

FALL 2012 BUSINESS DIVISION CLASSES

**List of Revised Class Locations
August 24, 2012**

Business

(Division of Business 310-660-3770)

Business 11 - 3 Units

Accounting for Small Business

Recommended Preparation: eligibility for English 84

Note: Not open to the student who has credit for or is currently enrolled in Business 1A.

Not recommended for the student who has completed two years of high school bookkeeping.

3000 9:30-10:55am TTh Lecture..... **D. Pahl**..... **ADM 219**

Evening Hours

3001 6:30-9:40pm W Lecture..... **D. Pahl**..... **ARTB 344**

Business 1A - 4 Units

Financial Accounting

Recommended Preparation: eligibility for English 1A

3002 7:45-10:15am M Lecture **M. Lu**..... **ADM 219**

7:45-9:15am W Lecture **M. Lu**..... **ADM 219**

9:25-10:15am W Lab..... **M. Lu**..... **ADM 219**

3004 7:45-10:15am T Lecture T. Miller..... **MUSI 203**

7:45-9:15am Th Lecture T. Miller **MUSI 203**

9:25-10:15am Th Lab T. Miller **MUSI 203**

Section 3004 includes online classroom instruction and/or online class assignments.

Class will not meet on November 24, 2012.

3006 9:00-11:30am M Lecture P. Lau **COMM 305**

9:00-10:30am W Lecture..... P. Lau **COMM 305**

10:40-11:30am W Lab..... P. Lau **COMM 305**

3008 9:00-11:30am T Lecture K. Hull..... **COMM 306**

9:00-10:30am Th Lecture K. Hull..... **COMM 306**

10:40-11:30am Th Lab K. Hull..... **COMM 306**

3012 10:30-1:00pm M Lecture..... N. Maler **COMM 306**

10:30-12:00pm W Lecture..... N. Maler **COMM 306**

12:10-1:00pm W Lab..... N. Maler **COMM 306**

3016 10:30-1:00pm T Lecture T. Miller **MUSI 203**

10:30-12:00pm Th Lecture..... T. Miller **MUSI 203**

12:10-1:00pm Th Lab T. Miller **MUSI 203**

Section 3016 includes online classroom instruction and/or online class assignments.

3018 11:00-1:30pm M Lecture..... **A. Milosevic**..... **ADM 219**

11:00-12:30pm W Lecture..... **A. Milosevic**..... **ADM 219**

12:40-1:30pm W Lab..... **A. Milosevic**..... **ADM 219**

3019 11:00-1:30pm T Lecture **P. Koch**..... **COMM 305**

11:00-12:30pm Th Lecture..... **P. Koch**..... **COMM 305**

12:40-1:30pm Th Lab **P. Koch**..... **COMM 305**

3020 1:30-4:00pm M Lecture..... P. Lau..... **COMM 306**

1:30-3:00pm W Lecture..... P. Lau..... **COMM 306**

3:10-4:00pm W Lab..... P. Lau..... **COMM 306**

3024 3:00-5:30pm T Lecture..... N. Maler..... **COMM 304**

3:00-4:30pm Th Lecture N. Maler..... **COMM 304**

4:40-5:30pm Th Lab..... N. Maler..... **COMM 304**

Evening Hours

3026 6:00-8:30pm M Lecture..... T. Miller..... **COMM 304**

6:00-7:30pm W Lecture..... T. Miller..... **COMM 304**

7:40-8:30pm W Lab..... T. Miller..... **COMM 304**

Section 3026 includes online classroom instruction and/or online class assignments.

3028 6:00-8:30pm T Lecture..... N. Maler..... **COMM 304**

6:00-7:30pm Th Lecture N. Maler..... **COMM 304**

7:40-8:30pm Th Lab..... N. Maler..... **COMM 304**

3030 6:30-9:00pm M Lecture K. Hull..... **COMM 305**

6:30-8:00pm W Lecture..... K. Hull..... **COMM 305**

8:10-9:00pm W Lab..... K. Hull..... **COMM 305**

3032 6:30-9:00pm T Lecture..... P. Lau..... **ADM 219**

6:30-8:00pm Th Lecture P. Lau..... **ADM 219**

8:10-9:00pm Th Lab..... P. Lau..... **ADM 219**

FALL 2012 BUSINESS DIVISION COURSES

Business 1B - 4 Units

Managerial Accounting

Prerequisite: Business 1A with a minimum grade of C

- 3050 7:45-10:15am M Lecture **A. Milosevic**..... **COMM 306**
7:45-9:15am W Lecture **A. Milosevic**..... **COMM 306**
9:25-10:15am W Lab **A. Milosevic**..... **COMM 306**
3052 7:45-10:15am T Lecture **P. Koch**..... **COMM 305**
7:45-9:15am Th Lecture **P. Koch**..... **COMM 305**
9:25-10:15am Th Lab **P. Koch**..... **COMM 305**
3057 9:30-12:00pm T Lecture R. Daily..... **COMM 302**
9:30-11:00am Th Lecture R. Daily..... **COMM 302**
11:10-12:00pm Th Lab R. Daily..... **COMM 302**

Section 3057 includes online classroom instruction and/or online class assignments.

- 3058 11:00-1:30pm M Lecture K. Hull..... **MUSI 203**
11:00-12:30pm W Lecture K. Hull..... **MUSI 203**
12:40-1:30pm W Lab K. Hull..... **MUSI 203**
3059 2:00-4:30pm T Lecture P. Lau **COMM 305**
2:00-3:30pm Th Lecture P. Lau **COMM 305**
3:40-4:30pm Th Lab P. Lau **COMM 305**
3060 3:00-5:30pm M Lecture R. Daily..... **COMM 302**
3:00-4:30pm W Lecture R. Daily..... **COMM 302**
4:40-5:30pm W Lab R. Daily..... **COMM 302**

Section 3060 includes online classroom instruction and/or online class assignments.

Evening Hours

- 3064 6:00-8:30pm M Lecture R. Daily **COMM 302**
6:00-7:30pm W Lecture R. Daily..... **COMM 302**
7:40-8:30pm W Lab R. Daily..... **COMM 302**

Section 3064 includes online classroom instruction and/or online class assignments.

- 3066 6:00-8:30pm T Lecture A. Milosevic..... **ADM 220**
6:00-7:30pm Th Lecture A. Milosevic..... **ADM 220**
7:40-8:30pm Th Lab A. Milosevic..... **ADM 220**

Business 2A - 3 Units

Intermediate Accounting

Prerequisite: Business 1B with a minimum grade of C

Evening Hours

- 3068 6:00-9:35pm M Lecture **A. Blanshard**..... **MUSI 203**

Business 3 - 2 Units

QuickBooks

- 3069 9:00-10:25am F Lecture D. McGovern..... **COMM 309**
10:25-11:50am F Lab D. McGovern..... **COMM 309**

Business 5A - 4 Units

Income Tax Accounting

Prerequisite: Business 1A with a minimum grade of C or equivalent experience

Evening Hours

- 3098 6:00-8:05pm TTh Lecture **A. Blanshard**..... **MUSI 205**

Business 14 - 3 Units

Marketing

Recommended Preparation: eligibility for English 84

- 3124 7:45-9:10am TTh Lecture O. Hadley..... **MUSI 205**
3125 11:15-12:40pm TTh Lecture O. Hadley..... **MUSI 205**

Evening Hours

- 3126 6:00-9:35pm M Lecture O. Hadley..... **MUSI 205**

Business 15 - 3 Units

Business Mathematics

Recommended Preparation: eligibility for English 84

- 4307 See Distance Education Website.... D. McGovern..... **ONLINE**

Section 4307 is a Distance Education online course. You must attend the first class meeting on Monday, August 27, from 5:30 p.m. to 7:00 p.m., in COMM 309 or you may be dropped from the course.

For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.

Business 17 - 3 Units

Personal Finance

Recommended Preparation: eligibility for English 84

- 3148 8:00-9:25am MW Lecture **P. Nagpal**..... **MUSI 205**

Evening Hours

- 3150 6:30-9:40pm W Lecture **X. Miranda**..... **MUSI 204**

FALL 2012 BUSINESS DIVISION COURSES

Business 20 - 3 Units

Business Management

Recommended Preparation: eligibility for English 84

- 3157 9:30-10:55am MW Lecture **P. Nagpal**..... **MUSI 205**
3165 9:00-12:10pm S Lecture **X. Miranda**..... **MUSI 205**
Section 3165 meets on Saturdays. The first class meeting will be Saturday, August 25, 2012. Class will not meet on November 24, 2012.
Evening Hours
3163 6:00-9:35pm M Lecture **L. Alford**..... **COMM 307**

Business 22 - 3 Units

Human Relations in Business

Recommended Preparation: eligibility for English 84

- 3173 9:30-10:55am MW Lecture..... **M. SomdeCerff**..... **COMM 308**
Evening Hours
3181 6:30-9:40pm Th Lecture..... **M. SomdeCerff**... .. **MUSI 203**

Business 24 - 3 Units

Introduction to Small Business Entrepreneurship

Recommended Preparation: eligibility for English 84

- 3188 9:30-10:55am TTh Lecture..... **O. Hadley** **MUSI 205**
Evening Hours
3190 6:00-9:10pm W Lecture..... **O. Hadley**..... **MUSI 205**

Business 25 - 3 Units

Introduction to Business

Recommended Preparation: eligibility for English 84

- 3197 7:45-9:10am MW Lecture..... **X. Miranda**..... **COMM 308**
3199 11:15-12:40pm MW Lecture... **M. SomdeCerff**..... **COMM 308**
Evening Hours
3203 6:00-9:10pm T Lecture..... **M. SomdeCerff**..... **MUSI 203**

Business 27 - 3 Units

Effective English for Business

Prerequisite: eligibility for English 1A

- 4315 See Distance Education Website.... **M. SomdeCerff** ...ONLINE
Section 4315 is a Distance Education online course. You must attend the first class meeting on Saturday, August 25, from 10:00 a.m. - 11:25 a.m., in MUSI 203 or you may be dropped from the course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.

Business 28 - 3 Units

Written Business Communications

Prerequisite: eligibility for English 1A

- Evening Hours**
3207 6:30-9:40pm W Lecture..... **D. Sherwood**... .. **COMM 309**

Business 29 - 3 Units

Oral Business Communications

Recommended Preparation: eligibility for English A

- 3212 11:00-12:25pm TTh Lecture..... **D. Pahl**..... **ADM 219**
Evening Hours
3214 6:00-9:35pm M Lecture **D. Pahl**..... **ARTB 344**

Business 43 - 3 Units

Office Procedures

Recommended Preparation: Business 60A or concurrent enrollment or the ability to keyboard by touch; eligibility for English A

- 3220 8:00-9:25am TTh Lecture..... **D. Pahl**..... **COMM 205**

Business 52A - 2 Units

Microsoft Word Applications I

Recommended Preparation: eligibility for English 84; keyboarding skill is strongly recommended

Microsoft Word 2010 software will be used.

- Evening Hours**
3233 5:00-6:05pm TTh Lecture..... **D. Nevin**..... **COMM 306**
6:15-8:25pm TTh Lab..... **D. Nevin** **COMM 205**
Section 3233 meets from: August 28 to October 18, 2012.

FALL 2012 BUSINESS DIVISION COURSES

Business 52B - 2 Units

Microsoft Word Applications II

Recommended Preparation: Business 52A or equivalent experience with Microsoft Word

Microsoft Word 2010 software will be used.

Evening Hours

3244 5:00-6:05pm TTh Lecture.....**D. Nevin**COMM 306
6:15-8:25pm TTh Lab.....**D. Nevin**COMM 205

Section 3244 meets from: October 23 to December 13, 2012.

Business 60A - 1 Unit

Microcomputer Keyboarding

This course is designed for students who have never had typing/keyboarding instruction or who cannot keyboard by touch 20 words per minute.

3262 8:00-9:05am F Lecture K. Maschler.....**COMM 302**
9:05-12:20pm F Lab K. Maschler**COMM 302**

Section 3262 meets from: August 31 to October 19, 2012.

Business 60B - 1 Unit

Microcomputer Document Processing

Prerequisite: Business 60A with a minimum grade of C or equivalent

This course is designed for students who already know how to keyboard by touch from 20 to 30 words per minute.

3264 8:00-9:05am F Lecture K. Maschler.....**COMM 302**
9:05-12:50pm F Lab K. Maschler.....**COMM 302**

Section 3264 meets from: October 26 to December 14, 2012.

Business 60C - 1 Unit

Microcomputer Document Formatting

Prerequisite: Business 60B with a minimum grade of C or equivalent

This course is designed for students who already know how to keyboard by touch at least 30 words per minute and can format basic business documents.

3266 8:00-9:05am F Lecture K. Maschler.....**COMM 302**
9:05-12:50pm F Lab K. Maschler.....**COMM 302**

Section 3266 meets from October 26 to December 14, 2012.

Computer Information Systems

(Division of Business 310-660-3770)

Computer Information Systems 3 - 1 Unit

Introduction to Microcomputers and Software Applications

Windows 7 and Office 2010 will be used in all sections of Computer Information Systems 3.

3404 9:00-10:05am F Lecture L. Daniels **MCS 210**
10:15-12:20pm F Lab L. Daniels **MCS 109**

Section 3404 meets from: August 31 to October 19, 2012.

3405 9:00-10:05am F Lecture**P. Baumgardner**..... **MCS 210**
10:15-12:35pm F Lab**P. Baumgardner**..... **MCS 109**

Section 3405 meets from: October 26 to December 14, 2012.

3407 3:30-4:35pm W Lecture.....**K. Maschler**..... **MCS 210**
4:45-6:50pm W Lab.....**K. Maschler**..... **MCS 109**

Section 3407 meets from: October 24 to December 12, 2012.

Computer Information Systems 11 - 3 Units

Help Desk Operations

Prerequisite: Computer Information Systems 13 with a minimum grade of C or equivalent experience

Recommended Preparation: Computer Information Systems 19

3410 9:00-10:05am M Lecture.....**J. Craig**..... **COMM 303**
10:10-11:35am M Lab**J. Craig**..... **COMM 205**
9:00-9:50am W Lecture.....**J. Craig**..... **COMM 303**
9:55-11:20am W Lab.....**J. Craig**..... **COMM 205**

Computer Information Systems 13 - 3 Units

Introduction to Computers

Recommended preparation: eligibility for English 84

Note: Windows 7 and Office 2010 will be used in all sections of Computer Information Systems 13.

3412 7:30-8:55am T Lab W. Harris **MCS 109**

FALL 2012 BUSINESS DIVISION COURSES

	9:00-10:05am T Lecture	W. Harris	MCS 210
	7:30-8:55am Th Lab	W. Harris	MCS 109
	9:00-9:50am Th Lecture	W. Harris	MCS 210
3414	7:30-8:55am M Lab	R. Barton	MCS 108
	9:00-10:05am M Lecture	R. Barton	MCS 214
	7:30-8:55am W Lab	R. Barton	MCS 108
	9:00-9:50am W Lecture	R. Barton	MCS 214
3416	8:00-9:25am M Lab	J. Thompson	MCS 109
	9:30-10:35am M Lecture	J. Thompson	MCS 210
	8:00-9:25am W Lab	J. Thompson	MCS 109
	9:30-10:20am W Lecture	J. Thompson	MCS 210
3417	8:00-9:25am T Lab	L. Daniels	COMM 204
	9:30-10:35am T Lecture	L. Daniels	MCS 214
	8:00-9:25am Th Lab	L. Daniels	COMM 204
	9:30-10:20am Th Lecture	L. Daniels	MCS 214
3418	9:00-10:05am M Lecture	R. Barton	MCS 214
	10:10-11:35am M Lab	R. Barton	MCS 108
	9:00-9:50am W Lecture	R. Barton	MCS 214
	9:55-11:20am W Lab	R. Barton	MCS 108
3419	9:00-10:05am T Lecture	W. Harris	MCS 210
	10:10-11:35am T Lab	W. Harris	MCS 109
	9:00-9:50am Th Lecture	W. Harris	MCS 210
	9:55-11:20am Th Lab	W. Harris	MCS 109
3422	9:00-12:10pm F Lab	J. Siddiqui	MCS 108
	12:15-2:20pm F Lecture	J. Siddiqui	MCS 214
3428	9:30-10:55am M Lab	B. Williams	COMM 204
	11:00-12:05pm M Lecture	B. Williams	COMM 303
	9:30-10:55am W Lab	B. Williams	COMM 204
	11:00-11:50am W Lecture	B. Williams	COMM 303
3430	9:30-10:35am M Lecture	J. Thompson	MCS 210
	10:45-12:10pm M Lab	J. Thompson	MCS 109
	9:30-10:20am W Lecture	J. Thompson	MCS 210
	10:30-11:55am W Lab	J. Thompson	MCS 109
3432	9:30-10:55am T Lab	P. Vacca	MCS 108
	11:00-12:05pm T Lecture	P. Vacca	MCS 210
	9:30-10:55am Th Lab	P. Vacca	MCS 108
	11:00-11:50am Th Lecture	P. Vacca	MCS 210
3433	9:30-10:35am T Lecture	L. Daniels	MCS 214
	10:45-12:10pm T Lab	L. Daniels	COMM 204
	9:30-10:20am Th Lecture	L. Daniels	MCS 214
	10:25-11:50am Th Lab	L. Daniels	COMM 204
3435	10:45-12:10pm M Lab	S. Sherif	COMM 309
	12:15-1:20pm M Lecture	S. Sherif	MCS 214
	10:45-12:10pm W Lab	S. Sherif	COMM 309
	12:15-1:05pm W Lecture	S. Sherif	MCS 214
3439	11:00-12:05pm M Lecture	B. Williams	COMM 303
	12:10-1:35pm M Lab	B. Williams	COMM 302
	11:00-11:50am W Lecture	B. Williams	COMM 303
	11:55-1:20pm W Lab	B. Williams	COMM 302
3440	11:00-12:25pm M Lab	W. Harris	COMM 204
	12:30-1:35pm M Lecture	W. Harris	COMM 303
	11:00-12:25pm W Lab	W. Harris	COMM 204
	12:30-1:20pm W Lecture	W. Harris	COMM 303
3443	11:00-12:05pm T Lecture	P. Vacca	MCS 210
	12:10-1:35pm T Lab	P. Vacca	MCS 108
	11:00-11:50am Th Lecture	P. Vacca	MCS 210
	11:55-1:20pm Th Lab	P. Vacca	MCS 108
3445	11:00-12:25pm T Lab	M. Chaban	COMM 309
	12:30-1:35pm T Lecture	M. Chaban	COMM 303
	11:00-12:25pm Th Lab	M. Chaban	COMM 309
	12:30-1:20pm Th Lecture	M. Chaban	COMM 303
3451	11:00-12:25pm T Lab	P. Baumgardner	COMM 205
	12:30-1:35pm T Lecture	P. Baumgardner	MCS 210
	11:00-12:25pm Th Lab	P. Baumgardner	COMM 205
	12:30-1:20pm Th Lecture	P. Baumgardner	MCS 210
3452	11:30-12:55pm M Lab	G. Fernandez	MCS 111
	1:00-2:05pm M Lecture	G. Fernandez	MCS 210
	11:30-12:55pm W Lab	G. Fernandez	MCS 111
	1:00-1:50pm W Lecture	G. Fernandez	MCS 210
3453	12:00-1:25pm M Lab	M. Chaban	COMM 205
	1:30-2:35pm M Lecture	M. Chaban	ADM 220
	12:00-1:25pm W Lab	M. Chaban	COMM 205
	1:30-2:20pm W Lecture	M. Chaban	ADM 220
3454	12:15-1:20pm M Lecture	S. Sherif	MCS 214
	1:25-2:50pm M Lab	S. Sherif	COMM 309

FALL 2012 BUSINESS DIVISION COURSES

	12:15-1:05pm W Lecture.....	S. Sherif	MCS 214
	1:10-2:35pm W Lab.....	S. Sherif	COMM 309
3455	12:30-1:35pm M Lecture.....	W. Harris	COMM 303
	1:40-3:05pm M Lab.....	W. Harris	COMM 204
	12:30-1:20pm W Lecture.....	W. Harris	COMM 303
	1:25-2:50pm W Lab.....	W. Harris	COMM 204
3456	12:30-1:35pm T Lecture	M. Chaban	COMM 303
	1:45-3:10pm T Lab.....	M. Chaban	COMM 309
	12:30-1:20pm Th Lecture	M. Chaban	COMM 303
	1:25-2:50pm Th Lab.....	M. Chaban	COMM 309
3458	12:30-1:35pm T Lecture	P. Baumgardner.....	MCS 210
	1:40-3:05pm T Lab.....	P. Baumgardner.....	COMM 205
	12:30-1:20pm Th Lecture	P. Baumgardner.....	MCS 210
	1:25-2:50pm Th Lab.....	P. Baumgardner.....	COMM 205
3459	1:00-2:05pm M Lecture	G. Fernandez.....	MCS 210
	2:10-3:35pm M Lab.....	G. Fernandez.....	COMM 205
	1:00-1:50pm W Lecture.....	G. Fernandez.....	MCS 210
	2:00-3:25pm W Lab.....	G. Fernandez.....	COMM 205
3460	1:30-2:35pm M Lecture	M. Chaban	ADM 220
	2:40-4:05pm M Lab.....	M. Chaban	MCS 108
	1:30-2:20pm W Lecture.....	M. Chaban	ADM 220
	2:25-3:50pm W Lab.....	M. Chaban	MCS 108
3470	2:00-3:05pm T Lecture	G. Fernandez.....	MCS 214
	3:10-4:35pm T Lab.....	G. Fernandez.....	MCS 109
	2:00-2:50pm Th Lecture	G. Fernandez.....	MCS 214
	3:00-4:25pm Th Lab.....	G. Fernandez.....	MCS 109
3474	4:10-5:35pm T Lab.....	J. Siddiqui.....	MCS 108
	5:45-6:50pm T Lecture.....	J. Siddiqui.....	MCS 214
	4:10-5:35pm Th Lab.....	J. Siddiqui.....	MCS 108
	5:45-6:35pm Th Lecture.....	J. Siddiqui.....	MCS 214
Evening Hours			
3478	5:45-6:50pm M Lecture.....	W. Harris	MCS 214
	7:00-8:25pm M Lab.....	W. Harris	MCS 108
	5:45-6:35pm W Lecture.....	W. Harris	MCS 214
	6:40-8:05pm W Lab.....	W. Harris	MCS 108
3480	5:45-6:50pm T Lecture	J. Siddiqui.....	MCS 214
	7:00-8:25pm T Lab.....	J. Siddiqui.....	MCS 108
	5:45-6:35pm Th Lecture	J. Siddiqui.....	MCS 214
	6:40-8:05pm Th Lab.....	J. Siddiqui.....	MCS 108
3482	5:15-6:40pm M Lab.....	G. Fernandez.....	COMM 205
	6:45-7:50pm M Lecture.....	G. Fernandez.....	ADM 220
	5:15-6:40pm W Lab.....	G. Fernandez.....	COMM 205
	6:45-7:35pm W Lecture.....	G. Fernandez.....	ADM 220
4342	See Distance Education Website.... J. Thompson ONLINE		
	Section 4342 is a Distance Education Hybrid course that includes both online instruction and weekly on-campus class meetings. You must attend the first class meeting Saturday, August 25, from 9:00 a.m. to 10:30 a.m. in MCS 109 OR on Monday, August 27, from 4:00 p.m. to 6:00 p.m., in MCS 111 or you may be dropped from the course.		
	This section will meet on campus every Wednesday, from 12:00 p.m. to 1:30 p.m., in MCS 108. Students enrolling in this course will need to have Windows 7 and Office 2010. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.		
4343	See Distance Education Website.... P. Vacca ONLINE		
	Section 4343 is a Distance Education Hybrid course that includes both online instruction and weekly on-campus meetings. You must attend the first class meeting on Wednesday, August 29, from 4:15 p.m. to 5:45 p.m., in MCS 111 or you may be dropped from the course. This section will meet on campus every Wednesday, from 4:15 p.m. to 5:45 p.m., in MCS 108. Students enrolling in this course will need to have Windows 7 and Office 2010. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.		

Computer Information Systems 19 - 3 Units

Introduction to the Internet and Web Publishing

Prerequisite: Computer Information Systems 13 with a minimum grade of C or equivalent experience

3512	12:00-1:05pm T Lecture	W. Harris	MCS 214
	1:10-2:15pm T Lab.....	W. Harris	MCS 109
	12:00-12:50pm Th Lecture	W. Harris	MCS 214
	12:55-1:45pm Th Lab.....	W. Harris	MCS 109

Computer Information Systems 26 - 3 Units

Using Microsoft Excel

Recommended Preparation: Computer Information Systems 13 or equivalent experience

3524	11:45-12:50pm M Lecture	R. Barton	MCS 210
	1:00-2:05pm M Lab.....	R. Barton	MCS 109
	11:45-12:35pm W Lecture.....	R. Barton	MCS 210
	12:45-1:35pm W Lab.....	R. Barton	MCS 109

FALL 2012 BUSINESS DIVISION COURSES

Computer Information Systems 26 will be using Excel 2010 software.

Computer Information Systems 28 - 3 Units

Database Management Using Microsoft Access

Recommended Preparation: Computer Information Systems 13 or equivalent experience

Evening Hours

3528 5:30-7:50pm M Lab..... P. Vacca **MCS 109**
8:00-10:20pm M Lecture..... P. Vacca **MCS 210**

Computer Information Systems 28 will be using Access 2010 software.

Computer Information Systems 30 - 3 Units

Introduction to eCommerce

Recommended Preparation: Computer Information Systems 13; eligibility for English 84

Evening Hours

3530 5:30-7:35pm W Lecture..... J. Siddiqui..... **MCS 210**
7:45-9:50pm W Lab..... J. Siddiqui..... **MCS 109**

Computer Information Systems 40 - 3 Units

Microcomputer Operations

Recommended Preparation: Computer Information Systems 13 plus one other microcomputer course or equivalent experience

Evening Hours

3532 5:45-6:50pm T Lecture..... M. Chaban..... **MCS 210**
7:00-8:25pm T Lab..... M. Chaban..... **COMM 204**
5:45-6:35pm Th Lecture..... M. Chaban..... **MCS 210**
6:45-8:10pm Th Lab..... M. Chaban..... **COMM 204**

Computer Information Systems 134 - 4 Units

Web Programming

Recommended Preparation: Computer Information Systems 133 or equivalent experience

Evening Hours

3549 6:00-7:25pm TTh Lab..... J. Thompson **MCS 109**
7:30-8:55pm TTh Lecture..... J. Thompson **MCS 210**

Computer Information Systems 140 - 3 Units

Data Communications Cisco 1

Prerequisite: Computer Information Systems 13 with a minimum grade of C or equivalent experience

Recommended Preparation: Computer Information Systems 40

Computer Information Systems 140 is semester 1 of Cisco certification.

Evening Hours

3592 5:45-7:55pm MW Lecture D. Miller..... **COMM 306**
8:05-10:15pm MW Lab D. Miller..... **COMM 204**

Section 3592 meets from: August 27 to October 17, 2012.

Computer Information Systems 141 - 3 Units

Networking Microcomputers Cisco 2

Prerequisite: Computer Information Systems 140 with a minimum grade of C or equivalent

Computer Information Systems 141 is semester 2 of Cisco certification.

Evening Hours

3594 5:45-7:55pm MW Lecture D. Miller..... **COMM 306**
8:05-10:15pm MW Lab D. Miller..... **COMM 204**

Section 3594 meets from: October 22 to December 12, 2012.

Computer Information Systems 143 - 3 Units

LAN and WAN Router Configurations Cisco 4

Prerequisite: Computer Information Systems 142 with a minimum grade of C or equivalent (Successful completion of Cisco CCNA "Semesters" 1, 2, and 3 is an equivalent.)

4365 See Distance Education Website.... D. Miller..... **ONLINE**

Section 4365 is a Distance Education course. You must attend the first class meeting on Monday, August 27, from 5:00 p.m. to 5:45 p.m., in COMM 204 or you may be dropped from the course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.

Law

(Division of Business 310-660-3770)

Law 4 - 4 Units

Legal Environment of Business

Recommended Preparation: English 84

3701 8:00-10:05am TTh Lecture..... J. Muraoka..... **ADM 220**

Evening Hours

3703 5:30-9:45pm W Lecture..... M. Botello **ADM 219**

4374 See Distance Education Website.... M. Botello **ONLINE**

Section 4374 is a Distance Education online course. You must attend the first class meeting on Saturday, August 25, from 10:00 a.m. to 11:30 a.m., in MBA-107 COMM 303 or you may be dropped from the course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.

Law 5 - 3 Units

Contracts, Sales and Commercial Paper

Recommended Preparation: eligibility for English A

3712 8:00-9:25am MW Lecture W. Matthews III **MUSI 203**

3714 8:00-9:25am TTh Lecture..... M. Botello **ADM 219**

3715 10:30-11:55am TTh Lecture..... **A. Fork** **ADM 220**

3716 12:00-1:25pm MW Lecture V. Pham..... **COMM 304**

Evening Hours

3726 6:00-9:10pm Th Lecture V. Pham..... **COMM 308**

3728 6:00-9:10pm T Lecture..... J. Slawson..... **COMM 308**

Law 11 - 3 Units

Introduction to Legal Research

Prerequisite: eligibility for English 1A

3732 9:00-10:25am MW Lecture V. Pham..... **COMM 304**

Evening Hours

3735 6:00-9:10pm T Lecture J. Muraoka..... **COMM 305**

Law 12 - 3 Units

Probate Procedures

Prerequisite: Law 11 with a minimum grade of C

Evening Hours

3740 6:00-9:10pm T Lecture D. Gray **ARTB 344**

Law 12 will only be offered in the fall semester.

Law 13 - 3 Units

Family Law

Prerequisite: Law 11 with a minimum grade of C

Evening Hours

3742 6:00-9:35pm M Lecture..... **J. Slawson**..... **MUSI 204**

Law 13 will only be offered in the fall semester.

Law 14 - 3 Units

Tort Law

Prerequisite: Law 11 with a minimum grade of C

Evening Hours

3744 6:30-9:40pm Th Lecture **P. Rorie**..... **ARTB 344**

Law 14 will only be offered in the fall semester.

Law 17 - 3 Units

Legal Research and Writing

Prerequisite: Law 11 with a minimum grade of C

Evening Hours

3748 6:30-9:40pm W Lecture..... D. Carnahan..... **MUSI 203**

Law 17 will only be offered in the fall semester.

Law 19 - 2 Units

Law and Computers

Prerequisite: Law 11 with a minimum grade of C or concurrent enrollment

Evening Hours

3750 6:00-6:50pm T Lecture V. Pham..... **COMM 302**

7:00-9:05pm T Lab V. Pham..... **COMM 302**

FALL 2012 BUSINESS DIVISION COURSES

Law 95abcd - 2-4 Units

Cooperative Work Experience Education

Enrollment Limitation: Employment or volunteer work in a position related to the student's major or career goal by the second week of the semester. Completion of or current enrollment in one course from the major.

Note: To register, students must fill out a CWEE application and contact the CWEE instructor by the second week of the semester. Applications/Instructors are available in the Business Division Office. The following scale reflects the equivalent units for hours worked:

2 Units = 10 hours worked per week

3 Units = 15 hours worked per week

4 Units = 20 hours worked per week

Students must be enrolled in a minimum of 7 units (including CWEE); contact the Business Division Office at (310)660-3770 for more information.

3968 Hours to be arranged..... V. Pham..... COMM 201A
3969 Hours to be arranged..... V. Pham..... COMM 201A
3970 Hours to be arranged..... V. Pham..... COMM 201A

Paralegal Studies

(Division of Business 310-660-3770)

Paralegal Studies 1 - 2 Units

Introduction to Paralegal Studies

Recommended Preparation: eligibility for English 1A

Note: For other courses that meet Paralegal Studies requirements

students should see the Law section of this schedule.

3758 10:30-11:35am M Lecture V. Pham..... COMM 304
10:30-11:20am W Lecture V. Pham..... COMM 304

Evening Hours

3760 6:00-8:05pm Th Lecture J. Muraoka..... COMM 305

Real Estate

(Division of Business 310-660-3770)

Real Estate 11 - 3 Units

Real Estate Principles

Recommended Preparation: eligibility for English 1A

3767 9:00-11:50am S Lecture V. DeLuca COMM 303
12:30-4:55pm S Lecture V. DeLuca COMM 303

Section 3767 meets from: October 20 to December 8, 2012. Lunch is 12:00 p.m. to 12:30 p.m. Section 3767 meets on Saturdays. Class will not meet on November 24, 2012.

3770 9:00-10:25am TTh Lecture D. Grogan COMM 304

Section 3770 includes online classroom instruction and/or online assignments.

Evening Hours

3775 6:00-9:10pm W Lecture D. Grogan COMM 303

Section 3775 includes online classroom instruction and/or online assignments.

Real Estate 12A - 3 Units

Legal Aspects of Real Estate

Recommended Preparation: eligibility for English 84

Evening Hours

3777 6:00-9:35pm M Lecture M. Botello ADM 219

Real Estate 13 - 3 Units

Real Estate Practice

Recommended Preparation: Real Estate 11 or concurrent enrollment or California Department of Real Estate (DRE) license or equivalent experience

Evening Hours

3780 6:30-9:40pm Th Lecture D. Fredericks COMM 303

FALL 2012 BUSINESS DIVISION COURSES

Real Estate 14A - 3 Units

Real Estate Finance I

Recommended Preparation: Real Estate 11 or concurrent enrollment or California Department of Real Estate (DRE) license or equivalent experience; Business 15

Evening Hours

3782 6:30-10:05pm M Lecture..... D. Grogan..... **COMM 303**

Section 3782 includes online classroom instruction and/or online assignments.

Real Estate 16 - 3 Units

Real Estate Economics

Recommended Preparation: Real Estate 11, 14A, 15A or California Department of Real Estate (DRE) license or California Office of Real Estate Appraisal (OREA) license or equivalent experience

Evening Hours

3785 6:00-9:10pm T Lecture..... D. Grogan..... **COMM 303**

Section 3785 includes online classroom instruction and/or online assignments.

Real Estate 21 - 3 Units

Real Estate Investments

Recommended Preparation: Real Estate 11 and Real Estate 14A

Evening Hours

3786 7:00-10:10pm Th Lecture..... J. Bliss..... **MUSI 204**

Real Estate 40 - 3 Units

Real Estate Appraisal

Recommended Preparation: Real Estate 11

3788 10:30-11:55am TTh Lecture..... D. Grogan..... **COMM 304**

Section 3788 includes online classroom instruction and/or assignments.

Supervision

(Division of Business 310-660-3770)

Supervision 27 - 3 Units

Oral Business Communications

Recommended Preparation: eligibility for English A

3807 11:00-12:25pm TTh Lecture..... **D. Pahl**..... **ADM 219**

Evening Hours

3809 6:00-9:35pm M Lecture..... **D. Pahl**..... **ARTB 344**