

SEC. #	DAY(S)	TIME	INSTRUCTOR	ROOM
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# CHINESE

## DIVISION OF COMMUNICATIONS & LANGUAGES

### CHIN 101 CHINESE I

4 Units/Advisory: ENGL 035 or ESL 198 or appropriate assessment; READ 023 or appropriate assessment.

Transfers to: UC, CSU

This course provides the student with an introduction to the Chinese language and culture. The course stresses oral and written proficiency through fundamental use of Chinese pronunciation and the Pinyin Spelling System. Students will also receive an introduction to Chinese characters. In addition to classroom discussion, students receive intensive individualized oral-aural practice in the language laboratory via interactive websites, audio CDs, video programs, and CD ROMs. Various facets of Chinese history, culture, and civilization will also be analyzed via cross-cultural comparisons. This course is intended for those interested in learning to speak Chinese as well as for those seeking a degree in the Chinese language. Eighteen hours of lab work per semester to be arranged.

0730 MW 6:45-8:50 AM HO R Rm A202

+18 hours of lab work per semester to be arranged

★ 0579 TTh 7:00-9:05 PM CHAO H Rm A213

+18 hours of lab work per semester to be arranged

### CHIN 102 CHINESE II

4 Units/Prerequisite: Completion of CHIN 101 with a "C" or better, or completion of two years high school Chinese with a "C" or better. Advisory: READ 023 or appropriate assessment.

Transfers to: UC, CSU

This course is a continuation of the essentials of the Chinese language. The course stresses oral and written proficiency through fundamental use of Chinese pronunciation and the Pinyin Spelling System. Students will continue to further their knowledge of Chinese characters. In addition to classroom discussion, students receive intensive individualized oral-aural practice in the language laboratory via interactive websites, audio CDs, video programs, and CD ROMs. Various facets of Chinese history, culture, and civilization will also be analyzed via cross-cultural comparisons. This course is intended for those interested in learning to speak Chinese as well as for those seeking a degree in the Chinese language. Eighteen hours of lab work per semester to be arranged.

0512 MW 9:00-11:05 AM HO R Rm A202

+18 hours of lab work per semester to be arranged

# COMPUTER INFORMATION TECHNOLOGY

## BUSINESS AND ECONOMIC DEVELOPMENT

### COMPUTER LAB (NON-CREDIT)

Students who wish to use the District Computer Labs and are not enrolled in a Computer Information Technology class must enroll for the following non-credit laboratory. Lab will be open:

5019 M-Th 8:00 AM-9:00PM STAFF Rm B107

F 8:00 AM-1:00 PM  
Sat 8:30 AM-3:30 PM

5020 M-Th 8:00 AM-9:00PM STAFF Rm B107

F 8:00 AM-1:00 PM  
Sat 8:30 AM-3:30 PM

### CIT 042 COMPUTER LITERACY

1 Unit/Advisory: CIT 100A

This basic computer literacy course is designed to provide the student with skills necessary to understand and communicate with computers. It will include hardware and software basics, file management, computer networks, and the internet. The course is taught on a lecture-lab basis: (3) hours in the laboratory each week. This course is taught in a five-week module during the regular semester. This course is recommended for all community college students in order to prepare them for their college-level courses which may require the knowledge of the microcomputer and its use for completion of assignments.

THE FOLLOWING SECTION MEETS AUGUST 22 – SEPTEMBER 24, 2009

0189 TTh 11:15-12:45 PM CAMERON J Rm B115

+2.2 Wkly hrs by arrangement

### CIT 100A KEYBOARDING

1 Unit/Advisory: READ 023 or appropriate assessment.

Transfers: CSU

This course is designed to enable the student to master the alphanumeric keyboard on a microcomputer by touch and to gain a thorough knowledge of current keyboarding techniques. It is taught as a five-week module on a lecture/lab basis or on-line. This course is recommended for all students to provide them with the skills necessary to use touch keyboarding to prepare reports and general course assignments.

THE FOLLOWING SECTIONS MEET AUGUST 22-SEPTEMBER 24, 2009

0321 TTh 9:40-11:10 AM CAMERON J Rm B115

THE FOLLOWING SECTIONS MEET SEPTEMBER 29 – OCTOBER 28, 2009

0324 TTh 11:15 AM-12:50 PM CAMERON J Rm B115

HYBRID COURSE ACCESS: ONLINE.RIOHONDO.EDU

(This course is offered as a Hybrid – 51% online – 49% on-campus)

THE FOLLOWING SECTION MEETS SEPTEMBER 14– OCTOBER 14, 2009

8512 MW 9:40-11:10 AM DOMINGUEZ V B117

THE FOLLOWING SECTION MEETS OCTOBER 19 – NOVEMBER 18, 2009

8513 MW 11:15 AM-12:50 PM DOMINGUEZ V B115

Important information-pp 13-14. Instructor email: vdominguez@riohondo.edu

### CIT 100B (FORMERLY CIT 021) KEYBOARDING SPEED AND ACCURACY

1 Unit/Advisory: READ 023 or appropriate assessment, CIT 100A.

Transfers to: CSU

This course is designed to improve students' speed and accuracy on a computer keyboard by analyzing their keyboarding technique and prescribing specific drills to increase their timed writing rate. It is taught as a lab or on-line. This course is recommended for all students who have learned the location of the keys on the keyboard and who now want to improve their speed and accuracy in the preparation of reports and general course assignments. This course may be taken once and repeated two times for credit.

HYBRID COURSE ACCESS: ONLINE.RIOHONDO.EDU

(This course is offered as a Hybrid – 51% online – 49% on-campus)

THE FOLLOWING SECTION MEETS OCTOBER 19 – NOVEMBER 18, 2009

8514 MW 9:40-11:05 AM DOMINGUEZ V Rm B117

Important information-pg. 10-11. Instructor email: vdominguez@riohondo.edu

### CIT 101 INTRODUCTION TO COMPUTER INFORMATION TECHNOLOGY

3 Units/Advisory: CIT 100A, READ 023 or appropriate assessment, ENGL 035 or ESL 198 or appropriate assessment.

Transfers to: UC, CSU.

This is an introductory computer course, which offers students both fundamental computer concepts and training in spreadsheets and database microcomputer applications. Topics include the importance of computers in business and society, the information processing cycle, the Internet, communication and networks, the latest hardware and software developments, and planning a career as a computer professional or a computer user. This is the basic computer course designed for Business majors.

0230 MW 8:05-9:30 AM DOMINGUEZ V Rm B117

+2.2 Wkly hrs by arrangement

0232 TTh 9:40-11:05 AM RATZKE M Rm B117

+2.2 Wkly hrs by arrangement

0233 MW 11:15 AM-12:40 PM STAFF Rm B117

+2.2 Wkly hrs by arrangement

0234 TTh 11:15 AM-12:40 PM RATZKE M Rm B117

+2.2 Wkly hrs by arrangement

★0235 M 7:00-10:10 PM CAMERON J Rm B117

+2.2 Wkly hrs by arrangement

0237 Sat 9:00-12:15 PM LEDBETTER G Rm B117

+2.2 Wkly hrs by arrangement

HYBRID COURSE ACCESS: ONLINE.RIOHONDO.EDU

(This course is offered as a Hybrid – This class will meet the following Thursdays: September 17, October 15, November 12 and December 10. Attendance is mandatory. The remaining credit hours will be completed online.

8515 Th 8:05-9:30 AM RATZKE M Rm B117

+2.2 Wkly hrs by arrangement

ONLINE COURSE ACCESS: ONLINE.RIOHONDO.EDU

Students who have not logged into the class by the end of the first week may be dropped.

☎8104 24 HRS/7 DAYS RATZKE M INTERNET  
☎8105 24 HRS/7 DAYS RATZKE M INTERNET

Important information-pp 13-14. Instructor email: mratzke@riohondo.edu