Apply Today!

Get started at www.lbcc.edu/adult-education

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](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.

<table>
<thead>
<tr>
<th>Community</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Carmelitos Housing Community</strong></td>
<td>851 Via Carmelitos</td>
</tr>
<tr>
<td></td>
<td>Long Beach, CA 90805</td>
</tr>
<tr>
<td><strong>Centro CHA</strong></td>
<td>1633 Long Beach Blvd.</td>
</tr>
<tr>
<td></td>
<td>Long Beach, CA 90813</td>
</tr>
<tr>
<td><strong>Goodwill</strong></td>
<td>800 W. Pacific Coast Hwy.</td>
</tr>
<tr>
<td></td>
<td>Long Beach, CA 90806</td>
</tr>
<tr>
<td><strong>Long Beach Rescue Mission</strong></td>
<td>1335 Pacific Ave.</td>
</tr>
<tr>
<td></td>
<td>Long Beach, CA 90813</td>
</tr>
<tr>
<td><strong>Learn 4 Life</strong></td>
<td>2101 Long Beach Blvd.</td>
</tr>
<tr>
<td></td>
<td>Long Beach, CA 90806</td>
</tr>
<tr>
<td><strong>Michelle Obama Library</strong></td>
<td>5870 Atlantic Ave.</td>
</tr>
<tr>
<td></td>
<td>Long Beach, CA 90805</td>
</tr>
<tr>
<td><strong>Salvation Army</strong></td>
<td>455 E. Spring St.</td>
</tr>
<tr>
<td></td>
<td>Long Beach, CA 90806</td>
</tr>
<tr>
<td><strong>YMCA</strong></td>
<td>820 Long Beach Blvd.</td>
</tr>
<tr>
<td></td>
<td>Long Beach, CA 90813</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>NONCREDIT</th>
<th>CREDIT</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>Courses numbered 600-699 (e.g. BAE 601) These courses are not degree applicable.</td>
<td>Courses numbered 1-599 (e.g. Art 9, WELD 483, etc.) These courses are degree applicable.</td>
</tr>
<tr>
<td><strong>Student Fees</strong></td>
<td>No units = no enrollment fees. However, course material fees may need to be paid (fees identified in Class Schedule or via the instructor.)</td>
<td>Enrollment fees based on residency status and unit value of the course; fees must be paid by the stated deadline.</td>
</tr>
<tr>
<td>Grading</td>
<td>No grades are awarded. Courses do not appear on official transcripts.</td>
<td>If course completed, a grade is issued (A, B, C, D, F, P, N/P.) Course is listed on official transcript.</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid is not applicable to noncredit courses.</td>
<td>Students may use Financial Aid, if qualified.</td>
</tr>
<tr>
<td>Repeating Courses</td>
<td>May repeat the course as often as needed.</td>
<td>Limited number of course repetitions allowed.</td>
</tr>
</tbody>
</table>
## Certificates Offered

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration of Justice</strong></td>
<td>Certificate of Completion, Security Guard Training (Plan Code: 4801)</td>
<td>12</td>
</tr>
<tr>
<td><strong>Automotive Technology</strong></td>
<td>Certificate of Completion in Automotive Quick Service (Plan Code: 4924)</td>
<td>12</td>
</tr>
<tr>
<td><strong>Basic Adult Education</strong></td>
<td>Certificate of Competency, Financial Literacy (Plan Code: 4210)</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Certificate of Competency, Foundational Skills (Plan Code: 4211)</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Certificate of Competency, GED Preparation (Plan Code: 4212)</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Certificate of Competency, GED Preparation Spanish (Plan Code: 4213)</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Certificate of Competency, TEAS Preparation (Plan Code: 4214)</td>
<td>13</td>
</tr>
<tr>
<td><strong>Business Information Worker</strong></td>
<td>Certificate of Completion, Office Technologies – Microsoft Outlook (Plan Code: 4160)</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Office Technologies – Microsoft PowerPoint (Plan Code: 4161)</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Computer Hardware Repair (Plan Code: 4162)</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Office Technologies – Job Search Skills (Plan Code: 4164)</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Office Technologies – Microsoft Access (Plan Code: 4165)</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Office Technologies – Microsoft Excel (Plan Code: 4166)</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Office Technologies – Microsoft Word (Plan Code: 4167)</td>
<td>15</td>
</tr>
<tr>
<td><strong>Child Development</strong></td>
<td>Certificate of Completion, Family Child Care Management (Plan Code: 4050)</td>
<td>15</td>
</tr>
<tr>
<td><strong>College and Workplace Readiness</strong></td>
<td>Certificate of Competency, College and Workplace Readiness (Plan Code: 4118)</td>
<td>16</td>
</tr>
<tr>
<td><strong>Computer Technology</strong></td>
<td>Certificate of Completion, Computer Information Competency (Plan Code: 4128)</td>
<td>16</td>
</tr>
<tr>
<td><strong>Construction Technology</strong></td>
<td>Certificate of Completion, Construction Apprenticeship Readiness (Plan Code: 4953)</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Forklift Fundamentals (Plan Code: 4954)</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Home Remodeling (Plan Code: 4163)</td>
<td>17</td>
</tr>
<tr>
<td><strong>Counseling and Student Development</strong></td>
<td>Certificate of Competency, Adult Learning Skills (Plan Code: 4400)</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Social Competency Skills (Plan Code: 4401)</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Transitioning to Higher Learning (Plan Code: 4402)</td>
<td>18</td>
</tr>
<tr>
<td><strong>English as a Second Language</strong></td>
<td>Certificate of Competency, English for Everyday – Level 1 (Plan Code: 4170)</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Certificate of Competency, English for Everyday – Level 2 (Plan Code: 4171)</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Certificate of Competency, English for Everyday – Level 3 (Plan Code: 4172)</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Certificate of Competency, Reading Skills for ESL Students – Level 1 (Plan Code: 4173)</td>
<td>19</td>
</tr>
</tbody>
</table>
Certificate of Competency, Reading Skills for ESL Students – Level 2 (Plan Code: 4174).......................... 19
Certificate of Competency, Reading Skills for ESL Students – Level 3 (Plan Code: 4175).......................... 19

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Certificate of Competency, Workplace Language Skills for ESL, Level 3 (Plan Code: 4178).......................... 20
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Certificate of Completion, Fashion Design – Swimwear Construction (Plan Code: 4325)..................... 22
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Nutrition and Dietetics
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Certificate of Completion, Certified Dietary Manager (CDM) Board Exam Preparation (Plan Code: 4320)........... 24

Reading
Certificate of Completion, Reading in the Health Sciences (Plan Code: 4615)........................................ 24
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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJUS 600</td>
<td>Powers of Arrest/Weapons of Destruction</td>
<td>9</td>
</tr>
<tr>
<td>ADJUS 601</td>
<td>Public Relations &amp; Liability</td>
<td>9</td>
</tr>
<tr>
<td>ADJUS 602</td>
<td>Communication/Observation/Documentation</td>
<td>9</td>
</tr>
</tbody>
</table>

Subtotal Hours 27

**IN ADDITION**, complete EIGHTEEN (18) hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJUS 603</td>
<td>Search, Seizure, Scene Preservation</td>
<td>9</td>
</tr>
<tr>
<td>ADJUS 604</td>
<td>Officer Safety &amp; First Aid CPR</td>
<td>9</td>
</tr>
<tr>
<td>ADJUS 605</td>
<td>Conflict Management &amp; Crowd Control</td>
<td>9</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 600</td>
<td>Introduction to Automotive Technology</td>
<td>90</td>
</tr>
<tr>
<td>AUTO 601</td>
<td>Automotive Lubrication Service</td>
<td>36</td>
</tr>
<tr>
<td>AUTO 602</td>
<td>Automotive Tire Service</td>
<td>36</td>
</tr>
<tr>
<td>AUTO 603</td>
<td>Automotive Brake Service</td>
<td>36</td>
</tr>
</tbody>
</table>

**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.
Certified 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS 600</td>
<td>18</td>
</tr>
<tr>
<td>FS 605</td>
<td>18</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GED 620</td>
<td>18</td>
</tr>
<tr>
<td>GED 625</td>
<td>18</td>
</tr>
<tr>
<td>GED 630</td>
<td>18</td>
</tr>
<tr>
<td>GED 635</td>
<td>18</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GED 620</td>
<td>18</td>
</tr>
<tr>
<td>GED 625</td>
<td>18</td>
</tr>
<tr>
<td>GED 630</td>
<td>18</td>
</tr>
<tr>
<td>GED 635</td>
<td>18</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAS 600</td>
<td>18</td>
</tr>
<tr>
<td>TEAS 605</td>
<td>18</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSA 628</td>
<td>Microsoft Outlook, Introductory</td>
<td>18</td>
</tr>
<tr>
<td>COSA 629</td>
<td>Microsoft Outlook, Intermediate</td>
<td>18</td>
</tr>
<tr>
<td>COSA 630</td>
<td>Microsoft Outlook, Advanced</td>
<td>18</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td></td>
<td><strong>54</strong></td>
</tr>
</tbody>
</table>

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, 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSA 650</td>
<td>Intro. to IT Concepts &amp; Applications</td>
<td>72</td>
</tr>
<tr>
<td>COSN 605</td>
<td>Computer Hardware Fundamentals</td>
<td>72</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td></td>
<td><strong>144</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCOM 622</td>
<td>The Job Search Process</td>
<td>18</td>
</tr>
<tr>
<td>BCOM 623</td>
<td>Job Search Tools</td>
<td>18</td>
</tr>
<tr>
<td>BCOM 624</td>
<td>The Interview Process</td>
<td>18</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSA 625</td>
<td>Microsoft Access, Introductory</td>
<td>18</td>
</tr>
<tr>
<td>COSA 626</td>
<td>Microsoft Access, Intermediate</td>
<td>18</td>
</tr>
<tr>
<td>COSA 627</td>
<td>Microsoft Access, Advanced</td>
<td>18</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSA 610</td>
<td>Microsoft Word, Introductory</td>
<td>18</td>
</tr>
<tr>
<td>COSA 611</td>
<td>Microsoft Word, Intermediate</td>
<td>18</td>
</tr>
<tr>
<td>COSA 612</td>
<td>Microsoft Word, Advanced</td>
<td>18</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDFDC 612A</td>
<td>Family Child Care Management A</td>
<td>54</td>
</tr>
<tr>
<td>CDFDC 612B</td>
<td>Family Child Care Management B</td>
<td>54</td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td></td>
<td>108</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAE 601A</td>
<td>Basic Skills Development I</td>
<td>270</td>
</tr>
<tr>
<td>BAE 601B</td>
<td>Basic Skills Development II</td>
<td>270</td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td></td>
<td>540</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSA 601</td>
<td>Computer Information Competency</td>
<td>36</td>
</tr>
<tr>
<td>COSK 633</td>
<td>Computer Keyboarding Skills</td>
<td>36</td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td></td>
<td>72</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONST 600</td>
<td>Construction Apprenticeship Readiness</td>
<td>180</td>
</tr>
<tr>
<td>COSA 601</td>
<td>Computer Information Competency</td>
<td>36</td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td></td>
<td>216</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDEV 602</td>
<td>Social Skills Development</td>
<td>36</td>
</tr>
<tr>
<td>EDEV 603</td>
<td>Receptive/Expressive Language Dev.</td>
<td>36</td>
</tr>
</tbody>
</table>

**TOTAL HOURS**: 72

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

The Certificate of Completion in Transitioning 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDEV 610</td>
<td>Transition to Higher Learning</td>
<td>36</td>
</tr>
<tr>
<td>EDEV 611</td>
<td>Communication and Self-Advocacy</td>
<td>36</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 640</td>
<td>English for Everyday 0</td>
<td>108</td>
</tr>
<tr>
<td>ESL 641</td>
<td>English for Everyday 1</td>
<td>108</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 642</td>
<td>English for Everyday 2</td>
<td>108</td>
</tr>
<tr>
<td>ESL 643</td>
<td>English for Everyday 3</td>
<td>108</td>
</tr>
</tbody>
</table>

**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 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.
**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.

**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.

**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.

**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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD 624 Fundamentals of Apparel Construction</td>
<td>90</td>
</tr>
<tr>
<td>FD 625 Intermediate Apparel Construction</td>
<td>90</td>
</tr>
<tr>
<td>FD 626 Advanced Sewing and Tailoring Techniques</td>
<td>72</td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td>252</td>
</tr>
</tbody>
</table>


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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD 624 Fundamentals of Apparel Construction</td>
<td>90</td>
</tr>
<tr>
<td>FD 625 Intermediate Apparel Construction</td>
<td>90</td>
</tr>
<tr>
<td>FD 627 Production Sewing</td>
<td>54</td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td>234</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD 624 Fundamentals of Apparel Construction</td>
<td>90</td>
</tr>
<tr>
<td>FD 625 Intermediate Apparel Construction</td>
<td>90</td>
</tr>
<tr>
<td>FD 658 Swimwear</td>
<td>36</td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td>216</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD 624 Fundamentals of Apparel Construction</td>
<td>90</td>
</tr>
<tr>
<td>FD 613 Textile Surface Design</td>
<td>36</td>
</tr>
<tr>
<td>FD 630 Fashion Design Laboratory</td>
<td>27</td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td>153</td>
</tr>
</tbody>
</table>

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 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 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 Competency, Information Competency (Plan Code: 4243)

The Long Beach City College Information Competency Certificate of Competency is designed to teach students and members of the community 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)

CDFDC 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.

CDFDC 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**  
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**  
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**  
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**  
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**  
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**  
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**  
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**  
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**  
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
<th>Type</th>
<th>Grading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSA 620</td>
<td><em>Microsoft Powerpoint, Introductory</em></td>
<td>0.0</td>
<td>18 hours lecture</td>
<td>LBCC Non-Graded Course</td>
<td>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.</td>
</tr>
<tr>
<td>COSA 621</td>
<td><em>Microsoft Powerpoint, Intermediate</em></td>
<td>0.0</td>
<td>18 hours lecture</td>
<td>LBCC Non-Graded Course</td>
<td>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.</td>
</tr>
<tr>
<td>COSA 622</td>
<td><em>Microsoft Powerpoint, Advanced</em></td>
<td>0.0</td>
<td>18 hours lecture</td>
<td>LBCC Non-Graded Course</td>
<td>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.</td>
</tr>
<tr>
<td>COSA 625</td>
<td><em>Microsoft Access, Introductory</em></td>
<td>0.0</td>
<td>18 hours lecture</td>
<td>LBCC Non-Graded Course</td>
<td>This course covers basic database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.</td>
</tr>
<tr>
<td>COSA 626</td>
<td><em>Microsoft Access, Intermediate</em></td>
<td>0.0</td>
<td>18 hours lecture</td>
<td>LBCC Non-Graded Course</td>
<td>This course covers intermediate database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.</td>
</tr>
<tr>
<td>COSA 627</td>
<td><em>Microsoft Access, Advanced</em></td>
<td>0.0</td>
<td>18 hours lecture</td>
<td>LBCC Non-Graded Course</td>
<td>This course covers advanced database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.</td>
</tr>
<tr>
<td>COSA 628</td>
<td><em>Microsoft Outlook, Introductory</em></td>
<td>0.0</td>
<td>18 hours lecture</td>
<td>LBCC Non-Graded Course</td>
<td>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.</td>
</tr>
<tr>
<td>COSA 629</td>
<td><em>Microsoft Outlook, Intermediate</em></td>
<td>0.0</td>
<td>18 hours lecture</td>
<td>LBCC Non-Graded Course</td>
<td>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.</td>
</tr>
<tr>
<td>COSA 630</td>
<td><em>Microsoft Outlook, Advanced</em></td>
<td>0.0</td>
<td>18 hours lecture</td>
<td>LBCC Non-Graded Course</td>
<td>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.</td>
</tr>
</tbody>
</table>
| COSA 650   | *Intro. to IT Concepts & Applications*    | 0.0   | 72 hours lecture          | LBCC Non-Graded Course      | This course is an introduction to information systems and the common use of office applications. Internet, Word processing, spreadsheets, databases, presentation software, and basic internet use will be covered. Spreadsheet use for business will be emphasized. Upon successful completion of this course, students will be given a voucher to sit for the Microsoft Office Specialist (MOS) industry certification exam. This course satisfies
the technology portion of the Information Competency graduation requirement.

**Computer & Office Studies, Keyboarding (COSK)**

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<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>COSK 633</td>
<td>0.0</td>
<td>Computer Keyboarding Skills</td>
<td>18 lecture, 18 laboratory</td>
</tr>
</tbody>
</table>

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)**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>COSN 605</td>
<td>0.0</td>
<td>Computer Hardware Fundamentals</td>
<td>72 lecture</td>
</tr>
</tbody>
</table>

Recommended Preparation: COSA 650

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)**

<table>
<thead>
<tr>
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<th>Units</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>EDEV 602</td>
<td>0.0</td>
<td>Social Skills Development</td>
<td>36 lecture</td>
</tr>
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</table>

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.

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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>EDEV 603</td>
<td>0.0</td>
<td>Receptive/Expressive Language Dev.</td>
<td>36 lecture</td>
</tr>
</tbody>
</table>

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.

<table>
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<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>EDEV 604</td>
<td>0.0</td>
<td>Adult Learning Assessment</td>
<td>9 lecture</td>
</tr>
</tbody>
</table>

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.

<table>
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<tbody>
<tr>
<td>EDEV 610</td>
<td>0.0</td>
<td>Transition to Higher Learning</td>
<td>36 lecture</td>
</tr>
</tbody>
</table>

This course is designed to prepare students with intellectual, developmental, and learning disabilities for college life and expectations. The main content topics include: transitioning to college, program studies/opportunities, academic and administrative requirements, resources, laws pertaining to students with disabilities, DSPS program, and tools for success for students with disabilities.

<table>
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</thead>
<tbody>
<tr>
<td>EDEV 611</td>
<td>0.0</td>
<td>Communication and Self-Advocacy</td>
<td>36 lecture</td>
</tr>
</tbody>
</table>

This course is designed to assist students with intellectual, developmental, and learning disabilities to develop effective communications skills needed for self-advocacy and decision-making. The main content topics include: disabilities, disability/disability limitations disclosure, appropriately requesting for reasonable accommodations, appropriate social etiquette, effective techniques for conflict resolution, and adaptive skills.
**EDEV 649A**

**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**

**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**

**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**

**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**

**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**

**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**

**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**
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**
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**
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**
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**
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**
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**
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  
Accent Reduction  
0.0 unit  
108 hours lecture  
Prerequisite: ESL 645 or ESL 845  
Grading: LBCC Non-Graded Course  

This intensive semester-long pronunciation course 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  
Vocabulary Development  
0.0 unit  
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  
Literacy for English Language Learners 1  
0.0 unit  
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  
Literacy for English Language Learners 2  
0.0 unit  
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  
Reading for Citizenship 1  
0.0 unit  
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  
Reading for Citizenship 2  
0.0 unit  
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  
Reading for Citizenship AX  
0.0 unit  
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  
English for Everyday 0  
0.0 unit  
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  
English for Everyday 1  
0.0 unit  
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Title</th>
<th>Hours</th>
<th>Prerequisite</th>
<th>Grading</th>
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<td>ESL 642</td>
<td>0.0</td>
<td>English for Everyday 2</td>
<td>108</td>
<td>ESL 641 or ESL 841 or qualification through the LBCC assessment process for ESL.</td>
<td>LBCC Non-Graded Course</td>
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<td>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.</td>
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<td>ESL 643</td>
<td>0.0</td>
<td>English for Everyday 3</td>
<td>108</td>
<td>ESL 642 or ESL 842 or qualification through the LBCC assessment process for ESL.</td>
<td>LBCC Non-Graded Course</td>
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<td>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.</td>
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<td>ESL 644</td>
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<td>English for Everyday 4</td>
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<td>ESL 643 or ESL 843 or qualification through the LBCC assessment process for ESL.</td>
<td>LBCC Non-Graded Course</td>
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<td>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.</td>
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<td>ESL 645</td>
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<td>English for Everyday 5</td>
<td>108</td>
<td>ESL 644 or ESL 844 or qualification through the LBCC assessment process for ESL.</td>
<td>LBCC Non-Graded Course</td>
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<td>This course is the sixth of a six-course series in the basics of English structure designed to bring students up to basic college level in the language and prepare them for success in academic and vocational programs offered by the college. Emphasis is on the mastery of productive grammatical features and on comprehension of spoken and written Standard North American English.</td>
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<tr>
<td>ESL 670</td>
<td>0.0</td>
<td>Listen/Speak for Work for ESL Level 1</td>
<td>90</td>
<td>ESL 644 or ESL 844 or qualification through the LBCC assessment process for ESL.</td>
<td>LBCC Non-Graded Course</td>
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<tr>
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<td></td>
<td>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.</td>
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<tr>
<td>ESL 671</td>
<td>0.0</td>
<td>Read/Write for Work for ESL Level 1</td>
<td>90</td>
<td>ESL 644 or ESL 844 or Qualification through the LBCC assessment process for ESL.</td>
<td>LBCC Non-Graded Course</td>
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<td>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.</td>
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<tr>
<td>ESL 672</td>
<td>0.0</td>
<td>Listen/Speak for Work for ESL Level 2</td>
<td>90</td>
<td>ESL 670</td>
<td>LBCC Non-Graded Course</td>
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<td></td>
<td>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.</td>
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**ESL 673**

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**

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**

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**

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**

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**

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**

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**

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.

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.

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.
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 - 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 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 Spanish 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**

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**

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**

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**

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**

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**

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**

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.