



Add a Spring quarter class!

# LATE START Classes Available

Register now.

Register at Enrollment Services for any of these classes for Spring quarter. If you register by April 27, you do not need instructor permission.

## BT 242 – Excel

Begins April 30 and ends June 8. Last day for 100% refund: May 1. Last day for 50% refund: May 2. Last day to withdraw with no grade penalty: May 11.

2416 OL2 – Online 5 credits

Presents intermediate/advanced techniques in Microsoft Excel. Emphasis on creating professional-looking workbooks, using templates, creating multiple worksheets and using functions. Includes required on-site certification exam.

## BUS& 101 – Intro to Business

Begins April 30 and ends June 8. Last day for 100% refund: May 1. Last day for 50% refund: May 2. Last day to withdraw with no grade penalty: May 11.

2180 OL5 – Online 5 credits

Survey of, and orientation to, the American business system. Overview of business environment, private enterprise system, business organization, management processes, and business operation. Intended as an introductory course for students majoring in any field of study.

## BUS 130 – Business Computations

Begins April 30 and ends June 8. Last day for 100% refund: May 1. Last day for 50% refund: May 2. Last day to withdraw with no grade penalty: May 11.

PR: Eligibility for MATH 076 via a math assessment

2214 OL3 – Online 5 credits

Apply mathematical concepts using numerical data in Excel to complete business applications. Create formulas and use functions of Excel to compute basic math operations, fractions, percent, percent increase/decrease, bank reconciliation, payroll, taxes and insurance, discounts, markup/markdown, interest, mortgages, depreciation, and financial statements.

## CL 101 – Computer Literacy

Begins April 30 and ends June 8. Last day for 100% refund: May 1. Last day for 50% refund: May 2. Last day to withdraw with no grade penalty: May 11.

2762 OL2 – Online 5 credits

Introduces students to the Windows environment and to the Microsoft Office software program. Emphasis on file management. Uses practical problems to illustrate computer applications including database, spreadsheets, presentation graphics, word processing, email, and internet. BT 100 or keyboarding speed of 20 wpm recommended.

## COLL 101 – College Success

Begins May 7 and ends June 11. Last day for 100% refund: May 9. Last day for 50% refund: May 17. Last day to withdraw with no grade penalty: May 18.

0764 OL5 – Online 2 credits

Develop, understand and apply college success strategies to include college resources and student services, rights and responsibilities, funding college, organization, time management, appreciating diversity, learning strategies, choosing a college major, achieving college goals and completing an academic plan.

## DEVED 100 – Sharpening Study Skills

Begins May 7 and ends June 11. Last day for 100% refund: May 9. Last day for 50% refund: May 17. Last day to withdraw with no grade penalty: May 18.

0880 OL2 - Online 2 credits

0882 OL3 – Online 2 credits

Focuses on skill sets that concentrate on textbook reading, memory techniques, test taking, note taking, and more effective study strategies for rigorous academic courses of study. Emphasizes practical methods to work successfully through difficult material in lectures and textbooks.

## ECON 101D – Understanding Economics

Begins April 30 and ends June 8. Last day for 100% refund: May 1. Last day for 50% refund: May 2. Last day to withdraw with no grade penalty: May 11.

3340 OL3 – Online 5 credits

A survey course to help students better understand economic issues. Economic analysis of current events as a major activity. Not appropriate for DTA degree in Business Administration.

## EDUC& 115D – Child Development

Begins April 30 and ends June 8. Last day for 100% refund: May 2. Last day for 50% refund: May 10. Last day to withdraw with no grade penalty: May 11.

3388 OL3 – Online 5 credits

Build a functional understanding of the foundation of child development, prenatal to adolescence. Observe and document physical, social, emotional, and cognitive development of children, reflective of cross cultural and global perspectives. This course includes a laboratory requirement.

## HDEV 110 – Career & Life Planning

Begins April 30 and ends June 8. Last day for 100% refund: May 9. Last day for 50% refund: May 17. Last day to withdraw with no grade penalty: May 18.

4933 OL2- Online 3 credits

Examination of personal career possibilities in the world of work. Activities focus on self-assessment through testing, values clarification, occupational surveys, and identification of strengths. Resume writing and job interviewing skills may be covered. Class composition and need determine which areas instructor emphasizes. Career Testing Fee: \$31.90

## HIST& 146 – U.S. History I

Begins April 30 and ends June 8. Last day for 100% refund: May 2. Last day for 50% refund: May 10. Last day to withdraw with no grade penalty: May 11.

4827 OL2 - Online 5 credits

First of a three-part survey of American history. Discovery and colonization of the Americas, growth of a new culture, independence, organization of the American union, growth and expansion of American nationalism, Jeffersonian and Jacksonian democracy.