

*Santa Barbara City College*  
2014-2015

Non Credit Education Course Descriptions

# Basic Skills

## Adult High School

### **801081 — Reading and Composition 1 (10)**

*Hours: 144*

This literature-based course will teach 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 will assist 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.

### **801082 — Reading and Composition 2 (10)**

*Hours: 144*

This literature-based course will teach 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 will assist 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.

### **801083 — Reading and Composition 3 (10)**

*Hours: 144*

This literature-based course will teach 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 will assist 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 — Mathematics A (Whole Number Arithmetic) (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 and life skills and workplace math. Pretests for accurate placement and prescription, and post-tests for measurement of mastery are utilized. When taken in sequence with Mathematics B and Algebra/Geometry, this course prepares students for success in high school mathematics and in applying math to everyday like and work problems.

### **801085 — Mathematics B (Fractions, Decimals and Percents) (5)**

*Hours: 72*

This competency-based course review computation and problem solving skills with decimals, fractions, and percents. Geometry (perimeter, area, volume), estimation, problem-solving strategies, like skills and workplace math are included. Pretest for accurate placement and prescription, and post-tests for measurement of mastery are utilized. When taken in sequence with Mathematics A and Algebra or Geometry, this course prepares students for passing the Adult High School competency tests, the GED math test, and success in high school mathematics and in applying math to everyday like and work problems.

### **801086 — Integrated Mathematics 2: Algebra (10)**

*Hours: 144*

This competency-based course stresses the appropriate use of problem-solving strategies. It builds upon previous math courses and life experience with review and by addressing algebraic concepts and expressions. Life skills and workplace math are integrated into the course assignments. Pretests for accurate placement and prescription, and post-tests for measurement of mastery are utilized.

### **801087 — Integrated Mathematics 3: 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 in Earth science systematically covers the study of the solid Earth, its waters, atmosphere, and Earth's place in the solar system. In geology, students will study the origin, history and structure of Earth and the processes that shape its surface. In oceanography, students will learn about the characteristics and dynamics of the Earth's oceans and other waters. The section on meteorology will cover the atmosphere and its changing conditions, including weather and climate. The astronomy section studies the motions of our planet and objects outside of Earth. In relation to the other branches of Earth science, students will also study ecology.

**801089 — Biology**  
(10)

*Hours: 144*

This competency-based survey course in biology systematically covers the scientific method, limits of technology, the chemistry of living things, cell structure and function, genetics and heredity, classification, unicellular and multicellular organisms, human biology, and ecology. Additional topics include behavior, biotechnology, and the future of biology.

**801090 — Oceanography**  
(5)

*Hours: 72*

This course covers the basics of oceanography, beginning with oceans, marine geological formations, currents and waves. Animal and plant life in the ocean is also covered with a discussion of ecological concerns and pollution. Additionally, the student is expected to explore a current scientific issue related to the course. Evaluation takes the form of tests based on presented material.

**801092 — Economics**

(5)

*Hours: 72*

This competency-based course stresses conceptual knowledge of capitalism and the free enterprise system. Brief comparisons are made to other economic systems. Topics also include banking, government, industry and trade. Unit quizzes provide the teacher and student feedback about the student's progress. At the end of each unit, the student will also write a short essay on issues-oriented topics. Post-tests for the assessment of competency are required.

**801095 — Health**

(5)

*Hours: 72*

This course cover the following topics: nutrition for health and weight control; the roles of sleep, rest, and exercise in health; first aid; abuse of licit and illicit drugs; diseases and their prevention; and pollution and health. Students are evaluated on the basis of their responses to unit quizzes and Internet search projects.

**801117 — Learning Skills: 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 will 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 Adult High School (AHS) program.

**801118 — Learning Skills: 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 will 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 Adult High School (AHS) program.

**801119 — Learning Skills: 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 will 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 Adult High School (AHS) program.

**801120 — Learning Skills: 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 will 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 Adult High School (AHS) program.

**801121 — Learning Skills: 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 will 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 Adult High School (AHS) program.

**801122 — Learning Skills: Note Taking Strategies  
(1)**

*Hours: 15*

This course will expand 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 — Learning Skills: Time Management  
(1)**

*Hours: 15*

This course will help 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 Skills: Learning Styles  
(1)**

*Hours: 15*

This course will teach 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 your 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 — Learning Skills: Test Taking Skills  
(1)**

*Hours: 15*

This course will build 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 — Learning Skills: Writing Skills****(1)***Hours: 15*

This interactive course will allow students to examine strategies for revising their writing at different stages of the writing process. Topics covered include assignment analysis, self-editing strategies, organizing your paper, and developing your 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 will be 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 will be utilized for accurate placement and prescription, and portfolio analysis will help measure skill mastery.

**801128 — Marine Biology****(5)***Hours: 72*

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

**801129 — Math C Pre-Algebra****(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 will learn basic geometry,

graphing, probability, squares and roots. Students will learn to solve monomial equations and how to apply them. In the areas of ratios, proportions and percent, students will 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 will also be 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.

**801130 — Reading and Composition 2A****(5)***Hours: 72*

This literature-based course will teach 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 will assist 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 will develop students' ability to incorporate sentences and well-developed paragraphs into 3-paragraph essays demonstrating critical thought and basic literary analysis. The introduction of literature will assist 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 will teach 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 will assist 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 will teach 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 will assist 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.

**801134 — Survey of U.S. Government**  
**(5)**

*Hours: 72*

This survey course of United States Government 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.

**801135 — Reading and Composition 1A**  
**(5)**

*Hours: 72*

This literature-based course will teach 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 will assist 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 will teach students how to compose sentences and well-developed paragraphs. The introduction of literature will assist 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.

**801137 — World History: Early Civilization**  
**(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 Regions**  
**(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.

**801144 — Visual Arts and Media Techniques/Art Studio 1**

(5)

*Hours: 72*

Adult High School Diploma Program course provides an introduction to the visual arts, media techniques, and design skills to help students create art. Students will 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*

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

## Basic Education

**801195 — Basic Spanish Skills for ESL - I**

*Hours: 60-70*

For Spanish speakers who want to learn how to read and write in their first language, as a means towards gaining reading and writing competency in English. First course in a two-course series towards completion of the (non-credit) Basic Spanish Skills for ESL non-credit certificate. At the end of this course, students should expect to read comprehensibly and write with spelling accuracy a given amount of words both in Spanish and English.

**801196 — Basic Spanish Skills for ESL - II**

*Hours: 60-70*

For Spanish speakers who want to learn how to read and write in their first language, as a means towards gaining reading and writing competency in English. Second course in a two-course series towards completion of the (non-credit) Basic Spanish Skills for ESL non-credit certificate. At the end of this course, the students will have fully developed reading, writing, speaking and listening skills and have comprehensive spelling accuracy both in Spanish and English.

## Bilingual GED

**801103 — GED Test Subject - Bilingual Science**

*Hours: 60*

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 are administered to verify that students are prepared to take (and pass) the Science subject test in Spanish.

**801104 — GED Test Subject - Bilingual Writing**

*Hours: 60*

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**

*Hours: 60*

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 are administered to verify that students are prepared to take (and pass) the Mathematics subject test in Spanish.

## GED

**801096 — GED Test Subject - Reading**

*Hours: 60*

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 are administered to verify that students are prepared to take (and pass) the Reading subject test.

**801097 — GED Test Subject - Social Studies**

*Hours: 60*

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.

**801098 — GED Test Subject - Science**

*Hours: 60*

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 are administered to verify that students are prepared to take (and pass) the Science subject test.

**801099 — GED Test Subject - Writing**

*Hours: 60*

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 book 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.

**801100 — GED Test Subject - Mathematics**

*Hours: 60*

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 are administered to verify that students are prepared to take (and pass) the Mathematics subject test.

## English as a Second Language (ESL)

**801148 — ESL 1 - A: Beginning Low**

*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. Other topics include: greetings, phrases, filling out forms with personal information, soft transferable skills for employment, learning strategies, and questions and commands for daily interactions, in class, work, and community. Grammar and vocabulary are incorporated in dialogues and question/answer interactions throughout class.

**801149 — ESL 1 - B: Beginning Low**

*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, describe ailments and fill out basic forms with medical history for self and others. Other topics include: following commands during an emergency, soft transferable skills for employment, and learning strategies. Grammar and vocabulary are incorporated in dialogues and question/answer interactions throughout class.

**801150 — ESL 1 - C: Beginning Low**

*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. Other topics include: US money, phone conversations, price tags, discounts, dates and ages, soft transferable skills for employment, and learning strategies.

**801151 — ESL 1 - D: Beginning Low**

*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, purchasing food, giving directions, and phone skills. Other topics include: government and law, national holidays, US presidents, describing a house, food labels, shopping lists, soft transferable skills for employment, and learning strategies.

**801152 — ESL 2 - A: Beginning High***Hours: 40-50*

Students learn to listen, speak, read and write in English at a beginning high level. Students gain skills for successful social/cultural interactions and increase their ability to integrate into the English-speaking community and classroom. Other topics include: providing personal information, describing people, identifying school personnel, creating a schedule, taking a simple phone message, and talking about transportation. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs, and question/answer interactions throughout class.

**801153 — ESL 2 - B: Beginning High***Hours: 40-50*

Students learn to listen, speak, read and write in English at a beginning high level. Students gain skills to seek and apply for jobs and describe common symptoms, diseases and conditions to a doctor. Other topics include reading directions, dosages, and warnings on medicine labels; talking about ways to stay healthy, and responding appropriately to job interview questions. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout class.

**801154 — ESL 2 - C: Beginning High***Hours: 40-50*

Students learn to listen, speak, read and write in English at a beginning high level. Students gain skills to interact in social and cultural situations and increase ability to handle currency and change. Topics include initiating and answering invitations and offers, polite requests, apologies, compliments, and sympathy. Additional topics include filling out a money order properly, requesting availability and location of items in a store, and returning an item. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout class.

**801155 — ESL 2 - D: Beginning High***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. Other topics include describing an issue with a rental unit to a landlord, identifying common containers and amounts of food, using proper language to order at a restaurant, and identifying simple traffic signs and

symbols. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout class.

**801156 — ESL 3 - A: Intermediate Low***Hours: 40-50*

Students learn to listen, speak, read and write in English at an intermediate low level. Students expand social/cultural interactions including problem solving, and ability to integrate into the English-speaking community and classroom. Other topics include providing personal information to fill out authentic forms, resolving school and transportation issues, engaging in telephone conversations, and talking about learning styles. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout class.

**801157 — ESL 3 - B: Intermediate Low***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, procedures, and remedies. Other topics include: making career goals, writing a cover letter, communicating with co-workers, identifying needed immunizations and tests, and interpreting insurance policy documents. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout class.

**801158 — ESL 3 - C: Intermediate Low***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. Other topics include: talking about recreational activities, returning and exchanging items at a store, as well as engaging in banking and several forms of payment. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout class.

**801159 — ESL 3 - D: Intermediate Low***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. Other topics include interpreting diagrams, coupons, offers, maps, schedules, creating maps, giving directions,

and creating a schedule, an ad, or a sign. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout class.

**801160 — ESL 4 - A: Intermediate High**

*Hours: 40-50*

Students learn to listen, speak, read and write in English at an intermediate high level. Students expand ability to research and teach others about educational opportunities by identifying and describing strengths. Topics include completing all written material for a job interview (application, resume, and cover letter). Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout class.

**801161 — ESL 4 - B: Intermediate High**

*Hours: 40-50*

Students learn to listen, speak, read and write in English at an intermediate high level. Students expand ability to complete medical and insurance forms and navigate the healthcare system with ease. Topics include working as part of a team in the workplace, completing a job evaluation process, and supervising and leading others. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout class.

**801162 — ESL 4 - C: Intermediate High**

*Hours: 40-50*

Students learn to listen, speak, read and write in English at an intermediate high level. 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. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout class.

**801163 — ESL 4 - D: Intermediate High**

*Hours: 40-50*

Students learn to listen, speak, read and write in English at an intermediate high level. Students expand ability to interact in social/cultural situations, including skills in decision making, team work, and the ability to integrate fully into the community. Topics include planning for additional educational opportunities (vocational certificates, two-year degrees, or additional

computer training.) Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout class.

## **(ESL) Citizenship**

**801059 — Preparation for U.S. Naturalization-ESL**

*Hours: 40-50*

This class prepares immigrants to take the written and oral portions of the USCIS citizenship test in English. Topics include United States government, history, and vocabulary for the questions included in the test. Students learn to read, write, and comprehend the questions to answer verbally and appropriately to the interviewing officer.

## **(ESL) Elective**

**801116 — ESL Student Success**

*Hours: 6*

Become a better student by learning how to acquire new vocabulary, organize your class materials and manage your time more effectively. Identify possible problems that may impact your class attendance and find solutions to these problems. Learn how to stay motivated and continue your studies. Identify how non credit classes differ from traditional classes in order to make the most of your new learning experience. Find your way around your campus by following a map and identifying locations on a campus tour. Obtain contact information for people and services available to assist you within the college and the community. This course is designed specifically for all levels of ESL students.

**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 English language proficiency and gain confidence in appropriate and clear verbal interaction for community and classroom. Topics include personal information, family, jobs, school, and daily life.

**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. Students increase comprehensibility to

help with daily verbal interaction in the community and classroom. Language topics include intonation, rhythm, stress, and letter sounds in English.

**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. Students increase vocabulary and fluency to gain confidence in clear verbal interaction.

**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. Students increase awareness of resources and confidence to use English in the classroom and the community. Topics include goal setting, classroom communication, time management and organization, learning styles, test-taking skills, opportunities to practice English in the community, and technology. This course is designed for students who have limited experience with the US educational system.

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

*Hours: 80-100*

ESL advanced level students interested in transferring to credit campus will practice strategies for succeeding at college. Topics will include goal-setting, identifying obstacles to success, prioritizing assignments, creating, maintaining and utilizing a home study area and schedule, identifying and accessing on-campus assistance, developing a peer-support network, identifying and understanding the demands and rewards of college life, practicing test-taking strategies, and applying a cost/benefit analysis to attending college. Additionally, students will increase reading, writing, speaking, and listening skills in English.

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

*Hours: 80-100*

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

required to succeed in college. Topics will include essay writing, identifying types of writing, scan for information, public speaking, academic vocabulary, accessing college resources.

**801170 — ESL Parent Involvement in K-12**

*Hours: 20-30*

This course will provide parents the knowledge and tools to navigate the public school system. Students will design a home environment that supports learning for their children. Students will learn to demonstrate the ability to express high expectations for their children's achievements and develop skills to become involved in their children's education at school and in the community.

**801171 — ESL Writing for Business**

*Hours: 24-30*

ESL intermediate/advanced students practice proper sentence and paragraph structure for business writing. Students create a binder of business writing for reference or as examples for future employers. Topics include target audience, organization and outline, revision, and practice with e-mails, business letters, resumes, summaries, and reports.

**801173 — ESL Using Computer Programs**

*Hours: 40-50*

Students learn English in the computer lab by logging into pre-loaded English learner software of their choice. Students will progress step-by-step through level appropriate software programs. Students will learn to create passwords, navigate English learning programs, follow software prompts, while improving English fluency.

**801174 — ESL through Literature**

*Hours: 32-40*

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

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

*Hours: 27-30*

Intermediate ESL students learn the political and cultural history of the United States and its government. Topics include the history of the native people and the settlers, the political history of the

founders of the United States and how the government was formed, and a review of the current political process as it functions in the United States.

**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. Students learn to listen, speak, read and write in English at a pace determined by their own abilities and progress. Students increase confidence in classroom skills such as copying from the board, responding to teacher's questions, asking for help, working from handouts, working in pairs and groups.

**801179 — ESL Intermediate Low Grammar**

*Hours: 40-50*

Intermediate low ESL students will use an integrated skills approach that includes reading, writing, listening, and speaking in a variety of contexts to increase confidence when communicating in English. Students learn English grammar and usage and focus on grammatical concepts in spoken/written English. Topics include modals, irregular past tense verbs, tag questions, commands, count and non-count nouns, and parts of speech. Students identify and use grammatical elements to compose and communicate using a variety of sentence styles, patterns, and tenses.

**801180 — ESL Intermediate High Grammar**

*Hours: 40-50*

Intermediate high ESL students will use an integrated skills approach that includes reading, writing, listening, and speaking in a variety of contexts to increase confidence when communicating in English. Students learn English grammar and usage and grammatical concepts in spoken and written English. Topics include verb tenses, question formation, connectors, noun clauses, formal vs. informal, omission, reductions, and phrasal verbs. Students identify and use grammatical elements to compose and communicate using a variety of sentence styles, patterns, and tenses.

**801181 — ESL Advanced Grammar**

*Hours: 40-50*

Advanced ESL students will 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.

Students learn English grammar and usage and focus on grammatical concepts in spoken and written English. Topics include perfect tenses, active and passive voice, prepositions, conditional, and parts of a sentence. Students identify and use grammatical elements to compose and communicate using a variety of sentence styles, patterns, and tenses.

**801182 — Intermediate ESL Vocabulary**

*Hours: 20-25*

Students learn new vocabulary and usage for intermediate low and high English. Students will be able to express themselves more effectively with landlords, receptionists, doctors, teachers, and other community members. Some vocabulary topics include: family, school, professions, food, home, and clothing. Word decoding skills include: synonyms, antonyms, homophones, prefixes, and suffixes.

**801183 — Advanced ESL Vocabulary**

*Hours: 18-26*

Students learn new vocabulary and usage for advanced ESL. Students will be able to express themselves more effectively in workplace, business, and academic settings. Vocabulary topics include office, legal issues, community service, gardening, hospitality, customer service, and life events. Word decoding skills include synonyms, antonyms, Latin roots of words, homographs, eponyms for people and places, and the study of often confused and misused words.

**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. Through carefully designed English exercises, students practice different elements of style such as rhythm, sound, sentence length and syntax, passive and active voice, and adjectives and adverbs. Topics include family, relationships, places, racism, values, life changes, parents and children, work, and language barriers for second language learners. Students develop interpretative skills by reading examples of American fiction.

**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. Students explore how famous American people, places and events influenced American values, beliefs, and attitudes and how they contributed to forming the American Dream. English used will be geared to beginning high and intermediate level ESL students.

**801199 — ESL Idioms: Intermediate***Hours: 18-25*

Speaking skills using American English idioms related to daily life. Students gain confidence in verbal interaction and cultural assimilation by understanding and utilizing idioms effectively. Topics include idioms related to food, sports, colors, animals, the human body and verbs.

**801201 — ESL through Music***Hours: 16-20*

Students use English-language songs to learn new vocabulary and improve their speaking and listening skills in English. Course will explore idioms and customs expressed in the songs. Students will learn to identify different musical genres and express opinions related to the cultural subjects within the songs.

**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 will practice job searching, submitting online applications, and interviewing skills. Students learn the English needed to explain what they can do, state what they want to do in the future and navigate a job evaluation. This course teaches English listening, speaking, reading, and writing, in the context of real-life work-related situations.

**801203 — ESL Job Success:  
English to Succeed at a Job***Hours: 30*

This course helps beginning high and intermediate low ESL students excel in their current employment situation. Topics include speaking with a manager to clarify tasks, asking for time off, explaining goals, and asking how to achieve employment goals within a current employment situation. Students learn

cultural aspects and expectations of the workplace in the United States, including punctuality, dress code, customer service, and computer skills.

**801211 — Bridge to College for ESL Students***Hours: 12*

ESL students interested in transferring to the credit campus learn how to apply to the college and select and register for classes. Students will participate in a campus tour to learn about student support services on the credit campus, as well as strategies for time management and understanding credit class requirements.

**801212 — English for Written Driving Test***Hours: 15*

Students learn to take the written driving test in English while acquiring the essential vocabulary needed to understand the questions and answers. Student will follow the procedures for taking the test at the Department of Motor Vehicles (DMV) as well as learn the rules they must obey when driving in California.

**(ESL) Vocational —  
Child Care Certificate****801139 — Vocational ESL Child Care, Module A***Hours: 60*

Module A of a two part module course for the Vocational ESL Child Care Certificate prepares low level ESL students for a career in childcare, with special emphasis on vocabulary and entry level skill acquisition as well as familiarity with common phrases for interacting with English speaking customers. Topics include: basic childcare vocabulary, communicating about child care, preventing incidents, reporting incidents, and treating illnesses and injuries.

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

Module B of a two part module course for the Vocational ESL Child Care Certificate prepares low level ESL students for a career in childcare, with special emphasis on vocabulary and entry level skill acquisition as well as familiarity with common phrases for interacting with English speaking customers. Module B topics include: infant development, toddler development; preschooler development; and school-age child development.

## **(ESL) Vocational— Healthcare Certificate**

### **801146 — Vocational ESL Healthcare, Module A**

*Hours: 50*

Module A of a two part module course for the Vocational ESL Healthcare Certificate helps prepare intermediate to advanced level ESL students for success in healthcare certificate courses such as Medical Assistant and Personal Care Attendant, with special emphasis on English skills needed to communicate in the healthcare field. Module A topics include: health careers, the patient, basic duties, facilities, nutrition, communication, office skills, measurements, and job readiness.

### **801147 — Vocational ESL Healthcare, Module B**

*Hours: 50*

Module B of a two part module course for the Vocational ESL Healthcare Certificate helps prepare intermediate to advanced level ESL students for success in healthcare certificate courses such as Medical Assistant and Personal Care Attendant. There is special emphasis placed on the English skills needed to communicate in the healthcare field. Module B topics include: communication, safety, medical emergencies, first aid, sanitation, anatomy, vision care, illness, medication, and vital signs.

## **(ESL) Vocational— Landscape/Garden Certificate**

### **801141 — Vocational ESL Landscaping and Gardening, Part I**

*Hours: 60*

The Vocational ESL Landscaping Certificate prepares low-level ESL students for careers in landscaping, with special emphasis on vocabulary, entry-level skill acquisition, and familiarity with common phrases to interact with English-speaking customers. Part I topics include plant identification, selection and care, irrigation, and safe use of hand and power tools.

### **801142 — Vocational ESL Landscaping and Gardening, Part II**

*Hours: 60*

The Vocational ESL Landscaping Certificate prepares low-level ESL students for careers in landscaping, with special emphasis on vocabulary, entry-level skill acquisition, and familiarity with common phrases

to interact with English-speaking customers. Part II topics include soils, pesticides, landscape design, and successful job interviewing skills.

## **Parenting**

### **251276 — Parent Education in a Cooperative Preschool: Child Development - An Overview for Parents**

*Hours: 97.5*

Parents will learn about typical social, emotional, physical, language, cognitive development of children aged two to five, healthy patterns of separation, importance of play, and parenting strategies that support a strong foundation for future learning. Parents will help create a safe, inclusive environment for their children and observe and interact with their child and other children in the cooperative preschool lab. Class includes weekly lecture, lab/discussion seminar, and activities.

### **251277 — Parent Education in a Cooperative Preschool: Parent/Child Relationships**

*Hours: 82.5*

Parents will develop a framework for positive, reflective parenting. They will learn effective communication skills, principles for nurturing resiliency, strategies for conflict resolution, and child guidance principles and practices that contribute to the optimum development of their children aged 2 to 5 years. Class includes weekly lecture, lab/discussion seminar, and activities.

### **251278 — Parent Education in a Cooperative Preschool: Family Education and Resources**

*Hours: 82.5*

Parents will learn about nutrition, health, first aid, safety, community resources, kindergarten readiness and transition, and parenting strategies for ensuring their child's success in school and community. Additional topics will address parenting challenges such as: influence of media and technology and helping children cope with family illness, death, separation, and divorce. Designed for parents of children age 2 to 5 years. Class includes weekly lecture, lab/discussion seminar, and activities.

**251265 — Anger Management: Enhancing Healthy Family Values**

*Hours: 20-30*

Class teaches new approaches to dealing with anger using techniques that control reactions to family disagreements. Students learn how to improve parent-child and intimate relationships through effective communication skills as they confront wounds from the past, modify faulty belief systems, recover from addictive behaviors, and understand and manage emotions. Students learn to empower their lives, stop generational cycles of violence, and receive support for recovering from substance abuse.

## Short Term Vocational Classes and Certificates

### 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 troubleshoot 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 will become familiar with the Photoshop window, tools, and main menu bar. The class will cover 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 will 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: 20-25*

This class will focus on Microsoft Office for the MAC. Students learn the basics and how the Office programs are designed to work as a single application. Topics will 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.

**903422 — Living the iLife**

*Hours: 25*

Students learn how to use Apple's iLife suite of programs—iPhoto, iMovie HD, iDVD, Garage Band, and iWeb—to produce and distribute creative ideas through words, pictures, music or video.

## **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 will 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: 9-10*

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: 9-10*

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

### **903416 — Word Processing Basics for Beginners**

*Hours: 12.5*

Students who find computers mystifying or frightening will learn how to navigate the computer screen and compose and edit a short document. Class pace will allow 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: 10-12.5*

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

### **903402 — Learn to Type**

*Hours: 9-12.5*

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: 9-10*

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

### **909307 — Computers for Beginners**

*Hours: 9-12.5*

This beginning course is designed for students with limited experience with computers. Students will 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

### 903411 — Introduction to Mac OS X Level 1

*Hours: 20*

Level 1 class covers the basics of Mac OS and some of its most popular programs. Students will learn how to make, name, and rename files and folders. Students will then see how to find lost files using Find and Spotlight. Class will examine the Sidebar and Dock and will cover some of the most basic and useful programs that come with OS including Safari, Address Book, and iCal.

### 903412 — Introduction to MAC OS X Level 2

*Hours: 20*

The Level 2 course will review some of the programs examined in Level 1 in more detail, then proceed with a more in-depth examination of Mac OS, including ways to customize the Mac. Students also examine more of the Mac OS programs as they integrate with Mail, iPhoto, and iMovie. May be taught bilingually.

### 909188 — Introduction to the Macintosh

*Hours: 15-20*

This class is designed for those with limited or no experience with computers. Students will 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

### 514039 — Introduction to Computers (Bilingual)

*Hours: 20*

This bilingual course promotes an understanding of the basic computer skills. This class provides basic knowledge of computers such as hardware, software and basic terminology. It is designed for beginners who desire to learn the navigation of the windows environment, manage files, keyboard layout and mouse techniques. Course completion satisfies requirement for certificate.

### 514073 — Microsoft PowerPoint Fundamentals (Bilingual)

*Hours: 25*

This introductory bilingual course provides a basic understanding of Microsoft PowerPoint, a program that allows students to create effective presentations to convey a message through the use of words, graphics, shapes, color, sound and special effects. Students will learn how to create, edit, and format slides, create slideshows, save a presentation, and print a presentation in handout format.

### 514074 — Microsoft Publisher Fundamentals (Bilingual)

*Hours: 25*

This bilingual course teaches students fundamental skills on Microsoft Publisher, a popular desktop publishing program. Topics include editing, formatting, and creation of flyers, calendars, invitations, greetings, business cards, and business forms through the use of pre-designed or blank publications.

### 514075 — Typing/Keyboarding (Bilingual)

*Hours: 20-24*

This bilingual course promotes an understanding of basic typing and keyboarding skills. It is intended for students who have no keyboarding experience, or who want to improve their keyboarding skills. This course introduces proper keyboard-operating techniques through the practice and reinforcement of correct techniques to avoid experience repetitive stress syndrome, more commonly known as carpal tunnel syndrome.

### 901124 — Introduction to the Internet and E-Mail (Bilingual)

*Hours: 25*

This introductory bilingual course provides the basic applications of the Internet, and electronic mail. Topics included are browsing and researching on the World Wide Web using various search engines, popular websites tips and techniques to obtain specific information. E-mail basics include web-based account setup, sending/receiving messages and attachments, E-mail etiquette, E-mail management, security and protection of privacy.

**903317 — Introduction to Windows Operating Systems (Bilingual)**

*Hours: 20*

This class is a slow-paced introduction to the Windows Operating System. This course is recommended for people unfamiliar with computers and serves as a foundation for working with various Windows operating system versions. Students will explore the Windows OS interface, practice simple windows navigation tools and techniques, implement file management, and examine other Windows Operating system tools, applications, and help commands.

**903328 — Microsoft Word Fundamentals (Bilingual)**

*Hours: 20*

This bilingual course for beginners provides a basic understanding of Microsoft Word tools. Students learn to create professional quality letters, certificates, flyers, labels and more. Covered topics include formatting, paragraph alignment, indent, margins, clip art, bullets, columns, tables, graphics, and saving and printing documents.

**903347 — Computer Skills Lab (Bilingual)**

*Hours: 9-200*

The bilingual lab features individualized, hands-on instruction, and small group lectures. Students learn at own pace and design their own practice schedule in several computer software programs including keyboarding, data entry, 10-key, Windows operating systems, MS Office (Word, Excel, Publisher, PowerPoint), and internet/e-mail.

**903480 — Microsoft Excel Fundamentals (Bilingual)**

*Hours: 20*

This bilingual course for beginners provides a basic understanding of Microsoft Excel. Students will learn to create functional and professional-looking spreadsheets. Topics include applying shortcuts, printing electronic spreadsheets and designing, creating, editing, and storing documents. By completing this course, students will increase workplace technology skills and employability.

**903481 — Fundamentals of Web Design (Bilingual)**

*Hours: 25*

This bilingual course is designed to introduce the student to basic web page creation techniques. Students will acquire essential skills, methods, and

techniques related to basic web page design, using basic HTML and What You See Is What You Get (WYSIWYG) method of web creation. Overview of the tools, options, menus, palettes, file formats, system requirements, internet infrastructure, and purchasing a domain will be discussed.

**903482 — Windows Movie Maker Fundamentals (Bilingual)**

*Hours: 25*

This bilingual course promotes basic understanding of Windows Movie Maker as a multimedia application. It is designed to assist beginning students to create movies with pictures and videos. Overview of the tools, text editing functions, transitions, audio, effects, graphics insertion, and title application will be discussed.

**909341 — Fundamentals of Graphics (Bilingual)**

*Hours: 25*

This bilingual course introduces the student to the basic operation of Adobe Photoshop, MS Publisher, Windows Movie Maker and Microsoft Paint. Through a series of projects students will develop the skills to work efficiently in these programs by enhancing, collaging images, retouching photos and creating digital artwork. Overview of the tools, options, menus, palettes, file formats, and system requirements will be discussed.

**909342 — Fundamentals of Photoshop (Bilingual)**

*Hours: 25*

This bilingual course introduces the student to the basic operation of Adobe Photoshop. Through a series of projects students will develop the skills that are needed to work efficiently in Photoshop by enhancing, collaging images, retouching photos and creating digital artwork. Overview of the tools, options, menus, palettes, file formats and system requirements will be discussed.

## **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 and the 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 will examine 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 will practice new skills in a lab setting and master the fundamentals of digital imaging. This course may be taught bilingually.

## Green Gardener Certificate

### 901132 — Green Gardener: Module 1

Hours: 22.5

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 will 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 will be promoted as a Green Gardener and will benefit from advertising and discounts by the program sponsors. For more information on the Green Gardener Program, [www.greengardener.org](http://www.greengardener.org). The 15-week program of two modules includes classroom, demonstration and take-home field-work.

### 901133 — Green Gardener: Module 2

Hours: 15

This class builds on the Green Gardener: Module 1 course, providing the landscape professional additional training in resource conservation, pollution prevention and sustainability.

## Health Care Interpreter Training Certificate

### 912172 — HCI I: Introduction

Hours: 40

Introduces health care interpreting to English/Spanish-speaking individuals who are called upon to interpret for limited English proficient patients in health care settings. The curriculum is based on the standards of the California Health Care Interpreting Association, and emphasizes the basic principles of effective, confidential and culturally sensitive health care interpretation.

### 912174 — HCI II: Health Concepts

Hours: 42

*Prerequisite: Health Care Interpreting: I*

Introduction. Focuses on English/Spanish vocabulary related to anatomy and physiology, common medical conditions and treatments and basic medical knowledge for English/Spanish speaking bilingual individuals who will be interpreting in a health care setting. This knowledge is essential for a health care interpreter to facilitate communication between health

care providers and Spanish speaking patients with limited English proficiency.

### 912175 — HCI III: Fundamental Skills

Hours: 48

*Prerequisite: HCI: II - Health Concepts.*

Builds on concepts and skills learned in HCI II: Health Concepts to further develop basic skills for English/Spanish bilingual interpreting in a health care setting. Active listening, paraphrasing, note-taking and memory capacity techniques emphasized. Focus on expanded cultural appropriateness and medical vocabulary in both languages.

### 912176 — HCI IV: Multiple Settings

Hours: 48

*Prerequisite: HCI: III - Fundamental Skills.*

Focus on the role health care interpreters play in disaster/emergency situations. Students acquire intermediate level skills in performing each of the health care interpreting roles and modes of interpreting. Additional medical concepts and terminology are presented.

### 912177 — HCI V: Professional Development

Hours: 42

*Prerequisite: HCI: IV - Multiple Settings.*

Development of job-seeking skills for English/Spanish-speaking bilingual individuals to be employed as health care interpreters. Overview of the health care system and federal and California laws, regulations and policies relevant to health care interpreting. Information on local, national and international associations for professional interpreters presented. Provides interpreting practice through simulation for the advanced level student.

## Medical Assistant Training Certificate

### 912179 — Medical Assistant I:

#### Administrative & Clinical Instruction

Hours: 127

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.

### **912180 — Medical Assistant II:**

#### **Job Readiness & Field Work**

*Hours: 160*

This 160 hour course gives students job readiness skills and hands-on experience as Medical Assistants in local medical clinics and offices. Under supervision, students will perform administrative and clinical procedures within the Medical Assistant Scope of Practice, preparing them for future employment. Eligibility requires successful completion of Medical Assistant I, and proof of current immunizations (including hepatitis), current TB test, and CPR and First Aid certification.

## **Personal Care Attendant Training Certificate**

### **912157 — Personal Care Attendant I: Basic Care**

*Hours: 70*

This course introduces students to entry-level Personal Care Attendant skills. Students will be taught how to assist patients and family with non-medically directed personal care and home management activities. It will prepare 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.

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

*Hours: 36*

This course focuses on dementia and end-of-life care. Students will be given in-depth information on types and causes of dementia and principles of end-of-life care. Topics will 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 will include advanced planning, practical and emotional issues related to death and dying, and community resources for the support of families and caregivers. Skill Advisories: Personal Care Attendant I: Basic Care.

## **Restorative Nurse Assistant Certificate**

### **912166 — Restorative Nurse Aide Training -**

#### **Basic Skills**

*Hours: 40*

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.

### **912170 — Restorative Nurse Aide Training -**

#### **Advanced Skills**

*Hours: 14*

In this advanced course for licensed CNA's, 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*

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*

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 A&B, student will be prepared to take the ServeSafe Foodhandlers Examination.