

CATALOG

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School of Continuing Education
North Orange County Community College District

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Computer (COMP)

COMP 100

Introduction to Computers

Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other SCE computer classes. (Apportionment)

COMP 350

Introduction to Visual Basic for Applications (VBA) for Excel

Advisory: MS 165 MS Excel - Power-User skills or Experience building Excel spreadsheet in response to data needs or externally delivered requirements. Learn how to create and edit Visual Basic for Applications (VBA) code without using the macro recorder. Learn how to write VBA projects using subroutines and functions. Understand how to utilize VBA's methods and properties to perform Excel work in a fast and flexible manner. (Apportionment)

COMP 675

Digital Scrapbooking

Advisory: Knowledge of Windows and Photoshop or Photoshop Elements. Scrapbooking is a 2.5 billion dollar industry in the United States. Computerized graphic design is dramatically transforming the industry. Digital scrapbooking skills are important for anyone working in the graphic design field. Learn the design essentials of professional digital scrapbooks, hardware and software requirements, and the creation of graphic elements. (Apportionment)

COMP 685

Beginning Keyboarding

Stop hunting and pecking at the keyboard with this short course. Learn the keyboard layout to build speed and accuracy. Course covers proper technique at the computer keyboard as well as 10-key keyboarding. (Apportionment)

Disabled Students Program and Services (DSPS)

DSPS 329

Workplace Skills Training: The Exceptional Employee for Students with Disabilities

This is a lecture and lab course designed to provide students who have disabilities with hands-on training in basic janitorial tasks that may be expected of them in entry-level employment. Lecture topics include on-the-job behavior and attitude for potential pay raise and/or promotion. (Apportionment)

DSPS 470

Relationships: Foundational Basics

This course is designed to give students with disabilities an overview of appropriate interactions with foundational relationships concepts, using a variety of basic skills. (Apportionment)

DSPS 516

Job Skills Field Work: Working in Childcare & Vocational Assistance for Students with Disabilities

Students with disabilities participate in field trips to childcare facilities, educational programs and vocational agencies that can assist them in attaining and maintaining employment. Curriculum includes instruction in using public transportation, using Internet resources for planning bus trips to field trip destinations and creating a written day schedule. (Apportionment)

DSPS 537

Photoshop Elements: Introduction for Students with Disabilities

Designed for individuals with developmental or learning disabilities wanting to increase their basic knowledge of Photoshop Elements. (Apportionment)

DSPS 542

Workplace Attitudes and Standards for Students with Disabilities

This course is intended to prepare students with disabilities for successful employment by introducing them to appropriate on-the-job behavior, communication, attitude and work ethics. Students will also be introduced to the importance of workplace safety and customer service. (Apportionment)

English-as-a-Second Language (ESLA)

ESLA 1050

Basic ESL Workplace Advancement Skills

This course focuses on introducing ESL students to the workplace discourse system and culture. By improving their communication skills and understanding the United States culture within the workplace, students will become successful employees (Apportionment)

ESLA 1052

ESL Workforce Readiness Skills, Basic

This course covers basic work skills as well as language skills necessary for intermediate level students to gain employment. Students will identify various job opportunities available in their respective communities and will learn to communicate with employers. In addition, students will gain basic knowledge of basic technology. (Apportionment)

Financial (FINC)

FINC 370

Rejuvenating Your Retirement

This course is for retired individuals to consider changes to their current retirement strategies. They will review their current retirement plans and make adjustments such as risk management, new investments and adjustments to their health care planning. (Fee-Based)

Health (HLTH)

HLTH 215

Secrets of Weight Loss and Healthy Eating

This course will benefit novices, people with special nutritional needs, as well as those already working in the food service industry. Students will learn about healthy cooking and eating and will have an in-class opportunity to prepare foods from a personalized menu. (Fee-Based)

Kids' College (KIDS)

KIDS 2078

Introduction to Montessori

Ages 3-6

Students will be introduced to the Montessori method and work in four areas through hands-on activities to learn numbers and sounds. The areas include: practical life, sensorial, Math and Language. Students will develop order, coordination, concentration, and independence. This class will provide the academic readiness to succeed in kindergarten. Parents will attend class with their child. (Fee-Based)

KIDS 2220

Yoga for Pre-teens and Teens

Ages 12+

Students will learn and participate in Hatha yoga, breathing and relaxation techniques, in a fun environment. These techniques will help build strength, flexibility, and balance and improve concentration and help to manage stress and anxiety. Bring a yoga mat to class, and do not eat at least an hour before class. (Fee-Based)

KIDS 2230

Common Core Reading Comprehension Skills

Grades 1 & 2

Students will read a story and learn how to create thinking maps as well as taking notes in order to comprehend the story effectively. They will learn how to use the text to answer text related questions based on the new Common Core curriculum. (Fee-Based)

Medical Occupations (MEDO)

MEDO 260

Introduction to Medical Assisting

This course is an introduction to the medical assisting profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, health care settings, medical law, and therapeutic communication skills. (Apportionment)

MEDO 285

Introduction to Electronic Health Records(EHR)

Prerequisite: COMP 685 Beginning Keyboarding or Keyboarding Proficiency score of 30 or above; MEDO 315 Intro to Computer Health Care. This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Topics covered include: the history of EHR, EHR standards, patient charts, and EHR regulations. (Grant-Funded)

MEDO 310

Medical Assistant Skills Open Lab

Co-requisite: MEDO 235 Back Office Procedures I This open-entry, open-exit course is designed for medical assistant students to practice clinical skills and procedures. (Grant-Funded)

MEDO 317

Out-Patient Externship for the Pharmacy Technician

Prerequisite: MEDO/220 Out-Patient Lab: Pharmacy Technician; MEOC/135 Human Relations for Health Care Workers; and MEDO/221 In-Patient Lab: Pharmacy Technician. This course is designed to provide pharmacy technician students with field experience in an out-patient/retail pharmacy setting. It requires weekly class meetings plus 120 hours of externship in an approved pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance. (Apportionment)

Medical Occupations Clerical (MEOC)

MEOC 205

Introduction to Electronic Health Records(EHR)

This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Topics covered include: the history of EHR, EHR standards, patient charts, and EHR regulations. (Apportionment)

MEOC 225

Medical Coding-Introduction

This course covers the practical application of CPT-4 coding as well as both ICD-9-CM and ICD-10-CM coding for correct reimbursement in the physician's office setting. Course instruction will also cover applying the student's knowledge of anatomical body systems and disease processes. The following anatomical and physiology concepts will be covered in this course: (a) integumentary system, (b) musculoskeletal system (c) respiratory system (d) cardiovascular system (e) hemic and lymphatic systems. (Apportionment)

MEOC 227

Medical Coding-Intermediate

Prerequisite: MEOC 225 Medical Coding - Introduction. This course covers the practical application of CPT-4 coding as well as both ICD-9-CM and ICD-10-CM coding for correct reimbursement in the physician office setting. Course instruction will also cover applying the student's knowledge of anatomical body systems and disease processes. The following anatomical body systems and disease processes concepts will be covered in this course: (a) urinary and male genital systems, (b) female genital and system, (c) general surgical, (d) medicine (e) radiology, and (f) pathology. (Apportionment)

School of Continuing Education

Career Development and College Preparation (CDCP) Certificate Programs

Business

Administrative Assistant **Certificate Program** ** Program #24174

Training Includes: Keyboarding and Speed Building, Introduction to Computers, Window XP, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Internet, Email, Customer Service, Communication and Problem Solving, Telephone Techniques, Business Mathematics, Writing Memos, Proofreading and Spelling, Filing, Job Hunting Skills. (Two Trimesters or 24 weeks)

Core Courses	Hours
BUSN 340 Computer Applications for the Administrative Assistant I	48
BUSN 341 Computer Applications for the Administrative Assistant II	48
BUSN 320 Office Skills I	24
BUSN 321 Office Skills II	24
CCTR 100 Business/Computer Skills Lab	120
Total Program Hours	264

**** Correction of Program Title**

BUSN 320 Office Skills I

First in a series of two levels that prepare students for an entry-level position as an administrative assistant. Includes units on the office environment, career opportunities, attitude, human relationships, and work ethics. Textbook Required.

BUSN 321 Office Skills II

Prerequisite: BUSN 320 Office Skills I. Second in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on telephone procedures, filing and managing records, processing business documents, sending and receiving mail, and managing office activities. Textbook Required.

BUSN 340 Computer Applications for the Administrative Assistant I

First in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on Keyboarding and Word. Textbook Required.

BUSN 341 Computer Applications for the Administrative Assistant II

Prerequisite: BUSN 340 Computer Applications for Administrative Assistant I. Second in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on Windows and Internet. Textbook Required.

CCTR 100

Business/Computer Skills Lab

Enjoy free, flexible scheduling for a variety of courses: Office Keyboarding, Data Entry, 10-Key, Typing/Keyboarding for Speed and Accuracy, Windows XP, MS Office (Word, Excel, Access, Outlook, PowerPoint), Intro to Internet and World Wide Web, internet access and free email!

Management Program Program #24114

This program will prepare students for first-line supervisory or management positions. Students learn management principles and develop basic skills in decision-making, problem-solving, planning, organizing, speaking and writing. The sequence builds their knowledge base to enhance their effectiveness on the job by covering topics such as leadership development, business law, finance, negotiations, marketing and more. (There are ten required courses, and student must choose one of nine computer electives.)

Core Courses	Hours
BMGR 417 Effective Business Presentations	18
BMGR 410 Elements of Supervision	18
BMGR 431 Finance Non-Financial Manager	18
BMGR 423 Introduction to Employment Law	18
BMGR 412 Management Skills I	18
BMGR 610 Management Skills II	18
BMGR 430 Marketing Principles	18
BMGR 421 Successful Negotiations	18
BMGR 452 Understanding Business Contracts	18
BMGR 415 Written Communication for Business	18
Total Core Hours	180

Elective Courses (Must Choose one of the following courses)

COMP 100 Introduction to Computers	36
MS 104 Introduction to Windows Operating Systems **	36**
MS 144 Introduction to Word	36
MS 105 Introduction to Excel	36
MS 106 Introduction to Access	36
MS 119 Introduction to PowerPoint	36
MS 134 Intermediate Word	36
MS 107 Intermediate Access	36
MS 160 MS Office - Overview	36
Total Elective Hours	36

Total Program Hours 216

**** Correction of Course Title**

BMGR 410 Elements of Supervision

Provides instruction in communication, problem solving, team building and leadership. Designed for managers in both public and nonprofit organizations.

BMGR 412

Management Skills I

This course provides an overview of the functions of the management process and its practical applications in a business environment. The course focuses on the planning process and organizing skills, including decision-making, strategic planning, delegating and staffing. Students will learn management principles that provide basic guidelines for supervisory decisions and actions.

BMGR 415

Written Communications for Business

Provides extensive hands-on experience with all types of written business communications including letters, resumes, cover letters, memos, and reports.

BMGR 417

Effective Business Presentations

This course provides instruction and practice in business presentation skills. Students will learn techniques to enhance their ability to speak before any size group with more confidence and communicate their message effectively. Students are encouraged to participate in a video tape exercise for their own assessment of strengths and weaknesses.

BMGR 421

Successful Negotiations

Participants will learn, practice, and perfect the skills required for achieving better outcomes in sale transactions, employment and promotion, purchasing, employee cooperation.

BMGR 423

Introduction to Employment Law

This course is an introduction to the federal and California state laws governing the relationships between employers and employees. It examines the nature, purpose, and employees. It examines the nature, purpose, and operation of these laws from the perspectives of both the employer and employee.

BMGR 430

Marketing Principles

Introduces the student to the marketing principles of product, price, distribution and promotion in support of goods and services. The course will focus on real world application and case studies. The student will learn to apply marketing skills in the development of a marketing plan.

BMGR 431

Finance for the Non-Financial Manager

This course introduces students to the basics of business finance for the non-financial manager. Financial statements will be covered along with discussions on sales and expenses, assets and liabilities, budgeting and planning, and financial analysis.

BMGR 452

Understanding Business Contracts

This course will provide an overview of contract principles and will explore the meaning, purpose and effect of common contracts clauses, i.e., limitation of liability, warranty and indemnification. Students will learn how to achieve a better contract result by knowing why, when and how to request contract modifications.

BMGR 610

Management Skills II

This course focuses on developing management skills in working with individuals and teams to promote productivity, quality and innovation. Topics include employee performance appraisal, performance management, work groups, and the control process for keeping people, plans and programs on track.

COMP 100

Introduction to Computers

Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other SCE computer classes.

MS 104

Introduction to Windows Operating Systems **

Advisory: Knowledge of Windows. Learn the newest Windows operating system; includes desktop and file management, security, adding hardware and software, personalizing Windows XP, making connections and communicating with other people.

*** Correction of Course Title*

MS 105

Introduction to Excel

Provides a basic working knowledge of this popular spreadsheet program. Covers topics such as formulas, functions, and charting.

MS 106

Introduction to Access

Advisory: Introduction to Computers, Introduction to Windows or equivalent. Design databases using this popular software package. Includes creating tables, forms, reports and labels.

MS 107

Intermediate Access

Learn how to build and modify advanced tables, forms and reports. Develop proficiency in use of encrypting database files, defining relationships and defining queries. Text/disk required. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Access or equivalent.

MS 119

Introduction to PowerPoint

Advisory: Knowledge of Windows. Learn how to create on-screen presentations using text, graphics, sound effects and movies.

MS 134

Intermediate Word

Advisory: Introduction to Computers, Introduction to Windows, Introduction to Word or equivalent. This continuing course covers features such as mail merging, styles and templates, large documents and WordArt. Textbook purchase may be required at first class.

MS 144

Introduction to Word

Advisory: Introduction to Computers, Introduction to Windows or equivalent. Provides a basic working knowledge of Word. Covers topics such as formatting with fonts, paragraph alignment, indents, margins, inserting clip art bullets and numbering, columns and tables.

MS 160

MS Office - Overview

Advisory: Knowledge of Windows and keyboarding. Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office Courses.

Computers

**Fundamental Computer Concepts & Skills Program
Program #24414**

This certificate program will prepare students to work in an entry-level office environment performing tasks such as basic data entry, word processing, research utilizing the Internet, and basic computer operation suitable for working in a business environment. Students completing this program would have the basic computer skills to be successful in an entry-level clerk or general office support position.

Core Courses			Hours
CCTR	100	Business/Computer Skills Lab	36
MS	156	Computer Bytes	18
COMP	105	Discover the Internet	36
COMP	100	Introduction to Computers	36
MS	104	Introduction to Windows Operating Systems **	36**
MS	160	MS Office - Overview	36
Total Program Hours			198

**** Correction of Course Title**

CCTR 100

Business/Computer Skills Lab

Enjoy free, flexible scheduling for a variety of courses: Office Keyboarding, Data Entry, 10-Key, Typing/Keyboarding for Speed and Accuracy, Windows XP, MS Office (Word, Excel, Access, Outlook, PowerPoint), Intro to Internet and World Wide Web, internet access and free email!

COMP 100

Introduction to Computers

Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other SCE computer classes.

COMP 105

Discover the Internet

A hands-on overview of Internet concepts, Web browsing using Internet Explorer; email, newsgroups, FTP, netiquette, security issues, research, and more. Hands-on including on-line browsing. Recommended proficiency in: Introduction to Computers or equivalent.

MS 104

Introduction to Windows Operating Systems **

Advisory: Knowledge of Windows. Learn the newest Windows operating system; includes desktop and file management, security, adding hardware and software, personalizing Windows XP, making connections and communicating with other people.

**** Correction of Course Title**

MS 156

Computer Bytes

This course covers various topics for Microsoft Windows on how to buy or upgrade a computer, buy and use a digital camera, use a scanner, create a slide show, and set up a home wireless network safely.

MS 160

MS Office - Overview

Advisory: Knowledge of Windows and keyboarding. Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office Courses.

**Graphic, Design and Web Skills Program
Program #24064**

This certificate program will prepare students to work in an entry-level graphic design/web development position performing such tasks as editing a simple website, creating and optimizing digital images, cataloging and retrieving digital files.

Core Courses			Hours
COMP	119	Adobe Photoshop Elements	36
CCTR	100	Business/Computer Skills Lab	36
COMP	121	Digital Photo Albums for Beg	36
COMP	675	Digital Scrapbooking	36
MS	137	Introduction to FrontPage	36**
COMP	705	Digital Photo Restoration & Portrait Makeover	24
Total Program Hours			168

**** Course Deleted from Program**

CCTR 100

Business/Computer Skills Lab

Enjoy free, flexible scheduling for a variety of courses: Office Keyboarding, Data Entry, 10-Key, Typing/Keyboarding for Speed and Accuracy, Windows XP, MS Office (Word, Excel, Access, Outlook, PowerPoint), Intro to Internet and World Wide Web, internet access and free email!

COMP 119

Adobe Photoshop Elements

Advisory: Knowledge of Windows. Utilize photo editing software to enhance graphic design capabilities. This class introduces tools used by professional designers in an easy to use, powerful, digital- image editing program. Textbook may be required.

COMP 121

Digital Photo Albums for Beginners

Advisory: MS 104 Introduction to Windows Operating Systems and COMP 105 Discover the Internet. Learn how to import photos from various sources; organize and manage photos; perform basic editing functions of photos email photos and share albums; create slide shows and video CDs; and create cards, calendars, albums, and a photo book. Textbook may be required.

COMP 675

Digital Scrapbooking

Advisory: Knowledge of Windows and Photoshop or Photoshop Elements. Scrapbooking is a 2.5 billion dollar industry in the United States. Computerized graphic design is dramatically transforming the industry. Digital scrapbooking skills are important for anyone working in the graphic design field. Learn the design essentials of professional digital scrapbooks, hardware and software requirements, and the creation of graphic elements.

COMP 705

Digital Photo Restoration and Portrait Makeovers

Advisory: COMP 119 Adobe Photoshop Elements and knowledge of Windows For photographers and scrapbookers who want to advance their skills to repair old photos and touch up portraits. Topics include repairing scratches and tears on old photos; fixing hair, teeth, skin, red eyes, and blemishes; enhancing photos; combining images; creating backgrounds and frames; and selecting photo papers. Textbook Required.

Construction

Electrical Trainee Program

Program #31327

This program will prepare students to work in an entry-level position in the construction industry assisting with the electrical installation and repair of electrical wiring in buildings. Students will receive an overview of the construction industry with a focus on the career path of an electrical trainee. Topics include safety; construction math; tools and materials handling; electrical theory; code requirements and application for residential, commercial and industrial wiring; prints and specifications.

Core Courses		Hours
CONS 230	Introduction to Blueprint Reading	36
ELET 140	Introduction to Electrical Trainee	60
ELET 145	Electricity Fundamentals	48
ELET 150	Wiring Fundament- Residential	36
ELET 160	Wiring Fundament-Commercial	36
ELET 170	Wiring Fundament-Industrial	36
Total Core Hours		252

Elective Courses (Must choose one of two courses) **

ABE 105	SCE Learning Center	36
CONS 121	Contracting License	36
Total Elective Hours		36

Total Program Hours 288

**** Specified Number of Elective Hours Required**

ABE 105

SCE Learning Center

Designed for students from beginning levels of reading to those working toward a high school diploma. Through the use of small-group instruction, computer- aided instruction, audio books and workbooks, students will learn to become better readers, writers and thinkers. The skills attained can be used for personal growth, job advancement or for entry into other educational programs. A specific learning plan is developed for each student based on student goals, needs and learning style.

CONS 121

Contracting License

This course is designed for students interested in exploring career opportunities in general contracting and sub-contracting, current contractors interested in enhancing their business and law skills, and students who want to prepare for the California Contracting License Examination by the Contractors State License Board (CSLB).

CONS 230

Introduction to Blueprint Reading

An introduction to blueprint reading using a fundamental approach, this course will familiarize trainees with basic blueprint terms, components and symbols. Trainees will learn the different types of blue print drawings (civil, architectural, structural, mechanical, plumbing/piping, and electrical) and how to interpret and use drawing dimensions.

ELET 140

Introduction to Electrical Trainee

Course provides an overview of the construction industry with focus on the career path of an electrical trainee. Students will learn about the skills needed to launch a successful career in the electrical trade. Topics include safety, construction math, tools and materials handling, job site management, and State certification requirements for electricians.

ELET 145

Electricity Fundamentals

Prerequisite: ELET 140 Introduction to Electrical Trainee. Course covers basic electrical concepts, including electrical measurements, basic electrical theory, and an understanding of how common electrical components work. Course provides a basis for understanding electrical safety concepts.

ELET 150

Wiring Fundamentals: Residential

Prerequisite: ELECT 145 Electricity Fundamentals. Course provides an overview of the National Electrical Code (NEC) and its application to residential wiring. Topics include electrical standards, residential wiring techniques, grounding, basic switching circuits, residential load calculations, and electrical services in accordance with the NEC.

ELET 160

Wiring Fundamentals: Commercial

Course provides an overview of the National Electrical Code (NEC) and its application to commercial wiring. Topics include commercial wiring, conduit systems, conductor types and applications, over-current protection, polyphase distribution, system and equipment grounding, and voltage-drop equations and lighting sources in accordance with the NEC.

ELET 170

Wiring Fundamentals: Industrial

Prerequisite: ELET 145 Electricity Fundamentals. Course provides an overview of the National Electrical Code (NEC) and its application to industrial wiring. Topics to include industrial wiring, conduit systems, conductor types and applications, over-current protection, polyphase distribution, system and equipment grounding, electrical motors, motor circuit conductors, motor control circuits, and electrical power installations in accordance to the NEC.

Disabled Student Programs & Services

Employability Certificate for Students with Disabilities Program #24065

This sequence provides skills necessary to enhance employability of students with disabilities. It offers a foundation of basic skills that increase the direct and indirect job skills necessary for obtaining and maintaining employment. Among the skills that students will develop are the ability to: communicate effectively on the job; locate job opportunities; problem solve; set goals; remain safe; utilize transportation resources to and from work; manage personal finances; use computer technology; develop and maintain appropriate interpersonal relationships; and advocate for personal rights. Counselors provide accommodations and services to assist students throughout their time in the Program. A job transition specialist refers students to appropriate employment opportunities and agencies. In addition, the Program maintains relationships with vocational agencies and employers that enhance students' opportunities for obtaining employment.

Core Courses	Hours
DSPS 137 Job Skills	180
DSPS 138 Communication on the Job	180
DSPS 150 Critical Thinking	30
DSPS 121 Computer-Assisted Instructional Lab	300
DSPS 180 Beginning Banking for Students with Disabilities	30
DSPS 130 Bill Paying and Banking for Students with Disabilities	180
DSPS 175 Personal Safety Students with Disabilities	30
DSPS 155 Mobility Skills	72
DSPS 133 Self-Advocacy	180
DSPS 114 Relationships and Sexuality Training	180
DSPS 140 Social Skills **	140
Total Program Hours	1502

**** Correction of Course Title**

DSPS 114

Relationships and Sexuality Training

A class geared for students with developmental or learning disabilities that are designed to provide a comprehensive and meaningful overview. The course strives to build healthy, safe sexual attitudes, behaviors, and relationships consistent with personal values.

DSPS 121

Computer-Assisted Instructional Lab

Designed for students with disabilities to provide instruction in computer operation, word processing and the use of adaptive computer equipment.

DSPS 130

Bill Paying and Banking for Students with Disabilities

This class is designed for adults with developmental disabilities and learning disabilities who want to learn how to maintain a checking account. This is an introductory class that teaches banking vocabulary and step by step on how to open and manage a checking account. Students will be required to use the Quicken software program for balancing their checking account.

DSPS 133

Self-Advocacy

Instruction designed for students with developmental or learning disabilities to enhance advocating for self in everyday life situations.

DSPS 137

Job Skills

Designed for students with developmental or learning disabilities to help recognize and achieve potential as independent members of the community. Lecture, lab, and field experience are combined to provide the student with a comprehensive and meaningful educational experience.

DSPS 138

Communication on the Job

A class designed for students with developmental or learning disabilities who want to learn how to improve their communication skills in relationship to employment. Course will include activities to enhance written and verbal skills.

DSPS 140

Social Skills for Students with Disabilities

This course is designed to give students with developmental and learning disabilities an overview of appropriate social skills at school, work, and in the community. Through examples in their own lives as well as instructional materials various areas social skills challenges will be explored, any necessary coping strategies taught.

DSPS 150

Critical Thinking

Designed to assist adults with disabilities in acquiring or improving critical thinking skills necessary to function independently in a variety of activities, situations, and environments. Emphasis on problem solving and decision making through understanding and evaluating situations, utilizing knowledge of cause and effect relationships, exploring options, and planning and implementing strategies.

DSPS 155

Mobility Skills

A class designed for students with disabilities to enhance independence by introducing safe practices and knowledge for using public transportation.

DSPS 175

Personal Safety for Students with Disabilities

This course is designed to introduce students with developmental disabilities to personal safety awareness. Students with disabilities will be presented with proactive steps to take to avoid dangerous situations in the community and at home. Students with disabilities will also be presented with basic techniques for self-defense and first aid.

DSPS 180

Beginning Banking for Students with Disabilities

This class is for students with disabilities who want to learn how to spell money amounts, fill out a check, make a deposit, record checks and deposits in a check register, and record ATM transactions in a register. This class would be beneficial for students: who want to learn the basics of banking, who need practice with the basics of banking, or who are new and would like to take the Banking for Apartment Living class.

Early Childhood Education

Early Childhood Education Program

Program #24404

This program is designed to train individuals for teacher and caregiver positions in licensed, proprietary infant/toddler/preschool/ child daycare center. Curriculum is approved by the State Department of Community Care Licensing. *(There are six required courses, and student must choose two of seven electives.)*

Core Courses	Hours
ECE 170 Introduction to Curriculum for ECE	36
ECE 108 ECE Program Principles and Practice	60
ECE 140 Early Childhood Development	36
ECE 136 Family Community Relationships	36
ECE 100 Child Health and Safety	36
Total Core Hours	204

Elective Courses (Must choose two of seven electives)

ECE 112 Language Arts and Literacy in ECE	36**
ECE 132 Program Creative Experience	36
ECE 130 Program Science & Math	36
ECE 116 Program Music & Movement	36
ECE 175 Infant-Toddler Care	60
ECE 165 Children with Special Needs	36
ABE 105 SCE Learning Center	36
Total Elective Hours	72

Total Program Hours	276
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**** Correction of Course Hours**

ABE 105

SCE Learning Center

Designed for students from beginning levels of reading to those working toward a high school diploma. Through the use of small-group instruction, computer- aided instruction, audio books and workbooks, students will learn to become better readers, writers and thinkers. The skills attained can be used for personal growth, job advancement or for entry into other educational programs. A specific learning plan is developed for each student based on student goals, needs and learning style.

ECE 100

Child Health and Safety

For teachers and directors of pre-schools, this course will focus on the skills and knowledge needed for developing emergency plans and responding to health and safety issues in the classroom.

ECE 108

ECE Program Principles and Practice

Course examines the history, basic principles, and philosophies of various types of early childhood programs, emphasizing the role of the adult and characteristics of quality programs. This course is part of a program approved by the California Department of Social Services, Community Care Licensing, for employment in private facilities only.

ECE 112

Language Arts and Literacy in Early Childhood

This course examines the teacher's role in promoting and facilitating children's emerging literacy and language development through the use of storytelling, books, songs, flannel board stories and puppetry. This course is part of a program approved by the California Department of Social Services, for employment in a private facility.

ECE 116

Program Music & Movement

Explores areas of music and movement appropriate to child's development through participating and experimenting.

ECE 130

Program Science & Math

Plan, organize and implement activities that help children develop skills, appreciation and enthusiasm for science and math.

ECE 132

Program Creative Experience

Student awareness and application of materials appropriate for preschool art activities.

ECE 136

Family Community Relationships

Examination of the sociological relationships between family and society; institutional, racial, social, and economic factors affecting the family and the child.

ECE 140

Early Childhood Development

Intro to age-related child growth, development, learning characteristics, self-concept, mechanics and techniques of positive learning.

ECE 165

Children with Special Needs

This course offers a broad study of children with special needs and early childhood education as it relates to inclusion. This course covers federal and state laws and regulations, terminology and definitions, appropriate practices and intervention. This course is part of a program approved by Department of Social Services, Community Care Licensing.

ECE 170

Introduction to Curriculum for Early Childhood Education

Prerequisite: ECE 140 Early Childhood Development. This course provides the foundation for curriculum planning, implementation, observation, assessment and evaluation. Emphasis includes modalities, learning styles, environments, activities, schedules, routines and adaptations to facilitate learning for all children. This course is part of a program approved by the California Department of Social Services for employment in private facilities.

ECE 175

Infant-Toddler Care

This course explores the theories, principles and practices of an infant/toddler program. Content includes respectful, responsive care giving, licensing and regulation issues, and enriching, safe, healthy developmentally appropriate environments. This course is part of a program approved by the California Department of Social Services for employment in private facilities.

English-as-a-Second Language

ESL Academic Success Program #24293

The ESL Academic Success Program is a fully-integrated program that bridges ESL classes with college, high school, the GED, and vocational training programs. The goal is to prepare students to function successfully in a variety of academic settings. The program will offer high-level ESL courses as well as student services including but not limited to counselor-led workshops, assistance with college application, and field trips.

The students will learn how to take notes, build vocabulary, write research papers, and participate in academic discussions. The basics of time and stress management, financial aid, and college orientation are embedded in the course outlines and presented in the workshops. **

Core Courses	Hours
ESLA 1040 Listening/Speaking for Academic Success	144
ESLA 1045 Reading/Writing for Academic Success	144
Total Program Hours	288

**** Correction of Program Description**

ESLA 1040

Listening/Speaking for Academic Success

Learn how to listen to and take lecture notes; participate in classroom discussions; give presentations; and take exams in college, career technical education, high school, and GED programs. Acquire technological skills necessary for academic success. Experience campus life through field trips to local colleges. For Intermediate High thru Advanced level students.

ESLA 1045

Reading/Writing for Academic Success

Acquire reading, writing, note-taking, test-taking, critical thinking, and computer skills necessary for academic success in college, high school, GED, or career technical education programs. Learn American cultural norms in the classroom. Participate in campus life through field trips to local colleges. For Intermediate High through Advanced level students.

ESL Intermediate / Advanced Program #24179

ESL Intermediate/Advanced is an articulated sequence of courses designed to equip students with the high-level language and cultural proficiencies for fulfillment of personal, vocational, and academic goals. The courses integrate language acquisition (linguistic competence), relevant life experiences (sociolinguistic competence), critical thinking, and, learning strategies, i.e. time management and basics of research (strategic competence).

The sequence is articulated in terms of progressing levels of language skills and informational content. Upon exit, students will have the ability to use English to meet social, academic, and vocational demands of the society. They will function effectively in situations that require interaction with the public and following written instructions in technical work manuals, and will have sufficient language skills to enter higher educational institutions: community colleges and technical schools.

Core Courses	Hours
ESLA 001 ESL Learning Center	40
ESLA 400 ESL Intermediate Low	120
ESLA 500 ESL Intermediate High	120
ESLA 600 ESL Advanced **	120

Elective Course	Hours
ABE 105 SCE Learning Center	36
Total Program Hours	400

**** Correction of Course Title**

ABE 105

SCE Learning Center

Designed for students from beginning levels of reading to those working toward a high school diploma. Through the use of small-group instruction, computer- aided instruction, audio books and workbooks, students will learn to become better readers, writers and thinkers. The skills attained can be used for personal growth, job advancement or for entry into other educational programs. A specific learning plan is developed for each student based on student goals, needs and learning style.

ESLA 001

ESL Learning Center

The ESL Learning Center offers an opportunity to practice English through various instructional media. Students learn through ESL software and/or receive individual and group tutoring to improve their speaking, listening, reading and writing skills. Special interest areas such as Vocational ESL and EL Civics are also part of the instruction.

ESLA 400

ESL Intermediate Low

The course content is relevant to the lives of the student. It integrates language functions and language forms with informational sources, skills and topics. Topics are chosen in accordance with student goals: general or vocational. Samples of informational sources are: Telephone Directory and indexes. Among the skills: alphabetizing. General topics should include: Housing, Transportation, Emergencies, General health. Vocational topics include: Job skills, Classified Ads, Job Safety.

ESLA 500

ESL Intermediate High

The course content is relevant to the lives of the students. It integrates language functions and language forms with informational sources, skills and topics. Topics are chosen in accordance with student's goals: general vocational, or academic. The vocational topics should include: Social Security, preparedness for job interviews, wages and deductions, benefits. Academic topics could include: Major historical events, current events, stories/fables. Familiarization with U.S. culture should include topics such as taboos and politics.

ESLA 600

ESL Advanced Low

Course content is relevant to the lives of the students. It integrates language function and language forms with informational, sources, skills and topics. Topics are chosen in accordance with students' goals: general, vocational, or academic. Samples of informational sources include but are not limited to: Almanacs, newspapers, paragraph organization, consumer protection procedures, Health facilities, work manual, customer relation, work ethics, education system, and immigration patterns.

Workplace Vocational English-as-a-Second-Language: Administrative Assistant **

Program #24115

This VESL sequence of courses focuses on the language needs of the students who are currently enrolled in this VESL sequence of courses focuses on the language needs of the students who are currently enrolled in the occupational training as well as the students pursuing a career of an Administrative Assistant. The goal is to prepare students to function successfully in academic or workplace setting by introducing them to the field terminology and job-related language skills. Special emphasis is on business writing skills, oral communication strategies, and conflict resolution techniques.

Students will also obtain necessary skills and confidence needed to find a job, managing resources, developing interpersonal skills, as well as understanding and improving system.

Core Courses	Hours
ESLA 1030 Vocational ESL: Administrative Assistant	36
ESLA 808 ESL Intermediate/Advanced Work Skills	36
Total Program Hours	72

**** Correction of Program Title**

ESLA 808

ESL Intermediate/Advanced Work Skills

This ESL course covers basic job-search and workplace survival language skills while building necessary computer and critical thinking skills for students who are at an intermediate level or higher. Emphasis is on understanding basic principles of getting a job as well as wages, benefits and concepts of employee organizations. Students will practice work-related safety standards and procedures and demonstrate effective use of common workplace technology and systems. Students will acquire skills of how to communicate effectively and manage workplace resources.

ESLA 1030

Vocational English-as-a-Second-Language: Administrative Assistant

This ESL course provides students with necessary language skills to succeed in the vocational administrative assistant programs, thereby bridging the gap between standard ESL and VESL coursework. The course also focuses on preparing students to interact in real-life office situations.

**Workplace Vocational English-as-a-Second-Language:
Early Childhood Education****Program #24292**

This VESL sequence of courses focuses on the language needs of the students who are currently enrolled in the ECE programs as well as the students who have completed the occupational training and pursuing a career of a preschool instructor. The goal is to prepare students to function successfully in the ECE academic or workplace setting by introducing students to the field terminology and building effective oral and written communication strategies in real-life situations.

Students will also obtain necessary skills and confidence needed to find a job, managing resources, developing interpersonal skills, as well as understanding and improving systems.

Core Courses		Hours
ESLA 1020	Vocational ESL: Early Childhood Ed	36
ESLA 808	ESL Intermediate/Advanced Work Skills	36
Total Program Hours		72

**** Correction of Program Title**

ESLA 808

ESL Intermediate/Advanced Work Skills

This ESL course covers basic job-search and workplace survival language skills while building necessary computer and critical thinking skills for students who are at an intermediate level or higher. Emphasis is on understanding basic principles of getting a job as well as wages, benefits and concepts of employee organizations. Students will practice work-related safety standards and procedures and demonstrate effective use of common workplace technology and systems. Students will acquire skills of how to communicate effectively and manage workplace resources.

ESLA 1020

**Vocational English-as-a-Second-Language:
Early Childhood Education**

This ESL course provides students with necessary language skills to succeed in early childhood education (ECE) programs, thereby bridging the gap between standard ESL coursework and ECE coursework. The course also focuses on preparing students to interact in the real world in ECE situations (e.g. parent-teacher conferences).

**Workplace Vocational English-as-a-Second-Language:
Electricity and Construction****Program #24166**

This VESL sequence of courses focuses on the language needs of the students who are currently enrolled in the vocational electricity and construction programs as well as the students who have completed the occupational training and pursuing a career of an electrician. The goal is to prepare students to function successfully in the electricity and construction academic or workplace setting by introducing students to the field terminology, job-related math skills, basic safety rules, and building effective oral and written communication strategies in real-life situations.

Students will also obtain necessary skills and confidence needed to find a job, managing resources, developing interpersonal skills, as well as understanding and improving systems.

Core Courses		Hours
ESLA 995	Vocational ESL: Electricity & Construction	36
ESLA 808	ESL Intermediate/Advanced Work Skills	36
Total Program Hours		72

**** Correction of Program Title**

ESLA 808

ESL Intermediate/Advanced Work Skills

This ESL course covers basic job-search and workplace survival language skills while building necessary computer and critical thinking skills for students who are at an intermediate level or higher. Emphasis is on understanding basic principles of getting a job as well as wages, benefits and concepts of employee organizations. Students will practice work-related safety standards and procedures and demonstrate effective use of common workplace technology and systems. Students will acquire skills of how to communicate effectively and manage workplace resources.

ESLA 995

**Vocational English-as-a-Second-Language:
Electricity and Construction**

The course focuses on improving communicative competence within real-life situations related to working with electricity and general construction. Students will gain confidence as they improve their ability to communicate effectively while on the job.

**Workplace Vocational English-as-a-Second-Language:
Pharmacy Technician ******Program #24163**

This VESL sequence of courses focuses on the language needs of the students who are currently enrolled in the occupational training as well as the students pursuing a career of a Pharmacy Technician. The goal is to prepare students to function successfully in academic or workplace setting by introducing students to the field terminology, job-related math skills, basic safety rules, and building effective oral and written communication strategies in real-life situations. Special emphasis is made on accent-reduction techniques.

Students will also obtain necessary skills and confidence needed to find a job, managing resources, developing interpersonal skills, as well as understanding and improving system.

Core Courses		Hours
ESLA 1025	Vocational ESL: Pharmacy Tech	36
ESLA 808	ESL Intermediate/Advanced Work Skills	36
Total Program Hours		72

**** Correction of Program Title**

ESLA 808**ESL Intermediate/Advanced Work Skills**

This ESL course covers basic job-search and workplace survival language skills while building necessary computer and critical thinking skills for students who are at an intermediate level or higher. Emphasis is on understanding basic principles of getting a job as well as wages, benefits and concepts of employee organizations. Students will practice work-related safety standards and procedures and demonstrate effective use of common workplace technology and systems. Students will acquire skills of how to communicate effectively and manage workplace resources.

ESLA 1025**Vocational English-as-a-Second-Language:
Pharmacy Technician**

This ESL course covers basic English communication skills in a pharmacy setting for students who are at an intermediate ESL level or higher. Students will practice typical in-person and phone conversations with pharmacy customers and co-workers.

Medical**Medical Assistant Certificate Program****Program #30422**

This program will prepare students for an entry-level position as a medical assistant in a front office (administrative) and back office (clinical setting). The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a medical assistant in keeping the offices of physicians, podiatrist, chiropractors, and other health practitioners running smoothly.

Core Courses		Hours
MEDO 260	Introduction to Medical Assisting	48
MEOC 104	Medical Terminology	36
MEDO 115	Med Assisting: Front Office	36
MEDO 235	Medical Assisting: Back Office Procedures I	80
MEDO 240	Medical Assisting: Back Office Procedures II	80
MEOC 112	Medical Insurance Billing: A Practical Approach to Medical Billing	72
Total Core Hours		352

Elective Courses (Must choose one of two electives)

COMP 100	Introduction to Computers	36
MS 104	Introduction to Windows Operating Systems **	36**
Total Elective Hours		36

Total Program Hours 388

**** Correction of Course Title & Hours**

COMP 100**Introduction to Computers**

Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other SCE computer classes.

MEOC 112**Medical Insurance Billing - A Practical Approach to Medical Billing**

An overview of outpatient medical insurance billing in preparing students for entry-level positions. Students review theory and practice data entry for private, Blue Cross/BlueShield, Medicare, Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation billing. CPT and ICD-9 coding covered. Medical billing software utilized in computer lab. Keyboarding experience advised.

MEDO 115**Medical Assisting: Front Office Procedures**

This course introduces students to medical office procedures in preparation for entry-level positions in the front office or reception area of a medical facility. These include medical data entry. Students review reception techniques, patient records and insurance forms. Keyboarding experience advised.

MEDO 235

Medical Assisting: Back Office Procedures I

Prerequisite: MEOC 104 Medical Terminology and MEDO 260 Introduction to Medical Assisting This course introduces students to the back office, clinical duties of the medical assistant. It is designed to develop the necessary skills for performing exam room procedures, including medical asepsis and infection control; patient intake; vital signs; and assisting with physical examination. Specialty exams and electrocardiograph procedure are also covered.

MEDO 240

Medical Assisting: Back Office Procedures II

Prerequisite: MEOC 104 Medical Terminology and MEDO 235 Medical Assisting Back Office I. This course develops the necessary skills for the back office. Students review assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures

MEDO 260

Introduction to Medical Assisting

This course is an introduction to the medical assisting profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, health care settings, medical law, and therapeutic communication skills.

MEOC 104

Medical Terminology

Required course for Pharmacy Technician Certificate program but also welcomes all students preparing for a variety of professional/paraprofessional careers in the medical field. Learn medical terms or strengthen prior knowledge. Offers basics of terminology, anatomy and diagnostics.

MS 104

Introduction to Windows Operating Systems **

Advisory: Knowledge of Windows. Learn the newest Windows operating system; includes desktop and file management, security, adding hardware and software, personalizing Windows XP, making connections and communicating with other people.

**** Correction of Course Title**

Medical Assistant: Front Office Program Program #24445

This program will prepare students to work in an entry- level position in the front office or reception area of a medical facility. These include medical receptionist, appointment scheduler, medical bookkeeping, authorization clerk, and medical data entry. *(There are three required courses, and student must choose one of two electives.)*

Core Courses		Hours
MEDO 115	Medical Assisting: Front Office	36
MEOC 104	Medical Terminology	36
MEOC 112	Medical Insurance Billing: A Practical Approach to Medical Billing	72
Total Core Hours		144

Elective Courses (Choose one of two electives)		Hours
COMP 100	Introduction to Computers	36
MS 104	Introduction to Windows Operating Systems **	36**
Total Elective Hours		36

Total Program Hours		180
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**** Correction of Course Title & Hours**

COMP 100

Introduction to Computers

Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other SCE computer classes.

MEDO 115

Medical Assisting: Front Office Procedures

This course introduces students to medical office procedures in preparation for entry-level positions in the front office or reception area of a medical facility. These include medical data entry. Students review reception techniques, patient records and insurance forms. Keyboarding experience advised.

MEOC 104

Medical Terminology

Required course for Pharmacy Technician Certificate program but also welcomes all students preparing for a variety of professional/paraprofessional careers in the medical field. Learn medical terms or strengthen prior knowledge. Offers basics of terminology, anatomy and diagnostics.

MEOC 112

Medical Insurance Billing - A Practical Approach to Medical Billing

An overview of outpatient medical insurance billing in preparing students for entry-level positions. Students review theory and practice data entry for private, Blue Cross/BlueShield, Medicare, Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation billing. CPT and ICD-9 coding covered. Medical billing software utilized in computer lab. Keyboarding experience advised.

MS 104

Introduction to Windows Operating Systems **

Advisory: Knowledge of Windows. Learn the newest Windows operating system; includes desktop and file management, security, adding hardware and software, personalizing Windows XP, making connections and communicating with other people.

**** Correction of Course Title**

Pharmacy Technician Certificate Program Program #24219

This program prepares students for an entry-level position as a pharmacy technician at a community or institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements. The program consists of nine courses plus 320 hours of externship.

Core Courses		Hours
MEOC 130	Introduction to Pharmacy Technician	36**
MEOC 104	Medical Terminology	36
MEDO 230	Pharmacy Operations Lab	36
MEOC 140	Pharmaceutical Mathematics	36
MEOC 121	Pharmacology I	36
MEOC 122	Pharmacology II	36
MEOC 135	Human Relations For Healthcare Workers	36
MEDO 221	In-Patient Lab: Pharmacy Technician	48
MEDO 220	Out-Patient Lab: Pharmacy Technician	48
Total Core Hours		348
Required Externship Courses		Hours
MEOC 144	Out-Patient Externship	120
MEOC 146	In-Patient Externship	200
Total Externship Hours		320
Elective Courses		Hours
ABE 105	SCE Learning Center	36
Total Program Hours		668

**** Correction of Course Hours**

ABE 105

SCE Learning Center

Designed for students from beginning levels of reading to those working toward a high school diploma. Through the use of small-group instruction, computer-aided instruction, audio books and workbooks, students will learn to become better readers, writers and thinkers. The skills attained can be used for personal growth, job advancement or for entry into other educational programs. A specific learning plan is developed for each student based on student goals, needs and learning style.

MEDO 220

Out-Patient Lab for the Pharmacy Technician

Prerequisite: MEDO 230 Pharmacy Operations Lab; MEOC 104 Medical Terminology (or MEOC 110 Medical Terminology II); MEOC 121 Pharmacology I; MEOC 122 Pharmacology II; MEOC 130 Introduction to Pharmacy Technician; MEOC 140 Pharmaceutical Mathematics; Keyboarding Proficiency score of 30 or above OR passing grade in COMP 685 Beginning Keyboarding. The practical lab class is designed to prepare the student for an externship at neighboring pharmacies. Upon completion of the lab classes, the student should be able to step into an out-patient pharmacy and begin working with minimal additional training.

MEDO 221

In-Patient Lab for the Pharmacy Technician

Prerequisite: MEDO 230 Pharmacy Operations Lab; MEOC 104 Medical Terminology (or MEOC 110 Medical Terminology II); MEOC 121 Pharmacology I; MEOC 122 Pharmacology II; MEOC 130 Introduction to Pharmacy Technician; MEOC 140 Pharmaceutical Mathematics; Keyboarding Proficiency score of 30 or above OR passing grade in COMP 685 Beginning Keyboarding. The practical lab class is designed to prepare the student for an externship at neighboring pharmacies. Upon completion of the lab classes, the student should be able to step into an in-patient pharmacy and begin working with minimal additional training.

MEDO 230

Pharmacy Operations Lab

Prerequisite: MEOC 130 Introduction to Pharmacy Technician and Keyboarding score of 30 or above or passing grade in COMP 685 - Beginning Keyboarding. This course introduces students to the operations of a pharmacy. It provides them with a working knowledge of the structural, functional, business and inter-relational aspect of pharmacy as part of the health care system. Through hands-on instruction, students develop the entry-level skills needed to assist in a pharmacy operation.

MEOC 104

Medical Terminology

Required course for Pharmacy Technician Certificate program but also welcomes all students preparing for a variety of professional/paraprofessional careers in the medical field. Learn medical terms or strengthen prior knowledge. Offers basics of terminology, anatomy and diagnostics.

MEOC 121

Pharmacology I

Prerequisite: MEOC 104 Medical Terminology. Bring original certificate to first class. Equips students with the necessary beginning theoretical knowledge. Includes categorizing, differentiating between drug classifications and inventorying. Provides a basic knowledge and understanding of drug effects on the body.

MEOC 122

Pharmacology II

Prerequisite: MEOC 104 Medical Terminology. Bring original certificate to first class. Provides a continuation of theoretical knowledge acquired in Pharmacology I. Includes categorizing, inventorying and differentiating between drug classifications. Equips students with an advanced knowledge and understanding of drug effects on the body.

MEOC 130

Introduction to Pharmacy Technician

Course orients students to pharmacy practice and the work of pharmacy technicians. It covers pharmacy technician registration process and educational requirements, the role of the technician, duties and tasks technicians perform as regulated by pharmacy law, and the necessary abilities and skills for a successful career as a pharmacy technician.

MEOC 135

Human Relations For Healthcare Workers

Covers basic communications skills with emphasis on health care. Includes non-verbal communication, group communication, conflict resolution, ethics in health communication, elements of intercultural communication, resume writing, job application and interviewing techniques.

MEOC 140

Pharmaceutical Mathematics

A review of basic mathematics focusing on its application to common pharmaceutical calculations, abbreviations and units; how to interpret pharmaceutical documents using acquired pharmaceutical math knowledge.

MEOC 144

Out-Patient Externship

This course is designed to give pharmacy technician students field work experience in an out-patient pharmacy. Students must complete the didactic portion of the program and the corresponding lab course prior to their field work experience. The program requires 120 hours of out-patient externship.

MEOC 146

In-Patient Externship

This course is designed to give pharmacy technician students field work experience in an in-patient pharmacy. Students must complete the didactic portion of the program and the corresponding lab course prior to their field work experience. The program requires 200 hours of in-patient externship.

Quality Assurance Management Certificate for Medical Devices Program #24128

Students who complete the Certificate will be prepared to obtain an entry-level position in quality assurance within the medical device industry. Topics covered include regulatory agencies and laws pertaining to the medical device industry; introduction to the medical device industry and trends in the field; document control and database management; quality assurance concepts for medical device manufacturing; technical writing; the quality audit process; and employability skills. Upon successful program completion, students will have the skills required of positions in the medical device industry such as quality assurance specialist, quality compliance specialist and quality systems auditor. This certificate will also benefit incumbent workers seeking promotional opportunities within the industry.

Core Courses	Hours
BMGR 645 Introduction to Medical Device Quality Assurance	36
BMGR 648 Regulatory Affairs for Medical Devices	36
BMGR 651 Document and Database Management for Medical Devices	36
BMGR 654 Quality Assurance for Medical Devices	36
BMGR 657 Technical Writing for Bio-Medical Industries	36
BMGR 660 Quality Auditing for Medical Devices	36**
Total Program Hours	216

**** Correction of Course Title**

BMGR 645

Introduction to Medical Device Quality Assurance

This course introduces students to the medical device industry in preparation for an entry-level position as a Quality Assurance Specialist. Learn about the industry's size and scope, current trends, and the wide range of products used in a variety of healthcare settings. Industry job resources are also covered.

BMGR 648

Regulatory Affairs for Medical Devices

Course will provide students with an in-depth understanding the regulations and regulatory agencies that are specific to the medical devices industry. The course will cover U.S. and European Union (EU) regulations and related agencies. Includes laws governing the development, manufacturing and approval of medical devices.

BMGR 651

Document and Database Management for Medical Devices

An overview of regulatory requirements for document control and database management for the medical device field. Covers the fundamentals of writing documents that meet regulatory compliance. Equips students for handling document management systems efficiently.

BMGR 654

Quality Assurance for Medical Devices

This course provides students with an in-depth definition of quality assurance and its role with medical devices. The course covers the responsibilities of assurance during the manufacturing and production of a product. Topics will include management responsibilities, process controls, and other subjects providing an overall understanding of quality assurance.

BMGR 657

Technical Writing for Bio-Medical Industries

This course will provide students with an overview and understanding of technical writing for the bio medical industry. The course will cover principle writing methodologies for quality assurance, engineering, manufacturing, and production of a medical device product. Topics will address documentation as related to FDA mandated requirements, ISO standards and for writing GMP procedures.

BMGR 660

Quality Auditing for Medical Devices

This course presents the principles and techniques for assessing the adequacy of a quality system for a medical device manufacturer. Coverage includes evaluating the quality system as it conforms to FDA regulatory requirements, standards, review of standard audit terms and other audit concepts.

School of Continuing Education High School Diploma Program

This program is designed for adults who return to complete the requirements for a high school diploma. Upon completion of these courses, the student will be able to demonstrate a level of competency for each academic subject studied. Acquisition of a high school diploma will lead to improved employability and preparation for entry into college.

Total All Required Core High School Credits:	110
Total All Electives High School Credits:	50
Total All Core and Elective High School Credits:	160

English		Credits
Core (Minimum Core Required Credits: 30)		
IHSS 100	High School English 1	1 - 10
IHSS 101	High School English 2	1 - 10
IHSS 102	High School English 3	1 - 10
IHSS 105	High School Writing Skills	1 - 10
IHSS 500	HS Language Arts I	1 - 10
IHSS 501	HS Language Arts II	1 - 10
IHSS 997	High School Reading Strategies 1	1 - 5
IHSS 998	High School Reading Strategies 2	1 - 5
IHSS 999	HS Business Writing **	1 - 5

English Electives

IHSS 100	High School English 1	1 - 10
IHSS 101	High School English 2	1 - 10
IHSS 102	High School English 3	1 - 10
IHSS 105	High School Writing Skills	1 - 10
IHSS 163	High School Composition	1 - 10
IHSS 167	High School English Basic Skills	1 - 5
IHSS 170	High School Grammar	1 - 10
IHSS 183	High School Vocabulary	1 - 10
IHSS 500	HS Language Arts I	1 - 10
IHSS 501	HS Language Arts II	1 - 10
IHSS 997	High School Reading Strategies 1	1 - 5
IHSS 998	High School Reading Strategies 2	1 - 5
IHSS 999	HS Business Writing **	1 - 5

**** Correction of Course Title**

Humanities		Credits
Core (Minimum Core Required Credits - 10)		
IHSS 113	High School Mass Media	1 - 5
IHSS 173	High School Novels	1 - 10
IHSS 174	High School Literature	1 - 10
IHSS 181	High School Short Stories	1 - 5
IHSS 992	HS Art History- Artist & Wk	1 - 5
IHSS 993	HS Elements, Principles Design	1 - 5

Humanities Elective

IHSS 113	High School Mass Media	1 - 5
IHSS 173	High School Novels	1 - 10
IHSS 174	High School Literature	1 - 10
IHSS 181	High School Short Stories	1 - 5
IHSS 992	HS Art History- Artist & Wk	1 - 5
IHSS 993	HS Elements, Principles Design	1 - 5

Mathematics		Credits
Core (Minimum Core Required Credits - 20)		
IHSS 116	High School General Math	1 - 10
IHSS 118	High School Algebra 1	1 - 10
IHSS 119	High School Geometry	1 - 10
IHSS 846	High School Algebra 1A	5
IHSS 847	High School Algebra 1B	5

Mathematics Elective

IHSS 116	High School General Math	1 - 10
IHSS 118	High School Algebra 1	1 - 10
IHSS 119	High School Geometry	1 - 10
IHSS 846	High School Algebra 1A	5
IHSS 847	High School Algebra 1B	5

Natural Science		Credits
Core (Minimum Core Required Credits: 20)		
IHSS 121	High School Earth Science	1 - 5
IHSS 122	High School Physical Science	1 - 5
IHSS 123	High School Biology	1 - 10
IHSS 124	High School Health	1 - 10
IHSS 153	High School General Science	1 - 10

Natural Science Elective

IHSS 121	High School Earth Science	1 - 5
IHSS 122	High School Physical Science	1 - 5
IHSS 123	High School Biology	1 - 10
IHSS 124	High School Health	1 - 10
IHSS 153	High School General Science	1 - 10

Social & Behavioral Sciences		Credits
Core (Minimum Core Required Credit: 30)		
IHSS 106	High School U S History	1 - 10
IHSS 107	High School U S Government	1 - 5
IHSS 109	High School World History	1 - 10
IHSS 111	High School Economics	1 - 5

Social & Behavioral Sciences Elective

IHSS 109	High School World History	1 - 10
IHSS 110	High School World Geography	1 - 10
IHSS 660	High School Psychology	1 - 5

Other Elective		Credits
IHSS 300	Transitioning to College	1
IHSS 994	High School Academic Success	1 - 10

IHSS 100

High School English 1

This course is an individualized, self-paced study in the basics of English language arts, including vocabulary development, grammar, reading comprehension, and writing strategies. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 101**High School English 2**

This course is an integrative course consisting of an array of subjects to address English language arts. Topics may include contextualized vocabulary, intermediate grammar, reading and composition, and literature. Instructional modules are assigned based on academic preparation, functional reading levels and vocational or educational goals. This content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 102**High School English 3**

This course is an integrative course consisting of an array of subjects to address English language arts. Topics may include contextualized vocabulary, intermediate grammar, reading and composition, and literature. Instructional modules are assigned based on academic preparation, functional reading levels and vocational or educational goals. This content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 105**High School Writing Skills**

Writing strategies are presented through individualized, self-paced modules in personal compositions and business letters. Techniques in structure, style and business correspondence are covered. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 106**High School US History**

This United States history course covers the lives of America's people and aspects of their cultures, from early exploration through the beginning of the twenty-first century. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 107**High School US Government**

This course is an individualized, self-paced study of U.S. government. It will cover the Constitution, the roles of the federal, state and local government, and modern economic and political systems. This course is used for SCE High School Diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same completion of this course.

IHSS 109**High School World History**

This course presents the history of the world's people and major cultures from early times to the present. This course is offered for the SCE high school diploma and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 110**High School World Geography**

This geography course surveys all the major regions of the world, explores processes that shape the Earth and relationships between people and environments. This course is offered for SCE diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 111**High School Economics**

This course explores the changing economic climate in the United States and globally. Economic systems, development and problems that affect daily life are covered. This course is offered for SCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 113**High School Mass Media**

This mass media course covers various forms of communications including television, advertising, print materials, and electronic media. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 116**High School General Math**

This course presents activities to help the student with basic arithmetic skills, real-life applications, and problem-solving techniques. The units of study include a review of whole number operations, and basic functions of fractions, decimals, percents, measurements, algebra and geometry. This course is offered for SCE high school diploma credit. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 118

High School Algebra 1

This course covers basic algebra concepts including an introduction to variables, equations, factoring, an introduction to variables, equations, factoring, formulas and the application of skills. This course is used for SCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 119

High School Geometry

This course covers basic geometry concepts including key terms, geometric shapes and the application of skills. This course is used for SCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned towards the completion of this course.

IHSS 121

High School Earth Science

Earth Science deals with the earth and other heavenly bodies of the universe. Students learn the various characteristics that make Earth unique in the solar system. This course is offered for SCE high school diploma credit. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 122

High School Physical Science

Physical Science explores matter and its properties, motion, heat, energy, sound and light, as well as electricity and magnetism. This course is used for SCE High School Diploma credit. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 123

High School Biology

This biology course is an individualized, self-paced study of living things including classification, survival, reproduction, growth, and development. Other topics explore ecological cycles, behaviors and evolution. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 124

High School Health

This class is designed to give students an understanding of various facets of physical, mental, and social well being. The student will gain knowledge to promote wellness, identify causes of health problems and ways to prevent them. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 153

High School General Science

General Science covers physical, Earth, and life science. This course is used for SCE High School Diploma credit. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 163

High School Composition

This course provides writing strategies that include basic sentence structure, a review of grammar and mechanics, paragraph formation and essay composition skills. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 167

High School English Basic Skills

Basic English skills are presented in this self-paced course. This introductory course includes workbook activities to improve skills in spelling, capitalization, punctuation, and reading. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 170

High School Grammar

This course covers a variety of English language skills in a flexible format suitable for individualized, self-paced coursework. The topics covered include grammar, usage, writing mechanics and composition strategies. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 173

High School Novels

This literature course offers a variety of literary works in a flexible format suitable for individualized self-paced coursework. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 174

High School Literature

This literature course offers a variety of literary works in a flexible format suitable for individualized self-paced coursework. Literary options include poetry, short stories, essays and complete novels. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 181

High School Short Stories

This course introduces a variety of short stories through self-paced reading activities. Through guided reading activities, students explore character development, plot and author's purpose. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned for the same subject will be evaluated and counted towards the completion of this course.

IHSS 183

High School Vocabulary

This course covers grade-level vocabulary development and is offered for the SCE high school diploma credit. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 300

Transitioning to College

This course is designed to help SCE High School Diploma Program and ESL Academic Success students successfully transition to a college campus. Topics presented will include identifying academic goals, designing an educational plan, utilizing the college processes (registration, financial aid, learning resources), and graduation. This course will include campus tours of several student resource centers.

IHSS 500

High School Language Arts I

This is an integrative course consisting of an array of topics including reading, writing, grammar, and vocabulary. Emphasis will be placed on sentence construction, word choice, paragraph development, maintaining coherence, recognizing main ideas, drawing upon sources informatively, reading with accuracy, writing and revising. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 501

High School Language Arts II

This is an integrative course consisting of an array of topics including reading, writing, grammar, and vocabulary. Emphasis will be placed on sentence construction, word choice, paragraph development, maintaining coherence, recognizing main ideas, drawing upon sources informatively, reading with accuracy, writing and revising. The content of this course is delivered in a modular format using lecture-style instruction.

IHSS 660

High School Psychology

This psychology course explores the connections of human thought, behavior and development. It emphasizes the importance of these relationships to learning, personality, health, and society. This course is offered for SCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 846

High School Algebra 1A

This course covers basic algebra including variables, equations, positive and negative integers, formulas, polynomials, and factoring. This course is offered for SCE high school diploma credits to satisfy graduation requirements.

IHSS 847

High School Algebra 1B

This course covers basic algebra concepts including graphing, equations with two variables, fractions, decimals, percents, squares, square roots and quadratic equations. This course is offered for SCE high school diploma credits to satisfy graduation requirements.

IHSS 991

High School Business Law

This course is an individualized, self-paced study of Business Law. Topics include contracts, insurance, and laws related to consumer and employment regulations. This course is used for SCE High School Diploma credit.

IHSS 992

High School Art History - Artists and their Work

This course will explore art movements from the Italian Renaissance to American painters and sculptors of the twentieth century. Students will discover why some artists and their artwork retain prominence. They will be given the opportunity to expand their knowledge on a variety of art forms. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 993

High School Elements and Principles of Design

This course is an individualized, self-paced study of art and how people from other cultures and times have used a common visual language to express their own unique perspective. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 994

High School Academic Success

This study skills course provides reading and writing activities to help a student master the thinking, planning and basic skills necessary to achieve academic success in school and is available for credit for the SCE High School Diploma Program. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 997

High School Reading Strategies 1

This course provides practice exercises in reading development and reinforces concepts through writing activities. Strategies include understanding the main idea, making judgments, understanding characters, drawing conclusions, and making inferences. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 998

High School Reading Strategies 2

This course provides practice exercises in reading development and reinforces concepts through writing activities. Strategies include recognizing tone, understanding literary forms, organization, significant details, and vocabulary. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

IHSS 999

HS Business Writing **

This course provides individualized, self-paced modules in business correspondence, composition techniques and writing activities. Strategies include format, organization, and evaluation. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

*** Correction of Course Title*