• SPRING 2019 •

••• SHORT-TERM CLASSES •••

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.

32000 **Last day to add: 02/18/19**

[illegible] 02/12/1 04/04/1 06 00 [illegible] 07 25 [illegible] 224
[illegible] 02/12/1 04/04/1 [illegible]

[illegible]

Instructor [illegible]

ACC-1B Principles of Accounting II 3 UNITS

Prerequisite: ACC-1A

Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support

HYB - [illegible] **HYBL** - [illegible] **HYBLO** - [illegible] **HYBO** - [illegible] **LAB** - [illegible] **LEC** - [illegible] **OL** - [illegible] **OLL** - [illegible]
WE - [illegible] **WEL** - [illegible] **WRK** - [illegible] **WRKH** - [illegible] **WRKO** - [illegible]

[illegible]

ENGLISH

ENG-1A English Composition 4 UNITS

Prerequisite: ENG-50 or ENG-80or 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)

32280 **Last day to add: 02/17/19**

02/11/1 04/07/1 0 15 10 30 102

02/11/1 04/07/1

02/11/1 04/07/1

[illegible]

GUI-46 Intro Transfer Process 1 UNIT

Prerequisite: None.

Description: Survey of transfer requirements with hands-on activities through the application process for students transferring to four-year institutions.

32378 **Last day to add: 02/16/19**

02/12/1 04/02/1 08 15 0 20 204

02/12/1 04/02/1

[illegible]

Instructor [illegible]

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 from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

32459 **Last day to add: 02/19/19**

02/11/1 04/07/1

[illegible]

Instructor [illegible]

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 from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

32458 **Last day to add: 04/21/19**

04/15/1 06/07/1 01 00 02 15 106

04/15/1 06/07/1

[illegible]

Instructor [illegible]

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, 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.)

32460 **Last day to add: 02/18/19**

02/11/1 04/05/1 05 40 [illegible] 0 15 [illegible] 226
02/11/1 04/05/1 [illegible]
[illegible]
Instructor [illegible]

MAG-53 **Human Relations** **3 UNITS**

Prerequisite: None.

Description: Practical application of basic psychology in building better employer-employee relationships.

32462 **Last day to add: 02/19/19**

02/11/1 04/05/1 [illegible]
[illegible]
Instructor [illegible]

MAG-53 **Human Relations** **3 UNITS**

Prerequisite: None.

Description: Practical application of basic psychology in building better employer-employee relationships.

32463 **Last day to add: 02/16/19**

02/11/1 04/02/1 06 00 [illegible] 0 10 [illegible] 108
02/11/1 04/02/1 [illegible]
[illegible]
Instructor [illegible]

MAG-56 **Hrm: Human Resources Management** **3 UNITS**

Prerequisite: None.

Description: Introduces techniques involving the selection, training, evaluation and promotion of employees.

32464 **Last day to add: 04/20/19**

04/16/1 06/04/1 06 00 [illegible] 0 10 [illegible] 108
04/16/1 06/04/1 [illegible]
[illegible]
Instructor [illegible]

MARKETING

MKT-20 **Principles of Marketing** **3 UNITS**

Prerequisite: None

Advisory: BUS-10

Description: Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research and strategic market planning. The course will survey with a global perspective, the selection of target markets as well as the development of the marketing mix place, product, price and promotion. 54 hours lecture.

32572 **Last day to add: 02/16/19**

02/12/1 04/02/1 06 00 [illegible] 0 10 [illegible] 216
02/12/1 04/02/1 [illegible]
[illegible]
Instructor [illegible]

MKT-41 **Techniques of Selling** **3 UNITS**

Prerequisite: None

Description: Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

32573 **Last day to add: 04/20/19**

04/16/1 06/04/1 06 00 [illegible] 0 10 [illegible] 216
04/16/1 06/04/1 [illegible]
[illegible]
Instructor [illegible]

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.

32661 **Last day to add: 02/19/19**

02/11/1 04/05/1 [illegible]
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Instructor [illegible]

RLE-80 **Real Estate Principles** **3 UNITS**

Prerequisite: None.

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

32662 **Last day to add: 04/23/19**

04/15/1 06/07/1 [illegible]
[illegible]
Instructor [illegible]

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.

32703 **Last day to add: 04/23/19**