SAN DIEGO CONTINUING EDUCATION

2020–2021 CATALOG

Fall 2020, Spring 2021, Summer 2021

4343 Ocean View Boulevard
San Diego, California 92113-1915
619-388-4990
www.sdce.edu

Carlos O. Turner Cortez, Ph.D.,
President

President's Message

Hundreds of learning opportunities are presented in this catalog. Free classes and certificate programs are offered in a variety of academic areas including Advanced Manufacturing, Health Care, Clean Energy and Information and Communication Technologies. These are priority sectors in San Diego County, which means the free education and training students receive from San Diego Continuing Education (SDCE) aligns with available jobs in San Diego.

Students attend classes for many reasons and range in age from 18 to 100 years. A recent semester had more than 145 different countries represented in the student body. Hundreds of students are learning a new trade or sharpening an old skill, and many are completing high school diplomas or learning to speak English. Thousands attend classes that keep minds and bodies active to maintain health.

SDCE students are determined, courageous and crave knowledge. Students are committed to learn—not for grades and advanced degrees, but to enrich their lives and the lives of their families. SDCE welcomes people who return to education to complete high school diplomas, many who have been away from school for years, and we help them succeed. Professionals including doctors and engineers can be found in SDCE computer labs learning advanced software applications or the latest trends in media technologies. Hundreds more are completing programs in child development or parent education or learning a trade to enter the workforce.

As a fully accredited educational institution, students receive first-rate education, and faculty and staff are at the heart of our institution. Many come from around the globe, bringing with them diversity, experience and top academic credentials including Master's and Doctorate degrees. Each is dedicated to creating a supportive learning environment because we are most proud of the students we serve and the success they achieve.

Thank you for being part of our diverse community committed to educational excellence.

Sincerely,

Carlos O. Turner Cortez, Ph.D., President
San Diego Continuing Education

San Diego Community College District Board of Trustees
(from left, back row) Craig Milgrim, Sean Elo-Rivera, and Mary Graham,
(front row) Maria Nieto Senour, Chancellor Constance M. Carroll, and Bernie Rhinerson.

San Diego Continuing Education Administration

Administrative Office
4343 Ocean View Boulevard
San Diego, California 92113-1915
619-388-4990

President............................Carlos O. Turner Cortez, Ph.D.
619-388-4990
Fax 619-388-4981

Vice President, Administrative
Services......................................Jacqueline Sabanos, MBA
619-388-4884
Fax 619-388-4980

Vice President,
Instruction.................................... Michelle Fischthal, DBA
619-388-4850
Fax 619-388-4978

Vice President, Student
Services..Star Rivera-Lacey, Ph.D.
619-388-4935
Fax 619-388-4978

Business Services Office.............................619-388-4821
Fax 619-388-4975

Communications Office 619-388-4833
Fax 619-388-4973

Instructional Services Office.....................619-388-4850
Fax 619-388-4978

Management Services Office 619-388-4884
Fax 619-388-4980

Student Services Office 619-388-4935
Fax 619-388-4978

Project Activity Manager .... Alex Berry
619-388-1933
Fax 619-388-4978

Program Deans Contact Information

Automotive; Skilled and Technical Trades
Andrei Lucas, Educational Cultural
Complex...619-388-4956

Business & Accounting; Digital Media and Programming; Information Technology
Michelle Gray, North City...........................619-388-1800

Career and College Transitions
Stephanie Lewis, Educational
Cultural Complex..619-388-1257

Child Development; Emeritus (55+)
Linda Osborn, Acting, CE Mesa 619-388-1950

Clothing and Textiles; Hospitality and Culinary Arts
Lorie Crosby Howell, Ph.D., West City.....619-388-1873

Community Education
Cassandra Storey,
Cesar E. Chavez...619-388-1910

Counseling and Student Services
Esther Matthew, Educational Cultural
Complex...619-388-4935

Disability Support Programs and Services; Student Affairs
Katie Serbian, Acting, Educational Cultural
Complex...619-388-4944

English as a Second Language & Citizenship
Jan Jarrell, Mid-City......................................619-388-4500

Healthcare
Cassandra Storey,
Cesar E. Chavez...619-388-1910

High School Diploma/High School Equivalency and Basic Skills
Lorie Crosby Howell, Ph.D., West City.....619-388-1873

Institutional Effectiveness
Jessica Luedtke, Educational Cultural
Complex...619-388-4920

Special Projects
Kelly Henwood, Educational Cultural
Complex...619-388-4893

Student Equity
Maureen Rubalcaba, Educational Cultural
Complex...619-388-4879

Accreditation

San Diego Continuing Education is accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges, 533 Airport Boulevard, Suite 200, Burlingame, California 94010, 650-696-1060, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Persons interested in the institution's accreditation and program approvals may review documents describing these activities in the President's Office. These documents will be available for such review at a mutually convenient time during regular business hours, and an appropriate interpretation of their contents will be provided if requested.

Disclaimer

The San Diego Community College District is governed by its Board of Trustees. No oral or written representation by any employee of the college district is binding on the San Diego Community College District without the express approval of the Board of Trustees.

Academic Freedom & Freedom of Expression

(Board of Trustees Policy – BP 4030)

The San Diego Community College District is committed to an academic environment that embraces the principles of academic freedom and freedom of expression. This commitment is based upon the value that free expression is essential to excellence in teaching, learning, critical inquiry and service to the community.

1. **ACADEMIC FREEDOM**

    a. Academic freedom affords the faculty the right to speak and write freely, without unreasonable restrictions or prejudices.

    b. In accordance with the doctrine of academic freedom, faculty have the following fundamental rights:

        1. Faculty primacy as a collective body in designing and approving curriculum and instructional methods regardless of delivery modality;

        2. Individual faculty member determination of instructional materials, course content, and presentation, and student evaluation methods, in concert with colleagues, so as to assure consistency of instruction and academic standards;

        3. Individual faculty member freedom to discuss subject matter of the course, as appropriate to the standards of the discipline and academic community, even when that material is controversial;

        4. Individual faculty member authority to evaluate enrolled students on the basis of the academic merit of the students' performance;

        5. Individual faculty member freedom to choose of professional research topics and methods of investigation— subject to professional and peer-determined standards—as well as unconditional freedom to publish their work; and

        6. Individual faculty member right to participate in curriculum review, accreditation processes, and other forms of participatory governance.

2. **FREEDOM OF EXPRESSION**

   a. Freedom of expression affords the faculty, staff, and students the right to speak and write freely in accordance with the constitutional protections of free speech-without fear of retaliation. In particular:

      1. The District shall protect the rights of faculty to express their views in the classroom that pertain to class content. While it is understood that controversy is often at the core of inquiry, such controversy should be addressed in a mutually respectful manner;

      2. The District shall protect the rights of faculty, staff, and students to speak freely on matters of public concern;

      3. Faculty, staff, and students are free to explore a wide range of views and judge the merits of competing ideas;

      4. As outlined in board policies and administrative procedures, faculty, staff, and students have responsibilities which are based upon principles of fairness, integrity, confidentiality, safety, professionalism, and respect for others;

      5. Faculty, staff, and students have the right to join or form organizations in accordance with District policy and procedures; and

      6. Faculty, staff, and students have the right to participate in governance in accordance to District policy and procedures.

The San Diego Community College District

The San Diego Community College District is charged with educating all adults 18 years of age and older in the City of San Diego. The District provides education at several levels, from adult basic education through sophomore level college degree programs. The District has three fully accredited colleges City, Mesa, and Miramar, and San Diego Continuing Education, which is accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges.

The District is governed by a Board of Trustees consisting of five voting members elected by the people of San Diego and a student trustee elected by District college students. The Chancellor, Dr. Constance Carroll, is the Chief Executive Officer in charge of day-to-day operations.

Campus Locations

Cesar E. Chavez Campus

(See map on page 159)
1901 Main Street
San Diego, California 92113-2129
619-388-1910, Fax 619-388-1949
SDCECesarChavez@sdccd.edu

Dean: Cassandra Storey
Communities served: Barrio Logan and Southeast San Diego.

Continuing Education at Mesa College

(See map on page 159)
7350 Armstrong Place
San Diego, CA 92111
619-388-1950, Fax 619-388-1995
SDCEMesa@sdccd.edu

Dean: Linda Osborn, Acting
Communities served: Clairemont, Kearny Mesa, and Linda Vista

Educational Cultural Complex

(See map on page 159)
4343 Ocean View Boulevard
San Diego, California 92113-1915
619-388-4956, Fax 619-388-4983
SDCEECC@sdccd.edu

Dean: Andrei Lucas
Communities served: Southeast San Diego, Southcrest, Skyline, Paradise Hills, Memorial Park, South Park and Encanto.

Mid-City Campus

(See map on page 159)
3792 Fairmont Avenue
San Diego, California 92105-2204
619-388-4500, Fax 619-388-4590
SDCEMidcity@sdccd.edu

Dean: Jan Jarrell
Communities served: City Heights, Chollas View, Rolando, Normal Heights, North Park, College, University Heights, Kensington, Talmadge, and East San Diego.

North City Campus

(See map on page 159)
8335 Aero Drive
San Diego, California 92123-1720
619-388-1800, Fax 619-388-1839
SDCENorthCity@sdccd.edu

Dean: Michelle Gray
Communities served: Linda Vista, Kearny Mesa, Mission Valley, Mission Village, Serra Mesa and Tierrasanta. The Continuing Education at Miramar College location serves Mira Mesa and Scripps Ranch.

West City Campus

(See map on page 159)
3249 Fordham Street
San Diego, California 92110-5332
619-388-1873, Fax 619-221-6951
SDCEWestCity@sdccd.edu

Dean: Lorie Crosby Howell, Ph.D.
Communities served: Midway District, Morena, Old Town, and Point Loma

Table of Contents

Academic Calendar 2020–2021

Fall Semester 2020

18-Week Semester: .... September 8. 2020 – January 28, 2021

September 7, 2020 .... Holiday – Labor Day**
November 11, 2020 .... Holiday – Veterans Day**
November 26 – 27 2020 .... Classes not in session
November 23 – 25, 2020 .... Holiday – Thanksgiving**
December 21, 2020 – January 1, 2021 ..... Winter Recess, no classes
December 23, 2020 .... Holiday – Admissions Day**
December 24 – 25, 2020 .... Holiday – Winter Holiday** December
December 31, 2020 – January 1, 2021 ...... Holiday – New Year**
January 18, 2021 .... Holiday – Martin Luther King, Jr. Day**

Spring Semester 2021

18-Week Semester .... February 1 – June 11, 2021
February 12, 2021 .... Holiday – Lincoln Day**
February 15, 2021 .... Holiday – Washington Day**
March 29 – April 1 .... Spring Break, no classes
April 2, 2021 .... Holiday – Cesar Chavez Day**
May 31, 2021 .... Holiday – Memorial Day**

Summer Session 2021

Summer Classes .... June 14 – August 28, 2021
July 4, 2021 .... Holiday – Independence Day**

** No Saturday or Sunday classes after a Friday holiday. No Sunday classes before a Monday holiday.

General Information

History

San Diego Continuing Education (SDCE) has been making history for 100 years. We were among the first community college continuing education institutions in California to meet the standards for independent accreditation from the Accrediting Commission for Schools, Western Association of Schools and Colleges. We were one of the first in California to establish a joint high school diploma partnership with the local school district.

Today, SDCE is once again making history. Faculty, staff, and administration are responding to community needs in unprecedented ways. SDCE is recommitted to opening its doors to all who are motivated to learn and enrich their lives. We offer more opportunities than ever before through new classes, programs, and services to the community.

We have replaced outdated equipment and built new facilities where needed to provided state-of-the-art learning environments for San Diegans. We are creating new learning pathways that lead to vocational certificates and Associate degrees at City, Mesa, and Miramar Colleges. SDCE is also developing new community, industry, and business partnerships to maximize public resources.

SDCE provides opportunities to change lives. Improving skills and gaining knowledge leads to better jobs. SDCE's successful students are found in and around San Diego, the state, nation, and world. Each one of these outstanding individuals is contributing to society—making history in his or her own way.

SDCE challenges you to look for opportunities as a student, faculty or staff member, or as a business partner in our community, to continue the 100 year-old legacy of SDCE.

San Diego Continuing Education Vision and Mission Statements

The vision and mission statements of San Diego Continuing Education (SDCE) reflects the school's commitment to providing high quality educational programs that keep up with the times, transform students' lives by assisting them in their personal, vocational, and academic pursuits, and are accessible to everyone. The statements stress quality and innovation in teaching; accessibility and equitability of education; career advancement and pathways to college for students; and student success and lifelong learning.

SDCE Vision

To be the leader in innovative education that transforms students' lives

SDCE Mission

San Diego Continuing Education commits to student success and community enrichment by providing accessible, equitable, and innovative quality education and support services to diverse adult learners in pursuit of lifelong learning, training, career advancement , and pathways to college.

In addition to the mission and vision statements, SDCE has official statements of philosophy and core values:

Philosophy Statement

San Diego Continuing Education is a multicultural institution dedicated to providing educational access and lifelong learning opportunities. Our commitment is to all students who come through our doors, without regard to their academic skill or life's challenges, offering innovative, high quality instruction and student support services. We believe that people have the capacity to change and that education can positively transform individuals, enriching their lives and contributing to our community.

Core Values

We, the Continuing Education faculty, staff, and administration of San Diego Community College District , acknowledge our responsibility to society and believe that access to lifelong learning is a cornerstone of a democratic society.

We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape the future. We place students at the center of all that we do, supporting and promoting excellence in their endeavors. We affirm and embody pluralism; we value collaboration and shared decision-making; and we honor creativity and innovation.

Institutional Student Learning Outcomes

Student Learning Outcomes (SLOs) are the knowledge, skills, and attitudes that students posses and can demonstrate upon completing a course or program of study.

Social Responsibility

SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.

Effective Communication

SDCE students demonstrate effective communication skills.

Critical Thinking

SDCE students critically process information, make decisions, and solve problems independently and cooperatively.

Personal and Professional Development

SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

Disclaimer

While every reasonable effort has been made to ensure that statements in this catalog are accurate, it must be understood that the information contained herein is subject to change or elimination without notice by the administration of the San Diego Community College District. Students should consult the appropriate campus or department for current information, as well as for any special rules or requirements imposed.

"People there are friendly and very professional. They care about you not only as a student but also as a person. Just remember, most of these programs are free. It costs you almost nothing to change your future."

-Abel Gutierrez

Admissions and Enrollment

Admission

Open Enrollment

It is the policy of the San Diego Community College District that, unless specifically exempted by statute, every course, section or class offered and maintained by the District, where full time equivalent student (FTES) is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to Continuing Education and who meets course Advisories.

Advisories

Advisories are departmental recommendations to be completed prior to enrolling in the course. Advisories do not prevent a student from enrolling, but are strongly encouraged by the department for a student's academic success.

Enrollment of Minors

Minors (students who are less than 18 years old) who have submitted a completed waiver form (SDUSD 22-A-1370) may enroll in San Diego Continuing Education classes with the permission of the Vice President of Student Services or designee.

Eligibility

If you are 18 or older and a resident of California, you may attend classes. If you are under 18 and a high school graduate, married, or in the military, and a resident of California, you may also attend. Contact the campus Student Services office if you have questions about attending. Regulations set by the United States Citizenship and Immigration Services (USCIS) prohibit individuals in the U.S. with an F-1, B-1 or B-2 (visitor) visa, or with a border crossing card from attending Continuing Education classes.

Class Enrollment

Application/Enrollment

Online application and enrollment is required for most classes. Some in-person classes operate on an open-entry/open-exit format and enrollment is on a first-come first-served basis. Minimum attendance is necessary for classes to be held. Some classes may require pre-enrollment and some classes and programs may also require a mandatory orientation and meeting with a counselor. Enrollment directions will be noted in the class schedule. All students are required to complete an online application.

All new students must complete an online application prior to enrollment. Students who have previously attended, but have not been in continuous attendance for one year must update their application prior to enrollment.

Apply Online

To complete an on line application please visit our web site at: http://www.sdce.edu/

Class Schedule on the Internet

Up-to-date class schedule information and course descriptions are available online at http://www.sdce.edu/schedule#/menu. A search engine allows students to search for classes by subject, semester, campus, or by keywords.

How to Register for Community Education classes

Online pre-registration is mandatory for all Community Education classes. Visit http://communityed.sdce.edu for full course descriptions and find the Community Education schedule in the programs area of the website. Payment for class fees must be made via online registration. If a materials fee is required, it is listed with the class registration fees. Requests for special accommodations must be made three weeks in advance of the class start date.

The refund policy is as follows: A full refund will be made if Community Education cancels a class. If a student has registered for a class and requested to cancel their registration at least three (3) business days prior to the start of the class, the student will receive a full refund for the class fee. The student is not eligible for any refund beyond the three day period. No shows are not eligible for a refund. A refund may take up to three weeks to process.

Additional Fees

Parking permits are required at all campuses.

Automobile parking permits per semester $40.00*
Motorcycle parking permits per semester $17.50

Reissued Diploma or Certificate............................ $10.00
Transcript of Record $5.00
   (after two have been issued free of charge)
Loss or damage of equipment and books...............Cost
Associated Student Membership
   (per academic year)..$4.00

All fees are subject to change and may vary by campus. For parking fee information please visit the Student Services office at your campus for more details.

* Note: Students receiving public assistance, or who are determined eligible for financial aid, may purchase a single car permit for $25.00.

Students are expected to buy all books and supplies needed for their courses. Certain occupational programs may require additional expenditures for tools, uniforms and/or liability insurance.

Textbooks and Required Materials

In all fee courses and most non-fee courses, the student is expected to provide their own textbook and materials. In Adult Basic Education (ABE), English as a Second Language (ESL), and ESL/Citizenship classes, San Diego Continuing Education may provide the necessary study materials for in-class use, but students are still encouraged to buy their own workbooks and texts for use at home. In career technical education, students may be eligible to qualify for "loaner" texts and materials under the Career and Technical Education Act (CTEA). For additional information, contact your campus counseling office.

Audit Policy

Auditing courses is not permitted under any circumstances. Students must be officially enrolled in all classes which they attend.

Important Reminder

Every male citizen of the U.S. and male immigrant residing in the U.S., ages 18 through 25, must register with the Selective Service.

Admissions and Enrollment

Student Services

Disability Support Programs and Services (DSPS)

San Diego Continuing Education provides academic accommodations and services for students with disabilities in compliance with State and Federal legislation including Section 504 and 508 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act Amendments Act (ADAAA).

Eligible students who have a verified disability qualify for academic accommodations and services through the Disability Support Programs and Services (DSPS) department. Student participation in the DSPS program is voluntary. Academic accommodations and services are designed to support students enrolled in on-campus, online, and clinical setting courses in the achievement of their academic and vocational goals. Educational Assistance Classes for students with disabilities may be available to support academic and vocational programs through DSPS.

Authorized academic accommodations may include, but are not limited to: assistive technology and alternate media, interpreters and captioning for students who are deaf or hard of hearing, note taking materials, test taking accommodations, audio recorders, use of specialized equipment and adaptive devices, and disability related counseling and referral. Liaison with community agencies is also an important component of the program. The campuses are physically accessible. Students are encouraged to apply early for timely services.

Anyone interested in applying for services or obtaining further information may contact the Disability Support Programs and Services Counselor at each campus.

For more information, please call any of the following campus locations and ask for the DSPS Counselor:

Cesar Chavez 619-388-1910

CE Mesa 619-388-1950

ECC 619-388-4812

Mid-City 619-388-4500

North City 619-388-1800

West City 619-388-1873

The Dean of DSPS and Student Affairs is located at the Educational Cultural Complex (ECC), 4343 Ocean View Blvd., San Diego 92113 and may be reached at 619-388-1965.

San Diego Continuing Education class schedules are available each semester at all Continuing Education campuses. The schedule for DSPS classes is included, as well as being available on the website at www.sdce.edu/dsps.

Service Animals

The San Diego Community College District will permit qualified students with disabilities to use service animals in district facilities and on district campuses (Procedure 3105.2) in compliance with state and federal law.

Animals are not permitted on campus with the exception of service animals for persons with disabilities. Refer to Administrative Procedure (AP 3105.2) Service Animals.

Student Success and Support Program

The Student Success and Support Program process is designed to help students succeed in their classes so they can successfully reach their academic goals. This requires a commitment on the part of San Diego Continuing Education as well as the student.

The Steps in this process are:

- Orientation
- Assessment
- Counseling/Advisement

- Student Follow-up

Counselors may assist students with these services especially if a student is planning on taking classes in: elementary and secondary basic skills, high school diploma, high school equivalency, Vocational/Job Training Certificate Programs, Parenting (Child Development), Disability Support Programs and Services, and English as a Second Language.

Counselors are here to help students determine and achieve educational and vocational goals. Examples of additional counseling and support services are:

- Assessment for reading and math
- Credit by Exam – earn college credit for designated classes
- Career and job placement information
- College transition information
- Developing an educational plan
- Disabled Support Programs and Services
- Gender equity program
- Obtaining a High School Equivalent Certificate and/or High School Diploma
- Vocational/Job Training Certificate Program information

Contact the student services office at the Cesar E. Chavez, Educational Cultural Center, Mid-City, North City, or West City campuses.

Rising to Success (R²S) Student Equity Centers

R2S provides supportive and safe environments to inspire and empower people, cultivate lifelong learning, create lasting solutions for social justice, and strengthen our communities by providing unparalleled access to student support services and resource and referrals. Dedicated R2S counselors and staff support and promote student success through targeted and specialized programs and services. R2S is located at the Educational Cultural Center, Mid-City, and Cesar E. Chavez campuses.

Career Services

Career Services offers services for students currently attending classes and previous semester graduates of San Diego Continuing Education. Walk-in sessions and workshops are available for career planning and job search services at selected campuses to prepare you for the workplace.

Veterans and Active Military

Veterans Services

San Diego Continuing Education offers vocational training programs that are eligible for veterans benefits and extended Veteran student support services.

Services for Veterans with Disabilities

Disability Support Programs and Services (DSPS) departments offer academic accommodations for students with verified disabilities. Veterans interested in receiving services should contact the DSPS Counselor at any San Diego Continuing Education campus (see page 22 for more information).

CalWORKs

The San Diego Continuing Education (SDCE) CalWORKs program is designed to assist students receiving public assistance to achieve long-term self-sufficiency through coordinated academic and student services offered at all SDCE campuses. Student support services include assistance with paid work study program, books, transportation, assessment, educational and career planning, and counseling services.

Campus Life

Associated Student Body (ASB)

ASB is an organization to give voice to students: a representative student government that participates in campus decisions. Membership is voluntary through purchase of an ASB card each semester.

See the counselor at your campus for further information.

Support Services

College Police

San Diego Continuing Education campuses are policed by the San Diego Community College Police using a combination of full-time sworn Police Officers and unarmed Community Service Officers. Police personnel are assigned full time to ECC with the other campuses and off campus locations covered by a police patrol that provides coverage 7 days a week, 24 hours a day.

College Police Department

The College Police Department is responsible for providing public safety, law enforcement and crime prevention services. Its mission is to maintain peace and order and a safe learning environment throughout our District. It is also responsible for administering the campus parking program, lost and found and the building security program.

For police assistance, call 619-388-6405. Emergency services are provided 24 hours a day 7 days a week. Learn more about College Police at: http://police.sdccd.edu.

Parking

Student parking permits are available for purchase during online registration or at the campus accounting office. Parking permits are required the first day of each semester; fall, spring, and summer. There is no grace period.

- Parking permits are required Monday through Friday, 7:00 am to 11:00 pm.

- Parking between the hours of 11:00 pm and 6:00 am requires an overnight permit issued in College Police.

- Students may not utilize staff/faculty parking areas unless they are the owner of a valid state issued disabled placard. Owners of valid disabled placards may also park at meters without paying and are not required to buy a parking permit.

There are time limited visitor parking spaces at each campus reserved for visitors use only. Students, except owners of a valid state issued disabled placard, may not utilize visitor parking. All campuses have pay and display machines for visitor and student use. Pay and display permits are only valid in student parking lots.

Motorcycles must display a motorcycle permit and be parked in designated motorcycle parking.

Bicycles must be parked only in designated bicycle racks. Students are not allowed to ride bicycles, motorized bikes, scooters, or skateboards on campus. Violators are subject to disciplinary action.

For additional information on parking visit your campus police office or call parking services at 619-388-6415.

Transportation for Students with Disabilities

Paratransit (curb-to-curb) service is available for a fee to persons with disabilities who cannot use public transportation. ADA certification is required. Students should contact MTS (Metropolitan Transit System) at 888-517-9627.

https://www.sdmts.com/rider-info-accessibility/mtsaccess

Vehicle Immobilization/Booting/Towing/Hold

Vehicles that accumulate five (5) or more unpaid parking citations are subject to immobilization (booting) of their vehicle and/or impound (towing) at owners expense. In addition, a hold may be placed on the vehicle registration. If a vehicle accumulates $100 or more in outstanding fines a hold may be placed on student records/grades.

Emergency Cell Phone Numbers

San Diego Continuing Education encourages students to provide cell phone numbers to communicate with them in the event of a college or district-wide emergency. Students can provide this important information at: http://studentweb.sdccd.edu.

Emergency Calls

The college will not interrupt classroom instruction to deliver messages, except in an extreme emergency. All calls/inquiries should be referred to the College Police Dispatch at 619-388-6405.

Academic Information and Regulations

Grading System

Attendance Policy

Regular attendance is expected in all classes in accordance with the approved class schedule. Any student absent for three consecutive class meetings may, at the discretion of the instructor, be dropped from the class. Those students receiving Veteran's Benefits must comply with the attendance requirements specific to these programs. Some instructors may have attendance requirements which are specific to the class or program. These requirements will be found in the class syllabus. Students should direct questions regarding class attendance to the instructor at the time they enroll in the class.

Non-fee classes may be closed when student attendance falls below a required level. Students are urged to be in regular attendance and to assume, through regular attendance, the responsibility for keeping the class in session.

Academic Grades

The following grades are used in reporting the standing of students:

A - Excellent

B - Good

C - Average

D - Barely Passing

F - Failing

I - Incomplete

SP - Satisfactory Progess

UG - Ungraded

Progress and Grade Policy

Progress in each academic course will be measured by letter grades of A (excellent), B, C, D, F (failing/unsatisfactory), and I (incomplete). Progress for certain classes will be measured by grading symbols of SP (Satisfactory Progress) and UG (Ungraded). If a student shows unsatisfactory progress in thirty hours of instruction, the student will be called in for an instructor-student conference to discuss the reasons for lack of progress and ways to improve performance. A grade of "F" in more than half the subjects the student is taking may result in

a counseling referral. A grade of "I" (incomplete) shall only be issued to a student with 30 or more attendance hours due to incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the class. "I" (Incomplete) grades must be completed the next semester (summer sessions excluded). Note, an "I" (Incomplete) for noncredit does not get replaced on the student's transcript. The course taken in the next semester will reflect the earned grade.

College Credit for Noncredit Courses – Credit By Exam

Credit by Examination designed and approved by individual disciplines(Administrative Procedure AP-3900.1)The term "examination" means any written, oral or performance standards determined by the individual departments. Students must meet specific criteria to be eligible for credit by examination. You may view a full copy of the policy by accessing the following website: http://www.sdccd.edu/public/district/policies/

Students successfully completing specifically designated vocational classes in San Diego Continuing Education may receive college credit for noncredit courses. For additional information, contact your campus counselor.

San Diego Continuing Education (SDCE) to College CTE Transitions Credit by Exam

San Diego Continuing Education to San Diego City, Mesa, and Miramar College

For the most up-to-date listing of active agreements and student requirements, please go online at: https://bit.ly/2S51Bqx

To request college credit, San Diego Continuing Education students must work with their SDCE instructor and through the San Diego Continuing Education Instructional Services Office: 619-388-4850

SDCE Program Area	SDCE Course	College Course	Units	College	College Program Area	Status
Advanced Manufacturing						
Skilled and Technical Trades	ELRN 451 Electronic Technician I	**ELDT 124** Basic DC Electronics **AND ELDT 124L** Basic DC Laboratory	Total of 5	City	Electronics	Active through Summer 2021
Skilled and Technical Trades	ELRN 452 Electronic Technician II	**ELDT 143** Semiconductor Devices **AND ELDT 143L** Semiconductor Devices Laboratory	Total of 4.5	City	Electronics	Active through Summer 2021
Advanced Transportation & Logistics						
Automotive	AUTO 507 Brakes, Suspension & Driveline	**AUTO 76** Automotive Brake Systems	4	Miramar	Automotive Technology	Active through Summer 2021
Automotive	AUTO 507 Brakes, Suspension & Driveline	**AUTO 78** Suspension, Steering & Handling	4	Miramar	Automotive Technology	Active through Summer 2021
Automotive	AUTO 507A Engine/ Electrical/ Performance	**AUTO 56** Engine and Related Systems	4	Miramar	Automotive Technology	Active through Summer 2021
Automotive	AUTO 507A Engine/ Electrical/ Performance	**AUTO 61** Basic Electricity and Electrical Systems Fundamentals	4	Miramar	Automotive Technology	Active through Summer 2021
Automotive	AUTO 507B Advanced Driveability & Performance	**AUTO 65** Engine Performance	4	Miramar	Automotive Technology	Active through Summer 2021

San Diego Continuing Education (SDCE) to College CTE Transitions Credit by Exam

San Diego Continuing Education to San Diego City, Mesa, and Miramar College

For the most up-to-date listing of active agreements and student requirements, please go online at: https://bit.ly/2S51Bqx

To request college credit, San Diego Continuing Education students must work with their SDCE instructor and through the San Diego Continuing Education Instructional Services Office: 619-388-4850

SDCE Program Area	SDCE Course	College Course	Units	College	College Program Area	Status
Automotive	AUTO 600 Quick Srvc/Lube Pre-del **AND** AUTO 601 Automotive Introductory and Safety	**AUTO 53** Introduction to Automotive Technology	3	Miramar	Automotive Technology	Active through Summer 2021
Business and Entrepreneurship						
Business Information Worker	OFSY 541 Keyboarding Multilevel	**CBTE 94** Introduction to Computer Keyboarding at City **OR** **CBTE 101** Basic Computer Keyboarding at Mesa	1	City, Mesa	Computer Business Technology	Active through Summer 2021
Business Information Worker	OFSY 596 Word Processing-Beginning	**CBTE 120** Beginning Microsoft Word	2	City, Mesa, Miramar	Computer Business Technology	Active through Summer 2021
Business Information Worker	OFSY 599 Word Processing-Advanced	**CBTE 122** Intermediate Microsoft Word	3	City, Mesa, Miramar	Computer Business Technology	Active through Summer 2021
Business Information Worker	COMM 614 Computer Presentations	**CBTE 127** Beginning Microsoft Powerpoint	2	City, Mesa,	Computer Business Technology	Active through Summer 2021
Business Information Worker	OFSY 575 Spreadsheets-Beginning	**CBTE 140** Beginning Microsoft Excel	2	City, Mesa, Miramar	Computer Business Technology	Active through Summer 2021
Business Information Worker	OFSY 510 Database Systems-Beginning **AND** OFSY 511 Database Systems-Intermediate	**CBTE 152** Beginning Microsoft Access	2	City, Mesa, Miramar	Computer Business Technology	Active through Summer 2021

San Diego Continuing Education (SDCE) to College CTE Transitions Credit by Exam

San Diego Continuing Education to San Diego City, Mesa, and Miramar College

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SDCE Program Area	SDCE Course	College Course	Units	College	College Program Area	Status
Education and Human Development						
Child Development	HMDV 575A Foundations of Childcare **AND** HMDV 575B Introduction to Childcare Business	**CHIL 176** Principles of Infant/Toddler Caregiving	3	Mesa, Miramar	Child Development	Active through Summer 2022
Energy, Construction & Utilities						
Mechanical Technology	MECT 431 Air Conditioning/ Heating I **AND** MECT 432 Air Conditioning/ Heating II	**AIRE 100** Basic Refrigeration and Air Conditioning Theory **AND** **AIRE 103** Basic Refrigeration and Air Conditioning Lab	Total of 6	City	Air Conditioning, Refrigeration, and Environmental Control Technology	Active through Summer 2021
Health						
Health Unit Coordinator	HLTH 612 Medical Terminology	**MEDA 110** Medical Terminology	3	Mesa	Health	Active through Summer 2021
Information and Computer Technologies and Digital Media						
Networking	COMP 612 Hardware Service Technician	**INWT 100** Survey of Operating Systems	4	City	Information, Network, and Web Technologies	Active through Summer 2021
Networking	COMP 608 Basic Network Configuration	**INWT 120** Network + Training	4	City	Information, Network, and Web Technologies	Active through Summer 2021
Networking	COMP 609 Network Security Basics	**INWT 140** Security + Certification Training	4	City	Information, Network, and Web Technologies	Active through Summer 2021

San Diego Continuing Education (SDCE) to College CTE Transitions Credit by Exam

San Diego Continuing Education to San Diego City, Mesa, and Miramar College

For the most up-to-date listing of active agreements and student requirements, please go online at: https://bit.ly/2S51Bqx

To request college credit, San Diego Continuing Education students must work with their SDCE instructor and through the San Diego Continuing Education Instructional Services Office: 619-388-4850

SDCE Program Area	SDCE Course	College Course	Units	College	College Program Area	Status
Digital Media	COMM 660 Visual Design; COMM 661 Vector Design; COMM 662 Page Layout Design **AND** COMM 663 Portfolio Design	**ARTG 125** Digital Media	3	City	Art – Graphic Design	Active through Summer 2022
Digital Media	COMM 667 Motion Graphics **AND** COMM 668 Video Production	**RTVF 153** Introduction to Nonlinear Editing	3	City	Radio, Television and Film	Active through Summer 2022
Front End Web Design	COMM 641 Web Programming Beginning	**WEBD 152** Beginning Web Site: HTML and CSS	3	Mesa	Web Development	Active through Summer 2021
Front End Web Design	COMM 642 User Interface Design **AND** COMM 643 Design Principles	**WEBD 127** Creating User Centered Content	3	Mesa	Web Development	Active through Summer 2021
Front End Web Design	COMM 644 Web Programming Intermediate	**WEBD 164** Javascript Fundamentals for Web Development Front End Web Design	3	Mesa	Web Development	Active through Summer 2021
Front End Web Design	COMM 646 Responsive Web Design	**WEBD 168** Intermediate HTML and CSS for Web Design Development	3	Mesa	Web	Active through Summer 2021

San Diego Continuing Education (SDCE) to College CTE Transitions Credit by Exam

San Diego Continuing Education to San Diego City, Mesa, and Miramar College

For the most up-to-date listing of active agreements and student requirements, please go online at: https://bit.ly/2S51Bqx

To request college credit, San Diego Continuing Education students must work with their SDCE instructor and through the San Diego Continuing Education Instructional Services Office: 619-388-4850

SDCE Program Area	SDCE Course	College Course	Units	College	College Program Area	Status
Digital Media	COMM 669 Content Management Basics	**WEBD 169** Website Development Using Open Source Content Management Systems	3	Mesa	Web Design	Active through Summer 2022
Digital Media	COMM 667 Motion Graphics **AND** COMM 668 Video Production	**MULT 123** Digital Video I	3	Mesa	Multimedia	Active through Summer 2022
Digital Media	COMM 660 Visual Design; COMM 661 Vector Design **AND** COMM 662 Page Layout Design	**MULT 100** Introduction to Visual Communication	3	Mesa	Multimedia	Active through Summer 2022
Retail, Hospitality, and Tourism						
Clothing Textiles	CLTX 620 Sewing Fundamentals I; CLTX 625 Sewing Fundamentals II; CLTX 630 Sewing Like a Professional; CLTX 635 Contemporary Tailoring	**FASH 130** Apparel Construction I **AND** **FASH 199A** Fashion Laboratory A	Total of 4	Mesa	Fashion	Active through Summer 2021
Culinary Arts Management	FDNT 681 Culinary Arts & Sciences I	**CACM 101** Sanitation, Safety & Equipment	3	Mesa	Culinary Arts Culinary Management	Active through Summer 2022
Culinary Arts Management	FDNT 682 Culinary Arts & Sciences II	**CACM 105** Fundamentals of Food Production Theory	3	Mesa	Culinary Arts Culinary Management	Active through Summer 2022

Current San Diego Continuing Education Credit By Exam Master List is available online at https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/workforce-and-economic-development/cte-transitions-credit-by-exam/sdce-to-college.aspx

Academic Regulations

Review of Student Records

Pursuant to the "Family Rights and Privacy Act of 1974" (Public Law 93-380) and the California Education Code, a student may request an opportunity to inspect all official school records, files and data related to them that are classified as Student Records. The records will be available for review at any mutually convenient time during regular working hours. If information in the file is inaccurate, misleading or inappropriate, a student may request removal of the information or include a statement disputing the material which they challenge pursuant to District Policy 3001.1.

The law further provides that no individual, agency or organization shall have access to student records without their written consent, with the exception of the following:

1. School officials within the District with "legitimate educational interest", such as the following

    a. Instructional staff, when such information will assist in determining or improving the academic competence of students under their jurisdiction.

    b. Counseling staff, when such information will assist the student in achieving his/her personal, academic or vocational goals.

    c. Classified staff who are involved in the creation, analysis, distribution, correction, compilation or processing of student records.

    d. Management or supervisory staff, when such information is directly related to the successful completion of management or supervisory duties, as prescribed by the Board of Trustees.

    e. The Board of Trustees, in appropriate disciplinary cases.

2. Specified federal and state educational officials such as officials in the State System's Office.

3. State and local officials to the extent that such information is required to be reported pursuant to state law adopted prior to November 19, 1974.

4. Schools or colleges of intended enrollment provided that the student has been notified and given the opportunity to challenge the content.

5. Organizations conducting studies for the District.

6. Persons in connection with an emergency.

7. Agencies in connection with financial aid.

8. Court officials pursuant to a court order or subpoena provided the District Student Services Office makes a reasonable effort to notify the student in advance of such compliance.

If you have any questions regarding the release of student records, you should refer to Policy 3103, Procedure 3103.2 or call the San Diego Continuing Education Student Services Office.

Online Class Restrictions

In accordance with federal regulations San Diego Continuing Education may not permit students residing outside of California to enroll in online classes.

Transcripts of Record

A student may obtain an official transcript by filing a request in-person or by mail to the counseling office at any San Diego Continuing Education campus. Payment of fees must be made prior to processing a request for transcripts. The following policy has been adopted by the San Diego Community College District Board of Trustees regarding the issuance of transcripts of record:

1. The first two transcripts in a student's lifetime will be issued without charge.

2. There will be a charge of $5.00 for each additional transcript. College transcripts issued by the District are separately charged and accounted for.

3. All transcript requests are processed within 10 working days.

For further information contact the San Diego Continuing Education Student Services Office.

Responsibility for Meeting Requirements

Each student must assume responsibility for compliance with the regulations of San Diego Continuing Education (SDCE) set forth in this catalog, for satisfying advisories for any course, and for selecting courses which will facilitate attainment of educational objectives. SDCE does not assume responsibility for misinterpretation of policies and procedures as presented in this catalog. Counselors and advisors are available to assist in planning students' programs. Any questions or doubts concerning this catalog material should be referred to the SDCE Instructional Services Office.

Academic Accommodations and Disability Discrimination for Students with Disabilities

(Board of Trustees Policy – BP 3105)

The San Diego Community College District (SDCCD) is committed to all provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and Section 508 of the Rehabilitation Act of 1973.[1] The fundamental principles of nondiscrimination and accommodation in academic programs provide that:

1. No student with a qualified disability shall, on the basis of the disability, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination under any post-secondary education activity or program[2]; and

2. Reasonable accommodations to academic activities or requirements shall be made as are necessary to ensure that such requirements do not discriminate or have the effect of discrimination on a student with a qualified disability; and

3. The institution shall create an educational environment where students with disabilities have equal access to instruction, including those that take place in a clinical setting, without compromising the essential components of the course, educational program or degree.

SDCCD identifies Disability Support Programs and Services (DSPS), or the campus 504 officer, as the office to determine academic accommodations under Section 504 of the 1973 Rehabilitation Act.

The Site Compliance Officer (SCO) is identified as the campus individual to handle all discrimination grievances under the Americans with Disabilities Act or the District's Equal Employment Opportunity and Diversity Office, BP 3410.

The intent of this policy is to ensure compliance with state and federal laws. SDCCD Procedure 3105.1 is intended to provide consistent and fair review of all academic adjustments requests and dispute resolution.

You may view a full copy of the Student Services policy and administrative procedure by accessing the following website: http://www.sdccd.edu/public/district/policies/

Students with verified disabilities who may require academic accommodations or auxiliary aids are strongly recommended to contact the Disability Support Programs and Services (DSPS) office, and complete the orientation procedures well before classes begin to ensure timely provision of services. Students are encouraged to identify themselves to the appropriate instructors to discuss the details and time lines necessary to provide appropriate accommodations. Students enrolled in online courses are encouraged to contact the campus DSPS department where the courses are being offered to request academic accommodation. Questions regarding academic accommodations and disability discrimination, including how to file a complaint or a formal grievance with regards to academic accommodations should be directed to the campus 504 Officer, Star Rivera-Lacey at 619-388-4850 in room 104 at the Educational Cultural Complex campus.

Students may file a complaint with the Chancellor of the California Community Colleges within thirty calendar days of the event or following the completion of the college Accommodation Grievance process. (http://californiacommunitycolleges.cccco.edu).

Students may file a complaint with the Federal Office of Civil Rights in San Francisco, California, if he or she believes that the college or one of its representatives is violating his or her rights. (www.2ed.gov/about/offices/list/ocr/doc/howto.pdf)

For further information see Disability Support Programs and Services on page 22.

Exclusion from Classes

A student may be excluded from class or the college whenever the student:

1. Exhibits behavior which interferes with the educational process. An instructor may remove a student from two class sessions for disruptive behavior. (Refer to BP 3100: Student Rights, Responsibilities, Campus Safety and Administrative Due Process); or

2. Is found to have a communicable disease which requires isolation pursuant to a directive from the County Department of Public Health.

Confidentiality

Federal and state laws and SDCCD policy require complete confidentiality of student records. On request, a complete statement of district policy regarding student records will be provided.

Free Speech

San Diego Continuing Education has designated areas for a variety of free speech activities, e.g., speeches/presentations, rallies, distribution of literature, posting, and voter registration. If you have any questions or need clarification, contact the Dean of the campus.

Nondiscrimination Policy

(Board of Trustees Policy – BP 3410)

San Diego Community College District Board of Trustees Policy BP 3410 prohibits discrimination in accordance with state and federal laws. The San Diego Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. No qualified student with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the district or be subjected to discrimination by it.

Students wishing to file complaints based upon discrimination should contact the campus Site Compliance Officer (SCO), Lynda Reeves at 619-388-1827. Appeals may be made to the District EEO Compliance Manager at the District Administrative Office, 3375 Camino del Rio South, San Diego, CA 92108.

Students with disabilities who want to file a grievance under Section 504 of the 1973 Federal Rehabilitation Act should contact the campus 504 Officer, Star Rivera-Lacey at 619-388-4845 in Room 104 at the Educational Cultural Complex (ECC). Students who want to file a disability discrimination grievance under the Americans with Disabilities Act (ADA) should contact the campus Site Compliance Officer (SCO), Lynda Reeves at 619-388-1827.

Title IX. Prohibiting Gender Discrimination and Sexual Harassment

San Diego Continuing Education is committed to support all regulations under Title IX. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."
– 20 USC 1681

San Diego Continuing Education does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender, gender identity, or sexual orientation in employment, as well as all education programs and activities, and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence. These procedures are used when a complaint concerns discrimination on the basis of gender, including sexual harassment.

The sexual harassment of students, including the crime of sexual violence, is a form of sex discrimination and interferes with students' right to receive an education free from discrimination and harassment.

Sexual violence, as that term is used in this section, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

Further information and procedures for filing a formal complaint of discrimination on the basis of sex or sexual harassment are found online at http://www.sdccd.edu/titleix

You may also file a complaint with the District's Title IX Coordinator:

Christopher May
(619) 388-6805
cmay@sdccd.edu

If you have any questions regarding these policies, please contact the Title IX Coordinator or contact your campus Title IX Deputy.

Campus Title IX Deputy

**San Diego Continuing Education
(Rm 104, Educational Cultural Complex (ECC))**
Star Rivera-Lacey
sriver@sdccd.edu
(619) 388-4935

San Diego City College (M-200)
Marciano Perez
mperez@sdccd.edu
(619) 388-3981

San Diego Mesa College (I-400)
Ashanti Hands
ahands@sdccd.edu
(619) 388-2678

San Diego Miramar College (K1-210)
Cheryl Barnard
cbarnard@sdccd.edu
(619) 388-7313

Drug Abuse and Alcohol Prevention Program (DAAPP)

The Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), specifies that no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless the institution certifies to the Secretary that the institution has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. In response, the San Diego Community College District (SDCCD) has adopted and implemented program and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The San Diego Community College District (San Diego City College, San Diego Mesa College, San Diego Miramar College and San Diego Continuing Education) is committed to providing a drug free environment. The institutions also prohibit the use of tobacco products and electronic delivery devices on campus or at college/district sponsored events. Any type of drug use, including alcohol, is dangerous and potentially life threatening. Drugs and alcohol adversely affect the body, mind and behavior. The effects vary from person to person and from usage to usage. Even low doses of drugs and alcohol can impair judgment and coordination. If you use drugs or alcohol, you risk overdose, accidents, dependence, ill health, as well as legal, financial and personal problems. The federal laws against drugs are divided into two categories: possession and distribution. The penalties are severe depending upon the type of drug, quantity of the drug, and any prior offenses. Possession will earn up to one year in prison and a $5,000 fine. Distribution will earn up to life in prison and an $8 million fine. State laws vary and may be more severe.

For more information, please visit the Drug Abuse and Alcohol Prevention Program (DAAPP) webpage at http://www.sdccd.edu/daapp

Smoking Regulation

(Board Policy – BP 0505)

All campuses and facilities of the San Diego Community College District, City College, Mesa

College, Miramar College, and San Diego Continuing Education operate in compliance with the provisions of Government Code 7597 and San Diego Municipal Code section 43.1003(a) regulating smoking in a public place or place of employment. In accordance with Board Policy (BP 0505) Smoke and Tobacco Free District Property smoking and the use of any tobacco product are prohibited on all properties owned or controlled by the District.

Additional information is available in the Campus Police Office. For complete SDCCD Policy 0505 and Procedure 0505.2 information, please visit: http://www.sdccd.edu/public/district/policies/.

Crime Awareness and Campus Security

Jeanne Clery Act Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The San Diego Community College District Annual Security Report, titled "Safe and Sound, a guide to safety and security in the San Diego Community College District", includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the San Diego Community College District; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies on drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by contacting any campus admissions office, Vice President of Student Services office or college police business office. At any time you may view a full copy by accessing the following website: http://police.sdccd.edu/crimestats.htm.

Pursuant to State and Federal Law information concerning registered sex offenders enrolled or employed by the college may be obtained through the College Police Office.

Elder and Dependent Adult Abuse

An elder is defined as a resident of the State of California who is 65 years of age or older; or a dependent adult, defined as a resident of the State of California between the ages of 18 and 64 years, who has a physical or mental limitation that restricts his or her ability to carry out normal activities or to protect his/her rights.

Post-secondary educational institutions serving dependent adults are designated as mandated reporters with an individual, personal responsibility to comply with the reporting requirements.

Any mandated reporter, who, in his or her professional capacity, or within the scope of his or her employment, has observed or had knowledge of an incident that reasonably appears to be physical abuse, abandonment, isolation, financial abuse, or neglect, or is told by an elder or dependent adult that he or she has experienced behavior constituting physical abuse, abandonment, isolation, financial abuse, or neglect, or reasonably suspects abuse shall report the known or suspected instance of abuse immediately to Adult Protective Services at 1-800-510-2020.

Community Access to Computers

The use of District computer equipment is limited to District staff and students in a classroom setting.

Copyright Responsibility

Any duplication request of copyrighted materials for use in San Diego Continuing Education's (SDCE) instructional programs must be accompanied by written permission from the copyright owner. Any duplication of copyrighted materials by student, staff, or faculty is to be for the sole purpose of private scholarly study. Since the liability for infringement of statutory or common-law copyright occurs during misuse of duplicated materials, the duplicated copies cannot be sold or distributed. A designated portion of the duplicated copy cannot be included in another's work without the written permission of the copyright owner. All copyright responsibility is assumed by the individual requesting the duplication. SDCE, its agents, representatives, and employees are held harmless against all claims, suits, damage costs, and expenses of charges of statutory or common-law infringement resulting from the SDCE's efforts to provide services, materials, and equipment to the requestor.

Student Rights, Responsibilities, Campus Safety and Administrative Due Process

(Board of Trustees Policy – BP 3100)

This policy enumerates the rights and responsibilities of all San Diego Community College District students. All students are subject to adhering to the policies and procedures of the San Diego Community College District, as well as all federal, state, and local laws. Students are subject to charges of misconduct concerning acts committed on District-owned or controlled property or the District-sponsored activities as specified in the policy.

You may view a full copy of the policy by accessing the following website: http://www.sdccd.edu/public/district/policies/.

Student Grievance Procedure

The purpose of this procedure is to provide a prompt and equitable means for resolving student grievances. The procedures enumerated in Student Grievance Procedures 3100.1 shall be available to any student who believes a district decision or action has adversely affected his/her rights as a student as specified in Student Rights and Responsibilities, Campus Safety and Administrative Due Process, BP 3100, Section *a* through *j*. Note that grades are not grievable under this policy.

Minor Children on Campus

Minor children who are not enrolled are not permitted in any classroom at any time. Minor children who are not enrolled are not to be left unattended at any time while on the campus.

Volunteer/Visitor Conduct Expectations

In accordance with Procedure 3100.4, all visitors and volunteers are expected to adhere to the policies and procedures of the San Diego Community College District, as well as all federal, state and local laws. Visitors and volunteers will be subject to removal from classrooms, service areas, and activities of the campus for any of the following acts (but not limited to) while on campus. Any violation may be subject to permanent removal from campus. Violations of state, federal, or local laws or ordinances, while on

district premises, will be addressed by college police in accordance with the California Penal Code.

- Act or threat of damage to or theft of property belonging to or located on District-controlled property or facilities.

- The physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or a District employee's work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

- Physical or verbal disruption that is incompatible with instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus when such a disruption occurs inside of any classroom or facility or in such proximity as to appear reasonably likely to interfere with activities inside of the classroom or facility, or the substantial and material disruption of any other regular campus activity which occurs in any other portion of District-controlled property.

- Disorderly, lewd, indecent or obscene conduct or expression or habitual profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the community college. (Ed. Code 76120)

- Assault, or battery upon a student or district personnel on district premises or at any time or place while under the authority of District personnel.

- Possession of weapons, explosives, unlicensed dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.

- Failure to comply with the reasonable directions of staff members of the district who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of district personnel, provided such authority is related to district activities or college/center attendance.

A full copy of the policy is available on the following website: www.sdccd.edu/public/district/polices.

Field Trips

Field trips, excursions, and classes convened off campus are defined as those activities which replace regularly scheduled on-campus class sessions. Students are expected to attend since the activity is a part of regularly scheduled class time.

1. The activity must have a direct relationship to the instructional program and demonstrate a benefit greater than could be achieved in classroom activity.

2. The learning experience must not be conveniently available to students outside class time.

3. Adequate preparation or orientation shall be provided in advance.

4. The activity shall be scheduled insofar as possible to avoid requiring that students be absent from other classes.

5. The requirement for the activity shall be specified in the catalog course description.

6. Overnight trips or trips outside California shall be individually approved in advance by the Board. The Chancellor may approve travel within California.

7. District vehicles, including contract carriers, may be used to provide transportation, and expenses for transportation/use of District vehicles may be paid from District funds which have been budgeted for this purpose.

8. No expenses other than transportation of students may be paid from District funds; e.g., entry fees, food, lodging, etc.

9. These activities shall not be authorized if any student cannot participate because of lack of funds. Community service groups should be solicited to provide funds for students in need of them.

10. The necessary expenses of staff/chaperones may be paid from budgeted funds (see Policy 8960).

To implement the rules set forth in Policy 3120, the Continuing Education adopted Field Trip Guidelines on January 22, 2004. The Field Trip Guidelines are available at each campus office.

Research Involving District Students

In order to balance the goals of educational research, a student's right to privacy and a relatively uninterrupted course of study, the Board of Trustees has adopted Policy 0400—Research Involving District Students. For more information, contact the San Diego Continuing Education Student Services Office.

Student Records, Release, Correction and Challenge

(Administrative Procedure – AP 3001.1)

The San Diego Community College District strictly adheres to the Family Education Rights and Privacy (FERPA). This procedure specifies limitations on Federal and State law, and ensures that appropriate record maintenance and destruction systems are in place.

Pursuant to the "Family Rights and Privacy Act of 1974" (Public Law 93-380) and the California Education Code, a student may request to inspect all his/her official school records, files, and related data that are classified as Student Records. The records will be available for review at a mutually convenient time during regular working hours. Contact the Vice President, Student Services. If information in the file is inaccurate, misleading, or inappropriate, a student may request removal of the information or include a statement disputing the material that is challenged.

The law provides that no individual, agency or organization shall have access to a student's records without the written consent of the student, except under very specific conditions:

You may view a full copy of the policy by accessing the following website: http://www.sdccd.edu/public/district/policies/.

Complaint Processes

San Diego Continuing Education is committed to an educational environment that is free from interference and disruption, and that fosters equity and mutual respect.

Students may file a complaint when they believe that a campus faculty or staff member has violated the following Board Policies and Administrative Procedures:

1. Student Rights, Responsibilities, Campus Safety and Administrative Due Process: Policy 3100

2. Student Grievance: Procedure 3100.1

3. Student Discipline: Procedure 3100.2

4. Honest Academic Conduct: Procedure 3100.3

5. Academic Accommodations and Disability Discrimination for Students with Disabilities: Procedure 3105.1

6. Prohibition of Harassment: Policy 3430

7. Nondiscrimination: Policy 3410

8. Fraud/Whistle Blower: Policy 6125

9. Grade Challenge: Procedure 3001.2

Board Policies and Administrative Procedures are available to Individuals online at http://www.sdccd.edu/public/district/policies/.

Most complaints, grievances or disciplinary matters should be resolved at the campus level. Individuals are strongly encouraged to make every attempt to resolve matters through the appropriate administrative processes.

More information on the complaint processes can be found online at https://studentweb.sdccd.edu/index.cfm?action=complaint&tab=1.

Academic Complaint

An academic complaint may be filed with the program chair or program dean when a student feels that a faculty member has violated state law, federal law, or San Diego Community College District policies and procedures relative to grading or other academic matters*. Students may directly contact the program chair or program dean or submit their complaint online at: https://studentweb.sdccd.edu/index.cfm?action=complaint&tab=1.

*Please note: All grades awarded by the instructor of record shall be final. The California Code of Regulations, Title 5 §55025, states "the determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency."

Academic Accommodation Due to Disability Complaint (Section 504/ADA)

Students who have a complaint regarding access to, or quality of, their academic accommodations may contact the DSPS counselor. Students may submit a complaint online at https://www.sdccd.edu/students/complaint-process/index.aspx or contact the campus 504 Officer.

Students with disabilities who want to file a formal complaint under Section 504 of the 1973 Federal Rehabilitation Act and Americans with Disabilities Act (ADA) may do so online at https://www.sdccd.edu/students/complaint-process/index.aspx or contact the campus 504 Officer:

Campus 504 Officer
San Diego City College (Room P-201)
Randy Barnes
rbarnes@sdccd.edu (619) 388-3923
San Diego Mesa College (LRC – Room 464)
Claudia Perkins
cperkins@sdccd.edu (619) 388-2699 Mailbox, Room G-248
San Diego Miramar College (Room N-203)
Adrian Gonzales
agonzales@sdccd.edu (619) 388-7810
San Diego Continuing Education (Room 104, Educational Cultural Complex (ECC))
Esther Matthew
ematthew@sdccd.edu (619) 388-4850

General Complaint

A general student complaint may be filed by a student who feels an action of a San Diego Continuing Education (SDCE) staff member, office, or group violates existing SDCE rules, policy, or procedures or other local, state, and federal laws. A complaint of gender discrimination or sexual assault or harassment is not included in this category; please see Title IX complaint below.

The complaint procedures are formalized procedures to ensure timely resolution at the lowest possible

level. The first step is the informal resolution stage, which involves the student who has a complaint and the faculty/staff member or specific group with whom the student has a complaint. The student must notify the faculty/staff person or representative of a group that he or she wishes to make an appointment for an informal meeting to review an action. In the absence of the instructor or staff person and after a good faith effort to make contact, the student may directly contact the program dean or appropriate administrator or submit their complaint online at: https://www.sdccd.edu/students/complaint-process/index.aspx.

Unlawful Harassment or Discrimination Complaint not Based on Sex or Gender

San Diego Continuing Education (SDCE) is committed to providing an academic environment free of unlawful harassment and unlawful discrimination. Board Policy 3100 defines verbal, physical, visual or written, environmental and harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff, or faculty member, or student within the District.

You may view a full copy of the policy by accessing the following website: http://www.sdccd.edu/public/district/policies/.

These procedures are used when a complaint concerns matters of discrimination or failure to comply with SDCE policy or procedures or federal and/or state regulations including the Civil Rights Act; Executive Orders 11246 and 11375; the Vietnam Era Veterans Readjustment Act of 1974; the Age Discrimination and Employment Act of 1967; Section 504 of the 1973 Federal Rehabilitation Act and Americans with Disabilities Act (ADA); and the nondiscrimination laws of the State of California.

Students who wish to file a complaint may do so online at: https://www.sdccd.edu/students/complaint-process/index.aspx or contact your college Site Compliance Officer (SCO):

Campus Site Compliance Officer
San Diego City College (Room A-110E)
Edwin Hiel
ehiel@sdccd.edu (619) 388-3036

San Diego Mesa College (LRC – Room 464)
Claudia Perkins
cperkins@sdccd.edu (619) 388-2440
San Diego Miramar College (Room A-201D)
Francois Bereaud
fbereaud@sdccd.edu (619) 388-7503
San Diego Continuing Education (Rm 104-HDQ, Educational Cultural Complex)
Maria Doerner
mdoerner@sdccd.edu (619) 388-4935

Students wishing to pursue a civil rights complaint beyond the college/district level should direct their inquiries to the Office of Civil Rights, United States Department of Education, 50 Beale Street, Suite 7200, San Francisco, CA 94105-1813.

Other Complaint Process

If your complaint is associated with the institution's compliance with academic program quality and accrediting standards, you may contact the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) at http://www.acswasc.org/contact/acs-wasc-complaints/ ACS WASC accredits K-12 schools and not-for-profit, non-degree granting post-secondary institutions.

If your complaint does not concern the institution's compliance with academic program quality and accrediting standards, you may contact the California Community College Chancellor's Office by completing the web form found at: http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx

Academic Requirements

Joint High School Diploma Program

OPTION 1

To receive a joint high school diploma from the San Diego Continuing Education program in cooperation with the San Diego Unified School District Adult Education under Option 1, students must earn a total of 40 semester credits. Credit for appropriate senior high (Grades 9–12) courses taken in Grades 7 or 8 may be applied to a high school diploma. Credit may be given for previous education. No high school credit is given for religion classes.

Credits

- 8 English, including one (1) American Literature
- 2 Fine Arts or Foreign Language
- 1 Practical Arts
- 6 Mathematics, including Algebra 1 & 2, Geometry 1 & 2, and Intermediate Algebra 1-2 or Unifying Algebra and Geometry 1-2
- 6 Science, including Biology 1 & 2 plus 2 (4 credits) of the following courses: Earth Science 1, 2; Physics 1,2; Chemistry 1, 2 or equivalent
- 6 Social Studies, including World History and Geography 1 & 2, U.S. History 1 & 2, U.S. Government, and Economics
- 11 Electives

Additional requirements:

- A minimum Grade Point Average of 2.00

OPTION 2

To receive a joint high school diploma from the San Diego Continuing Education program in cooperation with the San Diego Unified School District Adult Education under Option 2, students must earn a minimum of 24 credits or the equivalent. Students must demonstrate competency and earn credits through a combination of standardized testing, high school classes, and college class. Credit may be given for previous education.

Credits

- 1 American Literature
- 5 English
- 6 Social Studies (World History and Geography 1 & 2, U.S. History 1 & 2, U.S. Government, and Economics)
- 4 Mathematics, including Algebra 1 & 2 or equivalent
- 4 Science, including Biology 1 & 2 and 2 Physical Science or equivalent
- 2 Practical Arts (SDCE students may use some work experience)
- 2 Visual Arts, Performing Arts or Foreign Language (or a combination)

Additional Requirements:

- A minimum Grade Point Average of 2.00
- 2 units of college credit or equivalent

Attendance Policy

Regular attendance will be expected in all classes in accordance with the approved class schedule. The school (instructor or staff) must be notified of the reason for any absence. If the school is not notified after three (3) consecutive absences, students may be automatically dropped from classes. To re-enter class, a conference with the counselor may be required. It is important to be in every class on time, to keep up with class work.

Progress and Grade Policy

Progress in each academic course will be measured by letter grades A, B, C, D, and F (unsatisfactory). Unsatisfactory progress for 30 hours of instruction in any class will result in an instructor-counselor conference to discuss the reason(s) for lack of progress and ways to improve performance. An "F" grade in more than half the subjects taken will result in a counseling review of educational goals. For purposes here, a grade of incomplete in a course will be considered satisfactory.

"Adult basic education made me realize how much I can do with my life and it showed me how I can accomplish my dreams. Because of the good preparation I received, I'm going to college to become a Childcare Eligibility Specialist, and pursue a degree to become a Humanitarian Aid Worker."

-Mowlid Mohammed

Certificate Programs

Account Clerk

The Account Clerk Certificate Program is a 376-hour open-entry/open-exit training program. The Account Clerk Certificate Program is designed to provide students with the basic skills necessary to achieve success in the accounting field. Students follow a prescribed course of study, which includes successful completion of Step One core curriculum prior to entry into the Account Clerk Certificate Program.

Students learn a variety of skills

Type at a minimum of 35 nwpm; use the accounting equation; post to journals and ledgers; understand adjusting and closing entries; develop worksheets and financial statements; understand payroll accounting; taxes, and reports; work with sole proprietorships, partnerships, and corporations; use automated accounting software; and complete reports using spreadsheet software.

Orientation and Enrollment

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit www.sdce.edu/job-training/business

Required Courses

ACCT 502	Computerized Accounting
ACCT 511	Accounting: Beginning
ACCT 512	Accounting: Intermediate
OFSY 500	Basic Business Math 1
OFSY 501	Basic Business Math 2
OFSY 577	Spreadsheets: Advanced

Administrative Assistant

The Administrative Assistant Program is designed to provide students with the working knowledge of office systems and procedures, plus advanced level computer skills required for employment in an office or business environment. Topics include: creating and distributing complex documents, developing analytical and statistical reports, creating and delivering computer presentations, the use of database command language and program file creation, database systems, spreadsheets, and using the internet as a resource tool. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including office, administrative and computer support personnel. This program also serves as a foundation for additional training in office systems and computers.

Students learn a variety of skills

Type at a rate of 45 nwpm; create and distribute complex documents; develop analytical and statistical reports; create presentations; and use the Internet for a resource.

Orientation and Enrollment

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit www.sdce.edu/job-training/business

Required Courses

COMM 614	Computer Presentations
OFSY 510	Database Systems: Beginning
OFSY 511	Database Systems: Intermediate
OFSY 516	Internet Basics
OFSY 577	Spreadsheets: Advanced
OFSY 599	Word Processing: Advanced

Advanced English as a Second Language

The Advanced English as a Second Language Program equips students with the language skills needed to transition into higher education systems and/or the workplace. Each course focuses on development of listening and reading fluency and academic reading and writing skills. Digital literacy, soft skills and cultural awareness are integrated throughout the program. Upon completion of requirements of the Advanced English as a Second Language Program, students will receive a program certificate and are prepared to transition to career training, college and/or the workplace.

Required Courses
ESLA 436	ESL Adv Low 6	
ESLA 437	ESL Adv High 7	

Elective Courses
ESLA 415	ESL Multi-level	

Air Conditioning and Heating

The Air Conditioning and Heating Program is designed to provide instruction and practical application of occupational knowledge and skills in the Heating and Air Conditioning (HVAC) industry and to provide students with a working knowledge of the tools and equipment associated with the modern HVAC industry. The open-entry, open-exit program requires completion of MECT 431 and MECT 432. The courses include instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems. Integrated throughout the courses are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology, and other employment skills. Students who successfully complete the program will be qualified for entry-level positions in the heating, air conditioning, ventilation and refrigeration maintenance trades. Jobs in the field include air conditioning installer and repair helper, refrigeration installer and furnace installer.

Orientation and Enrollment

Contact the counseling office at Mid-City Campus, 619-388-4500.

Required Courses
MECT 431	Air Conditioning/Heating I	
MECT 432	Air Conditioning/Heating II	

Auto Body and Paint Technician

The Auto Body and Paint Technician Program is designed to teach skills required for entry-level employment in the auto body repair, refinishing, and related industries. The two open-entry/open-exit courses include guided practice in a simulated work environment in sanding, masking, detailing, spot painting, complete body painting, body repair, and glass installation. Course competencies are based on standards development by the National Automotive Technicians Education Foundation (NATEF) and the Inter-Industry conference on Auto Collision Repair (I-CAR).

Students learn a variety of skills

Industry safety practices and procedures; trade-related mathematics; how to apply information from service manuals; the use of automotive hand and power tools; how to remove, install, align and repair auto body panels, parts and glass; how to prepare vehicles for paint refinishing; how to use high transfer paint spray equipment; how to apply general detail procedures; and professionalism, ethics, communication and computer skills.

Graduates receive a 600-hour Certificate of Completion. Students may elect to take one or more of the individual modules and receive a Certificate of Course Completion.

Orientation and Enrollment

For additional information contact the counseling office at ECC, 619-388-4956.

Required Courses
AUTO 411   Auto Body and Paint Technician
AUTO 411A   Auto Body Refinishing Technician

Automotive Technician

The goals of the Automotive Technician program are to provide training in skills necessary for entry-level employment as an Automotive Technician. The program requires completion of AUTO 507, AUTO 507A, and AUTO 507B. These courses include instruction in safety procedures and the proper use of hand tools and equipment; repair of engine, drivetrain, brake, suspension, steering, electrical/electronic, emission control, cooling, and fuel systems; and the diagnosis and repair of engine performance problems. The National Automotive Technician Education Foundation (NATEF) competency standards are used. This is an articulated program with the San Diego Miramar College automotive program. College credit may be awarded. Students learn a variety of skills Safety procedures; proper use of hand tools; proper use of repair and diagnostic equipment; diagnosis and repair of engine, drivetrain, brakes, suspension, steering, electrical/electronics, emission control and fuel systems; diagnosis and repair of engine performance problems; and professionalism, ethics, communication and computer skills.

Students learn a variety of skills

Safety procedures; proper use of hand tools; proper use of repair and diagnostic equipment; diagnosis and repair of engine, drivetrain, brakes, suspension, steering, electrical/electronics, emission control and fuel systems; diagnosis and repair of engine performance problems; and professionalism, ethics, communication and computer skills.

Graduates receive a 920-hour Certificate of Program Completion. Students may elect to take a separate module and earn a Certificate of Course Completion, see instructor for details.

Orientation and Enrollment

For additional information or to request a brochure call the counseling office at ECC, 619-388-4956.

Recommended Skill Levels: Eighth-grade reading level, ability to communicate effectively in the English language and knowledge of general math.

Required Courses
AUTO 507   Automotive Technician
AUTO 507A   Engine/Electrical/Performance
AUTO 507B   Advanced Driveability & Performance

Baking and Pastry I

This program provides career readiness skills in the baking and pastry arts. Students will be exposed to the fundamentals of bakeshop product identification, ingredients, and industry techniques. Students will explore the basic culinary skills in the baking industry from baking theory and techniques to hands-on production techniques used in working kitchens and bakeries. Products produced include cookies, pies, tarts, dessert sauces, custards and frozen desserts before ending with artisanal bread production, such as yeasted, non-yeasted, and laminated doughs. Students will gain an understanding of soft skills such as interpersonal skills, conflict resolution, time management, organizational skills while working in a culturally rich setting. Upon completion of this program, students will be prepared for gainful employment as an entry-level baker in a commercial bakeshop, restaurant, or starting their own cottage industry business.

Required Courses
FDNT 661   Baking & Pastry Essentials
FDNT 662   Baking & Artisanal Breads

Baking and Pastry II

This program provides career readiness skills in the baking and pastry arts. Students will be exposed to advanced pastry and cake production, as well as chocolate and sugar confectionary work. Students will explore the advanced culinary skills in the baking industry from baking and pastry theory and techniques to hands-on production techniques used in working kitchens, bakeries, and confectionary shops. Products produced include American-style cakes, European tortes, frostings, fillings, decoration mediums, mini pastries, and petit fours before ending with meringues and confections, both chocolate and sugar. Students will also gain an understanding of mass production for buffet pastry items, display techniques, and confectionary showpieces. Upon completion of this program, students will be prepared for gainful employment as an entry to-intermediate level baker, chocolatier, confectioner, and artisanal cake designer in a commercial bakeshop, restaurant, hotel, boutique confectionary store, or starting their own cottage industry business.

Required Courses
FDNT 663   Advanced Pastries and Cakes
FDNT 664   Chocolate & Sugar Confections

Beginning English as a Second Language

The Beginning ESL Program develops English learners' emerging listening, speaking, reading and writing skills to progress towards their personal, academic and/or professional goals and advance into the Intermediate ESL Program. Instruction incorporates development of the critical thinking and soft skills needed in academic, professional and social settings, with emphasis on working cooperatively in a diverse environment. Students who complete the program are prepared to enter the Intermediate ESL Program.

Required Courses

ESLA 431	ESL Beg Literacy 1
ESLA 432	ESL Beg Low 2
ESLA 433	ESL Beg High 3

Elective Courses

ESLA 415	ESL Multi-level

Brake/Suspension and Light Service Technician

The goals of the Brake/Suspension and Light Service Technician Program are to provide training in skills necessary for entry-level employment as a Brake/Suspension and/or Light Service technician. The open-entry open-exit program requires completion of AUTO 507 and AUTO 507A. These courses include instruction in safety procedures and the proper use of tools and equipment; minor engine and driveline repair; in depth diagnosis and repair of brake, suspension and steering systems and skills required to perform scheduled maintenance services for cooling, engine, fuel, emission and performance related system. The National Automotive Education Foundation (NATEF) standards are used. These courses articulate with the San Diego Miramar College automotive program. College credit may be awarded.

Required Courses

AUTO 507	Automotive Technician
AUTO 507A	Engine/Electrical/Performance

Business Information Worker: Entry Skills

The Business Information Worker Entry Skills program is designed to provide students with the knowledge and entry-level skills needed to use computers and software, keyboarding and proofreading skills, to create letters and memos, and basic email and calendar management skills. The program courses enhance students' skills in reading and writing related to business communications, and provide instruction in basic computer operation, word processing, keyboarding, electronic correspondence practices, and managing electronic calendars. Topics include computer hardware and peripheral devices, basic principles of keyboarding, word processing concepts, editing techniques, composing and sending email messages, and security measures including licensing, copyright laws, and virus and malware protection. Students who successfully complete the program can use the skills learned in a variety of jobs including entry-level office support receptionist, and word processor. This program also serves as a foundation for additional training in intermediate-level office and administrative support positions.

Orientation and Enrollment

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit www.sdce.edu/job-training/business

Required Courses
OFSY 528	Electronic Info Management
OFSY 541	Keyboarding-Multilevel
OFSY 596	Word Processing: Beginning

Business Information Worker: Communication Skills

The Business Information Worker Communication Skills program is designed to provide students with the knowledge and skills needed to be successful in a workplace environment, including communication, problem-solving and customer service skills. The program provides students with business writing principles and techniques, job advancement skills, and an overview of employee responsibilities and employer expectations. Topics include business vocabulary, dictionary usage, overview of office environments, roles and responsibilities, workplace ethics, critical thinking skills, teamwork, records management, application processes and interview skills. Students who successfully complete the program can use the skills learned in a variety of jobs including customer service representative, receptionist, and office support worker. This program also serves as a foundation for additional training in a more advanced level of office and administrative support positions.

Orientation and Enrollment

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit www.sdce.edu/job-training/business

Required Courses
OFSY 505	Business Communications 1
OFSY 506	Business Communications 2
OFSY 507	Workplace Professional

Business Information Worker: Technical Skills

The Business Information Worker Technical Skills program is designed to provide students with the knowledge and skills needed to use computer hardware and peripherals, operating systems, software applications and computer security for Internet and networks in the workplace. Students will learn how to utilize the Internet for communication and collaboration, work with computer programs and software, evaluate computer systems, research and analyze data to create spreadsheets and charts, maintain files, and identify computer security issues. Topics include using the Internet and web resources, Windows software, file and records management, formatting and editing spreadsheets, database storage, protecting data and installing and using different types of software. Students who successfully complete the program can use the skills learned in a variety of jobs including computer user support, and administrative and office support worker. This program also serves as a foundation for additional training in more advanced administrative assistant positions.

Orientation and Enrollment

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit www.sdce.edu/job-training/business

Required Courses

COMP 628	Business Information Systems
OFSY 527	Microsoft Windows
OFSY 575	Spreadsheets: Beginning

Child Care Provider Training

The Child Care Provider Training program will provide students with foundational knowledge of early childhood development as well as information about business practices to help progress towards vocational, academic, personal and/or professional goals working with children. Students become familiar with the local requirements for childcare businesses and regulations pertaining to childcare providers. Program instruction incorporates development of critical thinking skills and soft skills needed in academic, professional and social settings with emphasis placed on caring for infants and young children. This program provides the knowledge and academic experience necessary for a student to successfully transition to credit institutions and further study in the field of child development.

Required Courses

HMDV 575A Foundations of Child Care
HMDV 575B Intro to Child Care Business

Child Home Care Training

The Child Home Care Training program will provide students with knowledge of early childhood development, information about childcare business practices, and applied skills in both business and early childhood care and education. The program prepares students to have a successful child care business of their own serving children ages 0-5, as they experience hands-on-practice in a laboratory setting with multi-age children. Employment options, as well as opportunities for home business success, increase with program completion. This program provides the knowledge and academic experience necessary for a student to successfully transition to credit institutions and further study in the field of child development.

Required Courses
HMDV 575A Foundations of Child Care
HMDV 575B Intro to Child Care Business
HMDV 584   Multi-Age Development & Care

Cisco Certified Network Associate (CCNA)

The Cisco Certified Networking Academy is a 480-hour training program. This NO FEE program prepares students for the Cisco Certified Networking Associate (CCNA) exam. This program consists of four courses. Each course, starting with course 1, must be completed before advancing to the next course.

The Cisco Networking Academy Program is a comprehensive program that provides students with the skills essential in a digital workforce. The Networking Academy provides web-based content, online assessment, student performance tracking, hands-on labs, support, and preparation for CCNA certification.

Orientation and Enrollment

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit https://sdce.edu/job-training/information-technology/orientation

For additional information, please visit the program website at www.cisco.com/web/learning/netacad/academy/index.html.

Required Courses
COMP 600   Introduction to Networking
COMP 601   Intro to Router Configuration
COMP 602   Local Area Network Design
COMP 603   Wide Area Network Design

Clothing Construction

This Clothing Construction Program is a sequence of courses designed to provide students with the knowledge and skills required for jobs in the fashion industry, fashion related careers or starting a small business. The program covers the development of basic to advanced sewing skills to create apparel and sewn products. Topics include pattern and fabric selection, construction techniques, pressing skills, selection, care and use of various types of sewing machines, elements of style, textile knowledge and identification, equipment, tools, fitting techniques, evaluation of apparel quality, industrial techniques, and tailoring using both couture and contemporary methods. Fashion industry concepts including green technology, trends, marketing, and employment opportunities are included. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including seamstress, alteration expert and tailors in the wholesale and resale clothing industry as well as in starting a small business. This program also serves as a foundation for additional training in fashion merchandising, fashion design and fashion consulting.

Required Courses

CLTX 620	Sewing Fundamentals
CLTX 625	Sewing Fundamentals II
CLTX 630	Sewing Like a Professional
CLTX 635	Contemporary Tailoring

Cloud Solutions AWS-Associate

The Cloud Solutions AWS-Associate program is designed to provide students with the knowledge and skills needed to function as a cloud computing architect. Emphasis is placed on the ability to effectively demonstrate knowledge of how to architect and deploy secure and robust applications on a cloud computing platform. Focus will be on the ability to define a solution using cloud computing architectural design principles and provide implementation guidance based on best practices throughout the lifecycle of the project. Topics include key cloud concepts, the core cloud services, security, architecture, pricing, and support. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, computer user support specialist and computer operator. This program also serves as a foundation for additional training in information technology.

Required Courses

COMP 671	AWS Academy Cloud Foundations
COMP 672	AWS Academy Cloud Architecture

Computer Repair and Service Technician

The Computer Repair and Service Technician Certificate Program equips students with the knowledge of current computer industry standards and skills in: diagnostics and troubleshooting, software and hardware installation, configuration, basic networking and cabling fundamentals, preventative maintenance techniques, safety and customer service. The training program also leads to CompTia A+ industry certification. The skills and certification are a critical foundation for students entering a career in the computer support technician field. Students completing the training can enhance their career by pursuing certifications in Help Desk, networking technologies and other IT specialties, including consulting, support and sales.

Required Courses
COMP 608	Basic Network Configuration	
COMP 610	Computer Care-Software Tools	
COMP 612	Hardware Service Technician	
COMP 613	Data, Voice and Video Cabling	
OFSY 525	Disk Operating Systems	

Computer Repair and Technician

The Computer Repair Technician Program is designed to provide students with the knowledge and skills aligned to current computer industry standards. Skills include computer diagnostics and troubleshooting, software installation, peripheral configuration, security fundamentals, and professional ethics and communications skills. Topics include the installation and configuration of major subsystems including memory and storage, installing and configuring software for printers and other external devices, configuring and troubleshooting operating systems, and installing and customizing third-party software, including security products. Students who successfully complete the program can use the skills learned in a variety of industries including computer support specialist and computer operator. Skills learned in the program can be used as a foundation for additional training in information technology.

Required Courses
COMP 610	Computer Care-Software Tools	
COMP 612	Hardware Service Technician	

Culinary Arts

The San Diego Continuing Education Culinary Arts program is a six module (course), 600-hour vocational program. Each culinary module is approximately 100 hours. Students attend class 25 hours per week. A certification of completion is awarded for successfully completing each module. A Culinary Arts Program certificate is awarded upon successfully completing all six modules. Each module includes culinary theory instruction as well as culinary food preparation and culinary computer labs.

Orientation and Enrollment

Preregistration is required. For additional information about the program and pre-registration call the West City Campus Student Services office, 619-388-1873.

Required Courses

FDNT 671	Culinary Arts I
FDNT 672	Culinary Arts II
FDNT 673	Culinary Arts III
FDNT 674	Culinary Arts IV
FDNT 675	Culinary Arts V
FDNT 676	Culinary Arts VI

Culinary Arts and Sciences

The Culinary Arts and Sciences Program provides the theory and hands-on training for entry-level positions in the culinary arts profession. The program provides an overview of the culinary arts, terminology, industry history, food safety and sanitation. Topics include tools, equipment, knife skills, food service operations, restaurant management, menu development and food costing. The program courses will also cover nutrition and instruction in comprehensive food preparation techniques. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including cooks, chefs, caterers and food service managers. This program also serves as a foundation for additional training towards an associate degree in culinary arts at a community college.

Required Courses

FDNT 681	Culinary Arts and Sciences I
FDNT 682	Culinary Arts and Sciences II

Culinary Arts Advanced

The Culinary Arts Advanced Program provides an overview of current trends in the culinary industry, restaurant operations, and the basic knowledge required to design and open a food service business. The program includes sustainable food systems, food and beverage management, font end operations and professional table service. Topics include molecular culinary terminology, molecular product identification, flavor affinities, business plan development, marketing, restaurant law, and restaurant concept development. The program courses also cover farm-to-table concepts, food and beverage pairing, purchasing and cost control, human resources and restaurant leadership and management. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including cooks, chefs, caterers and food service managers. This program also serves as a foundation for additional training towards an associate degree in culinary arts at a community college.

Required Courses
FDNT 683   Culinary Arts Advanced I
FDNT 684   Culinary Arts Advanced II

Culinary Nutrition

This program provides career readiness skills in the field of nutrition science and meal planning. Students will be exposed to the fundamentals of nutrition principles, scientific concepts, food safety, and bodily processes. Students will learn basic nutrition principles and explore how to apply these in a variety pf dishes in order to retain maximum nutrient retention. Topics covered in the program will include national nutrition standards, cultural dietary habits, personal wellness, recipe development, seasonality, and health coaching techniques, menu planning costing, and menu production in a laboratory setting. Students will gain an understanding of soft skills such as interpersonal skills, conflict resolution, time management, organizational skills while working in a culturally rich setting. Upon completion of this program, students will be prepared for gainful employment as a personal or private chef that specializes in dietary food plans or starting their own cottage industry business.

Required Courses
FDNT 618   Nutrition Essentials
FDNT 619   Meal Planning Essentials

Cybersecurity Analyst

The Cybersecurity Analyst Program is designed to provide students with the knowledge and skills needed to assess cybersecurity threats and use the appropriate tools to remediate security vulnerabilities. The program provides students with both the practical and analytical skills needed to perform threat assessments. The program courses provide instruction in cybersecurity architecture and include selecting the appropriate tools, understanding best practices, and applying appropriate security controls. Topics include vulnerability management, security incident response, threat management, forensic tools, their appropriate use, and analysis of the symptoms of an incident. Students will learn about industry standards for software security, security policy planning, and computer forensics. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, computer user support specialist and cybersecurity analyst. This program also serves as a foundation for additional training in information technology.

Orientation and Registration

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit https://sdce.edu/job-training/information-technology/orientation

Required Courses

COMP 655	Cyber Threat and Vulnerability
COMP 656	Cyber Incident Response, Intro
COMP 657	Cybersecurity Architecture

Cyber Threat and Response

The Cyber Threat And Response Program is designed to provide students with the knowledge and skills needed to evaluate cybersecurity threats and vulnerabilities, and formulate the appropriate response. The program courses provide instruction in using vulnerability scanning tools and applying appropriate security controls. Topics include vulnerability management and security incident response. Students will learn about forensics tools and how to use them. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, computer user support specialist and cybersecurity analyst. This program also serves as a foundation for additional training in information technology.

Orientation and Registration

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit https://sdce.edu/job-training/information-technology/orientation

Required Courses

|		
COMP 655	Cyber Threat and Vulnerability
COMP 656	Cyber Incident Response, Intro

Data Entry Specialist

The Data Entry Specialist Program is a 600-hour- open entry/open exit-training program. The goal of the Data Entry Specialist Certificate program is designed to prepare students with the skills necessary to enter the job market. At the completion of the program the student will develop a portfolio ready for professional presentation.

Students learn a variety of skills

Enter data from source documents into a computer using various data applications; compile, sort, and verify the accuracy of data to be entered; verify data entered with source documents; update entered data; re-enter data in verification format to assure integrity and accuracy of data; keep records of completed work; select materials needed to complete work assignments; and generally work as a member of a data processing team.
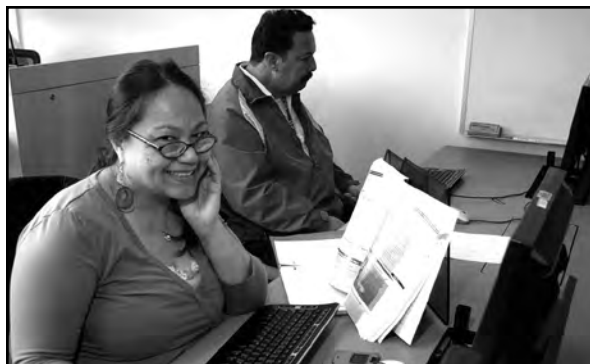
Orientation and Enrollment

Students are required to attend a program orientation in order to sign up for the program. At the orientation students will learn about the Data Entry Specialist Certificate Program curriculum, what the time commitment will be, and the resources available to help students achieve their goals. Orientation and registration are offered once a week. To register for the orientation and reserve a space call the counseling office at the Continuing Education campus where you plan to enroll.

Required Courses

OFSY 510	Database Systems: Beginning
OFSY 525	Disk Operating Systems
OFSY 535	Data Entry
OFSY 541	Keyboarding-Multilevel
OFSY 555	Microcomputer Basics
OFSY 575	Spreadsheets: Beginning
OFSY 596	Word Processing: Beginning

Data Management with Python

The Data Management with Python program is designed to provide students with the knowledge and skills needed to program software using the Python programming language. The program courses provide instruction in a variety of Python programming topics ranging from the essentials of the language, to control statements, functions and modules, working with strings, numbers, dates, times, tuples, lists, dictionaries, object-oriented programming concepts, and exception handling. Students are also introduced to programming databases with Python. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including data science, embedded programming, game development, general software development, automation, cyber security, web development, and more. This program also serves as a foundation for additional training in information technology.

Required Courses

COMP 660	Programming with Python I
COMP 661	Programming with Python II
COMP 662	Programming Databases with Python

Desktop Operating Systems

The Desktop Operating Systems Program is designed to provide students with the knowledge and skills needed to manage a desktop operating system. The program provides students with both the practical and analytical skills needed to install, configure and ensure the operation of a computer. The program courses provide instruction in both the Windows and Linux desktop environments and include planning and installation of the appropriate operating systems, configuration of computer peripherals and computer virtualization platforms. Topics include managing applications, files and folders, devices, and the use of processing, user accounts and permissions, and basic shell programming. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including computer support specialist and computer operator. This program also serves as a foundation for additional training in information technology.

Required Courses
COMP 640   Windows Operating Systems
COMP 641   Linux Essentials

Desktop Technician

The Desktop Tech Program is designed to provide students with the knowledge and skills required to setup, manage and secure computers and basic network infrastructures. The program provides students with both practical and analytical skills needed to configure, manage, and troubleshoot computer and network hardware and software. The program courses provide instruction in fundamental computer and network theories including computer system modules, operating systems, safety procedures, network infrastructures and architectures, and security threats and mitigation. Topics include computer hardware configuration and diagnostics, TCP/IP (transmission control protocol/internet protocol), network topologies, and operating system and security configuration and compliance. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including computer operator, computer user support specialist, computer network support specialist, and network and computer systems administrator. This program also serves as a foundation for additional training in information technology.

Orientation and Registration

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit https://sdce.edu/job-training/information-technology/orientation

Required Courses
COMP 608   Basic Network Configuration
COMP 612   Hardware Service Technician
COMP 640   Windows Operating Systems

Digital Design

The Digital Design program is designed to provide students with the knowledge and skills needed to assess and learn basic design principles and best practices employed in the visual, print and digital portfolio industry. Through a hands-on, portfolio-based approach, students will gain a working knowledge of the creative fields of visual, print, and digital design. The courses included in the program provide instruction including selecting the appropriate tools, understanding best practices in the design and visual industry, and applying appropriate industry standard applications for visual, print and digital design. Students will learn the technical skills needed to be prepared for entry-level employment in the digital media and design industry by planning, designing and creating computer-based digital media using a selection of industry-standard software. Earning a Digital Design Certificate allows students to demonstrate their knowledge and expertise with the most common skills required for the print and visual design industry.

Required Courses

COMM 660	Visual Design
COMM 661	Vector Design
COMM 662	Page Layout Design
COMM 663	Portfolio Design

Early Learner Development

The Early Learner Development Program will provide students with knowledge of the physical, cognitive, and socio-emotional development of children ages 2-5 years. The program focuses on developmentally appropriate practice in the care and education of children ages 2-5 years, and the creation of safe, appropriate and nurturing environments which foster emerging skills and readiness for school entry. Upon successful completion of the program, the student will be able to provide safe and nurturing environments and implement developmentally appropriate activities for early learners. The student will explore and identify careers and vocations in early childhood education, development and care. This program provides skills necessary for entry-level employment in child care occupations and will provide students the opportunity explore educational pathways in Early Childhood Care and Education.

Required Courses

HMDV 582	Two-Year-Old Dev & Care
HMDV 583	Three to Five Yr-Old Dev & Care

Early Learner Enrichment

The Early Learner Enrichment program will provide students with knowledge and experience in various methods to promote and enrich physical, cognitive and socioemotional development in the early childhood between the ages of 2-5 years. The emphasis will be on brain development as enhanced by experiences with music, movement and outdoor learning and play.

Upon successful completion of the program, the student will be prepared to lead activities at home and in the workplace with children ages 2-5 years that benefit growth and development, with special emphasis on brain, language and physical development. The student will be able to demonstrate for parents and caregivers how to create safe outdoor play and learning environments for early learners. This program provides skills necessary for entry-level employment in child care occupations and will provide students the opportunity explore educational pathways in Early Childhood Care and Education.

Required Courses
HMDV 586   Early Learner Brain Dance
HMDV 591   Early Learner Outdoor Enrich

Electronic Technician

The Electronic Technician Program is designed to provide instruction and practical application of occupational knowledge and skills in the electronic manufacturing industry and to provide students with a working knowledge of the tools, equipment, materials and codes associated with the modern electronic manufacturing industry. The open-entry open-exit program requires completion of ELRN 451 and ELRN 452. These courses include instruction in safety, equipment, measuring tools, electrical and electronic test equipment, computers and software practices and procedures. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology, and other employment skills. Students who successfully complete the program will be qualified for entry-level positions in the electronic industry. Jobs in the field include entry-level positions in assembly and electronic technician manufacturing.

Required Courses
ELRN 451   Electronic Technician I
ELRN 452   Electronic Technician II

Elementary Basic Skills

The Elementary Basic Skills Program is designed to provide students with the basic educational skills necessary to reach their individual, family, work, and community goals. The program is designed for learners who need goal-specific elementary level basic skills such as reading, math, spelling, writing, communication and critical thinking.

The program includes the development of basic skills and content knowledge skill related to the world of work such as interpersonal, speaking, listening, vocabulary, reading, writing use of technology, problem-solving and career planning. After completing this program, students will possess the skills needed to continue with GED preparation, high school completion and vocational studies for employment.

Required Courses

ABED 430	Pre-Vocational ABE
ABED 441	Basic Education, Language Arts, Beginning Level
ABED 442	Basic Education, Language Arts, Intermediate Level
ABED 443	Basic Education, Math, Beginning Level
ABED 444	Basic Education, Math, Intermediate Level

English as a Second Language Conversation Program

The ESL Conversation Program provides instruction in listening and speaking skills to equip English learners to function successfully in academic, professional and social settings. Critical thinking skills and cultural diversity awareness are integrated throughout the program. Students who successfully complete this program are prepared to listen and speak effectively in higher educational settings, vocational training and/or the workplace.

Required Courses

ESLA 450	ESL Beginning Conversation
ESLA 451	ESL Int/Adv Conversation

English as a Second Language Grammar

The ESL Grammar Program provides instruction and extensive practice designed to increase students' proficiency in the use of English grammar in written and oral communications. Instruction focuses on pronunciation and application of grammar knowledge in writing and speaking to promote success in workplace, community and academic settings. Soft skills, critical thinking, digital literacy and cultural awareness are incorporated throughout the program.

Required Courses
ESLA 454	ESL Beginning Grammar
ESLA 455	ESL Int/Adv Grammar

English as a Second Language Multilevel Citizenship

The ESL Multilevel Citizenship program develops students' English listening, speaking, reading and writing skills and knowledge of American History and Government for citizenship preparation. Instruction prepares students for successful completion of the naturalization process including the application for citizenship, the Citizenship History and Government test and the final United States Citizenship and Immigration Services (USCIS) interview. Upon completion of the requirements of the ESL Multilevel Citizenship Program, students will receive a program certificate and are prepared to complete all steps of the naturalization process and to participate in professional, educational and social settings.

Required Courses
ESLA 415	ESL Multilevel
ESLA 440	ESL/Citizenship

English as a Second Language Pronunciation

The ESL Pronunciation Program provides instruction in the sounds of spoken American English. Students' progress from identifying and producing isolated sounds to speaking clearly and fluently in extended sentences and conversations. Instructional focus includes understanding the relationship of phonology, syntax and semantics to the rules of American English pronunciation. Soft skills, critical thinking skills and cultural awareness are incorporated throughout the courses. Upon completion of this program, students receive a program certificate and are prepared to apply pronunciation strategies and techniques in higher educational settings, vocational training and in the workplace.

Required Courses

ESLA 452	ESL Beginning Pronunciation
ESLA 453	ESL Int/Adv Pronunciation

English as a Second Language Reading

The ESL Reading Program provides instruction and extensive practice designed to increase students' reading skills in the areas of vocabulary development, fluency, accuracy, comprehension, and analysis. Instruction focuses on strategies to build test-taking skills, reading stamina, and knowledge to succeed in workplace, community and academic settings. Language skills, soft skills, critical thinking skills, digital literacy and cultural awareness are incorporated throughout the program.

Required Courses

ESLA 456	ESL Beginning Reading
ESLA 457	ESL Int/Adv Reading

Fashion Retail Business

The Fashion Retail Business Program provides the theory and hands-on training for entry-level positions in the fashion retail profession. The program provides an overview of the fashion industry, fashion industry terminology, industry history, careers, entrepreneurship, employability skills product identification, consumer behavior, sales, customer service and soft skills. Topics include segments of the fashion industry, following fashion trends, fashion retailers, global impact of fashion retail industry, consumer demographics, retail sales techniques, ethics in sales and solving customer service issues. The program also covers how to obtain employment in the fashion retail industry. Students who successfully complete the program can use the skills learned in a variety of fashion jobs including retail sales associate and customer service representative. It also prepares students for national retail certification assessments. This program serves as a foundation for additional training in advanced retail sales/management certificate programs and an associate degree in Fashion Merchandising at a community college.

Required Courses

CLTX 670	Intro to Fashion Industry
CLTX 671	Fashion Retail Basics

Food Preparation for Health Care Professionals

The sequence of courses in the Food Preparation for Health Care Professionals Program provides the necessary information for individuals working in the health care profession in the areas of nutrition and food preparation. Key concepts include basic nutrition principles, up-to-date food pyramid guidelines, food safety and sanitation, menu planning, food selection and preparation, preparation of menus for individuals with special dietary needs, resources and the aesthetic presentation of food.

Required Courses

FDNT 601	Nutrition Basics
FDNT 605	Eat for a Healthy Lifestyle
FDNT 610	Menu Planning
FDNT 615	Time-Saving Cooking

Front Desk/Office Assistant

In the Front Desk/Office Assistant Program, students learn the fundamental skills required to use common office computer applications and prepare for entry-level general office employment. Examples of jobs that students would be prepared for include Reservationist, General Office Clerk, Receptionist, Guest Services Representative, Front Desk Agent, Word Processor, Sales Office Administrative Assistant, Office Assistant, Administrative Assistant/Support, and Data Entry Clerk. Skills taught include computer literacy, English and math required in an office setting, office procedures, and an introduction to software applications such as word processing and spreadsheets. This program also articulates courses to associate degree programs.

Students learn a variety of skills

Type at a minimum of 25 nwpm; compose letters, memos, and forms; edit existing documents; create reports; develop databases; create a presentation; maintain records; and use mathematical formulas.

Required Courses

OFSY 500	Basic Business Mathematics 1
OFSY 505	Business Communications 1
OFSY 506	Business Communications 2
OFSY 527	Microsoft Windows
OFSY 541	Keyboarding-Multilevel
OFSY 555	Microcomputer Basics
OFSY 560	Office Skills Laboratory
OFSY 575	Spreadsheets: Beginning
OFSY 580	Survey of Business Software
OFSY 596	Word Processing: Beginning

Front End Web Developer I

The Front End Web Developer I Program is designed to provide students with the knowledge and skills needed for developing and designing websites. Front End Web Developers design the user interface and are responsible for visual design, user interaction, and browser compatibilities. The program courses include basic web programming, components of a website, pre-planning tools and strategies of preliminary web development utilizing user interface design, usability, content strategy, and incorporating the user experience into a website. Topics include defining the needs and goals of a target audience and determining the range of required features and functionality of a website, including producing an interactive end product by optimizing graphics and content, accessibility, and originality. Students who successfully complete the program can use the skills learned in a variety of industries including computer systems designers, network design and systems and web site design and services.

Orientation and Enrollment

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit www.sdce.edu/job-training/computers/digital-media/orientation

Required Courses

COMM 641	Web Programming Beginning
COMM 642	User Interface Design
COMM 643	Design Principles

Front End Web Developer II

The Front End Web Developer II Program is designed to provide students with more intermediate techniques for developing and designing websites. Front End Web Developers design the user interface and are responsible for visual design, user interaction, and browser compatibilities. The program courses include advanced techniques in making content more dynamic by incorporating JavaScript, jQuery and cascading style sheets into the web development process and installing and setting-up content management systems on a local environment. Topics include responsive web design, customizing the display for desktop and mobile devices and incorporating a variety of media into a website for use on various devices. Promotion of a website through search engine optimization and social media are included. Students who successfully complete the program can use the skills learned in a variety of industries including computer systems designers, network design and systems and web site design and services.

Orientation and Enrollment

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit www.sdce.edu/job-training/computers/digital-media/orientation

Required Courses

COMM 644	Web Programming Intermediate
COMM 645	Content Management Systems
COMM 646	Responsive Web Design
COMM 647	Website Promotion

Gas Metal and Flux Cored Arc Welding

The Gas Metal and Flux Cored Arc Welding Program is designed to provide instruction and practical application of occupational knowledge skills in the welding industry and to provide students with a working knowledge of the tools, materials, systems, installation methods, and codes associated with the modern welding trade. The open-entry open-exit program requires completion of INDT 605 and INDT 606. These courses include instruction in safety, equipment, measuring tools, ferrous and non-ferrous materials, print reading, material cutting and preparation, gas metal arc welding and flux cored arc welding practices and procedures. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology, and other employment skills. Students who successfully complete the program will be qualified for entry-level positions in the welding trade. Jobs in the field include entry-level positions in welding, manufacturing, and construction.

Required Courses

INDT 605	Gas Metal Arc Welding
INDT 606	Flux Cored Arc Welding

Gas Tungsten Arc Welding

The Gas Tungsten Arc Welding (GTAW) Program is designed to provide instruction and practical application of occupational knowledge skills in the welding industry and to provide students with a working knowledge of the tools, equipment, materials, and codes associated with the modern welding trade. The open-entry open-exit program requires completion of INDT 621 and INDT 622. These courses include instruction in safety, equipment, measuring tools, ferrous and non-ferrous materials, print reading, material cutting and preparation, and gas tungsten arc welding practices and procedures. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology, and other employment skills. Students who successfully complete the program will be qualified for entry-level positions in the welding trade. Jobs in the field include entry-level positions in welding, manufacturing, and construction.

Required Courses
INDT 621	Gas Tungsten Arc Welding I
INDT 622	Gas Tungsten Arc Welding II

General Education Development

The General Educational Development (GED) Certificate Program is designed to prepare students to pass GED or other high school equivalency (HSE) exams. The program provides students with the knowledge and skills necessary to pass GED or other HSE exams in the areas of Reading, Writing, Social Studies, Science, and Mathematics. Upon passing the exam students will qualify to be employed by employers who accept a GED or other HSE exam as a high school equivalency in terms of hiring, salary, and opportunity for advancement. Students will join the ranks of thousands of high school equivalency graduates who have obtained and demonstrated the necessary skills required for matriculation to trade schools, community colleges, and four year institutions.

Required Courses
HSDP 448	G.E.D. Preparation
HSDP 451	G.E.D. Mathematics

Graphic Reproduction Program

The Graphic Reproduction program consists of two courses, Electronic Prepress Operations and Commercial Printing Operations. Each class is an open entry, 720-hour short-term vocational course. Either course can be completed in approximately 7 months.

These courses are designed to prepare individuals for employment with entry-level skills in the printing and graphics industry. As part of their training, students have the opportunity to work in a real-world environment, producing actual projects for the district and non-profit organizations. This provides students with realistic production experience as they prepare to enter the graphics industry.

Students learn a variety of skills

Safety procedures, stocks and materials, bidding and estimating, work orders, layout, platemaking/CTP, use of bindery equipment, and working with clients are included in both courses as they relate to the primary instructional area. Workplace skills including math, communications, and business ethics are integrated into the curriculum. All students prepare a portfolio of their completed work.

Commercial Printing students will learn to set up, operate, and perform basic maintenance on various types of offset presses and supporting equipment. They will also learn supportive skills in prepress operations and basic computer literacy.

Students receiving a Certificate of Course Completion for Commercial Printing will be prepared for entry-level employment in the graphics industry, for positions such as small and medium press operator, large press feeder, bookletmaker operator, cutter operator, folder operator, platemaker/CTP, proofer, or small bindery machine operator.

Electronic Prepress students will learn to prepare digital prepress files using industry-standard software and hardware. Students also learn supportive skills in related printing operations.

Students receiving a Certificate of Course Completion for Electronic Prepress will be prepared for entry-level employment in the graphics industry, for positions such as electronic prepress technician, scanner operator, platemaker/CTP, proofer, bookletmaker operator, cutter operator, folder operator, or small bindery machine operator.

Required Courses

ARTC 517	Electronic Prepress Operations
ARTC 518	Commercial Printing Operations

Health Unit Coordinator

The Health Unit Coordinator program provides students with the skills needed to perform administrative tasks using knowledge of medical terminology, healthcare procedures and the daily operations of a healthcare setting. The program prepares the student to assist in maintaining patient and unit records, electronic medical records, coordinating patient activities such as scheduling diagnostic procedures, surgeries, laboratory tests and other treatments. Health Unit Coordinators serve as the communications link between departments, physicians, nursing staff, patients and visitors. Emphasis is placed on communication skills and soft skills utilized in the health care industry. The program requires completion of the medical terminology course and health unit coordinator basics course. Upon completion of this program students are prepared to provide administrative support in health care settings such as hospital units, clinics, public health care agencies, or nursing homes. This program prepares students for national certification by the National Association of Health Unit Coordinators (NAHUC). This program can be used as academic and career ladders to transition to higher healthcare administrative careers and higher education pathways.

Required Courses

HLTH 612   Medical Terminology
HLTH 613   Health Unit Coordinator Basics

Infant Care Specialist

The Infant Care Specialist program will provide students with knowledge specific to infant care and development, as well as an understanding of basic business practices involving the care of infants ages 0-12 months. Students learn how to provide safe, nurturing and appropriate care for infants in the family home or in a child care center. Students will acquire the knowledge and skills to open their own infant family child care home. This program provides the knowledge and academic experience necessary for a student to successfully transition to credit institutions and further study in the field of child development.

Required Courses

HMDV 575A Foundations of Child Care
HMDV 575B Intro to Child Care Business
HMDV 580   Infant Development & Care

Infant and Toddler Development

The Infant and Toddler Development program will provide students with knowledge of the physical, cognitive, social and emotional growth of infants and toddlers. The program focuses on developmentally appropriate practices in the care of children ages 0-24 months and the creation of safe, appropriate and nurturing home and child care environments. Upon successful completion of the program, the student will be able to provide safe, nurturing and developmentally appropriate care for infants and toddlers. The student will explore and identify careers and vocations in infant and toddler development and care. This program provides skills necessary for entry-level employment in child care occupations and will provide students the opportunity explore educational pathways in Early Childhood Care and Education.

Required Courses
HMDV 580   Infant Development & Care
HMDV 581   Toddler Development & Care

Inspection and Vehicle Preparation Technician

This certificate of completion is designed to provide the student with an understanding of the basic automotive components, tools and safety procedures commonly used in the industry. In addition, the student will receive instruction in automotive quick servicing inclusive of new and used vehicle inspections, preparing estimates, changing fluids and filters, proper hazardous waste disposal, minor electrical repairs, and road testing techniques. Students will also learn how to inspect and evaluate vehicle systems to determine if advanced levels of repairs are needed.

Required Courses
AUTO 600   Quick Service Lube, Pre-delivery
            Inspection Technician
AUTO 601   Automotive Introductory and Safety

Intermediate English as a Second Language

The Intermediate English as a Second Language Program equips students with the language skills required for the fulfillment of their professional and academic goals. Each course includes instruction in listening, speaking, reading, writing, vocabulary development, language functions, and language forms. Using a competency-based approach these skills are taught in the context of themes that are relevant to students' needs and goals. Technology, soft skills and cultural awareness are integrated throughout the program. Upon completion of requirements of the Intermediate English as a Second Language Program, students will receive a program certificate and are prepared to transition to the Advanced English as a Second Language program.

Required Courses
ESLA 434	ESL Int Low 4
ESLA 435	ESL Int High 5

Elective Courses
ESLA 415	ESL Multi-level

Introduction to Hospitality & Food Industry

This program introduces the hospitality industry and prepares students for academic and professional success in the hospitality industry. Students will gain knowledge of industry terminology, a retrospective of early to current cuisines and industry trends, and the major labor market segments. Students will learn skills to develop self-discipline and empathy, self management, and self-awareness. Students will also gain an understanding of effectual communication, financial literacy, employability skills, study skills and soft skills that apply to both the classroom and work environment. Students who successfully complete the program will be prepared to enter the hospitality industry in positions such as prep cook and other entry-level positions in the industry.

Required Courses
INTD 500	Career & College Readiness
FDNT 501	Intro to Hospitality Careers

Linux Server Administration

The Linux Server Administration Program is designed to provide students with the knowledge and skills needed to manage the Linux server operating system. The program provides students with both the practical and analytical skills needed to install, configure and ensure the operation of a Linux server. The program courses provide instruction in the Linux server environment and include planning and installation of the appropriate operating system, configuration of server components and troubleshooting common system errors. Topics include managing file systems, server rolls, network configurations, and the use of administrative commands. Students will learn about command line processing, user accounts an permissions, and computer scripting. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, computer support specialist and computer operator. This program also serves as a foundation for additional training in information technology.

Orientation and Registration

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit https://sdce.edu/job-training/information-technology/orientation

Required Courses

COMP 641	Linux Essentials
COMP 643	Linux Server Technologies

Metal Fabrication

The Metal Fabrication Program is designed to provide instruction and practical application of occupational knowledge skills in the metal fabrication industry and to provide students with a working knowledge of the tools, equipment, materials and codes associated with the modern metal fabrication trade. The open-entry open-exit program requires completion of INDT 631 and INDT 632. These courses include instruction in the reading and interpreting of prints, the use of measuring tools, set-up and the use shop equipment, perform layout, perform oxy-fuel and plasma cutting, and the fitting of ferrous and non-ferrous metal items using hydraulic tools, pneumatic tools and hand tools with precision using recognized safety standards. It also incorporates safety, equipment, measuring tools, material types and characteristics, and metal preparation. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology, and other employment skills. Students who successfully complete the program will be qualified for entry-level positions in the metal fabrication trade. Jobs in the field include entry-level positions in welding, fabrication, manufacturing and construction.

Required Courses

INDT 631	Metal Fabrication I
INDT 632	Metal Fabrication II

Mobile Application Development

The Mobile Application Development Program is designed to provide students with the knowledge and skills needed to develop and publish cross-platform mobile applications. The program provides students with both the practical and analytical skills needed to develop, publish and market mobile applications for multiple platforms. The program courses provide instruction in common markup, styling, and programming languages including open source frameworks. Topics include construction of content screens, database storage of user input, and geolocation services. Students will learn about Software Development Kits (SDKs), application testing, and publication. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including web application development and software application development. This program also serves as a foundation for additional training in information technology.

Orientation and Registration

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit www.sdce.edu/job-training/computers/digital-media/orientation

Required Courses

COMP 645	Mobile App HTML Development
COMP 646	Mobile Software Dev Platform
COMP 647	Mobile App Publication

Multimedia Specialist

This program is designed to provide students with the fundamentals of multimedia design and development skills for employment or additional education and training. Through a hands-on approach to planning, designing and creating computer based media using a variety of industry standard tools, students are prepared to effectively combine video, sound, written content, animation and digital images into an assortment of projects including but not limited to the creation of graphical interfaces, CD-ROMs, DVDs, presentations, videos, marketing materials, technology-based education and even web sites.

Other industry related concepts such as project management, storyboarding, page layout, graphic user interface (GUI), naming conventions, typography, output techniques, 2D creation, 3D rendering, hardware, media limitations, legal issues, theory of color, information architecture, delivery platforms, lighting, ethical issues, usability, file formats and storage would also be addressed. This program also articulates courses to associate degree programs.

Required Courses

OFSY 522	Page Layout
OFSY 603	Digital Editing
OFSY 606	Vector Graphics
OFSY 609	Motion Graphics
OFSY 612	3D Modeling
OFSY 699	Emerging Topics-Office Systems

Network Security Specialist Certificate

The Network Security Specialist Program is designed to build on previously learned knowledge and skills required to secure networks and manage network infrastructures. This curriculum emphasizes security best practices and techniques allowing students to combine these technologies in a single, integrated network security solution. Topics include Authentication, Authorization and Accounting (AAA), secure Virtual Private Network (VPN) management, firewall management security software and hardware, Intrusion Prevention/Detection Systems (IPS/IDS), and security agent software. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including information security analyst, security compliance specialist, and network and computer systems administrator. This program also serves as a foundation for additional training in information technology.

Required Courses

COMP 600	Introduction to Networking
COMP 601	Intro to Router Configuration
COMP 602	Local Area Network Design
COMP 603	Wide Area Network Design
COMP 606	Cisco Network Security 1

Network Support Specialist Certificate

The Network Support Specialist will demonstrate the ability to successfully install, configure and support network solutions using industry standards and techniques. This curriculum emphasizes network design, troubleshooting, and management of wired and wireless networks, including network services such as SMTP, FTP, POP, SNMP, HTTP and other network operating system processes. COMP 600-603 should be taken sequentially.

Required Courses

COMP 600	Introduction to Networking
COMP 601	Intro to Router Configuration
COMP 602	Local Area Network Design
COMP 603	Wide Area Network Design

Network Systems Specialist

The Network Systems Specialist Program is designed to provide students with skills for employment as a Network Systems Administrator, Network Assistant, Information Technology (IT) Helpdesk Assistant/Technician, PC/Network Support Technician, Systems Administrator, Assistant Systems Administrator, Network Operations Center Assistant, PC/LAN Support Specialist Network Systems Analyst, or other LAN/WAN Administrative jobs. Students may also choose this program as a foundation for additional educational training in computer and information sciences.

This program prepares students to effectively design, configure, support and troubleshoot both hardware and software in a LAN (Local Area Network) or WAN (Wide Area Network) using a variety of industry standard tools. Through theory and hands on application students will learn how to deploy maintain, and troubleshoot server technologies, network services and resources such as messaging, database, file and print, proxy server, firewall, Internet, intranet, remove access, and client computer management. Connectivity requirements such as connecting branch offices and individual users in remove locations to the corporate network and connecting corporate networks to the Internet are also included in the content skill set. Hardware solutions such as routers, switches, and network support tools and technologies are also taught. This program also helps prepare students to earn valuable IT Certifications (Network+, Security+, MCP, MCSA) that will validate their ability to successfully perform critical IT functions.

Required Courses

COMP 608	Basic Network Configuration
COMP 619	Introduction to UNIX
COMP 638	Technical Support Specialist

Network Technician

The Network Technician Program is designed to provide students with the knowledge and skills required to install, operate and troubleshoot a small enterprise branch network, including basic network security. The program courses cover networking fundamentals, LAN/WAN technologies, basic security and wireless concepts, routing and switching fundamentals, and configuring simple networks. Topics include network theory and design, IP addressing, network hardware and cabling, including router set up and troubleshooting. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, computer network support specialist, and computer user support specialist. This program also serves as a foundation for additional training in information technology.

Orientation and Registration

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit https://sdce.edu/job-training/information-technology/orientation

Required Courses

COMP 600	Introduction to Networking
COMP 601	Intro to Router Configuration

Nursing Assistant Training

The Nursing Assistant Training program is a 310-hour training program. The purpose of the training is to prepare students for the State Certified Nurse Assistant examination, which tests for knowledge of theory and applied skills. In order to successfully complete this training, it is advised that students enter the program with strong reading skills (9th grade or higher). Students are also required to have a physical and T.B. exam before entering the program.

Students learn a variety of skills

Requirements for nurse assistant certification, professionalism and ethics; communication and interpersonal skills; promoting patients' rights and independence; rehabilitative/restorative care; medical/surgical asepsis; standard procedures; emergency procedures and prevention of catastrophe; resident care skills and procedures; body mechanic-nutrition; vital signs; weights and measures; observation and charting; and the long-term-care resident; death and dying.

Upon successful completion of the course, students may apply to take the State Certified Nurse Assistant examination. Once students have passed this exam, they become certified as Nurse Assistants by the State of California.

Required Courses

HLTH 605	Nursing Assistant Training
HLTH 606	Home Health Aide

Nurse Assistant Acute Care

The Nurse Assistant Acute Care Program provides students with the skills essential to seek employment as a Certified Nurse Assistant (CNA) or an Acute Care Nurse Assistant in a hospital. The nurse assist course prepares the student to take the California State Examination to become a Certified Nurse Assistant and provides the skills needed to work in a skilled nursing facility. The Nurse Assistant Training course includes classroom theory, nursing lab practicum, and supervised clinical practice. Students will learn how to measure vital signs such as blood pressure, pulse, respirations, temperature; and assist patients with bathing, toileting, positioning, dressing, ambulating and using equipment such as wheelchairs and mechanical lifts. The Acute Care Nurse Assistant course provides the CAN with knowledge and skills needed to function competently in an acute care setting; such as a hospital, sub-acute unit, or ambulatory care clinic. This course consists of theory and hands on practice in medical and surgical patient care and in the areas of oncology, orthopedics, obstetrics and maternal-child care. Infection control, anatomy and physiology, medical terminology, psychosocial needs, and communication and reporting methods are integrated throughout the course. A critical part of the program will be learning to observe and report changes in a patient's condition to the supervising Licensed Vocational or Registered Nurse.

Required Courses

HLTH 605	Nursing Assistant Training
HLTH 607	Acute Care Nurse Assistant

Nurse Assistant in Behavioral Health

The Nurse Assistant in Behavioral Health Program provides students with the skills essential to seek employment as a Certified Nurse Assistant or a Behavioral Health Aide. The program prepares the student to take the California State Examination to become a Certified Nurse Assistant and provides the skills needed to work in a skilled nursing facility or mental health facility. The program requires completion of the Nursing Assistant Training course and the Behavioral Health Aide course. The Nurse Assistant Training course includes classroom theory, nursing lab practicum, and supervised clinical practice. Students will learn how to measure vital signs such as blood pressure, pulse, respirations and temperature and assist patients with bathing, toileting, positioning, dressing, ambulating and using equipment such as wheelchairs and mechanical lifts. The Behavioral Health Aide course provides the Certified Nurse Assistant with the skills to specialize in behavioral and mental health care in a hospital, substance abuse facility, psychiatric unit and inpatient/outpatient behavioral health facility. This course consists of theory and hands-on practice in skills providing direct patient care and support, recognizing signs and symptoms of distress, and effectively communicating with patients with mental and behavioral challenges. Students will learn about mental health issues and diseases and to provide professional intervention during patient crises.

Required Courses
HLTH 605	Nursing Assistant Training
HLTH 611	Behavioral Health Aide

Nurse Assistant Rehabilitative

The Nurse Assistant Rehabilitative Program provides students with the skills essential to seek employment as a Certified Nurse Assistant or a Restorative Nurse Assistant. The program prepares the student to take the California State Examination to become a Certified Nurse Assistant and provides the skills needed to work in a skilled nursing facility or rehabilitative center. The program requires completion of the Nursing Assistant Training course and the Restorative Nurse Assistant course. The Nurse Assistant Training course includes classroom theory, nursing lab practicum, and supervised clinical practice. Students will learn how to measure vital signs: such as blood pressure, pulse, respirations, and temperature; and assist patients with bathing, toileting, positioning, dressing, ambulating and using equipment such as wheelchairs and mechanical lifts. The Restorative Nurse Assistant course provides the Certified Nurse Assistant with the skills to specialize in rehabilitative nursing. This course consists of theory and hands on practice in skills such as splinting, range of motion exercises, dysphagia techniques, adaptive equipment use, documentation and communication with the rehabilitation team and patients. Students will learn to use interventions that promote a patient's ability to adjust to living as independently as possible within the confinement of their disability. This course is also beneficial for caregivers and healthcare workers who provide basic nursing care.

Required Courses
HLTH 605	Nursing Assistant Training
HLTH 608	Restorative Nurse Assistant

Nurse Assistant Training

The Nurse Assistant Training program includes classroom theory, nursing lab practicum, and supervised clinical practice. Skills practicum includes: measure vital signs such as blood pressures, heart rate, respiratory rate and temperature: assist patients with bathing, toileting, positioning, dressing, ambulating and using medical equipment such as wheelchairs and mechanical lifts. An overview of anatomy, physiology and disease processes is discussed. Safety measures, infection prevention and control, and communication practices are integrated throughout course. Successful completion of the Nurse Assistant Training course prepares students to take California's Nurse Assistant Competency Exam to become a Certified Nurse Assistant (CNA) in California. The Home Health Aide course expands the knowledge of the CNA to be able to function as an entry-level worker with a home health and hospice agency. This training will include, medical and social needs of the client, personal care services, nutrition, and cleaning and care tasks in the home or place of residence. Successful completion of Home Health Aide Course will enable the student to obtain their California Home Health Aide Certification from CDPH.

Required Courses

HLTH 605	Nursing Assistant Training
HLTH 606	Home Health Aide

Office Assistant I

The Office Assistant I Program is designed to provide students with the knowledge and skills needed to perform various office duties. The program provides students with keyboarding skills, the ability to compose and edit business correspondence, organize meetings and manage paper/digital records. The program courses provide instruction in setting up and operating a desktop computer system, installing/removing software, trouble shooting Microsoft Windows problems and creating a database. Students who successfully complete the program can use the skills learned in a variety of industries as customer service representatives, order processors, receptionists, information clerks and general office support. This program serves as a foundation for additional training in more advanced office systems.

Required Courses

OFSY 541	Keyboarding Multilevel
OFSY 555	Microcomputer Basics
OFSY 596	Word Processing: Beginning
OFSY 560	Office Skills Laboratory
OFSY 527	Microsoft Windows Operating System

Office Assistant II

The Office Assistant II Program is designed to prepare students for mid-level positions in various office settings. The program will provide students with the skills to deliver presentations, maintain a workweek calendar, design spreadsheets, gather and organize data, and calculate invoices, time cards and payroll deductions. The program courses provide instruction in professional document creation, digital and face-to-face communications, using the latest web tools for research, purchasing or promoting a business. Students who successfully complete the program can use the skills learned in a variety of industries providing clerical support in the following job areas: court-municipal records, and insurance, payroll, financial, or rental services. They can also work as reservation and transportation agents, social and human service assistants, student services or teaching assistants.

Required Courses

OFSY 500	Business Math 1
OFSY 505	Business Communication 1
OFSY 506	Business Communication 2
OFSY 575	Spreadsheets: Beginning
OFSY 580	Survey of Business Software

Personal Care Assistant/Caregiver

The Personal Care Assistant/Caregiver Program prepares students to work in healthcare as a personal care assistant, also known as caregiver, personal care aide, or home care aide. Personal care assistants usually work in the client's home or assisted living facility. The Personal Care Assistant but may also provide services to a client in a skilled nursing facility, rehabilitation center or hospital. This program consists of two classes, Healthcare Careers and Personal and Home Care Aide. The Healthcare Careers course provides an overview of the healthcare industry, career opportunities and the basic knowledge required for entry-level positions in the healthcare profession. Topics include business aspects, delivery systems, services and specialties, regulations and mandates, legal and ethical issues and professional conduct. The student will have a basic knowledge of the healthcare industry enabling them to create a career ladder plan or occupational goals specific to their interests. Instruction in the Personal and Home Care Aide includes the role of the assistant/caregiver and procedures for assisting clients in performing their activities of daily living such as bathing and grooming. Topics include basic nursing skills, home safety, and infection control, use of adaptive equipment, body mechanics, and basic nutrition. Maintaining a clean, safe environment, emergency procedures and workplace skills are integrated throughout the course.

Required Courses

HLTH 609	Healthcare Careers
HLTH 610	Personal and Home Care Aide

Pipe Welding/Pipe Fitting

The Pipe Fitting and Pipe Welding program at ECC is a 1200 hour program that provides basic instruction in pipe welding and pipe fitting of carbon steel and stainless steel pipe. The program is self-paced and can be completed over a 9 to 12 month period. Instruction is based on standards developed by American Welding Society (AWS) and American Petroleum Institute (API).

Students learn a variety of skills

Industry safety practices and procedures, blueprint reading, identification of pipe, fittings and valves, the use of pipe fitting machinery and tools, layout of joints and the welding of flanges and joints. Workplace skills including, Math, Communications and Workplace Ethics are integrated into the curriculum. Students successfully completing this program will be prepared for entry-level and/or journeyman positions.

Graduates receive a 1200-hour Certificate of Completion. Students may elect to take one or more of the individual courses and receive a Certificate of Course Completion.

Advisory: Prior shielded metal arc welding (SMAW) and gas tungsten arc welding (GTAW) experience or successful completion of a course in shielded metal arc welding of plate and gas tungsten arc welding.

Orientation and Enrollment

To register for the orientation and registration call the counseling office at the ECC campus at 619-388-4956.

Required Courses

INDT 466	Gas Tungsten Arc Welding
INDT 469	Pipefitting and Welding

Pipe Welding

The Pipe Welding Program is designed to provide instruction and practical application of occupational knowledge skills in the pipe welding industry and to provide students with a working knowledge of the tools, equipment, materials and codes associated with the modern welding trade. The open-entry open-exit program requires completion of INDT 611 and INDT 612. These courses include instruction in safety, equipment, measuring tools, ferrous materials, print reading, material cutting and preparation, shielded metal arc welding practices and procedures utilized on tubes and pipes. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology, and other employment skills. Students who successfully complete the program will be qualified for entry-level positions in the pipe welding trade. Jobs in the field include entry-level positions in pipe welding, manufacturing, and construction.

Required Courses

INDT 611	Pipe Welding I
INDT 612	Pipe Welding II

Plumbing

The Plumbing Program is designed to provide instruction and practical application of occupational knowledge skills in the plumbing industry and to provide students with a working knowledge of the tools, materials, systems, installation methods, and codes associated with the modern plumbing trade. The open-entry open-exit program requires completion of MECT 421, MECT 422, and MECT 423. These courses include instruction in source determination, water distribution, waster removal, pressure adjustment, basic physics, technical mathematics, blueprint reading, pipe installation, pumps, welding and soldering, plumbing inspection, and applicable codes and standards. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology, and other employment skills. Students who successfully complete the program will be qualified for entry-level positions in the plumbing trade. Jobs in the field include plumber, estimator, pipe fitter and plumber apprentice.

Orientation and Enrollment

To register for the orientation call the counseling office at West City, 619-388-1873.

Required Courses

MECT 421	Plumbing I
MECT 422	Plumbing II
MECT 423	Plumbing III

Pre-Vocational English as a Second Language (VESL)

The Vocational English as a Second Language (VESL) program is available at all Continuing Education campuses. The program is designed to prepare non-native as well as native speakers of English to enter vocational programs or entry-level jobs.

Students learn a variety of skills

English, math and basic computer skills needed to succeed in a job training program; work-related vocabulary and phrases to excel on the job; career-specific terminology; and American English pronunciation. Additionally, students are provided with opportunities to practice job interviewing techniques.

Required Courses

ESLA 421	Beginning Pre-Vocational ESL
ESLA 422	Intermed. Pre-Vocational ESL
ESLA 423	Advanced Pre-Vocational ESL

Professional Bakeshop Skills

The Professional Bakeshop Skills Program consists of two courses, Beginning Bakeshop Skills and Advanced Bakeshop Skills. This program prepares students for employment in the baking and pastry industries. Instruction includes hands on production techniques used in working kitchens and bakeries; industry safety and sanitation guidelines; in-depth analysis of baking tools and ingredients; and measurement. In addition, students prepare a wide variety of bakeshop products such as yeast breads; quick breads; cookies; puff pastries; meringues; custards; sauces; cake production and decoration; mousses; soufflés; frozen desserts; chocolate and sugar work.

Students will be able to demonstrate basic to advanced plating methods used in restaurants and bakeries. Students completing the bakeshop skills program can obtain employment as bakers, cake decorators, pastry chefs, caterers and wedding cake designers in bakeries, restaurants, wholesale and retail food companies, commercial baking establishments, and in hotels and catering companies.

Required Courses

FDNT 627	Professional Bakeshop Skills
FDNT 628	Advanced Bakeshop Skills

Programming with Python

The Programming with Python program provides students with the necessary knowledge and skills to program software using the Python programming language. The courses provide instruction in fundamental Python topics, ranging from the essentials of the language, including control statements, functions, and data types, to object-oriented programming concepts. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including, network and system administration, cyber security, automation, embedded programming, and general software development. This program also serves as a foundation for additional training in web and game development.

Required Courses

COMP 660	Programming with Python I
COMP 661	Programming with Python II

Project Management

The Project Management Program is designed to provide students with the knowledge and skills needed in project planning and management. This program provides students with the practical application skills and working knowledge of the tools necessary to plan, implement and manage projects in any business environment. The program courses include instruction in the fundamentals of project management, including planning, defining a project, resources, roles and responsibilities, necessary skills, tools and processes. Project management software options such as Microsoft Project are used throughout the program. Instruction will also cover team building, problem solving, decision making, using creativity and innovation, emerging trends, communication skills and a capstone project. Students who successfully complete the program can use the skills learned as a foundation for additional educational training in any business area.

Orientation and Enrollment

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit www.sdce.edu/job-training/business

Required Courses

BUSN 621	Project Management I
BUSN 622	Project Management II

Secondary Education Completion

This program is a sequence of courses in Secondary Basic Skills leading to a joint high school diploma. The Board of Trustees of both the San Diego Unified School District and the San Diego Community College District jointly award this diploma. The courses offered provide students with opportunities to demonstrate proficiency in each of the California Content Area Standards, as well as the Reading, Writing, Listening and Speaking, Written and Oral English Language, and Mathematics Standards associated with each class. Upon obtaining the High School Diploma, students are prepared to matriculate to trade schools, community colleges, and four year institutions. They are also prepared to achieve their individual, family, work, and community goals.

Required Courses

HSDP 403	Independent Study
HSDP 409	English 3-4, First Semester
HSDP 411	English 3-4, Second Semester
HSDP 413A	Contemporary Voices 1
HSDP 413B	Contemporary Voices 2
HSDP 414	American Literature 1&2 Sem 1
HSDP 415	Reading Improvement
HSDP 416	American Literature 1&2 Sem 2
HSDP 427	United States Government 1
HSDP 432	Economics
HSDP 433	United States History 1
HSDP 436	20TH Century U.S. History 2
HSDP 448	G.E.D. Preparation
HSDP 451	G.E.D. Mathematics
HSPD 461	Physics 1
HSDP 465	Algebra 3-4, First Semester
HSDP 466	Algebra 3-4, Second Semester
HSDP 467A	Unifying Algebra/Geometry 1
HSDP 467B	Unifying Algebra/Geometry 2
HSDP 478	World Hist/Geography/Econ 1
HSDP 479	World Hist/Geography/Econ 2
HSDP 500	Pre-Algebra, Semester 1
HSDP 501	Pre-Algebra, Semester 2
HSDP 506	Algebra 1-2, Semester 1
HSDP 507	Algebra 1-2, Semester 2
HSDP 511	Biology 1
HSDP 512	Biology 2
HSDP 513	Earth Science 1
HSDP 514	Earth Science 2
INTD 500	Career & College Readiness

Security Essentials

The Security Essentials Program is designed to provide students with the knowledge and skills required to manage and secure network infrastructures. The program provides students with both the practical and analytical skills needed to design, operate and troubleshoot and secure network software and hardware. The program courses provide instruction in fundamental networking theories including addressing, physical infrastructure, network architecture, security threats and mitigation techniques. Topics include TCP/IP (transmission control protocol/internet protocol), network topologies, security configuration parameters, security compliance and cryptography. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including information security analyst, network and computer systems administrator, computer support specialist and computer operator. This program also serves as a foundation for additional training in information technology.

Orientation and Enrollment

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit https://sdce.edu/job-training/information-technology/orientation

Required Courses
COMP 608	Basic Network Configuration
COMP 609	Network Security Basics

Server Essentials

The Server Essentials Program is designed to provide students with the knowledge and skills needed to manage a server operating system. The program provides students with both the practical and analytical skills needed to install, configure and ensure the operation of a server. The program courses provide instruction in both the Windows and Linux server environments and include planning and installation of the appropriate operating systems, configuration of server components and computer virtualization platforms. Topics include managing file systems, server applications, network configurations, and the use of administrative tools and the control panel. Students will learn about command line processing, user accounts and permissions, and basic shell programming. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, computer support specialist and computer operator. This program also serves as a foundation for additional training in information technology.

Orientation and Enrollment

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit https://sdce.edu/job-training/information-technology/orientation

Required Courses
COMP 641	Linux Essentials
COMP 642	Server Admin Fundamentals

Service Advisor

The Service Advisor Program provides students with the knowledge and skills for employment as a service advisor for both small and large independent garages and dealerships. The program provides the student with a basic understanding of vehicle systems, functions, service requirements and parts including original equipment manufacturing and aftermarket parts identification. Students will learn about facilities, safety measures, ethical behavior and agencies that protect the environment and the work site. Topics include the overall role of the service advisor, the team approach, communications, ethics, customer service, building customer relations and employment opportunities in the automotive industry. Training will include how to write a repair order, estimating parts and labor costs, warranties, vehicle and customer records, internal communications and customer follow-up. Students who successfully complete the program can use the skills learned in a variety of jobs in the automotive industry including assistant service manager, cost estimator, automotive parts sales, service and sales representative and service station technician. This program serves as foundation for additional training in automotive technology certificate programs and an associate degree in Automotive Technology at a community college.

Required Courses

AUTO 508	Service Advisor I
AUTO 508A	Service Advisor II

Sewn Product Business

This certificate of completion provides the student with instruction regarding the progression of a sewn product from conception to the consumer. The student will learn the entrepreneurial aspect of the sewn product business and develop a feasibility and marketing plan related to the student's conceptual sewn product. Sewn product manufacturing in the industrial and home-based environment will be covered as will employment preparation.

Required Courses

CLTX 651	Sewn Product Business I
CLTX 652	Sewn Product Business II
CLTX 653	Sewn Product Business III

Shielded Metal Arc Welding

The Shielded Metal Arc Welding Program is designed to provide instruction and practical application of occupational knowledge skills in the welding industry and to provide students with a working knowledge of the tools, equipment, materials and codes associated with the modern welding trade. The open-entry open-exit program requires completion of INDT 601 and INDT 602. These courses include instruction in safety, equipment, measuring tools, ferrous materials, print reading, material cutting and preparation, shielded metal arc welding practices and procedures utilizing steel plates and shapes. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology, and other employment skills. Students who successfully complete the program will be qualified for entry-level positions in the welding trade. Jobs in the field include entry-level positions in welding, manufacturing, and construction.

Required Courses

INDT 601	Shielded Metal Arc Welding I
INDT 602	Shielded Metal Arc Welding II

Small Business Growth

The Small Business Growth Program is designed to provide students with the practical application skills and knowledge to plan, manage and grow a small business. The program courses include instruction in the essentials of business, sales and marketing skills necessary for the entrepreneur or manager. Topics include roles of the entrepreneur, goal setting, negotiation skills, building trust, sales ethics, developing a sales team, market research, promotion and pricing tactics used to increase profits. In a capstone written project, students demonstrate a marketing strategy that identifies how a student may successfully grow a small business. Students who successfully complete the program can use the skills learned to start and manage their own small business for self-employment or obtain a job in the field of business management, sales or marketing.

Orientation and Enrollment

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit www.sdce.edu/job-training/business

Required Courses

BUSN 632	Small Business Skills
BUSN 633	Small Business Sales
BUSN 634	Small Business Marketing

Small Business Planning

The Small Business Planning Program is designed to provide students with the practical application skills and knowledge to start and manage a small business. The program courses include instruction in the essentials of starting a small business, recognizing the requirements of local, state and federal organizations, identifying best practices in hiring, as well as sales and marketing strategies. In a capstone written business plan project, students demonstrate a business model concept that creates customer value in a product or service and identifies how a student may successfully create self-employment by creating their own small business. Students who successfully complete the program can use the skills learned to start their own small business for self-employment or obtain a job in the field of business management, market analysis, business development or sales.

Orientation and Enrollment

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit www.sdce.edu/job-training/business

Required Courses

BUSN 630	Small Business Essentials
BUSN 631	Small Business Planning

Steel Fabrication

The Steel Fabrication/Shipfitting program at ECC is a 1200-hour training program that prepares students with the necessary skills to safely build, repair and maintain steel structures and ships. The program is self-paced and can be completed over a 9 to 12 month period. Instruction is based on standards developed by American Welding Society (AWS) and the American Bureau of Ships (ABS).

Students learn a variety of skills

Industry safety practices and procedures, blueprint reading, perform layout, perform oxy-fuel cutting, welding and fitting using hydraulic, pneumatic and hand tools and shielded metal arc welding with precision. Workplace skills including, Math, Communications and Workplace Ethics are integrated into the curriculum. Upon successful completion, students know the terminology and understand the technology of shipbuilding and the erection and fabrication of steel structures. Students successfully completing this program will be prepared for entry-level and/or journeyman positions.

Graduates receive a 1200-hour Certificate of Completion. Students may elect to take one or more of the individual courses and receive a Certificate of Course Completion.

Orientation and Enrollment

To register for the orientation and registration call the counseling office at the ECC campus at 619-388-4956.

Required Courses

INDT 464	Metal Trades/Steel Fabrication
INDT 467	Metal Arc, Oxy & Flux Core

Structural Welding

The Structural Welding Program at ECC is a 1200-hour training program that prepares students with the necessary skills to safely perform structural arc welding processes. The program is self-paced and can be completed over a 9 to 12 month period. Instruction is based on standards developed by American Welding Society (AWS).

Students learn a variety of skills

Industry safety practices and procedures, blueprint reading, oxy-fuel cutting, hand tools usage, shielded metal arc welding, flux core arc welding and gas metal arc welding and fitting. Workplace skills including, Math, Communications and Workplace Ethics are integrated into the curriculum. Upon successful completion, students know the terminology and understand the technology of structural welding. Students successfully completing this program will be prepared for entry-level and/or journeyman positions.

Graduates receive a 1200-hour Certificate of Completion. Students may elect to take one or more of the individual courses and receive a Certificate of Course Completion.

Orientation and Enrollment

To register for the orientation and registration call the counseling office at the ECC campus at 619-388-4956.

Required Courses

INDT 465	Gas Metal Arc Welding (GMAW)
INDT 467	Metal Arc, Oxy & Flux Core

Upholstery Trades (Combined)

The auto upholstery and furniture upholstery program at ECC is a 850 hour training program that gives students the option to specialize in the fields of auto and furniture upholstery. The program is designed to be self-paced, and can be completed over a 9 to 12 month period. Instruction is competency based.

Students learn a variety of SKILLS including:

- Skills required for entry-level employment in the automotive, furniture upholstery and related trades.

- Safety procedures and proper use of related tools and equipment.

- Complete auto and furniture upholstery and re-upholstery techniques.

Instruction takes place in a practical workplace environment. Competency standards are reviewed and approved by the industry advisory board.

Graduates receive a 850-hour certificate of completion. Students have the option as well, of taking one or more of the individual modules and receive a certificate of course completion.

Orientation and Enrollment

For additional information, please contact the counseling office at ECC, 619-388-4956.

Required Courses

AUTO 414	Basic Upholstery Skills
AUTO 415	Automotive Upholstery
HMID 535	Upholstery

Virtual Datacenter

The Virtual Datacenter Program is designed to provide students with the knowledge and skills needed to install, configure, and manage a software-defined datacenter. The program provides students with both the practical and analytical skills needed to manage hypervisors, virtual machines, and the virtual network that makes them available. The program courses provide instruction in the virtual datacenter environment and includes planning and installation of the hypervisor, configuration of the infrastructure management server, and computer virtualization platforms. Topics include hypervisor and virtual machine deployment, virtual switch configuration, and virtual storage management. Students will learn about workload management, virtual machine migrations, and resilient datacenters using high-availability and fault tolerance. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, computer user support specialist and computer operator. This program also serves as a foundation for additional training in information technology.

Orientation and Enrollment

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit https://sdce.edu/job-training/information-technology/orientation

Required Courses

COMP 651	Virtual Datacenter 1
COMP 652	Virtual Datacenter 2

Visual and Vector Design

The Visual and Vector Design program is designed to provide students with the knowledge and foundational skills needed to evaluate and appropriate basic design principles and best practices employed in the design industry using raster and vector based applications. The Courses Provide A Hands-On Approach To Planning, Designing And Creating Raster And Vector-Based Documents For The Development Of A Portfolio. Students who successfully complete the program can use the skills learned in a variety of introductory print design positions. This program also serves as a foundation for additional training in digital media.

Required Courses

COMM 660	Visual Design
COMM 661	Vector Design

Weatherization

The Weatherization Program is designed to provide instruction and practical application of occupational knowledge skills in the weatherization industry and to provide students with a working knowledge of the tools, materials, systems, installation methods, and codes associated with the modern weatherization trade. The open-entry open-exit program requires completion of MECT 441 and MECT 442. These courses include instruction in the weatherization of residential structures, health and safety practices, building construction nomenclature and insulation fundaments, principles of energy, heating and cooling fundamentals, water heating and lighting efficacy. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology, and other employment skills. Students who successfully complete the program will be qualified for entry-level positions in the weatherization trade. Jobs in the field include entry level positions in weatherization assessment or weatherization installation technician.

Required Courses
MECT 441	Weatherization I
MECT 442	Weatherization II

Web Design and Content Management

The Web Design and Content Management program is designed to provide students with the knowledge and skills needed to assess and learn basic design principles employed in the web design content management industry. Through a hands-on approach, students will gain a working knowledge of the creative fields of visual and digital design for a web design and content management system. The program courses provide instruction including selecting the appropriate tools, understanding best practices in the web design content management industry and applying appropriate industry standard applications. Students will learn the technical skills needed to be ready for work in the digital design industry. Earning a Web Design and Content Management Certificate allows students to demonstrate their knowledge and expertise with the most common skills required for the web design content management industry. This program serves as a foundation for additional training in higher education courses and/or introductory level position in these industries.

Required Courses
COMM 666	Workflow for Modern Web Design
COMM 669	Web Design & Content Management

Web Server Maintenance and Security

The Web Server Maintenance and Security Certificate Program is a 900-hour training program. This NO FEE certificate program is designed to prepare students for entry level employment possibilities such as: Web Server Administrator, UNIX Administrator, System Administrator, Webmaster, Web Developer, Web Administrator and SQL Database Programmer. In earning the certificate students will be exposed to a broad range of web server skills.

Orientation and Enrollment

Students must attend an Orientation and Educational Planning session to enroll in the courses listed below. To learn more and sign up for an orientation, visit www.sdce.edu/job-training/business

Required Courses

COMP 625	Web Server Maint & Security 1
COMP 626	Web Server Maint & Security 2

Web Server

This program provides students with the knowledge and skills necessary to install, configure, program, manage and troubleshoot web servers. The students will learn to manage web accounts and resources, maintain web server resources, monitor web server performance and safeguard data in a web server environment. Employment possibilities include: Web Server Administrator, Web Developer, Server Side Programmer, and Web Project Manager.

Required Courses

COMP 615	Internet TCP/IP and DNS
COMP 619	Introduction to Unix
COMP 623	Server Side Programming
COMP 627	Basic Web Server Security
COMP 630	Introduction to Web Servers
COMP 633	Web Server Configuration

Web Server Technologies and Applications

The Web Server Technologies and Applications program is designed to provide students with the knowledge and skills needed to develop and manage a web application on a Linux server. The program provides students with both the practical and analytical skills needed to install, configure and ensure both the operation of a Linux server and a web application. The program courses provide instruction in the Linux server environment, web server applications, client and server side scripting languages, and databases. Topics include server roles and web server software, server configurations, and the components of a web application, including server modules. Students will learn about command line processing, developing web pages, and computer programming. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, web developer, database administrator, computer support specialist and computer operator. This program also serves as a foundation for additional training in information technology.

Required Courses

COMP 643	Linux Server Technologies
COMP 644	Server Side Web Development

Web Specialist

This program is designed to provide students with fundamental web development and design skills for employment or as a foundation for additional education training. This instruction prepares students to effectively combine written content, video, sounds, animation and digital images into web sites through a hands-on approach using a variety of industry standard tools. Other industry related concepts such as project management, storyboarding, page layout, graphic user interface (GUI), file optimization, naming conventions, typography, output techniques, 2D image creating, 3D rendering, HTML, JavaScript, server programming for dynamic web sites, security, hosting issues, Cascading Stylesheets (CSS), hardware, media limitations, legal issues, theory of color, information architecture, delivery platforms, ethical issues, usability, file formats and storage options are also addressed. This program also articulates courses to associate degree programs.

Required Courses

BUSN 600	Business on the Internet
BUSN 603	Legal Issues on the Internet
COMM 610	Virtual Reality
COMM 618	Web Site Creation
COMM 622	Writing for the Internet
COMP 635	Information Architecture
COMP 699	Emerging Topics-Computers
OFSY 516	Internet Basics
OFSY 615	Web Databases
OFSY 618	Web Marketing

Windows System Administration

The Windows System Administration Program is designed to provide students with the knowledge and skills needed to administer Windows Operating Systems. The program provides students with both the practical and analytical skills needed to install, configure and manage both client and server computers. The program courses provide instruction in a variety of Windows environments and include planning and installation of the appropriate operating systems, configuration of system components and peripherals, and computer virtualization platforms. Topics include managing file systems, applications and roles, network configurations, and the use of administrative tools and the control panel. Students will learn about command line processing, user accounts and permissions, and system security. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, computer user support specialist and computer operator. This program also serves as a foundation for additional training in information technology.

Required Courses

COMP 640	Windows Operating Systems
COMP 642	Server Admin Fundamentals

Course Descriptions

General Course Information

Not all courses listed will be offered each semester, and San Diego Continuing Education reserves the right to cancel any course if enrollment in such course is below a minimum number as set by the San Diego Community College District Board of Trustees.

Noncredit Courses (Non-Fee)

Noncredit instruction is one of several education options offered within the California Community College System. It offers students access to a variety of low and no cost courses that can assist them in reaching their personal and professional goals. Noncredit courses are intended to provide students with lifelong learning, college transfer and career preparation opportunities. Although students may not need or desire unit credit, noncredit often serves as a first point of entry for many underserved students as well as a transition point to credit instruction.

Noncredit courses are classified into ten legislated instructional areas. The placement of a course in a given instructional area is driven by the course objectives and the target population to be served.

Community Education Courses (Fee)

Community education classes are intended to meet expressed community needs and interests. These classes are fee-based and self-supporting. A variety of topics may be offered through the Community Education instructional program. Most classes are short-term and frequently take the form of workshops.

Field Trip (FT)

A field trip may be required for this course. Detailed information will be provided by the instructor.

Older Adult (OA)

Instruction is specially designed for adults age 55 and older.

Adult Basic Education (ABED)

Arithmetic Review **ABED 414**
Non-Fee

Review of basic arithmetic skills, stressing mastery of the four fundamental operations with whole numbers, introduction to fractions, decimals, and common measures, and solving everyday arithmetic problems. (FT)
Alternate Title(s): Consumer Computation Skills

Basic Education, Language Arts, Beginning Level **ABED 441**
Non-Fee

This course introduces and reviews language arts basic skills at the beginning level (0-3.9). The focus is on reading, language arts, communication, and critical thinking needed to function in society. Upon completion and demonstration of competence, students may continue basic skill instruction at the intermediate level (4.0-8.9) or enroll in a vocational training class. (FT)

Basic Education, Language Arts, Intermediate Level **ABED 442**
Non-Fee

Advisory: Basic Education, Language Arts, Beginning Level.
This course introduces and reviews basic skills at the intermediate level (4.0-8.9) in the areas of reading, spelling, writing, communication, and critical thinking needed to function in society. Upon completion and demonstration of competence, students may continue GED preparation, complete high school or complete job training. (FT)

Basic Education, Math, Beginning Level **ABED 443**
Non-Fee

This course introduces and reviews basic math skills at the beginning level (0-3.9), including critical thinking needed to function in society. Upon completion and demonstration of competence, students may continue basic skills instruction at the intermediate level (4.0-8.9) or enroll in a vocational training class. (FT)

Basic Education, Math, Intermediate Level — ABED 444
Non-Fee

Advisory: Basic Education, Math, Beginning Level. This course introduces and reviews basic math skills at the intermediate level (4.0-8.9), including critical thinking needed to function in society. Upon completion and demonstration of competence, students may continue basic skill instruction at the GED level or enroll in a vocational training class. (FT)

College Preparatory English — ABED 420
Non-Fee

This course is designed to assist students in developing the listening, speaking, reading, and writing skills necessary to function effectively in college level English courses. The course also stresses development of study skills such as taking notes, using a dictionary, and taking standardized English placement tests, and other reference materials. (FT)

English Review for the CBEST — ABED 425
Non-Fee

This course is designed to aid students in passing the California Basic Educational Skills Test (CBEST). This test is required by the state of California for all K-12 instructors. Covers the areas of advanced spelling, advanced vocabulary, style and techniques in writing of formal composition. The student will learn to organize materials effectively toward a given purpose and develop facility in evaluating various kinds of language performance. (FT)

Math Review for the CBEST — ABED 426
Non-Fee

An applied course in mathematics to sharpen the basic skills of students through a careful and guided study of the fundamental properties of real numbers, English and metric measurement, geometry, statistics, tables and graphs and elementary algebra. Throughout the course concepts and computational skills are developed around vocational and consumer applications. This course is especially recommended for students who plan no further course work in mathematics. (FT)

Pre-Vocational ABE — ABED 430
Non-Fee

This course is designed to develop basic skills and content knowledge skills related to the world of work: interpersonal, speaking, listening, vocabulary, reading, writing, use of technology, critical thinking, problem solving, career planning and advancement, cross cultural understanding and mathematics. Upon successful completion of this course, students are ready to enter job training courses. A competency is considered attained when a student can demonstrate that competency with 80% accuracy orally, in writing or by actual performance. (FT)

Reading 1 & 2 — ABED 416
Non-Fee

For students who need to improve their reading ability for academic and vocational purposes. (FT)

Reading Development — ABED 418
Non-Fee

Stresses the development of the basic reading skills needed to function effectively in everyday life. Utilizes a self-paced approach based on each individual student's needs to acquire specific skills in the areas of word recognition, comprehension and interpretation of relevant information from print. (FT)
Alternate Title(s): Reading Development-Bilingual

Accounting (ACCT)

Accounting-Beginning — ACCT 511
Non-Fee

An introductory course that will prepare the student for entry level employment as an accounting clerk and/or a basis for the further study of accounting. The course includes basic accounting/bookkeeping theory, procedures, and terminology. The accounting cycle is presented in a logical sequence with an introduction to business transactions, general journals, and automated accounting. (FT)

Accounting-Intermediate — ACCT 512
Non-Fee

Advisory: Successful completion of Accounting 511, Accounting-Beginning or equivalent.
This course includes intermediate accounting/bookkeeping theory, procedures, terminology, and will lead to entry level employment as an accounting clerk and/or a basis for the further study of accounting. Topics addressed include specialized journals, accounts receivable/payable, payroll, bad debts, notes and interest, depreciation, inventory. (FT)

Accounting Technician ACCT 503
Non-Fee

This is an introductory course that will prepare the student for entry-level employment in the bookkeeping/accounting field. The course includes bookkeeping theory, procedures, terminology, and the basic accounting cycle with an introduction to business transactions, general journals, and automated accounting. (FT)

Computerized Accounting ACCT 502
Non-Fee

Advisory: Successful completion of Accounting 512, (Accounting-Intermediate) or equivalent.
The course is designed to incorporate manual accounting knowledge and apply it to computerized accounting by balancing "real world" tasks with hands-on computer activities. The course provides a practical method of processing basic accounting transactions, receivables and payables, general ledger, payroll, and inventory management. (FT)

Save Time/Money in Travel ACCT 535
Fee

Covers specifics involved in selection of travel planning to various locations. Designed for personnel to acquire the basic skills of planning and record keeping necessary for tax advantageous travel. (FT)

Agriculture (AGRI)

Gardening AGRI 690
Fee

This course is designed to teach indoor and outdoor household gardening and creative plant use. It may include aspects of planting, transplanting, soil preparation, ornamental planting techniques and tips; and container selection, preparation and embellishment. (FT)
Alternate Title(s): Container Gardening; Herb Gardening; House Plants; Orchids; Raising African Violets

Landscape Construction-Basic AGRI 600
Non-Fee

This is an open-entry/open-exit modular course in the entry level skills required for employment in the Landscape industry. The course includes instruction in safety procedures and proper use of hand and power tools; practice in fencing, carpentry, masonry,

concrete, irrigation, plant ID, turf culture, elementary soil testing, plan reading, estimating and job readiness. Associate Degree Credit is available upon petition. (FT)

Landscape Construction-ADV AGRI 603
Non-Fee

Advisory: Successful completion of Landscape Construction-Basic, (AGRI 600).
This is a modular course in the supervisory level skills required for employment in the Landscape Industry. This course includes instruction in safety procedures and proper use of hand and power tools and equipment; preparation for taking California Landscape Contractor and Pest Applicator exams; soil/water testing and reporting; computer assisted drafting; xeriscaping; meeting bond and insurance requirements. (FT)

Applied Design (APLD)

Copper Enameling APLD 509
Fee

Learn the techniques and skills required to enamel. Create works of art. Learn color, design and craftsmanship. Develop an appreciation and understanding of the art of enameling. Master known techniques; explore new medias. (FT)

Jewelry Making 1-3 APLD 524
Fee

Make your own jewelry. Become a skilled craftsman and design your own. Create jewelry from silver, gold, copper and brass. Make rings, bracelets, chains, pendants. Show off your work to any one you can. Be proud! You did it! (FT)
Alternate Title(s): Studio Lab Jewelry

Commercial Art (ARTC)

Commercial Printing Operations ARTC 518
Non-Fee

An open entry/open-exit modular course preparing students for entry-level employment in the graphics industry as a small press operator, large press feeder, booklet maker operator, cutter operator, folder operator, platemaker/CTP, proofer, or small bindery machine operator, with supportive skills in prepress operations. Students work in a real-world

environment. Course includes safety procedures, stocks and materials, bidding and estimating, work orders, use of layout tools and basic computer literacy. Students prepare a portfolio of completed assignments. (FT)

Electronic Prepress Operations ARTC 517
Non-Fee

An open entry/open-exit modular course preparing individuals for entry-level employment in the graphics industry as an electronic prepress technician, scanner operator, platemaker/CTP, proofer, or bindery operator, with supportive skills in related printing operations. Students work in a real-world environment. Course includes safety procedures, stocks and materials, bidding and estimating, work orders, preparing digital files using industry-standard software and hardware, layout, and use of bindery equipment. Students prepare a portfolio of completed assignments. (FT)

Art Theory (ARTS)

Art Appreciation–OA ARTS 507
Non-Fee

This course teaches older adults the history, styles and evolution of art through the ages. The primary focus of this course will be how artists have depicted life and our environment through various visual mediums including, but not limited to, drawing, painting and sculpture. It is oriented to older adult students who would like to familiarize themselves with the different types of art and to gain a deeper understanding of art. (FT)

Arts Experimental (ARTX)

Arts and Music ARTX 690
Fee

This course is designed to teach a variety of art and/ or music topics from appreciation to application. Some courses may be presented in a lecture format, others may be laboratory classes where students explore, perform, apply, create or practice arts and musical experiences first hand. (FT)
Alternate Title(s): Art Appreciation; Chorus; Drama; Jewelry Making; Music Appreciation; Photography; Swing Band; Woodworking

Drawing and Painting 1-2 – OA ARTX 515
Non-Fee

This course offers the older adult student an opportunity to explore individual creativity as an approach to self-expression and problem solving through the media of drawing and/or painting. The course will include a basic study of materials, tools, and techniques, both traditional and contemporary. This course is noncompetitive and individually paced. (FT)
Alternate Title(s): Observation Painting, Portrait and Figure Study; Landscape Drawing On Location; Figure And Still Life Drawing, Life Drawing & Painting; Asian Brush Painting; Sumi-E & Japanese Classical Art, Painting w/ Color & Mixed Media; The Magic Pastels; Watercolor Painting; Oil or Acrylic Painting

Introductory Ceramics–OA ARTX 548
Non-Fee

This course is an introduction to fundamental ceramics skills, designs, and history. There will be hands on experience for the students to practice the ceramic techniques in the design and production of the three basic simple clay forms using various construction methods and glazing techniques. The course includes instruction in safety procedures, proper use and cleanup of hand tools and lab equipment. (FT)

Landscape Painting–OA ARTX 530
Non-Fee

The purpose of this course is to teach older students the process of picture making as it is specifically related to landscape painting. The student will work directly from nature using the fundamentals of sketching, oil painting, landscape composition and color relationships. (FT)

Pottery Beginning-Intermediate ARTX 564
Fee

Learn the basic pottery skills: throwing on the Potter's wheel, hand building, decorating, glazing, slip mold casting and Raku techniques. Design your own pottery and be creative! (FT)

Automotive Technology (AUTO)

Advanced Driveability & Performance   AUTO 507B
Non-Fee

Advisory: Valid California Drivers License required to operate vehicles and for employment. Completion of Auto 507A recommended.
This course prepares students for basic entry level employment as a driveability and performance technician. Topics include analysis, diagnosis and troubleshooting techniques required to repair computer controlled automotive engine management systems; basic scan tool usage and interpretation; exhaust gas analysis and other related areas. This course will prepare the student for the ASE 8 certification examination. (FT)

Auto Body and Paint Technician   AUTO 411
Non-Fee

This open-entry/open-exit course is designed to teach skills required for entry-level employment in auto body/collision repair and related industries. This course includes guided practice in a simulated work environment, in sanding, masking, collision repair, and glass installation. Class instruction is based on standards developed by the National Automotive Technicians Education Foundation (NATEF) and the Inter-Industry Conference on Auto Collision Repair (ICAR.) (FT)
Alternate Title(s): Auto Body/Collision Repair

Auto Body Refinishing Tech   AUTO 411A
Non-Fee

This open-entry/open-exit certified training course is designed to teach skills required for entry-level employment in auto body refinishing and related industries. This course includes guided practice in a simulated work environment, in sanding, masking, detailing, spot painting, and complete body painting. Course competencies are based on standards developed by the National Automotive Technicians Education Foundation (NATEF) and the Inter-Industry Conference on Auto Collision Repair standards (I-CAR). (FT)

Auto Technology & Safety Intro   AUTO 501
Non-Fee

This course is intended to be an overview of the automobile industry and preventative maintenance services. Students will acquire a basic understanding of how the major automotive systems work and interrelate. Associate Degree Credit is available upon petition to the Miramar College Automotive Technology program. (FT)

Automotive Fundamentals   AUTO 601
Non-Fee

Advisory: Valid California Driver's License.
This course provides students with an overview of the automotive industry and a basic understanding of how each system within an automobile works. Students learn how to operate basic hand, power, and lifting tools as well as the major measuring instruments and devices used by automotive technicians. This course is intended as a first course for automotive students or as a basic core course for the entire automotive program. (FT)

Automotive Services   AUTO 420
Fee

Designed to offer a general overview of the major systems of the automobile. Includes preventive maintenance techniques, consumer information, minor tune-ups using electronic equipment, brake inspection and repair and lubrication. (FT)
Alternate Title(s): Automotive Services-Diesel; Automotive Services-Gas Engine; Tune Your Own Car

Automotive Technician   AUTO 507
Non-Fee

Advisory: Valid California Drivers License required to operate vehicles and for employment.
The course includes instruction in safety procedures; proper use of hand tools and equipment; and diagnosing and repairing malfunctions in vehicle drivetrain, front suspension and brake systems to NATEF standards A4 and A5. This is an articulated course with the Miramar College automotive program – college credit may be awarded. (FT)
Alternate Title(s): Brakes, Suspension & Driveline

Automotive Upholstery   AUTO 415
Non-Fee

Advisory: HMID 534, Basic Upholstery Skills.
This is an open-entry/open-exit, competency based course providing training and hands-on experience for entry-level employment in the auto trim and related industries. Practical instruction is conducted in a real world business environment with tools and equipment used in the industry today. Competency standards are approved by the industry advisory board. (FT)

Basic Upholstery Skills AUTO 414
Non-Fee

This is an open-entry/open-exit, competency based course providing training and hands-on experience for entry-level employment in the automotive, furniture and related upholstery industries. Practical instruction is conducted in a real world business environment with tools and equipment used in the industry today. Competency standards are approved by the industry advisory board. (FT)

Engine/Electrical/Performance AUTO 507A
Non-Fee

Advisory: Valid California Drivers License required to operate vehicles and for employment.
The course includes instruction in safety procedures and the proper use of hand tools and equipment; and maintaining, diagnosing and repairing malfunctions in the gasoline engine and its electrical and fuel systems to NATEF standards A1and A6. This course is articulated with the Miramar College automotive program – college credit may be awarded. (FT)
Alternate Title(s): Engine/Electrical/Maintenance

Fleet Service Technician AUTO 509
Non-Fee

Advisory: California Driver's License.
This is an open-entry/open-exit course designed to prepare students for employment as a fleet service technician. Instruction includes; safety procedures; vehicle maintenance; engine theory and minor repair; introduction to electrical systems; braking system service; front and rear suspensions; fuel delivery systems; tune up and driveability; introduction to transmission and driveline components. Instruction will take place in a simulated work environment and where appropriate, instructions will meet National Automotive Technician Education Foundation Standards. (FT)

Service Advisor I AUTO 508
Non-Fee

Advisory: Valid California Driver's License required to operate vehicles in class and for employment.
This course provides the student with the basic automotive technology knowledge and skills required for employment as a service advisor for both small and large independent garages and dealerships. Students will learn the different automotive parts, components, major assemblies, vehicle systems and how they function and the required maintenance. Topics also include safety, work ethics, service facilities and federal, state and local laws as they apply to the automotive industry. (FT)

Service Advisor II AUTO 508A
Non-Fee

Advisory: Valid California Driver's License required to operate vehicles in class and for employment.
This course provides the student with the skills required for employment as a service advisor. Students will learn about customer service, writing an initial repair order estimating parts and labor costs and how to revise repair estimates in accordance with California State law. Topics also include communications, customer relations, manufacture warranty policies and procedures, returning the vehicle to the customer and follow-up. (FT)

Quick Service Lube, Pre-Delivery
Inspection Technician AUTO 600
Non-Fee

Advisory: Valid California Driver's License.
This course provides students with an overview of automotive quick services and new/used vehicle preparation. It covers vehicle inspections, preparing estimates, changing fluids and filters, proper hazardous waste disposal, minor electrical repairs, and road-testing techniques. Students learn how to inspect and evaluate vehicle systems to determine if advanced levels of repairs are needed. They also learn how to identify and operate necessary equipment and tools. (FT)

Biological Sciences (BIOL)

Life Science 1-2 BIOL 540
Non-Fee/High School Credit Only
A theory course in first year biology. (FT)

Business Management (BUSN)

Adv. Technical Writing/Editing BUSN 552
Non-Fee

Advisory: Intro to Technical Writing or equivalent.
This course covers writing and editing skills required as a foundation for learning and practicing the specific applications and disciplines of professional technical writing. Student's writing and editing

practices will result in one or more concise, coherent, logical technical products suitable for professional use or publications. (FT)

Basic Supervision — BUSN 530
Non-Fee

Introduces basic principles which assist the supervisor in increasing productivity, supervising the working climate, employee relationships and the process of utilizing resources. Also presents techniques to assist the supervisor in employee appraisal, communication skills, group dynamics and the development of an incentive system to foster a creative work environment. (FT)

Basics of Loan Processing — BUSN 615
Non-Fee

This course will provide students with basic competencies in the area of loan processing. The course includes entry-level skills in areas such as customer service, loan applications, finance calculations and the mortgage process. (FT)

Business on the Internet — BUSN 600
Non-Fee

This course provides a basic familiarity with the business, organizational, and technological issues involved in transacting business on the Web. Through real-life business scenarios, case studies and hands-on exercises, students learn the structures, issues and trends in electronic commerce. (FT)

Buying a Business or Franchise — BUSN 541
Non-Fee

This course covers guidelines for buying an existing business or franchise and includes legal, financial, personnel, and tax considerations; valuation techniques; effective negotiations; necessary forms and documents; and the importance of professional advisors. (FT)

Developing a Business Plan — BUSN 545
Non-Fee

Advisory: Completion of Business Management 540, 541, 542, 543, 544 or previous development of a business plan which requires revision or upgrading. This capstone course covers all aspects of developing a comprehensive business plan, including the elements of a winning business plan, structure, format, content, and appearance. Emphasis is placed on critical evaluation of sample business plans as well as student completion of a business plan for their specific area of interest. (FT)

Legal Issues on the Internet — BUSN 603
Non-Fee

This course introduces the fundamentals of electronic commerce legal issues. Through theory and hands on application, students will receive an overview of the rights and liability issues faced by Web businesses and users. (FT)

Legal/Tax/Ins. for Small Bus. — BUSN 542
Non-Fee

This course examines legal and regulatory start-up steps; choosing the proper business entity; legal considerations such as contracts, trademarks, leases; tax considerations such as income, payroll, sales, property taxes; identifying professional advisors and/or resources and records required; insurance considerations for the small business owner; evaluating the risks and selecting the risks to be insured. (FT)

Management Dynamics — BUSN 520
Non-Fee

This is a practical training course that spells out in step-by-step detail the functions of business and the desired behavior patterns required of supervisors, managers, administrators, and self-employed. The student will analyze his/her own personal and technical competencies and receive help in strengthening weak areas. The course includes the process of forecasting economic trends, procedures of investigating a franchise, developing expertise in hiring employees, implementing employee training and public relations programs. (FT)

Marketing for Small Business — BUSN 543
Non-Fee

This course is designed to provide the small business owner with the necessary skills to market their product or service as well as to develop the marketing section of a comprehensive business plan for their business. Emphasis will be placed on conducting market research; identifying and segmenting profitable target markets; creating an effective marketing mix; critically evaluating sample marketing plans; and developing a comprehensive marketing plan. (FT)

Project Management I — BUSN 621
Non-Fee

This course provides an introduction and overview of the fundamental aspects of project planning and management in business including defining and managing a project. Topics follow the Project Life

Cycle model as the framing project management concept and include an introduction to Microsoft Project or equivalent software. Course content includes exploring the use of projects to accomplish an objective, consideration of the key process steps such as alternatives to consider, selection of solution, implementation and closure. (FT)

Project Management II — BUSN 622
Non-Fee

Advisory: Successful completion of BUSN 621 Project Management I.

This course provides instruction in intermediate and advanced project management concepts and tools in business. Topics include project requirements, project planning, and assessing overall project status vs. the plan. Advanced concepts in building effective teams, problem solving, decision making, use of creativity and emerging trends in project management are also taught. The course culminates in a capstone project which includes the proposal, implementation and presentation of a project. (FT)

Recordkeeping for a Small Bus. — BUSN 544
Non-Fee

Recordkeeping is the primary means of determining the success of a small business. Because good recordkeeping is so essential, this course covers financial start-up considerations; the business financial plan; introduction to accounting; financial statement analysis; recordkeeping systems; and budgeting and cash flow. Emphasis is placed on critical analysis of sample financial statements and business financial plans and development of a sound financial plan for a small business. (FT)

Small Business Essentials — BUSN 630
Non-Fee

This course provides students with the principles, practices, strategies, and requirements needed to form and manage a small business. Students will learn about establishing online, home-based, mobile and commercially zoned small businesses. Topics include legal forms of organization, hiring employees, financial issues, establishing credit, securing loans, developing sales and marketing strategies and legal issues. Students will learn how to identify and analyze personal and business skills necessary to start a small business. (FT)

Small Business Management — BUSN 510
Non-Fee

This is a preliminary course for anyone interested in establishing and operating a small business. Each week key elements of business organization are presented to inspire confidence along your pathway to success. (FT)

Small Business Marketing — BUSN 634
Non-Fee

This course provides students with the marketing principles, practices and strategies needed to grow an existing small business. Students will learn about market research, product, distribution, promotion and pricing tactics used to increase profits. Topics include advertising, public relations, social media and product development. Students will learn how to understand marketing fundamentals and select strategies for small business growth. (FT)

Small Business Planning — BUSN 631
Non-Fee

This course includes preplanning, strategizing, organizing, developing and writing a small business plan. Students will develop a personal vision statement and create a business concept that aligns with their plan. The course also includes management and organization, marketing strategies, financials and exit strategies. (FT)

Small Business Sales — BUSN 633
Non-Fee

This course provides students with trust-based sales strategies needed to grow an existing small business. Students will learn about building trust with customers, sales ethics, understanding buyers and developing a sales team that are fundamental to increase profits. Topics include customer relationship management, sales prospecting, developing presentations and creating mutual opportunities. Students will learn sales fundamentals and select strategies to promote small business growth. (FT)

Small Business Skills — BUSN 632
Non-Fee

This course provides students with the business practice and skills needed to grow an existing small business. Students will learn the roles of the entrepreneur, goal setting, communication best practices, negotiation skills and business processes to increase profits and manage a growing business. Topics include developing a vision statement, establishing a healthy business and personal

lifestyle, time management, effective delegation techniques and redesigning business processes. (FT)

Starting Your Own Business   BUSN 540
Non-Fee

This is a preliminary course for anyone interested in establishing a small business. Emphasis is given to starting home-based businesses, as well as businesses in commercial space. The course will acquaint students with the characteristics of a successful entrepreneur; pros and cons of business ownership; start-up considerations; capital needs and sources of financing; personnel considerations; legal forms of ownership; elements of a comprehensive business plan; and available resources. (FT)

Consumer Education Management of Resources (CEMR)

Consumer Education   CEMR 500
Non-Fee

A course designed to develop the student's skills in decision-making, goal setting, and evaluation as they relate to the consumer's role in the marketplace. Emphasis is placed on consumer rights and responsibilities in a free-enterprise system. (FT)
Alternate Title(s): Budget and Home Energy Mgt.

Consumer Education   CEMR 690
Fee

This course is designed to teach a variety of consumer education topics, which may include clothing and textiles, foods and nutrition, interior design, retirement activities, and family issues. (FT)
Alternate Title(s): Cooking For Two; Family Dynamics; Interior Design; Machine Embroidery; Retirement Living; Sewing for The Home

Consumer Education/Older Adult   CEMR 505
Non-Fee

Individual programs designed to enable the student to participate in activities that promote human interaction and encourages him/her to recognize and use both personal and community resources to provide a satisfying life-style. Emphasis will be placed on the development of independent living skills for the older adult. (FT)

Consumer Ed-Special Topics   CEMR 510
Non-Fee

A course designed to deal with current problems and topics of special interest in consumer education and home economics. (FT)
Alternate Title(s): Home Energy Clinic–OA

Personal Economics   CEMR 525
Non-Fee

A course designed to develop the student's skills in personal financial management. Emphasis is placed on long and short range financial planning, budgeting and taxes. (FT)

Clothing and Textiles (CLTX)

Clothing 7 Occupation/Textile   CLTX 530
Non-Fee

The course is designed for the student desiring to acquire entry level skills for employment in the clothing production industry. Production techniques on construction and power equipment will be used in the classroom. Job preparation information will be included. (FT)
Alternate Title(s): Power Sewing

Contemporary Tailoring   CLTX 635
Non-Fee

Advisory: Sewing Fundamentals, equivalent experience or instructor's consent.
Traditional tailoring techniques using both couture and contemporary methods to achieve professional results. Time saving machine skills and new shaping fabrics are presented. (FT)
Alternate Title(s): Couture Tailoring; Machine Tailoring; Speed Tailoring; Tailoring for Working Women

Fashion Retail Basics   CLTX 671
Non-Fee

Advisory: Completion of Introduction to Fashion Industry or entry level experience in the fashion retail industry.
This course prepares students for entry-level employment in the fashion retail industry. Topics include sales techniques and customer service, types of fashion retailers, product identification and consumer behavior. Students will learn the importance of soft skills in the work environment, the characteristics of a successful sales associate and national retail certification opportunities. (FT)

Fundamentals of Pattern Making   CLTX 645
Non-Fee

This open-entry/open-exit course introduces the student to basic pattern making skills used to create apparel and costumes for clients, self, and family members. The course focuses on the development of garment patterns using one or more of the following methods: drafting, flat pattern manipulation, draping, and computer aided pattern making. Information on copying previously made garments will be included along with guidelines for the use of a croquis for garment design. (FT)
Alternate Title(s): Beginning Pattern Making; Garment Design

Intro to Fashion Industry   CLTX 670
Non-Fee

This course introduces students to the fashion industry and its employment opportunities. Students will learn about the fashion industry past and present, fashion retail segments and career opportunities. Topics include industry terminology, history from couture to ready-to-wear, major fashion industries, employability skills, and soft skills for the work environment. (FT)

Making Quilted Products   CLTX 665
Non-Fee

The student will learn to design and produce traditional and/or contemporary quilted products using hand and/or speed machine techniques. Instruction will focus on the planning and creative designing of quilted products along with skill building in pattern drafting, finishing, and in the use of new technologies such as computer generated designs. (FT)
Alternate Title(s): Contemporary Quilted Products; Quilted Clothing; Quilted Products for Today; Traditional Quilted Products

Millinery   CLTX 595
Fee

Course in millinery skills – fabric and style selection, hand sewing techniques, fit, embellishment, and other construction techniques; renovation and remodeling of previously used hats; skills and products can be used personally or for an income. (FT)

Sewing for the Home   CLTX 650
Non-Fee

Save money as you create a pleasant home environment. Learn professional construction techniques to sew household items for yourself or others. Draperies, curtains, sofa pillows, bed coverings, table linens, etc. may be included. (FT)

Sewing Fundamentals   CLTX 620
Non-Fee

Sewing Fundamentals emphasizes the development of basic sewing skills used to create apparel for individual clients, self, and family. This course focuses on pattern and fabric selection, basic construction techniques, pressing skills, and timesaving technologies and techniques. Selection, care and use of various types of sewing machines included. (FT)
Alternate Title(s): Apparel Construction1; Beginning Sewing; Sewing Fundamentals 1.

Sewing Fundamentals II   CLTX 625
Non-Fee

Advisory: Completion of Sewing Fundamentals CLTX 620 or Basic Clothing Construction Skills.
This course bridges the skills between the beginner and the professional sewer. Emphasis in the course is on the attainment of intermediate skills needed to create apparel and sewn products. Topics include elements of style, textile knowledge and identification, equipment, tools, fitting techniques and evaluation of apparel quality. Introduction of fashion industry concepts including green technology is included. (FT)

Sewing Like a Professional   CLTX 630
Non-Fee

Advisory: Sewing Fundamentals or instructor consent.
Achieve professional standards of workmanship without complicated and unnecessary work. Gain confidence using new fabrics, different types of sewing machines, industrial techniques, and learn advanced skills that will add personal fit, distinctive details, and custom finishes to your sewn products. Emphasis on commercial, custom, and timesaving techniques. (FT)
Alternate Title(s): Sew Like a Pro

Sewn Product Business I   CLTX 651
Non-Fee

Advisory: Completion of Sewing Fundamentals course, instructor's consent, written/practical exam, or recommendation from any Fashion Instructor. This course takes the student from sewn product concept to consumer. A feasibility plan will be created to see if the student's entrepreneurial idea has merit as a sewn product business venture.

Instruction in employment preparation for either the global sewn product industry or for starting a sewn product business venture will be included. (FT)
Alternate Title(s): Sewn Product Entrepreneurship; Sewn Products

Sewn Product Business II   CLTX 652
Non-Fee

Advisory: Completion of Sewing Fundamentals course, instructor's consent, written/practical exam, or recommendation from any Fashion Instructor.
This course is designed for the student to acquire entry level proficiency in a sewn product manufacturing and production environment. Production techniques on industrial and home sewing equipment will be used in the classroom. Instruction in employment preparation for either the global sewn product industry or for starting a sewn product business venture will be included. (FT)
Alternate Title(s): Sewn Product Production; Sewn Product Manufacturing

Sewn Product Business III   CLTX 653
Non-Fee

Advisory: Completion of Sewing Fundamentals course, instructor's consent, written/practical exam, or recommendation from any Fashion Instructor.
This course helps the student comprehend how to market sewn products to the consumer. A marketing plan will be created. Instruction in employment preparation for either the global sewn product industry or for starting a sewn product business venture will be included. (FT)
Alternate Title(s): Niche Sewn Product Marketing; Sewn Product Promotion

Textile Surface Design   CLTX 660
Non-Fee

Textile design using various techniques applicable in the production of wearing apparel and textile items for personal use, gifts, community service projects, and marketing. Creation of original designs encouraged. (FT)
Alternate Title(s): Textile Embellishment

Construction Crafts Technology (CNCT)

Carpenter Apprentice I   CNCT 611
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program.

This course is an introduction to the carpentry trade. Upon successful completion of the course, the apprentice will be able to identify and select lumber and engineered lumber products and panels, choose appropriate fasteners, and safely use all hand tools, portable power tools, and stationary power tools used on the job site. (FT)

Carpenter Apprentice II   CNCT 612
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program.
This is an intermediate carpentry course covering blueprints and building codes, building layout, and concrete form construction. Upon successful completion of the course, the apprentice will be able to read and interpret blueprints and floor plans, have a basic understanding of building codes, choose appropriate layout tools, and build concrete forms. (FT)

Carpenter Apprentice III   CNCT 613
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program.
This is a high-intermediate level carpentry course covering roof and stairway framing, insulation, windows and exterior doors. Upon successful completion of the course, the apprentice will be able to layout and frame common roof structures, interior stairs, correctly select and install insulation and vapor barriers, and select and properly install windows and exterior doors and hardware. (FT)

Carpenter Apprentice IV   CNCT 614
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program.
This is an advanced carpentry course covering exterior and interior finish work. Upon successful completion of the course, the apprentice will be able to describe, layout and install interior and exterior wall coverings, decks, doors, stairs, and flooring material. (FT)

Cement Mason Apprentice I   CNCT 581
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Course provides cement mason apprentices with basic project procedures and application of the knowledge and performance skills of forming, placement, finishing and curing/weather protection

of concrete slabs and steps and related mathematics and safety procedures. (FT)

Cement Mason Apprentice II   CNCT 582
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Course provides cement mason apprentices with basic project procedures and application of the knowledge and performance skills of forming, placement, finishing and curing/weather protection of concrete walls, sacking and patching of wall forms and related mathematics and safety procedures. (FT)

Cement Mason Apprentice III   CNCT 583
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Course provides cement mason apprentices with basic project procedures and application of the knowledge and performance skills of forming, placement, finishing and curing/weather protection of concrete curbs, gutters and sidewalks and related mathematics and safety procedures. (FT)

Construction Blueprint Read I   CNCT 631
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Course provides apprentices with basic project procedure, applications on different types of basic blueprints, knowledge of construction principles and related trade mathematics. (FT)

Construction Blueprint Read II   CNCT 632
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Course provides apprentices with advanced reading of construction blueprints and specifications for commercial and industrial construction. The student will also learn to analyze measurements, blueprint symbology and building material specifications relating to construction. (FT)

Construction Building Codes   CNCT 635
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Course covers the fundamentals of local building laws and ordinances and administration, zoning, building requirements by types of construction and occupancy, and fire and safety regulations for both residential and commercial construction. (FT)

Construction Estimating   CNCT 637
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Course provides apprentices with methods and applications in estimating quantities and cost of materials, includes unit and detailed cost estimate of residential and commercial buildings. (FT)

Construction Safety   CNCT 639
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Review and application of general construction safety. Course provides apprentices with basic project procedure, application of knowledge and performance of safety regulations and procedures. (FT)

Constr. Materials Test Tech I   CNCT 629
Non-Fee
This course provides entry-level training in construction materials testing. The course will include: report writing, customer service, employment information, safety standards, and testing and observation of soils, asphalt, concrete, and masonry. Students will use equipment and tools specific to the trade. (FT)

Constr. Materials Test Tech II   CNCT 630
Non-Fee
Advisory: Completion of Construction Materials Testing Technician I (CMTTI), or satisfactory completion of final exam for CMTT I.
This course provides advanced training in construction materials testing, in the classroom and with laboratory/job site experience including an internship. The course will include: instruction in workplace skills, report writing, customer service, safety standards and testing and observation of soils, asphalt, concrete and masonry. Students will use equipment and tools specific to the trade. (FT)

Construction Mathematics I   CNCT 641
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Course provides apprentices with basic mathematical functions of addition, subtraction, multiplication and division involving whole numbers,

fractions, decimals and percentage; and conversion of fractions and decimals from one type of unit to the other as they relate to building construction. (FT)

Construction Mathematics II CNCT 642
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Course provides apprentices with application of advanced mathematical functions, standard units of measure, conversion of measurement from one type of unit to another (US Standard/Metric), and calculation of squares and square roots used in layouts as they relate to building construction. (FT)

Drywall Apprentice I CNCT 651
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
This course covers construction of interior conventional walls/partitions, shaft walls and furred walls. (FT)

Drywall Apprentice II CNCT 652
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
This course covers framing, lathing and hanging sheathing in exterior wall construction. (FT)

Drywall Apprentice III CNCT 653
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
This course covers construction of joist and suspended ceilings. (FT)

Drywall Apprentice IV CNCT 654
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
This course covers cutting and scarfing with oxy-fuel equipment, forming tack and puddle welds, and weld beads with shielded metal arc equipment. (FT)

Drywall Finish Apprentice I CNCT 655
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
This course covers hand taping drywall and installing corner beads and trims. (FT)

Drywall Finish Apprentice II CNCT 656
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
This course covers operation of drywall finisher hand and power tools. (FT)

Drywall Finish Apprentice III CNCT 657
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
This course covers the basic procedures of machine taping. (FT)

Drywall Finish Apprentice IV CNCT 658
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
This course covers the basic procedures related to hand and machine texturing and finishing. (FT)

Drywall/Lathing Apprentice I CNCT 571
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Course provides drywall/lathing apprentices with basic project procedure applications in basic blueprint reading and related mathematical skills necessary for the trade. (FT)

Drywall/Lathing Apprentice II CNCT 572
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Course provides drywall/lathing apprentices with basic knowledge of hand tools, power tools, scaffolding procedures and installation of drywall and gypsum products. (FT)

Drywall/Lathing Apprentice III CNCT 573
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Course provides drywall/lathing apprentices with basic applications of drywall/lathing systems, including the use of leveling instruments and fabrication procedures. (FT)

Drywall/Lathing Apprentice IV CNCT 574
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program.

Course provides drywall/lathing apprentices with basic project procedures, special applications, including beam and column furring, suspended drywall ceilings and working with shaft walls. (FT)

Electrical Apprentice I — CNCT 671
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program.
In this course, an overview of safety and precautions for working on the construction site is presented as well as basic math refresher, and an introduction to hand tools and power tool usage, blueprint reading and basic rigging. (FT)

Electrical Apprentice II — CNCT 672
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program.
This course covers electrical safety, hand bending, anchors and supports, electrical theory, electrical test equipment, introduction to NEC, raceways, boxes and fittings, conductors, electrical blueprints, commercial, industrial and residential wiring. (FT)

Electrical Apprentice III — CNCT 673
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program.
This course covers alternating current, motor theory and application, grounding, conduit bending and boxes and fittings. (FT)

Electrical Apprentice IV — CNCT 674
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program.
This course includes conductor installations, cable trays, conductor termination and splices, installation of electrical services, circuit breaker and fuses, contractors and relays and electrical lighting. (FT)

Painter Apprentice I — CNCT 601
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Interpret different types of basic blueprints and apply related trade mathematics. Learn the appropriate safety procedures for a variety of working conditions. (FT)

Painter Apprentice II — CNCT 602
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Learn basic procedures for using ladders and scaffolding. Knowledge and use of tools and equipment for spray painting. (FT)

Painter Apprentice III — CNCT 603
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Acquire knowledge of different types of paint and their applications. Assembly and repair of spraying equipment. (FT)

Painter Apprentice IV — CNCT 604
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Preparation of surfaces for painting including wood, metal and masonry. Mixing of paints and use of equipment and tools. (FT)

Painter Apprentice V — CNCT 605
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Learn techniques for applying paints to various surfaces. Applications of varnishes and glaze finishes on wood. (FT)

Painter Apprentice VI — CNCT 606
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program.
Apply correct safety procedures for storage of paints and varnishes. Learn proper care of equipment and develop skills in various areas of cost estimating. (FT)

Woodshop-Woodworking — CNCT 525
Fee

Provides instruction in skills necessary to develop competence in woodworking on a non-vocational or vocational level. Includes shop safety, terminology, wood recognition and individual project construction. (FT)

Communications (COMM)

Computer Presentations COMM 614
Non-Fee

The course provides a hands-on approach to the steps in planning, organizing, creating, and delivering an effective presentation. The student will learn to combine "traditional" presentation skills with multimedia technology to create effective presentations using an application such as PowerPoint. (FT)

Content Management Systems COMM 645
Non-Fee

Advisory: Completion of Front End Web Developer I Program or equivalent.
This course defines content management systems (CMS) and explains their role in web site development. Students will learn how to create web pages and posts, alter the look and feel of a site through themes and widgets, utilize plugins to enhance site functionality and add security to a CMS based site. Other topics include building a custom theme from scratch, incorporating jQuery and cascading style sheets to fully control the functionality of the site and how to install and set-up a CMS on a local environment. (FT)

Design Principles COMM 643
Non-Fee

Advisory: Completion of Interactive Multi-Media Program or equivalent.
This course focuses on techniques and design principles that are specific to web design. Students will learn design fundamentals as they pertain to producing an interactive end product including optimized graphics and content, static web comps, usability, scalable vector graphics, responsive design, accessibility, and originality. This course will help students to create professional, aesthetically pleasing websites with the end goal of usability in mind. (FT)

Emerging Topics- Communications COMM 699
Non-Fee

This course examines emerging topics and technologies in the field of Communications. May be offered for two semesters only. (FT)

Motion Graphics COMM 667
Non-Fee

This course is designed to provide students with the foundational skills in order to apply knowledge of video composition, audio and motion graphics principles to perform basic or routine tasks involved in a motion graphics based editor. Students will learn basic design principles and best practices employed in the audio and motion graphics industry. The course provides a hands-on approach to planning, designing and creating motion graphics for the development of a portfolio. (FT)

Page Layout Design COMM 662
Non-Fee

Advisory: Successful completion of COMM 660 Visual Design and COMM 661 Vector Design.
This course is designed to provide students with the foundational skills in order to learn the fundamentals of graphic design using a desktop page layout editor. Students will learn basic design principles and best practices employed in the print publishing industry. Instruction includes a hands-on approach to page layout features for print. This course builds upon knowledge and skills acquired in the Visual Design and Vector Design courses. Skills acquired in this course will serve as foundation for additional training in portfolio design. (FT)

Portfolio Design COMM 663
Non-Fee

Advisory: Successful completion of COMM 660 Visual Design, COMM 661 Vector Design and COMM 662 Page Layout Design.
This course provides students the skills to prepare a portfolio for employment in the field of digital media using software appropriate for print, Epub and web. The course provides a hands-on approach to print, Epub and web portfolio development, including material preparation using appropriate software, understanding of key terminology and portfolio presentation skills. This course builds upon knowledge and skills related to visual, vector and page layout design and prepares students to advance to the Digital Media 2 certificate program. (FT)

Responsive Web Design COMM 646
Non-Fee

Advisory: Completion of Front End Web Developer I Program or equivalent.
This course introduces the student to responsive web design for websites that automatically adapt

their layout to various screen sizes, orientations, resolutions and work on multiple devices. Topics include planning, building, testing and creating navigation that is specific for a responsive website. Students will learn how to create a single website and customize the display for desktop and mobile devices. Students will incorporate a variety of media into a website for optimized delivery and use on various devices. (FT)

User Interface Design COMM 642
Non-Fee

Advisory: Completion of Interactive Multi-Media Program or equivalent.

This course introduces pre-planning tools and strategies of preliminary web development utilizing user interface design. Students will learn how to create wireframes, site maps, storyboards and the difference between user interface and user experience. Topics include usability, content strategy and incorporating user experience into a website. Learning how to define the needs and goals of a target audience and determining the range of required features and functionality of a website are covered. (FT)

Vector Design COMM 661
Non-Fee

Advisory: Successful completion of COMM 660 Visual Design.

This course provides students with knowledge and foundational skills required to create graphics using a vector-based application. Students will learn basic design principles and best practices for vector-based graphics employed in the visual design industry. The course provides a hands-on approach to planning, designing and creating print pages using vector-based graphics for portfolio development. This course builds upon knowledge and skills acquired in the Visual Design course. Skills acquired in this course will serve as a foundation for additional training in digital media design. (FT)

Video Production COMM 668
Non-Fee

This course is designed to provide students with the foundational skills in order to apply knowledge of video composition and video-editing principles to perform basic or routine tasks involved in a video based editor. Students will learn basic design principles and best practices employed in the video production industry. The course provides a hands-on

approach to planning, designing and creating video for the development of a portfolio. (FT)

Visual Design COMM 660
Non-Fee

This course is designed to provide students with the knowledge and foundational skills to learn the basic design and digital image and photo editing tools, using a raster-based image editor. Students will learn basic design principles and best practices employed in the visual design industry. The course provides a hands-on approach to planning, designing and creating print pages using digital imaging software for the development of a portfolio. Skills acquired in this course will serve as a foundation for additional training in digital media design. (FT)

Virtual Reality COMM 610
Non-Fee

This course provides instruction in creating Virtual Reality (VR) panorama and object images. VR images are flat 2D representations of a 3D environment or object and can be manipulated by the viewer on a computer. Photographic shooting issues such as planning, executing a shoot, and processing the images are addressed. The production process, called VR authoring, transforms the photographic images into VR. VR images are incorporated into web pages, CDs, kiosks, and other such multimedia formats. (FT)

Web Design & Content COMM 669
Management **Non-Fee**

Advisory: Successful completion of COMM 666 Workflow for Modern WebDesign.

This course is designed to provide students with the foundational skills of web design using a content management system. Students will learn to perform basic or routine tasks involved in web design and content management editing. Students will learn basic design principles and best practices employed in the web design and content management industry. The course provides a hands-on approach to planning, designing and creating websites for the development of a portfolio using content management software. (FT)

Web Site Creation COMM 618
Non-Fee

This course provides a hands-on approach to planning, designing and creating Web pages for an intranet or World Wide Web site. Students learn to use HTML, wizards and templates to create Web

pages with hypertext links and video, graphics, and audio enhancements. (FT)

Website Promotion COMM 647
Non-Fee

Advisory: Completion of Front End Web Developer I Program or equivalent.
This course introduces promotion of a website through search engine optimization (SEO) to increase a website's visibility. Basic optimization strategies, such as conducting keyword research, building inbound links, and optimizing your pages and content are included. Students will learn how to read a search engine results page, find its ranking and see how rankings can affect a business. Learn website promotion through social media and how to leverage social media tools to grow a brand and drive site traffic. (FT)

Workflow for Modern Web Design COMM 666
Non-Fee

This course provides students with the knowledge and foundational skills required to navigate the workflow and design elements used in visual web editing software. Students will learn basic design principles and best practices for file management including the creation and organization of documents and folders for both a MAC and PC operating system. The course provides a hands-on approach to image optimization for the Web utilizing various file formats. Students will gain an understanding in the creation of mood boards, style guides, wireframes and comps for web development. (FT)
Alternate Title(s): Intro To Modern Web

Writing for the Internet COMM 622
Non-Fee

This course includes the importance of knowing the target audience; how writing for new media/multimedia/web differs from other writing; simple design rules, writing for and to visuals and the screen; current constraints of new media/multimedia/web projects; and strategy documents such as flowcharts, storyboards and scripts. (FT)

Web Programming Beginning COMM 641
Non-Fee

Advisory: Completion of Interactive Multi-Media Program or equivalent.
This course includes an overview of the internet, components of a website and introduces web programming using HTML. Topics include, current web technologies, website development tools, basic web programming skills and hand coding of a website. Students will learn to publish projects and sites to the web and utilize cascading style sheets for web page layout and formatting. Current industry standards, processes and techniques are also taught. (FT)

Web Programming Intermediate COMM 644
Non-Fee

Advisory: Completion of Front End Web Developer I Program or equivalent.
This course incorporates Java Script and jQuery into the web development process. Students will learn how these programs can enhance a webpage, allowing additional interactivity and more precise control of page elements. More advanced techniques used in creating a website and making the content more dynamic will be taught. Several other program languages will be introduced that can further enhance web-based projects. (FT)

Computer and Information Sciences (COMP)

AWS Academy Cloud Architecture COMP 672
Non-Fee

Advisory: COMP 661 AWS Cloud Foundations, or equivalent; and COMP 612 Hardware Service Technician, or equivalent; and COMP 608 Basic Network Configuration, or equivalent; or COMP 640 Windows Operating Systems, or equivalent; or COMP 641 Linux Essentials, or equivalent.
The course is designed to help students develop technical expertise in cloud computing. Emphasis is placed on the ability to effectively demonstrate knowledge of how to architect and deploy secure and robust applications on a cloud computing platform. Topics focus on the ability to define a solution using cloud computing architectural design principles and provide implementation guidance based on best practices throughout the lifecycle of the project. (FT)

AWS Academy Cloud Foundations COMP 671
Non-Fee

Advisory: COMP 608 Basic Network Configuration, or equivalent; and COMP 612 Hardware Service Technician, or equivalent; or COMP 640 Windows Operating Systems, or equivalent; or COMP 643 Linux Essentials, or equivalent.

The course is intended for students who seek an overall understanding of cloud computing concepts. Emphasis is placed on the skills needed to demonstrate a general understanding of cloud computing, independent of specific technical roles. Topics include an overview of cloud concepts, core cloud services, security, architecture, pricing, and support. (FT)

Basic Network Configuration — COMP 608
Non-Fee

This course presents fundamentals in networking and internet working structure and theory, IP addressing, Binary Mathematics, LAN topologies and architecture, basic network design, cables and cabling standards, and basic electricity. Students will learn through theory and hands on application, the process of understanding basic networking design, operation, troubleshooting, and installation of both the software and hardware associated with networks. (FT)

Basic Web Server Security — COMP 627
Non-Fee

Students learn how to implement and strengthen Web server security. Different types of security and security issues are discussed such as a firewall (a set of related programs that protects the resources of a private network from users from other networks), password protection, encryption and other security options. Upon completion students know where to go and what to do when and if there is a breach of security at their organization. (FT)

Business Information Systems — COMP 628
Non-Fee

This course is an introduction to using technology including computers, networks, information systems and the Internet in a business environment. Topics include computer components and functions, application software, systems software, digital devices and media. Students will learn about computer system evaluation, security, software programing and databases. (FT)

Cisco Network Operating Sys — COMP 605
Non-Fee

Advisory: OFSY 555 or equivalent.
This course introduces the student to network operating systems (NOS) theory and operations. Practical topics like user interfaces (both graphical and command line), file system navigation, user account management, operating system security,

text editing, file backup & restore, and basic network configuration will be discussed. Course topics will be reinforced with relevant hands-on training. (FT)
Alternate Title(s): Intro To UNIX & LINUX

Cisco Network Security 1 — COMP 606
Non-Fee

Advisory: COMP 603 or equivalent.
This is the first of a two part course sequence in Network Security. This introductory course in Network Security focuses on an overall security process with emphasis on practical skills in security policy design and management, security technologies including, firewall and secure router design, installation, configuration and maintenance. The course also covers authentication, authorization and accounting services (AAA) as well as intrusion detection (IDS) using secure network devices. (FT)
Alternate Title(s): Intro to Network Security

Computer Care-Software Tools — COMP 610
Non-Fee

This course introduces strategies for recognizing and repairing common personal computer problems using a variety of software tools, diagnostics, and procedures. Through lecture and hands on practice, students will learn how to anticipate and prevent problems, and to use tools necessary for maintaining, cleaning, upgrading, troubleshooting, and repairing personal computers. (FT)
Alternate Title(s): Micro-Computer Maint & Repair

Cyber Incident Response, Intro — COMP 656
This course covers cybersecurity incident response planning, tools and techniques. Students will build a formal incident response handling program. Students use tools to contain, cleanup, recover and prepare a post incident report. Topics include forensic tools, their appropriate use, and analysis of the symptoms of an incident. The purpose and importance of communication and role-based responsibilities will be integrated throughout the course. (FT)

Cyber Threat and Vulnerability — COMP 655
This course covers cybersecurity threat and vulnerability assessment and remediation. Students employ threat assessments to select the appropriate controls to secure a network or system. Students use tools for environmental and network reconnaissance, and apply techniques to minimize their impact. Topics include reconnaissance analysis and corporate security practices. Students also design

and use a vulnerability management program to identify, prioritize, and remediate organizational vulnerabilities. (FT)

Cybersecurity Architecture   COMP 657

This course covers cybersecurity architecture and tools. Students will use tools and guidelines to build a set of security policies and procedures. Students will also design a layered security architecture and analyze it for flaws. Topics include security frameworks, policies, and controls used for remediation. Students use industry standards for software security. The review, selection, and assembly of tools for performing threat and incident management will also be covered. (FT)

Data, Voice, and Video Cabling   COMP 613
Non-Fee

Advisory: Students must be able to distinguish all colors.
This course provides entry-level training in data, voice, and video cabling installation. Instruction will cover media preparation, installation and testing using standard industry tools. The course reviews current ISO standards, transmission standards, cable plant, blueprint reading, cabling/wiring estimating of material and labor costs, safety, building and fire codes. (FT)

Emerging Topics – Computers   COMP 699
Non-Fee

This course examines emerging topics and technologies in the field of Computer and Information Science. May be offered for two semesters only. (FT)

Hardware Service Technician   COMP 612
Non-Fee

Advisory: COMP 610 or equivalent.
This course presents fundamentals in computer theory, maintaining and managing PCs, hardware and software concepts including command line language, PDAs, and various peripherals. Students will learn through lecture and hands-on application, to effectively use diagnostic tools, troubleshoot and repair computer malfunctions. This course will provide students with the knowledge and skills necessary for an entry-level PC technician. (FT)

Information Architecture   COMP 635
Non-Fee

This course introduces the fundamentals of Information Architecture. Through theory and hands

on application, students will receive an overview of how to design the architecture of an information system that is integrated with the technology of the Internet and the World Wide Web. (FT)

Internet TCP/IP and DNS   COMP 615
Non-Fee

This course defines Web servers, explains how Web servers work, and teaches students about TCP/IP (Transmission Control Protocol and Internet Protocol) and DNS (Domain Name System). Course topics include choosing an operating system and server hardware, registering a domain name, hosting, server users and directories, and networking. (FT)

Introduction to Networking   COMP 600
Non-Fee

This course presents fundamentals in networking and internet working structure and theory, IP addressing, Binary Mathematics, LAN topologies and architecture, basic network design, cables and cabling standards, and basic network cabling. Students will learn through theory and hands on application. (FT)
Alternate Title(s): Basic Networking; Cisco Academy Course 1

Intro to Router Configuration   COMP 601
Non-Fee

Advisory: COMP 610 or equivalent.
This course presents fundamentals in route and switch configuration and internetworking structure and theory, OSI model, IPv4 and IPv6 addressing, LAN/WAN topologies and architecture, Routed and Routing topologies, router modes, router components, routing protocols, router and switch setup, router and switch troubleshooting, Cisco IOS command and configuration, and TCP/IP. Students will learn through theory and hands-on application. (FT)
Alternate Title(s): Cisco Academy Course 2

Introduction to UNIX   COMP 619
Non-Fee

This course presents the features of UNIX that are most useful to new users, including logging in and out, file administration and command processing. Students will learn about the three shells that are typically available on a UNIX system: Bourne, Korn, and C and the advantages and disadvantages of each. This course introduces basic shell programming. (FT)

Introduction to Web Servers   COMP 630
Non-Fee

This course introduces the fundamentals of installing, configuring and maintaining a Web server. Through theory and hands on application, students will receive an overview of operating systems, web server software, basic HTML and server side includes. Students will learn how the web works from server to browser. (FT)

Linux Essentials   COMP 641
Non-Fee

Advisory: Microcomputer Basics or equivalent.
This course includes the installation, configuration, and the management of the Linux Operating System. Students will learn about command line processing, user accounts and permissions, and basic shell programming. Students will be introduced to the history of Linux and the open source community, and the different distributions of Linux currently available. (FT)

Linux Server Technologies   COMP 643
Non-Fee

Advisory: Microcomputer Basics or equivalent.
This course includes the installation, configuration, and management of network services and roles on the Linux Server Operation System. Students will learn about server administration tools, configuring common Linux services, and managing network and server security. Students will be introduced to network and server monitoring and troubleshooting tools and practices. (FT)

Local Area Network Design   COMP 602
Non-Fee

Advisory: COMP 601 or equivalent.
This course presents fundamentals in LAN (Local Area Network) design, configuration and internet working structure and theory, a review of OSI model layers and functions, LAN switching, VLANS (Virtual LANs), routing protocols, routing configuration, monitoring and troubleshooting. Students will learn through theory and hands on application to design, configure, install and implement a LAN. (FT)
Alternate Title(s): Cisco Academy Course 3; Switching Basics & Int Routing

Mobile App HTML Development   COMP 645
Non-Fee

Advisory: Microcomputer Basics or equivalent.
This course introduces students to the modern web technologies that are used to develop cross-platform mobile web applications. Students will be introduced to mobile application development, open source mobile application frameworks, and the process for determining the appropriate open source solution. Students will learn about the construction of multiple content screens, transitions, user input, and geolocation services. Students will also be introduced to common markup, styling, and programming languages. (FT)

Mobile App Publication   COMP 647
Non-Fee

Advisory: Mobile Software Dev Platform.
This course introduces students to features of cross-platform mobile application development and the publishing process. Students will learn about JavaScript Object Notation (JSON) and NoSQL-style databases. Students will be introduced to various third-party application stores, learn how to create developer accounts, publish applications, and market applications to a global audience. (FT)

Mobile Software Dev Platform   COMP 646
Non-Fee

Advisory: Mobile App HTML Development.
This course introduces students to setting up a development environment where cross-platform mobile applications can be created. Students will learn about the Software Development Kits (SDKs) of various mobile operating systems, including Android, iOS, and Windows Mobile. Students will install and configure SDKs, and develop an application that can be tested on emulators or real devices. Students will be introduced to free and open source software and the selection process for determining the appropriate solution. (FT)

Network Security Basics   COMP 609
Non-Fee

Advisory: COMP 608 or equivalent.
This course provides the foundation and basic skills needed in computer and network security. Topics include identifying security risks, risk mitigation strategies, forensic procedures, incident response procedures and cryptography. Students will learn investigative techniques, types of threats, and application of security controls to maintain confidentiality, data integrity, and availability. Emphasis will be placed on security best practices and applying applicable policies, laws, and regulations. (FT)

Programming with Python I   COMP 660
Non-Fee

This course is an introduction to the Python programming language for students without prior programming experience. The course will cover introductory Python programming topics ranging from the essentials of the language, to control statements, functions and modules, working with strings, numbers, and dates and times. Examples and labs used in this course are drawn from diverse areas such as financial data processing, gaming applications and more. Students will be able to use this knowledge to pursue further course of study towards a career in the IT or business industry. (FT)

Programming with Python II   COMP 661
Non-Fee

Advisory: COMP 660 Programming with Python I.
This course introduces more advanced Python concepts to the learner. Topics covered include data structuring techniques using tuples, lists, and dictionaries, object-oriented programming concepts, and exception handling. Examples and labs used in this course will continue to draw from diverse areas such as financial data processing, gaming applications, and more. Students will be able to use this knowledge to land entry-level positions in such fields as data science, embedded programming, game development, software development, automation, cyber security penetration development, and more. (FT)

Programming Databases with   COMP 662
Python   **Non-Fee**

Advisory: COMP 660 Programming with Python I and COMP 661 Programming with Python II.
This is an advanced-level course meant to introduce the learner to programming databases with Python. Topics covered include configuring drivers, creating a database, using the Structured Query Language (SQL), coding in Python to retrieve data from and update a database, and use an Object Relational Mapping (ORM) language to simplify coding. Examples used are drawn from diverse areas such as financial data processing, gaming applications, and more. Students will be able to use this knowledge to land intermediate level positions in such fields as data science, embedded programming, data analytics, and more. (FT)

Server Admin Fundamentals   COMP 642
Non-Fee

Advisory: Microcomputer Basics or equivalent.

This course includes the installation, configuration, and management of the Windows Server Operating System. Students will learn about server administration tools, Active Directory, account management and security, and server performance troubleshooting. Students will be introduced to network services, web servers, and DNS servers. (FT)

Server Side Programming   COMP 623
Non-Fee

In this course students will learn how to deliver dynamic content on Web sites. This course covers Server Side programming, (such as ASP.NET, CGI, Java VM, MySQL, and Fast CGI). Students will also learn about extending Web server software through configuring and scripting. (FT)

Server Side Web Development   COMP 644
Non-Fee

Advisory: Microcomputer Basics or equivalent.
This course includes the installation, configuration and management of a web server application. Students will learn about the structure and components of static and dynamic websites, programming web applications, and database management. Students will be introduced to web server software, programming languages used to create web applications, and how to use a database to create dynamic websites. (FT)

Technical Support Specialist   COMP 638
Non-Fee

This course is designed to provide the knowledge and skills that are necessary for a technical support specialist (help desk personnel). This course will benefit both the student that is starting out in the user support industry as well as those who are experienced professionals. Students learn problem-solving and communication skills in addition to the technical aspects of user support. (FT)

Virtual Datacenter 1   COMP 651
Non-Fee

Advisory: COMP 608 Basic Network Configuration; and COMP 642 Server Admin Fundamentals or COMP 643 Linux Server Technologies
This course includes the installation and configuration of the infrastructure that makes up a software-defined data center. Students will install and configure virtual machines, host hypervisors, and virtual data centers. Students will be introduced to virtual network devices and concepts. Students

will learn about cloud computing, hardware requirements, and virtual hardware resources. (FT)

Virtual Datacenter 2 — COMP 652
Non-Fee

Advisory: COMP 651 Virtual Datacenter 1
This course includes the configuration and management of a software-defined data center. Students will manage virtual machine inventories, data center storage, and virtual networking. Students will learn about virtual workload management techniques. Students will apply appropriate methodologies and techniques to configure and troubleshoot a virtual data center. (FT)

Web Server Configuration — COMP 633
Non-Fee

In this course students will learn about installing Web server software, building upon the basic configuration, and virtual hosting. They will also learn how to determine clients' needs and improve the Web servers performance. Students will learn about logs, statistics and server information to monitor the Web server. (FT)

Web Server Maint & Security 1 — COMP 625
Non-Fee

This course covers an Introduction to Web Servers, Web Server Configuration, Internet TCP/IP and DNS, and an Introduction to UNIX. (FT)

Web Server Maint & Security 2 — COMP 626
Non-Fee

This course focuses on CGI scripting and using common server side programming languages such as VB Scripting, Perl, and PHP. Implementation of associated server functions such as Domain Name Services and email (SendMail, MS Exchange) are covered as well as Web databases and web server security. (FT)

Wide Area Network Design — COMP 603
Non-Fee

Advisory: COMP 602 or equivalent.
This course presents fundamentals in Wide Area Network Topologies, Interfaces, Protocols, Linking technology, Frame encapsulation, Design, internet working structure and theory, ISDN and ISDN components, configuration, Frame Relay, and Subinterfaces. Students will learn through theory and hands on application, the process of designing, configuring, installing and implementing a Wide Area Network. (FT)

Alternate Title(s): Cisco Academy Course 4; Wan Technologies

Windows Operating System — COMP 640
Non-Fee

Advisory: Microcomputer Basics or equivalent.
This course includes the installation, configuration, and management of the Windows Desktop operating system. Students will also learn about managing applications, files and folders, devices, and the use of administrative tools and the control panel. Practical topics include user interfaces, user account management, operating system security, and basic network configuration. (FT)

Creative Writing (CRTW)

Humanities — CRTW 690
Fee

This course is designed to teach literary exploration and creation through reading, writing and discussions. Topics may include journal writing, literature survey, short stories, memoirs, self-publishing, oral histories, genealogy and creative writing. (FT)
Alternate Title(s): Genealogy; Mystery Buffs; Self-Publishing; Writers Workshop

Writers Workshop – OA — CRTW 537
Non-Fee

This course is designed to meet the interests of older adults in writing short stories, novels, poetry, memoirs, and articles for publication or self-improvement. Course covers creative nonfiction, memoir/personal narrative, and fiction techniques for writing short stories and novels. Topics include how to analyze and critique writings, digital writing skills, and an introduction to poetry writing. (FT)
Alternate Title(s): Writing in the Digital Age – OA, Nonfiction Writing – OA, Fiction Writing – OA

Disability Support Programs and Services (DSPS)

Adaptive Music-Disabled — DSPS 652D
Non-Fee

A music education course designed for students with disabilities which includes music appreciation and participation. Students (according to ability) will develop an awareness of music forms and will

have the opportunity to participate in group musical activities. (FT)

Adaptive Arts and Crafts
DSPS 653D
Non-Fee

An adaptive arts and crafts course, to introduce students with a wide range of disabilities, to various art media with primary focus on appreciation, materials, tools, and techniques. Projects selected and completed are based on individual assessment. Critical thinking, problem solving, and communication skills will be planned into the daily lessons. Special emphasis will be placed on the art experience as it relates to students with different functional limitations and disabilities. (FT)

Assertion Training-Disabled
DSPS 648D
Non-Fee

A course designed for the development of a positive belief system regarding assertion for students with disabilities. (FT)

Basic Education-DSPS
DSPS 624D
Non-Fee

This course is designed to help the student with a disability improve basic academic, cognitive and communication skills. The student will learn basic academic skills in reading, writing and numerical concepts. Critical thinking, problem solving and communication skills will be incorporated into the daily lessons to reinforce the learning of basic academic skills. The student will learn skills that enhance independence both in the classroom and the community. (FT)

Basic Ed-Limited Learner
DSPS 623D
Non-Fee

This course is designed to give limited learners basic academic skills and social behavior skills. Activities are directed toward pre-vocational skills and independent living. (FT)

Basic English-Hearing Impaired
DSPS 634D
Non-Fee

This course provides basic English Language skills development including development of basic sentence patterns and vocabulary expansion for Hearing Impaired students. A highly structured and individualized approach is used to develop competency in a basic set of sentence types and vocabulary. Competency in reading basic English text up to the ninth grade is also stressed. (FT)

Basic Math-Hearing Impaired
DSPS 635D
Non-Fee

A beginning course to introduce basic principles of Mathematics to Hearing Impaired students. This course provides beginning level competency in addition, subtraction, multiplication and division and provides practice in applying these principles to life situations such as counting money and figuring time. Individualized to meet students' specific needs. (FT)

Beginning Computers – DSPS
DSPS 611D
Non-Fee

Advisory: This course is designed for students with disabilities. Verification of disability will be requested. This course is designed to help students with disabilities learn basic computers skills. Topics will include computer terminology, computer operation, keyboarding and mouse skills, basic word processing, workstation ergonomics and introductory internet skills. Topics also include community resources, email and social media. (FT)

Beginning Sign Language
DSPS 631D
Non-Fee

Introduction to American Sign Language as it is used with the Deaf Cultural group. Instruction and practice in the basic sentence patterns and vocabulary of the language with emphasis on receptive skills. (FT)

Clothing Construction-Disabled
DSPS 658D
Non-Fee

This course will cover basic skills in clothing construction, including adapted techniques of hand and machine stitching. Emphasis will be placed on adapting clothing construction techniques for students with disabilities and selection of appropriate adapted clothing for various disabilities. (FT)

Cognitive Retraining/ABI
DSPS 690D
Non-Fee

To provide students with acquired brain injury with structured cognitive retraining and personal development to further prepare them for continuing education, vocational training, work re-entry, volunteer placements or increased independence in their home and community. (FT)

Communications for Disabled
DSPS 622D
Non-Fee

This course is designed to help the student with a disability to develop or improve effective

communication skills. Topics will include auditory processing skills, social interaction skills and oral, written or device assisted communications. The student will learn skills that enhance independence both in the classroom and the community. (FT)

Community Living Skills-DSPS   DSPS 607D
Non-Fee

This course is designed to help the student with a disability improve skills needed to actively participate in the community. Topics will include mobility, safety, consumer skills, recreation and work readiness. (FT)

Communication On The Job   DSPS 625D
Non-Fee

Advisory: Life Management/Career Prep or equivalent.
This course is designed for students with disabilities who want to learn how to improve communication skills that relate to employment. This course will include activities to enhance written and verbal communication skills including electronic communication, workplace behavior, and working with managers and supervisors. The course will also cover interview skills, interacting with peers and co-workers, and seeking assistance on the job. (FT)

Creative Writing – DSPS   DSPS 676D
Non-Fee

This course is designed for students with disabilities who are in need of a course on the basics of writing essays and/or academic writing. This course addresses the possible accommodations available to them in the classroom and in a test setting. Topics include the different types of academic writing they might encounter as students, writing skills, grammar, how to research a topic and how to site sources. (FT)

Developmental Learning   DSPS 641D
Non-Fee

An individual program of basic and functional reading, writing, and math skills based on an Individual Education Plan designed to assist in the development of the student's potential. The program prepares students toward goals of self-improvement or mainstreaming into high school, GED or vocational classes. (FT)

Essay Writing – DSPS   DSPS 675D
Non-Fee

This course is designed for students with disabilities who are in need of a course on the basics of

writing essays and/or academic writing. This course addresses the possible accommodations available to them in the classroom and in a test setting. Topics include the different types of academic writing they might encounter as students, writing skills, grammar, how to research a topic and how to site sources. (FT)

Food Preparation Basics – DSPS   DSPS 662D
Non-Fee

This course is designed for students with disabilities to learn basic concepts of food preparation to increase independence at home. Topics include basic cooking vocabulary, reading and following recipe instructions, and basic nutrition concepts. This course will also include activities to teach kitchen safety and sanitation, grocery shopping skills, and budgeting. (FT)

Grounds Maintenance-Disabled   DSPS 645D
Non-Fee

A vocational course for students with disabilities designed to provide training and instruction utilizing classroom and "hands-on" work experience. The course will prepare the student for employment in residential and commercial grounds maintenance occupations. (FT)

Intermediate Computers – DSPS   DSPS 611D
Non-Fee

Advisory: This course is designed for students with disabilities who have completed Beginning Computers- DSPS 611D or equivalent. Verification of disability will be requested.
This course is designed to help students with disabilities learn intermediate computer skills. Topics will include file management, keyboard shortcuts, word processing, spreadsheets, email, internet and using basic peripherals. (FT)

Introduction to Computers   DSPS 610D
Non-Fee

This course is designed to help the student with a disability learn basic computer skills with the benefit of a limited class size and individually paced instruction. Topics will include knowledge of computer components, care and maintenance of hardware, peripherals and accessories, basic operation of a computer and keyboarding skills. Adaptive technology will be made available to facilitate general computer use by students with disabilities. (FT)

Job Seeking Skills-Disabled   DSPS 643D
Non-Fee

Sequential program focusing on: (1) skills needed to obtain work, such as completion of application forms, interview techniques, employment tests, and (2) attitude, work habits, and skills necessary to successfully maintain employment. (FT)

Life Management/Career Prep   DSPS 642D
Non-Fee

This course is designed for students with disabilities to promote independence by teaching career and life planning, and setting short and long term goals. Topics include personal development and characteristics for work, job search strategies and techniques, identifying community resources, and developing a career and life action plan. (FT)

Lip Reading   DSPS 603D
Non-Fee

Includes the basic sounds of the English language and how these sounds are formed on the lips. Physiological problems related to hearing will be investigated as well as the mechanics of the ear and sound. Practical experience in lip reading will be provided. (FT)

Living Skills-Disabled   DSPS 606D
Non-Fee

This course is designed to assist students with disabilities to develop basic survival skills. The course will include budgeting, shopping, meal preparation, housekeeping, clothing care, home health care, communication skills, transportation sources, and community resources. (FT)

Occupational Opportunities   DSPS 639D
Non-Fee

A course designed to assist students with disabilities in the process of developing and pursuing goals for employment. Explores opportunities for employment and provides community job site experiences. Preparation of students to meet the psychological, social, and intellectual demands of employment. (FT)

Personal Assessment-Disabled   DSPS 638D
Non-Fee

A program of learning activities designed for students with disabilities to explore and evaluate their self-concept, to express their individuality and personal worth, and to learn socialization skills necessary for community living. (FT)

Personal Living Skills-DSPS   DSPS 608D
Non-Fee

This course is designed to help the student with a disability improve skills needed to increase personal independence. Topics will include home maintenance, health, self advocacy and interpersonal skills. (FT)

Physical Fitness for Disabled   DSPS 621D
Non-Fee

A program of activities designed to meet the specific needs of students with disabilities, to develop and maintain a level of strength, flexibility and cardiovascular endurance in order to improve the functional abilities which facilitate independence. (FT)

Reading for Hearing Impaired   DSPS 640D
Non-Fee

A course designed for Deaf and Hard of Hearing students to improve reading vocabulary and language study skills. Uses an individualized developmental approach of learning to read. (FT)

Relationships & Sexuality – DSPS   DSPS 605D
Non-Fee

This course is designed to allow students with disabilities to explore their attitudes and values regarding healthy sexual relationship development. Topics include human anatomy, reproduction, contraception choices, sexual orientation, sexually transmitted infections, and sexual coercion. Students will learn about building relationships with an emphasis on the development of positive personal strategies. (FT)

Self-Advocacy – DSPS   DSPS 630D
Non-Fee

This course is designed for students with disabilities who want to develop or improve self-advocacy skills. Topics include communication skills, rights and laws related to disability, self-determination, goal setting skills, and assertiveness skills. Students will learn how to build an advocacy team. This course will prepare students to better advocate for their wants and needs in various areas of their lives. (FT)

Social Skills – DSPS   DSPS 609D
Non-Fee

This course is designed for students with disabilities who want to learn how to improve in-person and online social skills. This course will include activities to enhance social interaction skills including

unstated rules of social situations, dealing with teasing and bullying, and managing rumors and gossip. This course will also cover skills related to relationships, verbal and non-verbal communication, conflict resolution, and planning and attending social events. (FT)

Wellness Management – DSPS   DSPS 656D
Non-Fee

This course is designed to teach students with disabilities evidence-based wellness and stress management strategies for academic, personal and workplace success. Topics will include identifying stress, the human stress response system, resiliency, perseverance, and stress management techniques. The course will include activities to enhance strategies to manage stress with specific regard to disability. (FT)

Dramatic Arts (DRAM)

Practical Theater – OA   DRAM 550
Non-Fee

Provides older adult students with the opportunity to understand practical theater using the fundamentals of amateur theatrical production. Students will rehearse and perform staged readings and be involved in a full stage production requiring minimal sets, scenery, costumes, and makeup. (FT)

Driver Education (DRVE)

Mature Driver Improvement   DRVE 550
Non-Fee

A driver improvement course specifically designed for older drivers (55 years of age or older) to update their driving skills and knowledge. (This course satisfies the requirements of Section 1675 of the California Vehicle Code. Upon successful completion of the course students will receive a certificate of completion provided by the California Department of Motor Vehicles.)

School Bus Driver Ed Training   DRVE 510
Non-Fee

This course is designed to give students the training and knowledge necessary to become safe, professional drivers. Upon successful completion of this course, students will be prepared to satisfactorily meet the requirements of a Class II written examination by the D.M.V., a written exam by the C.H.P., and some first aid and driving tests. (FT)

Electronics (ELRN)

Basic Electronic Assembly   ELRN 400
Non-Fee

An open-entry/open-exit course providing instruction in the fundamentals of electronic/mechanical assembly for employment. The use and care of tools, hardware and electronic components is included. Students will develop industrial level skills in connecting and soldering electronic components; safety practices; interpreting color codes and other component markings, blueprint reading; harnessing, cabling, surface mount soldering, rework, inspection, and evaluation. Commercial and military skills standards are used. (FT)

Basic Electronics   ELRN 405
Non-Fee

An open-entry/open-exit course in the entry level skills required for employment in the electronics industry. Students will learn the fundamentals of D. C. and A. C. electronics, electronic devices, digital technology and basic communications electronics. Instruction includes the operation of test instruments; basic programming; problem solving; and safety practices and procedures. Instruction will take place in a simulated workplace enabling students to gain the necessary workplace skills needed for employment. (FT)
Alternate Title(s): Assembly Test Technician; Electronic Repair Technician; Electronic Technician

Basic Micro-Computer Maint   ELRN 408
Non-Fee

A hands-on introductory course in the maintenance of micro-computers, and the basic repairs that can be made by the average person with simple tools. This course is recommended for persons who use computers at work and those who own a computer. (FT)

Communications Electronics   ELRN 436
Non-Fee

Advisory: Electronic Test Technician or equivalent. An open-entry/open-exit modular course in the entry level skills required for employment as a Communications Technician. This course presents

beginning and advanced fundamentals in Digital and Analog communications principles. Students will learn through theory and hands on application, the skills necessary to effectively use various types of test equipment, including the spectrum analyzer, to troubleshoot and repair communications equipment. Instruction will take place in a simulated workplace setting. (FT)

Computer Systems and Repair ELRN 438
Non-Fee

Advisory: ELRN 440 or equivalent.
This course presents fundamentals in computer theory, maintaining and managing PC's, basic electricity/electronics and hardware and software concepts pertinent to DOS and Window Applications for technicians. Students will learn through theory and hands on application, the process of effectively using diagnostic tools to identify and repair computer malfunctions, hardware troubleshooting and prepare for exams like the A+ Certification Exam. Instruction will take place in a simulated workplace setting. (FT)

Construction Electrician ELRN 425
Non-Fee

Classroom and shop experience with the layout, assembly, installation, testing, and maintenance of electrical fixtures, apparatus, and wiring used in electrical systems, instruction is provided in the reading, interpretation, and industrial wiring based on controlling electrical codes. (FT)

Consumer Electronics Tech ELRN 439
Non-Fee

An open-entry/open-exit modular course in the entry level skills required for employment as a Consumer Electronics Service Technician. This course presents instruction in radios and televisions, VCR's, CD's, camcorders, and other consumer products repair and services. Students will learn the process of effective troubleshooting and repairing various types of consumer electronic products. Instruction will enable the student to gain necessary workplace skills required for employment. (FT)

Electronic Technician I ELRN 451
Non-Fee

Advisory: Basic computer knowledge and internet search skills.
This is an open-entry/exit course that is designed to teach skills required for entry-level employment as an electronic technician. Students will learn

the fundamentals of electricity, DC and AC circuit theory, electronic devices and basic communications electronics. Instruction includes the operation of test instruments, basic programming for testing, problem solving and safety practices and procedures. Instruction will take place in a simulated workplace enabling students to gain the necessary workplace skills. (FT)

Electronic Technician II ELRN 452
Non-Fee

Advisory: Satisfactory completion of Electronic Technician I; basic computer knowledge and internet search skills.
This is an open-entry/exit course that is designed to teach skills required for entry-level employment as an electronic technician. Students will learn the fundamentals of Digital, DC and AC systems, digital technology and basic communications electronics. Instruction includes the operation of test instruments, problem solving, and safety practices and procedures. Instruction will take place in a simulated workplace enabling students to gain the necessary workplace skills. (FT)

Electronic Test Technician ELRN 440
Non-Fee

An open-entry/open-exit modular course in the entry level skills required for employment as an Electronic Test Technician. The students will learn the fundamentals of D.C. and A.C. Electronics, solid state theory, Digital/Microprocessor technology, Communication Electronics, Computer Systems Theory and Service and Electronic Test Equipment, preparing them for Electronic Test Technician/Electronic Technician requirements. Instruction will take place in a simulated workplace, enabling the students to gain the necessary workplace skills needed for employment. (FT)

Industrial Electronics ELRN 441
Non-Fee

Advisory: Electronic test technician or equivalent.
An open-entry/open-exit modular course in the entry level skills required for employment as an Industrial Electronic Maintenance Technician. This course presents principles in digital technology, programmable logic, controllers (PLC's), Robotics, instrumentation, test equipment, motor controller equipment, motors and motor controllers. Students will learn through theory and hands on application, the skills necessary to troubleshoot and repair

various types of industrial equipment. Instruction will take place in a workplace setting. (FT)

Video Electronics Technology   ELRN 442
Non-Fee

Advisory: Electronic Test Technician or equivalent. An open-entry/open-exit modular course in the entry level skills required for employment as a Video Electronics Technician.

This course presents beginning and advanced instruction in AM/FM systems and Audio Video Servicing. Students will learn through theory and hands on application, the process of effective troubleshooting and repairing various types of video electronic equipment. Instruction will take place in a workplace setting, enabling the student to gain necessary workplace skills required for employment. (FT)

Engineering (ENGE)

Emerging Topics – Engineering   ENGE 699
Non-Fee

This course examines emerging topics and technologies in the field of Engineering and Related Industrial Technologies. May be offered for two semesters only. (FT)

English (ENGL)

Literature Survey–OA   ENGL 545
Non-Fee

This course provides an introduction to writing and literature with an emphasis on creating original work and exploring a variety of literature genres, themes and styles. This course is intended to encourage and guide students who are starting to explore the many creative possibilities literature offers and will provide creative activities for older adults with cultural, therapeutic and developmental values through reading assignments, dialogue, point-of-view, self-expression and story development. (FT)

English as a Second Language (ESLA)

Advanced Pre-Vocational ESL   ESLA 423
Non-Fee

This course is designed to develop basic and content skills related to the world of work: speaking, listening, reading, writing, arithmetic, problem solving, critical thinking, interpersonal relations, career planning and advancement, and cross-cultural understanding. Upon completion and demonstration of competence at this level, students may be ready to succeed in job training courses or employment. A competency is considered completed when a student can demonstrate it with 80% accuracy, orally, in writing or by actual performance. (FT)

Beginning Pre-Vocational ESL   ESLA 421
Non-Fee

Designed to teach basic listening, speaking, reading, and writing skills directly related to the world of work to students who have completed at least one semester of a Beginning level general ESL class. Emphasis is placed on acquisition of the language and cross cultural skills needed to obtain entry-level employment, benefit from job training and function effectively in the workplace. (FT)

ESL Adv Low 6   ESLA 436
Non-Fee

Advisory: ESL Int High 5 or equivalent.
This course focuses on the development of effective oral and written communication skills, grammatical accuracy, and academic reading skills. Instruction focuses on academic and workplace readiness skills including essay writing, oral presentations, and text-based discussions. Diversity awareness, critical thinking skills, digital literacy skills, and soft skills are integrated throughout the course. (FT)

ESL Adv High 7   ESLA 437
Non-Fee

Advisory: ESL Adv Low 6 or equivalent.
This course focuses on review and refinement of the targeted language skills introduced and practiced in ESL courses. Students will develop fluency in their oral and written communication skills, grammatical accuracy, and academic reading and writing skills. Academic and workplace readiness skills, diversity awareness and appreciation, critical thinking skills,

soft skills and digital literacy skills are integrated throughout the course. (FT)

ESL Beg Literacy 1 — ESLA 431 — Non-Fee

This course focuses on building emerging English listening, speaking, reading, and writing skills at the beginning literacy level. Instruction includes development of basic literacy skills and communication for everyday living to help the learner progress towards their personal, academic and/or professional goals. Workplace readiness skills which include critical thinking, diversity awareness and soft skills are integrated throughout the course. (FT)

ESL Beg Low 2 — ESLA 432 — Non-Fee

Advisory: ESL Beg Literacy 1 or equivalent.
This course develops the learner's English listening, speaking, reading and writing skills to progress towards their personal, academic and/or professional goals. The course prepares the learner to comprehend and participate in simple conversations, read simplified texts, and write simple sentences. Instruction includes communication for everyday life and development of basic reading and writing skills. Workplace readiness skills which include critical thinking skills, soft skills, and diversity awareness are integrated throughout the course. (FT)

ESL Beg High 3 — ESLA 433 — Non-Fee

Advisory: ESL Beg Low 2 or equivalent.
This course develops the learners' English listening, speaking, reading and writing skills for participation in oral and written communication in professional, academic and social settings. Instruction focuses on grammar, vocabulary development, pronunciation, and life skills. This course emphasizes development of academic skills, critical thinking skills, soft skills, and diversity awareness. (FT)

ESL Beginning Conversation — ESLA 450 — Non-Fee

This course provides instruction and extensive practice to develop beginning level ESL students' listening, pronunciation, vocabulary, grammar and conversation skills. Instruction includes focused listening activities, pronunciation drills, vocabulary development, grammar review, and conversation practices. Critical thinking skills and cultural awareness are integrated throughout the course. (FT)

ESL Beginning Grammar — ESLA 454 — Non-Fee

This course develops students' basic grammar proficiency to promote oral and written communication in professional, academic and social settings. Instruction focuses on speaking and writing in complete sentences using level-appropriate form and function of English grammar. Extensive practice in speaking and writing is included in the instruction. Soft skills, critical thinking, digital literacy and diversity awareness are integrated throughout the course. (FT)

ESL Beginning Pronunciation — ESLA 452 — Non-Fee

This course teaches basic American English sounds of letters, blends, and simple words, and develops students' ability to understand the sounds and pronounce the sounds appropriately and clearly. Instruction includes focused listening activities, basic pronunciation rules and exceptions to rules, extensive practice with both isolated sounds and sentence pronunciation. Cultural awareness, soft skills and critical thinking skills are integrated throughout the course. (FT)

ESL Int/Adv Pronunciation — ESLA 453 — Non-Fee

This course provides instruction on the phonological, syntactical, and semantic characteristics of the pronunciation of American English. Students learn pronunciation rules, strategies, and techniques to monitor and improve pronunciation. Instruction includes focused listening and extensive practice in pronunciation. Soft skills, critical thinking skills and cultural awareness are incorporated throughout the course. (FT)

ESL/Citizenship — ESLA 440 — Non-Fee

This course focuses on the development of communicative English skills and knowledge of American History and Government for citizenship preparation. Instruction prepares students for the naturalization process including completion of the application for citizenship, preparation for the Citizenship History and Government test, and interactions needed for the final United States Citizenship and Immigration Services (USCIS) interview. (FT)

ESL Int/Adv Conversation ESLA 451
Non-Fee

Advisory: ESL Beginning Conversation or equivalent and ESL Intermediate Low or equivalent.
This course develops students' listening and speaking skills to function effectively in professional, academic and social settings. Instruction focuses on comprehending and interpreting information presented orally and/or in writing and participating in a range of collaborative discussions. Extensive practice in listening and speaking is emphasized. Critical thinking skills and diversity awareness are integrated throughout the course. (FT)

ESL Int/Adv Grammar ESLA 455
Non-Fee

This course develops students' proficiency in the form and function of English grammar. Instruction focuses on spoken and written forms of communication and provides for extensive practice with intermediate and advanced grammar structures. Critical thinking skills and diversity awareness are integrated throughout. (FT)

ESL Int Low 4 ESLA 434
Non-Fee

Advisory: ESL Beg High 3 or equivalent.
This course develops English listening, speaking, reading and writing skills to participate in professional, academic and social settings. Instruction focuses on comprehending information presented orally and in a variety of readings, participating in group discussions, making brief oral presentations and writing paragraphs. Workplace readiness skills including critical thinking skills, digital literacy skills, diversity awareness, and soft skills are integrated throughout the course. (FT)

ESL Int High 5 ESLA 435
Non-Fee

Advisory: ESL Int Low 4 or equivalent.
This course develops students' English listening, speaking, reading, and writing skills in order to function in social situations, and professional and academic settings. Instruction focuses on interpreting information presented orally and through a variety of texts or digital media, participating in group discussions, making brief oral presentations, and writing short compositions. Workplace readiness skills including soft skills, critical thinking skills, digital literacy, and diversity awareness are integrated throughout the course. (FT)

ESL Multi-Level ESLA 415
Non-Fee

This course develops English listening, speaking, reading and writing skills to participate in professional, academic and social settings. Instruction focuses on comprehending information presented orally and in a variety of readings, participating in group discussions, making brief oral presentations and writing paragraphs. Workplace readiness skills including critical thinking skills, digital literacy skills, diversity awareness, and soft skills are integrated throughout the course. (FT)

ESLA Beginning Reading ESLA 456
Non-Fee

This course develops students' reading skills at beginning ESL levels with a focus on vocabulary development, basic reading strategies, and comprehension. Extensive practice is provided to advance students' reading fluency and accuracy. Critical thinking skills, soft skills, digital literacy, and diversity awareness are integrated throughout the course. (FT)

ESLA Int/Adv Reading ESLA 457
Non-Fee

This course develops students' reading skills at intermediate and advanced ESL levels with an emphasis on vocabulary development, reading strategies, fluency, and comprehension to equip students to enter and succeed in higher-level academic courses, job training, and the workplace. Extensive reading practice is provided to advance students' readiness for standardized reading tests and other assessments. Critical thinking skills, soft skills, digital literacy, and diversity awareness are integrated throughout the course. (FT)

Intermed. Pre-Vocational ESL ESLA 422
Non-Fee

This course is designed to develop basic and content skills related to the world of work: speaking, listening, reading, writing, arithmetic, problem solving, critical thinking, interpersonal relations, career planning and advancement, and cross-cultural understanding. Upon completion and demonstration of competence at this level, students may be ready to succeed in job training courses or entry level employment. A competency is considered completed when a student can demonstrate it with 80% accuracy, orally, in writing or by actual performance. (FT)

Foods and Nutrition (FDNT)

Advanced Bakeshop Skills   FDNT 628
Non-Fee

Learn advanced bakeshop skills, baking and pastry making. Explore the advanced culinary skills in the baking industry from baking theory and techniques to hands-on production techniques used in working kitchens and bakeries. Students will prepare a variety of advanced bakeshop products. Advanced plating techniques will be highlighted. (FT)
Alternate Title(s): Professional Bakeshop Skills 2

Advanced Pastries and Cakes   FDNT 663
Non-Fee

Advisory: FDNT 501 Intro to Hospitality Careers. Students will learn how to produce specialty occasion cakes and pastries utilizing techniques in cake and pastry production and design. Students will incorporate beginning bakeshop skills, baking and pastry making techniques and technologies in producing a variety of advanced pastries and cakes. Topics will include: frostings, various mixing methods, working with multiple cake decorating mediums, plate presentation, petit fours, and seasonality. Students will also be taught to accurately read and measure recipes. (FT)

Baking and Artisanal Breads   FDNT 662
Non-Fee

Advisory: FDNT 501 Intro to Hospitality Careers. This course provides an overview of how to produce yeasted and non-yeasted breads and doughs. Topics will include studying and create breads from around the world, analysis of their cultural origins, and beginning bakeshop skills. Students will also explore the basic culinary skills in the baking industry from baking theory and techniques to hands-on production techniques used in working kitchens and bakeries. Students will prepare a variety of bread products, learn to accurately read and measure recipes, and learn the how baking ingredients interact with each other. (FT)

Baking & Pastry Essentials   FDNT 661
Non-Fee

Advisory: FDNT 501 Intro to Hospitality Careers. This course provides an overview of beginning bakeshop skills and basic culinary skills in the baking industry from baking theory and techniques to hands-on production techniques used in working kitchens and bakeries. Students will prepare a variety of bakeshop products and will be taught to accurately read and measure recipes. Students will also be introduced to a variety of baking ingredients and will learn to interact effectively in a team-based environment. Basic math skills will be covered along with recipe equivalencies. (FT)

Breadmaking   FDNT 660
Non-Fee

Tips and techniques for successful breadmaking. Nutritional aspects of freshly baked homemade bread for all occasions. (FT)

Catering   FDNT 630
Non-Fee

Catering as a career. Plan menus and adapt recipes for family and commercial use. Learn quantity food preparation and serving techniques. Business practices and operations included. (FT)

Chocolate & Sugar Confections   FDNT 664
Non-Fee

Advisory: FDNT 501 Intro to Hospitality Careers. Students will learn how to produce a variety of baked goods, confections and decorations using chocolate and sugar as the main ingredient. Topics will include: working with multiple tools that are used in chocolate and sugar production, chocolate and sugar decorations, chocolate and sugar confections, tempering methods, ingredient identification, and beginner chocolate and sugar displays. (FT)

Culinary Arts I   FDNT 671
Non-Fee

This course provides an introduction to Culinary Arts principles including food safety and sanitation. Special emphasis will be placed on kitchen safety. (FT)

Culinary Arts II   FDNT 672
Non-Fee

This course provides an introduction to culinary terminology, techniques, and history with a special emphasis on food service operations. Culinary techniques will include measurement practices, tools, equipment and knife skills with an overview of kitchen staples, spices and flavorings. (FT)

Culinary Arts III — FDNT 673
Non-Fee

This course provides an introduction to the principles of cooking. The identification and preparation of protein sources will be studied. Techniques used in the preparation of stocks and sauces will be explored, with special emphasis on Garde Manger (cold food preparation). (FT)

Culinary Arts IV — FDNT 674
Non-Fee

This course provides an introduction to the identification and preparation of vegetables, starches and fruits. Emphasis will be placed on the identification and application of basic nutrition principles as they apply to the food service industry. (FT)

Culinary Arts V — FDNT 675
Non-Fee

This course provides an introduction into the principles of baking. The identification of ingredients and products will be studied with a special emphasis on breakfast cookery. (FT)

Culinary Arts VI — FDNT 676
Non-Fee

This course provides an introduction to restaurant economics. Topics will include menus, recipe conversions, management and supervision. (FT)

Culinary Arts Advanced I — FDNT 683
Non-Fee

This course provides an overview of current trends in the culinary industry, restaurant operations, and the basic knowledge required to design and open a food service business. Topics will include: molecular culinary terminology, molecular product identification, flavor affinities, business plan development, marketing, restaurant law, and restaurant concept development. Students will also learn how to prepare dishes using molecular gastronomy techniques. (FT)

Culinary Arts Advanced II — FDNT 684
Non-Fee

This course provides an overview of sustainable food systems, food and beverage management, front end operations and professional table service. Topics will include: farm-to-table concepts, purchasing and cost control, human resources and restaurant leadership and management. Students will also learn the basics of food and beverage pairing, as well as the preparation of seasonal dishes utilizing sustainable local ingredients. (FT)

Culinary Arts and Sciences I — FDNT 681
Non-Fee

This course provides an overview of the culinary arts industry and the basic knowledge and skills required for entry-level positions in the culinary arts profession. Topics will include: culinary terminology, industry history, food safety and sanitation, tools, equipment, knife skills, and food service operations. Students will also learn the preparation of stocks, sauces and soups, bakeshop products, breakfast cookery, and American regional cuisine. (FT)

Culinary Arts and Sciences II — FDNT 682
Non-Fee

This course provides an introduction to the principles of meat and seafood cookery, garde manger, nutrition fundamentals, and restaurant economics. Topics will include: principles of protein identification and fabrication, vegetable, fruit, and starch identification and preparation, and international cuisine. Students will also learn about restaurant management, standards, and menu development including food costing. (FT)

Eat for a Healthy Lifestyle — FDNT 605
Non-Fee

Learn how to eat for optimum fitness. Information for all age groups on choosing nutrient-dense foods for maximum energy and health. Learn about diet/exercise and diet/disease interaction to enhance an active, healthy lifestyle. Menu planning/preparation ideas include light and lean breakfasts, lunches and dinners as well as foods that travel (snacks, picnics, etc.) mini-meals and low-calorie desserts. (FT) *Alternate Title(s):* Healthy Dining For All Ages; Introduction To Healthy Dining

Ethnic/Regional Foods — FDNT 620
Non-Fee

Prepare and serve a variety of ethnic and regional foods. Compare ingredients, cooking techniques and traditions of differing cultures. Ideas for nutritious family meals and affordable entertaining included, as well as recipe adaptation methods to achieve maximum nutrition. (FT)

Intro to Hospitality Careers — FDNT 501
Non-Fee

This course introduces students to the hospitality industry, and its employment opportunities.

Students will learn about the hospitality industry past and present, the various segments of the industry (i.e. restaurants, hotels, catering, personal chef businesses, etc.), and career opportunities. Topics include industry terminology, retrospective from grande cuisine to current cuisine and trends, major labor market segments, employability skills, and soft skills that apply to the work environment. (FT)

Meal Planning Essentials   FDNT 619
Non-Fee

Advisory: FDNT 501 Intro to Hospitality Careers. This course provides an introduction to nutritional meal and menu planning, recipe development, and food creation within a variety of production settings. Topics will include: menu structures and design, recipe selection, identification of sources, quality standards, nutritional ingredient availability, seasonality, menu planning costs, health coaching techniques, and identifying behavioral changes needed to improve long-term eating habits. Students will also learn how to modify and improvise recipes, as well as recipe and ingredient costing. (FT)

Menu Planning   FDNT 610
Non-Fee

New ideas for exciting meals. Enhance your family's or client's eating patterns with nutritious meals that are attractive and reasonable in costs. (FT)
Alternate Title(s): Menu Planning Basics

Microwave Cooking   FDNT 635
Non-Fee

Learn techniques for microwave cooking. Recipe adaptation, nutritional food values and food preparation techniques taught. Purchase, care, and use of microwave ovens and cooking utensils included. (FT)

Nutrition Basics   FDNT 601
Non-Fee

This course provides an introduction to nutrition, including the current Food Guide Pyramid, cholesterol, fats, sugar, sodium, vitamins and minerals. Emphasis will be placed on practical application of food selection and recipe modification to maximize the nutritional value of foods. (FT)
Alternate Title(s): Introduction To Nutrition; Nutrition One

Nutrition Essentials   FDNT 618
Non-Fee

Advisory: FDNT 501 Intro to Hospitality Careers. This course provides an introduction to the basic scientific principles of nutrition and their relationship to human health. Topics will include essential nutrients and how they influence bodily processes, scientific concepts, national nutrition standards, food sources, food safety and sanitation, cooking principles for maximum nutrient retention, and cultural dietary habits. In addition, students will also learn to analyze dietary intake, and its relationship to client and personal wellness. (FT)

Pastries and Desserts   FDNT 625
Non-Fee

Learn the art of perfectly baked pastries and desserts. Tips on recipe and ingredient selection, methods of obtaining flaky, light dough, attractive appearance, and time-saving techniques, as well as baking, shaping, and storage tips. (FT)

Professional Bakeshop Skills   FDNT 627
Non-Fee

Learn beginning bakeshop skills, baking and pastry making. Explore the basic culinary skills in the baking industry from baking theory and techniques to hands-on production techniques used in working kitchens and bakeries. Students will prepare a variety of bakeshop products. Basic plating techniques will be highlighted. (FT)
Alternate Title(s): Beginning Bakeshop Skills; Professional Bakeshop Skills 1

Time-Saving Cooking   FDNT 615
Non-Fee

Learn to make cooking fast and easy using timesaving menu planning and food preparation techniques. This course includes how to select nutritious foods using the current food pyramid, safety and sanitation techniques and the selection and use of various time-saving kitchen equipment, appliances and tools. (FT)
Alternate Title(s): Cooking For Busy People

Health Education (HEAL)

Health Education   HEAL 690
Fee

This course is designed to teach a variety of health topics from physical fitness to health and well

being. Topics may include aspects of physical and mental health, including fitness, weight control, nutrition, safety, memory improvement and disease maintenance and prevention. (FT)
Alternate Title(s): Aerobics; Dance; Personal Training; Qi Gong; Rhythmic Exercise; Strength Training; Swimming; Tai Chi; Yoga

Health Education–Family   HEAL 520
Non-Fee

Health related problems as they affect individuals and the family. (FT)
Alternate Title(s): Contemporary Human Medicine; How to Breastfeed Your Baby

Health Education for OA   HEAL 525
Non-Fee

This course is designed to enhance the health of older adults. Instruction includes activities designed to improve health, reduce stress and add to quality of life. Topics include physiological, psychological, and social aspects of aging; and preventative health care, including stress reduction, nutrition and exercise. Activities of daily living emphasized. (FT)
Alternate Title(s): Health Lessons Longer Living; Stress Management OA; Brain Fitness-OA

Mind and Body Control   HEAL 535
Fee

The purpose of this course is to help students develop increased physical well-being, greater self-confidence and poise and to gain greater powers of concentration. Music will be used for certain exercises at the discretion of the instructor. Under the instructor's guidance students practice systematic exercises, body postures, and mental disciplines. (FT)
Alternate Title(s): Acupressure; Applied Kinesiology; Body Language; Building Your Self-Esteem; Coping With Stress; Do's And Don'ts Of Jogging; Exercise To Music; Holistic Health; Holistic Home Health Care; Job Stress; Non-Verbal Communication; Stress Reduction; Visual Relaxation

Health (HLTH)

Acute Care Nurse Assistant   HLTH 607
Non-Fee

Advisory: Proof of current California Nurse Assistant Certification required by clinical sites. Health and background review required for clinical

participation by California Department of Public Health and the clinical site. This may include current (subject to change): proof of negative tuberculosis screening, physical exam, immunizations, Livescans, background checks, and drug screening.
This course prepares the student to perform basic nursing care in an acute care hospital setting under the supervision of a licensed Registered or Vocational Nurse. Areas covered are medical and surgical patient care, oncology, orthopedics, obstetrics, and maternal-child care. Infection control, anatomy and physiology, medical terminology, psychosocial needs, and communication and reporting methods are integrated throughout the course. An emphasis will be placed on providing safe and efficient care in a diverse patient setting. (FT)

Adv/Hospital Cent Svc Tech   HLTH 602
Non-Fee

Advisory: Completion of Hospital Central Service Technology 100, Health 601 or equivalent.
An in-depth study of the processes and procedures utilized in the Central Service Department of a hospital in order to prepare the technicians to function more effectively in providing care and safety to the patients. In order to successfully complete HLTH 602, students must provide written proof that they have satisfactorily completed a minimum of 100 hours of voluntary clinical practice in a Central Service Department. Students will be required to purchase and show proof of malpractice insurance. (FT)

Behavioral Health Aide   HLTH 611
Non-Fee

This course provides students with a basic overview of the role of a behavioral health aide and prepares them for entry-level employment. The course defines behavioral and mental health diseases, their causes, signs and symptoms, and prognosis. Students are trained to assist adults, adolescents, and pediatric patients with social, personal, behavioral, and mental health issues. Students will learn strategies for working with individuals with mental and behavioral health challenges while providing nursing care and physical safety. (FT)
Alternate Title(s): Mental Health Nurse Assistant

Health Unit Coordinator Basics   HLTH 613
Non-Fee

This course provides instruction in the definition and pronunciation of basic medical terms and vocabulary used in the health care industry. Medical

terminology will be taught using an anatomy and systems approach and will include the use of prefixes and suffixes. Students will learn terminology related to diseases, laboratory tests, imaging, surgical and treatment procedures, and basic terms related to specialized areas of medicine. (FT)

Healthcare Careers HLTH 609
Non-Fee

This course provides an overview of the healthcare industry, career opportunities and the basic knowledge required for entry-level positions in the healthcare profession. Topics include: business aspects of healthcare, delivery systems, services and specialties, regulations and mandates, workplace communication, safety issues, professional conduct, career pathways, and employment readiness. (FT)

Home Health Aide HLTH 606
Non-Fee

Advisory: Current California Nurse Assistant Certification.
This course prepares Certified Nurse Assistant's for certification as a Home Health Aide by the California Department of Public Health (CDPH). This certification allows students to function as an entry-level worker on a health care team or with a home health agency. Training will include, medical and social needs of the client, personal care services, nutrition, and cleaning and care tasks in the home. (FT)

Intro/Hospital Cent Svc Tech HLTH 601
Non-Fee

Introduces the varied processes and procedures utilized in the Central Service Department of a hospital and prepares the technicians to function effectively in providing care and safety to the patients. (FT)

Medical Terminology HLTH 612
Non-Fee

This course provides instruction on the responsibilities for the coordination of non-clinical activities related to patient care and the department (unit). Topics include overview of the healthcare industry, scheduling diagnostic tests and treatments, assisting with processing of orders, maintaining an organized unit, managing medical charts, supplies, equipment, and workflow in the health care setting. Communication skills and soft skills necessary to interact with patients, visitors, healthcare workers,

and other healthcare professionals are integrated throughout the course. (FT)

Nursing Assistant Training HLTH 605
Non-Fee

Advisory: Proof of current California Nurse Assistant Certification required by clinical sites. Health and background review required for clinical participation by California Department of Public Health and the clinical site. This may include current (subject to change): proof of negative tuberculosis screening, physical exam, immunizations, Livescans, background checks, and drug screening.
This course will prepare the student for the California Nurse Assistant certification exam and for employment as an entry-level health care worker in a skilled nursing facility or other healthcare organization or agency. The student will gain knowledge of basic nursing theory and practice nurse assistant procedures. This course is approved by the California Department of Public Health. Successful completion of this course enables student to take California's Nurse Assistant Competency Exam to become a Certified Nurse Assistant in California. (FT)

Personal and Home Care Aide HLTH 610
Non-Fee

Advisory: Successful completion of HLTH 609 Healthcare Careers
This course prepares the student to provide personal care to individuals in their homes and for employment in home care agencies and assisted living facilities. Instruction includes the role of the personal and home care aide or caregiver and procedures for assisting clients in performing their activities of daily living. Topics include communication, basic nursing skills, home safety, infection control, use of adaptive equipment, basic nutrition and meal preparation. Maintaining a clean, safe environment, emergency procedures, and workplace skills are integrated throughout the course. (FT)

Restorative Nurse Assistant HLTH 608
Non-Fee

Advisory: Current California Certified Nurse Assistant certificate or work experience and/or courses in nursing or personal care assistant.
This course will expand the knowledge and skills of the Certified Nurse Assistant, as well as expand on the principles of rehabilitative nursing, to work as a Restorative Nurse Assistant in a skilled nursing

facility or rehabilitation center. Students will learn to use interventions that promote a patient's ability to adjust to living. Areas of instruction include supporting participation in activities of daily living, mobility, exercises, and practical experience using adaptive devices. This course is beneficial for caregivers and healthcare workers who provide basic nursing care. (FT)
Alternate Title(s): Rehabilitative Nursing

Housing, Maintenance and Interior Design (HMID)

Custodial Training   HMID 500
Non-Fee

To acquaint the student with the duties, functions and responsibilities related to custodial occupations. (FT)

Upholstery   HMID 535
Non-Fee

Advisory: HIMD 534 – Basic Upholstery Skills. This is an open entry/exit, competency based course providing training and hands-on experience for entry-level employment in the furniture upholstery and related industries. Practical instruction is conducted in a real world business environment with tools and equipment used in the industry today. Competency standards are approved by the industry advisory board. (FT)
Alternate Title(s): Furniture Upholstery

Human Development (HMDV)

Adoptive Parenting   HMDV 678
Non-Fee

This course addresses developmental issues surrounding adoption, the role of birth parents in the adoption process and guidelines for adoptive parents to help children understand their adoption story. Prospective adoptive parents are introduced to the various adoption opportunities; public agency, private agency, independent adoption, international adoption, closed adoption and open adoption. (FT)

Child Development 5 Volunteer   HMDV 525
Non-Fee

Designed to help students develop skills as an elementary school parent volunteer or paid worker. Classes will include: discussions on positive ways

of working with preschool/elementary school age children; foundation of child growth and development; techniques that foster healthy self-esteem and establish confidence in a learner; positive and effective communication skills; school readiness skills; and establishing community partnerships and resources. Experience working in the school library, computer center, health center and classrooms will be included. (FT)

Early Learner Brain Dance   HMDV 586
Non-Fee

With music-based movement and dance, rhythms, rhymes and singing, this course will explore how physical activity supports cognitive learning and social-emotional development in infants and young toddlers. Using multi-sensory props and instruments, students will experience how music and movement promote and sustain early developmental patterns necessary for building a strong foundation between body and brain. Laboratory portion of the course may require students to participate in activities along with children ages 0 to 24 months. (FT)

Early Learner Outdoor Enrich   HMDV 591
Non-Fee

This introductory course focuses on development of the 2-5 year-old child in outdoor settings. The physical, cognitive and social-emotional benefits of outdoor play and activity for families and children will be emphasized. Students develop ecological and environmental awareness of local outdoor community resources. Students experience, plan and create safe and appropriate outdoor spaces, caring for and stimulating the positive development of 2-5 year-olds in outdoor settings. Students will explore careers and educational pathways in Early Childhood Care and Education. (FT)

Emerging Topics–Parent Ed   HMDV 699
Non-Fee

This course examines emerging topics and technologies in the field of Parent Education. May be offered for two semesters only. (FT)
Alternate Title(s): Childcare Provider Training

Family Preparation–Childbirth   HMDV 540
Non-Fee

This course provides the student with information and techniques to help prepare for a positive birth experience. The course focuses on how to have a healthy pregnancy through nutrition, exercise,

and relaxation. The Lamaze method of childbirth education is demonstrated. (FT)
Alternate Title(s): Childbirth Preparation

Foundations of Child Care   HMDV 575A
Non-Fee

Advisory: ESL Level 6 or equivalent.
An introduction to the foundations of early childcare, including: basic child development, health and safety, nutrition, and behavior management and discipline. Course includes practical guidelines for childcare and explores options for careers and vocations in early childcare. (FT)

Foster Parenting   HMDV 675
Non-Fee

A training course for individuals currently licensed or interested in becoming licensed as a foster parent. The course also includes the next step of becoming an adoptive parent. Topics include an overview of foster parenting and adoptive parenting programs, health issues, the impact of fostering or adopting on family dynamics, the effects of abuse and neglect on child development and self-esteem issues for foster and adoptive families. (FT)

Infant Development & Care   HMDV 580
Non-Fee

Students gain knowledge of the physical, cognitive and social/emotional development that takes place during the first year of life. Focus of the course will include ideas for creating a caring and enriching environment that promotes positive infant development and developing skills in family communications, problem-solving and stress reduction for caregivers. Students will explore careers and vocations in Early Childhood Care and Education. (FT)

Intro to Child Care Business   HMDV 575B
Non-Fee

Advisory: ESL Level 6 or equivalent.
An introduction to topics common to childcare providers, including: licensing, record keeping and insurance; safety, facility preparation and regulations; illness and injury prevention; creative and enriching activities; communication with parents; and menu planning. Course includes practical guidelines for building and/or working in successful and nurturing childcare environments. (FT)

Multi-Age Development & Care   HMDV 584
Non-Fee

Students learn how to care for and nurture development for multi-age children in an early childhood environment. Emphasis on addressing topics related to the care and nurturing of multiple children include: sibling adjustment, birth order, temperament, family dynamics and parenting styles, communication and stress management, effective discipline and age and gender considerations. Students explore careers and vocations in Early Childhood Care and Education. (FT)

Personal Develop/Growth   HMDV 575W
Wrkshp   **Non-Fee**
A course designed to develop techniques for improving one's self-image, personality, and physical attributes pertinent to career development and improving one's lifestyle. Pre-employment preparation. (FT)

Two-Year-Old Dev & Care   HMDV 582
Non-Fee

Students learn about the physical, cognitive and social-emotional development of the 24-36 month-old, including developmentally appropriate expectations and behavior. Focus is placed on the importance of independence, self-regulation, language development, play and learning, safety, and wellness in two-year-olds. Students will explore careers and vocations in early childhood care and education. (FT)

Three to Five Yr-Old Dev & Care   HMDV 583
Non-Fee

Course focus is on the physical, cognitive, and socio-emotional development and education of the three to five-year-old child. Emphasis is on learning how to create a nurturing and safe environment which fosters emerging skills and school preparedness. Students develop communication and problem solving skills while planning and implementing developmentally appropriate activities with children in a classroom setting. (FT)

Toddler Development & Care   HMDV 581
Non-Fee

This course provides the student with information on the physical, cognitive, social, and emotional development of children from 12 months of age to 23 months of age (Toddlers). Emphasis is placed on creating safe and nurturing environments and how toddlers learn and develop through play. Students

explore careers and vocations in Early Childhood Care and Education. (FT)

High School Diploma Program (HSDP)

20th Century U.S. History 2   HSDP 436
Non-Fee/High School Credit Only

In this course students examine the major turning points in American History from World War II to the Present. This course emphasizes the relevance of history to students' daily lives and helps them to understand how the ideas and events of the past shape the institutions and debates of contemporary America. (FT)
Alternate Title(s): United States History 2

Adult Orientation and Guidance   HSDP 400
Non-Fee/High School Credit Only

Introduces the student to a continuing education center setting and provides an opportunity for individualized assessment and academic evaluation. The course will also enable the student to define career and personal goals and objectives through guidance activities. Students will also be given support in student persistence. (FT)

Algebra 1–2, Semester 1   HSDP 506
Non-Fee/High School Credit Only

Advisory: Pre-Algebra, Semester 1 and 2, or equivalent.
This is the first semester of a two semester course covering the fundamental concepts of Algebra. Through the study of Algebra a student develops an understanding of the symbolic language of mathematics and the sciences. Algebraic skills and concepts are developed and used in a wide variety of problem solving situations. (FT)

Algebra 1–2, Semester 2   HSDP 507
Non-Fee/High School Credit Only

Advisory: Algebra 1-2, Semester 1.
This is the second semester of a two semester course covering the fundamental concepts of Algebra. Through the study of Algebra a student develops an understanding of the symbolic language of mathematics and the sciences. Algebraic skills and concepts are developed and used in a wide variety of problem solving situations. (FT)

Algebra 3–4   HSDP 465
Non-Fee/High School Credit Only

Advisory: Successful completion of Algebra 1-2.
This two semester course complements and expands the mathematical content and concepts of Algebra 1-2 and Geometry. Students who master Algebra 3 gain experience with algebraic solutions of problems in various content areas, including the solution of systems of quadratic equations, logarithmic and exponential functions, and the complex number system. (FT)
Alternate Title(s): Algebra 3-4, First Semester

Algebra 3–4, Second Semester   HSDP 466
Non-Fee/High School Credit Only

This two semester course complements and expands the mathematical content and concepts introduced in Algebra 3-4, first semester. Algebra 4 covers systems of equations and inequalities, quadratic functions and their graphs, nonlinear inequalities, binomial theorem, sequences and series, and solid geometry. The course includes application problems involving the topics covered. (FT)

American Literature 1&2   HSDP 414
Non-Fee/High School Credit Only

The first semester of American Literature emphasizes skills and strategies for independent reading, analyzing, and writing about works of American literature from its beginning to the late 19th century. Students read and discuss the authors of this period addressing relevant social, political, cultural and religious issues. Instruction in each standards-based unit of study interrelates reading, writing, oral communication, and language study. (FT)
Alternate Title(s): American Literature 1&2, Sem 1

American Literature 1&2, Sem 2   HSDP 416
Non-Fee/High School Credit Only

The second semester of American Literature emphasizes skills and strategies for independent reading, analyzing, and writing about works of American literature from the late 19th century to the present. Relevant social, political, cultural, and religious issues in works from the Age of Realism, the Modernist Period, and the Post Modern Era are discussed. Instruction in each standards-based unit of study interrelates reading, writing, oral communication, and language study. (FT)

Biology 1   HSDP 511
Non-Fee/High School Credit Only

This is the first course of a two course Biology series. Students will be introduced to biology and use experimentation and inquiry to explore the basic concepts of biological science. Cellular structure, function and structure of plants and animals, genetics, evolution, and ecological relationships will be covered. The laboratory component is online using virtual software. (FT)

Biology 2   HSDP 512
Non-Fee/High School Credit Only

Advisory: HSDP 511 Biology 1.

This is the second course of a two course Biology series. Students will use experimentation and inquiry to explore the basic concepts of biological science, including principles of classification, plant and animal diversity, and the functions of human systems. The laboratory component is online using virtual software. (FT)

Contemporary Voices 1   HSDP 413A
Non-Fee/High School Credit Only

The first semester of a two semester course in which students explore issues presented by contemporary American and world writers from diverse cultural and ethnic backgrounds. Students will learn how to write for various purposes and audiences. The standards-based units of study integrate all aspects of literacy: reading, writing, speaking, and listening. Students will interpret and evaluate the media and graphic information. (FT)

Contemporary Voices 2   HSDP 413B
Non-Fee/High School Credit Only

The second semester of a two semester course in which students will further explore issues presented by contemporary American and world writers from diverse cultural and ethnic backgrounds. Students will build on writing skills, including writing for various purposes, audiences and arguments. The standards-based units of study integrate all aspects of literacy: reading, writing, speaking, and listening. Students will interpret and evaluate the media and graphic information. (FT)

Economics   HSDP 432
Non-Fee/High School Credit Only

This one semester course deepens students' understanding of the economic problems and institutions of the nation and world. Students learn to make reasoned decisions on economic issues through the study of fundamental economic concepts, comparative economic systems, microeconomics, macroeconomics, and international economics. (FT)

Earth Science 1   HSDP 513
Non-Fee/High School Credit Only

This course provides an introduction to the scientific method, the geographic coordinate system, the solar system, the composition of earth, and dynamic earth processes. The laboratory component utilizes both hands-on and online activities. (FT)

Earth Science 2   HSDP 514
Non-Fee/High School Credit Only

This course will introduce students to historic geology, California geology, surface processes, atmospheric and oceanic sciences, and resources and the environment. The laboratory component utilizes both hands-on and online activities. (FT)

English 3-4   HSDP 409
Non-Fee/High School Credit Only

The course content focuses on teaching students skills and strategies for critical, and functional independent reading, as well as the writing of increasingly complex expository and narrative texts. Instruction in each standards-based unit of study interrelates reading, writing, oral communication and language study. (FT)

Alternate Title(s): English 3-4, First Semester

English 3-4, Second Semester   HSDP 411
Non-Fee/High School Credit Only

In this course, students read, analyze, discuss and think critically using a variety of works and sources. Students write essays and other types of texts for various purposes and audiences that demonstrate effective logical, and precise presentation of ideas. Instruction in each standards-based unit of study interrelates reading, writing, oral communication and language study. (FT)

English Composition 5-6   HSDP 412
Non-Fee/High School Credit Only

This two semester course is designed to improve written language skills in real communication situations. Includes informative, narrative, descriptive, and persuasive writing. The students will demonstrate these writing skills through forms, letters, reports, essays and other types of written communication. (FT)

G.E.D. Preparation   HSDP 448
Non-Fee/High School Credit Only

General education development (GED) and high school equivalency (HSE) preparation are offered as an alternative instructional approach to the High School Diploma Program; and, is designed to prepare students to pass a GED or other HSE examination. Five content areas/tests are addressed: Language Arts Writing, Social Studies, Science, Language Arts Reading, and Math. (FT)

G.E.D. Mathematics   HSDP 451
Non-Fee/High School Credit Only

General education development (GED) and high school equivalency (HSE) mathematics reviews basic computation skills of arithmetic extended to include geometry and algebra. The course is designed to prepare students to pass a GED or other HSE mathematics examination. (FT)

Independent Study   HSDP 403
Non-Fee/High School Credit Only

Advisory: See specific course outline.
This course is designed as an alternative approach to classroom instruction using a variety of instructional materials specifically selected for mastery of course objectives. Students receive individualized course materials developed to meet their specific educational needs. Skills assessment is an advisory to the selection of appropriate instructional media or delivery systems. The goal of the instructor who is utilizing instructional technology as an alternative approach is to put learning as much as possible in the hand of the learner. (FT)

Math B-Semester 1   HSDP 502
Non-Fee/High School Credit Only

This is the first semester of a two semester course covering fundamental mathematical concepts and serving as a bridge between basic calculation skills and the study of algebra and geometry. It is tailored to a concrete learning style and provides opportunities for exploration, investigation, and reasoning while encouraging cooperative learning. The course integrates the themes of numbers and patterns, geometry and measure, statistics, graphical investigations, and algebra. (FT)

Math B-Semester 2   HSDP 503
Non-Fee/High School Credit Only

Advisory: Math B-Semester 1 or equivalent.
This is the second semester of a two semester course covering fundamental mathematical concepts and serving as a bridge between basic calculation skills and the study of algebra and geometry. It is tailored to a concrete learning style and provides opportunities for exploration, investigation, and reasoning while encouraging cooperative learning. The course integrates the themes of numbers and patterns, geometry and measure, statistics, graphical investigations, and algebra. (FT)

Physics 1   HSDP 461
Non-Fee/High School Credit Only

The course emphasizes developing a qualitative conceptual understanding of general principals and models, and the nature of science. It is an introductory course to physics and meets the California State Standards and the expressed goal to support science literacy with a curricula that promotes higher level thinking and application of concepts. (FT)

Pre-Algebra, Semester 1   HSDP 500
Non-Fee/High School Credit Only

This is the first semester of a two semester course designed to prepare the student for success in a college preparatory sequence of mathematics courses. The student masters pre-algebraic skills and concepts as a foundation for Algebra 1. (FT)

Pre-Algebra, Semester 2   HSDP 501
Non-Fee/High School Credit Only

Advisory: Successful completion of Pre-Algebra, Semester 1 or equivalent.
This is the second semester of a two semester course designed to prepare the student for success in a college preparatory sequence of mathematics courses. The student masters pre-algebraic skills and concepts as a foundation for Algebra 1. (FT)

Reading Improvement   HSDP 415
Non-Fee/High School Credit Only

This course is designed to improve the student's reading skills in word attack, literal and interpretive comprehension using group, individual and computer assisted instruction. Upon completing the course the student will be able to demonstrate improved performance on reading tasks insuring their success in their educational, personal and professional goals. (FT)

Unifying Algebra/Geometry 1   HSDP 467A
Non-Fee/High School Credit Only

Advisory: 1st year Algebra or Algebra Explorations 9 and Geometry.

Semester one of a two semester course is designed to review and strengthen the concepts taught in both Algebra 1-2 and Geometry 1-2. After completing the two courses, students will be prepared to enroll in Intermediate Algebra 1-2. In algebra, students develop an understanding of the symbolic language of mathematics and the sciences as well as algebraic skills and concepts to be used in a wide variety of problem-solving situations. In geometry students will learn to construct formal, logical arguments and proofs in geometric settings and problems. (FT)

Unifying Algebra/Geometry 2   HSDP 467B
Non-Fee/High School Credit Only
Advisory: 1st year Algebra or Algebra Explorations 9 and Geometry.
Semester two of a two semester course is designed to review and strengthen the concepts taught in both Algebra 1-2 and Geometry 1-2. After completing the two courses, students will be prepared to enroll in Intermediate Algebra 1-2. In algebra, students develop an understanding of the symbolic language of mathematics and the sciences as well as algebraic skills and concepts to be used in a wide variety of problem-solving situations. In geometry students will learn to construct formal, logical arguments and proofs in geometric settings and problems. (FT)

United States Government 1   HSDP 427
Non-Fee/High School Credit Only
The course covers the principles and development of the governmental system of the United States, the State of California and local government, including the study of the constitution and the organization and functions of the three branches of government; and the rights and duties of citizens. (FT)

United States History 1   HSDP 433
Non-Fee/High School Credit Only
This is the first semester of a two semester course which examines the major turning points in American history through the Great Depression. Students will focus on the origins of the United States, key pre-World War II events including the Progressive Era, American participation in World War I, and the Great Depression. The course emphasizes the relevance of history to students' daily lives and helps them to understand how the ideas and events of the past shape the institutions and debates of contemporary America. (FT)

World Hist/Geography/Econ 1   HSDP 478
Non-Fee/High School Credit Only
In the first semester of a two semester class students examine major turning points in the shaping of the modern world, from the late eighteenth century to the end of World War I. The course provides an introduction to current world issues with a focus on the expansion of the West and the growing interdependence of people and cultures throughout the world. (FT)

World Hist/Geography/Econ 2   HSDP 479
Non-Fee/High School Credit Only
In the second semester of a two semester course students examine major turning points in the shaping of the modern world, from World War II to the present. The course provides an introduction to current world issues with a focus on the expansion of the West and the growing interdependence of people and cultures throughout the world. (FT)

Industrial Technology (INDT)

Apprenticeship Welding Review   INDT 428
Non-Fee/Apprenticeship
Advisory: Registered as an apprentice in a state-approved apprenticeship program. Must demonstrate basic welding skills to the satisfaction of the instructor.
This is an open-entry/open-exit, competency based course of studies designed for apprentices who currently possess welding skills but need to up-grade or refine their applied welding techniques to meet today's industry standards. Training includes Shielded Metal Arc (SMAW), Gas Tungsten Arc (GTAW), Gas Metal Arc (GMAW), Flux-Cored Arc (FCAW) and oxyacetylene welding (OAW) and cutting (OFC). (FT)

Basic Machine Shop   INDT 405
Non-Fee
This is an open-entry/open-exit course designed to prepare students for entry-level employment in the machine industry. The course includes shop safety, use of precision measuring tools, shop math, hand tool usage, blueprint reading, bench work and layout, lathe operation, milling machine operation and precision grinding. College credit may be available upon petition. (FT)

Career & College Readiness — INDT 500
Non-Fee

This course is designed to prepare students for academic and professional success by developing behaviors that support this outcome. Students will develop self-discipline and empathy, in addition to communication, financial literacy and study skills. Emphasis is placed on identification and use of working styles, as well as creating and leading self-managed teams. Course work focuses on personal responsibility through self-management, self-awareness, social and physical wellness, while developing connections between behaviors, intentions, and purpose, and the pathway to achieving goals. (FT)

Flux Cored Arc Welding — INDT 606
Non-Fee

Advisory: Satisfactory completion of Gas Metal Arc Welding; basic computer knowledge and internet search skills.
An open-entry/open-exit course providing instruction in the utilizing of the Flux Cored Arc Welding Self Shielded (FACW-S) processes, on ferrous materials. Topics to be covered include orientation, safety, print reading, measuring tools, material cutting, FCAW-S practices and procedures. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry-level positions. (FT)

Gas Metal Arc Welding (GMAW) — INDT 465
Non-Fee

Advisory: Experience with the Shielded Metal Arc Welding (SMAW) process or successful completion of INDT 467 Metal Arc, Oxy, and Flux Core.
An open-entry/open-exit course providing instruction in the gas metal arc welding and flux cored welding processes, on ferrous and non-ferrous materials. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry-level and/or journeyman positions. American Welding Society standards are used. (FT)

Gas Metal Arc Welding — INDT 605
Non-Fee

Advisory: Satisfactory completion of Shielded Metal Arc Welding II; basic computer and internet search skills.

An open-entry/open-exit course providing instruction in the Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) on ferrous and non-ferrous materials. Topics to be covered include orientation, safety, equipment, measuring tools, materials, cutting, GMAW and FCAW practices and procedures. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry-level positions. (FT)

Gas Tungsten Arc Welding — INDT 466
Non-Fee

Advisory: Experience in the Shielded Metal Arc Welding (SMAW) process or successful completion of INDT 467 Metal Arc, Oxy, and Flux Core.
An open-entry/open-exit course designed to provide basic instruction and applied techniques in the gas tungsten metal arc welding process on ferrous and non-ferrous sheet, tube, and pipe materials. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry-level and/or journeyman positions. American Welding Society standards are used. (FT)

Gas Tungsten Arc Welding I — INDT 621
Non-Fee

Advisory: Basic computer knowledge and internet search skills.
This is an open-entry/open-exit course that is designed to provide basic instruction and applied techniques in the Gas Tungsten Arc Welding (GTAW) process on ferrous sheet, tube, and pipe. Topics to be covered include orientation, safety, measuring tools, material types, metal cutting and GTAW procedures and practices. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry-level and/or journeyman positions. (FT)

Gas Tungsten Arc Welding II — INDT 622
Non-Fee

Advisory: Satisfactory completion of Gas Tungsten Arc Welding I; basic computer knowledge and internet search skills.
This is an open-entry/open-exit course that provides basic instruction and applied techniques in the Gas Tungsten Arc Welding (GTAW) process on non-ferrous materials. Topics include orientation,

safety, measuring tools, material types, metal cutting and preparation. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry-level and/or journeyman positions. (FT)

Industrial Blueprint Reading INDT 401
Non-Fee

Designed for industrial metal trades including aerospace, ship construction and component fabrication. Primarily blueprint interpretation and sketching of basic components. Includes the identification and use of basic lines, projections, dimensions, reference and technical data. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry-level or better positions. (FT)

Machine Shop INDT 405A
Non-Fee

This is an open-entry/open-exit course designed to prepare students for entry-level employment in the machine industry. The course includes shop safety, use of precision measuring tools, shop math, milling machine operation, precision grinding and introduction to automated manufacturing, including Computer Numerical Control. College credit may be available upon petition. (FT)

Metal Arc, Oxy & Flux Core INDT 467
Non-Fee

Advisory: Read, comprehend and pass a safety test with 100 percent accuracy.
An open-entry/open-exit course providing basic instruction in the shielded metal arc welding (SMAW) process on carbon steel plate welding. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry-level and/or journeyman positions. American Welding Society standards are used. (FT)

Metal Fabrication I INDT 631
Non-Fee

Advisory: Satisfactory completion of SMAW I, GMAW and GTAW I; basic computer knowledge and internet search skills.
This is an open-entry/open-exit course that is designed to teach skills required for entry-level employment in the metal fabrication trade. Students will learn how to interpret prints, use measuring tools, use shop equipment, layout, oxy-fuel and plasma cutting, and fitting metal using hydraulic, pneumatic and hand tools with precision. Students successfully completing this course will be prepared for entry-level positions in metal fabrication. (FT)

Metal Fabrication II INDT 632
Non-Fee

Advisory: Satisfactory completion of Metal Fabrication I and GMAW II; basic computer knowledge and internet search skills.
This is an open-entry/open-exit course that is designed to teach skills required for entry-level employment in the metal fabrication trade. Students will learn how to interpret prints, use measuring tools, use shop equipment, layout, oxy-fuel and plasma cuttin, and fitting metal using hydraulic, pneumatic and hand tools with precision. Students successfully completing this course will be prepared for entry-level positions in metal fabrication. (FT)

Metal Trades/Pipefitting INDT 462
Non-Fee

A competency based, open-entry/open exit course designed to prepare students for entry level employment in the metal trades industry as a Pipefitter. Instruction will include: trade related mathematics, blueprint reading, identification of pipe, fittings and valves, the use of pipefitting machinery and tools, bending, threading, and mitering of pipes, silver brazing, soft soldering, and arc welding. Competencies are based on local industry standards. (FT)

Metal Trades/Sheet Metal Wkr INDT 463
Non-Fee

A competency based, open-entry/open exit course that prepares students for entry level employment in the metal trades industry as a Sheet Metal worker. Instruction will include: trade related mathematics, blueprint reading, pattern development, sheet metal layout, fabrication, installation and welding of components. Competencies are based on local industry standards. (FT)

Metal Trades/Steel Fabrication INDT 464
Non-Fee

Advisory: Read, comprehend and pass a safety test with 100 percent accuracy.
An open-entry/open-exit course designed to prepare students for entry level employment in the steel fabrication trade. Students will learn, in a simulated work environment, how to read and interpret

blueprints, perform layout, perform oxy-fuel cutting, shielded metal arc welding and fitting using hydraulic, pneumatic and hand tools with precision and safety to the standards of the Shipbuilding and Steel Fabrication Industry. Students successfully completing this course will be prepared for entry-level and/or journeyman positions. American Welding Society standards are used. (FT)

Pipe Fitting and Welding   INDT 469
Non-Fee

Advisory: Experience in the Shielded Metal Arc Welding (SMAW) process or successful completion of INDT 467; and experience in the Gas Tungsten Arc Welding (GTAW) process or successful completion of INDT 466.
An open-entry/open-exit course providing basic instruction in Pipefitting and Pipe Welding of carbon steel and stainless steel pipe including identification, use, layout and welding. Students successfully completing this course will be prepared for entry-level and/or journeyman positions. American Welding Society standards are used. (FT)
Alternate Title(s): Pipe Welding

Pipe Welding I   INDT 611
Non-Fee

Advisory: Satisfactory completion of Shielded Metal Arc Welding II; basic computer knowledge and internet search skills.
This is an open-entry/open-exit course providing instruction in Pipe Welding using the Shielded Metal Arc Welding (SMAW) on ferrous materials. Topics include orientation, safety, measuring tools, material types, metal cutting, preparation, pipe welding practices and procedures. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry-level positions. (FT)

Pipe Welding II   INDT 612
Non-Fee

Advisory: Satisfactory completion of Pipe Welding I; basic computer knowledge and internet search skills.
This is an open-entry/open-exit course providing instruction in Pipe Welding using the Shielded Metal Arc Welding (SMAW) on ferrous materials. Topics include orientation, safety, print reading, metal cutting, preparation, pipe welding practices and procedures. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully

completing this course will be prepared for entry-level positions. (FT)

Shielded Metal Arc Welding I   INDT 601
Non-Fee

Advisory: Basic computer knowledge and internet search skills.
This is an open-entry/open-exit course providing basic instruction in the Shielded Metal Arc Welding (SMAW) process on steel plates and shapes. Topics to be covered include orientation, safety, measuring tools, material types, metal cutting and preparation and SMAW procedures and practices. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry-level positions. (FT)

Shielded Metal Arc Welding II   INDT 602
Non-Fee

Advisory: Satisfactory completion of Shielded Metal Arc Welding I; basic computer knowledge and internet search skills.
This is an open-entry/open-exit course providing instruction in the Shielded Metal Arc Welding (SMAW) process on steel plate and shapes. Topics to be covered include orientation, safety, print reading, measuring tools, material preparation and SMAW and procedures. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry-level positions. (FT)

Shielded Metal Arc & Pipe   INDT 468
Non-Fee

Advisory: Prior SMAW experience or successful completion of a course in Shielded Metal Arc Welding Plate.
An open-entry/open-exit course providing basic instruction in shielded metal arc welding of carbon steel pipe. Included is the layour of joints and flange welding. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry-level and/or journeyman positions. American Welding Society skills standards are used. (FT)

Welding Review   INDT 426
Non-Fee

Advisory: Must demonstrate basic welding skills to the satisfaction of the instructor.

This is an open-entry/open-exit, competency based course of studies designed for individuals who currently possess welding skills but need to up-grade or refine their applied welding techniques to meet today's industry standards. Training includes Shielded Metal Arc (SMAW), Gas Tungsten Arc (GTAW), Gas Metal Arc (GMAW), Flux-Cored Arc (FCAW) and oxyacetylene welding (OAW) and cutting (OFC). (FT)

Interdisciplinary Studies (INTD)

Career Development   INTD 501
Non-Fee

Group and individual instruction, guidance and analysis of personal and career goals using a career development model that focuses on assessment, exploration, decision-making and job search/action. Includes assessment of related interests, skills, abilities, values, aptitudes and personality type. Topics include preparing for the job search; employment applications; resumes; cover letters; interviewing techniques and mock interview practice; grooming; job development/professional networking and job retention. (FT)
Alternate Title(s): Career Awareness; Career Decision Making; Job Search Techniques

General Civil Service Review   INTD 505
Non-Fee

This course offers an intensive review of the basic skills necessary to pass an employment test as well as help in developing job-search skills. The student will gain confidence and proficiency in taking tests, and in applying and interviewing for a job. (FT)
Alternate Title(s): Clerical Exam-Job Preparation

Interdisciplinary Studies   INTD 690
Fee

This course is designed to teach a variety of topics including current events, social studies, communications, community resources, international affairs, cultural diversity, personal rights, entitlements and legal issues. Some courses may be presented in a combination of formats to allow students to gain first-hand knowledge of a topic. (FT)
Alternate Title(s): Current Events; Effective Communications; Law and the Retiree; Travel

Sparetime Employment Dynamics   INTD 502
Non-Fee

This course is designed for people who are presently employed and/or retired and desire to be financially productive in their spare time. It provides vital knowledge, practical information and useful insight, in a step-by-step format, about today's spare time self-employment opportunities. A highly motivating, exciting course which builds a solid framework for employment success. (FT)
Alternate Title(s): Self Employment For Retired

Investments (INVS)

Estate Planning-Older Adult   INVS 500
Non-Fee

This class covers current information on trusts, impact of the Tax Reform Act, California Probate Code, community property versus joint tenancy, creation of investment models and wills. The student will learn personal financial planning, changes in estate and income tax law, money management and investment strategies. (FT)
Alternate Title(s): Wills/Probate/Tax Shelters OA

Investments – A   INVS 515
Fee

This is a practical, everyday economics course on the fundamentals of investments. The student will be able to make more profitable financial decisions upon completion of this course which discusses savings accounts, insurance, real estate, stocks, bonds, mutual funds, and other types of investments for both the working and retired investor. The student will receive guidance in preparing his/her own financial and estate plan. (FT)
Alternate Title(s): Diversified Investment; Study the Stock Market

Law (LAWS)

Law and the Retiree   LAWS 510
Non-Fee

This course is designed to introduce the older adult to basic laws; federal, state, county and city which have an impact on the daily life of the retiree. The student will learn about contracts, torts, consumer laws, and estate laws that will enable the older adult

student to become a more educated user of the court system and government agencies. (FT)

Marketing (MARK)

Retail Selling — MARK 510
Non-Fee

Principles of selling products, services, and ideas. (FT)

Mechanical Technology (MECT)

Air Conditioning/Heating I — MECT 431
Non-Fee

This is the first course of a two course program that provides entry-level training in heating and air conditioning occupations. Instruction in this course will cover the following areas: basic air conditioning and heating theory; heating fundamentals and appliances; requirements and controls; circuits; thermostats; schematics and communications. (FT)

Air Conditioning/Heating II — MECT 432
Non-Fee

Advisory: Successful completion of Air Conditioning/Heating I is recommended.
This is the second course in a two course program that provides entry-level training in heating and air conditioning occupations. Instruction in this course will cover the following areas: gas and electric heating; cooling fundamentals, components and installation; heat pumps, general service, EPA certification, troubleshooting and job search techniques. (FT)

Plumbing I — MECT 421
Non-Fee

Advisory: Students may be required to conform to safety-related dress codes.
This course provides entry-level training in plumbing occupations such as plumber's helper, pipe layer, plumbing maintenance worker and parts clerk. Instruction will cover the following areas: plumbing systems and theories, plumbing codes, plumbing tools and materials, and safety practices and procedures. Students will use equipment that includes torches, cutoff saws, pipe threaders, pipe cutting tools and assorted hand tools. (FT)

Plumbing II — MECT 422
Non-Fee

Advisory: Successful completion of Plumbing I is strongly advised. Students must pass basic plumbing and safety test with 100 percent accuracy. Students may be required to conform to safety-related dress codes.
This course is focused on the latest adopted Uniform Plumbing Code (UPC), the model plumbing code adopted by the State of California, published by the International Association of Plumbing and Mechanical Officials (IAPMO). Instruction also includes basic mathematics as it relates to the plumbing trade. (FT)

Plumbing III — MECT 423
Non-Fee

Advisory: Successful completion of Plumbing I and II is recommended. Students may be required to conform to safety-related dress codes.
This course provides upgrade and advanced training in plumbing occupations. Instruction includes: layout and design, sizing of piping systems, materials, specialized systems, public relations, tests and inspections, solar tests and inspections, advanced plumbing math, safety requirements, advanced theory, and plumbing and solar codes. Students will use saws, rigid chain cutters, thread-o-matics, triangles, T-squares and scales. (FT)

Plumbing/Heating/Air-Condition — MECT 405
Non-Fee

This course is designed to provide students with entry-level skills and upgrading of existing skills in plumbing, heating, and air conditioning occupations. (FT)

Refrigeration/Air Conditioning — MECT 400A
Non-Fee

This is an open-entry/open-exit course in the entry level skills required for employment in the Refrigeration and Air Conditioning Repair industry. Instruction in the theory of operation, diagnosis, and the repair of major household refrigeration and air conditioning units is included. (FT)

Weatherization I — MECT 441
Non-Fee

Advisory: Basic computer and internet search skills.
This is an open-entry/exit course providing an introduction to weatherization of residential structures, health and safety practices, building construction nomenclature and insulation

fundaments. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry level and/or technician positions in the weatherization field. (FT)

Weatherization II   **MECT 442**
                                              Non-Fee

Advisory: Successful completion of Weatherization I is strongly advised. Basic computer and internet search skills.

This is an open-entry/exit course providing instruction in the weatherization of residential structures, principles of energy, heating and cooling fundamentals water heating and lighting efficacy. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry level and/or technician positions in the weatherization assessment field. (FT)

Music Appreciation, Theory (MUSI)

Music Appreciation–OA   **MUSI 505**
                                              Non-Fee

This course is designed to introduce the older adult student to the world of music. Vocal or instrumental music from various ethnic, classical, folk, jazz and/or popular background across all musical periods and countries will be played, discussed and analyzed. Students will learn about the time and circumstances that prompted the creation of the music or compositions. This class will enable the older adult student to become a more educated consumer of music. (FT)

Music Instrumental (MUSN)

Orchestra Workshop – OA   **MUSN 519**
                                              Non-Fee

This course is designed to provide older adult musicians the opportunity to use and develop their skills through group participation and performance. Instruction includes the study of symphonic, orchestral, concert, pop and/or seasonal literature with emphasis on ensemble disciplines and performance techniques. Students will gain

an understanding of the fundamentals of music, conducting and rehearsal procedures. Students will learn sight reading techniques and how to perform in front of an audience. (FT)
Alternate Title(s): Band Workshop–OA, Jazz Band Workshop – OA, Instrumental Ensemble – OA, Strings and Things – OA

Piano 1–2 for Older Adults   **MUSN 536**
                                              Non-Fee

This course is designed for older adults with levels ranging from beginner to advanced, to gain knowledge of, and skills necessary for improving their proficiency on a piano or keyboard instrument. Various musical eras will be studied. Piano techniques, performance practice and style, recital preparations, music theories, and listening skills (including but not limited to ear training and sight-reading) will be explored. (FT)

Music Vocal (MUSV)

Chorus Mixed Voices–OA   **MUSV 510**
                                              Non-Fee

This course explores choral and small-ensemble music from a wide variety of cultures and time periods through study and performance. This vocal exploration is designed to instruct the older adult in vocal techniques, musical notation, sight-reading on solo, small group, and large group performance levels, as well as lecture and extensive listening. Students will study basic skills of musicianship and will rehearse and perform as soloists and as an ensemble. (FT)

Musical Experiences–OA   **MUSV 513**
                                              Non-Fee

This course expands the older adult student's knowledge of music, the various instruments, different styles, and/or composers by listening, singing, playing, and/or creating music with others. This gained knowledge enables the student to enjoy and appreciate music and provides the student with an opportunity to experience a variety of musical activities. (FT)

Office Basics (OFBA)

Vocational Spanish — OFBA 500
Non-Fee

Spanish for various technical and vocational occupations. Bilingual training in oral and written interpretation and translation. (FT)

Office Systems (OFSY)

3D Modeling — OFSY 612
Non-Fee

This course provides instruction in 3D computer modeling. 3D applications are used to create computer generated 3D models and animations used in the fields of science, engineering, architecture and multimedia. 3D models and animations can be imported into Web pages, video editing and interactive authoring applications. (FT)

Basic Business Math 1 — OFSY 500
Non-Fee

This course is designed to enable the student to master mathematical concepts and skills needed in the business world. Topics covered include addition, subtraction, multiplication, division, whole numbers, common and decimal fractions, percentage, interest and practical applications. (FT)

Basic Business Math 2 — OFSY 501
Non-Fee

Advisory: Successful completion of OFSY 500, Basic Business Math 1 or equivalent.
This course reviews mathematics used in business transactions; interest, discount, depreciation, payroll, taxes, mark-up, and other business applications. (FT)

Business Communications 1 — OFSY 505
Non-Fee

This course is designed to provide English and communication skills specifically applied to the field of business. Instruction includes business vocabulary, sentence structure, punctuation, capitalization, misused words, spelling and dictionary usage. Emphasis is placed on developing good proofreading skills. (FT)

Business Communications 2 — OFSY 506
Non-Fee

Advisory: Completion of OFSY 505, Business Communications 1 or equivalent.
This course is a review of the principles and techniques of business writing. Principles include vocabulary, language structure, and mechanics of style. Practice in writing various types of business letters, resumes, memos and informal business reports is emphasized. Emphasis is placed on the ability to proofread and edit work using proofreading symbols. (FT)

Computerized Medical Office — OFSY 552
Non-Fee

Advisory: 1. Successful completion of or concurrent enrollment in OFSY 550, Medical Insurance or equivalent. 2. Successful completion of or concurrent enrollment in OFSY 551, Medical Terminology or equivalent.
This course uses the computer and appropriate software for the preparation of third-party billings and procedure coding, aging of accounts, accounts receivable, patient ledgers and preparing statements. The software application for patient information recall, printing medical insurance forms and scheduling of appointments is also included. (FT)

Data Entry — OFSY 535
Non-Fee

This is an introduction to data entry concepts and techniques, including data retrieval, data organization and documentation. Students are trained to analyze source document information, develop efficient screen formats and generate data reports using a variety of practical business applications such as inventory and payroll systems. (FT)

Database Systems: Beginning — OFSY 510
Non-Fee

This course is designed to review database management. Emphasis is on advanced features such as operation, linking of database structures or tables, use of database command language and program file creation. (FT)

Database Systems: Intermediate — OFSY 511
Non-Fee

Advisory: Successful completion of OFSY 510, Database Systems: Beginning or equivalent.

This course is designed to review database management. Emphasis is on advanced features such as operation, linking of database structures or tables, use of database command language and program file creation. (FT)

Desktop Publishing   OFSY 520
Non-Fee

This course introduces the basic principles of desktop publishing for print and the web: design format, design graphics, copy layout and write copy. Students will produce cards, posters and newsletters for print, and will understand the process of converting files to formats for use on the web. (FT)

Digital Editing   OFSY 603
Non-Fee

This course is designed to provide instruction in digital editing skills and techniques for employment. Digital editing is used to edit digital images and to create original artwork. Digital editing is also used to prepare images for other applications such as 3D modeling, vector graphics, and interactive authoring. Digital editing skills are fundamental to multimedia projects – from print to the Web to video to CD-ROMs. (FT)

Disk Operating Systems   OFSY 525
Non-Fee

This course builds basic computer and file management skills. Instruction includes microcomputer systems, input and output devices, storage devices and how to manage hardware and software, using operating systems utilities. Topics include booting, disk formatting and partitioning, printer configuration, naming files, listing and managing directories and subdirectories, using text editor, writing and editing simple batch files, file protection. (FT)
Alternate Title(s): Overview of Operating Systems

Electronic Info Management   OFSY 528
Non-Fee

This course is an introduction to an electronic information management software application. Students learn how to compose, send and manage email and schedule meetings using electronic calendars. In addition, students manage contact information, schedule tasks, create notes and customize the application environment. This course will prepare students to use an email software application in a business environment. (FT)

Emerging Topics-Office Systems   OFSY 699
Non-Fee

This course examines emerging topics and technologies in the field of Office Systems. May be offered for two semesters only. (FT)

Internet Basics   OFSY 516
Non-Fee

An introduction to Internet using microcomputers to access and use Internet resources in personal and business real-world situations. Through demonstration and hands-on projects, students will learn how to connect to a network and basic network concepts. This will include accessing the Internet direct or choosing an on-line provider, locating, retrieving and sending information globally using Internet resources such as the World Wide Web, messaging, news groups, file exchange and interpersonal communication. (FT)

Keyboarding–Multilevel   OFSY 541
Non-Fee

This course emphasizes proper keyboarding techniques and the operation of a computer. Instruction includes typing tasks found in a business office such as letters and memos. Increasing a student's typing speed, addressing proper business practices, reinforcing grammar, punctuation and spelling skills are emphasized. (FT)

Legal Terminology   OFSY 542
Non-Fee

This course offers an introduction to legal terminology as it relates to the work of a legal secretary or clerical assistant. Students will acquire a working knowledge of the language and documents most commonly used in the legal profession. The course will include: definitions, spellings and pronunciations of legal terms, basic court procedures, court rules/guidelines, and sample copies of routine legal documents and their uses. (FT)

Medical Law, Liability, Ethics   OFSY 553
Non-Fee

This course will introduce the statutes, regulations, and ethical issues that impact medical office practice. It will provide a foundation of law to be used as a guide for the legal obligations that a medical facility has for the patient, employer, employee and state. (FT)

Medical Transcription — OFSY 554
Non-Fee

Advisory: Working knowledge of medical terminology.
Ability to keyboard by touch. Ability to use a current word processing software program. This course provides instruction in medical transcribing to prepare students for successful employment in a medical office, hospital, related health occupations, or for starting an in-home transcribing business. (FT)

Microcomputer Basics — OFSY 555
Non-Fee

This course is an introduction to the microcomputer including: computers and how they operate, types of computers, computer components (hardware), operating systems, graphical user interface (GUI), and methods of input and output. Business/personal software applications such as word processing, spreadsheets, and database management will be presented. Integration of software applications will be incorporated. (FT)

Microsoft Windows — OFSY 527
Non-Fee

This course introduces Windows' software and various application programs using Windows' Graphical User Environment. Students will utilize the program's ability to interface or create an environment in which they can communicate with the computers' hardware, software and peripherals. (FT)

Motion Graphics — OFSY 609
Non-Fee

This course is designed to prepare students for employment where creating original motion graphics is needed. Non-linear motion graphics applications are used to edit digital video images and to create original video clips. Students will capture video, digitize it, and import it into a motion graphics application. Digital video clips can be formatted for output to film, videotape, CD-ROM and the Web. (FT)

Office Skills Laboratory — OFSY 560
Non-Fee

This open-entry/open-exit course is designed to prepare students for employment in an office. Utilizing an individualized lab, the student can select from the following topics: spelling, punctuation, résumé writing, telephone techniques, filing/records management, using reference resources, multilevel

keyboarding, business communications, and business math. (FT)

Operating Systems-MCSE Cert 1 — OFSY 630
Non-Fee

This course provides students with the knowledge and skills necessary to implement, administer, and troubleshoot desktop operating systems in any network environment. This course follows Microsoft Official Curriculum and is intended to prepare students to take Microsoft Certified Systems Engineer (MCSE) certification exams. (FT)

Operating Systems-MCSE Cert 2 — OFSY 631
Non-Fee

Advisory: Operating Systems-MCSE Cert 1.
This course provides students with the knowledge and skills necessary to implement, administer, and troubleshoot desktop operating systems as a member server of a domain in an active directory environment. This course follows Microsoft Official Curriculum and is intended to prepare students to take Microsoft Certified Systems Engineer (MCSE) certification exams. (FT)

Page Layout — OFSY 522
Non-Fee

Advisory: Completion of OFSY 527, Microsoft Windows and OFSY 596, Word Processing: Beginning or equivalents.
This course provides instruction in: combining text with graphics, applying typesetting and page layout features, constructing a document and importing and modifying photographs to produce professional documents. Page layout applications are used to design and produce magazines, books, advertisements, newsletters and business cards. (FT)

Spreadsheets: Advanced — OFSY 577
Non-Fee

Advisory: Completion of OFSY 575, Spreadsheets: Beginning or equivalent.
This course provides instruction in advanced spreadsheet functions, including graphs, macros, database management, what-if analysis, macro programming, program and file operations with the ability to design and analyze business applications. (FT)

Spreadsheets: Beginning — OFSY 575
Non-Fee

This course is designed to introduce basic skills needed to create, edit, print, formulate, and graph or

chart spreadsheets. Students will learn how to build, analyze and acquire problem-solving techniques. (FT)

Survey of Business Software   OFSY 580
Non-Fee

This course is designed to introduce the major types of business software. The course will include generic information about word processing, spreadsheets, database management systems, business graphics and communications software. (FT)

Telecommunications   OFSY 517
Non-Fee

This course is an introduction to telecommunications and the microcomputer. Instruction includes the use of modems, networks, public database systems, commercial services, electronic mail, electronic scheduling, bulletin boards, shared networks, and file transfer. (FT)

Vector Graphics   OFSY 606
Non-Fee

This course provides instruction in vector drawing. Vector drawing programs are used to create computer-generated diagrams, engineering and architectural plans and blueprints, original artwork, logos, maps and posters. Vector drawing artwork can be imported into page layout, 3D modeling, video editing and imaging applications. (FT)

Web Databases   OFSY 615
Non-Fee

This course describes the fundamentals of web databases. Through theory and hands on application, students will receive an overview of types, use and syntax of data. Students will learn how to publish a database on the web. Students will learn to create dynamic web pages that pull information from databases to be combined onto the finished page for the web site visitor. (FT)

Web Marketing   OFSY 618
Non-Fee

This course introduces the fundamentals of marketing on the web. Through theory and hands on application, students will receive an overview of issues to consider when developing a strategic Internet communications plan. (FT)

Word Processing: Advanced   OFSY 599
Non-Fee

Advisory: Completion of OFSY 596, Word Processing: Beginning or equivalent.

This course is a review and continuation of study and application of the text editing features of word processing software. Instruction includes: advanced line and page formatting commands, advanced merge techniques, document assembly, sort, forms, complex tables and columns, math functions, styles, outlines, fonts, macros, graphics, multiple windows, importing/exporting files, introductory web design, and advanced print techniques. (FT)

Word Processing: Beginning   OFSY 596
Non-Fee

This course is an introduction to the text editing features of word processing software, including insert, delete, block/select, search/find and replace, headers/footers, footnotes/endnotes, pagination, merging, tables, formatting, and writing tools. Instruction includes standard business correspondence styles, tables, columns, reports/manuscripts, and employment documents. (FT)

Word Processing: Projects   OFSY 598
Non-Fee

Advisory: Completion of OFSY 599, Word Processing: Advanced or equivalent.

This course offers continued study and application of advanced word processing. Instruction includes desktop publishing and presentation techniques, and features to independently plan, design and develop advanced multi-task personal or business projects. (FT)

Workplace Professional   OFSY 507
Non-Fee

This course is an introduction to working in a variety of workplace environments. Students will learn soft skills required in the workplace, including communication, problem-solving, critical-thinking and customer service. Topics include work ethic, teamwork, roles and responsibilities and records management. Students will learn how to research job opportunities, application processes and basic interview skills. (FT)

Public Affairs and Services (PASV)

Arts And Crafts–Older Adults PASV 545
Non-Fee

This is an introductory through advanced course in arts and crafts for older adults. The course will provide an opportunity for practical application, using diverse media and techniques, in the production of arts and crafts items for personal use and gifts. This course will explore the principles of art and its place in our culture as well as other cultures. (FT)

Body Dynamics/Aging Process PASV 505
Non-Fee

This course is designed to provide the 55+ adult student with knowledge of the relationship of physical fitness, stress management, and nutrition to personal health and well-being. The student will learn strategies for implementing a physical exercise program for maintaining physical abilities and relaxation techniques for stress management. Current information on nutrition, sleep disorders, depression, leisure/social activity and chronic conditions such as heart disease, arthritis, diabetes and osteoporosis, will be presented. (FT)
Alternate Title(s): Exercise And Nutrition–OA

Cross-Systems Prof Training PASV 610
Non-Fee

Cross-Systems Professional Training will introduce the mission of using family-focused approaches and collaboration techniques to strengthen the common practice framework that works toward better results for children and families. Using innovative instructional techniques, Cross-Systems Professional Training allows community service providers/educators to discover the need, purpose and framework for this mission. (FT)

Nutrition/Health-Older Adults PASV 510
Non-Fee

Theory and practice in nutrition specifically related to maintaining the health of older adults. Learn to plan and prepare economical, well-balanced meals for one or two persons. Consumer education and nutrition information included. (FT)

Ombudsmanship/Long-Term Care PASV 557
Non-Fee

Students will acquire an understanding of issues related to aging so that they can act as an ombudsman or advocate for seniors and family members. An ombudsman works with long-term care facilities, problem solving, assisting in referrals for community services, and to see that the quality of life, as well as the quality of care are maintained. (FT)

Pre-Retirement Planning PASV 525
Non-Fee

Course covers the challenge of retirement including health and safety, housing considerations, legal affairs, attitude adjustment, financial planning and preparation for adjustment for retirement. (FT)

Retirement Living–Later Life PASV 530
Non-Fee

This course is designed to provide the older person with an understanding of health maintenance, consumer awareness, physical illness, and leisure-time activities. (FT)
Alternate Title(s): Senior Survival

Volunteer Training – Retiree PASV 535
Non-Fee

This course is designed to train volunteers to participate in leadership roles in facilities with senior citizen membership. (FT)

Physical Education (PHYE)

Ballroom Dancing PHYE 553
Fee

Designed to develop basic skills in the more popular traditional ballroom dances including the latest fad dances. Mastery of step patterns, movement, quality and style will be emphasized. (FT)
Alternate Title(s): Ballroom Dancing (Men); Ballroom Dancing (Women)

PACE (People With Arthritis Can Exercise) PHYE 545
Non-Fee

PACE is an exercise program designed specifically for people with arthritis and related diseases that accommodate the limitations of individual students. Certified instructors lead gentle movements and activities to increase mobility, muscle strength and stamina. Instruction focuses on basic principles

of exercise, correct body mechanics and joint protection. Breathing and relaxation techniques, balance and coordination skills, body awareness, health education and activities to promote self-care are included. (FT)

Physical Fitness–OA   PHYE 547
Non-Fee

This course is designed for the maintenance of the physical and mental well-being of the adult 55 years and older. Instruction is geared to increasing mental alertness, enhancing the circulatory system, increasing strength, range of motion/flexibility, balance, agility, eye/hand, and foot coordination. Techniques are adapted to meet the needs of older adults at their various fitness levels and functional capacities. (FT)
Alternate Title(s): Low Impact Exercise; Rhythmic Exercises to Music

Physical Fitness Through Dance   PHYE 550
Fee

This course is designed to help students improve their flexibility, strength, coordination, balance, cardiovascular fitness, and body awareness through movement with a positive environment. (FT)
Alternate Title(s): Aerobics; Dancercize (Beginning, Intermediate, Advanced); Folk Dance (Beginning, Intermediate); Jogging (Beginning, Intermediate); Tap Dance

Sports Education   PHYE 510
Fee

The fundamentals of sport activities of officiating, participation, and understanding. (FT)

Sports Officiating   PHYE 500
Non-Fee

Students learn the rules, regulations, leadership skills and techniques required to better understand, appreciate, and/or properly officiate a particular sport at different levels. Theory and practice are emphasized. (FT)

Tai Chi–OA   PHYE 548
Non-Fee

This course is designed to help the student learn the postures and movements of TAI CHI, a Chinese exercise style that focuses on slow paced coordinated movements that improve balance, coordination and breathing. The student will reduce his/her stress through this non-contact exercise program. (FT)

Tennis   PHYE 561
Fee

This course is designed to give students the basic knowledge and practice to be able to understand and play tennis at a beginners level. They will learn the basic grips and strokes of the game. (FT)

Walking Workout–OA   PHYE 546
Non-Fee

This course provides the 55+ student with a multilevel approach to walking. Instruction addresses various types and techniques of walking, strengthening skills, stretching exercises and breathing techniques. Activities to maintain or improve stamina, agility, balance, posture alignment, gait and stress management are included. Fundamental concepts that reinforce the learning of basic knowledge, attitudes and skills necessary for participation in a lifelong fitness walking program will also be presented. (FT)

Physical Science (PHYN)

Physical Science 1   PHYN 510
Non-Fee/High School Credit Only

Designed for high school completion students who wish to further their understanding of the concepts of thermodynamics and the structure of matter. The course emphasizes principles and practices relative to energy flow, the relation of energy and motion, matter and its physical properties, and applications in science and real life situations. (FT)

Printing/Graphics (PRTG)

Printmaking   PRTG 510
Fee

A printmaking workshop open to students of all levels. Methods in engraving, drypoint, etching, aquatint, mezzotint, collagraph, woodcut and linoleum block. Advanced students will receive instruction in viscosity color printing and the combinations of relief and intaglio. (FT)

Stamp Maker — PRTG 540
Non-Fee

This course is designed to provide students with entry-level employment skills in making rubber stamps. Classroom instruction and shop experience includes: safety, tools and equipment, composing cold type, molding stamp dies, forming rubber stamps using vulcanization and merigraph processes, measuring and cutting wood stamp molding, and assembling finished hand stamps. Some of the major equipment students will use includes: vertical graphic arts camera, computer typesetter, Kroy machine, small and large vulcanizers, stamp/printing plate maker system, and band saw. (FT)
Alternate Title(s): Stamp Maker/Printer

Psychology (PSYC)

Personal Development — PSYC 515
Fee

This course is designed to give the student mechanisms for accurately assessing themselves, their self-image and their projected image. It proposes to provide an objective view of the environment into which the self is projected and help identify strategies and mechanisms for presenting an improved self image. This goal translates into practical application like assertiveness training. (FT)
Alternate Title(s): Assertive Training for Women; Assertiveness Training; Self Awareness; Your Personal Positives

Personal Development – OA — PSYC 520
Non-Fee

A course designed to develop and enhance the emotional and/or psychological well-being of older adults. Students can expect to learn how to cope with a disability, loss of spouse, loneliness and develop the personal strength, self-confidence and assertiveness necessary to cope with everyday life or a changing world. (FT)
Alternate Title(s): Laughing for Living; Loneliness/Private Enemy #1–OA; Loss and Separation–OA; Psychology Of Later Life–OA; Psychosocial Development OA

Self-Hypnosis and Meditation — PSYC 525
Fee

A practical and experimental workshop designed to acquaint one with altered states of consciousness. A person will learn to use these states for stress reduction, self-healing, and personal growth. (FT)

Safety Education (SFED)

Advanced Firearms Safety — SFED 510
Fee

Advisory: Basic Firearms Safety or consent of instructor.
Students will learn the legal and safe methods of handling and firing handguns using proper advanced firing techniques. There will be demonstrations, discussions and practice. Students will know how to select, care for, and maintain their handguns. The legal as well as the moral aspects regarding the use of handguns will be presented. (FT)

Basic Firearms Safety — SFED 500
Fee

This course is designed to teach individuals the legal and safe methods of handling and firing handguns using proper firing techniques. Students will be taught how to select, care for, and maintain their handguns through instruction, discussion, demonstration, and practice. The legal as well as the moral aspects will be treated. (FT)

Social Sciences (SOCC)

Social Studies/Older Adults — SOCC 503
Non-Fee

This course provides older adult students with information about domestic and international relationships, civics, history, cultural, political science, law, philosophy, economics and sociology to enable them to critically evaluate current events, media reports, government pronouncements and programs. (FT)
Alternate Title(s): Citizen-Emeritus-OA; Lifelong Social Issues; Political Awareness-OA; Current Events-OA

Speech (SPEE)

Effective Communications – OA   **SPEE 520**
Non-Fee

This course deals with interpersonal communication skills – verbal, non-verbal, and/or digital – required for meaningful dialogue at home, at work and during leisure time. It is designed for all individuals who wish to enhance their self-knowledge and develop more effective interpersonal communication skills. (FT)

Alternate Title(s): Time Mgt and Job Communication; Communicating W/ Technology 1; Communicating W/ Technology 2

San Diego Continuing Education Contract Faculty

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    Skills

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  ESL

Almario-Greno, Joyce
  North City Campus
  Counseling

Anton, David
  Educational Cultural Complex
  Skilled and Technical Trades

Aragon Ii, Donald
  North City Campus
  Information Technology

Bale, Julie
  Mid-City Campus
  Emeritus (55+)

Biggica, Marilyn
  North City Campus
  Emeritus (55+)

Blackmore, Lee
  West City Campus
  Hospitality and Culinary Arts

Bogage, Beth
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  ESL

Bromma, John
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  Counseling

Burns, Mary
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  Emeritus (55+)

Cameron, Karl
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  Clothing and Textiles

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  ESL

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  Counseling

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  Cesar Chavez Campus
  Healthcare

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  West-City Campus
  Cesar E. Chavez
  Healthcare

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  North City Campus
  ESL

Cueva, Monica
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  ESL

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  HSD/HSE and Basic Skills

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  Counseling

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  ESL

Gaona, Lola
  West City Campus
  Counseling

Gerardo, Carmina
  Educational Cultural Complex
  ESL

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  North City Campus
  Information Technology

Gonzalez, Carolina
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  Counseling

Gonzalez, Marisa
  Cesar Chavez Campus
  Counseling

Grant, Marcia
  Educational Cultural Complex
  Counseling

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  DSPS

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  Cesar Chavez Campus
  ESL

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  Mid-City Campus
  ESL

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DSPS

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Information Technology

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ESL

Mckenna, Joan
West City Campus
Clothing and Textiles

Mikolaycik, Laurie
Ce Campus Miramar
Child Development

Miller, Eric
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Monta, Marina
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Mosteller, Patricia
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West City Campus
Clothing and Textiles

Newcomb, Jane
North City Campus
Digital Media and
Programming

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Parker, Kenneth
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Healthcare

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Culinary

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Counseling

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Counseling

Ramirez, Sany
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Counseling

Reeves, Lynda
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Programming

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Automotive

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Rose, Rachel
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Child Development

Ruvalcaba, Zachariah
North City Campus
Digital Media and
Programming

Saldana, Lori
West City Campus
Business and Accounting

Salerno, Kimberly
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Counseling

Schade, Charlene
West City Campus
Emeritus (55+)

Schmitz, Fred
Educational Cultural Complex
DSPS

Serbian, Katherine
Mid-City Campus
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Serrano, Juan
Cesar Chavez Campus
Counseling

Silva, Mariana
North City Campus
ESL

Smerk, Tom
Cesar Chavez Campus
Business and Accounting

Stark, Jessica
Educational Cultural Complex
Skilled and Technical Trades

Strack, Jeffery
Educational Cultural Complex
ESL

Sun, Jia
North City Campus
ESL

Surwilo, Stacy
North City Campus
Child Development

Taylor, Victoria
Cesar Chavez Campus
Healthcare

Thomas, Stephanie
Mid-City Campus
ESL

Thompson, Lee
North City Campus
Child Development

Tornsaufer, Claudia
West City Campus
Emeritus (55+)

Trevino, Elizabeth
West City Campus
Hospitality and Culinary Arts

Varnado-Swall, Jessica
Mid-City Campus
ESL

Vera-Alba, Diana
Educational Cultural Complex
ESL

Walton, Jessica
Mid-City Campus
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North City Campus
Emeritus (55+)

Weinroth, Richard
Educational Cultural Complex
ESL

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San Diego Continuing Education campus locations

■ **Continuing Education Campuses**
● **College Campuses**

Miramar College ●
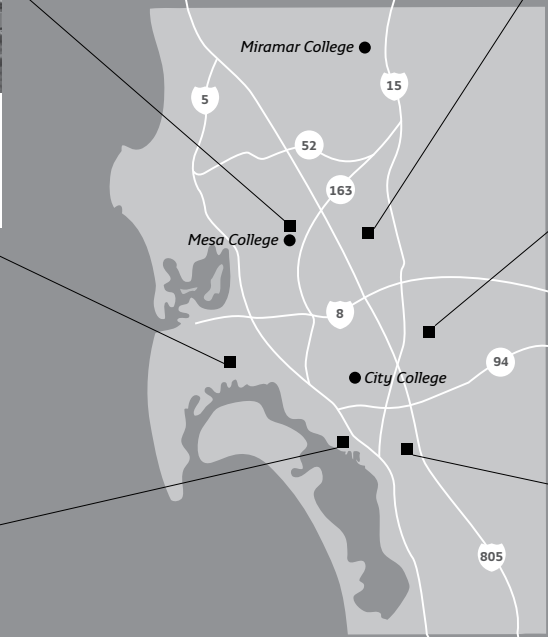
Mesa College ●

● *City College*

Continuing Education at:
Mesa College
7350 Armstrong Place
San Diego CA 92111
619-388-1950

West City
3249 Fordham Street
San Diego CA 92110
619-388-1873

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1901 Main Street
San Diego CA 92113
619-388-1910

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8355 Aero Drive
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