LONG BEACH CITY COLLEGE

CATALOG 2018 - 2019 ADDENDUM

VI– SPRING 19

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Revised Courses **25**

CULAR 202 Intro to Culinary Skills & Principles
(Updated course units)

CULAR 211 Intermed Culinary Skills & Principles
(Updated course units)

CULAR 217 Vegetarian & Specialty Cuisine
(Updated course units)

FD 271WE Work Experience-Fashion Design
(Updated course number and units)

F_N 224 Sanitation, Safety and Equipment **26**
*(*Updated recommended preparation and catalog description)

F_N 230A Clinical Field Experience I
(Updated course units and title)

F_N 240A Clinical Field Experience II
(Updated course units and title)

F_N 253 ServSafe Certification
(Updated course units)

GI Bill information:

Please note: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Website at http://www.benefits.va.gov/gibill

NEW DEGREES

Associate in Science (A.S.) Degree, Welding Technology (Plan Code: 2988)
The Associate in Science degree in Welding Technology is designed to prepare students for a variety of entry-level positions in today's construction and fabrication industries. Upon completion students will have a thorough knowledge of welding safety, theory and procedures, in accordance with the American Welding Society SENSE Entry Welder program, as well as the skill to perform a variety of welding processes. Successful completion of this degree will prepare students for the following career opportunities: welder, welding inspector, welding technician/fitter, pipe fitter/welder, and metal fabricator. There are eight courses in both the AS Welding degree. Six of the eight courses require a material fee of $20 for a total of $120.

Program Student Leaning Outcomes:

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

REQUIRED COURSES		UNITS
WELD 50	Introduction to Welding	4
WELD 212	Introduction to Shielded Metal Arc Welding	4
WELD 213	Intro to Semi-Automatic Welding	4
WELD 214	Introduction to Gas Tungsten Arc Welding	4
MTFAB 50	Introduction to Metalworking	4
MTFAB 220C	Power Metalworking Machine Operations	4
MTFAB 260	Blueprint Reading for Metal Fabrication	3
MTFAB 270	Metallurgy	3
Total Units		30

REVISED DEGREES

Associate in Science (A.S.) Degree, Culinary Arts (Plan Code: 2147)
Students learn skills for positions in food preparation for institutional, restaurant airline catering, convention center, cruise line, supermarket, and hotel restaurant-type food operations. Students will enhance their skills in a variety of cooking techniques. The associate degree will provide students with a broad based general education which will prepare them for global citizenry.

REQUIRED COURSES		UNITS
BCOM 222	Job Search Skills	3
BCOM 262	Soft Skills for the Workplace	1
CULAR 20	App. Food Serv. Sanit in Hotel/Rstr. Mgmt	3
CULAR 225	Product and Menu Development	2
CULAR 202	Intro to Culinary Skills & Principles	5
CULAR 211	Intermed Culinary Skills & Principles	4.5
CULAR 218	World Cuisines: Asian	3
CULAR 219	World Cuisines: Mediterranean	3
CULAR 222A	Advanced Restaurant Operations	4
CULAR 222B	Advanced Restaurant Practicum	4
Subtotal Units		32.5

IN ADDITION, complete SIX (6) units from the following:		
CULAR 215	Buffets and Catering	1.5
CULAR 216	World Cuisine: American Regional	3
CULAR 217	Vegetarian & Specialty Cuisine	2
CULAR 230	Baking & Pastry Skills for Cul Students	3
Subtotal Units		6
Total Units in the Major		38.5

RECOMMENDED but not required courses:		
LEARN 11	Introduction to Study Skills	1
MATH 825	Culinary Math	1
COSA 1	Computer and Information Competency	1

Associate in Science (A.S.) Degree, Fire Science (Plan Code: 2805)
Students are educated and trained in the technical fields relating to fire and safety practices. This program also provides partial lower division preparation for the baccalaureate degree in this field. This Associate Degree will prepare students for entry to a fire academy and for career advancement for those already employed in a fire-related industry.

Program Student Learning Outcomes:

- Explore the history, development, structure, and functions of the American fire service.
- Apply prevention/protection/fire-fighting theories, principles, and concepts to address real-life situations in the field.
- Recognize the importance of and practice of the safety behaviors in a professional fire service setting.
- Analyze, interpret, and evaluate prevention/protection/fire-fighting theories, policies, practices, and procedures to develop strategies to prevent, control, and fight fires.

REQUIRED CORE COURSES		UNITS
FIRE 1	Fire Protection Organization	3
FIRE 2	Fire Prevention Technology	3
FIRE 3	Fire Protection Equipment and Systems	3
FIRE 4	Building Construction	3
FIRE 5	Fire Behavior and Combustion	3
Subtotal Units		15

IN ADDITION, complete NINE (9) units from the following courses:		
FIRE 53	Fire Hydraulics	3
FIRE 54	Hazardous Materials 1	3
FIRE 57	Introduction to Tactics and Strategy	3
FIRE 58	Intro to Fire Company Administration	3
FIRE 61	Rescue Practices	3
FIRE 62	Fire Apparatus & Equipment	3
FIRE 64	Hazardous Materials 2	3
FIRE 65	Fundamental of Fire Safety	3
FIRE 240	Firefighter I Physical Agility	.5
EMT 251	Emergency Medical Technician	4
EMT 251L	Emergency Medical Technician Lab	2
PUBAD 1	Introduction to Public Administration	3
Subtotal Units		9
Total Units in the Major		24

NEW CERTIFICATES OF ACHIEVEMENT

Certificate of Achievement, CSU GE Breadth (Plan Code: 3000)
The Long Beach City College Certificate of Achievement in CSUGE Breadth will provide students with the required general education coursework needed for transfer to a four-year University in California. The general education pattern for CSU incorporates a wide variety of disciplines in the areas of written and oral communication, quantitative reasoning, critical thinking, science, social science, humanities, arts, and personal growth and development. Upon completion, students will have fulfilled the minimum lower division general education requirements for a Bachelors' degree, thereby allowing them to focus on their upper-division curriculum in their major field of concentration after transfer.

Program Student Learning Outcomes:

- Synthesize information provided through a variety of disciplines and determine the relationship between them while preparing for transfer to a California State University institution.
- Develop skills, comprehension, and information in oral and written communication provided through a variety of disciplines.

Program Requirements
Students will complete 39 units of transferable coursework prescribed and outlined on general education patterns Plan B, California State University General Education Breadth (CSUGEB).

Certificate of Achievement, Formula Room Technician (Plan Code: 3221)
This certificate of Achievement will prepare an individual to be employed as a Formula Room Technician or Formula Room Human Milk Technician in specialized formula rooms in children hospitals and other health care institutions. The Formula Room Technician is responsible for safe and effective operation of equipment needed to prepare infant formula and maintain sanitation in the preparation room.

Program Student Learning Outcomes:

- Evaluate proper safety and sanitation techniques utilized in food service systems.
- Create menus for modified diets in the health care setting.

REQUIRED COURSES		UNITS
F_N 20	Nutrition and Life	3
F_N 21	Food Selection and Meal Preparation	4
F_N 224	Sanitation, Safety and Equipment	3
F_N 232	Therapeutic Diets	3
F_N 234	Advanced Nutrition Care	3
COSA 1	Computer Information Competency	1
Total Units		17

Certificate of Achievement, IGETC (Plan Code: 3001)
The Long Beach City College Certificate of Achievement in IGETC will provide students with the required general education coursework needed for transfer to a four-year University in California. The IGETC pattern incorporates a wide variety of disciplines in the areas of written and oral communication, quantitative reasoning, critical thinking, science, social science, humanities, and arts. Upon completion, students will have fulfilled the minimum lower division general education requirements for a Bachelors' degree, thereby allowing them to focus on their upper-division curriculum in their major field of concentration after transfer.

Program Student Learning Outcomes:

- Synthesize information provided through a variety of disciplines and determine the relationship between them while preparing for transfer to a California State University or University of California institution.
- Develop skills, comprehension, and information in oral and written communication provided through a variety of disciplines.

Program Requirements
Students will complete 34 units of transferable coursework prescribed and outlined on general education pattern Plan C, Intersegmental General Education Transfer Curriculum (IGETC).

Certificate of Achievement, Welding Technology (Plan Code: 3988)
The Certificate of Achievement in Welding Technology is designed to prepare students for a variety of entry-level positions in today's construction and fabrication industries. Upon completion students will have a thorough knowledge of welding safety, theory and procedures, in accordance with the American Welding Society SENSE (Schools Excelling through National Skills Education) Entry Welder program, as well as the skill to perform a variety of welding processes. Successful completion of this degree will prepare students for the following career opportunities: welder, welding inspector, welding technician/fitter, pipe fitter/welder, and metal fabricator. There are eight courses in both the Welding Certificate of Achievement. Six of the eight courses require a material fee of $20 for a total of $120.

Program Student Leaning Outcomes:

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

REQUIRED COURSES		UNITS
WELD 50	Introduction to Welding	4
WELD 212	Introduction to Shielded Metal Arc Welding	4
WELD 213	Intro to Semi-Automatic Welding	4
WELD 214	Introduction to Gas Tungsten Arc Welding	4
MTFAB 50	Introduction to Metalworking	4
MTFAB 220C	Power Metalworking Machine Operations	4
MTFAB 260	Blueprint Reading for Metal Fabrication	3
MTFAB 270	Metallurgy	3
Total Units		30

REVISED CERTIFICATE OF ACHIEVEMENT

Certificate of Achievement, Culinary Arts (Plan Code: 3147)
Students learn skills for positions in food preparation for institutional, restaurant airline catering, convention center, cruise line, supermarket, and hotel restaurant-type food operations. Students will enhance their skills in a variety of cooking techniques.

Program Student Learning Outcomes:

- Students will be able to understand and execute food preparation in Food Service operations using proper knife skills, accurate cooking methods and plating techniques, with the enhancement of International Cuisine knowledge while applying Safety & Sanitation rules according to Industry Standards.

REQUIRED COURSES—Complete the 38.5 units of required courses as listed in the Associate Degree major requirements.

Certificate of Achievement, Fire Science (Plan Code: 3805)
This Certificate of Achievement will prepare students for entry to a fire academy and for an entry-level position in private and public fire-related occupations.

REQUIRED CORE COURSES		UNITS
FIRE 1	Fire Protection Organization	3
FIRE 2	Fire Prevention Technology	3
FIRE 3	Fire Protection Equipment and Systems	3
FIRE 4	Building Construction	3
FIRE 5	Fire Behavior and Combustion	3
Subtotal Units		15

IN ADDITION, complete NINE (9) units from the following courses:		
FIRE 53	Fire Hydraulics	3
FIRE 54	Hazardous Materials 1	3
FIRE 57	Introduction to Tactics and Strategy	3
FIRE 58	Intro to Fire Company Administration	3
FIRE 61	Rescue Practices	3
FIRE 62	Fire Apparatus & Equipment	3
FIRE 64	Hazardous Materials 2	3
FIRE 65	Fundamental of Fire Safety	3
FIRE 240	Firefighter I Physical Agility	.5
EMT 251	Emergency Medical Technician	4
EMT 251L	Emergency Medical Technician Lab	2
PUBAD 1	Introduction to Public Administration	3
Subtotal Units		9
Total Units in the Major		24

NEW NONCREDIT CERTIFICATE OF COMPLETION

Noncredit 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 Leaning Outcomes:

- Demonstrate mastery of diagnostic tools and equipment used for automotive repair.
- Identify various automotive components.
- Demonstrate the technical and organizational employability skills required by the automotive industry.

REQUIRED COURSE		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

Noncredit 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

Noncredit 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. There are no material fees in the courses associated with this program.

Program Student Learning Outcomes:

- Develop and complete a portfolio that presents the student(s) as the most qualified job applicant(s).
- Demonstrate the ability to communicate their employability soft and hard skills that land them the job.

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

Noncredit 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. There are no material fees in the courses associated with this program.

Program Student Learning Outcomes:

- Use Microsoft Access to install, configure and manage a business database system.
- Create database tables, querys, forms, and reports relating to organization operations.
- Utilize the Microsoft Access Database Management system to address data maintenance and operational needs of common business scenarios.

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

Noncredit 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. There are no material fees in the courses associated with this program.

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

Noncredit Certificate of Completion, Office Technologies- Microsoft Outlook (Plan Code: 4160)
This program provides instruction in desktop management using Microsoft Outlook. Students completing the Microsoft Outlook certificate will possess the skills necessary to effectively use Outlook software tools. Topics include sending and receiving e-mail using special features, creating contacts, planning and tracking tasks, scheduling and managing multiple calendar items, creating rules, importing and exporting contacts, archiving and customizing Outlook components. There are no material fees in the courses associated with this program.

Program Student Learning Outcomes:

- Compose formatted emails, meeting requests, and task requests in Microsoft Outlook
- Manage folders and contacts in Microsoft Outlook.

REQUIRED COURSES		HOURS
COSA 628	Microsoft Outlook, Introductory	18
COSA 629	Microsoft Outlook, Intermediate	18
COSA 630	Microsoft Outlook, Advanced	18
Total Hours		54

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

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

Program Student Learning Outcomes:

- 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

Noncredit 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. There are no material fees in the courses associated with this program.

Program Student Learning Outcomes:

- 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

NEW NONCREDIT CERTIFICATES OF COMPETENCY

Noncredit 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 670X	Read/Write for Work for ESL Level 1	90
Total Hours		180

Noncredit 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 Outcomes:

- 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 673X	Read/Write for Work for ESL Level 2	90
Total Hours		180

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

Noncredit 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.

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.*

Noncredit Certificate of Competency, 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.

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.*

Noncredit 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.

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.*

NEW COURSES

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.

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, 18 hours laboratory
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.

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.

COSA 620 **0.0 unit**
Microsoft PowerPoint, Introductory
18 hours lecture
Grading: LBCC Non-Graded Course

This course covers basic presentation concepts using Microsoft PowerPoint including combining text and graphic images to develop computerized slide shows, charts, and printed materials for presentations.

COSA 621 **0.0 unit**
Microsoft PowerPoint, Intermediate
18 hours lecture
Grading: LBCC Non-Graded Course

This course covers intermediate presentation concepts using Microsoft PowerPoint including combining text and graphic images to develop computerized slide shows, charts, and printed materials for presentations.

COSA 622 **0.0 unit**
Microsoft PowerPoint, Advanced
18 hours lecture
Grading: LBCC Non-Graded Course

This course covers advanced presentation concepts using Microsoft PowerPoint including combining text and graphic images to develop computerized slide shows, charts, and printed materials for presentations.

COSA 625 **0.0 unit**
Microsoft Access, Introductory
18 hours lecture
Grading: LBCC Non-Graded Course

This course covers basic database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.

COSA 626 **0.0 unit**
Microsoft Access, Intermediate
18 hours lecture
Grading: LBCC Non-Graded Course

This course covers intermediate database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.

COSA 627 **0.0 unit**
Microsoft Access, Advanced
18 hours lecture
Grading: LBCC Non-Graded Course

This course covers advanced database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.

COSA 628 **0.0 unit**
Microsoft Outlook, Introductory
18 hours lecture
Grading: LBCC Non-Graded Course

This course provides instruction in desktop management using Microsoft Outlook. Topics include how to send and receive e-mail, use email special features, and create contacts.

COSA 629 **0.0 unit**
Microsoft Outlook, Intermediate
18 hours lecture
Grading: LBCC Non-Graded Course

This course provides instruction in intermediate Outlook tasks. Students will learn how to plan and track tasks, schedule calendar items, and create rules to manage their Inbox.

COSA 630 **0.0 unit**
Microsoft Outlook, Advanced
18 hours lecture
Grading: LBCC Non-Graded Course

This class provides instruction in advanced functions of Microsoft Outlook. Through hands-on practice, student learn to share and manage multiple calendars, import and export contacts, archive and adjust security options, and customize Outlook components.

CONST 605 **0.0 unit**
Forklift Fundamentals
9 hours lecture, 9 hours laboratory
Prerequisite-Valid state drivers license or equivalent
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.

ESL 610A **0.0 unit**
Fundamental 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**
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 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 language competency through content-based instruction in order to take the U.S. citizenship examination.

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 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 671X 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 671X **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 671X in the same semester.
Grading: LBCC Non-Graded Course

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 673X 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 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 675X 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 675X **0.0 unit**
Read/Write for Work for ESL Level 3
90 hours lecture
Prerequisite: ESL 673X
Recommended Preparation: Students are strongly advised to enroll in ESL 674 and ESL 675X in the same semester.
Grading: LBCC Non-Graded Course

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.

LIB 200 **3.0 units**
Foundation of Library Services
54 hours lecture
Grading: letter grade or pass/no pass

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.

R_TV 270WE **4.0 units**
Work Experience-Radio and Television
72 hours laboratory
Grading: letter grade

Students learn and gain on-the-job experience in the Film, Television, Radio, Digital Media field. Learning objectives are established collaboratively by the student, supervisor, and instructor. A minimum of sixty (60) clock hours of non-paid work or seventy-five (75) clock hours of paid work during the semester are required for each unit of credit. Students may earn from 1 to 4 units credit. Prior approval by R_TV Department faculty and compliance with Work Experience regulations as designated in the College Catalog. Qualification for enrollment. Instructor will verify prerequisites and qualifications: 1) completed work experience orientation; 2) submitted work experience application.

REVISED COURSES

CULAR 202 **5.0 units**
Intro to Culinary Skills & Principles
45 hours lecture, 144 hours laboratory
Corequisite: CULAR 20 and TB Clearance
Grading: letter grade

The fundamental concepts, skills, and techniques involved in basic cookery are covered in this course: ingredients, cooking theories, preparation of stocks, mother sauces, and emulsions, knife skills, vegetables and starches, and meat and poultry prepared using basic cooking techniques (sautéing, roasting, poaching, braising, and frying). Students must pass a practical exam on a variety of cooking techniques.

CULAR 211 **4.5 units**
Intermed. Culinary Skills & Principles
36 hours lecture, 144 hours laboratory
Prerequisite: CULAR 20 and TB Clearance and (CULAR 202 or CULAR 213A)
Grading: letter grade

This course provides students with skills and knowledge of the organization, equipment and responsibilities of the "cold kitchen". Cold hors d'oeuvres, sandwiches, salads, and basic charcuterie items are taught. Reception foods and buffet arrangements are introduced. Students must pass a written and practical exam.

CULAR 217 **2.0 units**
Vegetarian & Specialty Cuisine
18 hours lecture, 54 hours laboratory
Prerequisite: CULAR 20 and TB Clearance and (CULAR 202 or CULAR 213A)
Grading: letter grade

This course provides the knowledge to understand the principles of vegetarian, vegan, raw food, and specialty cuisines. Topics will include how to combine non-meat proteins, prepare raw foods, and make substitutions for low fat, low sugar, gluten-free, and other allergy-based dietary restrictions.

FD 271WE **1.0-4.0 units**
Work Experience-Fashion Design
72 hours laboratory
Grading: letter grade or pass/no pass

Students learn and gain on-the-job experience in the fashion field. Learning objectives are established collaboratively by the student, supervisor, and instructor. A minimum of sixty (60) clock hours of non-paid work or seventy-five (75) clock hours of paid work during the semester are required for each unit of credit. Students may earn from 1 to 4 units credit.
*Note: Transfer limitations

F_N 224 **3.0 units**
Sanitation, Safety and Equipment
54 hours lecture
Grading: letter grade or pass/no pass

This course covers the application of basic safety and sanitation principles for a food service operation, the criteria used to evaluate equipment design and how to write equipment specifications. Students will be prepared to take the ServSafe Food Protection Management Certification Examination at the completion of the course. This certificate required for those working in a food service and healthcare industries and meets the California State Health Code.

F_N 230A **2.5 units**
Clinical Field Experience I
18 hours lecture, 90 hours laboratory
Grading: pass/no pass

Formerly F_N 230AC and F_N 230. This course provides supervised clinical field experience in health care facilities for dietetic service supervisor and nutrition assistant program students. Students learn and practice the skills necessary to coordinate a health care food service facility.

F_N 240A **3.0 units**
Clinical Field Experience II
180 hours laboratory
Recommended Preparation: Two semesters of F_N 230A
Grading: pass/no pass

Formerly F_N 240AC and F_N 240. This course provides supervised clinical experience in health care facilities for students in the Nutrition Assistant Program. Students will learn and practice skills necessary to provide nutritional care services to clients in health care settings.

F_N 253 **1.0 unit**
ServSafe Certification
18 hours lecture
Grading: letter grade or pass/no pass

This course will address the required standards of sanitation and safety in the handling, preparation, and serving of food to protect the public's health. Students will be prepared to take the ServSafe Food Protection Manager Certification Examination at the conclusion of the course. This Certificate required for those working in a food service and healthcare industries and meets the California State Health Code.