What Are Online, Hybrid and Web-enhanced Classes?

- **Online** classes are taken exclusively over the Internet; there are no on-campus meetings required. However, some online classes require proctored exams, either on an RCCD campus or by an off-site proctor approved by the instructor.

- **Hybrid** classes meet both on campus and online; think of them as traditional face-to-face classes where some of the on-campus class meetings are replaced with online assignments. In a hybrid class, you will attend meetings on campus during the dates and times listed in this schedule of classes. Since the on-campus portion of hybrid classes could take place at any of our three colleges (Riverside City, Norco or Moreno Valley), hybrid classes are listed according to the campus where the on-campus meetings take place. So, for example, if you’d like to take a hybrid class at Norco, you’d look under the Norco college section of this schedule.

- **Web-Enhanced** classes are traditional face-to-face classes that are augmented with course websites. Unlike hybrid classes, all web-enhanced class meetings take place on campus. The course website is an extra value!

Are You Ready for Online Learning?

To take an online, hybrid, or web-enhanced class, here are a few things to keep in mind:

- You should have regular access to a personal computer that is connected to the Internet. Not sure whether your computer measures up? Go to [www.opencampus.com/students.html](http://www.opencampus.com/students.html) and click on the “Blackboard’s Browser and System Requirements” link.

- You should be familiar with basic computer operations: for example, using a word processing program, logging onto the Internet, using a browser, and sending e-mail.

- You should be self-disciplined and have strong study skills. It’s easier to fall behind in an online class.

- Lastly, you shouldn’t believe the myth that online or hybrid classes are “easier” than face-to-face classes. In fact, online classes cover the same material as face-to-face classes, and many students say that their online classes actually require more of their time than their face-to-face classes. Set aside a few minutes and take the Open Campus Distance Learning quiz to help you decide.

Please note: To enable online-based students to communicate more effectively with their instructors, students need to activate and use their RCCD e-mail account. Personal e-mail addresses will not be used so the RCCD account is the only approved method of formal communication from RCCD to the student. For information on accessing your RCCD email account, please see page 8 in the Information Pages portion of the schedule, or go to [mail.office365.com](http://mail.office365.com) to sign in with your RCCD email address.

What’s An Online Class Like?

Sample an online class: go to [www.opencampus.com/students.html](http://www.opencampus.com/students.html). Click on the “Visit the Sample Class” link.

Questions?

Visit [www.opencampus.com](http://www.opencampus.com).

This website provides:
- Computer settings and requirements
- Information about registration
- Log in information
- Student and faculty help files
- Course syllabi and textbook information
- A sample online class

If you’ve visited our website and still have questions, please call the Open Campus Help Line at (866) 259-7271.

Are Open Campus Distance Learning Classes for Me?

1. **Holding weekly class meetings face-to-face is:**
   - a. Not particularly necessary for me;
   - b. Somewhat important to me;
   - c. Very important to me;

2. **I would classify myself as someone who:**
   - a. Often gets things done ahead of time;
   - b. Needs reminding to get things done on time;
   - c. Puts things off until the last minute or doesn't complete them;

3. **When an instructor hands out directions for assignments, I prefer:**
   - a. Figuring out the instructions myself;
   - b. Trying to follow the directions on my own, then asking for help as needed;
   - c. Having the instructions explained to me;

4. **Considering my professional and personal schedule, the amount of time I have to work on a Distance Learning class is:**
   - a. More than enough time for an on-campus class;
   - b. The same as for a class on campus;
   - c. Less than for a class on campus;

5. **As a reader, I would classify myself as:**
   - a. Good - I have no problem understanding textbook material;
   - b. Average - I sometimes need help to understand the text;
   - c. Slower than average;

6. **Commuting to campus on a regular weekly schedule is:**
   - a. Extremely difficult for me - I have commitments;
   - b. A little difficult, but I can rearrange my priorities for regular attendance on campus;
   - c. Easy for me;

7. **When I need help understanding the subject:**
   - a. I am comfortable approaching the instructor;
   - b. I am uncomfortable approaching the instructor, but I do it anyway;
   - c. I never approach an instructor to admit I don’t understand something;

**SCORING:** Are Distance Learning classes for you? Score your responses: 3 points for each “a”, 2 points for each “b”, and 1 point for each “c”. **14 or over**—a Distance Learning class is a real possibility for you. Between **8 and 13**—Distance Learning classes may work for you, but you may need to make adjustments in your schedule and study habits to succeed. **7 or less**—Distance Learning classes may not currently be the best alternative; talk with your counselor.

The District takes student and instructor privacy seriously. When you register for an Open Campus class, the District provides students and faculty with a secure log in and password. The password log in is required each time the student and faculty member logs into their Open Campus course section(s). At that time, the student will affirm that he/she is the individual signing in and completing the work for his/her online courses. Finally, anti-plagiarism software is used by faculty member to ensure academic honesty.

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### Online course Limitation on Enrollment

Enrollment in online classes offered through the Riverside Community College District is limited to students who have demonstrated competency in working in the online environment. Before you can register for an online class, you must demonstrate that you have the computer and Internet skills you need to be successful. Your enrollment in online classes will be blocked until you have met this requirement.

You may demonstrate competency and meet the requirements of this limitation on enrollment in two ways:

1. **Successful completion of an online class (grade of "C" or better):**
   If you successfully completed an online class at Riverside Community College District prior to Fall 2014, your record has already been cleared and you may register immediately. If you successfully completed an online class at another accredited college or university, please call the prerequisite hotline (951) 222-8808 for directions on how to provide documentation to clear this limitation on enrollment (since verification of your successful class completion will not be immediate, you are encouraged to simply complete the short Online Skills Workshop described in Item 2 below).

2. **Log into WebAdvisor and complete the Online Skills Workshop:**
   The Online Skills Workshop takes only a few minutes to complete and will verify your ability to perform the functions required in an online class, such as posting to a discussion board, uploading assignments, sending an e-mail, attaching a document, etc. Once you have successfully completed the workshop, you will be cleared to register for online classes.

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### ACCOUNTING

<table>
<thead>
<tr>
<th>ACCOUNTING</th>
<th>3.00 UNITS</th>
<th>PREREQUISITE</th>
<th>ADVISORY</th>
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<tbody>
<tr>
<td><strong>AC-1A</strong></td>
<td>PRINCIPLES OF ACCOUNTING I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>An introduction to accounting principles and procedures. Course geared to accounting and business majors.</td>
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</tr>
<tr>
<td>PREREQUISITE: None.</td>
<td>ADVISORY: BUS-20.</td>
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<tr>
<td>47958</td>
<td>08/25/14  12/12/14</td>
<td>F Stearns</td>
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<td>47966</td>
<td>08/25/14  12/12/14</td>
<td>F Stearns</td>
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<td>47961</td>
<td>08/25/14  12/12/14</td>
<td>F Stearns</td>
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<td>37815</td>
<td>08/25/14  12/12/14</td>
<td>P Worsham</td>
<td></td>
</tr>
<tr>
<td>37816</td>
<td>10/20/14  12/12/14</td>
<td>P Worsham</td>
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</tbody>
</table>

| **AC-1B**   | PRINCIPLES OF ACCOUNTING II | | |
| A study of managerial accounting principles and information systems. | | |
| PREREQUISITE: ACC-1A. | | |
| 47968       | 08/25/14  12/12/14 | F Stearns |
| 37819       | 08/25/14  12/12/14 | P Worsham |
| 37820       | 10/20/14  12/12/14 | P Worsham |

| **AC-62**   | PAYROLL ACCOUNTING | 3.00 UNITS | |
| Studies accounting for payroll and aspects of social security, unemployment, and workers compensation, utilizing microcomputer applications. | | |
| PREREQUISITE: ACC-1A or 55. | | |
| 37822       | 08/25/14  12/12/14 | M Scott |

### ADMINISTRATION OF JUSTICE

<table>
<thead>
<tr>
<th>ADMINISTRATION OF JUSTICE</th>
<th>3.00 UNITS</th>
<th>PREREQUISITE</th>
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</thead>
<tbody>
<tr>
<td><strong>ADJ-1</strong></td>
<td>INTRO ADMIN OF JUSTICE</td>
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<tr>
<td>The history and philosophy of administration of justice in America.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Same as JUS-1)</td>
<td></td>
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<td></td>
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<tr>
<td>PREREQUISITE: None.</td>
<td></td>
<td></td>
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<tr>
<td>47208</td>
<td>08/25/14  12/12/14</td>
<td>D Baker</td>
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<tr>
<td>47207</td>
<td>08/25/14  12/12/14</td>
<td>O Thompson</td>
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</table>

| **ADJ-2**     | PRINCIPLES OF JUSTICE SYSTEM | 3.00 UNITS | |
| An examination of due process in criminal proceedings. | | |
| (Same as JUS-2) | | |
| PREREQUISITE: None. | | |
| 47218       | 08/25/14  12/12/14 | O Thompson |

| **ADJ-3**     | CONCEPTS OF CRIMINAL LAW | 3.00 UNITS | |
| Philosophy of law and constitutional provisions; definitions, classification of crimes. (Same as JUS-3) | | |
| PREREQUISITE: None. | | |
| 47221       | 08/25/14  12/12/14 | O Thompson |

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### OPEN CAMPUS

**BUS-46**  INT'L. BUS. - IMPORT/EXPORTING   3.00 UNITS
Examines methods of importing/exporting, international market research, global business practices, licenses, documentation and shipping.
**PREREQUISITE:** None.
48699   08/25/14  12/12/14   C Ishihara

**BUS-47**  APPLIED BUS, MGMT ETHICS   3.00 UNITS
An examination of ethical concerns including corporate, personal, global, environmental, public related issues ethics audits, and corporate social responsibility. (Same as MAG-47)
**PREREQUISITE:** None.
37888   10/20/14  12/12/14   G Zwart

**BUS-51**  PRINCIPLES OF E-COMMERCE   3.00 UNITS
Provides theory and practice of conducting business transactions over the Internet and the World Wide Web.
**PREREQUISITE:** None.
**ADVISORY:** BUS-10 and CIS-1A.
28029   08/25/14  12/12/14   F Almeida

**BUS-80**  PRINCIPLES OF LOGISTICS   3.00 UNITS
Introduction to the field of logistics and the methods for improving product distribution effectiveness.
**PREREQUISITE:** None.
37890   10/20/14  12/12/14   R Beck

**BUS-87**  PURCHASING AND SUPPLY MGMT   3.00 UNITS
Study of the purchasing and supply manager's role in procurement of resources that organizations need to attain goals, with emphasis on decision making, supplier integration, internal relationships, and customer service.
**PREREQUISITE:** None.
37893   08/25/14  10/17/14   R Beck

**BUS-90**  INTERNATIONAL LOGISTICS   3.00 UNITS
Introduction to the role of logistics in global business.
**PREREQUISITE:** None.
37894   10/20/14  12/12/14   R Beck

**COMMUNICATION STUDIES**

**COM-12**  INTERCULTURAL COMMUNICATION   3.00 UNITS
Focuses on the communication behaviors and values common to all cultures and ethnic groups, and on the differences that may insulate and divide people.
**PREREQUISITE:** None.
**ADVISORY:** COM-51 and/or qualification for ENG-1A.
47313   08/25/14  12/12/14   J Gibbons-Anderson
37939   08/25/14  10/17/14   A Olaerts

**COM-13**  GENDER AND COMMUNICATION   3.00 UNITS
Gender as an important component in a variety of human communication contexts.
**PREREQUISITE:** None.
**ADVISORY:** COM-51 and/or qualification for ENG-1A.
48685   08/25/14  12/12/14   J Gibbons-Anderson

**CAT-30**  BUSINESS ENGLISH   3.00 UNITS
Reviews grammar, punctuation, spelling and vocabulary; includes business communication.
**PREREQUISITE:** None.
**ADVISORY:** Keyboarding skills or CAT-53 and familiarity with Microsoft Word or CAT-34A.
48052   08/25/14  12/12/14   S Torre

**CAT-36A**  LEGAL OFFICE PROCED I   3.00 UNITS
Presents a basic understanding of California legal procedure for legal secretaries and their responsibilities in the legal environment.
**PREREQUISITE:** None.
**ADVISORY:** Typing skills and familiarity with MS Word or Corel WordPerfect.
48057   08/25/14  10/17/14   S Cortez

**CAT-37**  LEGAL TERMINOLOGY   3.00 UNITS
A comprehensive study of legal terminology and developing digital legal document skills.
**PREREQUISITE:** None.
**ADVISORY:** Basic document creation and formatting skills using Microsoft Word or Corel WordPerfect, and keyboarding speed of 40wpm.
48058   10/20/14  12/12/14   S Cortez

**CAT-61**  PROFESSIONAL OFC PROCEDURES   3.00 UNITS
Students will master office procedures and exercise critical thinking skills as well as develop proficiency in business communication, word processing, database management and spreadsheets.
**PREREQUISITE:** None.
**ADVISORY:** CAT-3, 31 and 51.
48694   08/25/14  12/12/14   K Feller

**CAT-84**  WORDPERFECT FOR WINDOWS   3.00 UNITS
Provides beginning, intermediate and advanced levels of skill applied to a variety of professional/business documents. (Same as CIS-84)
**PREREQUISITE:** None.
**ADVISORY:** Typing knowledge/skills of at least 40 wpm.
48066   10/20/14  12/12/14   C Morris
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ENGLISH AS A SECOND LANGUAGE

ESL-90D VERB TENSE REVIEW 2.00 UNITS
An intensive review and integration of verb tense structures. (Non-degree credit course. Pass/No Pass only.)
PREREQUISITE: None.
ADVISORY: Qualification for or enrollment in ESL-54 or higher.
28224 08/25/14 10/17/14 O Dumer

ESL-90L PUNCTUATION PHRASES/CLAUSES 2.00 UNITS
Provides practice in using proper punctuation for phrases and clauses to write well-structured sentences. (Non-degree credit course. Pass/No Pass only.)
PREREQUISITE: None.
ADVISORY: Qualification for or enrollment in ESL-53 or higher.
28540 10/20/14 12/12/14 O Dumer
48462 08/25/14 10/17/14 C Reible

ESL-90M ARTICLES AND PREPOSITIONS 2.00 UNITS
Reviews and practices correct use of prepositions and articles in common verb, noun and adjective phrases and idioms of American English. (Non-degree credit course. Pass/No Pass only.)
PREREQUISITE: None.
ADVISORY: Qualification for or enrollment in ESL-53 or higher.
28539 08/25/14 10/17/14 O Dumer
48463 10/20/14 12/12/14 T Rublaitus

FILM, TELEVISION AND VIDEO

FTV-41 INTRO TO TELECOMMUNICATIONS 3.00 UNITS
A survey of electronic media including the history and development of electronic media from its beginning in early radio and television to the current time period.
PREREQUISITE: None.
48179 08/25/14 12/12/14 S Gillins
48180 08/25/14 12/12/14 S Gillins

GEOGRAPHY

GEG-1 PHYSICAL GEOGRAPHY 3.00 UNITS
The interacting physical processes of air, water, land, and life which impact Earth’s surface.
PREREQUISITE: None.
28227 08/25/14 12/12/14 A Marquis
28230 08/25/14 12/12/14 A Marquis

GUIDANCE

GUI-47 CAREER EXPLOR/LIFE PLANNING 3.00 UNITS
Designed to assist those students considering the transition of a career change or undecided about the selection of a college major.
PREREQUISITE: None.
28240 08/25/14 10/17/14 J Howard
28243 10/20/14 12/12/14 J Howard

HISTORY

HIS-2 WORLD CIVILIZATIONS 2 3.00 UNITS
The development and interaction of world civilizations from the 16th century to the present.
PREREQUISITE: None.
ADVISORY: Qualification for ENG-1A.
48676 08/25/14 12/12/14 K Woods

HIS-7 POL SOC HISTORY OF US 3.00 UNITS
A history of the United States from 1877 to the present.
PREREQUISITE: None.
ADVISORY: Qualification for ENG-1A.
48432 08/25/14 12/12/14 D Lomayesva

HUMANITIES

HUM-10 WORLD RELIGIONS 3.00 UNITS
Concepts of major religions including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam.
PREREQUISITE: None.
ADVISORY: REA-83 and qualification for ENG-1A.
28282 08/25/14 12/12/14 C Rocco
28284 08/25/14 12/12/14 C Rocco

HUM-16 ARTS & IDEAS: AMERICAN CULTURE 3.00 UNITS
An interdisciplinary survey of the cultural movements in art, literature, philosophy and music of American culture.
PREREQUISITE: None.
ADVISORY: REA-83 and qualification for ENG-1A.
47590 08/25/14 12/12/14 R Mahon
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MUS-19  MUSIC APPRECIATION  3.00 UNITS
A survey of music in the Western world focused on listening, including terminology for describing musical elements, forms, styles, and the roles of music and musicians in society.
PREREQUISITE: None.
28405  08/25/14  12/12/14  D Foster
47095  08/25/14  12/12/14  I Tsai
47096  08/25/14  12/12/14  I Tsai
47098  08/25/14  12/12/14  I Tsai

MUS-20  GREAT COMPOSERS BEFORE 1820  3.00 UNITS
Emphasis on composers, biography, history, and music masterpieces of classical music from its inception up to 1820 through writing and listening.
PREREQUISITE: None.
ADVISORY: ENG-1A or 1AH.
28564  08/25/14  12/12/14  C Quin

MUS-25  JAZZ APPRECIATION  3.00 UNITS
A comprehensive study of jazz from its origins to the present day.
PREREQUISITE: None.
47101  08/25/14  10/17/14  C Richard
47102  08/25/14  10/17/14  C Richard
46849  10/20/14  12/12/14  C Richard

MUS-26  FILM MUSIC APPRECIATION  3.00 UNITS
A study of film music in the United States from 1927 to the present day.  
PREREQUISITE: None.
47105  10/20/14  12/12/14  K Mayse

MUS-89  MUSIC OF MULTICULTURAL AMERICA  3.00 UNITS
A comparative and integrative study of the multicultural musical styles of the United States.
PREREQUISITE: None.
47167  08/25/14  10/17/14  P Curtis
47168  10/20/14  12/12/14  P Curtis
38494  08/25/14  12/12/14  I Zubizarreta

PSYCHOLOGY

PSY-1  GENERAL PSYCH  3.00 UNITS
Survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems and therapy.  
PREREQUISITE: None.
38337  08/25/14  12/12/14  B Adams
28719  08/25/14  12/12/14  J Howard
47780  08/25/14  12/12/14  C Romero
47777  08/25/14  12/12/14  R Ruiz
47782  08/25/14  12/12/14  R Ruiz
47783  08/25/14  12/12/14  R Ruiz
48458  08/25/14  12/12/14  R Ruiz
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OPEN CAMPUS

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SPANISH

SPA-11  CULTURE AND CIVILIZATION  3.00 UNITS
Introductory survey of Spanish culture and civilization. Class conducted in English.
PREREQUISITE: None.
47881  08/25/14  12/12/14  D Gaylor

SPA-12  LAT AMER CULTURE, CIVILIZATION  3.00 UNITS
Introductory survey of Latin American culture and civilization. Class conducted in English.
PREREQUISITE: None.
47882  08/25/14  12/12/14  D Gaylor

SPA-51  INTRO LISTENING COMP I  2.00 UNITS
Develops basic skills in listening to and understanding native spoken Spanish at the elementary level.
PREREQUISITE: None.
47887  08/25/14  12/12/14  K Kelly
47888  08/25/14  12/12/14  K Kelly

THEATER ARTS

THE-3  INTRO TO THE THEATER  3.00 UNITS
A survey of theatrical styles and forms intended for the general college student.
PREREQUISITE: None.
47193  08/25/14  10/17/14  H Bauer
47191  10/20/14  12/12/14  H Bauer
47190  08/25/14  10/17/14  M Gourley
47189  10/20/14  12/12/14  M Gourley
47182  08/25/14  10/17/14  J Julian
47184  08/25/14  10/17/14  J Julian
47192  10/20/14  12/12/14  J Julian
47181  08/25/14  10/17/14  D Nelson
47183  10/20/14  12/12/14  C Sorenson
47194  10/20/14  12/12/14  C Sorenson
38391  08/25/14  10/17/14  W Stevens
38393  08/25/14  12/12/14  W Stevens

WARNING!
REGISTRATION WILL BE BLOCKED IF YOU HAVE NOT MET THE PREREQUISITE!