CONTINUING EDUCATION
### SANTIAGO CANYON COLLEGE—CONTINUING EDUCATION INSTRUCTIONAL CALENDAR

**CONTINUING EDUCATION DIVISION**

**INSTRUCTIONAL CALENDAR 2015–2016**

**FALL SEMESTER 2015**
- August 24-28: Faculty projects
- August 31: INSTRUCTION BEGINS
- September 7: Labor Day — holiday
- November 11: Veterans’ Day — holiday
- November 24-29: Thanksgiving recess
- December 20: INSTRUCTION ENDS
- December 21-January 13, 2016: Winter recess

**SPRING SEMESTER 2016**
- January 6 – 8: Faculty projects
- January 11: Martin Luther King, Jr. — holiday
- February 12-13: Lincoln’s Birthday — holiday
- February 15: President’s Day — holiday
- April 1: Cesar Chavez Day — holiday
- April 2: Non Instructional Day — no class
- April 3-9: OEC Spring recess
- May 30: Memorial Day — holiday
- June 1: Commencement
- June 2: OEC Commencement

**SUMMER SESSION 2016**
- June 6: INSTRUCTION BEGINS
- July 4: Independence Day — holiday
- August 14: INSTRUCTION ENDS

**JUNE 2015**

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**COFFEE TIMES 2015–2016**

**INSTRUCTIONAL CALENDAR 2015–2016**

**FALL SEMESTER 2015**
- August 17-19: Faculty projects
- August 20-21: Common college flex day
- August 24: Instruction begins
- September 6: Last date to drop with enrollment fee refund (semester-length courses)
- September 7: Labor Day — holiday
- September 25: Last date to file Pass/No Pass option (semester-length courses)
- October 9: Deadline to submit Petitions for Graduation and Certificates
- November 11: Last date to drop semester-length courses with a “W” grade
- November 15: Thanksgiving — holiday
- December 13: INSTRUCTION ENDS
- December 14 – January 3, 2016: Winter break

**INTERSESSION 2016**
- January 4: INSTRUCTION BEGINS
- January 18: Martin Luther King, Jr. — holiday
- January 31: INSTRUCTION ENDS

**SPRING SEMESTER 2016**
- February 1-3: Faculty projects
- February 4-5: Common college flex days
- February 8: Instruction begins
- February 12: Lincoln’s Birthday — holiday
- February 15: President’s Day — holiday
- February 21: Last date to drop with enrollment fee refund (semester-length courses)
- March 11: Deadline to submit Petitions for Graduation and Certificates
- March 11: Last date to file Pass/No Pass option (semester-length courses)
- April 1: Cesar Chavez Day — holiday
- April 4-9: Spring recess
- May 8: Last date to drop semester-length classes with “W” grade
- May 30: Memorial Day — holiday
- June 2: Commencement — Santiago Canyon College
- June 5: INSTRUCTION ENDS

**SUMMER SESSION 2016**
- June 6: INSTRUCTION BEGINS
- July 4: Independence Day — holiday
- August 14: INSTRUCTION ENDS

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* OEC Spring recess dates may be adjusted to correspond to unified school district instructional calendar.
** beginning/endings date could be adjusted
CONTINUING EDUCATION

Mission Statement
The mission of the continuing education division is to offer a variety of free, noncredit classes, programs, and services that enable students to maximize their potential by acquiring the necessary skills to reach their personal, educational, and vocational goals so that they can benefit from, and contribute to, a changing American society as productive, active members of their communities.

Santiago Canyon College
Orange Education Center
1465 North Batavia Street
Orange, CA 92867
714-628-5900

The Santiago Canyon College Orange Education Center is the major adult education service provider in the Orange area. In addition, there are other sites in which instruction is offered. These facilities provide a broad-based program which meets the educational needs of the community. Open entry/open exit classes allow students to register anytime during the school year and provide maximum flexibility in program scheduling.

For the current class schedule, please visit the website at www.sccollege.edu/oec or call the Orange Education Center at 714-628-5900.

Classroom Instruction
Traditional and individualized, self-paced classroom instruction is offered in academic, vocational, and basic skills areas. The open entry/open exit format allows flexibility in planning.

Convenient Community Locations
Day and evening community locations make classes conveniently available to all adults in the district.

Weekend Classes
To meet the needs of working adults, continuing education classes are also offered Fridays and Saturdays.

INSTRUCTIONAL PROGRAMS

Adult Basic Education (ABE)
Assists students in strengthening their skills in reading, writing, spelling, mathematics, English usage and grammar. ABE provides students with a strong educational foundation that can be used as a basis for employment preparation, entrance into high school subjects, GED preparation, and college and vocational programs.

In addition, Native Language Basic Skills for Adults assists students in acquiring basic skills in their native language in order to facilitate the transition to beginning English as a Second Language courses. This program focuses on reading, math, and writing skills, as well as classroom and community coping skills.

Adult High School Diploma Program
Accommodates adults with varied responsibilities, backgrounds, and needs who desire to earn a high school diploma. Individualized instruction is provided so that students may take classes that fit their personal schedules, thus enabling them to work and complete high school credits at their own pace.

Citizenship
Introduces students to U.S. citizenship and the naturalization process, U.S. history, and government. Prepares students for the U.S. Citizenship and Immigration Services USCIS interview and exam.

English as a Second Language (ESL)
Provides English language instruction for speakers of languages other than English. Offers instruction in beginning levels through intermediate levels. Core classes integrate acquisition of skills in speaking, listening, reading, and writing. Speciality classes focus on further improvement of specific skills, such as conversation, pronunciation, writing, civics or employment skills. Provides certificate programs for successful completion of courses in each level, beginning through intermediate.

Substantial Disabilities
Provides information related to topics of everyday interest and importance to adults with developmental disabilities. Examines issues of relevance and provides a forum for discussion.

GED/California High School Equivalency Certificate Preparation
Individualized classes in GED/California High School Equivalency Certificate preparation, including practice testing, are also offered.

Health and Safety Program
Provides courses specifically designed to offer lifelong education to promote the health, safety and well-being of individuals, families and communities.

Parent Education Program
Provides courses which emphasize intellectual, physical, and emotional aspects of parenting.

Career Technical Training Programs
Provides employment preparation focusing on specific career technical areas and on general workforce development skills. Provides certificate programs in occupational areas with high employment potential.

Older Adults Program
Offers courses designed to meet specific needs of older students in a variety of areas, including music, cooking, manipulative skills, and discussion seminars. Many classes are offered in facilities specifically serving older adults.
ADMISSIONS AND STUDENT SERVICES

Who May Attend
Persons 18 years of age or older, or high school graduates, are eligible to enroll in continuing education classes. Students currently enrolled in secondary schools who wish to attend continuing education classes may be admitted by special request of the secondary school and approval from continuing education administration.

Where to Register
Santiago Canyon College
Orange Education Center
1465 North Batavia Street
Orange, CA 92867
Phone: 714-628-5900

Santiago Canyon College
OEC Provisional Education Facility
1937 West Chapman Avenue, 2nd Floor
Orange, CA 92868

Santiago Canyon College
8045 East Chapman Avenue
Room S-105 & Room U-84
Orange, CA 92869

Schedule of Classes
A schedule of classes is prepared each semester which includes general information, courses offered, hours, locations and rooms. Schedules are available before registration each semester in each of the major continuing education sites and Rancho Santiago Community College District campuses. Registration is ongoing, provided there is space available in classes.

Open Enrollment
The policy of the Rancho Santiago Community College District and Santiago Canyon College is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the college, shall be open to enrollment and participation by any person who has been admitted to the college, provided there is available space in classes.

Class Discontinuance Policy
Any class which does not have a total of at least 20 students enrolled by the beginning of instruction may be discontinued. Any class which does not maintain satisfactory attendance may be discontinued at anytime during the term.

Student Identification Card
Each student may obtain a student identification card upon request for a nominal fee. For more information, please call SCC Cashiers Office 714-628-4727.

Textbooks and Supplies
ESL textbooks are available for purchase at the OEC Provisional Education Facility. A complete list of ESL textbooks, including cost, required for each class is posted. Supplementary books and supplies are also available. For bookstore hours, please call 714-628-5924.

Students in the classes held at Santiago Canyon College can purchase supplies at the college bookstore in SCC A-101, phone 714-628-4736.

Testing
A wide variety of academic, aptitude, vocational, interest and other assessments are provided to assist the adult in educational and career planning.

Diagnostic assessment tests are administered to advise placement for courses in English as a Second Language, Adult Basic Education, and High School Subjects.

Counseling and Guidance
Each continuing education student is provided with the unique opportunity to benefit from individualized counseling and guidance designed to help students improve the quality of their lives.

Counselors are available to provide academic, career, and personal counseling in a confidential office setting.

Students may seek counseling for many reasons, including planning of educational objectives, obtaining information about employment and job skills, resolving personal and family problems, examining aptitudes, interests, and achievement, finding new careers and vocational directions, and learning to adjust in a new country. Students enrolling in courses leading toward a high school diploma must see a counselor upon registering. Counselors are available by appointment or on a walk-in basis. For more information or to arrange an appointment, please call 714-628-5929.

Scholarships
Several scholarships are made available to continuing education ESL students and high school graduates. Selection of scholarship recipients will be based upon recommendation of teachers and counselors, financial need, academic excellence, attendance, and minimum enrollment standards. For more information, call the Counseling office at 714-628-5929.

Photography
Santiago Canyon College, a non-profit California Community College, reserves the right to use photography and video images of students and visitors, age 18 and older, taken on our property and at college-sponsored events for marketing and promotional purposes. Objection to the use of an individual’s photography may be made in writing to Public Affairs and Publications, RSCCD District Office, 2323 N. Broadway, Suite 408, Santa Ana, CA 92706.

Disabled Students Policy
The College will make reasonable accommodations for individuals with disabilities. To request services, contact the office of Disabled Students Programs and Services at 714-628-4860.

Career Services
Career information, materials, interest inventories and counseling are provided for interested students. Appointments may be made by calling 714-628-5942.

Associated Student Government
The Associated Student Government was established to provide students with government and leadership experience. Opportunities are available to become involved as student representatives. Students will learn first hand about group dynamics and decision making, event programming, and running effective meetings. Additionally, there are student clubs to join. For more information, please call 714-628-5947.

Child Development
A child development program center is available at Santiago Canyon College. There is no fee for eligible families. Arrangements may be made by calling 714-628-6952.

Transcripts
Students may obtain an official transcript of records by filing in person or mailing a request to the Admissions and Records Office, OEC Provisional Education Facility, 1937 West Chapman Avenue, 2nd Floor, Orange, CA 92868. The first two in-person transcripts will be issued without charge, thereafter, a $3 charge will be assessed for each additional transcript. All official transcripts are copies of the student’s permanent record in the Office of Admissions and Records. Only records prepared and issued directly from that office will be considered official or certified for accuracy.
POLICIES GOVERNING STUDENTS

A. Attendance
Students are expected to attend all class meetings. Students who are enrolled but absent on the first class session may be dropped. A student may also be dropped for excessive absences.

B. Standards of Student Conduct
Guidelines for Student Conduct are set forth in the California Education Code, California Administrative Code, Title V, policies of the Board of Trustees, and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students. For the complete guidelines for Student Conduct, see pages 22-24.

C. Standards of Conduct for Computer Classrooms and Computer Labs
In accordance with Board Policy (BP 3720) and Administrative Regulation (AR 3720) and in an effort to extend the life of the hardware, comply with the copyright laws, and adhere to appropriate computer network conduct and usage, standards of conduct are required of all students using computer classrooms, computer labs, and the wireless network. For the complete guidelines for Standards of Conduct for Computer Classrooms and Computer Labs, see page 24 and Computer Network Use, see page 17.

D. Academic Honesty
Students at Santiago Canyon College are expected to be honest and forthright in their academic endeavors. To falsify the results of one’s research, to steal the words or ideas of another, or to cheat on an examination corrupts the essential process by which knowledge is advanced. Academic dishonesty is seen as an intentional act of fraud, in which a student seeks to claim credit for the work or efforts of another without authorization or uses unauthorized materials or fabricated information in any academic exercise. We as an institution, also consider academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, assisting other students in acts of dishonesty or coercing students into acts of dishonesty. For procedures see page 14.

E. Disciplinary Action
Violations to any tenets within the standards of student conduct are subject to the following disciplinary actions: warning, reprimand, probation, restitution, removal, suspension or expulsion. Disciplinary actions may be imposed singly or in combination.

F. Grading Standards

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G. Credit by Examination
Credit by examination may be earned only for courses that are specifically designated as courses that are eligible for credit by examination. A student cannot take credit by examination to improve a substandard grade.

High School Diploma Courses
Information for receiving credit by examination may be obtained from a continuing education counselor.

Career Technical Business Skills Courses
Examinations are offered on specific dates. Students who demonstrate course competency are awarded a passing grade.

H. Procedures for Student Complaints Regarding Grades
1. Education Code 76224 states: “When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor for the course; and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.”

2. Procedure
a. Student shall meet with instructor to discuss grade.
b. If the issue is not resolved, and the student believes that the grade is based on mistake, fraud, bad faith or incompetence (EC 76224), an appeal in writing may be made to the Area Dean of Instruction and Student Services.

Forms of written appeal may be found in the office of the Area Dean of Instruction and Student Services.

c. The student may be requested to set up an appointment with the Dean of Instruction and Student Services to discuss the written complaint.
d. The Dean of Instruction and Student Services will review the allegations and may consult with the instructor.
e. The Dean of Instruction and Student Services will review the issue and will notify the student and instructor in writing of the decision.
f. The decision of the Dean of Instruction and Student Services is final.

I. Complaint Procedures for Students
Students may file a complaint when they believe they have been deprived of a right granted to students by the Board of Trustees in any of the policies or regulations of the Rancho Santiago Community College District.

The purpose of these complaint procedures is to resolve differences as fairly and expeditiously as possible while preserving the rights of students and staff members.

1. Definitions
   Days: number of days refers to the days when the District offices are open.
   Committee: Continuing Education Student Complaint Committee.

2. Procedure
a. Students shall first confer with the staff member who took action or made the ruling to
which they object no later than ten days following the event which prompted the complaint. The Area Dean of Instruction and Student Services or designee will assist the student in arranging an appointment with the staff member.

b. If the difference is not satisfactorily resolved, the student shall confer with the staff member’s supervisor.

The Area Dean of Instruction and Student Services or designee will assist the student and staff member’s supervisor.

c. If the complaint is unresolved, the student may file a written statement setting forth the nature of the complaint on the prescribed form with the Area Dean of Instruction and Student Services no later than ten days after conferring with the staff member’s supervisor.

d. The complaint form shall be completed in full and shall include a full description of the complaint, times, dates and pertinent facts, and the remedy sought by the student.

A Student Complaint-Staff Response form will be sent to both the staff member and supervisor for completion.

e. The Area Dean of Instruction and Student Services shall forward the completed forms to the Continuing Education Student Complaint Committee chairperson for review and recommendation.

The committee shall have the power to make an appropriate investigation of the complaint and shall state the findings and make a recommendation.

f. If the complaint is sustained by the committee, it will recommend appropriate action for relief of the complaint and communicate this in writing to the staff member to whom the complaint was directed. If the staff member accepts the recommended action and if the student who filed the complaint is satisfied with the action, the complaint shall be considered resolved and closed.

g. If the findings of the committee do not sustain the complaint, the committee shall communicate this finding in writing to the student who filed the complaint. If the student accepts this finding, the complaint shall be considered resolved and closed.

h. If no resolution of the complaint is obtained under (f.) or (g.) above, the Area Dean of Instruction and Student Services shall forward the complaint together with findings of the committee to the Chancellor for review and decision.

i. If this decision does not resolve the complaint in the opinion of the student, the Chancellor shall present the case to the Board of Trustees with the findings and recommendations. If the Board finds that the complaint is invalid, the Chancellor’s recommendation shall stand in final resolution. If the Board finds that the complaint is valid, it shall instruct the Chancellor as to how the complaint shall be resolved, and the Chancellor shall implement the Board’s decision.

J. Student Records

Under the guidelines of the Family Educational Rights and Privacy Act of 1974, student records are confidential, and privacy is to be scrupulously maintained.

Right to Review and Challenge Records: Under the provisions of the U.S. Department of Health, Education and Welfare, students have the right to inspect and review any of the following files:

- admissions/records
- data processing
- financial aids
- placement
- veterans

After review and exploration, students may challenge any information relating to them if they believe information to be inaccurate, misleading, or otherwise in violation of their rights of privacy or other rights. Forms for challenge are available in the Area Dean of Instruction and Student Services office. District staff or other professionals who have a legitimate educational interest such as counseling and carrying out the normal operations of the educational program have access to student records.

Any student has the right to file complaint with the U.S. Department of Health, Education and Welfare concerning alleged failure of the institution to comply with provisions above or Section 438 of the General Provision.

K. High School Petition Students

Secondary school students who wish to take course work in Rancho Santiago Community College District Continuing Education and have it transferred to another school must present a completed Petition for Registration in order to be considered for admission. Failure to comply fully with all conditions listed on the form may result in the immediate revocation of the petition and dismissal from Continuing Education classes.

1. Grading and Transfer of Credits: Students must satisfactorily complete all course requirements including exams, projects, papers and attendances before credit or grades can be issued. Students are responsible for planning schedules and progress in order to earn credits in time to meet graduation deadlines in other school districts.

2. Conduct: A student’s conduct must be productive, responsible and courteous at all times. Unacceptable behavior may result in the immediate revocation of this petition and dismissal from class. Unacceptable behavior includes, but is not limited to, excessive talking, noncompliance with rules, failure to follow instructor directions, falsification of records, cheating or assisting others to cheat, destruction or theft of school property, disruption of classes, violence, or being under the influence of drugs or alcohol.

L. Special Rules, Regulations and Student Obligations

Because of special program characteristics, the following programs must adhere to special rules, regulations and student obligation beyond the Standard Guidelines for Student Conduct adopted by the Rancho Santiago Community College District. Students enrolled in any of the following programs are obligated to perform within those special program
guidelines in order to maintain class attendance: any community-based organization or governmental agency with which the Rancho Santiago Community College District cooperates in a program offering.

M. Family Education Rights and Privacy

As required under the provisions of the Family Education Rights and Privacy Act of 1974, the Rancho Santiago Community College District will make public without student consent only certain directory information. This information consists of the following: a student’s name; city of residence; a major field; participation in officially recognized activities and sports; weight, height, and age if a member of an athletic team; dates of attendance; degree and awards received; and the most recent previous educational institution or agency attended by the student.

A student may request the Admissions and Records Office to withhold this information. Such request must be in writing and submitted each semester.

N. Use of Public School Facilities for Adult Classes

1. Alcoholic Beverages and Controlled Substances: Both by policies instituted by local Boards of Education (Garden Grove Unified School District, Orange Unified School District, Rancho Santiago Community College District and Santa Ana Unified School District) and California State Law specifically prohibit possession of alcoholic beverages and controlled substances on school premises at any time, by any person, regardless of age. Regulations also prohibit use of alcoholic beverages at school events, whether on or off the campus, or the appearance at school events while under the influence of alcoholic beverages and/or controlled substances. The penalty for violation of these regulations is immediate suspension from school, followed by expulsion, if imposed by the Board of Trustees. Additional penalties may be imposed by law enforcement agencies.

2. Smoking: Provisions of the Uniform Fire Code, Article 29, Section 29.06, Smoking Activity on School Property, state:

“It shall be unlawful for any person or persons to engage in any smoking activity or to possess any flaming or glowing object or cause to be lighted any substance in any classroom or on school property at any time except in areas authorized by the local Board of Education.”

The only areas authorized for smoking are outside the school buildings in a designated smoking area. There is to be No Smoking by anyone in any of the classrooms at any time. Proper containers are provided in the smoking areas for disposal of cigarettes.

3. Food and Beverages: Food and beverages are not to be brought into the classrooms at any time. Proper containers are provided for disposal of trash in designated areas.
ADULT HIGH SCHOOL DIPLOMA PROGRAM

General Information
Rancho Santiago Community College District offers a comprehensive adult high school diploma program for adults who wish to continue their formal education. The Adult High School Diploma Program at Santiago Canyon College is approved by the California Community Colleges Chancellor's office. Santiago Canyon College is accredited by the Accrediting Commission for the Western Association of Schools and Colleges.

Diplomas are issued by the Rancho Santiago Community College District to students who complete the required course of study and demonstrate proficiency in basic skills. Graduation ceremonies are traditionally held each spring at Santiago Canyon College. Students may complete the diploma program at any time during the year and receive verification of completion of requirements at that time. Courses designed to meet high school graduation requirements are offered in both the traditional classroom setting or in open entry/open exit self-paced individualized learning programs. Elective credits may be earned in continuing education classes offered in a wide variety of locations throughout the community as listed in the schedule of classes published each semester.

Counseling and Guidance
Counselors are available for students needing academic, personal, or financial assistance, and career/vocational guidance.

Counselors design programs of study on an individual basis so that students desiring a high school diploma may achieve their individual educational goals. For students transferring from other high school or adult programs, counselors evaluate transcripts to determine which courses meet the general education requirements and/or elective requirements. Counselors advise students of lifelong learning opportunities and assist students with postsecondary vocational and educational planning for degree or certificate programs at Rancho Santiago Community College District.

Registration
The Adult High School Diploma Program is available at the Santiago Canyon College. Students may obtain a schedule of classes and enroll at any time during the fall, spring, and summer semesters. For information, call 714-628-5929.

To qualify for a high school diploma, the candidate must meet the following requirements:

Course of Study
Effective July 1, 2009
High School Graduation Requirements
The high school diploma requires a total of 160 credits taken from the following:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>40.0</td>
</tr>
<tr>
<td>(a maximum of 10 credits of reading; must include at least one composition course)</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>20.0</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>20.0</td>
</tr>
<tr>
<td>(must include both a biological and a physical science course)</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>30.0</td>
</tr>
<tr>
<td>(must include U.S. History, American Government, Economics, World History, Geography, and Culture)</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>10.0</td>
</tr>
<tr>
<td>Electives</td>
<td>40.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>160.0</td>
</tr>
</tbody>
</table>

Limitations on Enrollment
A student who has received a passing grade (A, B, C, D) for a high school course may not re-enroll in the same course. A student who has graduated from the Adult High School Diploma Program may not enroll Adult Basic Education (ABE) or high school courses without written permission from an administrator.

Residency
Residency Requirement: At least 20 of the 160 required high school credits must be completed in residence at Santiago Canyon College. Only 5 of the 20 residency credits may be challenged.

Petition for Graduation
A petition for graduation must be completed and submitted soon after the date students complete the diploma requirements.

Proficiency Requirements
Proficiency must be demonstrated in basic skills areas of reading, mathematics, and composition, according to the categories listed below:

A. Reading. All Santiago Canyon College adult high school graduates will be required to demonstrate a minimum eighth grade reading ability as measured by a SCC Continuing Education approved reading proficiency examination.

B. Mathematics. Students will be required to demonstrate math proficiency by passing an SCC Continuing Education approved mathematics examination with a minimum score of 70%, or by passing the Math Fundamentals 2 course.

C. English Composition. Students will be required to demonstrate English composition proficiency by passing an SCC Continuing Education approved composition examination with a minimum score of 70% or by passing the Composition 2 course.

Prior to June 30, 2009
High School Graduation Requirements
Any student who was enrolled in the Adult High School Diploma Program prior to June 30, 2009, may receive a high school diploma based on completion of the curriculum required prior to June 30, 2009, provided the student remains continuously enrolled without a break of more than one primary term subsequent to the Spring 2009 term. At least 15 of the 160 required high school credits must be completed in residence at the Rancho Santiago Community College District.

Grade Reports
1. Grade Reports: In-class progress is reported to the student in a number of ways. Tests are often given to show individual student progress.

2. Cumulative Records: The district will maintain cumulative records on each current high school diploma student. These records may contain pertinent information necessary to aid students in educational planning. Placement tests follow-up, interest inventories, and other data contained in the cumulative record will be available for review by the student upon request.

Policies Governing Sources of Credit
A. Previous Secondary Schools
All credits earned in the 9th, 10th, 11th, and 12th grades recorded on an official transcript will be accepted except physical education credits and credits which are a duplication of course work for which credit was previously granted.

B. Trade or Business Schools
Courses taken in trade or business schools will be evaluated for possible high school credit equivalency. Courses in this category must be approved by
the Office of Private Postsecondary Education.

It is the responsibility of the student to provide to the district transcripts, certificates, and/or other records requested for the evaluation and possible awarding of credit.

C. Armed Forces Schools and/or Programs

Credit may be granted for completion of training programs (armed services) and other valid educational experiences provided they have been certified by the United States Armed Forces Institute or by a statement on the service record, and provided they parallel 1) courses usually taught in secondary schools, and 2) vocational training courses with counterparts in civilian life.


This section is to be interpreted as including:

1. Officer and enlisted service school courses;
2. Off-duty classes offered by the armed forces and cooperating local institutions;
3. Correspondence courses offered by the United States Armed Forces Institute, the Marine Corps Institute, the Coast Guard Institute, and cooperating colleges and universities;
4. United States Armed Forces Institute courses and subject examinations. (Authorization for this procedure is contained in Title V, Section 99, part C, of the California Administrative Code.)

D. College Credit Courses

College units to be used for high school credits may be evaluated in a ratio of 3 college units to 10 high school semester periods of credit. The college should be notified in writing when college credits are utilized to meet high school requirements.

College credit equivalency recommended by the American Council on Education guides will be evaluated for high school credit on the same basis as other college credit courses.

E. Correspondence Courses

Courses taken by correspondence will be evaluated for possible high school credit equivalency. Courses in this category must be approved by the Office of Private Postsecondary Education.

It is the responsibility of the student to provide to the district transcripts, certificates, and/or other records requested for the evaluation and possible awarding of credit.

F. Adult School Credit Courses

Courses taken at adult schools will be evaluated for possible high school credit equivalency. Courses in this category must be approved by the California State Department of Education.

No credit will be allowed for physical education courses nor for courses from other adult schools if such courses are designated in the Rancho Santiago Community College District as “no high school credit.”

It is the responsibility of the student to provide to the district transcripts, certificates, and/or other records requested for the evaluation and possible awarding of credit.

G. Work Experience Credit

Students may obtain credit for certain types of full-time work experience or for work experience that can be related to high school subject matter.

In order to obtain credit for work experience, students must provide written verification from those employers with whom they have worked for at least one year.

The Continuing Education administrators or counselors will evaluate the amount of work experience credit and the area of application. Evaluation will not be made for more credits than is necessary to meet graduation requirements and which the letters of verification justify. Combined work experience credit and consumer skills task credit may not exceed 40 credits.

Verification of work experience should be obtained by the student, requesting from each employer on official letterhead stationery the following information:

1. Dates of employment.
2. Job description.
3. Nature of duties performed, indicating progress to more complex operations justifying a division into beginning and advanced skills.
5. Reason for termination of employment, if applicable.
6. The letter of self-employed students must be accompanied by a copy of the student's business license or W-2 form.
7. Upon receipt of verification of all work experience which the student wishes to be considered for credit, evaluation will be made on the following basis:
   a. Up to 10 credits will be given for the first year of successful work experience.
   b. Up to 10 additional credits to a maximum of 40 will be granted for each additional full year of employment if the student has made successful progress each year on the job.
   c. After the initial 10 credits for the first year, student may earn 5 credits for a period of six months employment, provided there is evidence of successful progress.

H. Testing

The district may award a maximum of 80 high school credits on the basis of district approved testing.

1. Mathematics Achievement Test (ITED)

Credit may be earned in mathematics by obtaining a satisfactory score on the math section of the Iowa Tests of Education Development Form X5. No other subtests are accepted for credit purposes. Ten semester credits will be awarded for a raw score of 14, provided these credits
are not previously earned math credits. (These 5 credits may be used to satisfy Math Fundamentals 2 requirements.) Fifteen semester credits will be awarded for a raw score of 20, provided these credits are not a duplication of previously earned math credits. (These 10 credits may be used to satisfy Math Fundamentals 2 requirements, and 5 elective credits.)

2. Subject Matter Credit by Examination

Credit by examination may be earned only for courses that are specifically designated by the division curriculum committee as courses that are eligible for credit by examination. Information for receiving this credit may be obtained from a counselor in continuing education. Only 5 of the 20 residency credits may be challenged.

I. Regional Occupational Program Courses

Credit will be determined upon receipt of an official secondary or community college transcript which indicates credit and grades as appropriate.

Guidelines for issuance of ROP credit when not on a unified school district transcript:

1. RSCCD will accept an official Grade Reporting Sheet from Central County Regional Occupational Program in lieu of a unified school district transcript provided it has a grade and a number of total hours.

2. The amount of credit issued is to be based on 16 clock hours per credit unit.

3. The maximum of 20 units toward electives will be accepted in this manner.

4. Students coming from outside the CCROP will have to validate their credits only through an official school district transcript.

J. High School Diploma Elective Credits

1. Learning Skills Credit

A maximum of 40 credits in Learning Skills will be allowed toward high school graduation credit in the elective area, including work experience.

2. ESL Credit

Five elective high school diploma credits may be awarded to students who pass Intermediate 1, 2, and 3 and who have passing scores on the ESL post tests in these classes. The passing scores are 75% for Intermediate 1 and 2 and 70% for Intermediate 3.

3. Adult Basic Education

A maximum of 20 high school elective credits may be granted when students pass all or parts of the required ABE exit tests.
CAREER DEVELOPMENT & COLLEGE PREPARATION CERTIFICATES

NONCREDIT COURSE DESCRIPTIONS

Continuing education courses are listed by subject on the following pages. Course numbers are listed at the beginning of each course title.

Open entry/open exit courses are noted in the course descriptions. Students may enroll at any time in these courses and begin class immediately, provided there is space available. Students progress at their own rate and may exit from the class at any time upon satisfactory completion of the required work.

All credits listed are high school credits. Ten high school credits represent a minimum of 144 hours of study. In open entry/open exit courses, students earn credits by meeting individual competency-based objectives.

Some courses offer a certificate of course completion upon completion of all course requirements. A certificate of course completion does not appear on the official transcript.

Completion of Career Development and College Preparation (CDCP) program coursework appears on the student transcript. In addition, the student may request an official program certificate be issued for successful completion of all CDCP program coursework.

The class schedule should be consulted for current offerings.
## CAREER DEVELOPMENT & COLLEGE PREPARATION CERTIFICATES

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>English as a Second Language</td>
<td>Vocational: Business</td>
</tr>
<tr>
<td>ESL Advanced</td>
<td>Customer Service Representative</td>
</tr>
<tr>
<td>ESL Literacy</td>
<td>General Office Clerk</td>
</tr>
<tr>
<td>ESL Beginning</td>
<td>Executive Secretary / Administrative Assistant</td>
</tr>
<tr>
<td>ESL Beginning Multilevel</td>
<td>First-Line Supervisor / Manager, Office and</td>
</tr>
<tr>
<td>Enhanced Beginning ESL Skills</td>
<td>Administrative Support Workers</td>
</tr>
<tr>
<td>ESL Intermediate</td>
<td>Web Associate</td>
</tr>
<tr>
<td>ESL Intermediate Communication</td>
<td>Medical Billing</td>
</tr>
<tr>
<td>ESL Intermediate Multilevel</td>
<td>Receptionist/Information Clerk</td>
</tr>
<tr>
<td>ESL Intermediate Writing</td>
<td></td>
</tr>
<tr>
<td>Enhanced Intermediate ESL Skills</td>
<td></td>
</tr>
<tr>
<td>Vocational ESL</td>
<td></td>
</tr>
<tr>
<td>ESL Civics</td>
<td></td>
</tr>
<tr>
<td>Secondary Education/GED Preparation</td>
<td>Vocational: Clothing</td>
</tr>
<tr>
<td>Secondary Subjects</td>
<td>Commercial Textile Worker</td>
</tr>
<tr>
<td>Secondary Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vocational: Construction</td>
</tr>
<tr>
<td></td>
<td>Carpenter</td>
</tr>
<tr>
<td></td>
<td>Construction Laborer</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vocational: Food</td>
</tr>
<tr>
<td></td>
<td>Commercial and Institutional Food Preparation</td>
</tr>
</tbody>
</table>
ADULT BASIC EDUCATION (ABE)
Division of Instruction and Student Services

Dean: Lori Fasbinder
Coordinator: Ethel Jordan

Certificate of Competency
Adult Basic Education (33421)

This combination of courses is designed to prepare students for basic reading, writing, spelling, and math skills used in the Adult High School Diploma Program, General Education Development (GED) Preparation, and college courses.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to:
• Demonstrate proficiency in pre algebraic concepts.

Certificate requirements Hours
Adult Basic Education 024, Adult Basic Education Writing 72
Adult Basic Education 025, Adult Basic Education Mathematics 72

Select one (1) course from the following:
Adult Basic Education 023, Adult Basic Education Reading (72)
Adult Basic Education 026, Adult Basic Education Spelling (72)

TOTAL 216

Certificate of Competency
Adult Basic Education/Adult Secondary Education Mathematics (33422)
The certificate of completion in ABE/ASE mathematics is designed to prepare students for higher level math skills in the Adult High School Diploma Program, General Education Development (GED) Preparation, and college courses.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to:
• Demonstrate proficiency in pre algebraic concepts.

Certificate requirements Hours
Adult Basic Education 025, Adult Basic Education Mathematics 72
High School Subjects Math 159, Math Fundamentals 2 72

TOTAL 144

Certificate of Competency
Adult Basic Education/Adult Secondary Education Reading (33420)
The certificate of completion in ABE/ASE reading is designed to prepare students for higher level reading skills used in high school courses, General Education Development (GED) Preparation, and college courses.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to:
• Demonstrate level gains in reading.

Certificate requirements Hours
High School Subjects Reading 093, Building Reading Skills 1 72
High School Subjects Reading 094, Building Reading Skills 2 72

TOTAL 144

Certificate of Competency
Adult Basic Education/Adult Secondary Education Writing (33555)
The certificate of completion in ABE/ASE writing is designed to prepare students for higher level writing skills in the Adult High School Diploma Program, General Education Development (GED) Preparation, and college courses.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to:
• Emphasize mastery of sentence and paragraph skills, including organization in terms of unity, support, and coherence.

Certificate requirements Hours
High School Subjects English 066, English Fundamentals 2 72
High School Subjects English 083, Composition 1 72

TOTAL 144

Courses

Adult Basic Education 009
Adult Basic Education
Credit(s): 5.0-20.0
Class Hours: 72-288 Lecture total.
Recommended Preparation: English as a Second Language 460 or higher and/or placement by counselor assessment.
Instructs students in basic skills, including reading, writing, spelling, and mathematics. Prepares students to take High School Subjects courses, job training, or college credit classes. Grade: Pass/No Pass. Open Entry/Open Exit.

Adult Basic Education 010
Money Matters: Financial Literacy
Credit(s): 2.5
Class Hours: 36 Lecture total.
Prepares the student for the adult world of financial management and for the development of sound decision making skills in personal and family money matters. Grade: Pass/No Pass. Open Entry/Open Exit.

Adult Basic Education 011
Native Language Basic Skills for Adults
Credit(s): 0
Class Hours: 216 Lecture total.
Assists students in acquiring basic skills in their native language in order to facilitate the transition to beginning ESL courses. Focuses on reading, math, and writing, as well as academic and life skills. Grade: Pass/No Pass. Open Entry/Open Exit.
Adult Basic Education 023
Adult Basic Education Reading
Credit(s): 5.0
Class Hours: 72 Lecture total.
Instructs students in basic reading and functional literacy skills. Prepares students for Adult High School Diploma courses, job training, or the General Education Development course. Grade: Pass/No Pass. Open Entry/Open Exit.

Adult Basic Education 024
Adult Basic Education Writing
Credit(s): 5.0
Class Hours: 72 Lecture total.
Instructs students in basic writing and functional literacy skills. Prepares students for Adult High School Diploma courses, job training, or the General Education Development course. Grade: Pass/No Pass. Open Entry/Open Exit.

Adult Basic Education 025
Adult Basic Education Mathematics
Credit(s): 5.0
Class Hours: 72 Lecture total.
Introduces students to basic math skills including whole numbers, fractions, and decimals, and prepares students for Adult High School Diploma courses, job training, or the General Education Development course. Grade: Pass/No Pass. Open Entry/Open Exit.

Adult Basic Education 026
Adult Basic Education Spelling
Credit(s): 5.0
Class Hours: 72 Lecture total.
Provides students with a multisensory approach to improving English spelling skills. Emphasizes phonetic structures using workbooks and audio lessons. Grade: Pass/No Pass. Open Entry/Open Exit.

CITIZENSHIP (CTZN)
Division of Instruction and Student Services
Dean: Lori Fasbinder
Coordinator: Ethel Jordan
Courses
Citizenship 020
Citizenship
Credit(s): 0
Class Hours: 72 Lecture total.
Recommended Preparation: English as a Second Language 430 or higher.
Provides basic knowledge of local, state, and federal government in preparation for the United States citizenship examination including language usage within the context of history and government. Grade: Pass/No Pass. Open Entry/Open Exit.

COUNSELING (CNG)
Division of Instruction and Student Services
Dean: Lori Fasbinder
Coordinator: Ethel Jordan
Faculty: Ruby Frias, Rosa Salazar de la Torre
Courses
Counseling 303
Education and Career Assessment
Credit(s): 0
Class Hours: 3 Lecture total.
Assists students with appropriate educational placement and/or an overview of student services, career and academic guidance information that is available in Continuing Education as a result of individual and group testing. Grade: Pass/No Pass. Open Entry/Open Exit.
ENGLISH AS A SECOND LANGUAGE (ESL)

Division of Instruction and Student Services

Interim Dean: Mary Walker
Coordinator: Eden Quimzon

Certificate of Competency
ESL Advanced (33137)

The curriculum for the certificate of completion in ESL Advanced improves limited-English speaking students’ communication skills in English with an emphasis on grammar and writing in preparation for enhanced job opportunities and transition to academic studies.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
• Demonstrates advanced written communication skills.

Certificate requirements Hours
English as a Second Language 480, Intermediate ESL 3 216
English as a Second Language 601, Advanced Grammar and Writing 96
TOTAL 312

Certificate of Completion
ESL Literacy (24230)

The curriculum for the certificate of completion in ESL Literacy develops the ability of non-English speaking students in basic literacy skills, including letter and number recognition/production, simple personal information, and basic oral communication in preparation for enhanced job opportunities.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
• Demonstrate basic oral communication and literacy skills.

Certificate requirements Hours
Adult Basic Education 011, Native Language Basic Skills for Adults 216
English as a Second Language 399, ESL Literacy 216
TOTAL 432

Certificate of Completion
ESL Beginning (30644)

The certificate of completion in ESL Beginning is designed to give fundamental reading, writing, listening, and speaking skills to limited-English speaking students, preparing them for enhanced job opportunities and academic studies.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
• Demonstrate fundamental reading, writing, listening, and speaking skills.

Certificate requirements Hours
English as a Second Language 410, Beginning ESL 1 216
English as a Second Language 420, Beginning ESL 2 216
English as a Second Language 430, Beginning ESL 3 216
TOTAL 648

Certificate of Completion
Enhanced Beginning Multilevel ESL Skills (30690)

The curriculum for the certificate of completion in Enhanced Beginning ESL Skills improves the reading, writing, listening, speaking, and employability skills of Beginning ESL students for better communication and personal growth.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
• Demonstrate fundamental reading, writing, listening, and speaking skills with a focus on pronunciation.

Certificate requirements Hours
English as a Second Language 250, Seminar for Beginning ESL Students 72
English as a Second Language 530, American English Pronunciation 216
English as a Second Language 606, Interactive Language Training 72
TOTAL 360
Certificate of Completion
ESL Intermediate (30646)
The certificate of completion in ESL Intermediate is designed to give essential reading, writing, listening, and speaking skills to limited-English speaking students, in preparation for enhanced job opportunities and transition to academic studies.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
• Demonstrate essential reading, writing, listening, and speaking skills.

Certificate requirements Hours
English as a Second Language 460, Intermediate ESL 1 216
English as a Second Language 470, Intermediate ESL 2 216
English as a Second Language 480, Intermediate ESL 3 216
TOTAL 648

Certificate of Completion
ESL Intermediate Writing (24196)
The curriculum for the certificate of completion in ESL Intermediate Writing develops the ability of limited-English speaking students in composition and other essential written communication skills in preparation for enhanced job opportunities and transition to academic studies.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
• Demonstrate essential written communication skills.

Certificate requirements Hours
English as a Second Language 010, ESL Writing 72
English as a Second Language 430, Beginning ESL 3 216
TOTAL 288

Certificate of Completion
ESL Intermediate Communication (24195)
The curriculum for the certificate of completion in ESL Intermediate Communication develops the ability of limited-English speaking students in non-verbal communication skills and the use of formal and colloquial language in preparation for enhanced job opportunities and transition to academic studies.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
• Demonstrate essential oral communication skills.

Certificate requirements Hours
English as a Second Language 570, Conversation 1 72
English as a Second Language 580, Conversation 2 72
TOTAL 144

Certificate of Completion
ESL Intermediate Multilevel (24234)
The curriculum for the certificate of completion in ESL Intermediate Multilevel develops the ability of limited-English speaking students in a variety of advanced written, interpersonal, and academic communication tasks in preparation for enhanced job opportunities and transition to academic studies.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
• Demonstrate essential reading, writing, listening, and speaking skills.

Certificate requirements Hours
English as a Second Language 430, Beginning ESL 3 216
English as a Second Language 500, Intermediate 1-3 Multilevel 216
TOTAL 432

Certificate of Completion
Vocational ESL (24198)
The curriculum for the certificate of completion in Vocational ESL develops the English language and workplace skills of limited-English speaking students.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
• Demonstrate essential workplace communication skills.

Certificate requirements Hours
English as a Second Language 510, English for Work 1 216
English as a Second Language 520, English for Work 2 216
TOTAL 432
Certificate of Completion
ESL Civics (24191)

The curriculum for the certificate of completion in ESL Civics enhances the English language skills of limited-English speaking students while preparing them for the United States Citizenship Exam and civic participation.

**Learning Outcome(s)**
Upon successful completion of the requirements for this certificate, students will be able to
- Demonstrate knowledge of citizenship and civic-related issues.

**Certificate requirements**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English as a Second Language 120, ESL Civics</td>
<td>144</td>
</tr>
<tr>
<td>English as a Second Language 430, Beginning ESL 3</td>
<td>216</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>360</strong></td>
</tr>
</tbody>
</table>

**Courses**

**English as a Second Language 010**
ESL Writing
Credit(s): 0
Class Hours: 72 Lecture total.
Introduces non-native English speakers to an overview of the writing process including activities to improve student composition skills. Grade: Pass/No Pass. Open Entry/Open Exit.

**English as a Second Language 120**
ESL Civics
Credit(s): 0
Class Hours: 144 Lecture total.
Recommended Preparation: English as a Second Language 430 or higher.
Provides development in listening, speaking, reading, and writing English within the context of history and government in preparation for the United States citizenship examination. Grade: Pass/No Pass. Open Entry/Open Exit.

**English as a Second Language 250**
Seminar for Beginning ESL Students
Credit(s): 0
Class Hours: 72 Lecture total.
Provides instruction in English language skills (reading, writing, listening, speaking) on topics of concern to English as a Second Language students. Students will use teamwork and communication skills to enhance learning. Grade: Pass/No Pass. Open Entry/Open Exit.

**English as a Second Language 260**
Seminar for Intermediate ESL Students
Credit(s): 0
Class Hours: 72 Lecture total.
Provides instruction in intermediate English language skills (reading, writing, listening, speaking) on topics of concern to English as a Second Language students. Students will use teamwork and communication skills to enhance learning. Grade: Pass/No Pass. Open Entry/Open Exit.

**English as a Second Language 399**
ESL Literacy
Credit(s): 0
Class Hours: 216 Lecture total.
Develops the ability of second language learners to recognize and read letters and numbers, copy/produce the alphabet, numerals, and simple personal information. This is the first course in the Continuing Education ESL continuum. Grade: Pass/No Pass. Open Entry/Open Exit.

**English as a Second Language 410**
Beginning ESL 1
Credit(s): 0
Class Hours: 216 Lecture total.
Emphasizes listening comprehension and beginning oral production of simple conversations, reading of practiced words and phrases, and prewriting tasks. This is the second course in the Continuing Education ESL continuum. Grade: Pass/No Pass. Open Entry/Open Exit.

**English as a Second Language 420**
Beginning ESL 2
Credit(s): 0
Class Hours: 216 Lecture total.
Emphasizes comprehending simple conversations, communicating survival needs, reading phrases and simple sentences, and performing communicative written tasks. This is the third course in the Continuing Education ESL continuum. Grade: Pass/No Pass. Open Entry/Open Exit.

**English as a Second Language 430**
Beginning ESL 3
Credit(s): 0
Class Hours: 216 Lecture total.
Emphasizes comprehending, participating in and sustaining simple conversations, reading short passages with understanding, and producing short written passages. This is the fourth course in the Continuing Education ESL continuum. Grade: Pass/No Pass. Open Entry/Open Exit.

**English as a Second Language 440**
Beginning 1-3 Multilevel
Credit(s): 0
Class Hours: 216 Lecture total.
Provides instruction for students in various levels of beginning English proficiency. Emphasizes speaking, listening, reading and writing English in familiar contexts. Recommended for students in Beginning ESL levels 1 - 3. Grade: Pass/No Pass. Open Entry/Open Exit.

**English as a Second Language 460**
Intermediate ESL 1
Credit(s): 0
Class Hours: 216 Lecture total.
Emphasizes creative oral language activities, initial critical thinking skills in reading comprehension, and written tasks which begin to focus on academic skills. This is the fifth course in the Continuing Education ESL continuum. Grade: Pass/No Pass. Open Entry/Open Exit.

**English as a Second Language 470**
Intermediate ESL 2
Credit(s): 0
Class Hours: 216 Lecture total.
Emphasizes understanding higher level language activities, reading passages with increased understanding, and increasing focus on creative and academic writing tasks. This is the sixth course in the Continuing Education ESL continuum. Grade: Pass/No Pass. Open Entry/Open Exit.
English as a Second Language 480
Intermediate ESL 3
Credit(s): 0
Class Hours: 216 Lecture total.
Emphasizes higher level language activities, conversations which convey complex thought patterns, authentic material which expands the use of critical thinking skills, and expanding realistic and creative/academic writing. This is the seventh course in the Continuing Education ESL continuum. Grade: Pass/No Pass. Open Entry/Open Exit.

English as a Second Language 500
Intermediate 1-3 Multilevel
Credit(s): 0
Class Hours: 216 Lecture total.
Provides instruction for students in various levels of intermediate English proficiency. Emphasizes creative oral language activities, introductory critical thinking skills, and academic writing tasks. Recommended for students in Intermediate ESL levels 1 - 3. Grade: Pass/No Pass. Open Entry/Open Exit.

English as a Second Language 510
English for Work 1
Credit(s): 0
Class Hours: 216 Lecture total.
Recommended Preparation: English as a Second Language 420 or 430. Prepares limited English-speaking students for employment. Focuses on vocabulary skills and vocational readings with emphasis on oral communication through basic language skills instruction. Grade: Pass/No Pass. Open Entry/Open Exit.

English as a Second Language 520
English for Work 2
Credit(s): 0
Class Hours: 216 Lecture total.
Recommended Preparation: English as a Second Language 460 or higher.
Prepares limited English-speaking students for employment. Focuses on vocabulary skills and vocational readings with emphasis on oral communication through intermediate language skills instruction. Grade: Pass/No Pass. Open Entry/Open Exit.

English as a Second Language 530
American English Pronunciation
Credit(s): 0
Class Hours: 216 Lecture total.
Recommended Preparation: English as a Second Language 430 or higher.
Develops English language fluency and productive and receptive skills as they relate to sound discrimination, sound inventory, stress, intonation, linking, prominence, and rhythm. The course aims to help students understand English and be understood while functioning within employment, survival, and academic contexts. Grade: Pass/No Pass. Open Entry/Open Exit.

English as a Second Language 570
Conversation 1
Credit(s): 0
Class Hours: 72 Lecture total.
Recommended Preparation: English as a Second Language 430 or 460.
Introduces conversational strategies in listening, language use and non-verbal communication. Presents oral skills necessary in initiating, maintaining and closing conversations. Emphasis on oral skills that assist in social encounters and expand listening and speaking skills. Grade: Pass/No Pass. Open Entry/Open Exit.
HEALTH & SAFETY (SAFE)

Courses
Health & Safety 200
Health and Safety Awareness and Application
Credit(s): 0
Class Hours: 30 Lecture total.
Provides information and a discussion forum related to current and relevant health and safety topics, issues, and/or concerns. Students will use teamwork, research techniques, decision making, and communication skills to enhance learning. Grade: Pass/No Pass. Open Entry/Open Exit.

Health & Safety 850
Emergency Planning & Safety
Credit(s): 0
Class Hours: 30 Lecture total.
Adheres to emergency planning and safety guidelines of appropriate federal, state and county authorities, specifically as it applies to the state of California. This course includes basic guidelines for dealing with emergency situations and handling safety issues arising from natural or man-made causes such as earthquakes, brush fires, home/building fires, freeway travel safety, floods and landslides. Grade: Pass/No Pass. Open Entry/Open Exit.

Health & Safety 877
Health Issues & Concepts
Credit(s): 0
Class Hours: 72 Lecture total.
Provides a basic foundation in the following health topics: mental, family, and social health; the stages of the life cycle; medicine and drugs; diseases and disorders. Grade: Pass/No Pass. Open Entry/Open Exit.

Health & Safety 898
Substance Abuse
Credit(s): 0
Class Hours: 18 Lecture total.
Provides instruction and discussion on the following components: addictive substances, physiology of addiction, stages of addiction, coping strategies, family systems, cognitive/behavioral principles, family relationships, and relapse prevention. Grade: Pass/No Pass. Open Entry/Open Exit.

SECONDARY SUBJECTS GED (HSGED)

Certificate of Completion
Secondary Education/GED Preparation (24467)
Courses in ABE lead to the GED Test Preparation class which prepares students for the reading, writing, and math skills necessary for the achievement of the official GED Certificate.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
- Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.
- Demonstrate proficiency in the core math concepts from arithmetic through geometry.
- Demonstrate effective written communication skills.

Certificate requirements

<table>
<thead>
<tr>
<th>Certificate requirements</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Subjects GED 031, GED Test Preparation</td>
<td>360</td>
</tr>
<tr>
<td>Adult Basic Education 009, Adult Basic Education</td>
<td>288</td>
</tr>
<tr>
<td>Adult Basic Education 010, Money Matters: Financial Literacy</td>
<td>36</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>684</td>
</tr>
</tbody>
</table>

Courses
Secondary Subjects GED 031
GED Test Preparation
Credit(s): 0
Class Hours: 360 Lecture total.
Provides pre and post testing and individualized prescriptive instruction in preparation for the GED test. Covers test-taking strategies and the fundamentals of social studies, mathematics, science, writing, and reading. Grade: Pass/No Pass. Open Entry/Open Exit.
SECONDARY SUBJECTS (HSS)

Division of Instruction and Student Services

Dean: Lori Fasbinder
Department Chair: Jolene Shields
Coordinator: Ethel Jordan
Faculty: Ethel Jordan, Jolene Shields

Certificate of Competency
Secondary Education (24389)

The sequence of courses in the High School Subjects and Adult Basic Education programs is designed to offer students instruction ranging from the basic skill level to the high school level with the purpose of preparing them to earn a high school diploma and for other higher educational or job opportunities. Each high school course is worth five (5) credits unless otherwise noted.

Learning Outcome(s)

Upon successful completion of the requirements for this certificate, students will be able to

- Demonstrate foundational knowledge and comprehension of the natural sciences, social and behavioral sciences, and humanities.
- Demonstrate proficiency in the core concepts from the student’s selected mathematics courses.
- Demonstrate effective written communication skills.

Certificate requirements:

ENGLISH:

Number of Credits required: 40

Required courses:

- Must include one (1) of the following composition courses:
  - High School Subjects English 083, Composition 1 5
  - High School Subjects English 084, Composition 2 5
  - High School Subjects English 085, Composition 3 5

Electives:

- High School Subjects English 020, Literature Brought to Life 5
- High School Subjects English 030, AP English 1A 5
- High School Subjects English 050, English Through Literature 11B 5
- High School Subjects English 051, English Through Literature 12B 5
- High School Subjects English 052, English Language Arts 1 5
- High School Subjects English 053, English Language Arts 2 5
- High School Subjects English 063, English Through Literature 11A 5
- High School Subjects English 064, English Through Literature 12A 5
- High School Subjects English 066, English Fundamentals 2 5
- High School Subjects English 067, English Fundamentals 3 5
- High School Subjects English 068, English Fundamentals 4 5
- High School Subjects English 070, Short Story 5
- High School Subjects English 072, Poetry 5
- High School Subjects English 076, The Novel 5
- High School Subjects English 098, Building Vocabulary 5
- High School Subjects English 201, Survey of English Level 1 5
- High School Subjects English 202, Survey of English Level 2 5
- High School Subjects English 203, Survey of English Level 3 5
- High School Subjects English 204, Survey of English Level 4 5
- *High School Subjects Reading 089, Reading Proficiency Development 5
- *High School Subjects Reading 090, Reading Improvement 5
- *High School Subjects Reading 093, Reading Improvement 5
- *High School Subjects Reading 094, Building Reading Skills 2 5

*A maximum of 10 credits from High School Subjects Reading 089, 090, 093, and 094 can be used for English credit.

NATURAL SCIENCES:

Number of Credits required: 20

Required courses:

- Must include one (1) of the following biological science courses:
  - High School Subjects Science 168, Life Science 1 5
  - High School Subjects Science 169, Life Science 2 5
  - High School Subjects Science 193, Basic Science 2 5

- Must include one (1) of the following physical science courses:
  - High School Subjects Science 100, Chemistry 1B 5
  - High School Subjects Science 184, Chemistry 1A 5
  - High School Subjects Science 188, Earth Science 1 5
  - High School Subjects Science 190, Physical Science 1 5
  - High School Subjects Science 191, Physical Science 2 5
  - High School Subjects Science 192, Basic Science 1 5

Electives:

- High School Subjects Science 182, Physiology 1A 5
- High School Subjects Science 183, Physiology 1B 5
- High School Subjects Science 196, Health Science 5

SOCIAL AND BEHAVIORAL SCIENCES:

Number of Credits required: 30

Required courses:

- Must include both of the following US History courses:
  - High School Subjects Social Science 218, US History 1: Colonization to Industrialization 5
  - High School Subjects Social Science 219, US History 2: The Shaping of Modern America 5

- Must include both of the following American Government courses:
  - High School Subjects Social Science 215, Introduction to Economics 5

- Must include both of the following World History courses:
  - High School Subjects Social Science 229, World History, Geography, and Culture 1 5
  - High School Subjects Social Science 230, World History, Geography, and Culture 2 5

Electives:

- High School Subjects Social Science 216, World Cultures 1A 5
- High School Subjects Social Science 217, World Cultures 1B 5
- High School Subjects Social Science 223, Government 2: California State/Local Government 5
- High School Subjects Social Science 224, World Geography 1A 5
- High School Subjects Social Science 225, World Geography 1B 5

HUMANITIES:

Number of Credits required: 10

Electives:

- High School Subjects Arts 020, Literature Brought to Life 5
- High School Subjects Arts 070, Short Stories 5
- High School Subjects Arts 828, Understanding America Through Art 5
- High School Subjects Arts 837, The Film as Art 5
- High School Subjects Arts 845, Drawing and Painting 1 5
- High School Subjects Arts 846, Drawing and Painting 2 5
MATHEMATICS:
Number of Credits required: 20
Electives Credits
High School Subjects Math 101, AP Calculus Preparation 1A 5
High School Subjects Math 102, AP Calculus Preparation 1B 5
High School Subjects Math 154, Pre-Algebra A 5
High School Subjects Math 155, Pre-Algebra B 5
High School Subjects Math 156, Essential Mathematics 1 5
High School Subjects Math 157, Essential Mathematics 2 5
High School Subjects Math 159, Math Fundamentals 2 5
High School Subjects Math 161, Pre-Calculus with Trigonometry 1A 5
High School Subjects Math 163, Algebra 1A 5
High School Subjects Math 164, Algebra 1B 5
High School Subjects Math 165, Algebra 2A 5
High School Subjects Math 166, Algebra 2B 5
High School Subjects Math 167, Geometry A 5
High School Subjects Math 168, Geometry B 5
High School Subjects Math 180, Pre-Calculus with Trigonometry 1B 5

ELECTIVE COURSES:
Number of Credits required: 40
Electives Credits
Adult Basic Education 009, Adult Basic Education 5-20
Adult Basic Education 023, Adult Basic Education Reading 5
Adult Basic Education 024, Adult Basic Education Writing 5
Adult Basic Education 025, Adult Basic Education Mathematics 5
Adult Basic Education 026, Adult Basic Education Spelling 5
High School Subjects 338, Workforce Preparation 1
High School Subjects 770, Orientation to College 1.5
High School Subjects Other 050, Basics of Leadership Part 1 5
High School Subjects Other 202, Basics of Leadership Part 2 5
High School Subjects Other 505, Spanish 2A 5
High School Subjects Other 510, Spanish 2B 5

TOTAL 160

*Elective courses may include other courses not already taken for credit.

Courses

HIGH SCHOOL SUBJECTS (HSS)

High School Subjects 338
Workforce Preparation
Credit(s): 1.0
Class Hours: 15 Lecture total.
Provides instruction, demonstration, identification, and discussion of topics that are critical for success in the 21st century workplace. Grade: Pass/No Pass. Open Entry/Open Exit.

High School Subjects 770
Orientation to College
Credit(s): 1.5
Class Hours: 8 Lecture total.
Introduces college services and programs. Identifies and explores programs and services designed to assist students entering college credit courses. Open Entry/Open Exit.

HIGH SCHOOL SUBJECTS: ARTS (HSART)

High School Subjects: Arts 020
Literature Brought to Life
Credit(s): 5.0
Class Hours: 72 Lecture total.
Provides students with reading, writing, listening, and speaking activities through the study of literature. Literary samples include novels, poetry, short stories, biographies, and essays. Open Entry/Open Exit. (Same as High School Subjects: English 020.)

High School Subjects: Arts 070
Short Stories
Credit(s): 5.0
Class Hours: 72 Lecture total.
Introduces the student to the short story as a literary form so that the student will learn how the individual elements work together to present a theme or effect. The student will study the development of the short story and will read selected short stories from various periods. Open Entry/Open Exit. (Same as High School Subjects: English 070.)

High School Subjects: Arts 828
Understanding America Through Art
Credit(s): 5.0
Class Hours: 72 Lecture total.
Provides an overview of American civilization through arts and crafts from the colonial period through the 20th century, interpreting arts and crafts in their historical context. Open Entry/Open Exit.

High School Subjects: Arts 837
The Film As Art
Credit(s): 5.0
Class Hours: 72 Lecture total.
Traces the history of film from the recording of a single event through the silent film era to current classic films, and identifies the ways films reflect the values of American culture. Culminates in the use of classic and contemporary elements as a basis for modern film. Open Entry/Open Exit.

High School Subjects: Arts 845
Drawing and Painting 1
Credit(s): 5.0
Class Hours: 72 Lecture total.
Provides a beginning level studio course which introduces students to the world of visual art. Students will learn to draw and use a variety of materials and techniques to explore the elements of art and principles of design. Primary emphasis will be on drawing and creating works of art. Open Entry/Open Exit.

High School Subjects: Arts 846
Drawing and Painting 2
Credit(s): 5.0
Class Hours: 72 Lecture total.
Introduces students to visual arts with an emphasis on learning to paint and create original art works. Students will employ a wide variety of materials and techniques as they explore the elements of art and principles of design. Open Entry/Open Exit.

HIGH SCHOOL SUBJECTS: ENGLISH (HSENG)

High School Subjects: English 020
Literature Brought to Life
Credit(s): 5.0
Class Hours: 72 Lecture total.
Provides students with reading, writing, listening, and speaking activities through the study of literature. Literary samples include novels, poetry, short stories, biographies, and essays. Open Entry/Open Exit.

High School Subjects: English 030
AP English 1A
Credit(s): 5.0
Class Hours: 72 Lecture total.
Prepares students to take the Advanced Placement Examination. Colleges and universities give advanced placement and/or college credit based on the results of the AP examination. Areas of study include critical analysis of literature and writing assignments requiring focused practice in exposition, argument, personal narrative, and fictional or poetic forms. Open Entry/Open Exit.
<table>
<thead>
<tr>
<th>High School Subjects: English 050</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Through Literature 11B</strong></td>
</tr>
<tr>
<td>Credit(s): 5.0</td>
</tr>
<tr>
<td>Class Hours: 72 Lecture total.</td>
</tr>
<tr>
<td><strong>Recommended Preparation:</strong> High School Subjects: English 063.</td>
</tr>
<tr>
<td>Provides students with the opportunity to study the literature of the United States from 1850-present. Language arts skills of reading, analysis, interpretation and writing are emphasized. Multi-media approaches are utilized. Open Entry/Open Exit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High School Subjects: English 051</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Through Literature 12B</strong></td>
</tr>
<tr>
<td>Credit(s): 5.0</td>
</tr>
<tr>
<td>Class Hours: 72 Lecture total.</td>
</tr>
<tr>
<td><strong>Recommended Preparation:</strong> High School Subjects: English 064.</td>
</tr>
<tr>
<td>Provides students with the opportunity to study some of the central works/authors in British and world literature. Language arts skills of reading, analysis, interpretation and writing are emphasized. Multi-media approaches are utilized. Open Entry/Open Exit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High School Subjects: English 052</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Language Arts 1</strong></td>
</tr>
<tr>
<td>Credit(s): 5.0</td>
</tr>
<tr>
<td>Class Hours: 72 Lecture total.</td>
</tr>
<tr>
<td>Introduces students to the development of language arts skills through an integrated course which includes instruction and practice in grammar and mechanics, academic and business writing, and reading with active responses to works of literature. Open Entry/Open Exit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High School Subjects: English 053</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Language Arts 2</strong></td>
</tr>
<tr>
<td>Credit(s): 5.0</td>
</tr>
<tr>
<td>Class Hours: 72 Lecture total.</td>
</tr>
<tr>
<td>Expands the development of language arts skills through reading and actively responding to various works of literature. Presents concepts of English grammar, mechanics, and punctuation through a primary text and technology-enhanced instruction. Open Entry/Open Exit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High School Subjects: English 063</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Through Literature 11A</strong></td>
</tr>
<tr>
<td>Credit(s): 5.0</td>
</tr>
<tr>
<td>Class Hours: 72 Lecture total.</td>
</tr>
<tr>
<td><strong>Recommended Preparation:</strong> 10th grade English or equivalent.</td>
</tr>
<tr>
<td>Integrates language arts skills and reading analysis, interpretation, and writing through a literature-based curriculum. Survey course which allows the student an opportunity to study some of the central works in American literature. Open Entry/Open Exit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High School Subjects: English 064</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Through Literature 12A</strong></td>
</tr>
<tr>
<td>Credit(s): 5.0</td>
</tr>
<tr>
<td>Class Hours: 72 Lecture total.</td>
</tr>
<tr>
<td><strong>Recommended Preparation:</strong> 11th grade English or equivalent.</td>
</tr>
<tr>
<td>Integrates language arts skills and reading analysis, interpretation, and writing through world literature. This course allows the student to study some central works in world literature. Open Entry/Open Exit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High School Subjects: English 066</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Fundamentals 2</strong></td>
</tr>
<tr>
<td>Credit(s): 5.0</td>
</tr>
<tr>
<td>Class Hours: 72 Lecture total.</td>
</tr>
<tr>
<td>Reinforces and expands the basic concepts of sentence structure, vocabulary, grammar, parts of speech, and writing skills. Open Entry/Open Exit.</td>
</tr>
</tbody>
</table>
High School Subjects: English 085
Composition 3
Credit(s): 5.0
Class Hours: 72 Lecture total.
Recommended Preparation: High School Subjects: English 084 or equivalent.
Prepares college bound students with an advanced writing assignment that requires in-depth research culminating in the production of a minimum 15-page research term paper, including an outline and bibliography. Open Entry/Open Exit.

High School Subjects: English 098
Building Vocabulary 3
Credit(s): 5.0
Class Hours: 72 Lecture total.
An advanced vocabulary course that provides practice in using context clues to develop vocabulary, and includes practice in synonyms, antonyms, matching words with meaning, adding words to readings, analogies, and sentence writing. Builds reading comprehension skills and creates a strong vocabulary foundation that enables students to be better readers, writers, thinkers, and test-takers. Open Entry/Open Exit.

High School Subjects: English 201
Survey of English Level 1
Credit(s): 5.0
Class Hours: 72 Lecture total.
Introduces students to the development of language arts skills through reading and active response to works of literature. Multi-media approaches are utilized. Open Entry/Open Exit.

High School Subjects: English 202
Survey of English Level 2
Credit(s): 5.0
Class Hours: 72 Lecture total.
Expands the development of language arts skills through reading and active response to works of literature. Multi-media approaches are utilized. Open Entry/Open Exit.

High School Subjects: English 203
Survey of English Level 3
Credit(s): 5.0
Class Hours: 72 Lecture total.
Explores the literature of the United States from the earliest English settlers to the present. Examines genres and characteristics of various literary movements. Open Entry/Open Exit.

High School Subjects: English 204
Survey of English Level 4
Credit(s): 5.0
Class Hours: 72 Lecture total.
Integrates the language arts skills of reading, analysis, interpretation, and writing through literature. Examines central works in world and British literature. Open Entry/Open Exit.

HIGH SCHOOL SUBJECTS: MATHEMATICS (HSMTH)

High School Subjects: Mathematics 101
AP Calculus Preparation 1A
Credit(s): 5.0
Class Hours: 72 Lecture total.
Prepares students to take the Mathematics Advanced Placement Examination-BC level. Colleges and universities may give advanced placement and/or college credit based on the results of the AP examination. Areas of study include: functions, limits, continuity, and derivative series. The graphing calculator is used extensively in the course and on the AP examinations. Open Entry/Open Exit.

High School Subjects: Mathematics 102
AP Calculus Preparation 1B
Credit(s): 5.0
Class Hours: 72 Lecture total.
Prepares students to take the Mathematics Advanced Placement Examination-BC level. Colleges and universities may give advanced placement and/or college credit based on the results of the AP examination. Areas of study include integrals and polynomial approximations. The graphing calculator is used extensively in the course and on the AP examinations. Open Entry/Open Exit.

High School Subjects: Mathematics 154
Pre-Algebra A
Credit(s): 5.0
Class Hours: 72 Lecture total.
Recommended Preparation: High School Subjects: Mathematics 159 or equivalent.
Covers language, symbolism, and fundamental operations skills required to prepare students for success in Algebra 1. Number and operation sense, estimation skills, and the ability to judge reasonableness of results will be strengthened in the context of practical applications and problem solving. Open Entry/Open Exit.

High School Subjects: Mathematics 155
Pre-Algebra B
Credit(s): 5.0
Class Hours: 72 Lecture total.
Recommended Preparation: High School Subjects: Mathematics 154 or equivalent.
Covers language, symbolism, and fundamental operations skills required to prepare students for success in Algebra 1 and Geometry. Data analysis, spatial thinking, and the ability to judge reasonableness of results will be strengthened in the context of practical applications and problem solving. Open Entry/Open Exit.

High School Subjects: Mathematics 156
Essential Mathematics 1
Credit(s): 5.0
Class Hours: 72 Lecture total.
Recommended Preparation: High School Subjects: Mathematics 159 and Adult Basic Education 009 (Math Unit).
Provides the student with practice in math skills that are applicable to everyday situations. Percents, graphs, proportions, and units of measurement are included. Open Entry/Open Exit.

High School Subjects: Mathematics 157
Essential Mathematics 2
Credit(s): 5.0
Class Hours: 72 Lecture total.
Recommended Preparation: High School Subjects: Mathematics 156 or equivalent.
Provides the student with practice in basic computational skills of mathematics, algebra, and geometry. Practical applications are included. Open Entry/Open Exit.

High School Subjects: Mathematics 159
Math Fundamentals 2
Credit(s): 5.0
Class Hours: 72 Lecture total.
Recommended Preparation: Adult Basic Education 009; ABE math or by diagnostic placement test.
Provides instruction in the areas of decimals, percents, measurements, formulas, equations, ratios, and proportions. Provides learning activities which allow for remediation of difficulties and mastery of necessary skills. Open Entry/Open Exit.
High School Subjects: Mathematics 161
Pre-Calculus with Trigonometry 1A
Credit(s): 5.0
Class Hours: 72 Lecture total.
Recommended Preparation: High School Subjects: Mathematics 161 or equivalent.
This course covers topics in basic geometry, reasoning, equations, and inequalities; linear and polynomial functions; and powers, roots and radicals. Open Entry/Open Exit.

High School Subjects: Mathematics 163
Algebra 1A
Credit(s): 5.0
Class Hours: 72 Lecture total.
Recommended Preparation: High School Subjects: Mathematics 161 or equivalent.
This course covers topics in sets, numbers, formulas, monomials, exponents, square roots, the laws of the sign, binomials, and simultaneous equations. Open Entry/Open Exit.

High School Subjects: Mathematics 164
Algebra 1B
Credit(s): 5.0
Class Hours: 72 Lecture total.
Recommended Preparation: High School Subjects: Mathematics 161 or equivalent.
This course covers topics in coordinate systems; graphing of linear equations; simultaneous equations with fractions; ratios; proportions; factoring; formulas; inequalities and square roots. Open Entry/Open Exit.

High School Subjects: Mathematics 166
Algebra 2B
Credit(s): 5.0
Class Hours: 72 Lecture total.
Recommended Preparation: High School Subjects: Mathematics 164 or equivalent.
This course covers topics in exponential and logarithmic functions; rational equations and functions; quadratic relations and conic sections; sequences and series; further study of trigonometry; analytical geometry, functional analysis, and algebraic techniques needed in preparation for the study of calculus. The graphing calculator is used extensively throughout the course. Open Entry/Open Exit.

High School Subjects: Mathematics 180
Pre-Calculus With Trigonometry 1B
Credit(s): 5.0
Class Hours: 72 Lecture total.
Recommended Preparation: High School Subjects: Mathematics 161 or equivalent.
This course covers topics in transformations, similarity, right triangles, trigonometry, circles, areas of polygons and circles, surface area and volume. Open Entry/Open Exit.

High School Subjects: Other 050
Basics of Leadership Part 1
Credit(s): 5.0
Class Hours: 72 Lecture total.
This course covers topics in sets, numbers, formulas, monomials, exponents, square roots, the laws of the sign, binomials, and simultaneous equations. Open Entry/Open Exit.

High School Subjects: Other 050
Basics of Leadership Part 2
Credit(s): 5.0
Class Hours: 72 Lecture total.
This course covers topics in exponential and logarithmic functions; rational equations and functions; quadratic relations and conic sections; sequences and series; further study of trigonometry; analytical geometry, functional analysis, and algebraic techniques needed in preparation for the study of calculus. The graphing calculator is used extensively throughout the course. Open Entry/Open Exit.

High School Subjects: Other 505
Spanish 2A
Credit(s): 5.0
Class Hours: 72 Lecture total.
This course covers topics in sets, numbers, formulas, monomials, exponents, square roots, the laws of the sign, binomials, and simultaneous equations. Open Entry/Open Exit.

High School Subjects: Other 505
Spanish 2B
Credit(s): 5.0
Class Hours: 72 Lecture total.
This course covers topics in exponential and logarithmic functions; rational equations and functions; quadratic relations and conic sections; sequences and series; further study of trigonometry; analytical geometry, functional analysis, and algebraic techniques needed in preparation for the study of calculus. The graphing calculator is used extensively throughout the course. Open Entry/Open Exit.
HIGH SCHOOL SUBJECTS: READING (HSRDG)

Reading Proficiency Development
Credit(s): 5.0
Class Hours: 72 Lecture total.
Enables students to become proficient in practical, content, and reference skills as well as improve general comprehension and vocabulary skills. This course provides preparation for the reading proficiency examination. Open Entry/Open Exit.

High School Subjects: Reading 090
Reading Improvement
Credit(s): 5.0
Class Hours: 72 Lecture total.
This course concentrates on two main approaches to improve reading skills: speed reading, which increases the number of words that can be read in a minute, and use of reading strategies to extract information from a text in the most effective way possible. Students will advance and adjust their individual reading rates appropriate to purpose. Open Entry/Open Exit.

High School Subjects: Reading 093
Building Reading Skills 1
Credit(s): 5.0
Class Hours: 72 Lecture total.
Provides an opportunity for skill development in word recognition, comprehension, study and content reading skills which are necessary for success in the High School Subjects program. Computer-aided instruction is included. Open Entry/Open Exit.

High School Subjects: Reading 094
Building Reading Skills 2
Credit(s): 5.0
Class Hours: 72 Lecture total.
Provides an opportunity for skill development in word recognition, general and inferential comprehension, critical thinking and content reading skills which are necessary for success in the High School Subjects program. Computer-aided instruction is included. Open Entry/Open Exit.

HIGH SCHOOL SUBJECTS: SCIENCE (HSSCI)

High School Subjects: Science 100
Chemistry 1B
Credit(s): 5.0
Class Hours: 72 Lecture total.
Recommended Preparation: High School Subjects: Science 184 or equivalent.
Extends the study of properties that can be used to identify matter and the techniques to measure those properties. Core topics include thermochemistry, gases, liquids and solids, solutions, chemical equilibrium, acids and bases, and organic chemistry. Open Entry/Open Exit.

High School Subjects: Science 168
Life Science 1
Credit(s): 5.0
Class Hours: 72 Lecture total.
Surveys the principles and concepts of life science, including the study of organisms and their environment. Cells, plants, protists, heredity, and diversity of life will be examined. Open Entry/Open Exit.

High School Subjects: Science 169
Life Science 2
Credit(s): 5.0
Class Hours: 72 Lecture total.
Surveys the principles and concepts of life science, including the study of animals, ecology, and the human body. Open Entry/Open Exit.

High School Subjects: Science 182
Physiology 1A
Credit(s): 5.0
Class Hours: 72 Lecture total.
Develops an understanding of the structure and functions of the systems of the body and their relationships. Fundamental topics include structural and functional organization of the human body, cell physiology, integration of skeletal, muscular and nervous systems. Study of other organisms is included to complement an understanding of the human body. Open Entry/Open Exit.

High School Subjects: Science 183
Physiology 1B
Credit(s): 5.0
Class Hours: 72 Lecture total.
Recommended Preparation: High School Subjects: Science 182 or equivalent.
Develops an understanding of the structure and function of the systems of the body and their relationships. Fundamental topics include structural and functional organization of the human circulatory, respiratory, digestive, excretory, endocrine, and reproductive systems. Open Entry/Open Exit.

High School Subjects: Science 184
Chemistry 1A
Credit(s): 5.0
Class Hours: 72 Lecture total.
Recommended Preparation: High School Subjects: Science 182 or equivalent.
Surveys the principles and concepts of physical science, including scientific method, energy and motion, the nature of matter, and the characteristics and properties of various kinds of substances. Open Entry/Open Exit.

High School Subjects: Science 188
Earth Science 1
Credit(s): 5.0
Class Hours: 72 Lecture total.
Provides instruction in the principles and concepts of earth science. The Earth's matter and features will be examined. Open Entry/Open Exit.

High School Subjects: Science 190
Physical Science 1
Credit(s): 5.0
Class Hours: 72 Lecture total.
Surveys the principles and concepts of physical science, including interactions of matter; analysis of waves, light, and sound; and the examination of electricity and energy resources. Open Entry/Open Exit.

High School Subjects: Science 191
Physical Science 2
Credit(s): 5.0
Class Hours: 72 Lecture total.
Surveys basic principles and concepts of general science including Earth, space, and physical science. Examines minerals, rocks, the atmosphere, weather, climate, and the earth in space. Discusses properties and classes of matter, Newton's Laws of Motion, energy and energy resources. Open Entry/Open Exit.
**HIGH SCHOOL SUBJECTS: SCIENCE (HSCISCI)**

**High School Subjects: Science 193**
**Basic Science 2**
Credit(s): 5.0
Class Hours: 72 Lecture total.
Surveys principles and concepts of life and ecological science. Examines life structure and classification, cellular processes, heredity, evolution, body systems, plants, ecology, and conserving resources. Open Entry/Open Exit.

**High School Subjects: Science 196**
**Health Science**
Credit(s): 5.0
Class Hours: 72 Lecture total.
Provides a basic foundation in personal health, nutrition, body functions, first aid and community health. Open Entry/Open Exit.

**HIGH SCHOOL SUBJECTS: SOCIAL SCIENCES (HSSOC)**

**High School Subjects: Social Sciences 215**
**Introduction to Economics**
Credit(s): 5.0
Class Hours: 72 Lecture total.
Introduces the basic concepts of economics. Explores the basic questions of every economic system. Examines money, the role of consumers, workers, businesses, and governments. Open Entry/Open Exit.

**High School Subjects: Social Sciences 216**
**World Cultures 1A**
Credit(s): 5.0
Class Hours: 72 Lecture total.
A general survey of world history and culture from the fourteenth century Italian Renaissance to the nineteenth century and the Industrial Age. Open Entry/Open Exit.

**High School Subjects: Social Sciences 217**
**World Cultures 1B**
Credit(s): 5.0
Class Hours: 72 Lecture total.
A general survey of world history and culture from World War I to the present including modern industrialization and globalization. Open Entry/Open Exit.

**High School Subjects: Social Sciences 218**
**U.S. History 1: Colonization to Industrialization**
Credit(s): 5.0
Class Hours: 72 Lecture total.
Surveys events, movements, and personalities in United States history from the colonial period through reconstruction, westward expansion, and industrialization. Includes immigration, plight of Native and African Americans, reform movements, and geographical influences in the history of the United States. Open Entry/Open Exit.

**High School Subjects: Social Sciences 219**
**U.S. History 2: The Shaping of Modern America**
Credit(s): 5.0
Class Hours: 72 Lecture total.
Recommended Preparation: High School Subjects: Social Sciences 218. Examines United States history from the beginning of industrialization to present. Emphasizes the emergence of America on the international, economic, geographical, social, and political scene. Open Entry/Open Exit.

**High School Subjects: Social Sciences 220**
**Government 1: United States Federal Government and Politics**
Credit(s): 5.0
Class Hours: 72 Lecture total.
Examines the development of the federal government from colonial times and the structure of contemporary government. Explores the economic, social, and political influence on American citizens and their civic duties and responsibilities. Open Entry/Open Exit.

**High School Subjects: Social Sciences 223**
**Government 2: California State/Local Government**
Credit(s): 5.0
Class Hours: 72 Lecture total.
Examines the diversity of California's geography, economy, and population, as well as California's history and constitutional development. Explores voters' roles in state and local politics. Open Entry/Open Exit.

**High School Subjects: Social Sciences 224**
**World Geography 1A**
Credit(s): 5.0
Class Hours: 72 Lecture total.
Provides a basic foundation for understanding physical geography and the cultural and economic variables in relation to the earth and its history. Introduces North America, Latin America, Europe, and Russia. Includes geography skills such as map reading, interpretation of graphs and diagrams, and map identification. Open Entry/Open Exit.

**High School Subjects: Social Sciences 225**
**World Geography 1B**
Credit(s): 5.0
Class Hours: 72 Lecture total.
Provides an overview of certain areas of the world in terms of their physical, cultural, historical, and economic geography. Introduces North Africa, the Middle East, Africa south of the Sahara, the Asian Region, and the Pacific Region. Includes geography skills such as map reading, interpreting graphs, and analyzing data from a chart. Open Entry/Open Exit.

**High School Subjects: Social Sciences 226**
**World History, Geography, and Culture 1**
Credit(s): 5.0
Class Hours: 72 Lecture total.
Relates the human story by reviewing perspectives on specific historical events in the context of a broad world view. Begins with the fourteenth century Italian Renaissance and continues on to the nineteenth century and the Industrial Age. Open Entry/Open Exit.

**High School Subjects: Social Sciences 227**
**World History, Geography, and Culture 2**
Credit(s): 5.0
Class Hours: 72 Lecture total.
Relates the human story by reviewing perspectives on specific historical events in the context of a broad world view. The historical time frame begins with World War I and continues through to the present including modern industrialization and globalization. Open Entry/Open Exit.
OLDER ADULTS (OAP)

Courses

Older Adults 457
Music Arts for Older Adults
Credit(s): 0
Class Hours: 72 Lecture total.
Provides a positive framework for developing and enhancing music appreciation, vocal and instrumental skills. Emphasis will be on activities designed to encourage creative expression. Grade: Pass/No Pass. Open Entry/Open Exit.

Older Adults 518
Creative Cooking for Older Adults
Credit(s): 0
Class Hours: 72 Lecture total.
Enhances awareness of current cooking techniques, basic nutrition, and consumer awareness. A variety of cooking appliances and methods are utilized. Grade: Pass/No Pass. Open Entry/Open Exit.

Older Adults 802
Seminar for Older Adults
Credit(s): 0
Class Hours: 72 Lecture total.
Provides information and a discussion forum related to the examination of concerns common to older adults. Discovers specific needs and interests and examines current news events as interpreted through historical background and current political/regional developments and changes. Grade: Pass/No Pass. Open Entry/Open Exit.

Older Adults 823
Manipulative Skills for Older Adults
Credit(s): 0
Class Hours: 72 Lecture total.
Concentrates on improvement of motor skills and decision making through utilization of a variety of art media and techniques. Provides opportunities for analysis and decision making skills while exercising basic manipulative skills. Grade: Pass/No Pass. Open Entry/Open Exit.

Older Adults 894
Physical Fitness for Older Adults
Credit(s): 0
Class Hours: 72 Lecture total.
Teaches movement exercises designed to improve or maintain flexibility, strength, endurance and cardiovascular and respiratory functions. Emphasizes motor movements, hand-eye coordination, body space awareness, balance training, reaction time, joint protection, and relaxation techniques. Grade: Pass/No Pass. Open Entry/Open Exit.

PARENT EDUCATION (PRNT)

Courses

Parent Education 527
Pre-Kindergarten
Credit(s): 0
Class Hours: 132 Lecture total.
Provides the opportunity for parents and others to learn the importance of providing appropriate early childhood experiences and preparing children for a successful kindergarten experience. Topics include school readiness, how to transform children's everyday world into an exciting learning environment, and how to stay positively involved in children's education. Grade: Pass/No Pass. Open Entry/Open Exit.

Parent Education 532
Effective Parenting
Credit(s): 0
Class Hours: 132 Lecture total.
Provides parents with an overview of child development milestones. Includes varied strategies for problem solving, effective communication, positive discipline and child-centered activities. Raises awareness of substance abuse, gangs, suicide, and peer pressure. Encourages parents to take an active role to ensure the academic success, health and safety, and social well-being of their children. Grade: Pass/No Pass. Open Entry/Open Exit.

Parent Education 544
Preparation for Childbirth
Credit(s): 0
Class Hours: 36 Lecture total.
Provides prospective parents with information regarding the intellectual, physical, and emotional components of the birth process. Emphasizes exercise techniques for relaxation, labor, birth, and post-natal care. Grade: Pass/No Pass. Open Entry/Open Exit.
SUBSTANTIAL DISABILITIES (SSD)

Courses

Substantial Disabilities 200
Issues and Concepts for Adults With Developmental Disabilities
Credit(s): 0
Class Hours: 180 Lecture total.
Provides information related to topics of everyday interest and importance to adults with developmental disabilities. Examines issues of relevance and provides a forum for discussion and exploration of various topics, such as current events, cultural awareness and health. Grade: Pass/No Pass. Open Entry/Open Exit.

Substantial Disabilities 787
Employment Preparation for Adults with Developmental Disabilities
Credit(s): 0
Class Hours: 180 Lecture total.
Assists adults with developmental disabilities attain a higher functional level for the purpose of employment. Teaches skills necessary to establish and maintain productive interpersonal relationships, social interaction, and etiquette related to home, community, and vocational settings. Grade: Pass/No Pass. Open Entry/Open Exit.

Substantial Disabilities 788
Independent Living Skills for Adults with Developmental Disabilities
Credit(s): 0
Class Hours: 180 Lecture total.
Assists adults with developmental disabilities attain a higher functional level for independent living in these areas: health and nutrition, personal appearance, communication, manners, money management, safety and consumer awareness, transportation, social interaction, and practical reading, writing and math skills related to home and community settings. Grade: Pass/No Pass. Open Entry/Open Exit.

Substantial Disabilities 793
Physical Activities for Adults with Developmental Disabilities
Credit(s): 0
Class Hours: 180 Lecture total.
Assists adults with developmental disabilities acquire the skills necessary to maximize physical capabilities through physical activities tailored to their abilities. Students will be guided through independent and group activities to develop fitness awareness. Grade: Pass/No Pass. Open Entry/Open Exit.

VOCATIONAL

Division of Instruction and Student Services
Dean: Lori Fasbinder

VOCATIONAL: BUSINESS (VBUS)

Certificate of Completion
Customer Service Representative (24427)
The certificate of completion in Customer Service Representative is designed to give students the necessary knowledge and skills to deal directly with customers as the company representative in special problems that may arise. Students will be prepared to work as commercial or residential service representatives in positions in major department stores, collection agencies, credit bureaus, airlines, travel agencies, medical insurance agencies, public utilities and telephone answering services.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
- Work efficiently with Windows-based applications using common, cross-application keyboard shortcuts; e.g., save, open, print, copy, paste, etc.
- Demonstrate competence in a variety of Windows-based applications.

Certificate requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Business 012, Workforce Readiness</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 119, Introduction to Keyboarding and Basic Windows</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 258, Navigating the Internet</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 260, Introduction to Word Processing using MS Word</td>
<td>60</td>
</tr>
</tbody>
</table>

TOTAL 240

Certification of Completion
General Office Clerk (24095)
The certificate of completion in General Office Clerk is designed to give students the skills for entry-level positions in the business world. Clerk typist, credit clerk, file clerk, general clerk, receptionist, or data entry clerk positions require limited knowledge of office management systems and procedures. Clerical duties include skills in answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
- Demonstrate proficiency in computer equipment office skills used including data entry, word processing, spreadsheets, and machine operation.
- Work efficiently with windows-based applications using common, cross-application keyboard shortcuts; e.g., save, open, print, copy, paste, etc.

Certificate requirements

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Vocational Business 012, Workforce Readiness</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 119, Introduction to Keyboarding and Basic Windows</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 258, Navigating the Internet</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 260, Introduction to Word Processing using MS Word</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 262, Introduction to Spreadsheets using MS Excel</td>
<td>60</td>
</tr>
</tbody>
</table>

TOTAL 360
Certificate of Completion
Executive Secretary / Administrative Assistant (24426)

The certificate of completion in Executive Secretary/Administrative Assistant is designed to give students the necessary knowledge and skills from diversified training, including technology, and background to hold high-level administrative support positions of responsibility in the workplace. Students will be prepared to conduct research, prepare reports, and perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
- Work efficiently with Windows-based applications using common, cross-application keyboard shortcuts; e.g., save, open, print, copy, paste, etc.
- Demonstrate competence in a variety of Windows-based applications.

Certificate requirements

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Vocational Business 012, Workforce Readiness</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 013, Introduction to Personal Management using MS Outlook</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 096, Introduction to Use of Digital Cameras using Adobe InDesign</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 102, Introduction to Desktop Publishing using Adobe InDesign</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 117, Introduction to Document Processing using Adobe Acrobat</td>
<td>30</td>
</tr>
<tr>
<td>Vocational Business 119, Introduction to Keyboarding and Basic Windows</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 258, Navigating the Internet</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 260, Introduction to Word Processing using MS Word</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 261, Introduction to Databases using MS Access</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 262, Introduction to Spreadsheets using MS Excel</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 304, Introduction to Electronic Presentations using MS PowerPoint</td>
<td>60</td>
</tr>
<tr>
<td>TOTAL</td>
<td>630</td>
</tr>
</tbody>
</table>

Certificate of Completion
First-Line Supervisor/Manager, Office and Administrative Support Workers (24187)

The certificate of completion in First-Line Supervisor/Manager, Office and Administrative Support Workers is designed for both entry-level and experienced office workers looking for a promotion. Graduates will have expert office skills and in-depth software knowledge. The program provides training in office information systems and communications, work process and organizational performance improvement, business decision-making, project management, and capital and human resource management.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
- Work efficiently with Windows-based applications using common, cross-application keyboard shortcuts; e.g., save, open, print, copy, paste, etc.
- Demonstrate competence in a variety of Windows-based applications.

Certificate requirements

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Business 014, Introduction to Mobile and Social Media Tools</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 097, Introduction to Personal Commerce on the Internet</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 103, Introduction to MS Project</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 118, Introduction to Windows</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 258, Navigating the Internet</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 260, Introduction to Word Processing using MS Word</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 262, Introduction to Spreadsheets using MS Excel</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 304, Introduction to Electronic Presentations using MS PowerPoint</td>
<td>60</td>
</tr>
<tr>
<td>TOTAL</td>
<td>480</td>
</tr>
</tbody>
</table>

Certificate of Completion
Web Associate (24420)

The certificate of completion in Web Associate is designed to give students the necessary knowledge and skills to support providers and consumers of web services. The web associate utilizes the understanding of distributed web services to support advertising, marketing and sales staff in today’s global economy. Understanding and utilizing developed web applications is critical to finding new business for web design, Internet marketing, hosting, programming, and technology projects.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
- Demonstrate proficiency in creating, editing, and managing websites and images using industry standard web applications.
- Work efficiently with window-based applications that operate in multiple platforms.

Certificate requirements

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Business 010, Introduction to Web Design using Adobe Dreamweaver</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 097, Introduction to Personal Commerce on the Internet</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 242, Introduction to Vector Graphics using Adobe Illustrator</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 302, Introduction to Web Page Development using HTML</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 303, Introduction to Electronic Imaging using Adobe Photoshop</td>
<td>60</td>
</tr>
<tr>
<td>TOTAL</td>
<td>300</td>
</tr>
</tbody>
</table>
Certificate of Completion
Medical Billing (24052)

The certificate of completion in Medical Billing is designed to give students the necessary knowledge and skills to hold a medical billing position. Students will have practical experience using computers and patient billing software, be familiar with the rules and guidelines of health care plans in order to submit proper documentation for appropriate reimbursement of services rendered, and they will have the necessary customer service skills to succeed in this field.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
- Apply the concepts and skills of medical billing using industry-standard software; e.g., using Allscripts software.
- Demonstrate effective workforce skills, including oral and written communication, and resume and interview preparation.

Certificate requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Business 012, Workforce Readiness</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 080, Introduction to Medical Billing</td>
<td>120</td>
</tr>
<tr>
<td>Vocational Business 119, Introduction to Keyboarding and Basic Windows</td>
<td>60</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>240</strong></td>
</tr>
</tbody>
</table>

Certificate of Completion
Multi-Media Artists and Animators (33161)

The certificate of completion in Multi-Media Artists and Animators is designed to develop the technical and creative knowledge and skills necessary for employment in the entertainment industry.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
- Demonstrate proficiency in Digital Cameras, Video, 2D and 3D Animation applications.
- Work efficiently with window-based applications that operate in multiple platforms.

Certificate requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Business 096, Introduction to Use of Digital Cameras</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 101, Introduction to 3D Modeling using Blender</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 105, Introduction to 3D Animation using Blender</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 109, Introduction to Desktop Video Editing using Adobe Premiere</td>
<td>60</td>
</tr>
<tr>
<td>Vocational Business 120, Introduction to Animations using Adobe Flash</td>
<td>60</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>300</strong></td>
</tr>
</tbody>
</table>

Certificate of Completion
Receptionist/Information Clerk (30985)

The certificate of completion in Receptionist/Information Clerk is designed to give students the skills for entry-level receptionist or information clerk positions. Clerical duties include greeting the public, answering phones, making appointments, and word processing.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
- Complete job applications and prepare for the interviewing process.
- Demonstrate competence in a variety of Windows-based applications.

Certificate requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Subjects 338, Workforce Preparation</td>
<td>15</td>
</tr>
<tr>
<td>Vocational Business 121, Introduction to Computer Software Applications</td>
<td>60</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>75</strong></td>
</tr>
</tbody>
</table>

Courses

Vocational: Business 010
Introduction to Web Design using Adobe Dreamweaver
Credit(s): 0
Class Hours: 60 Lecture total.
- Provides introductory instruction on Adobe Dreamweaver, one of the industry’s leading web authoring tools. Students will learn how to create, publish, manage, and maintain a website. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 012
Workforce Readiness
Credit(s): 0
Class Hours: 60 Lecture total.
- Provides instruction in office skills for employment preparation. Students will learn communication, decision-making, interpersonal, lifelong learning, and job seeking skills. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 013
Introduction to Personal Management using Microsoft Outlook
Credit(s): 0
Class Hours: 60 Lecture total.
- Provides introductory instruction on Microsoft Outlook, one of the industry’s leading personal data management applications. Students will learn how to better manage their electronic communications, schedules, tasks, and contact information using Outlook’s E-mail, Calendar, Task, and Contact components. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 014
Introduction to Mobile and Social Media Tools
Credit(s): 0
Class Hours: 60 Lecture total.
- Provides introductory instruction on how to incorporate social networks and mobile technology in a business environment utilizing applications and tools such as LinkedIn, Facebook, Twitter, wikis, and blogs. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 080
Introduction to Medical Billing
Credit(s): 0
Class Hours: 120 Lecture total.
- Introduces students to concepts and skills needed for a successful career in medical office billing. Students will learn current procedural terminology, the general flow of information in a medical office, and the role of computers. Grade: Pass/No Pass. Open Entry/Open Exit.
Vocational: Business 096
Introduction to Use of Digital Cameras
Credit(s): 0
Class Hours: 60 Lecture total.
Provides introductory instruction on using digital still and digital video cameras. Introduces students to camera selection, basic features, compositional guidelines, how to transfer files from the camera to the computer, basic image editing, use of photos/videos in common applications, and output options. This course is designed to be taken independently or concurrently with courses, such as Adobe Photoshop or Premiere. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 097
Introduction to Personal Commerce on the Internet
Credit(s): 0
Class Hours: 60 Lecture total.
Provides introductory instruction to personal commerce on the Internet. Topics include privacy and security issues, searching techniques, auction bidding, secure payment methods, selling techniques, and protecting consumer rights. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 101
Introduction to 3D Modeling using Blender
Credit(s): 0
Class Hours: 60 Lecture total.
Recommended Preparation: Vocational: Business 119 or equivalent.
Provides introductory instruction on 3D modeling and animation using Blender software. Introduces students to Blender’s interface, 3D space, animation and modeling features, surfaces and textures, and uses. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 102
Introduction to Desktop Publishing using Adobe InDesign
Credit(s): 0
Class Hours: 60 Lecture total.
Recommended Preparation: Vocational: Business 119 or equivalent.
Provides introductory instruction for creating short Adobe Flash animations. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 103
Introduction to MS Project
Credit(s): 0
Class Hours: 60 Lecture total.
Provides introductory instruction on the use of Microsoft Office Project software. Students will learn how to set up a project, manage project files, create a task list, schedule tasks, view a schedule, define and assign resources and costs, track a project, analyze progress, and revise a schedule. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 105
Introduction to 3D Animation using Blender
Credit(s): 0
Class Hours: 60 Lecture total.
Recommended Preparation: Vocational: Business 119.
Provides introductory instruction for creating short 3D animations using Blender software for viewing on the Internet or in other multimedia formats. Students learn to create animations using Blender’s tools and timeline, e.g. trajectory, lighting, bones, and movements. Students will gain an understanding of the basics needed to succeed as an animator. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 106
Introduction to Animations using Adobe Flash
Credit(s): 0
Class Hours: 60 Lecture total.
Recommended Preparation: Vocational: Business 119 or equivalent.
Provides introductory instruction for creating short Adobe Flash movies for viewing on the Internet or for viewing in other multimedia formats. Students learn to create animations using Flash’s drawing tools, layers, and timeline. Students also are given an opportunity to explore Flash libraries, preview movies, save, and publish Flash documents. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 107
Introduction to Desktop Video Editing using Adobe Premiere
Credit(s): 0
Class Hours: 60 Lecture total.
Recommended Preparation: Vocational: Business 119 or equivalent.
Provides introductory instruction on desktop digital video production and editing using industry standard software. Includes capturing, importing, assembling, and editing video, audio and still images. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 117
Introduction to Document Processing using Adobe Acrobat
Credit(s): 0
Class Hours: 30 Lecture total.
Introduces students to portable document formats created with Adobe Acrobat. Students learn how to convert simple and complex documents to PDF files; navigate, edit, and annotate PDF files; and distribute PDF files via the Internet. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 118
Introduction to Windows
Credit(s): 0
Class Hours: 60 Lecture total.
Recommended Preparation: Vocational: Business 119.
Provides introductory instruction for learning MS Windows. Introduces students to Windows: navigation, views, commands, file management, desktop customization, Help and other Windows programs; for example, address book and electronic communications. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 119
Introduction to Keyboarding and Basic Windows
Credit(s): 0
Class Hours: 60 Lecture total.
Provides introductory instruction for keyboarding by touch and learning MS Windows. Introduces students to Windows: navigation, views, commands, file management, desktop customization, and simple Accessory programs, such as WordPad, Character Map, Calculator, and Paint. Scanning and working with simple graphics is also explored. This course or Introduction to Windows is highly recommended prior to taking other courses taught within the Windows environment. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 120
Introduction to Animations using Adobe Flash
Credit(s): 0
Class Hours: 60 Lecture total.
Provides introductory instruction for creating short Adobe Flash movies for viewing on the Internet or for viewing in other multimedia formats. Students learn to create animations using Flash’s drawing tools, layers, and timeline. Students also are given an opportunity to explore Flash libraries, preview movies, save, and publish Flash documents. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 121
Introduction to Computer Software Applications
Credit(s): 0
Class Hours: 60 Lecture total.
Provides individual skill-building assistance on industry-standard computer applications, e.g. Web, MS Office, Adobe Creative Suite/Cloud, and Multi-Media applications. Grade: Pass/No Pass. Open Entry/Open Exit.
Vocational: Business 242  
Introduction to Vector Graphics using Adobe Illustrator  
Credit(s): 0  
Class Hours: 60 Lecture total.  
Recommended Preparation: Vocational: Business 119 or equivalent.  
Provides introductory instruction in computer graphics and design. Includes basic design concepts, use of illustration tools, and modification of art work and text layout. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 258  
Navigating the Internet  
Credit(s): 0  
Class Hours: 60 Lecture total.  
Introduces students to the Internet. Topics include types of Internet connections, e-mail, research, and data retrieval techniques. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 260  
Introduction to Word Processing using MS Word  
Credit(s): 0  
Class Hours: 60 Lecture total.  
Recommended Preparation: Vocational: Business 119 or equivalent.  
Provides introductory instruction to word processing techniques using the personal computer. Includes creating, formatting, editing, saving, and printing of simple documents using MS Word software. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 261  
Introduction to Databases using MS Access  
Credit(s): 0  
Class Hours: 60 Lecture total.  
Recommended Preparation: Vocational: Business 119 or equivalent.  
Provides instruction in basic concepts addressing typical database problems with MS Access software. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 262  
Introduction to Spreadsheets using MS Excel  
Credit(s): 0  
Class Hours: 60 Lecture total.  
Recommended Preparation: Vocational: Business 119 or equivalent.  
Provides instruction in basic spreadsheet concepts using typical spreadsheet problems with Microsoft Excel software. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 302  
Introduction to Web Page Development using HTML  
Credit(s): 0  
Class Hours: 60 Lecture total.  
Recommended Preparation: Vocational: Business 119 or equivalent.  
Provides introductory instruction to web page development. Topics include web page design elements: HTML; graphic images, movie and sound formats; and testing pages on cross platforms. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 303  
Introduction to Electronic Imaging using Adobe Photoshop  
Credit(s): 0  
Class Hours: 60 Lecture total.  
Recommended Preparation: Vocational: Business 119 or equivalent.  
Provides introductory instruction to electronic imaging using Adobe Photoshop software. Topics include beginning Photoshop features, scanner basics, image and file formats, color, importing/exporting of files, and printing. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Business 304  
Introduction to Electronic Presentations using MS PowerPoint  
Credit(s): 0  
Class Hours: 60 Lecture total.  
Recommended Preparation: Vocational: Business 119 or equivalent.  
Provides introductory instruction for development of professional quality, computer-generated presentations using presentation software used in industry. Includes concepts of combining text, graphics, animations and/or sound to create slides for electronic output. Grade: Pass/No Pass. Open Entry/Open Exit.
VOCATIONAL: CLOTHING (VCLTH)

Certificate of Completion
Commercial Textile Worker (24146)

The certificate of completion in Commercial Textile Worker prepares students for entry-level employment in the commercial textile industry. Students will learn different types of fabrics, seam finishes, garment styles, and garment construction and repair.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
- Apply the concept and skills of sewing to successfully construct a garment.

Certificate requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Clothing 477, Fundamentals of Commercial Sewing</td>
<td>180</td>
</tr>
<tr>
<td>Vocational Clothing 483, Introduction to Commercial Sewing</td>
<td>160</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>340</strong></td>
</tr>
</tbody>
</table>

Courses

Vocational: Clothing 477
Fundamentals of Commercial Sewing
Credit(s): 0
Class Hours: 180 Lecture total.
Recommended Preparation: Vocational: Clothing 483 or instructor's approval by assessment.

Provides instruction in commercial sewing including the selection of textiles, thread, and needle size appropriate to each item to be sewn or manufactured. Provides in-depth study of design, pattern making, construction, and quality control aspects of manufacturing. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Clothing 483
Introduction to Commercial Sewing
Credit(s): 0
Class Hours: 160 Lecture total.
Introduces basic commercial sewing skills, including safe operation of equipment, sewing terminology, use of patterns, fabric cutting, garment construction, and repair. Grade: Pass/No Pass. Open Entry/Open Exit.

VOCATIONAL: CONSTRUCTION (VCNST)

Certificate of Completion
Carpenter (24097)

The certificate of completion in Carpenter prepares students for entry-level employment in companies that manufacture kitchen and bathroom cabinets, music/media furniture, book shelves, and other furniture items using a variety of finishes.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
- Apply the concepts and skills of safe cabinetry in the design and construction of a project.

Certificate requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Vocational Construction 608, Introduction to Welding, Pre-Apprentice</td>
<td>180</td>
</tr>
<tr>
<td>Vocational Construction 611, Fundamentals of Welding, Pre-Apprentice</td>
<td>180</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>360</strong></td>
</tr>
</tbody>
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Courses

Vocational: Construction 608
Introduction to Welding, Pre-Apprentice
Credit(s): 0
Class Hours: 180 Lecture total.
Introduces welding safety, proper use of hand and power tools, and the basics of arc welding. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Construction 611
Fundamentals of Welding, Pre-Apprentice
Credit(s): 0
Class Hours: 180 Lecture total.
Recommended Preparation: Vocational: Construction 608 or by instructor's approval by assessment.

Provides basic instruction and training in Arc welding, Tungsten Inert Gas welding (TIG), and Metal Inert Gas welding (MIG). Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Construction 859
Introduction to Cabinetry/Furniture Refinishing Pre-Apprentice
Credit(s): 0
Class Hours: 180 Lecture total.
Provides introductory instruction in workshop safety and basic use of tools and power equipment, cabinet design, construction principles, and the use of finishes on common types of woods and cabinets. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Construction 953
Fundamentals of Cabinetry/Furniture Refinishing, Pre-Apprentice
Credit(s): 0
Class Hours: 180 Lecture total.
Recommended Preparation: Vocational: Construction 859 or instructor's approval by assessment.

Provides instruction in basic cabinetry/furniture construction, refinishing and repair with an emphasis on the use of hand and power tools. Grade: Pass/No Pass. Open Entry/Open Exit.
VOCAATIONAL: FOOD (VFOOD)

Certificate of Completion
Commercial and Institutional Food Preparation (24093)

The certificate of completion in Commercial and Institutional Food Preparation prepares students for employment in commercial and institutional food kitchens, especially in the restaurant industry, by providing knowledge and skills in hygiene, sanitation, storage, nutrition, and food service administration.

Learning Outcome(s)
Upon successful completion of the requirements for this certificate, students will be able to
- Apply the issues and concepts of safe food preparation.

Certificate requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Vocational Food 010, Institutional Food Preparation</td>
<td>240</td>
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<tr>
<td>High School Subjects 338, Workforce Preparation</td>
<td>15</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>255</strong></td>
</tr>
</tbody>
</table>

Courses

Vocational: Food 010
Institutional Food Preparation
Credit(s): 0
Class Hours: 240 Lecture total.
Prepares students for employment in commercial and institutional food kitchens. Topics include an introduction to basic food service administration, personal hygiene and food safety/sanitation, storage, terminology, equipment, food service math and science, nutrition, procedures, and employment preparation. Prepares the students for Servsafe Food Protection Manager Certification. Grade: Pass/No Pass. Open Entry/Open Exit.

VOCATIONAL: SHELTER DOG TRAINING (VDOG)

Courses

Vocational: Shelter Dog Training 020
Concepts in Dog Training
Unit(s): 0
Class Hours: 12 Lecture total.
Provides an introduction to basic concepts of dog training, including proper techniques to socialize shelter dogs for placement in private homes. Emphasizes techniques for training animals to perform specific tasks or improve obedience. Grade: Pass/No Pass. Open Entry/Open Exit.

Vocational: Shelter Dog Training 030
Practical Dog Training
Unit(s): 0
Class Hours: 36 Lecture total.
Applies the concepts of dog training to the actual training of a shelter dog preparing it for adoption in a family home. Grade: Pass/No Pass. Open Entry/Open Exit.

VOCATIONAL: WAREHOUSING (VWHS)

Courses

Vocational Warehousing 010
Warehouse Worker
Unit(s): 0
Class Hours: 40 Lecture total.
Provides instruction, demonstration and discussion of topics that are critical for the entry level warehouse worker. Grade: Pass/No Pass. Open Entry/Open Exit.
COLLEGE FACULTY & ADMINISTRATORS
<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Program</th>
<th>Degrees/Affiliations</th>
<th>Specializations/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Rick (2001)</td>
<td>Professor of English</td>
<td>B.A., University of California, Berkeley M.A., Fuller Theological Seminary M.S., California State University Los Angeles</td>
<td></td>
</tr>
<tr>
<td>Aguilera, Leonor (2007)</td>
<td>Associate Professor of Counseling</td>
<td>B.A., Social Welfare, University of California, Berkeley M.S., Academic Counseling, National University</td>
<td></td>
</tr>
<tr>
<td>Armbuster, Lynda (1990)</td>
<td>Professor of Marketing and Business</td>
<td>B.A., M.B.A., National University, Irvine</td>
<td></td>
</tr>
<tr>
<td>Babayan, Diana (1981)</td>
<td>Professor of American College English</td>
<td>B.A., Linguistics, California State University, Fullerton M.A., Linguistics, California State University, Long Beach</td>
<td></td>
</tr>
<tr>
<td>Babeshoff, Ruth (1980)</td>
<td>Dean of Counseling &amp; Student Support Services</td>
<td>B.A., Sociology, California State University, Fullerton M.A., Sociology, Pepperdine University</td>
<td></td>
</tr>
<tr>
<td>Babiz, Elizabeth (1999)</td>
<td>Professor of Spanish</td>
<td>B.A., M.A., Ph.D, University of California, Irvine</td>
<td></td>
</tr>
<tr>
<td>Bailey, Denise (2011)</td>
<td>Assistant Professor of Chemistry</td>
<td>B.A., Chemistry, University of California, San Diego Ph.D., Organic Chemistry, University of California, Irvine</td>
<td></td>
</tr>
<tr>
<td>Baldizon-Rios, Nena (1994)</td>
<td>Professor of Counseling</td>
<td>B.S., Human Services, California State University, Fullerton M.A., Counseling, Chapman University Ed.D., Educational Leadership, Argosy University</td>
<td></td>
</tr>
<tr>
<td>Barembaum, Morrie (2000)</td>
<td>Professor of Astronomy</td>
<td>B.S., Physics, University of California, Irvine M.S., Astronomy, San Diego State University</td>
<td></td>
</tr>
<tr>
<td>Breeden, Anna J. (2015)</td>
<td>Assistant Professor of Psychology</td>
<td>B.A., Psychology, California State University, Long Beach M.S.W., California State University, Long Beach</td>
<td></td>
</tr>
<tr>
<td>Brooks, Debra Ann (1993)</td>
<td>Professor of Geology</td>
<td>A.A., Physics, San Bernardino Valley College B.S., Geophysics, University of California, Riverside M.S., Geophysics, Texas A &amp; M University</td>
<td></td>
</tr>
<tr>
<td>Camarco, Lisa L. (2006)</td>
<td>Associate Professor of Kinesiology</td>
<td>B.A., Physical Education, Point Loma Nazarene University M.S., Exercise Science, California University of Pennsylvania</td>
<td></td>
</tr>
<tr>
<td>Campitelli-Smith, Melissa (2011)</td>
<td>Clinical Psychologist</td>
<td>B.A., California State University, Long Beach M.A., California School of Professional Psychology, Los Angeles Psy.D., California School of Professional Psychology, Los Angeles</td>
<td></td>
</tr>
<tr>
<td>Carrion, Rudy (2006)</td>
<td>Associate Professor of Counseling</td>
<td>B.A., Political Science, University of California, Irvine M.S., Educational Counseling, National University.</td>
<td></td>
</tr>
<tr>
<td>Chaidez, Maria (2015)</td>
<td>Assistant Professor of Counseling</td>
<td>A.A., Liberal Studies, Fullerton College B.S., Human Services, California State University, Fullerton M.S., Counseling, University of La Verne</td>
<td></td>
</tr>
<tr>
<td>Coto, Jennifer (2001)</td>
<td>Professor of Counseling</td>
<td>A.A. Orange Coast College B.A., California State University, Long Beach M.A., California State University, Dominguez Hills Ed.D., Argosy University</td>
<td></td>
</tr>
<tr>
<td>Crabill, Phillip (2013)</td>
<td>Assistant Professor of Counseling</td>
<td>A.A., Liberal Arts, Santiago Canyon College B.A., Psychology, California State University, Fullerton M.S., Counseling, California State University, Fullerton Ed.D., Counseling Psychology, Argosy University</td>
<td></td>
</tr>
<tr>
<td>Cummins, Shawn (2001)</td>
<td>Professor of Kinesiology</td>
<td>B.S., Kinesiology, California State University, Fullerton M.Ed., Physical Education, Azusa Pacific University</td>
<td></td>
</tr>
<tr>
<td>Danova, Veselka (2015)</td>
<td>Assistant Professor of Mathematics</td>
<td>B.S., Mathematics: Pure Option, California State Polytechnic University, Pomona M.S., Mathematics: Pure Option, California State Polytechnic University, Pomona</td>
<td></td>
</tr>
<tr>
<td>Deaver, Douglas (2005)</td>
<td>Professor of Philosophy</td>
<td>B.A., M.A., California State University, Long Beach Ph.D., University of Southern California</td>
<td></td>
</tr>
<tr>
<td>DeCarbo, Michael (2000)</td>
<td>Professor of Communication</td>
<td>B.A., Speech Communication, California State University, Los Angeles. M.A., Communication Studies, California State University, Los Angeles</td>
<td></td>
</tr>
<tr>
<td>Deley, Steven (2006)</td>
<td>Associate Professor of Business</td>
<td>B.A., Political Science, University of California, Santa Barbara M.B.A., University of Southern California</td>
<td></td>
</tr>
</tbody>
</table>
Professor of English
B.A., Loyola Marymount University
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Ph.D., University of California, Riverside

Diaz, Darlene (2007)
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El-Said, Nahla (2005)
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M.S., Counseling, California State University, Fullerton

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Fajardo, Lourdes (2005)
Professor of Spanish
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Fasbinder, Lori (2002)
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Foley, Denise (2006)
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Ho, Alice (2001)
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Hoffman, Elizabeth (2000)
Student Health & Wellness Services Coordinator and Registered Nurse
B.S.N., Public Health Nursing, California State University, Long Beach
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Houska, Robert (2001)
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Hovanitz, Eric (2001)
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Irwin, Kari (2015)
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A.A., Liberal Arts, Santiago Canyon College
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Isbell, James (2004)
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James, Scott (2014)
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M.A., Educational Technology, Pepperdine University
B.S., Technical Management, Embry-Riddle Aeronautical University

Jones, Vanessa (2013)
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Johnson, Kimberly (2015)
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M.S., Northern Illinois University

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M.A., Educational Management, University of LaVerne
M.A., Clinical Psychology, Chicago School of Professional Psychology

Professor of Computer Science and Psychology
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Kirchen, DeAnna (2015)
Assistant Professor of Accounting
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Kubicka-Miller, Jared (2006)
Associate Professor of Communication
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Lamourelle, Regina (2000)
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Lawson, Von (2015)
Dean of Business and Career Technical Education
B.A., Gerontology and Sociology, Langston University
M.A., Political Science, University of Central Oklahoma

Lennertz, William (1991)
Professor of English
B.A., California State University, Long Beach
M.F.A., George Mason University

Lui, Anson M.W. (2011)
Assistant Professor of Biology
B.S., M.S., California Polytechnic State University, San Luis Obispo

Magalouis, Nicholas M. (2005)
Professor of Anthropology and Archaeology
B.A., Anthropology, California State University, Fullerton
M.A., Anthropology/Archeology, California State University, Fullerton

Malone, Charlie (2014)
Assistant Professor of American Sign Language
B.A., Economics, California State University, Northridge
M.A., Special Education, California State University, Northridge
Professional Clear Level II Education Specialist Credential, California State University, Northridge

Martin, Linda (2015)
Assistant Professor of Library and Information Science
A.A., Cypress College
B.S., California State University, Dominguez Hills
M.L.S., University of California, Los Angeles

Martino, Danielle L. (2006)
Associate Professor of Astronomy
B.S., California State University, Fullerton
M.S., San Diego State University

McLean, Stephen (2014)
Assistant Professor of Water Utility Science
M.S., Engineering, Loyola Marymount University, Los Angeles
B.S., Biochemistry, California Polytechnic State University, San Luis Obispo

McMullin, Mary (1998)
Professor of Reading
B.A, German, Humboldt State University,
B.A., History, Humboldt State University,
M.A., Linguistics, California State University, Long Beach

Mettler, Mary (2007)
Associate Professor of Disabled Students Programs and Services
B.S., Communication Disorders, Boston University
M.S., Speech-Language Pathology, Boston University
Psy.D., M.A., Clinical Psychology, Pepperdine University

Miller, Robert (2011)
Assistant Professor of Art
B.F.A., Art, Columbia College, Chicago
M.F.A., Art, California State University, Fullerton

Moore, Kathleen (1996)
Professor of Mathematics
B.A., University of Dallas
M.A., California State University, Fullerton

Catalog update 6/23/15
Mora, Aracely (2002)
Vice President of Academic Affairs
B.A., Physical Education, California State University, Long Beach
M.A., Physical Education/Instructional Design, California State University, Long Beach
Ed.D., Institutional Management, Pepperdine University

Myers, Stewart (1984)
Professor of Computer Information Systems and Computer Science
B.S., M.S., California State University, Fullerton

Nance, Craig (2000)
Professor of Mathematics
A.A., Fullerton College
M.A., B.A., Mathematics, California State University, Fullerton

Nguyen, Tuyen (2015)
Assistant Dean, Admissions/Records
A.A., Liberal Arts, Santiago Canyon College
B.A., Management, California State Polytechnic University, Pomona
M.A., Management, University of Redlands

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