ACCOUNTING

ACC-1A
Principles of Accounting I
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)

ACC-1B
Principles of Accounting II
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. (Letter grade only)

ACC-62
Payroll Accounting
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 Worker's Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

ACC-65
Computerized Accounting
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.)

ART

ART-6
Art Appreciation
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.)
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)
37088 Last Day to add: 10/29/19
OL 10/21/19 12/14/19
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

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.
37089 Last Day to add: 10/27/19
HYB 10/21/19 12/14/19 06:00PM 09:10PM W JFK112
10/21/19 12/14/19 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: S Johnson

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.
37098 Last Day to add: 10/26/19
HYB 10/21/19 12/14/19 06:30PM 09:40PM T WEQW6A
10/21/19 12/14/19 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: 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.
37101 Last Day to add: 10/29/19
OL 10/21/19 12/14/19
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-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)
37109 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 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: D Dokter

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
37111 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 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: R Beck
HYB - Hybrid Lecture • HYBL - Hybrid Lab • HYBLO - Hybrid Online Lab • HYBO - Hybrid Online Lecture • LAB - Lab • LEC - Lecture • OL - Online Lecture • OLL - Online Lab • WE - Web Enhanced Lecture • WEL - Web Enhanced Lab • WRK - Work Experience Lecture • WRKH - Hybrid Work Experience • WRKO - Work Experience Online

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ELECTRICITY

ELC-74

Industrial Wiring and Controls (same As Ele-74) 4 UNITS

Prerequisite: None  Course Credit Recommendation: Degree Credit

Description: Industrial controls and electrical wiring of modern facilities, manufacturing, or warehousing. Included will be production equipment, conveyor systems, hydraulic and pneumatic controls, power distribution, blueprint reading, electrical control wiring, PLC (programmable logic controller) control wiring, VFD (variable frequency drives) wiring and programming. 54 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option)

37895  Last Day to add: 10/27/19
WE 10/21/19 12/13/19 11:25AM 01:30PM MW IT124
10/21/19 12/13/19 12:00PM 02:15PM F IT124
10/21/19 12/13/19 02:15PM 04:30PM MW IT124
10/21/19 12/13/19 02:30PM 04:45PM F IT124

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

Instructor: J Vela

ELECTRONICS

ELE-27

Technical Communications 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.

37242  Last Day to add: 10/25/19
WE 10/21/19 12/11/19 08:00AM 11:20AM MW IT124

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

Instructor: A Johnson

ENGINEERING

ENE-27

Technical Communications 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.

37273  Last Day to add: 10/25/19
WE 10/21/19 12/11/19 08:00AM 11:20AM MW IT124

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

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)

37319  Last Day to add: 10/29/19
OL 10/21/19 12/14/19 ONLINE
10/21/19 12/14/19 ONLINE

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: T Wallace
ENG-1B
Critical Thinking and Writing
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)
OL 10/21/19 12/14/19
ONLINE
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: S Seifried

MANAGEMENT
MAG-44
Principles of Management
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.)
OL 10/21/19 12/14/19
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: E Doucette

MANUFACTURING TECHNOLOGY
MAN-55
Occupational Safety and Health Administration (OSHA) Standards for General Industry
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)
OL 10/21/19 12/14/19
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: D Dokter

LIB-1
Introduction to Information Literacy
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 ethical use of information through the use of retrieval systems. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)
OL 10/21/19 12/14/19
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: S Seifried

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WE - Web Enhanced Lecture • WEL - Web Enhanced Lab • WRK - Work Experience Lecture • WRKH - Hybrid Work Experience • WRKO - Work Experience Online

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MAN-60
Hydraulic and Pneumatic Systems 3 UNITS
Prerequisite: None
Advisory: ENE-60 or MAT-52
Description: Basics of hydraulic and pneumatic systems including physical properties of liquids under pressure. Pumps, motors, accumulators, valves and drive cylinders are studied. The design and assembly of both high and low pressure fluid control systems from standard components is experienced. Applications of fluids in robotic and industrial equipment systems are presented. 40 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)
37917  Last Day to add: 10/26/19
WE  10/22/19  12/12/19  09:35AM  12:00PM  TTH  IT124
10/22/19  12/12/19  12:30PM  05:00PM  TTH  IT124
The above section is a short term web-enhanced class. Internet access is required. Please note start and end dates.
Instructor: P Maluso

MAN-74
Industrial Wiring and Controls (same As ELC/ELE-74) 4 UNITS
Prerequisite: None
Description: Industrial controls and electrical wiring of modern facilities, manufacturing, or warehousing. Included will be production equipment, conveyor systems, hydraulic and pneumatic controls, power distribution, blueprint reading, electrical control wiring, PLC (programmable logic controller) control wiring, VFD (variable frequency drives) wiring and programming, 54 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option)
37918  Last Day to add: 10/27/19
WE  10/21/19  12/13/19  11:25AM  01:30PM  MW  IT124
10/21/19  12/13/19  12:00PM  02:15PM  F  IT124
10/21/19  12/13/19  02:15PM  04:30PM  MW  IT124
10/21/19  12/13/19  02:30PM  04:45PM  F  IT124
The above section is a short term web-enhanced class. Internet access is required. Please note start and end dates.
Instructor: J Vela

MUS-19
Music Appreciation 3 UNITS
Prerequisite: None
Description: A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. Organized to acquaint students with the roles of music and musicians in society and with representative musical selections through listening, reading, writing, and live performance. 54 hours lecture.
37626  Last Day to add: 10/29/19
OL  10/21/19  12/14/19  ONLINE
The above section is an online class. Computer with Internet access required. See www.opencampus.com.
Instructor: S Son

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.
37716  Last Day to add: 10/29/19
OL  10/21/19  12/14/19  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.
37719  Last Day to add: 10/29/19
OL  10/21/19  12/14/19  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.
38068  Last Day to add: 10/29/19
OL  10/21/19  12/14/19  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: 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.
37722  Last Day to add: 10/29/19
OL  10/21/19  12/14/19  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: 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.

Last Day to add: 10/29/19

OL  10/21/19  12/14/19  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: W Stevens