

## ••• SHORT-TERM CLASSES •••

### 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.

**32003** Last day to add: 02/19/19

OL 02/11/19 04/05/19 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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** D White

#### 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.

**32005** Last day to add: 04/23/19

OL 04/15/19 06/07/19 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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** D White

#### 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.

**32004** Last day to add: 02/18/19

HYB 02/12/19 04/04/19 09:40AM 11:05AM TTH IT 109

HYBO 02/12/19 04/04/19 ON LINE

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

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

**Instructor:** P Worsham

#### ACC-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.

**32000** Last day to add: 02/18/19

HYB 02/12/19 04/04/19 06:00PM 07:25PM TTH JFK 224

HYBO 02/12/19 04/04/19 ON LINE

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

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

**Instructor:** D White

#### ACC-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.

**32010** Last day to add: 04/23/19

OL 04/15/19 06/07/19 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](http://www.opencampus.com). Please note the start and end dates.

**Instructor:** P Worsham

#### ACC-1B Principles of Accounting II 3 UNITS

**Prerequisite:** ACC-1A

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

**32011** Last day to add: 04/22/19

HYB 04/16/19 06/06/19 09:40AM 11:05AM TTH IT 109

HYBO 04/16/19 06/06/19 ON LINE

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

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

**Instructor:** P Worsham

#### ACC-1B Principles of Accounting II 3 UNITS

**Prerequisite:** ACC-1A

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

**32008** Last day to add: 04/22/19

HYB 04/16/19 06/06/19 06:00PM 07:25PM TTH JFK 102

HYBO 04/16/19 06/06/19 ON LINE

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

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

**Instructor:** D White

## ACC-55 Applied Accounting/Bookkeeping 3 UNITS

**Prerequisite:** None

Description: This is an introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis is on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**32013** Last day to add: 02/15/19

HYB	02/11/19	04/03/19	07:35AM	09:00AM	MW	CACT 2
HYBO	02/11/19	04/03/19				ON LINE

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

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

**Instructor:** N Ildefonso

## 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.)

**32014** Last day to add: 02/19/19

OL	02/11/19	04/05/19				ON LINE
----	----------	----------	--	--	--	---------

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

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

**Instructor:** M Scott

## ACC-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.)

**32015** Last day to add: 04/23/19

OL	04/15/19	06/07/19				ON LINE
----	----------	----------	--	--	--	---------

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

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

**Instructor:** M Scott

## ACC-65 Computerized Accounting 3 UNITS

**Prerequisite:** ACC-1A or ACC-55

**Advisory:** CIS-1A or CIS-3

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

**32016** Last day to add: 04/19/19

HYB	04/15/19	06/05/19	07:35AM	09:00AM	MW	CACT 2
HYBO	04/15/19	06/05/19				ON LINE

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

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

**Instructor:** N Ildefonso

## ACC-67 U.S. and California Income Tax Preparation 4 UNITS

**Prerequisite:** None

Description: U.S. and California income tax principles and tax return preparation as it relates to individuals, sole proprietorships, and other business entities. This course is certified by the California Tax Education Council (CTEC) as fulfilling the 60-hour qualifying education requirement imposed by the State of California for becoming a Registered Tax Preparer. 72 hours lecture.

**32017** Last day to add: 02/17/19

HYB	02/13/19	04/03/19	05:40PM	09:55PM	W	JFK 226
HYBO	02/13/19	04/03/19				ON LINE

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

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

**Instructor:** J Muir

## 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)

**32077** Last day to add: 02/19/19

OL	02/11/19	04/05/19				ON LINE
----	----------	----------	--	--	--	---------

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

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

**Instructor:** G Zwart

### BUS-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)

**32078** Last day to add: 04/23/19

OL	04/15/19	06/07/19				ON LINE
----	----------	----------	--	--	--	---------

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

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

**Instructor:** V Mixson

### 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)

**32074** Last day to add: 02/17/19

HYB	02/13/19	04/03/19	06:00PM	09:10PM	W	IT 123
HYBO	02/13/19	04/03/19				ON LINE

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

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

**Instructor:** Staff

## 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)

**32075** Last day to add: 04/21/19

HYB 04/17/19 06/05/19 06:00PM 09:10PM W IT 123

HYBO 04/17/19 06/05/19 ON LINE

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

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

**Instructor:** Staff

## 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.

**32084** Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

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

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

**Instructor:** Staff

## 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.

**32081** Last day to add: 02/17/19

HYB 02/13/19 04/03/19 04:15PM 07:25PM W IT 108

HYBO 02/13/19 04/03/19 ON LINE

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

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

**Instructor:** T Wagner

## BUS-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.

**32085** Last day to add: 04/21/19

HYB 04/17/19 06/05/19 04:15PM 07:25PM W IT 108

HYBO 04/17/19 06/05/19 ON LINE

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

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

**Instructor:** T Wagner

## BUS-20 Business Mathematics

3 UNITS

**Prerequisite:** None

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

**32088** Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

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

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

**Instructor:** P Worsham

## BUS-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.

**32089** Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

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

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

**Instructor:** P Worsham

## BUS-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.

**32093** Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

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

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

**Instructor:** R Beck

## BUS-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.

**32094** Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

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

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

**Instructor:** R Beck

## **BUS-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.)

**32096 Last day to add: 04/23/19**

OL 04/15/19 06/07/19 ON LINE

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

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

**Instructor:** C Pentis

## **BUS-87 Purchasing and Supply Management 3 UNITS**

**Prerequisite:** None

Description: Study of the purchasing and supply manager's responsibilities including the identification, acquisition, positioning and management of materials, services and equipment that organizations needs to attain their goals. Emphasis is on decision making, integration with suppliers, critical internal relationships, and customer (end user) service. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**32097 Last day to add: 02/19/19**

OL 02/11/19 04/05/19 ON LINE

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

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

**Instructor:** R Beck

## COMMUNICATION STUDIES

### **COM-12 Intercultural Communication 3 UNITS**

**Prerequisite:** None

Advisory: COM-51 and qualification for ENG-1A

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

**32157 Last day to add: 02/19/19**

OL 02/11/19 04/07/19 ON LINE

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

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

**Instructor:** A Olaerts

### **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)

**32159 Last day to add: 04/23/19**

OL 04/15/19 06/07/19 ON LINE

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

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

**Instructor:** J Muto

## CONSTRUCTION TECHNOLOGY

### **CON-71 Energy Conservation Standards 1.50 UNITS**

**Prerequisite:** None

Description: Administrative regulations and codes that regulate the energy conservation for new residential buildings. Energy measures and mandatory features and devices that must be installed in new residential buildings and the enforcement by local building departments. 27 hours lecture.

**32186 Last day to add: 02/15/19**

LEC 02/11/19 03/25/19 05:30PM 09:45PM M IT 123

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

**Instructor:** J Thomas

### **CON-72 Calif State Accessibility 1.50 UNITS**

**Prerequisite:** None.

Description: Examines the provisions of Title 24 accessibility standards of the California Uniform Building Code.

**32187 Last day to add: 04/19/19**

LEC 04/15/19 06/03/19 06:00PM 09:35PM M IT 123

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

**Instructor:** J Thomas

## DRAFTING

### **DFT-27 Technical Communications (same As Ele/Ene-27) 3 UNITS**

**Prerequisite:** None

Description: Procedures for organizing and presenting technical data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and formal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture.

**32785 Last day to add: 02/18/19**

WE 02/12/19 04/04/19 09:40AM 11:05AM TTH ATEC 119

The above section is a web-enhanced class. Internet access is required.

**Instructor:** A Johnson



## ENGLISH

### ENG-1A English Composition 4 UNITS

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

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

<b>32280</b>	<b>Last day to add: 02/17/19</b>					
HYB	02/11/19	04/07/19	09:15AM	10:30AM	W	HUM 102
HYBO	02/11/19	04/07/19				ON LINE
HYBLO	02/11/19	04/07/19				ON LINE

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

**Instructor:** N Morford

### ENG-1A English Composition 4 UNITS

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

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

<b>32284</b>	<b>Last day to add: 04/21/19</b>					
HYB	04/15/19	06/07/19	09:15AM	10:30AM	W	HUM 102
HYBO	04/15/19	06/07/19				ON LINE
HYBLO	04/15/19	06/07/19				ON LINE

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

**Instructor:** N Morford

## GUIDANCE

### GUI-45 Introduction to College 1 UNIT

**Prerequisite:** None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

<b>32865</b>	<b>Last day to add: 02/18/19</b>					
OL	02/12/19	04/02/19	08:15AM	09:20AM	TH	ATEC 204

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

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

**Instructor:** Staff

### GUI-46 Intro Transfer Process 1 UNIT

**Prerequisite:** None.

Description: Survey of transfer requirements with hands-on activities through the application process for students transferring to four-year institutions.

<b>32378</b>	<b>Last day to add: 02/16/19</b>					
HYB	02/12/19	04/02/19	08:15AM	09:20AM	T	ATEC 204
HYBO	02/12/19	04/02/19				ON LINE

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

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

**Instructor:** Staff

## 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.)

<b>32459</b>	<b>Last day to add: 02/19/19</b>					
OL	02/11/19	04/07/19				ON LINE

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

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

**Instructor:** M Castro

### 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.)

<b>32458</b>	<b>Last day to add: 04/21/19</b>					
HYB	04/15/19	06/07/19	01:00PM	02:15PM	W	IT 106
HYBO	04/15/19	06/07/19				ON LINE

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

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

**Instructor:** S Seifried

## 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.)

**32460** Last day to add: 02/18/19

HYB 02/11/19 04/05/19 05:40PM 09:15PM TH JFK 226

HYBO 02/11/19 04/05/19 ON LINE

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

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

**Instructor:** D Dokter

### MAG-53 Human Relations 3 UNITS

**Prerequisite:** None.

Description: Practical application of basic psychology in building better employer-employee relationships.

**32462** Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

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

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

**Instructor:** G Zwart

### MAG-53 Human Relations 3 UNITS

**Prerequisite:** None.

Description: Practical application of basic psychology in building better employer-employee relationships.

**32463** Last day to add: 02/16/19

HYB 02/11/19 04/02/19 06:00PM 09:10PM T IT 108

HYBO 02/11/19 04/02/19 ON LINE

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

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

**Instructor:** E Davalos

### MAG-56 Hrm: Human Resources Management 3 UNITS

**Prerequisite:** None.

Description: Introduces techniques involving the selection, training, evaluation and promotion of employees.

**32464** Last day to add: 04/20/19

HYB 04/16/19 06/04/19 06:00PM 09:10PM T IT 108

HYBO 04/16/19 06/04/19 ON LINE

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

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

**Instructor:** E Davalos

## MARKETING

### MKT-20 Principles of Marketing 3 UNITS

**Prerequisite:** None

Advisory: BUS-10

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

**32572** Last day to add: 02/16/19

HYB 02/12/19 04/02/19 06:00PM 09:10PM T JFK 216

HYBO 02/12/19 04/02/19 ON LINE

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

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

**Instructor:** A Riker

### 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.)

**32573** Last day to add: 04/20/19

HYB 04/16/19 06/04/19 06:00PM 09:10PM T JFK 216

HYBO 04/16/19 06/04/19 ON LINE

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

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

**Instructor:** M 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.

**32661** Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

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

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

**Instructor:** S Doll

### RLE-80 Real Estate Principles 3 UNITS

**Prerequisite:** None.

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

**32662** Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

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

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

**Instructor:** L Namazi

# NORCO COLLEGE

• SPRING 2019 •

## 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.

**32664** Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

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

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

**Instructor:** T Wagner

## RLE-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.

**32665** Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

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

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

**Instructor:** T Wagner

## RLE-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.

**32666** Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

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

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

**Instructor:** T Wagner

## RLE-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.

**32667** Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

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

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

**Instructor:** T Wagner

## RLE-83 Real Estate Finance

3 UNITS

**Prerequisite:** None.

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

**32668** Last day to add: 02/19/19

OL 02/11/19 04/05/19 ON LINE

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

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

**Instructor:** T Wagner

## RLE-83 Real Estate Finance

3 UNITS

**Prerequisite:** None.

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

**32669** Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

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

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

**Instructor:** Staff

## 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.

**32670** Last day to add: 04/23/19

OL 04/15/19 06/07/19 ON LINE

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

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

**Instructor:** S Doll

## THEATER ARTS

### THE-3 Introduction to the Theater

3 UNITS

**Prerequisite:** None

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

**32702** Last day to add: 02/19/19

OL 02/11/19 04/07/19 ON LINE

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

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

**Instructor:** Staff

**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.

**32703**

**Last day to add: 04/23/19**

OL 04/15/19 06/07/19

ON LINE

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

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

**Instructor:** Staff