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
Inside this 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 catalog@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 2021-2022 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.

Learning and pursuing education has certainly changed since the Covid-19 pandemic initially closed our campuses in March 2020. But, one thing that hasn’t changed is that our excellent programs and courses are taught by some of the best faculty members of any college, anywhere. And the pandemic has also caused our faculty and staff to think outside the box to meet our students’ needs and to prepare them to meet the challenges of the 21st Century economy. For example, we still have a very active and vibrant Student Life that will help enrich your experience here at LBCC — albeit virtually. We have created chat hubs that make our staff virtually available to help you answer your questions about registration or financial aid.

Whether you are looking to transfer to a university, earn a degree, or earn a certificate, LBCC will help prepare you for success in all your career and life goals. For nearly 95 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!

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

Academic Senate Message

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

Jeri Florence
Academic Senate President
COMMUNITY PARTNERS

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

**Carmelitos Housing Community**  
851 Via Carmelitos  
Long Beach, CA 90805

**Centro CHA**  
1633 Long Beach Blvd.  
Long Beach, CA 90813

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

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

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

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

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

**YMCA**  
820 Long Beach Blvd.  
Long Beach, CA 90813
WHAT IS NONCREDIT?

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

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

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

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

The differences between Credit and Noncredit Courses:

<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>Student Fees</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>
APPLY FOR ADMISSION

Complete the free online application at www.lbcc.edu by hovering over "QuickLinks" then clicking "Apply Online". First create an OPENCCC account then complete the LBCC application. You will receive a welcome email with your LBCC student ID number approximately 48-72 hours after you apply.

SETUP YOUR VIKING PORTAL

Access your Viking Student Portal using your 7-digit LBCC student ID number. Visit www.lbcc.edu, hover over "QuickLinks", click on "Viking Student Login", then click "New/Forgotten Password" to create a password.

COMPLETE ONLINE ORIENTATION

To complete this step. Contact Adult Education:
Phone: 562-938-3248 Email: aep@lbcc.edu

REGISTER FOR CLASSES

You will be assigned a registration date under "Registration Appointments" in the "Manage Classes" tile. Register for classes by clicking "Enroll in Classes" under the "Manage Classes" tile.

PAY MATERIAL FEES

Please check your balance under "Student Account" on your Viking Portal. To wave the College Service Card and Student Health Services Contact Adult Education: Phone: 562-938-3248 Email: aep@lbcc.edu
Note: May not apply to all students

EXPLORE NONCREDIT PROGRAMS

If interested, contact Adult Education:
Phone: 562-938-3248 Email: aep@lbcc.edu
Note: May not apply to all students
HOW TO: Apply to Long Beach City College

Long Beach City College’s Adult Education program offers short-term personal and professional development courses that are open year-round to members of the community. Check out our website for our up to date programs offered.

www.lbcc.edu/adult-education

1. Go to www.lbcc.edu click on "Quicklinks," & select "Apply Online"

2. Create an Account

3. Create an OpenCCC Account

4. Click on "Start My Application"

5. Select term you are applying for

6. Within 2-3 days you will receive an acceptance letter with a 7-digit Viking ID#

For further assistance contact:
LBCC Adult Education Program
Phone: 562-938-3248 | Email: aep@lbcc.edu
Revised by LA 11/10/2020
HOW TO: Access your Viking Student Portal

Once you've applied to Long Beach City College and have received your Viking Student ID #, you can then create your Viking Student Portal and password.

1. Go to www.lbcc.edu click on "Quicklinks" & select "Viking Student Login"

2. Click on "Forgot Password" to begin creating your portal

3. Click on "New/Forgotten Password" to create your password

4. Insert your Viking ID Number (7-digit number - begins with 0)

5. A "One Time Passcode" will be sent to you via text or email. Insert code once received

6. Create your Viking Student Portal password - Be sure to follow the password requirements

Once you've create your password, go to (Step 2) the Viking Student Portal. You can now login with Viking ID # and password.
HOW TO: Register for Courses

1. GO TO WWW.LBCC.EDU CLICK ON "QUICKLINKS," & SELECT "VIKING STUDENT LOGIN"

2. ENTER LBCC VIKING ID# & PASSWORD

3. CLICK ON "MANAGE CLASSES"

4. CLICK "ENROLL IN CLASSES"

5. SELECT TERM (I.E. FALL 2020)

6. ENTER COURSE SUBJECT & NUMBER FROM YOUR ED. PLAN. (I.E. COUNS 48)

For further assistance contact Adult Education Program
Email: AEP@lbcc.edu
Phone: (562)938-3248

Revised by GP 11/5/2020
How To: Pay Material Fees

Please check your balance under "Student Account" on your Viking Portal. To wave the College Service Card and Student Health Services Contact Adult Education: Phone: 562-938-3248 Email: aep@lbcc.edu.

1. GO TO WWW.LBCC.EDU
   CLICK ON "QUICKLINKS," &
   SELECT "VIKING STUDENT LOGIN"

2. ENTER LBCC VIKING ID# & PASSWORD

3. CLICK "STUDENT ACCOUNT"

4. CLICK "MAKE A PAYMENT" & CLICK "CONTINUE TO NELNET"

5. YOU CAN CHOOSE TO "MAKE A PAYMENT" OR "SET UP A PAYMENT PLAN"

LIST OF STUDENT FEES:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Fall/Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Services Card</td>
<td>$20.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>$20.00</td>
<td>$17.00</td>
</tr>
<tr>
<td>Course Materials Fee</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>Student Representation</td>
<td>$2.00</td>
<td>None</td>
</tr>
</tbody>
</table>

*COURSE FEES MAY APPLY
### 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</td>
<td>18</td>
</tr>
<tr>
<td><strong>Automotive Technology</strong></td>
<td>Certificate of Completion in Automotive Quick Service</td>
<td>18</td>
</tr>
<tr>
<td><strong>Business Information Worker</strong></td>
<td>Certificate of Completion, Office Technologies – Microsoft Outlook</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Office Technologies – Microsoft PowerPoint</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Computer Hardware Repair</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Office Technologies – Job Search Skills</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Office Technologies – Microsoft Access</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Office Technologies – Microsoft Excel</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Office Technologies – Microsoft Word</td>
<td>20</td>
</tr>
<tr>
<td><strong>Child Development</strong></td>
<td>Certificate of Completion, Family Child Care Management</td>
<td>20</td>
</tr>
<tr>
<td><strong>College and Workplace Readiness</strong></td>
<td>Certificate of Competency, Foundational Skills</td>
<td>20</td>
</tr>
<tr>
<td><strong>Computer Technology</strong></td>
<td>Certificate of Completion, Computer Information Competency</td>
<td>21</td>
</tr>
<tr>
<td><strong>Construction Technology</strong></td>
<td>Certificate of Completion, Construction Apprenticeship Readiness</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Forklift Fundamentals</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Home Remodeling</td>
<td>21</td>
</tr>
<tr>
<td><strong>Counseling and Student Development</strong></td>
<td>Certificate of Competency, Adult Learning Skills</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Social Competency Skills</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion, Transitioning to Higher Learning</td>
<td>22</td>
</tr>
<tr>
<td><strong>Electrical Technology</strong></td>
<td>Certificate of Completion, Electrical Program Preparation</td>
<td>22</td>
</tr>
<tr>
<td><strong>English as a Second Language</strong></td>
<td>Certificate of Competency, English for Everyday – Level 1</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Certificate of Competency, English for Everyday – Level 2</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Certificate of Competency, English for Everyday – Level 3</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Certificate of Competency, Reading Skills for ESL Students – Level 1</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Certificate of Competency, Reading Skills for ESL Students – Level 2</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Certificate of Competency, Reading Skills for ESL Students – Level 3</td>
<td>24</td>
</tr>
</tbody>
</table>
**ESL Workplace Language Skills**
Certificate of Competency, Workplace Language Skills for ESL, Level 1 (Plan Code: 4176) ........................................ 24
Certificate of Competency, Workplace Language Skills for ESL, Level 2 (Plan Code: 4177) ........................................ 24
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Certificate of Competency, GED Preparation (Plan Code: 4212) ................................................................. 27
Certificate of Competency, GED Preparation Spanish (Plan Code: 4213) ................................................................. 27

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Certificate of Completion, Library Technician (Plan Code: 4240) ................................................................. 27
Certificate of Completion, Library Technician Patron Facing (Plan Code: 4241) .................................................. 28
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Certificate of Competency, Information Competency (Plan Code: 4243) ................................................................. 28

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Certificate of Completion, Certified Dietary Manager (CDM) Board Exam Preparation (Plan Code: 4320) ............. 29

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Certificate of Competency, Adult Literacy (Plan Code: 4616) ................................................................. 29

**TEAS Preparation**
Certificate of Competency, TEAS Preparation (Plan Code: 4214) ................................................................. 30

**Welding**
Certificate of Completion, Basic Arc Welding (Plan Code: 4983) ................................................................. 30
Certificate of Completion, Basic Gas Tungsten Arc Welding (Plan Code: 4984) .................................................. 30
Certificate of Completion, Basic Oxy-Acetylene Welding (Plan Code: 4985) .......................................................... 30
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 CODE</th>
<th>COURSE 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>
<tr>
<td></td>
<td>Subtotal Hours</td>
<td>27</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE 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>
<tr>
<td></td>
<td>Subtotal Hours</td>
<td>18</td>
</tr>
</tbody>
</table>

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 CODE</th>
<th>COURSE 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>
<tr>
<td></td>
<td>TOTAL HOURS</td>
<td>198</td>
</tr>
</tbody>
</table>

Business Information Worker

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

Program Student Learning Outcomes:
- Students will use Outlook features to create professional emails, manage calendar items, and customize the Outlook interface as needed.
REQUIRED COURSES  
COSA 628  Microsoft Outlook, Introductory  18
COSA 629  Microsoft Outlook, Intermediate  18
COSA 630  Microsoft Outlook, Advanced  18

TOTAL HOURS  54

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

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

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

Program Student Learning Outcome:
- Use Microsoft PowerPoint to create, customize, and format professional presentations.

REQUIRED COURSES  
COSA 620  Microsoft PowerPoint, Introductory  18
COSA 621  Microsoft PowerPoint, Intermediate  18
COSA 622  Microsoft PowerPoint, Advanced  18

TOTAL HOURS  54

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

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.

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

TOTAL HOURS  144

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

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

Program Student Learning Outcomes:
- Develop and complete a portfolio that presents the student(s) as the most qualified job applicant(s).

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

TOTAL HOURS  54

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

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

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSA 625</td>
<td>18</td>
</tr>
<tr>
<td>COSA 626</td>
<td>18</td>
</tr>
<tr>
<td>COSA 627</td>
<td>18</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>54</strong></td>
</tr>
</tbody>
</table>

Certification of Completion, Office Technologies - Microsoft Access (Plan Code: 4166)

Students will learn how to use Microsoft Access for the PC and its editing, formatting, language tools, functions, and arguments to create, format, save, revise, and print various business and personal spreadsheets. Students are required to complete the entire series of three courses within the Office Technologies-Microsoft Access 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.

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSA 625</td>
<td>18</td>
</tr>
<tr>
<td>COSA 626</td>
<td>18</td>
</tr>
<tr>
<td>COSA 627</td>
<td>18</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>54</strong></td>
</tr>
</tbody>
</table>

Child Development: Early Childhood Education

The Child and Adult Development Department 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.

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDFDC 612A</td>
<td>54</td>
</tr>
<tr>
<td>CDFDC 612B</td>
<td>54</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>108</strong></td>
</tr>
</tbody>
</table>

Certificate of Completion, 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 Outcomes:
- Use Microsoft Word to create, customize, and format business documents.

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSA 615</td>
<td>18</td>
</tr>
<tr>
<td>COSA 616</td>
<td>18</td>
</tr>
<tr>
<td>COSA 617</td>
<td>18</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>54</strong></td>
</tr>
</tbody>
</table>

College and Workplace Readiness

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

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

Program Student Learning Outcomes:
- Demonstrate the ability to apply foundational language arts and/or math skills.
**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 and effectively create word processing documents, workbooks, and digital presentations.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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>
</tbody>
</table>

**TOTAL HOURS**

72

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONST 605</td>
<td>Forklift Fundamentals</td>
<td>18</td>
</tr>
<tr>
<td>CONST 606</td>
<td>Workplace Competency Skills</td>
<td>18</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONST 606</td>
<td>Workplace Competency Skills</td>
<td>18</td>
</tr>
<tr>
<td>CONST 615A</td>
<td>Home Remodeling – Tiling</td>
<td>27</td>
</tr>
<tr>
<td>CONST 615B</td>
<td>Home Remodeling – Drywall</td>
<td>27</td>
</tr>
<tr>
<td>CONST 615C</td>
<td>Home Remodeling – Painting</td>
<td>27</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td></td>
<td><strong>99</strong></td>
</tr>
</tbody>
</table>

**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 the strengths and weaknesses of various learning styles and strategies.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDEV 604</td>
<td>Adult Learning Assessment</td>
<td>9</td>
</tr>
<tr>
<td>EDEV 649A</td>
<td>College Study Techniques</td>
<td>18</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

**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 competency skills, effective communication and 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>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td></td>
<td><strong>72</strong></td>
</tr>
</tbody>
</table>

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

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

**Program Student Learning Outcomes:**

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

**REQUIRED COURSES**

<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>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td></td>
<td><strong>72</strong></td>
</tr>
</tbody>
</table>

**Electrical Technology**

The Electrical Department educates its students in all areas of Industrial Electrical Technology in response to the needs of industry National Electrical Code standards.

**Certificate of Completion, Electrical Program Preparation (Plan Code: 4955)**

The Electrical Program Preparation noncredit Certificate of Completion is designed to provide students an orientation into the Electrical Program where expectations and program safety are covered, to provide time to work on math skills until necessary concepts are learned in order to increase success in the program of choice, and to learn specific computer applications needed in order to develop and build an industry standard lab report.
Program Student Learning Outcomes:
- Recognize basic safety and technical requirements for the Electrical Technology Program.

REQUIRED COURSES HOURS
ELECT 600 Electrical Program & Safety Preparation 9
ELECT 601 Computer Applications for Tech Reports 54
ELECT 602 Electrical Mathematics 54
TOTAL HOURS 117

**English as a Second Language**

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

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

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

Program Student Learning Outcomes:
- Create written communication utilizing the grammatical structures introduced at this level.

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

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

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

Program Student Learning Outcomes:
- Create written communication utilizing the grammatical structures introduced at this level.

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

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

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

Program Student Learning Outcomes:
- Create written communication utilizing the grammatical structures introduced at this level.

REQUIRED COURSES HOURS
ESL 644 English for Everyday 4 108
ESL 645 English for Everyday 5 108
Total Hours 216

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

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

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

Program Student Learning Outcomes:
- Respond accurately to questions based on events in reading passages.

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

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

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

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

**REQUIRED COURSES**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 602C</td>
<td>Reading Skills for ESL Students</td>
<td>27</td>
</tr>
<tr>
<td>ESL 602D</td>
<td>Reading Skills for ESL Students</td>
<td>27</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td></td>
<td><strong>54</strong></td>
</tr>
</tbody>
</table>

**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**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 602E</td>
<td>Reading Skills for ESL Students</td>
<td>27</td>
</tr>
<tr>
<td>ESL 602F</td>
<td>Reading Skills for ESL Students</td>
<td>27</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td></td>
<td><strong>54</strong></td>
</tr>
</tbody>
</table>

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 a mock job interview and in written discourse.

Program Student Learning Outcomes:

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

**REQUIRED COURSES**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 674</td>
<td>Listen/Speak for Work for ESL Level 1</td>
<td>90</td>
</tr>
<tr>
<td>ESL 675</td>
<td>Read/Write for Work for ESL Level 1</td>
<td>90</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td></td>
<td><strong>180</strong></td>
</tr>
</tbody>
</table>

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

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

Program Student Learning Outcome:

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

**REQUIRED COURSES**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 672</td>
<td>Listen/Speak for Work for ESL Level 2</td>
<td>90</td>
</tr>
<tr>
<td>ESL 673</td>
<td>Read/Write for Work for ESL Level 2</td>
<td>90</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td></td>
<td><strong>180</strong></td>
</tr>
</tbody>
</table>

**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:

- Select and use conventional organizational, formatting and grammatical elements to compose and edit a cover letter.
- Select and use appropriate cultural and sociolinguistic norms for a U.S. style mock job interview.
Certificate of Competency, Intermediate Oral Skills (Plan Code: 4179)
Students completing the Certificate of Competency in Intermediate ESL Oral Skills will possess the English language oral skills necessary for success at the intermediate level of ESL.

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

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

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

Certificate of 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 noncredit 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, 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, 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 LBCC. Students will learn sound/letter relationships for pronunciation, spelling, reading and writing.

Program Student Learning Outcome:
• Identify, decode and produce basic list of 220 sight words.

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

Certificate of Competency, ESL Reading for Citizenship (Plan Code: 4183)
This certificate prepares students to learn simple past-tense verbs in order to better understand and answer questions on the U.S. citizenship exam. Students should consider enrolling in this certificate if they are beginning-level English language learners.
Program Student Learning Outcome:
- Recognize and produce grammatically accurate forms of past tense questions to facilitate preparation for the U.S. Citizenship exam.

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

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

Certificate of Completion, Fashion Design – Advanced Apparel Construction (Plan Code: 4323)
Students will learn beginning through advanced construction techniques and traditional tailoring steps for jacket construction. The courses will cover appropriate fabric selection, proper fabric layout, cutting, and handling techniques for wovens, knits and slippery, difficult fabrics and complex patterns.

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

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

Certificate of Completion, Fashion Design – Swimwear Construction (Plan Code: 4325)
Students will learn construction techniques, pattern manipulation for swimwear design, and fitting of swimwear. Special emphasis is given to stretch fabrics, bra construction, elastic setting and elastic to fabric stretch ratios.

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

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

Certificate of Completion, Fashion Design – Textile Surface Design (Plan Code: 4326)
Students will learn garment construction techniques and methods for specialty hand techniques of surface design on textiles. Students will gain experience in creating designs using industry standard techniques such as block printing, beading, embroidery, and tie dye. There are no material fees for the courses associated with this program.

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

REQUIRED COURSES               HOURS
FD 624   Fundamentals of Apparel Construction  90
FD 625   Intermediate Apparel Construction  90
FD 627   Production Sewing  54
TOTAL HOURS               234
REQUIRED COURSES | HOURS
--- | ---
FD 624  | Fundamentals of Apparel Construction 90
FD 613  | Textile Surface Design 36
FD 630  | Fashion Design Laboratory 27
**TOTAL HOURS** | **153**

**Financial Literacy**

**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:**

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

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

**GED Preparation**

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

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

**Program Student Learning Outcomes:**

- Demonstrate progress on assigned individual plan of study.

REQUIRED COURSES | HOURS
--- | ---
GED 600  | GED Preparation: Language Arts 18
GED 605  | GED Preparation: Social Studies 18
GED 610  | GED Preparation: Mathematics 18
GED 615  | GED Preparation: Science 18
**TOTAL HOURS** | **36**

**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
Complete TWO HUNDRED SEVENTY (270) hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIB 600</td>
<td>Foundations of Library Services</td>
<td>54</td>
</tr>
<tr>
<td>LIB 610</td>
<td>Introduction to Access Services</td>
<td>54</td>
</tr>
<tr>
<td>LIB 620</td>
<td>Introduction to Acquisitions</td>
<td>54</td>
</tr>
<tr>
<td>LIB 630</td>
<td>Special Topics in Library Services</td>
<td>54</td>
</tr>
<tr>
<td>LIB 640</td>
<td>Introduction to Cataloging</td>
<td>54</td>
</tr>
<tr>
<td>LIB 650</td>
<td>Introduction to Youth Services</td>
<td>54</td>
</tr>
</tbody>
</table>

TOTAL HOURS: 270

Certificate of Completion, Library Technician Technical Services (Plan Code: 4242)
The 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
Complete ONE HUNDRED EIGHT (108) hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIB 620</td>
<td>Introduction to Acquisitions</td>
<td>54</td>
</tr>
<tr>
<td>LIB 640</td>
<td>Introduction to Cataloging</td>
<td>54</td>
</tr>
</tbody>
</table>

TOTAL HOURS: 108

Certificate of Competency, Information Competency (Plan Code: 4243)
The Information Competency Certificate of Competency is designed to teach students the fundamentals of information literacy and media literacy as well as advanced topics on scholarly research in an academic setting. This program helps students understand the information landscape, formulate a research question, determine which resources to use for research topics, and how to effectively navigate online searches using the Internet and academic databases. The program introduces students to the philosophical, ethical, and legal issues that surround information.

Program Student Learning Outcomes:
• Demonstrate knowledge of the concepts related to information literacy including the ability to find and evaluate accurate information in scholarly and public settings.

REQUIRED COURSES
Complete ONE HUNDRED EIGHT (108) hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIB 601</td>
<td>Information Competency</td>
<td>36</td>
</tr>
<tr>
<td>LIB 602</td>
<td>Searching Databases</td>
<td>18</td>
</tr>
<tr>
<td>LIB 603</td>
<td>Academic Research Strategies</td>
<td>54</td>
</tr>
</tbody>
</table>

TOTAL HOURS: 108
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.

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 three sections of the CDM Board Practice Exam including Personnel and Communications section, Sanitation and Food Safety section and Business Operations section with a score of 75% or higher.

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

Certificate of Competency, Adult Literacy (Plan Code: 4616)

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

Program Student Learning Outcomes:
• Identify and analyze key ideas and details in reading and writing with both literary and information texts.

REQUIRED COURSES HOURS
READ 680 Reading Foundations 36
READ 681 Reading Essentials 54
TOTAL HOURS 90
**TEAS Preparation**

**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.

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAS 600 TEAS Preparation: English and Reading</td>
<td>18</td>
</tr>
<tr>
<td>TEAS 605 TEAS Preparation: Math and Science</td>
<td>18</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

**Welding**

**Certificate of Completion, Basic Arc Welding**  
(Plan Code: 4983)

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

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

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 600 Welding (General)</td>
<td>72</td>
</tr>
<tr>
<td>WELD 681 Welding (Inert Gas)</td>
<td>54</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>126</strong></td>
</tr>
</tbody>
</table>

**Certificate of Completion, Basic Gas Tungsten Arc Welding**  
(Plan Code: 4984)

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

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

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 600 Welding (General)</td>
<td>72</td>
</tr>
<tr>
<td>WELD 681 Welding (Inert Gas)</td>
<td>54</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>126</strong></td>
</tr>
</tbody>
</table>

**Certificate of Completion, Basic Oxy-Acetylene Welding**  
(Plan Code: 4985)

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

**Program Student Learning Outcomes:**
- Demonstrate entry level skills to produce quality welds in the flat and horizontal positions using the Oxy-Acetylene process.

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 600 Welding (General)</td>
<td>72</td>
</tr>
<tr>
<td>WELD 661 Oxygen Acetylene Welding</td>
<td>54</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>126</strong></td>
</tr>
</tbody>
</table>
## Administration of Justice (ADJUS)

### ADJUS 600
**Powers of Arrest/Weapons of Destruction**
- 0.0 unit
- 9 hours lecture
- Grading: 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
**Public Relations & Liability**
- 0.0 unit
- 9 hours lecture
- Grading: 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
**Communication/Observation/Documentation**
- 0.0 unit
- 9 hours lecture
- Grading: 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
**Search, Seizure, Scene Preservation**
- 0.0 unit
- 9 hours lecture
- Grading: 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
**Officer Safety & First Aid CPR**
- 0.0 unit
- 9 hours lecture
- Grading: 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
**Conflict Management & Crowd Control**
- 0.0 unit
- 9 hours lecture
- Grading: 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
**Introduction to Automotive Technology**
- 0.0 unit
- 36 hours lecture, 54 hours laboratory
- Grading: 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  
**Autonomous Lubrication Service**  
18 hours lecture, 18 hours laboratory  
Grading: 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  
**Automotive Tire Service**  
18 hours lecture, 18 hours laboratory  
Grading: 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  
**Automotive Brake Inspection**  
18 hours lecture, 18 hours laboratory  
Grading: 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.

**Business, Communications (BCOM)**

BCOM 622  
**The Job Search Process**  
18 hours lecture  
Grading: 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  
**Job Search Tools**  
18 hours lecture  
Grading: 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  
**The Interview Process**  
18 hours lecture  
Grading: 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  
**Introduction to Health Career Sciences**  
36 hours lecture  
Corequisite: READ 602  
Grading: 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  
**Family Child Care Management A**  
54 hours lecture  
Grading: 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  
**Family Child Care Management B**  
54 hours lecture  
Grading: 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**  
LBCC Child Development Centers Participation  
108 hours laboratory  
Grading: 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**  
Construction Apprenticeship Readiness  
108 hours lecture, 72 hours laboratory  
Grading: 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**  
Forklift Fundamentals  
9 hours lecture, 9 hours laboratory  
Grading: 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. Students will be required to have a valid California Driver’s license to participate and be certified.

**CONST 606**  
Workplace Competency Skills  
18 hours lecture  
Grading: 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**  
Home Remodeling–Tiling  
9 hours lecture, 18 hours laboratory  
Grading: 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: 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: 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: 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: 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: non-graded course  
This course provides hands-on instruction using intermediate features of Microsoft Word for the PC and its editing, format, save, revise, and print various business and report documents.

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

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

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

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

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

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

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

**COSA 627**  
Microsoft Access, Advanced  
18 hours lecture  
Grading: non-graded course  
This course covers advanced database concepts using Microsoft Access including creating and modifying tables, running queries, generating reports, and creating forms.
COSA 628  
Microsoft Outlook, Introductory  
18 hours lecture  
Grading: non-graded course

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

COSA 629  
Microsoft Outlook, Intermediate  
18 hours lecture  
Grading: non-graded course

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

COSA 630  
Microsoft Outlook, Advanced  
18 hours lecture  
Grading: non-graded course

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.

COSA 650  
Intro. to IT Concepts & Applications  
72 hours lecture  
Recommended Preparation: COSA 601  
Grading: 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, Networking, & OS (COSN)

COSN 605  
Computer Hardware Fundamentals  
72 hours lecture  
Recommended Preparation: COSA 650  
Grading: non-graded course

This course provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for the CompTIA A+ certification exams.

Counseling (COUNS)

COUNS 650  
Career Planning and College Success  
54 hours lecture  
Grading: non-graded course

This course presents a reflective model of the career planning process that integrates theory and practice applicable in a variety of situations over an individual’s life span. Applying psychological, sociological, and physiological concepts, students will explore, identify, and establish personal, career, and educational goals. Students will be empowered to take charge of their academic and career decisions through the integration of career development and educational planning process. Topics include: intensive career investigation; assessment of interests, personality, skills, values, and other personal qualities that coincide with educational planning and career identification; application of college readiness; decision-making; time management; goal setting; learning and life management strategies; application of career and lifespan development theory; and resume development, job search and other career building techniques.
**Educational Development (EDEV)**

**EDEV 602**  
Social Skills Development  
36 hours lecture  
Grading: non-graded course  

This course covers the essential social skills that students with intellectual, developmental and learning disabilities need to develop to achieve success in academic, professional and personal settings. Emphasis will be placed on the skills needed to promote appropriate social interactions, problem solving and communication.

**EDEV 603**  
Receptive/Expressive Language Dev.  
36 hours lecture  
Grading: non-graded course  

This course covers receptive and expressive language skills needed for students with intellectual, developmental and learning disabilities to develop social competence. Through lecture, interactive role-play, and group assignments, students will learn the skills needed for self-advocacy, reading social cues, teamwork and will practice job interview skills.

**EDEV 604**  
Adult Learning Assessment  
9 hours lecture  
Grading: non-graded course  

This course provides instruction on adult learning and learning strategies. It includes individual assessments to identify learning strengths and weaknesses for the purpose of identifying learning disabilities following the California Community College Learning Disability Eligibility model. It emphasizes the development of a plan for improved learning in all college courses.

**EDEV 610**  
Transition to Higher Learning  
36 hours lecture  
Grading: non-graded course  

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

**EDEV 611**  
Communication and Self-Advocacy  
36 hours lecture  
Grading: non-graded course  

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

**EDEV 649A**  
College Study Techniques  
18 hours lecture  
Grading: 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.

**Electricity (ELECT)**

**ELECT 600**  
Electrical Program & Safety Preparation  
9 hours lecture  
Grading: non-graded course  

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

**ELECT 601**  
Computer Applications for Tech Reports  
18 hours lecture, 36 hours laboratory  
Prerequisite: ELECT 600  
Grading: non-graded courses  

The course will consist of an introduction to the various software programs used in the electrical technology program. Students will develop all the components of a
complete engineering technical report. The course will utilize computer applications to research and complete technical reports and documentation. Included are Computer Aided Design Software, Word, Excel, Visio, Constructor, and web-based communication and information research.

**ELECT 602**  
**Electrical Mathematics**  
54 hours lecture  
Prerequisite: ELECT 600  
Grading: non-graded course

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

**English (ENGL)**

**ENGL 600**  
**Great Works of Literature**  
54 hours lecture  
Grading: 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: 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: 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: 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: 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: 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: 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: 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.

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 610A  
Fundamentals of English Grammar 1  
54 hours lecture  
Recommended Preparation: ESL 645  
Grading: 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, adjectival clauses, and adverbial/subordinate clauses.

ESL 612  
Reading for Information and Pleasure  
27 hours lecture  
Prerequisite: ESL 645 or ESL 845  
Grading: 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: 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**
0.0 unit
27 hours lecture
Prerequisite: ESL 645 or ESL 845
Grading: 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: non-graded course

This intensive semester-long pronunciation course for intermediate to advanced non-native speakers focuses on the mastery of the English vowel/consonant sound system, stress patterns, melody, rhythm, and intonation of intelligible speech. Extended contextual practice enables students to modify nonstandard pronunciation patterns and achieve improved oral communication.

**ESL 618**
**Vocabulary Development**
0.0 unit
54 hours lecture
Recommended Preparation: ESL 645
Grading: 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: 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

Grading: 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 630**
**Reading for Citizenship 1**
0.0 unit
54 hours lecture
Recommended Preparation: Placement is determined via assessment by ESL department faculty
Grading: 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: 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: 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: 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**  
108 hours lecture  
Prerequisite: ESL 640 or ESL 840 or qualification through the LBCC assessment process for ESL  
Grading: non-graded course

This course is the second of a six-course series in the basics of English structure designed to bring students up to basic college level in the language and prepare them for success in academic and vocational programs offered by the college. Emphasis is on the mastery of productive grammatical features and on comprehension of spoken and written standard North American English.

ESL 642  
**English for Everyday 2**  
108 hours lecture  
Prerequisite: ESL 641 or ESL 841 or qualification through the LBCC assessment process for ESL  
Grading: non-graded course

This course is the third in a six-course series in the basics of English structure designed to bring students up to basic college level in the language and prepare them for success in academic and vocational programs offered by the college. Emphasis is on the mastery of productive grammatical features and on comprehension of spoken and written Standard North American English for natives.

ESL 643  
**English for Everyday 3**  
108 hours lecture  
Prerequisite: ESL 642 or ESL 842 or qualification through the LBCC assessment process for ESL  
Grading: non-graded course

This course is the fourth of a six-course series in the basics of English structure designed to bring students up to basic college level in the language and prepare them for success in academic and vocational programs offered by the college. Emphasis is on the mastery of productive grammatical features and on comprehension of spoken and written standard North American English.

ESL 644  
**English for Everyday 4**  
108 hours lecture  
Prerequisite: ESL 643 or ESL 843 or qualification through the LBCC assessment process for ESL  
Grading: non-graded course

This course is the fifth of a six-course series in the basics of English structure designed to bring students up to basic college level in the language and prepare them for success in academic and vocational programs offered by the college. Emphasis is on the mastery of productive grammatical features and on comprehension of spoken and written standard North American English.

ESL 645  
**English for Everyday 5**  
108 hours lecture  
Prerequisite: ESL 644 or ESL 844 or qualification through the LBCC assessment process for ESL  
Grading: non-graded course

This course is the sixth of a six-course series in the basics of English structure designed to bring students up to basic college level in the language and prepare them for success in academic and vocational programs offered by the college. Emphasis is on the mastery of productive grammatical features and on ESL comprehension of spoken and written standard North American English.

ESL 670  
**Listen/Speak for Work for ESL Level 1**  
90 hours lecture  
Prerequisite: ESL 644 or ESL 844  
Recommended Preparation: Students are strongly advised to enroll in ESL 670 and ESL 671 in the same semester  
Grading: non-graded course

The first course in a three-course sequence in listening and speaking skills for the workplace for ESL. Cultural, sociolinguistic and nonverbal communication strategies and norms for a U.S. workplace setting are identified, analyzed and practiced.

ESL 671  
**Read/Write for Work for ESL Level 1**  
90 hours lecture  
Prerequisite: ESL 644 or ESL 844  
Recommended Preparation: Students are strongly advised to enroll in ESL 670 and ESL 671 in the same semester  
Grading: non-graded course

Formerly ESL 671X. The first course in a three-course sequence of reading and writing skills for the workplace for ESL. Sociolinguistic and organizational norms for writing in a U.S. workplace setting are identified, analyzed and practiced.

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

**ESL 673** 0.0 unit
**Read/Write for Work for ESL Level 2**
90 hours lecture
Prerequisite: ESL 671 or ESL 271
Recommended Preparation: Students are strongly advised to enroll in ESL 672 and ESL 673 in the same semester
Grading: non-graded course

Formerly ESL 673X. The second course in a three-course sequence of reading and writing skills for the workplace for ESL. Sociolinguistic and organizational norms for writing in a U.S. workplace setting are identified, analyzed and practiced.

**ESL 674** 0.0 unit
**Listen/Speak for Work for ESL Level 3**
90 hours lecture
Prerequisite: ESL 672 or ESL 272
Recommended Preparation: Students are strongly advised to enroll in ESL 674 and ESL 675 in the same semester
Grading: non-graded course

The third course in a three-course sequence in listening and speaking skills for the workplace for ESL. Cultural, sociolinguistic and nonverbal communication strategies and norms for a U.S. workplace setting are identified, analyzed and practiced.

**ESL 675** 0.0 unit
**Read/Write for Work for ESL Level 3**
90 hours lecture
Prerequisite: ESL 673 or ESL 273
Recommended Preparation: Students are strongly advised to enroll in ESL 674 and ESL 675 in the same semester.
Grading: non-graded course

Formerly ESL 675X. The third course in a three-course sequence of reading and writing skills for the workplace for ESL. Sociolinguistic and organizational norms for writing in a U.S. workplace setting are identified, analyzed and practiced.

**English as a Second Language, Learning Center (ESLLC)**

**ESLLC 699** 0.0 unit
**Basic Skills for ESL Students**
54 hours laboratory
Grading: non-graded course

This course provides individualized programmed instruction for non-native speakers of English who are enrolled in courses and need to improve their mastery of English as a Second Language or who are enrolled in ESL courses but need additional assistance in building or improving literary or communicative skills.

**Fashion (FD)**

**FD 613** 0.0 unit
**Textile Surface Design**
9 hours lecture, 27 hours laboratory
Grading: non-graded course

This course focuses on specialty hand techniques of surface design on textiles. Students will gain experience in creating designs using industry standard techniques such as block printing, beading, embroidery, and tie dye.

**FD 624** 0.0 unit
**Fundamentals of Apparel Construction**
36 hours lecture, 54 hours laboratory
Grading: non-graded course

This course covers the construction of simple garments using industry methods of clothing construction techniques. Principles and methods related to constructing both woven and knit fabrics will be covered.

**FD 625** 0.0 unit
**Intermediate Apparel Construction**
36 hours lecture, 54 hours laboratory
Recommended Preparation: FD 624
Grading: non-graded course

An intermediate level clothing construction class using the latest industry methods and focusing on woven fabrics. Typical projects include a shirt or blouse, fitted slacks with a waistband and a fully lined dress with princess seaming.

**FD 626** 0.0 unit
**Advanced Sewing and Tailoring Techniques**
18 hours lecture, 54 hours laboratory
Recommended Preparation: FD 625
Grading: 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**  
**Production Sewing**  
18 hours lecture, 36 hours laboratory  
Recommended Preparation: FD 624  
Grading: 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**  
**Fashion Design Laboratory**  
27 hours laboratory  
Grading: 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**  
**Swimwear**  
9 hours lecture, 27 hours laboratory  
Recommended Preparation: FD 624  
Grading: non-graded course

This course instructs the student in the design, sewing, and fitting of swimwear. Special emphasis is given to patterns, stretch fabrics, bra construction and fitting issues. It is recommended that students sew at an intermediate sewing level to be successful in this course.

**Food Technology (FT)**

**FT 651**  
**Cake Decorating Techniques**  
18 hours lecture, 36 hours laboratory  
Grading: 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**  
**Cake Decorating for Special Occasions**  
18 hours lecture, 36 hours laboratory  
Grading: non-graded course

This course covers cake decorating techniques for special occasions. Included will be creating cakes with special effects, candy molds, novelties, international styles, delivery, set up techniques and business practices.

**Foundational Skills Development (FS)**

**FS 600**  
**Foundational Skills Language Arts**  
18 hours lecture  
Recommended Preparation: Intermediate reading level in English  
Grading: 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**  
**Foundational Skills Math**  
18 hours lecture  
Recommended Preparation: Intermediate reading level in English  
Grading: non-graded course

This course is part of a noncredit program designed to improve the foundational skills required for college and career readiness. Students will participate in a self-paced, flexible, open-entry/exit course that provides structured and supportive modularized instruction based off the student’s academic and career goals. This course emphasizes the development of math and college and career preparation skills for students who: 1) are enrolled, or plan to enroll, in credit courses and need to improve their foundational skills, 2) are returning and/or adult students wishing to prepare for academic success, or 3) are preparing to take exams or certifications for academic, employment, or special vocational programs. This course is part of a sequence of courses leading to a Certificate of Completion in Foundational Skills.
GED Preparation (GED)

GED 600  0.0 unit
GED Preparation: Language Arts
18 hours lecture
Grading: 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: 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: 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 covered via individualized instruction.

GED 615  0.0 unit
GED Preparation: Science
18 hours lecture
Grading: non-graded course
This course prepares students to take the GED science test. Designing and interpreting science experiments, using numbers and graphics in science and reading for meaning in science to pass the GED science test are covered via individualized instruction.

GED 620  0.0 unit
GED Preparation - Spanish: Language Arts
18 hours lecture
Grading: 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.

GED 625  0.0 unit
GED Preparation - Spanish: Social Studies
18 hours lecture
Grading: 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.

GED 630  0.0 unit
GED Preparation - Spanish: Mathematics
18 hours lecture
Grading: 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.

GED 635  0.0 unit
GED Preparation - Spanish: Science
18 hours lecture
Grading: 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.
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**
Basic Study Skills Laboratory
54 hours laboratory
Grading: non-graded course

This is a noncredit course in basic learning and success skills. This course covers a variety of fundamental learning, college success, and study skills. The content will be presented through a selection of instructional options.

**LEARN 650**
Supervised Tutoring
18 hours laboratory
Corequisite: Concurrent enrollment in an LBCC course
Grading: 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**
Foundations of Library Services
54 hours lecture
Grading: 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**
Information and Media Literacy
36 hours lecture
Grading: non-graded course

This course is designed to assist students in mastering the access and evaluation of information across several formats. Topics include the landscape of credible information, media literacy, factors contributing to the rise of post truth information such as fake news and deep fake videos, and the roles of libraries in providing access to credible information.

**LIB 602**
Searching Databases
18 hours lecture
Grading: non-graded course

This course is a hands-on introduction to research 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 603**
Academic Research Strategies
54 hours lecture
Grading: non-graded course

This course is designed to help students navigate the world of academic research and increase their agency as information-literate citizens. This course encompasses aspects of information literacy, citation, and research strategies.

**LIB 610**
Introduction to Access Services
54 hours lecture
Prerequisite: LIB 200 or LIB 600
Grading: 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**
Introduction to Acquisitions
54 hours lecture
Prerequisite: LIB 200 or LIB 600
Grading: 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, functions, standards, and practices of collection development and acquisitions in the Technical Services unit of libraries.
LIB 630  Special Topics in Library Services  0.0 unit
54 hours lecture
Prerequisite: LIB 200 or LIB 600
Grading: 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  0.0 unit
54 hours lecture
Prerequisite: LIB 200 or LIB 600
Grading: 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  0.0 unit
54 hours lecture
Grading: 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)  0.0 unit

MONEY 690  Money Basics and Goal Setting  0.0 unit
9 hours lecture
Corequisite: MONEY 695
Grading: 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  0.0 unit
9 hours lecture
Corequisite: MONEY 690
Grading: 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)  0.0 unit

NUTR 601  CDM Board Exam Preparation 1  0.0 unit
18 hours lecture
Grading: 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  0.0 unit
18 hours lecture
Grading: 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**  
*Reading for Health Career Sciences*  
27 hours lecture  
Grading: 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.

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

**READ 681**  
*Reading Essentials*  
54 hours lecture  
Recommended Preparation: Qualification through LBCC assessment process for reading OR READ 680: Reading Foundations  
Grading: non-graded course  
This course focuses on essential literacy skills and strategies with an emphasis on comprehending and analyzing texts. Students will be able to comprehend and respond to text through writing with instructor’s scaffolding as needed.

**TEAS Preparation (TEAS)**

**TEAS 600**  
*TEAS Preparation: English and Reading*  
18 hours lecture  
Recommended Preparation: Intermediate reading level in English  
Grading: 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**  
*TEAS Preparation: Math and Science*  
0.0 unit  
Recommended Preparation: Intermediate reading level in English  
Grading: 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.

**WELDING (WELD)**

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

**WELD 601**  
*Welding Practice*  
0.0 unit  
18 hours laboratory  
Grading: non-graded course  
This course offers the new student or a former student additional assistance in welding and helps improve mastery of a specific welding position. Also, a student can use this course to practice for a practical performance test.

**WELD 611**  
*Oxygen Acetylene Welding*  
0.0 unit  
54 hours laboratory  
Prerequisite: WELD 50 or WELD 211 or WELD 400 or WELD 600  
Grading: non-graded course  
This course provides practice in arc welding procedures on various types of metal and the opportunity to learn safety practices.

**WELD 661**  
*Oxyfuel Welding*  
0.0 unit  
54 hours laboratory  
Prerequisite: WELD 50 or WELD 211 or WELD 400 or WELD 600  
Grading: non-graded course  
This course provides practice in arc welding procedures on various types of metal and the opportunity to learn safety practices.
WELD 681  0.0 unit
Welding (Inert Gas)
54 hours laboratory
Prerequisite: WELD 50 or WELD 214 or WELD 400 or WELD 600
Grading: non-graded course

This course provides practice in the techniques of metallic and tungsten inert gas welding, welding of steels, aluminum, magnesium, cast iron and safety practices.
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