

... 8-WEEK CLASSES ...  
LATE START

## ACCOUNTING

### 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.

**27758 Last day to add: 10/26/18**

WE 10/22/18 12/12/18 09:35AM 12:55PM MW SAS 214

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

**Instructor:** D Cescolini

## ADMINISTRATION OF JUSTICE

### ADJ-1 Introduction to the Administration of Justice 3 UNITS

**Prerequisite:** None

Description: The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. 54 hours lecture.

**27989 Last day to add: 10/30/18**

OL 10/22/18 12/14/18

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

See [www.opencampus.com](http://www.opencampus.com). All hours are completed. online.

**Instructor:** K Paine

### ADJ-B1A Intro to Wellness and Physical Conditioning in Prep for Law Enforcement and Correctional Academies 1.50 UNITS

**Prerequisite:** None

Description: This course plans an eight week physical training program targeting muscular strength development, cardiorespiratory endurance training, body composition assessment, physical agility, and muscular flexibility training. Additionally, this course is designed to prepare future basic academy students to meet peace officer basic training entrance requirements and to familiarize students with the career opportunities available in Law Enforcement. 24 hours lecture and 24 hours laboratory. (Pass/No Pass only)

**27772 Last day to add: 12/04/18**

LEC 10/23/18 12/13/18 06:00PM 07:35PM TTH BCTC 11

LAB 10/23/18 12/13/18 07:35PM 09:10PM TTH BCTC 11

The above section is a short term class that meets at the Ben Clark Training Center, located at 16791 Davis Avenue, Riverside. Please note the start and end dates.

**Instructor:** N Soto-Daughters

## 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.

**27039 Last day to add: 10/30/18**

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

The above section is 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 Broyles

## 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)

**27098 Last day to add: 09/07/18**

OL 10/24/18 12/14/18 ON LINE

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

## 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.

**27127 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](http://www.opencampus.com). All hours, including the 18-hour laboratory requirement, are completed online.

**Instructor:** J Cuz

### 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](http://www.opencampus.com). All hours, including the 18-hour laboratory requirement, are completed online.

**Instructor:** M Fast

### CIS-8 Fundamentals:information Systems Security Auditing

3 UNITS

**Prerequisite:** CIS-21

Description: Understanding the intricate process of developing, planning, implementing/conducting, analyzing and reporting results of Information System Security Audits. Develop risk assessment tools and business controls for the purpose of assessing a businesses' cyber footprint. Learn various techniques used in Information System Security audits. Includes case studies. 54 hours lecture. (Letter Grade only)

**27970** Last day to add: 10/27/18

WE 10/23/18 12/13/18 11:10AM 02:30PM TTH PSC 18

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

**Instructor:** R Loya

## DENTAL ASSISTANT

### DEA-22 Introduction to Supervised Externships 1.50 UNITS

**Prerequisite:** DEA-10 Limitation on enrollment: Enrollment in the Dental Assistant Program

Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course introduces the student supervised clinical experience in chairside dental assisting. The students will be assigned to the MVC Dental Hygiene Clinic and local general practices. 9 hours lecture and 70 hours laboratory.

**27180** Last day to add: 11/05/18

WE 10/22/18 12/14/18 01:00PM 01:50PM W DEC B104

WEL 10/22/18 12/14/18 08:30AM 12:00PM TH DEC B104

WEL2 10/22/18 12/14/18 01:00PM 04:30PM TH DEC B104

WEL3 10/22/18 12/14/18 01:00PM 05:00PM M LLU DENT

The above section is a short-term web-enhanced class. Internet access is required. Please note the start and end dates. In addition to the lecture hours spent in class, students are required to complete 54 hours of lab in either the DEC clinic or in externship at Loma Linda University School of Dentistry, 11092 Anderson St., Loma Linda.

**Instructor:** L Hulshof

## ECONOMICS

### ECO-8 Principles of Microeconomics

3 UNITS

**Prerequisite:** MAT-52

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

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

**27950** Last day to add: 10/30/18

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

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

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

**Instructor:** T Morshed

## ENGLISH

### ENG-1A English Composition

4 UNITS

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

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

**27257** 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](http://www.opencampus.com). All hours, including the 18-hour laboratory requirement are completed online. Please note the start and end dates.

**Instructor:** V Zapata

### ENG-1A English Composition

4 UNITS

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

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

**27258** Last day to add: 10/27/18

HYB 10/22/18 12/14/18 07:10PM 09:15PM TTH SAS 207

HYBO 10/22/18 12/14/18 ON LINE

HYBLO 10/22/18 12/14/18 ON LINE

The above section is a short term hybrid class and has an 18-hour laboratory requirement to be completed online. Computer with Internet access is required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** J Branson

### 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)

27299

**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](http://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)

27300

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

**Instructor:** L Miller

### 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)

27306

**Last day to add: 10/27/18**

HYB 10/23/18 12/11/18 08:00AM 12:15PM T

SAS 203

HYB0 10/23/18 12/11/18

ON LINE

HYBLO 10/23/18 12/11/18

ON LINE

The above section is a short term hybrid class and has an 18-hour laboratory requirement to be completed online. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Students who enroll in ENG-1B, section 27306 are encouraged also to enroll in ENG-1A, section 27249. Please note the start and end dates.

**Instructor:** S Henry

### ENG-4 Writing Tutor Training

2 UNITS

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

Description: Designed to prepare students to become peer tutors in the Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid appropriating the text (i.e., becoming a proofreader, editor, or co-author). Topics include theory and practice of tutoring writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning, and computer programs applicable to writing instruction. 27 hours lecture and 27 hours laboratory. (TBA option)

27988

**Last day to add: 11/06/18**

WE 10/23/18 12/13/18 05:30PM 06:55PM TTH

HM 320

WEL 10/23/18 12/13/18

The above section is a short term web-enhanced class and has a 27 hour laboratory requirement to be arranged. Internet access is required. In addition to the time spent in class, students are required to meet for 3 hours and 10 minutes. Your instructor will have details on the first day of class. Please note the start and end date.

**Instructor:** A Guevara

### ENG-30 Children's Literature

3 UNITS

**Prerequisite:** ENG-50 or ENG-80 or eligibility for ENG-1A

Description: A general survey of children's literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural, and historical fiction. Both oral and written assignments are required. 54 hours lecture. (Letter Grade, or Pass/No pass option)

27987

**Last day to add: 10/27/18**

HYB 10/23/18 12/13/18 03:55PM 05:20PM TTH

HM 320

HYB0 10/23/18 12/13/18

ON LINE

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

**Instructor:** D Hawkins

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

**Instructor:** J Kim

## 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.

27372 **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](http://www.opencampus.com).

**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.

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.

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

**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.)

27378 **Last day to add: 10/27/18**  
 LEC 10/23/18 12/13/18 02:00PM 03:05PM TTH STU 106

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

**Instructor:** L Pena

### 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.)

27382 **Last day to add: 10/26/18**  
 LEC 10/22/18 12/12/18 03:15PM 04:20PM MW STU 106

The above section is a short term class designed for students in the Nuview Bridge Early College High School Program. Please note the start and end dates.

**Instructor:** H Basye

### 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.)

27380 **Last day to add: 10/27/18**  
 LEC 10/23/18 12/13/18 03:15PM 04:20PM TTH STU 106

The above section is a short term class designed for students in the Nuview Bridge Early College High School Program. Please note the start and end dates.

**Instructor:** L Pena

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

**Instructor:** J Howard

## HISTORY

### 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 short-term online class. Computer with Internet access required.

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

**Instructor:** K Robertson-Estrada

## 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.)

**27502**

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

**Instructor:** D Renfrow

## 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.)

**27504**

**Last day to add: 09/07/18**

OL 10/24/18 12/14/18 ON LINE

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

## 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.

**27642**

**Last day to add: 10/30/18**

LEC 10/26/18 12/14/18 08:00AM 02:30PM F PSC 3

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

**Instructor:** M Lafferty

## 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.)

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

**Instructor:** S Nyrop

## ... 8-WEEK CLASSES ... LATE START

### 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.

**37005** 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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** D White

#### 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 ON LINE

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

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

**37009** Last day to add: 10/27/18

HYB 10/23/18 12/13/18 09:40AM 11:05AM TTH IT 117

HYBO 10/23/18 12/13/18 ON LINE

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

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

**Instructor:** P Worsham

#### 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.

**37006** Last day to add: 10/28/18

HYB 10/24/18 12/12/18 06:00PM 09:10PM W HUM 111

HYBO 10/24/18 12/12/18 ON LINE

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

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

**Instructor:** D White

#### 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 ON LINE

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:** M Scott

#### ACC-65 Computerized Accounting 3 UNITS

**Prerequisite:** ACC-1A or ACC-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.)

**37961** Last day to add: 10/27/18

HYB 10/23/18 12/13/18 08:00AM 09:25AM TTH CACT 2

HYBO 10/23/18 12/13/18 ON LINE

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

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

**Instructor:** N Ildefonso

### ART

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

**Instructor:** K Skiba

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

**Instructor:** G Zwart

### 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.

**37078** 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](http://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.

**37080** Last day to add: 10/27/18

HYB 10/23/18 12/11/18 06:30PM 09:40PM T WEQ W6A

HYBO 10/23/18 12/11/18 ON LINE

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

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

**Instructor:** T Wagner

### 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 ON LINE

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:** P Worsham

### 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)

**37090** 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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** E Doucette

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

**Instructor:** C Pentis

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

**Instructor:** R Beck

## ENGLISH

### ENG-1A English Composition 4 UNITS

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

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

37955 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](http://www.opencampus.com). All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

**Instructor:** C Liang

### 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)

37297 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](http://www.opencampus.com). All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

**Instructor:** D Samson

## 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.)

37474 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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** M Castro

## 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.)

37475 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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** D Dokter

### MAG-47 Applied Business, Management Ethics 3 UNITS

**Prerequisite:** None.

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

37477 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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** E Doucette

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

**Instructor:** K Mosley



## 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.

**37682** 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](http://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.

**37685** 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](http://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 ON LINE

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

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

**Instructor:** S Doll

## 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.

**37723** 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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** C Sorenson

## ••• 8-WEEK CLASSES •••

### LATE START

## 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.

**47608** Last day to add: 10/17/18

HYB 10/13/18 12/08/18 09:00AM 12:35PM S BE 204

HYBO 10/13/18 12/08/18 ON LINE

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

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

**Instructor:** A Syed

## AMERICAN SIGN LANGUAGE

### AML-1 American Sign Language 1 4 UNITS

**Prerequisite:** None

Description: This course concentrates on developing basic principles and skills of American Sign Language (ASL) through cultural appreciation and non-verbal instruction. Emphasis is placed on Deaf culture and Deaf people in history, visual training, sign vocabulary acquisition, comprehension and communicative skills development, as well as basic structural and grammatical patterns of ASL discourse at the beginning level. 72 hours lecture and 18 hours laboratory.

**47649** Last day to add: 10/27/18

HYB 10/23/18 12/13/18 07:15PM 09:25PM TTH QD 121

HYBO 10/23/18 12/13/18 DL 111

HYBL

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

**Instructor:** M Kurs

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

**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.

**49445** Last day to add: 10/30/18

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

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

**Instructor:** T Korn

## ARABIC

### ARA-1 Arabic 1 5 UNITS

**Prerequisite:** None

Description: This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes discussion of the Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**47661** Last day to add: 10/27/18

HYB 10/23/18 12/14/18 04:45PM 07:20PM TTH QD 129

HYBO 10/23/18 12/14/18 ON LINE

HYBL 10/23/18 12/14/18 DL 111

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

**Instructor:** H Aljord

## BUSINESS ADMINISTRATION

### BUS-3 Computer Applications for Business (same As Cat/Cis-3) 3 UNITS

**Prerequisite:** None

Description: This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

**47812** Last day to add: 10/28/18

HYB 10/22/18 12/12/18 08:00AM 10:50AM MW BE 208

HYBO 10/22/18 12/14/18 08:00AM 10:20AM F MLK 219

HYBL 10/22/18 12/14/18 ON LINE

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

**Instructor:** P Bainum

**BUS-10 Introduction to Business 3 UNITS**  
**Prerequisite:** None.  
 Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)  
**47797 Last day to add: 10/26/18**  
 HYB 10/22/18 12/12/18 11:05AM 12:35PM MW BE 104  
 HYBO 10/22/18 12/12/18 ON LINE  
 The above section is a short term hybrid class. Computer with Internet access required.  
 See www.opencampus.com. Please note the start and end dates.  
**Instructor:** D Wilcoxson

**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)  
**47798 Last day to add: 10/27/18**  
 HYB 10/22/18 12/13/18 11:05AM 12:35PM TTH BE 206  
 HYBO 10/22/18 12/13/18 ON LINE  
 The above section is a short-term hybrid class. Computer with Internet access required.  
 See www.opencampus.com. Please note the start and end dates.  
**Instructor:** D Wilcoxson

**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 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 Judon

**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.  
**47813 Last day to add: 10/27/18**  
 HYB 10/23/18 12/11/18 06:00PM 09:10PM T BE 206  
 HYBO 10/23/18 12/11/18 ON LINE  
 The above section is a short-term hybrid class. Computer with Internet access required.  
 See www.opencampus.com. Please note the start and end dates.  
**Instructor:** D Wilcoxson

**BUS-43 International Business - Marketing 3 UNITS**  
**Prerequisite:** None.  
 Description: Problems of marketing in the international marketplace and how marketers approach and solve them. Focus on concepts and principles by teaching the theory and practice of international marketing, including: The United States international marketing position, market entry strategies, analysis of foreign markets, culture and marketing, product, pricing, distribution, promotion, and sales. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)  
**47816 Last day to add: 10/26/18**  
 HYB 10/22/18 12/12/18 11:10AM 12:35PM MW BE 204  
 HYBO 10/22/18 12/12/18 ON LINE  
 The above section is a short-term hybrid class. Computer with Internet access required.  
 See www.opencampus.com. Please note the start and end dates.  
**Instructor:** C Ishihara

**BUS-48 International Management 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.)  
**47818 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 Ishihara

## 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.)  
**49242 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:** P Bainum

**CAT-3 Computer Applications for Business** **3 UNITS**  
(same As Bus/Cis-3)

**Prerequisite:** None  
**Description:** This course introduces a suite of computer applications to students preparing to enter business, and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

<b>47821</b>						<b>Last day to add: 10/28/18</b>
HYB	10/22/18	12/12/18	08:00AM	10:50AM	MW	BE 208
HYBO	10/22/18	12/14/18				ON LINE
HYBL	10/26/18	12/14/18	08:00AM	10:20AM	F	MLK 219

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

**Instructor:** P Bainum

**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.)

<b>47823</b>						<b>Last day to add: 10/30/18</b>
OL	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](http://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.)

<b>47825</b>						<b>Last day to add: 10/30/18</b>
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](http://www.opencampus.com). All hours, including the 18-hours laboratory requirement, are completed online. Please note the start and end dates.

**Instructor:** S Cortez

**CAT-51 Intermediate Typewriting/** **3 UNITS**  
**Document Formatting**

**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.)

<b>47827</b>						<b>Last day to add: 10/30/18</b>
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](http://www.opencampus.com). All hours, including the 18-hours laboratory requirement, are completed online. Please note the start and end dates.

**Instructor:** S Huyssoon

**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.)

<b>49244</b>						<b>Last day to add: 10/28/18</b>
WE	10/22/18	12/12/18	11:10AM	12:40PM	MW	BE 208
WEL	10/22/18	12/12/18	11:10AM	01:30PM	F	MLK 219

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

**Instructor:** L Zamora

## 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.

<b>47930</b>						<b>Last day to add: 10/30/18</b>
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](http://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.

**47923** Last day to add: 10/27/18

HYB	10/23/18	12/13/18	09:35AM	11:05AM	TTH	BE 208
HYBO	10/23/18	12/13/18				ON LINE
HYBL	10/23/18	12/13/18				MLK 219

The above section is a short term hybrid class and has an 18-hour laboratory requirement. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Students must complete 100 minutes of laboratory time weekly in the MLK 219 computer lab, and must use WebAdvisor to schedule their lab requirement. See CCC-Lab in WebAdvisor for available lab sections.

**Instructor:** D Thompson

### 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.

**47931** Last day to add: 10/26/18

HYB	10/22/18	12/12/18	02:20PM	03:45PM	MW	BE 100
HYBO	10/22/18	12/12/18				ON LINE
HYBL	10/22/18	12/12/18				MLK 219

The above section is a short-term hybrid class and has an 18-hour laboratory requirement. Please note the start and end dates. Computer with Internet access required. Students must complete 50 minutes of laboratory time per class session in the MLK 219 computer lab, and must use WebAdvisor to schedule their lab requirement. See CCC-Lab in WebAdvisor for available lab sections.

**Instructor:** D Friedman

### 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.

**47932** Last day to add: 10/27/18

HYB	10/23/18	12/13/18	06:00PM	07:30PM	TTH	BE 204
HYBO	10/23/18	12/13/18				ON LINE
HYBL	10/23/18	12/13/18	07:45PM	08:50PM	TTH	BE 100

The above section is a short term hybrid class. Computer with Internet access is required. Designated laboratory hours are included in the meeting times for the above section. 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](http://www.opencampus.com). All hours, including the 18-hour laboratory requirement, are completed online.

**Instructor:** D Thompson

### CIS-3 Computer Applications for Business (same As Bus/Cat-3)

3 UNITS

**Prerequisite:** None.

Description: Introductory to intermediate concepts covering Windows operating system, file management, and various aspects of typical office applications for business and office professionals. (Same as BUS/CAT-3)

**47947** Last day to add: 10/28/18

HYB	10/22/18	12/12/18	08:00AM	10:50AM	MW	BE 208
HYBO	10/22/18	12/14/18				ON LINE
HYBL	10/22/18	12/14/18	08:00AM	10:20AM	F	MLK 219

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

**Instructor:** P Bainum

### 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.)

**47936** 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](http://www.opencampus.com). All hours, including the 18-hour laboratory requirement, are completed online.

**Instructor:** S Bhatia

**CIS-21 Introduction to Operating Systems (same As Csc-21) 3 UNITS**

**Prerequisite:** CIS-1A  
 Description: An introduction to operating system concepts, structure, functions, performance, and management 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.)

<b>49255</b>						<b>Last day to add: 10/26/18</b>
HYB	10/22/18	12/12/18	06:00PM	07:30PM	MW	BE 100
HYBO	10/22/18	12/12/18				ON LINE
HYBL	10/22/18	12/12/18	07:40PM	08:45PM	MW	BE 100

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

**CIS-26B Cisco Networking Academy 1B 4 UNITS**

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

<b>47941</b>						<b>Last day to add: 10/27/18</b>
HYB	10/23/18	12/11/18	06:00PM	10:15PM	T	MLK 226
HYBO	10/23/18	12/11/18				ON LINE

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

**CIS-26B Cisco Networking Academy 1B 4 UNITS**

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

<b>47942</b>						<b>Last day to add: 10/28/18</b>
HYB	10/24/18	12/12/18	06:00PM	10:15PM	W	MLK 226
HYBO	10/24/18	12/12/18				ON LINE

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

**CIS-26D Cisco Networking Academy 1D 4 UNITS**

**Prerequisite:** CIS-26C  
 Description: This course introduces students to configure WAN services, frame relay, WAN serial connection, IPV6, encapsulate WAN data, High-Level Data Link Control (HDLC), Point-to-Point Protocol (PPP), ACLs access lists, and the network administrator's role and function. Students will learn to configure Frame Relay operations and troubleshoot DHCP, DNS and ACL's. This course is the last of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

<b>47944</b>						<b>Last day to add: 10/26/18</b>
HYB	10/22/18	12/10/18	06:00PM	10:50PM	M	MLK 226
HYBO	10/22/18	12/10/18				ON LINE

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

**CIS-27A Computer Forensics Fundamentals (same As Csc-27a) 3 UNITS**

**Prerequisite:** None  
 Advisory: CIS/CSC-27  
 Description: This course is an introduction to the methods used to properly conduct a computer forensics investigation beginning with a discussion of ethics, while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; the computer investigation process; understanding operating systems boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools. 54 hours lecture and 18 hours laboratory.

<b>47946</b>						<b>Last day to add: 10/27/18</b>
WE	10/22/18	12/13/18	09:35AM	11:00AM	MTWTH	MLK 226
WEL	10/22/18	12/13/18	11:10AM	12:00PM	MW	MLK 226

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

**CIS-28A Ms Access Programming (same As Csc-28a) 3 UNITS**

**Prerequisite:** None  
 Advisory: CIS/CSC-5  
 Description: Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions, and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

<b>49257</b>						<b>Last day to add: 10/30/18</b>
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](http://www.opencampus.com). All hours, including the 18-hour laboratory requirement, are completed online. please note the start and end dates.  
**Instructor:** Staff

**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)

**49374 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](http://www.opencampus.com). All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

**Instructor:** S Ruiz

**CIS-72B Intermediate Web Page Creation Using Cascading Style Sheets (CSS)** **1.50 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.)

**47957 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](http://www.opencampus.com). All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

**Instructor:** S McLeod

**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.)

**49473 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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** S McLeod

## COMPUTER SCIENCE

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

**Prerequisite:** CIS/CSC-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.)

**47989 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](http://www.opencampus.com). All hours, including the 18-hour laboratory requirement, are completed online.

**Instructor:** S Bhatia

**CSC-21 Introduction to Operating Systems**  
(same As Cis-21) **3 UNITS**

**Prerequisite:** CIS-1A

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

**49256 Last day to add: 10/26/18**

HYB 10/22/18 12/12/18 06:00PM 07:30PM MW BE 100

HYBO 10/22/18 12/12/18 ON LINE

HYBL 10/22/18 12/12/18 07:40PM 08:45PM MW BE 100

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

See [www.opencampus.com](http://www.opencampus.com). Designated laboratory hours are included in the meeting times for this section. Please note the start and end dates.

**Instructor:** Staff

**CSC-28A Ms Access Programming**  
(same As Cis-28a) **3 UNITS**

**Prerequisite:** None

Advisory: CIS/CSC-5

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

**49258 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](http://www.opencampus.com). All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

**Instructor:** Staff

**CSC-63 Introduction to Sql (same As Cis-63) 3 UNITS**

**Prerequisite:** None.  
Description: Provides experience in database management using the Structured Query Language. The class will be introducing key SQL concepts necessary in developing a database schema and using the data manipulation language.(Same as CIS-63)

<b>47998</b>		<b>Last day to add: 10/30/18</b>
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](http://www.opencampus.com). All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

**Instructor:** S Ruiz

## EARLY CHILDHOOD EDUCATION

**EAR-28 Principles and Practices of Teaching Young Children 3 UNITS**

**Prerequisite:** None  
Description: An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. Includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. 54 hours lecture.

<b>48068</b>		<b>Last day to add: 10/30/18</b>
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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** D Cazares

**EAR-53 Parenting-Guiding Yng Children 2 UNITS**

**Prerequisite:** None.  
Description: Theoretical and practical guidance and discipline techniques that influence and shape behavior.

<b>48083</b>		<b>Last day to add: 10/30/18</b>
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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** D Cazares

**EAR-54 Contemporary Parent 1 UNIT**

**Prerequisite:** None  
Description: This course examines factors affecting child-rearing in the changing social environment.

<b>48085</b>		<b>Last day to add: 10/30/18</b>
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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** S Yates

## ECONOMICS

**ECO-7 Principles of Macroeconomics 3 UNITS**

**Prerequisite:** MAT-52  
Advisory: MAT-35 and qualification for ENG-1A  
Description: Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

<b>49077</b>		<b>Last day to add: 10/27/18</b>
HYB	10/23/18 12/13/18 11:10AM 12:40PM TTH	BE 210
HYBO	10/23/18 12/13/18	ON LINE

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

**Instructor:** A Casolari

**ECO-8 Principles of Microeconomics 3 UNITS**

**Prerequisite:** MAT-52  
Advisory: MAT-35 and qualification for ENG-1A  
Description: Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture.

<b>49501</b>		<b>Last day to add: 10/26/18</b>
HYB	10/22/18 12/12/18 03:55PM 05:25PM MW	QD 208
HYBO	10/22/18 12/12/18	ON LINE

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

**Instructor:** M Hamilton

## ENGLISH

**ENG-1A English Composition 4 UNITS**

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

<b>47163</b>		<b>Last day to add: 10/26/18</b>
HYB	10/22/18 12/12/18 10:15AM 12:20PM MW	QD 203
HYBO	10/22/18 12/12/18	MLK 119
HYBL		

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

**Instructor:** B Osgood-Treston



### 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)

**47213** Last day to add: 10/27/18

HYB 10/23/18 12/14/18 10:15AM 12:20PM TTH QD 119

HYBO 10/23/18 12/14/18 MLK 119

HYBL

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

**Instructor:** B Osgood-Treston

## ENGLISH AS A SECOND LANGUAGE

### ESL-54 High-intermediate Writing and Grammar 5 UNITS

**Prerequisite:** Qualifying placement level on a state-approved placement instrument or ESL-53

Description: Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass Option.)

**47308** Last day to add: 10/27/18

WE 10/22/18 12/13/18 08:10AM 11:00AM MTWTH QD 101

WEL 10/22/18 12/13/18 MLK 119

The above section is a short term web-enhanced class. In addition to the time spent in the above web-enhanced class, students are required to attend the Writing and Reading Center in MLK 119 for 50 minutes each week to fulfill the 18-hour lab requirement. Internet access is required. Please note the start and end dates.

**Instructor:** C Reible

### ESL-55 Advanced Writing and Grammar

5 UNITS

**Prerequisite:** Qualifying placement level on a state-approved placement instrument or ESL-54

Description: Emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes continued development of vocabulary, reading and academic skills necessary for success in college classes. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass Option.)

**47314** Last day to add: 10/27/18

WE 10/22/18 12/13/18 11:30AM 02:05PM MTWTH QD 101

WEL 10/22/18 12/13/18 MLK 119

In addition to the time spent in the above short term class, students are required to attend the Writing and Reading Center in MLK 119 twice a week for 50 minutes in order to fulfill the 18-hour lab requirement. Students must use WebAdvisor to schedule their lab requirement. See WRC-Lab in WebAdvisor for available laboratory sections. Internet access required.

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

**Instructor:** M Lugo

## FILM, TELEVISION AND VIDEO

### FTV-52 Film, Television and Video Laboratory

2 UNITS

**Prerequisite:** None

Description: Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. 108 hours laboratory. (Letter Grade or Pass/No Pass option)

**48274** Last day to add: 12/01/18

LAB 10/22/18 12/14/18 TCHA 132

The above section is a short-term class and has a 108-hour laboratory requirement to be arranged. Please note the start and end dates. Contact the instructor for additional information regarding TBA dates and times. First class meeting: Tuesday, 10/25 at 10:00am in TCHA 132.

**Instructor:** J McLean

## 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.)

**48300** 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](http://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](http://www.opencampus.com).

**Instructor:** E Brown

## KINESIOLOGY

### KIN-4 Nutrition

3 UNITS

**Prerequisite:** None

Description: The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. 54 hours lecture.

**48398** 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 is required.

Please note the start and end dates.

**Instructor:** J Kuk

### 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](http://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.

**48357** Last day to add: 10/27/18

LEC 10/23/18 12/13/18 09:35AM 12:45PM TTH TCHA 127

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

**Instructor:** J McCarron

## 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.)

**48525** 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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** S Ellis

## 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.)

**48531** 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](http://www.opencampus.com). Please note the start and end dates

**Instructor:** J Lehr

### MAG-47 Applied Business, Management Ethics 3 UNITS

**Prerequisite:** None.

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

**48534** Last day to add: 10/26/18

HYB 10/22/18 12/12/18 08:00AM 09:30AM MW BE 204  
 HYBO 10/22/18 12/12/18 ON LINE

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

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

**Instructor:** R Pardee

### MAG-51 Elements of Supervision 3 UNITS

**Prerequisite:** None

Description: Covers responsibilities of a supervisor in industry, including organization, employee relations and evaluations.

**48535** 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](http://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 ON LINE

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

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

**Instructor:** D Judon

### MAG-60 Introduction to Hospitality Management 3 UNITS

**Prerequisite:** None

Description: An introduction to hospitality management covering travel and tourism, resorts, clubs, casinos, lodging, and food and beverage industries with consideration given to issues in environment, technology, ethics, and international arena. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**48538** 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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** S Fox

## MARKETING

### MKT-20 Principles of Marketing 3 UNITS

**Prerequisite:** None

Advisory: BUS-10

Description: Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research and strategic market planning. The course will survey with a global perspective, the selection of target markets as well as the development of the marketing mix place, product, price and promotion. 54 hours lecture.

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

**Instructor:** J Lehr

## MUSIC

### MUS-19 Music Appreciation 3 UNITS

**Prerequisite:** None

Description: A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. Organized to acquaint students with the roles of music and musicians in society and with representative musical selections through listening, reading, writing, and live performance. 54 hours lecture.

**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](http://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.

**48713 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](http://www.opencampus.com). Please note the start and end dates.

**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.

**49433 Last day to add: 10/30/18**  
 OL 10/22/18 12/14/18 ON LINE

**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.

**48716 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](http://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.

**49477 Last day to add: 09/15/18**  
 OL 10/22/18 12/14/18 ON LINE

**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.

**48720 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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** K Mayse

**MUS-89 Music of Multicultural America 3 UNITS**

**Prerequisite:** None.  
 Description: A comparative and integrative study of the multicultural musical styles of the United States.

**48778 Last day to add: 09/07/18**  
 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](http://www.opencampus.com). Please note the start and end dates.

**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.

**49434 Last day to add: 10/30/18**  
 OL 10/22/18 12/14/18 ON LINE

**Instructor:** P Curtis

## NURSING

**NRN-93 Calculations for Healthcare Providers 1 UNIT**

**Prerequisite:** None.  
 Description: Systems of measurement and principles of dosage calculation for the administration of medications and fluids.

**48843 Last day to add: 10/28/18**  
 WE 10/24/18 12/12/18 03:00PM 05:05PM W NURS 156

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

**Instructor:** K Reimer

## NURSING/CONTINUING ED

**NXN-84 Prepare for Success-Nrs School 1.50 UNITS**

**Prerequisite:** None.  
 Description: Provides an introduction to and facilitates success in the RCC School of Nursing programs.

**48857 Last day to add: 10/28/18**  
 WE 10/24/18 12/12/18 08:00AM 11:10AM W NURS 151

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

**Instructor:** T VantHul

## 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.

**48863** 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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** L Judon

### PAL-78 Civil Litigation and Procedures II 3 UNITS

**Prerequisite:** PAL-68

Description: Further study of civil litigation and procedures as it pertains to the role of a paralegal. Evidence, discovery techniques, preparation of briefs, settlement procedures, judgments, appeals, post trial procedures, and alternative methods of dispute resolution are emphasized. 54 hours lecture.

**48866** Last day to add: 10/28/18

HYB 10/24/18 12/12/18 06:00PM 09:10PM W QD 106

HYBO 10/24/18 12/12/18 ON LINE

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

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

**Instructor:** J James

### PAL-87 Trial Prac/Prep/Proced 3 UNITS

**Prerequisite:** None

Description: Preparation and presentation of motions and a mock jury trial including use of the evidence code.

**49259** Last day to add: 10/28/18

HYB 10/24/18 12/13/18 11:10AM 02:20PM W DL 206

HYBO 10/24/18 12/13/18 ON LINE

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

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

**Instructor:** L Judon

## 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.)

**47523** 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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** T Brown

### 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.)

**49469** Last day to add: 10/30/18

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

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

**Instructor:** T Brown

## REAL ESTATE

### RLE-81 Real Estate Practices 3 UNITS

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.

**48923** Last day to add: 10/27/18

HYB 10/23/18 12/11/18 06:00PM 09:10PM T BE 104

HYBO 10/23/18 12/11/18 ON LINE

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

**Instructor:** M Baez-Schwab

## SENIOR CITIZEN EDUCATION

### SCE-811 Drawing/Painting: Older Adults 0 UNITS

**Prerequisite:** None.

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

**49489** Last day to add: 12/11/18

LAB 10/23/18 12/11/18 09:00AM 12:00PM T GOSK ART

**Instructor:** S Maheshwari

### SCE-811 Drawing/Painting: Older Adults 0 UNITS

**Prerequisite:** None.

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

**49495** Last day to add: 12/11/18

LAB 10/23/18 12/11/18 01:00PM 04:00PM T RSV CLAS

**Instructor:** Staff

**SCE-813 Healthy Aging for Older Adults**

**0 UNITS**

**Prerequisite:** None.

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

**49487 Last day to add: 12/19/18**

LEC	10/29/18	12/19/18	01:00PM	01:58PM	MW	MPC CLAS
LAB	10/29/18	12/19/18	01:58PM	02:36PM	MW	MPC CLAS

**Instructor:** H Kurland

**SCE-840 Craft Design for Older Adults**

**0 UNITS**

**Prerequisite:** None

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

**49497 Last day to add: 12/11/18**

LAB	10/23/18	12/11/18	01:00PM	04:00PM	T	MVSC CLAS
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**Instructor:** L Souder

## SPANISH

**SPA-1 Spanish 1**

**5 UNITS**

**Prerequisite:** None

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

**49144 Last day to add: 10/27/18**

HYB	10/23/18	12/14/18	02:00PM	04:30PM	TTH	QD 129
HYBO	10/23/18	12/14/18				ON LINE
HYBL	10/23/18	12/14/18				DL 111

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

**Instructor:** D Gaylor

**SPA-1 Spanish 1**

**5 UNITS**

**Prerequisite:** None

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

**49429 Last day to add: 10/27/18**

HYB	10/22/18	12/14/18	06:00PM	08:30PM	TTH	QD 105
HYBO	10/22/18	12/14/18				ON LINE
HYBL	10/22/18	12/14/18				DL 111

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

**Instructor:** S Maldonado Reyna

**SPA-2 Spanish 2**

**5 UNITS**

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

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

**48945 Last day to add: 10/26/18**

HYB	10/22/18	12/14/18	10:30AM	01:20PM	MW	QD 129
HYBO	10/22/18	12/14/18				ON LINE
HYBL	10/22/18	12/14/18				DL 111

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

**Instructor:** P Rivera

## 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.

**48963 Last day to add: 09/07/18**

OL	10/22/18	12/13/18				ON LINE
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The above section is a short term online class. Computer with Internet access required. See [www.opencampus.com](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** J Julian

**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.

**48964** **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](http://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.

**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](http://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.

**48966** **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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** C Sorenson

**WELDING TECHNOLOGY**

**WEL-65B Advanced Shielded Metal Arc Welding**

**3 UNITS**

**Prerequisite:** WEL-65A

Description: An advanced course in shielded metal arc welding, shop and industrial safety, and common metal and materials used in the welding industry. 27 hours lecture and 81 hours laboratory.

**49084** **Last day to add: 10/27/18**

LEC 10/22/18 12/11/18 08:00AM 09:25AM MT TCHA 128

LAB 10/22/18 12/13/18 09:35AM 12:00PM MTWTH TCHA 130

**Instructor:** J Knieriem

**WEL-95B Advanced Gas Tungsten Arc Welding (GTAW)**

**3 UNITS**

**Prerequisite:** WEL-95A

Description: Advanced theory, practical application and joining techniques used in Gas Tungsten Arc Welding. 27 hours lecture and 81 hours laboratory.

**49093** **Last day to add: 10/27/18**

LEC 10/22/18 12/11/18 01:00PM 02:25PM MT TCHA 128

LAB 10/22/18 12/13/18 02:35PM 05:00PM MTWTH TCHA 130

**Instructor:** M Medina