



LONG BEACH
CITY COLLEGE



LONG BEACH CITY COLLEGE

2020-2021 NONCREDIT CATALOG



LONG BEACH
CITY COLLEGE

2020-2021
Noncredit College Catalog

www.LBCC.edu

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Questions?

Contact the Adult Education office

Ph: 562-938-3248

Email: aep@lbcc.edu

Noncredit Course Offerings: <https://apps.lbcc.edu/schedule/>

Online LBCC Catalog: <https://www.lbcc.edu/post/college-catalog>

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The Long Beach Community College District

Liberal Arts Campus
4901 East Carson Street, Long Beach, CA 90808
Ph: 562-938-4111

Pacific Coast Campus
1305 East Pacific Coast Highway, Long Beach, CA 90806
Ph: 562-938-4111

Accuracy Statement

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

GENERAL INFORMATION

College Mission and Values

Mission

Long Beach City College is committed to providing equitable student learning and achievement, academic excellence, and workforce development by delivering high quality educational programs and support services to our diverse communities.

Values

Long Beach City College is:

- **Purposeful**
The College provides students clear pathways and support to attain their career and educational goals.
- **Focused**
The College embraces a long-term commitment to innovative student success.
- **Nurturing**
The College provides an environment in which students, faculty, and staff build relationships that are understanding and supportive.
- **Connected**
The College is recognized as integral to an inclusive, vibrant, and prosperous local, regional, and global community.
- **Respectful**
The College values and celebrates the exemplary contributions of faculty, staff, and its community partners in supporting students.

For more information on LBCC policies, student services, and learning resources, please refer to the 2020-2021 LBCC College Catalog at <https://www.lbcc.edu/post/college-catalog>.

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 Interim Superintendent-President.

While you are here, we hope that you will take full advantage of our excellent programs and courses taught by some of the best faculty members of any college, anywhere. You will also see our campus improvements in full swing. Thanks to the support of our community, through bond measures, we are transforming both campuses with state-of-the-art learning facilities to prepare our students to meet the challenges of the 21st Century economy. And we are proud of our active and vibrant Student Life that will help enrich your experience here at LBCC.

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 more than 90 years, 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!

Lou Anne Bynum
Interim Superintendent-President
Long Beach Community College District



Academic Senate Message

Welcome to Long Beach City College. The faculty is here to provide you with an excellent education. At LBCC you can 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 certification for these units. Also, you can develop an area of concentration that will allow you to select a major and gain entry into one of the numerous four-year institutions located in Southern California. Counseling and other student services programs help you in your course selection, career preparation and transfer goals. It is a privilege to share in your education. We all look forward to meeting you, talking with you, working with you, and learning with you. We are all here to support you in the pursuit of your academic and personal goals.

Jeri Florence
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

820 Long Beach Blvd.
Long Beach, CA 90813

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. BAE 601.) These courses are not degree applicable.	Courses numbered 1-599 (e.g. Art 9, WELD 483, etc.) 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 <i>may</i> be available for noncredit courses
Grading	No grades are awarded. Courses do not appear on official transcripts.	If course 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.	
Repeating Courses	May repeat the course as often as needed.	Limited number of course repetitions allowed.	

CERTIFICATES OFFERED

Administration of Justice

Certificate of Completion, Security Guard Training
(Plan Code: 4801) 12

Automotive Technology

Certificate of Completion in Automotive Quick Service
(Plan Code: 4924) 12

Basic Adult Education

Certificate of Competency, Financial Literacy
(Plan Code: 4210) 12

Certificate of Competency, Foundational Skills
(Plan Code: 4211) 13

Certificate of Competency, GED Preparation
(Plan Code: 4212) 13

Certificate of Competency, GED Preparation Spanish
(Plan Code: 4213) 13

Certificate of Competency, TEAS Preparation
(Plan Code: 4214) 13

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Microsoft Outlook (Plan Code: 4160) 14

Certificate of Completion, Office Technologies –
Microsoft PowerPoint (Plan Code: 4161) 14

Certificate of Completion, Computer
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Certificate of Completion, Office Technologies –
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Certificate of Completion, Office Technologies –
Microsoft Access (Plan Code: 4165) 15

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Child Development

Certificate of Completion, Family Child Care
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College and Workplace Readiness

Certificate of Competency, College and Workplace
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Computer Technology

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Construction Technology

Certificate of Completion, Construction
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(Plan Code: 4954) 17

Certificate of Completion, Home Remodeling
(Plan Code: 4163) 17

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Certificate of Competency, Adult Learning Skills
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Certificate of Completion, Transitioning
to Higher Learning (Plan Code: 4402) 18

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Certificate of Competency, English for Everyday –
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Fashion Design

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PROGRAMS OF STUDY

Administration of Justice

Certificate of Completion, Security Guard Training (Plan Code: 4801)

The Security Guard Training noncredit Certificate of Completion 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.

REQUIRED COURSES	HOURS
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

Automotive Technology

Certificate of Completion, Automotive Quick Service (Plan Code: 4924)

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.

REQUIRED COURSES	HOURS
AUTO 600 Introduction to Automotive Technology	90
AUTO 601 Automotive Lubrication Service	36
AUTO 602 Automotive Tire Service	36
AUTO 603 Automotive Brake Service	36
TOTAL HOURS	198

Basic Adult Education

Certificate of Competency, Financial Literacy (Plan Code: 4210)

The Financial Literacy 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:

- Establish personal financial goals.

REQUIRED COURSES	HOURS
MONEY 690 Money Basics and Goal Setting	9
MONEY 695 Your Personal Financial Plan	9
TOTAL HOURS	18

Certificate of Competency, Foundational Skills (Plan Code: 4211)

The Foundational Skills 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 progress on assigned individual plan of study.

REQUIRED COURSES	HOURS
FS 600 Foundational Skills: Language Arts	18
FS 605 Foundational Skills: Mathematics	18
TOTAL HOURS	36

Certificate of Competency, GED Preparation (Plan Code: 4212)

The General Educational Development (GED) Preparation program prepares students with the essential skills for the GED test. 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:

- Demonstrate progress on assigned individual plan of study.

REQUIRED COURSES	HOURS
Complete THIRTY-SIX (36) hours from any two of the following:	
GED 600 GED Preparation: Language Arts	18
GED 605 GED Preparation: Social Studies	18
GED 610 GED Preparation: Mathematics	18
GED 615 GED Preparation: Science	18
TOTAL HOURS	36

Certificate of Competency, GED Preparation Spanish (Plan Code: 4213)

The General Educational Development (GED) Preparation program in Spanish prepares students with the essential skills for the GED test. 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:

- Demonstrate progress on assigned individual plan of study.

REQUIRED COURSES	HOURS
Complete THIRTY-SIX (36) hours from any two of the following:	
GED 620 GED Preparation – Spanish: Language Arts	18
GED 625 GED Preparation – Spanish: Social Studies	18
GED 630 GED Preparation – Spanish: Mathematics	18
GED 635 GED Preparation – Spanish: Science	18
TOTAL HOURS	36

Certificate of Competency, TEAS Preparation (Plan Code: 4214)

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, and English Language and 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 progress on assigned individual plan of study.

REQUIRED COURSES	HOURS
TEAS 600 TEAS Preparation: English and Reading	18
TEAS 605 TEAS Preparation: Math and Science	18
TOTAL HOURS	36

Business Information Worker

The Business Information Worker program at Long Beach City College is a comprehensive offering of courses to prepare students for a wide variety of office positions in the Hospitality and Tourism, Retail, Health Care Services, Financial Services and Real Estate, and Business Services Industries.

Certificate of Completion, Office Technologies – Microsoft Outlook (Plan Code: 4160)

The certificate in Office Technologies – Microsoft Outlook will certify that students have achieved Microsoft Office skills necessary for success in pre-transfer level college courses. Furthermore, this certificate will verify that students have demonstrated skill achievement at levels that are necessary for completing the Microsoft Outlook Specialist Industry Certification Exam (MOS).

Program Student Learning Outcomes:

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

REQUIRED COURSES	HOURS
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.

Certificate of Completion, Office Technologies – Microsoft PowerPoint (Plan Code: 4161)

The certificate in Office Technologies – Microsoft PowerPoint will certify that students have achieved Microsoft Office skills necessary for success in pretransfer level college courses. Furthermore, this certificate will verify that students have demonstrated skill achievement at levels that are necessary for completing the Microsoft PowerPoint Industry Certification Exam (MOS).

Program Student Learning Outcome:

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

REQUIRED COURSES	HOURS
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.

Certificate of Completion, Computer Hardware Repair (Plan Code: 4162)

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.

REQUIRED COURSES	HOURS
COSA 650 Intro. to IT Concepts & Applications	72
COSN 605 Computer Hardware Fundamentals	72
TOTAL HOURS	144

Certificate of Completion, Office Technologies – Job Search Skills (Plan Code: 4164)

The certificate in Job Search Skills 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).

REQUIRED COURSES		HOURS
BCOM 622	The Job Search Process	18
BCOM 623	Job Search Tools	18
BCOM 624	The Interview Process	18
TOTAL HOURS		54

Certificate of Completion, Office Technologies – Microsoft Access (Plan Code: 4165)

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.

REQUIRED COURSES		HOURS
COSA 625	Microsoft Access, Introductory	18
COSA 626	Microsoft Access, Intermediate	18
COSA 627	Microsoft Access, Advanced	18
TOTAL HOURS		54

Certificate of Completion, Office Technologies – Microsoft Excel (Plan Code: 4166)

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.

REQUIRED COURSES		HOURS
COSA 615	Microsoft Excel, Introductory	18
COSA 616	Microsoft Excel, Intermediate	18
COSA 617	Microsoft Excel, Advanced	18
TOTAL HOURS		54

Certificate of Completion, Office Technologies – Microsoft Word (Plan Code: 4167)

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 Outcome:

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

REQUIRED COURSES		HOURS
COSA 610	Microsoft Word, Introductory	18
COSA 611	Microsoft Word, Intermediate	18
COSA 612	Microsoft Word, Advanced	18
TOTAL HOURS		54

Child Development: Early Childhood Education

The Child and Adult Development Department at Long Beach City College is committed to enhancing the quality of life for students, children and families throughout the life span. Embracing the diversity each student brings, the Department strives to empower individual learners through personal and professional growth. This department provides general and vocational education at the lower division level.

Certificate of Completion, Family Child Care Management (Plan Code: 4050)

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.

REQUIRED COURSES	HOURS
CDFDC 612A Family Child Care Management A	54
CDFDC 612B Family Child Care Management B	54
TOTAL HOURS	108

College and Workplace Readiness

Long Beach City College offers a certificate of completion in the noncredit program to prepare students for College and Workplace Readiness.

Certificate of Competency, College and Workplace Readiness (Plan Code: 4118)

The certificate in College and Workplace Readiness will certify that students have achieved the basic skills of reading, writing, computation and basic technology, financial and goal clarification necessary for success in pre-transfer level college courses. Furthermore, this certificate will verify that students have demonstrated skill achievement at levels that are necessary for pursuing high-skill, high wage employment.

REQUIRED COURSES	HOURS
BAE 601A Basic Skills Development I	270
BAE 601B Basic Skills Development II	270
TOTAL HOURS	540

Students must log in a minimum of 54 contact hours of laboratory work. The student must complete the required assessment/proficiency exams in reading, writing, and mathematics for each course with a score of 80% or above in each required assessment/proficiency exam.

Computer Technology

This program prepares students for careers in a variety of computer technology related fields and enhances skills for those who are currently employed in that area.

Certificate of Completion, Computer Information Competency (Plan Code: 4128)

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:

- Demonstrate an application of a broad range of computer and Internet concepts.

REQUIRED COURSES	HOURS
COSA 601 Computer Information Competency	36
COSK 633 Computer Keyboarding Skills	36
TOTAL HOURS	72

Construction Technology

Certificate of Completion, Construction Apprenticeship Readiness (Plan Code: 4953)

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.

REQUIRED COURSES	HOURS
CONST 600 Construction Apprenticeship Readiness	180
COSA 601 Computer Information Competency	36
TOTAL HOURS	216

Certificate of Completion, Forklift Fundamentals (Plan Code: 4954)

The Certificate of Completion in Forklift Fundamentals 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).

REQUIRED COURSES	HOURS
CONST 605 Forklift Fundamentals	18
CONST 606 Workplace Competency Skills	18
TOTAL HOURS	36

Certificate of Completion, Home Remodeling (Plan Code: 4163)

This certificate in Home Remodeling 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.

REQUIRED COURSES	HOURS
CONST 606 Workplace Competency Skills	18
CONST 615A Home Remodeling – Tiling	27
CONST 615B Home Remodeling – Drywall	27
CONST 615C Home Remodeling – Painting	27
TOTAL HOURS	99

Counseling and Student Development

Certificate of Competency, Adult Learning Skills (Plan Code: 4400)

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 learning strengths and weaknesses through assessment and analysis of results.
- Analyze different learning styles and identify strategies to improve one's academic performance.

REQUIRED COURSES	HOURS
EDEV 604 Adult Learning Assessment	9
EDEV 649A College Study Techniques	18
TOTAL HOURS	27

Certificate of Completion, Social Competency Skills (Plan Code: 4401)

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 competencies by selecting appropriate responses and strategies in real-life situations.

- Analyze components of effective communication and demonstrate strategies that create good first impressions.
- Demonstrate basic job interview skills.

REQUIRED COURSES		HOURS
EDEV 602	Social Skills Development	36
EDEV 603	Receptive/Expressive Language Dev.	36
TOTAL HOURS		72

Certificate of Completion, Transitioning to Higher Learning (Plan Code: 4402)

The Certificate of Completion in Transition to Higher Learning 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.
- Utilize effective communication skills to self-advocate and make decision towards personal and vocational goals.

REQUIRED COURSES		HOURS
EDEV 610	Transition to Higher Learning	36
EDEV 611	Communication and Self-Advocacy	36
TOTAL HOURS		72

English as a Second Language

Long Beach City College offers certificates of competency in the noncredit program for adults seeking to learn English as a Second Language (ESL).

Certificate of Competency, English for Everyday – Level 1 (Plan Code: 4170)

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.

REQUIRED COURSES		HOURS
ESL 640	English for Everyday 0	108
ESL 641	English for Everyday 1	108
TOTAL HOURS		216

Certificate of Competency, English for Everyday – Level 2 (Plan Code: 4171)

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.

REQUIRED COURSES		HOURS
ESL 642	English for Everyday 2	108
ESL 643	English for Everyday 3	108
TOTAL HOURS		216

Certificate of Competency, English for Everyday – Level 3 (Plan Code: 4172)

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.

REQUIRED COURSES		HOURS
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.

Certificate of Competency, Reading Skills for ESL Students – Level 1 (Plan Code: 4173)

Students completing the Reading Skills for ESL 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.

REQUIRED COURSES		HOURS
ESL 602A	Reading Skills for ESL Students 1	27
ESL 602B	Reading Skills for ESL Students 2	27
TOTAL HOURS		54

Certificate of Competency, Reading Skills for ESL Students – Level 2 (Plan Code: 4174)

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.

REQUIRED COURSES		HOURS
ESL 602C	Reading Skills for ESL Students 3	27
ESL 602D	Reading Skills for ESL Students 4	27
TOTAL HOURS		54

Certificate of Competency, Reading Skills for ESL Students – Level 3 (Plan Code: 4175)

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.

REQUIRED COURSES		HOURS
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.

ESL Workplace Language Skills

The Department of ESL and Linguistics is committed to enriching the quality of life for students and their families. The Workplace Language Skills Program is a 6-course series designed to prepare low to high intermediate-level ESL students for career success. The program focuses on the oral and written language skills students need to attain employment and advance in their careers. For more information on the English as a Second Language (ESL) Department, call 562-938-3037.

Certificate of Competency, Workplace Language Skills for ESL, Level 1 (Plan Code: 4176)

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.

REQUIRED COURSES		HOURS
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

Certificate of Competency, Workplace Language Skills for ESL, Level 2 (Plan Code: 4177)

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 Outcome:

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

REQUIRED COURSES		HOURS
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

Certificate of Competency, Workplace Language Skills for ESL, Level 3 (Plan Code: 4178)

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:

- Students will be able to select and use conventional organizational, formatting and grammatical elements to compose and edit a cover letter; and select and use appropriate cultural and sociolinguistic norms for a U.S. style mock job interview.

REQUIRED COURSES		HOURS
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

Certificate of Competency, Intermediate Oral Skills (Plan Code: 4179)

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.

REQUIRED COURSES		HOURS
ESL 613	Conversation	27
ESL 615	Accent Reduction	108
ESLLC 699	Basic Skills for ESL Students	*54
TOTAL HOURS		143

**Only 8 hours of ESLLC 699 are required for this certificate.*

Certificate of Completion, Intermediate Grammar (Plan Code: 4180)

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.

REQUIRED COURSES		HOURS
ESL 610A	Fundamentals of English Grammar 1	54
ESL 610B	Fundamentals of English Grammar 2	54
ESLLC 699	Basic Skills for ESL Students	*54
TOTAL HOURS		116

*Only 8 hours of ESLLC 699 are required for this certificate.

Certificate of Competency, Intermediate Reading and Writing (Plan Code: 4181)

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.

REQUIRED COURSES		HOURS
ESL 612	Reading for Information and Pleasure	27
ESL 614	Composition for ESL Students	27
ESL 618	Vocabulary Development	54
ESLLC 699	Basic Skills for ESL Students	*54
TOTAL HOURS		116

*Only 8 hours of ESLLC 699 are required for this certificate.

Certificate of Competency, ESL Literacy (Plan Code: 4182)

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

Program Student Learning Outcome:

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

REQUIRED COURSES		HOURS
ESL 628	Literacy for English Language Learners 1	27
ESL 629	Literacy for English Language Learners 2	27
TOTAL HOURS		54

Certificate of Competency, ESL Reading for Citizenship (Plan Code: 4183)

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 Outcome:

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

REQUIRED COURSES		HOURS
ESL 630	Reading for Citizenship 1	54
ESL 631	Reading for Citizenship 2	54
TOTAL HOURS		108

Fashion Design

The Fashion Design program at LBCC provide students with discipline specific skills to communicate effectively, think critically, and possess the knowledge of technology essential to employment in design related occupations within the fashion industry or the requisite foundation for transfer to a 4-year college or university.

Certificate of Completion, Fashion Design – Advanced Apparel Construction (Plan Code: 4323)

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.

REQUIRED COURSES	HOURS
FD 624 Fundamentals of Apparel Construction	90
FD 625 Intermediate Apparel Construction	90
FD 626 Advanced Sewing and Tailoring Techniques	72
TOTAL HOURS	252

Certificate of Completion, Fashion Design – Industrial Sewing and Factory Production Methods (Plan Code: 4324)

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.

REQUIRED COURSES	HOURS
FD 624 Fundamentals of Apparel Construction	90
FD 625 Intermediate Apparel Construction	90
FD 627 Production Sewing	54
TOTAL HOURS	234

Certificate of Completion, Fashion Design – Swimwear Construction (Plan Code: 4325)

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.

REQUIRED COURSES	HOURS
FD 624 Fundamentals of Apparel Construction	90
FD 625 Intermediate Apparel Construction	90
FD 658 Swimwear	36
TOTAL HOURS	216

Certificate of Completion, Fashion Design – Textile Surface Design (Plan Code: 4326)

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.

REQUIRED COURSES	HOURS
FD 624 Fundamentals of Apparel Construction	90
FD 613 Textile Surface Design	36
FD 630 Fashion Design Laboratory	27
TOTAL HOURS	153

Library

The goal of the Library program is to prepare all students for transfer, vocational, and to become lifelong learners to function effectively in a highly technological society with an information-based economy. Library systems are designed, and the staff is organized and committed, to achieving the following objective: to help users develop information competency, a broad-based literacy that includes the skill to identify, retrieve, evaluate, and apply information to a problem-solving context.

Certificate of Completion, Library Technician (Plan Code: 4240)

The Library Technician Certificate of Completion 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.

REQUIRED COURSES		HOURS
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	Special Topics in Library Services	54
LIB 640	Introduction to Cataloging	54
LIB 650	Introduction to Youth Services	54
TOTAL HOURS		270

Certificate of Completion, Library Technician Patron Facing (Plan Code: 4241)

The Long Beach City College Library Technician Patron Facing Certificate of Completion 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.

REQUIRED COURSES		HOURS
Complete ONE HUNDRED EIGHT (108) hours from the following:		
LIB 610	Introduction to Access Services	54
LIB 630	Special Topics in Library Services	54
LIB 650	Introduction to Youth Services	54
TOTAL HOURS		108

Certificate of Completion, Library Technician Technical Services (Plan Code: 4242)

The Long Beach City College Library Technician Technical Services Certificate of Completion 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.

REQUIRED COURSES		HOURS
LIB 620	Introduction to Acquisitions	54
LIB 640	Introduction to Cataloging	54
TOTAL HOURS		108

Certificate of Competency, Information Competency (Plan Code: 4243)

The Information Competency Certificate of Competency 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 the concepts related to information literacy including the ability to find and evaluate accurate information in scholarly and public settings.

REQUIRED COURSES		HOURS
LIB 601	Information Competency	36
LIB 602	Web Databases	18
TOTAL HOURS		54

Nutrition and Dietetics

Nutrition and Dietetics is one of the fastest growing industries. Hospitals, clinics, schools, senior living centers, wellness programs, community and public health centers, universities, and the hospitality industry are always in need of trained food service professionals. Long Beach City College's Nutrition and Dietetics program prepare students for entry-level jobs in two years or less. Students earn state recognized certification and receive hands-on training in local healthcare facilities.

Certificate of Completion, Cake Decorating Techniques (Plan Code: 4322)

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.
- Illustrate the use of cake decorating tools in the commercial setting.

REQUIRED COURSES		HOURS
FT 651	Cake Decorating Techniques	54
FT 652	Cake Decorating for Special Occasions	54
TOTAL HOURS		108

Certificate of Completion, Certified Dietary Manager (CDM) Board Exam Preparation (Plan Code: 4320)

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) Board 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 five sections of the CDM Board Exam with a score of 75% or higher: Nutrition, Foodservice, Personnel, Communications, Sanitation, and Food Safety and Business Operations.

REQUIRED COURSES		HOURS
NUTR 601	CDM Board Exam Preparation 1	18
NUTR 602	CDM Board Exam Preparation 2	18
TOTAL HOURS		36

Reading

Certificate of Completion, Reading in the Health Sciences (Plan Code: 4615)

The Certificate of Completion in Reading in the Health Sciences 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 and READ 602 simultaneously.

Program Student Learning Outcomes:

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

REQUIRED COURSES		HOURS
BIO 602	Introduction to Health Career Sciences	36
READ 602	Reading for Health Career Sciences	27
TOTAL HOURS		63

COURSES

Administration of Justice (ADJUS)

ADJUS 600 0.0 unit

Powers of Arrest/Weapons of Destruction

9 hours lecture

Grading: LBCC Non-Graded Course

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 0.0 unit

Public Relations & Liability

9 hours lecture

Grading: LBCC Non-Graded Course

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 0.0 unit

Communication/Observation/Documentation

9 hours lecture

Grading: LBCC Non-Graded Course

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 0.0 unit

Search, Seizure, Scene Preservation

9 hours lecture

Grading: LBCC Non-Graded Course

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 0.0 unit

Officer Safety & First Aid CPR

9 hours lecture

Grading: LBCC Non-Graded Course

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 0.0 unit

Conflict Management & Crowd Control

9 hours lecture

Grading: LBCC Non-Graded Course

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.

Automotive Technology (AUTO)

AUTO 600 0.0 unit

Introduction to Automotive Technology

36 hours lecture, 54 hours laboratory

Grading: LBCC Non-Graded Course

Formerly AMECH 421. 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 **0.0 unit**

Automotive Lubrication Service

18 hours lecture, 18 hours laboratory
Grading: LBCC Non-Graded Course

Formerly AMECH 801, ATT 801. This course prepares students with skills needed for performing oil changes, lubrication, under hood services and vehicle inspections.

AUTO 602 **0.0 unit**

Automotive Tire Service

18 hours lecture, 18 hours laboratory
Grading: LBCC Non-Graded Course

Formerly AMECH 802, ATT 802. This course prepares students with skills needed for doing tires rotation, repair, replacement, balancing and vehicle inspections.

AUTO 603 **0.0 unit**

Automotive Brake Inspection

18 hours lecture, 18 hours laboratory
Grading: LBCC Non-Graded Course

Formerly AMECH 803, ATT 803. This course prepares students with the skills needed to do basic Service Brake Inspection, brake pads replacement, and vehicle inspection.

Basic Adult Education (BAE)

BAE 601A **0.0 unit**

Basic Skills Development I

270 hours laboratory
Grading: LBCC Non-Graded Course

This is a noncredit course designed to assist students in acquiring the knowledge and skills necessary for college and career readiness. Students will participate in a self-paced, flexible, open-entry/exit course that provides structured and supportive modularized instruction. This course emphasizes development of basic reading, writing, math and college and career preparation skills for students who (1) are or plan to enroll in credit courses and programs, (2) are preparing to take exams or certifications for academic or employment programs, or (3) are returning and/ or adult students wishing to prepare for academic success. The course is the first in a series of 2 courses leading to a Certificate in Basic Skills for College and Career Readiness.

BAE 601B **0.0 unit**

Basic Skills Development II

270 hours laboratory
Grading: LBCC Non-Graded Course

This course is part of a noncredit program designed to improve basic skills for students whose abilities range from pre-high school through pre-college level. The course emphasizes the development of basic reading, writing and math skills for students who: (1) are enrolled, or plan to enroll, in regular courses and need to improve or refresh their basic educational skills; (2) are preparing to take exams or need to develop basic skills for employment or special educational/vocational programs or college/university entrance; (3) wish to review or complete their secondary education; 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 Completion in Basic Skills for the Workplace.

Business, Communications (BCOM)

BCOM 622 **0.0 unit**

The Job Search Process

18 hours lecture
Grading: LBCC Non-Graded Course

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 **0.0 unit**

Job Search Tools

18 hours lecture
Grading: LBCC Non-Graded Course

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 **0.0 unit**

The Interview Process

18 hours lecture
Grading: LBCC Non-Graded Course

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.

Biology (BIO)

BIO 602

0.0 unit

Introduction to Health Career Sciences

36 hours lecture

Corequisite: READ 602

Grading: LBCC Non-Graded Course

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.

Child & Adult Development – Family Day Care (DCFDC)

DCFDC 612A

0.0 unit

Family Child Care Management A

54 hours lecture

Grading: LBCC Non-Graded Course

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.

DCFDC 612B

0.0 unit

Family Child Care Management B

54 hours lecture

Grading: LBCC Non-Graded Course

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 & Adult Development – Learning Lab (DCLL)

CDLL 603

0.0 unit

LBCC Child Development Centers Participation

108 hours laboratory

Grading: LBCC Non-Graded Course

This is a noncredit 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.

Construction Technology (CONST)

CONST 600

0.0 unit

Construction Apprenticeship Readiness

108 hours lecture, 72 hours laboratory

Grading: LBCC Non-Graded Course

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 605

0.0 unit

Forklift Fundamentals

9 hours lecture, 9 hours laboratory

Grading: LBCC Non-Graded Course

Forklift Safety and Operation training will provide basic safety and operation of the forklift including lifting principles, load rating, stability, and operation techniques.

CONST 606

0.0 unit

Workplace Competency Skills

18 hours lecture

Grading: LBCC Non-Graded Course

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 615A

0.0 unit

Home Remodeling–Tiling

9 hours lecture, 18 hours laboratory

Grading: LBCC Non-Graded Course

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 615B **0.0 unit**

Home Remodeling–Drywall

9 hours lecture, 18 hours laboratory

Grading: LBCC Non-Graded Course

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 nonapproved materials.

CONST 615C **0.0 unit**

Home Remodeling–Painting

9 hours lecture, 18 hours laboratory

Grading: LBCC Non-Graded Course

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.

Computer & Office Studies, Appl. Software (COSA)

COSA 601 **0.0 unit**

Computer Information Competency

18 hours lecture, 18 hours laboratory

Grading: LBCC Non-Graded Course

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 610 **0.0 unit**

Microsoft Word, Introductory

18 hours lecture

Grading: LBCC Non-Graded Course

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 **0.0 unit**

Microsoft Word, Intermediate

18 hours lecture

Grading: LBCC Non-Graded Course

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 **0.0 unit**

Microsoft Word, Advanced

18 hours lecture

Grading: LBCC Non-Graded Course

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 615 **0.0 unit**

Microsoft Excel, Introductory

18 hours lecture

Grading: LBCC Non-Graded Course

This course covers beginning spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables.

COSA 616 **0.0 unit**

Microsoft Excel, Intermediate

18 hours lecture

Grading: LBCC Non-Graded Course

This course covers intermediate spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables.

COSA 617 **0.0 unit**

Microsoft Excel, Advanced

18 hours lecture

Grading: LBCC Non-Graded Course

This course covers advanced spreadsheet concepts using Microsoft Excel including formatting, formulas and functions, charts, linked worksheets, and pivot tables.

<p>COSA 620 0.0 unit</p> <p>Microsoft Powerpoint, Introductory 18 hours lecture Grading: LBCC Non-Graded Course</p>	<p>COSA 627 0.0 unit</p> <p>Microsoft Access, Advanced 18 hours lecture Grading: LBCC Non-Graded Course</p>
<p>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.</p>	<p>This course covers advanced database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.</p>
<p>COSA 621 0.0 unit</p> <p>Microsoft Powerpoint, Intermediate 18 hours lecture Grading: LBCC Non-Graded Course</p>	<p>COSA 628 0.0 unit</p> <p>Microsoft Outlook, Introductory 18 hours lecture Grading: LBCC Non-Graded Course</p>
<p>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.</p>	<p>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.</p>
<p>COSA 622 0.0 unit</p> <p>Microsoft Powerpoint, Advanced 18 hours lecture Grading: LBCC Non-Graded Course</p>	<p>COSA 629 0.0 unit</p> <p>Microsoft Outlook, Intermediate 18 hours lecture Grading: LBCC Non-Graded Course</p>
<p>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.</p>	<p>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.</p>
<p>COSA 625 0.0 unit</p> <p>Microsoft Access, Introductory 18 hours lecture Grading: LBCC Non-Graded Course</p>	<p>COSA 630 0.0 unit</p> <p>Microsoft Outlook, Advanced 18 hours lecture Grading: LBCC Non-Graded Course</p>
<p>This course covers basic database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.</p>	<p>This class provides instruction in advanced functions of Microsoft Outlook. Through hands-on practice, students learn to share and manage multiple calendars, import and export contacts, archive and adjust security options, and customize Outlook components.</p>
<p>COSA 626 0.0 unit</p> <p>Microsoft Access, Intermediate 18 hours lecture Grading: LBCC Non-Graded Course</p>	<p>COSA 650 0.0 unit</p> <p>Intro. to IT Concepts & Applications 72 hours lecture Recommended Preparation: COSA 601 Grading: LBCC Non-Graded Course</p>
<p>This course covers intermediate database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.</p>	<p>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</p>

the technology portion of the Information Competency graduation requirement.

Computer & Office Studies, Keyboarding (COSK)

COSK 633 **0.0 unit**

Computer Keyboarding Skills

18 hours lecture, 18 hours laboratory
Grading: LBCC Non-Graded Course

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 **0.0 unit**

Computer Hardware Fundamentals

72 hours lecture
Recommended Preparation: COSA 650
Grading: LBCC Non-Graded Course

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.

Educational Development (EDEV)

EDEV 602 **0.0 unit**

Social Skills Development

36 hours lecture
Grading: LBCC Non-Graded Course

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 **0.0 unit**

Receptive/Expressive Language Dev.

36 hours lecture
Grading: LBCC Non-Graded Course

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 **0.0 unit**

Adult Learning Assessment

9 hours lecture
Grading: LBCC Non-Graded Course

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 **0.0 unit**

Transition to Higher Learning

36 hours lecture
Grading: LBCC Non-Graded Course

This course is design 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 **0.0 unit**

Communication and Self-Advocacy

36 hours lecture
Grading: LBCC Non-Graded Course

This course is design 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 **0.0 unit**

College Study Techniques

18 hours lecture

Grading: LBCC Non-Graded Course

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.

English (ENGL)

ENGL 600 **0.0 unit**

Great Works of Literature

54 hours lecture

Grading: LBCC Non-Graded Course

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 **0.0 unit**

Writing for Publication or Pleasure

54 hours lecture

Grading: LBCC Non-Graded Course

This course gives especially older adult students experience with the creative and critical processes in creative writing.

English as a Second Language (ESL)

ESL 602A **0.0 unit**

Reading Skills for ESL Students 1

27 hours lecture

Grading: LBCC Non-Graded Course

This first course in a series of seven 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 **0.0 unit**

Reading Skills for ESL Students 2

27 hours lecture

Recommended Preparation: ESL 602A

Grading: LBCC Non-Graded Course

This second course in a series of seven 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 **0.0 unit**

Reading Skills for ESL Students 3

27 hours lecture

Recommended Preparation: ESL 602B

Grading: LBCC Non-Graded Course

This third course in a series of seven 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 **0.0 unit**

Reading Skills for ESL Students 4

27 hours lecture

Recommended Preparation: ESL 602C

Grading: LBCC Non-Graded Course

This fourth course in a series of seven 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**0.0 unit****Reading Skills for ESL Students 5**

27 hours lecture

Recommended Preparation: ESL 602D

Grading: LBCC Non-Graded Course

This fifth course in a series of seven 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**0.0 unit****Reading Skills for ESL Students 6**

27 hours lecture

Recommended Preparation: ESL 602E

Grading: LBCC Non-Graded Course

This sixth course in a series of seven 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**0.0 unit****Fundamentals of English Grammar 1**

54 hours lecture

Recommended Preparation: ESL 645

Grading: LBCC Non-Graded Course

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**0.0 unit****Fundamentals of English Grammar 2**

54 hours lecture

Recommended Preparation: ESL 610A

Grading: LBCC Non-Graded Course

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**0.0 unit****Reading for Information and Pleasure**

27 hours lecture

Prerequisite: ESL 645 or ESL 845

Grading: LBCC Non-Graded Course

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**0.0 unit****Conversation**

27 hours lecture

Prerequisite: ESL 645 or ESL 845

Grading: LBCC Non-Graded Course

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**0.0 unit****Composition for ESL Students**

27 hours lecture

Prerequisite: ESL 645 or ESL 845

Grading: LBCC Non-Graded Course

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	0.0 unit	language competency through content-based instruction in order to take the U.S. citizenship examination.
Accent Reduction		
108 hours lecture		
Prerequisite: ESL 645 or ESL 845		
Grading: LBCC Non-Graded Course		
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	0.0 unit	
Vocabulary Development		
54 hours lecture		
Recommended Preparation: ESL 645		
Grading: LBCC Non-Graded Course		
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	0.0 unit	
Literacy for English Language Learners 1		
27 hours lecture		
Grading: LBCC Non-Graded Course		
The first course in a two-course sequence to develop literacy skills of English language learners.		
ESL 629	0.0 unit	
Literacy for English Language Learners 2		
27 hours lecture		
Recommended Preparation: Placement into this class is via ESL department assessment.		
Grading: LBCC Non-Graded Course		
The second course in a two-course sequence to develop literacy skills of English language learners.		
ESL 630	0.0 unit	
Reading for Citizenship 1		
54 hours lecture		
Recommended Preparation: Placement is determined via assessment by ESL department faculty.		
Grading: LBCC Non-Graded Course		
The first course in a two-course sequence for beginning level English language learners. Students will develop the		
ESL 631	0.0 unit	
Reading for Citizenship 2		
54 hours lecture		
Recommended Preparation: Placement is determined via assessment by ESL department faculty.		
Grading: LBCC Non-Graded Course		
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	0.0 unit	
Reading for Citizenship AX		
72 hours lecture		
Recommended Preparation: Placement is determined via assessment by ESL department faculty.		
Grading: LBCC Non-Graded Course		
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	0.0 unit	
English for Everyday 0		
108 hours lecture		
Grading: LBCC Non-Graded Course		
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	0.0 unit	
English for Everyday 1		
108 hours lecture		
Prerequisite: ESL 640 or ESL 840 or qualification through the LBCC assessment process for ESL.		
Grading: LBCC Non-Graded Course		
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**0.0 unit****English for Everyday 2**

108 hours lecture

Prerequisite: ESL 641 or ESL 841 or qualification through the LBCC assessment process for ESL.

Grading: LBCC Non-Graded Course

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**0.0 unit****English for Everyday 3**

108 hours lecture

Prerequisite: ESL 642 or ESL 842 or qualification through the LBCC assessment process for ESL.

Grading: LBCC Non-Graded Course

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**0.0 unit****English for Everyday 4**

108 hours lecture

Prerequisite: ESL 643 or ESL 843 or qualification through the LBCC assessment process for ESL.

Grading: LBCC Non-Graded Course

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**0.0 unit****English for Everyday 5**

108 hours lecture

Prerequisite: ESL 644 or ESL 844 or qualification through the LBCC assessment process for ESL.

Grading: LBCC Non-Graded Course

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 ESL comprehension of spoken and written standard North American English.

ESL 670**0.0 unit****Listen/Speak for Work for ESL Level 1**

90 hours lecture

Prerequisite: ESL 644 or ESL 844 or qualification through the LBCC assessment process for ESL.

Recommended Preparation: Students are strongly advised to enroll in ESL 670 and ESL 671 in the same semester.

Grading: LBCC Non-Graded Course

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**0.0 unit****Read/Write for Work for ESL Level 1**

90 hours lecture

Prerequisite: ESL 644 or ESL 844 or Qualification through the LBCC assessment process for ESL.

Recommended Preparation: Students are strongly advised to enroll in ESL 670 and ESL 671 in the same semester.

Grading: LBCC Non-Graded Course

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**0.0 unit****Listen/Speak for Work for ESL Level 2**

90 hours lecture

Prerequisite: ESL 670

Recommended Preparation: Students are strongly advised to enroll in ESL 672 and ESL 673 in the same semester.

Grading: LBCC Non-Graded Course

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 **0.0 unit**

Read/Write for Work for ESL Level 2

90 hours lecture

Prerequisite: ESL 671

Recommended Preparation: Students are strongly advised to enroll in ESL 672 and ESL 673 in the same semester

Grading: LBCC Non-Graded Course

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 **0.0 unit**

Listen/Speak for Work for ESL Level 3

90 hours lecture

Prerequisite: ESL 672

Recommended Preparation: Students are strongly advised to enroll in ESL 674 and ESL 675 in the same semester.

Grading: LBCC Non-Graded Course

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 **0.0 unit**

Read/Write for Work for ESL Level 3

90 hours lecture

Prerequisite: ESL 673

Recommended Preparation: Students are strongly advised to enroll in ESL 674 and ESL 675 in the same semester.

Grading: LBCC Non-Graded Course

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 **0.0 unit**

Basic Skills for ESL Students

54 hours laboratory

Grading: LBCC Non-Graded Course

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 (FD)

FD 613 **0.0 unit**

Textile Surface Design

9 hours lecture, 27 hours laboratory

Grading: LBCC Non-Graded Course

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.

FD 624 **0.0 unit**

Fundamentals of Apparel Construction

36 hours lecture, 54 hours laboratory

Grading: LBCC Non-Graded Course

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.

FD 625 **0.0 unit**

Intermediate Apparel Construction

36 hours lecture, 54 hours laboratory

Recommended Preparation: FD 624

Grading: LBCC Non-Graded Course

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.

FD 626 **0.0 unit**

Advanced Sewing and Tailoring Techniques

18 hours lecture, 54 hours laboratory

Recommended Preparation: FD 625

Grading: LBCC Non-Graded Course

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.

FD 627**0.0 unit****Production Sewing**

18 hours lecture, 36 hours laboratory

Recommended Preparation: FD 624

Grading: LBCC Non-Graded Course

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.

FD 630**0.0 unit****Fashion Design Laboratory**

27 hours laboratory

Grading: LBCC Non-Graded Course

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.

FD 658**0.0 unit****Swimwear**

9 hours lecture, 27 hours laboratory

Recommended Preparation: FD 624

Grading: LBCC Non-Graded Course

This course instructs the student in the design, sewing, and fitting of swimwear. Special emphasis is given to 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****0.0 unit****Cake Decorating Techniques**

18 hours lecture, 36 hours laboratory

Grading: LBCC Non-Graded Course

This course covers cake decorating techniques, recipes, tools and skill development. A variety of icings, designs, and shaping techniques will be covered.

FT 652**0.0 unit****Cake Decorating for Special Occasions**

18 hours lecture, 36 hours laboratory

Grading: LBCC Non-Graded Course

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.

Foundational Skills Development (FS)**FS 600****0.0 unit****Foundational Skills Language Arts**

18 hours lecture

Recommended Preparation: Intermediate reading level in English

Grading: LBCC Non-Graded Course

This course is part of a noncredit 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 Completion in Foundational Skills.

FS 605**0.0 unit****Foundational Skills Math**

18 hours lecture

Recommended Preparation: Intermediate reading level in English

Grading: LBCC Non-Graded Course

This course is part of a noncredit 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 Completion in Foundational Skills.

GED Preparation (GED)

GED 600

0.0 unit

GED Preparation: Language Arts

18 hours lecture

Grading: LBCC Non-Graded Course

This course prepares students to take the GED language arts tests. Reading for meaning, identifying and creating arguments and grammar and language to pass the GED language arts tests are covered via group and individualized instruction.

GED 605

0.0 unit

GED Preparation: Social Studies

18 hours lecture

Grading: LBCC Non-Graded Course

This course prepares students to take the GED 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 social studies test are covered via group and individualized instruction.

GED 610

0.0 unit

GED Preparation: Mathematics

18 hours lecture

Grading: LBCC Non-Graded Course

This course prepares students to take the GED mathematics test. Math, geometry, basic algebra and graphs and functions to pass the GED mathematics test are cover via individualized instruction.

GED 615

0.0 unit

GED Preparation: Science

18 hours lecture

Grading: LBCC Non-Graded Course

This course prepares students to take the GED science test. Designing and interpreting science experiments, using numbers and graphics in science and reading for meaning in science to pass the GED science test are covered via individualized instruction.

GED 620

0.0 unit

GED Preparation - Spanish: Language Arts

18 hours lecture

Grading: LBCC Non-Graded Course

This course prepares students to take the Spanish GED language arts tests. Reading for meaning, identifying and creating arguments and grammar and language to pass

the Spanish GED 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. 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 625

0.0 unit

GED Preparation - Spanish: Social Studies

18 hours lecture

Grading: LBCC Non-Graded Course

This course prepares students to take the Spanish language GED 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 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 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 se cubren a través de instrucción grupal e individualizada en un ambiente de menos estrés.

GED 630

0.0 unit

GED Preparation - Spanish: Mathematics

18 hours lecture

Grading: LBCC Non-Graded Course

This course prepares students to take the Spanish GED mathematics test. Math, geometry, basic algebra and graphs and functions to pass the Spanish GED mathematics test are covered via individualized instruction in a low-stress environment. Prepara al estudiante para tomar el examen de matemáticas GED en español. Matemáticas, geometría, álgebra básica y gráficas y funciones para aprobar el examen de matemáticas GED se cubren a través de instrucción individualizada en un ambiente de menos estrés.

GED 635

0.0 unit

GED Preparation - Spanish: Science

18 hours lecture

Grading: LBCC Non-Graded Course

This course prepares students to take the GED science test. Designing and interpreting science experiments, using numbers and graphics in science and reading for meaning in science to pass the GED science test are covered via individualized instruction in a low-stress environment.

Prepara al estudiante para tomar el examen de ciencias GED. 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 están cubiertos a través de la instrucción individualizada en un ambiente de menos estrés.

Learning & Academic Resources (LEARN)

LEARN 610 **0.0 unit**

Basic Study Skills Laboratory

54 hours laboratory

Grading: LBCC Non-Graded Course

This is a non-credit course in basic study skills. This course covers a variety of basic learning and study skills including note-taking, test-taking, memory enhancement and time management. Participation schedule will vary.

LEARN 650 **0.0 unit**

Supervised Tutoring

18 hours laboratory

Corequisite: Concurrent enrollment in an LBCC course

Grading: LBCC Non-Graded Course

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 **0.0 unit**

Foundations of Library Services

54 hours lecture

Grading: LBCC Non-Graded Course

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 **0.0 unit**

Information Competency

36 hours lecture

Grading: LBCC Non-Graded Course

In this course, students gain an in-depth understanding and mastery of information gathering and use across the curriculum. It emphasizes research strategies and evaluation of information resources. It covers different levels, types, and formats of information, including the Internet. This course will help students acquire and improve the advanced skills necessary for information literacy across the curriculum and feel confident in transferring and applying these skills to succeed in four-year colleges and beyond.

LIB 602 **0.0 unit**

Web Databases

18 hours lecture

Grading: LBCC Non-Graded Course

This course is a hands-on introduction to online databases and their structures. It emphasizes evaluation of information, search strategies, and search techniques used to effectively access and retrieve information in the online environment. This course will be beneficial for students who wish to develop vital information searching and retrieval skills for both academic and professional purposes.

LIB 610 **0.0 unit**

Introduction to Access Services

54 hours lecture

Prerequisite: LIB 200 or LIB 600

Grading: LBCC Non-Graded Course

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 **0.0 unit**

Introduction to Acquisitions

54 hours lecture

Prerequisite: LIB 200 or LIB 600

Grading: LBCC Non-Graded Course

This course is designed to teach students the valuable skills required to become qualified library technicians. This course focuses on the goals and functions of acquisitions and the topics will include the basics of acquiring library materials, the financial management of materials budgets,

vendors, and ethical considerations. Visitations to other libraries or information research centers are required.

LIB 630 **0.0 unit**

Special Topics in Library Services

54 hours lecture

Prerequisite: LIB 200 or LIB 600

Grading: LBCC Non-Graded Course

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 the roles of supervisors and managers; the role of reference and information services; and the influence of emerging technologies in various library services.

LIB 640 **0.0 unit**

Introduction to Cataloging

54 hours lecture

Prerequisite: LIB 200 or LIB 600

Grading: LBCC Non-Graded Course

This course is designed to teach students the valuable skills necessary to become qualified technicians. Topics will include: cataloging principles and procedures including descriptive and subject cataloging, classification systems, Machine Readable Cataloging (MARC) formats, bibliographic utilities, authority and bibliographic verification and control.

LIB 650 **0.0 unit**

Introduction to Youth Services

54 hours lecture

Grading: LBCC Non-Graded Course

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.

Money Management (MONEY)

MONEY 690 **0.0 unit**

Money Basics and Goal Setting

9 hours lecture

Grading: LBCC Non-Graded Course

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 **0.0 unit**

Your Personal Financial Plan

9 hours lecture

Grading: LBCC Non-Graded Course

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.

Nutrition and Dietetics (NUTR)

NUTR 601 **0.0 unit**

CDM Board Exam Preparation 1

18 hours lecture

Grading: LBCC Non-Graded Course

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 **0.0 unit**

CDM Board Exam Preparation 2

18 hours lecture

Grading: LBCC Non-Graded Course

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.

Reading (READ)

READ 602

0.0 unit

Reading for Health Career Sciences

27 hours lecture

Grading: LBCC Non-Graded Course

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.

TEAS Preparation (TEAS)

TEAS 600

0.0 unit

TEAS Preparation: English and Reading

18 hours lecture

Recommended Preparation: Intermediate reading level in English.

Grading: LBCC Non-Graded Course

This course helps students prepare for the Test of Essential Academic Skills (TEAS) by developing and strengthening essential English and reading skills.

TEAS 605

0.0 unit

TEAS Preparation: Math and Science

18 hours lecture

Recommended Preparation: Intermediate reading level in English.

Grading: LBCC Non-Graded Course

This course helps students prepare for the Test of Essential Academic Skills (TEAS) by developing and strengthening essential math and science skills.



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