combinations; analytic geometry; and linear programming. 72 hours lecture. (Letter Grade or Pass/No Pass option)

27510  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend Moreno Valley College for two proctored exams: A Midterm exam on Friday, October 19 from 12:00-1:30pm and a Final exam on Friday, December 14 from 2:00-4:30pm. The instructor will notify students of the exact times and rooms for these proctored exams.
Instructor: K. Saxon
MAT-11  College Algebra               4 UNITS
Prerequisite: MAT-35 or qualifying placement level
Description: This course is intended for students majoring in Liberal Arts and Humanities. The topics covered in this course include polynomial, radical, rational, absolute value, exponential and logarithmic functions; systems of equations; polynomial equations; permutations and combinations; analytic geometry; and linear programming. 72 hours lecture. (Letter Grade or Pass/No Pass option.)
27981  Last day to add: 09/07/18
OL 08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend Moreno Valley College for two proctored exams. The instructor will notify students of the exact times and rooms for these proctored exams.
Instructor: K Richards-Dinger

MAT-12  Statistics                   4 UNITS
Prerequisite: MAT-35
Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)
37506  Last day to add: 09/07/18
OL 08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend campus for proctored exams on the following dates: one day between 10/17 to 10/21 and another day between 12/09 and 12/14.
Instructor: J Mulari

MAT-12  Statistics                   4 UNITS
Prerequisite: MAT-35
Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)
37507  Last day to add: 09/07/18
OL 08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend campus for proctored exams on the following dates: one day between 10/17 to 10/21 and another day between 12/09 and 12/14.
Instructor: J Mulari

MAT-12  Statistics                   4 UNITS
Prerequisite: MAT-35
Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)
37512  Last day to add: 09/07/18
OL 08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend campus for proctored exams on the following dates: one day between 10/17 to 10/21 and another day between 12/09 and 12/14.
Instructor: K Gilman
MAT-35  Intermediate Algebra  5 UNITS
Prerequisite: MAT-52
Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)

27540  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend Moreno Valley College for two proctored exams: A Midterm exam on Friday, October 19 and a Final exam on Wednesday, December 5. The instructor will notify students of the exact times, and rooms for these proctored exams.

Instructor: S Drake

MAT-35  Intermediate Algebra  5 UNITS
Prerequisite: MAT-52
Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)

27541  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend Moreno Valley College for two proctored exams: A Midterm exam on Friday, October 19 and a Final exam on Wednesday, December 5. The instructor will notify students of the exact times, and rooms for these proctored exams.

Instructor: S Drake

MAT-35  Intermediate Algebra  5 UNITS
Prerequisite: MAT-52
Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)

27542  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend Moreno Valley College for two proctored exams: A Midterm exam on Friday, October 19 from 10:00-11:50 and a Final exam on Friday, December 14 from 11:00-1:30pm. The instructor will notify students of the exact times, and rooms for these proctored exams.

Instructor: K Saxon

MAT-35  Intermediate Algebra  5 UNITS
Prerequisite: MAT-52
Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)

27554  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend Moreno Valley College for two proctored exams: A Midterm exam on Friday, October 19 from 10:00-11:50am and a Final exam on Friday, December 14 from 11:00-1:30pm. The instructor will notify students of the exact times, and rooms for these proctored exams.

Instructor: K Saxon

MAT-35  Intermediate Algebra  5 UNITS
Prerequisite: MAT-52
Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)

37540  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend Moreno Valley College for proctored exams on the following dates: one day between 10/17 to 10/21 and another day between 12/09 and 12/14.

Instructor: E Chung

MAT-35  Intermediate Algebra  5 UNITS
Prerequisite: MAT-52
Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)

37542  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend Moreno Valley College for proctored exams on the following dates: one day between 10/17 to 10/21 and another day between 12/09 and 12/14.

Instructor: E Chung
MAT-35 Intermediate Algebra 5 UNITS
Prerequisite: MAT-52
Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)
37545  Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture students are required to attend campus for proctored exams on the following dates: one day between 10/17 to 10/21 and another day between 12/09 and 12/14.
Instructor: J Ting

MAT-36 Trigonometry 4 UNITS
Prerequisite: MAT-35 and MAT-53
Description: The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the Law of Cosines and the Law of Sines; elements of geometry important to the foundation of trigonometry; polar coordinates; and introduction to vectors. 72 hours lecture. (Letter Grade or Pass/No Pass option)
27557  Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend Moreno Valley College for two proctored exams: A Midterm exam on Tuesday, October 16 from 2:00-4:00pm and a Final exam on Tuesday, December 11 from 2:00-4:30pm. The instructor will notify students of the exact times, dates, and rooms for these proctored exams.
Instructor: G Maerean

MAT-35 Intermediate Algebra 5 UNITS
Prerequisite: MAT-52
Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)
37545  Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture students are required to attend campus for proctored exams on the following dates: one day between 10/17 to 10/21 and another day between 12/09 and 12/14.
Instructor: R Prior

MAT-52 Elementary Algebra 4 UNITS
Prerequisite: MAT-64, 65, 90F or qualifying placement level
Description: Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing, and word problem applications will also be included. 72 hours lecture. (Non-degree credit course. Letter grade, or Pass/No Pass option.)
27571  Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend Moreno Valley College for two proctored exams: A Midterm exam and a Final exam. The instructor will notify students of the exact times, dates, and rooms for these proctored exams.
Instructor: K Richards-Dinger

MAT-52 Elementary Algebra 4 UNITS
Prerequisite: MAT-64, 65, 90F or qualifying placement level
Description: Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing, and word problem applications will also be included. 72 hours lecture. (Non-degree credit course. Letter grade, or Pass/No Pass option.)
37563  Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend campus for proctored exams on the following dates: one day between 10/17 to 10/21 and another day between 12/09 and 12/14.
Instructor: S Park

MAT-52 Elementary Algebra 4 UNITS
Prerequisite: MAT-64, 65, 90F or qualifying placement level
Description: Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing, and word problem applications will also be included. 72 hours lecture. (Non-degree credit course. Letter grade, or Pass/No Pass option.)
37566  Last day to add: 09/07/18
OL 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend campus for proctored exams on the following dates: one day between 10/17 to 10/21 and another day between 12/09 and 12/14.
Instructor: L Ting
MAT-52  Elementary Algebra  4 UNITS
Prerequisite: MAT-64, 65, 90F or qualifying placement level
Description: Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing, and word problem applications will also be included. 72 hours lecture. (Non-degree credit course. Letter grade, or Pass/No Pass option.)
37573  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: L. Ting

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.
27594  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: I. Tsai

MUS-19  Music Appreciation  3 UNITS
Prerequisite: None
Description: A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. Organized to acquaint students with the roles of music and musicians in society and with representative musical selections through listening, reading, writing, and live performance. 54 hours lecture.
27921  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: I. Tsai

MUS-19  Music Appreciation  3 UNITS
Prerequisite: None
Description: A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. Organized to acquaint students with the roles of music and musicians in society and with representative musical selections through listening, reading, writing, and live performance. 54 hours lecture.
48705  Last day to add: 09/04/18
OL  08/27/18  10/19/18  ON LINE
The above section is a short term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.
Instructor: D. Foster

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.
48707  Last day to add: 09/04/18
OL  08/27/18  10/19/18  ON LINE
The above section is a short term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.
Instructor: D. Foster

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.
48708  Last day to add: 10/30/18
OL  10/22/18  12/14/18  ON LINE
The above section is a short term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.
Instructor: D. Foster
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.  
Last day to add: 10/30/18  
OL 10/22/18 12/14/18  
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 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.  
Last day to add: 09/04/18  
OL 08/27/18 10/19/18  
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

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.  
Last day to add: 09/04/18  
OL 08/27/18 10/19/18  
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

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.  
Last day to add: 10/30/18  
OL 10/22/18 12/14/18  
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

MUS-26  Film Music Appreciation  3 UNITS  
**Prerequisite:** None  
**Description:** A study of film music in the United States from 1927 to the present day.  
Last day to add: 10/30/18  
OL 10/22/18 12/14/18  
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 Mayse

MUS-26  Film Music Appreciation  3 UNITS  
**Prerequisite:** None  
**Description:** A study of film music in the United States from 1927 to the present day.  
Last day to add: 09/07/18  
OL 08/27/18 12/14/18  
The above section is an online class. Computer with Internet access required.  
**Instructor:** I Zubizarreta

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.  
Last day to add: 09/04/18  
OL 08/27/18 10/19/18  
The above section is an online short term class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.  
**Instructor:** P Curtis

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.  
Last day to add: 09/04/18  
OL 08/27/18 10/19/18  
The above section is an online short term class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.  
**Instructor:** P Curtis

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.  
Last day to add: 10/30/18  
OL 10/22/18 12/14/18  
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 Mayse
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.
OL 10/22/18 12/14/18 ON LINE
Last day to add: 10/30/18
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com.

Instructor: L Montes

PHILOSOPHY

PHI-10  Introduction to Philosophy  3 UNITS
Prerequisite: None
Advisory: ENG-50 or ENG-80
Description: A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.
OL 08/27/18 12/14/18 ON LINE
Last day to add: 09/07/18
The above section is an online class. Computer with Internet access required.
Instructor: L Montes

PHI-11  Critical Thinking  3 UNITS
Prerequisite: None
Advisory: REA-82
Description: This course presents critical thinking as a skill to be used for better understanding, evaluating, and constructing arguments. The focus will be on developing and enhancing the student's ability to identify, analyze, and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, and informal fallacies. 54 hours lecture.
OL 08/27/18 12/14/18 ON LINE
Last day to add: 09/07/18
The above section is an online class. Computer with Internet access required.
Instructor: L Montes

PHI-10  Introduction to Philosophy  3 UNITS
Prerequisite: None
Advisory: ENG-50 or ENG-80
Description: A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.
OL 09/10/18 12/14/18 ON LINE
Last day to add: 09/26/18
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: R Livingston

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.
OL 08/27/18 12/14/18 ON LINE
Last day to add: 09/07/18
The above section is an online class. Computer with Internet access required.
Instructor: L Montes

POLITICAL SCIENCE

POL-1  American Politics  3 UNITS
Prerequisite: None
Advisory: REA-83 and qualification for ENG-1A
Description: An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.
OL 08/27/18 12/14/18 ON LINE
Last day to add: 09/07/18
The above section is an online class. Computer with Internet access required.
Instructor: E Slavick

POL-1  American Politics  3 UNITS
Prerequisite: None
Advisory: REA-83 and qualification for ENG-1A
Description: An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.
OL 08/27/18 12/14/18 ON LINE
Last day to add: 09/07/18
The above section is an online class. Computer with Internet access required.
Instructor: F Biancardi
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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Advisory</th>
<th>Description</th>
<th>Last day to add</th>
<th>Days</th>
<th>Type</th>
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<td>POL-1</td>
<td>American Politics</td>
<td>3</td>
<td>None</td>
<td>REA-83 and qualification for ENG-1A</td>
<td>An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.</td>
<td>09/07/18</td>
<td>08/27/18 12/14/18</td>
<td>ONLINE</td>
<td>D Haghighat</td>
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<td>08/27/18 12/14/18</td>
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<td>09/07/18</td>
<td>08/27/18 12/14/18</td>
<td>ONLINE</td>
<td>D Haghighat</td>
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<td>PSY-1</td>
<td>General Psychology</td>
<td>3</td>
<td>None</td>
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<td>Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.</td>
<td>09/07/18</td>
<td>08/27/18 12/14/18</td>
<td>ONLINE</td>
<td>J Howard</td>
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<td>PSY-1</td>
<td>General Psychology</td>
<td>3</td>
<td>None</td>
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<td>Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.</td>
<td>09/07/18</td>
<td>08/27/18 12/14/18</td>
<td>ONLINE</td>
<td>A Felton</td>
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PSY-1  General Psychology  3 UNITS
Prerequisite: None.
Description: Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
27661  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access is required.
Instructor: A Sadowski

PSY-1  General Psychology  3 UNITS
Prerequisite: None.
Description: Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
37655  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access is required.
Instructor: L Adams

PSY-1  General Psychology  3 UNITS
Prerequisite: None.
Description: Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
47477  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access is required.
Instructor: C Romero

PSY-9  Developmental Psychology  3 UNITS
Prerequisite: None
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.
27675  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access is required.
Instructor: A Sadowski

PSY-9  Developmental Psychology  3 UNITS
Prerequisite: None
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.
27678  Last day to add: 09/07/18
OL  08/27/18  12/14/18  ON LINE
The above section is an online class. Computer with Internet access is required.
Instructor: A Sadowski
PSY-9  Developmental Psychology  3 UNITS
Prerequisite: None
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.

37672  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.

Instructor: P Matsos

PSY-9  Developmental Psychology  3 UNITS
Prerequisite: None
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.

37933  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.

Instructor: K Zamiska

PSY-9  Developmental Psychology  3 UNITS
Prerequisite: None
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.

47499  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.

Instructor: R Ruiz

PSY-9  Developmental Psychology  3 UNITS
Prerequisite: None
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.

47500  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.

Instructor: P Matsos

PSY-9  Developmental Psychology  3 UNITS
Prerequisite: None
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.

47501  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.

Instructor: P Matsos

PSY-9  Developmental Psychology  3 UNITS
Prerequisite: None
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.

47502  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.

Instructor: P Matsos

READING

REA-83  College Reading and Thinking  3 UNITS
Prerequisite: REA-82 or ESL-73 or qualifying placement level
Description: Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade or Pass/No Pass option.)

27685  Last day to add: 09/04/18
OL  08/27/18  10/19/18
ON LINE
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.

Instructor: S Nyrop

REA-83  College Reading and Thinking  3 UNITS
Prerequisite: REA-82 or ESL-73 or qualifying placement level
Description: Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade or Pass/No Pass option.)

27686  Last day to add: 10/30/18
OL  10/22/18  12/14/18
ON LINE
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.

Instructor: S Nyrop

REA-83  College Reading and Thinking  3 UNITS
Prerequisite: REA-82 or ESL-73 or qualifying placement level
Description: Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade or Pass/No Pass option.)

37680  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.

Instructor: P Van Osterhoudt
REAL ESTATE

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.)
47521 Last day to add: 10/22/18
OL 10/20/18 12/14/18
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: T Brown

REAL ESTATE

RLE-80 Real Estate Principles 3 UNITS
Prerequisite: None.
Description: Comprehensive analysis of basic laws, principles, terminology and current practices of California real estate.
37681 Last day to add: 09/04/18
OL 08/27/18 10/21/18
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: S Doll

RLE-80 Real Estate Principles 3 UNITS
Prerequisite: None.
Description: Comprehensive analysis of basic laws, principles, terminology and current practices of California real estate.
37682 Last day to add: 10/30/18
OL 10/20/18 12/14/18
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: L Namazi

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.
37684 Last day to add: 09/04/18
OL 08/27/18 10/21/18
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: T Wagner

RLE-81 Real Estate Practices 3 UNITS
Prerequisite: None
Description: Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state’s educational requirements for the brokers examination. 54 hours lecture.
37685 Last day to add: 10/30/18
OL 10/22/18 12/14/18
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: T Wagner

RLE-82 Legal Aspects of Real Estate 3 UNITS
Prerequisite: None
Description: California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. 54 hours lecture.
37686 Last day to add: 09/04/18
OL 08/27/18 10/21/18
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: T Wagner

RLE-83 Real Estate Finance 3 UNITS
Prerequisite: None.
Description: Analysis of real estate finance in residential, apartment, commercial and special purpose properties.
37687 Last day to add: 10/30/18
OL 10/22/18 12/14/18
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: S Doll
RUSSIAN

RUS-11 Culture and Civilization 3 UNITS
Prerequisite: None.
Description: Introductory survey of Russian culture and civilization. Class conducted in English.
OL 08/27/18 12/14/18
The above section is an online class. Computer with Internet access required.
Instructor: E Kobzeva-Herzog

SOCIOLOGY

SOC-1 Introduction to Sociology 3 UNITS
Prerequisite: None
Advisory: ENG-50
Description: An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture
OL 08/27/18 12/14/18
The above section is an online class. Computer with Internet access required.
Instructor: E Kazsuk

RUSSIAN

RUS-11 Culture and Civilization 3 UNITS
Prerequisite: None.
Description: Introductory survey of Russian culture and civilization. Class conducted in English.
OL 08/27/18 12/14/18
The above section is an online class. Computer with Internet access required.
Instructor: E Kobzeva-Herzog

SOCIOLOGY

SOC-1 Introduction to Sociology 3 UNITS
Prerequisite: None
Advisory: ENG-50
Description: An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture
OL 08/27/18 12/14/18
The above section is an online class. Computer with Internet access required.
Instructor: E Kazsuk
SOC-1  Introduction to Sociology  3 UNITS
Prerequisite: None
Advisory: ENG-50
Description: An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture
47546  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: J Brown

SOC-12  Marriage and Family Relations  3 UNITS
Advisory: SOC-1 and ENG-50
Description: Examines the major trends in marriage, families, and intimate relationships. Focuses on how inequality and diversity affect intimate and family relations. Discusses the dynamics of gender inequality among families and couples and how family life is shaped by race and ethnicity, social class, and sexuality. Discusses issues of interpersonal violence, divorce, and life in later years. 54 hours lecture
47561  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: J Brown

SPANISH

SPA-11  Culture and Civilization  3 UNITS
Prerequisite: None.
Description: Introductory survey of Spanish culture and civilization. Class conducted in English.
48943  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: D Gaylor

SPA-12  Latin American Culture and Civilization  3 UNITS
Prerequisite: None
Description: Introductory survey of Latin American culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
48944  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: D Gaylor

SPA-51  Intro Listening Comp I  2 UNITS
Prerequisite: None
Description: Develops basic skills in listening to and understanding native spoken Spanish at the elementary level.
48950  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: K Kelly

SPA-51  Intro Listening Comp I  2 UNITS
Prerequisite: None
Description: Develops basic skills in listening to and understanding native spoken Spanish at the elementary level.
48951  Last day to add: 09/07/18
OL  08/27/18  12/14/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: K Kelly

Instructor: J Brooks
THEATER ARTS

THE-3 Introduction to the Theater 3 UNITS
Prerequisite: None
Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

THE-3 Introduction to the Theater 3 UNITS
Prerequisite: None
Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

THE-3 Introduction to the Theater 3 UNITS
Prerequisite: None
Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

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WORK EXPERIENCE

WKX-200 Work Experience 1 UNIT
Prerequisite: None
Advisory: Students should have paid or voluntary employment
Description: This course is designed to coordinate the students occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement; 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX-200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit.

37725 Last day to add: 09/07/18
WRKO 08/27/18 12/14/18 ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com. In addition to the online lecture, students are required to attend one, one hour orientation at Norco College the first week of the semester. The orientations have been scheduled for: August 27th: 4:00pm, 5:00pm, and 6:00pm, ATEC 119 August 29th: 4:00pm, 5:00pm, and 6:00pm, ATEC 119 Students need to only attend one. Students must also meet on-campus for an instructor conference and for final exams. Please see Canvas for specific dates and times.
Instructor: A Etchison

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.

48963 Last day to add: 09/07/18
OL 10/22/18 12/13/18 ON LINE
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: J Julian

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.

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OL 10/22/18 12/13/18 ON LINE
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Instructor: J Julian

THE-3 Introduction to the Theater 3 UNITS
Prerequisite: None
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48965 Last day to add: 10/30/18
OL 10/22/18 12/13/18 ON LINE
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: H Bauer

THE-3 Introduction to the Theater 3 UNITS
Prerequisite: None
Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

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Instructor: C Sorenson
WKX-200  Work Experience  1 UNIT

Prerequisite: None
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37726  Last day to add: 09/07/18
WRKD  08/27/18  12/14/18  ON LINE

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Instructor: M Snow