

Instructor: M Scott

ACC-65

Computerized Accounting

3 UNITS

Prerequisite: ACC-1A or ACC-55

Advisory: CIS-1A or CIS-3

Description: This course covers the use of computerized accounting systems. It includes the principles of

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

ELE-74

Industrial Wiring and Controls (same As Elc-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)

37265							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

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						

MANAGEMENT

MAG-44

Principles of Management

3 UNITS

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,

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

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.

37761

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