

Suggested Program Course List - Business Offerings, Hayward Outreach, Spring 2021

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1212	23997	10101101	✧Financial Accounting 1	4	01/18/21	05/13/21	HAY	Your Choice	MWR	9:30	10:20
									T	9:30	11:20
1212	24168	10101103	✧Financial Accounting 2	4	01/18/21	05/13/21	HAY	Your Choice	MWR	12:30	1:20
									T	12:30	2:20
1212	23986	10101107	✧Intermediate Accounting 2	4	01/18/21	05/13/21	HAY	Your Choice	MT	9:00	9:50
									WR	9:00	10:20
1212	23991	10101121	✧Cost and Managerial Accounting	4	01/18/21	05/12/21	HAY	Your Choice	MW	10:30	12:20
									T	10:30	11:20
1212	23974	10101123	✧Income Tax Accounting (Accounting Associate Degree ONLY)	4	01/18/21	05/12/21	HAY	Your Choice	MW	10:30	12:20
1212	24163	10101138	✧Budgeting and Cost Control	2	01/19/21	05/13/21	HAY	Your Choice	TR	2:30	3:20
1212	24164	10101176	✧Financial Accounting 1A	2	01/18/21	03/11/21	HAY	Your Choice	MWR	9:30	10:20
									T	9:30	11:20
1212	24320	10101177	✧Financial Accounting 1B	2	03/22/21	05/13/21	HAY	Your Choice	MWR	9:30	10:20
									T	9:30	11:20
1212	23643	10103106	◆MS PowerPoint	1	01/20/21	05/12/21	HAY	Flex/Web Conferencing	W	3:00	6:20
1212	23850	10103125	◆MS Outlook	1	01/20/21	05/12/21	HAY	Flex/Web Conferencing	W	3:00	6:20
1212	23861	10103146	◆MS Word A	1	01/20/21	05/12/21	HAY	Flex/Web Conferencing	W	3:00	6:20
1212	23773	10103151	◆MS Excel A	1	01/20/21	05/12/21	HAY	Flex/Web Conferencing	W	3:00	6:20
1212	24165	10114103	✧Money and Banking	3	01/18/21	05/12/21	HAY	Your Choice	MW	12:30	1:50
1212	23603	10114107	✧Principles of Finance	3	01/18/21	05/12/21	HAY	Your Choice	MW	2:30	3:50
1212	24166	10114150	✧Investments	3	01/18/21	05/12/21	HAY	Your Choice	MW	11:00	12:20
1212	24167	10116100	✧*Human Resource Management	3	01/18/21	03/08/21	HAY	Your Choice	M	5:30	8:20
1212	23797	10116101	✧*Introduction to Payroll and HRIS	3	01/19/21	03/09/21	HAY	Your Choice	T	5:30	8:20
1212	24169	10116102	✧*Employment Law	3	03/25/21	05/13/21	HAY	Your Choice	R	5:30	8:20
1212	23805	10116106	✧*Orientation and Training	3	01/21/21	03/11/21	HAY	Your Choice	R	5:30	8:20
1212	23806	10116107	✧*Benefit Administration	3	03/22/21	05/10/21	HAY	Your Choice	M	5:30	8:20
1212	24170	10196136	✧*Safety in the Workplace	3	03/25/21	05/13/21	HAY	Your Choice	R	5:30	8:20
1212	24171	10196164	✧*Personal Skills for Supervisors	3	01/19/21	03/09/21	HAY	Your Choice	T	5:30	8:20
1212	24129	10196168	✧*Organizational Development	3	01/18/21	03/08/21	HAY	Your Choice	M	5:30	8:20
1212	24172	10196189	✧*Teambuilding and Problem Solving	3	01/19/21	05/11/21	HAY	Your Choice	T	2:30	3:50
1212	24173	10196189	✧*Teambuilding and Problem Solving	3	03/23/21	05/11/21	HAY	Your Choice	T	5:30	8:20
1212	23660	10196191	✧Supervision	3	01/19/21	05/13/21	HAY	Your Choice	TR	12:30	1:50
1212	24174	10196192	✧*Managing for Quality	3	03/23/21	05/11/21	HAY	Your Choice	T	5:30	8:20

✧ This class is offered in the "Your Choice" format for which you may choose to attend class in person, complete the class online, or a combination of the two.

You can expect the following from the class:

- Class attendance is not required.
- There are lectures from the instructor that will be uploaded to Blackboard for online viewing.
- You will be responsible for work team collaboration throughout the course as scheduled.
- Assignments are submitted online through Blackboard unless otherwise required by the instructor.
- There are strict deadlines and assignment requirements.
- Your instructor will support your efforts throughout your learning experience.
- You determine your own level of success!

If your plan is to complete your coursework at a campus, choose Your Choice.

If your plan is to complete your coursework without attending at a campus, choose Your Choice Online.

Due to COVID, Your Choice classes will be delivered in real time using web conferencing, and not on campus. Classes can be completed live, with an instructor and classmates, at the days/times scheduled using web conferencing or online, but all courses are off site to maintain safety for all our students and staff.

*This class requires a specified amount of time online in addition to regularly scheduled face-to-face classroom hours.

Actual online class participation is determined by you based on your schedule or as communicated by your instructor.

◆ The Flex method of instruction allows the student to customize class hours within the operational hours of the lab and have an instructor present at set times to offer face-to-face help and guidance. Although there will be no large group lectures or presentations, students will be provided with a variety of learning tools. Students will work at their own pace while meeting assignment and exam due dates to ensure successful course completion. Students are not required to attend all scheduled class times; however, students are required to attend a course orientation before beginning the course.

Please be advised that low enrollment class sections may be cancelled.

You will be contacted by Student Services with information on other class sections available in alternate formats.

[For the most up-to-date course listing, go to the WITC Homepage and click on 'Find a Class'](#)

[To view your curriculum checklist, click here](#)