

Santa Barbara City College
2013-2014

Continuing Education Course Descriptions

Basic Skills

Adult High School

801081 — Reading and Composition 1

(10)

Hours: 144

This literature-based course teaches students how to compose sentences and well-developed paragraphs by using the same writing tools as the renowned authors of the stories in the text. The introduction of literature assists students in developing reading and critical thinking skills and serve as a model of good writing. The course includes a review of language mechanics and grammar. It utilizes processes known to enhance writing success, stressing self-editing and regular teacher conferencing. Evaluation takes the form of writing portfolio assessment by the instructor and reviews based on material presented.

801082 — Reading and Composition 2

(10)

Hours: 144

This literature-based course develops students' ability to incorporate sentences and well-developed paragraphs into three paragraph essays demonstrating critical thought and basic literary analysis. The introduction of literature assists students in developing reading and critical thinking skills and serve as a model of good writing. The course utilizes processes known to enhance writing success, stressing self-editing and regular teacher conferencing. Evaluation takes the form of writing portfolio assessment by the instructor and reviews based on material presented.

801083 — Reading and Composition 3

(10)

Hours: 144

This literature-based course teaches students how to incorporate sentences and well-developed paragraphs into five paragraph essays by using the same writing tools as the renowned authors of the stories in the text. The introduction of literature assists students in developing reading and critical thinking skills and serve as a model of good writing. The course includes a review of language mechanics and grammar. It utilizes processes known to enhance writing success, including self-editing and teacher conferencing.

Evaluation takes the form of writing assessment by the instructor and tests based on material presented.

801135 — Reading and Composition 1A

(5)

Hours: 72

This literature-based course teaches students how to compose sentences and well-developed paragraphs by using the same writing tools as the renowned authors of the stories in the text. The introduction of literature assists students in developing reading and critical thinking skills and serve as a model of good writing. The course includes a review of language mechanics and grammar. It utilizes processes known to enhance writing success, stressing self-editing and regular teacher conferencing. Evaluation takes the form of writing portfolio assessment by the instructor and reviews based on material presented.

801136 — Reading and Composition 1B

(5)

Hours: 72

This literature-based course teaches students how to compose sentences and well-developed paragraphs. The introduction of literature assists students in developing reading and critical thinking skills and serve as a model of good writing. The course includes a review of language mechanics and grammar. It utilizes processes known to enhance writing success, stressing self-editing and regular teacher conferencing. Evaluation takes the form of writing portfolio assessment by the instructor and reviews based on material presented.

801130 — Reading and Composition 2A

(5)

Hours: 72

This literature-based course teaches students how to incorporate sentences and well-developed paragraphs into 3-paragraph essays by using the same writing tools as the renowned authors of the stories in the text. The introduction of literature assists students in developing reading and critical thinking skills and serve as a model to inspire student writing. The course includes a review of language mechanics and grammar. It utilizes processes known to enhance writing success, stressing self-editing and regular teacher conferencing. Evaluation takes the form of

writing portfolio assessment by the instructor and unit reviews based on material presented.

801131 — Reading and Composition 2B

(5)

Hours: 72

This literature-based course develops students' ability to incorporate sentences and well-developed paragraphs into 3-paragraph essays demonstrating critical thought and basic literary analysis. The introduction of literature assists students in developing reading and critical thinking skills and serve as a model of good writing. The course utilizes processes known to enhance writing success, stressing self-editing and regular teacher conferencing. Evaluation takes the form of writing portfolio assessment by the instructor and reviews based on material presented.

801132 — Reading and Composition 3A

(5)

Hours: 72

This literature-based course teaches students how to incorporate sentences and well-developed paragraphs into five paragraph essays by using the same writing tools as the renowned authors of the stories in the text. The introduction of literature assists students in developing reading and critical thinking skills and serve as a model of good writing. The course includes a review of language mechanics and grammar. It utilizes processes known to enhance writing success, including self-editing and teacher conferencing. Evaluation takes the form of writing assessment by the instructor and tests based on material presented.

801133 — Reading and Composition 3B

(5)

Hours: 72

This literature-based course teaches students how to incorporate sentences and well-developed paragraphs into five paragraph essays by using the same writing tools as the renowned authors of the stories in the text. The introduction of literature assists students in developing reading and critical thinking skills and serve as a model of good writing. The course includes a review of language mechanics and grammar. It utilizes processes known to enhance writing success, including self-editing and teacher conferencing. Evaluation takes the form of writing assessment by the instructor and tests based on material presented.

801084 — Math A

(5)

Hours: 72

This competency-based course reviews arithmetic, beginning with basic number concepts, like place value, ordinal value and estimation. The course also reviews the four basic operations with whole numbers and introduces problem-solving strategies, life skills and workplace math. Pre-tests for accurate placement and prescription, and post-tests for measurement of mastery are utilized. When taken in sequence with Math B, Math C and Algebra/Geometry, this course prepares students for success in high school mathematics and in applying math to everyday life and work problems.

801085 — Math B

(5)

Hours: 72

This competency-based course reviews computation and problem solving skills with decimals, fractions, and percent. Geometry (perimeter, area, volume), estimation, problem-solving strategies, life skills and workplace math are included. Pre-tests for accurate placement and prescription, and post-tests for measurement of mastery are utilized in addition to multimedia and computer-based courseware instruction and tests. When taken in sequence with Mathematics A and Algebra or Geometry, this course prepares student for passing the Adult High School competency tests, the GED math test, and successful application of math to everyday life and work problems.

801129 — Math C

(5)

Hours: 72

This competency based-course teaches problem-solving strategies and their application in percent, ratio, proportion, measurement, and the use of formulas and equations. Students learn basic geometry, graphing, probability, squares and roots. Students learn to solve monomial equations and how to apply them. In the areas of ratios, proportions and percent, students learn to calculate interest, commissions, discounts, and rates of increase, as well as apply ratio and proportion strategies to solve common travel and finance questions. Students are also able to interpret graphs, charts, tables

and meters. Pre-tests for accurate placement and post-tests for measurement of mastery are used for assessment. Successful completion of this course prepares a student for a high school algebra course.

801086 — Algebra

(10)

Hours: 144

This competency-based course stresses the appropriate use of problem-solving strategies in basic algebra. It builds upon previous math experience with review of pre-algebra concepts like order of operations and operations with negative numbers in applying algebraic concepts and higher order expressions. Life skills and workplace math are integrated into the course assignments. Pre-tests for accurate placement and prescription, and post tests for measurement of mastery are utilized. The topics and skills that are emphasized in this course are useful in many occupations, real-life problem-solving, and educational and vocational tests.

801087 — Geometry

(10)

Hours: 144

This competency-based course builds skills in basic geometry, the study of measurements and relationships of lines, angles, plane figures, and solid figures. Topics include the study of angles and triangles and the study of distance, area and volume. Skills developed include estimation, mental math, and calculator use. The topics and skills that are emphasized in this course are useful in many occupations, real-life problem-solving, and educational and vocational tests.

801088 — Earth Science

(10)

Hours: 144

This competency-based survey course introduces students to the basic concepts necessary to understand the planet earth and its natural phenomena. Topics covered include the scientific method, climate, geology, plate tectonics, astronomy, the origin and geologic history of earth. Textbooks are supplemented with interactive, multimedia and software assignments. Evaluation takes the form of regular student-instructor conferencing, quizzes and a final exam.

801089 — Biology

(10)

Hours: 144

This competency-based survey course introduces students to the basic concepts necessary to understand the diversity and complexity of life on earth. Topics covered include the scientific method, the chemistry of living things, cell structure and function, genetics and heredity, evolution and adaptation, unicellular and multicellular organisms, human biology, and ecology. Textbooks are supplemented with interactive, multimedia and software assignments. Evaluation takes the form of regular student-instructor conferencing, quizzes and a final exam.

801090 — Oceanography

(5)

Hours: 72

This text-based course teaches students about the physical aspects of the marine environment, how they shape the environment, how they affect the organisms that live there, and address global marine issues. This course utilizes scientific resources structured to give students a “hands-on” experience with the subject without having to leave the classroom. This course addresses state science standards, state environmental principles, and state writing standards. Evaluation takes the form of review questions, critical thinking essays and examinations.

801128 — Marine Biology

(5)

Hours: 72

This text-based course teaches students about marine organisms, marine habitats, and global marine issues. This course teaches students about the characteristics of marine organisms as well as their role in their unique environments. This course utilizes scientific resources structured to give students a “hands-on” experience without having to leave the classroom. This course addresses state science standards, state environmental principles, and state writing standards. Evaluation takes the form of review questions, critical thinking essays and examinations.

801095 — Health**(5)***Hours: 72*

This course builds critical thinking and reading skills and skills in evaluative writing on health topics (health literacy). The course covers topics including: critical reading in personal health and safety, evaluation of web-based resources, anatomy and physiology, nutrition, diabetes, breast health, heart health, drug abuse and treatment, and environmental Health. Students are evaluated on the basis of their responses to unit quizzes and written assignments using web-based research.

801092 — Economics**(5)***Hours: 72*

This course covers the core areas and contextualizes them historically and in terms of current events. This competency-based course stresses conceptual knowledge of money, markets, banking and policy, labor, resources, efficiency, the business cycle, development, measurement, and the roles of government. Unit quizzes provide the teacher and student feedback about the student's progress. At the end of each unit, the student also writes a short essay on an issues-oriented topic.

The online text materials are supplemented with outside readings, movies, courseware and internet-based assignments. Students' competencies are evaluated through objective tests and written responses.

801134 — Survey: US Government**(5)***Hours: 72*

This survey course covers the core areas of U.S. democracy and politics and contextualizes them in terms of current events. Students also receive instruction on college readiness skills, including pre-reading and note-taking strategies. Competency in the subject matter is evaluated throughout the course with chapter tests and a final exam.

801093 — History 1**(5)***Hours: 72*

This competency-based course is the first half of a comprehensive survey of United States history. The course covers the political, social, cultural and

economic history of the United States. It begins with an overview of the history of the American indigenous population before the arrival of European explorers, continuing through the colonization period. Focus is placed on the development of democratic ideals and institutions. The course continues with a history of Africans in American, their culture and contributions. Issues and events leading to the American Revolution, the effects of the war itself, and the creation and the content of the Constitution are covered. The course then moves on to industrialism and territorial expansion, exploring the problems and promise of these changes. Finally, the causes and consequences of the Civil War and Reconstruction era are discussed. This course develops skills in written expression, analysis, interpretation of maps and graphs, and critical thinking. Post-tests for measurement of mastery are utilized.

801094 — History 2**(5)***Hours: 72*

This course is the second half of a comprehensive survey of United States history. The course covers the political, social, cultural, and economic history of the United States. The course covers the nation's emergence as a world power, which brought expansionism, the Spanish-American War, and increased trade. The causes and consequences of World War I are discussed. The Great Depression is set against the prosperity of the 1920s, and is resolved only after entrance into World War II. The course examines the United States' use of atomic bombs on Japan and the Cold War consequences of the spread of nuclear weapons. Subsequent sections cover the Civil Rights movement, the Vietnam War and its consequences, Kennedy, Johnson and the Great Society, and Watergate. The course approaches the present by looking at the United States in a global context.

801137 — World History Early Civilizations**(5)***Hours: 72*

This competency-based course surveys ancient world history, examining human achievements in the Middle East, Mediterranean, Asian, African and Mesoamerican regions. The course closes with a focus on the conquest and colonization of Latin America to illustrate

the ancient civilizations' impact with modernity. Students are introduced to methods and theories in historiography before they are asked to critically read and write about primary sources pertinent to the histories of the civilizations in these regions.

801138 — World History Modern

(5)

Hours: 72

This competency-based course begins with an introduction to the use of primary sources in history and to methods and theories in historiography. Students examine the roles of anthropology, epistemology and politics in the study of history. The developments of nationalism and state formation, liberalism and modern politics are contextualized by close readings of primary source documents on the cultures, economics and politics of the regions of Latin America, Asia, Israel and Palestine, and Africa.

801117 — Word Basics

(2)

Hours: 30

Using *Professor Teaches* software tutorials, this competency-based course promotes an understanding of the skills necessary to take full advantage of Microsoft Office Word. Topics covered include document formatting and editing, creating tables and templates and collaborating on the production of documents. Software-based quizzes, instructor conferencing and individualized final projects measure skill mastery. This course is offered under Individualized Instruction and is open only to those seeking to complete a high school diploma in the SBCC Continuing Education Adult High School (AHS) program.

801118 — Excel

(2)

Hours: 30

Using *Professor Teaches* software tutorials, this competency-based course promotes an understanding of the skills necessary to take full advantage of Microsoft Office Excel. Topics covered include designing and managing spreadsheets, using spreadsheets to manage data, and creating charts, graphs, formulas and functions. Software-based quizzes, instructor conferencing and individualized final projects measure skill mastery. This course is offered under Individualized

Instruction and is open only to those seeking to complete a high school diploma in the SBCC Continuing Education Adult High School (AHS) program.

801119 — Outlook

(2)

Hours: 30

Using *Professor Teaches* software tutorials, this competency-based course promotes an understanding of the skills necessary to take full advantage of Microsoft Office Outlook. Topics covered include designing and managing personal calendars and schedules, using and maintaining inboxes and contacts, and scheduling tasks. Software-based quizzes, instructor conferencing and individualized final projects measure skill mastery. This course is offered under Individualized Instruction and is open only to those seeking to complete a high school diploma in the SBCC Continuing Education Adult High School (AHS) program.

801120 — Access

(2)

Hours: 30

Using *Professor Teaches* software tutorials, this competency-based course promotes an understanding of the skills necessary to take full advantage of Microsoft Office Access. Topics covered include designing and managing databases, using macros and queries to manage data, designing forms and creating reports. Software-based quizzes, instructor conferencing and individualized final projects measure skill mastery. This course is offered under Individualized Instruction and is open only to those seeking to complete a high school diploma in the SBCC Continuing Education Adult High School (AHS) program.

801121 — PowerPoint

(2)

Hours: 30

Using *Professor Teaches* software tutorials, this competency-based course promotes an understanding of the skills necessary to take full advantage of Microsoft Office PowerPoint. Topics covered include formatting and designing slides, creating and presenting slideshow presentations, and using templates, sound effects and images. Software-based quizzes, instructor conferencing and individualized final projects measure skill mastery. This course is offered under

Individualized Instruction and is open only to those seeking to complete a high school diploma in the SBCC Continuing Education Adult High School (AHS) program.

801122 — Note-taking

(1)

Hours: 15

This course expands the student's knowledge of note-taking techniques and purposes. Topics covered include basic functions of note taking, pre-reading strategies, The Cornell Method, clustering, and outlining. Students may attend a note taking workshop and complete the assignments or complete the independent study module in lieu of attending a workshop.

801123 — Time Management

(1)

Hours: 15

This course helps students manage time effectively and create healthier lifestyle patterns. Topics covered include scheduling and how to avoid cramming. Students may take the time management workshop and complete the assignments or complete the independent study module in lieu of attending a workshop.

801124 — Learning Styles

(1)

Hours: 15

This course teaches students to identify their personal learning styles and how to adapt them to dominant teaching styles. Topics covered include the Learning Styles Questionnaire, the four learning styles, and matching learning style and strategies. Students may take the Learning Styles workshop and complete the assignments or complete the independent study module in lieu of attending a workshop.

801125 — Test-Taking Skills

(1)

Hours: 15

This course builds student test-taking confidence by examining academic and emotional management techniques. Topics covered include test anxiety, test preparation, and strategies to use during the test and before turning in the test. Students may take the Test-Taking Skills workshop and complete the assignments or complete the independent study module in lieu of attending a workshop.

801126 — Writing Skills

(1)

Hours: 15

This interactive course allows students to examine strategies for revising writing at different stages of the writing process. Topics covered include assignment analysis, self-editing strategies, organizing a paper and developing a thesis. Students may take the workshop and complete the assignments or complete the independent study module in lieu of attending a writing skills workshop.

801127 — Visual Arts and Media Techniques:

Art Studio

(10)

Hours: 144

This competency-based course promotes an understanding of visual arts and media techniques and the skills associated with composition and design to help students create art. In order to receive 10 units for the class, students are expected to simultaneously enroll in an art studio course and/or produce a portfolio of artwork demonstrating their understanding of visual literacy and compositional techniques. Pre-tests and instructor conferencing are utilized for accurate placement and prescription, and portfolio analysis help measure skill mastery.

801144 — Visual Arts and Media Techniques:

Art Studio 1

(5)

Hours: 72

This course provides an introduction to the visual arts, media techniques, and design skills to help students create art. Students simultaneously take art studio courses and produce a portfolio of artwork demonstrating their understanding of visual arts and media techniques.

801145 — Visual Arts and Media Techniques:

Art Studio 2

(5)

Hours: 72

This course provides an introduction to visual literacy, media and skills associated with design to help students interpret the meaning of art. Students simultaneously take art studio courses and produce a portfolio of artwork demonstrating their understanding of visual literacy and composition techniques.

Basic Education

801011 — Basic Education I

Hours: 20-60

In a friendly, non-pressure atmosphere, brush up on Basic Skills Enrichment I offers individualized, small group, and one-on-one tutoring instruction in basic literacy, grammar, math and life skills. Students who test below a high school level in reading and writing can work to bring their skills up to higher levels. Students may also work to improve reading and writing skills for career or personal goals.

801012 — Basic Education II

Hours: 20-60

Basic Skills Education II offers individualized, small group, and one-on-one tutoring instruction in reading, writing, mathematics, computers, test-taking and academic study skills. Students who test below a high school level in reading, writing, and/or math can work to bring skills up to higher levels. Students may also work to improve reading, writing and math skills for career or personal goals.

Bilingual GED

Hours: Hours may vary based on student need as determined by assessment, diagnostic instruments, and instructor or counselor recommendation.

801101 — GED Test Subject – Bilingual Reading

This course covers the Reading GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations. GED books are used to ensure that the information students obtain is directly related to the Reading examination and practice tests administered to verify that students are prepared to take (and pass) the Reading subject test in Spanish.

801102 — GED Test Subject – Bilingual Social Studies

This course covers the Social Studies GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations.

GED books are used to ensure that the information students obtain is directly related to the Social Studies examination and practice tests are administered to verify that students are prepared to take (and pass) the Social Studies subject test in Spanish.

801103 — GED Test Subject – Bilingual Science

This course covers the Science GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations. GED books are used to ensure that the information students obtain is directly related to the Science examination and practice tests administered to verify that students are prepared to take (and pass) the Science subject test in Spanish.

801104 — GED Test Subject – Bilingual Writing

This course covers the Writing GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and various approaches to essay writing including descriptive and narrative prose. GED books are used to ensure that the information students obtain is directly related to the Writing examination and practice tests are administered to verify that students are prepared to take (and pass) the Writing subject test in Spanish.

801105 — GED Test Subject – Bilingual Mathematics:

This course covers the Mathematics GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations. GED books are used to ensure that the information students obtain is directly related to the Mathematics examination and practice tests administered to verify that students are prepared to take (and pass) the Science subject test in Spanish.

GED

Note: Beginning January 2014, all GED testing will be electronic.

Hours: Hours may vary based on student need as determined by assessment, diagnostic instruments, and instructor or counselor recommendation.

801096 — GED Test Subject – Reading

This course covers the Reading GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations. GED books are used to ensure that the information students obtain is directly related to the Reading examination and practice tests administered to verify that students are prepared to take (and pass) the Reading subject test.

801097 — GED Test Subject – Social Studies

This course covers the Social Studies GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations. GED books are used to ensure that the information students obtain is directly related to the Social Studies examination and practice tests administered to verify that students are prepared to take (and pass) the Social Studies subject test.

801098 — GED Test Subject – Science

This course covers the Science GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations. GED books are used to ensure that the information students obtain is directly related to the Science examination and practice tests administered to verify that students are prepared to take (and pass) the Science subject test.

801099 — GED Test Subject – Writing

This course covers the Writing GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and various approaches to essay writing including descriptive and narrative prose. GED books are used to ensure that the information students obtain is directly related to the Writing examination and practice tests administered to verify that students are prepared to take (and pass) the Writing subject test.

801100 — GED Test Subject – Mathematics

This course covers the Mathematics GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations. GED books are used to ensure that the information

students obtain is directly related to the Mathematics examination and practice tests administered to verify that students are prepared to take (and pass) the Mathematics subject test.

Parenting, Home, Family and Nature

Parenting Education**251003 — Parent and Child:
Ages, Stages, and Family Relationships**

Hours: 97.5

Parents learn about ages and stages of child development, effective communication skills, conflict resolution, child guidance principles, and other practices that contribute to the optimum development of their young children. Course also covers nutrition, health, first aid, and safety for family members, the importance of creativity and play for children, the influence of media and technology, the importance of diversity and inclusive education, and the effects of illness, death, separation and divorce on children.

**251003U1 — Parent-Child Workshops –
San Marcos**

Hours: 97.5

A parent education program with a nursery school for 2-1/2-to-5 year-olds as a laboratory. Parents must observe and participate in the workshops and attend a weekly evening class in child growth and development and parenting skills. Extra class sessions are required as needed. For further information, visit the workshop and talk with the director.

**251003U2 — Parent-Child Workshops –
Lou Grant**

Hours: 97.5

A parent education program with a nursery school for 2-1/2-to-5 year-olds as a laboratory. Parents must observe and participate in the workshops and attend a weekly evening class in child growth and development and parenting skills. Extra class sessions are required as needed. For further information, visit the workshop and talk with the director.

251003U3 — Parent-Child Workshops –

Starr King

Hours: 97.5

A parent education program with a nursery school for 2-1/2-to-5 year-olds as a laboratory. Parents must observe and participate in the workshops and attend a weekly evening class in child growth and development and parenting skills. Extra class sessions are required as needed. For further information, visit the workshop and talk with the director.

251003U4 — Parent-Child Workshops –

The Oaks

Hours: 97.5

A parent education program with a nursery school for 2-1/2-to-5 year-olds as a laboratory. Parents must observe and participate in the workshops and attend a weekly evening class in child growth and development and parenting skills. Extra class sessions are required as needed. For further information, visit the workshop and talk with the director.

Short Term Vocational, ESL and Computer Programs

Basic Internet Skills Certificate

903321 — Searching the Web

Hours: 10

This course defines the internet and teaches students how to search the Web and get the results they need. Students learn techniques and methods to narrow search results and trouble-shoot difficult queries.

903337 — Photoshop Overview

Hours: 10

This introductory course offers an overview of Photoshop tools and functionality to discover the creative potential of image editing. Students become familiar with the Photoshop window, tools and main menu bar. The class covers opening and saving files, image compositing and collage, selections, layers and image correction.

903401 — E-Mail for Beginners

Hours: 10

This course provides a basic introduction to e-mail. Topics include how e-mail works and its uses, setting up an e-mail account, reading and sending e-mail, and dealing with attachments.

903444 — Optimizing Photos for the Internet and E-mail

Hours: 10

Students learn to manipulate photos for efficient e-mailing or uploading to the internet. Using Adobe Photoshop or other graphic editing software, students crop, color-correct, apply text and effects, sharpen, resample, and save files in the appropriate formats for maximum quality and efficiency when e-mailing or posting to the internet. This class develops photo editing and basic internet skills for business or personal use.

Basic MAC Software

Skills Certificate

514072 — Exploring Microsoft Office for the MAC

Hours: 20

This class focuses on Microsoft Office for the MAC. Students learn the basics and how the Office programs are designed to work as a single application. Topics include MS Word (word processing), Excel (spreadsheet) PowerPoint (multi-media/graphics/slides), and Outlook (mail/calendar/contacts). Working professionals, small business owners, and individuals interested in honing their software skills will receive hands-on instruction as they make decisions about the software program that will meet their needs.

903378 — Intro to the iPod and iTunes

Hours: 10

This course teaches students how to use MP3 players and hand-held computers, focusing on iPods, iPod Touch, and iPads. Students learn how to download music, videos, and podcasts to a computer and organize, play, and sync them to an iDevice. Topics include the applications available on iDevices, such as calendars, contacts and games.

Basic Office Software Skills Certificate

514049 — Basic PowerPoint

Hours: 10

This course teaches students to turn facts, figures and photos into a creative display of slides, outlines, graphs and multimedia using Microsoft PowerPoint. Students learn the basics of presentation design and how to use templates, insert graphics, add animation, rehearse timings, and run and share a presentation.

903375 — Basic Outlook

Hours: 10

This course provides a basic hands-on introduction to MS Outlook, Microsoft's Premier E-mail and Information Management Program. Students learn how to stay up to date at home or work by using Outlook to connect with colleagues, customers, family and friends. Topics include writing and searching e-mail, organizing work tasks, and using the calendar to share information with others.

903381 — Introduction to MS Excel

Hours: 10

This class is an introduction to basic concepts and characteristics of Microsoft Excel. Students explore various uses of spreadsheets. Topics covered include the basics of creating a spreadsheet, using formulas and functions, creating charts, and using the database feature in Microsoft Excel.

903384 — Introduction to MS Word

Hours: 10

This class is an introduction to Microsoft Word functions for document creation including entering text, revising, formatting, previewing, and printing. Students practice on a variety of documents.

903416 — Word Processing Basics for Beginners

Hours: 12.5

Students who find computers mystifying or frightening learn how to navigate the computer screen and compose and edit a short document. Class pace allows students to become comfortable with the computer and editing techniques.

903419 — Basic Spreadsheets for Beginners

Hours: 12.5

This class provides a slow-paced introduction to basic concepts and functions of Microsoft Excel. Topics include the basics of creating a spreadsheet, using formulas and functions, and creating charts.

Beginning Computer Skills Certificate

903361 — How to Use a Computer Keyboard and Mouse for Beginners

Hours: 10

This course gives students an orientation to the computer keyboard and mouse. Students learn the layout and function of special computer keys, learn how to properly hold the mouse, and practice using mouse. No previous typing or computer experience required.

903369 — Windows Basics

Hours: 10

This class is a slow-paced introduction to the Windows Operating System. Students explore Help, windows navigation and management, file management, desktop customization, and other Windows Operating System tools and applications.

903402 — Learn to Type

Hours: 12.5

Course teaches the correct finger and wrist placement and keyboard reaches for typing and texting. Students can brush up on keyboard skills, increase speed, and learn techniques and strategies to prevent carpal tunnel syndrome. Individualized instruction allows students to work at own pace. May be taught bilingually.

909299 — Introduction to Windows

Hours: 10

This class is an introduction to the Windows Operating System. Students explore Help, windows navigation and management, file management, desktop customization, and other Windows Operating System tools and applications.

909307 — Computers for Beginners

Hours: 12.5

This beginning course is designed for students with limited experience with computers. Students learn to perform basic computer tasks, including how to turn a computer on and off correctly, send and receive e-mail, navigate the internet, open and save a file, and use computer terminology. Course may be taught bilingually.

Beginning MAC Skills Certificate

909188 — Introduction to the Macintosh

Hours: 15

This class is designed for those with limited or no experience with computers. Students learn basic functions of the computer, how to set it up, and how to perform simple tasks like typing a letter, browsing the web, and getting e-mail. Features an overview of the software that comes pre-installed on the Macintosh computer.

Computer Hardware

Fundamentals Certificate

903343 — Keeping a PC Hard Disk Clean and Organized

Hours: 10

Students learn to organize, clean and optimize a PC hard disk drive to maximize performance. Topics include techniques for file organization, program removal, garbage identification, removal of malware and basic maintenance.

903413 — Tech Talk:

What's New in Computers and Technology

Hours: 25

This class examines the rapidly evolving technical world and its future. Students explore the many practical questions that arise as computers, cell phones, eBooks, social networks, e-mail, the internet and other technology become more central to our daily lives. This course may be taught bilingually.

903434 — Introduction to Handheld Devices

Hours: 10

This course teaches students the practical use of a variety of handheld computer devices including music players, e-Books, Smartphones, iPods, iTouch and

iPads. Students learn to use common PC and Mac applications to run devices and how to find tutorials or manuals, useful settings, and interesting add-ons for handheld devices. Information learned in this course will provide tips on how to use handheld devices effectively and observe protocol in decisions to use these devices in a work environment.

909280 — Optimize and Upgrade Your PC

Hours: 25

Students learn hardware and software tools and strategies to improve the productivity and increase the efficiency of PC systems. Course teaches how to optimize the PC's operation and how to upgrade memory, disk drives and other components at a reasonable cost to extend the life of a PC system or design and build an entirely new system. Topics also include how to rid a system of viruses and spyware and how to back up a system and valuable data.

Digital Design Basics Certificate

903332 — Digital Design Techniques

Hours: 25

Students learn how to create flyers, brochures, logos, and more using Illustrator, Photoshop and InDesign programs from the Adobe CS suite. Class examines how the programs work together to seamlessly combine photos, graphics and page layouts to produce high-quality products. Students complete class assignments to practice and demonstrate the skills required to design and complete a professional project. This course may be taught bilingually.

903397 — Introduction to Adobe Illustrator

Hours: 25

Introduction to the basics of Adobe Illustrator, a powerful graphic design and illustration program and an essential tool for any design project. Students learn how to create illustrations, logos and more using Illustrator from the Adobe CS suite. Students complete class assignments to practice and demonstrate the skills required to design and complete a professional project.

903404 — Introduction to Dreamweaver

Hours: 25

Students learn to create a professional Web site using HTML and CSS cascading style sheets. Basic

knowledge of PC or Mac and internet navigation skills recommended.

903430 — Digital Cameras, Digital Photos

Hours: 10

Students learn the basics of photography, the features of digital cameras, how to take better digital photos, and how to correct common photo problems using photo editing software. Designed for beginners or students with some experience in digital photography. Students should bring cameras and sample pictures to class.

909326 — Photoshop for Digital Photographers

Hours: 25

This class focuses on the capabilities of Photoshop for the PC and Mac, including advanced layering, composition and retouching techniques. Students learn shortcuts to increase productivity and engage in repeated practice in a lab setting to reinforce concepts presented through lecture and demonstration. Familiarity with Photoshop on the PC or Macintosh recommended. This course may be taught bilingually.

909327 — Photoshop

Hours: 25

Students learn Photoshop for the PC and Mac, the premiere visual editing software package that enables combination of images, retouching photos, and the creation of digital artwork. The class presents a solid foundation in basic tools and techniques for creating, enhancing and collaging images. Students practice new skills in a lab setting and master the fundamentals of digital imaging. This course may be taught bilingually.

Computer (other applications)

903347 — Computer Skills (Bilingual)

Hours: up to 1,000

This course offers comprehensive bilingual computer instruction where; students can acquire essential technology skills on their own schedule, and at their own pace.

English as a Second Language (ESL)

801148 — ESL Beginning Low/Level 1-A

Hours: 40-50

Students learn to listen, speak, read and write in English at a beginning low level. Students increase social/cultural interactions and develop ability to integrate into the community and the classroom.

801149 — ESL Beginning Low/ Level 1-B

Hours: 40-50

Students learn to listen, speak, read and write in English at a beginning low level. Students increase employment skills to seek and apply for jobs, vocabulary to make medical appointments, talk to a doctor and fill out medical history forms.

801150 — ESL Beginning Low/Level 1-C

Hours: 40-50

Students learn to listen, speak, read and write in English at a beginning low level. Students increase social/cultural interactions to talk about family, purchasing clothing, and paying bills.

801151 — ESL Beginning Low/Level 1-D

Hours: 40-50

Students learn to listen, speak, read and write in English at a beginning low level. Students increase social/cultural interactions to talk about housing, food, directions and phone skills.

801152 — ESL Beginning High/Level 2-A

Hours: 40-50

Students learn to listen, speak, read and write in English at a beginning high level to increase their ability to integrate into the English-speaking community and classroom.

801153 — ESL Beginning High/Level 2-B

Hours: 40-50

Students learn to listen, speak, read and write in English at a beginning high level. Students gain employment skills and are able to describe symptoms and conditions to a doctor.

801154 — ESL Beginning High/Level 2-C

Hours: 40-50

Students learn to listen, speak, read and write in English at a beginning high level. Students gain skills for social interactions and increase ability to handle currency and change.

801155 — ESL Beginning High/Level 2-D

Hours: 40-50

Students learn to listen, speak, read and write in English at a beginning high level. Students gain skills to secure housing, food and meals.

801156 — ESL Intermediate Low/Level 3-A

Hours: 40-50

Students learn to listen, speak, read and write in English at an intermediate low level. Students expand social/cultural interactions, practicing problem-solving skills to integrate into the community and classroom.

801157 — ESL Intermediate Low/Level 3-B

Hours: 40-50

Students learn to listen, speak, read and write in English at an intermediate low level. Students set employment goals, prepare for a job interview, and discuss medical and dental problems.

801158 — ESL Intermediate Low/Level 3-C

Hours: 40-50

Students learn to listen, speak, read and write in English at an intermediate low level. Students expand social/cultural interactions to include problem-solving, and ability to purchase and return items.

801159 — ESL Intermediate Low/Level 3-D

Hours: 40-50

Students learn to listen, speak, read and write in English at an intermediate low level. Students expand ability to interact in the community, obtain food and housing, and understand local and federal laws.

801160 — ESL Intermediate High/Level 4-A

Hours: 40-50

Students expand ability to research and teach others about educational opportunities by identifying and describing strengths. Topics include completing written material for a job interview (application, resume and cover letter).

801161 — ESL Intermediate High/Level 4-B

Hours: 40-50

Students expand ability to complete medical and insurance forms and navigate the healthcare system with ease. Topics include teamwork, the job evaluation process and leadership.

801162 — ESL Intermediate High/Level 4-C

Hours: 40-50

Students expand ability to interact with native English speakers in social situations and for recreational purposes. Topics include engaging in personal and family financial planning and expressing consumer complaints.

801163 — ESL Intermediate High/Level 4-D

Hours: 40-50

Students expand ability to interact in social/cultural situations, including skills in decision-making and team work. Topics include community integration and planning for additional vocational or academic educational opportunities.

ESL/Citizenship

801059 — Preparation for U.S. Naturalization-ESL

Hours: 120-140

This class prepares immigrants to take the written and oral portions of the USCIS citizenship test in English.

ESL Electives

801116 — ESL Student Success

Hours: 10

Students learn to listen, speak, read and write in English while acquiring effective strategies and knowledge of resources to foster success and identify solutions when facing barriers to learning.

801164 — Pronunciation and Speaking Skills: Beginning ESL

Hours: 18-25

Students practice beginning level speaking skills related to daily life situations and tasks. Students learn pronunciation basics for clear verbal interaction in the community and classroom.

**801165 — Pronunciation and Conversation:
Beyond ESL Basics**

Hours: 18-25

Students practice clear pronunciation of American English at a beginning high or intermediate low level. Students gain confidence in communication skills to increase work opportunities and community involvement.

**801166 — Pronunciation and Conversation:
Intermediate ESL**

Hours: 40-50

Students learn to recognize and produce clear pronunciation of standard American English for intermediate students. Instruction focuses on sound mechanics, correct verb tense endings, intonation, rhythm and stress.

801167 — ESL Student Success-Intensive

Hours: 25-30

Students learn to listen, speak, read and write in English at a beginning level to succeed in their academic and personal lives.

**801168 — Pathway to College Success for
ESL Students**

Hours: 80-100

ESL advanced level students interested in transferring to the credit campus practice strategies for succeeding at college.

**801169 — Academic Skills for College
Success for ESL Students**

Hours: 80-100

ESL advanced level students interested in transferring to the credit campus practice reading, writing, speaking and listening skills in English at the level required to succeed in college.

801170 — ESL Parent Involvement in K-12

Hours: 20-30

This course provides parents the knowledge and tools to navigate the public school system. Students design a home environment for their children that encourages learning.

801171 — ESL Writing for Business

Hours: 24-30

ESL intermediate/advanced students practice the proper sentence and paragraph structure and create a binder of business writing for reference or as examples for future employers.

801173 — ESL Using Computer Programs

Hours: 40-50

Students learn English in the computer lab by logging onto pre-loaded English learner software of their choice. Students progress step-by-step through appropriate software programs.

801174 — ESL through Literature

Hours: 32-40

ESL intermediate and advanced level students read stories and poems to expand vocabulary, reinforce grammar, and improve writing and knowledge of culture.

**801175 — Political and Cultural History of the
United States: Intermediate ESL**

Hours: 27-30

Intermediate ESL students learn the political and cultural history of the United States and its government.

801176 — Introduction to ESL

Hours: 40-50

Students learn to identify symbols in their lives including, but not limited to, letters, numbers, time, direction, money, calendar, schedules and appointments.

801177 — Bilingual Introduction to ESL

Hours: 40-50

Spanish speaking students learn to identify symbols in their lives including, but not limited to, letters, numbers, time, direction, money, calendar, schedules and appointments in Spanish and English.

801179 — ESL Intermediate Low Grammar

Hours: 40-50

Intermediate low ESL students use an integrated skills approach that includes reading, writing, listening and speaking in a variety of contexts to increase confidence when communicating in English.

801180 — ESL Intermediate High Grammar

Hours: 40-50

Intermediate high ESL students use an integrated skills approach that includes reading, writing, listening and speaking in a variety of contexts to increase confidence when communicating in English.

801181— ESL Advanced Grammar

Hours: 40-50

Advanced ESL students use an integrated skills approach that includes reading, writing, listening and speaking in a variety of contexts to increase communicative skills and confidence in English.

801182 — Intermediate ESL Vocabulary

Hours: 20-25

Students learn new vocabulary and usage for intermediate low and high English. Students are able to express themselves more effectively with landlords, receptionists, doctors, teachers, and other community members.

801183 — Advanced ESL Vocabulary

Hours: 18-26

Students learn new vocabulary and usage for advanced ESL. Students are able to express themselves more effectively in workplace, business and academic settings.

**801184 — Creative Writing for ESL Learners:
The Craft of Self-Expression**

Hours: 26-30

ESL intermediate high students learn to improve writing fluency through a variety of interactive writing exercises that address different elements of the craft.

801198 — American Culture for ESL Students

Hours: 18-26

Students learn about American culture and values through teacher-directed discussion and activities, conversations using idioms, readings and writings, and participation in an analysis of American culture.

81199 — ESL Idioms: Intermediate

Hours: 18-25

Students learn and practice intermediate level speaking skills using American English idioms related to various topics of daily life.

**801202 — ESL Job Success:
English to get a Job**

Hours: 30

This course helps high beginning ESL students look for and get a job. Students practice job searching, submitting online applications, and interviewing skills.

801200 — Grammar Beginning/Low Bilingual

Hours: 25-30

Beginning low ESL students whose native language is Spanish learn to identify basic elements of grammar in Spanish and identify the same elements in English.

VESL Certificates

**801207/801208 — Vocational English for
Construction Employment, Module A/B**

Hours: 20-25

Students practice English listening, speaking, reading and writing skills at a beginning level to succeed as a construction worker.

**801209/801210 — Vocational English for
Housekeeping Employment, Module A/B**

Hours: 25-30

Students practice English listening, speaking, reading, and writing skills at a beginning level to succeed as a housekeeper in a hotel, educational facilities, hospital, retirement community, business or private residence.

**801205/801206 — Vocational English for
Food Services Employment, Module A/B**

Hours: 25-30

Students learn the English language words and expressions necessary to succeed in the food service industry in restaurants, catering, room service, hospitals, small groceries and retirement communities.

**801141/801142 — Vocational ESL
Landscaping and Gardening, Part I/II**

Hours: 50

Part I of the Vocational ESL Landscaping Certificate prepares low-level ESL students for careers in landscaping, emphasizing plant identification, selection and care, irrigation, and safe use of equipment and tools.

801139/801140 — Vocational ESL Child Care, Module A/B*Hours: 60*

Module A prepares low to intermediate level ESL students for a career in childcare, emphasizing vocabulary required to communicate with children and parents regarding child care, health and safety.

801146/801147 — Vocational ESL Healthcare, Module A/B*Hours: 50*

Module A of the Vocational ESL Healthcare Certificate provides ESL students with English skills needed to learn about health careers, patients, basic duties, nutrition and job readiness.

Green Gardener Certificate**901132 — Green Gardener: Module 1***Hours: 25 (10 lecture; 15 lab)*

Be on the cutting edge of Green Landscaping. Attention gardeners, landscapers, homeowners, property owners and managers. Be a part of the Green Gardener Program. Receive the training necessary to offer environmentally responsible, resource efficient and pollution prevention landscape maintenance services. Expert guest lecturers cover irrigation efficiency, green waste reduction, pest and fertilizer management, proper plant maintenance and other sustainable landscaping topics. After completing the course and assignments, participants are promoted as a Green Gardener and will benefit from advertising and discounts by the program sponsors. For more information on the Green Gardener Program, access www.greengardener.org. The 15-week program of two modules includes classroom, demonstration and take-home field-work.

901133 — Green Gardener: Module 2*Hours: 25 (10 lecture; 15 lab)*

Second half of the Green Gardener program. To register for this class, please call Student Services at (805) 683-8260.

Medical Assistant Training Certificate**912179 — Medical Assistant I: Administrative and Clinical Instruction***Hours: 66*

This course prepares students to work as entry-level Medical Assistants in medical offices and clinics. The Administrative (Front Office) component includes HIPAA and other legal regulations, medical records, patient reception and appointment scheduling. Clinical (Back Office) instruction includes infection control, vital signs, diagnostic tests, and assisting with primary/family care and specialties such as surgery, OB/GYN, and pediatrics.

Personal Care Attendant Training Certificate**912157 — Personal Care Attendant I: Basic Care***Hours: 42*

This course introduces students to entry-level Personal Care Attendant skills. Students are taught how to assist patients and family with non-medically directed personal care and home management activities. It prepares students to seek entry-level Personal Care Attendant employment. Topics include Understanding and Working with Older Patients, Caregiver Ethics and Skills, Home Safety, Physical Movement, Communication, Nutrition, Medication Guidelines, Skin Care and Cleanliness, Elder and Dependent Adult Abuse, and Caring for the Caregiver. BEFORE enrolling in the program, all students are required to meet with a Student Services Adviser at the Schott Center, 310 W. Padre St. (805) 898-8160, to complete an application.

912178 — Personal Care Attendant II: Dementia and End of Life Care

Skill Advisories: Personal Care Attendant I: Basic Care
Hours: 15

This course focuses on dementia; and end-of-life care. Students are given in-depth information on types and causes of dementia and principles of end-of-life care. Topics include potential causes and successful strategies to deal with communication difficulties and problem behaviors, as well as activities that lead to successful caregiving focused on quality of life. End-of-Life topics include advanced planning, practical

and emotional issues related to death and dying, and community resources for the support of families and caregivers.

Restorative Nurse Assistant Certificate

912166 — Restorative Nurse Aide Training – Basic Skills

Hours: 36

A beginning course designed to prepare licensed CNA's (Certified Nurse Assistants) to assist patients/residents in maintaining or promoting independence in the areas of mobility, range of motion, and in the performance of activities related to daily living. This course is the first in a two-part series leading to an SBCC Continuing Education Certificate of Completion for Restorative Nurse Assistants.

NOTE: *Two 8-hour clinical days for hands-on experience are required, one the first week in October and one the second week in October. Specific assignment of days will be finalized by the instructor the first week of class.*

912170 — Restorative Nurse Aide Training – Advanced Skills

Hours: 14

In this advanced course for licensed CNAs, students review the aging effects on the five senses and learn restorative techniques for the therapeutic use of heat and cold, positioning and exercise, and management for cognitive deficit. This course is the second in a two-part series leading to an SBCC Continuing Education Certificate of Completion for Restorative Nurse Assistant.

ServSafe Food Safety Preparation Certificate

901145 — ServSafe Food Safety Preparation Certificate: Module A

Hours: 11-30 (8-20 lecture; 3-10 lab)

This course is Module A of a two-part course of study designed to provide students with information for all levels of employees on all aspects of handling food, from receiving and storing to preparing and serving. The emphasis of the course is to enhance safety and hygiene in the food industry.

901146 — ServSafe Food Safety Preparation Certificate: Module B

Hours: 11-30 (8-20 lecture, 3-10 lab)

This course is Module B of a two-part course of study designed to provide students with information for all levels of employees on all aspects of handling food, from receiving and storing to preparing and serving. The emphasis of the course is to enhance safety and hygiene in the food industry. Upon completion of Module, student will be prepared to take the ServeSafe Foodhandlers Examination.