

Non-Credit Classes

SECT#	Course#	Description	Units	Days	Time	Bldg-Room	Instructor	Dates
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ACCOUNTING

ACC-801 Setting Up Quickbooks for Small Business

Prerequisite: None Course Credit Recommendation: Non-Credit Description: Learn the basics of small business bookkeeping using QuickBooks, financial reporting, and how to analyze and record financial transactions. Discusses accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. 16 hours lecture. (Pass/No Pass only)

34484	ACC-801	Lecture	0			ON-LINE	N Ildefonso	02/13 - 03/13/23
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The above section is a short term online class. Computer with Internet access required. See www.rccd.edu/de Please note the start and end dates.

35562	ACC-801	Lecture	0			ON-LINE	N Ildefonso	02/13 - 03/13/23
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The above section is a short term online class. Computer with Internet access required. See www.rccd.edu/de Please note the start and end dates.

ACC-802 Monthly Procedures Using Quickbooks

Prerequisite: None Course Credit Recommendation: Non-Credit Description: Develop and apply monthly procedures used in accounting for small business. Continue to build small business accounting knowledge, gain practical experience working with day to day transactions. Reconcile balance sheet accounts and examine/audit income statement accounts on a monthly basis. Prepare adjusting journal entries. Prepare financial statements. 16 hours lecture. (Pass/No Pass only)

34485	ACC-802	Lecture	0			ON-LINE	N Ildefonso	03/20 - 04/07/23
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The above section is a short term online class. Computer with Internet access required. See www.rccd.edu/de Please note the start and end dates.

35563	ACC-802	Lecture	0			ON-LINE	N Ildefonso	03/20 - 04/07/23
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The above section is a short term online class. Computer with Internet access required. See www.rccd.edu/de Please note the start and end dates.

ACC-803 Year End Procedures With Quickbooks

Prerequisite: None Course Credit Recommendation: Non-Credit Description: Develop and apply year end procedures used in accounting for small business using QuickBooks. Prepare closing journal entries for year end. Prepare reports for tax accountants. Purge files and prepare for the new year. 16 hours lecture. (Pass/No Pass only)

34486	ACC-803	Lecture	0			ON-LINE	N Ildefonso	04/17 - 05/12/23
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The above section is a short term online class. Computer with Internet access required. See www.rccd.edu/de Please note the start and end dates.

35564	ACC-803	Lecture	0			ON-LINE	N Ildefonso	04/17 - 05/12/23
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The above section is a short term online class. Computer with Internet access required. See www.rccd.edu/de Please note the start and end dates.

ADMINISTRATION OF JUSTICE

ADJ-801 Community Emergency Response Team (cert)

Prerequisite: None Course Credit Recommendation: Non-Credit Description: The Community Emergency Response Team (CERT) training is consistent with a nationwide approach designed for individuals and businesses to understand the hazards that may impact their home, community and workplace in the event of a disaster. Recognized and supported by the Federal Emergency Management Agency (FEMA) and professional first responders, this training equips individuals with the knowledge and skills that will educate them in disaster preparedness at home, in the community, or the workplace, and be more resilient when an incident occurs. Emergency response training to support and enhance your community and workplace will be provided through team building, collaboration, and other hands-on activities. (Pass/No Pass)

35329	ADJ-801	Lecture	0			STEM-201	S Williams	03/22 - 03/26/23
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The above section is a short-term class. Please note the start and end dates. Meeting Dates are Wednesday 3/22 05:30-09:30 PM in STEM 201, Friday 3/24 05:30-09:30 PM in STEM 302, Saturday 3/25 8 AM-5:00 PM in STEM 302, and Sunday 3/26 8 AM-4 PM in STEM 200, 201, and 302

35330	ADJ-801	Lecture	0			STEM-201	S Williams	05/10 - 05/20/23
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The above section is a short-term class. Please note the start and end dates. Meeting Dates are Wednesday 5/10 05:30-09:30 PM in STEM 302, Saturday 5/13 8 AM-5:00 PM in STEM 302, Wednesday 5/17 5:30-9:30 PM in STEM 302, and Sunday 5/20 8 AM-4 PM in STEM 200, 201, and 302

ARCHITECTURE

ARE-824 Revit I-Architectural Drafting

Prerequisite: ENE-21 or DFT-21 or ENE-30 or DFT-30 Description: Introduction to methods and techniques used in the development of architectural construction documents for light frame structures (Type V construction) including construction theory, notation, materials symbols, drawing format and general practice. Using Computer-Aided Drafting (CAD) and Building Information Modeling (BIM-Revit I), this course will focus on the drawing of a set of plans to include a plot plan, foundation plan, floor plan(s), sections, exterior and interior elevations, electrical plan and basic structural details. Sketching techniques will also be covered. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

35535	ARE-824	Lecture	0			ON-LINE		02/13 - 06/09/23
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		Lab		M	06:00PM-09:20PM	IT-127		02/13 - 06/09/23
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The above section is a hybrid class. Computer with Internet access required. See www.rccd.edu/de

ARE-863 3D Tour, Virtual, Mixed, Augmented And Extended Reality

Prerequisite: None Advisory: ARE-824 or ARE-24 or CON-62 Description: Introduces concepts of Building Information Modeling (BIM), virtual reality (VR), augmented reality (AR), mixed reality (MR) and extended reality (XR) technologies, to build basic 3D models, scan objects, 360 degree space photography, design and edit 3D tours from various spaces inside and outside buildings as a tool for visual communication, prepare virtual field trip, walkthrough and fly for presentation, and show existing spaces using, scanner, camera, drone, current 3D and BIM software to architects, contractors, realtors, clients, or game developers. 27 hours lecture and 90 hours laboratory. (Letter grade or Pass/No Pass option)

35536	ARE-863	Lecture	0			ON-LINE		02/13 - 06/09/23
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		Lab		W	06:00PM-09:20PM	IT-127		02/13 - 06/09/23
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The above section is a hybrid class. Computer with Internet access required. See www.rccd.edu/de

DRAFTING

DFT-830 Computer Aided Drafting (CAD)

Prerequisite: None Advisory: CIS-1A Course Description: A two-dimensional computer aided drafting class for drafters. Students will use an AUTOCAD computer drafting system to develop "computer drawn" drawings, which are typical to the various fields of drafting. 27 hours lecture and 81 hours laboratory. (Letter Grade, or Pass/No Pass option)

SECT#	Course#	Description	Units	Days	Time	Bldg-Room	Instructor	Dates
35537	DFT-830	Lecture	0			ON-LINE	F Mirzaei	02/13 - 06/09/23
		Lab		T	06:00PM-09:10PM	ATEC-109		02/13 - 06/09/23

The above section is a hybrid class. Computer with Internet access required. See www.rccd.edu/de

DFT-831 Advanced Computer Aided Drafting (CAD)

Prerequisite: DFT-30 or ENE-30 or DFT-830 Course Description: This course focuses on applying advanced AutoCAD skills in the design process to create models, drawings, and related documentation for a variety of applications and industries. Topics include blocks, attributes, external references, solid, mesh, and surface modeling, presentation, and photorealistic rendering. Students develop and apply skills in visualizing, creating, and editing 3D shapes for modeling, testing, rapid prototyping, and marketing. The course emphasizes improving productivity and developing modeling and presentation skills. 27 hours lecture and 81 hours lab. (Letter grade or Pass/No Pass option)

35538	DFT-831	Lecture	0			ON-LINE	A Nindra	02/13 - 06/09/23
		Lab				ON-LINE		02/13 - 06/09/23

The above section is an online class. Computer with Internet access required. See www.rccd.edu/de

DFT-842 Solidworks I

Prerequisite: None Advisory: CIS-1A Course Description: Three-dimensional parametric solid modeling with SolidWorks. Students will begin with basic parametric solid modeling techniques advancing into complex assemblies requiring animation. 27 hours lecture and 81 hours laboratory. (Letter grade or Pass/No Pass option)

35539	DFT-842	Lecture	0			ON-LINE	F Mirzaei	02/13 - 06/09/23
		Lab		W	06:00PM-09:10PM	ATEC-109		02/13 - 06/09/23
		Lab				ON-LINE		02/13 - 06/09/23

The above section is an online class. Computer with Internet access required. See www.rccd.edu/de

DFT-862 Basic Fusion 360

Prerequisite: None Advisory: DFT-21 or DFT-30 or DFT-51 Course Description: Introduces engineering and design students to 3D parametric solid modeling, including basic and intermediate parts, assemblies, and drawings. From their models, students produce CAD drawings to include orthographic, pictorial, section, and detail views. The course also covers basics of sheet metal, dimensioning, dimensional tolerance, and thread notation per ASME Y14.5-2018 using Autodesk Fusion 360. 27 hours lecture and 90 hours lab. (Letter grade or Pass/No Pass option)

35543	DFT-862	Lecture	0			ON-LINE		02/13 - 06/09/23
		Lab				ON-LINE		02/13 - 06/09/23

The above section is an online class. Computer with Internet access required. See www.rccd.edu/de

ELECTRONICS

ELE-810 Survey of Electronics

Prerequisite: None Course Description: Basic electronic theory featuring electron-flow, Ohm's, Watt's, and Kirchoff's Laws, analog DC and AC devices, circuits, parameters and equations, diodes, transistors, thyristors, digital logic, integrated circuits, power supplies, amplifiers, oscillators, with laboratory test and measurement equipment. 63 hours lecture and 27 hours laboratory. (Pass/No Pass or Letter Grade)

35561	ELE-810	Lecture	0	MW	11:00AM-01:45PM	IT-202		02/13 - 06/09/23
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ELE-864 Programmable Logic Controllers

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. (Pass/No Pass or Letter Grade) Same as MAN-864.

35489	ELE-864	Lecture	0			ON-LINE	P Van Hulle	02/13 - 06/09/23
		Lab		Th	06:30PM-09:40PM	CACT-2		02/13 - 06/09/23

The above section is a hybrid class. Computer with Internet access required. See www.rccd.edu/de

ELE-874 Industrial Wiring and Controls

Prerequisite: None Course 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. (Pass/No Pass or Letter Grade)

35560	ELE-874	Lecture	0	MW	06:00PM-09:00PM	IT-124	J Vela	02/13 - 06/09/23
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ENGINEERING

ENE-851 Print Reading Administration (osha) Standards for General Industry

Requisites: None Advisory: ENE-21 or MAT-36 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. 54 hours lecture. (Pass/No Pass or Letter Grade)

35542	ENE-851	Lecture	0			ON-LINE	P Van Hulle	04/18 - 06/08/23
		Lab		TTh	03:25PM-04:50PM	ATEC-119		04/18 - 06/08/23

The above section is a short-term hybrid class. A computer with Internet access is required. See www.rccd.edu/de Please note the start and end dates.

ENGLISH

ENG-885 Writing Clinic

Prerequisite: None Description: Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. May be taken a total of four times. 27 hours laboratory. (Non-credit course) (TBA option) (Pass/No Pass option only)

35469	ENG-885	Lab	0			LIBR-110	N Capps	02/13 - 06/09/23
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Students who enroll in this course must meet with the ENG-885 instructor in the Writing and Reading Center prior to logging in hours for this class. Contact her at nicole.capps@norccollege.edu to schedule your first meeting.

35470	ENG-885	Lab	0			LIBR-110	N Capps	02/13 - 06/09/23
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Students who enroll in this course must meet with the ENG-885 instructor in the Writing and Reading Center prior to logging in hours for this class. Contact her at nicole.capps@norccollege.edu to schedule your first meeting.

SECT#	Course#	Description	Units	Days	Time	Bldg-Room	Instructor	Dates
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ENGLISH AS A SECOND LANGUAGE

ESL-846 Beginning American College English

Prerequisite: None Advisory: Students should be aware that course is taught in English. Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at beginning level to prepare students to enter ESL-847. Students will produce a minimum of 1,000 words or more of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter grade or Pass/No Pass Option)

34862	ESL-846	Lecture	0	TTh	06:30PM-09:00PM	IT-211	L Tougas	02/13 - 06/09/23
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ESL-847 Low-Intermediate American College English

Prerequisite: ESL-846 or ESL-46 or qualifying placement. Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at a low-intermediate level to prepare students to enter ESL 848. Students will produce a minimum of 1,750 words of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter grade or Pass/No Pass Option)

34863	ESL-847	Lecture	0			ON-LINE	M Shirinian	02/13 - 06/09/23
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The above section is an online class. Computer with Internet access required. See www.rccd.edu/de.

ESL-848 Intermediate American College English

Prerequisite: ESL-847 or ESL-47 or qualifying placement. Description: Designed for non-native speakers of English. Develops writing reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 49. Students will produce a minimum of 3,000 instructor-evaluated writing with an emphasis on basic essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) Letter Grade.

34864	ESL-848	Lecture	0	M	06:30PM-08:35PM	IT-211	D Tougas	02/13 - 06/09/23
				W	06:30PM-09:40PM	IT-211		02/13 - 06/09/23
		Lab		M	08:45PM-09:35PM	IT-211		02/13 - 06/09/23

ESL-849 High-Intermediate American College English

Prerequisite: ESL-48 or ESL-848 or qualifying placement. Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 50. Students will produce a minimum of 4,500 words of instructor-evaluated writing with an emphasis on essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) Letter Grade.

34865	ESL-849	Lecture	0	TTh	09:15AM-10:50AM	IT-211	M Shirinian	02/13 - 06/09/23
						ON-LINE		02/13 - 06/09/23
		Lab				ON-LINE		02/13 - 06/09/23

The above section is a hybrid class. Computer with Internet access required. See www.rccd.edu/de.

ESL-850 Advanced American College English

Prerequisite: ESL-49 or ESL-849 or qualifying placement Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an advanced level to prepare students to enter English 1A. Students will produce a minimum of 6,000 words of instructor-evaluated writing with an emphasis on expository essay writing in response to advanced readings from various sources and a novel. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

34866	ESL-850	Lecture	0	TTh	10:55AM-12:30PM	IT-211	M Shirinian	02/13 - 06/09/23
						ON-LINE		02/13 - 06/09/23
		Lab				ON-LINE		02/13 - 06/09/23

The above section is a hybrid class. Computer with Internet access required. See www.rccd.edu/de.

ENTREPRENEURSHIP

ENP-851 Entrepreneurship Basics

Prerequisite: None Description: Entrepreneurship has been described as the capacity and willingness to develop, organize and manage a business venture along with any of its risks in order to make a profit. This course will expose students to the basics of entrepreneurship, including design thinking, customer assessment, and problem solving. Additionally, students will focus on lean market strategies for testing product/service validity. 54 hours lecture. (Letter grade only)

35557	ENP-851	Lecture	0	Th	06:00PM-09:10PM	ATEC-109	A Martin	04/17 - 06/09/23
						ON-LINE		04/17 - 06/09/23

The above section is a short-term hybrid class. Computer with Internet access is required. See www.rccd.edu/de Please note the start and end dates.

INTERDISCIPLINARY STUDIES

ILA-800 Supervised Tutoring

Prerequisite: None Corequisite: Student must be enrolled in at least one other non-tutoring course. Description: This self-paced, open-entry/open-exit non-credit course provides supervised tutoring, assistance with study skills, and guidance in completing basic skills or college-level course assignments. Students receive individualized tutoring and/or small group instruction outside of class time in a discipline-specific lab. Designed to help students achieve outcomes related to specific courses and/or to improve learning and study skills in specific related subjects. Content varies according to the course for which tutoring is sought. Up to 216 hours laboratory. (TBA option) (Non-degree, non-credit course.)

34967	ILA-800	Lab	0			LIBR-LRC	N Capps	02/13 - 06/09/23
		Lab				ON-LINE		02/13 - 06/09/23

PROFES. DEVELOPMENT STUDIES

PDS-808 Critical Thinking, Problem Solving and Decision Making

Prerequisite: None Description: In today's workplace, it is everyone's job to solve problems and make decisions. Analytical thinking, decision making and problem solving involve breaking things down into their component parts, applying deductive reasoning and then applying judgment and insight. Learn hands-on techniques to generate breakthrough ideas, make decisions, and solve your most pressing problems. All by asking the right questions, challenging assumptions, and seeing others' viewpoints with clarity. 12 hours lecture. (Pass/No Pass only)

35097	PDS-808	Lecture	0			ON-LINE	R Wolfer	02/13 - 03/03/23
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This section is part of the Workplace Essentials certificate. It is encouraged for students to also enroll in PDS-809-35098, PDS-810-35099, and PDS-812-35100 to complete the certificate.

PDS-809 Business Writing in a Technological World

Prerequisite: None Description: Participants will develop effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. Matching the delivery channel (email, letter, memo, or text) to the message type and situation will be covered, as well as the best methods to deliver bad news. 12 hours lecture. (Pass/No Pass only)

35098	PDS-809	Lecture	0			ON-LINE	V Mixson	03/13 - 04/07/23
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This section is part of the Workplace Essentials certificate. It is encouraged for students to also enroll in PDS-808-35097, PDS-810-35099, and PDS-812-35100 to complete the certificate.

SECT#	Course#	Description	Units	Days	Time	Bldg-Room	Instructor	Dates
PDS-810		Time Management						
Prerequisite: None Description: Participants explore time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Practice prioritizing "important" versus "urgent" activities. Emphasis on analyzing current use of time; identifying organizational goals, roles and priorities; discovering gaps to achieving goals; and applying time management tools to the gaps to complete important priorities first. 12 hours lecture. (Pass/No Pass only)								
35099	PDS-810	Lecture	0			ON-LINE	R Wolfer	04/10 - 05/05/23
This section is part of the Workplace Essentials certificate. It is encouraged for students to also enroll in PDS-808-35097, PDS-809-35098, and PDS-812-35100 to complete the certificate.								
PDS-812		Workplace Communication Strategies						
Prerequisite: None Description: Participants assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions, and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context. 12 hours lecture. (Pass/No Pass only)								
35100	PDS-812	Lecture	0			ON-LINE	V Mixson	05/15 - 06/09/23
This section is part of the Workplace Essentials certificate. It is encouraged for students to also enroll in PDS-808-35097, PDS-809-35098, and PDS-810-35099 to complete the certificate.								