

# SUPPLEMENT TO 2015-2016 CATALOG

## Certificate of Achievement in CSU-Breadth

The CSU general education pattern is a series of courses that prospective transfer students may complete at PCC to satisfy lower division breadth/general education requirements at the California State University. Pasadena City College's Certificate of Achievement in CSU Breadth will provide university-bound students these lower-division general education requirements.

*NOTICE: California State University requirements for advanced undergraduate standing and general education are listed below. Requirements for the individual CSU campuses are similar, but students should consult specific catalogs as each may have additional requirements. For instance, a given campus may have added general education requirements so long as the requirement applies equally to native as well as transfer students.*

Under this CSU Breadth program, candidates for the Baccalaureate Degree at a California State University must meet the general education requirement of 48 units. A student may currently meet 39 units of this requirement at Pasadena City College. The remaining 9 units must be completed at the upper division level.

The CSU GE-Breadth Requirements specify courses in the areas of:

- **Area A** — English Language Communication and Critical Thinking
- **Area B** — Scientific Inquiry and Quantitative Reasoning
- **Area C** — Arts and Humanities
- **Area D** — Social Sciences
- **Area E** — Lifelong Learning and Self-Development

Students expecting to request general education certification should complete 39 units distributed among categories A through E as noted with no less than 30 units for areas A through D. Areas A and B4 must be fully completed with minimum grades of C or PASS prior to transfer. A single course may not meet more than one area requirement. Pasadena City College can certify each subject area (Area A, B, C, D, E) or the whole pattern. (A minimum of 12 units may be taken at PCC for Pass/No Pass grading. CSU may have other limitations on Pass/No Pass courses that may be used to meet degree requirements.)

**AREA A - ... ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING** .....9 units  
Students must complete 9 semester units (or 12-15 quarter units) with at least one course each from A1, A2, and A3.

- A1 - ORAL COMMUNICATION** ..... 3 units  
Speech 001, 010
- A2 - WRITTEN COMMUNICATION** ..... 3 units  
English 001A
- A3 - CRITICAL THINKING** ..... 3 units  
English 001C  
Philosophy 025, 030, 033  
Physical Science 002  
Speech 006, 012

**AREA B - SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING** .....9 units

Students must complete 9 semester units (OR 12-15 quarter units) with at least one course each from B1, B2, and B4. At least one of the science courses completed in B1 or B2 must contain a related laboratory component in B3.

**B1 - PHYSICAL SCIENCE**

- Astronomy 001, 012
- Chemistry 001A, 001B, 002A, 002B, 008A, 008B, 022
- Environmental Studies 001, 003
- Geography 001
- Geology 001, 002, 003, 004, 006, 008, 012, 016, 022, 030A-M
- Physical Sciences 003
- Physics 001A, 001B, 001C, 001D, 002A, 002B, 010, 031A, 031B

**B2 - LIFE SCIENCE**

- Anatomy 025
- Anthropology 001
- Biology 001A, 001B, 001C, 002, 003, 004, 010A, 010B, 010C, 011, 014, 016, 030, 035, 038, 039
- Microbiology 002
- Physiology 001, 002A, 002B
- Psychology 002

**B3 - LABORATORY ACTIVITY (related to a lecture course taken to satisfy either B1 or B2)**

- Anatomy 025
- Anthropology 001L
- Astronomy 001
- Biology 001A, 001B, 001C, 002, 003, 004, 010A, 010B, 011, 014, 016, 030, 038, 039
- Chemistry 001A, 001B, 002A, 002B, 008A, 008B, 022
- Environmental Studies 001, 003
- Geography 001L
- Geology 001, 001F, 002, 002F, 003, 003F, 006, 008, 012F, 012L, 030A-M
- Microbiology 002
- Physical Sciences 003L
- Physics 001A, 001B, 001C, 001D, 002A, 002B, 010L, 031A, 031B
- Physiology 001, 002A, 002B

**B4 - MATHEMATICS / QUANTITATIVE REASONING**

- Business 014B
- Computer Science 002, 004, 006, 008, 010, 012, 043, 045
- Mathematics 003, 005A, 005B, 005C, 007A, 007B, 008, 009, 010, 012, 015, 022, 038, 055, 055H
- Statistics 015, 018, 050

**AREA C -ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE .....9 units**

Students must complete 9 semester units (OR 12-15 quarter units) with at least one course each in Arts and Humanities areas.

**C1 - ARTS (Arts, Cinema, Dance, Music, Theater)**

- Architecture 024A, 024B
- Art 001A, 001B, 002, 003A, 003B, 004A, 004B, 004C, 004D, 005, 007, 008, 009
- Chinese 022
- Dance 021A, 021B
- French 050
- Italian 050

Music 007A, 007B, 021, 022, 023, 024A, 024B, 025, 026, 027, 028

Photo 010, 025

Theater Arts 001, 005, 007A, 007B

**C2 - HUMANITIES (Literature, Philosophy, Languages Other Than English)**

American Sign Language 010A, 010B

Arabic 001, 002

Armenian 001, 002

Chinese 001, 002, 002A, 003, 004, 010, 012

English 001B, 005A, 005B, 009, 010, 011, 024, 025A, 025C, 025D, 025E, 025F, 025G, 025H, 025I, 025J, 026, 030A, 030B, 030C, 044A, 044B, 044C, 045A, 045B, 046A, 046B, 047, 048, 049A, 050, 051, 052, 053, 054, 057, 059, 060, 061, 078A, 078B, 082A, 082B, 082C

French 001, 002, 003, 004, 005A, 005B, 006, 010, 012, 016

German 001, 002, 003, 004, 005, 010, 012

Greek 001, 002

Hebrew 001, 002, 003

History 001A, 001B, 002A, 002B, 005A, 005B, 007A\*, 007B\*, 008, 009A, 009B, 012, 016, 018, 019, 025B\*, 025D, 025F, 025I, 027A, 027B, 029A\*, 029B\*, 030, 031\*, 041\*,

Humanities 001, 002, 003, 004

Italian 001, 002, 003, 004, 010, 012

Japanese 001, 002, 003, 004, 005, 010, 011, 012

Latin 001, 002

Linguistics 010, 011

Philosophy 001, 003, 007, 008, 020A, 020B, 031, 037

Portuguese 001, 002, 003, 004

Religious Studies 001, 002, 003

Russian 001, 002, 003, 004, 011

Spanish 001, 002, 002A, 003, 004, 005, 006A, 006B, 012, 025, 042A, 042B, 044A, 044B

**AREA D - SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS AND BEHAVIOR, HISTORICAL BACKGROUND**9 units

Students must complete 9 semester units (OR 12-15 quarter units) required with courses in at least two disciplines.

**D0 - SOCIOLOGY AND CRIMINOLOGY**

Sociology 001, 002, 014, 015, 016, 022, 024, 029, 031, 041

**D1 - ANTHROPOLOGY AND ARCHAEOLOGY**

Anthropology 001, 001L, 002, 003, 004, 005, 006, 012, 031

**D2 - ECONOMICS**

Economics 001A, 001B

Geography 005

**D3 - ETHNIC STUDIES**

Anthropology 012, 031

History 012, 029A, 029B, 031\*, 041\*

Psychology 029, 031, 041

Sociology 014, 029, 031, 041

**D5 - GEOGRAPHY**

Geography 002, 003, 005

**D6 - HISTORY**

History 001A, 001B, 002A, 002B, 005A, 005B, 007A\*, 007B\*, 008, 009A, 009B, 012, 016, 018, 019, 025B\*, 025D, 025F, 025I, 027A, 027B, 029A\*, 029B\*, 030, 031, 041\*,

**D7 - INTERDISCIPLINARY SOCIAL OR BEHAVIORAL SCIENCE**

Child Development 015

Communication 001  
English 012  
Environmental Studies 002  
Gerontology 001  
Linguistics 012, 014, 016  
Speech 013

**D8 - POLITICAL SCIENCE, GOVERNMENT, AND LEGAL INSTITUTIONS**

Political Science 001\*, 002, 006, 007, 021, 022

**D9 - PSYCHOLOGY**

Psychology 001, 002, 005, 021, 022, 023, 024, 025, 029, 031, 033, 041

**American Institutions Requirement**

\*All CSU campuses require a U.S. History and an American government course for CSU graduation. This requirement may be met with one asterisked (\*) course in U.S. history within area **C2** or **D6**, AND with Political Science 1 (area **D8**).

Six units required: one course from (A) and one course from (B)

\*(A) Political Science 001

\*(B) History 007A, 007B, 025B, 029A, 029B,  
031, 041

**AREA E -LIFELONG LEARNING AND SELF-DEVELOPMENT .....3 units**

Students must complete 3 semester units (or 4-5 quarter units). Maximum of 1 unit of Dance Activity or PE/Kinesiology Activity (KINA).

Anthropology 002

Biology 019

College 001

Counseling 012

Dance 001, 002, 003, 004A-H, 005A-B, 006A-B, 007A-B, 008A-C, 009A-D, 010, 011A-D, 012, 013, 015A-D, 019A-C, 022A-C (maximum of 1 unit)

Health Education 002A, 002E, 044

Nutrition 011

Kinesiology/Physical Education Activity- KINA 003A-E, 027, 028A-B, 029A-C, 030, 032A-C, 033, 034A, 034B, 036, 037, 038, 039A-B, 046A-C, 048A-C, 049A-B, 054A-C, 065A-C, 069, 081A-C (maximum of 1 unit)

Psychology 001, 021, 022, 023, 024

Sociology 002, 022, 024

**NOTE: Courses may not be used in more than one area.**

## Certificate of Achievement in IGETC – UC/CSU

The Intersegmental General Education Transfer Curriculum permits a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower division, general education courses to satisfy campus GE requirements.

Due to substantial lower division prerequisites in high-unit majors such as engineering, architecture, and the physical and natural sciences, IGETC may be an inappropriate option. Please consult a PCC counselor for additional information.

If IGETC is chosen as the option to fulfill the general education requirements, all areas must be met with minimum grades of C or Pass prior to transfer. (A minimum of 12 units may be taken at PCC for Pass/No Pass grading. CSU and UC may have other limitations on Pass/No Pass courses that may be used to meet degree requirements.)

*This Certificate of Achievement cannot be combined with an existing Associate of Science degree. A student may earn an Associate of Arts degree with an appropriate area of emphasis.*

### AREA 1 – ENGLISH COMMUNICATION

All students must complete two courses, 6 semester units (or 8-10 quarter units), one from Group A and one from Group B. Students transferring to a CSU must also complete one course, 3 semester units (or 4-5 quarter units) from Group C.

**GROUP A: English Composition** ..... 3 units  
English 001A

**GROUP B: Critical Thinking/English Composition** 3 units  
English 001C  
Philosophy 025  
Physical Science 002

**GROUP C: Oral Communication (CSU Requirement Only)** .....3 units  
Speech 001, 010

### AREA 2 — MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

Complete one course, 3 semester units (or 4-5 quarter units).

Business 014B<sup>†</sup>  
Math 003<sup>†</sup>, 005A<sup>†</sup>, 005B, 005C, 007A<sup>†</sup>, 007B<sup>†</sup>, 009<sup>†</sup>, 010, 012, 015, 022, 055<sup>†</sup>, 055H<sup>†</sup>  
Statistics 018<sup>†</sup>, 050<sup>†</sup>

### AREA 3 — ARTS AND HUMANITIES .....9 units

Complete three courses, 9 semester units (or 12-15 quarter units); at least one course from the Arts and one course from the Humanities.

#### 3A ARTS

Architecture 024A, 024B  
Art 001A, 001B, 002, 003A, 003B, 004A, 004B, 004C, 004D, 005, 007, 008, 009  
Dance 021A, 021B  
French 050  
Italian 050  
Music 007A, 007B, 021, 022, 023, 024A, 024B, 025, 026, 027, 028  
Photo 010, 025  
Theater Arts 001, 005, 007A, 007B

#### 3B HUMANITIES

Chinese 010, 012  
 English 001B, 010, 011, 024, 025A, 025C, 025D, 025E, 025F, 025G, 025H, 025I, 025J, 026, 030A, 030B, 030C, 044A, 044B, 044C, 045A, 045B, 046A, 046B, 047, 048, 049A, 050, 051, 052, 053, 054, 057, 059, 060, 061, 078A, 078B, 082A, 082B, 082C  
 French 005A, 005B, 006, 010, 012, 016  
 German 005, 010, 012  
 \*History 001A, 001B, 002A, 002B, 005A, 005B, 007A, 007B, 008, 009A, 009B, 012, 016, 018, 019, 025B, 025D, 025F, 025I, 027A, 027B, 029A, 029B, 030, 031, 041,  
 Humanities 001, 002, 003, 004  
 Italian 010, 012  
 Japanese 005, 010, 012  
 Linguistics 010, 011, 016  
 Philosophy 001, 003, 007, 008, 020A, 020B, 031, 037  
 Religious Studies 001, 002, 003  
 Russian 011  
 Spanish 005, 006A, 006B, 012, 025, 042A<sup>†</sup>, 042B<sup>†</sup>, 044A<sup>†</sup>, 044B<sup>†</sup>

**AREA 4 — SOCIAL AND BEHAVIORAL SCIENCES**.....9 units

Complete three courses, 9 semester units (or 12-15 quarter units) from at least two disciplines.

Anthropology 001\*, 001L\*, 002, 003, 004, 005, 006, 012, 031  
 Economics 001A, 001B  
 English 012  
 Environmental Studies 002  
 Geography 002, 003, 005,  
 \*History 001A, 001B, 002A, 002B, 005A, 005B, 007A, 007B, 008, 009A, 009B, 012, 016, 018, 019, 025B, 025D, 025F, 025I, 027A, 027B, 029A, 029B, 030, 031, 041  
 Linguistics 012, 014, 016  
 Political Science 001, 002, 006, 007, 021, 022  
 Psychology 001, 002, 021<sup>†</sup>, 022<sup>†</sup>, 023, 024<sup>†</sup>, 025, 029, 031, 033, 041  
 Sociology 001, 002, 014, 015, 016, 022, 024, 029, 031, 041  
 Speech 013

**AREA 5 — PHYSICAL AND BIOLOGICAL SCIENCES** .....7 units

Complete at least two courses, 7 to 9 semester units (or 9-12 quarter units); one Physical Science course and one Biological Science course. Laboratory course in 5C must be associated with a lecture component in at least one of the courses completed in either 5A or 5B.

**5A Physical Sciences**

Astronomy 001<sup>†</sup>, 012<sup>†</sup>  
 Chemistry 001A<sup>†</sup>, 001B<sup>†</sup>, 002A<sup>†</sup>, 002B<sup>†</sup>, 008A, 008B, 022  
 Environmental Studies 001, 003  
 Geography 001  
 Geology 001<sup>†</sup>, 002, 003<sup>†</sup>, 004, 006, 008, 012<sup>†</sup>, 016, 022  
 Physical Sciences 003<sup>†</sup>  
 Physics 001A<sup>†</sup>, 001B<sup>†</sup>, 001C<sup>†</sup>, 001D<sup>†</sup>, 002A<sup>†</sup>, 002B<sup>†</sup>, 010<sup>†</sup>, 031A<sup>†</sup>, 031B<sup>†</sup>

**5B Biological Sciences**

Anatomy 025<sup>†</sup>  
 Anthropology 001\*  
 Biology 001A, 001B, 001C<sup>†</sup>, 002, 003<sup>†</sup>, 004, 010A, 010B, 010C, 011<sup>†</sup>, 014, 016<sup>†</sup>, 035<sup>†</sup>, 038<sup>†</sup>, 039  
 Microbiology 002

Physiology 001<sup>†</sup>, 002A<sup>†</sup>, 002B<sup>†</sup>  
Psychology 002

**5C Science Courses with Laboratory Component (may be same course from 5A or 5B, or a laboratory related to a lecture course completed in either 5A or 5B)**

Anatomy 025<sup>†</sup>  
Anthropology 001L\*  
Astronomy 001<sup>†</sup>  
Biology 001A, 001B, 001C<sup>†</sup>, 002<sup>†</sup>, 003<sup>†</sup>, 004<sup>†</sup>, 010A, 010B, 011<sup>†</sup>, 014, 016<sup>†</sup>, 038<sup>†</sup>, 039  
Chemistry 001A<sup>†</sup>, 001B<sup>†</sup>, 002A<sup>†</sup>, 002B<sup>†</sup>, 008A, 008B, 022  
Environmental Studies 001, 003  
Geography 001L  
Geology 001<sup>†</sup>, 001F<sup>†</sup>, 002, 002F, 003<sup>†</sup>, 003F<sup>†</sup>, 006, 008, 012F<sup>†</sup>, 012L  
Microbiology 002  
Physical Sciences 003L<sup>†</sup>  
Physics 001A<sup>†</sup>, 001B<sup>†</sup>, 001C<sup>†</sup>, 001D<sup>†</sup>, 002A<sup>†</sup>, 002B<sup>†</sup>, 010L<sup>†</sup>, 031A<sup>†</sup>, 031B<sup>†</sup>  
Physiology 001<sup>†</sup>, 002A<sup>†</sup>, 002B<sup>†</sup>

**ADDITIONAL REQUIREMENTS**

**I. FOREIGN LANGUAGE – UC REQUIREMENT ONLY**

Students must provide proof of proficiency equivalent to two years of high school study in the same language. An official copy of high school transcript(s) must be submitted for IGETC certification.

**The following courses fulfill this requirement:**

American Sign Language 010B, 010C, 010D; Arabic 002; Armenian 002; Chinese 002, 002A<sup>†</sup>, 003, 004; French 002, 003, 004; German 002, 003, 004; Greek 002; Hebrew 002, 003; Italian 002, 003, 004; Japanese 002, 003, 004; Latin 002; Portuguese 002, 003, 004; Russian 002, 003, 004; Spanish 002, 002A<sup>†</sup>, 003, 004

**II. UNITED STATES HISTORY, CONSTITUTION AND AMERICAN IDEALS – CSU REQUIREMENT ONLY**

Not part of IGETC. May be completed prior to transfer; however, courses used to meet this requirement may also be used in areas 3 and/or 4 of this document with the approval of the CSU campus where a student is accepted.

6 units required: one course from (A) and one course from (B)

\*(A) Political Science 001

\*(B) History 007A<sup>†</sup>, 007B<sup>†</sup>, 025B, 029A<sup>†</sup>,  
029B<sup>†</sup>, 031, 041

\*Courses listed in more than one area may be certified **only** in a single area.

† Courses designated with a (†) have credit limitations for UC. Consult a counselor or [www.assist.org](http://www.assist.org). Select "PCC/UC Transferable courses."

# Music (A.A.-T)

The Associate of Arts for Transfer in Music (AA-T in Music degree) prepares students to transfer to a Bachelor of Arts degree program, a capstone or terminal liberal arts degree with an emphasis on music. Students develop musical proficiency in theory, musicianship and performance on their primary instrument or voice.

Students who plan to pursue a professional career in music (in performance, composition, jazz, music technology, education or graduate study) should pursue the Associate of Arts in Music (AA in Music degree) which prepares students to transfer to a Bachelor of Music degree program. Students develop musical proficiency in theory, musicianship, keyboard harmony and music history while preparing to successfully audition on their primary instrument or voice for acceptance into a university music department.

All courses must be completed with a grade of C or better. All courses must be numbered 1-99. Students must complete a minimum of 22 units, as set forth below.

## Associate in Arts in Music for Transfer Degree

### REQUIRED CORE (21-22 units)

MUSC 001A - MUSIC THEORY I (3)  
MUSC 001B - MUSIC THEORY II (3)  
MUSC 001C - MUSIC THEORY III (3)  
MUSC 001D - MUSIC THEORY IV (3)  
MUSC 002A - MUSICIANSHIP I (1)  
MUSC 002B - MUSICIANSHIP II (1)  
MUSC 002C - MUSICIANSHIP III (1)  
MUSC 002D - MUSICIANSHIP IV (1)

### Applied Music (2 units)

MUSC 009A - INDIVIDUAL INSTRUCTION I (1)  
MUSC 009B - INDIVIDUAL INSTRUCTION II CLASSICAL (1)  
MUSC 009C - INDIVIDUAL INSTRUCTION II  
JAZZ/COMMERCIAL (1)  
MUSC 009D - INDIVIDUAL INSTRUCTION III CLASSICAL (1)  
MUSC 009E - INDIVIDUAL INSTRUCTION III  
JAZZ/COMMERCIAL (1)

### Large Ensemble (4 semesters)

MUSC 043 - PIANO ENSEMBLE (1)  
MUSC 056 - VOCAL JAZZ ENSEMBLE (1)  
MUSC 057A - JAZZ COMBO (1)  
MUSC 057B - LANCER JAZZ BIG BAND (1)  
MUSC 057C - STUDIO JAZZ ENSEMBLE (1)  
MUSC 057D - SWING BAND (1)  
MUSC 057E - JAZZ GUITAR ENSEMBLE (1)  
MUSC 057F - LATIN JAZZ ENSEMBLE (1)  
MUSC 060 – COLLEGE/COMMUNITY ORCHESTRA (1)  
MUSC 061 - LANCER MARCHING BAND (2)



MUSC 062 - LANCER CONCERT BAND (2)  
MUSC 063 - CONCERT CHOIR (1)  
MUSC 064 - CHAMBER SINGERS (1)  
MUSC 065 - COLLEGE/COMMUNITY CONCERT BAND (1)  
MUSC 066 – MADRIGALS (1)  
MUSC 074 - OPERA WORKSHOP (1)  
MUSC 075 - MUSICAL THEATRE WORKSHOP (1)  
MUSC 082 - GUITAR ENSEMBLE (1)

**REQUIRED SUBTOTAL..... 22**

CSU General Education or IGETC Pattern ..... 39-41  
Transferable Electives (as needed to reach 60 transferable units)

**DEGREE TOTAL..... 60**

**Student Learning Outcomes:**

1. Utilize theoretical principles in the analysis and composition of the music of the common-practice period.
2. Hear, internally, the melodic, harmonic, and rhythmic elements of the common-practice period. Display the musicianship skills necessary to participate successfully in various musical endeavors, including performance and composition.
3. Present successful solo performances using appropriate repertoire for their chosen instrument/voice with technical proficiency, musicality and stylistic awareness.
4. Perform and/or participate successfully in small and large ensembles, using time management and interpersonal skills to assist in the production of a collaborative musical work.

# Spanish (A.A.-T)

The Associate in Arts in Spanish for Transfer Degree (AA-T in Spanish) develops competence in the ability to understand, speak, read and write Spanish, and to provide an understanding and appreciation of the Spanish language and the cultures of the Spanish-speaking world. The AA-T in Spanish prepares students to continue their education at a California State University (CSU) campus leading to a baccalaureate degree in Spanish.

PLEASE NOTE: The courses that universities and colleges require for transfer vary. When selecting courses for transfer purposes, students should consult with Counseling Services to determine the particular transfer requirements of specific institutions.

## Requirements for the Major

All courses must be completed with a grade of C or better. All courses must be numbered 001-099. Students must complete a minimum of 21 units.

The Associate in Arts Degree in Spanish for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better. (Students completing this degree are not required to fulfill additional PCC graduation requirements)

## Additional Information:

This degree is intended for students transferring to a California State University (CSU) campus. It is not a requirement for transfer, but may give students an admission advantage at some CSU campuses. Not all CSU campuses accept this degree as fulfillment of lower-division major requirements. Students should meet with a counselor to determine if this degree is a good option for them. Information on which CSU campuses accept this degree can be found at <http://www.sb1440.org/>

\*\*Students who speak Spanish at home but have little or no formal education in Spanish should begin the AA-T with Spanish 002A.

## Associate in Arts in Spanish for Transfer Degree

### REQUIRED CORE (20 units)

- SPAN 001 – ELEMENTARY SPANISH (5)
- SPAN 002 – ELEMENTARY SPANISH (5)
- SPAN 003 – INTERMEDIATE SPANISH (5)
- SPAN 004 – INTERMEDIATE SPANISH (5)

### LIST A: SELECT ONE (3-4 UNITS)

- SPAN 025 – SPANISH COMPOSITION (3)
- SPAN 005 – INTRODUCTION TO SPANISH LITERATURE (3)
- SPAN 006A - INTRODUCTION TO SPANISH-AMERICAN LITERATURE (3)
- SPAN 006B - INTRODUCTION TO SPANISH-AMERICAN LITERATURE (3)
- SPAN 012 – SPANISH LITERATURE IN TRANSLATION (3)

SPAN 042A – CIVILIZATION OF SPAIN AND PORTUGAL (3)  
SPAN 042B - CIVILIZATION OF SPAIN AND PORTUGAL (3)  
SPAN 044A - CIVILIZATION OF LATIN AMERICA (3)  
SPAN 044B - CIVILIZATION OF LATIN AMERICA (3)  
SPAN 050 – SPANISH AND LATIN AMERICAN CINEMA (3)  
SPAN 008A – INTRODUCTION TO SPANISH  
CONVERSATION (2)  
SPAN 008B – INTRODUCTION TO SPANISH CONVERSATION  
(2)  
SPAN 009A – SPANISH CONVERSATION (2)  
SPAN 009B – SPANISH CONVERSATION (2)

**REQUIRED SUBTOTAL..... 19-25**

CSU General Education or IGETC Pattern ..... 39-41  
Transferable Electives (as needed to reach 60 transferable units)

**DEGREE TOTAL..... 60**

**Student Learning Outcomes:**

1. Demonstrate proficiency in language skills in Spanish.
2. Demonstrate cultural knowledge of Latin America and Spain.

## **COSMETOLOGY**

The Cosmetology Certificate of Achievement is a comprehensive curriculum that prepares students for the California State Board of Cosmetology Exam and a wide range of careers in the beauty industry. The curriculum offers theoretical and practical disciplines as well as interactive demonstrations and hands-on applications that train students to become creative professionals and gain entry level employment as cosmetologists, nail technicians, aestheticians, salon managers or small business owners.

The program requires a minimum of 1,600 hours and will take approximately one year to complete with full-time commitment. All students will start in the Intro to Cosmetology class, which is an introductory course that teaches basic cosmetology principles and techniques. The program costs approximately \$4,000, with \$2,000 of the total cost required during the first week of the program. The \$2,000 includes tuition, kit, books, uniforms, and other school related materials. Students must have the cosmetology kit, books, and uniforms within the first week of the Intro to Cosmetology class. According to State Board regulation, students must have proof of 10th grade high school completion to enroll in the program.

After completion of Intro to Cosmetology with a passing grade of C or above, students can take Haircutting, Hair Color, Hair Styling, Chemical Texture, Skin Care, Nail Care, State Board, and Professional Development classes, which concentrate on specific topics of the cosmetology field. All classes must be passed with a C or above grade or must be retaken for a passing grade to complete the program. Each class will be offered twice per semester, every 8 weeks. Students will have the flexibility of part-time or full-time commitment to the program. Full-time commitment is strongly recommended, as students will be able to finish the program and become licensed in approximately 1 year. COSM 109-Salon Lab class is a 4 week class offered for students who have completed and passed the rest of the classes, but have not reached the required State Board hours. Students must register for the Salon class to accumulate the required hours by working on clients in a salon setting. Once students have successfully passed all classes and completed the 1,600 hour program, they will receive a Certificate of Achievement and be able to take the State of California Cosmetology Exam to become licensed cosmetologists.

A student who is dropped from the program for unsafe or inappropriate conduct, or excessive absences twice is not eligible to re-enroll except upon approval of the college Petitions Committee. Students who have acquired 300 or less hours in another cosmetology program may be admitted to the program subject to availability of space.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

### **Program Outcomes:**

1. Enhance conversational abilities and build confidence to communicate with clients from different cultural backgrounds.
2. Evaluate client needs and select appropriate techniques and products to achieve desired results.
3. Use current technology effectively to keep up with trends in the beauty industry.
4. Work effectively as a team member in a diverse environment.
5. Demonstrate customer service skills, self-growth, and personal development to remain current with industry standards.

### **Requirements for the Certificate of Achievement (45 units):**

COSM 100  
COSM 101  
COSM 102  
COSM 103  
COSM 104  
COSM 105

COSM 106

COSM 108

## **CHILD DEVELOPMENT - MUSIC AND MOVEMENT EDUCATION FOR YOUNG CHILDREN**

The program offers extensive hands-on training in music and movement education targeted specifically for early childhood (birth to eight years old). Participants learn a comprehensive body of musical activities and games in four areas — singing, movement, playing instruments and listening. Students practice effective teaching techniques, explore the musical development of young children, and become acquainted with invaluable teaching materials and curricula. This certificate prepares students to teach music and movement in preschools, childcare centers, primary classrooms and private studios.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

### **Program Outcomes:**

1. Inspire and motivate students of various age groups to learn and participate in singing and other music-related activities.
2. Use a comprehensive body of musical activities and games in four to five areas: Singing, Movement, Playing Instruments, Listening, and Creating.
3. Locate, recognize, and evaluate appropriate songs and musical activities, including multicultural materials, for various age-groups.
4. Describe the value and importance of music in the emotional, intellectual and physical development of young children, including brain development, creative expression, cultural literacy and community building.

### **Requirements for the Occupational Skills Certificate (9 units):**

MUSC 030

MUSC 131

MUSC 135

### **Recommended electives:**

DANC 025

KINT 027C

# Inclusion of AP Subject Credit for **Chinese, Japanese and Italian Languages**

## **EXAM**

Chinese Language

Japanese Language

Italian Language

## **PCC (Major and/or GE)**

Score of 3 \_\_\_\_\_(Chinese 001 or Japanese 001 or Italian 001)

(5 semester units)

Score of 4 \_\_\_\_\_ (Select language 002)

(5 semester units)

Score of 5 \_\_\_\_\_(Select language 003)

(5 semester units)

## **CSU GE**

Area C2

3 semester units

## **TRANSFER**

6 semester units

## **IGETC**

Area 3B **and** 6A

3 semester units

## **UC-UNITS EARNED TOWARD TRANSFER**

8 quarter/5.3 semester units

## **COURSES**

### **ABE 3001 LANGUAGE ARTS**

Basic skills preparation in the language arts for academic advancement to the adult high school diploma (AHSD) or General Educational Development (GED) programs. Upon completion and demonstration of competence in the course, students may advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 52 hours lecture.

### **ABE 3002 MATHEMATICS**

Review and reinforcement of arithmetic skills for academic advancement to the adult high school diploma (AHSD) or General Educational Development (GED) programs. Upon completion and demonstration of competence in the course, students may advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 52 hours lecture.

### **BLDN 2300 INTRODUCTION TO OCCUPATIONAL SAFETY AND HEALTH FOR THE BUILDING TRADES**

Basic construction safety on an apprenticeship level. Training for workers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces and provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Total of 28 hours lecture.

### **BLDN 2301 INTRODUCTION TO THE BUILDING TRADES AND CONSTRUCTION INDUSTRY**

Introduction to the building trades and construction industry, different unions representing crafts, and the wide spectrum of careers. Course integrates academic and technical preparation with an emphasis on career awareness, exploration and skill preparation. Total of 48 hours lecture.

### **BLDN 2302 BASIC CONSTRUCTION MATH FOR THE BUILDING TRADES AND CONSTRUCTION INDUSTRY**

Introduction to basic mathematical skills required in a variety of construction trades. Emphasis on the basic arithmetic and geometry required to accurately perform routine tasks, estimate simple quantities, and read a standard metric ruler and scale. Total of 48 hours lecture.

### **BLDN 2303 INTRODUCTION TO PLAN READING FOR THE BUILDING TRADES AND CONSTRUCTION INDUSTRY**

Introduction to the various types of building plans used in the building trades and construction industry. Emphasis on interpreting different types of symbols, abbreviations, and keynotes found on construction drawings. Total of 48 hours lecture.

### **BLDN 2304 BASIC MATERIAL HANDLING AND RIGGING**

Preparation for practice in basic material handling and rigging in the building trades and construction industry. Total of 28 hours lecture.

### **BUSN 4001 HOW TO START YOUR OWN SMALL BUSINESS**

Overview of knowledge, skills, and requirements for starting a new small business. Emphasis on attitudes, resources, technology, and networks involved in pursuing new business ventures. Total of 20 hours lecture.

### **BUSN 4002 MANAGING A SMALL BUSINESS**

Introduction to managing a small business. Topics include handling workplace conflict, human relations, problem-solving, workplace diversity, marketing, and the role of the manager as leader for small business ownership. Total of 20 hours lecture.

**BUSN 4003 FINANCING A SMALL BUSINESS**

Introduction to financial aspects of operating a small business. Topics include starting and operating a business, financing a small business, banking, and cash flow management. Total of 20 hours lecture.

**BUSN 4004 DEVELOPING A SMALL BUSINESS PLAN**

Introduction to essential components of a small business plan. Topics include vision statement, product description, market analysis, management team, marketing, company analysis, cash flow statements, and revenue projections. Total of 20 hours lecture.

**BUSN 4401 HOW TO START YOUR OWN SMALL BUSINESS-BILINGUAL**

Overview of knowledge, skills, and requirements for starting a new small business for bilingual students. Emphasis on attitudes, resources, technology, and networks involved in pursuing new business ventures in a bilingual environment. Total of 20 hours lecture.

**BUSN 4402 MANAGING A SMALL BUSINESS - BILINGUAL**

Introduction to managing a small business for bilingual students. Topics include handling workplace conflict, human relations, problem-solving, workplace diversity, marketing, and the role of the manager as leader for small business ownership in a bilingual environment. Total of 20 hours lecture.

**BUSN 4403 FINANCING A SMALL BUSINESS -BILINGUAL**

Introduction to financial aspects of operating a small business for bilingual students. Topics include starting and operating a business, financing a small business, banking, and cash flow management. Total of 20 hours lecture.

**BUSN 4404 DEVELOPING A BUSINESS PLAN-BILINGUAL**

Introduction to essential components of a small business plan for bilingual students. Topics include vision statement, product description, market analysis, management team, marketing, company analysis, cash flow statements, and revenue projections. Total of 20 hours lecture.

**CHDN 1100 INTRODUCTION TO TEACHING YOUNG CHILDREN**

Introduction to teaching in a professional early-childhood setting or program serving children under the age of six. Emphasis on writing a lesson plan and creating developmentally and culturally appropriate curriculum. Total of 24 hours of lecture.

**CHDN 1101 INTRODUCTION TO HOME, SCHOOL AND COMMUNITY RELATIONS**

Introduction to effective communication and best practices for child care providers for optimal home, school and community relations. Basic concepts of developing strong communication skills when working in a professional child care setting and critical techniques for communicating with diverse parents and co-workers. Total of 24 hours of lecture.

**CHDN 1102 BASIC SKILLS FOR CHILD CARE PROVIDER**

Introduction to basic theories of child growth and development, health and safety, and nutrition guidelines for infants, toddlers and preschool age children. Emphasis on CPR/First Aid training for child care providers. Total of 24 hours of lecture.

**CHDN 4000 FAMILY HOME CHILD CARE PROVIDER: INTRODUCTION TO CHILD DEVELOPMENT**

Introduction to stages of child development, best practices in supporting healthy growth and development of children birth to six years of age, and family and community resources. Emphasis on ages and stages of development, and effective communication and guidance for working in a diverse family home care setting. Total of 24 hours lecture.



**CHDN 4001 FAMILY HOME CHILD CARE PROVIDER: CULTURALLY RELEVANT CURRICULUM**

Introduction to developmentally appropriate and culturally relevant curriculum. Emphasis on developing age appropriate activities and creating effective learning environments for children in a diverse family home day care setting. Total of 24 hours lecture.

**CHDN 4002 FAMILY HOME CHILD CARE PROVIDER: LICENSING AND WORKFORCE READINESS**

Introduction to requirements for obtaining a license as a family home care provider. Review of the National Association for Education of Young Children (NAEYC) code of ethical conduct and California's licensing procedures. Emphasis on professionalism, health and safety, and licensing regulations. Total of 24 hours lecture.

**CHDN 4100 FAMILY HOME CHILD CARE PROVIDER: INTRODUCTION TO CHILD DEVELOPMENT-BILINGUAL**

Introduction to stages of child development, best practices in supporting healthy growth and development of children birth to six years of age, and family and community resources for the bilingual student. Emphasis on ages and stages of development, and effective communication and guidance for working in a linguistically diverse family home care setting. Total of 24 hours lecture.

**CHDN 4101 FAMILY HOME CHILD CARE PROVIDER: CULTURALLY RELEVANT CURRICULUM-BILINGUAL**

Introduction to developmentally appropriate and culturally relevant curriculum for the bilingual student. Emphasis on developing age appropriate activities and creating effective learning environments for children in a linguistically diverse family home day care setting. Total of 24 hours lecture.

**CHDN 4102 FAMILY HOME CHILD CARE PROVIDER: LICENSING AND WORKFORCE READINESS-BILINGUAL**

Introduction to requirements for obtaining a license as a family home care provider for the bilingual student. Review of the National Association for Education of Young Children (NAEYC) code of ethical conduct and California's licensing procedures. Emphasis on professionalism, health and safety, and licensing regulations. Total of 24 hours lecture.

**DSPS 1000 SUCCESS IN COLLEGE FOR ADULTS WITH DISABILITIES**

Successful strategies for adults with disabilities developing and pursuing goals for transitioning to credit academic and CTE programs. Students learn the importance of acquiring self-advocacy skills, self-esteem and self-discipline needed for personal and college success. Total of 36 hours lecture.

**DSPS 2201 FINDING THE JOB THAT'S RIGHT FOR YOU**

Fundamental course designed for adults with developmental disabilities who have an interest in finding realistic and meaningful employment. Emphasis on looking for different job opportunities that support the adult learner's interests, values, and skills. **Recommended** working knowledge of basic reading, writing, and math skills. Total of 16 hours lecture.

**DSPS 2202 GETTING THE JOB YOU WANT**

Fundamental course designed for adults with developmental disabilities who have an interest in finding realistic and meaningful employment. Emphasis on filling out job applications, creating resumes and cover letters, and learning interviewing techniques. **Recommended** working knowledge of basic reading, writing, and math skills. Total of 16 hours lecture.

**DSPS 2203 BASIC SOCIAL SKILLS: GETTING ALONG WITH OTHERS IN THE WORKPLACE**

Fundamental course designed for adults with developmental disabilities with an interest in maintaining realistic and meaningful employment. Emphasis on learning the skills needed to create good working habits, workplace diversity, communicate needs, and interact appropriately with co-workers and supervisors. **Recommended** working knowledge of basic reading, writing, and math skills. Total of 16 hours lecture.

**DSPS 2204 INTRODUCTION TO YOUR RIGHTS AND RESPONSIBILITIES IN THE WORKPLACE**

Fundamental course designed for adults with developmental disabilities with an interest in maintaining realistic and meaningful employment. Focus on learning the skills needed to make good decisions and understand rights in the workplace. **Recommended** working knowledge of basic reading, writing, and math skills. Total of 16 hours lecture.

**DSPS 2205 WORKPLACE READINESS FOR STUDENTS WITH DISABILITIES**

Introduction to skills and strategies needed for adults with disabilities to develop pathways to college, career technical training, or enter the workforce. Topics include the job application process, employee rights, interviewing skills, time management, importance of teamwork, diversity in the workplace, and basic workplace expectations. Total of 30 hours lecture.

**ESLN 2050 ESL FAMILY LITERACY MODULE, A**

Development of speaking, reading, and writing skills of limited English speaking parents with children in local elementary, middle and high schools. Family literacy emphasis covering reading with children, parental involvement, kinder readiness, school attendance, and assisting children of all ages with homework. Total of 36 hours lecture.

**ESLN 2051 ESL FAMILY LITERACY MODULE, B**

Development of speaking, reading, and writing skills of limited English speaking parents with children in local elementary, middle and high schools. Family literacy emphasis on academic skills, school attendance, assisting children with homework, basic college readiness, and financial aid information. Total of 36 hours lecture.

**ESLN 2052 ESL FOR HEALTH SCIENCES**

Introduction to the health care field for non-native speakers of English aimed at the development of language skills for careers in health care. Consists of communication skills and medical terminology. Total of 50 hours lecture.

**ESLV 1012 VESL: GREEN CONSTRUCTION, MODULE A**

Development of reading, speaking, listening and writing skills of beginning-high to intermediate-low ESL students for careers in green construction. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include basic tools and equipment, units of measurement, construction materials, and workplace readiness. Total of 50 hours lecture and 10 hours laboratory.

**ESLV 1013 VESL: GREEN CONSTRUCTION, MODULE B**

Development of reading, speaking, listening, and writing skills of beginning-high to intermediate-low ESL students for careers in green construction. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include communicating with supervisors and coworkers, basic safety, protective clothing and gear, safety signs, and worker rights. Total of 50 hours lecture and 10 hours laboratory.

**ESLV 1014 VESL: GREEN HOUSEKEEPING, MODULE A**

Development of reading, speaking, listening and writing skills of beginning-low to intermediate-high ESL students for careers in green housekeeping. Emphasis occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include basic green cleaning materials, tools and equipment, housekeeping tasks, safe equipment use, and workplace readiness. Total of 50 hours lecture and 10 hours laboratory.

**ESLV 1015 VESL: GREEN HOUSEKEEPING, MODULE B**

Development of reading, speaking, listening and reading skills of beginning-low to intermediate-high ESL students for careers in green housekeeping. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include communicating with supervisors and coworkers, social and personal relations, safety, and worker rights. Total of 50 hours lecture and 10 hours laboratory.

**ESLV 2030 VESL: GREEN LANDSCAPING AND GARDENING, MODULE A**

Development of reading speaking, listening, and writing skills of beginning-high to intermediate-low ESL students for careers in green gardening and landscaping. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include plant identification, selection and care, irrigation, safe use of hand and power tools, and workplace readiness. Total of 50 hours lecture and 10 hours laboratory.

**ESLV 2031 VESL: GREEN LANDSCAPING AND GARDENING, MODULE B**

Development of reading speaking, listening, and writing skills of beginning-high to intermediate-low ESL students for careers in green gardening and landscaping. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include best plant placement, safe fertilizer and pesticide usage, yard maintenance, and worker rights. Total of 50 hours lecture and 10 hours laboratory.

**ESLV 3000 VESL: CHILD CARE PROVIDER, MODULE A**

Development of reading, speaking, listening, and writing skills of beginning-high to intermediate-low ESL students for careers in child care. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with parents or future employers. Topics include basic child development theories, social emotional development, family constructs, common terms used in child care facilities, and workplace readiness. Total hours of 50 hours lecture and 10 hours laboratory.

**ESLV 3001 VESL: CHILD CARE PROVIDER, MODULE B**

Development of reading, speaking, listening and writing skills of beginning-high to intermediate-low ESL students for careers in child care. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with parents or future employers. Topics include infant, toddler and preschooler development, duties of child care providers, college child development programs, and worker rights. Total of 50 hours lecture and 10 hours of laboratory.

**ESLV 4000 VESL: HEALTH CARE, MODULE A**

Development of listening, speaking, reading, and writing skills of beginning-high to intermediate-low ESL students for careers in healthcare. Emphasis on occupation-specific terminology and communication skills for interacting with patients or future employers. Topics include health careers, patient needs, basic duties, hospital settings, nutrition, communication, office skills, measurements, and workplace readiness. Total of 50 hours lecture and 10 hours laboratory.

**ESLV 4001 VESL: HEALTH CARE, MODULE B**

Development of listening, speaking, reading, and writing skills of beginning-high to intermediate-low ESL students for careers in health. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with patients or future employers. Topics include communication, safety, medical emergencies, CPR/First Aid and worker rights. Total of 50 hours lecture and 10 hours laboratory.

**GED 4001 LANGUAGE ARTS**

Preparation in the language arts for students preparing for the General Educational Development (GED) exam. Provides instruction in reading comprehension, grammar, and writing the extended response essay, using

successful test-taking strategies and hands-on online testing practice. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

#### **GED 4002 MATHEMATICS**

Preparation in mathematics for students preparing for the General Education Development (GED) exam in Mathematics. Provides instruction in quantitative and Algebraic problem solving. Skill building in test taking strategies to respond to questions on the GED exam in mathematical reasoning. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

#### **GED 4003 SCIENCE**

Preparation in science for students preparing for the General Education Development (GED) exam in science. Provides instruction in biology, physiology, chemistry, earth, and space science. Skill building in test taking strategies for multiple choice and short answer response questions on the GED exam. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

#### **GED 4004 SOCIAL STUDIES**

Preparation in social studies for students preparing for the General Education Development (GED) exam. Provides review in U.S. history, global history, economics, civics and government, and geography using successful test-taking strategies and hands-on online testing practice for multiple choice and extended response questions. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

#### **GED 4101 LANGUAGE-BILINGUAL**

Preparation in the language arts for students preparing for the General Education Development (GED) Spanish exam. Provides instruction in reading comprehension, grammar, and writing the extended response essay, using successful test-taking strategies and hands-on online testing practice. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

#### **GED 4102 MATHEMATICS–BILINGUAL**

Preparation in mathematics for students preparing for the General Education Development (GED) Spanish exam in Mathematics. Provides instruction in quantitative and Algebraic problem solving. Skill building in test taking strategies to respond to questions on the GED exam in mathematical reasoning. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

#### **GED 4103 SCIENCE-BILINGUAL**

Preparation in science for students preparing for the General Education Development (GED) Spanish exam in science. Provides instruction in biology, physiology, chemistry, earth, and space science. Skill building in test taking strategies for multiple choice and short answer response questions on the Spanish GED exam. Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace and to prepare for future educational opportunities. Total of 36 hours lecture.

#### **GED 4104 SOCIAL STUDIES-BILINGUAL**

Preparation in social studies for students preparing for the General Education Development (GED) Spanish exam. Provides review in U.S. history, global history, economics, civics and government, and geography using successful test-taking strategies and hands-on online testing practice for multiple choice and extended response questions.

Upon completion and demonstration of competence in the course, students may continue GED preparation or advance to develop skills for the workplace; and to prepare for future educational opportunities. Total of 36 hours lecture.

**GRFN 3001 BASIC GRAPHIC DESIGN**

Introduction to the basic principles of graphic design and design production. Emphasis placed on basic layouts, fundamentals of typography, and scanning software for the pre-press production environment. Total of 36 hours lecture and 14 hours of laboratory.

**GRFN 3002 FUNDAMENTALS OF GRAPHICS AND PRODUCTION**

Designing graphics, introduction to document creation for print, effective use of graphics and type in web design. Emphasis in exploring strategies for developing personal design portfolios, and careers in graphic design. Total of 36 hours lecture and 14 hours laboratory.

**IMME 3000 CITIZENSHIP PREPARATION**

Preparation for United States citizenship by navigating through the Naturalization process including preparation for taking the four tests for citizenship, the Oath of Allegiance, and by having the language skills and knowledge to live as productive citizens. Total of 40 hours of lecture.

**IMME 3001 DEVELOPMENT OF LITERACY SKILLS FOR NATIVE SPANISH SPEAKERS**

Development of Spanish literacy skills for native speakers. Includes reading, writing, and survival skills necessary for success in workplace, academic and social settings. Designed for native Spanish speakers. Total of 50 hours lecture and 10 hours laboratory.

**IMME 3002 ENGLISH FOR WRITTEN DRIVER'S TEST**

Preparation for the written driving test in English while acquiring the essential vocabulary needed to understand the questions and answers. Procedures for taking the test at the Department of Motor Vehicles (DMV) as well as the rules when driving in California. Total of 25 hours lecture.

**MAN 1001 INTRODUCTION: MEDICAL INTERPRETATION & TRANSLATION, MODULE A**

Introduction to basic skills for translation and interpretation during medical visits and procedures. Topics include medical terminology, discussions of cultural sensitivity and ethics related to the medical interpreter and translator, college academic programs, and job opportunities in interpretation and translation in a medical setting. Total of 20 hours lecture and 40 hours laboratory.

**MAN 1002 INTRODUCTION: MEDICAL INTERPRETATION & TRANSLATION, MODULE B**

Introduction to techniques for written translation, simultaneous, consecutive, summary interpreting and sight translation for assisting patients, nurses, doctors, and administrators in a medical setting. Topics include translation techniques, and requirements for state and federal medical interpretation certification. Total of 20 hours lecture and 40 hours laboratory.

**MAN 5000 MEDICAL FRONT OFFICE CLERK: OFFICE PROCEDURES**

Introduction to medical office procedures in preparation for entry-level positions in a medical front office setting. Includes medical terminology, medical transcription, medical billing and coding, patient confidentiality, and workforce preparation skills. Keyboarding experience advised. Total of 80 hours lecture and 10 hours laboratory.

**MAN 5001 SOFTWARE APPLICATIONS FOR MEDICAL FRONT OFFICE SETTINGS**

Introduction to software applications for individuals entering the medical front office setting. Provides a basic introduction to spreadsheets, accounts receivable, insurance entry, patient demographic entry, and scheduling

systems as they apply to the medical front office. Keyboarding experience advised. Total of 36 hours lecture and 108 hours laboratory.

**PCAN 3000 PERSONAL CARE ATTENDANT I: BASIC CARE**

Introduction to entry-level Personal Care Attendant skills, including non-medically directed personal care and home management activities. Emphasis on understanding and working with older patients, care giver ethics and skills, home safety, physical movement, communication, nutrition, medical guidelines, elder and dependent adult abuse, and workforce preparation. Total of 70 hours lecture.

**PCAN 3001 PERSONAL CARE ATTENDANT II: DEMENTIA AND END OF LIFE CARE**

Introduction to care giving needs for patients with dementia, including Alzheimer's disease, associated with end of life care. Emphasis on types of causes of dementia, principles of end-of-life-care, advance planning, emotional issues related to death and dying, cultural diversity, and community resources to support families and caregivers. Total of 36 hours lecture.

**PLGN 1001 INTRODUCTION: LEGAL INTERPRETATION & TRANSLATION, MODULE A**

Introduction to basic skills for interpretation and translation in the legal field. Topics include legal terminology, discussions of cultural sensitivity and ethics related to the legal interpreter and translator, college academic programs, and job opportunities in interpretation and translation in a legal setting. Total of 20 hours lecture and 40 hours laboratory.

**PLGN 1002 INTRODUCTION: LEGAL INTERPRETATION & TRANSLATION, MODULE B**

Introduction to techniques for written translations, simultaneous, consecutive, summary interpreting, and sight translation for assisting judges, attorneys, law enforcement, and individuals in court proceedings. Topics include translation techniques, and requirements for state and federal judicial interpretation certification. Total of 20 hours lecture and 40 hours laboratory.

**WRKP 2101 WORKPLACE READINESS: BASIC ENGLISH**

Designed for students who are entering or re-entering the workforce with an interest in maintaining meaningful employment. Emphasis on skills needed to develop fundamental oral and written English skills for the workplace. Total of 20 hours lecture.

**WRKP 2102 WORKPLACE READINESS: BASIC MATH**

Designed for students entering or re-entering the workforce with an interest in maintaining meaningful employment. Emphasis on learning mathematical and computational skills for developing fundamental workplace skills. Total of 20 hours lecture.

**WRKP 2103 WORKPLACE READINESS: BASIC JOB SKILLS**

Designed for students entering or re-entering the workforce with an interest in maintaining meaningful employment. Emphasis on workplace diversity, and essential skills for searching and finding a new job to succeed in the workplace. Total of 18 hours lecture and 10 hours laboratory.

## PROGRAMS

### **FAMILY HOME CHILD CARE PROVIDER - BILINGUAL**

The Family Home Child Care Provider-Bilingual program provides students with the essential skills and workforce preparation needed for careers in child care. The curriculum also prepares students for a pathway to credit child development programs. Students gain knowledge in procedures for developing and licensing diverse family child homes, culturally relevant curriculum, child development theories, and CPR/First Aid training.

A Certificate of Completion is awarded upon completion of all required courses.

#### **Required Courses:**

CHDN 4100 - FAMILY HOME CHILD CARE PROVIDER: INTRODUCTION TO CHILD DEVELOPMENT-BILINGUAL

CHDN 4101 - FAMILY HOME CHILD CARE PROVIDER: CULTURALLY RELEVANT CURRICULUM-BILINGUAL

CHDN 4102 - FAMILY HOME CHILD CARE PROVIDER: LICENSING AND WORKFORCE READINESS-BILINGUAL

#### **Program Outcomes**

1. Understand California State requirements for opening and operating a quality family home child care.
2. Design a safe, healthy, developmentally appropriate family home child care environment.
3. Develop positive relationships with diverse families, children and community.
4. Support developmentally appropriate practices and all relevant curriculum standards.
5. Demonstrate knowledge of basic principles of child growth and development.

### **ADULT BASIC EDUCATION**

The Adult Basic Education program prepares students with the essential skills for academic advancement to the adult high school diploma (AHSD) or General Educational Development (GED) programs. Student gain knowledge in language arts and mathematics. Students may advance to develop skills for the workplace and to prepare for future educational opportunities.

A Certificate of Competency is awarded upon completion of all required courses.

#### **Required Courses:**

ABE 3001 - LANGUAGE ARTS

ABE 3002 - MATHEMATICS

#### **Program Outcomes**

1. Demonstrate understanding of the concepts in English language arts and mathematics that prepare students to enter the adult high school diploma or high school equivalency such as GED certificate programs.
2. Demonstrate critical thinking skills to observe, analyze, synthesize, and evaluate ideas and information.
3. Demonstrate study skill habits that enable students to make the transition to adult high school, GED coursework and credit programs.
4. Demonstrate familiarity with subjects and concepts that are part of the adult high school or GED placement exam.
5. Demonstrate interpersonal skills to interrelate and collaborate in the workplace.
6. Demonstrate effective and ethical use of technology.



## **BASIC GRAPHIC DESIGN**

The Basic Graphic Design program provides students with the essential skills and workforce preparation needed for careers in graphic design. The curriculum also prepares students for a pathway to credit graphic design programs. Students gain knowledge in fundamentals of typography, design principles, website creation, project management, digital techniques, workplace diversity, and portfolio development.

A Certificate of Completion is awarded upon completion of all required courses.

### **Required Courses:**

GRFN 3001 - BASIC GRAPHIC DESIGN

GRFN 3002 - FUNDAMENTALS OF GRAPHICS AND PRODUCTION

### **Program Outcomes**

1. Understand the basic digital workflow for graphic design projects.
2. Learn basic copyright laws for the visual arts.
3. Develop a professional resume, business cards and letterhead design.
4. Produce and design a logo, a newsletter, a poster, and folded brochure, and multiple page publication from concept to completion.
5. Conduct a job search and gain familiarity with the types of jobs available in the graphic design industry.

## **BASIC WORKFORCE READINESS FOR DEVELOPMENTALLY DISABLED ADULTS**

The Basic Workforce Readiness for Developmentally Disabled Adults program prepares students for job search opportunities and transition to other noncredit functional skills courses or credit certificate programs. Students gain knowledge in the job application process, employee rights, interviewing techniques, time management, importance of teamwork, workplace diversity, fundamental social skills, maintaining good workplace habits and basic workplace expectations. It is recommended but not required to have a working knowledge of basic reading, writing, and math skills.

A Certificate of Completion is awarded upon completion of all required courses.

### **Required Courses:**

DSPS 2201 - FINDING THE JOB THAT'S RIGHT FOR YOU

DSPS 2202 - GETTING THE JOB YOU WANT

DSPS 2203 - BASIC SOCIAL SKILLS: GETTING ALONG WITH OTHERS IN THE WORKPLACE

DSPS 2204 - INTRODUCTION TO YOUR RIGHTS AND RESPONSIBILITIES IN THE WORKPLACE

### **Program Outcomes**

1. Listen actively, respectfully, and critically; correctly interpret verbal instructions.
2. Identify, understand, and discuss workplace problems/situations and possible solutions.
3. Locate, discuss, and evaluate print and online resources related to workplace issues.
4. Analyze external and internal motivating factors of successful employees.

## **CHILD CARE PROVIDER**

The Child Care Provider Program provides introductory training and education in child development for students interested in a career in early childhood education, and working with children ages birth through five. The curriculum also prepares students for a pathway to credit child development programs. Students gain knowledge in developmentally appropriate practices, creating lesson plans, optimal learning environments, health and safety guidelines, culturally relevant curriculum development, and CPR/First Aid training.

A Certificate of Completion is awarded upon completion of required courses.

### **Required Courses:**

CHDN 1100 - INTRODUCTION TO TEACHING YOUNG CHILDREN  
CHDN 1101 - INTRODUCTION TO HOME, SCHOOL AND COMMUNITY RELATIONS  
CHDN 1102 - BASIC SKILLS FOR CHILD CARE PROVIDER

**Program Outcomes**

1. Create a safe, healthy, developmentally appropriate learning environment.
2. Develop positive relationships with families, school and community.
3. Support developmentally appropriate practices and all relevant curriculum standards
4. Demonstrate knowledge of basic principles of child growth and development.
5. Identify components and work ethic required for professional participation in an early childhood setting.

**COMPUTER KEYBOARDING**

The Computer Keyboarding program provides students with the essential skills and workforce preparation needed for careers in office administration. The curriculum also prepares students for a pathways to a credit business programs. Students gain knowledge in learning correct fingering, speed, accuracy, editing, proofreading and formatting skills.

A Certificate of Completion is awarded upon completion of all required courses.

**Required Courses:**

BUS 2601A - COMPUTER KEYBOARDING A  
BUS 2601B - COMPUTER KEYBOARDING B  
BUS 7301 - COMPUTER MICROSOFT WINDOWS APPLICATIONS

**Program Outcomes**

1. Use Microsoft Windows to organize, retrieve, and manipulate digital stored on a computer.
2. Demonstrate proper keyboarding techniques using the touch method.
3. Develop ore touch-typing speed (35-45 wpm) and accuracy.

**COMPUTER KEYBOARDING – BILINGUAL**

The Computer Keyboarding-Bilingual program provides students with the essential skills and workforce preparation needed for careers in office administration. The curriculum also prepares students for a pathway to credit business programs. Students gain knowledge in learning correct fingering, speed, accuracy, editing, proofreading and formatting skills.

A Certificate of Completion is awarded upon completion of all required courses.

**Required Courses:**

BUSN 7310 - COMPUTER MICROSOFT WINDOWS APPLICATIONS-BILINGUAL  
BUSN 2611A - COMPUTER KEYBOARDING A- BILINGUAL  
BUSN 2611B - COMPUTER KEYBOARDING B - BILINGUAL

**Program Outcomes**

1. Use Microsoft Windows to organize, retrieve and manipulate digital data stored on a computer.
2. Demonstrate proper keyboarding techniques using the touch method.
3. Develop more touch-typing speed (35-45 wpm) and accuracy.

**COMPUTER SKILLS**

The Computer Skills program provides students with the essential skills and workforce preparation needed for careers in office administration. The curriculum also prepares students for a pathway to credit business programs. Students gain knowledge in learning MS Office applications, such as WORD, Excel and Keyboarding.

A Certificate of Completion is awarded upon completion of all required courses.

**Required Courses:**

BUS 7301 - COMPUTER MICROSOFT WINDOWS APPLICATIONS  
BUS 7302 - BUSINESS OFFICE COMPUTER APPLICATIONS / BASIC WORD  
BUS 7303 - BUSINESS OFFICE COMPUTER APPLICATIONS/BASIC EXCEL  
BUS 2601A - COMPUTER KEYBOARDING A

**Program Outcomes**

1. Use Windows software applets effectively.
2. Create, format, save print and organize documents using files folders.
3. Prepare, edit and print and format workbooks.
4. Demonstrate proper keyboarding techniques using the touch method.

## **ENTREPRENEUR SUCCESS PROGRAM**

The Entrepreneur Success Program prepares students for the formation of entrepreneurial opportunities and ventures. It will enable students to form and operate competitive businesses, develop entrepreneurial skills, and understand the procedures for becoming self-employed. The program fosters deliverables that are authentic to business environments. Students will learn the fundamentals of launching a venture, creating and protecting intellectual property, raising capital and protecting equity, and developing a product/service through the formation of a business plan on a concept of their choice.

A Certificate of Completion is awarded upon completion of all required courses.

**Required Courses:**

BUS 2400 - ENTREPRENEUR BUSINESS START-UP-BASICS FOR SUCCESS  
BUS 2852 - BUSINESS OPPORTUNITY VENTURES  
BUS 2851 - EFFECTIVE BUSINESS PLAN DEVELOPMENT  
BUS 2850 - PERSONAL FINANCING AND BUSINESS START UP

**Program Outcomes**

1. Identify business start-up opportunities.
2. Define the characteristics of doing business in the local environment.
3. Complete a business start-up process from identifying an opportunity, determining funding sources, business planning, and culminating with marketing and sales.

## **ESL FAMILY LITERACY**

The ESL Family Literacy program prepares beginning-high to intermediate-low ESL students to participate more effectively in their children's education. Topics include reading with children, parental involvement in local schools, importance of school attendance, kinder readiness, helping children with homework, and basic college readiness and financial aid information.

A Certificate of Competency is awarded upon completion of all required courses.

**Required Courses:**

ESLN 2050 - ESL FAMILY LITERACY MODULE, A  
ESLN 2051 - ESL FAMILY LITERACY MODULE, B

**Program Outcomes**

1. Demonstrate understanding of the K-12 educational system.

2. Demonstrate proficiency in oral and written skills necessary for interaction in an English-speaking school environment.
3. Read with an understanding to assist school-age children with homework.
4. Demonstrate basic knowledge of college and financial aid terminology.

## **FAMILY HOME CHILD CARE PROVIDER**

The Family Home Child Care Provider program provides students with the essential skills and workforce preparation needed for careers in child care. The curriculum also prepares students for a pathway to credit child development programs. Students gain knowledge in procedures for developing and licensing diverse family child homes, culturally relevant curriculum, child development theories and, CPR/First Aid training.

A Certificate of Completion is awarded upon completion of all required courses.

### **Required Courses:**

CHDN 4000 - FAMILY HOME CHILD CARE PROVIDER: INTRODUCTION TO CHILD DEVELOPMENT

CHDN 4001 - FAMILY HOME CHILD CARE PROVIDER: CULTURALLY RELEVANT CURRICULUM

CHDN 4002 - FAMILY HOME CHILD CARE PROVIDER: LICENSING AND WORKFORCE READINESS

### **Program Outcomes**

1. Understand California State requirements for opening and operating a quality family home child care.
2. Design a safe, healthy, developmentally appropriate family home child care environment.
3. Develop positive relationships with diverse families, children and community.
4. Support developmentally appropriate practices and all relevant curriculum standards.
5. Demonstrate knowledge of basic principles of child growth and development.
6. Identify components and work ethic required for professional participation in a family home child care setting.

## **GENERAL EDUCATION DEVELOPMENT**

The General Education Development program prepares students for the General Education Development (GED) exam. The curriculum also prepares students for a pathway to other noncredit or credit programs. Students gain knowledge in college and career readiness, including career exploration and study skills. Services include test-taking strategies, hands-on computer practice testing, academic counseling, individual follow-up, and easy access to local GED testing center.

A Certificate of Competency is awarded upon completion of all required courses.

### **Required Courses:**

GED 4001 - LANGUAGE ARTS

GED 4002 - MATHEMATICS

GED 4003 - SCIENCE

GED 4004 - SOCIAL STUDIES

### **Program Outcomes**

1. Demonstrate understanding of the concepts in language arts, mathematics, science, and social science that prepare students to pass the General Education Development (GED) exam.
2. Demonstrate critical thinking skills to observe, analyze, synthesize, and evaluate ideas and information.
3. Read with understanding and convey ideas effectively in writing.
4. Demonstrate knowledge of mathematical concepts and procedures to answer a question, solve a problem, make a prediction, or carry out a task that has a mathematical dimension.

## **GENERAL EDUCATION DEVELOPMENT – BILINGUAL**

The General Education Development-Bilingual program prepares students for the General Education Development (GED) Spanish exam. The curriculum also serves as a pathway to other noncredit and credit programs. Students gain knowledge in college and career readiness, including career exploration and study skills. Services include test-taking strategies, hands-on computer practice testing, academic counseling, individual follow-up, and easy access to local GED testing center.

A Certificate of Competency is awarded upon completion of required courses.

**Required Courses:**

GED 4101 - LANGUAGE-BILINGUAL

GED 4102 - MATHEMATICS-BILINGUAL

GED 4103 - SCIENCE-BILINGUAL

GED 4104 - SOCIAL STUDIES-BILINGUAL

**Program Outcomes**

1. Demonstrate understanding of the concepts in language arts, mathematics, science, and social science that prepare students to pass the General Education Development (GED) Spanish exam.
2. Demonstrate critical thinking skills to observe, analyze, synthesize, and evaluate ideas and information.
3. Read with understanding and convey ideas effectively in writing.
4. Demonstrate knowledge of mathematical concepts and procedures to answer a question, solve a problem, make a prediction, or carry out a task that has a mathematical dimension.

**GENERAL OFFICE CLERK**

The General Office Clerk program provides students with the essential skills and workforce preparation needed for careers in office administration careers. The curriculum also prepares students to transition to credit business programs. Students gain knowledge in learning MS Office applications, office records management, business English and communications, and keyboarding.

A Certificate of Completion is awarded upon completion of all required courses.

**Required Courses:**

BUSN 7301 - COMPUTER MICROSOFT WINDOWS APPLICATIONS

BUSN 7304 - OFFICE RECORDS MANAGEMENT AND FILING

BUSN 7305 - BASIC BUSINESS ENGLISH AND COMMUNICATIONS

BUSN 2601A - COMPUTER KEYBOARDING A

**Program Outcomes**

1. Use Windows software applets effectively.
2. Index, code and file cards and correspondence in alphabetic, numeric, subject, and geographic systems.
3. Evaluate a variety of business letters, memorandum, and emails, applying effective and appropriate business writing principles, psychological approaches, and languages.
4. Touch type 25-30 words per minute, with five or fewer errors in a document

**INTRODUCTION: LEGAL INTERPRETATION AND TRANSLATION**

The Introduction: Legal Interpretation/Translation Program provides students with the essential skills and workforce preparation needed for careers in the legal field. The curriculum also prepares students for a pathway to credit paralegal, legal or administration of justice programs. Students gain knowledge in legal translation and interpretation for court proceedings, working in a multilingual legal system, simultaneous translations, and judicial certification requirements.

A certificate of completion is awarded upon completion of all required courses.

**Required Courses:**

PLGN 1001 - INTRODUCTION: LEGAL INTERPRETATION & TRANSLATION, MODULE A

PLGN 1002 - INTRODUCTION: LEGAL INTERPRETATION & TRANSLATION, MODULE B

**Program Outcomes**

1. Interpret and formulate vocabulary used in legal translation and interpretation during court proceedings.
2. Demonstrate basic sight translation, simultaneous, and consecutive interpretation skills.
3. Identify career and job opportunities as translator/interpreter in different fields, and plan for professional judicial certifications.

**INTRODUCTION TO STARTING A SMALL BUSINESS**

The Introduction to Starting a Small Business program provides students with the essential skills and workforce preparation to start and manage a small business. The curriculum also prepares students for a pathway to credit business programs. Students gain knowledge in fundamentals of starting a small business, workplace diversity, business management, financing and business plan development.

A Certificate of Completion is awarded upon completion of all required courses.

**Required Courses:**

BUSN 4001 - HOW TO START YOUR OWN SMALL BUSINESS

BUSN 4002 - MANAGING A SMALL BUSINESS

BUSN 4003 - FINANCING A SMALL BUSINESS

BUSN 4004 - DEVELOPING A SMALL BUSINESS PLAN

**Program Outcomes**

1. Demonstrate knowledge of a small business operations and procedures.
2. Define and explain the major management functions of a small business.
3. Identify the costs required for small business startup.
4. Demonstrate steps of effective business plan preparation.

**INTRODUCTION TO STARTING A SMALL BUSINESS –BILINGUAL**

The Introduction to Starting a Small Business-Bilingual program provides students with the essential skills and workforce preparation to start and manage a small business. The curriculum also prepares students for a pathway to credit business programs. Students gain knowledge in fundamentals of starting a small business, workplace diversity, business management, financing and business plan development.

A Certificate of Completion is awarded upon completion of all required courses.

**Required Courses:**

BUSN 4401 - HOW TO START YOUR OWN SMALL BUSINESS-BILINGUAL

BUSN 4402 - MANAGING A SMALL BUSINESS - BILINGUAL

BUSN 4403 - FINANCING A SMALL BUSINESS -BILINGUAL

BUSN 4404 - DEVELOPING A BUSINESS PLAN-BILINGUAL

**Program Outcomes**

1. Demonstrate knowledge of a small business operations and procedures.
2. Define and explain the major management functions of a small business.

3. Identify the costs required for small business startup.
4. Demonstrate steps of effective business plan preparation.

## **INTRODUCTION: MEDICAL INTERPRETATION & TRANSLATION**

The Introduction: Medical Interpretation/Translation program provides students with the essential skills and workforce preparation needed for careers in medical interpretation. The curriculum also prepares students to transition to credit health programs. Students gain knowledge in medical translation and interpretation for medical visits and procedures, working in a multilingual medical system, simultaneous translations, and medical translation certification requirements.

A Certificate of Completion is awarded upon completion of all required courses.

### **Required Courses:**

MAN 1001 - INTRODUCTION: MEDICAL INTERPRETATION & TRANSLATION, MODULE A

MAN 1002 - INTRODUCTION: MEDICAL INTERPRETATION & TRANSLATION, MODULE B

### **Program Outcomes:**

1. Interpret and formulate vocabulary used in medical translation and interpretation during medical visits and procedures.
2. Demonstrate basic Sight Translation, Simultaneous, and Consecutive Interpretation skills.
3. Identify career and job opportunities as translator/interpreter in different fields, and plan for professional state or federal medical translation certifications.

## **MEDICAL FRONT OFFICE CLERK**

The Medical Front Office Clerk program provides students with the necessary preparation for entry-level positions in a medical front office setting. The curriculum also prepares students for a pathway to credit medical assisting programs. Student gain knowledge in medical terminology, medical billing and coding, software applications, administrative duties, legal requirements on reporting and patient privacy, communication, customer service, medical transcription, and workplace diversity.

A Certificate of Completion is awarded upon completion of all required courses.

### **Required Courses:**

MAN 5000 - MEDICAL FRONT OFFICE CLERK: OFFICE PROCEDURES

MAN 5001 - SOFTWARE APPLICATIONS FOR MEDICAL FRONT OFFICE SETTINGS

### **Program Outcomes:**

1. Apply critical thinking as it is used in a medical management program for a medical front office setting.
2. Demonstrate use of a computer, software programs, copier, facsimile machine and security.
3. Utilize computer software to maintain office systems and patient demographic information used in a medical front office setting.
4. Demonstrate basic clerical functions and work ethics applicable in a medical front office setting.
5. Establish and maintain confidential medical records and document administrative information for a medical front office setting.

## **PERSONAL CARE ATTENDANT**

The Personal Care Attendant program provides students with the essential skills and workforce preparation needed for careers as personal care attendants. The curriculum also prepares students for a pathway to credit health programs. Student gain knowledge in causes of dementia, principles of end-of-life care, cultural diversity, caregiver ethics and skills, medical guidelines, and utilizing key community resources.

A Certificate of Completion is awarded upon completion of all required courses.

**Required Courses:**

PCAN 3000 - PERSONAL CARE ATTENDANT I: BASIC CARE

PCAN 3001 - PERSONAL CARE ATTENDANT II: DEMENTIA AND END OF LIFE CARE

**Program Outcomes:**

1. Apply health care related terms and procedures comfortably in situations commonly encountered during employment as a personal care assistant.
2. Differentiate between responses to dementia, including Alzheimer's disease, scenarios to select the course most beneficial to the patient.
3. Categorize local health care facilities based on their resources for patients and the families of patients.

**PRE-APPRENTICESHIP IN BUILDING TRADES AND CONSTRUCTION INDUSTRY**

The Pre-Apprenticeship in Building Trades and Construction Industry program provides students with the essential skills and workforce preparation needed for careers in the building trades and construction industry. The curriculum also prepares students for a pathway to credit construction programs. Students gain knowledge in reading construction plans, material handling equipment, green construction, interpreting trade technical calculations, and practicing safety construction techniques according to Occupational Safety and Health Administration (OSHA) standards.

A Certificate of Completion is awarded upon completion of all required courses.

**Required Courses:**

BLDN 2300 - INTRODUCTION TO OCCUPATIONAL SAFETY AND HEALTH FOR THE BUILDING TRADES

BLDN 2301 - INTRODUCTION TO THE BUILDING TRADES AND CONSTRUCTION INDUSTRY

BLDN 2302 - BASIC CONSTRUCTION MATH FOR THE BUILDING TRADES AND CONSTRUCTION INDUSTRY

BLDN 2303 - INTRODUCTION TO PLAN READING FOR THE BUILDING TRADES AND CONSTRUCTION INDUSTRY

BLDN 2304 - BASIC MATERIAL HANDLING AND RIGGING

**Program Outcomes**

1. Safely handle basic construction material and equipment in the workplace.
2. Explain, demonstrate, and utilize the basic elements of tools related to building and construction.
3. Understand basic arithmetic and apply basic geometry in solving for construction quantities.
4. Describe and explain plan reading and interpret building codes used in construction.
5. Perform effective job searching skills through networking, outreach services and trade unions.



## **VESL: CHILD CARE PROVIDER**

The VESL: Child Care Provider program prepares beginning-high to intermediate-low ESL students for careers in child care. The curriculum also serves as a pathway to other noncredit CTE certificates, and credit child development programs. Students gain knowledge in essential vocabulary for understanding basics of child growth and development, communicating with parents or future employers, health and safety, and duties of child care providers.

A Certificate of Competency is awarded upon completion of all required courses.

### **Required Courses:**

ESLV 3000 - VESL: CHILD CARE PROVIDER, MODULE A

ESLV 3001 - VESL: CHILD CARE PROVIDER, MODULE B

### **Program Outcomes**

1. Identify basic child care terminology such as common child care items, hazards, reporting incidents, health and safety.
2. Incorporate child development vocabulary, speaking and writing to be prepared to work in a child centered environment.
3. Summarize appropriate developmental stages to effectively orally communicate in a child care setting.
4. Understand basic work ethics such as teamwork and appropriate workplace behavior.
5. Engage in basic interviewing and job search skills for a child care setting.

## **VESL: GREEN CONSTRUCTION**

The VESL: Green Construction program prepares beginning-high to intermediate-low ESL students for careers in green construction. The curriculum also serves as a pathway to noncredit and credit CTE programs. Students gain knowledge in essential vocabulary for communicating in a building trades and construction industry job, understanding verbal and written directions, worker rights, and safety on the job.

A Certificate of Competency is awarded upon completion of all required courses.

### **Required Courses:**

ESLV 1012 - VESL: GREEN CONSTRUCTION, MODULE A

ESLV 1013 - VESL: GREEN CONSTRUCTION, MODULE B

### **Program Outcomes**

1. Identify basic job terminology such as safety rules, construction equipment and worker rights.
2. Demonstrate effective communication skills between employees, employer or clients.
3. Analyze construction plans for best practices in green construction.
4. Understand basic work ethics such as teamwork and appropriate workplace behavior.
5. Engage in basic interviewing and job search skills for the building trades and construction industry.

## **VESL: GREEN HOUSEKEEPING**

The VESL: Green Housekeeping program prepares beginning-high to intermediate-low ESL students for careers in green housekeeping. The curriculum also serves as a pathway to other noncredit programs. Students gain knowledge in essential vocabulary for communicating in a housekeeping industry job, understanding verbal and written directions, worker rights, and safety on the job.

A Certificate of Competency is awarded upon completion of all required courses.

### **Required Courses:**

ESLV 1014 - VESL: GREEN HOUSEKEEPING, MODULE A

ESLV 1015 - VESL: GREEN HOUSEKEEPING, MODULE B

### **Program Outcomes**

1. Identify basic job terminology such as safety rules, housekeeping equipment and worker rights.

2. Demonstrate effective communication skills between employees, employer or clients.
3. Identify best practices in green housekeeping.
4. Understand basic work ethics such as teamwork and appropriate workplace behavior.
5. Engage in basic interviewing and job search skills for green housekeeping.

### **VESL: GREEN LANDSCAPING AND GARDENING**

The VESL: Green Landscaping and Gardening program prepares beginning-high to intermediate-low ESL students for careers in landscaping and gardening. The curriculum also serves as a pathway to noncredit and credit CTE programs. Students gain knowledge on essential vocabulary used in communicating in the landscaping and gardening industry, understanding verbal and written directions, plant identification and placement, and safety on the job.

A Certificate of Competency is awarded upon completion of all required courses.

#### **Required Courses:**

ESLV 2030 - VESL: GREEN LANDSCAPING AND GARDENING, MODULE A  
ESLV 2031 - VESL: GREEN LANDSCAPING AND GARDENING, MODULE

#### **Program Outcomes**

1. Appropriately use landscaping terminology such as plant identification, power tool safety, and landscape design.
2. Comprehend and respond to verbal and written directions when interacting with landscape personnel and customers.
3. Analyze landscaping plans and describe best practice plant placement.
4. Understand basic work ethics such as teamwork and appropriate workplace behavior.
5. Engage in basic interviewing and job search skills for the landscaping and gardening industry.

### **VESL: HEALTH CARE**

The VESL: Health Care program prepares beginning-high to intermediate- low ESL students for careers in healthcare. The curriculum also serves as a pathway to noncredit and credit CTE programs. Students gain knowledge on essential vocabulary used in communicating in the healthcare field, understanding verbal and written directions, medical emergencies, CPR/First Aid, safety, and basic patient needs.

A Certificate of Competency is awarded upon completion of all required courses.

#### **Required Courses:**

ESLV 4000 - VESL: HEALTH CARE, MODULE A  
ESLV 4001 - VESL: HEALTH CARE, MODULE B

#### **Program Outcomes**

1. Identify basic job terminology such as that related to HIPPA (Health Insurance Portability and Accountability Act), basic life stages of humans, and duties and skills of medical assistants and personal care attendants.
2. Effective communication skills between employees, with employer or with patients.
3. Understand basic work ethics such as teamwork and appropriate workplace behavior.
4. Demonstrate English language job readiness skills through job application and interviewing skills.

### **WORKPLACE READINESS**

The Workplace Readiness program provides students with the essential tools and techniques for entering the workforce and/or improving employability skills. Student gains knowledge in effective job searches, writing resumes and cover letters, interviewing techniques, appropriate workplace behaviors, diversity in the workplace,

effective communication skills, customer service, and fundamental academic skills. The curriculum also prepares students for pathways to other noncredit or credit certificate programs.

A Certificate of Completion is awarded upon completion of all required courses.

**Required Courses:**

WRKP 2101 - WORKPLACE READINESS: BASIC ENGLISH

WRKP 2102 - WORKPLACE READINESS: BASIC MATH

WRKP 2103 - WORKPLACE READINESS: BASIC JOB

**Program Outcomes**

1. Listen actively, respectfully, and critically; correctly interpret verbal instructions in the workplace.
2. Write clearly using accurate diction, forming grammatical sentences free from major errors in mechanics, punctuation and spelling.
3. Demonstrate a conceptual understanding of whole numbers, fractions, decimals and percents and how they are used in the workplace.
4. Perform basic addition, subtraction, division and multiplication operations on whole numbers, fractions, decimals, and percents without the use of a calculator to solve workplace problems.
5. Demonstrate a basic understanding of the purpose and structure of chronological, functional and scannable resumes and in what situations each is appropriate.

## **NURSING PROGRAMS**

### **I. General admissions requirements for the Registered Nursing and Vocational Nursing Programs:**

1. The student must formally apply to the college and is encouraged to make an appointment to see a counselor before enrolling in nursing prerequisite courses.
2. The student must be a United States high school graduate or have a G.E.D. or equivalent.
3. The student must have and maintain a current American Heart Association (AHA) CPR/Basic Life Support Card for health care providers and Nursing Malpractice Insurance while in a nursing program.
4. Students who have completed previous college nursing course work and are requesting advanced placement must provide transcripts, a copy of course syllabi and/or catalog descriptions and a letter of clinical safety signed by previous Nursing Division Dean/Director. A petition for advanced placement must be filed in Student Services. If the petition is approved, an examination in theory and lab skills may be administered. A grade of C or better must be achieved on this examination.

### **II. Other Requirements**

1. Admission to and continuation in a nursing program requires the student to maintain a grade of C or better in all required nursing courses (prerequisites, requisites, and co-requisites).
2. Once accepted into a nursing program, the student is required to submit evidence of health documented by a recent physical examination (within the last year), with the required immunizations and/or titres.
3. Students are expected to comply with the division's clinical uniform standards.
4. Students must provide their own transportation to all on- and off-campus clinical sites. Assignments are scheduled between the hours of 6:30 a.m. and 11:30 p.m. daily, including Sat and Sun.
5. Each theory course has two co-requisites, a seminar course and a laboratory course, both of which must be taken concurrently with the theory course.
6. Nursing students must have the ability to communicate safely and effectively in a health care setting. To enhance success in a nursing program, students who have English as a second language are encouraged to enroll in Spch 003, 010 and MA 115.
7. The California Board of Registered Nursing and the California Board of Vocational Nurses and Psychiatric Technician Examiners are required to protect the public by screening applicants for licensure to identify potentially unsafe practitioners. The law provides for denial of licensure for crimes or acts which are related to nursing qualifications, functions and/or duties. Program applicants who have questions related to eligibility for licensure may contact the Health Sciences Division for referral to the appropriate licensing board.

### **III. Selection of Students:**

**ALL ELIGIBLE APPLICANTS WHO MEET THE ABOVE REQUIREMENTS AND COURSE PREREQUISITES WILL BE SELECTED ACCORDING TO THE FOLLOWING CRITERIA:**

#### **BASIC RN PROGRAM**

1. Engl 001A, Micr 002, Anat 025, and Pyso 001.
2. Students who were previously admitted to the program and are eligible for readmission.
3. Transfer students. (See I.4.)

## **REGISTERED NURSING**

The Registered Nursing Program is accredited by the California Board of Registered Nursing: BRN, 400 R Street, Suite 4030, Sacramento, CA, 95814-6200, (916) 322-3350.

The Registered Nursing Program is accredited by the California Board of Registered Nursing. The Registered Nursing Program curriculum provides and enhances the student's opportunity to seek employment in a variety of health care settings. Emphasis is placed on nursing theory and concepts to promote, maintain, and restore health in individuals with common and complex health problems throughout the life span. Additionally, the development and application of the nursing knowledge, skills, and attitudes needed to use the nursing process in the care of individuals is emphasized. Upon completion of the Registered Nursing curriculum, the student receives a Certificate of Achievement, an Associate Degree of Science, and is eligible to take the National Council Licensing Examination Registered Nursing (NCLEX-RN) exam and if successful will qualify to receive a license from the Board of Registered Nursing to practice nursing in the State of California.

### **Required Courses**

#### **Prerequisites:**

Engl 001A

Micr 002

Anat 025

Pyso 001

Math 402 or higher

Valid AHA CPR/Basic Life Support Card, Course, for health care provider.

#### **Required Non-nursing Courses:**

Nutr 011

Psyc 024

Spch 010 (preferred) or Spch 001

The Nutr, Psyc, and Spch are required by the Board of Registered Nursing even when the student holds previous academic degrees.

English, Humanities, Political Science and U.S. History or American Institutions 125, PE, Critical Thinking (See Associate in Science Degree requirements.)

It is recommended that the student complete as many of these non-nursing classes as possible prior to beginning the program.

#### **Program Outcomes**

1. Apply concepts from biologic, physical, social and natural sciences in nursing practice
2. Integrate best current evidence with clinical expertise and individual/family preferences for delivery of optimum health care.
3. Minimize risk of harm to clients and providers through both individual performance and system effectiveness.
4. Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
5. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality client care.
6. Recognize the individual or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the client's preferences, values, and needs.
7. Use data to monitor the outcomes of care processes to continuously improve the quality and safety of health care systems.
8. Involve individuals, families and communities in health education.

9. Be academically eligible to apply for the nursing licensing examination in order to be employed as a nurse in a variety of settings.

**THE FOLLOWING SEQUENCE MUST BE FOLLOWED:**

**These courses must be completed prior to taking the NCLEX-RN and licensure as required by the State of California Board of Registered Nursing:**

**Requirements for the Certificate of Achievement (39 units):**

Semester I

Nurs 050S

Nurs 050

Nurs 050L

Nurs 137

Nurs 138

Semester II

Nurs 051S

Nurs 051A

Nurs 051L

Nurs 040

Nurs 040L

Nurs 041

Nurs 041L

Semester III

Nurs 052S

Nurs 052A

Nurs 052L

Nurs 042

Nurs 042L

Semester IV

Nurs 053S

Nurs 053

Nurs 053L

**Recommended Electives**

Chem 002A

Gero 001, 002, 140

MA 115

Nurs 103, 201, 202, 211, 213