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. (Letter grade only) 37000
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-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.) 37010
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.) 38024
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: D White

ART-6H
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.) 37010
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

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. (Letter grade only) 37013
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: J Muir
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.)

37814  Last Day to add: 09/03/19
HYB  08/26/19  10/18/19  08:00AM  02:30PM  F  CACT2
08/26/19  10/18/19
08/30/19  10/18/19  ONLINE

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-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)

37090  Last Day to add: 09/03/19
OL  08/26/19  10/19/19  ONLINE

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: A Martin

37085  Last Day to add: 09/01/19
HYB  08/26/19  10/19/19  06:30PM  08:05PM  W  JFK112
08/26/19  10/19/19  ONLINE

The above section is a hybrid class. Computer with Internet access required. See www.opencampus.com.
Instructor: R Beck

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.

37093  Last Day to add: 09/03/19
OL  08/26/19  10/19/19  ONLINE

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-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.

37099  Last Day to add: 09/03/19
OL  08/26/19  10/19/19  ONLINE

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-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)

37108  Last Day to add: 09/03/19
OL  08/26/19  10/19/19  ONLINE

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  1.5 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.)

37113  Last Day to add: 09/03/19
OL  08/26/19  10/19/19  ONLINE

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 INFORMATION SYSTEMS

#### CAT-98A
**Introduction to Excel (same As CIS-98A)**

**Prerequisite:** None.

Description: Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (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:** C Fuller

#### CIS-3
**Computer Applications for Business**

**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)

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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**

**Prerequisite:** None.

Description: Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (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. All hours, including the 18-hour laboratory requirement, will be completed online. Please note the start and end dates.

**Instructor:** B Fuller

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**HYB - Hybrid Lecture • HYBL - Hybrid Lab • HYBLO - Hybrid Online Lab • HYBO - Hybrid Online Lecture • LAB - Lab • LEC - Lecture • OL - Online Lecture • OLL - Online Lab**

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COMMUNICATION STUDIES

COM-1

Public Speaking 3 UNITS

Prerequisite: None

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

Description: Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

Instructor: G Graham

37996 Last Day to add: 09/02/19

HYB 08/26/19 10/19/19 02:30PM 03:55PM TTH LIBR121

08/26/19 10/19/19 ONLINE

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 Romero

COM-12

Intercultural Communication 3 UNITS

Prerequisite: None

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

Description: Introduction to the factors affecting intercultural communication focusing on culture, language, and social patterns and their influence on how members of groups relate among themselves and with members of different ethnic and cultural groups. Theory and knowledge of effective communication within and between cultures and appreciation and comparison of communication among diverse groups within the larger context of American culture are explored with an emphasis on self-evaluation and skill development. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

Instructor: A Olaerts

DRAFTING

DFT-51

Blueprint Reading (same As Ene-51) 2 UNITS

Prerequisite: None

Description: A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations. This course is designed for students interested in print reading for the machine trades. 27 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

37211 Last Day to add: 09/01/19

WE 08/26/19 10/16/19 08:00AM 09:30AM MW IT124

08/26/19 10/16/19 09:35AM 11:05AM MW IT124

The above section is a short term web-enhanced class. Internet access is required. Please note the start and end dates.

Instructor: M Dowlatabadi

ELE-10

Survey Electronics 4 UNITS

Prerequisite: None

Description: Basic electronic theory including electron theory, Ohm’s Law, DC, AC, vacuum tube and solid state devices, antenna principles, power supplies, amplifiers, RF oscillators, amplitude and frequency modulation, diode detection and superheterodyne receivers, and test equipment operation (emphasis on voltmeter and oscilloscope operation). 54 hours lecture and 54 hours laboratory.

37887 Last Day to add: 09/01/19

WE 08/26/19 10/16/19 11:35AM 02:55PM MW ATEC119

08/26/19 10/16/19 03:45PM 06:25PM MW ATEC119

The above section is a short-term web-enhanced class. Internet access is required. Please note start and end dates.

Instructor: G Graham

ELE-64

Programmable Logic Controllers 3 UNITS

Prerequisite: None

Advisory: ELE-10 or ELE-11

Description: Fundamentals of programmable logic controllers, with an emphasis on introductory programming of PLCs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages, and popular software programs used with PLCs. Installation, maintenance, troubleshooting and repair are inherent components. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

37893 Last Day to add: 09/02/19

WE 08/27/19 10/17/19 09:45AM 11:50AM TTH IT124

08/27/19 10/17/19 12:30PM 03:40PM TTH IT124

The above section is a short term web-enhanced class. Internet access is required. Please note start and end dates.

Instructor: P Van Hulle
ENGINEERING

ENE-51
Blueprint Reading  2 UNITS
Prerequisite: None
Advisory: ENE-21 or MAT-36
Description: A beginning course in the study of blueprints and their interpretation, types of projections, sections, symbols and abbreviations. This course is designed for students interested in engineering blueprint reading for the basic mechanical, electrical and machine trades. 27 hours lecture and 27 hours laboratory. Same as DFT-51. (Letter Grade, or Pass/No Pass
37279  Last Day to add: 09/01/19
WE  08/26/19  10/16/19  08:00AM  09:30AM  MW  IT124
08/26/19  10/16/19  09:35AM  11:05AM  MW  IT124
The above section is a short term online class.  Computer with Internet access required. Please note the start and end dates.
Instructor: M Dowlatabadi

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)
37318  Last Day to add: 09/03/19
OL  08/26/19  10/19/19  ONLINE
08/26/19  10/19/19  ONLINE
The above section is a short term online class.  Computer with Internet access required. Please note the start and end dates.
Instructor: T Wallace
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. 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.

LEC 09/03/19 11:30AM  F  IT123
Last Day to add: 09/03/19

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

Instructor: A Kramer

INTERDISCIPLINARY STUDIES

ILA-1
Introduction to Tutor Training 1 UNIT

Prerequisite: None

Advisory: Qualification for ENG-1A

Description: Introduction to tutoring, with an emphasis on tutoring strategies, learning styles, problem solving, and working with diverse student populations. Designed to prepare students to become peer tutors in a variety of subject areas. Tutors develop student-centered, non-intrusive tutoring skills to meet a wide variety of student needs. Topics include theory, practice and ethics of tutoring, interpersonal communications techniques, tutoring diverse student populations, and group tutorial methods and practical field work. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

LEC 09/03/19 11:30AM  F  IT123
Last Day to add: 09/03/19

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

Instructor: A Jimenez

KINESIOLOGY

KIN-38
Stress Management 3 UNITS

Prerequisite: None.

Description: The nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be pre-cursors and contributors to distress. Students will also explore a variety of coping strategies and relaxation techniques. The lab portion of this class provides the opportunity for students to practice techniques and develop a personalized stress management program. 45 hours lecture and 27 hours laboratory.

LEC 08/26/19 11/06/19 08:45AM 10:35AM MW WEQW3
08/26/19 11/06/19 10:45AM 11:50AM MW WEQW2
Last Day to add: 09/08/19

The above section is a short term web-enhanced class. Internet access is required. Please note the start and end dates.

Instructor: B Wimer

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 online and in print; and to answer research questions and develop new ones. Students will develop an understanding of access to and the ethical use of information through the use of retrieval systems. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

LEC 09/03/19 11:30AM  F  IT123
Last Day to add: 09/03/19

The above section is a short term class. 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)
37510 Last Day to add: 09/03/19
OL 08/26/19 10/19/19 ONLINE
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

MAG-53
Human Relations 3 UNITS
Prerequisite: None.
Description: Practical application of basic psychology in building better employer-employee relationships.
37512 Last Day to add: 09/03/19
OL 08/26/19 10/19/19 ONLINE
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.
Prerequisite: None 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 hour general industry or construction industry training completion card. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)
37998 Last Day to add: 09/03/19
OL 08/26/19 10/18/19 ONLINE
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: P Van Hulle

MAN-64
Programmable Logic Controllers 3 UNITS
Prerequisite: None
Advisory: ELE-10 or ELE-11
Description: Fundamentals of programmable logic controllers, with an emphasis on introductory programming of PLCs. Problem analysis with solutions that integrate programming formats, auxiliary commands and functions, common programming languages, and popular software programs used with PLCs. Installation, maintenance, troubleshooting and repair are inherent components. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Same as ELE-64)
37520 Last Day to add: 09/02/19
WE 08/27/19 10/17/19 09:45AM 11:50AM TTH IT124
08/27/19 10/17/19 12:30PM 03:40PM TTH IT124
The above section is a short term web-enhanced class. Internet access is required. 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.
37715 Last Day to add: 09/03/19
OL 08/26/19 10/19/19 ONLINE
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.
37718 Last Day to add: 09/03/19
OL 08/26/19 10/19/19 ONLINE
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.

37720  Last Day to add: 09/03/19
OL  08/26/19  10/19/19

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.

37721  Last Day to add: 09/03/19
OL  08/26/19  10/19/19

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.

37757  Last Day to add: 09/03/19
OL  08/26/19  10/20/19

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