

... 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.

33800 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 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-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.

33805 Last day to add: 04/24/18

OL 04/16/18 06/07/18 ON LINE

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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.

33806 Last day to add: 04/23/18

HYB 04/17/18 06/07/18 09:40AM 11:05AM TTH IT 109

HYBO 04/17/18 06/07/18 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.

33803 Last day to add: 04/23/18

HYB 04/17/18 06/07/18 06:00PM 07:25PM TTH JFK 102

HYBO 04/17/18 06/07/18 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: M Snow

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.)

33809 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: M Scott

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)

33879 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: A Riker

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)

33876 Last day to add: 04/22/18

HYB 04/18/18 06/06/18 06:00PM 09:10PM W IT 123

HYBO 04/18/18 06/06/18 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 Johnson

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.

33885 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.

See www.opencampus.com.

Instructor: C Pentis

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.

33886 Last day to add: 04/22/18

HYB	04/18/18	06/06/18	04:15PM	07:25PM	W	IT 108
HYBO	04/18/18	06/06/18				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.

33890 Last day to add: 04/24/18

OL	04/16/18	06/07/18				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: R Beck

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)

33894 Last day to add: 04/24/18

OL	04/16/18	06/07/18				ON LINE
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The above section is an online class. Computer with Internet access required.

See www.opencampus.com.

Instructor: R Beck

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.

33896 Last day to add: 04/24/18

OL	04/16/18	06/07/18				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: R Beck

BUS-86 Transportation and Traffic Management

3 UNITS

Prerequisite: None Description: A study of the freight transportation system including the demand for freight movement, laws, regulations, pricing, and policies, traffic management and international transportation issues. Focuses on how transportation collaborates with other supply chain functions to optimize cost and customer service. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

33898 Last day to add: 04/24/18

OL	04/16/18	06/07/18				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: C Pentis

COMPUTER APPLICATIONS/OFFICE

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				ON LINE
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OLL	04/16/18	06/07/18				ON LINE
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The above section is a short term online class. Computer with Internet access required.

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

Instructor: W Manges

COMPUTER INFORMATION SYSTEMS

CIS-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

33943 Last day to add: 04/24/18

OL	04/16/18	06/07/18				ON LINE
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OLL	04/16/18	06/07/18				ON LINE
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Instructor: W Manges

COMMUNICATION STUDIES

COM-20 Introduction to Communication Theory 3 UNITS

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

33956 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: J Muto

ENGLISH

ENG-1B Critical Thinking and Writing 4 UNITS

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

34091 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

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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.)

34261 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: M Castro

MANAGEMENT

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)

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.

See www.opencampus.com.

Instructor: R Beck

MAG-53 Human Relations 3 UNITS

Prerequisite: None. Description: Practical application of basic psychology in building better employer-employee relationships.

34265 Last day to add: 04/21/18
HYB 04/17/18 06/05/18 06:30PM 09:40PM T JFK 216
HYBO 04/17/18 06/05/18 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: E Davalos

MANUFACTURING TECHNOLOGY

MAN-55 Occupational Safety and Health Administration (OSHA) Standards for General Industry 2 UNITS

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.)

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

MARKETING

MKT-41 Techniques of Selling 3 UNITS

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

34378 Last day to add: 04/21/18

HYB 04/17/18 06/05/18 06:30PM 09:40PM T IT 108

HYB0 04/17/18 06/05/18 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: M Ferguson

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.

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

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.

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

Prerequisite: None Description: California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. 54 hours lecture.

34474 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-83 Real Estate Finance 3 UNITS

Prerequisite: None. Description: Analysis of real estate finance in residential, apartment, commercial and special purpose properties.

34476 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-85 Real Estate Economics 3 UNITS

Prerequisite: None 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 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.

34510 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: W Stevens