

# NONCREDIT COURSES

## Administration of Justice (ADJUS)

**ADJUS 600 0 units**

**Powers of Arrest/Weapons of Destruction**

**9 hours lecture**

Grading: non graded.

This course familiarizes and instructs the individual on the training topics delineated in Business and Professions Code section 7583.7, including legal aspects, techniques, liability, and company requirements relating to the arrest of an individual. The training utilizes the Department of Consumer Affairs' Power to Arrest Training Manual. In addition the students learn the subject matter and observation skills required to identify and report precursor activities to a terrorist event, react appropriately, report the occurrence of a terrorist event, and remain safe while helping control the scene after a terrorist event. The training utilizes the Department of Consumer Affairs' Weapons of Mass Destruction & Terrorism Awareness for Security Professionals course consisting of a Digital Video Disk (DVD), Student Workbook, and Facilitator Manual.

**ADJUS 601 0 units**

**Public Relations & Liability**

**9 hours lecture**

Grading: non graded.

This course covers the required learning domains outlined by the CA Bureau of Security and Investigative Services for newly licensed security officers concerning the importance of public relations with both community and customer. The course provides important information concerning discrimination, diversity, substance abuse, and the mentally ill. The course includes communication skills and de-escalation techniques for crisis intervention. The course also provides the required learning domains surrounding security officers and liability in the course of their duties.

**ADJUS 602 0 units**

**Communication/Observation/Documentation**

**9 hours lecture**

Grading: non graded.

This course covers the required learning domains outlined by the CA Bureau of Security and Investigative Services in section 7583.6(b) of the Business and Professions Code in reference to communication, observation and documentation.

**ADJUS 603 0 units**

**Search, Seizure, Scene Preservation**

**9 hours lecture**

Grading: non graded.

This course covers the required learning domains outlined by the CA Bureau of Security and Investigative Services in reference to the legal powers of a security/proprietary officer to perform a search and/or seizure. The course also covers the methods for, and importance of, preserving the incident scene.

**ADJUS 604 0 units**

**Officer Safety & First Aid CPR**

**9 hours lecture**

Grading: non graded.

This course covers the required learning domains outlined by the CA Bureau of Security and Investigative Services in reference to the knowledge and skills required to identify potentially hazardous situations including environmental, chemical, biological and situational dangers. The student also receives instruction in basic first aid and CPR.

**ADJUS 605 0 units**

**Conflict Management & Crowd Control**

**9 hours lecture**

Grading: non graded.

This course provides the student with the knowledge and skills necessary for conflict management in a private security setting. The course provides information on verbal diffusion and negotiations. The student also learns the various tactics and tools employed in crowd control situations.

## Architectural Design (ARCHT)

**ARCHT 601 0 units**

**ARE Exam Prep I**

**27 hours lecture**

Grading: non graded.

This course introduces students to key concepts on the Practice Management division exam, such as the business of architecture and the intricacies of managing an architectural practice. Topics common to this exam include employee allocation per project, asset allocation and business development, various contracts and fee structures, responsibilities, and regulations.

**ARCHT 602 0 units**

**ARE Exam Prep II**

**27 hours lecture**

Grading: non graded.

This course introduces students to key concepts on the Project Management division exam, such as the processes and procedures for managing architectural projects. This includes understanding the role of contracts and how they fit into project management regarding the organization and managing personnel and consultants. This division also examines strategies for improving the delivery of services through quality control, scheduling, and project teams.

**ARCHT 603 0 units**

**ARE Exam Prep III**

**27 hours lecture**

Grading: non graded.

This course introduces students to key concepts on the Programming and Analysis division exam, such as the opportunities, constraints, and requirements for projects. This division examines the multitude of aspects in developing a project, including establishing the criteria (qualitative and quantitative) affecting projects and subsequent analysis of project type, site, and associated context and economics.

**ARCHT 604 0 units**

**ARE Exam Prep IV**

**27 hours lecture**

Grading: non graded.

This course introduces students to key concepts on the Project Planning and Design division exam, such as the preliminary design of buildings and sites through conceptual design, design associated with sustainability and the environment, and with codes and regulations such as universal design.

**ARCHT 605 0 units****ARE Exam Prep V****27 hours lecture**

Grading: non graded.

This course introduces students to key concepts on the Project Development and Documentation division exams, such as building system integration, materials and assemblies, and their selection in a project. Additionally, this division evaluates the integration of systems such as structural, mechanical, electrical, plumbing, and civil—as well as specialty systems—into design and documentation.

**ARCHT 606 0 units****ARE Exam Prep VI****27 hours lecture**

Grading: non graded.

This course introduces students to key concepts on the Construction and Evaluation division exam, such as the process of construction administration including contract administration, execution, and services such as submittal reviews, construction observation, and payment requests, project close-out, and post-occupancy activities.

**ARCHT 607 0 units****ARE Exam Prep VII****27 hours lecture**

Grading: non graded.

This course introduces students to key concepts on the California Supplemental Examination exam, such as the architectural implications of California's large physical size, large and diverse population, varied landscape and climate, high seismicity, and other regulations and entitlements.

**ARCHT 610 0 units****Design 101****9 hours lecture, 18 hours laboratory**

Grading: non graded.

This course introduces Design to students interested in careers in Architecture, Construction Management, and Interior Design. Students will engage in key design strategies, critical thinking, and problem assessing by completing a short design project. Students will gain knowledge about each profession and will understand what to expect in the educational setting.

**ARCHT 611 0 units****Modeling 101****9 hours lecture, 18 hours laboratory**

Grading: non graded.

This course introduces physical and digital modeling to students interested in careers in Architecture, Construction Management, and Interior Design. Students will learn how to build architectural models out of a range of materials as well as the role computers play in design. Students will gain knowledge about each profession and will understand what to expect in the educational setting.

**ARCHT 632 0 units****SketchUp I****18 hours lecture, 36 hours laboratory**

Grading: non graded.

This entry-level SketchUp course is aimed at individuals with a drafting background employed in engineering, and other related fields who wish to upgrade their skills in the area of Computer Aided Modeling (CAM). CAM training will utilize a recent version SketchUp in the Windows environment. The purpose of the class is to prepare students to use SketchUp to model and present architectural ideas in a timely manner, use V-Ray for SketchUp to create renderings with proper lighting and photo realism.

**ARCHT 633 0 units****SketchUp II****18 hours lecture, 36 hours laboratory**

Prerequisite: ARCHT 632.

Grading: non graded.

This intermediate SketchUp course is aimed at individuals with a drafting background employed in engineering, and other related fields who wish to upgrade their skills in the area of Computer Aided Modeling (CAM). CAM training will utilize a recent version of SketchUp in the Windows environment. The purpose of the class is to prepare students to use SketchUp to perform advanced modeling and learn to use SketchUp layouts to create presentations including the renders, floor plans, sections and elevations in an organized manner.

**ARCHT 634 0 units****AutoCAD Basics****18 hours lecture, 36 hours laboratory**

Grading: non graded.

This course is an architectural documentation class for Computer Aided Drafting (CAD). This introductory CAD training will utilize a recent version AutoCAD in the Windows environment. This course introduces CAD fundamentals: user interface, basic draw and edit commands, and other architectural industry standards.

**ARCHT 635 0 units****Rhino Basics****18 hours lecture, 36 hours laboratory**

Grading: non graded.

This entry-level Rhinoceros course is aimed at individuals with a drafting background employed in engineering, and other related fields who wish to upgrade their skills in the area of Computer Aided Modeling (CAM). CAM training will utilize a recent version Rhinoceros in the Windows environment. This course introduces Rhinoceros fundamentals: user interface, basic draw and edit commands, basic modeling commands, geometry development, geometry modification, and visualization strategies. Exercises cover drawings for industrial and architectural applications.

**ARCHT 637 0 units****Advanced AutoCAD****18 hours lecture, 36 hours laboratory**

Prerequisite: ARCHT 34 or ARCHT 634.

Grading: non graded.

This course introduces advanced techniques and teaches students to be proficient in the use of AutoCAD. Students learn how to recognize the best tool for the task, the best way to use that tool, and how to create new tools to accomplish tasks more efficiently. Students construct a variety of 2D and 3D drawings and 3D models and learn how to incorporate their models into a variety of printable layouts.

**ARCHT 640 0 units****REVIT I****54 hours lecture, 54 hours laboratory**

Grading: non graded.

This is a beginning class in a series of three, aimed at individuals with a drafting background employed in architecture, interior design and other related fields, who wish to upgrade their skills in the area of parametric Building Information Modeling, BIM. Students will be instructed in the essentials of REVIT Architecture or an equivalent BIM software. Instruction will emphasize the fundamentals of developing a BIM architectural modeling project and extracting formatted working drawings and a rendered presentation from the 3D model.

**ARCHT 641 0 units****REVIT II****54 hours lecture, 54 hours laboratory**

Prerequisite: ARCHT 230 or ARCHT 640.

Grading: non graded.

This is an intermediate class second in a series of three aimed at individuals with a drafting background employed in architecture, interior design, and other related fields who wish to upgrade their skills in the area of parametric Building Information Modeling, BIM. Students will be instructed in the essentials of REVIT Architecture or an equivalent BIM software. Instruction will emphasize collaboration tools, advanced design development tools, and advanced construction document tools through developing a high-rise commercial structure project.

**ARCHT 642 0 units****REVIT III****54 hours lecture, 54 hours laboratory**

Prerequisite: ARCHT 231 or ARCHT 641.

Grading: non graded.

This is an advanced class, the third in a series of three aimed at individuals with a drafting background employed in architecture, interior design, and other related fields who wish to upgrade their skills in the area of parametric Building Information Modeling, BIM. Students will be instructed in the essentials of REVIT Architecture or an equivalent BIM software. Instruction will enable students who have worked with BIM to expand their knowledge in the areas of Dynamo, a parametric plugin, virtual reality, and cross-platform integration.

**ARCHT 661 0 units****Fundamental Design Studio****54 hours lecture, 54 hours laboratory**

Recommended Preparation: ARCHT 35 or ARCHT 635.

Grading: non graded.

This course is an introductory architectural class utilizing a range of software to document design solutions both graphically and through model building techniques. The class prepares students for careers in the field of architecture and related fields such as interior and environmental design. Students apply elements of design and characteristics of style to create a small structure and develop a corresponding graphic presentation consisting of architectural drawings and precedent studies.

## Automotive Technology (AUTO)

**AUTO 600 0 units****Introduction to Automotive Technology****36 hours lecture, 54 hours laboratory**

Grading: non graded.

This course is an introductory course covering the principles of the operation of the modern automobile. This course will provide practical experience in maintenance and repair at the owner operator level. Consumer awareness is emphasized.

**AUTO 601 0 units****Automotive Lubrication Service****18 hours lecture, 18 hours laboratory**

Grading: non graded.

This course prepares students with skills needed for performing oil changes, lubrication, under hood services and vehicle inspections.

**AUTO 602 0 units****Automotive Tire Service****18 hours lecture, 18 hours laboratory**

Grading: non graded.

This course prepares students with skills needed for doing tires rotation, repair, replacement, balancing and vehicle inspections.

**AUTO 603 0 units****Automotive Brake Inspection****18 hours lecture, 18 hours laboratory**

Grading: non graded.

This course prepares students with the skills needed to do basic Service Brake Inspection, brake pads replacement, and vehicle inspection.

**AUTO 651 0 units****Diesel Generator Engine Fundamentals****36 hours lecture, 54 hours laboratory**

Recommended Preparation: AUTO 600.

Grading: non graded.

This course teaches students the fundamentals of diesel engine operation, service and repair of late model engines and related systems. It focuses on all makes and models of diesel generators engines with emphasis on using factory service manuals. It prepares students for entry level positions in the industry.

**AUTO 652 0 units****Diesel Engine Maint. & Troubleshooting****36 hours lecture, 54 hours laboratory**

Recommended Preparation: AUTO 600.

Grading: non graded.

This course teaches students the skills needed to diagnose, service and maintain late model portable and stationary generators. It focuses on all makes and models of diesel engines with emphasis on using factory service manuals. It prepares students for entry level positions in the industry.

## Biology (BIO)

**BIO 602 0 units****Introduction to Health Career Sciences****36 hours lecture**

Corequisite: READ 602.

Grading: non graded.

This course provides instruction of literacy and science skills in preparation for prerequisite courses such as Human Anatomy, Physiology, and Microbiology, and prepares students to have good work habits on the job.

## Business, Communications (BCOM)

**BCOM 615 0 units****Business Communications****54 hours lecture**

Grading: non graded.

This course covers the principles of collecting, organizing, analyzing, and presenting business information. Written and oral communication involving problem solving in business are emphasized.

**BCOM 621 0 units****Career Development for Tech Professions****54 hours lecture**

Grading: non graded.

This course is aimed at helping students gain the necessary vocational skills to secure suitable work opportunities for tech professionals. The training includes self-evaluation, research into tech occupations and firms, informational interviews, generating marketable job materials (such as resumes and cover letters), personal branding, and implementing follow-up actions.

**BCOM 622 0 units****The Job Search Process****18 hours lecture**

Grading: non graded.

This course is designed to provide Computer and Office Studies (COS)/ Business Communication (BCOM) students with insight regarding steps to begin planning for their future careers. Students will conduct self-assessments, create a career plan, and discover who they are as future employees.

**BCOM 623 0 units****Job Search Tools****18 hours lecture**

Grading: non graded.

The course will focus on creating, drafting, revising, and presenting workplace-related documents. Students will create a job portfolio related to business communications that includes a resume and cover letter.

**BCOM 624 0 units****The Interview Process****18 hours lecture**

Grading: non graded.

This course will focus on the development of business communication skills required in a job interview. Students will develop competency in the preparation for, participation in, and reflection on the job interview process.

**BCOM 625 0 units****Digital and Social Media****54 hours lecture**

Grading: non graded.

In this course, students will explore the design and impact of digital and social media technologies for both personal and professional application in a wide variety of organizational situations. Additionally, students will learn to understand digital and social media etiquette and ethics. Both the potential and the limitations of this technology will be explored and students will have access to hands-on experience with several forms of social media technology. Those who complete this course will be prepared to use digital and social media productively and will have a framework for understanding and evaluating new technology tools and platforms as they are developed.

**BCOM 660 0 units****Channels of Business Communication****18 hours lecture**

Grading: non graded.

This course provides instruction and practice in developing professional communication skills using modern technology.

**BCOM 662 0 units****Interpersonal Skills for the Workplace****18 hours lecture**

Grading: non graded.

This course examines the fundamentals of human relations in various corporate settings and provides essential skills in using these ideas to increase workplace success.

**BCOM 663 0 units****Customer Service****54 hours lecture**

Grading: non graded.

This course covers customer service including its importance to a successful business, customers' needs and wants, support, as well as interactions and relationships. Students learn to develop multitasking skills, reduce stress, and maintain a positive attitude. Students explore several aspects of conflict and learn important skills that can help manage conflicts effectively as a customer service employee.

**BCOM 664 0 units****Business Telecommuting Fundamentals****54 hours lecture**

Grading: non graded.

This course focuses on careers involving virtual work for office environments. The course prepares students for business office work requiring remote workers, remote administrative assistance, and global support in contemporary business environments. Participants will learn how to utilize digital resources in telecommuting work, implement cloud-based productivity tools, and assess a remote working environment that fosters productivity, concentration, and professionalism.

## Child Development-Early Childhood Education (CDECE)

**CDECE 634 0 units****Children's Literature****54 hours lecture**

Grading: non graded.

This course examines traditional and contemporary children's literature including poetry, fiction, non-fiction and folk literature from a variety of cultures. Criteria for literary and artistic evaluation as well as literary concepts such as theme and plot will be examined. Students will demonstrate presentation techniques and explore curriculum and community support for literature experiences with children.

**CDECE 654 0 units****Art and Creative Dev in Early Childhood****54 hours lecture**

Grading: non graded.

This course explores the principles and methods of providing creative expression and art experiences for young children, 3-5 years old.

**CDECE 657 0 units****Constructivist STEM Ed Early Childhood****54 hours lecture**

Grading: non graded.

This course explores the principles and methods of planning, implementing and evaluating science and math experience for young children 3-5 years old. Students will develop strategies to foster the child's natural curiosity about the environment and quantity through activities that encourage exploration, experimentation, problem solving and discovery through play.

**CDECE 658 0 units**  
**Language and Literacy in Early Childhood**  
**54 hours lecture**

Grading: non graded.

This course surveys the range of language and literacy theories, practices and activities that support young children's development.

## Child Development-Family Day Care (CDFDC)

**CDFDC 612A 0 units**  
**Family Child Care Management A**  
**54 hours lecture**

Grading: non graded.

This course assists persons planning to become or currently involved in the group care of children in the home. This course focuses on setting up a child-centered environment that meets licensing and accreditation standards.

**CDFDC 612B 0 units**  
**Family Child Care Management B**  
**54 hours lecture**

Grading: non graded.

This course assists persons planning to become or are currently involved in the group care of children in the home. This course focuses on the child guidance as well as the business aspects of family child care including working with parents, record keeping, and communication.

## Child Development-Learning Lab (CDLL)

**CDLL 603 0 units**  
**LBCC Child Development Centers Participation**  
**108 hours laboratory**

Grading: non graded.

This is a non-credit lab experience for students participating in LBCC Child Development Center Demonstration Lab Schools to apply Child Development concepts to guided observations. Particular components, such as the age level, activities, and length of observation will vary and are determined by instructor.

## Child Development-Parent Education (CDPE)

**CDPE 601A 0 units**  
**Intentional Parenting Practices**  
**54 hours lecture**

Grading: non graded.

This course supports individuals seeking to gain knowledge and skills in the area of parent education. In a supportive and stimulating educational environment, students will gain research-driven knowledge about effective communication, practices appropriate for different ages of children, foundational child development knowledge and general information about developing parenting programs.

**CDPE 601B 0 units**  
**Behavior as Communication in Parenting**  
**54 hours lecture**

Grading: non graded.

This course supports individuals who are seeking to gain knowledge and skills in the area of parent education. In a supportive and stimulating educational environment, students will explore positive parenting methods that will support the understanding of child behavior as communication through the lens of developmental norms. Strategies will include building foundational knowledge of typical/atypical behaviors, behavioral guidance strategies, emotional literacy and developing empathy for children.

## Computer & Office Studies, Application Software (COSA)

**COSA 601 0 units**  
**Computer Information Competency**  
**18 hours lecture, 18 hours laboratory**

Grading: non graded.

The course is designed for students to develop current computer information competency. It covers basic use of hardware, Internet knowledge and skills, word processing, spreadsheet, digital data presentations, and communications applications.

**COSA 602 0 units**  
**Critical Thinking Using Computers**  
**54 hours lecture**

Grading: non graded.

This course will explore the various ways computer technology can be used to enhance critical thinking and information literacy skills. The student will learn to utilize multiple software programs critically to gather, diagnose, synthesize, and present information. Students will develop a fundamental understanding of critical thinking skills such as deductive and inductive reasoning, scientific reasoning, argument analysis, and development in the context of computer technology.

**COSA 603 0 units**  
**Technology and Society**  
**54 hours lecture**

Grading: non graded.

This course critically examines the interrelationships among technology, the individual, and society. Students investigate the factors that influence the growth and development of technology and assess how individuals and society respond to the challenges and consequences of the technology revolution. Appropriate for both technical and non-technical majors, students explore principles, methodologies, and value systems from a technology perspective. Students will use case studies to illustrate how technology has affected specific industries.

**COSA 605 0 units**  
**Microsoft Windows Operating System**  
**54 hours lecture**

Grading: non graded.

Students will learn basic to advanced features and concepts of the Microsoft Windows operating system. Topics will include the use of Microsoft applications, Internet technologies, email, maintenance and security. Conceptual materials covered in this course will be balanced with hands-on experience.



**COSA 610 0 units****Microsoft Word, Introductory****18 hours lecture**

Grading: non graded.

This course provides hands-on instruction using basic features of Microsoft Word for the PC and its editing, formatting, and language tools to create, format, save, revise, and print various business and report documents.

**COSA 611 0 units****Microsoft Word, Intermediate****18 hours lecture**

Grading: non graded.

This course provides hands-on instruction using intermediate features of Microsoft Word for the PC and its editing, formatting, and language tools to create, format, save, revise, and print various business and report documents.

**COSA 612 0 units****Microsoft Word, Advanced****18 hours lecture**

Grading: non graded.

This course provides hands-on instruction using advanced features of Microsoft Word for the PC and its editing, formatting, and language tools to create, format, save, revise, and print various business and report documents.

**COSA 613 0 units****Microsoft Word for Windows****54 hours lecture**

Recommended Preparation: COSA 601.

Grading: non graded.

Materials Fee: \$10.

Word processing using Microsoft Word. Students will learn how to edit, format, design, and use layout and customization tools to create documents such as letters, flyers, newsletters, and publications.

Upon successful completion of this course, students will be provided with a voucher to take the Microsoft Office Specialist (MOS) industry certification exam.

**COSA 615 0 units****Microsoft Excel, Introductory****18 hours lecture**

Grading: non graded.

This course covers beginning spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables.

**COSA 616 0 units****Microsoft Excel, Intermediate****18 hours lecture**

Grading: non graded.

This course covers intermediate spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables.

**COSA 617 0 units****Microsoft Excel, Advanced****18 hours lecture**

Grading: non graded.

This course covers advanced spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables.

**COSA 618 0 units****Microsoft Excel for Windows****54 hours lecture**

Recommended Preparation: COSA 601.

Grading: non graded.

Materials Fee: \$10.

Students will learn spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables. Upon successful completion of this course, students will be provided with a voucher to take the Microsoft Office Specialist (MOS) industry certification exam.

**COSA 620 0 units****Microsoft PowerPoint, Introductory****18 hours lecture**

Grading: non graded.

This course covers basic presentation concepts using Microsoft PowerPoint including combining text and graphic images to develop computerized slide shows, charts, and printed materials for presentations.

**COSA 621 0 units****Microsoft PowerPoint, Intermediate****18 hours lecture**

Grading: non graded.

This course covers intermediate presentation concepts using Microsoft PowerPoint including combining text and graphic images to develop computerized slide shows, charts, and printed materials for presentations.

**COSA 622 0 units****Microsoft PowerPoint, Advanced****18 hours lecture**

Grading: non graded.

This course covers advanced presentation concepts using Microsoft PowerPoint including combining text and graphic images to develop computerized slide shows, charts, and printed materials for presentations.

**COSA 623 0 units****Microsoft PowerPoint for Windows****54 hours lecture**

Recommended Preparation: COSA 601.

Grading: non graded.

Materials Fee: \$10.

This class provides a thorough exploration of presentation graphics software. Skills are developed in planning, creating, formatting, enhancing, and delivering presentations. Through hands-on practice, students learn to combine text and graphic images, animation, sound, and other special effects to develop computerized slide shows. Upon successful completion of this course, students will receive a voucher to sit for the Microsoft Office Specialist (MOS) industry certification exam.

**COSA 624 0 units****Microsoft Access for Windows****54 hours lecture**

Recommended Preparation: COSA 601.

Grading: non graded.

Materials Fee: \$10.

Relational database concepts using Microsoft Access including design fundamentals, and the creation of tables, queries, forms, and reports are covered. Upon successful completion of this course, students will be provided with a voucher to take the Microsoft Office Specialist (MOS) industry certification exam.

**COSA 625 0 units****Microsoft Access, Introductory****18 hours lecture**

Grading: non graded.

This course covers basic database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.

**COSA 626 0 units****Microsoft Access, Intermediate****18 hours lecture**

Grading: non graded.

This course covers intermediate database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.

**COSA 627 0 units****Microsoft Access, Advanced****18 hours lecture**

Grading: non graded.

This course covers advanced database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.

**COSA 628 0 units****Microsoft Outlook, Introductory****18 hours lecture**

Grading: non graded.

This course provides instruction in desktop management using Microsoft Outlook. Topics include how to send and receive e-mail, use email special features, and create contacts.

**COSA 629 0 units****Microsoft Outlook, Intermediate****18 hours lecture**

Grading: non graded.

This course provides instruction in intermediate Outlook tasks. Students will learn how to plan and track tasks, schedule calendar items, and create rules to manage their Inbox.

**COSA 630 0 units****Microsoft Outlook, Advanced****18 hours lecture**

Grading: non graded.

This class provides instruction in advanced functions of Microsoft Outlook. Through hands-on practice, student learn to share and manage multiple calendars, import and export contacts, archive and adjust security options, and customize Outlook components.

**COSA 631 0 units****Microsoft Outlook for Windows****54 hours lecture**

Recommended Preparation: COSA 601.

Grading: non graded.

Materials Fee: \$10.

This course provides comprehensive instruction in desktop management software using Microsoft Outlook. Topics include how to compose, format, and send e-mail, manage contacts, plan and track tasks, schedule calendar items, and integrate Outlook with other applications. Upon successful completion of this course, students will be given a voucher to sit for the Microsoft Office Specialist (MOS) industry certification exam.

**COSA 632 0 units****Introduction to Computers****54 hours lecture**

Recommended Preparation: COSA 601.

Grading: non graded.

Materials Fee: \$10.

This course is a computer and information literacy course. This course will focus on: the relationship between technology, individuals, and society; the long-term physiological consequences of incorrect ergonomic design; and the use of critical thinking and logic to critically gather, diagnose, synthesize, and present information. Instruction also includes the use of computers, common software programs, peripherals, and social media. Students are instructed in the use of word processing, spreadsheet, presentation, and Internet applications. Upon successful completion of this course, students will be given a voucher to sit for the Internet and Computing Core (IC3) industry certification exam.

**COSA 635 0 units****Microsoft Office****54 hours lecture**

Recommended Preparation: COSA 601.

Grading: non graded.

This course studies the concepts and features of Microsoft Office software in today's business office with hands-on application projects. Topics covered include computer concepts, operating systems, file management browser fundamentals, MS Word, MS Excel, MS Access and MS PowerPoint.

**COSA 640 0 units****Introduction to Cryptocurrency****18 hours lecture**

Grading: non graded.

This course introduces the concepts and technologies behind cryptocurrency and blockchain. Topics include the basis of cryptocurrency, the relation to blockchain technology, the acquisition, management, and technology used in securing cryptocurrency in open and distributed financial systems. This course is for students who want to understand the role cryptocurrency plays in society.

**COSA 641 0 units****Cryptocurrency Financial Software****18 hours lecture**

Grading: non graded.

This course covers the software applications and platforms currently used in the field of Cryptocurrency. Topics will include the types of software commonly used to research, analyze, invest, and manage Cryptocurrency assets. This course is designed for anyone considering entering into Cryptocurrency financial services and investing.

**COSA 650 0 units****Intro to IT Concepts & Applications****72 hours lecture**

Recommended Preparation: COSA 601.

Grading: non graded.

This course is an introduction to information systems and the common use of office applications. Internet, Word processing, spreadsheets, databases, presentation software, and basic internet use will be covered. Spreadsheet use for business will be emphasized. Upon successful completion of this course, students will be given a voucher to sit for the Microsoft Office Specialist (MOS) industry certification exam. This course satisfies the technology portion of the Information Competency graduation requirement.

**COSA 651 0 units**  
**Data Analytics with Power BI**  
**54 hours lecture**

Grading: non graded.

This course is designed to provide a comprehensive understanding of Power BI, a powerful data visualization and business analytics tool developed by Microsoft. This course equips students with the skills to transform raw data into meaningful insights, create interactive visualizations, and effectively communicate findings to stakeholders. Through hands-on exercises, real-world examples, and engaging discussions, students will learn how to leverage Power BI's capabilities to make data-driven decisions and enhance overall business performance.

**COSA 652 0 units**  
**Data Analytics with Tableau**  
**54 hours lecture**

Grading: non graded.

This course provides a comprehensive understanding of Tableau, a leading data visualization tool. This course is suitable for beginners with little to no experience in data visualization or Tableau, as well as intermediate users looking to deepen their knowledge. Students will master the art of creating captivating visualizations, interactive dashboards, and informative reports, all while uncovering valuable insights from data.

**COSA 653 0 units**  
**Introduction to Google Analytics**  
**54 hours lecture**

Grading: non graded.

This course provides an introduction to the field of data analytics using Google Analytics as a primary tool for data collection and analysis. It covers fundamental concepts and techniques of data analytics, data visualization, and data-driven decision-making. Students will gain hands-on experience in data collection, data cleaning, data analysis, and data visualization using Google Analytics and other relevant tools. The course also explores real-world applications of data analytics in various fields.

## Computer & Office Studies, Keyboarding (COSK)

**COSK 600 0 units**  
**Keyboarding and Document Production**  
**54 hours lecture**

Grading: non graded.

Students in this course develop computer typing skills for business and personal use with an emphasis on proper technique, speed, and accuracy. Students create correspondence, business reports, academic reports, tables, resumes, and other employment documents.

**COSK 633 0 units**  
**Computer Keyboarding Skills**  
**18 hours lecture, 18 hours laboratory**

Grading: non graded.

This course is designed to develop touch control of the computer keyboard for personal use. Emphasis is placed on proper typing and inputting techniques and building basic speed and accuracy.

## Computer & Office Studies, Networking, & OS (COSN)

**COSN 605 0 units**  
**Computer Hardware Fundamentals**  
**72 hours lecture**

Recommended Preparation: COSA 650.

Grading: non graded.

This course provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for the CompTIA A+ certification exams.

**COSN 610 0 units**  
**Networking Fundamentals**  
**54 hours lecture**

Grading: non graded.

Materials Fee: \$10.

In this class, the student will learn to install, configure, upgrade and troubleshoot a computer network. There will be discussions regarding local area networks, wide area networks, wireless networks, communications protocols, network topologies, transmission media, security, and assessment of career opportunities in networking. This class maps to the CompTIA Network+ certification. In addition, upon successful completion of this course, students will be given a voucher to sit for the Microsoft Technology Associate (MTA) industry certification exam.

## Computer & Office Studies, Programming (COSP)

**COSP 631 0 units**  
**Intro to Data Analytics/Modeling**  
**18 hours lecture**

Grading: non graded.

Data analytics and visualization are expanding fields that offer tremendous opportunities for career growth. This course introduces topics by exploring the use of the latest analytic and modeling tools in order to derive meaningful information from data sets commonly used in social and business environments. Students will practice acquiring, organizing, and presenting data using current, industry-standard tools and formats.

## Computer & Office Studies, Security (COSS)

**COSS 680 0 units**  
**Cybersecurity Competition Fundamentals**  
**54 hours lecture**

Recommended Preparation: COSA 50.

Grading: non graded.

This course prepares students to mentor and participate in various cybersecurity competitions including but not limited to CyberPatriot. Topics include cybersecurity basics, operating system installation and hardening, Windows and Linux administration, and networking fundamentals.



## Construction Technology (CONST)

**CONST 600 0 units**

### Construction Apprenticeship Readiness

**108 hours lecture, 72 hours laboratory**

Grading: non graded.

This class prepares students to enter the Construction Trades in a variety of apprenticeship programs. Students who complete the Multi-Craft Core Curriculum (MC-3) earn the OSHA 10 certificate and also receive CPR and First Aid certification. The subjects covered include: physical agility, blueprint reading, industry awareness and opportunities in the crafts: introduction to the crafts and tools (hand and power); tool safety; and the heritage of the American worker.

**CONST 601 0 units**

### Introduction To Construction

**9 hours lecture, 9 hours laboratory**

Grading: non graded.

The introduction to construction will introduce students to the common construction tools, equipment, materials, safety, and practices in the construction industry. Lab will include hands-on projects to put these skills to use by building a small-scale project.

**CONST 602 0 units**

### Exploring Construction

**9 hours lecture, 9 hours laboratory**

Grading: non graded.

This course is an exploration of construction tools and crafts. This course will allow the student to explore the basic safety requirements and tool utilization in the industry.

**CONST 605 0 units**

### Forklift Fundamentals

**9 hours lecture, 9 hours laboratory**

Grading: non graded.

Forklift Safety and Operation training will provide basic safety and operation of the forklift including lifting principles, load rating, stability, and operation techniques. Students will be required to have a valid California Driver's license to participate and be certified.

**CONST 606 0 units**

### Workplace Competency Skills

**18 hours lecture**

Grading: non graded.

This competency-based course will provide students an awareness of the skills needed to be successful in the construction industry. Topics include effective workplace communication, problem and conflict resolution, thriving in a diverse workforce, and being an effective team player.

**CONST 615 0 units**

### Blueprint Reading for Construction Trade

**54 hours lecture**

Grading: non graded.

This course is designed to provide knowledge of blueprint reading as it relates to the construction and building industry. This course will cover the theory of orthographic projections, reading floor plans, section and elevation drawings, symbols and notations, scaling and dimensioning practices, reading blueprints for structural formation, electrical, mechanical, and plumbing drawings.

**CONST 616 0 units**

### Home Remodeling-Drywall

**9 hours lecture, 18 hours laboratory**

Grading: non graded.

Formerly CONST 615B. This course in home remodeling covers technical instruction and practical experience for installing and repairing drywall in commercial and residential locations. Topics of instruction include, safety, tools, taping, spackling, compound and hanging techniques for drywall. Students will also learn how to differentiate between LEED approved and non-approved materials.

**CONST 617 0 units**

### Home Remodeling-Tiling

**9 hours lecture, 18 hours laboratory**

Grading: non graded.

Formerly CONST 615A. This course in home remodeling covers technical instruction and practical experience for tiling, marble and granite installation. Topics of instruction include, safety, waterproofing, tiling floors, counter tops, and walls in ceramic, porcelain, marble, and granite and mortar floating. Practical instruction is given in a lab setting.

**CONST 618 0 units**

### Home Remodeling-Painting

**9 hours lecture, 18 hours laboratory**

Grading: non graded.

Formerly CONST 615C. This course in home remodeling covers basic painting techniques. Topics of instruction include, safety, job site and surface preparation (e.g. cleaning, caulking, sealing); Proper tools; spray-painting equipment; ladder and scaffolding safety; applications to enhance the job through stripping, sponging, and distressing.

**CONST 620 0 units**

### Plumbing Fundamentals

**36 hours lecture, 54 hours laboratory**

Recommended Preparation: CONST 615 – Blueprint Reading.

Grading: non graded.

This course will provide students with entry level instruction involving the theory and skills of residential plumbing systems. Knowledge of basic principles, functions, design, and the physical ability to install and test rough-in plumbing in a single-family dwelling.

**CONST 670 0 units**

### Cost Estimating

**54 hours lecture**

Recommended Preparation: CONST 615.

Grading: non graded.

This course is designed for those individuals needing to produce accurate project estimates; topics will include interpreting project information from a detailed blueprint and processing it into a final detailed estimate.

**CONST 675 0 units**

### Contracting Laws and Management

**54 hours lecture**

Grading: non graded.

This course is designed for those with construction experience who wish to become contractors. Topics of instruction include the following: home improvement certification, contractor license law, labor laws, payroll deductions planning, management principles, lien laws, and business organization.

## Counseling/Guidance (COUNS)

**COUNS 650 0 units**  
**Career Planning and College Success**  
**54 hours lecture**

Grading: non graded.

This course presents a reflective model of the career planning process that integrates theory and practice applicable in a variety of situations over an individual's life span. Applying psychological, sociological, and physiological concepts, students will explore, identify, and establish personal, career, and educational goals. Students will be empowered to take charge of their academic and career decisions through the integration of career development and educational planning process. Topics include: intensive career investigation; assessment of interests, personality, skills, values, and other personal qualities that coincide with educational planning and career identification; application of college readiness; decision-making; time management; goal setting; learning and life management strategies; application of career and lifespan development theory; and resume development, job search and other career building techniques.

## Design (DSGN)

**DSGN 601 0 units**  
**Photoshop for Designers**  
**18 hours lecture, 36 hours laboratory**

Grading: non graded.

In this course, students learn the basic use of Adobe Photoshop as a graphic design tool, focusing on the skills needed to create a quality portfolio to become a confident design professional.

**DSGN 602 0 units**  
**Illustrator for Designers**  
**18 hours lecture, 36 hours laboratory**

Grading: non graded.

In this course, students learn the basic use of Adobe Illustrator as a graphic design tool, focusing on the skills needed to create quality vector-based drawings necessary in the design profession.

**DSGN 603 0 units**  
**InDesign for Designers**  
**18 hours lecture, 36 hours laboratory**

Grading: non graded.

In this course, students learn the basic use of Adobe InDesign as a graphic design tool, focusing on the skills needed to create a quality portfolios and graphic books for the design profession.

**DSGN 660 0 units**  
**Solidworks 1**  
**18 hours lecture, 36 hours laboratory**

Grading: non graded.

This introductory course introduces students to the foundation of SolidWorks. After this course, students can successfully build and use Parts, Assemblies, and Drawing Layouts.

**DSGN 661 0 units**  
**Solidworks 2**  
**18 hours lecture, 36 hours laboratory**

Prerequisite: DSGN 60 or DSGN 660.

Grading: non graded.

This course will teach practical methods to design plastic and metal parts with moderate to complex shapes in Solidworks. Real-life industry examples will be used and discussed to demonstrate how to apply software commands.

## Educational Development (EDEV)

**EDEV 602 0 units**  
**Social Skills Development**  
**36 hours lecture**

Grading: non graded.

This course covers the essential social skills that students with intellectual, developmental and learning disabilities need to develop to achieve success in academic, professional and personal settings. Emphasis will be placed on the skills needed to promote appropriate social interactions, problem solving and communication.

**EDEV 603 0 units**  
**Receptive/Expressive Language Dev.**  
**36 hours lecture**

Grading: non graded.

This course covers receptive and expressive language skills needed for students with intellectual, developmental and learning disabilities to develop social competence. Through lecture, interactive role-play, and group assignments, students will learn the skills needed for self-advocacy, reading social cues, teamwork and will practice job interview skills.

**EDEV 604 0 units**  
**Adult Learning Assessment**  
**9 hours lecture**

Grading: non graded.

This course provides instruction on adult learning and learning strategies. It includes individual assessments to identify learning strengths and weaknesses for the purpose of identifying learning disabilities following the California Community College Learning Disability Eligibility model. It emphasizes the development of a plan for improved learning in all college courses.

**EDEV 610 0 units**  
**Transition to Higher Learning**  
**36 hours lecture**

Grading: non graded.

This course is designed to prepare students with intellectual, developmental, and learning disabilities for college life and expectations. The main content topics include: transitioning to college, program studies/opportunities, academic and administrative requirements, resources, laws pertaining to students with disabilities, DSPS program, and tools for success for students with disabilities.

**EDEV 611 0 units**  
**Communication and Self-Advocacy**  
**36 hours lecture**

Grading: non graded.

This course is designed to assist students with intellectual, developmental, and learning disabilities to develop effective communications skills needed for self-advocacy and decision-making. The main content topics include: disabilities, disability/disability limitations disclosure, appropriately requesting for reasonable accommodations, appropriate social etiquette, effective techniques for conflict resolution, and adaptive skills.

**EDEV 649A 0 units**  
**College Study Techniques**  
**18 hours lecture**

Grading: non graded.

This course assists students with the development of essential strategies for academic success. Course content will cover specific techniques such as effective time management plan, note taking skills, textbook reading and test taking skills. Students will identify their own learning styles and important factors needed for college success through self-assessment and interpretation.

## Education (EDUC)

**EDUC 650 0 units**  
**Teacher Preparation Orientation**  
**9 hours lecture**

Grading: non graded.

This course serves as a Teacher Preparation Program orientation and preparation for the Tomorrow's Teachers Teacher Preparation Program. Students who enroll in education fieldwork courses must complete this class. Topics covered will include teaching career pathways, professional educator standards, ethics and professionalism in classroom and school site visits, and skills preparation in implementation of school site visit protocols as well preparation for program clearances.

## Electricity (ELECT)

**ELECT 600 0 units**  
**Electrical Program & Safety Preparation**  
**9 hours lecture**

Grading: non graded.

This is a preparation and orientation course for the Electrical Technology Program. Students planning on enrolling in either the ELECT or CISCO series of classes must complete this class. Topics covered will include curriculum guide navigation, electrician trainee status, program completion certificates, program math requirements and substitutions, Associate Degree requirements, student safety and personal protective equipment, expectations of students in the program and examples of expected work product.

**ELECT 601 0 units**  
**Computer Applications for Tech Reports**  
**18 hours lecture, 36 hours laboratory**

Corequisite: ELECT 600.

Grading: non graded.

The course will consist of an introduction to the various software programs used in the electrical technology program. Students will develop all the components of a complete engineering technical report. The course will utilize computer applications to research and complete technical reports and documentation. Included are Computer Aided Design Software, Word, Excel, Visio, Constructor, and web-based communication and information research.

**ELECT 602 0 units**  
**Electrical Mathematics**  
**54 hours lecture**

Corequisite: ELECT 600.

Grading: non graded.

This course is designed for students enrolled in the Electrical Technology Program or Industry professionals coming back to complete continuing education units. This course covers the learning and application of mathematics and pre-algebra needed in the electrical industry. Faculty will utilize guided learning activities to help students to take meaningful measurements and apply mathematics and electrical formulas to solve problems. Students will learn how to apply topics such as arithmetic, fractions, decimals, percentages, graphing, measurement, and pre-algebra to better understand how to solve electrical formulas.

**ELECT 619B 0 units**  
**FCC Amateur Radio Technician Lic. Prep.**  
**36 hours lecture**

Recommended Preparation: ELECT 630A.

Grading: non graded.

This course prepares students to take the FCC Technician License exam for Amateur Radio Operators. Students will learn all the elements contained in the licensing exam as well as participate in example exams. This class will cover the latest test banks as directed by the FCC. Students will learn through lecture topics, computer aided material and hands-on examples.

**ELECT 620A 0 units**  
**Electric Cable Termination IPC-620C**  
**18 hours lecture, 54 hours laboratory**

Grading: non graded.

This course is the first of two courses where students learn proper cable termination methods and practices while working under the industry standard IPC/WHMA-A-620. The IPC/WHMA-A-620 standard provides the electronics industry with the most current criteria for the performance and acceptance of cable and wire harness assemblies. Students are prepared for entry level jobs in the aerospace and industrial harness and wiring industries.

**ELECT 620B 0 units**  
**Electric Cable Inspection IPC-620C**  
**18 hours lecture, 18 hours laboratory**

Grading: non graded.

This course is the second of two courses where students learn cable harness and wire inspection methods per IPC/WHMA-A-620. Students will use their cable assemblies from ELECT 620A and are taught proper cable inspection methods and practices. The IPC/WHMA-A-620 provides the electronics industry with the most current criteria for the performance and acceptance of cable and wire harness assemblies. Students are prepared for entry level jobs in the aerospace and industrial harness and wiring industries.

**ELECT 630A 0 units**  
**Intro to Electronics**  
**9 hours lecture, 18 hours laboratory**

Grading: non graded.

This course provides hands-on experience covering basic electronics and electronic assembly. Electronic components are covered as well as soldering techniques and kit assembly. Students are introduced to schematic reading, basic circuit analysis as well. This class provides a pathway to additional classwork in electronics, RF communication and robotics.

**ELECT 630B 0 units**  
**Introductory Robotics Camp****9 hours lecture, 18 hours laboratory**

Recommended Preparation: ELECT 630A.

Grading: non graded.

This course provides hands-on experience that will introduce students to the fundamentals of Industrial Robotics as well as Underwater Robotics. This is a hands-on class and students will learn how to program Omron Industrial Robots and how to pilot underwater robots.

**ELECT 632A 0 units**  
**Electrical Power Generation****18 hours lecture, 54 hours laboratory**

Recommended Preparation: ELECT 602.

Grading: non graded.

This course provides hands-on experience covering the connection and operation of a power generation system, including electrical connections, control systems and documentation. This covers the electrical half of a diesel or CNG electric power generation system.

**ELECT 632B 0 units**  
**Power Generation Troubleshooting****18 hours lecture, 54 hours laboratory**

Recommended Preparation: ELECT 632A.

Grading: non graded.

This course provides hands-on experience troubleshooting motor generator based power generator systems covering possible faults and operational problems and proper methods of troubleshooting and repair. Test procedures, service schedules and general maintenance are covered.

## English (ENGL)

**ENGL 600 0 units**  
**Great Works of Literature****54 hours lecture**

Grading: non graded.

This course is an introduction to literature with an emphasis on both the reading of major works of literature and on training in written expression especially for the older adult population.

**ENGL 627 0 units**  
**Writing for Publication or Pleasure****54 hours lecture**

Grading: non graded.

This course gives especially older adult students experience with the creative and critical processes in creative writing.

**ENGL 696 0 units**  
**Reading and Composition Skills Support****36 hours lecture**

Corequisite: ENGL 1.

Grading: non graded.

This course offers concurrent instructional support for ENGL 1 students whose assessment indicates they need additional practice in critical reading, writing, thinking, and success strategies. The course provides scaffolded (collaborative and individualized) activities and one-on-one feedback from a writing instructor to supplement the skills necessary to complete ENGL 1 concurrently during a single semester.

## English as a Second Language (ESL)

**ESL 602A 0 units**  
**Reading Skills for ESL Students 1****27 hours lecture**

Grading: non graded.

This first course in a series of six reading skills courses is designed to teach ESL students how to read, comprehend what they read, and build vocabulary. ESL 602A teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students learn the rules for morphology, spelling and reading to assist them in vocabulary building, pronunciation and comprehension. Course content coincides with ESL 800.

**ESL 602B 0 units**  
**Reading Skills for ESL Students 2****27 hours lecture**

Recommended Preparation: ESL 602A.

Grading: non graded.

This second course in a series of six reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. ESL 602B teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 602A and in addition learn to analyze a passage for specific content and define words in context. Course content coincides with ESL 801.

**ESL 602C 0 units**  
**Reading Skills for ESL Students 3****27 hours lecture**

Recommended Preparation: ESL 602B.

Grading: non graded.

This third course in a series of six reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. ESL 602C teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 602B and in addition learn to analyze a passage for specific content and define words in context. Course content coincides with ESL 802.

**ESL 602D 0 units**  
**Reading Skills for ESL Students 4****27 hours lecture**

Recommended Preparation: ESL 602C.

Grading: non graded.

This fourth course in a series of six reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. ESL 602D teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 602C and in addition learn to make inferences and support opinions about reading selections. Course content coincides with ESL 803.

**ESL 602E 0 units****Reading Skills for ESL Students 5****27 hours lecture**

Recommended Preparation: ESL 602D.

Grading: non graded.

This fifth course in a series of six reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. ESL 602E teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 602D and in addition learn to compare characters in readings and differentiate word meaning by context. Course content coincides with ESL 804.

**ESL 602F 0 units****Reading Skills for ESL Students 6****27 hours lecture**

Recommended Preparation: ESL 602E.

Grading: non graded.

This sixth course in a series of six reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. ESL 602F teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 602E and in addition learn to identify central conflicts of stories and make inferences based on facts and details. Course content coincides with ESL 805.

**ESL 610A 0 units****Fundamentals of English Grammar 1****54 hours lecture**

Recommended Preparation: ESL 645.

Grading: non graded.

This course is designed to support ESL students in the intermediate academic reading and/or writing classes. It is the first of a two-course sequence designed to introduce grammatical terminology and guide intermediate ESL students to mastery of the seven major parts of speech. ESL 610A emphasizes the use of verb tenses and agreement between subject and verb, article and noun, as well as verb and adverb. It emphasizes the correct construction of phrases, including noun, verb, and prepositional phrases, and simple sentences.

**ESL 610B 0 units****Fundamentals of English Grammar 2****54 hours lecture**

Recommended Preparation: ESL 610A.

Grading: non graded.

This course is designed for advanced ESL students in the advanced academic reading and/or writing classes. It is the second of a two-course sequence designed for advanced ESL students. It enables students to master correct English word order at the phrase, simple sentence, compound sentence and complex sentence level. Students continue to master the usage and word order of the seven major parts of speech, the relationship between phrases and clauses, and the relationship between independent and dependent clauses, focusing on adverbial phrases, noun clauses, adjective clauses, and adverbial/subordinate clauses.

**ESL 612 0 units****Reading for Information and Pleasure****27 hours lecture**

Recommended Preparation: ESL 645 or 845.

Grading: non graded.

This course is designed to improve students' ability to extract essential information from academic passages of a variety of written English material while building vocabulary, improving dictionary skills, and developing comprehension and critical reading skills.

**ESL 613 0 units****Conversation****27 hours lecture**

Recommended Preparation: ESL 645 or 845.

Grading: non graded.

This course develops conversational competence and confidence in whole-class, small-group, and partner interactions. Emphasis is on the comprehension and evaluation of oral communications as students practice expressing opinions, feelings, ideas, and abstract concepts.

**ESL 614 0 units****Composition for ESL Students****27 hours lecture**

Recommended Preparation: ESL 645 or 845.

Grading: non graded.

This course (Composition) offers intermediate level ESL students systematic instruction and practice in the construction of short connected series of sentences which state an opinion, describe a process, give information or instructions, or report an experience. This course provides instruction and practice in organizing ideas and in identifying and writing topic and support sentences

**ESL 615 0 units****Accent Reduction****108 hours lecture**

Recommended Preparation: ESL 645 or 845.

Grading: non graded.

This intensive semester-long pronunciation course for intermediate to advanced non-native speakers focuses on the mastery of the English vowel/consonant sound system, stress patterns, melody, rhythm, and intonation of intelligible speech. Extended contextual practice enables students to modify nonstandard pronunciation patterns and achieve improved oral communication.

**ESL 618 0 units****Vocabulary Development****54 hours lecture**

Recommended Preparation: ESL 645 or ESL 845.

Grading: non graded.

In this course, nonnative students prepare for academic success in institutions of higher learning by studying the general academic vocabulary encountered across college disciplines. Instruction focuses on incorporating vocabulary mastery strategies that stimulate students to become active lifelong learners of the North American English lexicon.

**ESL 628 0 units****Literacy for English Language Learners 1****27 hours lecture**

Grading: non graded.

The first course in a two-course sequence to develop literacy skills of English language learners.



**ESL 629 0 units****Literacy for English Language Learners 2****27 hours lecture**

Recommended Preparation: Placement into this class is via ESL department assessment.

Grading: non graded.

The second course in a two-course sequence to develop literacy skills of English language learners.

**ESL 630 0 units****Reading for Citizenship 1****54 hours lecture**

Recommended Preparation: Placement is determined via assessment by ESL department faculty.

Grading: non graded.

The first course in a two-course sequence for beginning level English language learners. Students will develop the language competency through content-based instruction in order to take the U.S. citizenship examination.

**ESL 631 0 units****Reading for Citizenship 2****54 hours lecture**

Recommended Preparation: Placement is determined via assessment by ESL department faculty.

Grading: non graded.

The second course in a two-course sequence for beginning level English language learners. Students will develop the language competency through content-based instruction in order to take the U.S. citizenship examination.

**ESL 632AX 0 units****Reading for Citizenship AX****72 hours lecture**

Recommended Preparation: Placement is determined via assessment by ESL department faculty.

Grading: non graded.

A compressed reading for citizenship course for high-beginner English language learners. Students will develop language competency through content-based instruction in order to prepare for the U.S. citizenship examination.

**ESL 640 0 units****English for Everyday 0****108 hours lecture**

Grading: non graded.

This course is the first of a six-course series in the basics of English structure designed to bring students up to basic college level in the language and prepare them for success in academic and vocational programs offered by the college. Emphasis is on the mastery of productive grammatical features and on comprehension of spoken and written standard North American English.

**ESL 641 0 units****English for Everyday 1****108 hours lecture**

Prerequisite: ESL 640 or ESL 840 or qualification through the LBCC assessment process for ESL.

Grading: non graded.

This course is the second of a six-course series in the basics of English structure designed to bring students up to basic college level in the language and prepare them for success in academic and vocational programs offered by the college. Emphasis is on the mastery of productive grammatical features and on comprehension of spoken and written standard North American English.

**ESL 642 0 units****English for Everyday 2****108 hours lecture**

Prerequisite: ESL 6461 or ESL 841 or qualification through the LBCC assessment process for ESL.

Grading: non graded.

This course is the third in a six-course series in the basics of English structure designed to bring students up to basic college level in the language and prepare them for success in academic and vocational programs offered by the college. Emphasis is on the mastery of productive grammatical features and on comprehension of spoken and written Standard North American English for natives.

**ESL 643 0 units****English for Everyday 3****108 hours lecture**

Prerequisite: ESL 642 or ESL 842 or qualification through the LBCC assessment process for ESL.

Grading: non graded.

This course is the fourth of a six-course series in the basics of English structure designed to bring students up to basic college level in the language and prepare them for success in academic and vocational programs offered by the college. Emphasis is on the mastery of productive grammatical features and on comprehension of spoken and written standard North American English.

**ESL 644 0 units****English for Everyday 4****108 hours lecture**

Prerequisite: ESL 643 or ESL 843 or qualification through the LBCC assessment process for ESL.

Grading: non graded.

This course is the fifth of a six-course series in the basics of English structure designed to bring students up to basic college level in the language and prepare them for success in academic and vocational programs offered by the college. Emphasis is on the mastery of productive grammatical features and on comprehension of spoken and written standard North American English.

**ESL 645 0 units****English for Everyday 5****108 hours lecture**

Prerequisite: ESL 644 or ESL 844 or qualification through the LBCC assessment process for ESL.

Grading: non graded.

This course is the sixth of a six-course series in the basics of English structure designed to bring students up to basic college level in the language and prepare them for success in academic and vocational programs offered by the college. Emphasis is on the mastery of productive grammatical features and on comprehension of spoken and written standard North American English.

**ESL 664 0 units****Integrated College Language Skills 1****90 hours lecture**

Recommended Preparation: ESL 645 or ESL 845 or placement through the college placement process.

Grading: non graded.

This course is the first of three integrated skills ESL courses in an intensive study of reading and writing English with listening and speaking, focused on the academic language skills needed for success in the transfer-level courses ESL1S or English 1. Skills taught include intensive review verb tenses, parts of speech, parts of sentences, and multi-clause sentences. Also covered are essential reading concepts, focusing on reading comprehension strategies, vocabulary enrichment, and interpretation of extra-textual information, exposure to longer text selections provides opportunities for applying academic reading skills.

This course also provides instruction in the strategies necessary for academic college reading and listening with an emphasis on notetaking, the application of comprehension, vocabulary and critical reading and listening skills in academic and literary texts.

**ESL 665 0 units****Integrated College Language Skills 2****90 hours lecture**

Recommended Preparation: ESL 146 or ESL 147 or ESL 864 or ESL 664 or placement through the college placement process.

Grading: non graded.

This course is the second of three integrated skills ESL courses in an intensive study of reading and writing English with listening and speaking, focused on the academic language skills needed for success in the transfer-level courses ESL1S or English 1. Skills taught include intensive summarizing of articles and writing of conceptual paragraphs that incorporate the elements of cohesion, unity, and support to prepare students for college level writing. Rhetorical modes covered include narration, description, explanation, and persuasion. Also covered are essential reading concepts, focusing on reading comprehension strategies, vocabulary enrichment, and interpretation of extra-textual information. Exposure to longer text selections provides opportunities for applying academic reading skills. This course also provides instruction in the strategies necessary for academic college reading and listening with an emphasis on notetaking, the application of comprehension, vocabulary and critical reading and listening skills in academic and literary texts.

**ESL 666 0 units****Integrated College Language Skills 3****90 hours lecture**

Recommended Preparation: ESL 54X or ESL 56X or ESL 865 or ESL 665 or placement through the college placement process.

Grading: non graded.

This course is the third and final integrated ESL skills courses in an intensive study of reading and writing English with listening and speaking, focused on the academic language skills needed for success in the transfer-level courses ESL1S or English 1. Skills taught include expository writing and speaking, focusing on a range of rhetorical patterns, summarizing, and an introduction to argumentative essay writing, and research and documentation of sources. This course also provides instruction in the strategies necessary for academic college reading and listening with an emphasis on notetaking, the application of comprehension, vocabulary and critical reading and listening skills in academic and literary texts.

**ESL 670 0 units****Listen/Speak for Work for ESL Level 1****90 hours lecture**

Prerequisite: ESL 844 or ESL 644.

Recommended Preparation: Students are strongly advised to enroll in ESL 670 and ESL 671 in the same semester.

Grading: non graded.

The first course in a three-course sequence in listening and speaking skills for the workplace for ESL. Cultural, sociolinguistic and nonverbal communication strategies and norms for a U.S. workplace setting are identified, analyzed and practiced.

**ESL 671 0 units****Read/Write for Work for ESL Level 1****90 hours lecture**

Prerequisite: ESL 844 or ESL 644.

Recommended Preparation: Students are strongly advised to enroll in ESL 670 and ESL 671 in the same semester.

Grading: non graded.

Formerly ESL 671X. The first course in a three-course sequence of reading and writing skills for the workplace for ESL. Sociolinguistic and organizational norms for writing in a U.S. workplace setting are identified, analyzed and practiced.

**ESL 672 0 units****Listen/Speak for Work for ESL Level 2****90 hours lecture**

Prerequisite: ESL 670 or ESL 270.

Recommended Preparation: Students are strongly advised to enroll in ESL 672 and ESL 673 in the same semester.

Grading: non graded.

The second course in a three-course sequence in listening and speaking skills for the workplace for ESL. Cultural, sociolinguistic and nonverbal communication strategies and norms for a U.S. workplace setting are identified, analyzed and practiced.

**ESL 673 0 units****Read/Write for Work for ESL Level 2****90 hours lecture**

Prerequisite: ESL 671 or ESL 271.

Recommended Preparation: Students are strongly advised to enroll in ESL 672 and ESL 673 in the same semester.

Grading: non graded.

Formerly ESL 673X. The second course in a three-course sequence of reading and writing skills for the workplace for ESL. Sociolinguistic and organizational norms for writing in a U.S. workplace setting are identified, analyzed and practiced.

**ESL 674 0 units****Listen/Speak for Work for ESL Level 3****90 hours lecture**

Prerequisite: ESL 672 or ESL 272.

Recommended Preparation: Students are strongly advised to enroll in ESL 674 and ESL 675 in the same semester.

Grading: non graded.

The third course in a three-course sequence in listening and speaking skills for the workplace for ESL. Cultural, sociolinguistic and nonverbal communication strategies and norms for a U.S. workplace setting are identified, analyzed and practiced.

**ESL 675 0 units****Read/Write for Work for ESL Level 3****90 hours lecture**

Prerequisite: ESL 673 or ESL 273.

Recommended Preparation: Students are strongly advised to enroll in ESL 674 and ESL 675 in the same semester.

Grading: non graded.

Formerly ESL 675X. The third course in a three-course sequence of reading and writing skills for the workplace for ESL. Sociolinguistic and organizational norms for writing in a U.S. workplace setting are identified, analyzed and practiced.

## English as a Second Language, Learning Center (ESLLC)

**ESLLC 699 0 units****Basic Skills for ESL Students****54 hours laboratory**

Grading: non graded.

This course provides individualized programmed instruction for non-native speakers of English who are enrolled in courses and need to improve their mastery of English as a Second Language or who are enrolled in ESL courses but need additional assistance in building or improving literary or communicative skills.

## Fashion (FASH)

**FASH 613 0 units****Textile Surface Design****9 hours lecture, 27 hours laboratory**

Grading: non graded.

Formerly FD 613. This course focuses on specialty hand techniques of surface design on textiles. Students will gain experience in creating designs using industry standard techniques such as block printing, beading, embroidery, and tie dye.

**FASH 624 0 units****Fundamentals of Apparel Construction****36 hours lecture, 54 hours laboratory**

Grading: non graded.

Formerly FD 624. This course covers the construction of simple garments using industry methods of clothing construction techniques. Principles and methods related to constructing both woven and knit fabrics will be covered.

**FASH 625 0 units****Intermediate Apparel Construction****36 hours lecture, 54 hours laboratory**

Recommended Preparation: FASH 624.

Grading: non graded.

Formerly FD 625. An intermediate level clothing construction class using the latest industry methods and focusing on woven fabrics. Typical projects include a shirt or blouse, fitted slacks with a waistband and a fully lined dress with princess seaming.

**FASH 626 0 units****Advanced Sewing and Tailoring Techniques****18 hours lecture, 54 hours laboratory**

Recommended Preparation: FASH 625.

Grading: non graded.

Formerly FD 626. This course uses advanced construction techniques and traditional tailoring steps for jacket construction. The course will also cover working with slippery, difficult fabrics and complex patterns.

**FASH 627 0 units****Production Sewing****18 hours lecture, 36 hours laboratory**

Prerequisite: FASH 24 or FASH 624.

Grading: non graded.

Formerly FD 627. This course focuses on the principles and methods of stitching and garment construction on power industrial machines as applied to factory production methods of the garment manufacturing industry.

**FASH 630 0 units****Fashion Design Laboratory****27 hours laboratory**

Grading: non graded.

Formerly FD 630. This course provides the student enrolled in a Fashion Design course an opportunity for additional hours working in the Fashion Design Lab and additional instruction from a lab aide, instructor or student tutor. Lab time is assigned on a space available basis.

**FASH 658 0 units****Swimwear****9 hours lecture, 27 hours laboratory**

Prerequisite: FASH 24 or FASH 624.

Grading: non graded.

Formerly FD 658. This course instructs the student in the design, sewing, and fitting of swimwear. Special emphasis is placed on patterns, stretch fabrics, bra construction and fitting issues. It is recommended that students sew at an intermediate sewing level to be successful in this course.

## Food Technology (FT)

**FT 651 0 units****Cake Decorating Techniques****18 hours lecture, 36 hours laboratory**

Grading: non graded.

This course covers cake decorating techniques, recipes, tools and skill development. A variety of icings, designs, and shaping techniques will be covered.

**FT 652 0 units****Cake Decorating for Special Occasions****18 hours lecture, 36 hours laboratory**

Grading: non graded.

This course covers cake decorating techniques for special occasions. Included will be creating cakes with special effects, candy molds, novelties, international styles, delivery, set up techniques and business practices.

## Foundation Skills Development (FS)

**FS 600 0 units**

**Foundational Skills Language Arts**

**18 hours lecture**

Recommended Preparation: Intermediate Reading Level in English.

Grading: non graded.

This course is part of a non-credit program designed to improve the foundational skills required for college and career readiness. Students will participate in a self-paced, flexible, open-entry/exit course that provides structured and supportive modularized instruction based off the student's academic and career goals. This course emphasizes the development of reading, writing, and college and career preparation skills for students who: (1) are enrolled, or plan to enroll, in credit courses and need to improve their foundational skills, (2) are returning and/or adult students wishing to prepare for academic success, (3) are preparing to take exams or certifications for academic, employment, or special vocational programs, or (4) wish to improve their mastery of English as a Second Language. This course is part of a sequence of courses leading to a Certificate of Competency in Foundational Skills.

**FS 605 0 units**

**Foundational Skills Math**

**18 hours lecture**

Recommended Preparation: Intermediate Reading Level in English.

Grading: non graded.

This course is part of a non-credit program designed to improve the foundational skills required for college and career readiness. Students will participate in a self-paced, flexible, open-entry/exit course that provides structured and supportive modularized instruction based off the student's academic and career goals. This course emphasizes the development of math and college and career preparation skills for students who: (1) are enrolled, or plan to enroll, in credit courses and need to improve their foundational skills, (2) are returning and/or adult students wishing to prepare for academic success, or (3) are preparing to take exams or certifications for academic, employment, or special vocational programs. This course is part of a sequence of courses leading to a Certificate of Competency in Foundational Skills.

## GED/HiSET Preparation (GED/HSET)

**GED/HSET 600 0 units**

**GED/HiSET Preparation: Language Arts**

**18 hours lecture**

Grading: non graded.

Formerly GED 600. This course prepares students to take the GED/HiSET language arts tests. Reading for meaning, identifying and creating arguments and grammar and language to pass the GED/HiSET language arts tests are covered via group and individualized instruction.

**GED/HSET 605 0 units**

**GED/HiSET Preparation: Social Studies**

**18 hours lecture**

Grading: non graded.

Formerly GED 605. This course prepares students to take the GED/HiSET social studies test. Reading for meaning in social studies, analyzing historical events and arguments in social studies, and using numbers and graphs in social studies to pass the GED/HiSET social studies test are covered via group and individualized instruction.

**GED/HSET 610 0 units**

**GED/HiSET Preparation: Mathematics**

**18 hours lecture**

Grading: non graded.

Formerly GED 610. This course prepares students to take the GED/HiSET mathematics test. Math, geometry, basic algebra and graphs and functions to pass the GED mathematics test are covered via individualized instruction.

**GED/HSET 615 0 units**

**GED/HiSET Preparation: Science**

**18 hours lecture**

Grading: non graded.

Formerly GED 615. This course prepares students to take the GED/HiSET science test. Designing and interpreting science experiments, using numbers and graphics in science and reading for meaning in science to pass the GED/HiSET science test are covered via individualized instruction.

**GED/HSET 620 0 units**

**GED/HiSET Prep - Spanish: Language Arts**

**18 hours lecture**

Grading: non graded.

Formerly GED 620. This course prepares students to take the Spanish GED/HiSET language arts tests. Reading for meaning, identifying and creating arguments and grammar and language to pass the Spanish GED/HiSET language arts tests are covered via group and individualized instruction in a low-stress environment. Prepara al estudiante para tomar los exámenes de artes del lenguaje español para GED/HiSET. La lectura de significado, la identificación y la creación de argumentos y gramática y lenguaje para aprobar los exámenes de artes del lenguaje español se cubren mediante instrucción grupal e individualizada en un ambiente de menos estrés.

**GED/HSET 625 0 units**

**GED/HiSET Prep - Spanish: Social Studies**

**18 hours lecture**

Grading: non graded.

Formerly GED 625. This course prepares students to take the Spanish language GED/HiSET social studies test. Reading for meaning in social studies, analyzing historical events and arguments in social studies, and using numbers and graphs in social studies to pass the GED/HiSET social studies test are covered via group and individualized instruction in a low-stress environment. Prepara al estudiante para tomar el examen de estudios sociales GED/HiSET en español. Leer en busca del significado de en Estudios Sociales, analizar eventos y argumentos históricos en Estudios Sociales, y usar números y gráficas en Estudios Sociales para aprobar el examen de estudios sociales de GED/HiSET se cubren a través de instrucción grupal e individualizada en un ambiente de menos estrés.

**GED/HSET 630 0 units**

**GED/HiSET Prep - Spanish: Mathematics**

**18 hours lecture**

Grading: non graded.

Formerly GED 630. This course prepares students to take the Spanish GED/HiSET mathematics test. Math, geometry, basic algebra and graphs and functions to pass the Spanish GED/HiSET mathematics test are covered via individualized instruction in a low-stress environment. Prepara al estudiante para tomar el examen de matemáticas GED/HiSET en español. Matemáticas, geometría, álgebra básica y gráficas y funciones para aprobar el examen de matemáticas GED/HiSET se cubren a través de instrucción individualizada en un ambiente de menos estrés.

**GED/HSET 635 0 units**  
**GED/HiSET Prep - Spanish: Science**  
**18 hours lecture**

Grading: non graded.

Formerly GED 635. This course prepares students to take the GED/HiSET science test. Designing and interpreting science experiments, using numbers and graphics in science and reading for meaning in science to pass the GED/HiSET science test are covered via individualized instruction in a low-stress environment. Prepara al estudiante para tomar el examen de ciencias GED/HiSET. El diseño e interpretación de experimentos científicos, el uso de números y gráficos en ciencias y la lectura del significado en ciencias para aprobar el examen de ciencias GED/HiSET están cubiertos a través de la instrucción individualizada en un ambiente de menos estrés.

## Kinesiology, Physical Fitness (KINPF)

**KINPF 681 0 units**  
**Exercise for Fitness and Wellness**  
**9 hours lecture, 27 hours laboratory**

Grading: non graded.

This course is a physical fitness course that is designed for cardiorespiratory, strength and flexibility exercises within a prescribed fitness program. Students will learn concepts of fitness and wellness, workout design, and exercise techniques.

## Learning and Academic Resources (LEARN)

**LEARN 610 0 units**  
**Basic Study Skills Laboratory**  
**54 hours laboratory**

Grading: non graded.

This is a non-credit course in basic learning and success skills. This course covers a variety of fundamental learning, college success, and study skills. The content will be presented through a selection of instructional options.

**LEARN 650 0 units**  
**Supervised Tutoring**  
**18 hours laboratory**

Corequisite: Concurrent enrollment in an LBCC course.

Grading: non graded.

This course is designed to provide students with individual and small-group tutoring in specific subject areas to improve academic performance. Tutoring appointments will be scheduled, per the guidelines established by the specific location at which tutoring is offered, on a recurring, as-needed, and/or drop-in basis.

## Library (LIB)

**LIB 600 0 units**  
**Foundations of Library Services**  
**54 hours lecture**

Grading: non graded.

This course is designed to help students become familiar with the mission and roles of libraries. It surveys the roles of library staff and the responsibilities of Access Services, Collection Services, Information Services, and Technical Services. Additional topics include ethics, values, and issues faced by library support staff in libraries.

**LIB 601 0 units**  
**Introduction to Information**  
**36 hours lecture**

Grading: non graded.

This course will assist students in accessing and evaluating information. Topics include the landscape of credible information, bias in media, fake news, deep fakes, and the roles libraries play in providing access to credible information.

**LIB 602 0 units**  
**Introduction to Academic Research**  
**54 hours lecture**

Grading: non graded.

This course helps students prepare for, and complete, college-level research assignments by offering overviews of scholarly authority and research strategies, including how to find books, ebooks, and peer-reviewed articles.

**LIB 610 0 units**  
**Introduction to Access Services**  
**54 hours lecture**

Recommended Preparation: LIB 200 or LIB 600.

Grading: non graded.

This course is designed to teach students the valuable skills necessary to become qualified technicians. This course focuses on the major functions of library public and access services and topics will include: circulation management, collection maintenance, supervision of staff, confidentiality, intra and interlibrary loan, reserve collections, copyright laws, statistical design and compilation.

**LIB 620 0 units**  
**Introduction to Acquisitions**  
**54 hours lecture**

Recommended Preparation: LIB 200 or LIB 600.

Grading: non graded.

This course is designed to teach students the valuable skills required to become qualified library technicians. This course focuses on the goals, functions, standards, and practices of collection development and acquisitions in the Technical Services unit of libraries.

**LIB 630 0 units**  
**Technology and Teamwork**  
**54 hours lecture**

Recommended Preparation: LIB 200 or LIB 600.

Grading: non graded.

This course is designed to help students become familiarized with the mission and roles of libraries. It surveys the roles of library staff by introducing communication strategies, productive teamwork, and technology found in various library services.



**LIB 640 0 units****Introduction to Cataloging****54 hours lecture**

Prerequisite: LIB 200 or LIB 600, and LIB 220 or LIB 620.

Recommended Preparation: LIB 210 or LIB 610.

Grading: non graded.

This course is designed to teach students to original and copy catalog books and other materials. Students will be prepared and equipped with the skills necessary to function in the workplace. This course is aimed at library support staff but may serve as a review for practicing librarians. Although print and non-print formats will be covered, emphasis will be placed primarily on print format, in particular, books. This course introduces students to cataloging principles and procedures including but not limited to: Copy and original cataloging of varying formats; descriptive and subject cataloging; Machine Readable Cataloging (MARC) formats; classification systems; and access points in the bibliographic record.

**LIB 650 0 units****Introduction to Youth Services****54 hours lecture**

Grading: non graded.

This course is designed to teach students the valuable skills necessary to become qualified technicians. Topics will include: the needs and literacy skills of youth from infant to teen, familiarization with print and digital library resources for youth, customer service and outreach strategies, creating programs, and instruction.

**LIB 651 0 units****School Library Media Assistant****54 hours lecture**

Recommended Preparation: LIB 200 or LIB 600.

Grading: non graded.

This course prepares students with theory and skillsets needed as a library media technician in a school setting, including the creation of curriculum that supports reading, effective library visits, and administrative skills for running school libraries.

## Mathematics (MATH)

**MATH 605 0 units****Ethnomathematics****18 hours lecture**

Grading: non graded.

Ethnomathematics provides a method of quantitative reasoning and critical thinking skills in mathematics. Students will explore a spectrum of cultures and civilizations that contribute to the field of mathematics. The course will integrate identity, sense of belonging, and culturally relevant teaching with mathematical concepts. Ethnomathematics is encouraged to be taken as a non-transferable course to establish a sense-of-belonging for students in math courses.

**MATH 650 0 units****Math Learning Center****18 hours laboratory**

Grading: non graded.

This course is designed to facilitate students' learning of mathematics by offering one-to-one and small group tutoring. Students can also take advantage of multimedia instruction including videos and a variety of computer software programs. This course is recommended for all students concurrently enrolled in a LBCC mathematics course and is available in the open-access Math Success Center.

## Metal Fabrication (MTFAB)

**MTFAB 601 0 units****Exploring Metal Fabrication****4 hours lecture, 13 hours laboratory**

Grading: non graded.

This course is an introduction to metal fabrication. This course will allow the student to explore the basic safety requirements and metal fabrication processes found in the advance manufacturing and welding industries.

**MTFAB 621 0 units****Metal Fabrication and Layout****54 hours laboratory**

Corequisite: MTFAB 50, 202, 204, 206 or 650.

Grading: non graded.

This course will address the techniques used in basic metal layout and fabrication. The course will also reinforce safe and correct setup and use of metal fabrication machinery and hand tools.

**MTFAB 650 0 units****Introduction to Metalworking****54 hours lecture, 72 hours laboratory**

Grading: non graded.

This course is designed to provide students with a basic introduction to metal fabrication, layout and career opportunities related to the industry. Students will learn to identify and safely operate hand tools and power machinery used in metal fabrication. They will be instructed in the characteristics and properties of different materials. The course will introduce students to measurement, shop math and metal layout. Students will be assigned and evaluated on lab projects which will involve metal layout, forming and fabrication and include the use of mechanical seams, welding and soldering techniques. Students will be required to attend 4 hours in a designated Success Center for specially designed activities and assignments that relate to this course's content.

## Money Management (MONEY)

**MONEY 690 0 units****Money Basics and Goal Setting****9 hours lecture**

Corequisite: MONEY 695.

Grading: non graded.

This course provides students the essential skills for personal money management. Students learn about basic budgeting, savings, debt, credit and set personal financial goals.

**MONEY 695 0 units****Your Personal Financial Plan****9 hours lecture**

Corequisite: MONEY 690.

Grading: non graded.

Students apply the personal financial management skills learned in MONEY 690 and explore education, housing, transportation and investing to create a comprehensive financial plan specific to their life's vision.

## Nursing, Associate Degree Nursing- RN (ADN)

**ADN 600 0 units**

**Health Care Learning Center**

**270 hours laboratory**

Corequisite: Current enrollment in a health care program course.

Grading: non graded.

This is a noncredit course designed for enhanced assistance for skill attainment in health care programs.

**ADN 610 0 units**

**Nursing Skills Refresher Laboratory**

**13 hours laboratory**

Grading: non graded.

This course is designed to provide students with individual and small-group instruction in basic bedside nursing skills and advanced bedside nursing skills. Supervised practice is available on a recurring, as needed, and/or drop-in basis to improve performance levels.

## Nutrition & Dietetics (NUTR)

**NUTR 601 0 units**

**CDM Board Exam Preparation 1**

**18 hours lecture**

Grading: non graded.

The NUTR 601 provides students with information, resources, and insights to facilitate their preparation for the national credentialing examination for dietary managers in health care institutions. The CDM Board Exam is based on the five competency areas included Nutrition, Foodservice Management, Personnel and Communications, Sanitation and Food Safety, and Business Operations. The NUTR 601 course is designed based on two of the competency areas including in the Certified Dietary Manager (CDM) Board Exam. The NUTR 601 course will cover the Nutrition component and Foodservice Management component of the CDM Board Exam.

**NUTR 602 0 units**

**CDM Board Exam Preparation 2**

**18 hours lecture**

Grading: non graded.

The NUTR 602 provides students with information, resources, and insights to facilitate their preparation for the national credentialing examination for Certified Dietary Managers (CDM) in health care institutions. The CDM Board exam topics cover the five competency areas including, Nutrition, Foodservice Management, Personnel, and Communications, Sanitation, and Food Safety and Business Operations. The NUTR 602 course is designed based on three of the competency areas. The NUTR 602 course will cover Personnel and Communications, Sanitation and Food Safety, and Business Operations component of the CDM Board Exam.

**NUTR 653 0 units**

**ServSafe Certification Exam Prep**

**18 hours lecture**

Grading: non graded.

This course will address the required standards of sanitation and safety in the handling, preparation, and serving of food to protect the public's health. Students will be prepared to take the ServSafe Food Protection Manager Certification Examination at the conclusion of the course. This Certificate required for those working in a food service and healthcare industries and meets the California State Health Code.

## Photography (PHOT)

**PHOT 681 0 units**

**Fundamentals of Photography Laboratory**

**108 hours laboratory**

Grading: non graded.

This class is a lab for the beginning photo student or persons who have a background in photography and wish to improve their skills. The emphasis is on practical applications of image processing, including digital and traditional technologies. This class is intended for senior citizens.

## Reading (READ)

**READ 602 0 units**

**Reading for Health Career Sciences**

**27 hours lecture**

Grading: non graded.

This course provides literacy instruction in preparation for prerequisite courses such as Human Anatomy, Physiology, and Microbiology, and prepares students to use reading skills within their careers.

**READ 680 0 units**

**Reading Foundations**

**36 hours lecture**

Grading: non graded.

This course focuses on fundamental reading skills and strategies with an emphasis on reading, writing, listening, and speaking. Students will be able to comprehend and respond to text with scaffolding as needed.

**READ 681 0 units**

**Reading Essentials**

**54 hours lecture**

Recommended Preparation: READ 680: Reading Essentials.

Grading: non graded.

This course focuses on essential literacy skills and strategies with an emphasis on comprehending and analyzing texts. Students will be able to comprehend and respond to text through writing with instructor's scaffolding as needed.

## Real Estate (REAL)

**REAL 600 0 units**

**DRE Exam Preparation**

**54 hours lecture**

Recommended Preparation: REAL 80 and REAL 81.

Grading: non graded.

This course reviews all the material necessary to take the CA Department of Real Estate Salesperson's or Broker's Examination. Students learn the financial, economic, and political aspects of real estate practice in California. Regulations of the real estate business and licensing of real estate brokers and salespersons are discussed in detail. In addition, the license law, the subdivision law administered by the Real Estate Commissioner, the Regulations of the Commissioner, and extracts from other pertinent California codes, are presented.

## TEAS Preparation (TEAS)

**TEAS 600 0 units**

### TEAS Preparation English and Reading

**18 hours lecture**

Recommended Preparation: Intermediate Reading Level in English.

Grading: non graded.

This course helps students prepare for the Test of Essential Academic Skills (TEAS) by developing and strengthening essential English and reading skills.

**TEAS 605 0 units**

### TEAS Preparation Math and Science

**18 hours lecture**

Recommended Preparation: Intermediate Reading Level in English.

Grading: non graded.

This course helps students prepare for the Test of Essential Academic Skills (TEAS) by developing and strengthening essential math and science skills.

## Welding (WELD)

**WELD 600 0 units**

### Welding (General)

**18 hours lecture, 54 hours laboratory**

Grading: non graded.

This course is designed for students seeking welding qualifications and certifications. This course is for students with professional skills in welding processes. This course will allow the student to take the skills portion of the Los Angeles City Structural Steel Certification exam.

**WELD 601 0 units**

### Exploring Welding

**4 hours lecture, 13 hours laboratory**

Grading: non graded.

This course is an introduction to welding. This course will allow the student to explore the basic safety requirements and welding processes found in industry.

**WELD 611 0 units**

### Welding (ARC)

**54 hours laboratory**

Prerequisite: WELD 50 or WELD 212 or WELD 400 or WELD 600.

Grading: non graded.

This course provides practice in arc welding procedures on various types of metal and the opportunity to learn safety practices.

**WELD 661 0 units**

### Oxygen Acetylene Welding

**54 hours laboratory**

Prerequisite: WELD 50 or WELD 211 or WELD 400 or WELD 600.

Grading: non graded.

This course is a study of the techniques of oxy-acetylene gas welding of steels, hard facing, flame cutting brazing, and safety practices.

**WELD 671 0 units**

### Semi-Automatic Welding (GMAW and FCAW)

**54 hours laboratory**

Prerequisite: WELD 50 or WELD 212 or WELD 400 or WELD 600.

Grading: non graded.

This course will address the techniques of Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW) of steels, aluminum, and stainless steel. It also covers correct equipment setup and safety practices.

**WELD 681 0 units**

### Welding (Inert Gas)

**54 hours laboratory**

Prerequisite: WELD 50 or WELD 214 or WELD 400 or WELD 600.

Grading: non graded.

This course provides practice in the techniques of metallic and tungsten inert gas welding, welding of steels, aluminum, magnesium, cast iron and safety practices.