What Are Online, Hybrid and Web-enhanced Classes?

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

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

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

Are You Ready for Online Learning?

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

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

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

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

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

Please note: To enable online-based students to communicate more effectively with their instructors, students need to activate and use their RCCD e-mail account. Personal e-mail addresses will not be used so the RCCD account is the only e-mail account to which you will be sent important information. To activate your RCCD e-mail account, please see page 8 in the Information Pages portion of the schedule, or go to mail.office365.com to sign in with your RCCD email address.

What’s An Online Class Like?

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

Questions?


This website provides:

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

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

Are Open Campus Distance Learning Classes for Me?

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

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

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

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

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

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

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

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

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

ACC-1A  Principles of Accounting I  3 UNITS
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.
OL 02/12/18 06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: P Worsham

ACC-1A  Principles of Accounting I  3 UNITS
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.
OL 02/12/18 04/08/18  ON LINE
The above section is a short term online class that requires an on-site proctored final exam. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: P Worsham

ACC-1A  Principles of Accounting I  3 UNITS
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.
OL 02/12/18 06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: F Stearns

ACC-1A  Principles of Accounting I  3 UNITS
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.
OL 02/12/18 04/08/18  ON LINE
The above section is a short term online class that requires an on-site proctored final exam. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: P Worsham

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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.
OL 02/12/18 06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: F Stearns

ACC-1A  Principles of Accounting I  3 UNITS
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.
OL 02/12/18 06/07/18  ON LINE
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: M Blumenthal
**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.

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<td>02/23/18</td>
<td>02/12/18 06/07/18</td>
<td>The above section is a online class that requires an on-site proctored final exam. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>. Please note the start and end dates. Instructor: P Worsham</td>
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**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.

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<td>02/12/18 06/07/18</td>
<td>The above section is an online class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>. Instructor: F Stearns</td>
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**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.)

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<td>02/12/18 04/08/18</td>
<td>The above section is a short term online class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>. Please note the start and end dates. Instructor: M Scott</td>
</tr>
</tbody>
</table>

**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.)

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<td>The above section is an online class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>. Instructor: M Scott</td>
</tr>
</tbody>
</table>

**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.)

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<td>33810</td>
<td>02/23/18</td>
<td>02/12/18 06/07/18</td>
<td>The above section is an online class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>. Instructor: N Ildefonso</td>
</tr>
</tbody>
</table>

**ACC-200  Acctng Work Experience** 1 UNIT
Course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction.

PREREQUISITE: None.

ADVISORY: Students should have paid or voluntary employment.

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<td>34698</td>
<td>02/23/18</td>
<td>02/12/18 06/07/18</td>
<td>The above section is an online class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>. In addition to the online lecture, students are required to attend an orientation at Norco College the first week of the semester, dates and times will be posted in Blackboard. Students must also meet on-campus for an instructor conference and for final exams. Please see Blackboard for specific dates and times. Instructor: Staff</td>
</tr>
</tbody>
</table>

**ADMINISTRATION OF JUSTICE**

**ADJ-1  Introduction to the Administration of Justice** 3 UNITS
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.

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<td>23642</td>
<td>02/23/18</td>
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<td>The above section is an online class. Computer with Internet access required. See <a href="http://www.opencampus.com">www.opencampus.com</a>. Instructor: K Paine</td>
</tr>
</tbody>
</table>
ADJ-1 Introduction to the Administration of Justice  3 UNITS
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.
42029  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: O Thompson

ADJ-2 Principles and Procedures of the Justice System  3 UNITS
Description: This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional precedents. 54 hours lecture.
42029  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: M Matuszak

ADJ-3 Concepts of Criminal Law  3 UNITS
Description: Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. 54 hours lecture.
23648  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: K Paine

AMERICAN SIGN LANGUAGE

AML-22 American Deaf Culture  3 UNITS
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.
42079  Last day to add: 03/04/18
OL  04/16/18  06/07/18
ON LINE
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: T Korn

ANTHROPOLOGY

ANT-1 Physical Anthropology  3 UNITS
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.
22981  Last day to add: 02/20/18
OL  02/12/18  04/08/18
ON LINE
The above section is a short-term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: L Broyles

ANT-1 Physical Anthropology  3 UNITS
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.
22981  Last day to add: 04/24/18
OL  04/16/18  06/07/18
ON LINE
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: L Broyles

ANT-1 Physical Anthropology  3 UNITS
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.
33827  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: A Gray
ART

ART-6  Art Appreciation  3 UNITS
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.)
23771  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. Please see www.opencampus.com.
Instructor: J Wimbley

ART-6  Art Appreciation  3 UNITS
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.)
33852  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. Please see www.opencampus.com.
Instructor: K Skiba

ART-6  Art Appreciation  3 UNITS
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.)
33855  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. Please see www.opencampus.com.
Instructor: K Skiba

ART-6  Art Appreciation  3 UNITS
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.)
42180  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. Please see www.opencampus.com.
Instructor: R Taube
BUSINESS ADMINISTRATION

BUS-10  Introduction to Business  3 UNITS
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.
23036  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: J Duran

BUS-10  Introduction to Business  3 UNITS
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.
23038  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: L Dunphy

BUS-10  Introduction to Business  3 UNITS
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.
33877  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: G Zwart

ART-6  Art Appreciation  3 UNITS
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.)
42181  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: A Herrera

ART-6  Art Appreciation  3 UNITS
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.)
42185  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: K Duffield

ART-6  Art Appreciation  3 UNITS
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.)
42188  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: G Zwart

ART-6  Art Appreciation  3 UNITS
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.)
42189  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: R Taube
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<td>BUS-10</td>
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<td>3</td>
<td>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.</td>
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<td>Riker</td>
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<td>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.</td>
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<td>02/23/18</td>
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<td>02/23/18</td>
<td>Online</td>
<td>Pardee</td>
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**BUS-18A Business Law I**

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<td>3</td>
<td>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.</td>
<td>02/23/18</td>
<td>Online</td>
<td>Johnson</td>
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<td>Judon</td>
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<td>3</td>
<td>The above section is a short-term online class. Computer with Internet access required.</td>
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<tr>
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<td>The above section is a short-term online class. Computer with Internet access required.</td>
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<td>Judon</td>
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**BUS-10 Introduction to Business**

<table>
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<tr>
<th>Units</th>
<th>Description</th>
<th>Last day to add</th>
<th>Type</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>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.</td>
<td>04/24/18</td>
<td>Online</td>
<td>Riker</td>
</tr>
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<td>3</td>
<td>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.</td>
<td>04/24/18</td>
<td>Online</td>
<td>Wyckoff</td>
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<td>3</td>
<td>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.</td>
<td>02/23/18</td>
<td>Online</td>
<td>Pardee</td>
</tr>
<tr>
<td>3</td>
<td>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.</td>
<td>02/23/18</td>
<td>Online</td>
<td>Ishihara</td>
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**BUS-10 Introduction to Business**

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<th>Instructor</th>
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<tr>
<td>3</td>
<td>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.</td>
<td>04/24/18</td>
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<td>Riker</td>
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<td>02/23/18</td>
<td>Online</td>
<td>Ishihara</td>
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</tbody>
</table>
BUS-18B  Business Law II  3 UNITS
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.
42274  Last day to add: 03/04/18
OL  04/16/18  06/07/18  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-20  Business Mathematics  3 UNITS
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.
42278  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: R Pardee

BUS-22  Management Communications  3 UNITS
Advisory: CAT-30 Description: Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing. 54 hours lecture.
42279  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: C Ishihara

BUS-20  Business Mathematics  3 UNITS
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.
23044  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: R Loya

BUS-20  Business Mathematics  3 UNITS
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.
33889  Last day to add: 02/20/18
OL  02/12/18  04/08/18  ON LINE
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: R Beck

BUS-20  Business Mathematics  3 UNITS
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.
33890  Last day to add: 03/04/18
OL  04/16/18  06/07/18  ON LINE
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: R Beck

BUS-47  Applied Business and Management Ethics  3 UNITS
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)
33894  Last day to add: 04/24/18
OL  04/16/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: R Beck

BUS-47  Applied Business and Management Ethics  3 UNITS
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)
42286  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: R Pardee
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<th>Description</th>
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<th>Start Date</th>
<th>End Date</th>
<th>Type</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>BUS-51</td>
<td>Principles of Electronic Commerce</td>
<td>3</td>
<td>Advisory: BUS-10 and CIS-1A Description: An introduction to electronic commerce focusing on business, technological, and social issues in today's global market. Provides the theory and practice of conducting business over the Internet and the World Wide Web. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</td>
<td>02/23/18</td>
<td>02/12/18</td>
<td>06/07/18</td>
<td>Online</td>
<td>J Pentis</td>
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<td>04/07/18</td>
<td>03/26/18</td>
<td>06/07/18</td>
<td>Online</td>
<td>D Wilcoxson</td>
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<tr>
<td>BUS-80</td>
<td>Principles of Logistics</td>
<td>3</td>
<td>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.</td>
<td>04/20/18</td>
<td>02/12/18</td>
<td>04/08/18</td>
<td>Online</td>
<td>R Beck</td>
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<td>06/07/18</td>
<td>Online</td>
<td>R Beck</td>
</tr>
<tr>
<td>BUS-86</td>
<td>Transportation and Traffic Management</td>
<td>3</td>
<td>Description: A study of the freight transportation system including the demand for freight movement, laws, regulations, pricing, and policies, traffic management and international transportation issues. Focuses on how transportation collaborates with other supply chain functions to optimize cost and customer service. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</td>
<td>04/24/18</td>
<td>04/16/18</td>
<td>06/07/18</td>
<td>Online</td>
<td>C Pentis</td>
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<tr>
<td>BUS-87</td>
<td>Purchasing and Supply Management</td>
<td>3</td>
<td>Description: Study of the purchasing and supply manager’s responsibilities including the identification, acquisition, positioning and management of materials, services and equipment that organizations needs to attain their goals. Emphasis is on decision making, integration with suppliers, critical internal relationships, and customer (end user) service. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</td>
<td>02/20/18</td>
<td>02/12/18</td>
<td>04/08/18</td>
<td>Online</td>
<td>R Beck</td>
</tr>
<tr>
<td>BUS-200</td>
<td>Business Admin Work Exp</td>
<td>1</td>
<td>Course is designed to coordinate the student’s occupational on-the-job training with related classroom instruction. PREREQUISITE: None. ADVISORY: Students should have paid or voluntary employment.</td>
<td>02/23/18</td>
<td>02/12/18</td>
<td>06/07/18</td>
<td>Online</td>
<td>Staff</td>
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</table>
## COMMUNICATION STUDIES

### COM-12 Intercultural Communication 3 UNITS
Advisory: COM-51 and qualification for ENG-1A Description: This course provides an introduction to the factors affecting intercultural communication. This course focuses on the communication behaviors and values common to all cultures and ethnic groups, as well as the differences that may insulate and divide people. Students will examine influences on the communication process, including aspects such as stereotyping, gender roles, values, beliefs, verbal and nonverbal communication patterns, conflict styles and much more. Students will learn to overcome the communication problems that may result when members of other cultures and/or ethnic groups communicate by evaluating their own intercultural communication patterns and learning skills to increase their effectiveness. 54 hours lecture. (Letter Grade or Pass/No Pass option)

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<tr>
<th>Section</th>
<th>Institution</th>
<th>Last day to add:</th>
<th>Start Date</th>
<th>End Date</th>
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</tbody>
</table>

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

### COM-13 Gender and Communication 3 UNITS
Advisory: COM-51 and qualification for ENG-1A Description: A study of theories that address communication styles including similarities and differences between masculine and feminine gender types. Integrates theories to heighten students' awareness of the importance of gender as a communication variable. Theoretical approaches to the development of gender are discussed. Gender communication issues are addressed with an emphasis on listening, perception, verbal, nonverbal communication, and conflict management in interpersonal, small group and various other contexts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

<table>
<thead>
<tr>
<th>Section</th>
<th>Institution</th>
<th>Last day to add:</th>
<th>Start Date</th>
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<tr>
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</table>

The above section is an online class. Computer with Internet access required. See www.opencampus.com. Instructor: J Floeke

### COM-20 Introduction to Communication Theory 3 UNITS
Advisory: COM-51 and/or qualification for ENG 1A Description: A survey of the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication. This course explores the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication as an academic field of study. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

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The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates. Instructor: J Muto
COM-20 Introduction to Communication Theory 3 UNITS
Advisory: COM-51 and/or qualification for ENG 1A
Description: A survey of the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication. This course explores the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication as an academic field of study. 54 hours lecture. (Letter Grade, or Pass/No Pass Option)

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</table>

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

Instructor: S Torre

CAT-30 Business English 3 UNITS
Advisory: Keyboarding skills or CAT-53 and CAT-34A or CAT-31A
Description: Examines the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. 54 hours lecture. (Letter Grade, or Pass/No Pass Option)

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<tr>
<th>Course Code</th>
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</table>

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

Instructor: S Torre

CAT-31 Business Communications 3 UNITS
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)

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</table>

The above section is an online class. Computer with Internet access required.
See www.opencampus.com

Instructor: L Fiedler

CAT-37 Legal Terminology 3 UNITS
Advisory: Basic document creation and formatting skills using Microsoft Word or Corel WordPerfect, and keyboarding speed of 40 wpm.
Description: A comprehensive study of the meaning, spelling, pronunciation and current use of legal terms and their application to legal documents and procedure. Digital correspondence and legal documents will be developed, evaluated, and edited. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)

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</table>

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

Instructor: S Cortez

CAT-38 Legal Word Processing and Forms 3 UNITS
Advisory: CAT-36A and Microsoft Word or Corel WordPerfect Description: Preparing legal documents and computerized Judicial Council forms using a computer. Emphasis will be placed on the standards used in legal procedure for various areas of law. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)

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

Instructor: P Bainum

CAT-39 Records Management 3 UNITS
Advisory: Knowledge of database management Description: Examines the basic procedures for alphabetic, numerical, geographical, subject, and chronological filing. Introduces records and database management and the management, control and retention thereof, both manually and electronically. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)

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<tr>
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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. All hours, including the 18-hour laboratory requirement, are completed online.

Instructor: P Bainum

CAT-40 Professional Office Procedures 3 UNITS
Advisory: CAT-3 and CAT-31 and CAT-51 Description: Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, data base management, spreadsheets, presentation techniques, and general office skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

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

Instructor: S Huyssoon

CAT-52 Introduction to Communication Theory 3 UNITS
Advisory: Basic document creation and formatting skills using Microsoft Word or Corel WordPerfect, and keyboarding speed of 40 wpm.
Description: A comprehensive study of the meaning, spelling, pronunciation and current use of legal terms and their application to legal documents and procedure. Digital correspondence and legal documents will be developed, evaluated, and edited. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)

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</table>

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

Instructor: S Cortez
COMPUTER INFORMATION SYSTEMS

CIS-1A    Intro to Comp Info Sys    3 UNITS
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.
PREREQUISITE: None.
OL 02/12/18 06/07/18
OLL 02/12/18 06/07/18
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: J Perry

CAT-80    Word Processing: Microsoft Word for Windows    3 UNITS
Advisory: Typing knowledge/skills with at least 40 wpm
Description: This course provides introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA Option)
42299    Last day to add: 04/06/18
OL 03/26/18 06/07/18
OLL 03/26/18 06/07/18
The above section is a short-term online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: S Huyssoon

CAT-98A    Introduction to Excel    1.50 UNITS
Description: Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)
33902    Last day to add: 02/20/18
OL 02/12/18 04/08/18
OLL 02/12/18 04/08/18
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: C Brotherton

CAT-98A    Introduction to Excel    1.50 UNITS
Description: Skill development in electronic spreadsheets using Excel for business and scientific related applications. 27 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)
42303    Last day to add: 05/04/18
OL 04/30/18 06/07/18
OLL 04/30/18 06/07/18
The above section is a short-term online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: J Perry

CAT-98B    Advanced Excel    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.)
33903    Last day to add: 04/24/18
OL 04/16/18 06/07/18
OLL 04/16/18 06/07/18
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: W Manges
### CIS-1A Intro to Comp Info Sys 3 UNITS

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.

**PREREQUISITE:** None.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Last day to add:</th>
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<tbody>
<tr>
<td>33931</td>
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</table>

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

**Instructor:** C Brotherton

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Last day to add:</th>
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<tbody>
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</table>

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

**Instructor:** J Lehr

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<tr>
<th>Course Code</th>
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</table>

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

**Instructor:** J Gregg

<table>
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<tr>
<th>Course Code</th>
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- The above section is an online class. Computer with Internet access required.
- See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.

**Instructor:** D Friedman

<table>
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<tr>
<th>Course Code</th>
<th>Last day to add:</th>
<th>ON LINE</th>
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<tbody>
<tr>
<td>42361</td>
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</table>

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

**Instructor:** H Ashby

<table>
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<tr>
<th>Course Code</th>
<th>Last day to add:</th>
<th>ON LINE</th>
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<td>02/23/18</td>
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</table>

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

**Instructor:** S McLeod

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<tr>
<th>Course Code</th>
<th>Last day to add:</th>
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<tr>
<td>42362</td>
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</table>

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

**Instructor:** D Thompson
CIS-2  Fundamentals of Systems Analysis  3 UNITS
Description: The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)
Instructor: W Ibeke

CIS-5  Programming Concepts and Methodology I:C++  4 UNITS
Advisory: CIS-1A Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.

OL  02/12/18  06/07/18  ON LINE
OLL  02/12/18  06/07/18  ON LINE

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 54-hour laboratory requirement, are completed online.
Instructor: P Conrad

CIS-5  Programming Concepts and Methodology I:C++  4 UNITS
Advisory: CIS-1A Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.

OL  02/12/18  06/07/18  ON LINE
OLL  02/12/18  06/07/18  ON LINE

The above section is an online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 54-hour laboratory requirement, are completed online.
Instructor: M Lehr

CIS-18A  Java Programming: Objects  3 UNITS
Advisory: CIS/CSC-5 Description: An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

OL  03/11/18  06/07/18  ON LINE
OLL  03/11/18  06/07/18  ON LINE

The above section is a short-term online class. Computer with Internet access required.
See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: Staff
<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
<th>Last day to add</th>
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<th>Mode</th>
<th>Instructor</th>
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<tr>
<td>CIS-18A</td>
<td>Java Programming: Objects</td>
<td>3</td>
<td>An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed on object-oriented programming. Other topics include graphical interface design and typical Swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)</td>
<td>04/24/18</td>
<td>44065</td>
<td>Online</td>
<td>P Conrad</td>
</tr>
<tr>
<td>CIS-18B</td>
<td>Java Programming: Advanced Objects</td>
<td>3</td>
<td>An advanced Java programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with Business, E-commerce and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)</td>
<td>02/20/18</td>
<td>43924</td>
<td>Online</td>
<td>S McLeod</td>
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<tr>
<td>CIS-56A</td>
<td>Designing Web Graphics</td>
<td>3</td>
<td>Competency in the use of a computer and familiarity with the Internet recommended, such as CAT/CIS-95A Description: This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe Photoshop. 54 hours lecture and 18 hours laboratory. (TBA option)</td>
<td>02/23/18</td>
<td>42378</td>
<td>Online</td>
<td>J Beck</td>
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<tr>
<td>CIS-62</td>
<td>MS Access DBMS: Comprehensive</td>
<td>3</td>
<td>Use of Microsoft Access DBMS applications including database design, development of queries, forms, reports and macros. (Same as CSC-62) PREREQUISITE: None.</td>
<td></td>
<td></td>
<td>Online</td>
<td>S Bhatia</td>
</tr>
<tr>
<td>CIS-72A</td>
<td>Introduction to Web Page Creation</td>
<td>1.5</td>
<td>An introduction to Web page creation using Extensible Hypertext Markup Language (XHTML). Use XHTML and CSS to design and create Web pages with formatted text, hyperlinks, lists, images, tables, frames, and forms. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)</td>
<td>02/20/18</td>
<td>42380</td>
<td>Online</td>
<td>S McLeod</td>
</tr>
<tr>
<td>CIS-72B</td>
<td>Intermediate Web Page Creation Using Cascading Style Sheets (CSS)</td>
<td>1.5</td>
<td>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.)</td>
<td>02/23/18</td>
<td>42381</td>
<td>Online</td>
<td>S McLeod</td>
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CIS-80  Word Processing: Microsoft Word for Windows  3 UNITS
Advisory: Typing knowledge/skills with at least 40 wpm Description: This course is designed to provide introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory.
42383  Last day to add: 04/06/18
OL  03/25/18  06/07/18  ON LINE
OLL  03/25/18  06/07/18  ON LINE
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: S Nuyssens

CIS-98A  Introduction to Excel  1.50 UNITS
An introduction to electronic spreadsheets using Excel. (Same as CAT-98A) PREREQUISITE: None.
33941  Last day to add: 02/20/18
OL  02/12/18  04/08/18  ON LINE
OLL  02/12/18  04/08/18  ON LINE
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: S Torre

CIS-98A  Introduction to Excel  1.50 UNITS
An introduction to electronic spreadsheets using Excel. (Same as CAT-98A) PREREQUISITE: None.
42387  Last day to add: 05/05/18
OL  04/30/18  06/07/18  ON LINE
OLL  04/30/18  06/07/18  ON LINE
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: S Fuller

CIS-98B  Advanced Excel  1.50 UNITS
Description: Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation. Spreadsheet manipulation
33943  Last day to add: 04/24/18
OL  04/16/18  06/07/18  ON LINE
OLL  04/16/18  06/07/18  ON LINE
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: W Manges

CSC-2  Fundamentals of Systems Analysis  3 UNITS
Description: The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)
42478  Last day to add: 02/20/18
OL  02/12/18  04/08/18  ON LINE
OLL  02/12/18  04/08/18  ON LINE
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.

CSC-5  Programming Concepts and Methodology C++  4 UNITS
Advisory: CIS-1A Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.
42480  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
OLL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 54-hour laboratory requirement, are completed online.
Instructor: M Lehr

CSC-5  Programming Concepts and Methodology C++  4 UNITS
Advisory: CIS-1A Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.
42484  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
OLL  02/12/18  06/07/18  ON LINE
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: P Conrad
CSC-18A  Java Programming: Objects  3 UNITS
Advisory: CIS/CSC-5 Description: An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)
44064  Last day to add: 03/26/18
OL  03/11/18  06/07/18  ON LINE
OLL  03/11/18  06/07/18  ON LINE
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: Staff

CSC-18A  Java Programming: Objects  3 UNITS
Advisory: CIS/CSC-5 Description: An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)
44066  Last day to add: 03/26/18
OL  03/11/18  06/07/18  ON LINE
OLL  03/11/18  06/07/18  ON LINE
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: P Conrad

CSC-62  MS Access DBMS: Comprehensive  3 UNITS
Use of Microsoft Access DBMS applications including database design, development of queries, forms, reports and macros. (Same as CIS-62)
PREREQUISITE: None.
42485  Last day to add: 04/24/18
OL  04/16/18  06/07/18  ON LINE
OLL  04/16/18  06/07/18  ON LINE
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: S Bhatia

EAR-20  Child Growth and Development  3 UNITS
Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.
23136  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is a short-term online class. Computer with internet access is required. See www.opencampus.com.
Instructor: M Thompson

EAR-20  Child Growth and Development  3 UNITS
Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.
23137  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with internet access is required. See www.opencampus.com.
Instructor: D Evans

EAR-20  Child Growth and Development  3 UNITS
Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.
34516  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with internet access is required. See www.opencampus.com.
Instructor: S Burnett
EAR-20  Child Growth and Development  3 UNITS
Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.
42535  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: S Yates

EAR-20  Child Growth and Development  3 UNITS
Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.
42539  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: A Rangel

EAR-20  Health, Safety and Nutrition  3 UNITS
A study of health, safety and nutrition factors of importance to the teacher, child and family of the young child.
PREREQUISITE: None.
23754  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access is required. See www.opencampus.com.
Instructor: Staff

EAR-20  Health, Safety and Nutrition  3 UNITS
A study of health, safety and nutrition factors of importance to the teacher, child and family of the young child.
PREREQUISITE: None.
42555  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: S Yates

EAR-20  Health, Safety and Nutrition  3 UNITS
A study of health, safety and nutrition factors of importance to the teacher, child and family of the young child.
PREREQUISITE: None.
42556  Last day to add: 04/24/18
OL  04/16/18  06/07/18  ON LINE
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.
Instructor: K Fausett

EAR-20  Child Growth and Development  3 UNITS
Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.
42537  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: K Fausett

EAR-20  Health, Safety and Nutrition  3 UNITS
A study of health, safety and nutrition factors of importance to the teacher, child and family of the young child.
PREREQUISITE: None.
42557  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access is required. See www.opencampus.com.
Instructor: B Zentgraf
EAR-28  Principles and Practices of Teaching Young Children  

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.  

3 UNITS  

42558  Last day to add: 02/20/18  
OL  02/12/18  04/06/18  
ON LINE  
The above section is a short-term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.  

Instructor: D Cazares  

EAR-40  Intro Children With Special Needs  

Introduction: 3 UNITS  

Introduces concepts basic to an understanding of infants and young children with special needs and their families. Observation required.  

PREREQUISITE: None.  

42563  Last day to add: 02/23/18  
OL  02/12/18  06/07/18  
ON LINE  
The above section is an online class. Computer with Internet access required. See www.opencampus.com.  

Instructor: D Cazares  

EAR-42  Child, Family, and Community  

3 UNITS  

An examination of the developing child in a societal context focusing on child, family, and the community with an emphasis on historical and socio-cultural factors.  

PREREQUISITE: None.  

42566  Last day to add: 02/23/18  
OL  02/12/18  06/07/18  
ON LINE  
The above section is an online class. Computer with Internet access required. See www.opencampus.com.  

Instructor: S Yates  

EAR-45  Administration II: Personnel and Leadership in Early Childhood Education  

3 UNITS  

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

Description: Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. 54 hours lecture.  

34629  Last day to add: 02/23/18  
OL  02/12/18  06/07/18  
ON LINE  
The above section is a short-term online class. Please note the start and end dates. Computer with Internet access is required. See www.opencampus.com.  

Instructor: D Cazares  

EAR-47  Childhood Stress and Trauma  

3 UNITS  

Description: This course is a comprehensive overview of concepts, theories, and issues related to childhood stress and trauma. Emphasis is on the short- and long-term effects that stress and trauma has on the physical, cognitive, language, social, and emotional stages of a child’s development. Students will be introduced to child behavior patterns and potential responses to stress and trauma. Students will examine research and innovative methods that support the child’s coping skills and healing process. This course is designed to develop an understanding of how children react and adapt to stress and trauma and what parents and early childhood practitioners can do to assist children. Outside observations required. 54 hours lecture.  

42569  Last day to add: 02/23/18  
OL  02/12/18  06/07/18  
ON LINE  
The above section is an online class. Computer with Internet access required. See www.opencampus.com.  

Instructor: K Fausett
**EAR-53** Parenting-Guiding Yng Children  
2 UNITS  
Theoretical and practical guidance and discipline techniques that influence and shape behavior.  
**PREREQUISITE:** None.  
42570  
OL  
02/12/18 04/06/18  
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.  
**Instructor:** D Cazaes

**EAR-53** Parenting-Guiding Yng Children  
2 UNITS  
Theoretical and practical guidance and discipline techniques that influence and shape behavior.  
**PREREQUISITE:** None.  
42571  
OL  
04/16/18 06/07/18  
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.  
**Instructor:** D Cazaes

**EAR-54** Contemporary Parent  
1 UNIT  
This course examines factors affecting child-rearing in the changing social environment.  
**PREREQUISITE:** None.  
42572  
OL  
02/12/18 04/06/18  
The above section is a short-term online course. Computer with Internet required. See www.opencampus.com. Please note the start and end dates.  
**Instructor:** S Yates

**EAR-54** Contemporary Parent  
1 UNIT  
This course examines factors affecting child-rearing in the changing social environment.  
**PREREQUISITE:** None.  
42573  
OL  
04/16/18 06/07/18  
The above section is a short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.  
**Instructor:** S Yates

**EAR-200** Early Childhood Work Exp  
1 UNIT  
Course is designed to coordinate the student's occupational on-the-job training with related classroom instruction.  
**PREREQUISITE:** None.  
ADVISORY: Students should have paid or voluntary employment.  
34695  
WRKO  
02/12/18 06/07/18  
The above section is an online class. Computer with Internet access required. See www.opencampus.com. In addition to the online lecture, students are required to attend an orientation at Norco College the first week of the semester, dates and times will be posted in Blackboard. Students must also meet on-campus for an instructor conference and for final exams. Please see Blackboard for specific dates and times.  
**Instructor:** Staff

**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.  
23149  
OL  
02/12/18 06/07/18  
The above section is an online class. Computer with Internet access is required. See www.opencampus.com.  
**Instructor:** T Morshed

**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.  
23150  
OL  
02/12/18 06/07/18  
The above section is an online class. Computer with Internet access is required. See www.opencampus.com.  
**Instructor:** T Morshed

**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.  
42576  
OL  
02/12/18 06/07/18  
The above section requires a computer with Internet access. See www.opencampus.com. In addition to the online lecture students are required to come to campus for a proctored final exam 12:00-2:00pm on Thursday, June 8, 2017 in DL 121.  
**Instructor:** A Casolari

**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.  
42577  
OL  
02/12/18 06/07/18  
The above section requires a computer with Internet access. See www.opencampus.com. In addition to the online lecture students are required to come to campus for a proctored final exam 12:00-2:00pm on Thursday, June 2, 2017 in DL 121.  
**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.
23772  Last day to add: 02/23/18
OL 02/12/18 06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: T Morshed

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.
42584  Last day to add: 02/23/18
OL 02/12/18 06/07/18  ON LINE
The above section requires a computer with Internet access. See www.opencampus.com. In addition to the online lecture students are required to come to campus for a proctored final exam 2:00-4:00pm on Thursday, June 2, 2017 in DL 121.
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.
42586  Last day to add: 02/23/18
OL 02/12/18 06/07/18  ON LINE
The above section requires a computer with Internet access. See www.opencampus.com. In addition to the online lecture students are required to come to campus for a proctored final exam 2:00-4:00pm on Thursday, June 2, 2017 in DL 121.
Instructor: A Casolari

ENGLISH

ENG-1A  English Composition  4 UNITS
Prerequisite: ENG-50 or ENG-80or qualifying placement level Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)
23157  Last day to add: 02/20/18
OL 02/12/18 04/08/18  ON LINE
OLL 02/12/18 04/08/18  ON LINE
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: M Schwartz

ENG-1A  English Composition  4 UNITS
Prerequisite: ENG-50 or ENG-80or qualifying placement level Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)
23158  Last day to add: 02/20/18
OL 02/12/18 04/08/18  ON LINE
OLL 02/12/18 04/08/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online. Please note the start and end dates.
Instructor: M Schwartz

ENG-1A  English Composition  4 UNITS
Prerequisite: ENG-50 or ENG-80or qualifying placement level Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option)
23159  Last day to add: 02/23/18
OL 02/12/18 06/07/18  ON LINE
OLL 02/12/18 06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com. All hours, including the 18-hour laboratory requirement, are completed online.
Instructor: M James
**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)

23163   Last day to add: 02/23/18
OL  02/12/18  06/07/18  
OLL  02/12/18  06/07/18  

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

**Instructor:** M James

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**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)

23213   Last day to add: 02/23/18
OL  02/12/18  06/07/18  
OLL  02/12/18  06/07/18  

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

**Instructor:** L Miller

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**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)

23214   Last day to add: 02/20/18
OL  02/12/18  04/06/18  
OLL  02/12/18  04/06/18  

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

**Instructor:** Z Rodriguez

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**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)

23215   Last day to add: 02/23/18
OL  02/12/18  06/07/18  
OLL  02/12/18  06/07/18  

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

**Instructor:** D Hawkins
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)

D Toland

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

Instructor:  D Toland

OL  02/12/18  06/07/18
OLL  02/12/18  06/07/18

OLL  02/12/18  06/07/18
OL  04/16/18  06/07/18

O2/23/18

23640 Last day to add: 02/23/18

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)

D Hall

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

Instructor:  D Hall

OL  04/16/18  06/07/18
OLL  04/16/18  06/07/18

OLL  02/12/18  06/07/18
OL  02/12/18  06/07/18

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

Instructor:  M Sonico

OL  04/16/18  06/07/18
OLL  04/16/18  06/07/18

OLL  02/12/18  06/07/18
OL  02/12/18  06/07/18

23216 Last day to add: 04/24/18

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)

D Clark

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

Instructor:  D Clark

OL  02/12/18  06/07/18
OLL  02/12/18  06/07/18

OLL  02/12/18  06/07/18
OL  02/12/18  06/07/18

34088 Last day to add: 05/04/18

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)

D Samson

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

Instructor:  D Samson

OL  02/12/18  06/07/18
OLL  02/12/18  06/07/18

OLL  02/12/18  06/07/18
OL  02/12/18  06/07/18

34091 Last day to add: 04/24/18

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)

D Toland

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

Instructor:  D Toland

OL  04/16/18  06/07/18
OLL  04/16/18  06/07/18

OLL  02/12/18  06/07/18
OL  02/12/18  06/07/18

23788 Last day to add: 02/23/18

OL  02/12/18  06/07/18
OLL  02/12/18  06/07/18
OL  02/12/18  06/07/18

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

Instructor:  D Hall

OLL  02/12/18  06/07/18
OL  02/12/18  06/07/18

OLL  02/12/18  06/07/18
OL  02/12/18  06/07/18

23217 Last day to add: 02/23/18

OL  02/12/18  06/07/18
OLL  02/12/18  06/07/18
OL  02/12/18  06/07/18

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

Instructor:  M Sonico

OLL  04/16/18  06/07/18
OL  04/16/18  06/07/18

OLL  02/12/18  06/07/18
OL  02/12/18  06/07/18

34091 Last day to add: 04/24/18
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)

GAM-35  Intro Computer Game Dev  3 UNITS
An introduction to computer gaming. Students will explore the job market, career paths and business aspects of gaming professions. PREREQUISITE: None.

GEOGRAPHY
GEG-1  Physical Geography  3 UNITS
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.

ESL-90D  Special Topics in ESL: Verb Tense Review  2 UNITS
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.)

ESL-90L  Special Topics in English as a Second Language: Punctuation of Phrases and Clauses  2 UNITS
Advisory: Qualification for or enrollment in ESL 53 or higher
Description: Provides students with the conventions of punctuation use in American English. Enhances the students competence in identifying types of phrases and clauses in English and in using proper punctuation in compound and complex sentence structures. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)
GUIDANCE

GUI-45  Introduction to College  1 UNIT
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.)

43940  Last day to add: 02/20/18
OL  02/12/18  04/08/18  ON LINE
The above section is a short term and online class. Please note start and end dates. Computer with Internet access is required. See www.opencampus.com.
Instructor: G Schultz

GUI-47  Career Exploration and Life Planning  3 UNITS
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.

23282  Last day to add: 02/20/18
OL  02/12/18  04/06/18  ON LINE
The above section is a short term online class. Please note start and end dates. Computer with Internet access is required. See www.opencampus.com.
Instructor: J Howard

GUI-47  Career Exploration and Life Planning  3 UNITS
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.

23284  Last day to add: 04/24/18
OL  04/16/18  06/07/18  ON LINE
The above section is a short term online class. Please note start and end dates. Computer with Internet access is required. See www.opencampus.com.
Instructor: J Howard

GEG-1  Physical Geography  3 UNITS
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.

23259  Last day to add: 02/20/18
OL  02/12/18  04/08/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: A Marquis

GEG-1  Physical Geography  3 UNITS
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.

23260  Last day to add: 04/24/18
OL  04/16/18  06/07/18  ON LINE
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com.
Instructor: J De Gange
GUI-47  Career Exploration and Life Planning  3 UNITS
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.
23286  Last day to add: 02/20/18
OL  02/12/18  04/06/18
ON LINE
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: M Pacheco

GUI-47  Career Exploration and Life Planning  3 UNITS
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.
34187  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: L Dominguez

GUI-47  Career Exploration and Life Planning  3 UNITS
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.
42813  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is an online class. Computer with internet access required.
Instructor: R Ramos-Betancourt

GUI-47  Career Exploration and Life Planning  3 UNITS
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.
42815  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is an online class. Computer with internet access is required.
Instructor: E Brown

HISTORY

HIS-6  Political and Social History of the United States  3 UNITS
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.
42849  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: A Flores

HIS-6  Political and Social History of the United States  3 UNITS
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.
43986  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: A Flores

HIS-7  Political and Social History of the United States  3 UNITS
Description: Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institution; principles of national, state, and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.
34220  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is an online class. Computer with internet access required.
Instructor: D Reina
HUM-5  Arts and Ideas: Renaissance through the Modern Era  3 UNITS
Advisory: REA-83 and qualification for English 1A Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to contemporary thought Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.
OL 02/12/18 06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: T Yanni

HUM-10  World Religions  3 UNITS
Advisory: REA-83 and qualification for English 1A Description: Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.
OL 02/12/18 06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: C Rocco

HUM-10  World Religions  3 UNITS
Advisory: REA-83 and qualification for English 1A Description: Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.
OL 02/12/18 06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: C Rocco

HUM-10  World Religions  3 UNITS
Advisory: REA-83 and qualification for English 1A Description: Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.
OL 02/12/18 06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: C Rocco

HUM-10  World Religions  3 UNITS
Advisory: REA-83 and qualification for English 1A Description: Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.
OL 02/12/18 06/07/18  ON LINE
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Instructor: C Rocco

HUM-10  World Religions  3 UNITS
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OL 02/12/18 06/07/18  ON LINE
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Instructor: C Rocco

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OL 02/12/18 06/07/18  ON LINE
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OL 02/12/18 06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: C Rocco

HUM-10  World Religions  3 UNITS
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OL 02/12/18 06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: C Rocco

HUM-16  Arts and Ideas: American Culture  3 UNITS
Advisory: REA-83 and qualification for ENG-1A Description: An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy, and religion of American culture. American culture is studied in the context of American political culture, economic and industrial transformation, and the changing shape of American society. American arts and ideals are examined from the colonial period through the present. 54 hours lecture.
OL 02/12/18 06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: T Yanni
KINESIOLOGY

KIN-4  Nutrition  3 UNITS
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.
42933  Last day to add: 02/23/18
OL 02/12/18 06/07/18
OL
The above section is an online class. Computer with Internet access required.
Instructor: W Elton

KIN-4  Nutrition  3 UNITS
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.
42934  Last day to add: 02/23/18
OL 02/12/18 06/07/18
OL
The above section is an online class. Computer with Internet access required.
Instructor: C Lowden

KIN-4  Nutrition  3 UNITS
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.
42935  Last day to add: 02/23/18
OL 02/12/18 06/07/18
OL
The above section is an online class. Computer with Internet access required.
Instructor: C Lowden

KIN-4  Nutrition  3 UNITS
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.
42936  Last day to add: 02/23/18
OL 02/12/18 06/07/18
OL
The above section is an online class. Computer with Internet access required.
Instructor: N Bonzoumet

KIN-4  Nutrition  3 UNITS
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.
42937  Last day to add: 02/23/18
OL 02/12/18 06/07/18
OL
The above section is an online class. Computer with Internet access required.
Instructor: W Elton

KIN-4  Nutrition  3 UNITS
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.
42941  Last day to add: 02/23/18
OL 02/12/18 06/07/18
OL
The above section is an online class. Computer with Internet access required.
Instructor: M Hayes-Trainer

KIN-4  Nutrition  3 UNITS
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.
43869  Last day to add: 04/24/18
OL 04/16/18 06/07/18
OL
The above section is an online class. Computer with Internet access required.
Instructor: J Kuk

KIN-12  Sport Psychology  3 UNITS
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.
42907  Last day to add: 03/04/18
OL 02/12/18 04/13/18
OL
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: J McCarron

KIN-12  Sport Psychology  3 UNITS
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.
42908  Last day to add: 04/24/18
OL 02/12/18 04/06/18
OL
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: J McCarron
### KIN-12  Sport Psychology  

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

**Units:** 3  

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<td>J McCarron</td>
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</table>

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.

### LIBRARY

#### LIB-1  Introduction to Information Literacy  

**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.  

**Units:** 1  

**OL 04/16/18 06/07/18**  

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<td>34261-1</td>
<td>04/24/18</td>
<td>D Renfrow</td>
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</table>

The above section is a short term online class.  

Computer with Internet access required.  

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

#### LIB-1  Introduction to Information Literacy  

**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.  

**Units:** 1  

**OL 04/16/18 06/07/18**  

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<td>23383</td>
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<td>J McCarron</td>
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</table>

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.

#### LIB-1  Introduction to Information Literacy  

**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.  

**Units:** 1  

**OL 04/16/18 06/07/18**  

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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.

#### LIB-1  Introduction to Information Literacy  

**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.  

**Units:** 1  

**OL 04/16/18 06/07/18**  

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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.

#### LIB-1  Introduction to Information Literacy  

**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.  

**Units:** 1  

**OL 04/16/18 06/07/18**  

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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.

#### LIB-1  Introduction to Information Literacy  

**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.  

**Units:** 1  

**OL 04/16/18 06/07/18**  

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<td>43065-1</td>
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<td>D Renfrow</td>
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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.
MAG-51  Elements of Supervision  3 UNITS
Covers responsibilities of a supervisor in industry, including organization, employee relations and evaluations.
PREREQUISITE: None.
44033  Last day to add: 04/24/18
OL  04/16/18  06/07/18
ON LINE
The above section is a short-term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: D Wilcoxson

MAG-52  Employee Training, Development  3 UNITS
An introduction to employee training and development techniques in human resources management.
PREREQUISITE: None.
43069  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: C Herpin

MAG-53  Human Relations  3 UNITS
Practical application of basic psychology in building better employer-employee relationships.
PREREQUISITE: None.
34263  Last day to add: 04/24/18
OL  04/16/18  06/07/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: G Zwart

MAG-56  Hrm: Human Resources Management  3 UNITS
Introduces techniques involving the selection, training, evaluation and promotion of employees.
PREREQUISITE: None.
23385  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: L Dunphy

MAG-70  Introduction to Organization Development  3 UNITS
Advisory: MAG-44 Description: This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
43074  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is a short-term online class. Computer with Internet access required.
Instructor: L Overbo
MAG-71  Introduction to Productivity Management  3 UNITS
Advisory: MAG-44 and MAG-70 Description: An introduction to the techniques used to determine, analyze and improve the systems of creating wealth by supplying quality goods and services to consumers. Includes selecting technologies, managing facilities and people, and integrating cross-functional departments into effective work units. 54 hours lecture.
44035  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.  See www.opencampus.com.
Instructor: D Judon

MAG-72  Introduction to Quantitative Methods for Business  3 UNITS
Advisory: BUS-20 and MAG-70 recommended Description: An introduction to the techniques used to analyze business decisions using facts and data. An application of statistical techniques for non-mathematicians for making effective business decisions. 54 hours lecture.
44034  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.  See www.opencampus.com.
Instructor: E Doucette

MAG-74  Statistical Process Control  3 UNITS
Description: This course is intended for students who desire to work in the field of operations or production management or the field of quality assurance, it covers the evaluation of business processes to select appropriate improvement tools to assess sources of process variation, determine root causes of out of control conditions, as determined by process control charts. Students will also collect data to prepare and analyze business performance and infer future performance based on problem solving techniques to eliminate waste, and rework. 54 hours lecture.
44037  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.  See www.opencampus.com.
Instructor: R Pardee

MKT-40  Advertising  3 UNITS
Description: Economic, professional, persuasive and technical aspects of advertising, publicity and propaganda, and their relation to sociology and psychology. Campaign organization, research and media of communication. Analysis and discussion of situation problems, mass motivation, consumer action and legal restraints. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
23467  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.  See www.opencampus.com
Instructor: L Dunphy

MKT-42  Retail Management  3 UNITS
Description: Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
43225  Last day to add: 02/20/18
OL  02/12/18  04/06/18  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

MAT-11  College Algebra  4 UNITS
Prerequisite: MAT-35 or qualifying placement level Description: This course is intended for students majoring in Liberal Arts and Humanities. The topics covered in this course include polynomial, radical, rational, absolute value, exponential and logarithmic functions; systems of equations; polynomial equations; permutations and combinations; analytic geometry; and linear programming. 72 hours lecture. (Letter Grade or Pass/No Pass option)
23389  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.  See www.opencampus.com. In addition to the online lecture, students are required to attend the Moreno Valley College, for two proctored exams: a midterm exam on 4/6, 12:00pm-1:50pm and the final exam on 6/1, 2:00pm-4:30pm. The instructor will notify the students of exact rooms (or date changes) of these proctored exams.
Instructor: K Saxon

MANUFACTURING TECHNOLOGY

MAN-55  Occupational Safety and Health Administration (OSHA) Standards for General Industry  2 UNITS
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.)
34270  Last day to add: 04/24/18
OL  04/16/18  06/07/18  ON LINE
The above section is a short term online class. Computer with Internet access required.  See www.opencampus.com. Please note the start and end dates.
Instructor: K Mosley
### MAT-12 Statistics
**4 UNITS**

Prerequisite: MAT-35  
Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

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See www.opencampus.com. In addition to the online lecture, students are required to attend the Moreno Valley College, for three proctored exams: two midterm exams for 1 hour and 30 minutes each and a final exam for 2 hours and 30 minutes. The instructor will notify the students of exact times and rooms (or date changes) of these proctored exams.

**Instructor:** J Mulari

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### MAT-12 Statistics
**4 UNITS**

Prerequisite: MAT-35  
Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

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**Instructor:** J Mulari

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### MAT-12 Statistics
**4 UNITS**

Prerequisite: MAT-35  
Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

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**Instructor:** K Gilman

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### MAT-12 Intermediate Algebra
**5 UNITS**

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

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

See www.opencampus.com. In addition to the online lecture, students are required to attend the Moreno Valley College, for two proctored exams: a midterm exam on 4/6, 8:00am-9:50am and the final exam on 6/1, 8:00am-10:30am. The instructor will notify the students of exact rooms (or date changes) of these proctored exams.

**Instructor:** K Saxon

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### MAT-12 Intermediate Algebra
**5 UNITS**

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

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See www.opencampus.com. In addition to the online lecture, students are required to attend the Moreno Valley College, for two proctored exams: a midterm exam on 4/6, 10:00am-11:50am and the final exam on 6/1, 11:00am-1:30pm. The instructor will notify the students of exact rooms (or date changes) of these proctored exams.

**Instructor:** K Saxon
MAT-35  Intermediate Algebra  5 UNITS
Prerequisite: MAT-52 Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)
23426  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend the Moreno Valley College, for two proctored exams: a midterm exam on 4/6 from 8:00am-10:30am, and the final exam on 6/4 from 8:00am-10:30am. The instructor will notify the students of exact rooms (or date changes) of these proctored exams.
Instructor: S Drake

MAT-35  Intermediate Algebra  5 UNITS
Prerequisite: MAT-52 Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)
23427  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture, students are required to attend the Moreno Valley College, for two proctored exams: a midterm exam on 4/6 from 8:00am-10:30am, and the final exam on 6/4 from 8:00am-10:30am. The instructor will notify the students of exact rooms (or date changes) of these proctored exams.
Instructor: S Drake

MAT-36  Trigonometry  4 UNITS
Prerequisite: MAT-35 and MAT-53 Description: The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the Law of Cosines and the Law of Sines; elements of geometry important to the foundation of trigonometry; polar coordinates; and introduction to vectors. 72 hours lecture. (Letter Grade or Pass/No Pass option)
34524  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: J Driver
MAT-52 Elementary Algebra 4 UNITS
Prerequisite: MAT-64, 65, 90F or qualifying placement level Description: Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing, and word problem applications will also be included. 72 hours lecture. (Non-degree credit course. Letter grade, or Pass/No Pass option.)
OL 02/12/18 06/07/18
Last day to add: 02/23/18
ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture students are required to attend campus for proctored exams on the following dates: one day between 4/5 to 4/8 and another day between 6/3 and 6/7.
Instructor: R Prior

MAT-52 Elementary Algebra 4 UNITS
Prerequisite: MAT-64, 65, 90F or qualifying placement level Description: Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing, and word problem applications will also be included. 72 hours lecture. (Non-degree credit course. Letter grade, or Pass/No Pass option.)
OL 02/12/18 06/07/18
Last day to add: 02/23/18
ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture students are required to attend campus for proctored exams on the following dates: one day between 4/5 to 4/8 and another day between 6/3 and 6/7.
Instructor: R Prior

MAT-52 Elementary Algebra 4 UNITS
Prerequisite: MAT-64, 65, 90F or qualifying placement level Description: Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing, and word problem applications will also be included. 72 hours lecture. (Non-degree credit course. Letter grade, or Pass/No Pass option.)
OL 02/12/18 06/07/18
Last day to add: 02/23/18
ON LINE
The above section is an online class. Computer with Internet access required.
See www.opencampus.com. In addition to the online lecture students are required to attend campus for proctored exams on the following dates: one day between 4/5 to 4/8 and another day between 6/3 and 6/7.
Instructor: R Prior

MUS-19 Music Appreciation 3 UNITS
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.
OL 02/12/18 06/07/18
Last day to add: 02/23/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: I Tsai

MUS-19 Music Appreciation 3 UNITS
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.
OL 02/12/18 06/07/18
Last day to add: 02/23/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: I Tsai
MUS-19  Music Appreciation  3 UNITS
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.

23740  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: I Tsai

MUS-19  Music Appreciation  3 UNITS
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.

34380  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: I Zubizarreta

MUS-19  Music Appreciation  3 UNITS
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.

43231  Last day to add: 02/20/18
OL  02/12/18  04/08/18
ON LINE
The above section is a short term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.
Instructor: D Foster

MUS-19  Music Appreciation  3 UNITS
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.

43232  Last day to add: 04/24/18
OL  04/16/18  06/07/18
ON LINE
The above section is a short term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.
Instructor: D Foster

MUS-19  Music Appreciation  3 UNITS
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.

43945  Last day to add: 04/24/18
OL  04/16/18  06/07/18
ON LINE
The above section is a short term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.
Instructor: D Foster

MUS-21  Great Composers and Music Masterpieces After 1820  3 UNITS
Advisory: ENG-1A or ENG-1AH Description: Emphasis on biography, history, and masterpieces of classical music from 1820 to the present with an emphasis on writing about music and research. The content focuses on writing about great composers and listening to their music in the historical context, from Beethoven through the 21st century. Begins with Beethoven's late period and continues with European traditions throughout the 19th century. Music in the Americas and in Europe is included in the study of the 20th and 21st centuries. 54 hours lecture.

23472  Last day to add: 02/23/18
OL  02/12/18  06/07/18
ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: N Mann

MUS-25  Jazz Appreciation  3 UNITS
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.

43238  Last day to add: 03/04/18
OL  02/12/18  04/08/18
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 Richard

MUS-25  Jazz Appreciation  3 UNITS
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.

43239  Last day to add: 03/04/18
OL  02/12/18  04/08/18
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 Richard
MUS-25  **Jazz Appreciation**  
3 UNITS  
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.  
43240  
**Last day to add: 04/24/18**  
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 Richard

MUS-26  **Film Music Appreciation**  
3 UNITS  
A study of film music in the United States from 1927 to the present day.  
PREREQUISITE: None.  
43243  
**Last day to add: 02/20/18**  
ON LINE  
The above section is a short term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.  
**Instructor:** K Mayse

MUS-26  **Film Music Appreciation**  
3 UNITS  
A study of film music in the United States from 1927 to the present day.  
PREREQUISITE: None.  
43244  
**Last day to add: 02/20/18**  
ON LINE  
The above section is a short term online class. Please note the start and end dates. Computer with Internet access required. See www.opencampus.com.  
**Instructor:** K Mayse

MUS-26  **Film Music Appreciation**  
3 UNITS  
A study of film music in the United States from 1927 to the present day.  
PREREQUISITE: None.  
43960  
**Last day to add: 04/24/18**  
ON LINE  
The above section is an online class. Computer with Internet access required.  
**Instructor:** K Mayse

MUS-89  **Music of Multicultural America**  
3 UNITS  
A comparative and integrative study of the multicultural musical styles of the United States.  
PREREQUISITE: None.  
43300  
**Last day to add: 02/23/18**  
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 Curtis

MUS-89  **Music of Multicultural America**  
3 UNITS  
A comparative and integrative study of the multicultural musical styles of the United States.  
PREREQUISITE: None.  
43301  
**Last day to add: 04/24/18**  
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 Curtis

MUS-200  **Music Work Experience**  
1 UNIT  
Course is designed to coordinate the student's occupational on-the-job training with related classroom instruction.  
PREREQUISITE: None.  
ADVISORY: Students should have paid or voluntary employment.  
34693  
**Last day to add: 02/23/18**  
ON LINE  
The above section is an online class. Computer with Internet access required. See www.opencampus.com. In addition to the online lecture, students are required to attend an orientation at Norco College the first week of the semester, dates and times will be posted in Blackboard. Students must also meet on-campus for an instructor conference and for final exams. Please see Blackboard for specific dates and times.  
**Instructor:** Staff

MUS-89  **Music of Multicultural America**  
3 UNITS  
A comparative and integrative study of the multicultural musical styles of the United States.  
PREREQUISITE: None.  
34397  
**Last day to add: 02/23/18**  
ON LINE  
The above section is an online class. Computer with Internet access required. See www.opencampus.com.  
**Instructor:** I Zubizarreta
MUSIC INDUSTRY STUDIES

MIS-200  Mis Music Industry Studies Work Experience  1 UNIT
Advisory: Students should have paid or voluntary employmnet. Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. Students enroling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

34694  Last day to add: 02/23/18
WRKO  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com. In addition to the online lecture, students are required to attend an orientation at Norco College the first week of the semester, dates and times will be posted in Blackboard. Students must also meet on-campus for an instructor conference and for final exams. Please see Blackboard for specific dates and times.

Instructor: Staff

PHILOSOPHY

PHI-10  Introduction to Philosophy  3 UNITS
Advisory: ENG-50 or ENG-80 Description: A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

43393  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

Instructor: C Gobatie

PHI-11  Critical Thinking  3 UNITS
Advisory: REA-82 Description: This course presents critical thinking as a skill to be used for better understanding, evaluating, and constructing arguments. The focus will be on developing and enhancing the student's ability to identify, analyze, and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, and informal fallacies. 54 hours lecture.

34405  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

Instructor: L Montes

PHI-10  Introduction to Philosophy  3 UNITS
Advisory: ENG-50 or ENG-80 Description: A survey and exploration of significant questions in the Western philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

43392  Last day to add: 02/20/18
OL  02/12/18  04/08/18  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 Gobatie

PHI-11  Critical Thinking  3 UNITS
Advisory: REA-82 Description: This course presents critical thinking as a skill to be used for better understanding, evaluating, and constructing arguments. The focus will be on developing and enhancing the student's ability to identify, analyze, and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, and informal fallacies. 54 hours lecture.

43403  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.

Instructor: C Gobatie
POLITICAL SCIENCE

POL-1  American Politics  3 UNITS
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.

23511  Last day to add: 02/23/18
OL  02/12/18  06/07/18

The above section is an online class. Computer with Internet access required.
Instructor: F Biancardi

POL-1  American Politics  3 UNITS
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.

34425  Last day to add: 02/23/18
OL  02/12/18  06/07/18

The above section is an online class. Computer with Internet access required.
Instructor: S Popiden

POL-1  American Politics  3 UNITS
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.

34426  Last day to add: 02/23/18
OL  02/12/18  06/07/18

The above section is an online class. Computer with Internet access required.
Instructor: S Popiden

POL-1  American Politics  3 UNITS
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.

34434  Last day to add: 02/23/18
OL  02/12/18  06/07/18

The above section is an online class. Computer with Internet access required.
Instructor: R Madrid

POL-1  American Politics  3 UNITS
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.

43442  Last day to add: 02/23/18
OL  02/12/18  06/07/18

The above section is an online class. Computer with Internet access required.
Instructor: T Ocampo

POL-1  American Politics  3 UNITS
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.

43446  Last day to add: 02/23/18
OL  02/12/18  06/07/18

The above section is an online class. Computer with Internet access required.
Instructor: D Haghighat

POL-1  American Politics  3 UNITS
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.

43447  Last day to add: 02/23/18
OL  02/12/18  06/07/18

The above section is an online class. Computer with Internet access required.
Instructor: D Haghighat

POL-1  American Politics  3 UNITS
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.

43449  Last day to add: 02/23/18
OL  02/12/18  06/07/18

The above section is an online class. Computer with Internet access required.
Instructor: W Schinke
POL-1 American Politics 3 UNITS
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.
43460 Last day to add: 02/23/18
OL 02/12/18 06/07/18
The above section is an online class. Computer with Internet access required.
Instructor: W Schinke

PSYCHOLOGY

PSY-1 General Psychology 3 UNITS
Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
PREREQUISITE: None.
23518 Last day to add: 02/23/18
OL 02/12/18 06/07/18
The above section is an online class. Computer with Internet access required.
Instructor: J Howard

PSY-1 General Psychology 3 UNITS
Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
PREREQUISITE: None.
23528 Last day to add: 02/23/18
OL 02/12/18 06/07/18
The above section is an online class. Computer with Internet access required.
Instructor: R Larson

PSY-1 General Psychology 3 UNITS
Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
PREREQUISITE: None.
34440 Last day to add: 02/23/18
OL 02/12/18 06/07/18
The above section is an online class. Computer with Internet access required.
Instructor: L Adams

PSY-1 General Psychology 3 UNITS
Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
PREREQUISITE: None.
43465 Last day to add: 02/23/18
OL 02/12/18 06/07/18
The above section is an online class. Computer with Internet access required.
Instructor: R Ruiz

PSY-1 General Psychology 3 UNITS
Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
PREREQUISITE: None.
43472 Last day to add: 02/23/18
OL 02/12/18 06/07/18
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: R Ruiz

PSY-1 General Psychology 3 UNITS
Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
PREREQUISITE: None.
43473 Last day to add: 02/23/18
OL 02/12/18 06/07/18
The above section requires a computer with Internet access. See www.opencampus.com. In addition to the online lecture, students are required to come to campus for a proctored final exam during the last week of class. Contact the instructor for information.
Instructor: C Romero

PSY-1 General Psychology 3 UNITS
Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.
PREREQUISITE: None.
43474 Last day to add: 02/23/18
OL 02/12/18 06/07/18
The above section requires a computer with Internet access. See www.opencampus.com. In addition to the online lecture, students are required to come to campus for a proctored final exam during the last week of class. Contact the instructor for information.
Instructor: C Romero

PSY-9 Developmental Psychology 3 UNITS
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.
23538 Last day to add: 02/23/18
OL 02/12/18 06/07/18
The above section is an online class. Computer with Internet access required.
Instructor: M Pacheco

PSY-9 Developmental Psychology 3 UNITS
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.
23539 Last day to add: 02/23/18
OL 02/12/18 06/07/18
The above section is an online class. Computer with Internet access required.
Instructor: A Felton
PSY-9  Developmental Psychology  3 UNITS
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.
34397  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: R Ruiz

PSY-9  Developmental Psychology  3 UNITS
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.
34399  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: P Matsos

PSY-9  Developmental Psychology  3 UNITS
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.
34398  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: K Zamiska

PSY-9  Developmental Psychology  3 UNITS
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.
34466  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section requires a computer with Internet access. See www.opencampus.com. In addition to the online lecture, students are required to come to campus for a proctored final exam during the last week of class. Contact the instructor for information.
Instructor: P Van Osterhoudt

PSY-9  Developmental Psychology  3 UNITS
Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.
34469  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section requires a computer with Internet access. See www.opencampus.com. In addition to the online lecture, students are required to come to campus for a proctored final exam during the last week of class. Contact the instructor for information.
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.)
43516  Last day to add: 02/20/18
OL  02/12/18  04/06/18
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: T Brown

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.)
43517  Last day to add: 04/24/18
OL  04/16/18  06/07/18
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: T Brown

REAL ESTATE

RLE-80  Real Estate Principles  3 UNITS
Comprehensive analysis of basic laws, principles, terminology and current
practices of California real estate.
PREREQUISITE: None.
34468  Last day to add: 02/20/18
OL  02/12/18  04/08/18
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: S Doll

RLE-80  Real Estate Principles  3 UNITS
Comprehensive analysis of basic laws, principles, terminology and current
practices of California real estate.
PREREQUISITE: None.
34469  Last day to add: 04/24/18
OL  04/16/18  06/07/18
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 Namazi

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.
34471  Last day to add: 02/20/18
OL  02/12/18  04/08/18
ON LINE
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: T Wagner

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.
34472  Last day to add: 04/24/18
OL  04/16/18  06/07/18
ON LINE
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: T Wagner

RLE-82  Legal Aspects of Real Estate  3 UNITS
Description: California real estate law, including rights incident to property
ownership and management, agency, contracts, and application to real estate
transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as
well as recent legislation governing real estate transactions. Applies toward
educational requirement of brokers examination. 54 hours lecture.
34473  Last day to add: 02/20/18
OL  02/12/18  04/08/18
ON LINE
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: T Wagner
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34474  Last day to add: 04/24/18
OL  04/16/18  06/07/18
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: T Wagner

RLE-83  Real Estate Finance  3 UNITS
Analysis of real estate finance in residential, apartment, commercial and special purpose properties.
PREREQUISITE: None.
34475  Last day to add: 02/20/18
OL  02/12/18  04/08/18
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: T Wagner

RLE-85  Real Estate Economics  3 UNITS
Description: Trends and factors affecting the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real and special purpose property trends. 54 hours lecture.
34477  Last day to add: 04/24/18
OL  04/16/18  06/07/18
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: S Doll

RUSSIAN

RUS-11  Culture and Civilization  3 UNITS
Introductory survey of Russian culture and civilization. Class conducted in English.
PREREQUISITE: None.
43530  Last day to add: 02/23/18
OL  02/12/18  06/07/18
The above section is an online class. Computer with Internet access required.
Instructor: E Kobzeva-Herzog

SOCIOLoGY

SOC-1  Introduction to Sociology  3 UNITS
Advisory: ENG-50 Description: An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture.
23562  Last day to add: 02/23/18
OL  02/12/18  06/07/18
The above section is an online class. Computer with Internet access required.
Instructor: G Garcia

SOC-1  Introduction to Sociology  3 UNITS
Advisory: ENG-50 Description: An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture.
23563  Last day to add: 02/23/18
OL  02/12/18  06/07/18
The above section is an online class. Computer with Internet access required.
Instructor: G Garcia
SOC-1 Introduction to Sociology 3 UNITS
Advisory: ENG-50 Description: An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture

Last day to add: 02/23/18
OL 02/12/18 06/07/18 ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: E Perez

SOC-1 Introduction to Sociology 3 UNITS
Advisory: ENG-50 Description: An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture

Last day to add: 02/23/18
OL 02/12/18 06/07/18 ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: J Simmers

SOC-1 Introduction to Sociology 3 UNITS
Advisory: ENG-50 Description: An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture

Last day to add: 02/23/18
OL 02/12/18 06/07/18 ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: J Brown

SOC-1 Introduction to Sociology 3 UNITS
Advisory: ENG-50 Description: An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture

Last day to add: 02/23/18
OL 02/12/18 06/07/18 ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: J Brown
THEATER ARTS

THE-3  Introduction to the Theater  3 UNITS
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.
34507  Last day to add: 02/23/18
0L  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: W Stevens

SOC-12  Marriage and Family Relations  3 UNITS
Advisory: SOC-1 and ENG-50 Description: Examines the major trends in marriage, families, and intimate relationships. Focuses on how inequality and diversity affect intimate and family relations. Discusses the dynamics of gender inequality among families and couples and how family life is shaped by race and ethnicity, social class, and sexuality. Discusses issues of interpersonal violence, divorce, and life in later years. 54 hours lecture.
43588  Last day to add: 02/23/18
OL  02/12/18  06/07/18
The above section is an online class. Computer with Internet access required.
Instructor: J Brown

SOC-22  American Deaf Culture  3 UNITS
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.
43599  Last day to add: 04/24/18
OL  04/16/18  06/07/18  ON LINE
The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: T Korn

SPANISH

SPA-11  Culture and Civilization  3 UNITS
Introductory survey of Spanish culture and civilization. Class conducted in English.
PREREQUISITE: None.
43618  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: D Gaylor

SPA-51  Intro Listening Comp I  2 UNITS
Develops basic skills in listening to and understanding native spoken Spanish at the elementary level.
PREREQUISITE: None.
43625  Last day to add: 02/23/18
OL  02/12/18  06/07/18  ON LINE
The above section is an online class. Computer with Internet access required.
Instructor: K Kelly

THE-3  Introduction to the Theater  3 UNITS
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.
34509  Last day to add: 02/20/18
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See www.opencampus.com. Please note the start and end dates.
Instructor: W Stevens

THE-3  Introduction to the Theater  3 UNITS
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.
34510  Last day to add: 04/24/18
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The above section is a short term online class. Computer with Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: W Stevens

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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.
43628  Last day to add: 02/20/18
0L  02/12/18  04/08/18  ON LINE
The above section is a short term online class. Internet access required.
See www.opencampus.com. Please note the start and end dates.
Instructor: D Nelson
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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.

WKX-200 Work Experience 1 UNIT
Advisory: Students should have paid or voluntary employment Description: This course is designed to coordinate the students occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement, 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX-200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit.

WORK EXPERIENCE

WKX-200 Work Experience 1 UNIT
Advisory: Students should have paid or voluntary employment Description: This course is designed to coordinate the students occupational on-the-job training with related instruction in work-related skills, including occupational and educational resources, career planning, resume development and interview techniques. Students may earn up to four (4) units each semester for a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement, 60 hours of volunteer work or 75 hours of paid work in the semester are required for each unit. WKX-200 is an enrolling course for General Work Experience and Occupational Work Experience courses. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting. Determination of the appropriate work experience course is made by the instructor, with input from the student, based upon several factors, including the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit.