

••• 8-WEEK CLASSES ••• LATE START

Updated 9-12-19

ADMINISTRATION OF JUSTICE

ADJ-1
Introduction to the Administration Justice **3 UNITS**

Prerequisite: None
Description: The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. 54 hours lecture. (Letter Grade only)
28749 Last Day to add: 11/02/19

OL 10/26/19 12/14/19 ONLINE
The above section is an online class. Internet access is required. See www.opencampus.com.

Instructor: K Paine
28968 Last Day to add: 11/02/19

OL 10/26/19 12/14/19 ONLINE
The above section is an online class. Internet access is required. See www.opencampus.com.

Instructor: N Aguirre

ADJ-5
Community Relations **3 UNITS**

Prerequisite: None
Description: This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. 54 hours lecture. (Letter grade only)

28885 Last Day to add: 10/30/19
HYB 10/26/19 12/14/19 08:00AM 11:35AM S BCTC25
10/26/19 12/14/19 ONLINE

The above section is a short term hybrid class that meets at the Ben Clark Training Center, located at 16791 Davis Avenue, Riverside. Internet access is required. Please note the start and end dates.

Instructor: N Aguirre

ADJ-8
Juvenile Law and Procedures **3 UNITS**

Prerequisite: None
Description: The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 54 hours lecture. (Letter Grade only)

28886 Last Day to add: 10/30/19
HYB 10/26/19 12/14/19 08:00AM 11:10AM S BCTC27

The above section is a short term hybrid class that meets at the Ben Clark Training Center, located at 16791 Davis Avenue, Riverside. Internet access is required. See www.opencampus.com.

Instructor: P Jaime

ADJ-C1D
Basic Correctional Deputy Academy **14 UNITS**

Prerequisite: None Limitation on Enrollment (e.g. Performance tryout or audition): Completion of POST reading and writing examination. Completion of POST physical fitness assessment. Possession of a valid California driver's license. Successful completion of medical examination. Fingerprint clearance through the California Department of Justice.

Description: The Basic Correctional Deputy Academy provides entry-level training for correctional officers. The course will introduce the student to adult corrections procedure, interviewing, counseling techniques, defensive tactics, public relations, and oral and written communications. Security and supervision techniques in adult institutions are stressed. The Correctional Deputy Academy meets or exceeds the mandates of the California Board of Corrections and Rehabilitation. 220 hours lecture and 220 hours laboratory. (Letter grade only)

28967 Last Day to add: 01/04/20
LEC 11/11/19 01/21/20 BCTC10
11/11/19 01/21/20 BCTC10

The Lecture and Lab hours vary.

Instructor: R Young

ADJ-D1C
Communications Training Officer Course **2 UNITS**

Prerequisite: ADJ-D1A
Description: Provides communications trainers with the skills, knowledge, roles, and responsibilities in the training of new dispatchers. This course will emphasize the process necessary to manage the demands of being a communications trainer. 40 hours lecture.

28840 Last Day to add: 10/24/19
LEC 10/21/19 10/25/19 08:00AM 05:00PM MTWTHF BCTC30

The above section is a web-enhanced class. Internet access is required.

Instructor: R Young

ADJ-D7A
Dispatcher Domestic Violence and Sexual Assault **0.25 UNITS**

Prerequisite: ADJ-D1A
Description: Provides knowledge of the cycle of violence, signs and symptoms of domestic violence and sexual assault, phases of domestic violence, different environmental violence, and the understanding of why victims stay in violent relationships. Students will learn call taking and dispatching skills to assist victims of domestic violence and sexual assault, and the California Penal Code sections and other related laws in order to assist victims. 8 hours lecture. (Pass/No Pass only)

28839 Last Day to add: 10/09/19
LEC 10/09/19 10/09/19 08:00AM 05:00PM W BCTC29

The above section is a web-enhanced class. Internet access is required.

Instructor: R Young



••• 8-WEEK CLASSES ••• LATE START

Updated 9-12-19

ADJ-P4A

Pc 832 Arrest, Search and Seizure

1.5 UNITS

Prerequisite: None

Description: Skills necessary to qualify for limited peace officer powers as required by Penal Code Section 832. Emphasis on laws of arrest, search and seizure, evidence, and the investigative process. Meets the curriculum standards of the California Board of Corrections and the California Commission on Peace Officers Standards and Training. 27 hours lecture and 13 hours laboratory. (Pass/No Pass only)

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|-------|----------|----------|--|--|--|--|--|---------------------------|
| 28923 | | | | | | | | Last Day to add: 10/24/19 |
| LEC | 10/21/19 | 10/25/19 | | | | | | MTWTHF BCTC32 |
| | 10/21/19 | 10/25/19 | | | | | | MTWTHF BCTC32 |

Lecture and Lab hours vary.

Instructor: R Young

ADJ-S1A

Supervisory Course

4 UNITS

Prerequisite: ADJ-B1B

Description: A basic course covering the responsibilities of a law enforcement supervisor such as leadership, planning, transition, performance evaluations, investigations, employee relations, discipline, counseling, training, ethics, stress and motivation. Total of 80 hours lecture.

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|-------|----------|----------|---------|---------|--|--|--|---------------------------|
| 28935 | | | | | | | | Last Day to add: 10/30/19 |
| LEC | 10/21/19 | 11/01/19 | 08:00AM | 05:00PM | | | | MTWTHF BCTC34 |

The above section is a web-enhanced class. Internet access is required.

Instructor: S Kusy D Williamson

ADJ-T1C

Traffic Collision Investigation: Advncd

4 UNITS

Prerequisite: ADJ-T1B

Description: Develops a relatively high degree of technical expertise in traffic collision investigations. To recognize, interpret and prepare physical evidence for further use in collision reconstruction. 76 hours lecture and 4 hours laboratory. (Pass/No Pass only). For information regarding enrollment procedures, call 486-2797.

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|-------|----------|----------|--|--|--|--|--|---------------------------|
| 28927 | | | | | | | | Last Day to add: 11/06/19 |
| LEC | 10/28/19 | 11/08/19 | | | | | | BCTC32 |
| | 10/28/19 | 11/08/19 | | | | | | BCTC32 |

The Lecture and Lab times vary.

Instructor: J Shields

ANTHROPOLOGY

ANT-1

Physical Anthropology

3 UNITS

Prerequisite: None

Description: An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.

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|-------|----------|----------|--|--|--|--|--|---------------------------|
| 28018 | | | | | | | | Last Day to add: 10/29/19 |
| OL | 10/21/19 | 12/14/19 | | | | | | ONLINE |

The above section is short-term online class. Computer with Internet access required. See www.opencampus.com. Please note the start and end dates.

Instructor: L Broyles

ANT-2

Cultural Anthropology

3 UNITS

Prerequisite: None

Description: An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. 54 hours lecture.

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|-------|----------|----------|--|--|--|--|--|---------------------------|
| 28021 | | | | | | | | 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 Broyles

BUSINESS ADMINISTRATION

BUS-10

Introduction to Business

3 UNITS

Prerequisite: None.

Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter Grade only)

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|-------|----------|----------|--|--|--|--|--|---------------------------|
| 28092 | | | | | | | | Last Day to add: 09/14/19 |
| OL | 10/21/19 | 12/14/19 | | | | | | ONLINE |

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

Instructor: L Dunphy



••• 8-WEEK CLASSES ••• LATE START

Updated 9-12-19

COMPUTER INFORMATION SYSTEMS

CIS-1A

Intro to Comp Info Sys

3 UNITS

Prerequisite: None.

Description: An introduction to computer concepts and theory, information systems, and computer applications. The development of computer based solutions to business problems using word processors, spreadsheets, databases, presentation graphics, and the Internet.

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|-------|-------------------|---------------------------|--------|
| 28920 | | Last Day to add: 10/29/19 | |
| OL | 10/21/19 12/14/19 | | ONLINE |
| | 10/21/19 12/14/19 | | ONLINE |

The above section is a short-term online class. Computer with internet access is required. See www.opencampus.com

Instructor: M Fast

CIS-12

PHP Dynamic Web Site Programming (same As Csc-12)

3 UNITS

Prerequisite: None

Advisory: CIS/CSC-5 and CIS-72A and CIS/CSC-14A

Description: Dynamic web site programming using PHP. Fundamentals of server-side web programming. Introduction to database-driven web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is intended for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA Lab)(Letter Grade, or Pass/No Pass option.)

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|-------|-------------------|---------------------------|--------|
| 28832 | | Last Day to add: 10/29/19 | |
| OL | 10/21/19 12/14/19 | | ONLINE |
| | 10/21/19 12/14/19 | | ONLINE |

The above section is a web-enhanced class. Internet access is required. Designated laboratory hours are included in the meeting times for this class.

Instructor: R Casolaro

CIS-27

Information and Network Security (same As Csc-27)

3 UNITS

Prerequisite: None

Advisory: CIS-1A or CIS-25

Description: An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. Preparation for the CompTIA Security+ certification exams. 54 hours lecture.

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|-------|---------------------------------------|-----------------------|-------|
| 28966 | | Last Day to add: DATE | |
| WE | 10/22/19 12/12/19 02:00PM 05:20PM TTH | | PSC16 |

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

Instructor: K Nguyen

CIS-72B

Intermediate Web Page Creation Using Cascading Style Sheets (CSS)

1.5 UNITS

Prerequisite: None

Advisory: Knowledge of HTML and the Internet and CIS-72A and CIS-95A

Description: Intermediate Web page creation using cascading style sheets (CSS) to format and lay out web page content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins, and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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|-------|---------------------------------------|---------------------------|-------|
| 28135 | | Last Day to add: 10/26/19 | |
| WE | 10/22/19 12/12/19 02:00PM 03:30PM TTH | | HM305 |
| | 10/22/19 12/12/19 03:40PM 04:45PM TTH | | HM305 |

The above section is a short term web-enhanced class. Internet access is required. Laboratory hours are included in the meeting time.

Instructor: A Thomas

DENTAL ASSISTANT

DEA-22

Introduction to Supervised Externships

1.5 UNITS

Prerequisite: DEA-10

Limitation on enrollment: Enrollment in the Dental Assistant Program

Description: Designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. Introduces students to a supervised clinical experience in chairside dental assisting. Students will be assigned to the MVC Dental Hygiene Clinic and local general practices. 9 hours lecture and 70 hours laboratory. (TBA option). (Letter Grade only)

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|-------|---------------------------------------|---------------------------|---------|
| 28176 | | Last Day to add: 10/27/19 | |
| HYB | 10/21/19 12/14/19 01:00PM 01:50PM W | | DECB104 |
| | 10/21/19 12/14/19 | | ONLINE |
| | 10/21/19 12/14/19 08:00AM 05:00PM MTH | | DECB104 |

The above section is a short-term Hybrid class. Internet access is required. Please note the start and end dates. In addition to the 50% lecture hours spent in class and 50% online. Students are also required to complete 54 hours of lab in either the DEC clinic or in externship at Loma Linda University School of Dentistry, 11092 Anderson St., Loma Linda.

Instructor: L Hulshof C Lahren C Fernandez T Marquez-Martinez



••• 8-WEEK CLASSES ••• LATE START

Updated 9-12-19

ECONOMICS

ECO-8

Principles of Microeconomics

3 UNITS

Prerequisite: MAT-52

Advisory: MAT-35 and qualification for ENG-1A.

Description: Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture.

28224 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 Morshed

ENGLISH

ENG-1A

English Composition

4 UNITS

Prerequisite: ENG-50 or ENG-80 or qualifying placement

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)

28278 Last Day to add: 10/29/19

OL 10/21/19 12/14/19 ONLINE

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. All hours, including the 18-hour laboratory requirement are completed online. Please note the start and end dates.

Instructor: D Toland

ENG-1B

Critical Thinking and Writing

4 UNITS

Prerequisite: ENG-1A or ENG-1AH

Description: Building on the rhetorical skills learned in ENG 1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

28304 Last Day to add: 10/29/19

OL 10/21/19 12/14/19 ONLINE

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. All hours, including the 18-hour laboratory requirement are completed online. Please note the start and end dates.

Instructor: M Schwartz

28306 Last Day to add: 10/29/19

OL 10/21/19 12/14/19 ONLINE

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. All hours, including the 18-hour laboratory requirement are completed online. Please note the start and end dates.

Instructor: L Miller

28313 Last Day to add: 10/29/19

OL 10/21/19 12/14/19 ONLINE

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. All hours, including the 18-hour laboratory requirement are completed online. Please note the start and end dates.

Instructor: L Miller

ENG-4

Writing Tutor Training

2 UNITS

Prerequisite: ENG-1A or ENG-1AH

Description: Designed to prepare students to become peer tutors in the Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid appropriating the text (i.e., becoming a proofreader, editor, or co-author). Topics include theory and practice of tutoring writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning, and computer programs applicable to writing instruction. 27 hours lecture and 27 hours laboratory. (TBA option)

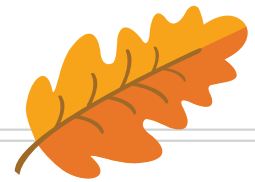
28317 Last Day to add: 11/04/19

WE 10/21/19 12/14/19 08:00AM 09:30AM MW HM320

10/21/19 12/14/19

The above section is a short term web-enhanced class and has a 27 hour laboratory requirement to be arranged. Internet access is required. In addition to the time spent in class, students are required to meet for 3 hours and 10 minutes. Your instructor will have details on the first day of class. Please note the start and end date.

Instructor: A Guevara



••• 8-WEEK CLASSES ••• LATE START

Updated 9-12-19

ENG-30

Children's Literature

3 UNITS

Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A

Description: A general survey of children's literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural, and historical fiction. Both oral and written assignments are required. 54 hours lecture. (Letter Grade, or Pass/No pass option)

28315 Last Day to add: 10/26/19

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|-----|----------|----------|---------|---------|-----|--------|
| HYB | 10/21/19 | 12/14/19 | 03:55PM | 05:20PM | TTH | HM320 |
| | 10/21/19 | 12/14/19 | | | | ONLINE |

The above section is a short-term Hybrid class. Computer with Internet access is required. See www.opencampus.com. Please note the start and end dates.

Instructor: D Hawkins

FIRE TECHNOLOGY

FIT-C30

Intermediate Incident Command System (i-300)

.50 UNITS

PREREQUISITE: None.

Prerequisite: None. Provides public safety managers and supervisors with the terminology, duties and responsibilities of positions within the Incident Command System. Organizational relationships, flow of information, and emergency incident action planning are topics of discussion. The course provides guidelines for organizational growth during an emergency incident, and demobilization procedures for an emergency incident that is ending. 12 hours lecture and 12 hours laboratory. (Letter Grade, or Pass/No Pass option.)

28913 Last Day to add: 10/09/19

| | | | | | | |
|----|----------|----------|---------|---------|-----|--------|
| WE | 10/07/19 | 10/09/19 | 08:30AM | 12:30PM | MTW | BCTCG1 |
| | 10/07/19 | 10/09/19 | 01:30PM | 05:30PM | MTW | BCTCG1 |

The above section is a short term web-enhanced class that meets at the Ben Clark Training Center, located at 16888 Bundy Avenue, Riverside, and has a one-hour lunch period. Internet access is required. Please note the start and end dates.

Instructor: B Deyo

FIT-C02C

Fire Inspections and Investigations

2 UNITS

Prerequisite: None

Description: Designed to provide information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence. State Fire Marshal Company Officer course. 40 hours lecture (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

28910 Last Day to add: 11/12/19

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|----|----------|----------|---------|---------|--------|--------|
| WE | 11/11/19 | 11/15/19 | 08:30AM | 05:30PM | MTWTHF | BCTCG1 |
|----|----------|----------|---------|---------|--------|--------|

The above section is a short term web-enhanced class that meets at the Ben Clark Training Center, located at 16888 Bundy Avenue, Riverside, and has a one-hour lunch period. Internet access is required. Please note the start and end dates.

Instructor: P Selegue

FIT-COH1

Hazardous Materials Incident Commander

.50 UNITS

Prerequisite: None.

Advisory: Certification in Hazardous Materials First Responder Operational or equivalent. Description: Provides the tools a person needs to assume control of an emergency response to a hazardous materials incident. This course satisfies in-service firefighters seeking advancement to the company officer level. Visit www.mvc.edu/fire for enrollment information. A certification fee of \$7.00 is optional and may be charged at the time of registration. (Note: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.)

28908 Last Day to add: 10/10/19

| | | | | | | |
|----|----------|----------|---------|---------|-----|--------|
| WE | 10/10/19 | 10/11/19 | 08:30AM | 05:30PM | THF | BCTCG1 |
|----|----------|----------|---------|---------|-----|--------|

The above section is a short term web-enhanced class that meets at the Ben Clark Training Center, located at 16888 Bundy Avenue, Riverside, and has a one-hour lunch period. Internet access is required. Please note the start and end dates.

Instructor: B Deyo

FIT-INS1

Instructor I

1.5 UNITS

Prerequisite: None

Description: Course is based on current National Fire Protection Association (NFPA) Standards which include NFPA 1041, Standard for Fire Instructor Professional Qualifications (2012). 24 hours lecture and 16 hours laboratory. (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

28914 Last Day to add: 10/24/19

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|----|----------|----------|---------|---------|-----|--------|
| WE | 10/21/19 | 10/25/19 | 08:30AM | 05:30PM | MTW | BCTCG1 |
| | 10/21/19 | 10/25/19 | 08:30AM | 05:30PM | THF | BCTCG1 |

The above section is a short term web-enhanced class that meets at the Ben Clark Training Center, located at 16888 Bundy Avenue, Riverside, and has a one-hour lunch period. Internet access is required. Please note the start and end dates.

Instructor: W Melendez

FIT-M21

Leading Others Ethically

2.5 UNITS

Prerequisite: None

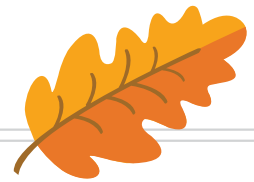
Description: This course is the second in the continuing series of the International Public Safety Leadership and Ethics Institute Leadership Development program. It is designed to provide the student with the knowledge, skills, and abilities to effectively and ethically lead others.

28912 Last Day to add: 11/07/19

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|----|----------|----------|---------|---------|--------|---------|
| WE | 11/04/19 | 11/08/19 | 08:00AM | 06:00PM | MTWTHF | BCTC216 |
|----|----------|----------|---------|---------|--------|---------|

The above section is a short term web-enhanced class that meets at the Ben Clark Training Center, located at 16888 Bundy Avenue, Riverside, and has a one-hour lunch period. Internet access is required. Please note the start and end dates.

Instructor: D Williamson



••• 8-WEEK CLASSES ••• LATE START

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FIT-S21

Public Safety Honor Guard Academy

1.5 UNITS

Prerequisite: None

Description: This course provides individuals with the knowledge and skills to perform, under minimal supervision, basic and essential honor guard drill and funeral management. These shall include basic military drill, ceremonial skills, history of honor and color guards, funeral types and options, pre-funeral preparations, flag etiquette, church and casket procedures and a basic knowledge of the Incident Command System. In addition, students will learn to use, inspect and maintain various types of fire fighting and rescue equipment for ceremonial details. Completion of this course satisfies the manipulative and academic training requirements for the public safety honor guard academy. 18 hours lecture and 30 hours laboratory. (Letter grade only)

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| 28916 | | | | | | | | | | Last Day to add: 11/21/19 | |
| WE | 11/18/19 | 11/22/19 | | | | | | | | MTWTHF | BCTCF |
| | 11/18/19 | 11/22/19 | | | | | | | | MTWTHF | BCTCF |

The above section is a short term web-enhanced class that meets at the Ben Clark Training Center, located at 16888 Bundy Avenue, Riverside. The lecture and lab hours vary, and internet access is required. Please note the start and end dates.

Instructor: A Roulston

GEOGRAPHY

GEG-1

Physical Geography

3 UNITS

Prerequisite: None

Description: The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture.

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|-------|----------|----------|--|--|--|--|--|--|--|---------------------------|
| 28354 | | | | | | | | | | Last Day to add: 09/14/19 |
| 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: A Marquis

GUIDANCE

GUI-45

Introduction to College

1 UNIT

Prerequisite: None

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. Includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture.

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| 28365 | | | | | | | | | | 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 Pena

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|-------|----------|----------|---------|---------|----|--|--|--|--|---------------------------|
| 28369 | | | | | | | | | | Last Day to add: 10/25/19 |
| LEC | 10/21/19 | 12/11/19 | 03:15PM | 04:20PM | MW | | | | | STU106 |

The above section is a short term class designed for students in the Nuview Bridge Early College High School Program. Please note the start and end dates.

Instructor: H Basye

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|-------|----------|----------|---------|---------|-----|--|--|--|--|---------------------------|
| 28367 | | | | | | | | | | Last Day to add: 10/26/19 |
| LEC | 10/22/19 | 12/12/19 | 03:15PM | 04:20PM | TTH | | | | | STU106 |

The above section is a short term class designed for students in the Nuview Bridge Early College High School Program. Please note the start and end dates.

Instructor: L Pena

GUI-47

Career Exploration and Life Planning

3 UNITS

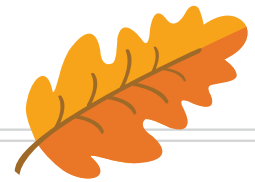
Prerequisite: None

Description: In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.

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|-------|----------|----------|--|--|--|--|--|--|--|---------------------------|
| 28379 | | | | | | | | | | 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: J Howard



••• 8-WEEK CLASSES ••• LATE START

Updated 9-12-19

HISTORY

HIS-7

United States History From 1865

3 UNITS

Prerequisite: None

Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.

Description: Political, social and economic development of the United States from 1865 to the present; the evolution of American thought and institution; principles of national, state, and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture. (Letter grade only)

28878 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: K Robertson-Estrada

28881 Last Day to add: 10/29/19
OL 10/21/19 12/14/19 ONLINE

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Instructor: K Robertson-Estrada

HOMELAND SECURITY

HLS-1

Introduction to Homeland Security

3 UNITS

Prerequisite: None

Description: A comprehensive overview of homeland security from an all-hazard, multidisciplinary perspective. Students will examine threats to homeland security, including natural and technological disasters, as well as acts of domestic and international terrorism, including weapons of mass destruction. Students will review the roles and responsibilities of government agencies, private organizations, and individual citizens in homeland security including but not limited to law enforcement, fire, EMS, public health, education, mental health, and special districts (water, utilities, sanitation). Students will meet the state and federal requirements for certification in SEMS/NIMS by completing: IS 100 (Introduction to Incident Command), IS 200 (ICS for Single Resources and Initial Action Incidents), IS 700 (National Incident Management System: An Introduction) and IS 800 (National Response Plan: An Introduction). 54 lecture hours. (Letter grade only)

28889 Last Day to add: 10/30/19
HYB 10/26/19 12/14/19 08:00AM 11:10AM S BCTC28
10/26/19 12/14/19 ONLINE

The above section is a short term hybrid class that meets at the Ben Clark Training Center, located at 16791 Davis Avenue, Riverside. Internet access is required. See www.opencampus.com

Instructor: S Stone

INTERDISCIPLINARY STUDIES

ILA-1

Introduction to Tutor Training

1 UNIT

Prerequisite: None

Advisory: Qualification for ENG-1A

Description: Introduction to tutoring, with an emphasis on tutoring strategies, learning styles, problem solving, and working with diverse student populations. Designed to prepare students to become peer tutors in a variety of subject areas. Tutors develop student-centered, non-intrusive tutoring skills to meet a wide variety of student needs. Topics include theory, practice and ethics of tutoring, interpersonal communications techniques, tutoring diverse student populations, and group tutorial methods and practical field work. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

28440 Last Day to add: 10/25/19
WE 10/21/19 12/09/19 06:10PM 08:30PM M HM320

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

Instructor: J Rhyne

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 online and in print; and to answer research questions and develop new ones. Students will develop an understanding of access to and ethical use of information through the use of retrieval systems. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

28484 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: D Renfrow



••• 8-WEEK CLASSES ••• LATE START

Updated 9-12-19

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, 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.)

28486 Last Day to add: 09/06/19

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 Dunphy

MEDICAL ASSISTING

MDA-59

Medical Office Procedures

3.5 UNITS

Prerequisite: MDA-50

Corequisite: MDA-10

Advisory: CIS-1A or CIS-3 or CIS-80

Description: Patient scheduling, communications, medical records management, and care of office property. Credit and collection, financial record keeping, and insurance billing. 54 hours lecture and 45 hours laboratory. (Letter Grade only)

28564 Last Day to add: 10/13/19

WE 10/07/19 12/11/19 11:10AM 01:40PM MW HM323

10/07/19 12/11/19 01:50PM 03:15PM M HM323

10/07/19 12/11/19 02:00PM 04:50PM W PSC18

The above section is a web-enhanced class. Internet access is required.

Instructor: L Hausladen

ACADEMIC LITERACY AND READING

REA-3

Reading for Academic and Lifelong Literacy

3 UNITS

Prerequisite: None

Description: Review and study of reading strategies for success in various college disciplines and for lifelong literacy. Students will receive instruction in academic, discipline-specific and practical lifelong reading skills. This course meets the graduation reading competency requirement. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

28957 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: S Nyrop

28965 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: S Nyrop