President's Message

Every year, 100,000 San Diegans take Continuing Education classes. In its 96 year history, this has resulted in millions of very smart people benefiting from our classes. Why have all these people selected Continuing Education classes?

**No Fee.** San Diegans can take Continuing Education classes without paying any tuition fees. These classes are offered to you as a service of the California statewide system of higher education.

**Top Faculty.** San Diegans can take Continuing Education classes from top-flight faculty, who have extensive real-world experiences and impressive educational credentials, including Master’s and Doctorate degrees from top universities.

**Caring Staff.** San Diegans know Continuing Education’s staff is second to none. They are competent and caring and they help support student achievement of their hopes and dreams.

**Real-World Classes.** San Diegans want 1,000s of real-world, noncredit classes. They want short-term training for good jobs, such as Computer Graphics Designers; Certified Nurse Assistants; Restaurant Chefs; Fashion Designers; Certified Welders; Printing Press Operators; Auto Mechanics; and so much more.

**Accredited.** Continuing Education is accredited. We are very proud to have met the high standards and quality of the Western Association of Schools and Colleges, under the Accrediting Commission for Schools.

**Results.** Continuing Education produces results that will change your life. You will think differently about things. You will be better prepared to get a good job. You will achieve more at City, Mesa, or Miramar Colleges. You will save money. You will contribute more to society and our community. You cannot measure these changes that Continuing Education will make in YOU—these results are priceless.

What are you waiting for? Change your life today. Explore our schedule and continue your education.

Dr. Anthony E. Beebe, President
San Diego Continuing Education
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 Continuing Education.

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.

Board of Trustees

Rich Grosch
President

Peter Zschiesche
Executive Vice President

Mary Graham
Vice President for Instructional Development

Bill Schwandt
Vice President for Educational Collaboration

Maria Nieto Senour, Ph.D.
Vice President for Institutional Effectiveness

Student Members 2010-2011

Alberto Vasquez  City College
Shahzeb Naqi  Mesa College
Franchesca Gade  Miramar College

Chancellor
Constance M. Carroll, Ph.D.
District Administration

Constance M. Carroll, Ph.D.
Chancellor

Terry Davis
Executive Vice Chancellor, Business Services

Otto Lee
Vice Chancellor, Instructional Services

Kim Myers, Ed.D., SPHR
Vice Chancellor, Human Resources

Lynn Ceresino Neault
Vice Chancellor, Student Services

David Umstot
Vice Chancellor, Facilities Management

Richard Dittbenner, J.D.
Director, Public Information and Government Relations

Robin Lewison
Executive Assistant to the Chancellor

Continuing Education Administration

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

President ................. Anthony E. Beebe, Ed.D.
619-388-4990
Fax 619-388-4981

Vice President, Instruction & Student Services ............... Brian E. Ellison, Ed.D.
619-388-4850
Fax 619-388-4978

Vice President, Administrative Services ......................... Robert W. Parker, CPA
619-388-4884
Fax 619-388-4980

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

CalWORKS Office ......................... 619-388-4933
Fax 619-388-4988

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

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

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

Adult Basic Education and English as a Second Language Office/Resource Library .... 619-388-4512
Fax 619-388-4590

Parent Education and Emeritus .......... 858-627-2563

New Horizons Single Parents/Gender Equity
Program Office ......................... 619-388-4912
Fax 619-388-4989
Program Deans
Contact Information

Basic Skills
Lorie Howell, Ph.D., West City .................... 619-388-1873

Business Information Technology
Jim Vincent, North City ............................ 619-388-1800

Career Technical Education
Jane Signaigo-Cox, Educational Cultural
    Complex .............................................. 619-388-4819

Community Education, Instructional Development & Transitions
Robin Carvajal, Centre City ....................... 619-388-4600

Disability Support Programs & Services, Student Affairs
Anne Heller, Educational Cultural
    Complex .............................................. 619-388-4944

English as a Second Language & Citizenship
Alma McGee, Mid-City ............................... 619-388-4500

Health Services
Robin Carvajal, Centre City .......................... 619-388-4600

Hospitality Services & Consumer Sciences
Lorie Howell, Ph.D., West City .................... 619-388-1873

Institutional Effectiveness, Strategic Planning, Program Review, and Accreditation
Ray Ramirez, Educational Cultural
    Complex .............................................. 619-388-4920

Matriculation, Counseling and Student Services
Marcia Biller, Educational Cultural
    Complex .............................................. 619-388-4879

Parenting & Emeritus Program
Leslie Shimazaki, North City ...................... 619-388-1800

Special Populations
Marcia Biller, Educational Cultural
    Complex .............................................. 619-388-4933

Each of the six Continuing Education Campuses offers a comprehensive program of day and evening classes. The campuses are shown below with the immediate communities they serve.

Campus Locations

Centre City Campus
(See map on page 115)
1400 Park Boulevard
San Diego, California, 92101-4721
619-388-4600, Fax 619-388-4662
Dean Robin Carvajal
Communities served: Downtown San Diego, Mission Hills, Hillcrest, and Golden Hills.

Cesar Chavez Campus
(See map on page 116)
1960 National Avenue
San Diego, California 92113-2116
619-230-2895, Fax 619-230-2078
Dean Robin Carvajal
Communities served: Barrio Logan and Southeast San Diego.
Welcome to Continuing Education

Educational Cultural Complex
(See map on page 117)
4343 Ocean View Boulevard
San Diego, California 92113-1915
619-388-4881, Fax 619-388-4981
Dean Jane Signaigo-Cox
Communities served: Southeast San Diego, Southcrest, Skyline, Paradise Hills, Memorial Park, South Park and Encanto.

Mid-City Campus
(See map on page 118 and page 119)
3792 Fairmont Avenue
San Diego, California 92105-2204
619-388-4500, Fax 619-388-4590
Dean Alma McGee
Communities served: City Heights, Chollas View, Rolando, Normal Heights, North Park, College, University Heights, Kensington, Talmadge, and East San Diego. The Navajo location serves Allied Gardens and San Carlos.

North City Campus
(See map on page 120 and page 121)
8401 Aero Drive
San Diego, California 92123
619-388-1800, Fax 858-627-2563
Dean Jim Vincent
Communities served: Linda Vista, Kearny Mesa, Mission Valley, Mission Village, Serra Mesa and Tierrasanta. The Miramar Campus serves Mira Mesa and Scripps Ranch.

West City Campus
(See map on page 122)
Clairemont Campus (See map on page 123)
Mission Bay Campus (See map on page 124)
3249 Fordham Street
San Diego, California 92110-5332
619-388-1873, Fax 619-221-6951
Dean Lorie Howell, Ph.D.
Communities served: The Clairemont location serves Clairemont and University City. The Mission Bay location serves La Jolla, Pacific Beach, Mission Beach and Sorrento Valley.
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West City Campus
General Information
History
San Diego Continuing Education has been making history for 96 years. We were the first—and remain the only—community college continuing education institution in California to meet the standards for independent accreditation from the 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. San Diego Continuing Education was also among the first continuing education programs in California to serve 100,000 students per academic year.

Today, San Diego Continuing Education is once again making history. Faculty, staff, and administration are responding to community needs in unprecedented ways. Continuing Education 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 are replacing outdated equipment and building new facilities where needed to provide 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. Continuing Education is also developing new community, industry, and business partnerships to maximize public resources.

San Diego Continuing Education is providing new opportunities to change lives. Improving skills and gaining knowledge leads to better jobs. Continuing Education’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.

CE challenges you to look for opportunities as a student, faculty or staff member, or as a business partner in our community, to continue the 96 year-old legacy of San Diego Continuing Education.

Continuing Education Vision Statement
We will be the state’s leading noncredit educational provider, based on quality of services offered and variety of courses available, assisting students to transform their lives. We strive to prepare our students for the goals of social integration and understanding and technical competence but not at the expense of one or the other.

The San Diego Continuing Education family supports one another as it supports the quest for knowledge and the belief in people.

We value diversity, inclusiveness, creativity, and scholarship. Our programs, courses, and curriculum reflect our philosophy and world-view.

Our commitment is to our students, our communities and ourselves.
Philosophy Statement

We are a multicultural institution composed of six noncredit continuing education campuses. We share a commitment to access and excellence. Our task is not to select students who will be successful, but to make successful those who come. We believe that people have the capability of change and that education can transform individuals and enrich their lives.

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.

Mission Statement

San Diego Continuing Education has roots dating to 1914. It is one of the largest separately accredited noncredit programs in the nation, offering no and low cost classes throughout San Diego. Continuing Education seeks to integrate lifelong learning into all San Diegan’s lives, as evidenced by growing enrollments. Continuing Education students come with varied educational goals, including career advancement, college preparation, and life enrichment. To serve these student goals, we recruit diverse faculty with extensive experience and education, including professional certifications, Master’s, and/or Doctorate degrees. Faculty professional development to maintain subject area expertise is critical to our success. Continuing Education strives to diversity its course offerings, creating a vast array of lifelong learning opportunities. Continuing Education’s programs and courses relate to the following:

- Basic skills courses for those needing basic reading, writing, and math skills
- English as a Second Language (ESL) courses for limited English speakers
- High school completion and GED preparation courses for those not completing high school
- Older adult courses supporting and promoting positive aging
- Disability Support Programs and Services courses for persons with disabilities
- Parent Education courses to increase parenting skills
- Community Education courses providing fee-based professional and personal enrichment classes
- Contract Education courses customized to the specific needs of business and industry
- Career Development and College Preparation (CDCP) courses.

Continuing Education functions as an integral part of the San Diego Community College District, providing transitional pathways to the three credit institutions: City College, Mesa College, and Miramar College.

Continuing Education’s six campuses and more than 300 community locations are important to our
community presence and image/identity. Campuses are staffed by professional and competent classified and administrative personnel, who strive to serve the best interests of students.

Continuing Education’s vision, philosophy, values, and mission is founded on hiring qualified persons without regard to age, gender, disability, ethnicity, religion, or national origin.

**Institutional Student Learning Outcomes for Continuing Education**

Student Learning Outcomes (SLOs) are the knowledge, skills, and attitudes that students possess 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 Registration
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 anyone 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 Continuing Education classes with the permission of the Vice President or designee.

Attending Continuing Education Classes
If you are 18 or older and a resident of California, there is something in this catalog for you. If you are under 18 and a high school graduate, married or in the military, and a resident of California, you may also attend. If in doubt concerning your residency, speak with a counselor. Immigration and Naturalization Services regulations prohibit individuals in the United States on B-1 or B-2 (visitor) visas or with a border crossing card from attending Continuing Education classes.

Both free and low cost classes must maintain minimum enrollment for the classes being held. Attend the first class session and continue your attendance so the class may continue.

Class Registration

How to Register for fee classes
It is important to attend the first class session, as low-enrolled classes may result in the class being cancelled or closed. If you miss the first class, contact the offering campus. If the class is still open and there is room, you can register directly in the class.

Exceptions to in-class registration are:
1) major vocational training programs require meeting with a counselor
2) high school/basic skills/GED programs
3) some computer classes require orientation session
4) some child development classes
5) short-term workshops
6) classes taught online

The above list of classes may require preregistration either in-person at the campus or by phone. Some classes also require a mandatory orientation. Registration directions will be noted in the class schedule.

How to Register for Community Education classes
There is no preregistration for fee classes.

Fees vary by class and are stated for each class offered in the class schedule. Fees are due and payable the first hour of the first class. There are no refunds of fees once the class has officially begun.

Additional Fees
Parking permits are required at Centre City Campus, ECC, and Miramar Campuses.

Automobile parking permits per semester ...... $35.00
Motorcycle parking permits per semester ...... $17.50
Reissued Diploma .................................. $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) ................................ $2.00

Note: Students receiving public assistance, or who are determined eligible for financial aid, may purchase a single car permit for $20.

All fees are subject to change.

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, 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 some High School Diploma Program (HSDP) classes, Continuing Education may provide classroom sets of the textbooks, but students are encouraged to purchase their own copy of the text. In those career technical education programs that exceed 600 hours, 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.

“When I was in my native country, I was not able to read or write, and at present, I am in school. I cannot express how patient the teachers are that are teaching us; they are so lovely and thoughtful about us, dedicating their lives for us.”

-Josephine Okwudu
Academic Calendar 2010-2011

Fall Semester 2010

18-Week Semester: September 1, 2010–January 21, 2011

November 12, 2010..........................Holiday–Veterans Day**
November 25 & 26, 2010.................Holiday–Thanksgiving**
December 19, 2010 - January 1, 2011...Winter Recess
December 22, 2010 .......................Holiday–Admissions Day**
January 17, 2011..........................Holiday–Martin Luther King**

Spring Semester 2011

18-Week Semester: January 23, 2011–June 8, 2011

February 18, 2011 ........................Holiday–Lincoln’s Day**
February 21, 2011 ........................Holiday–Washington’s Day**
April 17 - 23, 2011 .......................Spring Recess
April 22, 2011 ..............................Holiday–Cesar Chavez Day**
May 30, 2011 ..............................Holiday–Memorial Day**

Summer Session 2011

Summer Classes: June 12, 2011–August 27, 2011
July 4, 2011...............................Holiday–Independence Day**

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

Academic Calendar for 2011-2012 available on the District web page in spring 2011
Student Services
Disability Support Programs and Services (DSPS)

Students with disabilities in higher education receive the support of Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. This legislation mandates federally funded colleges and universities to provide students with disabilities the same access to education as their non-disabled peers.

The Disability Support Programs and Services (DSPS) mission is to offer a variety of classes and services designed to facilitate the success of students with disabilities in reaching their educational, personal, and vocational goals.

Eligible students who have a verifiable disability qualify for support services through Disability Support Programs and Services (DSPS). The programs and services are designed to support students in the achievement of their academic and vocational goals. Specialized classes are available for students who desire adapted instruction. Services provided include enrollment assistance, interpreters for deaf students, note taking materials, use of special equipment and adaptive devices, specialized counseling and referral. Accommodations are determined with the counselor on an individualized basis, and provision may take a minimum of three weeks or longer.

Liaison with community agencies is also an important component of the program.

Anyone interested in applying for services or obtaining further information may contact the Disability Support Programs and Services Office at their Continuing Education campus.

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

Centre City ......................... 619-388-4617
Cesar Chavez ....................... 619-230-2895
ECC ................................. 619-388-4812
Mid-City ............................ 619-388-4530
North City ......................... 619-388-1800
West City .......................... 619-388-1866

The Dean of DSPS and Student Affairs is located at the Educational Cultural Complex (ECC), Bungalow F, 4343 Ocean View Blvd., San Diego 92113 and may be reached at 619-388-4944.

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.

Financial Aid

Financial aid is available to eligible students pursuing Vocational/Job Training Certificate Programs. Sources of financial aid include Cal Grant C, Pell Grant, Supplemental Educational Opportunity Grant (SEOG) and Federal Work Study (FWS). To be eligible for financial aid, a student must:

• Be attending an approved vocational program of at least 600 clock hours of instruction;
• Be a U.S. citizen, or a permanent resident of the United States (proof of permanent residency will be required, such as an Alien Registration Card (Green Card), I-94 or U.S. Immigration and Naturalization document granting asylum, etc.);
• Complete a free application for Federal Student Aid (FAFSA);
• Have a high school diploma, or equivalent, or have a GED, or have the ability to benefit by passing a test approved by the U.S. Department of Education;
• Not be in default on any Federal family educational loan (Perkins, Stafford, PLUS, Direct), or any other Federal loan at any college or institution;
• Not owe a refund on any Title IV grant program (Pell, FSEOG, State Student Incentive Grant) at any college or institution.

For more information concerning student Financial Aid, contact the Financial Aid Office at City College, 619-388-3339.

Table 1: Vocational/Job Training Certificate Programs Eligible for Financial Aid

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Name</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABREP</td>
<td>Auto Body Repair and Paint</td>
<td>Centre City</td>
<td>900</td>
</tr>
<tr>
<td>ATECH</td>
<td>Automotive Technician</td>
<td>Centre City</td>
<td>900</td>
</tr>
<tr>
<td>AUPHO</td>
<td>Automotive Upholstery</td>
<td>Centre City</td>
<td>600</td>
</tr>
<tr>
<td>ELETT</td>
<td>Electronic Test Technician</td>
<td>Centre City/Mid-City</td>
<td>900</td>
</tr>
<tr>
<td>MASHP</td>
<td>Basic Machine Shop</td>
<td>Centre City</td>
<td>600</td>
</tr>
<tr>
<td>MTSTF</td>
<td>Metal Trades-Steel Fabrication</td>
<td>Centre City</td>
<td>600</td>
</tr>
<tr>
<td>PIPWE</td>
<td>Pipefitting &amp; Welding</td>
<td>ECC</td>
<td>600</td>
</tr>
<tr>
<td>SMAW</td>
<td>Metal Arc Oxy Flux Welding</td>
<td>ECC</td>
<td>600</td>
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<tr>
<td>GMAW</td>
<td>Gas Metal Arc Welding</td>
<td>ECC</td>
<td>600</td>
</tr>
<tr>
<td>GTA W</td>
<td>Gas Tungsten Arc Welding</td>
<td>ECC</td>
<td>600</td>
</tr>
<tr>
<td>GRCOM</td>
<td>Graphics-Commercial Printing</td>
<td>ECC</td>
<td>720</td>
</tr>
<tr>
<td>GRELE</td>
<td>Graphics-Electronic Prepress</td>
<td>ECC</td>
<td>720</td>
</tr>
<tr>
<td>ACCTG</td>
<td>Office Systems-Accounting Clerk</td>
<td>Centre City/Cesar Chavez/ECC/West City</td>
<td>736</td>
</tr>
<tr>
<td>AASST</td>
<td>Office Systems-Administrative Assistant</td>
<td>Centre City/César Chávez/ECC/Mid-City/West City</td>
<td>708</td>
</tr>
<tr>
<td>DATAE</td>
<td>Office Systems-Data Entry</td>
<td>Cesar Chavez/ECC/Mid-City/West City</td>
<td>600</td>
</tr>
<tr>
<td>MEDRE</td>
<td>Office Systems-Medical Receptionist</td>
<td>Mid-City/West City</td>
<td>638</td>
</tr>
<tr>
<td>INMED</td>
<td>Interactive Media Certificate</td>
<td>North City</td>
<td>875</td>
</tr>
<tr>
<td>WBSE R</td>
<td>Web Server Maintenance &amp; Security</td>
<td>North City</td>
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<tr>
<td>CAP</td>
<td>Culinary Arts Program</td>
<td>West City</td>
<td>600</td>
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</tbody>
</table>
Veterans and Service Members

Veterans' Programs
Continuing Education offers many vocational training programs that are eligible for veterans' benefits.

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 Continuing Education campus (see page 20 for more information).

CalWORKs
The San Diego Continuing Education CalWORKs program is designed to assist welfare recipient students and those in transition off of welfare to achieve long-term self-sufficiency through coordinated student services offered at our six campuses. Our student support services include work study and job placement. Additionally, we offer eligible students assistance with course selection, books, transportation, assessment, counseling services, paid internship opportunities, and job placement.

Our Mission Statement
We are a California Community College program serving CalWORKs students and their families by providing educational and career opportunities combined with an array of high-quality support services that enable students to complete their educational goals, find meaningful employment, and successfully transition into the workforce. Through collaboration and advocacy with our college and community partners, we prepare a segment of California's workforce by promoting the economic self-sufficiency of CalWORKs students through the attainment of a higher education.

We believe in
- Supporting students' progress toward self-sufficiency through education
- Preparing students to be successful learners and achievers
- Coordinating services to meet the needs of our students
- Collaborating and partnering with community organizations
- The ability of people to affect positive change in their lives
- Advocacy as an effective tool to serve and support our unique student population
- The power of the individual
- Respecting the value and diversity of each individual
- Personal responsibility, perseverance, integrity and commitment

We offer CalWORKs services at each of our six campuses. Please call for additional information.

<table>
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</tr>
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<tr>
<td>Educational Cultural Complex</td>
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<tr>
<td>West City</td>
<td>619-388-4933</td>
</tr>
</tbody>
</table>

Campus Life

Associated Student Body (ASB)
ASB is an organization for students to voice their concerns: a representative student government that participates in campus decisions and addresses the problems. Membership is voluntary through purchase of an ASB card each semester. See the counselor at your campus for further information.

Support Services

College Police
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
Transportation for Disabled Students
Paratransit (curb-to-curb) service is available for a fee to persons with disabilities who cannot use public transportation. ADA certification is required. Please contact DSPS for additional information or forms for certification. Students may also contact MTS (Metropolitan Transit System) at 888-517-9627.

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.

“When I first came here I couldn’t write or read English, only Farsi. I learned a lot in the VESL class.”
-Najib Haidary
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 financial aid or 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

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). If a student shows unsatisfactory progress in thirty hours of instruction, the student will be called in for an instructor-counselor-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 will result in a counseling review of the student’s educational goals. A grade of “I” (incomplete) may be given to students who are passing a course but for justifiable reasons, such as illness, are unable to complete an assignment due within the last three weeks of class, (including finals week) or both. A student will be given one full semester to complete the work or the final grade will be determined with incomplete work being recorded as zeros.

Articulation of Non-Credit Courses
Students successfully completing specifically designated vocational classes in Continuing Education may receive college credit for non-credit courses. For additional information, contact your campus counselor.

Continuing Education Matriculation Program

Steps to Student Success
The matriculation program is designed to help students succeed in their classes. To matriculate means to enroll and to commit oneself to an educational goal. The matriculation process requires a commitment on the part of Continuing Education as well as the student.

The steps in the matriculation process are:

- Orientation
- Assessment
- Counseling/Advisement
- Student Follow-up

Counselors may assist you with these services especially if you are a student planning to or are taking classes in: elementary and secondary basic skills, high school diploma, Vocational/Job Training Certificate Programs, parenting, Disability Support Programs and Services, and English as a Second Language.

Counselors are here to help you determine and achieve your educational and vocational goals. Examples of additional counseling services you may receive are:

- Assessment for reading and math
- Articulation agreement—earn college credit for computer and vocational classes
- Career and job placement information
- College transfer information
• Developing an educational plan
• Disabled Support Programs and Services
• Financial Aid Application (FAFSA)
• Gender equity program—transportation assistance
• Obtaining a GED Certificate (General Education Test in English and Spanish) and/or High School Diploma
• Vocational/Job Training Certificate Program information
Contact the student services office at any of our six campuses for services.

Academic Regulations

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 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 Continuing Education Instructional Services Office.

Responsibility for Meeting Requirements
Each student must assume responsibility for compliance with the regulations of Continuing Education set forth in this catalog, for satisfying advisories for any course, and for selecting courses which will facilitate attainment of educational objectives. Continuing Education 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 Continuing Education Instructional Services Office.

Academic Adjustments for Students with Disabilities (Academic Accommodation)
(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. 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; and

2) Reasonable adjustments 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 without compromising the essential components of the course, educational program or degree.

The intent of this policy is to insure 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.


For further information see Disability Support Programs and Services on page 20.

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
The San Diego Community College District has a policy which prohibits discrimination in accordance with State and Federal laws. Students who wish to file complaints based upon discrimination should contact the Equal Employment Opportunity (EEO) Officer at the District Office, 3375 Camino del Rio South, San Diego, CA 92108. Appeals may be made to the District EEO Officer at the District Office, 3375 Camino del Rio South, San Diego, CA 92108. Students who want to file a grievance under the Americans with Disabilities Act (ADA) should contact the EEO Officer at the District Office, 3375 Camino del Rio South, San Diego, CA 92108. For additional information, see Policy 4105 and Procedures 4105.1 and 4105.2.

Title IX. Prohibiting Sex Discrimination in Education
Continuing Education is committed to supporting all regulations under Title IX. “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.”

Students wishing to file a complaint under this act should contact the EEO Officer at the District Office, 3375 Camino del Rio South, San Diego CA 92108, 338-6591, TTY 388-6896. Additional information may be obtained from the Office for Civil Rights, San Francisco, CA.

Policy Prohibiting Sexual Harassment
It is the policy of the San Diego Community College District to provide an educational environment that is free of sexual advances, requests for sexual favors, and other verbal or physical conduct or communications that constitute sexual harassment as defined and prohibited by federal and state statutes. Such conduct may result in disciplinary action, up to and including dismissal. Contact the Dean on campus, the Continuing Education EEO or the District EEO regarding questions or for filing a complaint. Procedures for filing a formal complaint of sexual harassment are described in District Procedure 4105.2. Copies of this procedure may be obtained from the District EEO office.

Smoking Regulation
This procedure is applicable to all District facilities. It implements the Board policy of consonance with the City of San Diego’s ordinance regulating smoking in public facilities.

The success of this program is dependent upon the voluntary cooperation of the smoking and nonsmoking public. The District recognizes the fact that individual health can be impaired both by the direct and by the secondary effects of smoking. The District, therefore, discourages the practices of smoking, but provides for opportunities for those who smoke as long as there is no impact upon the rights and health of nonsmokers. It is not the intent that the program be a prohibition of smoking, rather it is intended to recognize the individual rights of the smoking/nonsmoking public.

Smoking is prohibited inside any building or in any outdoor area within 25 feet of a main exit, entrance, or operable window of any building owned and occupied or leased and occupied by the District.

Smoking is prohibited inside any District-owned vehicle. Human Resources will provide information to new employees regarding the District’s smoking regulations and the availability of a Smoking Control Program. For complete Smoking Policy, please reference SDCCD Procedures 0505 and 0505.2.

Crime Awareness and Campus Security
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 anytime you may view a full copy by accessing the following website:

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 which 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 restrict his or her ability to carry out normal activities or to protect his or her rights.

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.

The Site Compliance Officer will be responsible for notifying Health and Human Services and completing the Department’s report form, “Suspected Dependent Adult/Elder Abuse, SOC 33341” within two working days.

**Community Access to Computers**
The use of District computer equipment is limited to District staff and students.

**Copyright Responsibility**
Any duplication request of copyrighted materials for use in the Continuing Education instructional programs must be accompanied with 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 for statutory or common-law copyright occurs during misuse of duplicated materials, the duplicated copies cannot be sold nor 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. Continuing Education, its agents, representatives and employees are held harmless against all claims, suits, damages costs and expenses of charges of statutory or common-law infringement resulting from Continuing Education’s efforts to provide services, materials and equipment to the requestor. For additional information, see Policy 4440 and Procedures 4440.1 and 4440.2.

**Student Rights and Responsibilities**
*(Board of Trustees Policy - BP 3100)*

This policy specifies that 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.sdcccd.edu/public/district/policies/

District policy 3100 enumerates the rights and responsibilities of all San Diego Community College District students.

1.0 **Student Rights**

All students shall have the right to a campus learning environment free from interference or disruption. The District shall ensure to the best of their ability to afford students the rights contained herein.

1.1 Students shall have the right to impartial objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress including the method by which the final grade is determined.

1.2 Students shall have the right to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and wearing of buttons, badges, or other insignia, so long as the
1.3 Students shall have the right to be free from acts or threats of intimidation, harassment, or physical aggression.

1.4 Students shall have the right to be free from the imposition of disciplinary sanctions without proper regard for due process.

1.5 Students shall have the right to take reasoned exception to the data or views offered in any course of study without disrupting the instructional environment and to reserve judgment about matters of opinion. However, this does not preclude learning the content of any course for which they are enrolled.

1.6 Students shall have the right to participate in the formation of policy affecting them in accordance with established procedures for Shared Governance. Students shall have the right to petition to organize interest groups and/or join student associations pursuant to Manual 3200.

1.7 Students shall have the right to invite guest speakers to make presentations on campus in accordance with campus guidelines and District policies and procedures.

1.8 Students shall have the right to develop student publications in accordance with standards established by current District policies and procedures.

1.9 Students with verified disabilities shall have the right to receive appropriate academic adjustments and auxiliary aids as specified in the Americans with Disabilities Act and Section 504 of the Federal Rehabilitation Act of 1973.

2.0 Student Responsibilities

Student behavior must remain in accordance with specific academic and behavior requirements as specified in District policy and which may be outlined by the course syllabus.

2.1 Students shall be responsible for defining and making progress toward their educational goal.

2.2 Students are responsible for reading and adhering to the policies and procedures as outlined in catalogs, schedules, course syllabi and other official printed materials.

2.3 Students with verified disabilities who believe they need academic adjustments or auxiliary aids are encouraged to identify themselves to their instructors to discuss the details and timelines necessary to provide appropriate accommodation. Students are responsible for providing written verification of their disability to the instructor upon request.

2.4 Students may elect to consult directly with a Disabled Students Programs and Services (DSPS) Counselor Specialist regarding any accommodation. These students will be required to meet timelines and procedural requirements established by the DSPS Department.

3.0 Code of Conduct

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, but not limited to, the following acts when committed on District-owned or controlled property or at District-sponsored activities.

3.1 The taking of and passing off as one’s own the work or ideas of another: plagiarism and academic cheating.

3.2 Falsification, alteration or misuse of campus/District documents, and records.

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

3.4 The physical or verbal disruption of 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.

3.5 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.

3.6 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)

3.7 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.

3.8 Participation in hazing (California Education Code Sections 32050 through 32052).

3.9 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.

3.10 Participating in activities which are in violation of federal, state, or local laws or ordinances while on district premises or at district-sponsored or supervised activities.

3.11 Failure to comply with 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 providing, such conduct is related to district activities or college/center attendance.

3.12 Smoking on District premises, or in vehicles provided by the district used for transporting students, except as permitted by applicable ordinances, laws, college guidelines and District procedure 0505.2.

3.13 Use, possession, distribution, or sale of alcoholic beverages on campus except as permitted by law.

3.14 Use, possession, distribution, manufacture or sale of narcotics or other hallucinogenic drugs or substances or inhaling or breathing the fumes of, or ingesting, any poison classified as such by the California Business and Professions Code Section 4160, Schedule “D,” except as provided by law, is prohibited when on district premises.

3.15 Violation of Policies & Procedures for Student Organizations as enumerated in Manual 3200.

Student Grievance Procedure
The purpose of this procedure is to provide a prompt and equitable means for resolving student grievance. 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, Policy 3100, Section 1 through 10. Note that grades are not grievable under this policy.

Academic Freedom & Freedom of Expression
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 freely and write, without unreasonable restrictions or prejudices.
b. In accordance with the doctrine of academic freedom, faculty have the following fundamental rights:

1) Collective primacy in designing and approving curriculum and instructional methods;

2) Individual faculty determination of instructional materials, course content, and student evaluation methods, in concert with colleagues, so as to assure coherence in instruction and the maintenance of academic standards;

3) Individual faculty 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 authority to evaluate enrolled students on the basis of the academic merit of the students' performance;

5) Individual faculty choice of research topics and methods of investigation—subject to professional and peer-determined standards—as well as unconditional freedom to publish results; and

6) Faculty participation in shared governance, curriculum review, and accreditation processes.

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.

b. Faculty, staff and students have the following responsibilities:

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 on matters of public concern.

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

5) Members of the academic community have the right to participate in governance and to join or form organizations without fear of retaliation.

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.

### 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 Continuing Education Instructional and Student Services Office.
Academic Requirements
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 Continuing Education Instructional and Student Services Office.

Joint High School Diploma Program
OPTION 1

To receive a joint high school diploma from the San Diego Continuing Education (SDCE) 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

<table>
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<tr>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>8</td>
<td>English, including American Literature</td>
</tr>
<tr>
<td>2</td>
<td>Fine Arts or Foreign Language</td>
</tr>
<tr>
<td>1</td>
<td>Practical Arts</td>
</tr>
<tr>
<td>6</td>
<td>Mathematics, including Algebra 1 &amp; 2, Geometry 1 &amp; 2, and Intermediate Algebra 1-2 or Unifying Algebra and Geometry 1-2</td>
</tr>
<tr>
<td>6</td>
<td>Science, including Biology 1 &amp; 2 plus 2 (4 credits) of the following courses: Earth Science 1, 2; Physics 1,2; Chemistry 1, 2 or equivalent</td>
</tr>
<tr>
<td>11</td>
<td>Electives</td>
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</tbody>
</table>

Additional requirements:

- Competency in computer literacy
- Senior exhibition
- A minimum Grade Point Average of 2.00
- Passing scores on the California High School Exit Exam (CAHSEE) in English & Math
OPTION 2

To receive a joint high school diploma from the San Diego Continuing Education (SDCE) 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. Credit may be given for previous education.

Credits

1. American Literature
2. English
4. Mathematics, including Algebra 1 & 2 or equivalent
5. Science, including Biology 1 & 2 and 2 Physical Science or equivalent
6. Practical Arts (some work experience may be used)
7. Visual Arts, Performing Arts or Foreign Language (or a combination)

Additional Requirements:

- Competency in computer literacy
- Senior exhibition
- A minimum Grade Point Average of 2.00
- Passing scores on the California High School Exit Exam (CAHSEE) in English and Math
- 2 units of college credit

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 Registration
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 their time commitment will be, and the resources available to help them to achieve their goals. Orientation and registration are offered once a week.

To register for the orientation call the counseling office at the Continuing Education campus where you plan to enroll to reserve a place in the orientation.

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 Certificate Program is a 540-hour open entry/open exit training program. The Administrative Assistant Certificate Program represents Step Two of the curriculum designed to provide students with a working knowledge of office systems and procedures and advanced level computer skills required for a successful career or employment in an office or business environment.

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 Registration
Students are required to take the TABE assessment test prior to enrolling. Students should make an appointment with a counselor for testing, evaluation, and placement in a class.

For additional information, call the counseling office at the Continuing Education campus where you plan to enroll to reserve a place in the orientation.

Courses
COMM 614, Computer Presentations
OFSY 510, Database Systems: Beginning
OFSY 511, Database Systems: Intermediate
OFSY 516, Internet Basics
OFSY 517, Telecommunications
OFSY 520, Desktop Publishing
OFSY 522, Page Layout
OFSY 577, Spreadsheets: Advanced
OFSY 598, Word Processing: Projects
OFSY 599, Word Processing: Advanced
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 Registration
Contact the counseling office at Mid-City Campus, 619-388-4550.

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

The goals of the Appliance/Refrigeration/Air Conditioning Repair Program are to provide training in skills necessary for entry-level employment in the Appliance/Refrigeration and Air Conditioning industry. The open-entry open-exit program requires completion of MECT 400 and MECT 400A. These courses include instruction in Appliance/Refrigeration/Air Conditioning systems; operational theory; diagnosis; repair procedures; component functions; terminology; safety procedures; basic electrical theory; business procedures and customers relations. This program will prepare the student for employment repairing all major appliances, refrigeration and air conditioning units.

Courses
MECT 400, Appliance/Refrigeration Repair
MECT 400A, Refrigeration/Air Conditioning
Auto Body and Paint Technician

The Auto Body Repair and Paint program at Centre City/Skills is a 900-hour training program that gives students the option to specialize in either Auto Body Repair or Auto Painting. The program is self-paced and can be completed over a 9 to 12 month period. Instruction is based on standards developed by 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 900-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 Registration
For additional information contact the counseling office at ECC, 619-388-4956.

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

Automotive Technician

The Automotive Technician program, offered at the Centre City/Skills Center campus, is a 920-hour training program that meets Monday through Thursday (a.m.) and Monday through Wednesday (p.m.). This modular program provides entry-level skills required for employment as an entry level automotive technician. It is required that all students possess a valid Driver’s License.

The National Automotive Technician Education Foundation (NATEF) competency standards are used.

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 Registration
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.

Courses
AUTO 507, Automotive Technician
AUTO 507A, Engine/Electrical/Performance
AUTO 507B, Advanced Driveability & Performance
This program provides a foundation of vocational knowledge for parents, expectant parents and caregivers. The courses offered provide opportunities for personal and professional development, interaction with other parents and child development professionals, and hands-on training and experience.

The certificate provides a quality educational experience that will prepare students for childbirth and parenting, provide a knowledge base of basic infant/young child development, and lead the students into further certification and/or an associates degree in child development or direct entry into the workforce as a care provider for the infant/young child.

**Courses**
- HMDV 533, Family Home Day Care Training
- HMDV 545, Family Relations
- HMDV 610, Newborn to 12 Months
- HMDV 615, 12/23 Months/Walking - Talking
- HMDV 630, Outdoor Classroom
- HMDV 675, Foster Parenting
- HMDV 678, Adoptive Parenting
- HMDV 680, Families Learning Together
- HMDV 690, Family Communication
- HMDV 699, Emerging Topics-Parent Ed

This program provides a foundation of knowledge and skills related to child development/parenting for parents and caregivers as well as those interested in pursuing a career in the field of child development. This program covers the pre-school years including the Outdoor Classroom which provides an opportunity for students who wish to learn and experience community resources first hand outside of the traditional classroom setting. A course for students with limited English skills is available with an emphasis on helping children succeed in school. The certificate will assist students in their vocations as parents or childcare workers, as well as prepare them for further education at the college level.

**Courses**
- HMDV 533, Family Home Day Care Training
- HMDV 545, Family Relations
- HMDV 620, 24 to 36 Months/Discovering Me
- HMDV 626, 3-5 Years-Preschool Experience
- HMDV 630, Outdoor Classroom
- HMDV 675, Foster Parenting
- HMDV 678, Adoptive Parenting
- HMDV 680, Families Learning Together
- HMDV 690, Family Communication
- HMDV 699, Emerging Topics-Parent Ed
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.

Pre-Admission Recommendations include commitment to attend all classes plus an additional 6 hours of study time per week; experience with Windows and the Internet; basic networking skills; math and science skills; critical thinking and problem solving skills; effective oral and written communication skills; and self-motivation.

Orientation and Registration
Students interested in CCNA courses are required to attend a Cisco Orientation prior to registration into Course 1. Call one of the campuses below to sign up:
ECC: 619-388-4956.
North City campus: 619-388-1800

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

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 program is a sequence of three clothing construction courses that will prepare students for jobs in the fashion industry. Students with advanced clothing construction skills can be employed as seamstress, an alteration expert and tailors in the wholesale and resale clothing industry. They can also find employment in the theatre and entertainment industries such as Sea World and Disneyland, etc. In addition, the skills learned in these classes are valuable for those wanting to start their own business in couture or niche market sewing operations including teaching.

Courses
CLTX 620, Sewing Fundamentals
CLTX 630, Sewing Like a Professional
CLTX 635, Contemporary Tailoring

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.

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

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
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 Registration
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.

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
Electronic and Soldering Technology

The Basic Electronic Assembly program is a 390-hour course to prepare students for entry-level employment as electronics assembler.

**Students learn a variety of skills**
Fundamentals of electronics assembly for employment, including the use and care of tools, hardware and components. Develop industrial level skills in connecting and soldering electronic components, safety practices, workmanship standards, color coding, blueprint reading, harnessing and wire wrapping.

**Course**
ELRN 400, Basic Electronic Assembly

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**Basic Electronics**
The Basic Electronics Technician program at Mid-City is a 900-hour training program to prepare students for entry-level employments as electronics technician. The teachers are field engineers currently employed by local firms to provide the latest electronics trends and market demands. The Electronics Technician Certificate program prepares graduates of the program for employment in the field of industrial electronics and enables students to support and service during the production.

**Course**
ELRN 405, Basic Electronics

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**Electronic Test Technician**
This is a 900 hour open entry/exit modular course in the entry level and advanced skills required for employment as an Electronic Test Technician/Engineering Technician. This course is presently taught at Center City and takes about 10 months to complete.

**Orientation and Registration**
For additional information contact the counseling office at Mid-City Campus, 619-388-4550.
Students learn a variety of skills
Fundamentals of AC/DC electronics, solid state devices and OP-AMP theory, Digital/Microprocessor technology, Power Supplies and Voltage regulators; Digital/Analog RF Communications, Fiber Optic Communications, Data Communications and Network Systems Theory and Hardware, This course also includes residential home automated systems, design theory and installation of residential audio/video systems, residential wiring and cabling installation, Home theater installation, surround sound design, residential security and access fundamentals, home security setup and installation; home control management fundamentals; Documentation and use of special equipment and troubleshooting. This Course will prepare the student to successfully pass the Certified Electronic Technician (CET) exam, and the Comp-Tia Digital Home Technology Integration (DHTI) exam. The CET and DHTI exams are not required to pass the course.

A modular certificate will be issued after successfully completing all homework assignments and lab exercises and demonstrating a level of competence through on-line examination and through practical demonstration of all measuring equipment to Electronic Industry Standards. A Program certificate will also be issued when all modular certificates have been completed to the satisfaction of the instructor.

Courses
ELRN 400, Basic Electronic Assembly
ELRN 405, Basic Electronics
ELRN 440, Electronics Test Technician

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.

Courses
ABED 402, Basic Education
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

The goal of the English as a Second Language Program is to equip students with the language and cultural proficiencies required for the fulfillment of their personal, vocational, and academic goals. Each course includes articulated competencies in the areas of 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 each student’s goals. For example, at the beginning levels, students are taught to write a short note requesting an absence from work; at the intermediate levels, to write a simple job application letter; and at the advanced levels, to write a business letter or an essay if the goal is to attend college. In addition to the academic skills, technology and soft skills are taught to prepare students for success in the workplace. Certificates document course completion and readiness to enter the workplace or college.

Courses
ESLA 415, ESL Multi-level
ESLA 431, ESL Beg Literacy 1
ESLA 432, ESL Beg Low 2
ESLA 433, ESL Beg High 3
ESLA 434, ESL Int Low 4
ESLA 435, ESL Int High 5
ESLA 436, ESL Adv Low 6
ESLA 437, ESL Adv High 7
ESLA 445, ESL Pronunciation

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.

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

The Front Desk/Office Assistant Program is a 600-hour open entry/open exit program. The Front Desk/Office Assistant certificate program prepares the student for an entry level position in an office setting. This program represents Step One of a core curriculum leading to certificates in either Account Clerk or Administrative Assistant. The student is exposed to computer based business applications.

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.

Orientation and Registration
Students are required to take the TABE assessment test prior to enrolling. Make an appointment with a counselor for testing and evaluation. The counselor will place you in a class.

To register for the orientation call the counseling office at the Continuing Education campus where you plan to enroll.

Courses
OFSY 505, Business Communications 1
OFSY 506, Business Communications 2
OFSY 525, Disk Operating Systems
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

General Education Development

The General Educational Development (G.E.D.) Certificate Program is designed to prepare students to pass the five G.E.D. exams. The program provides students with the knowledge and skills necessary to pass the G.E.D. exams in the areas of Language Arts, Writing; Social Studies; Science; Language Arts, Reading; and Mathematics. Upon passing the G.E.D, Continuing Education’s students will join the rank of the one in seven who receive high school diplomas each year through passing the G.E.D; qualify to be employed by the 95% of employers who accept the G.E.D. as a high school equivalency in terms of hiring, salary, and opportunity for advancement; and the thousands of G.E.D. graduates who have obtained and demonstrated the necessary skills required for matriculation to trade schools, community colleges, and four year institutions. (Source: American Council on Education).

Courses
HSDP 415, Reading Improvement
HSDP 448, G.E.D. Preparation
HSDP 451, G.E.D. Mathematics
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.

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.

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, bookmaker operator, cutter operator, folder operator, platemaker/CTP, proofer, or small bindery machine operator.

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, bookmaker operator, cutter operator, folder operator, or small bindery machine operator.

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

Courses
ARTC 517, Electronic Prepress Operations
ARTC 518, Commercial Printing Operations
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.

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

Interactive Media Certificate

Students learn the software needed to produce creative media projects in this 875-hour training program that covers artistic and technical skills in web design, animation, image editing, print production, digital video and more.

The program includes three modules. Each module also includes a section on portfolio development. At the end of the program, students will have a portfolio to show to potential clients and employers.

The classes in this program are taught in a Macintosh lab. Each workstation is equipped with up-to-date, industry-standard software from Adobe, Apple, Macromedia and others. Students learn the use of industry-standard software such as Photoshop, Illustrator, Acrobat Pro, InDesign, Final Cut Pro, After Effects, Flash, Dreamweaver and more.

Orientation and Registration
Students are encouraged to attend an “IMCP Information Session.” Sign up by phoning 619-388-1800.

Courses
COMM 630, Interactive Media
COMM 630A, Interactive Media-Multimedia
COMM 630B, Interactive Media-Web
**Introduction to Diesel Technology**

This certificate of completion will introduce the student to the field of diesel-powered trucks and equipment maintenance and service. Students will earn about the common types of diesel powered trucks and equipment, shop safety, industrial fasteners, hydraulic fittings, technician tool requirements, and service shop organization and procedures. Students will also learn how to care for and use precision measuring tools and common shop measuring tools and use industry-standard mathematical concepts and applications.

**Courses**

DIES 400, Introduction to Diesel Technology  
DIES 401, Measuring Tools and Applied Mathematics

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**Machine Shop**

The Machine Shop Certificate Program is a 600-hour training program that prepares students for entry-level Machinist positions.

Upon successful completion of course requirements, graduates receive a 600-hour Certificate of Completion and may petition for college credit at San Diego City College.

**Courses**

INDT 405, Basic Machine Shop  
INDT 405A, Machine Shop
The Medical Office Assistant certificate program is a 600-hour, open entry/open exit training program. The Medical Office Assistant Certificate Program represents Step Two of the curriculum designed to provide students with a working knowledge of Medical Office systems and procedures and advanced level computer skills required for a successful career or employment in a medical office environment and related medical fields.

**Students learn a variety of skills**
Type at a minimum of 40 wpm; learn the medical terminology you will use in your work; learn the procedures for processing medical insurance forms and billing; work with computerized medical office equipment and procedures; and develop medical transcription skills, create and edit documents and correspondence.

**Orientation and Registration**
Student must meet with a counselor for an education plan and class schedule. Make an appointment with a counselor for testing and evaluation. The counselor will place students in the appropriate class.

For additional information contact the counseling office at the Continuing Education campus where you plan to attend.

**Courses**
- OFSY 541, Keyboarding-Multilevel
- OFSY 550, Medical Insurance
- OFSY 551, Medical Terminology
- OFSY 552, Computerized Medical Office
- OFSY 554, Medical Transcription

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.

**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
The Network Security Specialist Certificate validates advanced knowledge and skills required to secure networks and manage network infrastructures. This curriculum emphasizes secure VPN management, Cisco Adaptive Security Device Manager (ASDM), PIX firewall, Adaptive Security Appliance (ASA), Intrusion Prevention Systems (IPS), Cisco Security Agent (CSA), and techniques to combine these technologies in a single, integrated network security solution leading to professional industry certification. The following courses must be taken sequentially to complete the program.

**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, Intro to Network Security 1
- COMP 607, Intro to Network Security 2

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

**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 604, Intro to Wireless LANs
- COMP 605, Intro to Network Operating Sys
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 remote 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.

**Courses**
- COMP 608, Basic Network Configuration
- COMP 638, Technical Support Specialist
- OFSY 527, Microsoft Windows

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.

**Courses**
- HLTH 605, Nursing Assistant Training
- HLTH 606, Home Health 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 the 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 Registration**
To register for the orientation call the counseling office at the ECC campus at 619-388-4956.

**Courses**
- INDT 466, Gas Tungsten Arc Welding
- INDT 469, Pipefitting and Welding

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

**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.

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 deserts; 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.

Courses

FDNT 627, Professional Bakeshop Skills
FDNT 628, Advanced Bakeshop Skills
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 California High School Equivalency Exam (CAHSEE) must be passed in order to earn the 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.

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
HSDP 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
INTD 501, Career Development

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.

Courses
CLTX 651, Sewn Product Business I
CLTX 652, Sewn Product Business II
CLTX 653, Sewn Product Business III
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 Registration**
To register for the orientation and registration call the counseling office at the ECC campus at 619-388-4956.

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

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

**Courses**
INDT 465, Gas Metal Arc Welding (GMAW)
INDT 467, Metal Arc, Oxy & Flux Core
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 Registration
For additional information, please contact the counseling office at ECC, 619-388-4956.

Courses
AUTO 414, Basic Upholstery Skills
AUTO 415, Automotive Upholstery
HMID 535, Upholstery
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.

Students should have the following recommended pre-admission skills
Reasonable keyboarding skills; be familiar with the basics of the Internet; understand the basics of either the Windows or Macintosh Operating System (i.e., the concept of “folders” for document storage, use of the mouse, etc.); knowledge and/or previous use of a command-level operating system such as MS-DOS; previous experience building web pages with HTML; use of an FTP program to transfer files from a client to a server.

Orientation and Registration
Students are required to attend a mandatory program orientation in order to sign up for the program. For additional information or to sign up for the mandatory orientation, call 619-388-1800 or apply in-person at North City Campus.

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.

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 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.

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
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.

ABED 402, Basic Education
Introduces and reviews basic skills at three levels in the areas of reading, math, spelling, writing, communication, and critical thinking needed to function in society. Emphasis of instruction is placed on mastering the skills necessary to read, write, compute, and solve problems in the areas of consumer economics, parenting, community resources, health, technology, employment, and government and law. Upon completion and demonstration of competence, students may continue GED preparation, complete high school or complete job training. (FT)

ABED 414, Arithmetic Review
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

ABED 416, Reading 1 & 2
For students who need to improve their reading ability for academic and vocational purposes. (FT)

ABED 418, Reading Development
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

ABED 420, College Preparatory English
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)

ABED 425, English Review for the CBEST
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)

ABED 426, Math Review for the CBEST
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)

**ABED 430, Pre-Vocational ABE**  
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)

**ABED 441, Basic Education, Language Arts, Beginning Level**  
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)

**ABED 442, Basic Education, Language Arts, Intermediate Level**  
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 basic skill instruction at the GED level or enroll in a vocational training class. (FT)

**ACCT 502, Computerized Accounting**  
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)

**ACCT 503, Accounting Technician**  
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)

**ACCT 511, Accounting-Beginning**  
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)
ACCT 512, Accounting-Intermediate  
**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)

ACCT 535, Save Time/Money in Travel  
**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)

AGRI 600, Landscape Construction-Basic  
**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)

AGRI 603, Landscape Construction-ADV  
**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)

AGRI 690, Gardening  
**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

APPLIED DESIGN (APLD)

APLD 509, Copper Enameling  
**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)

APLD 524, Jewelry Making 1-3  
**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)

ARTC 517, Electronic Prepress Operations  
**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)

ARTC 518, Commercial Printing Operations  
**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
ART THEORY (ARTS)

ARTS 507, Art Appreciation-OA  
Non-Fee
This course teaches older adults the history and development 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. (FT)

ARTS EXPERIMENTAL (ARTX)

ARTX 515, Drawing and Painting 1-2 - OA  
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)

ARTX 530, Landscape Painting-OA  
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)

ARTX 548, Introductory Ceramics-OA  
Non-Fee
An open entry/open exit introductory course in fundamental ceramics skills, designs, and history of ceramics through the present. There will be hands on experience in the lab for the students to practice the ceramic techniques in the design and production of the three basic simple clay forms using (a) the hand building construction methods of slab, coil, and pinch; (b) the throwing method on the potter's wheel; and (c) appropriate glazing skills. The course includes instruction in safety procedures, proper use and clean up of hand tools and lab equipment. (FT)

ARTX 564, Pottery Beginning-Intermediate  
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)

ARTX 690, Arts and Music  
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)

AUTO 411, Auto Body and Paint Technician  
Non-Fee
This open-entry/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 (I-CAR.) (FT)

AUTO 411A, Auto Body Refinishing Tech  
Non-Fee
This open-entry/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 414, Basic Upholstery Skills  
Non-Fee  
This is an open-entry/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)

AUTO 415, Automotive Upholstery  
Non-Fee  
Advisory: HMD 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 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)

AUTO 420, Automotive Services  
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

AUTO 501, Auto Technology & Safety Intro  
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)

AUTO 507, Automotive Technician  
Non-Fee  
Advisory: Valid California Driver’s License.  
An open entry/open exit course in the skills required for entry-level employment as an automotive technician. 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. This is an articulated course with the Miramar College automotive program - college credit may be awarded. (FT)  
Alternate Title(s): Brakes, Suspension & Driveline

AUTO 507A, Engine/Electrical/Performance  
Non-Fee  
An open entry/open exit course in the skills required for entry-level employment as an automotive technician. The course includes instruction in safety procedures and the proper use of hand tools and equipment; and diagnosing and repairing malfunctions in the gasoline engine and its electrical, fuel and emission control systems to NATEF standards. This course is articulated with the Miramar College automotive program - college credit may be awarded. (FT)

AUTO 507B, Advanced Driveability & Performance  
Non-Fee  
Advisory: Valid California Driver’s 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 509, Fleet Service Technician  
Non-Fee  
Advisory: California Driver’s License.  
This is an open entry/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)

**AUTO 600, Quick Service Lube, Pre-Delivery Inspection Technician**  
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)

**AUTO 601, Automotive Introductory and Safety**  
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)

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**BUSINESS MANAGEMENT (BUSN)**

**BUSN 510, Small Business Management**  
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. College credit may be available upon petition. (FT)  
**Alternate Title(s): Starting Your Own Business**

**BUSN 520, Management Dynamics**  
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)

**BUSN 530, Basic Supervision**  
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)

**BUSN 540, Starting Your Own Business**  
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)

**BUSN 541, Buying a Business or Franchise**  
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)
BUSN 542, Legal/Tax/Ins. for Small Bus.  
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)

BUSN 543, Marketing for Small Business  
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)

BUSN 544, Recordkeeping for a Small Bus.  
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)

BUSN 545, Developing a Business Plan  
Non-Fee
Advisor: 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)

BUSN 552, Adv. Technical Writing/Editing  
Non-Fee
Advisor: 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)

BUSN 600, Business on the Internet  
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)

BUSN 603, Legal Issues on the Internet  
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)

BUSN 615, Basics of Loan Processing  
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)

CEMR 500, Consumer Education  
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.

CEMR 505, Consumer Education/Older Adult  
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)

**CEMR 510, Consumer Ed-Special Topics**  
*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

**CEMR 525, Personal Economics**  
*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)

**CEMR 690, Consumer Education**  
*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

**CLTX 530, Clothing 7 Occupation/Textile**  
*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

**CLTX 595, Millinery**  
*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)

**CLTX 620, Sewing Fundamentals**  
*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.

**CLTX 630, Sewing Like a Professional**  
*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

**CLTX 635, Contemporary Tailoring**  
*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

**CLTX 645, Fundamentals of Pattern Making**  
*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
**CLTX 650, Sewing for the Home**  
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)  
Alternate Title(s): Beginning Pattern Making; Garment Design

**CLTX 651, Sewn Product Business I**  
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

**CLTX 652, Sewn Product Business II**  
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

**CLTX 653, Sewn Product Business III**  
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

**CLTX 660, Textile Surface Design**  
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): Creative Textile Design; Surface Design on Textiles; Textile Embellishment

**CLTX 665, Making Quilted Products**  
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

**CNCT 525, Woodshop-Woodworking**  
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)

**CNCT 571, Drywall/Lathing Apprentice I**  
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)
CNCT 572, Drywall/Lathing Apprentice II  
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)

CNCT 573, Drywall/Lathing Apprentice III  
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)

CNCT 574, Drywall/Lathing Apprentice IV  
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)

CNCT 581, Cement Mason Apprentice I  
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)

CNCT 582, Cement Mason Apprentice II  
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)

CNCT 583, Cement Mason Apprentice III  
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)

**CNCT 611, Carpenter Apprentice I**
*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)

**CNCT 612, Carpenter Apprentice II**
*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)

**CNCT 613, Carpenter Apprentice III**
*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)

**CNCT 614, Carpenter Apprentice IV**
*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)

**CNCT 629, Constr. Materials Test Tech I**
*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)

**CNCT 630, Constr. Materials Test Tech II**
*Non-Fee*

*Advisory:* Completion of Construction Materials Testing Technician I (CMTTI), or satisfactory completion of final exam for CMTTI 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)

**CNCT 631, Construction Blueprint Read I**
*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)

**CNCT 632, Construction Blueprint Read II**
*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)

**CNCT 635, Construction Building Codes**
*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)
CNCT 637, Construction Estimating
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)

CNCT 639, Construction Safety
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)

CNCT 641, Construction Mathematics I
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)

CNCT 642, Construction Mathematics II
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)

CNCT 651, Drywall Apprentice I
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)

CNCT 652, Drywall Apprentice II
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)

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

CNCT 654, Drywall Apprentice IV
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)

CNCT 655, Drywall Finish Apprentice I
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)

CNCT 656, Drywall Finish Apprentice II
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)

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

CNCT 658, Drywall Finish Apprentice IV
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)
CNCT 671, Electrical Apprentice I  
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)

CNCT 672, Electrical Apprentice II  
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)

CNCT 673, Electrical Apprentice III  
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)

CNCT 674, Electrical Apprentice IV  
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)

COMM 610, Virtual Reality  
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)

COMM 614, Computer Presentations  
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)

COMM 618, Web Site Creation  
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)

COMM 622, Writing for the Internet  
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)

COMM 630, Interactive Media  
Non-Fee  
This course is designed to provide students with the fundamentals of interactive media design and technical skills for employment or additional education and training. It provides a hands-on approach to planning, designing and creating print pages for the development of a portfolio that can assist the student in future employment, readiness for industry and possible internships with industry partners. (FT)

COMM 630A, Interactive Media-Multimedia  
Non-Fee  
This course is designed to provide students with the fundamentals of interactive media design and technical skills for employment or additional education and training. It provides a hands-on approach to planning, designing and creating interactive multimedia projects. This course will include the development of a portfolio of interactive projects, team activities and possible internships with industry partners. (FT) 
Alternate Title(s): Interactive Media - Print
COMM 630B, Interactive Media-Web
Non-Fee
This course is designed to provide students with the fundamentals of interactive media design and technical skills for employment or additional education and training. It provides a hands-on approach to planning, designing and creating interactive Web pages for an intranet or World Wide Web site. This course will include the development of a portfolio of interactive projects, team activities and possible internships with industry partners. (FT)

COMM 699, Emerging Topics-Communications
Non-Fee
This course examines emerging topics and technologies in the field of Communications. May be offered for two semesters only. (FT)

COMP 600, Introduction to Networking
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

COMP 601, Intro to Router Configuration
Non-Fee
Advisory: COMP 600 or equivalent.
This course presents fundamentals in router configuration and internet working structure and theory, OSI model, IP addressing, LAN and WAN topologies and architecture, Routed and Routing WAN topologies, router modes, router components, routing protocols, router setup, router 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

COMP 602, Local Area Network Design
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

COMP 603, Wide Area Network Design
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

COMP 604, Cisco Wireless LANs
Non-Fee
Advisory: COMP 601 or equivalent
This introductory course to Wireless LANs focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. It contains a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands on skills in the following areas: setup and troubleshooting, wireless industry standard technologies, site surveys, introduction to WLAN security, and emerging wireless technologies. (FT)
Alternate Title(s): Wireless Networking

COMP 605, Cisco Network Operating Sys
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

COMP 606, Cisco Network Security 1
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

COMP 607, Cisco Network Security 2
Non-Fee
Advisory: COMP 606 or equivalent
This is the second of a two course sequence in Network Security. This course continues the study of the security process with emphasis on advanced network security technologies utilizing theoretical and practical applications including secure perimeter, secure connectivity, security management, identity services, intrusion detection and VPN technologies on routers and firewalls. (FT)
Alternate Title(s): Network Security

COMP 608, Basic Network Configuration
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)

COMP 610, Computer Care-Software Tools
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

COMP 612, Hardware Service Technician
Non-Fee
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)

COMP 613, Data, Voice, and Video Cabling
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, blue print reading, cabling/wiring estimating of material and labor costs, safety, building and fire codes. (FT)

COMP 615, Internet TCP/IP and DNS
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)

COMP 619, Introduction to UNIX
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)

COMP 623, Server Side Programming
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)
COMP 625, Web Server Maint & Security 1  
Non-Fee  
This course covers an Introduction to Web Servers, Web Server Configuration, Internet TCP/IP and DNS, and an Introduction to UNIX. (FT)

COMP 626, Web Server Maint & Security 2  
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)

COMP 627, Basic Web Server Security  
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)

COMP 630, Introduction to Web Servers  
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)

COMP 633, Web Server Configuration  
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)

COMP 635, Information Architecture  
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)

COMP 638, Technical Support Specialist  
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)

COMP 699, Emerging Topics- Computers  
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)

CRTW 537, Writers Workshop - OA  
Non-Fee  
Designed to meet the interests of older adults in writing short stories, poetry, and articles for publication or self improvement. Course covers writing newspaper articles, outlining and writing autobiographies, fiction techniques for writing short stories and novels, and an introduction to poetry writing. (FT)

CRTW 690, Humanities  
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

DIES 400, Introduction to Diesel Technology  
Non-Fee  
This beginning class introduces students to the field of diesel-powered trucks and equipment maintenance and service. Students learn about the common types of diesel powered trucks and equipment, shop safety,
industrial fasteners, hydraulic fittings, technician tool requirements, service shop organization and procedures, and shop measuring tools. Students also receive an overview of the Miramar College Diesel Technology program. (FT)

**DIES 401, Measuring Tools and Applied Mathematics**

**Non-Fee**

Advisory: Completion of or concurrent enrollment in DIES 400.

Students learn how to care for and use precision measuring tools and common shop measuring tools. They also learn industry-standard mathematical concepts and applications as related to the diesel maintenance industry. (FT)

**DSPS 603D, Lip Reading**

**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)

**DSPS 606D, Living Skills-Disabled**

**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)

**DSPS 607D, Community Living Skills-DSPS**

**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)

**DSPS 608D, Personal Living Skills-DSPS**

**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)

**DSPS 610D, Introduction to Computers-DSPS**

**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)

**DSPS 621D, Physical Fitness for Disabled**

**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)

**DSPS 622D, Communications for Disabled**

**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)

**DSPS 623D, Basic Ed-Limited Learner**

**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)

**DSPS 624D, Basic Education-DSPS**

**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)
DSPS 631D, Beginning Sign Language  
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)

DSPS 634D, Basic English-Hearing Impaired  
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.

DSPS 635D, Basic Math-Hearing Impaired  
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.

DSPS 638D, Personal Assessment-Disabled  
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)

DSPS 639D, Occupational Opportunities  
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)

DSPS 640D, Reading for Hearing Impaired  
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)

DSPS 641D, Developmental Learning  
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)

DSPS 643D, Job Seeking Skills-Disabled  
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)

DSPS 645D, Grounds Maintenance-Disabled  
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)

DSPS 648D, Assertion Training-Disabled  
Non-Fee
A course designed for the development of a positive belief system regarding assertion for students with disabilities. (FT)

DSPS 652D, Adaptive Music-Disabled  
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)

DSPS 653D, Adaptive Arts and Crafts  
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)

**DSPS 658D, Clothing Construction-Disabled**  
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)

**DSPS 690D, Cognitive Retraining/ABI**  
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)

**DRAMATIC ARTS (DRAM)**

**DRAM 550, Practical Theater - OA**  
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)

**ELECTRONICS (ELRN)**

**ELRN 400, Basic Electronic Assembly**  
Non-Fee  
An open entry/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)

**ELRN 405, Basic Electronics**  
Non-Fee  
An open entry/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

**ELRN 408, Basic Micro-Computer Maint**  
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)

**ELRN 425, Construction Electrician**  
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)
ELRN 436, Communications Electronics
Non-Fee
Advisory: Electronic Test Technician or equivalent. 
An open entry/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)

ELRN 438, Computer Systems and Repair
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)

ELRN 439, Consumer Electronics Tech
Non-Fee
An open entry/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)

ELRN 440, Electronic Test Technician
Non-Fee
An open entry/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)

ELRN 441, Industrial Electronics
Non-Fee
Advisory: Electronic test technician or equivalent. 
An open entry/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)

ELRN 442, Video Electronics Technology
Non-Fee
Advisory: Electronic Test Technician or equivalent. 
An open entry/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)

ENGE 699, Emerging Topics- Engineering
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)

ENGL 545, Literature Survey-OA
Non-Fee
This course provides an introduction to writing and literature with an emphasis on creating original work and exploring a variety of literature types and themes. Course will provide activities with cultural, therapeutic and developmental values for older adults. (FT)
ENGLISH AS A SECOND LANGUAGE (ESLA)

ESLA 415, ESL Multi-Level
Non-Fee
Combines two or more specific ESL levels. Designed to serve the needs of students with a wide range of English skills, abilities, ages, and educational and economic backgrounds. Stresses language skills needed for vocational, cultural, and survival situations. Includes individualized emphasis on language skills indicated as appropriate for ESL levels 1-7, by class composition. (FT)

ESLA 421, Beginning Pre-Vocational ESL
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)

ESLA 422, Intermed. Pre-Vocational ESL
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)

ESLA 423, Advanced Pre-Vocational ESL
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)

ESLA 431, ESL Beg Literacy 1
Non-Fee
Focuses on the development of the basic language skills needed in the classroom and in day-to-day adult situations. Major focus is on listening and minimal speaking tasks necessary to satisfy routine classroom and social demands and limited work requirements. Also includes an introduction to reading and writing skills. (FT)

ESLA 432, ESL Beg Low 2
Non-Fee
Advisory: ESL Beg Literacy 1 or equivalent. Focuses on the continued development of listening and speaking skills needed for basic communication in the classroom, outside the classroom, and at work. Also includes expanded development of reading and writing skills, and an introduction to basic grammar. (FT)

ESLA 433, ESL Beg High 3
Non-Fee
Advisory: ESL Beg Low 2 or equivalent. Focuses on the further development of listening, speaking, reading and writing skills in order that students can function satisfactorily in most real-life situations related to their immediate needs. (FT)

ESLA 434, ESL Int Low 4
Non-Fee
Advisory: ESL Beg High 3 or equivalent. Focuses on the development of listening, speaking, reading and writing skills needed to function effectively in familiar and unfamiliar social situations and familiar work situations. Also focuses on communication needed to discuss and interpret cultural differences and the use of English to solve problems outside the classroom. (FT)

ESLA 435, ESL Int High 5
Non-Fee
Advisory: ESL Int Low 4 or equivalent. Focuses on continued fluency and communication skills. Students can self-monitor effectively when
using basic grammatical structures and are introduced to more complex structures. Students are exposed to U.S. cultural values and thinking patterns through discussions, readings, and writing. (FT)

**ESLA 437, ESL Adv High 7**

*Non-Fee*

Advisory: ESL Adv Low 6 or equivalent.

Focuses on the refinement of language skills which enable students to use English to meet social, academic, and vocational demands effectively. Skill refinement is embedded in topics related to students’ goals - general, vocational, or academic. Both oral and written communication of students can be understood by the general English speaking public. (FT)

**ESLA 440, ESL/Citizenship**

*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)

**ESLA 445, ESL Pronunciation**

*Non-Fee*

This course will introduce students to the phonological, syntactical, and segmental characteristics of the pronunciation of American English and provide students with the strategies to monitor and improve their pronunciation. (FT)

**ESLA 600, VESL for Apprentices**

*Non-Fee/Apprenticeship*

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

This multi-level VESL course teaches basic skills related to the construction trades including listening, speaking, reading, writing and arithmetic. Workplace skills such as teamwork, problem solving, work ethics, safety and interpersonal relations are given special emphasis. Upon completion and demonstration of competence, students will be ready to succeed in apprenticeship training or entry-level employment in the construction trades. (FT)

**FOODS AND NUTRITION (FDNT)**

**FDNT 601, Nutrition Basics**

*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

**FDNT 605, Eat for a Healthy Lifestyle**

*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

**FDNT 610, Menu Planning**

*Non-Fee*

New ideas for exciting meals. Enhance you family’s or client’s eating patterns with nutritious meals that are attractive and reasonable in costs. (FT)

Alternate Title(s): Menu Planning Basics

**FDNT 615, Time-Saving Cooking**

*Non-Fee*

Learn to make cooking fast and easy using time-saving 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

**FDNT 620, Ethnic/Regional Foods**

*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)
FDNT 625, Pastries and Desserts  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)

FDNT 627, Professional Bakeshop Skills  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

FDNT 628, Advanced Bakeshop Skills  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

FDNT 630, Catering  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)

FDNT 635, Microwave Cooking  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)

FDNT 660, Breadmaking  Non-Fee
Tips and techniques for successful breadmaking. Nutritional aspects of freshly baked homemade bread for all occasions. (FT)

FDNT 671, Culinary Arts I  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)

FDNT 672, Culinary Arts II  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)

FDNT 673, Culinary Arts III  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)

FDNT 674, Culinary Arts IV  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)

FDNT 675, Culinary Arts V  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)

FDNT 676, Culinary Arts VI  Non-Fee
This course provides an introduction to restaurant economics. Topics will include menus, recipe conversions, management and supervision. (FT)

HLTH 601, Intro/Hospital Cent Svc Tech  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)

**HLTH 602, Adv/Hospital Cent Svc Tech**

*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)

**HLTH 605, Nursing Assistant Training**

*Non-Fee*

**Advisory:** Proof of negative TB test within 3 months and physical exam within 1 year of class start date.

Preparation for the State Certified Nurse Assistant examination. Includes healthcare relevant to caring for older adults. Nursing procedures will be taught and assessed in a classroom, clinical lab, and in a healthcare facility. The ethical principles of nursing will be an integral part of this course. (FT)

**HLTH 606, Home Health Aide**

*Non-Fee*

**Advisory:** Current California Nurse Assistant Certification.

This course prepares Certified Nurse Assistant’s for certification as Home Health Aides by the State. This certification allows students to function as an entry-level worker on a health care team or with a home health agency. The 50 hours of training will include, medical and social needs of the client, personal care services, nutrition, and cleaning and care tasks in the home. (FT)

**HEAL 520, Health Education-Family**

*Non-Fee*

Health related problems as they affect individuals and the family. (FT)

*Alternate Title(s):* Contemporary Human Medicine; How to Breastfeed Your Baby

**HEAL 525, Health Education for OA**

*Non-Fee*

A course designed to enhance the physical and/or mental health of older adults through information programs, physical exercise and/or mental exercises/activities designed to reduce stress and anxiety. Students can expect to improve muscle tone, flexibility, circulation and coordination; and, reduce emotional stress, improve mental and emotional health and stamina. (FT)

*Alternate Title(s):* Health Lessons-Longer Living; Stress Management-OA

**HEAL 535, Mind and Body Control**

*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; Yoga

**HEAL 690, Health Education**

*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

**HMID 500, Custodial Training**

*Non-Fee*

To acquaint the student with the duties, functions and responsibilities related to custodial occupations. (FT)

**HMID 535, Upholstery**

*Non-Fee*

**Advisory:** HMID 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)

HMDV 525, Child Development 5 Volunteer  
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)

HMDV 533, Family Home Day Care Training  
Non-Fee
A comprehensive introduction to issues common to Family Home Day Care Providers, including: licensing, record keeping and insurance; safety, facility preparation and regulations; illness and injury prevention; child growth and development; creative and enriching activities; communication with parents, behavior management and discipline; health, nutrition and the prevention of childhood obesity. Emphasis is placed on practical guidelines for building a successful and nurturing Family Day Care Home. (FT)

HMDV 540, Family Preparation-Childbirth  
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

HMDV 545, Family Relations  
Non-Fee
Increase knowledge of human relationships within the family structure. Conditions that may affect the quality of these relationships during various stages of the family life cycle and ways of dealing with these conditions. (BRN Credit) (FT)

Alternate Title(s): Assertive Parenting; Communicate With Your Teenager; Parent/ Teenage Relationships; Parents, Discipline - Children; Sign Language - Family Members

HMDV 570, Personal Development/Growth  
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)

HMDV 575W, Personal Develop/Growth 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)

HMDV 610, Newborn to 12 Months  
Non-Fee
Students gain knowledge of an infant's developmental process including physical, social/emotional, and cognitive that takes place during the first year of life. Ideas for creating a caring and enriching environment that promotes positive infant development and family strength will be the focus of the course. Developing the skills in family communications, problem solving and stress reduction for new parents will be included. (FT)

HMDV 615, 12/23 Months/Walking - Talking  
Non-Fee
Advisory: Child must be 12 months and walking. This course provides the student with information on the physical, cognitive, social, and emotional well being of toddlers from 12 months of age to 23 months of age. Emphasis is placed on creating safe and nurturing environments. The focus is on active exploration of how toddlers learn and develop through play. (FT)
HMDV 620, 24 To 36 Months/Discovering Me
Non-Fee
Advisory: Child must be 24 months. Students and children learn together how the transition from babyhood to childhood is made. Focus is on the language learning, play, fantasy and exploration that are part of overall development and become the groundwork for intellectual growth in the two-year old. (FT)

HMDV 626, 3-5 Years-Preschool Experience
Non-Fee
Course focus is on building skills that strengthen families and prepare the preschool child for kindergarten. Students develop communication and problem solving skills while expanding their knowledge of the preschooler's social, emotional, physical, cognitive, and language development. The child participates in age appropriate activities in a preschool environment. (FT)

HMDV 630, Outdoor Classroom
Non-Fee
Introduction to the principles of child development and positive parenting through outdoor experiences. The specific benefits of outdoors and nature activities to family life stress reduction, communication and children’s overall development will be emphasized. Children and adults develop an appreciation of nature and ecological awareness by exploring local parks, beaches, canyons and other outdoor places. (FT)

HMDV 675, Foster Parenting
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)

HMDV 678, Adoptive Parenting
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)

HMDV 680, Families Learning Together
Non-Fee
Limited English-speaking students and their children learn together in a preschool environment. Emphasis on addressing family issues including parenting, child development, family communications, independent living skills, preparation for elementary school, communicating with school personnel, community resources and Basic English language development. This family learning class is taught in English. (FT)

HMDV 685, Effective Parenting
Non-Fee
This course is designed to help the student become a positive and nurturing parent. The student will learn stress reduction and problem-solving skills along with positive discipline techniques that build healthy family relationships. Sessions will include discussions on communications, self-esteem, substance abuse, domestic violence, child development and growth, and available community resources. A certificate of completion is issued that is accepted by the courts and social service agencies. (FT)

HMDV 690, Family Communication
Non-Fee
This course is designed to help family members communicate more effectively by providing them with information and opportunities to practice positive communication techniques in a safe environment. Creative role play, community building, and negotiating techniques will be used to develop the student’s communication and conflict resolution skills. (FT)

HMDV 699, Emerging Topics-Parent Ed
Non-Fee
This course examines emerging topics and technologies in the field of Parent Education. May be offered for two semesters only. (FT)

HSDP 400, Adult Orientation and Guidance
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)

**HSDP 403, Independent Study**  
*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 a 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)

**HSDP 409, English 3-4**  
*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*

**HSDP 411, English 3-4, Second Semester**  
*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)

**HSDP 412, English Composition 5-6**  
*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)

**HSDP 413A, CONTEMPORARY VOICES 1**  
*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 write for various purposes and audiences, including workplace writing. The standards-based units of study integrate all aspects of literacy: reading, writing, speaking, and listening. Students interpret and evaluate the media and graphic information. (FT)

**HSDP 413 B, CONTEMPORARY VOICES 2**  
*Non-Fee/High School Credit Only*  
*Advisory: Contemporary Voices 1*  
The second 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 write for various purposes and audiences, including workplace writing. The standards-based units of study integrate all aspects of literacy: reading, writing, speaking, and listening. Students interpret and evaluate the media and graphic information. (FT)

**HSDP 414, American Literature 1&2**  
*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*

**HSDP 415, Reading Improvement**  
*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)

**HSDP 416, American Literature 1&2, Sem 2**  
*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)

**HSDP 427, United States Government 1**  
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)

**HSDP 432, Economics**  
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)

**HSDP 433, United States History 1**  
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)

**HSDP 436, 20th Century U.S. History 2**  
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*

**HSDP 448, G.E.D. Preparation**  
Non-Fee/High School Credit Only  
G.E.D. preparation is offered as an alternative instructional approach to the High School Diploma Program; and, is designed to prepare students to pass the General Education Development (G.E.D.) examination. Five content areas/tests are addressed: Language Arts Writing, Social Studies, Science, Language Arts Reading, and Math. (FT)

**HSDP 451, G.E.D. Mathematics**  
Non-Fee/High School Credit Only  
G.E.D. mathematics reviews basic computation skills of arithmetic extended to include geometry and algebra. The course is designed to prepare students to pass the General Education Development (G.E.D.) mathematics examination. (FT)

**HSDP 461, PHYSICS 1**  
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)

**HSDP 465, Algebra 3-4**  
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*

**HSDP 466, Algebra 3-4, Second Semester**  
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)
HSDP 467A, UNIFYING ALGEBRA/GEOMETRY 1  
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)

HSDP 467B, UNIFYING ALGEBRA/GEOMETRY 2  
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)

HSDP 478, World Hist/Geography/Econ 1  
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)

HSDP 479, World Hist/Geography/Econ 2  
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)

HSDP 500, Pre-Algebra, Semester 1  
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 prealgebraic skills and concepts as a foundation for Algebra 1. (FT)

HSDP 501, Pre-Algebra, Semester 2  
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 prealgebraic skills and concepts as a foundation for Algebra 1. (FT)

HSDP 502, Math B-Semester 1  
Non-Fee/High School Credit Only  
Advisory: Math B-Semester 1 or equivalent.  
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)

HSDP 503, Math B-Semester 2  
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)

HSDP 506, Algebra 1-2, Semester 1  
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
INDUSTRIAL TECHNOLOGY (INDT)

INDT 401, Industrial Blueprint Reading 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)

INDT 405, Basic Machine Shop Non-Fee
This is an open-entry/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)

INDT 405A, Machine Shop Non-Fee
This is an open-entry/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)

INDT 426, Welding Review Non-Fee
Advisory: Must demonstrate basic welding skills to the satisfaction of the instructor. This is an open-entry/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)

INDT 428, Apprenticeship Welding Review 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/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)

INDT 462, Metal Trades/Pipefitting 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)

INDT 463, Metal Trades/Sheet Metal Wkr 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)
INDT 464, Metal Trades/Steel Fabrication  
**Non-Fee**

**Advisory:** Read, comprehend and pass a safety test with 100 percent accuracy.

An open-entry/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)

**Alternate Title(s):** Shielded Metal Arc Welding (SMAW)

INDT 465, Gas Metal Arc Welding (GMAW)  
**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/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)

**Alternate Title(s):** Flux Core Arc Welding (FCAW)

INDT 466, Gas Tungsten Arc Welding  
**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/exit course designed to provide basic instruction and applied techniques in the gas tungsten metal arc welding process 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)

**Alternate Title(s):** Pipe Welding

INDT 467, Metal Arc, Oxy & Flux Core  
**Non-Fee**

**Advisory:** Read, comprehend and pass a safety test with 100 percent accuracy.

An open-entry/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)

INDT 468, Shielded Metal Arc & Pipe  
**Non-Fee**

**Advisory:** Prior SMAW experience or successful completion of a course in Shielded Metal Arc Welding Plate.

An open-entry/exit course providing basic instruction in shielded metal arc welding of carbon steel pipe. Included is the layout 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)

INDT 469, Pipe Fitting and Welding  
**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/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)

**INTERDISCIPLINARY STUDIES (INTD)**

INTD 500W, Career Trans/Job-Search Wrkshp  
**Non-Fee**

Multi-faceted workshop designed to help individuals succeed in their search for employment, obtaining a job change or finding a new second career; and, alert individuals to the subtle emotional and psychological trauma associated with job-search and career transition. Effective job search techniques will be discussed to include techniques associated with self/skill evaluation, effective resume writing, interview and follow up processes. Workshop to be adapted, in
INVESTMENTS (INVS)

INTD 501, Career Development  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

INTD 502, Sparetime Employment Dynamics  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

INTD 505, General Civil Service Review  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

INTD 508W, Communication Skills Workshop  Non-Fee
This workshop will enable students to better understand the differences between the language, culture and customs of the United States and those of other countries. Special emphasis will be placed on those areas which may affect classroom or work performance and inhibit effective communication. Students taking this workshop will learn useful phrases in several languages and to identify the major differences between these languages and English. (FT)
Alternate Title(s): Intercultural Communications

INTD 690, Interdisciplinary Studies  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

INVS 500, Estate Planning-Older Adult  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

INVS 515, Investments - A  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

LAWS 510, Law and the Retiree  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)

MARK 510, Retail Selling
Non-Fee
Principles of selling products, services, and ideas. (FT)

MECHANICAL TECHNOLOGY (MECT)

MECT 400, Appliance/Refrigeration Repair
Non-Fee
This is an open entry/exit course in the entry level skills required for employment in the Appliance/Refrigeration Repair industry. Instruction in the theory of operation, diagnosis, and the repair of major household appliances and microwave ovens is included. (FT)
Alternate Title(s): Appliance Repair

MECT 400A, Refrigeration/Air Conditioning
Non-Fee
This is an open entry/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)

MECT 405, Plumbing/Heating/Air-Condition
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)

MECT 421, Plumbing I
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)

MECT 422, Plumbing II
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)

MECT 423, Plumbing III
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, 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)

MECT 431, Air Conditioning/Heating I
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)

MECT 432, Air Conditioning/Heating II
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)
MUSIC APPRECIATION, THEORY (MUSI)

MUSI 505, Music Appreciation-OA  Non-Fee
This course is designed to introduce the older adult student to the world of music. Vocal or instrumental illustrations of ethnic, classical, folk, jazz and/or popular music from all musical periods and various countries will be played and discussed. In addition the student will learn about the time and circumstances that prompted the creation of the music. This class will enable the older adult student to become a more educated consumer of music. (FT)

MUSI 506, Music Appreciation-OA  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)

OFBA 500, Vocational Spanish  Non-Fee
Spanish for various technical and vocational occupations. Bilingual training in oral and written interpretation and translation. (FT)

OFFICE SYSTEMS (OFSY)

OFSY 500, Basic Business Math 1  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)

OFSY 501, Basic Business Math 2  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)

OFFICE VOCATURAL (MUSNV)

MUSNV 510, Chorus Mixed Voices-OA  Non-Fee
This course is designed to instruct the older adult in vocal ensemble singing. Students will study choral literature, basic skills of musicianship and will rehearse and perform as an ensemble. (FT)

MUSNV 513, Musical Experiences-OA  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)

MUSNV 514, Musical Experiences-OA  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)

**OFSY 510, Database Systems: Beginning**  
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)

**OFSY 511, Database Systems: Intermediate**  
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)

**OFSY 516, Internet Basics**  
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)

**OFSY 517, Telecommunications**  
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)

**OFSY 520, Desktop Publishing**  
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)

**OFSY 522, Page Layout**  
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)

**OFSY 525, Disk Operating Systems**  
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

**OFSY 527, Microsoft Windows**  
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)

**OFSY 535, Data Entry**  
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)

**OFSY 541, Keyboarding-Multilevel**  
Non-Fee  
This course emphasizes proper keyboarding techniques and the operation of a typewriter or 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)

**OFSY 542, Legal Terminology**

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)

**OFSY 550, Medical Insurance**

Advisory: Completion of or concurrent enrollment in OFSY 551, Medical Terminology or equivalent.

This course covers the different medical insurance programs, including a study of the benefits and claim procedures with emphasis on the completion of forms and the use of medical codebooks. The course prepares a student to obtain employment as an insurance clerk and/or receptionist in a doctor’s office, clinic, hospital, or insurance company. (FT)

**OFSY 551, Medical Terminology**

This course provides instruction in correct pronunciation, spelling, and definition of medical terms to prepare students for successful employment in allied health occupations. (FT)

**OFSY 552, Computerized Medical Office**

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)

**OFSY 553, Medical Law, Liability, Ethics**

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)

**OFSY 554, Medical Transcription**

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)

**OFSY 555, Microcomputer Basics**

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)

**OFSY 560, Office Skills Laboratory**

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)

**OFSY 575, Spreadsheets: Beginning**

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)

**OFSY 577, Spreadsheets: Advanced**

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)

**OFSY 580, Survey of Business Software**
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)

**OFSY 596, Word Processing: Beginning**
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)

**OFSY 598, Word Processing: Projects**
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)

**OFSY 599, Word Processing: Advanced**
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)

**OFSY 603, Digital Editing**
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)

**OFSY 606, Vector Graphics**
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)

**OFSY 609, Motion Graphics**
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)

**OFSY 612, 3D Modeling**
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)

**OFSY 615, Web Databases**
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)

**OFSY 618, Web Marketing**
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)

**OFSY 630, Operating Systems-MCSE Cert 1**

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)

**OFSY 631, Operating Systems-MCSE Cert 2**

*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)

**OFSY 699, Emerging Topics-Office Systems**

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

**PASV 505, Body Dynamics/Aging Process**

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*

**PASV 510, Nutrition/Health-OA**

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)

**PASV 525, Pre-Retirement Planning**

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)

**PASV 530, Retirement Living-Later Life**

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 Training*

**PASV 535, Volunteer Training - Retiree**

This course is designed to train volunteers to participate in leadership roles in facilities with senior citizen membership. (FT)

**PASV 545, Arts And Crafts-OA**

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)

**PASV 557, Ombudsmanship/Long-Term Care**

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)

**PASV 610, Cross-Systems Prof Training**

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
PHYSICAL EDUCATION (PHYE)

PHYE 500, Sports Officiating  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)

PHYE 510, Sports Education  Fee
The fundamentals of sport activities of officiating, participation, and understanding. (FT)

PHYE 545, PACE (People With Arthritis Can Exercise)  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)

PHYE 546, Walking Workout-OA  Non-Fee
This course provides the 55+ student with a multi-level 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)

PHYE 547, Physical Fitness-OA  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

PHYE 548, Tai Chi-OA  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)

PHYE 550, Physical Fitness Through Dance  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

PHYE 553, Ballroom Dancing  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)

PHYE 561, Tennis  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)
PHYSICAL SCIENCE (PHYN)

PHYN 510, Physical Science 1  
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)  
Alternate Title(s): Assertive Training for Women; Assertiveness Training; Self Awareness; Your Personal Positives

PSYC 515, Personal Development  
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

PRINTING/GRAPHICS (PRTG)

PRTG 510, Printmaking  
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)  
Alternate Title(s): Laughing For Living; Loneliness/Private Enemy #1-OA; Loss And Separation-OA; Psychology Of Later Life-OA; Psychosocial Development-OA

PRTG 540, Stamp Maker  
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)

PSYC 515, Personal Development  
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

PSYC 520, Personal Development - OA  
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 every day 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

PSYC 525, Self-Hypnosis and Meditation  
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)

SFED 500, Basic Firearms Safety  
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)

SFED 510, Advanced Firearms Safety  
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)
SOCIAL SCIENCES (SOCC)

**SOCC 503, Social Studies/Older Adults**

*Non-Fee*

Provides older adult students with information about domestic and international relationships to enable them to evaluate media reports, government pronouncements and programs.

*Alternate Title(s):* Citizen-Emeritus-Older Adults; Lifelong Social Issues; Political Awareness-OA

SPEECH (SPEE)

**SPEE 520, Effective Communications**

*Non-Fee*

Are you having trouble making yourself understood? Are you missing the message others are sending you? If you answered yes to either of the above, a course in Effective Communications is for you. This course deals with interpersonal communication skills - verbal and non-verbal - 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
Continuing Education Faculty
Bale, Julie
Mid-City Campus
OA

Bartlett, Sharon
Educational Cultural Complex
COUNSELOR

Bass, Howard
Educational Cultural Complex
VOC/AUTO

Biggica, Marilyn
West City Campus
OA

Bitterlin, Gretchen
Mid-City
ESL

Blackmore, Lee
West City Campus
HOSPITALITY & CONSUMER
SCIENCE

Bogage, Beth
Educational Cultural Complex
ESL

Borinski, William
Educational Cultural Complex
VOC/WELD

Bouldin, Kathren
West City Campus
ESL

Brice, Jim
Educational Cultural Complex
ESL

Brite, Dea
North City Campus
VOC/BIT

Bromma, John
Educational Cultural Complex
COUNSELOR

Caesar, Cassondra
Mid-City Campus
COUNSELOR

Campbell, Kathy
Centre City Campus
VOC/CNA

Castillo, Rosa
West City Campus
HOSPITALITY & CONSUMER
SCIENCE

Castillo, Sheyla
Educational Cultural Complex
COUNSELOR

Claar, Elissa
Mid-City Campus
ESL

Coxey, Catherine
Mid-City Campus
ESL

Damrau, Ann Marie
West City Campus
ESL

DeCarli, Jamila
Mid-City Campus
COUNSELOR

Doerner, Marie
Educational Cultural Complex
DSPS

Eckstein, Donna
West City Campus
OA

Elliott, Doug
Educational Cultural Complex
COUNSELOR

Falconer, Connie
Educational Cultural Complex
ESL

Fitzmaurice, Colleen
Mid-City Campus
ESL

Flores, Stephen
Centre City Campus
COUNSELOR

Flynn, Liz
West City Campus
ESL

Forstrom, Jan
Mid-City Campus
ESL

Fredricks, Heiko
Centre City Campus
COUNSELOR

Gaona, Lola
West City Campus
COUNSELOR

Gerardo, Carmina
Educational Cultural Complex
ESL

Gleckman, Gary
Mid-City Campus
HSDP

Goldberg, Diane
Mid-City Campus
COUNSELOR

Gonzales, Marisa
Cesar Chavez
COUNSELOR

Greenberg, Ingrid
North City Campus
ESL

Greenbergs, Helen
North City Campus
PARENT ED

Griffin, Antoinette
North City Campus
DSPS

Gwynne, Stephen
Mid-City Campus
ESL

Halsema, Jane
North City Campus
ESL

Heitmann, Sherran
West City Campus
COUNSELOR

Hernandez, Roy
Educational Cultural Complex
COUNSELOR

Holden, David
Cesar Chavez Campus
ESL

Hornik, Kathleen
Educational Cultural Complex
DSPS

Humphrey, Toan
Educational Cultural Complex
ESL

Johansen, Nancy
Mid-City Campus
ESL
Johnston, Robert
Mid-City Campus
ESL

Kessler Heiberg, Heike
North City Campus
DSPS

Kozminska, Pamela
Educational Cultural Complex
OA

Kubacki, Bernadette
North City Campus
COUNSELOR

Lam, Xanh Dong
North City Campus
ESL

Laramie, Jim
Educational Cultural Complex
VOC/GRAPHICS

Layton, Corinne
Mid-City Campus
ESL

Limon, Rosa
Cesar Chavez Campus
ESL

Linn, Sandra
Centre City Campus
VESL

Lopez, Remedios
Cesar Chavez Campus
ESL

Lott, Sharian
Centre City Campus
VOC/BIT

Marlow, Lynn
West City Campus
VOC/BIT

Matthew, Esther
Educational Cultural Complex
COUNSELOR

McCorry, Ann
West City Campus
ESL

McGavock, Carolyn
Mid-City Campus
ESL

McGerald, Joseph
North City Campus
VOC/BIT

McKenna, Joan
West City Campus
FASHION

Mikolaycik, Laurie
Mid-City Campus
PARENT ED

Miles, Pete
Educational Cultural Complex
BIT

Monta, Marina
West City Campus
PARENT ED

Moore, George
Educational Cultural Complex
VOCATIONAL/WELDING

Morgan, Susan
North City Campus
ESL

Mosteller, Patricia
Mid-City Campus
OA

Munoz, Lorraine
Cesar Chavez Campus
VOC/BIT

Namdar, Donna
West City Campus
HOSPITALITY & CONSUMER
SCIENCE

Newcomb, Jane
North City Campus
VOC/BIT

Osborn, Linda
Mid-City Campus
PARENT ED

Parker, Kenneth
Centre City
CNA

Pawlak, Tim
Educational Cultural Complex
VOC/BIT

Perrott, Mechelle
Mid-City Campus
ESL

Polczynski, Sara
West City Campus
HOSPITALITY & CONSUMER
SCIENCE

Ponce, Martha
Cesar Chavez Campus
ESL

Pongsrikul, Barbara
Mid-City Campus
ESL

Porter, Ina
Educational Cultural Complex
HSDP

Price, Donna
Cesar Chavez Campus
ESL

Prindle, Cat
North City Campus
COUNSELOR

Prine, Mary Burns
North City Campus
OA

Quinones, Leslie
Educational Cultural Complex
DSPS

Raifsnider, Barbara
Centre City Campus
ESL

Reeves, Lynda
North City Campus
COUNSELOR

Reyes, Maria
Educational Cultural Complex
VOC/BIT

Richard, Paul
North City Campus
VOC/BIT

Romero, Ernest
Educational Cultural Complex
VOC/UPOLS

Saldana, Lori
Educational Cultural Complex
VOC/BIT

Santana, David
North City Campus
ESL
Schade, Charlene
West City Campus
OA

Schmitz, Eileen
Mid-City Campus
ESL

Segal, Esther
Mid-City Campus
OA

Shirer, Greg
North City Campus
OA

Smerk, Tom
Mid-City Campus
VOC/BIT

Steenhagen, Ola
North City Campus
ESL

Tornaufer, Claudia
West City Campus
OA

Vera, Marina
Centre City Campus
ESL

Wallies, Rebecca
West City/Mid-City Campus
ABE/HS

Weaver, Roma
North City Campus
PARENT ED

Weinroth, Richard
Centre City Campus
ESL

Wheat, Jeffrey
Mid-City Campus
OA

Wislofsky, Cynthia
North City Campus
ESL
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619-388-4600
Cesar Chavez Campus
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619-230-2895
Educational Cultural Complex
4343 Ocean View Blvd., San Diego, CA, 92113-1915
619-388-4881
Mid-City Campus
3792 Fairmount Ave., San Diego, CA, 92105-2204
619-388-4500
Mid-City Campus
Navajo

6696 Wandermere Dr., San Diego, CA 92120 (Patrick Henry High School)
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North City Campus
8401 Aero Dr., San Diego, CA, 92123-1720
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North City Campus
Miramar
10440 Black Mountain Road, San Diego, CA 92126 (Miramar College)
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West City Campus

3249 Fordham Street, San Diego, CA 92110-5332
619-388-1873
West City Campus
Clairemont

3890 Modoc Street, San Diego, CA 92117 (Clairemont High School)
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West City Campus
Mission Bay

4375 Lee Street, San Diego, CA 92109 (Mission Bay High School)
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