

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

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1216	62573	10101101	❖Financial Accounting 1	4	08/23/21	12/16/21	HAY	Your Choice	MW	1:00	1:50
									TR	1:00	2:20
1216	62569	10101105	❖Intermediate Accounting 1	4	08/23/21	12/16/21	HAY	Your Choice	MW	2:30	3:20
									TR	2:30	3:50
1216	62571	10101138	❖Budgeting and Cost Control	2	08/23/21	12/15/21	HAY	Your Choice	MW	12:00	12:50
1216	62575	10101176	❖Financial Accounting 1A	2	08/23/21	10/14/21	HAY	Your Choice	MW	1:00	1:50
									TR	1:00	2:20
1216	62576	10101177	❖Financial Accounting 1B	2	10/18/21	12/16/21	HAY	Your Choice	MW	1:00	1:50
									TR	1:00	2:20
1216	61667	10103106	◆MS PowerPoint	1	10/20/21	12/15/21	HAY	Flex	W	3:00	6:20
1216	61675	10103125	◆MS Outlook	1	10/20/21	12/15/21	HAY	Flex	W	3:00	6:20
1216	61647	10103146	◆MS Word A	1	08/25/21	10/13/21	HAY	Flex	W	3:00	6:20
1216	61659	10103151	◆MS Excel A	1	08/25/21	10/13/21	HAY	Flex	W	3:00	6:20
1216	62570	10104191	Customer Service Management	3	08/24/21	12/16/21	HAY	On Site	TR	12:30	1:50
1216	62580	10105123	❖*Business Skills	1	08/24/21	09/14/21	HAY	Your Choice	T	5:30	8:20
1216	62586	10106110	❖*Document Formatting	2	08/23/21	12/15/21	HAY	Your Choice	MW	9:00	10:20
1216	62587	10106146	❖*Proofreading for the Office	3	08/23/21	12/15/21	HAY	Your Choice	MW	10:30	11:20
1216	62574	10114125	❖*Personal Finance	3	08/23/21	12/15/21	HAY	Your Choice	MW	10:00	11:20
1216	62572	10114192	❖Principles of Insurance	3	08/24/21	12/16/21	HAY	Your Choice	TWR	9:00	9:50
1216	62577	10116100	❖*Human Resource Management	3	08/23/21	10/11/21	HAY	Your Choice	M	5:30	8:20
1216	62579	10116104	❖*Recruitment and Selection	3	08/24/21	10/12/21	HAY	Your Choice	T	5:30	8:20
1216	64015	10116105	❖*Employee Relations & Labor Law	2	08/26/21	10/14/21	HAY	Your Choice	R	5:30	8:20
1216	63058	10116106	❖*Orientation and Training	3	10/21/21	12/16/21	HAY	Your Choice	R	5:30	8:20
1216	62583	10196108	❖*Customer Service	1	08/24/21	09/14/21	HAY	Your Choice	T	5:30	8:20
1216	62584	10196134	❖*Legal Issues for Supervisors	3	10/20/21	12/15/21	HAY	Your Choice	W	5:30	8:20
1216	61904	10196138	❖*Conflict Resolution and Confrontation Skills	1	11/16/21	12/14/21	HAY	Your Choice	T	5:30	8:20
1216	62581	10196145	❖Contemporary Business for Supervisors	2	09/21/21	12/14/21	HAY	Your Choice	T	5:30	8:20
1216	62585	10196188	❖*Project Management	3	10/21/21	12/16/21	HAY	Your Choice	R	5:30	8:20
1216	62582	10196190	❖*Leadership Development	3	08/23/21	10/11/21	HAY	Your Choice	M	5:30	8:20
1216	62002	10196191	❖*Supervision	3	10/18/21	12/13/21	HAY	Your Choice	M	5:30	8:20
1216	61892	10196199	❖*Ethics in Business	3	10/18/21	12/13/21	HAY	Your Choice	M	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!

*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](#)