LONG BEACH CITY COLLEGE

2023–2024 NonCredit Catalog

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NONCREDIT CATALOG

The Long Beach Community College District

Liberal Arts Campus
4901 East Carson Street
Long Beach, CA 90808
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Pacific Coast Campus
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Long Beach, CA 90806
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Accuracy Statement

To report errors and omissions, make suggestions for better readability, or offer comments regarding this catalog, please email catalog@lbcc.edu.

Welcome

In This Section:

Mission, Vision, and Values

Our Mission Statement

Long Beach City College is committed to empowering our students to become active, ethical participants in their learning, as well as in the democratic structures that give them voice and agency in shaping their society and world. In an environment that is caring, supportive, and inclusive, LBCC promotes equitable learning and educational achievement by delivering innovative, high-quality degree programs, certificate programs, holistic support services, and leading-edge workforce preparation for our diverse communities.

Our Vision

Long Beach City College creates capacity, builds community, and sparks innovation in support of anti-racism and inclusion to ensure programs and services inspire and prepare learners to thrive as citizens in a diverse democracy and achieve their intellectual, financial, and personal goals. We cultivate a community that fully embraces individuals from all backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, abilities, and values.

Our Values

- **Teaching and Learning**
  - **Academic Excellence:** We promote academic excellence by offering outstanding programs that support students' academic, personal, and professional success. We are committed to academic quality and provide relevant, innovative, and equity-minded curricula.
  - **Equitable Student Learning and Success:** We are committed to equitable student learning and success by using the guided pathways framework to promote students' achievement of their educational goals in preparation for future success. We are dedicated to identifying and eliminating equity gaps to ensure that each student has the opportunity to succeed at LBCC.
  - **Connectivity:** We are committed to bridging the digital divide by ensuring all students have access to affordable technology, including reliable and secure high-speed Internet access in order to ensure effective participation in our courses, programs, and services.
- **Diversity, Equity, Inclusion, and Accessibility**
  - **Anti-racism and Social Justice:** We are actively committed to identifying, opposing, and confronting racism, white supremacy, anti-blackness, and other forms of systemic oppression through the intentional interrogation of policies, procedures, resources, and practices in and outside of the classroom to attain social justice and racial equality for our employees, students, and community members.
  - **Diversity, Equity, Inclusion, and Accessibility:** We are dedicated to breaking down existing barriers to equity while recognizing that equity is not the same as equality, creating a welcoming and safe campus environment, encouraging diversity of thought, and ensuring our college's programs, services, academic supports, and activities are accessible for the diverse communities represented at LBCC.
  - **Culture of Care:** We value a culture of care and well-being where employees and students are welcomed, supported, understood, and celebrated.
- **Collaboration and Community**
  - **Participatory Governance:** We value and encourage responsibility, trust, collaboration, and inclusivity among all constituencies through participation in College decision-making processes.
  - **Community Partnerships:** We are deeply committed to engaging and serving our local community through collaboration with our local school districts, industry, non-profit and civic organizations, and government agencies to meet the needs of the community and local labor market.
  - **Workforce Development:** We value our industry partnerships in supporting upward economic mobility for our students through curricula that are relevant and responsive to local labor trends, internships, and job placement opportunities.
- **Creative Leadership and Exploration**
  - **Innovation:** We are committed to innovation and creativity and embrace the changes needed to eliminate barriers to our students' and employees' success.
  - **Sustainability:** We are dedicated to environmental sustainability and engage in environmentally conscious practices and processes to meet the needs of our current and future generations.
  - **Global Citizenship:** We are committed to inspiring students to become leaders and responsible global citizens who are dedicated to fostering inclusivity, interconnectivity, and sustainability.

President's Message

On behalf of our Board of Trustees, faculty, staff, and administrators, it is my great pleasure to welcome you to Long Beach City College.

I am very excited to be serving you, our students, as your Superintendent-President. After joining the college in 2018 as Vice President of Student Services, and serving as Interim Superintendent President in 2021, I was named to fill the post beginning January 1, 2022. I couldn't be honored to

continue the opportunity to assist you in your journey in achieving your academic goals.

Learning and pursuing education has certainly changed since the Covid-19 pandemic initially closed our campuses in March 2020. But, one thing that didn't change was our excellent programs and courses, taught by the finest faculty of any college, anywhere. The pandemic caused our faculty and staff to think outside the box to meet your needs as students and prepare you to meet the challenges of the 21st Century economy. As we move toward re-opening our campuses fully, while continuing to keep you safe by following evolving health and safety guidelines for COVID-19 and its variants, I guarantee that you will enjoy a very active and vibrant Student Life that will enrich your experience here at LBCC — whether virtually or in person. And our staff is always available to answer your questions, be they about registration, financial aid, issues of student equity, or other services to smooth and improve your learning pathway.

Whether you are looking to transfer to a university, earn a degree, or earn a certificate, LBCC will help prepare you for success in all your career and life goals. For nearly a century, LBCC has been supporting our community and economy through the success of our graduates and alumni. We are so glad you have chosen to be part of that tradition.

Go Vikings!

Dr. Mike Muñoz
Superintendent-President
Long Beach Community College District

Academic Senate Message

Welcome to Long Beach City College. The faculty here are committed to support your education and provide you with outstanding opportunities to learn. At LBCC you have a myriad of opportunities to receive the preparation you need to begin, or change, a career by selecting one of our outstanding certificate programs. If you choose to transfer to a four-year institution, you can complete your general education courses for a Baccalaureate degree and receive a certification for these units. Also, you can develop an area of concentration that will allow you to select a major and enter one of the numerous four-year institutions located in Southern California. Counseling and other student service programs help you in your course selection, career preparation and transfer goals. It is our privilege to share in your education. We look forward to meeting you, talking with you, working with you, and learning with you. LBCC faculty are here to support YOU in the pursuit of your academic and personal goals.

Suman Mudunuri
Academic Senate President

Community Partners

Classes are offered at our Pacific Coast Campus as well as several locations throughout the community. Below is a list of our partner locations. Please see the current course schedule for locations and times.

Carmelitos Housing Community
851 Via Carmelitos
Long Beach, CA 90805

Centro CHA
1633 Long Beach Blvd.

Long Beach, CA 90813

Goodwill
800 W. Pacific Coast Hwy.
Long Beach, CA 90806

Long Beach Rescue Mission
1335 Pacific Ave.
Long Beach, CA 90813

Learn 4 Life
2101 Long Beach Blvd.
Long Beach, CA 90806

Michelle Obama Library
5870 Atlantic Ave.
Long Beach, CA 90805

Salvation Army
455 E. Spring St.
Long Beach, CA 90806

YMCA of Greater Long Beach
1900 Long Beach Blvd, STE 100
Long Beach, California 90806

What is Noncredit?

A noncredit course is one that is approved by the college and district as meeting the needs of enrolled students but that does not award college credit and does not go on a transcript. Noncredit courses are designed to lead to improved language skills for non-native speakers, to prepare for citizenship, to retool job skills, and/or to improve basic skills. Noncredit education programs may lead to:

- Greater employability and/or job opportunity
- A Certificate of Competency or Certificate of Completion
- Preparation for credit bearing courses that may lead to completion of a Certificate of Accomplishment or Certificate of Achievement
- Prepares students to complete credit courses that lead to an Associate Degree, or transfer to a 4-year higher education institution (such as Cal State Long Beach)

What does it mean to be enrolled in a "combined class" of credit and noncredit?

There are distinct differences between credit and noncredit courses as illustrated in the grid below. Once you have enrolled in a credit or noncredit course, you cannot change from one to the other without dropping and enrolling. Students must pay for credit courses; noncredit courses have no associated enrollment fees.*

The differences between Credit and Noncredit Courses:

	NONCREDIT	CREDIT	NOTES
Course Number	Courses numbered 600-699 (e.g., WELD 601). These courses are not degree applicable.	Courses numbered 1-599 (e.g., ART 9 or WELD 483). These courses are degree applicable.	

Student Fees	No units = no enrollment fees. However, course material fees may need to be paid (fees identified in class schedule or via the instructor).	Enrollment fees based on residency status and unit value of the course; fees must be paid by the stated deadline.	Book vouchers, material fees, and child care financial assistance may be available for noncredit courses.
Grading	No grade is awarded. Course does not appear on official transcript.	If course is completed, a grade is issued (A, B, C, D, F, P, N/P). Course is listed on official transcript.	
Financial Aid	Financial aid is not applicable to noncredit courses.	Students may use financial aid, if qualified.	
Course Repetition	May repeat the course as often as needed.	Limited number of course repetitions allowed.	

NONCREDIT PROGRAMS OF STUDY

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Administration of Justice Security Guard Training - Certificate of Completion

Plan Code: 6171

This program is designed for students pursuing employment as a registered security guard or private security officer and shall follow the standards prescribed by section 7583.6(b) of the Business and Professions Code. The certificate will provide the student with the required training for state licensure as a Security Guard through the Bureau of Security and Investigative Services and provides the option for students to take the state mandated licensure exam in class. Upon completion of this training and successfully passing the state exam, the student may apply to the state for licensure as a Security Guard. Licensure is contingent on completing the training, obtaining a passing score on the state exam and a Livescan. This program prepares students for careers in Private and Proprietary Security: Private Security Guard, Loss Prevention/Assets Protection Specialist, Proprietary Security Officer, and Proprietary Investigator.

Program Student Learning Outcomes

- Demonstrate the skills and knowledge relevant to the position of State Security Officer.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ADJUS 600	Powers of Arrest/Weapons of Destruction	9
ADJUS 601	Public Relations & Liability	9
ADJUS 602	Communication/Observation/Documentation	9
Subtotal Hours		**27**
IN ADDITION, complete EIGHTEEN (18) hours from the following:		
ADJUS 603	Search, Seizure, Scene Preservation	9
ADJUS 604	Officer Safety & First Aid CPR	9
ADJUS 605	Conflict Management & Crowd Control	9
Subtotal Hours		**18**
Total Hours		**45**

Administrative Assistant, Office Technologies

Microsoft Access for Windows - Certificate of Completion

Plan Code: 6010

This program is designed to teach the fundamental knowledge and skills related to Microsoft Access. It is designed to prepare students for employment in business and industry as well as support workers who are already employed or will be employed in office-type environments.

Program Student Learning Outcomes

- Use Microsoft Access to create, customize, and format business databases.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 601	Computer Information Competency	36
COSA 624	Microsoft Access for Windows	54
Total Hours		**90**

Microsoft Excel - Certificate of Completion

Plan Code: 6011

This program is designed to teach the fundamental knowledge and skills related to Microsoft Excel. It is designed to prepare students for employment in business and industry as well as support workers who are already employed or will be employed in office-type environments.

Program Student Learning Outcomes

- Use Microsoft Excel to create, customize, and format business spreadsheets.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 601	Computer Information Competency	36
COSA 618	Microsoft Excel for Windows	54
Total Hours		**90**

Microsoft Office - Certificate of Completion

Plan Code: 6012

This program is designed to teach an overview of the fundamental knowledge and skills related to the Microsoft Office suite. It is designed to prepare students for employment in business and industry as well as support workers who are already employed or will be employed in office-type environments.

Program Student Learning Outcomes

- Use the Microsoft Office suite to create, customize, and format business files.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 601	Computer Information Competency	36
COSA 635	Microsoft Office	54
Total Hours		**90**

Microsoft Outlook - Certificate of Completion

Plan Code: 6013

This program is designed to teach the fundamental knowledge and skills related to Microsoft Outlook. It is designed to prepare students for employment in business and industry as well as support workers who are already employed or will be employed in office-type environments.

Program Student Learning Outcomes

- Use Microsoft Outlook to create, customize, and format business correspondences.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 601	Computer Information Competency	36
COSA 631	Microsoft Outlook for Windows	54
Total Hours		**90**

Microsoft PowerPoint - Certificate of Completion

Plan Code: 6014

This program is designed to teach the fundamental knowledge and skills related to Microsoft PowerPoint. It is designed to prepare students for employment in business and industry as well as support workers who are already employed or will be employed in office-type environments.

Program Student Learning Outcomes

- Use Microsoft PowerPoint to create, customize, and format business presentations.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 601	Computer Information Competency	36
COSA 623	Microsoft PowerPoint for Windows	54
Total Hours		**90**

Microsoft Word for Windows - Certificate of Completion

Plan Code: 6015

This program is designed to teach the fundamental knowledge and skills related to Microsoft Word. It is designed to prepare students for employment in business and industry as well as support workers who are already employed or will be employed in office-type environments.

Program Student Learning Outcomes

- Use Microsoft Word to create, customize, and format business documents.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 601	Computer Information Competency	36
COSA 613	Microsoft Word for Windows	54
Total Hours		**90**

Introduction to Computers - Certificate of Completion

Plan Code: 6016

This program is designed to teach students computer information literacy, focusing on the relationship between technology, individuals, and society. It encompasses the use of computers, common software programs, peripherals, and social media. It prepares students and employees for office-type work environments.

Program Student Learning Outcomes

- Explain how various computer software is used in the workplace and society.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 601	Computer Information Competency	36
COSA 632	Introduction to Computers	54
Total Hours		**90**

Networking Fundamentals - Certificate of Completion

Plan Code: 6017

This program is designed to teach the fundamental knowledge and skills related to computer networking and the process of exchanging data and sharing resources. It is designed to prepare students for employment in business and industry as well as support workers who are already employed or will be employed in office-type environments.

Program Student Learning Outcomes

- Illustrate the fundamentals of computer networking and demonstrate the process of exchanging data and sharing resources.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSN 605	Computer Hardware Fundamentals	72

COSN 610	Networking Fundamentals	54
Total Hours		**126**

Architectural Design

Adobe for Designers - Certificate of Completion

Plan Code: 6043

This program provides students with an introduction to drawing techniques as they relate to architecture, interior design, design management, and other design-related professions. Students will develop their skills using Adobe Suite software. This program can facilitate finding employment in the field of spatial design or related fields.

Program Student Learning Outcomes

- Apply knowledge of theory and skillsets in Adobe software related to design professions like interior design, construction management, industrial design and architectural design.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
DSGN 601	Photoshop for Designers	54
DSGN 602	Illustrator for Designers	54
DSGN 603	InDesign for Designers	54
Total Hours		**162**

ARE Exam Prep - Certificate of Completion

Plan Code: 6042

This program prepares students studying to be an architect for the Architect Registration Exam. Students will understand the skills and abilities required for providing services in the practice of architecture. Students who reach competencies may advance to develop skills for the workplace and to prepare for future educational opportunities.

Program Student Learning Outcomes

- Demonstrate knowledge of theory and skillsets related to the profession of architecture.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ARCHT 601	ARE Exam Prep I	27
ARCHT 602	ARE Exam Prep II	27
ARCHT 603	ARE Exam Prep III	27
ARCHT 604	ARE Exam Prep IV	27
ARCHT 605	ARE Exam Prep V	27

ARCHT 606	ARE Exam Prep VI	27
Total Hours		**162**

AutoCAD Essentials - Certificate of Completion

Plan Code: 6044

This program provides students with an introduction to drawing techniques as they relate to architecture, interior design, design management, and other design-related professions. Students will develop their skills using AutoCAD software. This program can facilitate finding employment in the field of spatial design or related fields.

Program Student Learning Outcomes

- Apply knowledge of theory and skillsets in AutoCAD related to design professions like interior design, construction management, industrial design and architectural design.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ARCHT 634	AutoCAD Basics	54
ARCHT 637	Advanced AutoCAD	54
Total Hours		**108**

Design Introduction - Certificate of Completion

Plan Code: 6045

This program provides students with an introduction to the skillsets and foundations of architecture, interior design, and other design-related concepts. Students will develop skills necessary for introductory design and architectural modeling. This program facilitates students' ability to successfully participate in other certificates and degrees related to industrial and interior design.

Program Student Learning Outcomes

- Apply knowledge of design theory and modeling skillsets to projects related to design professions like interior design and architectural design.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ARCHT 610	Design 101	27
ARCHT 611	Modeling 101	27
Total Hours		**54**

Designing with Rhinoceros - Certificate of Completion

Plan Code: 6046

This program provides students with an introduction to drawing techniques as they relate to architecture, interior design, and design management. Skills are developed using the Rhinoceros 3D software. This program can facilitate finding employment in the field of spatial design or related fields.

Program Student Learning Outcomes

- Apply knowledge of theory and skillsets in Rhinoceros to projects related to design professions like interior design and architectural design.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ARCHT 635	Rhino Basics	54
ARCHT 661	Fundamental Design Studio	108
Total Hours		**162**

REVIT Essentials - Certificate of Completion

Plan Code: 6047

This program provides students with an introduction to drawing techniques as they relate to architecture, interior design, and design management. Skills are developed using the REVIT software. This program can facilitate finding employment in the field of spatial design or related fields.

Program Student Learning Outcomes

- Apply knowledge of theory and skillsets in Revit to projects related to design professions like interior design and architectural design.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ARCHT 640	REVIT I	108
ARCHT 641	REVIT II	108
ARCHT 642	REVIT III	108
Total Hours		**324**

SketchUp Essentials - Certificate of Completion

Plan Code: 6048

This program provides students with an introduction to drawing techniques as they relate to architecture, interior design, and design management. Skills are developed using the SketchUp software. This program can facilitate finding employment in the field of spatial design or related fields.

Program Student Learning Outcomes

- Apply knowledge of theory and skillsets in SketchUp to projects related to design professions like interior design and architectural design.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ARCHT 632	SketchUp I	54
ARCHT 633	SketchUp II	54
Total Hours		**108**

Automotive Technology

Automotive Quick Service - Certificate of Completion

Plan Code: 6033

This program provides instruction in Automotive Quick Service Repair. Topics include composing an estimate for lubrication service, tire repair and brake inspection, communicate effectively with customers, demonstrate proper service procedures, including management of hazardous waste, and research potential job markets in the automotive service industry.

Program Student Learning Outcomes

- Evaluate and prepare vehicles for quick service according to the manufacturer procedures.

Program Requirements

Code Number	Course Title	Credits
REQUIRED COURSES		
AUTO 600	Introduction to Automotive Technology	90
AUTO 601	Automotive Lubrication Service	36
AUTO 602	Automotive Tire Service	36
AUTO 603	Automotive Brake Inspection	36
Total Hours		**198**

Light-Duty Diesel Generator Engine Maintenance - Certificate of Completion

Plan Code: 6030

This noncredit program focuses on the fundamentals of automotive recreational vehicles, diesel-generating equipment, and light-duty diesel engines. The program prepares students for entry-level positions in the automotive diesel engine service and diesel power generators industries areas, such as an intern mechanic, mechanic's helper, assistant technician, generator diesel engine maintenance technician, and for general inspection, adjustment, or overhaul skills for a diesel engine technician in automotive and transportation-related industries.

Program Student Learning Outcomes

- Synthesize information and demonstrate procedures to perform generator diesel engine maintenance

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
AUTO 600	Introduction to Automotive Technology	90
AUTO 651	Diesel Generator Engine Fundamentals	90
AUTO 652	Diesel Engine Maint. & Troubleshooting	90
Total Hours		**270**

Business

DRE Exam Preparation - Certificate of Completion

Plan Code: 6131

This program will prepare students to successfully pass the CA Department of Real Estate Salesperson or Broker's Exam as well as to develop a strong sense of the importance of Personal Money Management.

Program Student Learning Outcomes

- Demonstrate knowledge of theory and skill sets related to the financial, economic, and political aspects of Real Estate.
- Construct a knowledge of real estate practices in preparation for a career as a Real Estate Salesperson or Broker.

Program Requirements

Code Number	Course Title	Hours
REAL 600	DRE Exam Preparation	54
MONEY 690	Money Basics and Goal Setting	9
MONEY 695	Your Personal Financial Plan	9
Total Hours		**72**

Business Information Worker

Computer Hardware Technician - Certificate of Completion

Plan Code: 6009

Students will learn the basic IT skills involved in computer systems setup, repair, and management. Skills include component replacement of PC systems, operating system installation and configuration, local area network setup and operations, and basic office productivity software operations.

Program Student Learning Outcomes

- Analyze common software and hardware problems on personal computers.
- Distinguish and explain the introductory core computer and IT concepts and technology that are used personally, in society, in government, and business.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 650	Intro to IT Concepts & Applications	72
COSN 605	Computer Hardware Fundamentals	72
Total Hours		**144**

Office Technologies – Job Search Skills - Certificate of Completion

Plan Code: 6003

This program will certify that students have developed occupational competence for obtaining desired positions in the workforce. This certificate will serve to verify that students have undergone self-evaluation, researched careers and companies, prepared required documentation (resume, cover letter) needed to get an interview, as well as prepared for interviews and are able to apply necessary follow-up procedures. Students are required to complete the three-course series within this program to receive the certificate of completion. There are no units associated with these noncredit classes, but students are expected to complete a total of 54 hours for completion.

Program Student Learning Outcomes

- Develop and complete a portfolio that presents the student(s) as the most qualified job applicant(s).

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
BCOM 622	The Job Search Process	18
BCOM 623	Job Search Tools	18
BCOM 624	The Interview Process	18
Total Hours		**54**

Office Technologies – Microsoft Access - Certificate of Completion

Plan Code: 6004

Students will learn how to use Microsoft Access to perform database related operations necessary to a small business or organization. Database skills include the ability to create and modify data tables, data entry and lookup forms, summary and detail reports, and select, update, and delete queries. Students are required to complete the entire series of three courses within this program to receive the certificate of completion. There are no units associated with these noncredit classes, but students are expected to complete a total of 54 hours for completion.

Program Student Learning Outcomes

- Use Microsoft Access to install, configure and manage a business database system.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 625	Microsoft Access, Introductory	18
COSA 626	Microsoft Access, Intermediate	18
COSA 627	Microsoft Access, Advanced	18
Total Hours		**54**

Office Technologies – Microsoft Excel - Certificate of Completion

Plan Code: 6005

Students will learn how to use Microsoft Excel for the PC and its editing, formatting, language tools, functions, and arguments to create, format, save, revise, and print various business and personal spreadsheets. Students are required to complete the entire series of three courses within the Office Technologies-Microsoft Excel program to receive the certificate of completion. There are no units associated with these noncredit classes, but students are expected to complete a total of 54 hours for completion.

Program Student Learning Outcomes

- Use Microsoft Excel to create, customize, and format business and personal spreadsheets.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 615	Microsoft Excel, Introductory	18
COSA 616	Microsoft Excel, Intermediate	18
COSA 617	Microsoft Excel, Advanced	18
Total Hours		**54**

Office Technologies – Microsoft Outlook - Certificate of Completion

Plan Code: 6007

This program provides instruction in desktop management using Microsoft Outlook. Students completing the Microsoft Outlook certificate will possess the skills necessary to effectively use Outlook software tools. Topics include sending and receiving e-mail using special features, creating contacts, planning and tracking tasks, scheduling and managing multiple calendar items, creating rules, importing and exporting contacts, archiving and customizing Outlook components.

Program Student Learning Outcomes

- Students will use Outlook features to create professional emails, manage calendar items, and customize the Outlook interface as needed.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 628	Microsoft Outlook, Introductory	18
COSA 629	Microsoft Outlook, Intermediate	18
COSA 630	Microsoft Outlook, Advanced	18
Total Hours		**54**

Students must log in a minimum of 54 contact hours of laboratory work. The student must complete the required assessment/proficiency exams in Microsoft Outlook with a score of 70% or above in each required assessment/proficiency exam.

Office Technologies – Microsoft PowerPoint - Certificate of Completion

Plan Code: 6008

Students will learn how to use Microsoft PowerPoint for the PC and its editing, formatting, and language tools to create, format, save, revise, and print personal and professional presentations. Students are required to complete the entire series of three courses within this program to receive the certificate of completion. There are no units associated with these noncredit classes, but students are expected to complete a total of 54 hours for completion.

Program Student Learning Outcomes

- Use Microsoft PowerPoint to create, customize, and format professional presentations.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 620	Microsoft PowerPoint, Introductory	18
COSA 621	Microsoft PowerPoint, Intermediate	18
COSA 622	Microsoft PowerPoint, Advanced	18
Total Hours		**54**

Students must log in a minimum of 54 contact hours of laboratory work. The student must complete the required assessment/proficiency exams in Microsoft PowerPoint with a score of 70% or above in each required assessment/proficiency exam.

Office Technologies – Microsoft Word - Certificate of Completion

Plan Code: 6006

Students will learn how to use Microsoft Word for the PC and its editing, formatting, and language tools to create, format, save, revise, and print various business and report documents. Students are required to complete the entire series of three courses within this program to receive the certificate of completion. There are no units associated with these noncredit classes, but students are expected to complete a total of 54 hours for completion.

Program Student Learning Outcomes

- Use Microsoft Word to create, customize, and format business documents.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 610	Microsoft Word, Introductory	18
COSA 611	Microsoft Word, Intermediate	18
COSA 612	Microsoft Word, Advanced	18
Total Hours		**54**

Telecommuting Fundamentals - Certificate of Completion

Plan Code: 6001

This program provides students with the fundamentals skills for effectively working remotely.

Program Student Learning Outcomes

- Apply tools, methodologies, and etiquette to work remotely effectively.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
BCOM 660	Channels of Business Communication	18
BCOM 664	Business Telecommuting Fundamentals	54
Total Hours		**72**

Child Development: Early Childhood Education

Family Child Care Management - Certificate of Completion

Plan Code: 6112

Students completing this certificate will develop the skills and competencies to set up and manage a small or large family child care business in their own home or residence. Licensing regulations, business practices and basics of developmentally appropriate child development practices will be explored.

Program Student Learning Outcomes

- Design and evaluate the environment and day to day policies and procedures for implementing a family child care program.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
CDFDC 612A	Family Child Care Management A	54
CDFDC 612B	Family Child Care Management B	54
Total Hours		**108**

Parent Educator - Certificate of Completion

Plan Code: 6111

This program is designed for parents and professionals seeking a supportive and stimulating educational environment to gain research-based knowledge and skills in positive parenting, relationship-driven guidance, and effective communication strategies to provide the foundation for a career in parenting best practices. Created as non-credit coursework for everyone from parents looking for support to professionals in the field, when taken in totality, this free, two-course program, leads to a non-credit pathway to a potential career as a Parent Educator in your community.

Program Student Learning Outcomes

- Examine and apply principles of effective parenting and child development within families.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
CDPE 601A	Intentional Parenting Practices	54
CDPE 601B	Behavior as Communication in Parenting	54
Total Hours		**108**

Computer Technology

Computer Information Competency - Certificate of Completion

Plan Code: 6002

Students will develop proper typing technique and build speed and accuracy. Students will also learn the basics of hardware, Internet knowledge, word processing, spreadsheet, digital data presentations, and communications applications.

Program Student Learning Outcomes

- Comprehension and application of a broad range of computer and Internet concepts and effectively create word processing documents, workbooks, and digital presentations.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 601	Computer Information Competency	36
COSK 633	Computer Keyboarding Skills	36
Total Hours		**72**

Cryptocurrency Fundamentals - Certificate of Completion

Plan Code: 6000

Students will learn the concepts and technologies behind cryptocurrency and blockchain and the software applications and platforms commonly used to research, analyze, invest, and manage Cryptocurrency assets.

Program Student Learning Outcomes

- Explain cryptocurrencies and how they function on a technical and financial level.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
COSA 640	Introduction to Cryptocurrency	18
COSA 641	Cryptocurrency Financial Software	18
Total Hours		**36**

Construction Technology

Construction Apprenticeship Readiness - Certificate of Completion

Plan Code: 6034

This program provides instruction in tools and material, CPR and First Aid, OSHA 10, blueprint reading, basic math for construction, heritage of American worker, diversity awareness and sexual harassment, job search skills, construction laboratory, physical agility, Microsoft Office, operating systems, and working online.

Program Student Learning Outcomes

- Demonstrate the technical and organization employability skills required by the construction industry.
- Demonstrate knowledge of safety techniques when operating construction tools and equipment.
- Differentiate and evaluate the uses and standards of computer hardware and software.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
CONST 600	Construction Apprenticeship Readiness	180
COSA 601	Computer Information Competency	36
Total Hours		**216**

Forklift Fundamentals - Certificate of Completion

Plan Code: 6031

This program will provide basic safety and operation of the forklift, including lifting principles, load rating, stability, and operation techniques. Students will gain experience using: Class II (Narrow Aisle Electric Lift Trucks), Class III (Electric Motor Hand Truck – Pellet Jack), and Class IV (Internal Combustion Engine Truck – Counterbalance Lift Truck). Upon successful completion, students will receive a Certificate of Training and a Wallet Card. Job opportunities for Forklift Operators include: warehouse shipping and receiving, construction sites, ports and docks, retail stores and all other business's that require material handling.

Program Student Learning Outcomes

- Demonstrate the ability to operate a forklift so that the overall operation of this equipment is within the Occupational Safety Health Administration (OSHA) standards.
- Identify and develop tools needed to obtain a job in construction (resume, cover letter, application).

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
CONST 605	Forklift Fundamentals	18
CONST 606	Workplace Competency Skills	18
Total Hours		**36**

Home Remodeling - Certificate of Completion

Plan Code: 6032

This program will certify that students have received the basic skills needed in tiling, painting, drywall as well as job readiness skills needed to be successful in this chosen field. Further, this certificate will verify that students have demonstrated skill achievements in safety, waterproofing, tiling floors, counter tops, and walls in ceramic, porcelain, marble, and granite and mortar floating, all necessary for pursuing entry-level positions within the construction field. Students will need no prerequisite skills prior to enrolling in these series of classes and they will, with completion of courses, receive certification in OSHA.

Program Student Learning Outcomes

- Demonstrate the technical and organizational employability skills required by the construction industry.
- Develop and complete a tiling project that adheres to industry standards utilizing proper tools and techniques.
- Apply, understand and evaluate the techniques, tools and materials used for cutting, hanging, taping and texturing drywall techniques.
- Develop and prepare surfaces for the application of paint to specified industry requirements.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
CONST 606	Workplace Competency Skills	18
CONST 616	Home Remodeling-Drywall	27
CONST 617	Home Remodeling-Tiling	27
CONST 618	Home Remodeling-Painting	27
Total Hours		**99**

Counseling and Student Development

Adult Learning Skills - Certificate of Competency

Plan Code: 6591

This program provides courses necessary to enhance employability skills of students with suspected learning disabilities. It offers an opportunity for undiagnosed students to identify areas of learning deficits and develop a plan for success in their college and career pathway.

Program Student Learning Outcomes

- Appraise the strengths and weaknesses of various learning styles and strategies.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
EDEV 604	Adult Learning Assessment	9
EDEV 649A	College Study Techniques	18
Total Hours		**27**

Social Competency Skills - Certificate of Completion

Plan Code: 6191

This program provides courses necessary to enhance employability and independent living skills of students with intellectual, developmental and learning disabilities. Students will develop social competencies that contribute to the foundation of basic skills needed for positive academic, work and life outcomes.

Program Student Learning Outcomes

- Demonstrate understanding of social competency skills, effective communication, and job interview skills.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
EDEV 602	Social Skills Development	36
EDEV 603	Receptive/Expressive Language Dev.	36
Total Hours		**72**

Transitioning to Higher Learning - Certificate of Completion

Plan Code: 6192

This program is designed to give students with intellectual, developmental, and learning disabilities the necessary knowledge and skills to be successful in their college career and future employment. Students will become familiar with college rules and guidelines as well as demonstrate an ability to address and meet their needs. Students will be able to identify the difference between high school and college roles, responsibilities, and academic rigor. These courses will furthermore enhance students' ability to self-advocate for themselves to improve academic, work, and life outcomes. These courses will equip adults with disabilities with the support needed to complete a certificate or degree program and enter the workforce.

Program Student Learning Outcomes

- Identify and analyze the roles, responsibilities, and academic expectations needed to transition to college life and expectations.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
EDEV 610	Transition to Higher Learning	36
EDEV 611	Communication and Self-Advocacy	36
Total Hours		**72**

Electrical Technology

Electrical Program Preparation - Certificate of Completion

Plan Code: 6036

This program is designed to provide students an orientation into the Electrical Program where expectations and program safety are covered, to provide time to work on math skills until necessary concepts are learned in order to increase success in the program of choice, and to learn specific computer applications needed in order to develop and build an industry standard lab report.

Program Student Learning Outcomes

- Recognize basic safety and technical requirements for the Electrical Technology Program.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ELECT 600	Electrical Program & Safety Preparation	9
ELECT 601	Computer Applications for Tech Reports	54
ELECT 602	Electrical Mathematics	54
Total Hours		**117**

FCC Amateur Radio Technician Preparation - Certificate of Completion

Plan Code: 6050

This program provides the skills and knowledge to successfully pass the Federal Communications Commission (FCC) Amateur Radio Technician Licensing Exam. Students will gain hands-on experience covering basic electronics, electronic assembly, soldering techniques, and kit assembly. They will be introduced to schematic reading, basic circuit analysis, and will learn the elements contained in the licensing exam using the latest test banks as directed by the FCC. Students will learn through lecture

topics, computer aided material, hands-on examples, and participation in example exams.

Program Student Learning Outcomes

- Demonstrate the knowledge and skills necessary for a career as an FCC Amateur Radio Technician.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ELECT 630A	Intro to Electronics	27
ELECT 619B	FCC Amateur Radio Technician Lic. Prep.	36
Total Hours		**63**

IPC-620 Wire Harness Assembly and Inspection - Certificate of Completion

Plan Code: 6037

Students enrolling in ELECT 620A and ELECT 620B will be learning cable harness assembly, testing and inspection skills completed per IPC/WHMA-A-620 industry standards. Students will learn the proper use of the requisite tools and assembly methods. Completion of these two classes provides students with an employment pathway in the Aerospace and Electrical Cable Harness Assembly positions. There are no prerequisite skills required to enter ELECT 620A.

Program Student Learning Outcomes

- Demonstrate the ability to assemble, test, and inspect cable harnesses.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ELECT 620A	Electric Cable Termination IPC-620C	72
ELECT 620B	Electric Cable Inspection IPC-620C	36
Total Hours		**108**

Power Generation Technician - Electrical - Certificate of Completion

Plan Code: 6051

This program consists of a two-course sequence introducing motor generator power systems, covering operation, electrical control systems. In addition, students are provided with hands-on experience troubleshooting possible faults and operational problems and proper methods of troubleshooting and repair. Test procedures, service schedules and general maintenance are also covered. ELECT 602 Electrical Mathematics is recommended for program preparation.

Program Student Learning Outcomes

- Analyze the operation of a motor generator set to ensure proper function.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ELECT 632A	Electrical Power Generation	72
ELECT 632B	Power Generation Troubleshooting	72
Total Hours		**144**

Robotics Exploration - Certificate of Completion

Plan Code: 6052

This program provides hands-on experience covering basic electronics and electronic assembly. Electronic components are covered as well as soldering techniques and kit assembly. Students are introduced to schematic reading, basic circuit analysis as well. Students will also be introduced to the fundamentals of programming Omon Industrial Robots as well as piloting and learning the systems involved with underwater robotics.

Program Student Learning Outcomes

- Demonstrate the ability to program an industrial robot to pick up parts from one location and drop them off at a specified second location.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ELECT 630A	Intro to Electronics	27
ELECT 630B	Introductory Robotics Camp	27
Total Hours		**54**

Elementary Teacher Education

Educator Workforce Preparation - Certificate of Competency

Plan Code: 6613

This program is designed to prepare students for effective entry into and advancement in the public school and educator workforce. This program prepares students for satisfactory completion of education course required fieldwork including a program clearance overview, fieldwork placement and a basic fieldwork training related to job expectations/rules and observation protocols. It offers additional preparation in career planning, time management, job search and resume development as well as other supports for entry into and advancement in the educator workforce.

Program Student Learning Outcomes

- Create an action plan to ensure successful completion of EDUC course fieldwork in a public school classroom.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
EDUC 650	Teacher Preparation Orientation	9
COUNS 650	Career Planning and College Success	54
Total Hours		**63**

English as a Second Language

English for Everyday – Level 1 - Certificate of Competency

Plan Code: 6511

Students completing English for Everyday certificates will possess the English language skills necessary for most daily activities. They will have sufficient speaking, listening, reading, and writing skills for a wide variety of occupations such as retail, hospitality, transportation, or manufacturing.

Program Student Learning Outcomes

- Create written communication utilizing the grammatical structures introduced at this level.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ESL 640	English for Everyday 0	108
ESL 641	English for Everyday 1	108
Total Hours		**216**

English for Everyday – Level 2 - Certificate of Competency

Plan Code: 6512

Students completing English for Everyday certificates will possess the English language skills necessary for most daily activities. They will have sufficient speaking, listening, reading, and writing skills for a wide variety of occupations such as retail, hospitality, transportation, or manufacturing.

Program Student Learning Outcomes

- Create written communication utilizing the grammatical structures introduced at this level.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ESL 642	English for Everyday 2	108
ESL 643	English for Everyday 3	108
Total Hours		**216**

English for Everyday – Level 3 - Certificate of Competency

Plan Code: 6513

Students completing English for Everyday certificates will possess the English language skills necessary for most daily activities. They will have sufficient speaking, listening, reading, and writing skills for a wide variety of occupations such as retail, hospitality, transportation, or manufacturing.

Program Student Learning Outcomes

- Create written communication utilizing the grammatical structures introduced at this level.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ESL 644	English for Everyday 4	108
ESL 645	English for Everyday 5	108
Total Hours		**216**

Students must master 70% or higher of the course concepts in order to be promoted into the next course in the sequence.

ESL Literacy - Certificate of Competency

Plan Code: 6500

The program provides students with the basic English literacy skills needed to enter the first level of the English as Second Language classes at LBCC. Students will learn sound/letter relationships for pronunciation, spelling, reading and writing.

Program Student Learning Outcomes

- Identify, decode and produce basic list of 220 sight words.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ESL 628	Literacy for English Language Learners 1	27
ESL 629	Literacy for English Language Learners 2	27
Total Hours		**54**

ESL Reading for Citizenship - Certificate of Competency

Plan Code: 6504

This certificate prepares students to learn simple past-tense verbs in order to better understand and answer questions on the U.S. citizenship exam. Students should consider enrolling in this certificate if they are beginning-level English language learners.

Program Student Learning Outcomes

- Recognize and produce grammatically accurate forms of past tense questions to facilitate preparation for the U.S. Citizenship exam.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ESL 630	Reading for Citizenship 1	54
ESL 631	Reading for Citizenship 2	54
Total Hours		**108**

Intermediate Grammar - Certificate of Competency

Plan Code: 6506

Students completing the Certificate of Competency in Intermediate ESL Grammar will possess the English language grammar skills necessary for academic success at the intermediate level of credit reading and writing classes. This certificate is intended to assist non-native English- speaking students with their academic success.

Program Student Learning Outcomes

- Possess the English language grammar skills necessary for academic success at the intermediate level of credit reading and writing classes.
- Demonstrate linguistically accurate control of English verb tenses, identify the major parts of speech, recognize phrases, and control dependent and independent clauses.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ESL 610A	Fundamentals of English Grammar 1	54
ESL 610B	Fundamentals of English Grammar 2	54
Total Hours		**108**

Intermediate Oral Skills - Certificate of Competency

Plan Code: 6505

Students completing the Certificate of Competency in Intermediate ESL Oral Skills will possess the English language oral skills necessary for success at the intermediate level of ESL.

Program Student Learning Outcomes

- Possess the English language oral skills necessary for success at the intermediate level of ESL.
- Orally formulate and articulate opinions and judgments, synthesize attitudes and feelings, apply the principles of precise articulation of individual sounds, and relate knowledge of the sound system of English to writing and spelling conventions.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ESL 613	Conversation	27
ESL 615	Accent Reduction	108
Total Hours		**135**

Intermediate Reading and Writing - Certificate of Competency

Plan Code: 6507

Students completing the Certificate of Competency in Intermediate ESL Reading and Writing will possess the English language grammar skills necessary for academic success at the intermediate level of credit reading and writing classes.

Program Student Learning Outcomes

- Possess the English language reading and writing skills necessary for success at the intermediate level of non-credit ESL.
- Recognize an increasing number of sight words, identify main ideas, write simple paragraphs, and employ systematic strategies for defining and acquiring academic vocabulary words.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ESL 612	Reading for Information and Pleasure	27
ESL 614	Composition for ESL Students	27
ESL 618	Vocabulary Development	54
Total Hours		**108**

Reading Skills for ESL Students – Level 1 - Certificate of Competency

Plan Code: 6501

Students completing the Reading Skills for ESL Students certificates will possess an English language reading level adequate for most daily activities. They will be ready for employment positions requiring the completion of forms, following written directions and instructions, and understanding short narratives.

Program Student Learning Outcomes

- Respond accurately to questions based on events in reading passages.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ESL 602A	Reading Skills for ESL Students 1	27
ESL 602B	Reading Skills for ESL Students 2	27
Total Hours		**54**

Reading Skills for ESL Students – Level 2 - Certificate of Competency

Plan Code: 6502

Students completing the Reading Skills for ESL Students certificates will possess an English language reading level adequate for most daily activities. They will be ready for employment positions requiring the completion of forms, following written directions and instructions, and understanding short narratives.

Program Student Learning Outcomes

- Respond accurately to questions based on events in reading passages.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ESL 602C	Reading Skills for ESL Students 3	27
ESL 602D	Reading Skills for ESL Students 4	27
Total Hours		**54**

Reading Skills for ESL Students – Level 3 - Certificate of Competency

Plan Code: 6503

Students completing the Reading Skills for ESL Students certificates will possess an English language reading level adequate for most daily activities. They will be ready for employment positions requiring the completion of forms, following written directions and instructions, and understanding short narratives.

Program Student Learning Outcomes

- Respond accurately to questions based on events in reading passages.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ESL 602E	Reading Skills for ESL Students 5	27
ESL 602F	Reading Skills for ESL Students 6	27
Total Hours		**54**

Students must master 70% or higher of the course concepts in order to be promoted into the next course in the sequence.

Workplace Language Skills for ESL – Level 1 - Certificate of Competency

Plan Code: 6508

Students will develop competency in workplace language skills at low-intermediate level and will be able to select and appropriately use standard organizational, cultural and linguistic features in English language presentations and professional autobiographies.

Program Student Learning Outcomes

- ESL students will be able to competently use listening, speaking, reading and writing skills in the workplace at low-intermediate level.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ESL 670	Listen/Speak for Work for ESL Level 1	90
ESL 671	Read/Write for Work for ESL Level 1	90
Total Hours		**180**

Workplace Language Skills for ESL – Level 2 - Certificate of Competency

Plan Code: 6509

Students will develop competency in workplace language skills at an intermediate level and will be able to select and appropriately use standard organizational, cultural and linguistic features in job applications, professional resumes and in English language presentations.

Program Student Learning Outcomes

- ESL students will be able to competently use listening, speaking, reading and writing skills in the workplace at an intermediate level.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ESL 672	Listen/Speak for Work for ESL Level 2	90
ESL 673	Read/Write for Work for ESL Level 2	90
Total Hours		**180**

Workplace Language Skills for ESL – Level 3 - Certificate of Competency

Plan Code: 6510

Students will develop competency in workplace language skills at high-intermediate level and will be able to select and appropriately use standard organizational, cultural and linguistic features in a mock job interview and in written discourse.

Program Student Learning Outcomes

- Select and use conventional organizational, formatting and grammatical elements to compose and edit a cover letter.
- Select and use appropriate cultural and sociolinguistic norms for a U.S. style mock job interview.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
ESL 674	Listen/Speak for Work for ESL Level 3	90

ESL 675	Read/Write for Work for ESL Level 3	90
Total Hours		**180**

Fashion Design

Fashion Design – Advanced Apparel Construction - Certificate of Completion

Plan Code: 6064

Students will learn beginning through advanced construction techniques and traditional tailoring steps for jacket construction. The courses will cover appropriate fabric selection, proper fabric layout, cutting, and handling techniques for wovens, knits and slippery, difficult fabrics and complex patterns.

Program Student Learning Outcomes

- Use standard sewing machines, specialized sewing machines, and pressing equipment to execute construction of beginning through advanced level garments that include proper seam finishes, facings and linings, zipper applications and other types of closures.
- Demonstrate appropriate fabric selection, proper fabric layout and cutting techniques.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
FASH 624	Fundamentals of Apparel Construction	90
FASH 625	Intermediate Apparel Construction	90
FASH 626	Advanced Sewing and Tailoring Techniques	72
Total Hours		**252**

Fashion Design – Industrial Sewing and Factory Production Methods - Certificate of Completion

Plan Code: 6065

Students will learn construction techniques and methods of stitching for garment construction on specialized power industrial machines as applied to factory production methods in the garment manufacturing industry.

Program Student Learning Outcomes

- Demonstrate techniques for construction of woven and knit garments using specialized industrial machines and assembly line mass production methods.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
FASH 624	Fundamentals of Apparel Construction	90
FASH 625	Intermediate Apparel Construction	90

FASH 627	Production Sewing	54
Total Hours		**234**

Fashion Design – Swimwear Construction - Certificate of Completion

Plan Code: 6066

Students will learn construction techniques, pattern manipulation for swimwear design, and fitting of swimwear. Special emphasis is given to stretch fabrics, bra construction, elastic setting and elastic to fabric stretch ratios.

Program Student Learning Outcomes

- Execute swimwear products to industry standards demonstrating proper construction using standard sewing machines and specialized sewing machines.
- Demonstrate appropriate stretch fabric selection, proper fabric layout and cutting techniques and industry accepted construction of bra cups, elastic application and stretch ratios, joining and finishing of seams, straps and design options.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
FASH 624	Fundamentals of Apparel Construction	90
FASH 625	Intermediate Apparel Construction	90
FASH 658	Swimwear	36
Total Hours		**216**

Fashion Design – Textile Surface Design - Certificate of Completion

Plan Code: 6063

Students will learn garment construction techniques and methods for specialty hand techniques of surface design on textiles. Students will gain experience in creating designs using industry standard techniques such as block printing, beading, embroidery, and tie dye. There are no material fees for the courses associated with this program.

Program Student Learning Outcomes

- Demonstrate techniques for construction of woven and knit garments and create hand designed textiles and garment embellishments.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
FASH 613	Textile Surface Design	36
FASH 624	Fundamentals of Apparel Construction	90
FASH 630	Fashion Design Laboratory	27
Total Hours		**153**

Financial Literacy
Financial Literacy - Certificate of Competency

Plan Code: 6541

This program provides students the essential skills for personal money management. Students gain confidence as they learn about budgeting, saving, debt, credit, as well as education, housing, transportation and investing options. Students will create an action plan to improve their quality of life and reach their educational, professional and economic goals.

Program Student Learning Outcomes

- Create a personal financial plan based on one's vision and goals.

Program Requirements

Code Number	Course Title	Credits
REQUIRED COURSES		
MONEY 690	Money Basics and Goal Setting	9
MONEY 695	Your Personal Financial Plan	9
Total Hours		**18**

Foundational Skills
Foundational Skills - Certificate of Competency

Plan Code: 6542

This program prepares students with the essential skills for academic success. Students gain knowledge and skills in language arts and math. Students who reach competencies may advance to develop skills for the workplace and to prepare for future educational opportunities.

Program Student Learning Outcomes

- Demonstrate the ability to apply foundational language arts and/or math skills.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
FS 600	Foundational Skills Language Arts	18
FS 605	Foundational Skills Math	18
Total Hours		**36**

GED/HiSET Preparation
GED/HiSET Preparation - Certificate of Competency

Plan Code: 6543

The General Educational Development (GED)/High School Equivalency Test Preparation (HiSET) program prepares students with the essential skills for the GED test/HiSET. Students gain knowledge and skills in language arts, social studies, math, and science. Students who reach competencies may advance to develop skills for the workplace and to prepare for future educational opportunities.

Program Student Learning Outcomes

- Utilize the social studies, science, math and/or language arts skills required for the GED test/HiSET.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
Complete THIRTY-SIX (36) hours from any two of the following:		
GED/HSET 600	GED/HiSET Preparation: Language Arts	18
GED/HSET 605	GED/HiSET Preparation: Social Studies	18
GED/HSET 610	GED/HiSET Preparation: Mathematics	18
GED/HSET 615	GED/HiSET Preparation: Science	18
Total Hours		**36**

GED/HiSET Preparation Spanish - Certificate of Competency

Plan Code: 6544

The General Educational Development (GED)/High School Equivalency Test Preparation (HiSET) program in Spanish prepares students with the essential skills for the GED test/HiSET. Students gain knowledge and skills in language arts, social studies, math, and science. Students who reach competencies may advance to develop skills for the workplace and to prepare for future educational opportunities.

Program Student Learning Outcomes

- Utilize the social studies, science, math and/or language arts skills required for the Spanish language GED test/HiSET.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
Complete THIRTY-SIX (36) hours from any two of the following:		
GED/HSET 620	GED/HiSET Prep - Spanish: Language Arts	18
GED/HSET 625	GED/HiSET Prep - Spanish: Social Studies	18
GED/HSET 630	GED/HiSET Prep - Spanish: Mathematics	18
GED/HSET 635	GED/HiSET Prep - Spanish: Science	18
Total Hours		**36**

Industrial Design
Solidworks Essentials - Certificate of Completion

Plan Code: 6049

This program provides students with introductory skills to prepare to find employment as a designer or fabricator. Basic and intermediate skills are developed to effectively use the Solidworks software. This program can facilitate finding employment or advancement in the field of spatial design or related fields.

Program Student Learning Outcomes

- Apply knowledge of theory and skillsets in Solidworks to projects related to industrial design and fabrication.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
DSGN 660	Solidworks 1	54
DSGN 661	Solidworks 2	54
Total Hours		**108**

Library Technician

Fundamentals of Academic Research - Certificate of Completion

Plan Code: 6090

This program is designed to help students understand the landscape of credibility for information in society, recognize bias in media, act with an awareness of fake news and deep fakes. The certificate also empowers students to successfully conduct college-level research utilizing scholarly library resources to locate appropriate materials for research assignments.

Program Student Learning Outcomes

- Develop skills and strategies to conduct effective scholarly research.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
LIB 601	Introduction to Information	36
LIB 602	Introduction to Academic Research	54
Total Hours		**90**

Information Competency - Certificate of Competency

Plan Code: 6571

This program is designed to teach students the fundamentals of information literacy and media literacy as well as advanced topics on scholarly research in an academic setting. This program helps students understand the information landscape, formulate a research question, determine which resources to use for research topics, and how to effectively navigate online searches using the Internet and academic databases. The program introduces students to the philosophical, ethical, and legal issues that surround information.

Program Student Learning Outcomes

- Demonstrate knowledge of theory and skillsets related to research and computer services in library and information settings.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
LIB 601	Introduction to Information	36
LIB 602	Introduction to Academic Research	54
Total Hours		**90**

Library Technician - Certificate of Completion

Plan Code: 6093

This program is designed to teach the fundamentals of knowledge and skills needed for today's Library Technicians. The program is designed to successfully prepare students for employment with entry and mid-level library technician positions in public, academic, school, special libraries, and other information-related industries. It encompasses library automation essentials such as acquisitions, cataloging, circulation, public access catalogs, techniques of information retrieval, and leadership.

Program Student Learning Outcomes

- Demonstrate knowledge of theory and skillsets related to a library's technical services.
- Demonstrate knowledge of theory and skillsets related to a library's patron-facing services.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
Complete TWO HUNDRED SEVENTY (270) hours from the following:		
LIB 600	Foundations of Library Services	54
LIB 610	Introduction to Access Services	54
LIB 620	Introduction to Acquisitions	54
LIB 630	Technology and Teamwork	54
LIB 640	Introduction to Cataloging	54
LIB 650	Introduction to Youth Services	54
LIB 651	School Library Media Assistant	54
Total Hours		**270**

Library Technician Patron Facing - Certificate of Completion

Plan Code: 6091

This program is designed to teach the fundamentals of knowledge and skills needed for today's Library Technicians. The program is designed to successfully prepare students for employment with entry and mid-level library technician positions in public, academic, school, special libraries, and other information-related industries. It encompasses front-end library

services such as access services, reference, techniques of information retrieval, and leadership.

Program Student Learning Outcomes

- Demonstrate knowledge of theory and skillsets related to a library's patron-facing services.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
Complete ONE HUNDRED EIGHT (108) hours from the following:		
LIB 610	Introduction to Access Services	54
LIB 630	Technology and Teamwork	54
LIB 650	Introduction to Youth Services	54
LIB 651	School Library Media Assistant	54
Total Hours		**108**

Library Technician School Media Assistant - Certificate of Completion

Plan Code: 6094

This program is designed to teach the fundamentals of knowledge and skills needed for today's Library Technicians who will be employed, and are employed, in K-12 school settings. The program is designed to successfully prepare students for employment with entry and mid-level library technician positions in school libraries. It encompasses foundations of library services, youth services, and school-library specific functions.

Program Student Learning Outcomes

- Demonstrate knowledge of theory and skillsets related to a library media assistant position.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
LIB 600	Foundations of Library Services	54
LIB 650	Introduction to Youth Services	54
LIB 651	School Library Media Assistant	54
Total Hours		**162**

Library Technician Technical Services - Certificate of Completion

Plan Code: 6092

This program is designed to teach the fundamentals of knowledge and skills needed for today's Library Technicians. The program is designed to successfully prepare students for employment with entry and mid-level library technician positions in public, academic, school, special libraries, and other information-related industries. It encompasses back-end services such as library automation, acquisitions, and cataloging.

Program Student Learning Outcomes

- Demonstrate knowledge of theory and skillsets related to a library's technical services.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
LIB 620	Introduction to Acquisitions	54
LIB 640	Introduction to Cataloging	54
Total Hours		**108**

Nutrition and Dietetics

Cake Decorating Techniques - Certificate of Completion

Plan Code: 6062

Topics in this program include cake decorating techniques, recipes, tools and skill development, cake decorating, creating cakes with special effects, candy molds, novelties, international styles, delivery, set up techniques and business practices. A variety of icings, designs, and shaping techniques will be covered. Upon successful completion, students will receive a Certificate of Completion in Cake Decorating Techniques.

Program Student Learning Outcomes

- Apply design concepts and techniques in creating cakes/products for special occasions.
- Use a variety of decorating techniques.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
FT 651	Cake Decorating Techniques	54
FT 652	Cake Decorating for Special Occasions	54
Total Hours		**108**

Certified Dietary Manager (CDM) Board Exam Preparation - Certificate of Completion

Plan Code: 6061

The Certified Dietary Manager program provides topics including information, resources, and insights to facilitate students' preparation for the national credentialing examination for dietary managers in health care institutions. Topics cover the five competency areas included in the Certified Dietary Manager (CDM) Credentialing exam, namely: Nutrition, Foodservice, Personnel and Communications, Sanitation and Food Safety, and Business Operations.

Program Student Learning Outcomes

- Describe the various topics of the CDM Board Exam BluePrint.
- Pass all three sections of the CDM Board Practice Exam including Personnel and Communications section, Sanitation and Food Safety section and Business Operations section with a score of 75% or higher.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
NUTR 601	CDM Board Exam Preparation 1	18
NUTR 602	CDM Board Exam Preparation 2	18
Total Hours		**36**

Reading

Adult Literacy - Certificate of Competency

Plan Code: 6611

This program equips students with essential literacy skills and strategies with an emphasis on reading, writing, listening, and speaking so that students are able to comprehend, analyze and respond to a variety of text. Upon completing the program, students can earn a Certificate of Competency.

Program Student Learning Outcomes

- Identify and analyze key ideas and details in reading and writing with both literary and information texts.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
READ 680	Reading Foundations	36
READ 681	Reading Essentials	54
Total Hours		**90**

Reading in the Health Sciences - Certificate of Completion

Plan Code: 6151

This program will provide students with an opportunity to prepare for success in health science programs. Students will be supported by a reading instructor and develop critical reading skills to understand and apply the concepts presented in health science textbooks. Students will also learn how to monitor and clarify their thinking while taking written and multiple-choice assessments. Upon successful completion students will be equipped to take health science courses, complete necessary assessments such as ATI TEAS, and apply study habits to their health science courses at LBCC and beyond. Students will be required to take BIO 602 Introduction to Health Career Sciences and READ 602 Reading for Health Career Sciences simultaneously.

Program Student Learning Outcomes

- Apply varied reading strategies to comprehend and retain fundamentals of health sciences related to anatomy and physiology.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
BIO 602	Introduction to Health Career Sciences	36
READ 602	Reading for Health Career Sciences	27
Total Hours		**63**

TEAS Preparation

TEAS Preparation - Certificate of Competency

Plan Code: 6545

The Test of Essential Academic Skills (TEAS) Preparation program prepares students with the essential skills for the TEAS. Students gain knowledge and skills in the four areas of the test: Reading, Math, Science, English and Language Usage. Students who reach competencies may advance to develop skills for the workplace and to prepare for future educational opportunities.

Program Student Learning Outcomes

- Demonstrate understanding of the science, math, reading, and/or English-language skills required for the TEAS.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
TEAS 600	TEAS Preparation English and Reading	18
TEAS 605	TEAS Preparation Math and Science	18
Total Hours		**36**

Welding Technology

Basic Arc Welding - Certificate of Completion

Plan Code: 6039

This program is designed for those interested in learning basic Arc Welding. Course work includes an entry level study with an emphasis on application of fundamental welding techniques and safe industry practices. This course prepares the student for an entry level position as a Shielded Metal Arc Welder. The student will be required to provide all PPE safety gear (personal protective gear) required to safely perform SMAW welds in the lab.

Program Student Learning Outcomes

- Demonstrate entry level skills to produce quality welds in the flat and horizontal positions using SMAW (Shielded Metal Arc Welding) process.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
WELD 600	Welding (General)	72
WELD 611	Welding (ARC)	54
Total Hours		**126**

Basic Gas Tungsten Arc Welding - Certificate of Completion

Plan Code: 6040

This program is designed for those interested in learning basic GTAW Welding. Course work includes an entry level study with an emphasis on application of fundamental welding techniques and safe industry practices. This course prepares the student for an entry level position as a GTAW Welder. The student will be required to provide all PPE safety gear (personal protective gear) required to safely perform GTAW welds in the lab.

Program Student Learning Outcomes

- Demonstrate entry level skills to produce quality welds in the flat, horizontal, and vertical positions using the GTAW (Gas Tungsten Arc Welding) process.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
WELD 600	Welding (General)	72
WELD 681	Welding (Inert Gas)	54
Total Hours		**126**

Basic Oxy-Acetylene Welding - Certificate of Completion

Plan Code: 6041

This program is designed for those interested in learning basic Oxy-Acetylene Welding. Course work includes an entry level study with an emphasis on application of fundamental welding techniques and safe industry practices. This course prepares the student for an entry level position as a Oxy-Acetylene Welder. The student be required to provide all PPE safety gear (personal protective gear) required to safely perform Oxy-Acetylene welds in the lab.

Program Student Learning Outcomes

- Demonstrate entry level skills to produce quality welds in the flat and horizontal positions using the Oxy-Acetylene process.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
WELD 600	Welding (General)	72
WELD 661	Oxygen Acetylene Welding	54
Total Hours		**126**

Basic Semi-Automatic Welding - Certificate of Completion

Plan Code: 6038

This program is designed for those interested in learning basic Gas Metal Arc Welding and Flux-Core Arc Welding. Course work includes an entry-level study with an emphasis on application of fundamental welding techniques and safe industry practices. This course prepares the student for an entry-level position as a Semi-Automatic Welder. The student will also be required to provide all PPE safety gear (personal protective gear) required to safely perform welds in the lab.

Program Student Learning Outcomes

- Demonstrate basic level skills to produce quality welds in the flat, horizontal, vertical, and overhead positions using semi-automatic welding processes: GMAW (Gas Metal Arc Welding) and FCAW (Flux Core Arc Welding).

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
WELD 600	Welding (General)	72
WELD 671	Semi-Automatic Welding (GMAW and FCAW)	54
Total Hours		**126**

Exploring Welding and Metal Fabrication - Certificate of Completion

Plan Code: 6035

This program is designed for those interested in exploring the welding and metal fabrication fields. Course work includes an entry-level study with an emphasis on the safe application of fundamental metal fabrication and welding techniques and practices. This program prepares the student for an entry-level position in the metal fabrication and/or welding industry.

Program Student Learning Outcomes

- Demonstrate the basic skills to safely model, fabricate and weld a metal part.

Program Requirements

Code Number	Course Title	Hours
REQUIRED COURSES		
WELD 601	Exploring Welding	18
MTFAB 601	Exploring Metal Fabrication	18
Total Hours		**36**

NONCREDIT COURSES

Administration of Justice (ADJUS)

ADJUS 600   0 units
Powers of Arrest/Weapons of Destruction
9 hours lecture
Grading: non graded.
This course familiarizes and instructs the individual on the training topics delineated in Business and Professions Code section 7583.7, including legal aspects, techniques, liability, and company requirements relating to the arrest of an individual. The training utilizes the Department of Consumer Affairs' Power to Arrest Training Manual. In addition the students learn the subject matter and observation skills required to identify and report precursor activities to a terrorist event, react appropriately, report the occurrence of a terrorist event, and remain safe while helping control the scene after a terrorist event. The training utilizes the Department of Consumer Affairs' Weapons of Mass Destruction & Terrorism Awareness for Security Professionals course consisting of a Digital Video Disk (DVD), Student Workbook, and Facilitator Manual.

ADJUS 601   0 units
Public Relations & Liability
9 hours lecture
Grading: non graded.
This course covers the required learning domains outlined by the CA Bureau of Security and Investigative Services for newly licensed security officers concerning the importance of public relations with both community and customer. The course provides important information concerning discrimination, diversity, substance abuse, and the mentally ill. The course includes communication skills and de-escalation techniques for crisis intervention. The course also provides the required learning domains surrounding security officers and liability in the course of their duties.

ADJUS 602   0 units
Communication/Observation/Documentation
9 hours lecture
Grading: non graded.
This course covers the required learning domains outlined by the CA Bureau of Security and Investigative Services in section 7583.6(b) of the Business and Professions Code in reference to communication, observation and documentation.

ADJUS 603   0 units
Search, Seizure, Scene Preservation
9 hours lecture
Grading: non graded.
This course covers the required learning domains outlined by the CA Bureau of Security and Investigative Services in reference to the legal powers of a security/proprietary officer to perform a search and/or seizure. The course also covers the methods for, and importance of, preserving the incident scene.

ADJUS 604   0 units
Officer Safety & First Aid CPR
9 hours lecture
Grading: non graded.
This course covers the required learning domains outlined by the CA Bureau of Security and Investigative Services in reference to the knowledge and skills required to identify potentially hazardous situations including environmental, chemical, biological and situational dangers. The student also receives instruction in basic first aid and CPR.

ADJUS 605   0 units
Conflict Management & Crowd Control
9 hours lecture
Grading: non graded.
This course provides the student with the knowledge and skills necessary for conflict management in a private security setting. The course provides information on verbal diffusion and negotiations. The student also learns the various tactics and tools employed in crowd control situations.

Architectural Design (ARCHT)

ARCHT 601   0 units
ARE Exam Prep I
27 hours lecture
Grading: non graded.
This course introduces students to key concepts on the Practice Management division exam, such as the business of architecture and the intricacies of managing an architectural practice. Topics common to this exam include employee allocation per project, asset allocation and business development, various contracts and fee structures, responsibilities, and regulations.

ARCHT 602   0 units
ARE Exam Prep II
27 hours lecture
Grading: non graded.
This course introduces students to key concepts on the Project Management division exam, such as the processes and procedures for managing architectural projects. This includes understanding the role of contracts and how they fit into project management regarding the organization and managing personnel and consultants. This division also examines strategies for improving the delivery of services through quality control, scheduling, and project teams.

ARCHT 603   0 units
ARE Exam Prep III
27 hours lecture
Grading: non graded.
This course introduces students to key concepts on the Programming and Analysis division exam, such as the opportunities, constraints, and requirements for projects. This division examines the multitude of aspects in developing a project, including establishing the criteria (qualitative and quantitative) affecting projects and subsequent analysis of project type, site, and associated context and economics.

ARCHT 604   0 units
ARE Exam Prep IV
27 hours lecture
Grading: non graded.
This course introduces students to key concepts on the Project Planning and Design division exam, such as the preliminary design of buildings and sites through conceptual design, design associated with sustainability and the environment, and with codes and regulations such as universal design.

ARCHT 605   0 units
ARE Exam Prep V
27 hours lecture
Grading: non graded.
This course introduces students to key concepts on the Project Development and Documentation division exams, such as building system integration, materials and assemblies, and their selection in a project. Additionally, this division evaluates the integration of systems such as structural, mechanical, electrical, plumbing, and civil—as well as specialty systems—into design and documentation.

ARCHT 606   0 units
ARE Exam Prep VI
27 hours lecture
Grading: non graded.
This course introduces students to key concepts on the Construction and Evaluation division exam, such as the process of construction administration including contract administration, execution, and services such as submittal reviews, construction observation, and payment requests, project close-out, and post-occupancy activities.

ARCHT 607   0 units
ARE Exam Prep VII
27 hours lecture
Grading: non graded.
This course introduces students to key concepts on the California Supplemental Examination exam, such as the architectural implications of California's large physical size, large and diverse population, varied landscape and climate, high seismicity, and other regulations and entitlements.

ARCHT 610   0 units
Design 101
9 hours lecture, 18 hours laboratory
Grading: non graded.
This course introduces Design to students interested in careers in Architecture, Construction Management, and Interior Design. Students will engage in key design strategies, critical thinking, and problem assessing by completing a short design project. Students will gain knowledge about each profession and will understand what to expect in the educational setting.

ARCHT 611   0 units
Modeling 101
9 hours lecture, 18 hours laboratory
Grading: non graded.
This course introduces physical and digital modeling to students interested in careers in Architecture, Construction Management, and Interior Design. Students will learn how to build architectural models out of a range of materials as well as the role computers play in design. Students will gain knowledge about each profession and will understand what to expect in the educational setting.

ARCHT 632   0 units
SketchUp I
18 hours lecture, 36 hours laboratory
Grading: non graded.
This entry-level SketchUp course is aimed at individuals with a drafting background employed in engineering, and other related fields who wish to upgrade their skills in the area of Computer Aided Modeling (CAM). CAM training will utilize a recent version SketchUp in the Windows environment. The purpose of the class is to prepare students to use SketchUp to model and present architectural ideas in a timely manner, use V-Ray for SketchUp to create renderings with proper lighting and photo realism.

ARCHT 633   0 units
SketchUp II
18 hours lecture, 36 hours laboratory
Prerequisite: ARCHT 632.
Grading: non graded.
This intermediate SketchUp course is aimed at individuals with a drafting background employed in engineering, and other related fields who wish to upgrade their skills in the area of Computer Aided Modeling (CAM). CAM training will utilize a recent version of SketchUp in the Windows environment. The purpose of the class is to prepare students to use SketchUp to perform advanced modeling and learn to use SketchUp layouts to create presentations including the renders, floor plans, sections and elevations in an organized manner.

ARCHT 634   0 units
AutoCAD Basics
18 hours lecture, 36 hours laboratory
Grading: non graded.
This course is an architectural documentation class for Computer Aided Drafting (CAD). This introductory CAD training will utilize a recent version AutoCAD in the Windows environment. This course introduces CAD fundamentals: user interface, basic draw and edit commands, and other architectural industry standards.

ARCHT 635   0 units
Rhino Basics
18 hours lecture, 36 hours laboratory
Grading: non graded.
This entry-level Rhinoceros course is aimed at individuals with a drafting background employed in engineering, and other related fields who wish to upgrade their skills in the area of Computer Aided Modeling (CAM). CAM training will utilize a recent version Rhinoceros in the Windows environment. This course introduces Rhinoceros fundamentals: user interface, basic draw and edit commands, basic modeling commands, geometry development, geometry modification, and visualization strategies. Exercises cover drawings for industrial and architectural applications.

ARCHT 637   0 units
Advanced AutoCAD
18 hours lecture, 36 hours laboratory
Prerequisite: ARCHT 34 or ARCHT 634.
Grading: non graded.
This course introduces advanced techniques and teaches students to be proficient in the use of AutoCAD. Students learn how to recognize the best tool for the task, the best way to use that tool, and how to create new tools to accomplish tasks more efficiently. Students construct a variety of 2D and 3D drawings and 3D models and learn how to incorporate their models into a variety of printable layouts.

ARCHT 640   0 units
REVIT I
54 hours lecture, 54 hours laboratory
Grading: non graded.
This is a beginning class in a series of three, aimed at individuals with a drafting background employed in architecture, interior design and other related fields, who wish to upgrade their skills in the area of parametric Building Information Modeling, BIM. Students will be instructed in the essentials of REVIT Architecture or an equivalent BIM software. Instruction will emphasize the fundamentals of developing a BIM architectural modeling project and extracting formatted working drawings and a rendered presentation from the 3D model.

ARCHT 641   0 units
REVIT II
54 hours lecture, 54 hours laboratory
Prerequisite: ARCHT 230 or ARCHT 640.
Grading: non graded.
This is an intermediate class second in a series of three aimed at individuals with a drafting background employed in architecture, interior design, and other related fields who wish to upgrade their skills in the area of parametric Building Information Modeling, BIM. Students will be instructed in the essentials of REVIT Architecture or an equivalent BIM software. Instruction will emphasize collaboration tools, advanced design development tools, and advanced construction document tools through developing a high-rise commercial structure project.

ARCHT 642   0 units
REVIT III
54 hours lecture, 54 hours laboratory
Prerequisite: ARCHT 231 or ARCHT 641.
Grading: non graded.
This is an advanced class, the third in a series of three aimed at individuals with a drafting background employed in architecture, interior design, and other related fields who wish to upgrade their skills in the area of parametric Building Information Modeling, BIM. Students will be instructed in the essentials of REVIT Architecture or an equivalent BIM software. Instruction will enable students who have worked with BIM to expand their knowledge in the areas of Dynamo, a parametric plugin, virtual reality, and cross-platform integration.

ARCHT 661   0 units
Fundamental Design Studio
54 hours lecture, 54 hours laboratory
Recommended Preparation: ARCHT 35 or ARCHT 635.
Grading: non graded.
This course is an introductory architectural class utilizing a range of software to document design solutions both graphically and through model building techniques. The class prepares students for careers in the field of architecture and related fields such as interior and environmental design. Students apply elements of design and characteristics of style to create a small structure and develop a corresponding graphic presentation consisting of architectural drawings and precedent studies.

Automotive Technology (AUTO)

AUTO 600   0 units
Introduction to Automotive Technology
36 hours lecture, 54 hours laboratory
Grading: non graded.
This course is an introductory course covering the principles of the operation of the modern automobile. This course will provide practical experience in maintenance and repair at the owner operator level. Consumer awareness is emphasized.

AUTO 601   0 units
Automotive Lubrication Service
18 hours lecture, 18 hours laboratory
Grading: non graded.
This course prepares students with skills needed for performing oil changes, lubrication, under hood services and vehicle inspections.

AUTO 602   0 units
Automotive Tire Service
18 hours lecture, 18 hours laboratory
Grading: non graded.
This course prepares students with skills needed for doing tires rotation, repair, replacement, balancing and vehicle inspections.

AUTO 603   0 units
Automotive Brake Inspection
18 hours lecture, 18 hours laboratory
Grading: non graded.
This course prepares students with the skills needed to do basic Service Brake Inspection, brake pads replacement, and vehicle inspection.

AUTO 651   0 units
Diesel Generator Engine Fundamentals
36 hours lecture, 54 hours laboratory
Recommended Preparation: AUTO 600.
Grading: non graded.
This course teaches students the fundamentals of diesel engine operation, service and repair of late model engines and related systems. It focuses on all makes and models of diesel generators engines with emphasis on using factory service manuals. It prepares students for entry level positions in the industry.

AUTO 652   0 units
Diesel Engine Maint. & Troubleshooting
36 hours lecture, 54 hours laboratory
Recommended Preparation: AUTO 600.
Grading: non graded.
This course teaches students the skills needed to diagnose, service and maintain late model portable and stationary generators. It focuses on all makes and models of diesel engines with emphasis on using factory service manuals. It prepares students for entry level positions in the industry.

Biology (BIO)

BIO 602   0 units
Introduction to Health Career Sciences
36 hours lecture
Corequisite: READ 602.
Grading: non graded.
This course provides instruction of literacy and science skills in preparation for prerequisite courses such as Human Anatomy, Physiology, and Microbiology, and prepares students to have good work habits on the job.

Business, Communications (BCOM)

BCOM 615   0 units
Business Communications
54 hours lecture
Grading: non graded.
This course covers the principles of collecting, organizing, analyzing, and presenting business information. Written and oral communication involving problem solving in business are emphasized.

BCOM 621   0 units
Career Development for Tech Professions
54 hours lecture
Grading: non graded.
This course is aimed at helping students gain the necessary vocational skills to secure suitable work opportunities for tech professionals. The training includes self-evaluation, research into tech occupations and firms, informational interviews, generating marketable job materials (such as resumes and cover letters), personal branding, and implementing follow-up actions.

BCOM 622   0 units
The Job Search Process
18 hours lecture
Grading: non graded.
This course is designed to provide Computer and Office Studies (COS)/ Business Communication (BCOM) students with insight regarding steps to begin planning for their future careers. Students will conduct self-assessments, create a career plan, and discover who they are as future employees.

BCOM 623   0 units
Job Search Tools
18 hours lecture
Grading: non graded.
The course will focus on creating, drafting, revising, and presenting workplace-related documents. Students will create a job portfolio related to business communications that includes a resume and cover letter.

BCOM 624   0 units
The Interview Process
18 hours lecture
Grading: non graded.
This course will focus on the development of business communication skills required in a job interview. Students will develop competency in the preparation for, participation in, and reflection on the job interview process.

BCOM 625   0 units
Digital and Social Media
54 hours lecture
Grading: non graded.
In this course, students will explore the design and impact of digital and social media technologies for both personal and professional application in a wide variety of organizational situations. Additionally, students will learn to understand digital and social media etiquette and ethics. Both the potential and the limitations of this technology will be explored and students will have access to hands-on experience with several forms of social media technology. Those who complete this course will be prepared to use digital and social media productively and will have a framework for understanding and evaluating new technology tools and platforms as they are developed.

BCOM 660   0 units
Channels of Business Communication
18 hours lecture
Grading: non graded.
This course provides instruction and practice in developing professional communication skills using modern technology.

BCOM 662   0 units
Interpersonal Skills for the Workplace
18 hours lecture
Grading: non graded.
This course examines the fundamentals of human relations in various corporate settings and provides essential skills in using these ideas to increase workplace success.

BCOM 663   0 units
Customer Service
54 hours lecture
Grading: non graded.
This course covers customer service including its importance to a successful business, customers' needs and wants, support, as well as interactions and relationships. Students learn to develop multitasking skills, reduce stress, and maintain a positive attitude. Students explore several aspects of conflict and learn important skills that can help manage conflicts effectively as a customer service employee.

BCOM 664   0 units
Business Telecommuting Fundamentals
54 hours lecture
Grading: non graded.
This course focuses on careers involving virtual work for office environments. The course prepares students for business office work requiring remote workers, remote administrative assistance, and global support in contemporary business environments. Participants will learn how to utilize digital resources in telecommuting work, implement cloud-based productivity tools, and assess a remote working environment that fosters productivity, concentration, and professionalism.

Child Development-Early Childhood Education (CDECE)

CDECE 634   0 units
Children's Literature
54 hours lecture
Grading: non graded.
This course examines traditional and contemporary children's literature including poetry, fiction, non-fiction and folk literature from a variety of cultures. Criteria for literary and artistic evaluation as well as literary concepts such as theme and plot will be examined. Students will demonstrate presentation techniques and explore curriculum and community support for literature experiences with children.

CDECE 654   0 units
Art and Creative Dev in Early Childhood
54 hours lecture
Grading: non graded.
This course explores the principles and methods of providing creative expression and art experiences for young children, 3-5 years old.

CDECE 657   0 units
Constructivist STEM Ed Early Childhood
54 hours lecture
Grading: non graded.
This course explores the principles and methods of planning, implementing and evaluating science and math experience for young children 3-5 years old. Students will develop strategies to foster the child's natural curiosity about the environment and quantity through activities that encourage exploration, experimentation, problem solving and discovery through play.

CDECE 658   0 units
Language and Literacy in Early Childhood
54 hours lecture
Grading: non graded.
This course surveys the range of language and literacy theories, practices and activities that support young children's development.

Child Development-Family Day Care (CDFDC)

CDFDC 612A   0 units
Family Child Care Management A
54 hours lecture
Grading: non graded.
This course assists persons planning to become or currently involved in the group care of children in the home. This course focuses on setting up a child-centered environment that meets licensing and accreditation standards.

CDFDC 612B   0 units
Family Child Care Management B
54 hours lecture
Grading: non graded.
This course assists persons planning to become or are currently involved in the group care of children in the home. This course focuses on the child guidance as well as the business aspects of family child care including working with parents, record keeping, and communication.

Child Development-Learning Lab (CDLL)

CDLL 603   0 units
LBCC Child Development Centers Participation
108 hours laboratory
Grading: non graded.
This is a non-credit lab experience for students participating in LBCC Child Development Center Demonstration Lab Schools to apply Child Development concepts to guided observations. Particular components, such as the age level, activities, and length of observation will vary and are determined by instructor.

Child Development-Parent Education (CDPE)

CDPE 601A   0 units
Intentional Parenting Practices
54 hours lecture
Grading: non graded.
This course supports individuals seeking to gain knowledge and skills in the area of parent education. In a supportive and stimulating educational environment, students will gain research-driven knowledge about effective communication, practices appropriate for different ages of children, foundational child development knowledge and general information about developing parenting programs.

CDPE 601B   0 units
Behavior as Communication in Parenting
54 hours lecture
Grading: non graded.
This course supports individuals who are seeking to gain knowledge and skills in the area of parent education. In a supportive and stimulating educational environment, students will explore positive parenting methods that will support the understanding of child behavior as communication through the lens of developmental norms. Strategies will include building foundational knowledge of typical/atypical behaviors, behavioral guidance strategies, emotional literacy and developing empathy for children.

Computer & Office Studies, Application Software (COSA)

COSA 601   0 units
Computer Information Competency
18 hours lecture, 18 hours laboratory
Grading: non graded.
The course is designed for students to develop current computer information competency. It covers basic use of hardware, Internet knowledge and skills, word processing, spreadsheet, digital data presentations, and communications applications.

COSA 602   0 units
Critical Thinking Using Computers
54 hours lecture
Grading: non graded.
This course will explore the various ways computer technology can be used to enhance critical thinking and information literacy skills. The student will learn to utilize multiple software programs critically to gather, diagnose, synthesize, and present information. Students will develop a fundamental understanding of critical thinking skills such as deductive and inductive reasoning, scientific reasoning, argument analysis, and development in the context of computer technology.

COSA 603   0 units
Technology and Society
54 hours lecture
Grading: non graded.
This course critically examines the interrelationships among technology, the individual, and society. Students investigate the factors that influence the growth and development of technology and assess how individuals and society respond to the challenges and consequences of the technology revolution. Appropriate for both technical and non-technical majors, students explore principles, methodologies, and value systems from a technology perspective. Students will use case studies to illustrate how technology has affected specific industries.

COSA 605   0 units
Microsoft Windows Operating System
54 hours lecture
Grading: non graded.
Students will learn basic to advanced features and concepts of the Microsoft Windows operating system. Topics will include the use of Microsoft applications, Internet technologies, email, maintenance and security. Conceptual materials covered in this course will be balanced with hands-on experience.

COSA 610   0 units
Microsoft Word, Introductory
18 hours lecture
Grading: non graded.
This course provides hands-on instruction using basic features of Microsoft Word for the PC and its editing, formatting, and language tools to create, format, save, revise, and print various business and report documents.

COSA 611   0 units
Microsoft Word, Intermediate
18 hours lecture
Grading: non graded.
This course provides hands-on instruction using intermediate features of Microsoft Word for the PC and its editing, formatting, and language tools to create, format, save, revise, and print various business and report documents.

COSA 612   0 units
Microsoft Word, Advanced
18 hours lecture
Grading: non graded.
This course provides hands-on instruction using advanced features of Microsoft Word for the PC and its editing, formatting, and language tools to create, format, save, revise, and print various business and report documents.

COSA 613   0 units
Microsoft Word for Windows
54 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
Materials Fee: $10.
Word processing using Microsoft Word. Students will learn how to edit, format, design, and use layout and customization tools to create documents such as letters, flyers, newsletters, and publications. Upon successful completion of this course, students will be provided with a voucher to take the Microsoft Office Specialist (MOS) industry certification exam.

COSA 615   0 units
Microsoft Excel, Introductory
18 hours lecture
Grading: non graded.
This course covers beginning spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables.

COSA 616   0 units
Microsoft Excel, Intermediate
18 hours lecture
Grading: non graded.
This course covers intermediate spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables.

COSA 617   0 units
Microsoft Excel, Advanced
18 hours lecture
Grading: non graded.
This course covers advanced spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables.

COSA 618   0 units
Microsoft Excel for Windows
54 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
Materials Fee: $10.
Students will learn spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables. Upon successful completion of this course, students will be provided with a voucher to take the Microsoft Office Specialist (MOS) industry certification exam.

COSA 620   0 units
Microsoft PowerPoint, Introductory
18 hours lecture
Grading: non graded.
This course covers basic presentation concepts using Microsoft PowerPoint including combining text and graphic images to develop computerized slide shows, charts, and printed materials for presentations.

COSA 621   0 units
Microsoft PowerPoint, Intermediate
18 hours lecture
Grading: non graded.
This course covers intermediate presentation concepts using Microsoft PowerPoint including combining text and graphic images to develop computerized slide shows, charts, and printed materials for presentations.

COSA 622   0 units
Microsoft PowerPoint, Advanced
18 hours lecture
Grading: non graded.
This course covers advanced presentation concepts using Microsoft PowerPoint including combining text and graphic images to develop computerized slide shows, charts, and printed materials for presentations.

COSA 623   0 units
Microsoft PowerPoint for Windows
54 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
Materials Fee: $10.
This class provides a thorough exploration of presentation graphics software. Skills are developed in planning, creating, formatting, enhancing, and delivering presentations. Through hands-on practice, students learn to combine text and graphic images, animation, sound, and other special effects to develop computerized slide shows. Upon successful completion of this course, students will receive a voucher to sit for the Microsoft Office Specialist (MOS) industry certification exam.

COSA 624   0 units
Microsoft Access for Windows
54 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
Materials Fee: $10.
Relational database concepts using Microsoft Access including design fundamentals, and the creation of tables, queries, forms, and reports are covered. Upon successful completion of this course, students will be provided with a voucher to take the Microsoft Office Specialist (MOS) industry certification exam.

COSA 625   0 units
Microsoft Access, Introductory
18 hours lecture
Grading: non graded.
This course covers basic database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.

COSA 626   0 units
Microsoft Access, Intermediate
18 hours lecture
Grading: non graded.
This course covers intermediate database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.

COSA 627   0 units
Microsoft Access, Advanced
18 hours lecture
Grading: non graded.
This course covers advanced database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.

COSA 628   0 units
Microsoft Outlook, Introductory
18 hours lecture
Grading: non graded.
This course provides instruction in desktop management using Microsoft Outlook. Topics include how to send and receive e-mail, use email special features, and create contacts.

COSA 629   0 units
Microsoft Outlook, Intermediate
18 hours lecture
Grading: non graded.
This course provides instruction in intermediate Outlook tasks. Students will learn how to plan and track tasks, schedule calendar items, and create rules to manage their Inbox.

COSA 630   0 units
Microsoft Outlook, Advanced
18 hours lecture
Grading: non graded.
This class provides instruction in advanced functions of Microsoft Outlook. Through hands-on practice, student learn to share and manage multiple calendars, import and export contacts, archive and adjust security options, and customize Outlook components.

COSA 631   0 units
Microsoft Outlook for Windows
54 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
Materials Fee: $10.
This course provides comprehensive instruction in desktop management software using Microsoft Outlook. Topics include how to compose, format, and send e-mail, manage contacts, plan and track tasks, schedule calendar items, and integrate Outlook with other applications. Upon successful completion of this course, students will be given a voucher to sit for the Microsoft Office Specialist (MOS) industry certification exam.

COSA 632   0 units
Introduction to Computers
54 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
Materials Fee: $10.
This course is a computer and information literacy course. This course will focus on: the relationship between technology, individuals, and society; the long-term physiological consequences of incorrect ergonomic design; and the use of critical thinking and logic to critically gather, diagnose, synthesize, and present information. Instruction also includes the use of computers, common software programs, peripherals, and social media. Students are instructed in the use of word processing, spreadsheet, presentation, and Internet applications. Upon successful completion of this course, students will be given a voucher to sit for the Internet and Computing Core (IC3) industry certification exam.

COSA 635   0 units
Microsoft Office
54 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
This course studies the concepts and features of Microsoft Office software in today's business office with hands-on application projects. Topics covered include computer concepts, operating systems, file management browser fundamentals, MS Word, MS Excel, MS Access and MS PowerPoint.

COSA 640   0 units
Introduction to Cryptocurrency
18 hours lecture
Grading: non graded.
This course introduces the concepts and technologies behind cryptocurrency and blockchain. Topics include the basis of cryptocurrency, the relation to blockchain technology, the acquisition, management, and technology used in securing cryptocurrency in open and distributed financial systems. This course is for students who want to understand the role cryptocurrency plays in society.

COSA 641   0 units
Cryptocurrency Financial Software
18 hours lecture
Grading: non graded.
This course covers the software applications and platforms currently used in the field of Cryptocurrency. Topics will include the types of software commonly used to research, analyze, invest, and manage Cryptocurrency assets. This course is designed for anyone considering entering into Cryptocurrency financial services and investing.

COSA 650   0 units
Intro to IT Concepts & Applications
72 hours lecture
Recommended Preparation: COSA 601.
Grading: non graded.
This course is an introduction to information systems and the common use of office applications. Internet, Word processing, spreadsheets, databases, presentation software, and basic internet use will be covered. Spreadsheet use for business will be emphasized. Upon successful completion of this course, students will be given a voucher to sit for the Microsoft Office Specialist (MOS) industry certification exam. This course satisfies the technology portion of the Information Competency graduation requirement.

COSA 651   0 units
Data Analytics with Power BI
54 hours lecture
Grading: non graded.
This course is designed to provide a comprehensive understanding of Power BI, a powerful data visualization and business analytics tool developed by Microsoft. This course equips students with the skills to transform raw data into meaningful insights, create interactive visualizations, and effectively communicate findings to stakeholders. Through hands-on exercises, real-world examples, and engaging discussions, students will learn how to leverage Power BI's capabilities to make data-driven decisions and enhance overall business performance.

COSA 652   0 units
Data Analytics with Tableau
54 hours lecture
Grading: non graded.
This course provides a comprehensive understanding of Tableau, a leading data visualization tool. This course is suitable for beginners with little to no experience in data visualization or Tableau, as well as intermediate users looking to deepen their knowledge. Students will master the art of creating captivating visualizations, interactive dashboards, and informative reports, all while uncovering valuable insights from data.

COSA 653   0 units
Introduction to Google Analytics
54 hours lecture
Grading: non graded.
This course provides an introduction to the field of data analytics using Google Analytics as a primary tool for data collection and analysis. It covers fundamental concepts and techniques of data analytics, data visualization, and data-driven decision-making. Students will gain hands-on experience in data collection, data cleaning, data analysis, and data visualization using Google Analytics and other relevant tools. The course also explores real-world applications of data analytics in various fields.

Computer & Office Studies, Keyboarding (COSK)

COSK 600   0 units
Keyboarding and Document Production
54 hours lecture
Grading: non graded.
Students in this course develop computer typing skills for business and personal use with an emphasis on proper technique, speed, and accuracy. Students create correspondence, business reports, academic reports, tables, resumes, and other employment documents.

COSK 633   0 units
Computer Keyboarding Skills
18 hours lecture, 18 hours laboratory
Grading: non graded.
This course is designed to develop touch control of the computer keyboard for personal use. Emphasis is placed on proper typing and inputting techniques and building basic speed and accuracy.

Computer & Office Studies, Networking, & OS (COSN)

COSN 605   0 units
Computer Hardware Fundamentals
72 hours lecture
Recommended Preparation: COSA 650.
Grading: non graded.
This course provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for the CompTIA A+ certification exams.

COSN 610   0 units
Networking Fundamentals
54 hours lecture
Grading: non graded.
Materials Fee: $10.
In this class, the student will learn to install, configure, upgrade and troubleshoot a computer network. There will be discussions regarding local area networks, wide area networks, wireless networks, communications protocols, network topologies, transmission media, security, and assessment of career opportunities in networking. This class maps to the CompTIA Network+ certification. In addition, upon successful completion of this course, students will be given a voucher to sit for the Microsoft Technology Associate (MTA) industry certification exam.

Computer & Office Studies, Programming (COSP)

COSP 631   0 units
Intro to Data Analytics/Modeling
18 hours lecture
Grading: non graded.
Data analytics and visualization are expanding fields that offer tremendous opportunities for career growth. This course introduces topics by exploring the use of the latest analytic and modeling tools in order to derive meaningful information from data sets commonly used in social and business environments. Students will practice acquiring, organizing, and presenting data using current, industry-standard tools and formats.

Computer & Office Studies, Security (COSS)

COSS 680   0 units
Cybersecurity Competition Fundamentals
54 hours lecture
Recommended Preparation: COSA 50.
Grading: non graded.
This course prepares students to mentor and participate in various cybersecurity competitions including but not limited to CyberPatriot. Topics include cybersecurity basics, operating system installation and hardening, Windows and Linux administration, and networking fundamentals.

Construction Technology (CONST)

CONST 600   0 units
Construction Apprenticeship Readiness
108 hours lecture, 72 hours laboratory
Grading: non graded.
This class prepares students to enter the Construction Trades in a variety of apprenticeship programs. Students who complete the Multi-Craft Core Curriculum (MC-3) earn the OSHA 10 certificate and also receive CPR and First Aid certification. The subjects covered include: physical agility, blueprint reading, industry awareness and opportunities in the crafts: introduction to the crafts and tools (hand and power); tool safety; and the heritage of the American worker.

CONST 601   0 units
Introduction To Construction
9 hours lecture, 9 hours laboratory
Grading: non graded.
The introduction to construction will introduce students to the common construction tools, equipment, materials, safety, and practices in the construction industry. Lab will include hands-on projects to put these skills to use by building a small-scale project.

CONST 602   0 units
Exploring Construction
9 hours lecture, 9 hours laboratory
Grading: non graded.
This course is an exploration of construction tools and crafts. This course will allow the student to explore the basic safety requirements and tool utilization in the industry.

CONST 605   0 units
Forklift Fundamentals
9 hours lecture, 9 hours laboratory
Grading: non graded.
Forklift Safety and Operation training will provide basic safety and operation of the forklift including lifting principles, load rating, stability, and operation techniques. Students will be required to have a valid California Driver's license to participate and be certified.

CONST 606   0 units
Workplace Competency Skills
18 hours lecture
Grading: non graded.
This competency-based course will provide students an awareness of the skills needed to be successful in the construction industry. Topics include effective workplace communication, problem and conflict resolution, thriving in a diverse workforce, and being an effective team player.

CONST 615   0 units
Blueprint Reading for Construction Trade
54 hours lecture
Grading: non graded.
This course is designed to provide knowledge of blueprint reading as it relates to the construction and building industry. This course will cover the theory of orthographic projections, reading floor plans, section and elevation drawings, symbols and notations, scaling and dimensioning practices, reading blueprints for structural formation, electrical, mechanical, and plumbing drawings.

CONST 616   0 units
Home Remodeling-Drywall
9 hours lecture, 18 hours laboratory
Grading: non graded.
Formerly CONST 615B. This course in home remodeling covers technical instruction and practical experience for installing and repairing drywall in commercial and residential locations. Topics of instruction include, safety, tools, taping, spackling, compound and hanging techniques for drywall. Students will also learn how to differentiate between LEED approved and non-approved materials.

CONST 617   0 units
Home Remodeling-Tiling
9 hours lecture, 18 hours laboratory
Grading: non graded.
Formerly CONST 615A. This course in home remodeling covers technical instruction and practical experience for tiling, marble and granite installation. Topics of instruction include, safety, waterproofing, tiling floors, counter tops, and walls in ceramic, porcelain, marble, and granite and mortar floating. Practical instruction is given in a lab setting.

CONST 618   0 units
Home Remodeling-Painting
9 hours lecture, 18 hours laboratory
Grading: non graded.
Formerly CONST 615C. This course in home remodeling covers basic painting techniques. Topics of instruction include, safety, job site and surface preparation (e.g. cleaning, caulking, sealing); Proper tools; spray-painting equipment; ladder and scaffolding safety; applications to enhance the job through stripping, sponging, and distressing.

CONST 620   0 units
Plumbing Fundamentals
36 hours lecture, 54 hours laboratory
Recommended Preparation: CONST 615 – Blueprint Reading.
Grading: non graded.
This course will provide students with entry level instruction involving the theory and skills of residential plumbing systems. Knowledge of basic principles, functions, design, and the physical ability to install and test rough-in plumbing in a single-family dwelling.

CONST 670   0 units
Cost Estimating
54 hours lecture
Recommended Preparation: CONST 615.
Grading: non graded.
This course is designed for those individuals needing to produce accurate project estimates; topics will include interpreting project information from a detailed blueprint and processing it into a final detailed estimate.

CONST 675   0 units
Contracting Laws and Management
54 hours lecture
Grading: non graded.
This course is designed for those with construction experience who wish to become contractors. Topics of instruction include the following: home improvement certification, contractor license law, labor laws, payroll deductions planning, management principles, lien laws, and business organization.

Counseling/Guidance (COUNS)

COUNS 650   0 units
Career Planning and College Success
54 hours lecture
Grading: non graded.
This course presents a reflective model of the career planning process that integrates theory and practice applicable in a variety of situations over an individual's life span. Applying psychological, sociological, and physiological concepts, students will explore, identify, and establish personal, career, and educational goals. Students will be empowered to take charge of their academic and career decisions through the integration of career development and educational planning process. Topics include: intensive career investigation; assessment of interests, personality, skills, values, and other personal qualities that coincide with educational planning and career identification; application of college readiness; decision-making; time management; goal setting; learning and life management strategies; application of career and lifespan development theory; and resume development, job search and other career building techniques.

Design (DSGN)

DSGN 601   0 units
Photoshop for Designers
18 hours lecture, 36 hours laboratory
Grading: non graded.
In this course, students learn the basic use of Adobe Photoshop as a graphic design tool, focusing on the skills needed to create a quality portfolio to become a confident design professional.

DSGN 602   0 units
Illustrator for Designers
18 hours lecture, 36 hours laboratory
Grading: non graded.
In this course, students learn the basic use of Adobe Illustrator as a graphic design tool, focusing on the skills needed to create quality vector-based drawings necessary in the design profession.

DSGN 603   0 units
InDesign for Designers
18 hours lecture, 36 hours laboratory
Grading: non graded.
In this course, students learn the basic use of Adobe InDesign as a graphic design tool, focusing on the skills needed to create a quality portfolios and graphic books for the design profession.

DSGN 660   0 units
Solidworks 1
18 hours lecture, 36 hours laboratory
Grading: non graded.
This introductory course introduces students to the foundation of SolidWorks. After this course, students can successfully build and use Parts, Assemblies, and Drawing Layouts.

DSGN 661   0 units
Solidworks 2
18 hours lecture, 36 hours laboratory
Prerequisite: DSGN 60 or DSGN 660.
Grading: non graded.
This course will teach practical methods to design plastic and metal parts with moderate to complex shapes in Solidworks. Real-life industry examples will be used and discussed to demonstrate how to apply software commands.

Educational Development (EDEV)

EDEV 602   0 units
Social Skills Development
36 hours lecture
Grading: non graded.
This course covers the essential social skills that students with intellectual, developmental and learning disabilities need to develop to achieve success in academic, professional and personal settings. Emphasis will be placed on the skills needed to promote appropriate social interactions, problem solving and communication.

EDEV 603   0 units
Receptive/Expressive Language Dev.
36 hours lecture
Grading: non graded.
This course covers receptive and expressive language skills needed for students with intellectual, developmental and learning disabilities to develop social competence. Through lecture, interactive role-play, and group assignments, students will learn the skills needed for self-advocacy, reading social cues, teamwork and will practice job interview skills.

EDEV 604   0 units
Adult Learning Assessment
9 hours lecture
Grading: non graded.
This course provides instruction on adult learning and learning strategies. It includes individual assessments to identify learning strengths and weaknesses for the purpose of identifying learning disabilities following the California Community College Learning Disability Eligibility model. It emphasizes the development of a plan for improved learning in all college courses.

EDEV 610   0 units
Transition to Higher Learning
36 hours lecture
Grading: non graded.
This course is designed to prepare students with intellectual, developmental, and learning disabilities for college life and expectations. The main content topics include: transitioning to college, program studies/opportunities, academic and administrative requirements, resources, laws pertaining to students with disabilities, DSPS program, and tools for success for students with disabilities.

EDEV 611   0 units
Communication and Self-Advocacy
36 hours lecture
Grading: non graded.
This course is designed to assist students with intellectual, developmental, and learning disabilities to develop effective communications skills needed for self-advocacy and decision-making. The main content topics include: disabilities, disability/disability limitations discloser, appropriately requesting for reasonable accommodations, appropriate social etiquette, effective techniques for conflict resolution, and adaptive skills.

EDEV 649A   0 units
College Study Techniques
18 hours lecture
Grading: non graded.
This course assists students with the development of essential strategies for academic success. Course content will cover specific techniques such as effective time management plan, note taking skills, textbook reading and test taking skills. Students will identify their own learning styles and important factors needed for college success through self-assessment and interpretation.

Education (EDUC)

EDUC 650   0 units
Teacher Preparation Orientation
9 hours lecture
Grading: non graded.
This course serves as a Teacher Preparation Program orientation and preparation for the Tomorrow's Teachers Teacher Preparation Program. Students who enroll in education fieldwork courses must complete this class. Topics covered will include teaching career pathways, professional educator standards, ethics and professionalism in classroom and school site visits, and skills preparation in implementation of school site visit protocols as well preparation for program clearances.

Electricity (ELECT)

ELECT 600   0 units
Electrical Program & Safety Preparation
9 hours lecture
Grading: non graded.
This is a preparation and orientation course for the Electrical Technology Program. Students planning on enrolling in either the ELECT or CISCO series of classes must complete this class. Topics covered will include curriculum guide navigation, electrician trainee status, program completion certificates, program math requirements and substitutions, Associate Degree requirements, student safety and personal protective equipment, expectations of students in the program and examples of expected work product.

ELECT 601   0 units
Computer Applications for Tech Reports
18 hours lecture, 36 hours laboratory
Corequisite: ELECT 600.
Grading: non graded.
The course will consist of an introduction to the various software programs used in the electrical technology program. Students will develop all the components of a complete engineering technical report. The course will utilize computer applications to research and complete technical reports and documentation. Included are Computer Aided Design Software, Word, Excel, Visio, Constructor, and web-based communication and information research.

ELECT 602   0 units
Electrical Mathematics
54 hours lecture
Corequisite: ELECT 600.
Grading: non graded.
This course is designed for students enrolled in the Electrical Technology Program or Industry professionals coming back to complete continuing education units. This course covers the learning and application of mathematics and pre-algebra needed in the electrical industry. Faculty will utilize guided learning activities to help students to take meaningful measurements and apply mathematics and electrical formulas to solve problems. Students will learn how to apply topics such as arithmetic, fractions, decimals, percentages, graphing, measurement, and pre-algebra to better understand how to solve electrical formulas.

ELECT 619B   0 units
FCC Amateur Radio Technician Lic. Prep.
36 hours lecture
Recommended Preparation: ELECT 630A.
Grading: non graded.
This course prepares students to take the FCC Technician License exam for Amateur Radio Operators. Students will learn all the elements contained in the licensing exam as well as participate in example exams. This class will cover the latest test banks as directed by the FCC. Students will learn through lecture topics, computer aided material and hands-on examples.

ELECT 620A   0 units
Electric Cable Termination IPC-620C
18 hours lecture, 54 hours laboratory
Grading: non graded.
This course is the first of two courses where students learn proper cable termination methods and practices while working under the industry standard IPC/WHMA-A-620. The IPC/WHMA-A-620 standard provides the electronics industry with the most current criteria for the performance and acceptance of cable and wire harness assemblies. Students are prepared for entry level jobs in the aerospace and industrial harness and wiring industries.

ELECT 620B   0 units
Electric Cable Inspection IPC-620C
18 hours lecture, 18 hours laboratory
Grading: non graded.
This course is the second of two courses where students learn cable harness and wire inspection methods per IPC/WHMA-A-620. Students will use their cable assemblies from ELECT 620A and are taught proper cable inspection methods and practices. The IPC/WHMA-A-620 provides the electronics industry with the most current criteria for the performance and acceptance of cable and wire harness assemblies. Students are prepared for entry level jobs in the aerospace and industrial harness and wiring industries.

ELECT 630A   0 units
Intro to Electronics
9 hours lecture, 18 hours laboratory
Grading: non graded.
This course provides hands-on experience covering basic electronics and electronic assembly. Electronic components are covered as well as soldering techniques and kit assembly. Students are introduced to schematic reading, basic circuit analysis as well. This class provides a pathway to additional classwork in electronics, RF communication and robotics.

ELECT 630B   0 units
Introductory Robotics Camp
9 hours lecture, 18 hours laboratory
Recommended Preparation: ELECT 630A.
Grading: non graded.
This course provides hands-on experience that will introduce students to the fundamentals of Industrial Robotics as well as Underwater Robotics. This is a hands-on class and students will learn how to program Omron Industrial Robots and how to pilot underwater robots.

ELECT 632A   0 units
Electrical Power Generation
18 hours lecture, 54 hours laboratory
Recommended Preparation: ELECT 602.
Grading: non graded.
This course provides hands-on experience covering the connection and operation of a power generation system, including electrical connections, control systems and documentation. This covers the electrical half of a diesel or CNG electric power generation system.

ELECT 632B   0 units
Power Generation Troubleshooting
18 hours lecture, 54 hours laboratory
Recommended Preparation: ELECT 632A.
Grading: non graded.
This course provides hands-on experience troubleshooting motor generator based power generator systems covering possible faults and operational problems and proper methods of troubleshooting and repair. Test procedures, service schedules and general maintenance are covered.

English (ENGL)

ENGL 600   0 units
Great Works of Literature
54 hours lecture
Grading: non graded.
This course is an introduction to literature with an emphasis on both the reading of major works of literature and on training in written expression especially for the older adult population.

ENGL 627   0 units
Writing for Publication or Pleasure
54 hours lecture
Grading: non graded.
This course gives especially older adult students experience with the creative and critical processes in creative writing.

ENGL 696   0 units
Reading and Composition Skills Support
36 hours lecture
Corequisite: ENGL 1.
Grading: non graded.
This course offers concurrent instructional support for ENGL 1 students whose assessment indicates they need additional practice in critical reading, writing, thinking, and success strategies. The course provides scaffolded (collaborative and individualized) activities and one-on-one feedback from a writing instructor to supplement the skills necessary to complete ENGL 1 concurrently during a single semester.

English as a Second Language (ESL)

ESL 602A   0 units
Reading Skills for ESL Students 1
27 hours lecture
Grading: non graded.
This first course in a series of six reading skills courses is designed to teach ESL students how to read, comprehend what they read, and build vocabulary. ESL 602A teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students learn the rules for morphology, spelling and reading to assist them in vocabulary building, pronunciation and comprehension. Course content coincides with ESL 800.

ESL 602B   0 units
Reading Skills for ESL Students 2
27 hours lecture
Recommended Preparation: ESL 602A.
Grading: non graded.
This second course in a series of six reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. ESL 602B teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 602A and in addition learn to analyze a passage for specific content and define words in context. Course content coincides with ESL 801.

ESL 602C   0 units
Reading Skills for ESL Students 3
27 hours lecture
Recommended Preparation: ESL 602B.
Grading: non graded.
This third course in a series of six reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. ESL 602C teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 602B and in addition learn to analyze a passage for specific content and define words in context. Course content coincides with ESL 802.

ESL 602D   0 units
Reading Skills for ESL Students 4
27 hours lecture
Recommended Preparation: ESL 602C.
Grading: non graded.
This fourth course in a series of six reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. ESL 602D teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 602C and in addition learn to make inferences and support opinions about reading selections. Course content coincides with ESL 803.

ESL 602E   0 units
Reading Skills for ESL Students 5
27 hours lecture
Recommended Preparation: ESL 602D.
Grading: non graded.
This fifth course in a series of six reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. ESL 602E teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 602D and in addition learn to compare characters in readings and differentiate word meaning by context. Course content coincides with ESL 804.

ESL 602F   0 units
Reading Skills for ESL Students 6
27 hours lecture
Recommended Preparation: ESL 602E.
Grading: non graded.
This sixth course in a series of six reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. ESL 602F teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 602E and in addition learn to identify central conflicts of stories and make inferences based on facts and details. Course content coincides with ESL 805.

ESL 610A   0 units
Fundamentals of English Grammar 1
54 hours lecture
Recommended Preparation: ESL 645.
Grading: non graded.
This course is designed to support ESL students in the intermediate academic reading and/or writing classes. It is the first of a two-course sequence designed to introduce grammatical terminology and guide intermediate ESL students to mastery of the seven major parts of speech. ESL 610A emphasizes the use of verb tenses and agreement between subject and verb, article and noun, as well as verb and adverb. It emphasizes the correct construction of phrases, including noun, verb, and prepositional phrases, and simple sentences.

ESL 610B   0 units
Fundamentals of English Grammar 2
54 hours lecture
Recommended Preparation: ESL 610A.
Grading: non graded.
This course is designed for advanced ESL students in the advanced academic reading and/or writing classes. It is the second of a two-course sequence designed for advanced ESL students. It enables students to master correct English word order at the phrase, simple sentence, compound sentence and complex sentence level. Students continue to master the usage and word order of the seven major parts of speech, the relationship between phrases and clauses, and the relationship between independent and dependent clauses, focusing on adverbial phrases, noun clauses, adjective clauses, and adverbial/subordinate clauses.

ESL 612   0 units
Reading for Information and Pleasure
27 hours lecture
Recommended Preparation: ESL 645 or 845.
Grading: non graded.
This course is designed to improve students' ability to extract essential information from academic passages of a variety of written English material while building vocabulary, improving dictionary skills, and developing comprehension and critical reading skills.

ESL 613   0 units
Conversation
27 hours lecture
Recommended Preparation: ESL 645 or 845.
Grading: non graded.
This course develops conversational competence and confidence in whole-class, small-group, and partner interactions. Emphasis is on the comprehension and evaluation of oral communications as students practice expressing opinions, feelings, ideas, and abstract concepts.

ESL 614   0 units
Composition for ESL Students
27 hours lecture
Recommended Preparation: ESL 645 or 845.
Grading: non graded.
This course (Composition) offers intermediate level ESL students systematic instruction and practice in the construction of short connected series of sentences which state an opinion, describe a process, give information or instructions, or report an experience. This course provides instruction and practice in organizing ideas and in identifying and writing topic and support sentences

ESL 615   0 units
Accent Reduction
108 hours lecture
Recommended Preparation: ESL 645 or 845.
Grading: non graded.
This intensive semester-long pronunciation course for intermediate to advanced non-native speakers focuses on the mastery of the English vowel/consonant sound system, stress patterns, melody, rhythm, and intonation of intelligible speech. Extended contextual practice enables students to modify nonstandard pronunciation patterns and achieve improved oral communication.

ESL 618   0 units
Vocabulary Development
54 hours lecture
Recommended Preparation: ESL 645 or ESL 845.
Grading: non graded.
In this course, nonnative students prepare for academic success in institutions of higher learning by studying the general academic vocabulary encountered across college disciplines. Instruction focuses on incorporating vocabulary mastery strategies that stimulate students to become active lifelong learners of the North American English lexicon.

ESL 628   0 units
Literacy for English Language Learners 1
27 hours lecture
Grading: non graded.
The first course in a two-course sequence to develop literacy skills of English language learners.

ESL 629   0 units
Literacy for English Language Learners 2
27 hours lecture
Recommended Preparation: Placement into this class is via ESL
department assessment.
Grading: non graded.
The second course in a two-course sequence to develop literacy skills of
English language learners.

ESL 630   0 units
Reading for Citizenship 1
54 hours lecture
Recommended Preparation: Placement is determined via assessment by
ESL department faculty.
Grading: non graded.
The first course in a two-course sequence for beginning level English
language learners. Students will develop the language competency
through content-based instruction in order to take the U.S. citizenship
examination.

ESL 631   0 units
Reading for Citizenship 2
54 hours lecture
Recommended Preparation: Placement is determined via assessment by
ESL department faculty.
Grading: non graded.
The second course in a two-course sequence for beginning level English
language learners. Students will develop the language competency
through content-based instruction in order to take the U.S. citizenship
examination.

ESL 632AX   0 units
Reading for Citizenship AX
72 hours lecture
Recommended Preparation: Placement is determined via assessment by
ESL department faculty.
Grading: non graded.
A compressed reading for citizenship course for high-beginner English
language learners. Students will develop language competency through
content-based instruction in order to prepare for the U.S. citizenship
examination.

ESL 640   0 units
English for Everyday 0
108 hours lecture
Grading: non graded.
This course is the first of a six-course series in the basics of English
structure designed to bring students up to basic college level in the
language and prepare them for success in academic and vocational
programs offered by the college. Emphasis is on the mastery of
productive grammatical features and on comprehension of spoken and
written standard North American English.

ESL 641   0 units
English for Everyday 1
108 hours lecture
Prerequisite: ESL 640 or ESL 840 or qualification through the LBCC
assessment process for ESL.
Grading: non graded.
This course is the second of a six-course series in the basics of English
structure designed to bring students up to basic college level in the
language and prepare them for success in academic and vocational
programs offered by the college. Emphasis is on the mastery of
productive grammatical features and on comprehension of spoken and
written standard North American English.

ESL 642   0 units
English for Everyday 2
108 hours lecture
Prerequisite: ESL 6461 or ESL 841 or qualification through the LBCC
assessment process for ESL.
Grading: non graded.
This course is the third in a six-course series in the basics of English
structure designed to bring students up to basic college level in the
language and prepare them for success in academic and vocational
programs offered by the college. Emphasis is on the mastery of
productive grammatical features and on comprehension of spoken and
written Standard North American English for natives.

ESL 643   0 units
English for Everyday 3
108 hours lecture
Prerequisite: ESL 642 or ESL 842 or qualification through the LBCC
assessment process for ESL.
Grading: non graded.
This course is the fourth of a six-course series in the basics of English
structure designed to bring students up to basic college level in the
language and prepare them for success in academic and vocational
programs offered by the college. Emphasis is on the mastery of
productive grammatical features and on comprehension of spoken and
written standard North American English.

ESL 644   0 units
English for Everyday 4
108 hours lecture
Prerequisite: ESL 643 or ESL 843 or qualification through the LBCC
assessment process for ESL.
Grading: non graded.
This course is the fifth of a six-course series in the basics of English
structure designed to bring students up to basic college level in the
language and prepare them for success in academic and vocational
programs offered by the college. Emphasis is on the mastery of
productive grammatical features and on comprehension of spoken and
written standard North American English.

ESL 645   0 units
English for Everyday 5
108 hours lecture
Prerequisite: ESL 644 or ESL 844 or qualification through the LBCC
assessment process for ESL.
Grading: non graded.
This course is the sixth of a six-course series in the basics of English
structure designed to bring students up to basic college level in the
language and prepare them for success in academic and vocational
programs offered by the college. Emphasis is on the mastery of
productive grammatical features and on comprehension of spoken and
written standard North American English.

ESL 664   0 units
Integrated College Language Skills 1
90 hours lecture
Recommended Preparation: ESL 645 or ESL 845 or placement through the college placement process.
Grading: non graded.
This course is the first of three integrated skills ESL courses in an intensive study of reading and writing English with listening and speaking, focused on the academic language skills needed for success in the transfer-level courses ESL1S or English 1. Skills taught include intensive review verb tenses, parts of speech, parts of sentences, and multi-clause sentences. Also covered are essential reading concepts, focusing on reading comprehension strategies, vocabulary enrichment, and interpretation of extra-textual information, exposure to longer text selections provides opportunities for applying academic reading skills. This course also provides instruction in the strategies necessary for academic college reading and listening with an emphasis on notetaking, the application of comprehension, vocabulary and critical reading and listening skills in academic and literary texts.

ESL 665   0 units
Integrated College Language Skills 2
90 hours lecture
Recommended Preparation: ESL 146 or ESL 147 or ESL 864 or ESL 664 or placement through the college placement process.
Grading: non graded.
This course is the second of three integrated skills ESL courses in an intensive study of reading and writing English with listening and speaking, focused on the academic language skills needed for success in the transfer-level courses ESL1S or English 1. Skills taught include intensive summarizing of articles and writing of conceptual paragraphs that incorporate the elements of cohesion, unity, and support to prepare students for college level writing. Rhetorical modes covered include narration, description, explanation, and persuasion. Also covered are essential reading concepts, focusing on reading comprehension strategies, vocabulary enrichment, and interpretation of extra-textual information. Exposure to longer text selections provides opportunities for applying academic reading skills. This course also provides instruction in the strategies necessary for academic college reading and listening with an emphasis on notetaking, the application of comprehension, vocabulary and critical reading and listening skills in academic and literary texts.

ESL 666   0 units
Integrated College Language Skills 3
90 hours lecture
Recommended Preparation: ESL 54X or ESL 56X or ESL 865 or ESL 665 or placement through the college placement process.
Grading: non graded.
This course is the third and final integrated ESL skills courses in an intensive study of reading and writing English with listening and speaking, focused on the academic language skills needed for success in the transfer-level courses ESL1S or English 1. Skills taught include expository writing and speaking, focusing on a range of rhetorical patterns, summarizing, and an introduction to argumentative essay writing, and research and documentation of sources. This course also provides instruction in the strategies necessary for academic college reading and listening with an emphasis on notetaking, the application of comprehension, vocabulary and critical reading and listening skills in academic and literary texts.

ESL 670   0 units
Listen/Speak for Work for ESL Level 1
90 hours lecture
Prerequisite: ESL 844 or ESL 644.
Recommended Preparation: Students are strongly advised to enroll in ESL 670 and ESL 671 in the same semester.
Grading: non graded.
The first course in a three-course sequence in listening and speaking skills for the workplace for ESL. Cultural, sociolinguistic and nonverbal communication strategies and norms for a U.S. workplace setting are identified, analyzed and practiced.

ESL 671   0 units
Read/Write for Work for ESL Level 1
90 hours lecture
Prerequisite: ESL 844 or ESL 644.
Recommended Preparation: Students are strongly advised to enroll in ESL 670 and ESL 671 in the same semester.
Grading: non graded.
Formerly ESL 671X. The first course in a three-course sequence of reading and writing skills for the workplace for ESL. Sociolinguistic and organizational norms for writing in a U.S. workplace setting are identified, analyzed and practiced.

ESL 672   0 units
Listen/Speak for Work for ESL Level 2
90 hours lecture
Prerequisite: ESL 670 or ESL 270.
Recommended Preparation: Students are strongly advised to enroll in ESL 672 and ESL 673 in the same semester.
Grading: non graded.
The second course in a three-course sequence in listening and speaking skills for the workplace for ESL. Cultural, sociolinguistic and nonverbal communication strategies and norms for a U.S. workplace setting are identified, analyzed and practiced.

ESL 673   0 units
Read/Write for Work for ESL Level 2
90 hours lecture
Prerequisite: ESL 671 or ESL 271.
Recommended Preparation: Students are strongly advised to enroll in ESL 672 and ESL 673 in the same semester.
Grading: non graded.
Formerly ESL 673X. The second course in a three-course sequence of reading and writing skills for the workplace for ESL. Sociolinguistic and organizational norms for writing in a U.S. workplace setting are identified, analyzed and practiced.

ESL 674   0 units
Listen/Speak for Work for ESL Level 3
90 hours lecture
Prerequisite: ESL 672 or ESL 272.
Recommended Preparation: Students are strongly advised to enroll in ESL 674 and ESL 675 in the same semester.
Grading: non graded.
The third course in a three-course sequence in listening and speaking skills for the workplace for ESL. Cultural, sociolinguistic and nonverbal communication strategies and norms for a U.S. workplace setting are identified, analyzed and practiced.

ESL 675   0 units
Read/Write for Work for ESL Level 3
90 hours lecture
Prerequisite: ESL 673 or ESL 273.
Recommended Preparation: Students are strongly advised to enroll in ESL 674 and ESL 675 in the same semester.
Grading: non graded.
Formerly ESL 675X. The third course in a three-course sequence of reading and writing skills for the workplace for ESL. Sociolinguistic and organizational norms for writing in a U.S. workplace setting are identified, analyzed and practiced.

English as a Second Language, Learning Center (ESLLC)

ESLLC 699   0 units
Basic Skills for ESL Students
54 hours laboratory
Grading: non graded.
This course provides individualized programmed instruction for non-native speakers of English who are enrolled in courses and need to improve their mastery of English as a Second Language or who are enrolled in ESL courses but need additional assistance in building or improving literary or communicative skills.

Fashion (FASH)

FASH 613   0 units
Textile Surface Design
9 hours lecture, 27 hours laboratory
Grading: non graded.
Formerly FD 613. This course focuses on specialty hand techniques of surface design on textiles. Students will gain experience in creating designs using industry standard techniques such as block printing, beading, embroidery, and tie dye.

FASH 624   0 units
Fundamentals of Apparel Construction
36 hours lecture, 54 hours laboratory
Grading: non graded.
Formerly FD 624. This course covers the construction of simple garments using industry methods of clothing construction techniques. Principles and methods related to constructing both woven and knit fabrics will be covered.

FASH 625   0 units
Intermediate Apparel Construction
36 hours lecture, 54 hours laboratory
Recommended Preparation: FASH 624.
Grading: non graded.
Formerly FD 625. An intermediate level clothing construction class using the latest industry methods and focusing on woven fabrics. Typical projects include a shirt or blouse, fitted slacks with a waistband and a fully lined dress with princess seaming.

FASH 626   0 units
Advanced Sewing and Tailoring Techniques
18 hours lecture, 54 hours laboratory
Recommended Preparation: FASH 625.
Grading: non graded.
Formerly FD 626. This course uses advanced construction techniques and traditional tailoring steps for jacket construction. The course will also cover working with slippery, difficult fabrics and complex patterns.

FASH 627   0 units
Production Sewing
18 hours lecture, 36 hours laboratory
Prerequisite: FASH 24 or FASH 624.
Grading: non graded.
Formerly FD 627. This course focuses on the principles and methods of stitching and garment construction on power industrial machines as applied to factory production methods of the garment manufacturing industry.

FASH 630   0 units
Fashion Design Laboratory
27 hours laboratory
Grading: non graded.
Formerly FD 630. This course provides the student enrolled in a Fashion Design course an opportunity for additional hours working in the Fashion Design Lab and additional instruction from a lab aide, instructor or student tutor. Lab time is assigned on a space available basis.

FASH 658   0 units
Swimwear
9 hours lecture, 27 hours laboratory
Prerequisite: FASH 24 or FASH 624.
Grading: non graded.
Formerly FD 658. This course instructs the student in the design, sewing, and fitting of swimwear. Special emphasis is placed on patterns, stretch fabrics, bra construction and fitting issues. It is recommended that students sew at an intermediate sewing level to be successful in this course.

Food Technology (FT)

FT 651   0 units
Cake Decorating Techniques
18 hours lecture, 36 hours laboratory
Grading: non graded.
This course covers cake decorating techniques, recipes, tools and skill development. A variety of icings, designs, and shaping techniques will be covered.

FT 652   0 units
Cake Decorating for Special Occasions
18 hours lecture, 36 hours laboratory
Grading: non graded.
This course covers cake decorating techniques for special occasions. Included will be creating cakes with special effects, candy molds, novelties, international styles, delivery, set up techniques and business practices.

Foundation Skills Development (FS)

FS 600   0 units
Foundational Skills Language Arts
18 hours lecture
Recommended Preparation: Intermediate Reading Level in English.
Grading: non graded.
This course is part of a non-credit program designed to improve the foundational skills required for college and career readiness. Students will participate in a self-paced, flexible, open-entry/exit course that provides structured and supportive modularized instruction based off the student's academic and career goals. This course emphasizes the development of reading, writing, and college and career preparation skills for students who: (1) are enrolled, or plan to enroll, in credit courses and need to improve their foundational skills, (2) are returning and/or adult students wishing to prepare for academic success, (3) are preparing to take exams or certifications for academic, employment, or special vocational programs, or (4) wish to improve their mastery of English as a Second Language. This course is part of a sequence of courses leading to a Certificate of Competency in Foundational Skills.

FS 605   0 units
Foundational Skills Math
18 hours lecture
Recommended Preparation: Intermediate Reading Level in English.
Grading: non graded.
This course is part of a non-credit program designed to improve the foundational skills required for college and career readiness. Students will participate in a self-paced, flexible, open-entry/exit course that provides structured and supportive modularized instruction based off the student's academic and career goals. This course emphasizes the development of math and college and career preparation skills for students who: (1) are enrolled, or plan to enroll, in credit courses and need to improve their foundational skills, (2) are returning and/or adult students wishing to prepare for academic success, or (3) are preparing to take exams or certifications for academic, employment, or special vocational programs. This course is part of a sequence of courses leading to a Certificate of Competency in Foundational Skills.

GED/HiSET Preparation (GED/HSET)

GED/HSET 600   0 units
GED/HiSET Preparation: Language Arts
18 hours lecture
Grading: non graded.
Formerly GED 600. This course prepares students to take the GED/HiSET language arts tests. Reading for meaning, identifying and creating arguments and grammar and language to pass the GED/HiSET language arts tests are covered via group and individualized instruction.

GED/HSET 605   0 units
GED/HiSET Preparation: Social Studies
18 hours lecture
Grading: non graded.
Formerly GED 605. This course prepares students to take the GED/HiSET social studies test. Reading for meaning in social studies, analyzing historical events and arguments in social studies, and using numbers and graphs in social studies to pass the GED/HiSET social studies test are covered via group and individualized instruction.

GED/HSET 610   0 units
GED/HiSET Preparation: Mathematics
18 hours lecture
Grading: non graded.
Formerly GED 610. This course prepares students to take the GED/HiSET mathematics test. Math, geometry, basic algebra and graphs and functions to pass the GED mathematics test are covered via individualized instruction.

GED/HSET 615   0 units
GED/HiSET Preparation: Science
18 hours lecture
Grading: non graded.
Formerly GED 615. This course prepares students to take the GED/HiSET science test. Designing and interpreting science experiments, using numbers and graphics in science and reading for meaning in science to pass the GED/HiSET science test are covered via individualized instruction.

GED/HSET 620   0 units
GED/HiSET Prep - Spanish: Language Arts
18 hours lecture
Grading: non graded.
Formerly GED 620. This course prepares students to take the Spanish GED/HiSET language arts tests. Reading for meaning, identifying and creating arguments and grammar and language to pass the Spanish GED/HiSET language arts tests are covered via group and individualized instruction in a low-stress environment. Prepara al estudiante para tomar los exámenes de artes del lenguaje español para GED/HiSET. La lectura de significado, la identificación y la creación de argumentos y gramática y lenguaje para aprobar los exámenes de artes del lenguaje español se cubren mediante instrucción grupal e individualizada en un ambiente de menos estrés.

GED/HSET 625   0 units
GED/HiSET Prep - Spanish: Social Studies
18 hours lecture
Grading: non graded.
Formerly GED 625. This course prepares students to take the Spanish language GED/HiSET social studies test. Reading for meaning in social studies, analyzing historical events and arguments in social studies, and using numbers and graphs in social studies to pass the GED/HiSET social studies test are covered via group and individualized instruction in a low-stress environment. Prepara al estudiante para tomar el examen de estudios sociales GED/HiSET en español. Leer en busca del significado de en Estudios Sociales, analizar eventos y argumentos históricos en Estudios Sociales, y usar números y gráficas en Estudios Sociales para aprobar el examen de estudios sociales de GED/HiSET se cubren a través de instrucción grupal e individualizada en un ambiente de menos estrés.

GED/HSET 630   0 units
GED/HiSET Prep - Spanish: Mathematics
18 hours lecture
Grading: non graded.
Formerly GED 630. This course prepares students to take the Spanish GED/HiSET mathematics test. Math, geometry, basic algebra and graphs and functions to pass the Spanish GED/HiSET mathematics test are covered via individualized instruction in a low-stress environment. Prepara al estudiante para tomar el examen de matemáticas GED/HiSET en español. Matemáticas, geometría, álgebra básica y gráficas y funciones para aprobar el examen de matemáticas GED/HiSET se cubren a través de instrucción individualizada en un ambiente de menos estrés.

GED/HSET 635   0 units
GED/HiSET Prep - Spanish: Science
18 hours lecture
Grading: non graded.
Formerly GED 635. This course prepares students to take the GED/HiSET science test. Designing and interpreting science experiments, using numbers and graphics in science and reading for meaning in science to pass the GED/HiSET science test are covered via individualized instruction in a low-stress environment. Prepara al estudiante para tomar el examen de ciencias GED/HiSET. El diseño e interpretación de experimentos científicos, el uso de números y gráficos en ciencias y la lectura del significado en ciencias para aprobar el examen de ciencias GED/HiSET están cubiertos a través de la instrucción individualizada en un ambiente de menos estrés.

Kinesiology, Physical Fitness (KINPF)

KINPF 681   0 units
Exercise for Fitness and Wellness
9 hours lecture, 27 hours laboratory
Grading: non graded.
This course is a physical fitness course that is designed for cardiorespiratory, strength and flexibility exercises within a prescribed fitness program. Students will learn concepts of fitness and wellness, workout design, and exercise techniques.

Learning and Academic Resources (LEARN)

LEARN 610   0 units
Basic Study Skills Laboratory
54 hours laboratory
Grading: non graded.
This is a non-credit course in basic learning and success skills. This course covers a variety of fundamental learning, college success, and study skills. The content will be presented through a selection of instructional options.

LEARN 650   0 units
Supervised Tutoring
18 hours laboratory
Corequisite: Concurrent enrollment in an LBCC course.
Grading: non graded.
This course is designed to provide students with individual and small-group tutoring in specific subject areas to improve academic performance. Tutoring appointments will be scheduled, per the guidelines established by the specific location at which tutoring is offered, on a recurring, as-needed, and/or drop-in basis.

Library (LIB)

LIB 600   0 units
Foundations of Library Services
54 hours lecture
Grading: non graded.
This course is designed to help students become familiar with the mission and roles of libraries. It surveys the roles of library staff and the responsibilities of Access Services, Collection Services, Information Services, and Technical Services. Additional topics include ethics, values, and issues faced by library support staff in libraries.

LIB 601   0 units
Introduction to Information
36 hours lecture
Grading: non graded.
This course will assist students in accessing and evaluating information. Topics include the landscape of credible information, bias in media, fake news, deep fakes, and the roles libraries play in providing access to credible information.

LIB 602   0 units
Introduction to Academic Research
54 hours lecture
Grading: non graded.
This course helps students prepare for, and complete, college-level research assignments by offering overviews of scholarly authority and research strategies, including how to find books, ebooks, and peer-reviewed articles.

LIB 610   0 units
Introduction to Access Services
54 hours lecture
Recommended Preparation: LIB 200 or LIB 600.
Grading: non graded.
This course is designed to teach students the valuable skills necessary to become qualified technicians. This course focuses on the major functions of library public and access services and topics will include: circulation management, collection maintenance, supervision of staff, confidentiality, intra and interlibrary loan, reserve collections, copyright laws, statistical design and compilation.

LIB 620   0 units
Introduction to Acquisitions
54 hours lecture
Recommended Preparation: LIB 200 or LIB 600.
Grading: non graded.
This course is designed to teach students the valuable skills required to become qualified library technicians. This course focuses on the goals, functions, standards, and practices of collection development and acquisitions in the Technical Services unit of libraries.

LIB 630   0 units
Technology and Teamwork
54 hours lecture
Recommended Preparation: LIB 200 or LIB 600.
Grading: non graded.
This course is designed to help students become familiarized with the mission and roles of libraries. It surveys the roles of library staff by introducing communication strategies, productive teamwork, and technology found in various library services.

LIB 640   0 units
Introduction to Cataloging
54 hours lecture
Prerequisite: LIB 200 or LIB 600, and LIB 220 or LIB 620.
Recommended Preparation: LIB 210 or LIB 610.
Grading: non graded.
This course is designed to teach students to original and copy catalog books and other materials. Students will be prepared and equipped with the skills necessary to function in the workplace. This course is aimed at library support staff but may serve as a review for practicing librarians. Although print and non-print formats will be covered, emphasis will be placed primarily on print format, in particular, books. This course introduces students to cataloging principles and procedures including but not limited to: Copy and original cataloging of varying formats; descriptive and subject cataloging; Machine Readable Cataloging (MARC) formats; classification systems; and access points in the bibliographic record.

LIB 650   0 units
Introduction to Youth Services
54 hours lecture
Grading: non graded.
This course is designed to teach students the valuable skills necessary to become qualified technicians. Topics will include: the needs and literacy skills of youth from infant to teen, familiarization with print and digital library resources for youth, customer service and outreach strategies, creating programs, and instruction.

LIB 651   0 units
School Library Media Assistant
54 hours lecture
Recommended Preparation: LIB 200 or LIB 600.
Grading: non graded.
This course prepares students with theory and skillsets needed as a library media technician in a school setting, including the creation of curriculum that supports reading, effective library visits, and administrative skills for running school libraries.

Mathematics (MATH)

MATH 605   0 units
Ethnomathematics
18 hours lecture
Grading: non graded.
Ethnomathematics provides a method of quantitative reasoning and critical thinking skills in mathematics. Students will explore a spectrum of cultures and civilizations that contribute to the field of mathematics. The course will integrate identity, sense of belonging, and culturally relevant teaching with mathematical concepts. Ethnomathematics is encouraged to be taken as a non-transferable course to establish a sense-of-belonging for students in math courses.

MATH 650   0 units
Math Learning Center
18 hours laboratory
Grading: non graded.
This course is designed to facilitate students' learning of mathematics by offering one-to-one and small group tutoring. Students can also take advantage of multimedia instruction including videos and a variety of computer software programs. This course is recommended for all students concurrently enrolled in a LBCC mathematics course and is available in the open-access Math Success Center.

Metal Fabrication (MTFAB)

MTFAB 601   0 units
Exploring Metal Fabrication
4 hours lecture, 13 hours laboratory
Grading: non graded.
This course is an introduction to metal fabrication. This course will allow the student to explore the basic safety requirements and metal fabrication processes found in the advance manufacturing and welding industries.

MTFAB 621   0 units
Metal Fabrication and Layout
54 hours laboratory
Corequisite: MTFAB 50, 202, 204, 206 or 650.
Grading: non graded.
This course will address the techniques used in basic metal layout and fabrication. The course will also reinforce safe and correct setup and use of metal fabrication machinery and hand tools.

MTFAB 650   0 units
Introduction to Metalworking
54 hours lecture, 72 hours laboratory
Grading: non graded.
This course is designed to provide students with a basic introduction to metal fabrication, layout and career opportunities related to the industry. Students will learn to identify and safely operate hand tools and power machinery used in metal fabrication. They will be instructed in the characteristics and properties of different materials. The course will introduce students to measurement, shop math and metal layout. Students will be assigned and evaluated on lab projects which will involve metal layout, forming and fabrication and include the use of mechanical seams, welding and soldering techniques. Students will be required to attend 4 hours in a designated Success Center for specially designed activities and assignments that relate to this course's content.

Money Management (MONEY)

MONEY 690   0 units
Money Basics and Goal Setting
9 hours lecture
Corequisite: MONEY 695.
Grading: non graded.
This course provides students the essential skills for personal money management. Students learn about basic budgeting, savings, debt, credit and set personal financial goals.

MONEY 695   0 units
Your Personal Financial Plan
9 hours lecture
Corequisite: MONEY 690.
Grading: non graded.
Students apply the personal financial management skills learned in MONEY 690 and explore education, housing, transportation and investing to create a comprehensive financial plan specific to their life's vision.

Nursing, Associate Degree Nursing- RN (ADN)

ADN 600   0 units
Health Care Learning Center
270 hours laboratory
Corequisite: Current enrollment in a health care program course.
Grading: non graded.
This is a noncredit course designed for enhanced assistance for skill attainment in health care programs.

ADN 610   0 units
Nursing Skills Refresher Laboratory
13 hours laboratory
Grading: non graded.
This course is designed to provide students with individual and small-group instruction in basic bedside nursing skills and advanced bedside nursing skills. Supervised practice is available on a recurring, as needed, and/or drop-in basis to improve performance levels.

Nutrition & Dietetics (NUTR)

NUTR 601   0 units
CDM Board Exam Preparation 1
18 hours lecture
Grading: non graded.
The NUTR 601 provides students with information, resources, and insights to facilitate their preparation for the national credentialing examination for dietary managers in health care institutions. The CDM Board Exam is based on the five competency areas included Nutrition, Foodservice Management, Personnel and Communications, Sanitation and Food Safety, and Business Operations. The NUTR 601 course is designed based on two of the competency areas including in the Certified Dietary Manager (CDM) Board Exam. The NUTR 601 course will cover the Nutrition component and Foodservice Management component of the CDM Board Exam.

NUTR 602   0 units
CDM Board Exam Preparation 2
18 hours lecture
Grading: non graded.
The NUTR 602 provides students with information, resources, and insights to facilitate their preparation for the national credentialing examination for Certified Dietary Managers (CDM) in health care institutions. The CDM Board exam topics cover the five competency areas including, Nutrition, Foodservice Management, Personnel, and Communications, Sanitation, and Food Safety and Business Operations. The NUTR 602 course is designed based on three of the competency areas. The NUTR 602 course will cover Personnel and Communications, Sanitation and Food Safety, and Business Operations component of the CDM Board Exam.

NUTR 653   0 units
ServSafe Certification Exam Prep
18 hours lecture
Grading: non graded.
This course will address the required standards of sanitation and safety in the handling, preparation, and serving of food to protect the public's health. Students will be prepared to take the ServSafe Food Protection Manager Certification Examination at the conclusion of the course. This Certificate required for those working in a food service and healthcare industries and meets the California State Health Code.

Photography (PHOT)

PHOT 681   0 units
Fundamentals of Photography Laboratory
108 hours laboratory
Grading: non graded.
This class is a lab for the beginning photo student or persons who have a background in photography and wish to improve their skills. The emphasis is on practical applications of image processing, including digital and traditional technologies. This class is intended for senior citizens.

Reading (READ)

READ 602   0 units
Reading for Health Career Sciences
27 hours lecture
Grading: non graded.
This course provides literacy instruction in preparation for prerequisite courses such as Human Anatomy, Physiology, and Microbiology, and prepares students to use reading skills within their careers.

READ 680   0 units
Reading Foundations
36 hours lecture
Grading: non graded.
This course focuses on fundamental reading skills and strategies with an emphasis on reading, writing, listening, and speaking. Students will be able to comprehend and respond to text with scaffolding as needed.

READ 681   0 units
Reading Essentials
54 hours lecture
Recommended Preparation: READ 680: Reading Essentials.
Grading: non graded.
This course focuses on essential literacy skills and strategies with an emphasis on comprehending and analyzing texts. Students will be able to comprehend and respond to text through writing with instructor's scaffolding as needed.

Real Estate (REAL)

REAL 600   0 units
DRE Exam Preparation
54 hours lecture
Recommended Preparation: REAL 80 and REAL 81.
Grading: non graded.
This course reviews all the material necessary to take the CA Department of Real Estate Salesperson's or Broker's Examination. Students learn the financial, economic, and political aspects of real estate practice in California. Regulations of the real estate business and licensing of real estate brokers and salespersons are discussed in detail. In addition, the license law, the subdivision law administered by the Real Estate Commissioner, the Regulations of the Commissioner, and extracts from other pertinent California codes, are presented.

TEAS Preparation (TEAS)

TEAS 600   0 units
TEAS Preparation English and Reading
18 hours lecture
Recommended Preparation: Intermediate Reading Level in English.
Grading: non graded.
This course helps students prepare for the Test of Essential Academic Skills (TEAS) by developing and strengthening essential English and reading skills.

TEAS 605   0 units
TEAS Preparation Math and Science
18 hours lecture
Recommended Preparation: Intermediate Reading Level in English.
Grading: non graded.
This course helps students prepare for the Test of Essential Academic Skills (TEAS) by developing and strengthening essential math and science skills.

Welding (WELD)

WELD 600   0 units
Welding (General)
18 hours lecture, 54 hours laboratory
Grading: non graded.
This course is designed for students seeking welding qualifications and certifications. This course is for students with professional skills in welding processes. This course will allow the student to take the skills portion of the Los Angeles City Structural Steel Certification exam.

WELD 601   0 units
Exploring Welding
4 hours lecture, 13 hours laboratory
Grading: non graded.
This course is an introduction to welding. This course will allow the student to explore the basic safety requirements and welding processes found in industry.

WELD 611   0 units
Welding (ARC)
54 hours laboratory
Prerequisite: WELD 50 or WELD 212 or WELD 400 or WELD 600.
Grading: non graded.
This course provides practice in arc welding procedures on various types of metal and the opportunity to learn safety practices.

WELD 661   0 units
Oxygen Acetylene Welding
54 hours laboratory
Prerequisite: WELD 50 or WELD 211 or WELD 400 or WELD 600.
Grading: non graded.
This course is a study of the techniques of oxy-acetylene gas welding of steels, hard facing, flame cutting brazing, and safety practices.

WELD 671   0 units
Semi-Automatic Welding (GMAW and FCAW)
54 hours laboratory
Prerequisite: WELD 50 or WELD 212 or WELD 400 or WELD 600.
Grading: non graded.
This course will address the techniques of Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW) of steels, aluminum, and stainless steel. It also covers correct equipment setup and safety practices.

WELD 681   0 units
Welding (Inert Gas)
54 hours laboratory
Prerequisite: WELD 50 or WELD 214 or WELD 400 or WELD 600.
Grading: non graded.
This course provides practice in the techniques of metallic and tungsten inert gas welding, welding of steels, aluminum, magnesium, cast iron and safety practices.

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LONG BEACH
CITY COLLEGE

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Pacific Coast Campus
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