

... 8-WEEK CLASSES ... EARLY START

Updated July 2, 2018

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.)

37050 Last day to add: 09/04/18

OL 08/27/18 10/21/18 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-3 Computer Applications for Business 3 UNITS

Prerequisite: None

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

37087 Last day to add: 09/04/18

HYB 08/27/18 10/21/18 08:00AM 02:30PM F ATEC 118

HYBO 08/27/18 10/21/18 ON LINE

HYBLO 08/27/18 10/21/18 ON LINE

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

See www.opencampus.com. Designated laboratory hours are to be completed online. Please note the start and end dates.

Instructor: C McConnell-Freeman

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.

37075 Last day to add: 09/04/18

OL 08/27/18 10/21/18 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-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.

37076 Last day to add: 09/01/18

HYB 08/28/18 10/16/18 06:30PM 09:40PM T JFK 102

HYBO 08/28/18 10/16/18 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.

37081 Last day to add: 09/04/18

OL 08/27/18 10/21/18 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 Worsham

BUS-83 Contracts 1.50 UNITS

Prerequisite: None

Description: A study of the legal and regulatory requirements applicable to contracts for product transportation and logistics functions and considerations for drafting and negotiating contracts with freight carriers, warehouses and other logistics service providers. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)

37094 Last day to add: 09/04/18

OL 08/27/18 10/21/18 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 Pentis

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.)

37791 Last day to add: 09/04/18

OL 08/27/18 10/21/18 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 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.)

37095 Last day to add: 09/04/18

OL 08/27/18 10/21/18 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

COMPUTER APPLICATIONS/OFFICE

CAT-3 Computer Applications for Business 3 UNITS

Prerequisite: None

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

37097 Last day to add: 09/04/18

HYB 08/27/18 10/21/18 08:00AM 02:30PM F ATEC 118

HYBO 08/27/18 10/21/18 ON LINE

HYBLO 08/27/18 10/21/18 ON LINE

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

See www.opencampus.com. Designated laboratory hours are to be completed online. Please note the start and end dates.

Instructor: C McConnell-Freeman

CAT-98A Introduction to Excel 1.50 UNITS

Prerequisite: None.

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.)

37100 Last day to add: 09/04/18

OL 08/27/18 10/21/18 ON LINE

OLL 08/27/18 10/21/18 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, will be completed online. Please note the start and end dates.

Instructor: B Fuller

COMPUTER INFORMATION SYSTEMS

CIS-3 Computer Applications for Business 3 UNITS

Prerequisite: None.

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

37130 Last day to add: 09/04/18

HYB 08/27/18 10/21/18 08:00AM 02:30PM F ATEC 118

HYBO 08/27/18 10/21/18 ON LINE

HYBLO 08/27/18 10/21/18 ON LINE

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

See www.opencampus.com. Designated laboratory hours are to be completed online. Please note the start and end dates.

Instructor: C McConnell-Freeman

CIS-98A Introduction to Excel 1.50 UNITS

Prerequisite: None.

Description: An introduction to electronic spreadsheets using Excel. (Same as CAT-98A)

37141 Last day to add: 09/04/18

OL 08/27/18 10/21/18 ON LINE

OLL 08/27/18 10/21/18 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, will be completed online. Please note the start and end dates.

Instructor: B Fuller

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)

37158 Last day to add: 09/04/18

OL 08/27/18 10/21/18 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 Olaerts

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)

37954 Last day to add: 09/04/18

OL 08/27/18 10/21/18 ON LINE

OLL 08/27/18 10/21/18 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-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)

37971 Last day to add: 09/03/18

HYB 08/27/18 10/19/18 08:15AM 10:10AM TH IT 110

HYBO 08/27/18 10/19/18 ON LINE

HYBLO 08/27/18 10/19/18 ON LINE

The above section is a short term hybrid class and has an 18-hour laboratory requirement to be completed online. Computer with Internet access required. See www.opencampus.com.

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.)

37385 Last day to add: 09/04/18

LEC 08/31/18 10/19/18 09:30AM 11:50AM F STEM 302

This above section is a short term class. 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.

37388 Last day to add: 09/01/18

HYB 08/28/18 10/16/18 02:00PM 02:50PM T IT 127

HYBLO 08/28/18 10/16/18 ON LINE

The above section is a short term hybrid class. Internet access is required. Please note the start and end date.

Instructor: M Iliscupidez

MANAGEMENT

MAG-53 Human Relations 3 UNITS

Prerequisite: None.

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

37479 Last day to add: 09/04/18

OL 08/27/18 10/21/18 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

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.)

37887 Last day to add: 09/04/18

OL 08/27/18 10/21/18 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 Van Hulle

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.

37681 Last day to add: 09/04/18

OL 08/27/18 10/21/18 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

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.

37684 Last day to add: 09/04/18

OL 08/27/18 10/21/18 ON LINE

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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.

37686 Last day to add: 09/04/18

OL 08/27/18 10/21/18 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

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.

37719 Last day to add: 09/04/18

OL 08/27/18 10/21/18 ON LINE

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

Instructor: M Gourley

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.

37721 Last day to add: 09/04/18

OL 08/27/18 10/21/18 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: H Bauer