LONG BEACH
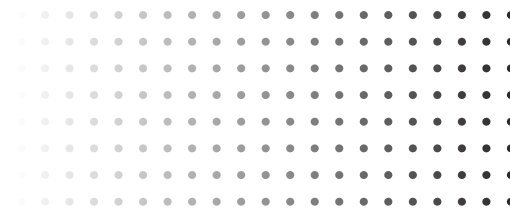## CITY COLLEGE
2019–20 Noncredit Catalog

LONG BEACH
CITY COLLEGE

2019-20
Noncredit College Catalog

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Noncredit Course Offerings: https://apps.lbcc.edu/schedule/
Online LBCC Catalog: https://www.lbcc.edu/post/college-catalog

Inside this Catalog

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
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President's Message

On behalf of our Board of Trustees, faculty, staff, and administrators, it is my great pleasure to welcome you to Long Beach City College. I am very excited to be serving you, our students, as your Superintendent- President.

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

Whether you are looking to transfer to a university, earn a degree, or earn a certificate, LBCC will help prepare you for success in all your career and life goals. For more than 90 years, LBCC has been supporting our community and economy through the success of our graduates and alumni. We are so glad you have chosen to be part of that tradition.

Go Vikings!

Dr. Reagan Ferragamo Romali Superintendent-President
Long Beach Community College District

Academic Senate Message

Welcome to Long Beach City College. The faculty at LBCC is dedicated to providing you with the knowledge and skills that you will need to be successful in your chosen profession. Certificate programs provide the foundation for you to begin, change, or advance in your career. Associate degrees and transfer-level courses are available if you are seeking a degree and/or wish to transfer to a university upon completion of your studies at LBCC. Counseling and other student service programs are available to help you select your course of study and ensure you make the most of your time at the college. The faculty is honored to share in your educational endeavors and we all look forward to meeting, talking, and working with you. We are here to support you in the pursuit of your academic and personal goals.

Jorge Ochoa
Academic Senate President

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 2019-2020 LBCC College Catalog at https://www.lbcc.edu/post/college-catalog.

WHAT IS NONCREDIT?

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

- Greater employability and/or job opportunity

- A Certificate of Competency or Certificate of Completion

- Preparation for credit bearing courses that may lead to completion of a Certificate of Accomplishment or Certificate of Achievement

- Prepares students to complete credit courses that lead to an Associate Degree, or transfer to a 4-year higher education institution (such as Cal State Long Beach)

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

The differences between Credit and Noncredit Courses:

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

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.

Bobbie Smith Elementary School
565 E. Hill St.
Long Beach, CA 90806

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

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

Jenny Oropeza Elementary School
700 Locust Ave.
Long Beach, CA 90813

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

PROGRAMS OF STUDY

Automotive Technology

Certificate of Completion in 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:

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

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

Business Information Worker

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

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

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

Program Student Learning Outcomes:

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

REQUIRED COURSES		HOURS
COSA 650	Intro. To IT Concepts & Applications	72
COSN 605	Computer Hardware Fundamentals	72
Total Hours		**144**

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

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

Program Student Learning Outcomes:

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

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

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.

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

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

Program Student Learning Outcome:

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

REQUIRED COURSES	HOURS
COSA 620 Microsoft PowerPoint, Introductory	18
COSA 621 Microsoft PowerPoint, Intermediate	18
COSA 622 Microsoft PowerPoint, Advanced	18
Total Hours	**54**

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

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

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

Program Student Learning Outcomes:

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

REQUIRED COURSES		HOURS
BCOM 622	The Job Search Process	18
BCOM 623	Job Search Tools	18
BCOM 624	The Interview Process	18
Total Hours		**54**

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

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

Program Student Learning Outcomes:

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

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

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

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

Program Student Learning Outcome:

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

REQUIRED COURSES		HOURS
COSA 615	Microsoft Excel, Introductory	18
COSA 616	Microsoft Excel, Intermediate	18
COSA 617	Microsoft Excel, Advanced	18
Total Hours		**54**

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

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

Program Student Learning Outcome:

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

REQUIRED COURSES		HOURS
COSA 610	Microsoft Word, Introductory	18
COSA 611	Microsoft Word, Intermediate	18
COSA 612	Microsoft Word, Advanced	18
Total Hours		**54**

Child Development

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 Outcome:

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

REQUIRED COURSES	HOURS
CDFDC 612A Family Child Care Management A	54
CDFDC 612B Family Child Care Management B	54
Total Hours	**108**

College and Workplace Readiness

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

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

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

REQUIRED COURSES		HOURS
BAE 601A	Basic Skills Development	27
BAE 601B	Basic Skills Development II	27
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 reading, writing, and mathematics for each course with a score of 80% or above in each required assessment/proficiency exam.

Construction Technology

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

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

classes and they will, with completion of courses, receive certification in OSHA.

Program Student Learning Outcomes:

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

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

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

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

Program Student Learning Outcomes:

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

REQUIRED COURSES		HOURS
CONST 600	Construction Pre-Apprenticeship	180
COSA 601	Computer Information Competency	36
Total Hours		**216**

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

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

Program Student Learning Outcomes:

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

REQUIRED COURSES		HOURS
CONST 605	Forklift Fundamentals	18
CONST 606	Workplace Competency Skills	18
Total Hours		**36**

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).

Noncredit 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.
- Formulate questions and responses to questions on familiar and unfamiliar topics utilizing grammatical patterns introduced at this level.

REQUIRED COURSES	HOURS
ESL 640 English for Everyday 1	108
ESL 641 English for Everyday 2	108
Total Hours	**216**

Noncredit 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.
- Formulate questions and responses to questions on familiar and unfamiliar topics utilizing grammatical patterns introduced at this level.

REQUIRED COURSES	HOURS
ESL 642 English for Everyday 3	108
ESL 643 English for Everyday 4	108
Total Hours	**216**

Noncredit 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.
- Formulate questions and responses to questions on familiar and unfamiliar topics utilizing grammatical patterns introduced at this level.

REQUIRED COURSES		HOURS
ESL 644	English for Everyday 5	108
ESL 645	English for Everyday 6	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.

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

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:

- Recognize grammatical structure of new words on the basis of form and sentence position.
- Identify the main idea and supporting details in a reading selection.

REQUIRED COURSES		HOURS
ESL 602A	Reading Skills for ESL Students 1	27
ESL 602B	Reading Skills for ESL Students 2	27
ESLLC 699	Basic Skills for ESL Students	54
Total Hours		**108**

Noncredit 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:

- Analyze a passage for specific content.
- Defend an opinion or viewpoint about a text.

REQUIRED COURSES		HOURS
ESL 602C	Reading Skills for ESL Students 3	27
ESL 602D	Reading Skills for ESL Students 4	27
ESLLC 699	Basic Skills for ESL Students	54
Total Hours		**108**

Noncredit 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:

- Identify main ideas and supporting details in reading passages.
- Respond accurately to questions based on events in reading passages.

REQUIRED COURSES		HOURS
ESL 602E	Reading Skills for ESL Students 5	27
ESL 602F	Reading Skills for ESL Students 6	27
ESLLC 699	Basic Skills for ESL Students	54
Total Hours		**108**

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

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

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

Program Student Learning Outcome:

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

REQUIRED COURSES	HOURS
ESL 628 Literacy for English Language Learners 1	27
ESL 629 Literacy for English Language Learners 2	27
Total Hours	**54**

Noncredit 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**

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.

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

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

Program Student Learning Outcome:

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

REQUIRED COURSES		HOURS
ESL 670	Listen/Speak for Work for ESL Level 1	90
ESL 671X	Read/Write for Work for ESL Level 1	90
Total Hours		**180**

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

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

Program Student Learning Outcome:

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

REQUIRED COURSES		HOURS
ESL 672	Listen/Speak for Work for ESL Level 2	90
ESL 673X	Read/Write for Work for ESL Level 2	90
Total Hours		**180**

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

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

Program Student Learning Outcome:

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

REQUIRED COURSES		HOURS
ESL 674	Listen/Speak for Work for ESL Level 3	90
ESL 675X	Read/Write for Work for ESL Level 3	90
Total Hours		**180**

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

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

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 Skills	27
ESL 615	Accent Reduction	108
ESLLC 699	Basic Skills for ESL Students	54*
Total Hours		**143**

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

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

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

Program Student Learning Outcomes:

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

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

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

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

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

Program Student Learning Outcomes:

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

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

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

Library Technician

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

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

Program Student Learning Outcomes:

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

REQUIRED COURSES		HOURS
LIB 600	Foundations of Library Services	54
LIB 610	Introduction to Access Services	54
LIB 620	Introduction to Acquisitions	54
LIB 630	Special Topics in Library Services	54
LIB 640	Introduction to Cataloging	54
Total Hours		**270**

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

The Long Beach City College Library Technician Patron Facing Certificate of Completion is designed to teach the fundamentals of knowledge and skills needed for today's Library Technicians. The program is designed to successfully prepare students for employment with entry and mid-level library technician positions in public, academic, school, special libraries, and other information-related industries. It encompasses front-end library services such as access services, reference, techniques of information retrieval, and leadership.

Program Student Learning Outcomes:

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

REQUIRED COURSES		HOURS
LIB 610	Introduction to Access Services	54
LIB 630	Special Topics in Library Services	54
Total Hours		**108**

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

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

Program Student Learning Outcome:

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

REQUIRED COURSES		HOURS
LIB 610	Introduction to Access Services	54
LIB 630	Special Topics in Library Services	54
Total Hours		**108**

Nutrition and Dietetics

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

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

Program Student Learning Outcomes:

- Apply design concepts and techniques in creating cakes/products for special occasions.
- Use a variety of decorating techniques.
- Illustrate the use of cake decorating tools in the commercial setting.

REQUIRED COURSES		HOURS
NUTR 651	Cake Decorating Techniques	54
NUTR 652	Cake Decorating for Special Occasions	54
Total Hours		**108**

COURSES

Automotive Technology (AUTO)

AUTO 600   0.0 unit

Introduction to Automotive Technology
36 hours lecture, 54 hours laboratory
Grading: LBCC Non-Graded Course

Formerly AMECH 421. This course is an introductory course covering the principles of the operation of the modern automobile. This course will provide practical experience in maintenance and repair at the owner operator level. Consumer awareness is emphasized.

AUTO 601   0.0 unit

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

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

AUTO 602   0.0 unit

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

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

AUTO 603   0.0 unit

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

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

Basic Adult Education (BAE)

BAE 601A   0.0 unit

Basic Skills Development I
270 hours laboratory
Grading: LBCC Non-Graded Course

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

BAE 601B   0.0 unit

Basic Skills Development II
270 hours laboratory
Grading: LBCC Non-Graded Course

This course is part of a noncredit program designed to improve basic skills for students whose abilities range from pre-high school through pre-college level. The course emphasizes the development of basic reading, writing and math skills for students who: (1) are enrolled, or plan to enroll, in regular courses and need to improve or refresh their basic educational skills; (2) are preparing to take exams or need to develop basic skills for employment or special educational/vocational programs or college/ university entrance; (3) wish to review or complete their secondary education; or (4) wish to improve their mastery of English as a Second Language. This course is part of a sequence of courses leading to a Certificate of Completion in Basic Skills for the Workplace.

Business, Communications (BCOM)

BCOM 622
0.0 unit

The Job Search Process
18 hours lecture
Grading: LBCC Non-Graded Course

This course is designed to provide Computer and Office Studies (COS)/Business Communication (BCOM) students with insight regarding steps to begin planning for their future careers. Students will conduct self-assessments, create a career plan, and discover who they are as future employees.

BCOM 623
0.0 unit

Job Search Tools
18 hours lecture
Grading: LBCC Non-Graded Course

The course will focus on creating, drafting, revising, and presenting workplace-related documents. Students will create a job portfolio related to business communications that includes a resume and cover letter.

BCOM 624
0.0 unit

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

This course will focus on the development of business communication skills required in a job interview. Students will develop competency in the preparation for, participation in, and reflection on the job interview process.

Child Development (DCFDC)

CDFDC 612A
0.0 unit

Family Child Care Management A
61 hours lecture
Grading: LBCC Non-Graded Course

This course assists persons planning to become or currently involved in the group care of children in the home. This course focuses on setting up a child-centered environment that meets licensing and accreditation standards.

CDFDC 612B
0.0 unit

Family Child Care Management B
54 hours lecture
Grading: LBCC Non-Graded Course

This course assists persons planning to become or are currently involved in the group care of children in the home. This course focuses on the child guidance as well as the business aspects of family child care including working with parents, record keeping, and communication.

CDLL 603
0.0 unit

LBCC Child Development Centers Participation
108 hours laboratory
Grading: LBCC Non-Graded Course

This is a noncredit lab experience for students participating in LBCC Child Development Center Demonstration Lab Schools to apply Child Development concepts to guided observations. Particular components, such as the age level, activities, and length of observation will vary and are determined by instructor.

Construction Technology (CONST)

CONST 600
0.0 unit

Construction Pre-Apprenticeship
108 hours lecture, 72 hours laboratory
Grading: LBCC Non-Graded Course

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

CONST 605
0.0 unit

Forklift Fundamentals
9 hours lecture, 9 hours laboratory
Grading: LBCC Non-Graded Course

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

CONST 606   0.0 unit

Workplace Competency Skills
18 hours lecture
Grading: LBCC Non-Graded Course

This competency based course will provide students an awareness of the skills needed to be successful in the construction industry. Topics include effective workplace communication, problem and conflict resolution, thriving in a diverse workforce, and being an effective team player.

CONST 615A   0.0 unit

Home Remodeling–Tiling
9 hours lecture, 18 hours laboratory
Grading: LBCC Non-Graded Course

This course in home remodeling covers technical instruction and practical experience for tiling, marble and granite installation. Topics of instruction include, safety, waterproofing, tiling floors, counter tops, and walls in ceramic, porcelain, marble, and granite and mortar floating. Practical instruction is given in a lab setting.

CONST 615B   0.0 unit

Home Remodeling–Drywall
9 hours lecture, 18 hours laboratory
Grading: LBCC Non-Graded Course

This course in home remodeling covers technical instruction and practical experience for installing and repairing drywall in commercial and residential locations. Topics of instruction include, safety, tools, taping, spackling, compound and hanging techniques for drywall. Students will also learn how to differentiate between LEED approved and nonapproved materials.

CONST 615C   0.0 unit

Home Remodeling-Painting
9 hours lecture, 18 hours laboratory
Grading: LBCC Non-Graded Course

This course in home remodeling covers basic painting techniques. Topics of instruction include, safety, job site and surface preparation (e.g. cleaning, caulking, sealing); Proper tools; spray-painting equipment; ladder and scaffolding safety; applications to enhance the job through stripping, sponging, and distressing.

Computer & Office Studies, APPL. Software (COSA)

COSA 601   0.0 unit

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

The course is designed for students to develop current computer information competency. It covers basic use of hardware, Internet knowledge and skills, word processing, spreadsheet, digital data presentations, and communications applications.

COSA 610   0.0 unit

Microsoft Word, Introductory
18 hours lecture
Grading: LBCC Non-Graded Course

This course provides hands-on instruction using basic features of Microsoft Word for the PC and its editing, formatting, and language tools to create, format, save, revise, and print various business and report documents.

COSA 611   0.0 unit

Microsoft Word, Intermediate
18 hours lecture
Grading: LBCC Non-Graded Course

This course provides hands-on instruction using intermediate features of Microsoft Word for the PC and its editing, formatting, and language tools to create, format, save, revise, and print various business and report documents.

COSA 612   0.0 unit

Microsoft Word, Advanced
18 hours lecture
Grading: LBCC Non-Graded Course

This course provides hands-on instruction using advanced features of Microsoft Word for the PC and its editing, formatting, and language tools to create, format, save, revise, and print various business and report documents.

COSA 615   0.0 unit

Microsoft Excel, Introductory
18 hours lecture
Grading: LBCC Non-Graded Course

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

COSA 616 — 0.0 unit

Microsoft Excel, Intermediate
18 hours lecture
Grading: LBCC Non-Graded Course

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

COSA 617 — 0.0 unit

Microsoft Excel, Advanced
18 hours lecture
Grading: LBCC Non-Graded Course

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

COSA 620 — 0.0 unit

Microsoft Powerpoint, Introductory
18 hours lecture
Grading: LBCC Non-Graded Course

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

COSA 621 — 0.0 unit

Microsoft Powerpoint, Intermediate
18 hours lecture
Grading: LBCC Non-Graded Course

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

COSA 622 — 0.0 unit

Microsoft Powerpoint, Advanced
18 hours lecture
Grading: LBCC Non-Graded Course

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

COSA 625 — 0.0 unit

Microsoft Access, Introductory
18 hours lecture
Grading: LBCC Non-Graded Course

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

COSA 626 — 0.0 unit

Microsoft Access, Intermediate
18 hours lecture
Grading: LBCC Non-Graded Course

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

COSA 627 — 0.0 unit

Microsoft Access, Advanced
18 hours lecture
Grading: LBCC Non-Graded Course

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

COSA 628 — 0.0 unit

Microsoft Outlook, Introductory
18 hours lecture
Grading: LBCC Non-Graded Course

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

COSA 629 — 0.0 unit

Microsoft Outlook, Intermediate
18 hours lecture
Grading: LBCC Non-Graded Course

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

COSA 630 — 0.0 unit

Microsoft Outlook, Advanced
18 hours lecture
Grading: LBCC Non-Graded Course

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

COSA 650 — 0.0 unit

Intro. to IT Concepts & Applications
72 hours lecture
Recommended Preparation: COSA 601
Grading: LBCC Non-Graded Course

This course is an introduction to information systems and the common use of office applications. Internet, Word processing, spreadsheets, databases, presentation software, and basic internet use will be covered. Spreadsheet use for business will be emphasized. Upon successful completion of this course, students will be given a voucher to sit for the Microsoft Office Specialist (MOS) industry certification exam. This course satisfies the technology portion of the Information Competency graduation requirement.

Computer & Office Studies, Keyboarding (COSK)

COSK 633 — 0.0 unit

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

This course is designed to develop touch control of the computer keyboard for personal use. Emphasis is placed on proper typing and inputting techniques and building basic speed and accuracy.

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

COSN 605 — 0.0 unit

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

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

English (ENGL)

ENGL 600 — 0.0 unit

Great Works of Literature
54 hours lecture
Grading: LBCC Non-Graded Course

This course is an introduction to literature with an emphasis on both the reading of major works of literature and on training in written expression especially for the older adult population.

ENGL 627 — 0.0 unit

Writing for Publication or Pleasure
54 hours lecture
Grading: LBCC Non-Graded Course

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

English as a Second Language (ESL)

ESL 602A — 0.0 unit

Reading Skills for ESL Students 1
27 hours lecture
Grading: LBCC Non-Graded Course

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

ESL 602B — 0.0 unit

Reading Skills for ESL Students 2
27 hours lecture
Recommended Preparation: ESL 602A
Grading: LBCC Non-Graded Course

This second course in a series of seven reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. ESL 602B teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 602A and in addition learn to analyze a passage for specific content and define words in context. Course content coincides with ESL 801.

ESL 602C   0.0 unit
Reading Skills for ESL Students 3
27 hours lecture
Recommended Preparation: ESL 602B
Grading: LBCC Non-Graded Course

This third course in a series of seven reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. ESL 602C teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 602B and in addition learn to analyze a passage for specific content and define words in context. Course content coincides with ESL 802.

ESL 602D   0.0 unit
Reading Skills for ESL Students 4
27 hours lecture
Recommended Preparation: ESL 602C
Grading: LBCC Non-Graded Course

This fourth course in a series of seven reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. ESL 602D teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 602C and in addition learn to make inferences and support opinions about reading selections. Course content coincides with ESL 803.

ESL 602E   0.0 unit
Reading Skills for ESL Students 5
27 hours lecture
Recommended Preparation: ESL 602D
Grading: LBCC Non-Graded Course

This fifth course in a series of seven reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. ESL

602E teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 602D and in addition learn to compare characters in readings and differentiate word meaning by context. Course content coincides with ESL 804.

ESL 602F   0.0 unit
Reading Skills for ESL Students 6
27 hours lecture
Recommended Preparation: ESL 602E
Grading: LBCC Non-Graded Course

This sixth course in a series of seven reading skills courses is designed to teach ESL students how to read, comprehend what they read and build vocabulary. ESL 602F teaches students how to read and comprehend words, sentences, paragraphs and passages or texts without the dependency on a dictionary. Working with material appropriate to this level, students build upon the content of ESL 602E and in addition learn to identify central conflicts of stories and make inferences based on facts and details. Course content coincides with ESL 805.

ESL 610A   0.0 unit
Fundamentals of English Grammar 1
54 hours lecture
Recommended Preparation: ESL 645
Grading: LBCC Non-Graded Course

This course is designed to support ESL students in the intermediate academic reading and/or writing classes. It is the first of a two-course sequence designed to introduce grammatical terminology and guide intermediate ESL students to mastery of the seven major parts of speech. ESL 610A emphasizes the use of verb tenses and agreement between subject and verb, article and noun, as well as verb and adverb. It emphasizes the correct construction of phrases, including noun, verb, and prepositional phrases, and simple sentences.

ESL 610B   0.0 unit
Fundamentals of English Grammar 2
54 hours lecture
Recommended Preparation: ESL 610A
Grading: LBCC Non-Graded Course

This course is designed for advanced ESL students in the advanced academic reading and/or writing classes. It is the second of a two-course sequence designed for advanced ESL students. It enables students to master correct English word order at the phrase, simple sentence, compound

sentence and complex sentence level. Students continue to master the usage and word order of the seven major parts of speech, the relationship between phrases and clauses, and the relationship between independent and dependent clauses, focusing on adverbial phrases, noun clauses, adjective clauses, and adverbial/ subordinate clauses.

ESL 612   0.0 unit

Reading for Information and Pleasure
27 hours lecture
Prerequisite: ESL 645 or ESL 845
Grading: LBCC Non-Graded Course

This course is designed to improve students' ability to extract essential information from academic passages of a variety of written English material while building vocabulary, improving dictionary skills, and developing comprehension and critical reading skills.

ESL 613   0.0 unit

Conversation
27 hours lecture
Prerequisite: ESL 645 or ESL 845
Grading: LBCC Non-Graded Course

This course develops conversational competence and confidence in whole-class, small-group, and partner interactions. Emphasis is on the comprehension and evaluation of oral communications as students practice expressing opinions, feelings, ideas, and abstract concepts.

ESL 614   0.0 unit

Composition for ESL Students
27 hours lecture
Prerequisite: ESL 645 or ESL 845
Grading: LBCC Non-Graded Course

This course (Composition) offers intermediate level ESL students systematic instruction and practice in the construction of short connected series of sentences, which state an opinion, describe a process, give information or instructions, or report an experience. This course provides instruction and practice in organizing ideas and in identifying and writing topic and support sentences.

ESL 615   0.0 unit

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

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

ESL 618   0.0 unit

Vocabulary Development
54 hours lecture
Recommended Preparation: ESL 645
Grading: LBCC Non-Graded Course

In this course, nonnative students prepare for academic success in institutions of higher learning by studying the general academic vocabulary encountered across college disciplines. Instruction focuses on incorporating vocabulary mastery strategies that stimulate students to become active lifelong learners of the North American English lexicon.

ESL 628   0.0 unit

Literacy for English Language Learners 1
27 hours lecture
Grading: LBCC Non-Graded Course

The first course in a two-course sequence to develop literacy skills of English language learners.

ESL 629   0.0 unit

Literacy for English Language Learners 2
27 hours lecture
Recommended Preparation: Placement into this class is via ESL department assessment
Grading: LBCC Non-Graded Course

The second course in a two-course sequence to develop literacy skills of English language learners.

ESL 630   0.0 unit

Reading for Citizenship 1
54 hours lecture
Recommended Preparation: Placement is determined via assessment by ESL department faculty
Grading: LBCC Non-Graded Course

The first course in a two-course sequence for beginning level English language learners. Students will develop the language competency through content-based instruction in order to take the U.S. citizenship examination.

ESL 631   0.0 unit

Reading for Citizenship 2
54 hours lecture
Recommended Preparation: Placement is determined via assessment by ESL department faculty
Grading: LBCC Non-Graded Course

The second course in a two-course sequence for beginning level English language learners. Students will develop the language competency through content-based instruction in order to take the U.S. citizenship examination.

ESL 632AX   0.0 unit

Reading for Citizenship AX
72 hours lecture
Recommended Preparation: Placement is determined via assessment by ESL department faculty
Grading: LBCC Non-Graded Course

A compressed reading for citizenship course for high-beginner English language learners. Students will develop language competency through content based instruction in order to prepare for the U.S. citizenship examination.

ESL 640   0.0 unit

English for Everyday 0
108 hours lecture
Grading: LBCC Non-Graded Course

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

ESL 641   0.0 unit

English for Everyday 1
108 hours lecture
Prerequisite: ESL 640 or ESL 840 or Qualification through the LBCC assessment process for ESL
Grading: LBCC Non-Graded Course

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

ESL 642   0.0 unit

English for Everyday 2
108 hours lecture
Prerequisite: ESL 641 or one semester of ESL 841 or Qualification through the LBCC assessment
process for ESL
Grading: LBCC Non-Graded Course

This course is the third in a six-course series in the basics of English structure designed to bring students up to

basic college level in the language and prepare them for success in academic and vocational programs offered by the college. Emphasis is on the mastery of productive grammatical features and on comprehension of spoken and written Standard North American English for natives.

ESL 643   0.0 unit

English for Everyday 3
108 hours lecture
Prerequisite: ESL 642 or one semester of ESL 842 or Qualification through the LBCC assessment
process for ESL
Grading: LBCC Non-Graded Course

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

ESL 644   0.0 unit

English for Everyday 4
108 hours lecture
Prerequisite: ESL 643 or one semester of ESL 843 or Qualification through the LBCC assessment
process for ESL
Grading: LBCC Non-Graded Course

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

ESL 645   0.0 unit

English for Everyday 5
108 hours lecture
Prerequisite: ESL 644 or ESL 844 or Qualification through the LBCC assessment process for ESL
Grading: LBCC Non-Graded Course

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

ESL 670   0.0 unit

Listen/Speak for Work for ESL Level 1
90 hours lecture
Prerequisite: ESL 644 or ESL 844 or Qualification through the LBCC assessment process for ESL
Recommended Preparation: Students are strongly advised to enroll in ESL 670 and ESL 671X in the same semester
Grading: LBCC Non-Graded Course

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

ESL 671X   0.0 unit

Read/Write for Work for ESL Level 1
90 hours lecture
Prerequisite: ESL 644 or ESL 844 or Qualification through the LBCC assessment process for ESL
Recommended Preparation: Students are strongly advised to enroll in ESL 670 and ESL 671X in the same semester
Grading: LBCC Non-Graded Course

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

ESL 672   0.0 unit

Listen/Speak for Work for ESL Level 2
90 hours lecture
Prerequisite: ESL 670
Recommended Preparation: Students are strongly advised to enroll in ESL 672 and ESL 673X in the same semester
Grading: LBCC Non-Graded Course

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

ESL 673X   0.0 unit

Read/Write for Work for ESL Level 2
90 hours lecture
Prerequisite: ESL 671X
Recommended Preparation: Students are strongly advised to enroll in ESL 674 and ESL 675X in the same semester
Grading: LBCC Non-Graded Course

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

ESL 674   0.0 unit

Listen/Speak for Work for ESL Level 3
90 hours lecture
Prerequisite: ESL 672
Recommended Preparation: Students are strongly advised to enroll in ESL 674 and ESL 675X in the same semester
Grading: LBCC Non-Graded Course

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

ESL 675X   0.0 unit

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

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

English as a Second Language, Learning Center (ESLLC)

ESLLC 699   0.0 unit

Basic Skills for ESL Students
54 hours laboratory
Grading: LBCC Non-Graded Course

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

Library (LIB)

LIB 600 — 0.0 unit

Foundations of Library Services
54 hours lecture
Grading: LBCC Non-Graded Course

This course is designed to help students become familiar with the mission and roles of libraries. It surveys the roles of library staff and the responsibilities of Access Services, Collection Services, Information Services, and Technical Services. Additional topics include ethics, values, and issues faced by library support staff in libraries.

LIB 610 — 0.0 unit

Introduction to Access Services
54 hours lecture
Prerequisite: LIB 200 or LIB 600
Grading: LBCC Non-Graded Course

This course is designed to teach students the valuable skills necessary to become qualified technicians. This course focuses on the major functions of library public and access services and topics will include: circulation management, collection maintenance, supervision of staff, confidentiality, intra and interlibrary loan, reserve collections, copyright laws, statistical design and compilation.

LIB 620 — 0.0 unit

Introduction to Acquisitions
54 hours lecture
Prerequisite: LIB 200 or LIB 600
Grading: LBCC Non-Graded Course

This course is designed to teach students the valuable skills required to become qualified library technicians. This course focuses on the goals and functions of acquisitions and the topics will include the basics of acquiring library materials, the financial management of materials budgets, vendors, and ethical considerations. Visitations to other libraries or information research centers are required.

LIB 630 — 0.0 unit

Special Topics in Library Services
54 hours lecture
Prerequisite: LIB 200 or LIB 600
Grading: LBCC Non-Graded Course

This course is designed to help students become familiarized with the mission and roles of libraries. It surveys the roles of library staff by introducing the roles of supervisors and managers; the role of reference and information services; and the influence of emerging technologies in various library services.

LIB 640 — 0.0 unit

Introduction to Cataloging
54 hours lecture
Prerequisite: LIB 200 or LIB 600
Grading: LBCC Non-Graded Course

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

Nutrition and Dietetics (NUTR)

NUTR 651 — 0.0 unit

Cake Decorating Techniques
18 hours lecture, 36 hours laboratory
Grading: LBCC Non-Graded Course

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

NUTR 652 — 0.0 unit

Cake Decorating for Special Occasions
18 hours lecture, 36 hours laboratory
Grading: LBCC Non-Graded Course

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