

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

ACCOUNTING

ACC-1A Principles of Accounting I 3 UNITS

Prerequisite: None

Advisory: BUS-20

Description: An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing, and summarizing procedures used in preparing financial statements. 54 hours lecture.

37005 Last day to add: 10/30/18

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

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

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

Instructor: D White

ACC-1B Principles of Accounting II 3 UNITS

Prerequisite: ACC-1A

Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

37008 Last day to add: 10/30/18

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

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

See www.opencampus.com. In addition to the online lecture, students are required to come to campus for a proctored final exam. Your instructor will have additional details.

Instructor: P Worsham

ACC-1B Principles of Accounting II 3 UNITS

Prerequisite: ACC-1A

Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

37009 Last day to add: 10/27/18

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

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

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

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

Instructor: P Worsham

ACC-1B Principles of Accounting II 3 UNITS

Prerequisite: ACC-1A

Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture.

37006 Last day to add: 10/28/18

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

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

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

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

Instructor: D White

ACC-62 Payroll Accounting 3 UNITS

Prerequisite: ACC-1A or ACC-55

Description: Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workers Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

37011 Last day to add: 10/30/18

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

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

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

Instructor: M Scott

ACC-65 Computerized Accounting 3 UNITS

Prerequisite: ACC-1A or ACC-55

Advisory: CIS-1A or CIS-3

Description: An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

37961 Last day to add: 10/27/18

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

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

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

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

Instructor: N Ildefonso

ART

ART-6 Art Appreciation 3 UNITS

Prerequisite: None

Advisory: ENG-1A

Description: An introductory course for the non-art major. The creative process and the diversity of style, technique and media, evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

37051 Last day to add: 10/30/18

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

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

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

Instructor: K Skiba

BUSINESS ADMINISTRATION

BUS-10 Introduction to Business 3 UNITS

Prerequisite: None.

Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)

37071 Last day to add: 10/30/18

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

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

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

Instructor: G Zwart

BUS-18A Business Law I 3 UNITS

Prerequisite: None

Description: The social and practical basis of the law. Covers the legal and ethical environment of business, contracts, agency and employment, and the law of sales. 54 hours lecture.

37078 Last day to add: 10/30/18

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

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

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

Instructor: T Wagner

BUS-18B Business Law II 3 UNITS

Prerequisite: None

Description: Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

37080 Last day to add: 10/27/18

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

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

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

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

Instructor: T Wagner

BUS-20 Business Mathematics 3 UNITS

Prerequisite: None

Description: An introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations. Includes the development and solution of problems in the areas of business statistics, trade and cash discounts, markups and markdowns, perishables, payroll, taxes, simple interest, promissory notes, compound interest, present and future value, annuities and sinking funds, installment buying and credit cards, home ownership costs, insurance, stocks and bonds, mutual funds, financial reports, depreciation, inventory, and overhead. 54 hours lecture.

37083 Last day to add: 10/30/18

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

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

Instructor: P Worsham

BUS-47 Applied Business and Management Ethics 3 UNITS

Prerequisite: None

Description: An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

37090 Last day to add: 10/30/18

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

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

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

Instructor: E Doucette

BUS-80 Principles of Logistics 3 UNITS

Prerequisite: None

Description: An introduction to the management of business logistics functions including purchasing, inventory management, transportation, warehousing and their related technologies. Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 54 hours lecture.

37092 Last day to add: 10/30/18

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

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

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

Instructor: R Beck

BUS-82 Freight Claims 1.50 UNITS

Prerequisite: None

Description: A study of loss avoidance and mitigation in transit and of the preparation, filing, and resolution. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)

37093 Last day to add: 10/30/18

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

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

Instructor: C Pentis

BUS-90 International Logistics 3 UNITS

Prerequisite: None

Description: An introduction to the role of logistics in global business; including the economic and service characteristics of international transportation providers, the government's role, documentation and terms of sale used in global business, and the fundamentals of effective export and import management. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

37096 Last day to add: 10/30/18

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

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

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

Instructor: R Beck

ENGLISH

ENG-1A English Composition 4 UNITS

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

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

37955 Last day to add: 10/30/18

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

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

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

Instructor: C Liang

ENG-1B Critical Thinking and Writing 4 UNITS

Prerequisite: ENG-1A or ENG-1AH

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

37297 Last day to add: 10/30/18

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

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

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

Instructor: D Samson

LIBRARY

LIB-1 Introduction to Information Literacy 1 UNIT

Prerequisite: None

Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

37474 Last day to add: 10/30/18

OL	10/22/18	12/14/18	ON LINE
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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: M Castro

MANAGEMENT

MAG-44 Principles of Management 3 UNITS

Prerequisite: None

Description: For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling, and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also, social responsibility and a global perspective are emphasized. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

37475 Last day to add: 10/30/18

OL	10/22/18	12/14/18	ON LINE
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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: D Dokter

MAG-47 Applied Business, Management Ethics 3 UNITS

Prerequisite: None.

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

37477 Last day to add: 10/30/18

OL	10/22/18	12/14/18	ON LINE
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See www.opencampus.com. Please note the start and end dates.

Instructor: E Doucette

MANUFACTURING TECHNOLOGY

MAN-55 Occupational Safety and Health Administration (OSHA) Standards for General Industry 1 UNIT

Prerequisite: None

Description: Covers OSHA policies, procedures, and standards, as well as safety for general industry and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive either an OSHA 10 or 30 hour general industry or construction industry training completion card. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

37886 Last day to add: 10/30/18

OL	10/22/18	12/14/18	ON LINE
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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: K Mosley

REAL ESTATE

RLE-80 Real Estate Principles 3 UNITS

Prerequisite: None.

Description: Comprehensive analysis of basic laws, principles, terminology and current practices of California real estate.

37682 Last day to add: 10/30/18

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

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

Instructor: L Namazi

RLE-81 Real Estate Practices 3 UNITS

Prerequisite: None

Description: Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state's educational requirements for the brokers examination. 54 hours lecture.

37685 Last day to add: 10/30/18

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

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

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

Instructor: T Wagner

RLE-83 Real Estate Finance 3 UNITS

Prerequisite: None.

Description: Analysis of real estate finance in residential, apartment, commercial and special purpose properties.

37687 Last day to add: 10/30/18

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

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

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

Instructor: S Doll

THEATER ARTS

THE-3 Introduction to the Theater 3 UNITS

Prerequisite: None

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture.

37723 Last day to add: 10/30/18

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

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

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

Instructor: C Sorenson