

ACC-67

US. and California Income Tax Preparation

4 UNST

Prerequisite: None

Description: U.S. and California income tax principles and tax returns relates to individuals, sole proprietorships, and other business entities created by the California Tax Education Council (CTEC) as fulfilling the education requirement imposed by the State of California for becoming a Certified Public Accountant (CPA) Preparer. 72 hours lecture. (Letter grade only)

37013 Last Day to add: 09/01/19

HYB 08/26/19 09/01/19 05:30PM 09:45PM JFK118

08/26/19 09/01/19 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: J Muir

ART

ART-6

Art Appreciation

3 UNST

Prerequisite: None

Advisory: ENG-1A

Description: An introductory course for the non-art major. The course covers the diversity of style, technique and media, evident in various art forms and cultures. Students may not receive credit for both ART-6 and ART-5 (Letter Grade, or Pass/No Pass option.)

38024 Last Day to add: 09/14/19

OL 08/26/19 09/20/19 ONLINE

The above section is an online class. Computer with Internet access required. See www.opencampus.com.

Instructor: K Skiba

37052 Last Day to add: 08/31/19

HYB

BUSINESS ADMINISTRATION

BUS-3

Computer Applications for Business

37094 Last Day to add: 08/31/19
HYB 08/26/19/19/19 06:30PM-09:40PM WED 06A
08/26/19/19/19 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: T Wagner

BUS-20

Business Mathematics

3 UNST

Prerequisite: None

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

37099 Last Day to add: 09/03/19
OL 08/26/19/19/19 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-47

Applied Business Management Ethics

3 UNST

Prerequisite: None

Description: An examination of ethical concerns in business decisions. Topics include corporate, personal, global, governmental, public, environmental, and related issues. Case studies and corporate ethics programs and applications are discussed. 27 hours lecture. (Letter Grade, or Pass/No Pass option)

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

BUS-83

Contracts

1.5 UNST

Prerequisite: None

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

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

COMMUNICATION STUDIES

COM-1
Public Speaking 3 UNST

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, theory and persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 54 hours. (Letter Grade, or Pass/No Pass option.)

HYB 08/26/19/19/02:30PM 03:55PM TH LIBR121
 08/26/19/19/19 ONLINE
 Last Day to add: 09/02/19

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 UNST

Prerequisite: None

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

Description: Introduction to the factors affecting intercultural communication among diverse groups and how they relate among themselves and with members of different ethnic groups. Theory and knowledge of effective communication within and between diverse groups and appreciation and comparison of communication among diverse groups.

HYB 08/26/19/16/11:35A 02:55PM MW ATEC119
 08/26/19/16/11:35A 06:25PM MW ATEC119
 Last Day to add: 09/01/19

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

Instructor: G Graham

DRAFTING

DFT-51
Blueprint Reading (same As Ene-51) 2 UNST

Prerequisite: None

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

WE 08/26/19/16/1908:00A 09:30AM MW IT124
 08/26/19/16/1909:35A 11:05AM MW IT124
 Last Day to add: 09/01/19

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

Instructor: M Dowlatabadi

ELECTRONICS

ELE-10
Survey Electronics 4 UNST

Prerequisite: None

Description: Basic electronic theory including electron theory, vacuum tube and solid state devices, antenna principles, power supply, oscillators, amplitude and frequency modulation, diode detection and receivers, and test equipment operation (emphasis on voltmeter and oscilloscope). 54 hours lecture and 54 hours laboratory.

WE 08/26/19/16/11:35A 02:55PM MW ATEC119
 08/26/19/16/11:35A 06:25PM MW ATEC119
 Last Day to add: 09/01/19

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

Instructor: G Graham

ELE-64
Programmable Logic Controllers 3 UNST

Prerequisite: None

Advisory: ELE-10 or ELE-11

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

WE 08/27/19/17/1909:45A 11:50AM TH IT124
 08/27/19/17/1912:30PM 03:40PM TH IT124
 Last Day to add: 09/02/19

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

Instructor: P Van Hulle

ENG-1B
Critic

KINESIOLOGY

KIN-38

Stress Management

3 UNITS

Prerequisite: None.

Description: The nature, physiology, and psychology of stress. Stress perceptions, attitudes, beliefs, and lifestyle factors that may be precursors to distress. Students will also explore a variety of coping strategies and techniques. The lab portion of this class provides the opportunity for students to practice techniques and develop a personalized stress management program. 3 credits and 27 hours laboratory.

37486

Last Day to add: 09/08/19

WE 08/26/19 10/06/19 08:45A 10:35AM MW WE 03
08/26/19 10/06/19 10:45A 11:50AM MW WE 02

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

Instructor: B Wimer

37487

Last Day to add: 09/08/19

WE 08/26/19 10/06/19 12:45PM 02:35PM MW WE 03
08/26/19 10/06/19 02:45PM 03:50PM MW WE 02

The above section is a short term web-enhanced class. Internet access 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 library resources to interpret, and organize information online and in print; and to answer questions and develop new ones. Students will develop an understanding of library policies and procedures. 1 credit and 3 hours laboratory.

MAN-64

Programmable Logic Controllers

3 UNST

Prerequisite: None

Advisory: ELE-10 or ELE-11

Description: Fundamentals of programmable logic controllers, with introductory programming of PLCs. Problem analysis with solution programming formats, auxiliary commands and functions, common languages, and popular software programs used with PLCs. Installation, troubleshooting and repair are inherent components. 36 hours lecture/laboratory. (Letter Grade, or Pass/No Pass option.)(Same as ELE-637520)

Last Day to add: 09/02/19

WE 08/27/19 09:45A 11:50AM TH IT124

08/27/19 12:30PM 03:40PM TH IT124

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

Instructor: P Van Hulle

REAL ESTATE

RLE-80

Real Estate Principles

3 UNST

Prerequisite: None.

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

37715

Last Day to add: 09/03/19

OL 08/26/19 09/19/19

ONLINE

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

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

Instructor: L Namazi

RLE-81

Real Estate Practices

3 UNST

Prerequisite: None

Description: Covers basic laws and principles of California real estate and daily operations in a real estate brokerage. Includes listing, prospecting, and contract preparation.

RLE-82

Legal Aspects of Real Estate

3 UNST

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 08/26/19-09/19/19

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-83

Real Estate Finance

3 UNST

Prerequisite: None.

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

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