



**CE** *School of*  
**Continuing Education**  
 North Orange County Community College District  
*Change. Cultivated.*

**2012 - 2013**

**School of Continuing Education**

# CATALOG





## Welcome to the NOCCCD School of Continuing Education

It is my pleasure to present the 2012-2013 SCE catalog of course offerings. The School of Continuing Education (SCE) has a long history of offering high quality programs designed to assist a diverse group of learners. We take pride in responding to the ever-changing needs of our community through relevant instruction and student services that foster success. Our faculty and staff are committed to guiding students in their pursuit of academic, career, and personal development goals.

The SCE catalog offers a description of the many accredited noncredit and community education courses and programs available to students in the North Orange County Community College District. Whether your goal is to begin a new career, learn new skills, earn a high school diploma, develop increased creativity and independence or transfer to college, SCE has the courses to assist you in achieving your goal. Led by exceptionally qualified faculty and staff, SCE offers a unique learning environment that includes a variety of support services. Counseling, orientation, tutoring, assessment, and career exploration are among the many services available to enhance student goal-setting and persistence.

I encourage you to review the SCE catalog and take advantage of all of the educational opportunities offered to students of all ages and interests. We look forward to seeing you on campus.

Sincerely,

Greg Schulz, Ed.D.  
Provost, NOCCCD School of Continuing Education

## SCE MISSION STATEMENT

To promote student success by providing quality lifelong learning opportunities and services that anticipates and serves the diverse needs of individuals, business and the community.

## SCE VISION STATEMENT

The School of Continuing Education is the first choice for lifelong learning. Our diverse population recognizes us for accessibility to quality programs and services. We are known for our focus on positive student outcomes in educational and career advancement; business development and training; and personal growth for all ages.

## SCE CORE VALUES

### Integrity

- through a commitment to our mission and vision statement
- by encouraging a climate of honesty and trust
- through teamwork that depends on accountability and responsibility

### Learning

- as a way to meet life's challenges successfully
- as a path to personal and professional growth
- as a lifelong quest

### Excellence

- by delivering comprehensive quality programs and services
- by creatively responding to the educational needs of our community

### Diversity

- by recognizing and respecting the significance of each unique individual
- by offering all learners access to relevant learning opportunities

### Service

- to the individual
- to the institution
- to the community

## SCE INSTITUTIONAL STUDENT LEARNING OUTCOMES

As a result of enrolling in and completing a School of Continuing Education course, group of courses or entire certificate program, students can be expected to demonstrate the following:

1. Empowerment to be lifelong learners. Students can demonstrate the confidence and courage to learn how to learn as well as appropriate research, study, inquiry and goal-setting skills.
2. The ability to function effectively within their community. Students demonstrate appropriate effective interpersonal communication, critical thinking and problem solving skills as well as an understanding of the value of diversity.

# CATALOG

2012-2013

School of Continuing Education  
North Orange County Community College District

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*The School of Continuing Education is accredited by the Accrediting Commission for Schools of the Western Association of Schools and Colleges (WASC). For more information, please contact WASC at Western Association of Schools and Colleges Accrediting Commission for Schools, 533 Airport Blvd., Ste 200, Burlingame, CA 90410.*



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## About The School of Continuing Education

### Accreditation

The North Orange County Community College (NOCCCD) School of Continuing Education (SCE) is proudly accredited by the Accrediting Commission for Schools of the Western Association of Schools and Colleges (WASC). For more information regarding SCE's accreditation, please contact WASC at the following address:

Western Association of Schools and Colleges  
Accrediting Commission for Schools  
533 Airport Blvd., Ste 200  
Burlingame, CA 90410

### District Sexual Harassment, Drug-Free and Alcohol-Free District Policies

For a copy of these policies, please refer to the SCE website at [www.sce.edu](http://www.sce.edu).

### Non-Discrimination Statement

It is the policy of the NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. Any student who engages in unlawful discrimination or sexual harassment in violation of this policy will be subjected to disciplinary action, which may include suspension or expulsion.

Students who believe they had been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy, should contact the Office of the District Director of Human Resources at (714) 808-4818.

The following person is designated by the NOCCCD as the Responsible Officer/Section 504/Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

**Name:** Jeffrey O. Horsley  
**Position:** Vice Chancellor, Human Resources  
**Address:** 1830 W. Romneya Drive  
Anaheim, California 92801-1819  
**Telephone:** (714) 808-4822

## Academic Policies

### Academic Honesty

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades or satisfactory progress. Such standards are founded on basic concepts of integrity and honesty. For additional information on student conduct, you may refer to Board Policy 5500 at [www.nocccd.edu](http://www.nocccd.edu).

### Absences

By the direction of the Chancellor of Community Colleges of California, attendance shall be taken at all class sessions. Regular attendance is expected of every student. Attendance at the first class meeting is strongly recommended because of enrollment demands. Any student not attending the first class meeting may be dropped by the instructor.

### Student Responsibilities

While an instructor may drop a student for excessive absences, it is the student's responsibility to officially drop the class by visiting a registration counter located at each SCE campus, or online by logging onto MyGateway (<http://mygateway.nocccd.edu>). Failure to officially drop/withdraw may result in a failing grade.

### Student Code of Conduct

Students are expected to respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the city, county, state, and national law(s). Student conduct must conform to Board Policy and SCE regulations and procedures. As cited in BP5500. "A student who violates the standards of student conduct shall be subject to the disciplinary action including, but not limited to, the removal, suspension or expulsion of the student." For further information on what constitutes misconduct, you may refer to Board Policy 5500 at [www.nocccd.edu](http://www.nocccd.edu).

### High School Diploma Program Transfer Policy

Effective spring 2012, the High School Diploma Program administrative staff will no longer consider transfer requests from diploma students seeking to relocate to a different diploma lab/campus/site. Diploma students enrolled in one of the High School Labs must commit to completing their diploma studies at their selected campus and in their enrolled lab. The High School Diploma Program administrative staff may consider requests that are critical such as a legal reason for attending a different lab/campus/ site and/or attempting to earn a diploma at the campus/site they enrolled in for other academic programs such as credit (college) and/or certificate courses. Diploma students having a critical reason for their request to transfer may contact the program manager directly after informing his/her High School Lab instructor and/or counselor. Because the majority of diploma students are employed and have family obligations, in fairness to all students, requests to transfer for these two reasons will not be considered.

## Catalog Rights

### Career Technical Education

The School of Continuing Education (SCE) issues a new catalog each academic year beginning in the summer term, and if needed subsequent addendums for the fall, winter and spring terms. The information published in the catalog or catalog addendums is in effect for the academic year beginning with the summer term and concluding with the spring term.

The courses required for a specific certificate may change from one annual catalog to the next and, therefore, may change during the period of time that a student attends SCE. Catalog rights protect the student from being held for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining *continuous enrollment* at SCE - that is enrollment in any two of the four consecutive previous terms, including Summer, resulting in an academic record symbol of P (Pass), NP (No Pass), or W (Withdrawal) in a core or required elective within a specific program. If continuous enrollment is broken, the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained.

The lab enrollment in CCTR 100, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights as well.

This policy supersedes all previous catalog rights provisions and applies only to the programs at SCE.

### Medical Leave Absence

CTE students may file a **Petition for Exception** for a medical leave of absence when there is appropriate evidence the student was unable to attend classes for an extended period of time to maintain Catalog Rights, as stated in the CTE Catalog Rights Policy published in the school catalog. Students should contact the Registrar's Office at (714) 992-9502 to file a petition within one year of leaving the last term they were in continuous enrollment. The petition will be reviewed and considered for approval based solely on the following:

**Documentation on the student's inability to attend during the terms in which the student was not in attendance is required.** Appropriate evidence should include, but not limited to, physician recommendations or other supporting documentation that is dated and on official organization letterhead

A student who withdraws due to an approved medical leave will receive a Not Graded notation on their academic transcript for any classes that they were unable to complete due to medical leave. Any outstanding fees or tuition associated with the course will remain due and payable.

Eligibility applies only to the enrolled student.

### Military Leave Absence

CTE students who are called to active duty may submit a **Petition for Exception** for a military leave of absence to maintain their catalog rights. Students should contact the Registrar's Office at (714) 992-9502 to file a petition.

A student who withdraws due to military service will receive a MW (military withdrawal) notation on their academic transcript for any classes that they were unable to complete due to service. Any fees or tuition associated with the course will be refunded.

Students will retain their catalog rights and enrollment status if they return within one year of release from military service. For the purposes of maintaining catalog rights and enrollment status, any release from military service, other than a dishonorable release, will be accepted. The student must contact the Registrar's Office to provide appropriate documentation upon return from service.

*(Section 824 of the Military and Veterans Code)*

## Grading System

In general, most noncredit courses are not graded, however the School of Continuing Education has two areas where students are awarded an evaluative symbol at the conclusion of the course; High School Diploma courses and courses in the category of Career Development and College Preparation (CDCP).

### Grading for High School Diploma

Student performance in High School Diploma courses is indicated below. Grades which carry point value, and which are used in determining the grade point average (GPA), are as follows:

#### High School Academic Grading Scale

A -- Excellent	4 grade points
B -- Good	3 grade points
C -- Average	2 grade points
D -- Below Average	1 grade point

The GPA is the total completed grade points divided by the total attempted credit amount.

#### Credits indicated by the below evaluative symbols are not counted toward GPA

F--Fall	0 grade point
P--Pass Satisfactory, C or better	0 grade point
NP--No Pass	0 grade point
CR--Credit	0 grade point
IP--In Progress	0 grade point
NG--Not Graded	0 grade point
U--Ungraded	0 grade point

### Grading for Career Development and College Preparation Courses

Students enrolled in a Career Development and College Preparation (CDCP) course are advised that they will be issued a grade that will appear on their SCE transcript and permanent academic history. The following grading system is used:

#### CDCP Grading Scale

P--Pass	0 grade point
NP--No Pass	0 grade point
W--Withdrawal	0 grade point
NG--Not Graded	0 grade point

If a student does not wish to be graded, they must drop the course prior to the eighth hour of instruction. While an instructor may drop a student for excessive absences, it is the student's responsibility to officially withdraw from a class. If a student withdraws after the eighth hour of instruction, but prior to the last quarter of instruction, the student will receive a "W" grade on their transcript, regardless of whether the drop was initiated by the student or instructor. Students may not drop a course after the start of the final quarter of the course.

### Auditing Classes

If a student has received a passing grade in a Pharmacy Technician Program or a Medical Assistant Program course and wishes to repeat the course, the student should submit an audit request form to the CTE program manager. For more information about auditing a Pharmacy Technician or Medical Assistant course, please contact (714) 808-4673. There is a \$15 fee charged for auditing a course. Fees charged for auditing a course is subject to change. Auditing other SCE courses is not permitted.

### Grade Appeal Policy

SCE recognized the legal right of faculty to set standards of performance and to apply them to individual students. Therefore, the instructor is the final authority in determining grades that are assigned to students and that appear in their permanent academic records. Students have a right to inquire how their grade was determined and have a right to formally appeal the final grade earned. Appeals are limited to the situations in which students believe the grade is prejudicially, capriciously, or arbitrarily assigned. Grade appeal requests should be initiated by the student during the next term but no later than one year following the award of the original grade. All grade appeal requests should be directed to the SCE Registrar at 714-992-9502. For additional information, you may refer to Board Policy 4231 at [www.nocccd.edu](http://www.nocccd.edu).

### Course Repetition

No limits are imposed on the repetition of most noncredit courses. However, in the case of special noncredit courses, such as those for students with disabilities, restrictions on repeatability may be imposed when students are judged to have met the objectives of a course and/or are no longer making measurable progress. For additional information, you may refer to Board Policy 4225 at [www.nocccd.edu](http://www.nocccd.edu)

### Credit by Exam

The purpose of credit by examination is to allow credit for prior or advanced knowledge of class material by the student. Currently enrolled students may be permitted to obtain Credit by Examination in subject areas in which they are especially qualified through previous training or experience for which credit has not previously been given. Examinations will be sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as a student who successfully completes the course. Only those courses approved for Credit by Examination will be eligible. Students may discuss credit by exam with an SCE counselor or for additional information, refer to Board Policy 4235 at [www.nocccd.edu](http://www.nocccd.edu).

### Course Substitution

A request for a Course Substitution may be discussed with an SCE counselor.

### Disciplinary Dismissal

The standards of student conduct and disciplinary action for violation of Board Policy 5500 are drawn in compliance with the State Education Code.

Students are expected to respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the city, county, state, and national law(s). A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to the removal, suspension or expulsion of the student. For additional information on disciplinary dismissal, you may refer to Board Policy 5500 at [www.nocccd.edu](http://www.nocccd.edu).

### Student Records and Transcripts

The California Administrative Code, Title V, and NOCCCD District policy states that students can review their student records at any time. All SCE student records are located at the Wilshire Continuing Education Center located at 315 E. Wilshire Avenue, Fullerton, CA 92832.

### Transcript of Record

Students are entitled to two (2) free copies of their transcripts. Subsequent copies are \$5 per copy. Transcript requests are accepted in person or by mail (the transcript request form may be accessed at [www.sce.edu](http://www.sce.edu)). Students should allow 10 business days for processing. Note: Fee is subjected to change at any time. Rush transcripts can be obtained for an additional fee of \$10 plus the transcript fee.

With the exception of the High School Diploma courses, transcripts include a notation of the number of hours attended for each course of record.

### Verification of Student Enrollment Status/Full-Time Status

Students who wish to receive a verification of current enrollment status should contact the SCE Registrars' office at (714) 992-9502.

### The Family Educational Rights and Privacy Act (FERPA) and Release of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They have a right to:

- Inspect and review their education records
- Have some control over the disclosure of information
- Seek to amend incorrect education records

In accordance with FERPA, SCE may release or publish, without the student's prior consent, items in the category of public (directory) information. The NOCCCD Board of Trustees has identified the following as public (directory) information:

- Degrees and awards received by students, including, honors, scholarships, athletic awards and Dean's List recognition
- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members
- Dates of attendance

Students who wish to restrict this information must submit a written request to the SCE Registrar's Office at the Wilshire Continuing Education Center. Requests must be filed within 15 calendar days from the beginning of each trimester a student is in attendance. For more information, call (714) 992-9502.

### Student Identification Policy

Students are required to show a valid form of identification to obtain any form of non-directory information. Valid forms of identification accepted by SCE include: State-issued driver's license, State-issued identification card, or a Government identification with photo issued by U.S. or other country. For additional information on what is considered non-directory information, you may refer to Board Policy 5040 at [www.nocccd.edu](http://www.nocccd.edu).

## Admissions/Registration Procedures

### Admission to Classes

By District policy, "every course, course section or class shall be open to enrollment and participation by any person who has been admitted to the School of Continuing Education (SCE)". Students are admitted on a first come, first served basis. Students are not permitted to attend classes in which they are not officially enrolled. Classes "filled" may have a "waitlist" already established for students wanting to attend. Non-Tuition Classes: Students must attend the first day of class or they will lose their seat to a petitioning student.

### New Students

New students are those who have never attended SCE.

### Continuing Students

Continuing students are those students who were registered in a class at SCE the previous term, or who did not miss enrollment in more than one primary term. A primary term is considered to be the Fall, Winter, or Spring trimesters.

### Returning Students

Returning students are those students who previously attended but did not register for a class during the previous two primary terms. A primary term is considered to be the Fall, Winter, or Spring trimesters.

### Campus Locations

Anaheim Campus  
1830 West Romney Drive  
Anaheim, California 92801  
(714) 808-4645

Cypress Continuing Education Center  
9200 Valley View Street  
Cypress, California 90630  
(714) 484-7038

Wilshire Continuing Education Center  
315 E. Wilshire Avenue  
Fullerton, California 92832  
(714) 992-9500

Additional classes are offered at many off-site locations throughout North Orange County. For specific off-site locations, please refer to the current class schedule at [www.sce.edu/schedule](http://www.sce.edu/schedule).

### Minor Students

SCE classes are open to those 18 years or older who have been admitted to SCE and are not attending school. Students under 18 who have not graduated from high school may be permitted to attend under special circumstances. It is advisable to contact the campus Dean at the site where the class is offered prior to obtaining the required permission letter from the school that the minor is attending. If permission to enroll is granted, the minor student may enroll only after the regular registration period so that priority is given to adult students. Children of any age may take Kids' College and Teen Program classes as indicated in the course schedule. Children are not permitted to attend adult classes.

### International F-1 Visa Students

Students in F-1 Visa status are unable to register for SCE classes.

SCE is considered a publicly funded adult education program by the federal government. The law prohibits publicly funded adult education programs from enrolling students in F-1 Visa status. This is according to the Code of Federal Regulations, Title 8 CFR Part 22 Section 214.2 (f).

### Open Enrollment

It is the policy of NOCCCD that, unless specifically exempted by statute, every course section or class, the full-time equivalent students (FTES) attendance of which is to be reported for state aid, whenever offered and maintained by NOCCCD, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) or SCE and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, part VI, Title 5 of the California Administrative Code, Commencing with Section 51820.

### In-Class Registration

Students must attend the first meeting where in-class registration takes place or they may lose their seat to another student. A minimum number of students must attend the first class meeting to ensure the required enrollment is met. In-class registration is on a first come, first served basis, however, students enrolling in a year round class may enter and register in the class at any time (see page 13 for additional information).

### Registration Locations

No matter where the class is held, students can register at any campus: Anaheim (Second Floor), Cypress (Parking Lot 4; Building 100), Wilshire (Building 300). Registration is also available through MyGateway at <http://mygateway.nocccd.edu>

### Fees

Full payment is required at the time of registration. Cash, checks, money orders, and credit cards (MasterCard and VISA) are accepted. A \$25 fee will be charged to any students' account where a check is returned for non-sufficient funds.

**Fee-Based Courses**

Classes NOT funded by the State are supported by student tuition. Students must cover the cost of the class through fees. Additional instructional material or supply fees may be required. These classes will not be cancelled if attendance falls during the term. While late registration is permissible in most classes, full payment of tuition fees is always required.

**Parking Information/Fees**

A parking permit is required to park in marked spaces at all three SCE Continuing Education Centers, however, a purchased parking permit does not guarantee a parking space. If you do not have a permit, you will be ticketed. A SCE parking permit applies to any space that is marked for students, or any unmarked space. Student permits are not allowed in clearly marked 24 or 30-minute parking, visitor parking or staff parking spaces; students parking in these spaces will be ticketed at SCE parking permit locations, as well as in student spaces at Fullerton College and Cypress College. Parking permits are refundable prior to the first class meeting only and must be returned to receive a refund. **Please do not back into the parking space or you will be ticketed.**

DMV disabled person placard holders are permitted to park in disabled parking, or any other student or staff space, but must also purchase and post an SCE parking permit.

**Parking Fees**

Vehicle permits: \$35; motorcycle permits: \$20; bus permits: \$10. All permits are available at any SCE registration office. Daily passes are available for \$2 in the parking pass boxes located throughout the parking areas.

**Bus Passes**

Student bus passes are available at any SCE registration office counter for students who are enrolled in a minimum of one class per week. Passes are sold year round. OCTA provides bus service to each of our three SCE campuses. For more information, call (714) 636-7433.

**Book Information**

All three bookstores offer textbooks and supplies available for purchase, in addition to supplemental education materials and supplies. Books and supplies can be purchased at the following campus books stores:

Anaheim Campus Bookstore  
1830 W. Romneya Drive  
Anaheim, CA 92801  
(714) 808-4675

Cypress College Bookstore  
9200 Valley View Street  
Cypress, CA 90630  
(714) 484-7336 or online at  
[www.cypresscollegebookstore.com](http://www.cypresscollegebookstore.com)

Fullerton College Bookstore  
330 East Chapman Avenue  
2000 Bldg., 1st Floor  
Fullerton, CA 92832  
(714) 992-9500

We recommend you call and confirm the hours of operation to ensure they are open during the time you plan to make your purchase.

**Refunds**

A Refund Petition form must be filled out 48 hours before the class starts. A \$10 processing fee will be deducted from ALL refunds issued, except classes canceled by SCE. Refunds will be processed two weeks after the term begins. No refunds will be given on books. NOTE: Refund checks to KIDS' COLLEGE students will be made to the name of the student of record as required by State Education Code regulations.

**Name Changes**

Students are encouraged to visit one of the SCE campus registration offices to change a name on a student record. Students must provide a valid photo identification card when requesting a name change. See page 10 for acceptable forms of photo identification.

**Holds**

SCE will withhold transcripts, registration privileges or any combination hereof from any student or former student who has failed to pay all outstanding fees owed to SCE, Fullerton College or Cypress College (from current or previous terms) or for other administrative reasons.

**Class Attendance/Cancelations**

Students are expected to attend all classes. Non-Tuition classes may be discontinued during the term if attendance drops. Tuition classes will continue according to schedule once they have started.

**Class Attendance/Cancelations**

It is the practice that classes do not normally meet on a Friday following a Friday District Holiday or preceding a Friday District Holiday. If it is necessary for a class to be held on a holiday weekend, this would be an exception to the normal practice.

**Waitlist Procedure**

Students may petition a closed class by adding yourself to the waitlist during registration in MyGateway. Waitlisted students are accepted into a class as space is available and in the order in which they have been placed on the waitlist. A waitlisted student is not officially registered into the course until they have returned the instructor approval to an SCE registration office.

**Additional Seats for Special Programs**

To promote matriculation for students in certain Career Technical Education Programs, additional seats may be reserved for students who have declared their intent to complete a program. At this time Pharmacy Technician students may declare their intent to complete the program by returning a declaration form to the registration office. Pharmacy Technician students who return this form at least five (5) business days prior to the start of registration will be eligible for additional seats during registration in the following classes; MEOC 135 - Human Relations for Health Care Workers and MEOC 140 - Pharmaceutical Mathematics.

## Scholarship Information

SCE is pleased to offer scholarships for new and existing students. SCE provides students with scholarships to allow them to continue to excel in their educational career. These scholarships vary in their fields, the requirements to apply for them, and the award amount. Each scholarship has been made available through the generosity of individual donors, faculty and staff, and retired administrators. Students can pick up applications in the High School Labs, Learning Centers, CTE Office, or ESL Labs or may contact Cathryn Neiswender, Special Projects Manager, Staff Development & SLO, at (714) 484-8592 for additional information.

A current list of scholarship opportunities is available at: <https://sites.google.com/a/sce.cc.ca.us/sce-scholarship/>

## Student Support Services

### Adult College and Career Transitions (ACCT) Program

ACCT is designed for students planning to continue their education after receiving their high school diploma. The intent of ACCT is to give students special support and encouragement while enrolled in the High School Diploma Program. For more information call (714) 808-4682.

### CalWORKs

The CalWORKs Program is designed for students who are receiving AFDC/Welfare. CalWORKs students are assigned a CalWORKs Counselor who provides the guidance and support needed to meet both their academic goals, and the requirements mandated by their County Social Worker. A team approach is used to advocate for student rights. For more information contact:

Cypress College CalWORKs at (714) 484-7237  
Fullerton College CalWORKs at (714) 992-7101

### Career Center/Planning

Educational planning services are available to students currently enrolled in: English-as-a Second Language (ESL), Citizenship, Disabled Student Programs, Parenting, High School Subjects, Basic Skills, Short-term Vocational classes and Certification Programs.

### Disabled Student Programs and Services (DSPS)

Disabled Student Programs and Services offer a large variety of special classes for students with disabilities and accommodations for students who are enrolled in SCE classes. Our special classes provide students with the skills they need to transition into more independent living and working environments in the community. The classes are like a "mini-college" experience. While attending our classes part-time, students are encouraged to seek employment, or to participate in some type of volunteer and/or apprenticeship program.

Students and their families who are interested in DSPS should call (714) 484-7057. General hours of operation are: Monday - Friday, 8a.m. - 5p.m.

## Matriculation/Counseling Services

Matriculation is a set of services provided to all students as a means of ensuring their academic success. It is legally defined as an agreement between the school and its students. This legislation ensures that every student will be afforded the same opportunity for service and to achieve academic success. The following services are offered to support the curricula and allow students to move into the workforce or onto credit studies:

- Orientation - Through this process, students are informed of the services, facilities, and programs provided by the school.
- Assessment - Utilized to identify basic skill levels and possibly identify needs for special services.
- Counseling and Advisement - Any student enrolling in one of the targeted course categories served by matriculation are able to make an appointment to meet with a counselor to discuss course offerings, their education plans and goals, or to gather information about offerings and possible academic direction.

## Instructional Support Services / Open Labs

### Basic Skills/Learning Centers

High School Diploma and Learning Center students receive assistance in gaining skills to attain personal and educational goals by working with faculty, staff, and tutors in small groups or one-on-one in a variety of subjects such as math, grammar, and reading. Computers are available for online instruction and assessment. Students may also enroll in the Learning Center to gain employability skills, receive additional instructional support in diploma subjects as referred by the diploma lab faculty or staff, obtain tutorial support in vocational/career technical education subject areas, and/or prepare for college-level assessments or coursework. Instructional materials, including textbooks, are provided at no cost to students. However, materials are to remain in the labs as they are shared by all students in the classroom.

### Business/Computer Skills Lab

Students receive assistance while accessing a variety of self-paced courses: Office Keyboarding, Data Entry, 10-Key, Typing/Keyboarding for speed and accuracy, Windows XP, MS Office (Word, Excel, Access, Outlook, PowerPoint), Introduction to the Internet and World Wide Web. Internet and email access is also available during lab hours.

### English-as-a-Second Language (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.

### Commencement Ceremony

SCE conducts a Commencement Ceremony in celebration of student accomplishments in the Career Technical Education Programs and High School Diploma Program. The ceremony is held annually in June at the Fullerton High School Stadium

## Standard Definitions

### Definition of a Hours/Credits

SCE course work is measured in terms of instructional hours. A noncredit course awarding ten high school credits is designed to require a minimum of 144 hours of lecture, study or laboratory work.

### Definition of a Prerequisite

When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill, ability (i.e. speaks and writes Spanish fluently), a test score, or a successful completion of a prior course (i.e. must have completed MEOC 104 Medical Terminology with a grade of "P"). Completion of the prerequisite or a current enrollment in the prerequisite is required prior to enrolling in the course. Successful completion of a prerequisite course means that a grade of Pass was earned; NP, W, or NG grades are not acceptable.

### Definition of Advisory

When a course has an advisory, it means that a student is recommended to have certain preparation before entering the course. The preparation is advantageous to a student's success in the course but is not required.

### Definition of a Career Development and College Preparation (CDCP) Course

Courses identified as CDCP are 1) within a sequence of courses that may lead to improved employability or job placement or 2) recognized in a career field and prepares students for transfer to a four-year institution.

### Definition of Apportionment

Courses offered at no cost and funded by the state. Funding is received for each hour of student attendance. The cost of offering the class is covered by these funds. The class may be canceled if the attendance falls below the level needed to cover the costs of the class. The state has mandated that apportionment classes be offered in the following areas:

- English-as-a-Second Language
- Citizenship for Immigrants
- Elementary and Secondary Basic Skills
- Health and Safety
- DSPS (Substantial Disabilities)
- Parenting
- Older Adults
- Short-Term Vocational

### Definition of Year Round Classes (ESL, DSPS, and LEAP) Programs

Most ESL, DSPS, and LEAP classes are offered year round and allow students to enroll in an open entry/open exit basis. Initial enrollment into the course remains active until the student stops attending for an extended period of time, at which time they are dropped from the course.



## School of Continuing Education Noncredit Education and Community Service Programs

The School of Continuing Education offers quality programs and services for students seeking self-improvement, enhanced earning power, increased literacy skills and access to higher education and employment. For people with busy lives, courses are offered during all hours throughout the week and weekends.

Most classes offered through noncredit programs are free of charge. The School of Continuing Education also offers a wide variety of fee-based community service classes. These include career and professional development programs, seminars and workshops, and special programs for kids and youth.

Some courses may be out of our schedule for a term or two, but you can find something good year-round.

### Basic Skills Labs/ Learning Center

Learning Centers are open-entry labs where adult students, 18 years of age and older, receive assistance in gaining skills to attain personal and educational goals by working with faculty, staff, and tutors in small groups or one-on-one in a variety of subjects such as math, grammar, and reading. Computers are available for online instruction and assessment. Students may also enroll in the Learning Centers to gain employability skills, receive additional instructional support in High School Diploma subjects as referred by the diploma faculty and staff, obtain tutorial support in vocational/career tech subject areas, and prepare for college level assessments and coursework. *For list of courses, see course descriptions: Adult Basic Education (ABE) and Labs (LABS).*

### Business Skills & Opportunities

See Career Technical Education for more details. *For list of courses, see course descriptions: Business Management (BMGR); Business (BUSN); and Finance (FINC).*

### Career Technical Education (CTE)

The Career and Technical Education (CTE) department offers students a variety of short-term certificate programs and single course options designed to prepare for a high-demand career and advance current work skills. CTE programs combine academic knowledge with technical and occupational skills to provide students with pathways to long-term careers and success. Our CTE instructors are leaders in their fields with extensive practical experience to share with students. Much of the growth in current and future jobs will require training beyond high school. Choosing Career Technical Education at SCE means job readiness for a new career or a better position in current work field in two years or less. *For list of courses, see course descriptions: Business Management (BMGR); Business (BUSN); Computers (COMP); Construction (CONS); Early Childhood Education (ECE); Electrical (ELET); Medical Occupations (MEDO); Medical Occupations Clerical (MECO); and Microsoft (MS).*

### Computer Applications

The Computer Applications Program offers courses in the foundational concepts needed to operate personal computer systems. Courses offered include application specific skill development in Microsoft, Adobe and Internet-based software. *For list of courses, see course descriptions: Computer (COMP); Computer Lab (CCTR) and Microsoft (MS).*

### Disabled Student Programs and Services (DSPS)

The School of Continuing Education's Disabled Student Programs and Services (DSPS) provide students with disabilities with a variety of accommodations and support services that minimize the impact of their disabilities on their academic performance. Services include academic, vocational, and personal advisement; test taking assistance; advocacy and referral services; registration assistance; assessment and evaluation; interpreters for the deaf and adaptive technology. Special classes designed to promote the development of independent living and employment skills of individuals with intellectual disabilities are offered. *For list of courses, see course description: Disabled Student Programs and Services (DSPS).*

### English & Communication

The English and Communication classes offer a variety of opportunities for the adult student to improve their writing, speaking or presentation skills or gain skills to be a better communicator on the job. Courses such as Communication with the Deaf, Sign Language, and Educational Interpreting also offer pathways to possible future careers. *For list of courses, see course description: English/Communications (ENCO).*

### English-as-a-Second Language (ESL & Citizenship)

These courses help second language learners improve their English listening, speaking and pronunciation skills in order to reach their career, academic, and personal goals. Classes also incorporate civics education to community members and prospective United States citizens including. Specialized strands such as Vocational ESL and ESL for Academic Success are available to the advanced-level students. *For list of courses, see course descriptions: English-as-a-Second Language (ESLA) and ESL Education Planning (ESLW).*

### Foreign Language

Foreign Language courses introduce students to basic grammar, pronunciation and vocabulary with special emphasis on auditory comprehension and conversation. Students will broaden their language skills while at the same time experiencing a new culture through various class activities. Special emphasis will be placed on spoken communication while expanding listening, reading and writing skills. *For list of courses, see course description: Language (LANG).*



## High School Diploma / GED

High School Diplomas are issued by the North Orange County Community College District to adult students, 18 years of age and older, who earn 160 credits by completing the required course of study and demonstrate proficiency in basic skills. The High School Diploma Program operates as an open-entry lab where students work individually and at their own pace on various required subjects. All labs have instructors and staff to assist students with completing their courses. Whole-class or small-group instruction is offered in the major content areas, particularly math and language arts, as well as other subjects as the need arises. Elective credits can be earned in continuing education classes offered through SCE. New students enter the HSD Program through orientation, assessment, and counseling service. Counselors meet with students individually to review assessment scores and transcripts and develop an educational plan of study. In addition, the High School Labs may offer GED Preparation courses for adult students seeking to prepare for the GED examination. Students are expected to attend the diploma lab a minimum of six (6) hours per week to make academic progress in their diploma subjects. *For list of courses, see course descriptions: Adult Basic Education (ABE) and Individual High School Subjects (IHSS).*

## Lifeskills Education Advancement Program (LEAP)

The LEAP Program provides dynamic and responsive life-long learning opportunities to meet the needs of the residents of our diverse community. These are learning opportunities in the areas of vocational training, health and safety, socialization, parenting, enrichment and skill development leading toward personal fulfillment and greater involvement in the community. Both apportionment and fee-based courses are held at various site throughout the district.

- **Family & Consumer Sciences** - These courses focus on the lifespan of individuals and families developing and functioning in family, work and community settings. Individuals are prepared to balance personal, family and work responsibilities throughout life. Course offerings address the full spectrum of skills necessary to achieve optimal and sustainable living. Courses are offered in the areas of home resource management; parenting and family education; fashion design, clothing production; and hospitality.
  - **Finance and Personal Investments**  
For list of courses, see course descriptions: Accounting (ACCT) and Finance (FINC)
  - **Fashion Design & Clothing Production**  
For list of courses, see course description: Clothing (CC)
  - **Bartending**  
For list of courses see course description: Hospitality Management (HOSM)
  - **Parenting**  
For list of courses, see course description: Parenting (PARN)

- **Fine/Applied Art** - These courses are dedicated to teaching skills by emphasizing the appreciation and production of works of art placing emphasis on the creative, esthetic principles and technical processes and development of culture. Students are given an opportunity to be artistically expressive including performance in the areas of art and music. The Fine/Applied Arts courses include photography.
  - **Drawing & Painting**  
For list of courses, see course descriptions: Arts and Crafts (ARTC) and Creative Arts (CRAE)
  - **Music**  
For list of courses, see course description: Music (MUSC)
  - **Photography**  
For list of courses, see course descriptions: Photography (FOTO)
- **Kids' College and Teen Program** - The Kids' College and Teen Program is a fee-based program providing enrichment activities outside of the regular classroom experience for children and teens from ages 6 months to 17 years old. Classes are offered to provide academic enrichment, personal improvement or instruction in sports, art or music. Sessions of six to eight weeks are offered four times a year with classes held after school hours, on Saturdays and daily during the summertime. *For list of courses, see course description: Kids (KIDS).*
- **Mature Driver** - The DMV approved Mature Driver Improvement Course for individuals 55 or older provides instruction on defensive driving and California Motor Vehicle Laws. Information is provided on the effects that medication, fatigue, alcohol, visual or auditory limitations have on a person's driving ability. Upon completion, a DMV certificate will be provided to the student, which may qualify the student for reduced motor vehicle insurance premiums. *For list of courses, see course description: Safety (SAFE).*
- **Older Adults** - These courses are designed to address the educational needs and interests of older adults (50 years and older), focusing on topics that promote independence, advocacy, community engagement, self-maintenance, personal growth, physical and cognitive health, career development and economic self-sufficiency. *For list of courses, see course descriptions: Adult Basic Education (ABE); Arts & Crafts (ARTC); Consumer Ed (CNED); Creative Arts (CRAE); Education Enrichment (EDEN); Communication (ENCO); Financial (FINC); Fitness (FITN); Health (HLTH); and Music (MUSC).*
- **Physical Fitness** - Encompasses classes in physical exercise, dance, and martial arts. All of these are offered as fee-based classes. the variety of offerings provides students with options to start or maintain a fitness program. *For list of courses, see course descriptions: Fitness (FITN) and Dance (DAN).*

**Medical**

See Career Technical Education for more details. *For list of courses, see course descriptions: Medical Occupations (MEDO) and Medical Occupations Clerical (MECO).*

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**Training, Development and Innovation (TDI)**

TDI serves as the economic development arm for the District. TDI is a single point of contact for local companies, organizations or individuals seeking technical services or training for their employees throughout North Orange County. Instruction and training includes but is not limited to specialized homeland security, environmental health, workplace safety and hands-on training in digital product design and web development. *For list of courses, see course descriptions: Digital (DIG) and/or <http://www.tdioc.com>*

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**Woodshop**

Cabinet and Millwork prepares individuals to apply technical knowledge and skills to set up, operate and repair industrial woodworking machinery, and to use such machinery to design and fabricate wooden components and complete articles. *For list of courses, see course description: Shop (SHOP).*

## School of Continuing Education Career Development and College Preparation Certificate Programs

### What are CDCP programs?

Career Development and College Preparation (CDCP) Programs are sequences of courses resulting in noncredit certificates of completion or competency and leading to improved employability, job placement, and academic skills. CDCP Programs are offered in the areas of short term vocational or workforce preparation, basic skills, and English-as-a-Second Language. Certificate programs are favorably recognized by business and industry and are frequently used as a requirement for professional advancement. Classes are noncredit and do not generate degree applicable college units.

### Career Development and College Preparation Certificate Programs

#### Basic Skills

GED Test Preparation  
Literacy Program

#### Business

Administrative Assistant Certificate Program  
Management Program

#### Computers

Advanced Office Applications Program  
Fundamental Computer Concepts & Skills Program  
Fundamentals for Financial Office Applications Program  
Graphic, Design and Web Skills Program  
Network Technician Preparation Program  
Office Application Essentials Program  
Operating Systems Specialist Technician Program

#### Construction

Construction Technology - Electrical Program  
Construction Technology - General Contracting Program  
Electrical Trainee Program

#### Disabled Students Program and Services

Employability Certificate for Students with Disabilities  
Workplace Preparation for Students with Disabilities

#### Early Childhood Education

Early Childhood Education Program

#### Electronics

Electronics - Consumer and Computer Program

#### English-as-a-Second Language

ESL Academic Success  
ESL Beginning  
ESL Intermediate / Advanced  
ESL Oral Communication Skills  
ESL Work Readiness  
ESL Written Communication Skills  
Workplace Vocational English-as-a-Second-Language:
 

- Administrative Assistant
- Early Childhood Education
- Electricity and Construction
- Pharmacy Technician

#### Medical

Medical Assistant Certificate Program  
Medical Assistant: Front Office Program  
Pharmacy Technician Certificate Program  
Quality Assurance Management Certificate for Medical Devices

## Basic Skills

### GED Test Preparation Program #24258

This program is designed to prepare the adult student to obtain a passing score on the official General Education Development (GED) test. Upon successful completion of this program, the student will be prepared in all five areas of the GED competency requirement. Acquisition of a GED certificate will lead to improved employability and the skills mastered will apply to entry-level college preparation.

#### Core Courses

	Hours
ABE 405 GED: Mathematics	60
ABE 410 GED: Reading	60
ABE 415 GED: Science	60
ABE 420 GED: Social Studies	60
ABE 425 GED: Language Arts & Writing	60

#### Elective Courses

ABE 105 SCE Learning Center	36
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#### 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.

#### ABE 405

#### GED: Mathematics

GED mathematics prepares students to pass the math section of the GED test. The GED pre-test identifies needed areas of instruction for each student. Scope of instruction is basic instruction for each student. Scope of instruction is basic computation, analytical and reasoning skills, word problems and word problems with graphics.

ABE 410

**GED: Reading**

GED reading prepares students to pass the reading section of the GED test. The GED pre-test identifies needed areas of instruction for each student. Scope of instruction includes comprehension, fiction, nonfiction, poetry, and drama.

ABE 415

**GED: Science**

GED science prepares students to pass the science section of the GED test. Sciences covered are life, physical, earth and space. Students learn to analyze and apply science information.

ABE 420

**GED: Social Studies**

GED social studies prepares students to pass the math section of the GED test. The GED pre-test identifies needed areas of instruction for each student. Scope of course covers U.S. history, world history, civics and government, geography and economics.

ABE 425

**GED: Language Arts and Writing**

GED writing prepares students to pass the language arts and writing section of the GED test. The GED pre-test identifies needed areas of instruction for each student. This course covers the writing process, grammar usage and mechanics.

**Literacy Program**

**Program #: 24305**

The Literacy program is divided into three levels. Each level contains a reading, writing, speaking and listening component which allows the student to develop a complete set of communication skills that will prepare him/her for the workplace, vocational training, or success in academic programs such as GED, high school or college.

<i>Core Courses</i>	<i>Hours</i>
ABE 430 Literacy - Beginning	99
ABE 432 Literacy - Intermediate	99
ABE 435 Literacy - Advanced	99

**ABE 430 Literacy - Beginning**

Designed for students with very limited reading skills. The focus of this course is on decoding skills, fluency and workplace literacy. Sight words and essential word reading are covered.

**ABE 432 Literacy - Intermediate**

Reading and writing preparation for the workplace or academic advancement. Emphasis on reading for information, vocabulary expansion and good communication skills.

**ABE 435 Literacy - Advanced**

Reading for information and academic vocabulary. Writing skills necessary for higher education and the workplace such as essays, note taking, job applications, resumes, and business writing.

**Business**

**Administrative Assistant 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)

<b>First Trimester</b>	<b>Hours</b>
BUSN 340 Computer Applications for the Administrative Assistant I	18
BUSN 320 Office Skills I	18
CCTR 100 Business/Computer Skills Lab	36

<b>Second Trimester</b>	<b>Hours</b>
BUSN 341 Computer Applications for the Administrative Assistant II	18
BUSN 321 Office Skills II	18
CCTR 100 Business/Computer Skills Lab	36

**BUSN 320 Office Skills I**

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

**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 finding and applying for a job, communicating in the workplace, business math and job preparation.

**BUSN 340 Computer Applications for the Administrative Assistant I**

First in a series of two levels that prepare students for an entry-level position as an administrative assistant. Includes units on keyboarding, Word, Windows and the Internet.

**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 Excel, PowerPoint, and document processing.

**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 nine required courses, and student must choose one of nine computer electives.)*

**Core Courses**

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

**Elective Courses**

COMP 100	Introduction to Computers	36
MS 104	Introduction to MS Windows	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

**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 sales 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 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 Microsoft Windows**

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.

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**

Prerequisite: Knowledge of Windows. 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**

**Advanced Office Applications Program  
Program #24174**

This certificate program will prepare students for a professional level office environment in administrative work. Students completing this program will be successful in a mid-level office environment requiring stronger knowledge of spreadsheet, database, and planning at an administrative support level.

Core Courses		Hours
CCTR 100	Business/Computer Skills Lab	36
COMP 645	Integrated Computer Projects	44
MS 107	Intermediate Access	36
MS 134	Intermediate Word	36
MS 165	MS Excel - Power-User Skills	36

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 645

**Integrated Computer Projects**

Designed for those who want to apply the knowledge they have gained from previous computer classes. See how those skills can be put to work in real world simulations! Capstone course for students who have already learned the basics of computer usage. Recommended proficiency in: Introduction to Computers, Discover the Internet, MS Office Overview or equivalent.

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 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 165

**MS Excel - Power-User Skills**

This course is for people who are comfortable using MS Excel and who want to develop "power skills". Topics include computational techniques (defining names, nested IF functions, summarizing data), using Excel's database tools (tables, database operations, lookup functions), and expert skills (conditional formatting, macros). Also covered are advanced formatting techniques and shortcuts for accelerating productivity.

**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.

<b>Core Courses</b>			<b>Hours</b>
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 MS Windows	36
MS	160	MS Office - Overview	36

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 Microsoft Windows**

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.

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**

Prerequisite: Knowledge of Windows. 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.

**Fundamentals for Financial Office Applications  
Program**

**Program #24032**

Students may take this additional training for obtaining employment in a financial office work environment and enhancing their marketability.

<b>Core Courses</b>		<b>Hours</b>
COMP 670	Create PDFs with Adobe Acrobat	36
COMP 660	MS Excel Fundamental Financial Office Applications	18
COMP 665	MS PowerPoint Fundamental Financial Office Applications	18
COMP 655	MS Word Fundamental Financial Office Applications	18
COMP 650	QuickBooks Fundamental Financial Office Applications	36

COMP 650

**QuickBooks Fundamentals for the Financial Office Applications**

Teaches students the basics of using the QuickBooks software to develop customized financial application for business. The course covers special techniques for reducing data entry time, eliminating errors and getting consistent results. Upon completion students will understand the basics of QuickBooks to simplify financial tasks.

COMP 655

**MS Word Fundamentals for the Financial Office Applications**

This brief course covers the essentials to creating simple documents with Microsoft Word in a financial office environment. An excellent course for beginners or those who need to know the basic. In-class projects will include memos, lists, letters, resumes and signs. letters, resumes and signs.

COMP 660

**MS Excel Fundamentals for the Financial Office Applications**

This brief course covers the essentials to creating simple spreadsheets with Microsoft Excel in a financial office environment. An excellent course for beginners or those who need to know the basic. In-class projects will include an address list, budget, and inventory tracking sheet.

COMP 665

**MS PowerPoint Fundamentals for the Financial Office Applications**

This brief course covers the essentials to creating simple presentations with Microsoft PowerPoint in a financial office environment. An excellent course for beginners or those who need to know the basics. Topics will include animations, transitions and slide shows. Learn how to create a professional-looking slide show without designing each slide from scratch!

COMP 670

**Create PDF's with Adobe Acrobat**

Learn the standard for sharing documents online! Create PDF files using Adobe Acrobat. Protect documents, create forms, and combine multiple files with Adobe Acrobat.

**Graphic, Design and Web Skills Program**

**Program Number: 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.

<b>Core Courses</b>		<b>Hours</b>
COMP 119	Adobe Photoshop Elements	36
CCTR 100	Business/Computer Skills Lab	36
COMP 121	Digital Photo Albums for Beginning	36
COMP 675	Digital Scrapbooking	36
MS 137	Introduction to FrontPage	36
COMP 705	Digital Photo Restoration and Portrait Makeover	24

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: Knowledge of Windows and Internet. Learn how to import photos from various sources; organize and manage photos; perform basic editing functions of photos and share albums; create slide shows and video CDs; and create cards, calendars, albums, and a photo book using Adobe Photoshop Album and other methods. Textbook may be required.

COMP 675

**Digital Scrapbooking**

Advisory: Knowledge of Windows & 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**

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.

MS 137

**Introduction to FrontPage**

Learn how to create, develop and post your own website. Take advantage of cheap web space and make your presence known. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Word, Discover the Internet or equivalent.

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**Network Technician Preparation Program  
Program #24345**

This certificate program will prepare students for entry level support positions in network and computer repair fields that require a fundamental understanding of basic computer hardware. Students completing this program would be successful in entry level helpdesk and computer repair and support environments requiring network knowledge and understanding of different networked environments.

<b>Core Courses</b>		<b>Hours</b>
CCTR 100	Business/Computer Skills Lab	36
COMP 302	Introduction to Cisco Network Design	36
COMP 312	Introduction to Computer Networking	15
MS 104	Introduction to MS Windows	36
COMP 304	Network Administration I	36
COMP 620	Securing Your PC For Internet	18
COMP 310	Windows 2000 Server	15
COMP 640	Windows Desktop & Internet Security	30

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 302

**Intro to CISCO Network**

Prerequisite: Intro to Basic Networking Techniques or equivalent experience. This course is designed for the entry-level network professional who is looking for a beginning foundation on network design principles relating to LAN/WAN installation, implementation and construction. Through lectures, discussions and demonstrations, the course will provide information on Cisco IOS, network hardware, cabling, topology design, network physical requirements and security.

COMP 304

**Network Administration I**

This hands-on course teaches the fundamentals of networking from a new user's point of view and lays the foundation for all future Network Administration courses. In this introductory course you will learn network software/hardware architecture concepts, components and jargon. Ample lab demos and hands-on exercises provide an excellent complement to the lecture material. Previous Windows operating system and Internet experience advised.



COMP 310

**Windows 2000 Server**

Prerequisite: Previous experience using Windows operating systems and understanding of basic networking concepts. The purpose of this class is to give students a solid understanding of the Windows 2000 Server. The course will cover the installation and configuration of the most popular services available in Windows 2000 Server. This class will focus on many of the software aspects of networking.

COMP 312

**Introduction to Computer Networking**

Prerequisite: Windows Operating Systems for Technicians. This course will teach students the basic concepts behind networking computers. Students will learn networking theory, protocols used, selection of specific hardware, software and other services that can be integrated into a networked environment. In addition, students will also learn how to design, install and troubleshoot existing networks as well as to upgrade networks.

COMP 620

**Securing Your PC For The Internet**

Prerequisite: Prior Windows Experience. Learn preventive techniques to secure your Windows PC from Internet threats such as viruses, spyware, and hackers. Explore different tools available to remove these threats and prevent future occurrences.

COMP 640

**Windows Desktop Security & Internet Security**

Course provides hands-on experience managing Windows desktop security and Internet security including how to install, configure and manage Windows Service Packs, Windows, firewall, antivirus programs, pop-ups, spyware & adware. Learn to configure a computer to be secure and to protect personal information from spyware, pop-ups, adware and computer viruses.

MS 104

**Introduction to Microsoft Windows**

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.

**Office Application Essentials Program  
Program #24346**

This certificate program will prepare students to work in an entry level office environment performing tasks such as basic word processing, spreadsheet, database and other essential business software applications. Students completing this program would have the basic computer administrative support position.

**Core Courses**

CCTR	100	Business/Computer Skills Lab	36
MS	106	Introduction to Access	36
MS	105	Introduction to Excel	36
MS	119	Introduction to PowerPoint	36
MS	143	Introduction to Publisher	36
MS	144	Introduction to Word	36
MS	160	MS Office - Overview	36

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!

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 105

**Introduction to Excel**

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

MS 119

**Introduction to PowerPoint**

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

MS 143

**Introduction to Publisher**

Advisory: Proficiency in Introduction to Computers, Introduction to Windows or equivalent. Provides a basic working knowledge of this popular desktop publishing program. Covers topics such as flyers, newsletters, and business cards.

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**

Prerequisite: Knowledge of Windows. 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.

**Operating System Specialist Technician Program  
Program #24413**

This certificate program will prepare students for entry level positions in operating system software technical support fields. Completers of this program will be successful working in a helpdesk environment, entry level software technician and basic personal computer support positions.

<b>Core Courses</b>		<b>Hours</b>
CCTR 100	Business/Computer Skills Lab	36
MS 104	Introduction to MS Windows	36
COMP 300	Introduction to UNIX	36
COMP 620	Securing Your PC For Internet	18
COMP 630	Unix II - Linux Desktop Inst	36
COMP 310	Windows 2000 Server	15
COMP 306	Windows Operating Sys for Tech	15
COMP 610	Windows XP - Advanced	36

**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 300**

**Introduction to UNIX**

This hands-on course teaches the fundamentals of the UNIX operating system and lays the foundation for a future UNIX courses. Students will learn several stand alone and network UNIX commands, the structure of the operating system, the file system. Students will learn how to use UNIX's rich electronic help utility. Previous Windows operating system and Internet experience advised.

**COMP 306**

**Windows Operating System for Technicians**

Prerequisite: Previous Windows operating system and Internet experiences. Course covers installing, configuring and supporting Windows Operating systems. This course provides information for automating installation as well as for customizing and configuring Operating Systems to suit organization's needs. This course provides in-depth information about security networking and troubleshooting. Previous experience using Windows operating system and Internet Explorer advised.

**COMP 310**

**Windows 2000 Server**

Prerequisite: Previous experience using Windows operating systems and understanding of basic networking concepts. The purpose of this class is to give students a solid understanding of the Windows 2000 Server. The course will cover the installation and configuration of the most popular services available in Windows 2000 Server. This class will focus on many of the software aspects of networking.

**COMP 610**

**Windows XP-Advanced**

Prerequisite: Introduction to MS Windows. A second course in Windows XP covering advanced skills. This course will help you learn to communicate over the Internet more effectively, share information between programs, basic network skills, sharing files, Windows Media projects, managing hardware, backup files, and using Windows XP administration tools.

**COMP 620**

**Securing Your PC For The Internet**

Prerequisite: Prior Windows Experience. Learn preventive techniques to secure your Windows PC from Internet threats such as viruses, spyware, and hackers. Explore different tools available to remove these threats and prevent future occurrences.

**COMP 630**

**UNIX II - Linux Desktop Installation**

Prerequisite: Unix or Previous Unix/Linux experience. This hands-on course will guide the student through the installation and configuration of Linux as an alternate desktop to Microsoft Windows. You will learn about the numerous free software packages available for Linux and keeping your system software up-to-date. Ample lab exercises provide an excellent compliment to the lecture material.

**MS 104**

**Introduction to Microsoft Windows**

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.

**Construction**

**Construction Technology - Electrical Program  
Program #24033**

This program will prepare students to work in an entry-level position in the construction field assisting with the electrical installation and repair of electrical wiring in buildings.

<b>Core Courses</b>		<b>Hours</b>
ELET 102	Basic Electricity	48
CONS 100	Electrical Wiring and Safety I	36
CONS 101	Electrical Wiring and Safety II	36
CONS 142	Electrical Wiring and Safety III	36

<b>Elective Courses</b>		<b>Hours</b>
ABE 105	SCE Learning Center	36

**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 100**

**Electrical Wiring and Safety I**

Covers basic electrical theory, terms, residential wiring techniques, grounding, basic switching circuits, residential load calculations and services. Based on current National Electrical Code (NEC).

CONS 101

**Electrical Wiring and Safety II**

Course covers commercial wiring, conduit systems, over-current protection, polyphase distribution, grounding, voltage-drop equations and lighting. Based on the current National Electrical Code (NEC).

CONS 142

**Electrical Wiring and Safety III**

Course covers industrial wiring, conduit systems, over-current protection, transformer circuits, electrical motors, motor repairs, motor control circuit, and electrical installations. Based on Current "National Electrical Code"(NEC). trips to various electrical installations.

ELET 102

**Basic Electricity**

Course starts with basic electricity and progresses into residential wiring in accordance with the National Electrical Code. Students learn how to obtain an electrical contractor's license. Supplies purchase required as specified by instructor.

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**Construction Technology - General Contracting Program**

**Program #24087**

This program will prepare students to enter the business of general contracting for residential buildings and/or sub-contracting (trade specific). Topics covered include State licensing and experience requirements; financial and legal aspects of the contracting business; residential construction fundamentals; and project management.

**Core Courses**

**Hours**

CONS 121 Contracting License	36
CONS 138 Room Addition Fundamentals	48

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 138

**Room Addition Fundamentals**

This course covers the fundamentals of residential construction and the sequence of events that take place for a room addition. This includes preparing the required plans, obtaining city building permits and communicating with city building inspectors. The course will also cover project management and legal considerations.

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**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**

CONS230 Introduction to Blueprint Reading	36
ELET 140 Introduction to Electrical Trainee	60
ELET 145 Electricity Fundamentals	48
ELET 150 Wiring Fundamentals: Residential	36
ELET 160 Wiring Fundamentals: Commercial	36
ELET 170 Wiring Fundamentals: Industrial	36

**Elective Courses**

**Hours**

ABE 105 SCE Learning Center	36
CONS121 Contracting License	36

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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**

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**

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**

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 and Services**

**Employability Certificate for Students with Disabilities**

**Program #224065**

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 Instr Lab	300
DSPS 180	Beginning Banking for Students with Disabilities	30
DSPS 130	Bill Paying & Bank Students with Disabilities	180
DSPS 175	Personal Safety for 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 for Students with Disabilities	30

DSPS 114

**Relationships and Sexuality Training**

A class geared for students with developmental or learning disabilities that is 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.

**Workplace Preparation for Students with Disabilities**

**Program #24250**

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: locate job opportunities; problem solve; set appropriate vocational goals; develop a budget and manage personal finances with the use of computer technology. 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.

<b>Core Courses</b>		<b>Hours</b>
DSPS 260	Introduction to Banking for Students with Disabilities	30
DSPS 265	Exploring Your Occupational Path for Students with Disabilities	30
DSPS 270	Work Attitudes and Employer Expectations for Students with Disabilities	30
DSPS 275	Paying Bills for Students with Disabilities	30
DSPS 280	Landing a Job for Students with Disabilities	30
DSPS 285	Budgeting for Apartment Living for Students with Disabilities	30

DSPS 260

**Introduction to Banking for Students with Disabilities**

A quick paced course designed to provide students with disabilities with basic banking skills including writing checks and depositing paychecks.

DSPS 265

**Exploring Your Occupational Path for Students with Disabilities**

This course is intended to assist adults with disabilities in establishing a clear and realistic occupational goal. Students will assess their interests and abilities in order to establish attainable objectives to achieve their goal. Students will also explore resources for seeking employment in their chosen occupational field.

DSPS 270

**Work Attitudes and Employer Expectations for Students with Disabilities**

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

DSPS 275

**Paying Bills for Students with Disabilities**

A quick paced course designed to provide students with disabilities with basic money management skills including use of an ATM and bill paying.

DSPS 280

**Landing a Job for Students with Disabilities**

This course is designed to introduce students with disabilities to filling-out and submitting both written and online job applications. This course will also introduce students to effective job interview preparation, technique and attire.

DSPS 285

**Budgeting for Apartment Living for Students with Disabilities**

A quick paced course designed to provide students with disabilities with money management skills for employed students living in their own apartment.

**Early Childhood Education Program**

**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 five required courses, and student must choose two of seven electives.)*

<b>Core Courses</b>		<b>Hours</b>
ECE 170	Introduction to Curriculum for ECE	36
ECE 108	ECE Program Princi & Pract	60
ECE 140	Early Childhood Development	36
ECE 136	Family Community Relationships	36
ECE 100	Child Health and Safety	36

**Elective Courses (Must choose two of seven electives)**

ECE 112	Language Arts & Literacy in ECE	24
ECE 132	ECE Program Creative Experience	36
ECE 130	ECE Program Science & Math	36
ECE 116	ECE Program Music & Movement	36
ECE 175	Infant-Toddler Care	60
ECE 165	Children with Special Needs	36
ABE 105	SCE Learning Center	36

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

**ECE Program Music & Movement**

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

ECE 130

**ECE Program Science & Math**

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

ECE 132

**ECE 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.

**Electronics**

**Electronics - Consumer and Computer Program Program #24405**

This program will prepare students to work in an entry-level position in a small electronics business assisting in the repair and/or sales of electronic equipment including home entertainment equipment and computers.

Core Courses	Hours
ELET 100 Basic Electronics for Video, Audio and Computer	48
ELET 112 Electronic Service Technology	48
ELET 116 Personal Computer Repair, Beginning	48

ELET 100

**Basic Electronics for Video, Audio and Computer**

This course offers the fundamentals of basic electronics, including electronics theory with a focus on analog electronics. Students receive practical lab experience to understand and troubleshoot circuits. This course is a starting point for students preparing for a career as an electronic technician.

ELET 112

**Electronic Service Technology**

Prerequisite: Basic electronic knowledge Course reviews AC/DC theory and basic electronic circuits. Learn to use electronic test equipment and hook up home entertainment equipment. Proceed with testing, troubleshooting and preventive maintenance on radio, TV, VCR, microwave and DVD/CD player. Purchase of small electronic kit as specified by instructor required. Basic knowledge of electronics recommended.

ELET 116

**Personal Computer Repair, Beginning**

Covers the fundamentals of computer repair and maintenance through the study of theory, terminology, troubleshooting of IBM compatible Personal Computers and hands-on training.

**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

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 Beginning Program #24211**

ESL Beginning is an articulated sequence of courses designed to equip students with the basic language and cultural proficiencies required for fulfillment of personal, vocational, and academic goals. The courses integrate language acquisition (linguistic competence) with relevant life experiences (sociolinguistic competence) stressing the importance of critical thinking, problem solving, and self-sufficiency including learning strategies, i.e. how to learn on your own outside of class (strategic competence). The sequence is articulated in terms of progressing levels of language skills and informational content. Vocational skills for the ESL Beginning sequence include handling basic routine work situations that combine oral directions and demonstration. Academic skills include getting limited meaning from printed materials and generating basic short sentences.

Core Courses	Hours
ESLA 120 Family Literacy	72
ESLA 001 ESL Learning Center	40
ESLA 100 ESL Beginning Literacy	120
ESLA 200 ESL Beginning Low	120
ESLA 300 ESL Beginning High	120

**Elective Courses**

ABE 105 SCE Learning Center	36
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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 computer applications are also part of the instruction.

ESLA 100

**ESL Beginning Literacy**

This course is designed for language learners who possess limited or no proficiency in English. It develops students' ability to recognize basic language functions and forms. Students will also practice basic penmanship.

ESLA 120

**Family Literacy**

The course focuses on engendering reading and literacy as a fundamental component of a healthy, well-functioning family. The family-oriented assignments promote the seamless integration of reading across school and home boundaries.

ESLA 200

**ESL Beginning Low**

The course content integrates language functions and forms with informational sources, skills, and topics. Topics may be general or vocational, such as personal identification, weather, money, job titles, following simple instructions. Among informational sources the topics may include: lists, signs, schedules, calendars and advertisements.

ESLA 300

**ESL Beginning High**

The course integrates language functions and language forms with informational sources, skills and topics such as housing, transportation, emergencies, health, job skills, and job safety.

**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 Low	120

**Elective Courses**

ABE 105	SCE Learning Center	36
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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 computer applications are also part of the instruction.

ESLA 400

**ESL Intermediate Low**

The course integrates language functions and language forms with informational sources, skills and topics such as housing, transportation, emergencies, and health, job skills and job safety.

ESLA 500

**ESL Intermediate High**

The course integrates language functions and language forms with informational sources. Students will improve their proficiency by acquiring new vocabulary related to specific topics and by learning appropriate grammatical structures.



ESLA 600

**ESL Advanced**

This course integrates language functions and forms with informational sources and topics. Students will improve their proficiency by acquiring new vocabulary related to specific topics relevant to students' lives and experiences. Language skills such as listening and reading comprehension, speaking and writing are incorporated in the class activities.

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**ESL Oral Communication Skills**

**Program #24062**

The goal of this sequence of courses is to develop students' receptive language skills of listening and productive skills of speaking to communicate effectively in a variety of contexts, including academic and vocational. The pronunciation instruction focuses on intelligibility so that students can meet communication demands of a particular job or academic program. Communication strategies include ability to adjust one's speech to be understood and ability to sustain formal and informal conversations on practical, academic, and social topics.

Students will use acquired skills in the context of theatrical performance and oral interpretation in pre- academic setting. This includes knowledge of specific terminology, comprehending short lectures, interpreting a play, and building social skills and confidence necessary for public speaking. By completing the Drama for Communication or Reading Out Loud course, students may earn credits towards obtaining a High School Diploma.

<b>Core Courses</b>	<b>Hours</b>
ESLA 802 ESL Pronunciation/Conversation Skills	33
ESLA 809 American Idioms	36
ESLA 814 Intermediate Vocabulary Review	18
ESLA 805 Drama for Communication	90

ESLA 802

**ESL Pronunciation/Conversation Skills**

This course is designed for intermediate to advanced ESL learners to improve conversation and pronunciation skills in English. It is recommended that participants have English language skills at a Beginning High level.

ESLA 809

**American Idioms**

Students will become familiar with common American English idioms, their meanings and uses and demonstrate the application of idioms to everyday situations. In addition, students will learn the skills of deducing the meaning of the new vocabulary from context and become more comfortable sharing their opinions and experiences while practicing the target idioms.

ESLA 814

**Intermediate Vocabulary Review**

Students will review, expand, and retain vocabulary words and phrases organized by commonly used topics. Students will work on using approximately twenty-five practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels.

ESLA 805

**Drama for Communication**

This ESL course builds students' reading, speaking, and pronunciation skills in the context of theatrical performances. Students will examine human experiences and cultural norms through imagined roles and expand creative thinking. Students will learn history and terminology of the performing arts and build social skills and confidence necessary for public speaking.

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**ESL Written Communication Skills**

**Program #24117**

The goal of this sequence is to develop students' receptive skills of reading and productive skills of writing to communicate effectively in a variety of contexts, including academic and vocational. Competency-based reading instruction includes survival literacy addressing students' day-to-day needs, document literacy needed to understand charts, tables, bills, etc, quantitative literacy containing numeric information, and prose literacy focusing on understanding extensive texts like vocational manuals, literature pieces, short academic passages, periodicals, etc.

The goal of the writing instruction is an independent writer equally successful in an academic or job-related setting. Students will use acquired skills in pre-academic setting of the ESL and the Arts course, which will include writing a research paper, an essay, and preparing a PowerPoint presentation. By completing the ESL and the Arts course, students may earn credits towards obtaining a High School Diploma.

<b>Core Courses</b>	<b>Hours</b>
ESLA 804 ESL & the Arts	36
ESLA 813 Intermediate Grammar Review	18

ESLA 804

**ESL and the Arts**

This course builds students' reading comprehension, writing, and speaking skills in the context of thematic and aesthetic exploration of arts. Students will identify common artistic themes while comparing and contrasting a variety of aesthetic forms, styles, and periods. This interactive course includes visiting museums, watching performances, and listening to guest speakers.

ESLA 813

**Intermediate Grammar Review**

Students will learn to understand grammar structures in various contexts and practice using them in both oral and written communication. This class supplements core ESL courses or works as a stand-alone course. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels.

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**ESL Work Readiness**

**Program #24063**

ESL Work Readiness sequence of courses is offered before employment and focuses on developing SCANS - language and technology literacy skills needed to obtain employment. Computer skills for ESL courses focus on improving language skills through computer applications tasks using MS Office Suite, online resources, and presentation programs. The sequence of courses ends with the Intermediate/Advanced Work Skills course focusing on managing resources, developing interpersonal skills, as well as understanding and improving systems.

This sequence of courses develops foundation skills needed for successful employment, such as basic language and math skills, thinking creatively, making responsibility, self-esteem, sociability, self-management, and integrity.

**Core Courses**

**Hours**

ESLA 801	Computer Skills for ESL, Beginning	36
ESLA 815	Computer Skills for ESL, Advanced	36
ESLA 808	ESL Intermediate/Advanced Work Skills	36

**ESLA 801**

**Computer Skills for ESL (Beginning)**

The course introduces ESL students to hands-on exploration and use of current Microsoft Windows programs. Students will learn basic computer parts, keyboarding, and the basics of MS Word, PowerPoint, Print Shop, and Excel. Emphasis is on building confidence in computer use to improve English skills in grammar, vocabulary, writing, speaking, pronunciation, and reading.

**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 815**

**Computer Skills for ESL, Advanced**

Students will enhance their English language skills through challenging computer application tasks using MS Word, PowerPoint, Print Shop, Excel, the Internet, and MS Publisher. Emphasis is on building confidence in independent projects to improve English skills in grammar, vocabulary, writing, and reading. Students will be actively involved in computer projects linking the academic environment with their communities.

**ESL Written Communication Skills**

**Program #24063**

The goal of this sequence is to develop students' receptive skills of reading and productive skills of writing to communicate effectively in a variety of contexts, including academic and vocational. Competency-based reading instruction includes survival literacy addressing students' day-to-day needs, document literacy needed to understand charts, tables, bills, etc, quantitative literacy containing numeric information, and prose literacy focusing on understanding extensive texts like vocational manuals, literature pieces, short academic passages, periodicals, etc.

The goal of the writing instruction is an independent writer equally successful in an academic or job-related setting. Students will use acquired skills in pre-academic setting of the ESL and the Arts course, which will include writing a research paper, an essay, and preparing a PowerPoint presentation. By completing the ESL and the Arts course, students may earn credits towards obtaining a High School Diploma.

**Core Courses**

**Hours**

ESLA 804	ESL & the Arts	36
ESLA 813	Intermediate Grammar Review	18
ESLA 810	Writing and Reading	60

**ESLA 804**

**ESL and the Arts**

This course builds students' reading comprehension, writing, and speaking skills in the context of thematic and aesthetic exploration of arts. Students will identify common artistic themes while comparing and contrasting a variety of aesthetic forms, styles, and periods. This interactive course includes visiting museums, watching performances, and listening to guest speakers.

**ESLA 813**

**Intermediate Grammar Review**

Students will learn to understand grammar structures in various contexts and practice using them in both oral and written communication. This class supplements core ESL courses or works as a stand-alone course. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels.

**ESLA 810**

**Writing/Reading**

This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or high. In addition, the writing component is designed to acquaint students with writing skills required to develop college-level writing techniques by focusing on prewriting, outlining, drafting, revising and editing.

**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.

<b>Core Courses</b>	<b>Hours</b>
ESLA 1030 Vocational ESL: Administrative Asstistant	36
ESLA 808 ESL Intermediate/Advanced Work Skills	36

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.

<b>Core Courses</b>	<b>Hours</b>
ESLA 1020 Vocational ESL: Early Childhood Education	36
ESLA 808 ESL Intermediate/Advanced Work Skills	36

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.

<b>Core Courses</b>	<b>Hours</b>
ESLA 995 Vocational ESL: Electricity & Construction	36
ESLA 808 ESL Intermediate/Advanced Work Skills	36

**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.

<b>Core Courses</b>	<b>Hours</b>
ESLA 1025 Vocational ESL: Pharmacy Technician	36
ESLA 808 ESL Intermediate/Advanced Work Skills	36

**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.

<b>Core Courses</b>	<b>Hours</b>
MEDO 260 Introduction to Medical Assisting	36
MEOC 104 Medical Terminology	36
MEDO 115 Medical Assisting: Front Office	36
MEDO 235 Medical Assisting Back Office Procedures I	80
MEDO 240 Medical Assisting Back Office Procedures II	80
MEDO 112 Medical Insurance Billing: A Practical Approach to Medical	72

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

COMP 100 Introduction to Computers	36
MS 104 Introduction to MS Windows	36

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.

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 MEOC 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.

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/Blue-Shield, 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 Microsoft Windows**

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.

**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.)*

<b>Core Courses</b>	<b>Hours</b>
MEDO 115 Med Assisting: Front Office	36
MEOC 104 Medical Terminology	36
MEDO 112 Medical Insurance Billing:A Practical Approach to Medical	72

**Elective Courses (Choose one of two electives)**

COMP 100 Introduction to Computers	36
MS 104 Introduction to MS Windows	36

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 /Blue-Shield, 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.

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.

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 Microsoft Windows**

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.

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**Pharmacy Technician Certificate Program  
Program #24219**

This program prepares students for an entry-level position as a pharmacy technician at a community of 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.

<b>Core Courses</b>		<b>Hours</b>
MEDO 220	Out-Patient Lab: Pharmacy Technician	24
MEDO 221	In-Patient Lab: Pharmacy Technician	36
MEDO 230	Pharmacy Operations Lab	36
MEOC 104	Medical Terminology	36
MEOC 121	Pharmacology I	36
MEOC 122	Pharmacology II	36
MEOC 130	Introduction to Pharmacy Technician	36
MEOC 135	Human Relations For Healthcare Workers	36
MEOC 140	Pharmaceutical Mathematics	36
<b>Required Externship Courses</b>		
MEOC 144	Out-Patient Externship	120
MEOC 146	In-Patient Externship	200
<b>Elective Courses</b>		
ABE 105	SCE Learning Center	36

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**

Highlights the practice and role of a pharmacy technician. Includes educational requirements, credentialing, the pharmacist's role, an overview of pharmacy law, and the assessment of 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 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

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 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	HS Reading/Writing Strateg I	1 - 5
IHSS 998	HS Reading/Writing Strateg II	1 - 5
IHSS 999	HS Writing Modules	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 Skls	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	HS Reading/Writing Strateg I	1 - 5
IHSS 998	HS Reading/Writing Strateg II	1 - 5
IHSS 999	HS Writing Modules	1 - 5

## 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

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 5, 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 5, 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 5, 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 5, 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 5, 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 5, 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 5, 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 5, 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 5, 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 5, 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 5, 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 5, 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 5, 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 5, 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 5, 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 Cypress College. 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 5, 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. In compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.

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 5, 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 5, 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

**High School 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.

# Course Descriptions

Note: this publication must be prepared in advance of the time period it covers; therefore, changes in some programs and policies may occur. Courses as described are subject to change without notice, and some listed courses are not offered each year. In addition, some courses or programs that are offered may have to be canceled because of insufficient enrollment, elimination, or reduction in programs or for any other reason considered sufficient by the Provost or designee.

All courses meet the standards and criteria for noncredit courses and programs as set forth in the California Education Code Title V regulations, Section 55150 – 55155.

## Adult Basic Education (ABE)

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. *(Apportionment)*

ABE 120

### Improving Individual Skills Lab

For students interested in improving general and specific academic subjects at the secondary level (grades 9-12) experiencing difficulty in curriculum ranging from basic academics to college preparatory. *(Apportionment)*

ABE 240

### Creative Writing for Seniors

This course for older adults teaches both beginning and experienced writers how to create shape autobiographies, fiction and non-fiction writing, and poetry into readable and publishable forms. *(Apportionment)*

ABE 405

Credit: 10

### GED: Mathematics

GED mathematics prepares students to pass the math section of the GED test. The GED pre-test identifies needed areas of instruction for each student. Scope of instruction is basic instruction for each student. Scope of instruction is basic computation, analytical and reasoning skills, word problems and word problems with graphics. *(Apportionment)*

ABE 410

Credit: 10

### GED: Reading

GED reading prepares students to pass the reading section of the GED test. The GED pre-test identifies needed areas of instruction for each student. Scope of instruction includes comprehension, fiction, nonfiction, poetry, and drama. *(Apportionment)*

ABE 415

Credit: 10

### GED: Science

GED science prepares students to pass the science section of the GED test. Sciences covered are life, physical, earth and space. Students learn to analyze and apply science information. *(Apportionment)*

ABE 420

Credit: 10

### GED: Social Studies

GED social studies prepares students to pass the math section of the GED test. The GED pre-test identifies needed areas of instruction for each student. Scope of course covers U.S. history, world history, civics and government, geography and economics. *(Apportionment)*

ABE 425

Credit: 10

### GED: Language Arts and Writing

GED writing prepares students to pass the language arts and writing section of the GED test. The GED pre-test identifies needed areas of instruction for each student. This course covers the writing process, grammar usage and mechanics. *(Apportionment)*

ABE 430

Credit: 10

### Literacy – Beginning

Designed for students with very limited reading skills. The focus of this course is on decoding skills, fluency and workplace literacy. Sight words and essential word reading are covered. *(Apportionment)*

ABE 432

Credit: 10

### Literacy - Intermediate

Reading and writing preparation for the workplace or academic advancement. Emphasis on reading for information, vocabulary expansion and good communication skills. *(Apportionment)*

ABE 435

Credit: 10

### Literacy - Advanced

Reading for information and academic vocabulary. Writing skills necessary for higher education and the workplace such as essays, note taking, job applications, resumes, and business writing. *(Apportionment)*

ABE 440

### Writing Your Life Story for Older Adults

This course teaches both beginning and experienced older adult writers how to write a life story in the form of memoirs--short stories that tell of life events, people, and major turning points, expressed in vivid ways to delight readers, offer important insights, and to provide a written legacy for family and friends. *(Apportionment)*

ABE 445

### ASE Ed Planning

Assessment & orientation to and for students referred to Learning Centers. Basic skills level will be reviewed with individual student per referral to support services and to assist student in successfully completing educational goal. *(Grant-funded)*

## Arts and Crafts (ARTC)

ARTC 136

### **Cartooning & Caricaturing Made Easy**

Enter as a amateur... Leave as a Professional! Learn the easy step-by-step procedures of cartooning & caricaturing from a professional cartoonist with over 45 years experience in the field. Learn how to create people, small bodies for caricaturing, animals, backgrounds, and more including inking, lettering, use of pens, brushes, perspective, and creating professional comic strips. Let us show you how! Taught by Mel Schoenberger national & international cartoonist & caricaturist. Class is for all levels of experience. Please bring an 11x14 pad of tracing paper to the first class. A supply list will be provided. Class is for those 15 years and older. *(Fee-based)*

ARTC 137

### **Caricaturing Made Easy**

This class will tickle you from head to toe! It's easy, it's fun and rewarding. If you can draw, you can caricature. It's amazing how fast you will learn. You will learn inking, lettering, drawing small action bodies, use of equipment, creative ideas, shadowing, etc. Join in the fun and learn professional caricaturing. Taught by an international caricature cartoonist with over 45 years experience. Bring 11 x 14 tracing paper pad, pencil and eraser to first class. Additional supply list will be provided. All levels of experience are welcomed. You must be 14 years or older. *(Fee-based)*

ARTC 140

### **Fashion Illustration for Adults**

In this class, you will learn how to draw proportional figures, faces, gesture drawings, and flats of garments. Along with how to draw collars, blouses, skirts, pants, hats, and accessories. Students will learn to illustrate fashion figures using watercolors, colored pencils, markers, pen, etc. *(Fee-based)*

ARTC 141

### **Fashion Illustration II for Adults**

Advanced level of Fashion Illustration. Learn to complete group figures with a theme. Illustrate different texture fabric. Also create accessory and shoe illustrations and flats of garments. Recommend Fashion Illustration I prior class. *(Fee-based)*

ARTC 145

### **Costume Illustration and History of Fashion for Adults**

Learn the history of fashion then illustrate costume and accessories using watercolors, markers, colored pencils, etc. more. (same supplies as Fashion I and II) *(Fee-based)*

ARTC 160

### **Painting**

Students will develop the skills of painting using their selected media. Students will apply and practice a creative approach to achieve an understanding of color, space, form, and composition. Beginning students will have assignments in acrylic paint. Intermediate/advanced students work independently with individual instructor guidance. Critique held each week. *(Fee-based)*

ARTC 165

### **Drawing: Basics and Beyond**

Drawing is the foundation of all visual arts. Learn fundamentals of drawing in this exciting hands-on class. Acquire technical and perceptual skills while exploring properties of line, shape, value, perspective, and composition. All levels welcome. *(Fee-based)*

ARTC 170

### **Essentials of Painting**

Get creative and discover the joys of expressing yourself with paint and brush. Course covers basic color theory and principles of good composition. Students will learn basic technique through structured assignments. Intermediate/advanced students may work independently with instructor guidance. Voluntary, supportive critiques given at end of each class. Materials list provided at first class meeting. *(Fee-based)*

ARTC 173

### **Drawing Fundamentals**

Acquire the fundamental concepts and skills to visually express yourself through drawing. The course will cover drawing theory and basic skills development in contour drawing, shading and composition. Students will complete one to three drawings. Materials list given at first class meeting. All levels welcome. *(Fee-based)*

ARTC 175

### **Drawing: Basics and Beyond**

This course will emphasize the perceptual and technical skill of manipulating drawing materials using observational and drawing methodologies. Fundamental concepts in visual problem solving strategies will be emphasized. Each term will wrap around a theme such as landscape, portraiture, light and texture, etc. *(Fee-based)*

ARTC 180

### **Drawing for Beginners**

This drawing class covers the fundamental drawing techniques for beginning students. It also aims to inspire the more experienced students to experiment and develop their true potential of artistic talents with demonstrations and practical tips by the instructor. All levels welcome. *(Fee-based)*

ARTC 185

### **Watercolor Painting**

This watercolor class covers the fundamental watercolor techniques for beginning students. The instructor will offer demonstrations and practical instruction and step-by-step assignments. In this supportive and friendly classroom environment will also inspire the more experienced students to experiment and develop their own unique form of expression. All levels welcome. *(Fee-based)*

## Aviation (AVI)

AVI 105

### **Private Pilot**

Intro to basic principles of aviation and Federal Aviation Regulations to qualify for the FAA written exam for Private Pilot certificate. Meets FAA requirement for ground instruction. *(Fee-based)*

## Business Management (BMGR)

BMGR 410

### **Elements of Supervision**

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

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

BMGR 429

**Notary Public Seminar and Exam**

Learn what it takes to become a California Notary Public and fulfill the State of California mandated educational requirements at this one-day seminar. The actual Notary Public Exam will be administered by Cooperative Personnel Services (CPS) in the last hour. Please bring valid, government issued picture I.D. (i.e. driver's license or U.S. passport) and a check or money order payable to the Secretary of State for \$40 if you plan to take the exam. To request special testing accommodations, you may contact CPS at (916) 263-3624 PLEASE NOTE: you must attend a State of California approved seminar prior to being commissioned as a notary. This seminar is approved by the State of California and you will be issued a Certificate of Completion at the conclusion of the seminar. *(Fee-based)*

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

BMGR 625

**Introduction to the Medical Device Industry**

This course provides an introduction to the medical devices industry and the profession. It covers industry standards, regulatory authorities, safety, and current good manufacturing practices. Whether currently working in the industry or planning a career change, students will learn how to build their skills and knowledge to increase overall performance. *(Fee-based)*

BMGR 630

**Quality System: ISO 13485:2003 Basics**

This course provides an overview of the quality management system requirements for manufacturers of medical devices defined by the ISO 13485:2003 standard. It is designed for all employees involved in developing, implementing and maintaining a quality management system, including managers, supervisors, and staff, including new hires and incumbent workers. *(Fee-based)*

BMGR 635

**Overview of FDA's Medical Device Regulation**

Course provides an overview of the U.S. Food & Drug Administration (FDA) regulation pertaining to medical devices. Topics include FDA regulatory requirements and quality system regulation; pre-market notification and approval process; complaint handling and reporting; and U.S. labeling regulations. *(Fee-based)*

BMGR 640

**Fundamentals of GMP and QSR**

Course covers the fundamentals of Good Manufacturing Practice (GMP) and Quality System Regulation (QSR). Topics include Food and Drug Administration (FDA) regulations in relation to quality systems and controls; employee safety in the design and construction of facilities; equipment and maintenance issues; and protection of products against contamination. *(Fee-based)*

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

BMGR 665

**European Certification Requirements for Medical Devices**

Course introduces students to the EU Medical Device Directive and its importance to medical device companies. The course provides step-by-step guidance to achieve and maintain EU requirements for the quality, safety, and performance of medical device products. *(Fee-based)*

BMGR 670

**Notary Public Seminar**

State approved mandatory education for new and renewing notaries. Being a notary can mean a bigger income for you! Learn the notary laws and prepare for the State of California exam. Take a practice exam, receive your Certificate of Completion, and schedule and registration information for upcoming State exams. Bring ID and arrive early. Due to State regulations, no one admitted after 6 p.m. *(Fee-based)*

BMGR 675

**Technical Writing 101 for the Medical Device Industry**

The course addresses writing effectively and complying with regulations in the medical device industry. Participants will learn how to meet the needs of the audience, research and organize information, write, edit, and deliver effective documents. The course includes an overview of requirements recommended by the FDA and other regulatory agencies. *(Fee-based)*

BMGR 680

**Notary Loan Signing Certification**

Prerequisite: Successfully completed six hours of notary education or have notary commission. Become a certified notary loan signing agent. This course covers proper notarization of real estate documents and loan packages. It emphasizes the ethical and administrative role of the notary and the notary's sense of duty associated with being a loan document signing agent. Marketing and customer service are also covered. *(Fee-based)*

BMGR 685

**Overview of Medical Product Development**

This workshop provides an understanding of the medical product development process and biomedical industry highlights and trends. A common development cycle for medical products is presented with explanations of various phases within the product development cycle, from concept to market. Fundamental industry terminology and medical product classification will be discussed. *(Fee-based)*

BMGR 690

**Navigating a Career in the Biomedical Industry**

Identify career paths in the biomedical industry that best suit your interests and career goals. Through lectures and discussion, develop an understanding of career paths in the life sciences, including sales and marketing, business development, and regulatory affairs. Get practical advice on working with recruiters, building your resume, and networking. *(Fee-based)*

**Business (BUSN)**

BUSN 320

**Office Skills I**

First in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on the office environment, career opportunities, attitude, human relationships, work ethics and filing. *(Apportionment)*

BUSN 321

**Office Skills II**

Prerequisite: BUSN 320 Office Skills II. Second in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on finding and applying for a job, communicating in the workplace, business math and job preparation. *(Apportionment)*

BUSN 340

**Computer Applications for the Administrative Assistant I**

First in a series of two levels that prepare students for an entry-level position as an administrative assistant. Includes units on keyboarding, Word, Windows and the Internet. *(Apportionment)*

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 Excel, PowerPoint, and document processing. *(Apportionment)*

BUSN 345

**Certified Bookkeeper**

This course is designed for experienced bookkeepers and leads to national certification with the American Institute of Professional Bookkeepers (AIPB). This course equips individuals with the knowledge to succeed in the areas of accruals, deferrals, and trial balances for successful bookkeeping. Other topics include accruing revenues, unearned revenues, and more. *(Fee-based)*

BUSN 350

**Giving an Effective Presentation**

In today's world, it is easy to assemble a series of slides and deliver a speech and call it a business presentation - but there's much more to a presentation than just presenting - particularly if you want to get the results you expect. Almost all presentations are just that - presentations. In this workshop, you will learn how and why you should converse with rather than merely present to your audience; what is the best room layout and why; how to organize and prepare your presentation; what to do before, during and after your presentation; how and why you should or shouldn't use PowerPoint or other visual aids; how to and why eliminate jargon words and acronyms; how to and why you should refine and visualize your message; how to inspire and engage your audience; and much, much more. *(Fee-based)*

BUSN 360

**How to be an Effective Networker**

Do you find it hard to make conversation at business and social events? Networking can be the most efficient way to promote your business and find customers but you need to network effectively in order opportunity to learn the do's, don'ts and where's of effective networking from a published author and international trainer. This workshop is particularly valuable not only for professionals and business people who want to increase their confidence and networking skills, but for anyone who wants to build business and social relationships with others. *(Fee-based)*

BUSN 370

**Public Speaking Workshop - Transcend Your Fear**

For many, public speaking is the #1 fear, but it really doesn't have to be. Public speaking can be enjoyable for both the speaker and the audience. In this workshop, you will understand the root causes of fear, reasons for your fear and solutions to transcend your fear of public speaking. *(Fee-based)*

BUSN 400

**Starting a Small Business: Be Your Own Boss**

You will learn the role of entrepreneurial businesses in the United States and the impact on our national and global economy. This course will guide you to analyze the skills, commitment, and challenges necessary to successfully operate a small business. Topics also include entrance strategies and best practices. *(Fee-based)*

BUSN 405

**Writing a Winning Business Plan**

In this course you will learn to assess the strengths and weaknesses of a business concept and learn the elements of a winning business plan. Developing a competitive advantage, developing a mission statement, and forms of business ownership will also be covered. *(Fee-based)*

BUSN 410

**Financing Your Small Business**

Individuals will learn to identify and evaluate the various sources available for funding a small business venture and how to work with financial statements. Additionally, you will learn about capital and cash management, how to establish credit policies, and the importance of location. *(Fee-based)*

BUSN 415

**Small Business Marketing Strategies**

This course is designed to cover key marketing concepts and methods relevant for start-up and early-stage entrepreneurs. Marketing and pricing strategies, cost effective marketing, knowing your customer and effective advertising techniques will be covered. *(Fee-based)*

BUSN 420

**Legal Issues for Small Business**

This course provides information regarding legal issues for small businesses. You will learn the basic elements small businesses. You will learn the basic elements required for a valid contract, employment laws, intellectual property, ethics, and government regulations. Best practices and resources for start-up and existing small businesses will also be a focus. *(Fee-based)*

BUSN 425

**How To Sell on eBay**

Everyone has lots of stuff in closets, drawers and garages. Some even pay for storage areas to hold this stuff. Why not make some money by selling your things on eBay? This class will show you how. We will discuss organization, categorization and writing posts. *(Fee-based)*

BUSN 430

**How To Buy on eBay**

With the economy the way it is, everyone is trying to save money wherever possible. This course will teach you how to buy on eBay and get the same items you normally purchase in stores for less - sometimes for pennies on the dollar. Items may still have original sealed packaging. *(Fee-based)*

BUSN 435

**Introduction to Payroll Accounting**

This course provides an introduction to payroll procedures for bookkeeping and accounting. Topics include federal and State laws, paying different types of employees, employment records, payroll recordkeeping, and payroll State forms. Students will also learn to perform basic payroll functions. *(Fee-based)*



BUSN 440

**Fundamentals of Project Management**

This class is designed for individuals interested in learning how to use project management techniques to lead teams and complete projects efficiently. You will learn the tools and techniques of project management including the product initiation stage. *(Fee-based)*

BUSN 445

**Project Planning and Scheduling Techniques**

This course covers project management techniques to help individuals successfully execute projects on time and meet organizational and customer expectations. Topics include creating time estimates, assigning responsibilities for time management, and creating a management plan. *(Fee-based)*

BUSN 450

**Project Cost Management**

This course covers simplified techniques to monitor and control the cost of a project. You will learn how proper cost management helps you complete a project on time and meet customer and organization expectations. Topics include cost estimation methods, forecasting methods, and identification of resources. *(Fee-based)*

BUSN 455

**Team Building for Project Managers**

This class covers the basic principles of team building, leadership techniques, and management techniques for project teams. Topics include motivating teams, building loyalty in teams, conflict resolution, and the responsibilities of a project leader. Learn how to lead successful project teams. *(Fee-based)*

BUSN 460

**Twittering Your Way to Business Success**

Learn basic tools to build your followers on Twitter. You will be guided through a series of steps to find followers, build quality followers, maintain your followers by adding value to your tweets, and updating your followers on Twitter, your friends on Facebook and your network on LinkedIn and more. *(Fee-based)*

BUSN 465

**Introduction to Scrum: An Agile Process**

Agile Scrum is a project management tool. This course covers the fundamental concepts for agile principles and the Scrum process. *(Fee-based)*

BUSN 645

**Customer Service**

This course covers the key elements of outstanding customer service. The student will be introduced to the concepts of internal and external customers, customer satisfaction and retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints and sales skills. *(Apportionment)*

BUSN 235A

**Administrative Assistant Educational Planning**

Orientation and assessment to and for the SCE Administrative Assistant Certificate program, overview of occupational options. Self-assessment of educational backgrounds and needs, referral to basic skills support to assist with successful completion of courses, overview in general of SCE Student Services. *(Orientation)*

**Clothing (CC)**

CC 205

**Sewing Techniques for Beginners**

Students will learn new methods of sewing. Fundamental skills of understanding pattern directions, sewing machine use and making clothing alterations will be covered. *(Fee-based)*

CC 206

**Basic Sewing Techniques for Beginners**

Students will learn new methods of sewing. Fundamental skills of understanding pattern directions, sewing machine use, hand stitching and making clothing alterations will be covered. *(Fee-based)*

CC 215

**Sew What You Wish**

Using the newest sewing machine methods create garments or accessory items that fit your unique style. Projects include personal computer fashion analysis, alterations, sewing plaids and knits. *(Fee-based)*

CC 220

**Sewing Special Occasion Outfits**

Through instructor demonstration and hands-on experience, students will be able to construct a variety of clothing items using couture techniques. The course includes wardrobe planning, a personal computer fashion analysis, alterations, fitting, and machine use. *(Fee-based)*

CC 221

**Couture Dressmaking I : Blouses**

Through instructor demonstration and hands-on experience, students will be able to construct a classic fitted blouse using couture techniques. The course includes computer fashion analysis, alterations, fitting and sewing machine use. *(Fee-based)*

CC 225

**Exploring Knitting and Crocheting**

Students will be introduced to hand-knit and crochet designs and techniques. Through hands-on experience they will improve their skills and learn to make attractive garments for family and friends. *(Fee-based)*

CC 235

**Contemporary & Traditional Quilting**

This course will introduce basic steps of quilting and applique, including, fabric selection, design principles, assembly, borders and binding. Students will make projects using various quilting methods. *(Fee-based)*

CC 236

**Contemporary & Traditional Quilting I**

Building on basic foundational skills of patchwork and applique, learning new techniques and working with tools of the trade, students will make a variety of projects. Instructions and demonstrations given in each session. *(Fee-based)*

CC 240

**Technical and Creative Use of Serger Machines**

Learn how to thread and operate a serger while discovering creative applications for its use on various projects. Stitch formation and tension adjustments will be covered. Bring your machine or use ours. *(Fee-based)*

CC 241

**Technical and Creative Use of Serger Machine I: Knits**

Learn how to thread and operate a serger while discovering techniques for serging with knit fabrics. Stitch formation and tension adjustments will be covered. Bring your machine or use ours. *(Fee-based)*

CC 245

**Sew a Tailored Wardrobe**

Enhance your image by creating garments that are sewn professionally and fit precisely. A personal computer fashion analysis, new techniques, proper interfacings, pressing and alterations will result in designer-like outfits and financial savings. May include men's tailoring. *(Fee-based)*

CC 246

**Sew a Tailored Wardrobe I: Unlined Jacket**

Sew an unlined jacket that will enhance your image by creating garments that are sewn professionally and fit precisely. A personal computer fashion analysis, new techniques, proper interfacings, pressing and alterations will result in designer-like outfits and financial savings. *(Fee-based)*

CC 250

**Fashion Design: Patternmaking**

Create and fit a personal basic pattern. Learn pattern manipulation processes to generate your own designs. One element of clothing will be emphasized each term, ex: bodices, pants, skirts, jackets. *(Fee-based)*

CC 260

**Needlework for Home and More I**

Needlework techniques, such as cross stitch, embroidery and appliqué will be explored in depth. No previous needlework experience needed. *(Fee-based)*

CC 263

**Needlework for Home and More II**

Needlework techniques, such as Brazilian and ribbon embroidery, and Swedish Weaving will be explored in depth. No previous needlework experience needed. *(Fee-based)*

CC 265

**Fashion Design: Patternmaking - I**

Learn pattern manipulation processes to generate your own designs. Includes slash-spread, and pivot-transfer methods. One element of clothing will be emphasized each term, ex: bodices, pants, skirts, jackets. *(Fee-based)*

CC 268

**Fashion Design: Patternmaking - II**

Create and fit a personal basic pattern. Learn pattern alterations and grain line fitting. One element of clothing will be emphasized each term, ex: bodices, pants, skirts, jackets. *(Fee-based)*

CC 270

**Basic Sewing Techniques**

Students will learn new methods of sewing. Fundamental skills of understanding pattern directions. Sewing machine use and making clothing alterations will be covered. *(Fee-based)*

CC 275

**Sewing Machine Techniques - Beginning**

Introduction or update basic sewing machine techniques including threading, stitch length/width adjustments. Basic seams and seam finishes demonstrated and practiced. Use of basic feet and machine maintenance included. Bring your own machine or use ours. *(Fee-based)*

CC 280

**Sewing Machine Techniques - Intermediate**

Update intermediate sewing machine techniques. Twin needles and decorative stitches covered. Use of specialty feet and machine maintenance included. Bring your own machine or use ours. *(Fee-based)*

CC 405

**Fashion Design: Copy Ready-to-Wear Garments I**

Create a pattern from your favorite Ready-to-Wear Garments without taking the garment apart. Bodices and dresses will be emphasized. *(Fee-based)*

CC 406

**Fashion Design: Copy Ready-to-Wear Garments II**

Create a pattern from your favorite Ready-to-Wear Garments without taking the garment apart. Jacket, pants and skirts will be emphasized. *(Tuition) (Fee-based)*

**Computer Lab (CCTR)**

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! *(Apportionment)*

**Consumer ED (CNED)**

CNED 114

**Personal Journal Writing for Older Adults**

Personal journal writing is a literary art form and a skill that facilitates creativity and self discovery which results in a written record of the older adult student's life journey. Older Adults students will learn techniques for releasing the inner writer and developing the art of storytelling through concepts of myth, images and metaphors using the viewpoint and experience of older adults. *(Apportionment)*

CNED 204

**ABC's of Financial Planning for Older Adults**

This course is designed for older adult students from all walks of life who would like to create or improve their financial plan. This course covers typical questions older adults individuals have regarding financial security, assessing weaknesses in financial planning, and the differences between IRA's, 401K's, 457's, 403B's, and more. *(Apportionment)*

CNED 235

**Professional Business Etiquette**

This class will empower you to present yourself with confidence and authority. Topics covered include dining skills, introductions, how to make an entrance, remembering names, handshaking, conversation & listening skills. *(Fee-based)*

CNED 245

**Career Search Strategies**

Our role is to provide you with the tools and training to conduct a highly effective job search program. This includes a customized job search game plan, a self assessment of your career strengths, effective self presentation strategies and negotiating recommendations to maximize your earnings. *(Fee-based)*

CNED 250

**Novel Writing and Memoirs**

A practical, hands-on course to help writers polish their manuscripts and learn skills necessary for publishing both novels and memoirs. Student manuscripts will be critiqued in detail. Students will receive lessons in plot, common mistakes, characterization, beginnings - plus query letters and synopses. *(Fee-based)*

**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 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. *(Apportionment)*

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. *(Apportionment)*

COMP 121

**Digital Photo Albums for Beginners**

Advisory: Knowledge of Windows and Internet. Learn how to import photos from various sources; organize and manage photos; perform basic editing functions of photos and share albums; create slide shows and video CDs; and create cards, calendars, albums, and a photo book using Adobe Photoshop Album and other methods. Textbook may be required. *(Apportionment)*

COMP 300

**Introduction to UNIX**

This hands-on course teaches the fundamentals of the UNIX operating system and lays the foundation for a future UNIX courses. Students will learn several stand alone and network UNIX commands, the structure of the operating system, the file system. Students will learn how to use UNIX's rich electronic help utility. Previous Windows operating system and Internet experience advised. *(Apportionment)*

COMP 302

**Introduction to CISCO Network**

Prerequisite: Intro to Basic Networking Techniques or equivalent experience. This course is designed for the entry-level network professional who is looking for a beginning foundation on network design principles relating to LAN/WAN installation, implementation and construction. Through lectures, discussions and demonstrations, the course will provide information on Cisco IOS, network hardware, cabling, topology design, network physical requirements and security. *(Apportionment)*

COMP 304

**Network Administration I**

This hands-on course teaches the fundamentals of networking from a new user's point of view and lays the foundation for all future Network Administration courses. In this introductory course you will learn network software/hardware architecture concepts, components and jargon. Ample lab demos and hands-on exercises provide an excellent complement to the lecture material. Previous Windows operating system and Internet experience advised. *(Apportionment)*

COMP 306

**Windows Operating System for Technicians**

Prerequisite: Previous Windows Operating system and Internet experiences. Course covers installing, configuring and supporting Windows Operating systems. This course provides information for automating installation as well as for customizing and configuring Operating Systems to suit organization's needs. This course provides in-depth information about security networking and troubleshooting. Previous experience using Windows Operating System and Internet Explorer advised. *(Apportionment)*

COMP 310

**Windows 2000 Server**

Prerequisite: Previous experience using Windows operating systems and understanding of basic networking concepts. The purpose of this class is to give students a solid understanding of the Windows 2000 Server. The course will cover the installation and configuration of the most popular services available in Windows 2000 Server. This class will focus on many of the software aspects of networking. *(Apportionment)*

COMP 312

**Introduction to Computer Networking**

Prerequisite: Windows Operating Systems for Technicians. This course will teach students the basic concepts behind networking computers. Students will learn networking theory, protocols used, selection of specific hardware, software and other services that can be integrated into a networked environment. In addition, students will also learn how to design, install and troubleshoot existing networks as well as to upgrade networks. *(Apportionment)*

COMP 610

**Windows XP-Advanced**

Prerequisite: Introduction to MS Windows. A second course in Windows XP covering advanced skills. This course will help you learn to communicate over the Internet more effectively, share information between programs, basic network skills, sharing files, Windows Media projects, managing hardware, backup files, and using Windows XP administration tools. *(Apportionment)*

COMP 620

**Securing Your PC For The Internet**

Prerequisite: Prior Windows Experience. Learn preventive techniques to secure your Windows PC from Internet threats such as viruses, spyware, and hackers. Explore different tools available to remove these threats and prevent future occurrences. *(Apportionment)*

COMP 630

**UNIX II - Linux Desktop Installation**

Prerequisite: Unix or Previous Unix/Linux experience. This hands-on course will guide the student through the installation and configuration of Linux as an alternate desktop to Microsoft Windows. You will learn about the numerous free software packages available for Linux and keeping your system software up-to-date. Ample lab exercises provide an excellent compliment to the lecture material. *(Apportionment)*

COMP 640

**Windows Desktop Security & Internet Security**

Course provides hands-on experience managing Windows desktop security and Internet security including how to install, configure and manage Windows Service Packs, Windows, firewall, antivirus programs, pop-ups, spyware & adware. Learn to configure a computer to be secure and to protect personal information from spyware, pop-ups, adware and computer viruses. *(Apportionment)*

COMP 645

**Integrated Computer Projects**

Designed for those who want to apply the knowledge they have gained from previous computer classes. See how those skills can be put to work in real world simulations! Capstone course for students who have already learned the basics of computer usage. Recommended proficiency in: Introduction to Computers, Discover the Internet, MS Office Overview or equivalent. *(Apportionment)*

COMP 650

**QuickBooks Fundamentals for the Financial Office Applications**

Teaches students the basics of using the QuickBooks software to develop customized financial application for business. The course covers special techniques for reducing data entry time, eliminating errors and getting consistent results. Upon completion students will understand the basics of QuickBooks to simplify financial tasks. *(Apportionment)*

COMP 655

**MS Word Fundamentals for the Financial Office Applications**

This brief course covers the essentials to creating simple documents with Microsoft Word in a financial office environment. An excellent course for beginners or those who need to know the basic. In-class projects will include memos, lists, letters, resumes and signs. letters, resumes and signs. *(Apportionment)*

COMP 660

**MS Excel Fundamentals for the Financial Office Applications**

This brief course covers the essentials to creating simple spreadsheets with Microsoft Excel in a financial office environment. An excellent course for beginners or those who need to know the basic. In-class projects will include an address list, budget, and inventory tracking sheet. *(Apportionment)*

COMP 665

**MS PowerPoint Fundamentals for the Financial Office Applications**

This brief course covers the essentials to creating simple presentations with Microsoft PowerPoint in a financial office environment. An excellent course for beginners or those who need to know the basics. Topics will include animations, transitions and slide shows. Learn how to create a professional-looking slide show without designing each slide from scratch! *(Apportionment)*

COMP 670

**Create PDF's with Adobe Acrobat**

Learn the standard for sharing documents online! Create PDF files using Adobe Acrobat. Protect documents, create forms, and combine multiple files with Adobe Acrobat. *(Apportionment)*

COMP 675

**Digital Scrapbooking**

Advisory: Knowledge of Windows & 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 hunt 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)*

COMP 690

**Email Essentials**

Advisory: Introduction to Computers Students will create an email account, learn to send electronic messages, attachments, manage contacts, create distribution lists and organize messages in folders. Learn this critical business skill set in this 18 hour course. *(Apportionment)*

COMP 700

**Adobe Photoshop Elements Tools for Intermediate Users**

Advisory: Knowledge of Windows and Adobe Photoshop Elements For intermediate- or advanced-level photographers or scrapbookers. Covers tools and techniques for creating text with character, custom shapes and layer styles to add pizzazz, using and creating brushes for embellishments, adding blend modes and filters to give dimension, and automating pages using templates. *(Apportionment)*

COMP 705

**Digital Photo Restoration and Portrait Makeovers**

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. *(Apportionment)*

COMP 715

**Introduction to Computer Components**

This course is designed to provide the fundamentals in computer servicing. It introduces individuals to the names and general characteristics of a variety of a variety of components of a computer system. You will experience a hands-on approach to learning installation, configuring, and upgrading computer components. *(Fee-based)*

COMP 720

**Fundamental Principles of Printers, Scanners and Networks**

This course is designed to provide the fundamentals of using printers, scanners and networks and providing support for them. The course will cover elements of installation, configuration, and networking that are necessary to provide support. *(Fee-based)*

COMP 725

**Introduction to Windows Security, Safety and Environmental Issues**

This course is designed to assist individuals in understanding personal computers on a technical level. You will receive hands-on experience managing Windows desktop security and internet security. You will also learn about safety and environmental computer issues. Essential elements of security are covered. *(Fee-based)*

COMP 730

**Microsoft Windows for Help Desk Careers**

This course will give individuals fundamental knowledge of various Windows Operating Systems. The course includes the installation, configuration, and supporting of Windows Operating Systems. Customizing and configuring to meet a company's needs will also be covered. *(Fee-based)*

COMP 735

**Communication and Professionalism for Help Desk Professionals**

This course is designed to provide the fundamentals of good communication and professionalism skills for working in a help desk environment. Topics include using good listening and diplomacy skills when communicating with customers and colleagues. *(Fee-based)*

COMP 740

**A+ Essentials**

This course will prepare you for the CompTIA A+ Essentials certification exam (2006 Objectives). Students will obtain the skills and knowledge necessary to install, build, upgrade, repair, configure, troubleshoot, and perform preventative maintenance on personal computer hardware and operating systems. Textbook Required. *(Fee-based)*

COMP 745

**A+ Remote Support Technician (Practical Application)**

Learn the skills necessary to work as a field service technician or support technician through hands-on activities. With a focus on A+ exam preparation, you will gain knowledge to install, configure, upgrade, and maintain PC workstations, the Windows OS and SOHO networks. Troubleshooting and computer security also covered. Textbook Required. *(Fee-based)*

COMP 750

**Network+ Certification**

This course will prepare you for the CompTIA Network+ Certification. This hands-on class covers describing the features and functions of networking components. It also includes managing, maintaining, troubleshooting, installing, operating, and configuring basic network infrastructure. Textbook Required. *(Fee-based)*

COMP 755

**Blogging For Beginners**

Learn to create your own blog. Topics include: name your blog, choose a blogging program, write creative posts, use tags, and add audience-building links to your text. Students will practice creating blogging and creating posts. *(Fee-based)*

COMP 760

**Using Facebook & LinkedIn for Business**

Social networking applications such as Facebook and LinkedIn allow you to communicate and share information with your contacts through message walls, groups, and instant messages. This course teaches how to use social networking applications to communicate and share information. Learn how to give your business maximum exposure with networking applications. *(Fee-based)*

COMP 765

**Using Google Apps for Business**

Google apps such as Gmail, Google Docs, and Google Calendar are used by millions of users. Learn how to use these apps in your personal life and to save your company time and money. *(Fee-based)*

COMP 770

**How To Use Microsoft Office Live**

Microsoft Office Live is used for personal use and small business. Learn how to use Office Live to create a website, and store and share documents online. *(Fee-based)*

COMP 775

**Transitioning to Windows 7 for Beginners**

This course provides an overview of important new features in Windows 7 to help users work easily and efficiently with computers. Topics include the new features and tools to organize, find, protect, and share information. Hands-on lab instruction will be provided. *(Fee-based)*

COMP 780

**Windows 7 Beta for IT Professionals**

Advisory: Experience installing, configuring, and windows desktop operating systems. This course is designed for individuals with experience installing, configuring, and supporting Windows desktop operating systems. Students will be introduced to the new features in Windows 7 Beta. Topics include user productivity, security and control, PC management, and desktop optimization. Participants will receive hands-on lab instruction. *(Fee-based)*

COMP 800

**MS Overview for Help Desk**

Learn the essential principles of Word, Excel, Access and PowerPoint. Topics include document formatting, working with graphics, basic formulas, queries and reports. Participants will receive hands-on instruction on all concepts. *(Fee-based)*

COMP 805

**What is GIS and How is it Used?**

This class provides an overview of Geographic Information Systems (GIS) and career opportunities with GIS. Topics include what GIS is, how it can be used, fundamental concepts of GIS, how and where GIS data is obtained, and how to create basic maps. Activities use ESRI ArcGIS 9.2 software. *(Fee-based)*

COMP 807

**Introduction to Geographic Information Systems**

This course will discuss Geographic Information Systems (GIS) and its applications to spatial data management. The course will cover how and where GIS data is obtained, using Global Positioning Systems (GPS), geo-coding, map projection, georeferencing, and coordinate systems. Spatial analysis and hands-on projects will also be included. *(Fee-based)*

COMP 810

**Introduction to Operating Systems**

This course provides an introduction to computer operating systems such as Unix/Linux, DOS, and Microsoft Windows Operating Systems. Learn about system requirements, file systems management, protection and security, emerging technologies, and storage management through lectures and hands-on lab. *(Fee-based)*

COMP 812

**Microsoft Windows Client Administration**

This class covers installing, configuring, and administering Microsoft Windows client operating systems. Topics include using administrative tools to create user and group accounts and accessing shared resources on a network. Learn how to manage user profiles, how clients can join and operate within a domain network environment. *(Fee-based)*

COMP 814

**Introduction to Microsoft Project Professional**

This course is designed to teach you how to create, modify, update and implement project plans using Microsoft Project. You will learn the essentials for managing time, people, and budgets for projects large and small with Microsoft Project. *(Fee-based)*

COMP 815

**Help Desk Support & Troubleshooting**

This courses covers help desk support skills for the computer and information systems field. Topics include delivering effective technical support, common user problems, identifying the problem, help desk support tools, and resolving user problems. Students will be prepared to provide technical assistance to computer users. *(Fee-based)*

**Construction (CONS)**

CONS 100

**Electrical Wiring and Safety I**

Covers basic electrical theory, terms, residential wiring techniques, grounding, basic switching circuits, residential load calculations and services. Based on current National Electrical Code (NEC). *(Apportionment)*

CONS 101

**Electrical Wiring and Safety II**

Course covers commercial wiring, conduit systems, over-current protection, polyphase distribution, grounding, voltage-drop equations and lighting. Based on the current National Electrical Code (NEC). *(Apportionment)*

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). *(Apportionment)*

CONS 138

**Room Addition Fundamentals**

This course covers the fundamentals of residential construction and the sequence of events that take place for a room addition. This includes preparing the required plans, obtaining city building permits and communicating with city building inspectors. The course will also cover project management and legal considerations. *(Apportionment)*

CONS 142

**Electrical Wiring and Safety III**

Course covers industrial wiring, conduit systems, over-current protection, transformer circuits, electrical motors, motor repairs, motor control circuit, and electrical installations. Based on Current "National Electrical Code"(NEC). trips to various electrical installations. *(Apportionment)*

CONS 201

**Electrician Certification - State Test Preparation**

This course covers the 16 areas of the 1999 National Electrical Code that the State of California has designed the State Certification test after. Ohm's Law and electrical calculations will also be covered. Students must bring the 1999 National Electrical Code (NEC) book and a calculator to the first class. *(Fee-based)*

CONS 225

**Construction Math**

A review of basic mathematics focusing on its application to common calculations used in the construction trades. Course covers arithmetic operators, word problems, fractions, angles, metric measuring systems and algebraic formulas. *(Fee-based)*

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, stuctural, mechanical, plumbing/piping, and electrical) and how to interpret and use drawing dimensions. *(Grant-funded)*

**Creative Arts (CRAE)**

CRAE 100

**Creative Arts for Older Adults**

This class for older adults encourages art appreciation, self expression, and creativity through a variety of art media. Projects are designed to expose older adult students to artistic design, and to give experience with different artistic methods, techniques, tools, and materials. *(Apportionment)*

CRAE 101

**Ceramics for Older Adults**

This course in basic ceramics for older adults includes lecture, demonstration and application of ceramic artwork. Student will learn mold selection, glazing, decorating techniques, and proper firing procedures. Will learn mold selection, glazing, decorating techniques, and proper fixing procedures. Individual artistic creativity is encouraged and completed art projects of the older adult student are often displayed publicly. *(Apportionment)*

CRAE 103

**China Painting for Older Adults**

Older adults will learn the fundamentals of china painting as presented to older adult students through demonstration and individual instruction. The older adult students will learn techniques such as brush strokes, blending, shading, grounding, and masking. Final class projects are heirloom quality artworks that may be displayed in a community art exhibit. *(Apportionment)*

CRAE 104

**Needlecrafts, Knitting, Crochet for Older Adults**

Older adult students will learn the practical application, knowledge, and skills required to create knitted, crocheted, needlepoint, and cross-stitched hand-made items. A wide variety of items are created, by older adult students, including decorations for the home and clothing for babies, children and adults. *(Apportionment)*

CRAE 105

**Painting for Older Adults**

This class offers older adults an individualized approach to learning painting and artistic expression at their own pace and within their interest and style. Older adult will learn techniques in drawing, brush strokes, and color mixing and application. *(Apportionment)*

CRAE 106

**Quilting for Older Adults**

This course offers the essentials of quilting, for older adults students, which includes fabric selection, cutting, and sewing methods along with the history and vocabulary of the craft. Special techniques for older adults are covered such as patchwork, applique, hand and machine methods, and finishing techniques. *(Apportionment)*

CRAE 310

**Intergenerational: Creative Arts Exchange for Older Adults**

Older adults along with participants of multiple generations create artistic legacy keepsakes that reflect the individual histories of older adults, lifetime memories, and personal creative expression. Class projects are designed to encourage mutual appreciation and connections among older adult students and participants of varying age groups. *(Apportionment)*

CRAE 315

**Beginning Drama for Older Adults**

This course is designed to introduce older adult students to the world of drama and to the theatrical creative process. Students are encouraged to experiment and develop personal performance skills as well as gain an understanding of drama through participation and practice critiques. *(Apportionment)*

CRAE 320

**Basic Drawing**

This course will begin with basic skill development in contour drawing, shading, creating texture, basic composition and perspective. The drawing medium will include graphite, charcoal and ink. A short lecture/demonstration is followed by a related drawing assignment. *(Fee-based)*

CRAE 325

**Watercolor**

This course is designed for beginning to intermediate watercolor. Lecture/demonstration is followed by guided lab session. Among the subjects covered will be materials, washes, glazes, color theory, etc. There are voluntary, supportive critiques at the end of each class. *(Fee-based)*

CRAE 332

**Tole Painting and Decorative Artwork Intermediate**

The course offers students the opportunity to build on the basic skills learned in basic Tole and Decorative classes. The course includes the use of acrylic paint, discussion of strokes and techniques, and projects utilizing a variety of surfaces including tin, wood, porcelain and furniture. Some painting experience is necessary for this class. *(Fee-based)*

**Career Planning (CRPL)**

CRPL 365

**Work Experience**

This course provides career technical education students with work experience in their program of study. It covers job readiness skills that will prepare students to be effective job seekers and workers. Students are introduced to the basics of resume writing, interviewing, workplace communication and job searching. 120 Hours of fieldwork required. *(Grant-funded)*

CRPL 370

**Job Readiness**

This course covers basic job readiness skills that will prepare students to be effective job seekers and effective workers. Students will be introduced to the basics of resume writing, interviewing, workplace communications and job searching. Students will develop a personal skills inventory, create a resume, and prepare an employment portfolio *(Grant-funded)*

**Dance (DAN)**

DAN 102

**Ballroom/Latin/Swing Dance**

Learn the most popular dances. Includes traditional contemporary dances: cha cha, waltz, foxtrot, tango, East Coast swing samba, rumba, and country western. Have fun and make new friends! A partner is not required. You must wear soft-soled shoes. Last class meeting arranged for night out dancing (nominal fee). *(Fee-based)*

DAN 103

**West Coast Swing Dance**

Learn only one dance West Coast Swing! Dance it fast or slow to your favorite music. The official state dance of California. This dance will be popular forever. A partner is not required. Wear soft soled shoes. Last class meeting arranged for night out dancing (nominal fee). *(Fee-based)*

DAN 104

**Salsa Dance**

Learn the basics and fun variations of this hot dance. A partner is not required. *(Fee-based)*

DAN 112

**Adult Jazz Dance**

Students will learn jazz dance techniques with strength and flexibility training along with simple dance combinations. *(Fee-based)*

DAN 114

**Adult Ballet**

Beginning

This course will concentrate on the fundamental techniques of ballet. Each class will begin with the basic "barre" exercises, moving into the center for stretching and ballet combinations, followed by executing moves while traveling across the floor. *(Fee-based)*

DAN 117

**Waltz and Cha Cha Dance**

Learn and dance some fun patterns of both Waltz and Cha Cha. Both dances are very popular. Learn the basics and techniques of both. Join us for some fun. Last class meeting arranged for night out dancing (nominal fee). *(Fee-based)*

DAN 118

**Fox Trot and Tango Dancing**

Experience both the Fox Trot and American and Argentine styles of Tango dancing. Both dance styles are very popular. Learn the basics and techniques of both. Join us for some fun. Last class meeting arranged for night out dancing (nominal fee). *(Fee-based)*

DAN 119

**The Art of Belly Dancing**

Exercise while exploring the dance and rhythms of the Near and Middle East through Belly Dancing. Learn arm, hand and body movements including belly rolls as well as techniques for finger cymbals and veil work. Class taught to accommodate beginners as well as those with experience. Bring finger cymbals or learn how to make them with bottle caps and 3 yards of flowing fabric approximately 45 inches wide for the veil session. *(Fee-based)*

DAN 120

**Hip Hop Dance**

Learn new hip hop dance moves and fun, funky choreography! Stimulate your mind while learning choreography and strengthen your body with our fun stretches and exercises. *(Fee-based)*

DAN 125

**Irish Dance - Beginning**

Ages 13-Adult

Learn Irish dance from an instructor who has taught adults for 15 years! Students will learn the beginner steps of the Reel and Jig and a social dance. Class will be fun, informative, and a place to meet new friends. Also, a great way to prepare for St. Patrick's Day! Music CD required. *(Fee-based)*

DAN 130

**Waltz, Cha Cha & Tango Dance**

Learn the basics and have fun with American style dancing. A partner is not required. *(Fee-based)*

DAN 135

**Ballroom Dancing - Rhythm & Latin Style: Cha Cha, Swing, Rumba, Mambo, Samba**

Learn the basic steps and variations of these rhythm and latin style dances. Join the class for a fun evening of dancing. *(Fee-based)*

DAN 140

**Latin Cardio Blast**

Come dance to a variety of latin beats while learning the basic steps of salsa, merengue, samba and more. Have fun while burning calories. This is a cardio blast workout, so bring a towel and water. *(Fee-based)*

DAN 145

**Ballroom Dancing - Smooth Style: Fox Trot, Waltz, Tango**

Learn the basic steps and variations of these smooth, elegant ballroom dances. Join the class for a fun evening of dancing. *(Fee-based)*

DAN 150

**Crash Course in Belly Dancing**

Learn everything necessary to perform a short belly dancing routine in 6 weeks. Good for parties or events and anyone interested in learning the proper technique and execution of this dance quickly. Learn finger cymbals and veil techniques as well. *(Fee-based)*

DAN 160

**Afro-Latin Dance Workout**

In this low impact aerobics class, students will learn basic African and Caribbean dance moves to the beat of percussion music. *(Fee-based)*

DAN 165

**Belly Dance Workout**

Students will experience the mystery and beauty of the dances of the Middle East including Belly dance, Dabke and fusion forms designed in an exercise/workout format. *(Fee-based)*

DAN 170

**Salsa Boot Camp**

Students will learn eight count Salsa basics and how to lead and follow in this two day intensive class. Learn this popular dance, have fun and exercise. *(Fee-based)*



DAN 175

**Argentine Tango**

This course gives students the opportunity to learn Argentine Tango. The course will focus on learning International and American styles of tango. The students will develop coordination skills and knowledge of this dance form. *(Fee-based)*

DAN 180

**Latin and Swing Dance**

Students will learn various Latin and swing dance styles such as east and west coast swing, salsa, cha-cha, and meringue. The course will focus on learning the choreography in each style while developing coordination, partnering and performance skills. *(Fee-based)*

DAN 185

**Latin Social Dance**

Students will learn various Latin dance styles such as salsa, cha-cha, and meringue. The course will focus on learning the choreography in each style while developing coordination, partnering and performance skills. *(Fee-based)*

**Digital Arts (DIG)**

DIG 100

**Adobe After Effects**

Students will get an overview of the features, techniques and effects used in Adobe After Effects. This is a most and effects used in Adobe After Effects. This is a most powerful editing and composition video production and effects tool, used by professionals every day, for television, video and film. *(Fee-based)*

DIG 101

**Adobe Premiere Pro**

Prerequisite: Computer Literacy. Edit in real-time and enjoy an elegant interface. Create productions that stand-out using new professional tools such as color correction, multiple nestable timelines, keyframable effects and much more. Work with your tools of choice thanks to tight integration with leading video hardware and software. Bring DVD/Flash Drive. PC lab only. *(Fee-based)*

DIG 102

**Adobe Photoshop - Beginning**

Prerequisite: Computer Literacy. Topics include basic interface, file formats, color models, scanning, resolution, image size, actions, selections, layers, masks, paths, typography, enhancing photos, painting, filters, special effects and web graphics. Bring Flash Drive. PC lab only. Textbooks required. *(Fee-based)*

DIG 103

**Adobe Illustrator – Beginning**

Prerequisite: Computer Literacy. Create stunning graphics which add depth and excitement to any layout. Start with the basics of object-oriented rendering and coloring and continue with custom type and text features, templates, layers, blends and filters. Bring Flash Drive. PC lab only. Textbooks required. *(Fee-based)*

DIG 104

**Illustrator - Advanced**

Prerequisite: Beginning Illustrator or equivalent experience. Review the basics of Illustrator and then go on to create elaborate graphics for web pages, commercial design and desktop publishing. Learn the essentials of pre-press printing technique (color separation and trapping), professional page layout tips, fundamental digital color theory and design concepts. Illustrator is a graphic artist's essential tool along with Adobe Photoshop. Bring Flash Drive. *(Fee-based)*

DIG 105

**Adobe Dreamweaver - Beginning**

Prerequisite: Knowledge of internet, operating system navigation, basic computer skills, opening/saving documents. Learn the principles of web design and how to edit HTML documents. Integrate web graphics find resources on the Web and survey advanced techniques related to E-commerce websites. Create your own site and demo your work in last class. Bring Flash Drive. PC lab only. Textbook Required. *(Fee-based)*

DIG 106

**Adobe Flash Pro - Beginning**

Prerequisite: Knowledge of internet, operating system navigation, basic computer skills, opening/saving documents. Students will learn how to use Flash to do web animations, interactivity and will build complete websites using only Flash. Learn basic animation, key frames, tweening, movie clips, basic action script, preparing images for web/multimedia and more! Bring Flash Drive. PC lab only. Textbook required. *(Fee-based)*

DIG 109

**Photoshop - Introduction**

Students will learn how to use Photoshop to do a variety of image correction, coloring, compositing, and special effects techniques for print, web and multimedia. Questions regarding visual aesthetics and design, importing digital files and output will be discussed. Students will have the opportunity to produce finished projects according to their needs and aspirations. *(Fee-based)* *(Fee-based)*

DIG 111

**Adobe Photoshop - Intermediate**

Prerequisite: Beginning Photoshop or equivalent experience. Explore more professional features: working with complex masks, filters and advanced layers, professional photo editing and restoration, 3D-like rendering with gradients, and much more. Learn fundamental digital color schemes and design concepts. Bring Flash Drive. Textbook required. PC lab only. *(Fee-based)*

DIG 112

**Website Design HTML**

Prerequisite: Knowledge of Internet, operating system navigation, basic computer skills, opening/saving documents. Learn the basic principles of web page construction; edit and format HTML documents. Make hyperlinks to other pages, make tables, build forms, embed and optimize images. Learn about JPG, GIF formats, create frames; learn to use Java and JavaScript, review professional web-authoring tools like Dreamweaver and Fireworks. Bring flash drive. PC lab only. Textbook Required. *(Fee-based)*

DIG 113

**Adobe After Effects – Introduction**

Advisory: Adobe Premiere or editing experience and Familiar with Photoshop. Express your creative ideas using After Effects CS5. Employ innovative 2D, 3D, text, and vector graphic compositing and animation tools; choose from an extensive selection of effects; and add high-quality audio. Explore a large library of creative building blocks to get you started, and take advantage of command line automation and scripting for advanced applications. Combine layers into new, visually rich alternate realities. Mask, key, motion track, color correct, paint, and perform a variety of visual effects magic with powerful, efficient, and precise tools. *(Fee-based)*

DIG 114

**Adobe After Effects**

Prerequisite: Adobe Photoshop and Premiere Pro. Learn the Adobe After Effects work area; integrating video and graphic motion, creative mattes, animation, filtering, and multimedia animation. Bring DVD/Flash Drive. PC lab only. *(Fee-based)*

DIG 115

**After Effects - Advanced**

Learn advanced graphics motion and modification. Advanced key frame techniques and special effects. Students will have a choice of either a PC or MAC computer system as available. Prerequisite: Intro to After Effects. *(Fee-based)*

DIG 116

**Apple Final Cut Pro**

Prerequisite: Knowledge of MAC OS X.2; familiar with graphics and editing. Learn basic and advanced editing techniques. Work with clips in the viewer: trimming, adjusting and controlling numerous characteristics in video, audio, filters and motion settings. Use various methods of sequencing your videos in the Canvas/Timeline with "drag and drop" and automatic methods such as insert, overwrite, replace, fit to fill, and superimpose. Become familiar with key framing for effects, applying transitions for creative moments. Learn how to capture/create, edit and place still images and audio files. *(Fee-based)*

DIG 135

**Adobe Flash Pro - Intermediate**

Prerequisite: Adobe Flash Pro (Beginning). Students must have a complete understanding of Flash basics: tweening, motion paths, the library, movie clips and basic action script. Learn to use Flash for complex web animations, special effects, and sophisticated interactivity. Learn intermediate action scripting which includes working with objects, classes, methods, properties, functions and event handlers. Controlling multiple timelines, sound effects and text will be taught as well as adding dynamic interactivity to the movie and clip. Bring Flash Drive. PC lab only. Textbook required. *(Fee-based)*

DIG 151

**Adobe Indesign**

Prerequisite: Computer Literacy. Class will consist of hands-on exercises to develop page layout and design skills. This course is designed for those who have no prior knowledge or experience with InDesign. Projects include ads, brochures, catalog pages, newsletters and some web page application. Bring Flash Drive. PC lab only. Textbooks required. *(Fee-based)*

DIG 162

**Adobe Dreamweaver - Intermediate**

Prerequisite: Beginning Dreamweaver. Students will build upon their beginning Dreamweaver and/or HTML skills to learn how to develop more interactive and sophisticated websites. Special emphasis will be placed on developing and linking to databases using Dreamweaver. Bring flash drive. PC lab only. Textbook Required. *(Fee-based)*

DIG 164

**Solid Works for the Designer - Beginning**

Prerequisite: Computer Literacy. Class will consist of hands-on exercises to develop 3D CAD design skills with state-of-the-art intuitive, parametric 3D CAD system. This course is designed for students with no prior knowledge of 2D or 3D CAD. The beginning course will focus on an introduction to SolidWorks and learning the basic tools to perform product design exercises for manufacturing. Bring flash drive. PC lab only. *(Fee-based)*

DIG 165

**Solid Works for the Designer - Intermediate**

Prerequisite: Beginning Solidworks. Class will consist of hands-on exercises to develop 3D CAD design skills with state-of-the-art intuitive, parametric 3D CAD system. This course is designed for students who have completed SolidWorks (Beginning). The intermediate course will focus on achieving a more in-depth understanding of SolidWorks by implementing more advanced operations. Bring flash drive. *(Fee-based)*

DIG 166

**Adobe Encore and Adobe Audition**

Prerequisite: Computer literacy and knowledge of Photoshop and/or Premiere Pro. Learn to author DVDs and output your project to all recordable DVD formats with Adobe Encore file editing software and Adobe Audition software for mixing and editing audio. Use Adobe Photoshop to create and edit menus. Output your project to all recordable DVD formats. Bring DVD/flash drive. PC lab only. *(Fee-based)*

DIG 167

**Digital Camera Workshop**

Learn how to use your digital camera. This is a one time only, Four hour workshop to learn the basic operation of your digital camera and how to transfer your digital images to your computer. Bring camera, cable, flash drive and instructions. *(Fee-based)*

DIG 168

**Scanner Workshop**

Learn how to use a scanner. This is a one time only, 4 hour workshop to learn how to use a scanner to copy photos, slides, negatives or drawings and store them on your computer. Bring material to copy including old photos and small 3-dimensional objects. *(Fee-based)*

DIG 169

**Photoshop for Web Workshop**

Advisory: Any Website Design course or Photoshop course. For the more advanced Photoshop/WEB student. Learn how to manipulate photos for minimum download time with maximum resolution. This workshop consists of two, 4 hour classes over two consecutive Saturdays. *(Fee-based)*

DIG 170

**Computer Monitoring with Spector Pro for Home Or Office**

Learn how to easily monitor your children's or employees' computer activities with the highly ranked sleuth software program Spector Pro 5.0 by Spectorsoft. See what they are doing on MySpace, the internet or e-mail correspondence. The most impressive feature is the "Play" function. It allows you to perform a fast slide show of the previous activities on their computer. Keystrokes are also recorded so you can learn their passwords. This is a 3 hour workshop held in our state of the art computer lab at our Anaheim Campus. *(Fee-based)*

DIG 175

**Silk - Illustrator**

Prior experience with Illustrator required. Intermediate to advanced techniques of Illustration using the pen tool, clipping masks, gradients, blends, and gradient meshes to create watercolor and silk painting effects. Printing to various medias, including silk will be explored. *(Fee-based)*

DIG 180

**Mobile Device Game Development**

An introduction of game theory and game design as it pertains to websites and mobile devices. The class will focus on action script 3 programming language with emphasis on user interaction. Course includes hands-on exercises for art asset generation, game play mechanics and audio. Textbook required. *(Fee-based)*

DIG 185

**Website Development Workflow - Methods and Techniques**

An introduction to modern workflow methods and techniques used in professional content creation pipelines. The class will focus on integrating multi format assets such as video, audio, vector, 3D and image sequences into a production pipeline. Overview of content management tools, and meta data tracking with an emphasis on reusable/flexible asset generation. *(Fee-based)*

DIG 190

**Print on Fabric**

Printing on fabric with a basic color printer and scanner using Photoshop and Illustrator texture filters to create watercolor and silk painting effects will be explored and demonstrated. Students will print from their own drawings or photos on to various media such as silk and cotton to create a scarf or quilt block. *(Fee-based)*

DIG 195

**Flash Intermediate Workshop**

If you already know how to animate in Flash but want to take it to the next level this workshop is for you. We will cover intermediate to advanced tools and techniques in CS4. What makes the difference between amateurish Flash sites and professional level Flash come and find out. *(Fee-based)*

DIG 200

**Photoshop Workshop**

An in-depth journey into professional Photoshop techniques and workflows with an emphasis on creative techniques. *(Fee-based)*

DIG 210

**Adobe Lightroom**

Advisory: Knowledge of windows operating systems and experience with digital cameras and Photoshop. Adobe Photoshop Lightroom helps bring out the best in your photographs, whether you're perfecting one image, searching for ten, processing hundreds, or organizing thousands. Create images, edit with state-of-the-art nondestructive editing tools. Manage all your images. Showcase your work in elegant print layouts, slide shows, and web galleries. *(Fee-based)*

DIG 215

**Adobe Illustrator Intermediate**

Advisory: Current working knowledge of beginning Adobe Illustrator or have used Adobe Illustrator in the past. Use pen tool. This course explores more advanced vector artwork; font manipulation; isometrics; shadows and shading; and other 3-dimensional effects. *(Fee-based)*

**Disabled Student Programs and Services (DSPS)**

DSPS 106

**Braille Transcribing**

This course is designed to familiarize the student with the Braille system and its usage. Students will be expected to learn to read, write and proofread Braille and submit a manuscript to the Library of Congress for certification in Braille Transcription. *(Apportionment)*

DSPS 111

**Exploratory Arts for Visually Impaired**

A course designed for students with visual impairments, which provides experience using various art media. *(Apportionment)*

DSPS 114

**Relationships and Sexuality Training**

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

DSPS 115

**Music for Communication for Students with Disabilities**

This course is designed for students with developmental or learning disabilities to teach verbal and nonverbal language skills and increase ones attention span and decision-making skills with the use of music. *(Apportionment)*

DSPS 116

**Nutrition & Exercise**

Geared for students with developmental or learning disabilities that is designed to teach the benefits of healthy eating and proper exercise. *(Apportionment)*

DSPS 119

**Kinesthetic PE For Visually Impaired**

A class designed for students with visual impairments to improve body awareness, stamina, cardiovascular fitness and muscle tone. Instruction will be characterized by specialized techniques relying on tactile input to the students. *(Apportionment)*

DSPS 120

**Career Preparation and Life Management**

A course designed for students with developmental or learning disabilities to prepare for employment and independent living. *(Apportionment)*

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. *(Apportionment)*

DSPS 122

**Adaptive PE Weight Training**

Increases physical endurance, stresses body condition/muscle development. Prerequisite: entry into this class based on physician's release. *(Fee-based)*

DSPS 124

**Independent Living Skills**

A comprehensive program for adults with developmental disabilities to improve the social, academic, personal, prevocational and avocational capabilities. *(Apportionment)*

DSPS 125

**Daily Living Skills for Students with Disabilities**

A class geared for students with disabilities that is designed to enhance their ability to live more independently. *(Apportionment)*

DSPS 126

**Basic Reading for the Disabled**

Designed to enhance reading skills by providing a strong foundation to increase vocabulary and reading comprehension. *(Apportionment)*

DSPS 128

**Improving Individual Skills for Student with Disabilities**

Geared for students with developmental, psychiatric or learning disabilities, designed to improve academic and personal skills through social interactions, healthy living, and academic success. *(Apportionment)*

DSPS 129

**Community Resources**

A class geared for students with developmental or learning disabilities designed to teach skills necessary to independently take part in typical community activities by traveling to various locations in the area. Lessons learned in the classroom will be practiced in the community. *(Apportionment)*

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. *(Apportionment)*

DSPS 131

**Basic Cooking**

Designed for students with developmental or learning disabilities to have them acquire skill in safely preparing and storing foods for independent living. Also includes nutrition, appropriate manners and kitchen organization. *(Apportionment)*

DSPS 132

**Communication Skills**

A course geared for students with developmental or learning disabilities to provide instruction on the different forms of effective communication including body language, gestures, and non-verbal cues. Students actively participate in role playing real-life situations, discussing current events, and practicing listening exercise to improve their communication skills. *(Apportionment)*

DSPS 133

**Self-Advocacy**

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

DSPS 134

**Banking for Apartment Living**

A class designed for students with developmental or learning disabilities who want to learn how to budget their money, pay bills, make purchases, grocery shop, rent an apartment, and interview roommates. The class simulates living in an apartment and the responsibilities of being independent. Students must have prior banking experience in writing checks, making deposits, and ATM transactions. Students will be required to use the Quicken software program for balancing their checking account. *(Apportionment)*

DSPS 135

**Beginning Money for Students with Disabilities**

A course designed for students with developmental or learning disabilities to learn the skills necessary for performing accurate money exchanges. Students will learn money counting skills, and consumer skills in the market place. *(Apportionment)*

DSPS 136

**Living More Independently**

A class geared for students with developmental or learning disabilities that is designed to provide a comprehensive and meaningful overview of a variety of options for living more independently (i.e. group home, own apartment), how to achieve those options, and what is needed to be successful in your choice. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

DSPS 139

**Orientation to DSPS**

A course designed to inform adults with disabilities about the programs and services offered through SCE/DSPS. *(Orientation)*

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. *(Apportionment)*

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. *(Apportionment)*

DSPS 155

**Mobility Skills**

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

DSPS 160

**Adaptive PE Activity**

This course is designed for the disabled student. The class modified individual and team sport activities. *(Fee-based)*

DSPS 165

**Wheelchair Basketball**

Weekly practice or a minimum of four hours per week is required. The most qualified student athletes will be selected to represent the college during the season. *(Fee-based)*

DSPS 170

**Wheelchair Athletics**

This course includes instruction and participation in the fundamentals of the spectrum of wheelchair athletics. *(Fee-based)*

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. *(Apportionment)*

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 an 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. *(Apportionment)*

DSPS 185

**Social Opportunities for Students with Disabilities**

Geared for students with disabilities to learn how to create a social life for themselves by discussing how to meet people and making friends, identifying low cost activities, learning age appropriate games to play with guest, practicing social manners, and planning a social event and carrying it out. *(Apportionment)*

DSPS 190

**Beginning Computers / Open Lab for Adults with Disabilities**

This course is designed to provide students who have developmental disabilities with the knowledge to develop or maintain skills in basic computer applications such as, but not limited to: Windows, word processing, data entry, Internet navigation, keyboarding, and remedial academic software. *(Apportionment)*

DSPS 195

**Have Internet; Will Travel**

This course is designed to provide students who have developmental disabilities with the knowledge to develop the skills needed for travel planning while building computer and researching skills by use of the Internet. Students will plan 3 trips: a day trip, a weekend get-away, and a week vacation. *(Apportionment)*

DSPS 200

**Rules of the Road**

This course is designed to provide students who have developmental disabilities with the knowledge to increase awareness as a pedestrian/bicyclist or future licensed driver about the laws and rules of the road. *(Apportionment)*

DSPS 205

**Money Skills for Students with Disabilities**

This course is designed for students with developmental learning disabilities to learn the skills necessary for performing accurate money exchanges. Students will learn to count money, and to solve real life shopping problems using money. *(Apportionment)*

DSPS 210

**Photoshop for Students with Disabilities**

Through class and individual instruction students with developmental or learning disabilities will acquire basic knowledge and skills in digital photography and manipulation of photographs utilizing the Adobe Photoshop Elements program. Students will also develop their creativity through personalized PhotoShop projects. *(Apportionment)*

DSPS 215

**Get in Shape: Healthy Eating and Exercise**

Students with disabilities will learn the benefits of healthy eating and proper exercise. Students will prepare four healthy snacks and participate in exercise activities. Students should consult with a physician before starting an exercise program. *(Apportionment)*

DSPS 220

**Summer Cooking**

This course is designed to provide students that have developmental disabilities with the knowledge and skills needed to cook simple, nutritious meals. We will plan our meal, walk to the grocery store, shop for food, prepare the meal together, and clean up. *(Apportionment)*

DSPS 225

**Actor's Workshop**

This course is designed to expose students with disabilities to basic acting techniques. Additionally, the acting, focused on everyday social dilemmas, will enhance the student's ability to interpret and then deal with these everyday life situations on a regular basis. *(Apportionment)*

DSPS 235

**Improving Daily Living Skills for Students with Disabilities**

A quick paced course designed to provide students with disabilities with basic banking skills including writing checks and depositing paychecks. *(Apportionment)*

DSPS 245

**Exercise for the Disabled Student**

Geared for students with developmental or learning disabilities that is designed to lead students in a variety of exercises to improve mobility, increase blood circulation, flexibility, and coordination and boost one's energy levels. *(Apportionment)*

DSPS 250

**Healthy Living with Exercise for Students with Disabilities**

Geared for students with developmental or learning disabilities that is designed to teach nutrition, healthy eating habits while reinforcing proper exercise. *(Apportionment)*

DSPS 255

**Movement Through Music for Students with Disabilities**

Geared for students with developmental or learning disabilities that is designed to get them moving according to their own individual abilities, while encouraging through music and stress management exercises. *(Apportionment)*

DSPS 260

**Introduction to Banking for Students with Disabilities**

A quick paced course designed to provide students with disabilities with basic banking skills including writing checks and depositing paychecks. *(Apportionment)*

DSPS 265

**Exploring Your Occupational Path for Students with Disabilities**

This course is intended to assist adults with disabilities in establishing a clear and realistic occupational goal. Students will assess their interests and abilities in order to establish attainable objectives to achieve their goal. Students will also explore resources for seeking employment in their chosen occupational field. *(Apportionment)*

DSPS 270

**Work Attitudes and Employer Expectations for Students with Disabilities**

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

DSPS 275

**Paying Bills for Students with Disabilities**

A quick paced course designed to provide students with disabilities with basic money management skills including use of an ATM and bill paying. *(Apportionment)*

DSPS 280

**Landing a Job for Students with Disabilities**

This course is designed to introduce students with disabilities to filling-out and submitting both written and online job applications. This course will also introduce students to effective job interview preparation, technique and attire. *(Apportionment)*

DSPS 285

**Budgeting for Apartment Living for Students with Disabilities**

A quick paced course designed to provide students with disabilities with money management skills for employed students living in their own apartment. *(Apportionment)*

DSPS 290

**Computer Assisted Instruction Lab-Beginning Level**

Designed for individuals with developmental or learning disabilities, this course teaches basic computer skills including use of a keyboard and word processing. *(Apportionment)*

DSPS 295

**Computer Assisted Instruction Lab-Intermediate Level**

Designed for individuals with developmental or learning disabilities, this course provides training in word processing, use of the Internet and operation of e-mail accounts. *(Apportionment)*

DSPS 305

**Fitness & Nutrition for Students with Disabilities**

Geared for students with developmental or learning disabilities that is designed to teach the benefits of healthy eating and proper exercise. *(Apportionment)*

DSPS 310

**Mobility Training for Students with Disabilities**

The mobility training class is designed for adult students with developmental disabilities. In a small group the student learns all the skills necessary to use the OCTA public transportation services. This class stresses self reliance and basic skill building. *(Grant-funded)*

DSPS 315

**Relationships for Students with Disabilities**

This is a class for students with developmental disabilities or learning disabilities that is designed to provide them with a meaningful overview of adult relationships, primarily friendships and romantic/intimate relationships. Students will learn basic information and skills in order to build healthy and safe relationships. *(Apportionment)*

DSPS 320

**Human Sexuality for Students with Disabilities**

This is a class for students with developmental disabilities or learning disabilities that is designed to provide them with a comprehensive and meaningful overview of human sexuality. Students will learn current appropriate information in order to build healthy, safe sexual attitudes, behaviors, and relationships consistent with personal values. *(Apportionment)*

DSPS 325

**Workplace Skills Training for Student with Disabilities**

Workplace Skills Training is a lecture and lab course designed to provide students with developmental disabilities with hands-on training in basic janitorial tasks that may be expected of them in an entry-level position. Lecture topics include work safety and on-the-job behavior and attitude. *(Apportionment)*

DSPS 350

**Job Skills Field Work for Students with Disabilities**

Students with developmental or learning disabilities participate in weekly field trips to destinations that provide them with first hand observation of workplaces and/or introduce them to agencies that can assist them in attaining and maintaining employment. Curriculum also includes instruction in the use of public transportation. *(Apportionment)*

DSPS 355

**Accessing the Community Through Mobility Skills for Students with Disabilities**

A class designed for students with disabilities to enhance independence by introducing knowledge and safe practices for using public transportation. The course will include route preparation, and will help students learn to travel in the community to access services, community resources, vocational agencies, work sites, and student homes or apartments. *(Grant-funded)*

**Early Childhood Education (ECE)**

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. *(Apportionment)*

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. *(Apportionment)*

ECE 110

**Program Principles II**

Prerequisite: ECE 108 Program Principles I. Bring original certificate to first class! Students explore major contributors in early childhood education and the development of their personal growth in the field of teaching. *(Apportionment)*

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. *(Apportionment)*

ECE 116

**ECE Program Music & Movement**

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

ECE 124

**Infant Care I**

Methods of sanitation, illness and Title 22 regulations will be discussed. *(Apportionment)*

ECE 126

**Infant Care II**

Theory and appropriate caregiver methods applied in daily curriculum activities for infants and toddlers. *(Apportionment)*

ECE 130

**ECE Program Science & Math**

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

ECE 132

**ECE Program Creative Experience**

Student awareness and application of materials appropriate for preschool art activities. *(Apportionment)*

ECE 134

**Developmental Readiness: Preschool**

Prerequisite: ECE 140 Early Childhood Development. Bring original certificate to first class! Explore how children learn. Develop the ability to plan developmentally-appropriate activities to ensure children's success. Learn how to detect and prevent learning difficulties. *(Apportionment)*

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. *(Apportionment)*

ECE 140

**Early Childhood Development**

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

ECE 141

**Early Childhood Educational Planning**

Orientation and Assessment to and for the SCE Early Childhood Education Certificate program, overview of occupational options. Evaluate reading comprehension, writing abilities, English language acquisition via student self-assessment. Provide advisory referrals to basic skills support as needed per individual student. Provide overview of general SCE programs and student support services. *(Orientation)*

ECE 142

**Supervision & Administration**

(Offered Spring Term Only) Prerequisite: Completion of ECE Certificate Program or equivalent; bring original certificate or transcripts to first class! In-depth study of the essentials of daily school supervision and operation as mandated by State regulations. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

**Educational Enrichment (EDEN)**

EDEN 100

**Senior Topics For Older Adults**

This course presents older adults with various topics for discussion and class activities based on the students' individual interest, backgrounds, physical and mental abilities. Older adults are encouraged to share and compare life experiences, and learn about international, national and local events and issues from a current and historical viewpoint. *(Apportionment)*

EDEN 550

**Intergenerational: Life Review for Older Adults**

This course for older adults and participants of multiple generations will explore, celebrate, and share their life histories with other class participants through personal interviews, with the older adult students, completing a family tree chart, and participating a life-layers activity. Relationships across generations are encouraged through interactive class projects and activities. *(Apportionment)*

EDEN 600

**Intergenerational: Learning Connection for Older Adults**

This class provides older adults and participants of multiple generations the opportunity to gain understanding and appreciation for themselves and others through various interactive class activities and projects. Older adults students are encouraged to explore different perspectives by comparing and contrasting the past, present, and future from different generational viewpoints. *(Apportionment)*

**Electrical (ELET)**

ELET 100

**Basic Electronics for Video, Audio and Computer**

This course offers the fundamentals of basic electronics, including electronics theory with a focus on analog electronics. Students receive practical lab experience to understand and troubleshoot circuits. This course is a starting point for students preparing for a career as an electronic technician. *(Apportionment)*

ELET 102

**Basic Electricity**

Course starts with basic electricity and progresses into residential wiring in accordance with the National Electrical Code. Students learn how to obtain an electrical contractor's license. Supplies purchase required as specified by instructor. *(Apportionment)*

ELET 112

**Electronic Service Technology**

Prerequisite: Basic electronic knowledge Course reviews AC/DC theory and basic electronic circuits. Learn to use electronic test equipment and hook up home entertainment equipment. Proceed with testing, troubleshooting and preventive maintenance on radio, TV, VCR, microwave and DVD/CD player. Purchase of small electronic kit as specified by instructor required. Basic knowledge of electronics recommended. *(Apportionment)*

ELET 116

**Personal Computer Repair (Beginning)**

Covers the fundamentals of computer repair and maintenance through the study of theory, terminology, troubleshooting of IBM compatible Personal Computers and hands-on training. *(Apportionment)*

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. *(Apportionment)*

ELET 145

**Electricity Fundamentals**

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. *(Apportionment)*

ELET 150

**Wiring Fundamentals: Residential**

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. *(Apportionment)*

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. *(Apportionment)*



ELET 170

**Wiring Fundamentals: Industrial**

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. *(Apportionment)*

**English / Communications (ENCO)**

ENCO 110

**Communication With The Deaf (Beginning)**

This course is suitable for beginners, beneficial for parents, teachers, instructional personnel and individuals interested in communicating with deaf or hard-of-hearing children and young adults. *(Apportionment)*

ENCO 125

**Senior Choir: Signs of the Holidays**

This class for older adults provides training in American Sign Language vocabulary and grammatical expression as it applies to seasonal music. Students will engage in community performances of tradition and ceremony for their community, both Deaf and Hearing. *(Apportionment)*

ENCO 180

**Books Come Alive for Older Adults**

"Books Come Alive" is an intellectually and socially rewarding activity designed for older adults in which outstanding works of fiction/non-fiction are read and discussed. Through the method of shared inquiry, along with thought-provoking questions, older adult students are offered exciting opportunities for self-discovery and personal growth. *(Apportionment)*

ENCO 181

**Oral Histories for Older Adults**

Older adult students will participate in group activities that encourage interactive discussion, sharing, and relating life stories as they relate to the older adult perspective. Older adults students will explore a life time of memories and experiences. Learn to recognize the importance of remembered experiences and personal uniqueness associated with aging. *(Apportionment)*

ENCO 183

**Great Literature for Seniors**

"Great Literature for Seniors" is an intellectually and socially rewarding class designed for older adults in which outstanding short stories are read and discussed. Through the method of shared inquiry, along with thought-provoking questions, students are offered exciting opportunities for self-discovery and personal growth. *(Apportionment)*

ENCO 452

**Public Speaking Workshop - Mastering Your Fear**

in front of a group in a non-threatening workshop Effective communications is essential for success, yet many are too fearful or lack the confidence to speak in front of a group of people. In this workshop, you will have the opportunity to master your fear by understanding the root causes of fear, realizing that fear is a positive emotion, and learning how to turn your fear into a world of excitement and enthusiasm. In fact, you may realize that public speaking can be enjoyable for both you and the audience. *(Fee-based)*

ENCO 501

**Journey Back Into Time for Older Adults**

This class offers older adults students the opportunity to explore and share their personal histories, cultures, and values among older adult students through group discussion. Shared experiences, memories and linking the past with the present, encourage self awareness, positive self esteem, mental stimulation, and enjoyment. *(Apportionment)*

ENCO 515

**Be an Effective Presenter and Speaker**

Are you giving presentations but you're not getting the results you expect? Learn from the published author of "31 Tips to Becoming an Effective Presenter." The author will guide you through a series of exercises, assignments and demonstrations to improve your effectiveness in giving presentations. You will learn how to use your voice; how to use proper and appropriate gestures; and what to do before, during and after your presentations, and much more. *(Fee-based)*

ENCO 520

**Speaking with Confidence**

Many of us are required or asked to give presentations in class, at work, or at social events, yet we are too fearful or lack the knowledge to give a presentation effectively and confidently. By understanding the fear and by offering exercises in a safe and positive growth environment, the published author of "31 Tips to Becoming an Effective Presenter," will gently guide you through a proven series of steps to feel comfortable and confident when giving presentations, or otherwise speaking in public. You may even learn to enjoy giving presentations. *(Fee-based)*

ENCO 530

**Networking - Basics of Building Relationships**

Building relationships is a great way to add to your network. This class will teach you the skills to initiate a relationship. How to shake hands, introduce yourself, join a group, work the room and keep a conversation going. With confidence, you will be successful! *(Fee-based)*

**English-as-a-Second Language (ESLA)**

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 computer applications are also part of the instruction. *(Apportionment)*

ESLA 100

**ESL Beginning Literacy**

This course is designed for language learners who possess limited or no proficiency in English. It develops students' ability to recognize basic language functions and forms. Students will also practice basic penmanship. *(Apportionment)*

ESLA 110

**ESL Multilevel**

The course focuses on preparing students to use English to achieve tasks within a variety of real-life situations such as a doctor's office or a department store. Students are instructed to be able to listen, speak, read, and write in English in context-specific environments. *(Apportionment)*

ESLA 120

**Family Literacy**

The course focuses on engendering reading and literacy as a fundamental component of a healthy, well-functioning family. The family-oriented assignments promote the seamless integration of reading across school and home boundaries. *(Apportionment)*

ESLA 130

**ESL and Computers**

This course provides English language instruction through the medium of English-as-a-Second-Language (ESL) computer programs. The primary focus is situated vocabulary development through the use of the Oxford Picture Dictionary program and supplementary software. *(Apportionment)*

ESLA 200

**ESL Beginning Low**

The course content integrates language functions and forms with informational sources, skills, and topics. Topics may be general or vocational, such as personal identification, weather, money, job titles, following simple instructions. Among informational sources the topics may include: lists, signs, schedules, calendars and advertisements. *(Apportionment)*

ESLA 300

**ESL Beginning High**

The course integrates language functions and language forms with informational sources, skills and topics such as housing, transportation, emergencies, health, job skills, and job safety. *(Apportionment)*

ESLA 400

**ESL Intermediate Low**

The course integrates language functions and language forms with informational sources, skills and topics such as housing, transportation, emergencies, and health, job skills and job safety.. *(Apportionment)*

ESLA 500

**ESL Intermediate High**

The course integrates language functions and language forms with informational sources. Students will improve their proficiency by acquiring new vocabulary related to specific topics and by learning appropriate grammatical structures. *(Apportionment)*

ESLA 600

**ESL Advanced**

This course integrates language functions and forms with informational sources and topics. Students will improve their proficiency by acquiring new vocabulary related to specific topics relevant to students' lives and experiences. Language skills such as listening and reading comprehension, speaking and writing are incorporated in the class activities. *(Apportionment)*

ESLA 700

**ESL Advanced High**

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. *(Apportionment)*

ESLA 801

**Computer Skills for ESL, Beginning**

The course introduces ESL students to hands-on exploration and use of current Microsoft Windows programs. Students will learn basic computer parts, keyboarding, and the basics of MS Word, PowerPoint, Print Shop, and Excel. Emphasis is on building confidence in computer use to improve English skills in grammar, vocabulary, writing, speaking, pronunciation, and reading. *(Apportionment)*

ESLA 802

**ESL Pronunciation/Conversation Skills**

This course is designed for intermediate to advanced ESL learners to improve conversation and pronunciation skills in English. It is recommended that participants have English language skills at a Beginning High level. *(Apportionment)*

ESLA 803

**Citizenship Preparation**

The course is designed to prepare prospective candidates for the US citizenship process. Students will learn how to complete all required immigration forms and practice the USCIS Citizenship Test by becoming familiar with US history. Students will acquire an understanding of the rights and responsibilities of being a US citizen. *(Apportionment)*

ESLA 804

**ESL and the Arts**

This course builds students' reading comprehension, writing, and speaking skills in the context of thematic and aesthetic exploration of arts. Students will identify common artistic themes while comparing and contrasting a variety of aesthetic forms, styles, and periods. This interactive course includes visiting museums, watching performances, and listening to guest speakers. *(Apportionment)*

ESLA 805

**Drama for Communication**

This ESL course builds students' reading, speaking, and pronunciation skills in the context of theatrical performances. Students will examine human experiences and cultural norms through imagined roles and expand creative thinking. Students will learn history and terminology of the performing arts and build social skills and confidence necessary for public speaking. *(Apportionment)*

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. *(Apportionment)*

ESLA 809

**American Idioms**

Students will become familiar with common American English idioms, their meanings and uses and demonstrate the application of idioms to everyday situations. In addition, students will learn the skills of deducing the meaning of the new vocabulary from context and become more comfortable sharing their opinions and experiences while practicing the target idioms. *(Apportionment)*

ESLA 810

**Writing/Reading**

This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or high. In addition, the writing component is designed to acquaint students with writing skills required to develop college-level writing techniques by focusing on prewriting, outlining, drafting, revising and editing. *(Apportionment)*

ESLA 812

**Spanish Literacy**

The Spanish Literacy course is designed for native Spanish-speaking students at the beginning literacy level. Students will acquire basic Spanish reading comprehensive and writing skills as well as improved their Spanish vocabulary and speaking. Students will acquire English literacy skills by immersing into the English language toward acquisition of the second language. The skills attained will give students a strong foundation for success in the basic skills or ESL Programs. *(Apportionment)*

ESLA 813

**Intermediate Grammar Review**

Students will learn to understand grammar structures in various contexts and practice using them in both oral and written communication. This class supplements core ESL courses or works as a stand-alone course. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels. *(Apportionment)*

ESLA 814

**Intermediate Vocabulary Review**

Students will review, expand, and retain vocabulary words and phrases organized by commonly used topics. Students will work on using approximately twenty-five practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels. *(Apportionment)*

ESLA 815

**Computer Skills for ESL, Advanced**

Students will enhance their English language skills through challenging computer application tasks using MS Word, PowerPoint, Print Shop, Excel, the Internet, and MS Publisher. Emphasis is on building confidence in independent projects to improve English skills in grammar, vocabulary, writing, and reading. Students will be actively involved in computer projects linking the academic environment with their communities. *(Apportionment)*

ESLA 990

**Oral Interpretation (Reading Out Loud)**

Literature and communication are integrated in the art of oral interpretation. This course emphasizes the study and analysis of relevant printed materials. Students learn to select and communicate the material orally and effectively to an audience through public presentation/performance. *(Apportionment)*

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. *(Apportionment)*

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). *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

**ESL Education Planning (ESLW)**

ESLW 100

**ESL Ed Planning - Anaheim**

Orientation to the English-as-a-Second Language program and overview of educational options. Includes assessing skills for the program and review of student support services. *(Orientation)*

ESLW 110

**ESL Ed Planning - Cypress**

Orientation to the English-as-a-Second Language program and overview of educational options. Includes assessing skills for the program and review of student support services. *(Orientation)*

ESLW 120

**ESL Ed Planning - Wilshire**

Orientation to the English-as-a-Second Language program and overview of educational options. Includes assessing skills for the program and review of student support services. *(Orientation)*

**Financial (FINC)**

FINC 301

**Bookkeeping and Accounting - Level 1**

Begin with the basic study of Accounting/Bookkeeping Theory, Procedures and Terminology. The Accounting cycle for a business is presented in a logical sequence demonstrating accounting activities that include analysis and recording of business transactions using general journal, general ledger, and financial statements. *(Fee-based)*

FINC 302

**Bookkeeping and Accounting - Level II**

Prerequisite: Accounting (Beginner) or equivalent. Continue with Intermediate Accounting/Bookkeeping Theory, Procedures and Terminology leading to specialized journals, general and subsidiary ledgers, and financial statements. Further study of accounting procedures includes Accounts Receivable/Payable, Payroll, Uncollectible Procedures, Plant Assets, Depreciation, Inventory, Notes and Interest. *(Fee-based)*

FINC 322

**Investment Strategies To Protect Your Nest Egg**

Course covers the basics of major investment areas, including stocks, bonds, mutual funds, annuities and long-term care. Students will learn how to properly invest in these areas and build an investment plan for retirement. Course will also cover unit investment trusts, IRAs, college planning for children and estate planning. *(Fee-based)*

FINC 338

**Retirement Planning Today**

Learn how to make your retirement comfortable and free of money worries through this information packed seminar. Learn about basic investment products and strategies which can maximize return, lower taxes and provide financial security. Topics: Retirement and Financial Planning, Tax Planning, Investments, Health, Life, Medicare and Long Term Care Insurance. *(Fee-based)*

FINC 340

**21 Ways to Accumulate for Retirement**

Without changing your standard of living, many things can be done to accumulate more assets for retirement. Learn about actions you can take with your personal finances and employer benefits, all within the principles of making complete, wise and sound financial decisions. Workbook included. *(Fee-based)*

FINC 345

**Introduction to Payroll Accounting**

This course provides an introduction to payroll procedures for bookkeeping and accounting. Topics include federal and State laws, paying different types of employees, employment records, payroll recordkeeping, and payroll State forms. Students will also learn to perform basic payroll functions. *(Fee-based)*

FINC 350

**Retirement Strategies: Taking Control in a Turbulent Market**

Have you lost your nest egg? Will you have enough money to maintain a secure, independent and enjoyable lifestyle? You need to regroup now! You will learn how to determine how much money you'll really need to retire, allocate to seek maximum return potential, find investments that work best for you and how to put a safety net under your nest egg. *(Fee-based)*

FINC 355

**Mutual Funds: Rebuilding Your Portfolio in a Turbulent Market**

Discover which mutual funds are best for your portfolio. Discussions include: no-load vs. load funds, eliminating absorbent charges that eat into your return, performance comparisons, and the four fund rating services. Discover the easy steps to protect and rebuild your portfolio while taking control of your future. *(Fee-based)*

FINC 360

**Annuities: Put a Safety Net Under Your Retirement**

Discover how to use annuities to create a safety net for your portfolio. Don't be wiped out by a turbulent market again. Learn the pros and cons of annuities, if variable or fixed are right for you, the opportunities for tax deferred growth, guaranteed minimum return, the potential upside with Equity Indexed Annuities, and how to read the fine print. *(Fee-based)*

**Fitness (FITN)**

FITN 105

**Kung Fu San Soo**

Beginning, Intermediate & Advanced  
Intro to the marital art of San Soo (Tsoi-Li-Hoi-Fut) Kung Fu. Covers defensive techniques and principles of leverage, throws, kicks, holds and more. *(Fee-based)*

FITN 110

**Self Defense for Women**

Learn to defend yourself and react to various situations. Include a review of anatomy (vital points). *(Fee-based)*

FITN 116

**Women's Self Defense**

Students will learn effective, easy to apply, self defense techniques with hands-on practice with attack simulations and other application exercises for crime prevention and awareness. Class will include an overview of all vital and non-vital striking points of human anatomy. For women of all ages and body types. *(Fee-based)*

FITN 209

**Tennis (Coed)**

Intermediate/ Advanced

Students will practice skills learned in beginning tennis and further refine tennis skill. Bring racquet and one can of new tennis balls. *(Fee-based)*

FITN 210

**Tennis (Coed)**

Beginning

Students will learn forehand, backhand, approach shot, serve and volley, plus some footwork. Bring racquet and one can of new tennis balls. *(Fee-based)*

FITN 355

**Yoga for Health**

This course will cover Yoga postures and deep breathing designed to help bring about relaxation, stress reduction, improvement of flexibility, balance, concentration, and strength. Yoga for Health is presented as a method of personal development encompassing body mind and spirit. Please bring a yoga mat, towel and water. *(Fee-based)*

FITN 360

**Beginning Swimming**

Want to learn to swim? These swim lessons for adults are provided in a small group setting. Water safety emphasized. *(Fee-based)*

FITN 365

**Full Body Stretch**

Take one hour to stretch your body from head to toe. Improve your posture, circulation and general feeling of well being through a full body stretch. *(Fee-based)*

FITN 370

**Zumba Fitness**

The ZUMBA fitness program fuses hypnotic Latin rhythms and easy-to-follow moves to create a one-of-a-kind fitness program that feels more like a party than a work out. The routines feature interval training sessions where fast and slow rhythms and resistance training are combined to tone and sculpt your body while burning fat. *(Fee-based)*

FITN 375

**Zumba Gold Fitness**

Zumba Gold is a series of fitness programs specifically designed to take the exciting Latin and International dance rhythms created in the original Zumba and bring them to the active older adult, the beginner participant, and other special populations that may need modifications for success. *(Fee-based)*

FITN 410

**Total Body Workout**

This course provides an opportunity to improve overall fitness in an open entry self paced fitness lab. Life Fitness equipment for a cardiovascular workout and free weights for strength training will improve or maintain health. Participants develop an individual fitness plan. *(Fee-based)*

FITN 415

**High/Low Impact Aerobics**

Low impact, high intensity cardiovascular exercise set to music. Class is coed. Hand weights are encouraged along with a towel or mat for floor exercises. Any materials are the student's responsibility. *(Fee-based)*

FITN 425

**Cardio Kickboxing**

Class focuses on cardiovascular conditioning through aerobic exercise, including kicks, lunges, squats and punch movements. Improve your cardiovascular and muscular fitness through this vigorous workout. Please bring a towel and bottle of water. *(Fee-based)*

FITN 430

**Aerobics/Cardio Kickboxing**

Improve your cardiovascular and muscular fitness through this low impact, high intensity aerobic workout followed by a second hour of cardio kickboxing conditioning with kicks, lunges, squats and punch movements. Please bring 2-5lb. hand weights, a mat, water, and a towel to this coed class. *(Fee-based)*

FITN 440

**Kenpo Karate**

Beginning

Course includes basic self-defense techniques, kicking, striking, blocking and fighting stances. Theory of techniques, including principles of power and body alignment are used to enhance student's understanding. *(Fee-based)*

FITN 442

**Kenpo Karate**

Beginning/Intermediate

This course will include basic self-defense techniques, kicking, striking, blocking and fighting stances. For repeating students more advanced skills are presented. Class provides an aerobic work out and pilates exercise program. *(Fee-based)*

FITN 444

**Kenpo Karate**

Intermediate

Course covers medium impact training, aerobic workout and pilates exercise program. Intermediate level self-defense skills, techniques and theory presented. Three trimesters of beginning level class recommended before enrolling in intermediate class. *(Fee-based)*

FITN 446

**Kenpo Karate**

Advanced

Course provides advanced impact training, heavy aerobic workout and advanced pilates exercise program. Advanced level self-defense skills, techniques and theory presented. Three trimesters of intermediate level class recommended before enrolling in the advanced class. *(Fee-based)*

FITN 450

**Judo, Jujitsu and Self-Defense**

Beginning/Intermediate

Self-defense class for beginners teaches coordination and quick reflexes; build stamina, speed and strength. Includes all phases of judo and karate throws and free sparring. Learn to protect yourself. *(Fee-based)*

FITN 455

**Judo, Jujitsu and Self-Defense**

Intermediate/Advanced

Improve your coordination, reflexes, stamina, speed and strength while improving cardiovascular function. Intermediate to advanced skill level self-defense classes includes all phases of judo and karate throws and free sparring as well as self-defense simulations. One year of beginning level class recommended. *(Fee-based)*

FITN 460

**Kung Fu San Soo**

Kung Fu San Soo is well known as the "thinking persons" martial art. All students at any fitness level will benefit from study. San Soo is considered to be one of the original complete fighting systems. Students learn to utilize body dynamics to control punches, kicks, leverages, flips, throws and ground techniques. Benefits include enhanced physical well being, self control and awareness. Join in one of the oldest traditional martial arts in existence today. *(Fee-based)*

FITN 465

**Yoga for Relaxation**

This course is designed for beginner to intermediate level yoga students. The class will focus on flexibility, breathing and gentle stretching combined with some more difficult poses for balance and strength. This class encourages a non-competitive, restorative setting. Students should bring a sticky mat, water bottle and a towel. Class will end with a quiet meditative period. *(Fee-based)*

FITN 470

**Aquatic Aerobics**

Increase your cardiovascular endurance, muscle strength and endurance and flexibility while reducing the chance of injury using the resistance of water. This class is designed for students of various ages and fitness levels. *(Fee-based)*

FITN 472

**Lap Swimming**

This class is designed for students who want to improve their endurance, strength and technique through lap swimming. Must demonstrate ability to swim. *(Fee-based)*

FITN 475

**Pilates Mat Class**

This course focuses on strengthening, lengthening, and toning all core muscle groups. This course is a step beyond Yoga. Pilates is a series of body movements designed to strengthen the back, and abs as your core. Students will be taken through a timeline of body movements that will reach and tone every muscle in the body while increasing balance, and strength. Bring a mat to class. *(Fee-based)*

FITN 480

**Stretch, Relax, and Breathe**

This class is designed to increase muscle flexibility, circulation, strength and promote relaxation by learning various stretching exercises including reciprocals and yoga postures, breathing and relaxation techniques, dance exercises and Pilates based techniques. *(Fee-based)*

**Photography (FOTO)**

FOTO 101

**Basic Photography: The Mechanics of Digital Photography**

Strengthen your photographic skills. Become familiar with current equipment for digital cameras. Instruction includes composition, digital formats, lenses, F/stops and shutter speeds, electronic flash, and night photography. Discussion will include how Photoshop software impacts photography. Dave Rosenberger has taught photography for over 30 years. He has worked for Canon USA in both technical and sales capacities. He teaches photography with the North Orange County College District. *(Fee-based)*

FOTO 102

**Photography**

Intermediate

Sharpen your photographic skills. Become familiar with current day equipment and express your creative talents. Covers portrait photography, special effects, night-time digital photography. Field trip with instruction included. *(Fee-based)*

FOTO 105

**Photography Fundamentals**

Improve your knowledge of how the camera thinks and put those tools to work. Learn the difference between F/stops and shutter speeds. Review file sizes and learn the different formats of the digital cameras. Settings, lenses, electronic flash, and computer software as tools also covered. Designed for students who just purchased or own a digital SLR camera. May bring camera to class. *(Fee-based)*

FOTO 110

**Photography: Beyond the Basics**

Do you know the basics of photography, but want to take your skill a step forward? Learn about studio lighting and Green Screen photography. Build digital scrapbooks to display your work. Create your own business and greeting cards. Sharpen your skills with Photoshop and HDR programs. Photodex workshop and field trip included. *(Fee-based)*

**Health (HLTH)**

HLTH 109

**Food Preparation and Good Nutrition for Older Adults**

This course offers a wide range of food preparation topics as they relate to the health and well-being of older adults. The course explores topics of interest for older adults in the areas of nutrition, consumerism, cultural traditions, entertaining, health, and safety. Various foods will be prepared, tasted, and discussed. *(Apportionment)*

HLTH 126

**Hearing Impaired for Older Adults**

This course for older adults explains hearing loss and includes a discussion of how the ear works, what can go wrong with it, and what can be done to improve hearing problems. An analysis of the speech-reading process is included with emphasis on the general principles in the major exercises. *(Apportionment)*

HLTH 161

**History of Comedy and Humor for Older Adults**

This class offers to older adults an informative look at past and present forms of comedy and humor, as it relates to their life experiences and what make them laugh. Older adult students become aware of the influences, various mediums, elements and forms of comedy and humor that has influences people throughout history. *(Apportionment)*

HLTH 163

**Help Yourself to Health for Older Adults**

Various health related topics of interest to older adults will be discussed and safe, beneficial, exercises intended to promote general health and fitness for older adults will be introduced. Each class will incorporate information, discussion, and exercises. *(Apportionment)*

HLTH 164

**Bereavement Training for Older Adults**

This training course will provide older adults the skills necessary to develop or participate in grief care and support program, to help those mourning the loss of a love one. *(Apportionment)*

HLTH 167

**Staying Mentally Sharp for Older Adults**

This course provides older adults with the tools to reach their optimum levels of brainpower through skill-building with memory techniques. Also covered are decision-making, problem-solving, planning, and determining opportunities for cognitive growth. *(Apportionment)*

HLTH 170

**Healthier Living: Managing Ongoing Health Conditions for the Older Adult**

This course provides older adults with effective strategies and skills, good nutrition, and a regular fitness program to assist in managing personal health conditions and to maintain an active and fulfilling life. *(Apportionment)*

HLTH 180

**Brain Health for Older Adults**

In this course older adults will learn about memory and cognitive processing; causes of memory loss and abnormal brain function; and various brain exercises, including computer-based programs, that preserve and improve brain health. *(Apportionment)*

HLTH 200

**Health and Wellness for Older Adults**

Learn the benefits of adopting behaviors associated with healthy and successful aging. Focus on the natural effects of the aging process and the benefits of being proactive by using a healthy diet, managing chronic conditions, and engaging in routine physical activity as a means to living with optimum independence. *(Apportionment)*

HLTH 205

**Health and Wellness for Older Adults: Restricted Mobility**

This course provides older adults with techniques and strategies for healthy aging when restricted by physical impairments or limited mobility. Emphasis is on the benefits of managing age-related complications or medical conditions, routine and adaptive physical activity and a healthy diet. *(Apportionment)*

HLTH 400

**Preparation for Childbirth**

Course provides expectant mother and coach(es) with knowledge, tools and support to have a positive birth experience. Anatomy and physiology of the birth process, relaxation, paced breathing and comfort techniques are covered. Mother should bring two pillows, sack lunch, wear comfortable pants or shorts and can have two coaches. *(Apportionment)*

**Hospitality Management (HOSM)**

HOSM 101

**Bartending Workshops**

This is a FAST PACED, SHORT TERM course for those interested in a career bartending. Students will be trained how to make drinks, bartending basics, customer interaction, along with resume, job searching, and interviewing techniques. Certificate issued upon completion of course will include: ABC regulations (Alcohol Beverage Control), and RBS (Responsible Beverage Service). Course fees includes: Supplies, Text, Recipe Cards and Training DVD. *(Fee-based)*

HOSM 165

**Creative Event Planning**

Get a head start on holiday entertaining with a professional touch. Perhaps you are entertaining friends, planning a company party or thinking about becoming an event planner - this class is for you! This class will give you valuable tips, do's and don'ts to entertain with a flair. Whatever you are considering a career in event-planning or simply planning a party on your own - sign up today. *(Fee-based)*

**Individual High School Subjects (IHSS)**

IHSS 100

Credit: 1 - 10

**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. *(Apportionment)*

IHSS 101

Credit: 1 - 10

**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. *(Apportionment)*

IHSS 102

Credit: 1 - 10

**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. *(Apportionment)*

IHSS 105 Credit: 1 - 10  
**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. (*Apportionment*)

IHSS 106 Credit: 1 - 10  
**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. (*Apportionment*)

IHSS 107 Credit: 1 - 10  
**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 5, high school credits previously earned in the same completion of this course. (*Apportionment*)

IHSS 109 Credit: 1 - 10  
**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. (*Apportionment*)

IHSS 110 Credit: 1 - 10  
**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. (*Apportionment*)

IHSS 111 Credit: 1 - 10  
**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. (*Apportionment*)

IHSS 113 Credit: 1 - 10  
**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. (*Apportionment*)

IHSS 116 Credit: 1 - 10  
**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. (*Apportionment*)

IHSS 118 Credit: 1 - 10  
**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. (*Apportionment*)

IHSS 119 Credit: 1 - 10  
**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 5, high school credits previously earned towards the completion of this course. (*Apportionment*)

IHSS 121 Credit: 1 - 10  
**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. (*Apportionment*)



IHSS 122 Credit: 1 - 10  
**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 123 Credit: 1 - 10  
**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 124 Credit: 1 - 5  
**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. *(Apportionment)*

IHSS 153 Credit: 1 - 10  
**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 163 Credit: 1 - 10  
**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 167 Credit: 1 - 10  
**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. *(Apportionment)*

IHSS 170 Credit: 1 - 10  
**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. *(Apportionment)*

IHSS 173 Credit: 1 - 10  
**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. *(Apportionment)*

IHSS 174 Credit: 1 - 10  
**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. *(Apportionment)*

IHSS 181 Credit: 1 - 10  
**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. *(Apportionment)*

IHSS 183 Credit: 1 - 10  
**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. *(Apportionment)*

IHSS 300 Credit: 1  
**Transitioning to College**  
 This course is designed to help SCE High School Diploma Program and ESL Academic Success students successfully transition to Cypress College. 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. *(Apportionment)*

IHSS 500 Credit: 1 - 10  
**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 501 Credit: 1 - 10

**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. In compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 660 Credit: 1 - 10

**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 846 Credit: 5

**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. *(Apportionment)*

IHSS 847 Credit: 5

**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. *(Apportionment)*

IHSS 991 Credit: 1 - 10

**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. *(Apportionment)*

IHSS 992 Credit: 1 - 10

**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. *(Apportionment)*

IHSS 993 Credit: 1 - 10

**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. *(Apportionment)*

IHSS 994 Credit: 1 - 10

**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 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 997 Credit: 1 - 10

**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. *(Apportionment)*

IHSS 998 Credit: 1 - 10

**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. *(Apportionment)*

IHSS 999

Credit: 1 - 10

**High School 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. *(Apportionment)*

**Kids' College (KIDS)**

KIDS 098

**Let's Learn Spanish Camp**

Ages 5-7

This camp will introduce children to Spanish as a communication skills. They will learn pronunciation, greetings, numbers, music, customs and songs! *(Fee-based)*

KIDS 099

**Let's Learn Spanish Camp**

Age 8-12

This camp will introduce students to Spanish as a communication skill. They will learn pronunciation, greetings, numbers, music, customs and songs! *(Fee-based)*

KIDS 101

**Readiness for Kindergarten**

Ages 4-5

Only for children entering kindergarten within the next year; children will be exposed to math, reading readiness and other school experiences. Each term uses different work. *(Fee-based)*

KIDS 102

**Readiness for First Grade**

For children who will be entering first grade within this year. Children will learn phonics, touch math, reading, and other school-related activities. *(Fee-based)*

KIDS 104

**Fun with Storytelling**

Ages 3-5

Stories are told through dramatization, puppetry, finger plays and songs. Sparks the imagination! *(Fee-based)*

KIDS 105

**Frolic In The Land Of Storytelling**

Ages 4-7

Children help a dynamic storyteller perform stories related to a weekly theme by portraying characters, contributing dialog and doing pantomime. Interaction with story props and play with rhythm instruments and puppets. Singing, a craft project and finger plays will stretch their imagination. Parents welcome. *(Fee-based)*

KIDS 107

**Spanish for Kids**

Ages 5-6

Children have fun with Spanish by doing activities, playing games and singing songs. Introduces basic communication about school, family, food, clothing, the body and a cultural holiday. *(Fee-based)*

KIDS 108

**Spanish for Kids**

Ages 7+

Children have fun with Spanish by doing activities, playing games and singing songs. Introduces basic communication about school, family, food, clothing, the body and a cultural holiday. *(Fee-based)*

KIDS 108A

**Rock 'N Learn Spanish**

Ages 5-7

This course is a fun way to learn beginning Spanish. Students with little or no previous Spanish will experience the thrill of learning a second language. Children will learn pronunciation, greetings, colors and other basic concepts through songs, games, dances and other activities. *(Fee-based)*

KIDS 108B

**A Touch of Spanish**

Ages 8-12

This class offers an introductory program that makes Spanish acquisition a natural, personalized, enjoyable and rewarding experience. Students will learn to read and write basic Spanish and will be introduced to speaking first level Spanish. *(Fee-based)*

KIDS 113

**English Rocks**

Ages 5-7

This course is a fun way to learn English. Class will include colors, shapes, numbers, phonics, alphabet, spelling, songs, poems, and simple stories. *(Fee-based)*

KIDS 115

**Fun With Phonics**

Grades 1-2

For children just learning to read or having difficulty reading. Sounds are taught in a fun but learning atmosphere through stories and writing. *(Fee-based)*

KIDS 116

**Phonics**

Ages 5-6

For children just learning to read or having difficulty reading. Teaches sounds in a fun but learning atmosphere through stories, plays and writing. *(Fee-based)*

KIDS 117A

**Reading & Comprehension**

Grades 3-4

Students will enhance their reading comprehension, learn to read more effectively, and improve interpretation and vocabulary skills. *(Fee-based)*

KIDS 117

**Tutorial: Reading and Comprehension**

Grades 3-4

Students will learn to read more effectively, enhance their reading comprehension, interpretation and vocabulary skills. *(Fee-based)*

KIDS 118

**Basic Phonics**

Ages 5-6

For the young reader needing help in phonics. Children will be encouraged to be creative using sounds and simple writing and reading drills. *(Fee-based)*

KIDS 121

**Improve Your Handwriting**

Grades 3+

Learn and practice writing in the cursive context and strengthen your handwriting skills. *(Fee-based)*

KIDS 123

**Writing Reports Made Easy**

Age 8+

Do you want to select important material, organize your thoughts, rewrite creatively in your own words in order to write good papers and reports? If you do, then join us for this fun class! *(Fee-based)*

KIDS 124

**Writing Better Reports**

Grades 3-6

Learn to select important material, organize your thoughts, rewrite creatively in your own words in order to write good papers and reports. Face your fears and feel confident through preparation to give oral reports with visual aids. Class size is limited. *(Fee-based)*

KIDS 126

**Memory Power For Kids**

Grades 3-6

Help your child be more productive and open new doors to learning - they will receive many different opportunities to increase the capability to remember. You'll see grades go up and self-confidence will grow too. *(Fee-based)*

KIDS 130

**How To Study, Take Tests and Organize Yourself**

Grades 3-6

Children will learn how to set up school work for home study and practice good study techniques. See how much better organized your children become with increased improvement in their school grades. *(Fee-based)*

KIDS 135

**Improve Spelling Skills**

Grades 3-4

Words are powerful tools, and the magic of learning to spell can be fun. Make the journey into reading meaningful and enjoyable. *(Fee-based)*

KIDS 136

**Tutorial: The Joy of Reading**

Grades 1-3

Your child will read while learning basic phonics and spelling skills in a fun and creative way to ensure confident and successful readers. Includes phonics games, letter and word bingo. Limited to 8 students. *(Fee-based)*

KIDS 138

**Creative Writing**

Grades 3-5

Children will learn how to write creative stories using their imagination, learning correct grammar, punctuation and develop vocabulary skills. *(Fee-based)*

KIDS 139

**Creative Writing**

Grades 1-2

Students will use their imaginations to write short stories. Emphasis is on the creative expression of ideas. *(Fee-based)*

KIDS 148

**Tutorial: Reading and Writing Review**

Grade 1-2

Students will enrich reading and writing skills by practicing language arts through writing, capitalization, using proper punctuation, spelling, correcting sentences, reading, and more through the use of ability leveled study packets. Each term uses different work. Limited to 8 students. *(Fee-based)*

KIDS 148A

**Tutorial: Reading and Writing Review**

Grades 3-4

Students will enrich reading and writing skills by practicing language arts through writing, capitalization, using proper punctuation, spelling, correcting sentences, reading and more through the use of ability leveled study packets. Limited to 8 students. *(Fee-based)*

KIDS 149

**Improve Spelling Skills**

Grades 5-6

Words are powerful tools, and the magic of learning to spell can be fun. Make the journey into reading meaningful and enjoyable. *(Fee-based)*

KIDS 150

**Please Pass The Manners**

Ages 5-7

This class will cover the basics of introductions, as well as how to handle silverware, napkins and the ABC's of table manners. *(Fee-based)*

KIDS 150A

**Please Pass The Manners**

Ages 9+

This class will cover the basics of introductions, as well as how to handle silverware, napkins and the ABC's of table manners. *(Fee-based)*

KIDS 151

**Reading & Comprehension**

Grades 5-6

Students will learn to read more effectively, enhance their reading, comprehension, interpretation and vocabulary skills. Class size is limited. *(Fee-based)*

KIDS 152

**Please Pass The Manners**

Ages 9+

Good manners are a good first impression! Your children will learn American etiquette for all occasions. This is a fun class where we act out all sorts of situations and how to respond appropriately. We fine tune our special skills and then sit down to a pasta dinner to learn good table manners, and how to eat those foods that commonly end up on our chins and laps! One day workshop! *(Fee-based)*

KIDS 153

**Celebrate Reading**

Grades 1-3

Your child will love to read while learning basic phonics and spelling skills in a fun and creative way to ensure confident and successful readers. Includes phonics games, letter and word bingo, story charts and word searches. Bring your favorite book to class to share. *(Fee-based)*

KIDS 154

**Word Power: Vocabulary and Spelling**

Grades 1-2

Exciting and fun class learning new words, their meaning, and how to spell them. Vocabulary building excels you in all of your school subjects. *(Fee-based)*

KIDS 154A

**Word Power: Vocabulary and Spelling**

Grades 3-4

Exciting and fun class learning new words, their meaning and how to spell them. Vocabulary building excels you in all your school subjects. *(Fee-based)*

KIDS 155

**Tutorial: Improve Reading**

Grades 3-4

Students will enrich their reading and vocabulary skills according to ability level. *(Fee-based)*

KIDS 156

**Tutorial: Improve Reading**

Grades 5-6

Students will enrich their reading and vocabulary skills according to ability level. *(Fee-based)*

KIDS 158

**Celebrate A Book A Day Camp!**

Grades K-3

Children will explore a book a day! They'll learn about characters, settings, beginnings, middles and ends, and even dress up as a character. We'll act out parts of books, play related reading games, cook related snacks and make related crafts. *(Fee-based)*

KIDS 160

**Spanish Grammar Skills Camp**

Grades 3-5

Learn how to conjugate Spanish verbs in the past, present, future and conditional tenses. Students will become familiar with intermediate Spanish grammar so that they will develop the confidence to use their language skills in everyday conversations with friends and family. *(Fee-based)*

KIDS 161

**Bringing Reading Alive Camp**

Grades 1-2

Students will integrate reading and comprehension with arts and crafts to help students have fun with reading! *(Fee-based)*

KIDS 161B

**Bringing Reading Alive**

Grades 1-2

Students have fun learning basic comprehension strategies and develop an understanding of basic story elements through arts and crafts projects, writing, and critical thinking. Basic art vocabulary will be introduced through the projects. *(Fee-based)*

KIDS 162

**How To Structure Sentences**

Grades 4-5

This class covers the basics of sentence writing, including the essential parts of speech and sentence formation in an enjoyable fashion! *(Fee-based)*

KIDS 163

**Intensive Writing Camp**

Grades 7+

This camp will expose students to a wide range of writing styles, familiarize students with the writing process, and enhance both the reading and writing skills of the student. Students will share their work and critique each other in a cooperative, nurturing environment. Whether the student is a struggling writer or a highly-skilled writer, this camp will benefit them. *(Fee-based)*

KIDS 164

**ABC's and 123's Camp: Let's Get Ready for Kindergarten!**

Let's Get Ready for Kindergarten. For the youngster about to start kindergarten in the Fall. In this class, we'll play games, sing songs, and do all sorts of activities and crafts to teach beginning skills in reading, writing and math. Parents welcome to attend! *(Fee-based)*

KIDS 166

**Reading, Writing and Math Review Camp**

Grade 1

Students will sharpen their reading, writing and basic math skills in a fun and relaxed workshop! Games, worksheets and a "hands-on project" will be used to review 1st Grade skills before starting 2nd Grade. *(Fee-based)*

KIDS 167

**Reading, Writing and Math Review Camp**

Grade 2

Students will sharpen their reading, writing and basic math skills in a fun and relaxed workshop! Games, worksheets and a "hands-on project" will be used to review 2nd Grade skills before starting 3rd Grade. *(Fee-based)*

KIDS 168

**Reading, Writing and Math Review Camp**

Grade 3

Students will sharpen their reading, writing and basic math skills in a fun and relaxed workshop! Games, worksheets and a "hands-on project" will be used to review 3rd Grade skills before starting 4th Grade. *(Fee-based)*

KIDS 169

**Reading, Writing and Math Review Camp**

Grade 4

Students will sharpen their reading, writing and basic math skills in a fun and relaxed workshop! Games, worksheets and a "hands-on project" will be used to review 4th Grade skills before starting 5th Grade. *(Fee-based)*

KIDS 177

**Power Learning Strategies: Empowering Students For Success**

Grades 6-8

Power Learning provides students with the study skills and learning techniques that make a difference in their educational success. This six week workshop will identify styles; provide learning strategies; develop effective time management; target skills for comprehension memory; tools for mastering course material, and preventing test stress. Materials included. *(Fee-based)*

KIDS 178

**Power Learning Strategies: Empowering Students For Success**

Grades 9-12

This six week workshop will identify learning styles; provide learning strategies; develop effective time management skills and weekly action plans. Sessions will focus on study skills, effective tools for mastering course material, preparation for objective and essay tests, and notable WhizBits certain to make class notes easier. The goal of Power Learning Strategies is provide students with study skills that make a difference. *(Fee-based)*

KIDS 179

**Harry Potter Literature Adventure: The Goblet of Fire**

Grades 3+

This course will explore the work of the Harry Potter book The Goblet of Fire, by J.K. Rowlings. Students will read the books, explore related chemistry, vocabulary exercises and literary analysis of the characters and plot. Book will be loaned to the student if needed. Reading outside of class time is required. Designed for mature readers who have completed grade 3 and up. *(Fee-based)*

KIDS 180

**Around the World**

Ages 6+

Children will learn geography and discover interesting facts about Mexico, Central and South America, the United States, Europe, the Orient, Egypt, Saudi Arabia, Israel and many others. Artifacts, dolls and pictures will be displayed. *(Fee-based)*

KIDS 181

**Reading, Writing, and Math Review Camp**

Grades 2 and 3

Students will sharpen their reading, writing and basic math skills in a fun and relaxed workshop! Games, Worksheets and a "hands on project" will be used to review 2nd grade or 3rd grade skills before starting the next grade. *(Fee-based)*

KIDS 182

**Reading, Writing, and Math Review Camp**

Grades 3 and 4

Students will sharpen their reading, writing and basic math skills in a fun and relaxed workshop! Games, Worksheets "hands on project" will be used to review 3rd grade or 4th grade skills before starting the next grade. *(Fee-based)*

KIDS 191

**Improve Your Reading and Writing**

Grades 7-10

Students will become more effective readers by learning strategies to read different types of writing. By responding in writing to what they read, students will increase comprehension and improve written communication skills. Techniques such as analyzing, summarizing, comparing, critiquing, and interpreting will be applied to in-class reading and writing projects. *(Fee-based)*

KIDS 194

**Reading Academy**

Ages 4-5

Children will participate in a variety of meaningful, interactive, and stimulating games and activities to build phonemic awareness and phonics skills. Activities include developing skills in decoding, beginning to read word families, print practice and beginning sentence writing. This class is for students preparing to enter Kindergarten. This class develops a strong reading foundation for success in school. *(Fee-based)*

KIDS 195

**Reading Academy Camp for Kindergarten**

Children will participate in a variety of meaningful, interactive, and stimulating games and activities to build phonemic awareness and phonics skills Activities include developing skills in decoding, beginning to read word families, print practice and beginning sentence writing. This camp is for students entering Kindergarten. This camp develops a strong reading foundation for success in school. Enrollment limited *(Fee-based)*

KIDS 199

**Geography & The USA**

Grades 3+

Study American geography and acquaint yourself with maps, legends, climates and regions. Learn how to use the "compass rose". *(Fee-based)*

KIDS 202

**Pre-Algebra**

Grades 6+

Increase your skills in pre-algebra through calculating activities. Also, fractions, decimals, integers and solving equations. *(Fee-based)*

KIDS 211

**Tutorial: Math Mania**

Grades 1-2

Students will review and enhance basic math skills such as, addition, subtraction, fractions, place value, money and telling time according to their grade level. Students will use games, worksheets and story problems to enrich their skills. Limited to 8 students. *(Fee-based)*

KIDS 211A

**Tutorial: Math Mania**

Grades 3-4

Students will review and enhance basic math skills such as addition, subtraction, multiplication, division, fractions, charts and graphs, and telling time according to their grade level. Students will use games, worksheets and story problems to enrich their skills. Limited to 8 students. *(Fee-based)*

KIDS 211B

**Tutorial: Math Mania**

Grades 5-6

Kids will review and enhance basic math concepts by practicing skills such as long division, decimals, fractions, integers, geometry, charts and graphs, word problems and more. Limited to 8 students! *(Fee-based)*

KIDS 213

**Improve Your Math and Study Skills**

Grades 3-4

Personalized math; children will learn how to improve basic math skills in a fun, relaxed and enjoyable manner through the use of games and worksheets. Tutors student by grade level. Reviews addition, subtraction, multiplication and division. Includes fractions, decimals and story problems. *(Fee-based)*

KIDS 213A

**Improve Your Math and Study Skills**

Grades 5-6

Personalized math; children will learn how to improve basic math skills in a fun, relaxed and enjoyable manner through the use of games and worksheets. Tutors student by grade level. Reviews addition, subtraction, multiplication and division. Includes fractions, decimals and story problems. *(Fee-based)*

KIDS 214

**Tutorial: Ready, Set, Read!**

Grades 1-2

This is a tutorial-based class that is developed to assist the emergent reader. There will be a strong focus on phonics and mastery of basic sight words. Limited to 8 students. *(Fee-based)*

KIDS 215

**Tutorial: Number Sense**

Grades 3-4

This is a tutorial-based class that is developed to assist students that are having difficulty with the basic concepts of addition, subtraction and multiplication, as well as a strong focus on place value and regrouping. Limited to 8 students. *(Fee-based)*

KIDS 217

**Algebra**

Grades 7+

Learn how to solve equations, multiplying polynomials, work word problems, graph functions, solve inequalities without stress. *(Fee-based)*

KIDS 218

**Reading & Comprehension**

Grades 3-4

This is a tutorial-based class that is developed to help students learn more effectively, comprehension, interpretation and vocabulary. *(Fee-based)*

KIDS 219

**Pre-Algebra II**

Grades 5-6

Students will learn properties of real numbers, conversions, slope, graphs, operations with positive and negative numbers (absolute value equations), scientific notation, graphing inequalities, and solving equations involving inequalities! *(Fee-based)*

KIDS 220

**Tutorial: Pre-Geometry**

Grades 4-6

Students will learn basic ideas of geometry such as line and angle relationships, transversals, area and perimeter of various polygons, and area and circumference of circles in a fun environment. *(Fee-based)*

KIDS 222

**Tutorial: Math Skills**

Grades 5-6

This course reinforces school curriculum using strong math skills. Large multiplication, division, integers (addition subtraction of positive and negative integers), exponents, decimals, fractions, percents (addition, subtraction, multiplication and division), order of operation and simple variables and equations. Educational materials provided. Class limited to 8 students. *(Fee-based)*

KIDS 223

**Statistics and Graphing**

Grades 4-6

Students will learn how to calculate frequencies, means, medians, and modes and interpret and draw graphs. *(Fee-based)*

KIDS 224

**Tutorial: Pre-Algebra**

Grades 6+

This class will prepare the student for Algebra. Topics include: Order of operation, integers, rational numbers, GCF, LCM, exponents, fractions, decimals, variables, simple one or two step equations, and functions. Educational materials provided. Class limited to 8 students. *(Fee-based)*

KIDS 225

**Comprehensive Algebra 1**

Grades 7+

This course is designed to accomplish the goals of enhancing and increasing the math skills and knowledge in broader scope. It will cover topics on rational numbers and their operations, solving equations and inequalities, relations and functions, graphing linear equations, finding the equation of the line, parallel and perpendicular lines, solving systems of equations, consistent and inconsistent systems, polynomials and their operations, factoring polynomials, solving quadratic equations and simplifying rational expressions. Materials provided. Homework assignments. *(Fee-based)*

KIDS 226

**Tutorial: Algebra 1**

Grades 7+

This course is designed to enhance equation solving skills. It will also cover integers, rational numbers, square roots, fractions, decimals, percents, and solving equations with variables on both sides. Educational materials provided. Class limited to 8 students. *(Fee-based)*

KIDS 227

**Algebra II**

Grades 8+

Topics include Rational Algebraic Expressions, Quadratic Equations, Radicals, Function Notation, Composite, Inverse and Even Functions, Distance Formula, Midpoints, and Transformations. *(Fee-based)*

KIDS 228

**Tutorial: Improve Math**

Grades 3-4

Students will review and enhance basic math skills according to ability level. *(Fee-based)*

KIDS 229

**Tutorial: Improve Math**

Grades 5-6

Students will review and enhance basic math skills according to ability level. *(Fee-based)*

KIDS 233

**Tutorial: Chemistry**

Grades 9+

This course is designed to enhance the problem solving skills of students currently enrolled in high school chemistry or are planning to take a chemistry course in high school. Topics covered will include atomic structure, chemical formulas and chemical compounds, equations and reactions. With a review of significant figures and conversions. *(Fee-based)*

KIDS 234

**Phonics and Printing**

Ages 5-6

This hands-on course introduces proper letter formation and develops student's ability to sound out words. Through fun games and printing activities students become better printers and spellers. Students will also learn beginning sentence writing. Each student will have a response board to demonstrate understanding. Each term has different activities. *(Fee-based)*

KIDS 235

**Figuring With Fractions**

Grades 5-6

Improve and strengthen your math skills. Reviews and reinforces school curriculum. Includes: addition, subtraction, multiplication and division of proper and improper fractions and mixed numbers; comparing fractions and mixed numbers; converting fractions to decimals and percents; reducing fractions; obtain GCF (reducing fractions) and LCM (least common denominator); reciprocals. *(Fee-based)*

KIDS 236

**Comprehensive Pre-Algebra**

Grades 6+

This course reinforces the school curriculum using strong algebra skills. Topics include: whole numbers, decimals, integers and their operations, algebraic and numerical expressions, order of operations, powers and exponents, rational numbers, GCF, LCM, solving equations and inequalities, ratio, proportions and percent, finding the area and volume, square roots and Pythagorean theorem. Materials provided. Homework assignments. *(Fee-based)*

KIDS 237

**Tutorial: Physics**

Grades 9-12

This course is designed to enhance the problem solving skills of students currently enrolled in high school physics or planning to take a physics course in high school. Topics covered will include phases of matter, thermodynamics, light and sound. Review of significant figures, conversions, motion and energy. *(Fee-based)*

KIDS 239

**Master Math - 1st Grade**

Students will review counting to 100, learn and practice basic math skills including addition and subtraction. Also included are time and fractions. Students will learn to use reasoning when solving problems. *(Fee-based)*

KIDS 240

**Master Math - 2nd Grade**

Students will learn and practice basic math skills in fun and exciting sessions. Includes addition, subtraction, telling time, graphs, word problems, money, fractions, and beginning multiplication. *(Fee-based)*

KIDS 241

**Master Math - 3rd Grade**

Includes addition, subtraction, multiplication, division, graphs, fractions, word problems and geometric concepts. *(Fee-based)*

KIDS 242

**Master Math - 4th Grade**

Students will learn and practice basic math skills in fun and enriching sessions. Includes adding, subtracting, multiplying and dividing, as well as using graphs and charts, place values, test prep, fractions and word problems. *(Fee-based)*

KIDS 243

**Comprehensive Mathematics**

Grades 6+

Get an advanced start in middle school. Learn math the easy way. Includes order of operation, variables, exponents, solving equations, decimals, scientific notation, averages, prime factorization, GCF, fractions, probabilities, LCM, integers, two-step equations, inequalities, functions, perimeter and finding circumferences. Materials provided. Homework assignments. *(Fee-based)*

KIDS 244

**Tutorial: Algebra 2**

Grades 8+

This course is designed to further strengthen and develop a student's Algebra skills. It will quickly review basic Algebra knowledge, and subsequently delve into more complex Algebra materials, such as: 2nd and 3rd degree polynomials, radicals, exponents, logarithms, intermediate geometry, and analyzing and graphing various functions. *(Fee-based)*

KIDS 245

**Math Foundation Tutorial**

Grade 5+

This course will strengthen the math foundation of each student. topics include order of operation, number line, addition, subtraction, multiplication and division of integers and fractions. A solid math foundation will help a student develop, build, and learn new materials in the future with relative ease. *(Fee-based)*

KIDS 250

**Calligraphy Camp**

Ages 8-11

Kids will learn step-by-step instructions in the art of Calligraphy, especially suitable for young children. Students will learn a beautiful style (italic) suitable for cards, envelopes, gifts, etc. *(Fee-based)*

KIDS 299A

**I Am Worth A Million Dollars**

Ages 11+

This class will begin with a focus on helping each child discover his and her uniqueness. Through the use of activities, discussion, and art projects children will explore ways to make responsible choices to enhance self esteem. *(Fee-based)*

KIDS 315

**Musical Theatre**

Ages 7+

Enjoy the exciting world of musical theatre! Each participant will learn the choreography and vocals to a fun musical. Family and friends are invited to a recital performance on the last day of class. *(Fee-based)*



KIDS 319

**Creative Drama for Teens**

Ages 12+

Students will explore the nature of drama fiction, movies, plays and real life experiences. Students will do exercises and role playing to create their own drama. No prior experience is necessary! *(Fee-based)*

KIDS 324

**Musical Theater Camp**

Ages 8+

This week-long camp will consist of singing songs from "The Wizard of Oz", "You're A Good Man, Charlie Brown" and "Peter Pan". Children will create choreography and many solo opportunities will be available! *(Fee-based)*

KIDS 325

**Vocal for Kids**

Ages 7-10

This class is designed to help children develop good ear-training to sing in groups or solos. It will help build confidence as well as strengthen their individual style. *(Fee-based)*

KIDS 326

**Vocal for Kids**

Ages 11+

This class is designed to help children develop good ear-training to sing in groups or solos. It will help build confidence as well as strengthen their individual style. *(Fee-based)*

KIDS 329

**Music for Little Mozarts**

Ages 4-5

This is an introductory course to the piano for children 4 and 5 years old that uses a story, stuffed animals, songs with movements from a CD and a music book that is enjoyable and age appropriate. It is easy for the children to play simple tunes with a lively accompaniment. This course teaches many skills that will be used later in more advanced piano lessons. Students must bring a keyboard (40 key minimum) every week. Text required, CD optional. *(Fee-based)*

KIDS 330

**Kids College Singers**

Grades 2-6

This is a choir for children and includes singing in unison and in rounds, using microphones, rhythm instruments with CD and keyboard accompaniment. The class will use a songbook with CD that sells for about \$25 and contains copyrighted material of stage and screen music. *(Fee-based)*

KIDS 351

**Violin I**

Ages 4+

Learn the violin using the successful Suzuki method. Develop your child's concentration, motor skills, memory powers and self-confidence. Students learn to play easily and musically. Class is limited to 6 students. Beginners: Pick up handout at registration. NOTE: Parents are required to learn and play along with their child! *(Fee-based)*

KIDS 352

**Violin II**

Ages 4+

Prerequisite: Must have completed Violin I. Learn songs using beginner finger and melodic patterns. *(Fee-based)*

KIDS 353

**Violin IV**

Ages 4+

Prerequisite: Must have completed Violin I - III or have instructor's approval. Develop for playing primary level songs on all 4 strings and begin reading music. *(Fee-based)*

KIDS 355

**Violin III**

Ages 4+

Prerequisite: Must have completed Violin I and II or have instructor's approval. Develop technique for playing primary level songs. *(Fee-based)*

KIDS 356

**Violin: Performance III**

Ages 4+

Prerequisite: Must be enrolled in Violin VI. Chamber music for violin ensemble including string and piano trios, quartets and string orchestra. *(Fee-based)*

KIDS 357

**Violin: Performance II**

Ages 4+

Prerequisite: Must be enrolled in Violin V. Chamber music for violin ensemble including string and piano trios. *(Fee-based)*

KIDS 358

**Violin V**

Ages 4+

Prerequisite: Must have completed Violin I - IV or instructor's approval. Technique and reading in one position. *(Fee-based)*

KIDS 359

**Violin VI**

Ages 4+

Prerequisite: Must have completed Violin I - V or have instructor's approval. Technique and reading including I, III, and V position. *(Fee-based)*

KIDS 364

**Violin: Performance I**

Ages 4+

Prerequisite: Must be enrolled in Violin IV. Chamber music for violin ensemble. *(Fee-based)*

KIDS 368

**Piano Keyboarding - Beginning I**

Ages 7+

Students will learn the basics of the keyboard and music theory. Students: bring your own keyboard (40-key minimum) every week. A recital will be held on the last day. Books will be suggested to buy at first class. *(Fee-based)*

KIDS 368A

**Piano Keyboarding - Beginning I**

Ages 11+

Students learn basics of piano and keyboard theory. Bring your own keyboard (40-key minimum) every week. Recital will be held on last day. Suggested books to buy discussed at first class. *(Fee-based)*

KIDS 368B

**Piano Keyboard: Beginning**

Ages 11+

Students will learn the basics of piano and keyboard theory. Bring your own keyboard (40-key minimum) to class each week. A recital will be held on the last day of class. Pick up book list at registration. *(Fee-based)*

KIDS 369

**Piano Keyboarding, Intermediate**

Ages 7+

For students who have completed Beginning II; or have at least 6 months keyboard/piano experience. Pick up book list at registration. *(Fee-based)*

KIDS 370

**Guitar for Kids - Beginning**

Ages 6-8

Learn to play the guitar in a fun way! Play simple chords, read chord bar charts, and strumming patterns. Bring your nylon-string or acoustic steel-string guitar and medium guitar pick to class. *(Fee-based)*

KIDS 370A

**Guitar for Kids - Beginning**

Ages 9+

Young beginners develop confidence and enjoyment for music. Learn parts of the guitar, strokes and strumming, chords and melodies in order to play FUN exercises and songs! Bring your nylon-string or acoustic steel-string or acoustic steel-string guitar and medium guitar pick to class. Parents, please accompany children. *(Fee-based)*

KIDS 370B

**Guitar for Kids - Intermediate/Advanced**

Students will learn three new songs each quarter (never repeated), review scales and basic theory, learn more chords such as bar chords, new lead licks, strum patterns and play songs to a CD or a drum track with and without bass accompaniment. Acoustic or Electric Guitar and pick required. *(Fee-based)*

KIDS 371

**Guitar for Kids - Intermediate**

Ages 9+

Learn to play the guitar in a fun way! Play simple chords, read chord bar charts, and strumming patterns. Bring your nylon-string or acoustic steel-string guitar and medium guitar pick to class. *(Fee-based)*

KIDS 372

**Guitar for Kids - Advanced**

Ages 9+

Learn to play the guitar in a fun way! Play simple chords, read chord bar charts, and strumming patterns. Bring your nylon-string or acoustic steel-string guitar and medium guitar pick to class. *(Fee-based)*

KIDS 373

**Bass Guitar for Kids**

Ages 10+

Students will learn basic notes on the bass guitar, major and minor keys & scales (basic music theory), root notes of chords, how to reach a lead sheet, play with a pick and with fingers. Bring a bass guitar, a heavy pick and if possible (optional) a small bass amplifier. *(Fee-based)*

KIDS 375

**Playing the Cello - Beginner I**

Ages 7+

Learn to play the cello! Develop good technique, musicality, and have fun at the same time. Develop self-confidence, good listening and motor skills, memory, and concentration. Prior playing experience is not required. Teacher will assist with instrument rental. Class is limited to 6 students. *(Fee-based)*

KIDS 375A

**Playing the Cello - Beginner II**

Ages 7+

Prerequisite: Must have completed Beginner I or have instructor's approval. Learn to play and read simple one position songs. Chamber music for Cello ensemble. *(Fee-based)*

KIDS 375B

**Playing the Cello - Beginner III**

Ages 7+

Learn to play and read 1st through 4th position songs. Chamber music for Cello ensemble. Prerequisite: Must have completed Beginner II or have instructor's approval. *(Fee-based)*

KIDS 376

**Piano Keyboarding - Beginning II**

Ages 7+

For students who have completed Beginning I; pick up book list at registration. *(Fee-based)*

KIDS 377

**Summer Band**

Grades 5-8

This course is open to those students who already play a band instrument and read music. This class is perfect for students wanting to have fun while practicing their instrument over the summer in preparation for the next school year. Bring instrument to class or receive information about rental in class. A concert will be presented on the last day of class. *(Fee-based)*

KIDS 378

**Jazz Improvisation**

Grades 5-8

This class is for young musicians who want to explore the exciting world of jazz improvisation. You will learn music theory and skills needed to improvise on the blues and 32 bar song form. Students must read music and have one year experience on a band instrument. A concert will be presented on the last day of class. *(Fee-based)*

KIDS 379

**Introduction to Jazz and Blues Music Camp**

Ages 10+

Students will enjoy singing Jazz and Blues as well as watching videos, listening to CDs, and learning about the key people through the history of Jazz! *(Fee-based)*

KIDS 380

**You've Got Rhythm**

Ages 5-8

Learning basic rhythms can be easy and fun! Students will learn to read and recognize basic rhythms. While experimenting with many types of hand percussion instruments All students interested in learning about music, will benefit from learning rhythms at an early age. No experience or instruments needed. *(Fee-based)*

DS 382

**Beginning Band**

Grades 4-6

Strike up the band! Students learn the fundamentals of flute, clarinet, trumpet and trombone in a dynamic and interactive band setting. There will be one or more performances during the term. Students need to provide their own instrument and supplies - information will be available at the first class meeting. *(Fee-based)*

KIDS 383

**Playing the Cello - Intermediate I**

Learn higher level of sound productions and 1st through 4th positions. Chamber music for Cello ensemble. *(Fee-based)*

KIDS 384

**Playing the Cello - Intermediate II**

Learn higher level of sound and bow techniques including vibratos. Chamber music for cello ensemble. *(Fee-based)*

KIDS 390

**Violin: Performance IV**

Advanced chamber music for violin ensemble including string and piano trios, quartets and string orchestra. *(Fee-based)*

KIDS 391

**Violin VII**

Learn to play and read I, II, III, and V position repertoire. Completion of Violin I - VI and instructor's approval is required. Must have appropriate reading and sight-reading skills and able to shift in III and V position. *(Fee-based)*

KIDS 403

**Cartoon Drawing**

Ages 8+

Introduces drawing/thinking techniques. Offers in-class drills and drawings with demonstrations and reviews; receive supplemental handout to help support a long-term interest. Instructor was an artist/designer for a major cartoon corporation. Parents and adults may enroll. *(Fee-based)*

KIDS 404

**Creative Art for the Preschool Child**

Ages 3-4

A wonderful opportunity for the parent and child to "work together." With your help, your child will create exciting, simple projects using a variety of materials. Improves fine motor skills and launches their imaginations! *(Fee-based)*

KIDS 406

**Spend A Day With An Artist Camp!**

Grade K-3

Come and be creative! Let's get out the paintbrushes, crayons and pastels and learn about great artists such as Van Gogh and Dali while creating your own masterpiece! *(Fee-based)*

KIDS 408

**Wonderful Watercolors**

Ages 8+

Come have fun learning basic watercolor painting techniques. No experience is necessary! Please bring a "set of 8" dry watercolor paints, a pad of inexpensive watercolor paper and two watercolor brushes: one 1/4" round and one 1/4" flat. *(Fee-based)*

KIDS 410

**Young Artist Workshop**

Ages 7+

Learn to draw animals, natural objects, landscapes, and people. Covers basic theory of color, value, perspective and spatial relationships. Your child will learn to draw better! *(Fee-based)*

KIDS 412

**The "Arts" Extravaganza**

Ages 7+

Children are encouraged to express themselves, emphasizing creativity and experimentation through age-appropriate art projects. Classes will include a variety of art techniques, which may include drawing, sketching, painting, clay and various other art media. *(Fee-based)*

KIDS 414

**Art is for You**

(Ages 5-8)

Calling young artists bold and shy! Come use different art materials each day to learn how to "draw what you see" and what you imagine. *(Fee-based)*

KIDS 415

**Pencils & Paintbrushes**

Ages 4-10

An art class that will encourage your child's imagination to soar! Designed to build self-esteem through individual expression while interacting creatively with other students. Children will learn basic drawing skills and the application of colors using pencils and watercolors. Instruction at age and ability appropriate levels. Repeat students experience different projects. Pick up material list at first class meeting. *(Fee-based)*

KIDS 415A

**Pencils & Paintbrushes**

Ages 8+

An art class that will encourage your child's imagination to soar! Designed to build self-esteem through individual expression while interacting creatively with other students. Children will learn basic drawing skills and the application of colors using pencils and watercolors. Instruction at age and ability appropriate levels. Repeat students experience different projects. Pickup material list when you register. *(Fee-based)*

KIDS 418

**Origami for Fun**

Ages 7+

Origami is Japanese and comes from the word ori (to fold) and kami or gami (paper). You'll become familiar with the basic technique or art of paper folding step by step from a single sheet of paper into an animal, bird, boat, butterfly, crane, and more. Parents are welcome to enroll too! *(Fee-based)*

KIDS 428

**Photography for Kids**

Ages 7-10

Children will learn basics techniques of photographic process, conventional to digital. Material/equipment needs will be given first day of class. Bring a 35mm camera (digital, conventional, or disposable) to class. There will be additional fees for film developing/printing. Children will take a photo shoot tour of the campus. *(Fee-based)*

KIDS 429

**Photography for Kids**

Age 10+

Children will learn basics techniques of photographic process, conventional to digital. Material/equipment needs will be given first day of class. Bring a 35mm camera (digital, conventional, or disposable) to class. There will be additional fees for film developing/printing. Children will take a photo shoot tour of the campus. *(Fee-based)*

KIDS 431

**Drawing the World Around You**

Age 8-11

For the inspired young artist who wants to learn how to make drawings that look realistic. From still life to portrait to landscape, students will learn how to draw exactly what they see both accurately and beautifully. *(Fee-based)*

KIDS 432

**Paint-A-Rama Camp**

Ages 6+

Children of all ages love to paint! In our "art camp" we will be painting on wood, glass, terracotta, cardstock and watercolor paper! Students will use a variety of different paint media and added textures and design to create beautiful art projects for home and gift giving. *(Fee-based)*

KIDS 432A

**Paint-A-Rama Camp**

Ages 9+

Children of all ages love to paint! In our "art camp" we will be painting on wood, glass, terracotta, cardstock and watercolor paper! Students will use a variety of different paint media and added textures and design to create beautiful art projects for home and gift giving. *(Fee-based)*

KIDS 433

**Be Creative With Paper Mache Camp**

Ages 8+

Learn textures, techniques and design elements to create unique dazzling projects for home and gift giving. Individual creative designs include projects such as picture frames, festival face masks, floral vase and flowers, treasure box, deskset mat or artist mural background. Add individual decorating concepts using fabric, beads, shells, ribbon, etc., to each creative project. Please wear old clothes or bring an apron. *(Fee-based)*

KIDS 435

**Basic Knitting for Kids**

Ages 9+

Learn basic knitting techniques including casting on, knit stitch, purl stitch, increase, decrease, and binding off. Knit some basic projects such as book marks, scarves, purses and more. Learn about different yarns and become aware of the fulfillment of making your own creations. *(Fee-based)*

KIDS 437

**Paint Like Great Masters Camp**

Ages 10-15

Feeling creative? Love to paint? In this class you will learn how to create your own original artwork in the styles of Warhol, Picasso, Michelangelo, Matisse and others! *(Fee-based)*

KIDS 438

**Wonderful Arts and Crafts**

Ages 5-7

Come and create art and craft projects using different media and surfaces. *(Fee-based)*

KIDS 438A

**Wonderful Arts & Crafts**

Ages 8+

Come and create art and craft projects using different media and surfaces. *(Fee-based)*

KIDS 441

**Drawing and Acrylic Painting**

Ages 9+

Students will learn about abstract shapes and forms, faces, fruits, veggies, and landscapes and still life! *(Fee-based)*

KIDS 442

**Creative Art for the Young Child**

(Ages 3-5)

This is an arts and crafts class for children 3-5 years and a parent to spend quality time together developing motor skills and artistic abilities through drawing and painting with watercolors and making arts and crafts items. *(Fee-based)*

KIDS 443

**Drawing and Watercolors**

(Ages 5-8)

Children will be drawing shapes, cartoons, landscapes, underwater scenes, animals, and cars. We'll also be painting with watercolors! *(Fee-based)*

KIDS 445

**Fashion Illustration I**

Ages 12+

Calling all aspiring fashion illustrators. In this class you will complete a fashion figure with collars, blouses, skirts, pants, hats and accessories by the end of the course. Students will learn how to draw proportional figures and faces, as well as gesture drawings. Fashion figures will be created using watercolors, colored pencils, markers, and pens. Special supplies required, pick up list in office. *(Fee-based)*

KIDS 446

**Mask Making**

Ages 8+

This class will introduce the young artist to the world of fantasy in mask making. Learn to make various masks such as animal faces, insects, super heroes, and other whimsical selections. Students will design sketches and create a mask using various materials such as paper, pasta, feathers, beads, foil and paper mache. *(Fee-based)*

KIDS 451

**Create Art from Around the World Camp!**

Ages 8+

Come join our adventure as we explore art from around the world! We will create fun and unique art with influences from Mexico, Africa, Europe, Asia, and the Mediterranean. Learn how to do paper mache, mosaics, painting and more! *(Fee-based)*

KIDS 452

**Art Techniques for Kids Camp**

Ages 8+

Have fun while learning great art techniques! Learn to do pencil drawing, acrylic painting, pastels, still-life creation, mixing your own paints, and more! We will create our own works of art using the techniques we learn! *(Fee-based)*

KIDS 453

**Fashion Illustration II**

Ages 12+

Advanced level of Fashion Illustration. Learn to complete group figures (3-5) with a theme. Illustrate different textures of fabrics. Also create accessory and shoe illustrations and flats of garments. *(Fee-based)*

KIDS 454

**Costume Illustration & History of Fashion**

Ages 12+

Students will learn about the History of Fashion. Then students will illustrate various costumes and accessories using watercolors, markers, colored pencils and more. (Same supply list as Fashion I & II *(Fee-based)*)

KIDS 475

**Piano Keyboarding - Advanced**

Ages 7+

Students will continue learning the basics of the keyboard and music theory. In addition, students will be introduced to major scales and arpeggios, and sight-reading. Students must bring their own keyboard (40 key minimum) every week and headphones. Books may be suggested to buy during the session. *(Fee-based)*

KIDS 500

**Introduction To Dance**

Ages 3-4

Come and learn the fundamentals of movement and beginning dance steps to various dances and fun music! Develop self-confidence in a creative environment. *(Fee-based)*

KIDS 501

**Children's Tap Dance**

Ages 7+

Children will learn tap techniques, rhythm exercises and simple dance combinations at beginning level. *(Fee-based)*

KIDS 502

**Children's Ballet and Tap Dance**

Ages 5+

At the beginning level, children will learn ballet and tap techniques, simple dance combos and rhythm exercises. *(Fee-based)*

KIDS 506

**Jazz Dance**

(Ages 12+)

This jazz dance class is high energy dance with stretching, strengthening and learning short dance combinations. *(Fee-based)*

KIDS 507

**Toe Tapping Feet**

Ages 6+

This is a beginning Tap class that will introduce beginning level tap steps, center work and simple progressions across the floor. Children will develop coordination and self-esteem and have fun learning one of America's original art form. Parents are not allowed in the dance studio during class. The children will learn and perform a short dance that will be performed on the last day of classes during the fall, winter and spring sessions only. Tap shoes are required. *(Fee-based)*

KIDS 508

**Beginning Tap**

(Ages 10+)

This course will be an introduction into the simple beginning steps of tap dance. The class will consist of the basic steps of tap and gradually being able to put them together into simple routines. *(Fee-based)*

KIDS 510

**Youth Ballet**

Age 3-4

This is a beginning class that incorporates basic ballet technique with fun motor skill exercises that focus on rhythm and strength building. Parents not allowed in the dance studio during class. The children will perform a dance learned throughout the session on the last day of class, during the fall, winter and spring sessions only. *(Fee-based)*

KIDS 510A

**Youth Ballet**

Ages 5-6

Beginning class that teaches basic ballet technique and coordination skills in a fun environment. There will be a performance on the last day of class during the fall, winter, and spring sessions only. Parents are not allowed in the dance studio during class. *(Fee-based)*

KIDS 510B

**Youth Ballet**

Ages 7-10

This is a beginning class that introduces the young dancer to the structure of a true classical ballet class. The students will do barre, center and across the floor work to help develop strength, coordination and balance. There will be a performance on the last day of class during the fall, winter, and spring sessions only. Parents are not allowed in the dance studio during class. *(Fee-based)*

KIDS 514

**Beginning Ballet**

Ages 7+

This course will concentrate on the fundamental techniques of ballet. Each class will begin with the basic "barre" exercises, moving into the center for stretching and ballet combinations, followed by executing moves while traveling across the floor. *(Fee-based)*

KIDS 515

**Jr. Jazz**

Ages 6+

This is a beginning class teaching basic jazz techniques and style with current dance moves designed for children with little or no dance experience. Children will develop coordination, flexibility and self-esteem. Parents not allowed in the dance studio during class. The children will perform a dance learned throughout the session on the last day of class during the fall, winter, and spring sessions only. *(Fee-based)*

KIDS 516

**Jazz Hip-Hop Dance**

Ages 5-6

Jazz dance techniques with a hip hop flair, style and rhythm emphasized. Students will gain self-esteem and confidence in an upbeat atmosphere. *(Fee-based)*

KIDS 516A

**Jazz Hip-Hop Dance**

Ages 7+

Jazz dance techniques with a hip-hop flair, style and rhythm emphasized. Students will gain self-esteem and confidence in an upbeat atmosphere. *(Fee-based)*

KIDS 519

**Jazz Hip-Hop Dance**

Ages 5-6

Jazz dance techniques with a hip hop flair; style and rhythm emphasized. Students will gain self-esteem and confidence in an upbeat atmosphere. *(Fee-based)*

KIDS 522

**Jazz Hip-Hop Dance**

Ages 5-7

Jazz dance techniques with a hip hop flair, style and rhythm emphasized. Students will gain self-esteem and confidence in an upbeat atmosphere. Wear comfortable clothing and bring water. *(Fee-based)*

KIDS 523

**Jazz Hip-Hop Dance** Ages 8+

Jazz dance techniques with a hip hop flair, style and rhythm emphasized. Students will gain self-esteem and confidence in an upbeat atmosphere. Wear comfortable clothing and bring water. *(Fee-based)*

KIDS 550

**Creative Dance and Exercise**

Age 3-4

Introduces children to basic dance techniques combined with exercise. Focus is on rhythm, movement and coordination to develop self-confidence in a creative environment. *(Fee-based)*

KIDS 552

**Fundamentals of Choreography Camp**

Ages 13+

This class will provide students with the skills necessary to create original dances. The students will days explore many ways to move to music and develop a sense of freedom with their individual creativity. *(Fee-based)*

KIDS 553

**Musical Theatre Summer Camp**

Ages 9+

This Musical Theatre Camp will be fun filled with singing, acting and dancing. The students will explore and develop their creativity while learning a musical theatre number to perform. *(Fee-based)*

KIDS 555

**Beginning Gymnastics I Summer Camp**

Ages 5-8

This course teaches children the basic fundamental building blocks of gymnastics. They will learn many variations in jumps, rolls, tumbling, stretching and conditioning. Students will practice motor skills and exercising safely all while interacting and having fun! *(Fee-based)*

KIDS 555A

**Beginning Gymnastics 1 Camp**

Ages 8+

This course teaches children the basic fundamental building blocks of gymnastics. They will learn many variations in jumps, rolls, tumbling, stretching and conditioning. Students will practice motor skills and exercising safely all while interacting and having fun! *(Fee-based)*

KIDS 575

**Gymnastics - Beginning I**

Ages 5.5-7

Introduces basic gymnastic tumbling skills, safety and stretching. Bridges, tripods and, a variety of rolls and jumps will be some of the skills taught for boys and girls. Pick up instruction sheet at registration! *(Fee-based)*

KIDS 576

**Gymnastics - Beginning I**

Ages 8+

Introduces basic gymnastic tumbling skills, including safety and stretching. Bridges, tripods and variety of rolls and jumps will be taught. Boys and girls are welcome. Pick up instruction sheet at registration. *(Fee-based)*

KIDS 576A

**Gymnastics - Beginning**

Ages 8+

Introduces basic gymnastic tumbling skills, including safety and stretching. Bridges, tripods and a variety of rolls and jumps will be taught. (Boys and girls) *(Fee-based)*

KIDS 577

**Gymnastics II**

Ages 6+

For continuing gymnasts; more advanced stretching and tumbling skills, including headstands, handstands, bridge kick-overs, cartwheels and tumbling combinations will be taught. Boys and girls are welcome. Must have beginning gymnastics pass certificate. *(Fee-based)*

KIDS 578

**Gymnastics - Intermediate**

Safety and stretching included while teaching tumbling skills such as handstands, backbends, back walkovers, back limbers, front limbers, front walkovers, one arm cartwheels, aerial cartwheels, roundoffs and back handsprings. Boys and girls are welcome. Must have advanced beginning gymnastics pass certificate. *(Fee-based)*

KIDS 579

**Gymnastics - Advanced Beginning**

For continuing gymnasts; more advanced stretching and tumbling skills, including headstands, handstands, bridge kick-overs, cartwheels and tumbling combinations will be taught. Boys and girls are welcome. Must have beginning gymnastics pass certificate. *(Fee-based)*

KIDS 580

**Moms, Pops & Tots Tumbling**

Ages 3-5

Moms and Dads - bring your child to class! Through basic gymnastic skills, your child will improve coordination and developmental skills. You need to be there to assist your child at all times. Come dressed to stretch, jump and run. You'll both have a great time (boys and girls). *(Fee-based)*

KIDS 587

**Cheerleading**

Ages 4-7

Cheerleading students will learn all the basic fundamental cheer movements as well as sideline cheers, fight song cheers and performance cheers. Students will learn proper warm-up and stretching techniques to improve flexibility. This class is designed to build self-confidence. Show performance on the last day of class. Wear tennis shoes. Wear comfortable clothing and bring water. Short performance on the last day for family and friends. *(Fee-based)*

KIDS 587A

**Cheerleading**

Ages 8+

Cheerleading students will learn all the basic fundamental cheer movements as well as sideline cheers, fight song cheers and performance cheers. Students will learn proper warm-up and stretching techniques to improve flexibility. This class is designed to build self-confidence. Show performance on the last day of class. Wear tennis shoes. Wear comfortable clothing and bring water. *(Fee-based)*

KIDS 601

**Basketball Clinic**

Ages 4-6

Learn the fundamentals of basketball through instruction and practice. Includes these basic skills: footwork, passing, dribbling, shooting and running. Kids can improve their knowledge of the game and coordination. *(Fee-based)*

KIDS 601A

**Basketball Clinic**

Ages 7-9

Learn the fundamentals of basketball through instruction and practice. Includes these basic skills: footwork, pass, dribbling, shooting and running. Kids can improve their knowledge of the game! *(Fee-based)*

KIDS 601B

**Basketball Clinic**

Ages 10+

Learn the fundamentals of basketball through instruction and practice. Includes these basic skills: footwork, passing, dribbling, shooting and running. Kids can improve their knowledge of the game! *(Fee-based)*

KIDS 606A

**Pee Wee Baseball**

Ages 6-7

Designed to introduce children to the basic skills of baseball. Bring mitts to first class. *(Fee-based)*

KIDS 607

**Pee Wee Baseball**

Ages 6+

Students will learn the fundamentals of batting, throwing, catching and running bases in a noncompetitive environment. Bring baseball mitts to class. *(Fee-based)*

KIDS 607A

**Pee Wee Baseball**

(Ages 4-5)

Students learn the fundamentals of batting, throwing, catching, and running bases in a non-competitive environment. Bring baseball mitts to class. *(Fee-based)*

KIDS 608

**Summer Basketball Camp**

Ages 8-16

This week-long camp will teach students the basics and fundamentals of basketball according to their age level. Students will be divided by age group. *(Fee-based)*

KIDS 609

**Jr Summer Sports Camp**

Ages 5-7

Learn to play team sports and games in a fun non-competitive environment! Play a different sport every day while teamwork and sportsmanship is stressed. Get ready for lots of fun. Bring a water bottle and wear your sunscreen. *(Fee-based)*

KIDS 609A

**Jr Summer Sports Camp**

Ages 8-10

Learn to play team sports and games in a fun non-competitive environment! Play a different sport every day while teamwork and sportsmanship is stressed. Get ready for lots of fun. Bring a water bottle and wear your sunscreen. *(Fee-based)*

KIDS 610

**Pee Wee Soccer, Beginning**

Ages 4-6

This is a wonderful opportunity to start learning the basic skills of soccer. Students will be involved in warm-up and stretching activities that enable the player to stretch their muscles, develop needed muscle, and get ready to practice. Games will be used to have fun and learn soccer. Bring a #4 soccer ball to class. *(Fee-based)*

KIDS 610A

**Pee Wee Soccer**

Ages 6-8

Designed to teach children beginning to intermediate skills of soccer allowing children to gain confidence with various soccer techniques and team playing abilities. #4 soccer ball is required. *(Fee-based)*

KIDS 611

**Pee Wee Soccer**

Ages 5-6

Designed to introduce young children to the very basic beginning skills of soccer. *(Fee-based)*

KIDS 612

**Pee Wee Soccer Beginning**

Ages 6-8

Designed to introduce young children to the very basic beginning skills of soccer. *(Fee-based)*

KIDS 613

**Baseball Camp (Beginning)**

Ages 4-6

This camp will encompass the basic skills of baseball. Children will learn and develop skills such as batting, catching, throwing, running the bases and grounding by participating in funny drills, exciting games and creative storytelling. By the end of this course, students will not only have learned and improved their basic baseball skills, but they'll also experience being a part of a team! *(Fee-based)*

KIDS 613A

**Baseball Camp (Beginning)**

Ages 6-8

This camp will encompass the basic skills of baseball. Children will learn and develop skills such as batting, catching, throwing, running the bases and grounding by participating in funny drills, exciting games and creative storytelling. By the end of this course, students will not only have learned and improved their basic baseball skills, but they'll also experience being a part of a team! *(Fee-based)*

KIDS 614

**Pee Wee Soccer Camp**

Ages 4-6

This camp will introduce your child to the very basic skills of soccer. Students will learn and develop skills such as dribbling, passing, trapping and goalkeeping by participating in fun drills, exciting games. By the end of the course, students will not only have learned to play a new sport, but they'll experience being a part of a team! *(Fee-based)*

KIDS 614A

**Pee Wee Soccer Camp**

Ages 6-8

This camp will introduce your child to the very basic skills of soccer. Students will learn and develop skills such as dribbling, passing, trapping and goalkeeping by participating in fun drills, and exciting games. By the end of the camp, students will not only have learned to play a new sport, but they'll experience being a part of a team! *(Fee-based)*

KIDS 615

**Soccer Summer Camp**

Ages 8-10

Come join us for an intensive week of soccer skill improvement. The camp will develop soccer drills such as kicking, passing, trapping, receiving, and ball control. Campers will be divided by age and skill level. Experience being part of a team. *(Fee-based)*

KIDS 615A

**Soccer Summer Camp**

Ages 10+

Come join us for an intensive week of soccer skill improvement. The camp will involve soccer drills such as kicking, passing, trapping, receiving, ball control and head kicking. Campers will be divided by age, skill level, experience level or team. *(Fee-based)*

KIDS 618

**Pee Wee Soccer, Level II**

Ages 6+

For children who have learned the fundamentals of soccer, and want to improve skills before entering league play. Class will concentrate on all aspects of the game of soccer. *(Fee-based)*

KIDS 620

**Kenpo Karate - Advanced**

Ages 5+

For the die hard martial artist. This class is for students who rank at Yellow Belt or higher. The class will cover advanced material and will demand creativity from the students. The workouts are intense and fun. Advanced Kenpo concepts and principles will be covered. The class is a great workout, it builds self-esteem, self-confidence, and the students have a lot of creative freedom. *(Fee-based)*

KIDS 622

**Self Defense Techniques for Young Women**

Ages 13-17

This class is designed for young women ages 13-17. Students will learn to identify the nature of an attack and how to react and defend against a variety of attacks including chokes, grabs, strikes, and kicks. Awareness and crime prevention skills will be taught with reality based application exercises. *(Fee-based)*

KIDS 623

**Kenpo Karate for Teens**

Ages 13-17

The course covers the application of American Kenpo Karate for self defense. Students will learn proper execution of blocks and self defense techniques to defend against strikes, kicks, grabs, chokes, tackles, and weapons attacks. Kenpo teaches self control, self discipline, and improves self esteem. It also improves stamina, and sharpens reflexes. Sparring and application drills are part of every class. This co-ed, respectful environment is a great place to make friends. *(Fee-based)*

KIDS 625

**Kenpo Karate for Kids**

Ages 5-7

No previous experience required! Teaches children to respect others, builds self-confidence and self-awareness. *(Fee-based)*

KIDS 625A

**Kenpo Karate for Kids**

Ages 8+

No previous experience required! Teaches children to respect others, builds self-confidence and self-awareness. *(Fee-based)*

KIDS 626

**Tennis For Kids - Beginning**

Ages 6-9

Instruction in basic skills. Students will learn forehand, backhand, serve, volley, approach shot and footwork. Bring racquet and one can of new tennis balls. Makeup classes in case of rain. *(Fee-based)*

KIDS 626A

**Tennis For Kids - Beginning**

Ages 10+

Instruction in basic skills. Students will learn forehand, backhand, serve, volley, approach shot and footwork. Bring racquet and one can of new tennis balls. Makeup classes in case of rain. *(Fee-based)*

KIDS 627

**Tennis for Kids - Advanced Beginning**

Instruction at a more advanced skill level. Permission needed from Instructor! *(Fee-based)*

KIDS 628

**Tennis Camp for Kids**

Ages 6+

Instruction and basic skills. Students will learn forehand, backhand, serve, volley, approach shot and foot work. Please bring racket and one can new tennis balls. *(Fee-based)*

KIDS 629

**Self-Defense for Moms and Daughters**

Ages 10+

This course will provide the opportunity to learn the skills to properly defend yourself in simulated real life encounters, (San Soo). Skills learned are both, offensive and defensive, and are designed to help in the event of an attack. *(Fee-based)*

KIDS 650

**Karate As Self Defense**

Ages 5-7

Instruction and practice in the art of karate for self-defense with emphasis on basics for beginners. Covers 3 phases of karate: techniques, forms and freestyle. *(Fee-based)*

KIDS 650A

**Karate As Self Defense**

Ages 6-9

Instruction and practice in the art of karate for self- defense with emphasis on basics for beginners. Covers 3 phases of karate: techniques, forms and freestyle. *(Fee-based)*



KIDS 650B

**Karate As Self Defense**

Ages 7-12

Instruction and practice in the art of karate for self- defense with emphasis on basics for beginners. Covers 3 phases of karate: techniques, forms and freestyle. *(Fee-based)*

KIDS 650C

**Karate As Self Defense**

Ages 12-17

Instruction and practice in the art of karate for self- defense with emphasis on basics for beginners. Covers 3 phases of karate: techniques, forms and freestyle. *(Fee-based)*

KIDS 652

**Kung-Fu San Soo Camp**

Ages 5-9

This is a one-week Martial Arts Education Camp! It will consist of several educational aspects of training. Students will have an opportunity to enhance their flexibility, coordination, balance, agility and overall martial arts skills. You'll build the ability to calm yourself and relieve stress along with enhancing your self-confidence. *(Fee-based)*

KIDS 654

**Judo/Jujitsu for Kids**

Ages 6-13

This program is designed for children, with a focus on improving coordination, quick reflexes, stamina, speed, strength and sportsmanship. The three main categories of Judo are taught, which include throwing techniques, striking techniques, and grappling techniques on the mat. Techniques for free practice are used, and children may participate in competition. *(Fee-based)*

KIDS 655

**Kung Fu for Kids**

Ages 7-17

Children learn ancient chinese self defense techniques and forms through detailed step-by-step instruction. While working together, kids develop confidence, self-discipline and teamwork. The practice of Kung Fu forms improves balance, memory and self control. Join us and learn one of the oldest traditional martial arts in existence today. *(Fee-based)*

KIDS 661

**Judo/Jujitsu for Teens**

Ages 13-17

This program is designed for teens with a focus on improving coordination, quick reflexes, stamina, speed, strength and sportsmanship. Teens will be instructed in the three main components of Judo including striking techniques, throwing techniques and grappling. Instruction and practice is conducted on the mat. Teens will have an opportunity to compete in tournaments. Core values of honesty, integrity, and respect are emphasized. *(Fee-based)*

KIDS 662

**All Sorts of Sports**

Ages 4-5

This class is for children who enjoy all sports. We'll introduce your child to a variety of sporting activities. The class will involve cooperative activities and work on developing balance, agility, and coordination. Get ready for lots of fun! *(Fee-based)*

KIDS 667

**Beginning Golf for Kids**

Ages 8-12

This is a beginning golf class designed to teach the fundamentals of golf. Students will learn the golf swing, chipping, pitching and putting. Basic terminology, rules and etiquette of the game will be covered. Golf clubs provided for use in class. Additional fees required for use of the practice range. *(Fee-based)*

KIDS 669

**Water Polo for Kids - Beginning**

Ages 9-14

This class is designed to provide basic instruction in the Olympic sport of Water Polo to students ages 9-14. Boys and girls will learn passing, dribbling, shooting, alternating frog kick, rules of the sport and aspects of team play. Class sessions will be in the pool. Practice games will occur after skills are learned. Must wear a suit and have some basic swimming skills. Goggles are encouraged. For additional information please read chapters found at <http://fcwaterpolo.fullcoll.edu> *(Fee-based)*

KIDS 670

**Water Polo for Kids - Intermediate**

Ages 9-14

Emphasis on individual skills and team tactics in the Olympic sport of water polo. Sessions are co-ed and scrimmages are included in order to learn the game fundamentals and patterns. Students must have played water polo, taken beginning level of Water Polo for Kids, or must possess excellent swimming skills. *(Fee-based)*

KIDS 703

**Science Explorers**

Grades 2-4

Students discover how and why our world works. Learn about the forces in our world; gravity, electricity, and magnetism. Materials included. *(Fee-based)*

KIDS 704

**Tutorial: Introduction to Physics**

Grades 9+

This course is an introduction to high school physics. Students will learn principles of physics through problem solving, teacher-led demonstration, lectures, discussions and individual study. Topics include: significant figures, conversions between units, motion, Newton's laws, energy, temperature and heat, thermal expansion and changes in state. *(Fee-based)*

KIDS 705

**Chemistry For Young Scientists**

Grades 1-3

Children will interact with the world of science using hand-on techniques and observation. They will probe life science, physical science and chemistry. Students will formulate slime plus much more! Materials included. *(Fee-based)*

KIDS 710

**Wonders of Science**

Grade 4-6

Students will use their imagination, observation and hands-on techniques to explore various fields of science. Students will experiment polymers, gravity and various fields of science. Students will experiment with polymers, gravity, and explore forensics (crime solving techniques). Materials included. *(Fee-based)*

KIDS 714

**Childcare & Babysitting Safety Camp**

Ages 12+

This class will provide basic skills and information that is necessary in caring for infants and children. Students will learn the importance of responsibility, recognizing an emergency, emergency action steps, personal safety, fire safety, water safety, infant care and basic first aid and choking management. This class is designed for young adults, 12 years and older, who will be babysitting or providing childcare. Certificate will be issued at the end of the course; textbook provided. *(Fee-based)*

KIDS 725

**Discover Dinosaurs**

Ages 3+

Children will learn about extinct reptiles, the geologic time, life on earth before, during, and after dinosaurs. Includes slide shows, handling of fossils, arts and crafts. *(Fee-based)*

KIDS 732

**Fun with Inventions**

Ages 6+

Children will study inventions and will be encouraged to bring in their own ideas or inventions to class. Children will be able to invent things at home using household items. *(Fee-based)*

KIDS 738

**Childcare and Babysitting Safety**

Ages 12+

This class will provide basic skills and information that is necessary in caring for infants and children. Students will learn the importance of responsibility, recognizing an emergency, emergency action steps, personal safety, fire safety, water safety, infant care and basic first aid and choking management. This class is designed for young adults 12 years and older that will be babysitting or providing childcare. Certificate will be issued at end of course (textbook provided). *(Fee-based)*

KIDS 741

**Hands-on Science Camp**

Grades 3-6

In this course, you will DESIGN and BUILD your own devices and contraptions. Given a challenge or task, you and your teammate(s) will work together, applying and exploring math and science. Come experience the fun of energy, motion, velocity, acceleration and more! Curriculum based on the Tech Museum of Innovation. *(Fee-based)*

KIDS 747

**Amusement Park Science Camp**

Grades 3-6

Children will create and operate a miniature amusement park! They will calculate building and operating costs. After completion, the park rides will be used to evaluate design changes and measure a variety of factors affecting their operation. Children will develop an understanding of how amusement parks operate and how rides work. *(Fee-based)*

KIDS 748

**Wonders of Science Camp**

Grades 3-6

Children will explore the wonders of physical science. They will learn about electricity, magnetism, sound, light and chemistry. Students will create an electro-magnet, learn how telephones work, and how rainbows are formed. *(Fee-based)*

KIDS 749

**Environmental Studies Camp**

Ages 7+

Students will learn about the environment and do hands-on labs to reinforce the science concepts. We will study the atmosphere, weather and other earth sciences topics. The students will learn to follow directions and work in groups. This camp will enhance the scientific concepts of environmental studies. *(Fee-based)*

KIDS 807

**Summertime Fun Foods**

Have fun making some delicious summertime foods! We'll make a mexican Spaghetti Pie, Special Pretzels, Vegetable Bouquets with Creamy Dip, Homemade Soda Pop Punch and Sherlock Cale. PARENTS COME BACK FOR THE LAST HALF HOUR to share the foods that the children have prepared and to cheer them on for cleanup. Remember to bring a towel and take-home container - you won't want to miss a crumb! Clean up is part of the class. *(Fee-based)*

KIDS 830

**Kids Fun Cooking**

Ages 3-5

Come join with your 3-5 year old and watch them discover new skills in the kitchen. They'll discover new and exciting foods and you will marvel at their cooking skills. We'll make a salad, appetizer, main dish and dessert. Bring a towel for clean up. New recipes each term. *(Fee-based)*

KIDS 830A

**Kids Fun Cooking**

Ages 6-10

Are you read to be a junior chef? This class is for you. We'll make main dishes such as Lasagna Rolls, Chinese Chicken Salad, fresh steamed vegetables, breads and fun desserts, including chocolate of course. You'll learn preparation techniques, including chopping, slivering, mixing, blending and even making a sauce for one of the main dishes. You'll take home samples of foods prepared in class and will have a cookbook to try a recipe during each week. Bring a towel for clean up. *(Fee-based)*

KIDS 830B

**Kids Fun Cooking**

Ages 11-16

Are you ready to be a chef for your family? This class is for you. We'll make main dishes such as stuffed chicken breast, stir fry with vegetables and sauce, your own pizza, fresh steamed vegetables, breads and fun desserts, including chocolate of course. You'll learn preparation techniques, including chopping, slivering, mixing, blending and even making a sauce for one of the main dishes. You can try out new recipes and some that have been tested over time in other classes. You'll take home samples of foods prepared in class and will have a cookbook to try a recipe during the week. Bring a towel for clean up. *(Fee-based)*

KIDS 855

**Junior Chef Camp**

Ages 8-12

Future chefs will spend a week with our professional chefs as they explore the finer points of food preparation, sanitation, safety, recipes and measurements as they create nutritious foods while gaining a sense of culinary adventure. The day concludes at the chef's table as they discuss and enjoy their daily creations. Bring two dish towels, white apron and a container for leftover food to take home and share. Students must wear black cotton pants, white t-shirts, and closed-toe black sneakers to class. *(Fee-based)*

KIDS 856

**Junior Chef Cooking School**

Ages 8-12

What room in your house offers the most fun and adventure? It's the kitchen! Discover the magic hidden in your kitchen. The first day of the class you will learn kitchen tools, cooking techniques, safety tips and good eating habits that make you a smart cook. You will start with easy to prepare snacks. Day two of the class you will advance to preparing soup, salad, pasta, desserts and much more. So join the fun in creating delicious foods just like the chefs on TV. *(Fee-based)*

KIDS 862

**Parent or Grandparent and Me Cooking Class**

Ages 5-9

Nothing can be more fun and rewarding than cooking with your child or grandchild. Cooking and food activities are great ways to give hands-on learning experiences and entertainment at the same time. The child will feel a sense of accomplishment, learn practical cooking skills and are more likely to eat food that they helped prepare. So turn off the TV and head for our kitchen! The chef is ready to teach a lot of new recipes that the children will love and they will love you for planning this special class with them. *(Fee-based)*

KIDS 863

**Mommy and Me Cooking Class**

Ages 3-5

Come with a child (3-5yr) and enjoy being with your child and help them learn different preparation skills while cooking foods such as pizza, cheeseburger pie, cupcakes, special cookies, vegetable surprise and lots of other recipes. *(Fee-based)*

KIDS 864

**Junior Chef Cooking School**

Ages 9-12

What room in your house offers the most fun and adventure? It's the kitchen! Discover the magic hidden in your kitchen. Learn kitchen tools, cooking techniques, safety tips and good eating habits that make you a smart cook. The chef will teach you how to prepare terrific snacks, delicious soups and salads, yummy desserts and much more! So join us in whipping up all of these recipes. *(Fee-based)*

KIDS 900

**Computer Keyboarding I**

Ages 8+

Multimedia software teaches your child the layout of the computer keyboard. Integrated music and puzzle activities make learning keyboard fun! Enrollment is limited! *(Fee-based)*

KIDS 901

**Intro to Computers**

Ages 8+

Have fun while developing proficiency in software usage and hardware knowledge. *(Fee-based)*

KIDS 903

**Drawing & Sketching**

Ages 5-7

Designed to heighten your child's self-esteem through individual expression while interacting creatively with others. Basic drawing skills and the application of colors using colored pencils and watercolors will be used. *(Fee-based)*

KIDS 903A

**Drawing & Sketching**

Ages 8+

Designed to heighten your child's self-esteem through individual expression while interacting creatively with others. Basic drawing skills using pencils, colored pencils, charcoal or watercolors. *(Fee-based)*

KIDS 904

**Create Your Own Web Page Using HTML Camp**

Ages 12-17

Prerequisite: basic internet navigation skills. Learn how to create your own web page with HTML. Includes creating, formatting, enhancing and publishing HTML/web pages. *(Fee-based)*

KIDS 909

**Create Your Own Web Page with Frontpage Camp**

Ages 9+

Using Microsoft FrontPage, students will design their own web pages. They will learn how to add text and pictures to the web page, how to upload and post their web page on the internet for free! *(Fee-based)*

KIDS 912

**Computer Creative Imaging With Photoshop Camp**

Ages 8+

Students will be introduced to the basics of available graphic design tools and technique. They will have fun drawing, painting, scanning, resizing, changing color and enhancing photos by using the Adobe Photoshop software. *(Fee-based)*

KIDS 913

**Microsoft Word for Kids**

Ages 8+

Learn how to create, save and print documents (letters, reports, tables, memos, flyers, etc.) Check spelling and grammar. Edit, change format, font and style. Create tables, print labels and envelopes, insert pictures and use mail merge. *(Fee-based)*

KIDS 914

**Digital Photography Camp**

Ages 10+

This class will help to develop or improve your digital photography skills. Using the computer and Photoshop, students will learn photo editing skills to restore, resize, change colors and enhance your photos. Bring your own photos, a digital camera and USB flash drive to each class. *(Fee-based)*

KIDS 916

**Presentations With Powerpoint Camp**

Ages 9+

Students will have fun creating a simple slide show presentation using Microsoft PowerPoint. Learn how to use text, animation, sound effects and graphics to complete a short in-class slide show. *(Fee-based)*

KIDS 918

**Using Movie Maker 2 in Windows XP Camp**

Ages 10+

Students will learn how to create, record and import audio and video and learn how to create and save a new video collection and a new project in Windows XP. Edit movies, record a narration to go with the movie, trim a clip as well as creating and deleting a movie and saving and sending a movie and more! Fee includes all materials. *(Fee-based)*

KIDS 920A

**Drawing & Sketching**

Ages 7-8

Designed to heighten your child's self-esteem through individual expression while interacting creatively with others. Basic drawing skills and the application of colors using colored pencils and watercolors will be used. Pickup supply list at registration. *(Fee-based)*

KIDS 920B

**Drawing & Sketching**

Ages 9+

Designed to heighten your child's self-esteem through individual expression while interacting creatively with others. Basic drawing skills and the application of colors using colored pencils and watercolors will be used. Pickup supply list at registration. *(Fee-based)*

KIDS 930

**Create Your Own Web Page Using HTML**

Ages 12+

Learn how to create your own web page with HTML. Includes creating, formatting, enhancing and publishing HTML/web pages. Prerequisite: Basic Internet navigation skills. *(Fee-based)*

KIDS 932

**Introduction to PowerPoint**

Ages 9+

Students will have fun creating a simple slide show presentation using Microsoft PowerPoint. Learn how to use text, animation, sound effects and graphics to complete a short in-class slide show. *(Fee-based)*

KIDS 936

**Create Your Own Web Page with FrontPage**

Ages 9+

Using Microsoft FrontPage, students will design their own Web pages. They will learn how to add text and pictures to the Web page. their Web page on the Internet for free! *(Fee-based)*

KIDS 940

**Computer Hardware Repair and Installation**

Ages 14+

Students will learn how to diagnose hardware and software-related problems and how to solve them. They will learn how to install memory to hard drives, floppy drives, CD drives and various other major hardware parts inside the computer. *(Fee-based)*

KIDS 941

**Story time on the Computer: Create Your Very Own Electronic Book**

Grades 2-4

Using Kid Pix software, imagination and creativity; you will design your very own electronic book on the computer! Your book will include pictures, sound and animation. What story will the book tell? Well, it's all up to you! *(Fee-based)*

KIDS 945

**Introduction to Computer Programming**

Grades 5-8

Be creative and have fun! You will learn basic computer programming using Squeak software as you design objects (such as a car) and then give them a series of instructions to follow (such as drive a car in a circle). Whether you know a lot or a little about computers, you will enjoy this course! (Familiarity with computers, use of mouse, keyboard recommended). *(Fee-based)*

KIDS 947

**Writing Workshop**

Grades 7+

This writing workshop will expose students to a wide range of writing styles, familiarize students with the writing process, and enhance both the reading and writing skills of the student. Students will share their work and critique each other in a cooperative, nurturing environment. Whether the student is a struggling writer or a highly skilled writer this workshop will benefit them. *(Fee-based)*

KIDS 950

**Chess - It's Your Move**

Ages 8+

Want to be King of your own army? Chess is the oldest skill game in the world, played many centuries ago in China, India and Persia. This class will start at the basics and introduce concepts appropriate for every level. Opening, middle game, and endgame theory will be examined along with tactical theory. *(Fee-based)*

KIDS 951

**Clutterology for Kids and Teens**

Grades 7-12

From your closet to your locker to finding your homework, we all have stuff, but how do you organize it? Design zones for you to work in, play in and get dressed in. Have fun while you sort, store and simplify. Gain great skills that will last you a lifetime. Book included. *(Fee-based)*

KIDS 952

**Fun With Phonics**

Grades 1-2

Children will participate in a variety of meaningful, interactive, and stimulating games and activities to build phonics and spelling skills. In order for children to be successful in beginning reading, they must have a strong phonics foundation. *(Fee-based)*

KIDS 954

**Tutorial: Read, Read, Read**

Grades 1-2

Emergent readers will be taught essential reading skills (phonics, basic sight word memorization & comprehension strategies) through the use of word games, poetry, story books, and direct instruction. Limited to 8 students. *(Fee-based)*

KIDS 960

**Art Techniques for Kids!**

Ages 4-6

Come make fun and beautiful art! Learn how to use pastels, mix paints, and how to paint on paper, and canvas. We will use our imaginations, photos, and real life to create our own lively works of art! *(Fee-based)*

KIDS 961

**Art Techniques for Kids!**

Ages 7+

Come make fun and beautiful art! Learn how to use pastels, mix paints, and how to paint on paper, wood and canvas. We will use our imaginations, photos, and real life to create our own lively works of art! *(Fee-based)*

KIDS 962

**More Spanish For Kids**

Ages 5-6

Children have fun with Spanish by doing activities, playing games and singing song. Introduces basic communication about active words, nature, animals, days of the week, food, numbers, house and body. Will include some review of Spanish Kids I. *(Fee-based)*

KIDS 964

**Jewelry Making**

Ages 8+

Students will learn to make jewelry with various materials such as paper mache, beads, clay, etc. *(Fee-based)*

KIDS 965

**Bookmaking**

Ages 7-10

Students will learn to make various books with different themes using mixed mediums. The books can be used as sketch books or for making up your own stories. *(Fee-based)*

KIDS 967

**Creative Arts and Cultural Crafts Camp**

Grades 3-6

Explore the world through art! This class is to inspire and motivate the young artist through the creative discovery of various cultures and their techniques. You will become skilled at painting, collage, drawing and crafts. *(Fee-based)*

KIDS 969

**Make Art Like the Masters Camp!**

Ages 8+

Come create beautiful artwork and learn about famous master artists such as Monet, Van Gogh, Picasso and more! We will recreate famous paintings and make works of our own in the style of these talented master artists. *(Fee-based)*

KIDS 970

**Recycled Art Camp**

Ages 7+

Let's help the environment and create art. In this class we will be recycling materials such as coffee cans, glass water bottles, and cardboard into vases, candle holders, pencil holders, decorative sketch books, art portfolio cases, and masks. *(Fee-based)*

KIDS 975

**Creating Small Sculptures**

Age 8+

Students will learn to make cups, teapots, coffee pots, whimsical animals, vases, mosaics, candleholders using various clays such as modeling and fimo clay, clay hardener. *(Fee-based)*

KIDS 976

**Creating Small Sculptures**

Ages 6+

Students will learn to make cups, teapots, coffee pots, whimsical animals, vases, mosaics, candleholders using various clays such as modeling and fimo clay, clay hardener. *(Fee-based)*

KIDS 980

**Draw and Paint Animals**

Ages 5+

In this class, you will learn how to draw and paint different animals. You will be using watercolors, colored pencils, markers, crayons to capture textures of animals. *(Fee-based)*

KIDS 990

**Printmaking for Kids**

Ages 7+

The young artist in this class will be introduced to various materials and mediums to create their own unique prints. Students will make pictures which can be used to create their own specialized cards, gift paper, or art pieces. *(Fee-based)*

KIDS 995

**Handmade Cards for Different Occasions**

Ages 10+

Come learn to make handmade cards for different occasions. Make cards using various materials, such as watercolor paper, paints, felt, fabric, etc. *(Fee-based)*

KIDS 1010

**Modern Masters Art Camp**

Ages 7+

Let's create modern art in the style of Andy Warhol, Jackson Pollock, Robert Rauschenberg, and more. We will use various art mediums such as acrylics, tempera, and watercolors. Some of the art techniques we will learn are printmaking, action painting, and collage. Please wear old clothes or bring an apron. *(Fee-based)*

KIDS 1015

**Anime Drawing Camp**

Ages 8+

Learn how to draw unique anime fantasy characters and settings. Also learn how to pose and costume the characters. Fantasy characters will be created using colored pencils, markers, and watercolors. *(Fee-based)*

KIDS 1020

**Fun With Clay Camp**

Ages 7+

Let's make fun clay puppets, plates, dishes, bowls, tiles, animals, and faces! We will be using air-drying clay, polymer clay and paints. *(Fee-based)*

KIDS 1035

**The Art of Sketching & Painting People Camp**

Ages 8+

Have you ever wanted to draw realistic people? This is the class for you. We'll learn to draw and paint people on the go, complete figures, real-life clothing, faces, hands, feet, life-like hair, and facial expressions! This class will have you on your way to drawing and painting great pictures of people! *(Fee-based)*

KIDS 1040

**Seasonal Arts and Crafts Workshop**

Ages 3-4

A wonderful opportunity for the parent and child to work together creating a seasonal craft project using variety of materials. Children will be encouraged to use their imagination. *(Fee-based)*

KIDS 1041

**Seasonal Arts and Crafts Workshop**

Ages 5-7

Create a seasonal craft project using a variety of materials. Children will be encouraged to use their imagination. *(Fee-based)*

KIDS 1042

**Seasonal Arts and Crafts Workshop**

Ages 8+

Create a seasonal craft project using a variety of materials. Children will be encourage to use their imagination. *(Fee-based)*

KIDS 1043

**Seasonal Arts and Crafts Workshop**

Ages 6+

Create a fun craft project to keep for yourself or give as a gift. Children will be encouraged to use their imagination. *(Fee-based)*

KIDS 1045

**Beyond Smoothies and More**

Ages 7-12

Child and parent will join forces to create a variety of colorful and delicious summer-time drinks. This one day workshop will include demonstration and hands-on participation in the creation of fun summer-time drinks for kids including smoothies and fruit juices beverages. Demonstration will be given on fun fresh fruit garnishes and colorful ice rings. The class will be taught by our vocational bartending instructor and class will be held in our adult bartending classroom. *(Fee-based)*

KIDS 1050

**Write Your Own Newspaper**

Grades 4-6

Students will have fun writing their own newspaper. Writing assignments will include interviews, movie reviews, sports features and editorials. *(Fee-based)*

KIDS 1055

**Writers Camp**

Grades 5-6

Students will sharpen their writing and critical thinking skills. They will edit short articles, review grammar and punctuations rules, and learn skills used to write paragraphs about a variety of topics. *(Fee-based)*

KIDS 1060

**Poems and Plays**

Grades 4-6

Students will learn how to write short plays and present them to the class. *(Fee-based)*

KIDS 1065

**Grammar Rules!**

Grades 3-5

This class will review parts of speech, punctuation, and capitalization. A strong foundation in grammar enhances a student's ability to write and speak effectively. *(Fee-based)*

KIDS 1070

**Research Techniques**

Students will learn techniques for writing a research paper, including choosing a topic, using the Internet, writing an outline, taking notes and writing a draft. *(Fee-based)*

KIDS 1075

**How to Write a Research Paper Camp**

Grades 6-8

Students will learn to write a research paper. Topics include finding resources, taking notes, writing an outline, writing and revising a draft, and writing a bibliography. *(Fee-based)*

KIDS 1080

**Science Camp - Earth Science Exploration**

Ages 6-9

Children will explore the wonders of earth science. Through hands-on activities, students will investigate mineral and fossil specimens to assemble their own beginning rock collection. Students will build a clay model to discover how volcanoes grow. Learning about geodes and rock formations students will write about their discoveries in their science journal and create their own fossil model. Class size is limited. *(Fee-based)*

KIDS 1085

**Kindergarten Reading, Writing and Math Review Camp**

Students will participate in a variety of fun and effective activities designed to review and sharpen their reading (phonics, decoding and blending & reading comprehension), writing and math skills. Games, worksheets and music and a "hands-on project" will be used to review kindergarten skills before starting 1st grade. *(Fee-based)*

KIDS 1090

**Teen Chef Camp**

Ages 13-16

Spend a week with our professional chefs. The Teen Chef Camp at SCE wants you to learn the basic skills of a chef; "mis en place", knife skills, nutrition, safety, sanitation and culinary terminology. Apprentice chefs will embark on a culinary tour that spans the globe as they prepare dishes from start to finish. The day concludes at the chef's table as they discuss and enjoy their daily creations. Bring two dish towels, white apron and a container for leftover food to take home and share. Students must wear black cotton pants, white t-shirts and closed-toe sneakers to class. *(Fee-based)*

KIDS 1095

**Computer Fun for Kindergarten Students**

Kindergarten students will have an exciting time enhancing their academic skills, exploring their artistic abilities, and unveiling their never ending imagination, in this computer class. *(Fee-based)*

KIDS 1105

**How to Write a Research Paper**

Grades 4 to 6

In this class students will learn the process for writing a research paper. Topics include finding resources, taking notes, writing an outline, writing and revising a draft, and writing a bibliography. *(Fee-based)*

KIDS 1110

**Improve Your Writing**

Grades 5 & 6

In this class students will sharpen their writing and critical thinking skills. They will edit short articles, review grammar and punctuation rules, and learn skills used to write paragraphs about a variety of topics. *(Fee-based)*

KIDS 1145

**Tutorial: Trigonometry**

Grades 9+

The course is to introduce and study the properties of trigonometric functions. Students will learn the fundamental laws that govern relationships between sides and angles of triangles, various techniques in taking measurements of triangles, graphing trigonometric functions, and using identities in preparation for Calculus. *(Fee-based)*

KIDS 1150

**Pre-Calculus**

Grades 10+

This course is designed for preparation into Calculus. Topics range from relations and functions, linear and quadratic functions, polynomials, rational functions, radicals and roots, exponentials and logarithms, conic sections, systems of equations, and sequences/series. *(Fee-based)*

KIDS 1155

**Calculus I**

Grades 10+

This course is the first of a three part series of Calculus that is designed as a quick review of the Pre-Calculus functions. Topics covered will include understanding of properties of limits, techniques of finding limits, asymptote, continuity and one-sided limits, and infinite limits. These skills are an excellent preparation for the AP Calculus exam given in May. *(Fee-based)*

KIDS 1157

**Calculus II**

Grades 10+

This course is the second of a three part series of Calculus that is designed to build the foundations of limits to learn the concepts of derivatives. Students will be able to learn the definition of a derivative and later use them to solve FOR word problems such as related rates and graphing functions. These skills are a strong preparation for the AP Calculus exam. This class is limited to 8 students. *(Fee-based)*

KIDS 1160

**Arts & Crafts - Beautiful Beads Workshop**

Grades 3-5

Come and have fun learning the basics about beading to create your own beautiful bracelet and necklace. Students will learn about the history and traditions of beading all over the world, examine and use beading tools and techniques, and design, plan, and assemble their individual beaded jewelry. Materials included. *(Fee-based)*

KIDS 1165

**English Rules (English-as-a-Second Language)**

Ages 8+

This course is a fun way to learn English. Students will practice English basic grammar, parts of speech, and frequent word vocabulary lists. Emphasis will be on reading and writing concepts through songs, poems, reading, story telling and student journal writing. *(Fee-based)*

KIDS 1170

**Science & Health - the Amazing 5 Senses**

Grades 3-4

Students will learn about their 5 senses through fun and hands-on activities and experiments that explore seeing (eye), hearing (ear), smelling (nose), touching (skin, hand), and tasting (tongue). Emphasis on using scientific observational skills, writing in a Science Journal, and how to keep these vital senses healthy through daily care. *(Fee-based)*

KIDS 1175

**Science & Health - Wonderful You**

Grades 3 & 4

Students will learn about the wonders within their own bodies by exploring its major systems; nervous (brain/nerves), skeletal (skeleton/bones), muscular (muscles), respiratory (lungs), circulatory (heart), and digestive (stomach/intestines). Engaging and fun activities will focus students on healthy living choices to care for these important systems to stay "wonderful". *(Fee-based)*

KIDS 1180

**Teen Advanced Tennis**

High School Level

An accelerated program to review a student's ability to enter a High School Tennis competition. *(Fee-based)*

KIDS 1185

**Spelling and Writing Enrichment**

Ages 6-8

If your child has a foundation in basic phonics, then this is the class for him. This class will take students to the next level of spelling words and better writing habits. Students will learn to read and spell words through various spelling patterns. This class will develop skills in writing correct sentences and paragraphs. *(Fee-based)*

KIDS 1190

**Dining and Party Etiquette**

Ages 8-12

This fun and informative class provides an overview of good manners and leadership skills. Students will learn social courtesies, introductions, dining, and party etiquette. *(Fee-based)*

KIDS 1200

**Teen Etiquette**

Ages 13-17

This class will provide a foundation of good manners and leadership skills. Topics include: introductions and handshaking, dining skills, thank you notes, getting up in front of a group and listening skills *(Fee-based)*

KIDS 1215

**ESL - English Language Skills**

Ages 5-6

s course is designed for students who are not native speakers of English. This class will help the student advance in the following three areas: 1) Speaking and Listening Skills, 2) Grammar and Writing skills, 3) Reading and Vocabulary skills. *(Fee-based)*

KIDS 1217

**ESL - English Language Skills**

Ages 7 -12

This course is designed for students who are not native speakers of English. This class will help the student advance in the following three areas: 1) Speaking and Listening skills, 2) Grammar and Writing skills, 3) Reading and Vocabulary skills. *(Fee-based)*

KIDS 1225

**Singing, Dancing and Storytelling**

Ages 2-4

Parent and child will enjoy self-esteem building activities together; singing and dancing, storytelling and art. *(Fee-based)*

KIDS 1230

**Storytelling, Singing and Dancing**

Ages 3-5

Your child will enjoy age appropriate self-esteem building activities; storytelling, singing, dancing, and art. *(Fee-based)*

KIDS 1235

**Hands-on Science and Art Camp**

Ages 6-9

In this class, children will discover science through hands-on art experiences. Through the use of a variety of mediums and techniques, students will explore, manipulate and realize the intertwined nature of science experimentation and art creation. Fun activities with water and air, light and sight, motion and energy reaction and matter, and nature and earth will help students to learn and enjoy basic scientific concepts. *(Fee-based)*

KIDS 1240

**Cheerleading Workshop**

Ages 4-7

Students will learn the fundamentals of cheerleading including; arm motions, jumps, tumbling, cheers and dances. Students will also learn proper warm-up and stretching techniques to improve their flexibility. This class is designed to build self-confidence and give the students the fundamentals of cheerleading skills. Wear comfortable clothing and bring water. Show performance on the last day of class for family and friends. *(Fee-based)*

KIDS 1243

**Cheerleading Workshop**

Ages 8-11

Students will learn the fundamentals of cheerleading including; arm motions, jumps, tumbling, cheers and dances. Students will also learn proper warm-up and stretching techniques to improve their flexibility. This class is designed to build self-confidence and give the students the fundamentals of cheerleading skills. Wear comfortable clothing and bring water. Show performance on the last day of class for family and friends. *(Fee-based)*

KIDS 1246

**Cheerleading Workshop**

Ages 12-15

Students will learn the fundamentals of cheerleading including; arm motions, jumps, tumbling, cheers and dances. Students will also learn proper warm-up and stretching techniques to improve their flexibility. This class is designed to build self confidence and give the students the fundamentals of cheerleading skills. Wear comfortable clothing and bring water. Show performance on the last day of class for family and friends. *(Fee-based)*

KIDS 1250

**Dance Workshop**

Ages 4-7

Dance students will learn the moves and techniques of a variety of dances including ballet, jazz, hip hop, latin, pop and more! Students will learn the fundamental stretches, steps and conditioning for the most popular dances. Short choreography will be presented and practiced throughout the workshop. Please wear comfortable clothing and bring water. A short performance will be conducted on the last day of class. *(Fee-based)*

KIDS 1253

**Dance Workshop**

Ages 8-11

Dance students will learn the moves and techniques of a variety of dances including ballet, jazz, hip hop, latin, pop and more. Students will learn the fundamental stretches, steps and conditioning for the most popular dances. Short choreography will be presented and practiced throughout the workshop. Please wear comfortable clothing and bring water. A short performance will be conducted on the last day of class. *(Fee-based)*

KIDS 1256

**Dance Workshop**

Ages 12-15

Dance students will learn the moves and techniques of a variety of dances including, ballet, jazz,, hip hop, latin, pop and more. Students will learn the fundamental stretches, steps and conditioning for the most popular dances. Short choreography will be presented and practices throughout the workshop. Please wear comfortable clothing and bring a bottle of water. A short performance will be onducted on the last day of class. *(Fee-based)*

KIDS 1260

**Writing from A to Z**

Grades 4-6

Course will provide individual assessments at the beginning and focus on strengthening writing skills through the use of adjectives, adverbs, and introductory adverbial phrases. Paragraph writing skills are developed as well as expository and narrative writing skills. Class size limited. *(Fee-based)*

KIDS 1265

**Tutorial: Geometry - Basics of Geometry**

Grades 7+

Geometry-Part I includes basic concepts such as points, lines, planes, and angles. A significant part of the course deals with logic and reasoning, which is an important foundation in constructing proofs. Students will also learn about congruent triangles, quadrilaterals, and inequalities. Class is limited to 8 students. *(Fee-based)*



KIDS 1267

**Tutorial: Geometry - Part II**

Grades 7+

The second part of Geometry is learning about congruence, the study of right triangles (including Pythagorean Theorem and special triangles), coordinate geometry, circles, area, and volume. A significant portion of this course will emphasize proofs. Class is limited to 8 students. *(Fee-based)*

KIDS 1269

**Tutorial: Geometry - Part III**

Grades 7+

The third course in Geometry is about finding area, volume, and surface areas of solids and various polygons. Further study into circles is also emphasized along with proofs. Class is limited to 8 students. *(Fee-based)*

KIDS 1270

**Solving Word Problems**

Grades 3-4

Students will learn 6-10 strategies such as Guess and Check, Make an Organized List, Act it Out, and Work Backwards, to solve different types of math word problems. Enrollment limited to 10 students. *(Fee-based)*

KIDS 1273

**Solving Word Problems**

Grade 4+

Are word problems a challenge? Students will review basic math strategies to select data and successfully solve different types of math word problems. Enrollment is limited to 10 students *(Fee-based)*

KIDS 1276

**Solving Word Problems**

Grades 6-7

Students will refine data analysis skills, reviewing all basic strategies and learn to select an algebraic strategy when one exists. Efficient use of time will be emphasized. Class can be repeated for additional skill building. Enrollment limited to 10 students. *(Fee-based)*

KIDS 1280

**Introduction to the Martial Arts**

Ages 4 -6

Students will be introduced to basic martial arts skills as well as important life skills. Class will enhance your child's coordination and increase you child's confidence. Self Awareness skills and personal safety skills will be covered. Martial arts is a process that will help develop a positive attitude, respect, self discipline, and build character. *(Fee-based)*

KIDS 1285

**Tutorial: Solving Word Problems Using Algebra**

Grade 7+

This course complements Algebra I where algebraic skills are applied to solve word problems. Students are taught to translate words into equations and solve them in an organized manner. This course is limited to 8 students. *(Fee-based)*

KIDS 1290

**Sing and Learn Chinese for Parent and Child**

Ages 0-6

A jump start opportunity for children to learn pronunciation, greetings, and basic Mandarin concepts through music, movements, storytelling and various activities. Class offers a great opportunity for parents wanting to increase their child's social, emotional, interpersonal skills. Parents can also learn along with their own child in a fun setting. *(Fee-based)*

KIDS 1295

**Sing and Learn Chinese for Parent and Child**

Ages 0-6

A jump start opportunity for children to learn basic Mandarin vocabularies, simple conversations through songs, movements, storytelling, play, and various activities. Class offers a great opportunity for parents wanting to increase their child's social, emotional, interpersonal skills. Parents can also learn along with their own child in a fun setting. *(Fee-based)*

KIDS 1300

**SAT Prep - Math**

Grades 10+

This course is designed for students taking the SAT (Scholastic Aptitude Test) for College Admission purposes. The focus in this course includes review with Numbers/Operations and Algebra/Functions, Geometry, Data Analysis, Statistics, and Probability. *(Fee-based)*

KIDS 1310

**Toy Factory**

Grades 1-3

Students will explore, design and build simple, fun toys such as parachutes, rocket launchers, catapults, spinning tops and marble runs. Students will use many everyday, household supplies to build their toys. In the process, students will also learn the science of how the toys work. *(Fee-based)*

KIDS 1315

**Lights...Crafts...Action!**

Grades 4-6

This class puts a new twist on arts and crafts! Students will make greeting cards that light up, simple lanterns, flashlights and headlights using paper, cardboard, LED lights and batteries. In the process, you will learn about electricity and circuits. A fun class for both boys and girls! *(Fee-based)*

KIDS 1320

**Introduction to Computer Animation & Games**

Grades 5-8

Girls and boys, it's time to be creative and have fun! In this course, you will learn basic computer programming. You will design simple animations and even make your own video game. Whether you know a lot or a little about computers, you will enjoy this course! *(Fee-based)*

KIDS 1330

**Tiny Tots Tumbling**

Ages 18m - 3yrs

This class will introduce your child to stretching, locomotor and basic gymnastic skills in a fun and safe environment. Parent/guardian participation required to assist the child through age appropriate progressive gymnastic instruction each week. *(Fee-based)*

KIDS 1335

**Basic Reading Skills**

Ages 4-5

This class focuses on developing your child's ability to rhyme and blend sounds in words to become better readers and spellers. We will use "phonemic awareness" techniques that allow children to practice manipulating sounds in words through fun songs and activities. A student assessment and parent packet will be given. Each term has different activities. *(Fee-based)*

KIDS 1340

**Calculus III (Integral Calculus)**

Grades 10+

This a third part course in Calculus that focuses on antiderivatives and integration. Students will learn different methods of integration. In addition, these techniques will be used to calculate area and volume of functions. These skills are a strong preparation for the AP Calculus course every May. *(Fee-based)*

KIDS 1350

**Math CAHSEE Test Taking Strategies**

Grade 10

Students will get familiar with the California High School Exit Exam (CAHSEE) questions and the necessary strategies to approach them. Students will also learn how to organize their study materials to prepare themselves for the test. *(Fee-based)*

KIDS 1353

**Math CAHSEE Test Taking Strategies**

Grades 11-12

Students will get familiar with the California High School Exit Exam (CAHSEE) questions and the necessary strategies to approach them. Students will also learn how to organize their study materials to prepare themselves for the test. *(Fee-based)*

KIDS 1355

**Reading & Writing en Espanol**

Grades 5-6

Students will learn the basics about writing and reading in Spanish through easy and fun activities. Spanish grammar and phonics will be emphasized. This class is designed for fluent Spanish speakers. *(Fee-based)*

KIDS 1357

**Reading & Writing en Espanol**

Grades 7-8

Students will learn the basics about writing and reading in Spanish through easy and fun activities that will engage them into the learning of the language that they already speak. *(Fee-based)*

KIDS 1365

**Positive Living Skills for Youth**

Ages 8-11

This class is geared toward teaching youth, ages 8 - 11, to become more positive, more confident, more skilled at coping with stress, and more focused on their pursuits. Activities encourage students to participate, accept others, and develop cooperation skills while having fun! Class adapted from Terry Orlick's "Feeling Great" program. *(Fee-based)*

KIDS 1370

**Fun with Magnets and Magnetic Fields**

Grades 2-6

You will learn about magnets and magnetic fields, and get first hand experience in determining whether poles of a magnet are the same or different and will repel or attract. Through hands on activities see how magnets repel and cause objects to float in mid air as well as hold certain objects in the air without being touched. How strong magnets are and how they make objects move without being touched is also investigated. *(Fee-based)*

KIDS 1371

**Fun with Magnets and Electricity**

Grades 2-6

Kids will learn about magnets and magnetic fields. Through hands on activities they can see how magnets repel and cause objects to float in mid air. Experience how series and parallel circuits are made and useful things that electricity and circuits can do. Electricity is "measured" using meters and series and parallel circuits. Attendees will perform experiments to turn electrical currents into magnetic fields. *(Fee-based)*

KIDS 1375

**Jammin' Chemistry**

Grades 3-5

Introduces the properties of solids, liquids, and gases. Learn about chemical change when solids and liquids produce gases and temperature changes. Experience chemical change when acids and bases make cabbage juice and goldenrod paper indicators change color. See density changes with the salt volcano, liquid layers, and suspended spheres of oil. *(Fee-based)*

KIDS 1376

**More Jammin' Chemistry Camp**

Grades 3-7

Students will learn about chemical reactions between solids, liquids, and gases with a variety of demonstrations. Watch a sea of bubbles erupt from a jar in a reaction of household items. Students will learn about solutions and mixtures and will see how light can be produced by mixing chemicals. *(Fee-based)*

KIDS 1377

**More Jammin' Chemistry Camp**

Grades 3-6

Students will learn about reactions of solids, liquids, and gases. Hands-on activities with materials and chemical reactions will be shown in a variety of demonstrations. Color changing chemical reactions with simple and safe materials will be demonstrated. *(Fee-based)*

KIDS 1380

**Popping, Colliding, and Flashy Physics**

Grades 3-6

Learn energy transfer by conduction, convection, motion, and light. Explore conduction with color-changing films, amazing ice blocks, and "hand boilers". Experience heat transfer with dry ice and light sticks in hot water. Use the swinging wonder, kinetic yoyos, and an astroblaster to show energy transfer by moving objects. See how fuel makes a miniature steam boat move. Learn about light with radiometers, light-sensitive beads, prisms, and solar cells. *(Fee-based)*

KIDS 1381

**Popping, Colliding, Flashy and Noisy Physics Camp**

Grades 3-6

Kids will learn about energy transfer by heat, light, sound, and moving objects. A "hand boiler", dry ice, hot water, light sticks, and color-changing films are used to show energy transfer by heat. Students also learn how fuel is used to do "useful" work using putt putt steam boats. Different types of fuel for vehicles, fires, and people will be discussed. How sound is produced, described, and heard is also shown. *(Fee-based)*

KIDS 1385

**Under Pressure**

Grades 3-6

Learn how air occupies space and exerts pressure and learn about water pressure. Learn that air pressure is equal in all directions and decreases the farther we go away from the Earth's surface. Examples of activities include the classic "Egg in the bottle", Hero's fountain, Cartesian divers, and Bernoulli Bags. *(Fee-based)*

KIDS 1390

**Computer Keyboarding I**

Ages 12+

Multimedia software teaches your child the layout of the computer keyboard. Integrated music and puzzle activities make learning the keyboard fun! Enrollment is limited! *(Fee-based)*

KIDS 1392

**Intermediate Water Polo for Kids**

Ages 12-14

This course is open to boys and girls age 12-14 who are at an intermediate playing level. This course will feature instruction in ball handling, shooting, passing and conditioning, and team play. *(Fee-based)*

KIDS 1393

**Advanced Water Polo for Kids**

Ages 14-17

This course open to boys and girls, will focus on water polo techniques, skills, and conditioning with an emphasis on competition. Optional opportunity to participate in competitions for an additional fee for US Water Polo registration. *(Fee-based)*

KIDS 1394

**Computer Keyboarding II**

Ages 8+

This class is for students who can already type but wish to improve their speed and accuracy. Be ready for school projects and research papers. Learn keyboarding through writing exercises including poetry and stories. On the last day of class students will share a creation from class. *(Fee-based)*

KIDS 1398

**Computer Keyboarding II**

Ages 12+

This class is for students who can already type but wish to improve their speed and accuracy. Be ready for school projects and research papers. Learn keyboarding through writing exercises including poetry and stories. On the last day of class student will share a creation from class. *(Fee-based)*

KIDS 1400

**Creating Memories**

Ages 10+

Using the computer and your own photographs from a special event learn how to create a variety of personalized items from storybooks to cards, calendars and more! Bring scannable photos and a USB flash drive or photos uploaded to a USB flash drive to class. Parents have the option of purchasing a variety of personalized items. Information sheet will be provided in class. *(Fee-based)*

KIDS 1403

**Fun with Digital Education for Kids**

Ages 5-7

This class uses online education that combines instruction with fun learning games for children creating interactive learning and fun. Learning games can help students concentrate on language arts, math, science, and social studies skills through an entertaining online curriculum. Fun with Digital Education motivates the student and offers a balance between educational activities and online learning games for kids. The students have freedom to explore in a safe and motivating environment. *(Fee-based)*

KIDS 1405

**Internet Zone**

Grades 6-8

When you search for information on the Internet, you are on the World Wide Web (a very large and complex Web of information). In this course, we will explore websites to help you succeed in school, explore your interests, and create your own projects. We will also discuss Internet safety. *(Fee-based)*

KIDS 1408

**Microsoft Word, PowerPoint & Excel for Kids**

Ages 9+

This course is for students who know the basics in at least one of the Microsoft applications. Students will learn how Word, PowerPoint and Excel can be used in school projects (reports, presentations) and for personal use (digital scrapbooking, fun signs, presentations, and money management spreadsheets). *(Fee-based)*

KIDS 1410

**Guitar for Kids - Songs of the Disney Channel**

Ages 9+

Learn to play and sing all the coolest Disney Channel songs of High School Musical, Hannah Montana and the Jonas Brothers. Bring acoustic guitar and medium pick, get ready to rock and become a STAR! Recommended for students who have completed a beginning level guitar class. *(Fee-based)*

KIDS 1413

**Guitar for Kids - Songs of Guitar Hero**

Ages 9+

You've mastered the game console - now learn songs from "Guitar Hero III" and "World Tour" on a real guitar! Bring medium pick and acoustic or electric guitar - and get ready to ROCK THE STAGE! Recommended for students who have completed a beginning level guitar class. *(Fee-based)*

KIDS 1415

**Singing is Fun**

Ages 6-10

Introduces basic skills for singing in a group ensemble/or choir for young voices. Techniques for breath control, diction, posture will be taught with an emphasis on self confidence and fun! Musical Theatre/Children's theme repertoire. Music/Lyrics included! *(Fee-based)*

KIDS 1417

**Creating a Keepsake Book**

Ages 11+

Do you have photographs of a special event like a dance recital or sporting event you would like to have in a keepsake book? Then this class is for you. In the computer lab learn how to upload pictures and artwork in a digital format to create a personal storybook. Select a theme and bring photos to class in a digital format. Tuition includes fee for a 5x7 hardbound book that will be mailed to your home. *(Fee-based)*

KIDS 1420

**Word Wizard (Reading & Writing) Grades 2-3**

This course will provide review and practice activities to build student understanding of basic word structures and strategies that strengthen reading, writing, and spelling skills. Students will create a personal Word Wizard Strategies Chart to use as a reinforcement tool for ongoing success. Class size is limited. *(Fee-based)*

KIDS 1425

**Go Green**

Grades 3-6

Everyone is talking about how we all need to GO GREEN. But, what does that really mean? In this course, you will understand what it means and create a plan on how YOU can go green every day. We will also have fun with recyclable crafts and renewable energy projects. Class size is limited. *(Fee-based)*

KIDS 1427

**Tutorial: Probability and Statistics**

Grades 7-8

This course is designed for middle school students to learn the basics of probability and statistics. Topics include probability of dependent or independent events, the counting principles, permutations, combinations, and graphing data. Class is limited to 8 students. *(Fee-based)*

KIDS 1430

**Shockingly Fun Electronics**

Grades 4-6

Using hands-on demonstrations with manipulatives, learn about electronics and electrical circuits. Experience how series and parallel circuits are made and useful things that electricity and circuits do. Conductors and insulators are demonstrated. Electrospheres and lumin disks are used to demonstrate the concept of electricity. Learn how electricity is "measured". Learn how energy from the sun can be turned into electricity. *(Fee-based)*

KIDS 1433

**Spanish Fun for Mommy, Daddy and Me**

Ages 3-4

Parent and child learn Spanish through songs, dancing and games. Introduction to greetings, colors, numbers and body parts. All in a fun way. *(Fee-based)*

KIDS 1435

**Can U Dig It? Volleyball Camp for Beginners**

Ages 8-16

This class is geared toward the beginner level youth who is interested in learning the basic fundamentals of volleyball conditioning, as well as drills that focus on the necessary skills to play the game, will also be introduced. Students should wear tennis shoes and bring a small towel and water to class. Knee pads are optional. *(Fee-based)*

KIDS 1438

**Can U Dig It? Volleyball Camp for Beginners**

Ages 14-16

This class geared toward the beginner level youth who is interested in learning the basic fundamentals of volleyball conditioning, as well as drills that focus on the necessary skills to play the game, will also be introduced. Students should wear tennis shoes and bring a small towel and water to class. Knee pads are optional. *(Fee-based)*

KIDS 1440

**Calligraphy Camp**

Grades K-2

Learn to write beautifully while having fun! Learn about ancient alphabets and the secrets that past scribes (hand written) had that can make your writing special today. We will make bookmarkers, magnets, thank-you and holiday cards and more! Impress your friends, teachers, mom and dad too! It's easy with today's tools. *(Fee-based)*

KIDS 1443

**Calligraphy Camp**

Grades 3-6

Learn to write beautifully while having fun! Learn about ancient alphabets and the secrets that past scribes (hand written) had that can make your writing special today. We will make bookmarkers, magnets, thank-you and holiday cards and more! Impress your friends, teachers, mom and dad too! Its easy with today's tools. *(Fee-based)*

KIDS 1445

**Calligraphy Camp**

Grades 7+

Learn to write beautifully while having fun! Learn about ancient alphabets and the secrets that past scribes (hand written) had that can make your writing special today. We will make bookmarkers, magnets, thank-you and holiday cards and more! Impress your friends, teachers, mom and dad too! It's easy with today's tools. *(Fee-based)*

KIDS 1448

**Writer's Workshop Camp**

Grades 2-3

In Writer's Workshop, students engage in a supportive environment to review the essential organizing steps of the writing process. Through a series of mini-lessons, students practice pre-writing using brainstorming and graphic organizers, writing a first draft (sloppy copy), revising and editing strategies, and publishing and illustrating final drafts. Class size limited to 12. *(Fee-based)*

KIDS 1450

**Reader's Theater Camp**

Grades 2-3

Reading from story scripts, students learn to hear and play with language while exercising their mind, emotions, and tongues together. In a relaxed, fun, and cooperative atmosphere, students practice vital Language Arts skills and abilities; oral reading fluency and expression, listening, and understanding literary elements such as motivation and characterization. Class size limited to 12. *(Fee-based)*

KIDS 1452

**Reading, Writing, Spelling and Math Adventure Camp**

Grades 2-3

This class will reinforce reading, writing, spelling and math skills for 2nd and 3rd grade students. In a fun-filled environment the students will learn to write stories, play games and learn skills to enhance their spelling abilities. Math activities will include a variety of games and activities. *(Fee-based)*

KIDS 1455

**Calligraphy**

Grades K-2

Learn to write beautifully while having fun! Learn about ancient alphabets and the secrets that past scribes (hand written) had that can make your writing special today. We will make bookmarkers, magnets, thank-you and holiday cards and more! Impress your friends, teachers, mom and dad too! It's easy with today's tools. *(Fee-based)*

KIDS 1457

**Calligraphy**

Grades 3-6

Learn to write beautifully while having fun! Learn about ancient alphabets and the secrets that past scribes (hand written) had that can make your writing special today. We will make bookmarkers, magnets, thank-you and holiday cards and more! Impress your friends, teachers, mom and dad too! It's easy with today's tools. *(Fee-based)*

KIDS 1459

**Calligraphy**

Grades 7+

Learn to write beautifully while having fun! Learn about ancient alphabets and the secrets that past scribes (hand written) had that can make your writing special today. We will make bookmarkers, magnets, thank-you and holiday cards and more! Impress your friends, teachers, mom and dad too! It's easy with today's tools. *(Fee-based)*

KIDS 1461

**Calligraphy II**

Grades 1-3

Learn more about writing with Chancery style! Have fun practicing a whole new alphabet and make some beautiful art/craft projects (ornamental capitals, gift bags, birthday cards and more!) Learn more about calligraphy and graphic art tools that add gold, silver and glitter to your work (the ancients called it illumination). Inspire your student to write more beautifully! *(Fee-based)*

KIDS 1463

**Calligraphy II**

Grades 3-6

Learn more about writing with Chancery style! Have fun practicing a whole new alphabet and make some beautiful art/craft projects (ornamental capitals, gift bags, birthday cards and more!) Learn more about calligraphy and graphic art tools that add gold, silver and glitter to your work (the ancients called it illumination). Inspire your student to write more beautifully! *(Fee-based)*

KIDS 1465

**Calligraphy II**

Grades 7+

Learn more about writing with Chancery style! Have fun practicing a whole new alphabet and make some beautiful art/craft projects (ornamental capitals, gift bags, birthday cards and more!) Learn more about calligraphy and graphic art tools that add gold, silver and glitter to your work (the ancients called it illumination). Inspire your student to write more beautifully! *(Fee-based)*

KIDS 1470

**Fashion Illustration Camp**

Ages 12+

Calling all aspiring fashion illustrators. In this class you will complete a fashion figure with collars, blouses, skirts, pants, and hats. Learn to draw proportional figures and faces, as well as gesture drawings. Fashion figures will be created using watercolors, colored pencils, markers, and pens. Illustrate different textures of fabrics. Also create accessory and shoe illustrations and flats of garments. Special supplies required, pick up list in office. *(Fee-based)*

KIDS 1473

**Window into the World of Magic**

Ages 9+

Learn about the history of magic and famous magicians. See magic, memorabilia and magic books. Share the mystery of magic and learn tricks and terms of the trade. Work on developing your own magic show to amuse and amaze others. Enjoy the magic hobby. *(Fee-based)*

KIDS 1475

**Getting Ready for Third Grade Camp**

Summer is very long. Keep your child at the top of the class and ready for fall! This camp will review 2nd grade skills such as reading, math and writing through learning centers and fun activities. Students will also be introduced to beginning 3rd grade skills. *(Fee-based)*

KIDS 1480

**Beginning Group Guitar 1**

Ages 8-9

Students will learn the basics of rhythm, note reading, tablature reading and some chords. Technical exercises will be introduced to help develop control of the instrument. Students should bring an Acoustic Guitar (nylon string preferred) to class each week. Enrollment limited to eight students. Hal Leonard Guitar Method Book I required. *(Fee-based)*

KIDS 1481

**Beginning Group Guitar 1**

Ages 10-13

Students will learn the basics of rhythm, note reading, tablature reading and some chords. Technical exercises will be introduced to help develop control of the instrument. Students should bring an Acoustic Guitar (nylon string preferred) to class each week. Class size limited to eight students. Hal Leonard Guitar Method Book I. *(Fee-based)*

KIDS 1482

**Beginning Group Guitar 1**

Ages 14-17

Students will learn the basics of rhythm, note reading, tablature reading and some chords. Technical exercises will be introduced to help develop control of the instrument. Students should bring an Acoustic Guitar (nylon string preferred) to class each week. Class size limited to eight students. Hal Leonard Guitar Method Book I. *(Fee-based)*

KIDS 1483

**Beginning Group Guitar 2**

Ages 8-9

Students will elaborate further on the basics of rhythm, note reading, tablature reading and some chords. Intermediate Technical exercises will be introduced to further help develop control of the instrument. Students should bring a Acoustic guitar (nylon string preferred) to class each week. Class size limited to 8 students. Hal Leonard Guitar Method Book I required. *(Fee-based)*

KIDS 1484

**Beginning Group Guitar 2**

Ages 10+

Students will elaborate further on the basics of rhythm, note reading, tablature reading and some chords. Intermediate Technical exercises will be introduced to further help develop control of the instrument. Students should bring a Acoustic guitar (nylon string preferred) to class each week. Class size limited to 8 students. Hal Leonard Guitar Method Book I required. *(Fee-based)*

KIDS 1490

**Sounds Funtastic**

Grades 2-4

Experience concepts of how sounds are made and learn about pitch and tones. Experiment with groan tubes, talkie tapes, boomwhackers, and springs to understand how sounds originate and travel from vibrating objects to our ears. Learn which materials transmit sounds and which do not. *(Fee-based)*

KIDS 1493

**Layers of the Ocean and the Creatures that Live in the Ocean**

Grades 1-3

Learn the layers of our oceans and the creatures living in the ocean(sharks, whales, dolphins, electric eels, jelly fish, bioluminous fish, oceanographers and more). We will use plastic creatures of the sea to create a large display of the ocean, explore books, play games and learn about ocean wonders. *(Fee-based)*

KIDS 1495

**Layers of the Ocean and the Creatures that Live in the Ocean**

Grades 4-6

Learn the layers of our oceans and the creatures living in the ocean(sharks, whales, dolphins, electric eels, jelly fish, bioluminous fish, oceanographers and more). We will use plastic creatures of the sea to create a large display of the ocean, explore books, play games and learn about ocean wonders. *(Fee-based)*

KIDS 1500

**"Junior Idol" Summer Camp**

Ages 9-12

Will you be the next "Junior Idol"? Perfect your art in this informative and fun summer camp. Refine your presentation both vocally and choreographically. The week will culminate in an opportunity to perform before our panel of judges as well as family and friends. Students should bring music in CD form for the song you wish to perform. *(Fee-based)*

KIDS 1503

**"Junior Idol" Summer Camp**

Ages 13+

Will you be the next "Junior Idol"? Perfect your art in this informative and fun summer camp. Refine your presentation both vocally and choreographically. The week will culminate in an opportunity to perform before our panel of judges as well as family and friends. Students should bring music in CD form for the song you wish to perform. *(Fee-based)*

KIDS 1505

**Dance Like the Stars Camp**

Ages 13+

Come have fun and experience the ballroom dancing craze. This class will cover four basic styles of dance: Swing, Fox-Trot, Waltz and Cha Cha. Students should wear comfortable closed toe shoes. *(Fee-based)*

KIDS 1510

**Baking Basics!**

Ages 8-11

Have fun learning the basics of baking. Register for a single class or the entire series. Students will learn about and use basic kitchen tools. Safety, cleanliness and working with others will be emphasized. Bring an apron to class and a towel for clean-up and a container for leftovers. Check if there are additional supplies required each week. *(Fee-based)*

KIDS 1512

**Baking Basics!**

Ages 12+

Have fun learning the basics of baking. Register for a single class or the entire series. Students will learn about and use basic kitchen tools. Safety, cleanliness and working with others will be emphasized. Bring an apron to class and a towel for clean-up and a container for leftovers. Check if there are additional supplies required. *(Fee-based)*

KIDS 1515

**Public Speaking for Children**

Ages 8-12

Learn the skills to confidently present a book report or a speech in front of class. Gain the skills to plan, write and give a book report or a planned speech. Learn tips to combat stage fright, project your voice, and be comfortable in front of a group. *(Fee-based)*

KIDS 1520

**AP Biology Prep**

Grade 9+

Nervous? Excited? Wondering what to expect in AP Biology? If you will be taking Advanced Placement Biology in the Fall, then this Camp is for you! We will cover many concepts critical in succeeding in AP Biology. You will complete some of the same labs that occur in a real AP Biology class. You will also learn how to enhance your test taking skills and have fun doing so. *(Fee-based)*

KIDS 1525

**AVID Enrichment - Social Science Focus**

Grades 7+

The primary focus of the Advancement via Individual Determination (AVID) Enrichment program with Social Science Focus is to allow students the opportunity to study in-depth a variety of the best thinkers, scientists, artists and explorers whose work has greatly effected the course of human history. *(Fee-based)*

KIDS 1530

**Pee Wee Soccer Beginning High**

Ages 4-6

This course is designed to continue teaching the soccer skills like simple shoelace kicking, trapping and receiving. A variety of soccer games will be used to help the students become confident kicking and passing the soccer ball. Bring a # 4 Soccer Ball to class. *(Fee-based)*

KIDS 1533

**Pee Wee Soccer Intermediate Low**

Ages 6-8

This course is designed to teach and or improve kicking techniques for continuing and new students. Children will learn kicking the ball with the inside of the foot, shoelace, and exterior foot. Ball control and team work will be developed through a variety of soccer games. *(Fee-based)*

KIDS 1535

**Pee Wee Soccer Intermediate High**

Ages 6-8

A combination of games will be used to continue improving the technical and tactical soccer skills. How to kick with different parts of the foot, to trap and receive the ball, to dribble with the shoelace, inside/outside the foot and to do a simple juggle will be the primary focus. *(Fee-based)*

KIDS 1540

**Parent and Me Swimming (KC)**

6 mo to Age 4

This course is intended to introduce pool water to our young students. Each student must be supervised by a parent or guardian who will be instructed in the water by our swim staff instructor. The same parent or guardian must attend each week. Skills introduced at this level are: backyard pool safety, bubble blowing, submerged face, front supported kicking, supported back floating, underwater exploration and arm reaching to the side of the pool. *(Fee-based)*

KIDS 1545

**Summer Swim**

Ages 5-17

The Summer Swim Program is designed for students ages 5 - 17. Primary emphasis will be on the safety of students and staff while creating a fun learning atmosphere. Students will be evaluated on the first day of class and placed in a class for their age and appropriate skill level. Pool safety, student and parent/guardian responsibility is introduced on the first day of instruction. Levels of swim included in these classes will be: Beginner, Advanced Beginner, Intermediate Swimmer, and Swimmer. *(Fee-based)*

KIDS 1550

**Beginning Water Polo**

Ages 9-12

Water polo is a fun game for both girls and boys. Students will learn the basic skills and rules of the game and team work. Water polo is a team game that includes swimming, passing and shooting, team offensive and defensive strategy. *(Fee-based)*

KIDS 1555

**Junior Life Guards**

Ages 11-14

The Junior Guard Program is a Red Cross approved program. Give your youth a jump start into a Lifeguarding job. Completion of this course sets a foundation for life guarding and life skills. Students will focus on improving swim strength, endurance, and prevention of aquatic accidents, response in an emergency, leadership skills, and professionalism of a life guard. *(Fee-based)*

KIDS 1560

**Pre-Competitive Swim**

This class is designed to train and fine tune all competitive swim strokes, turns and competitive racing starts off the starting blocks, increase endurance and strength. With the completion of this course the student will master the skills needed to compete on a swim team. Students must have completed the intermediate swim level to register for this class. *(Fee-based)*

KIDS 1565

**Beginning Spring Board Diving**

Skills presented in this class: land drills on frontal three step approach, three step approaches on spring board, front dive, back dive and pool and diving safety. Students must have completed the advanced beginning swim level to register for this class. *(Fee-based)*

KIDS 1567

**Jammin' Chemistry Camp I**

Grades 3-5

This Camp will explore the density of solids, liquids, and gases in extended activities. The definition and magic of density will be explained with demonstrations and hand-on projects. *(Fee-based)*

KIDS 1569

**Jammin' Chemistry Camp II**

Grades 3 - 5

Introduces properties of solids, liquids, and gases as they react to produce different materials. Experiment with physical change where materials dissolve in other liquids. Experience chemical change with demonstrations and hands-on projects. *(Fee-based)*

KIDS 1600

**Basic Hand Sewing for Kids**

Grades 4-6

Come learn the basic tools and techniques in hand sewing! Great skills needed for everyone! Boys are welcome. We will complete three projects utilizing skills from threading a needle to completing a project with embellishments. Supply sheet available the first day of class. *(Fee-based)*

KIDS 1602

**Basic Hand Sewing for Kids**

Grades 6-8

Come learn the basic tools and techniques in hand sewing! Great skills needed for everyone! Boys are welcome. We will complete three projects utilizing skills from threading a needle to completing a project with embellishments. Supply sheet available the first day of class. *(Fee-based)*

KIDS 1605

**Art from Around the World**

Ages 8+

Come join our adventure as we explore art from around the world! We will create fun and unique art with influences from Mexico, Africa, Europe, Asia and the Mediterranean. Learn how to do paper mache, mosaics, painting and more! Materials will be provided. *(Fee-based)*

KIDS 1615

**Beginning Band Instruments**

Grades 5-8

Beginning Instruments class is open to anyone wanting to learn to play a wind or percussion instrument. No experience necessary. Learn proper care, sound production and music reading. A concert will be presented on the last day of class. *(Fee-based)*

KIDS 1620

**Introduction to Computer Animation**

Grades 5-8

Girls and Boys...It's time to be creative and have fun! In this course, you will learn basic computer programming as you design animations. Whether you know a lot or a little about computers, you will enjoy this course! All students must bring a flash drive, notebook and pencil to each class. *(Fee-based)*

KIDS 1625

**Introduction to Computer Animation**

Grades 2-4

GIRLS and BOYS, It's time to be creative and have fun! In this course, you will learn basic computer programming as you design animations. Whether you know a lot or a little about computers, you will enjoy this course! *(Fee-based)*

KIDS 1627

**Computer Game Design**

Grades 5-8

This course will allow students to design their own computer game. Students will learn, in depth, how to use variables, conditional statements and other controls to create a game that accepts user input and presents a challenge. This class is for those who have completed the "Introduction to Computer Animation & Games" or "Introduction to Computer Animation." *(Fee-based)*

KIDS 1630

**Games Galore - From the Past for Friends and Family Fun**

Grades 1-3

Students will learn about and play games from all different times in American History. *(Fee-based)*

KIDS 1632

**Games Galore - From the Past for Friends and Family Fun**

Grades 4+

Students will learn about and play games from all different times in American History. *(Fee-based)*

KIDS 1635

**Let's Learn Music**

Ages 7-11

Group instruction in the basics of music theory. Students will learn notes and recognize musical terminology through the use of games, puzzles, and rhythm instruments. Students will be introduced to sight reading skills. *(Fee-based)*

KIDS 1640

**Awesome Air and Water Pressure**

Grades 3-6

In a series of hands-on experiments students learn that air occupies space and exerts pressure. Air pressure is exerted equally in all directions and air pressure decreases the farther we go from the Earth's surface. Kids also learn that air pressure can be used to tell how far from the Earth's surface an airplane is. Examples of activities include the classic "Egg in the bottle" trick, Hero's fountain, Cartesian divers, and the Bernoulli Bag. *(Fee-based)*

KIDS 1645

**Artsy T-shirts**

Ages 12+

Let's make some fun, funky, and unique T-shirts! Learn how to use fabric paint, fabric pastels, fabric markers and silk screen. Bring your own T-shirt to decorate. *(Fee-based)*

KIDS 1650

**Water Soluble Oil Painting**

Ages 10-13

In this fun class, students will learn color mixing, color value, still life, abstract art, landscape, and portraiture using water soluble oil paints. Please wear an old T-shirt, apron, or smock. *(Fee-based)*

KIDS 1657

**Exploring My World Through Science Parent and Me**

Ages 3-4

Naturally, children love to explore, observe and play with the world around them. In this class, parents and their children will engage in songs, dance, storytelling, hands-on play and crafts that emphasize science concepts such as: the five senses, mixing colors, caring for nature, recycling, gravity, solids and liquids. Each class, children will leave with crafts to take home and further enhance the learning. *(Fee-based)*

KIDS 1658

**Exploring My World Through Math & Science**

Ages 3-4

Naturally, children love to explore, observe and play with the world around them. In this class, parent and child will engage in songs, dance, storytelling, hands-on play and crafts that emphasize science and math concepts. Topics covered will include the five senses, caring for nature, mixing colors, gravity, solids, liquids, shapes, numbers, counting, matching, sorting and patterns. *(Fee-based)*



KIDS 1659

**Exploring My World Through Math: Parent and Me**

Ages 3-4

Naturally, children love to explore, observe and play with the world around them. In this class, parents and their children will engage in songs, dance, storytelling, hands-on play and crafts that emphasize math concepts such as: shapes, numbers, counting, matching, sorting and patterns. Each class, children will leave with crafts to take home and further enhance the learning. *(Fee-based)*

KIDS 1670

**Art Experiences for Children**

Ages 4-9

This class encourages small muscle development, independence, creativity and fun! The "process not product" is emphasized. All artistic endeavors have merit. All artists are unique. Each session has different materials. Please have children wear old clothes. *(Fee-based)*

KIDS 1680

**Photoshop Magic for Kids**

Grades 4-8

In this fun creative class you will learn to use Photoshop Elements to combine basic photo editing skills with layering, masking, and filtering tools to make outlandish creations of photos. student must bring a USB flash drive to every class meeting. Several projects will be completed in class and students will take home one mounted print of their work. *(Fee-based)*

KIDS 1685

**Youth Ballet**

Ages 11+

This class is designed with the pre-teen/teen age dancer in mind. Class will focus on barre, center and across the floor work found in a traditional ballet class. Proper use of ballet vocabulary and technique is emphasized. Students will perform a short dance at the end of the Fall, Winter and Spring sessions only. Ballet slippers are required. *(Fee-based)*

KIDS 1690

**Grammar For Success**

Grades 7-10

This class will review parts of speech, sentence structures, noun-verb agreement, prepositional phrases, and clauses. It will then move into more complex grammatical structures, such as participles, gerunds and infinitives. A strong foundation in grammar enhances a student's ability to write and speak effectively. *(Fee-based)*

KIDS 1700

**Tutorial: Geometry I - The Basics**

Grades 7+

Topics covered in this introductory course are: patterns and inductive reasoning; points, lines, and planes; segments/angles and their measures/bisectors; and angle-pair relationships. *(Fee-based)*

KIDS 1702

**Tutorial: Geometry II - Reasoning and Proof**

Grades 7+

The Geometry II is about logic, reasoning, and developing proofs. Students will learn to structure two-column proofs and prove segment/angle relationships. *(Fee-based)*

KIDS 1704

**Tutorial: Geometry III - Perpendicular and Parallel Lines**

Grades 7+

Geometry III is studying properties of parallel and perpendicular lines. Also, students will learn ways to prove how lines are parallel and forming equations with given situations. *(Fee-based)*

KIDS 1706

**Tutorial: Geometry IV - Triangles**

Grades 7+

Geometry IV will cover a triangle in depth. Topics include congruence, classifying triangles, coordinate proof, perpendiculars and bisectors, medians and altitudes, midsegment theorem, and inequalities. *(Fee-based)*

KIDS 1708

**Tutorial: Geometry VI - Circles & Polygons**

Grades 7+

This course will discuss properties of circles and polygons. Circle topics include area, circumference, and applying arcs, angles, and segments. Topics in polygons include finding area and angle measures. Class is limited to 8 students. *(Fee-based)*

KIDS 1710

**Drama for Imagination**

Ages 3-4

Discover marvelous journeys in a creative drama workshop designed to increase the imagination of boys and girls. Children will explore and analyze life characters. A fantasy world will be created and enacted. Do not miss this magical moment of make believe, learning and having fun. Each session is new and offers creative dramatic play. Family and friends are invited for the final "play-let". *(Fee-based)*

KIDS 1712

**Drama for Imagination**

**Ages 5-6**

Discover marvelous journeys in a creative drama workshop designed to increase the imagination of boys and girls. Children will explore and analyze life characters. A fantasy world will be created and enacted. Do not miss this magical moment of make believe, learning and having fun. Each session is new and offers creative dramatic play. Family and friends are invited for the final "play-let". *(Fee-based)*

KIDS 1715

**Multi-Cultural Dance & Music for Parent and Child**

Ages 6 -18 months

Each week students will explore basic dance movements with music from a different perspective. They are encouraged to use their vocals to create sounds and their body to create movement. We will be exploring multi-cultural music and dance from around the world. Emphasis is on movement, rhythm, beats and having fun. Family and friends are invited for the final creative dance. *(Fee-based)*

KIDS 1717

**Multi-Cultural Dance & Music**

Ages 2-4

Each week students will explore basic dance movements with music from a different perspective. They are encouraged to use their vocals to create sounds and their body to create movement. We will be exploring multi-cultural music and dance from around the world. Emphasis is on movement, rhythm, beats and having fun. Family and friends are invited for the final creative dance. *(Fee-based)*

KIDS 1720

**Puppetry & Storytelling**

Ages 3-4

Discover the benefits of using puppets to enhance storytelling. Students will be introduced to basic puppet making and movements. This workshop encourages students to create and express their thoughts and emotions effectively. Family and friends are invited to final demonstration prepared by students. *(Fee-based)*

KIDS 1722

**Puppetry & Storytelling**

Ages 5-6

Discover the benefits of using puppets to enhance storytelling. Students will be introduced to basic puppet making and movements. This workshop encourages students to create and express their thoughts and emotions effectively. Family and friends are invited to final demonstration prepared by students *(Fee-based)*

KIDS 1725

**Tutorial: Algebra 2 - Conic Sections**

Grades 8+

This section of Algebra II covers the conic sections (parabolas, circles, ellipses, and hyperbolas). Students will learn how to use the quadratic formula and complete the square. Class is limited to 8 students. *(Fee-based)*

KIDS 1727

**Tutorial: Algebra 2 - Matrices and Determinants**

Grades 8+

This course focuses on solving systems of equations with various methods. Topics include elimination/substitution method, matrix operations/properties, and finding determinants. *(Fee-based)*

KIDS 1730

**Photoshop for Teens Camp**

Grades 9-12

Have fun creating the coolest images using Photoshop Elements. Learn to use simple layering, masking, and filtering tools to combine multiple photos to create images that will wow your friends. Student must bring a USB flash drive to every class meeting. Several projects will be completed in class and students will take home one mounted print of their work. *(Fee-based)*

KIDS 1735

**Guitar for Kids - Intermediate**

Ages 6-8

Continue building on the fun progress of the beginning class with more chords, strumming, melodies and singing. Bring your nylon-string or acoustic steel-string guitar and medium guitar pick to class. Parents, please accompany children to class. *(Fee-based)*

KIDS 1740

**Comic Strip Adventures with Photoshop**

Grades 4 - 8

In this class you will learn the art of making comic strips using Photoshop. Your adventure begins as you dive into the process of creating your very own strip using storyboarding and scriptwriting techniques. Students have the option of purchasing a keepsake class comic book. *(Fee-based)*

KIDS 1745

**Improve Your Math Skills (Math Saturdays)**

Grades 7-8

This FREE course will cover a variety of math topics covered in grades 7 & 8. Topics presented may include fractions, decimals, exponents, variables, order of operation, graphing, square roots, rational numbers, solving equations, Pythagorean Theorem, mathematical reasoning. Class may be repeated. Students may bring in homework examples. This class will prepare students for higher levels of math. *(Grant-funded)*

KIDS 1750

**Improve Your Math Skills (Math Saturdays)**

Grades 9-10

This FREE course will cover a variety of foundational math topics taught in Grades 9 & 10. Math concepts will be reviewed and new concepts introduced to help prepare students for higher levels of math. Class may be repeated. Students may bring in homework examples. Topics presented may include solving equations and finding values, probability, statistics, translating the problem into equations with variables, graphing, and more. *(Grant-funded)*

KIDS 1755

**Guitar for Kids- Advanced**

Ages 9+

Welcome to advanced guitar. Have fun and learn the blues, barre chords, scales, and new patterns of strumming and picking familiar chords. All the while, learn modern songs from your favorite bands. *(Fee-based)*

KIDS 1760

**Fun with Multiplication Facts**

Grades 3+

Are you struggling to remember the multiplication tables? In this class students will participate in activities and games to learn and practice multiplication facts. Class size limited. *(Fee-based)*

KIDS 1769

**Beginner Swimming**

Ages 5-17

This class is for students learning to swim. Skills that must be mastered at this level to advance include: holding breath for 10 seconds, prone float, back float, prone glide, prone glide with flutter kick, front crawl arm stroke with rhythmic breathing, back glide, back glide with a kick, turn over, deep water jump, front dive level off and safety skills. Water safety emphasized. *(Fee-based)*

KIDS 1770

**Beginner Swimming**

Ages 9-11

This class is for students learning to swim. Skills that must be mastered at this level to move to advanced beginner include: holding breath for 10 seconds, prone float, back float, prone glide, prone glide with flutter kick, front crawl arm stroke with rhythmic breathing, back glide, back glide with a kick, turn over, deep water jump, front dive level off, and safety skills. Water safety emphasized. *(Fee-based)*

KIDS 1771

**Beginner Swimming**

Ages 12-17

This class is for students learning to swim. Skills that must be mastered at this level to move to advanced beginner include: holding breath for 10 seconds, prone float, back float, prone glide, prone glide with flutter kick, front crawl arm stroke with rhythmic breathing, back glide, back glide with a kick, turn over, deep water jump, front dive level off, and safety skills. Water safety emphasized. *(Fee-based)*

KIDS 1772

**Advanced Beginner Swim**

Ages 5-17

The class is for students who successfully completed the Beginner requirements. This includes holding breath for 10 seconds, prone and back floats, prone glide, prone guide with flutter kick, front crawl arm stroke with rhythmic breathing, back glide with kick, turn over, deep water jump, front dive level off and safety skills. Students taught survival float, treading water, backstroke, front dive, and underwater swimming. Water safety emphasized. *(Fee-based)*

KIDS 1774

**Intermediate Swimmer**

Ages 5-17

This class is for students who have completed class requirements for the beginner swimming level. Students will learn the scissor kick, front crawl for 20 yards with rhythmic breathing, 5 minute survival float, 1 minute treading water, 10 yards of skulling, 20 yards of backstroke, elementary backstroke, breaststroke and sidestroke, and 100 yards of any taught stroke. Water safety rules emphasized. *(Fee-based)*

KIDS 1776

**Swimmer**

Ages 5-17

This class is for students who have completed class requirements for the beginner, and intermediate swimmer level. To pass this level students must be able to swim 100 yards of the front crawl, elementary backstroke, side stroke, and back stroke, 50 yards of the butterfly stroke, 25 yards of the butterfly pull, 25 yards of dolphin kick, front surface dive, front and back turns, survival float with clothes and water disrobing. Water safety will be emphasized. *(Fee-based)*

KIDS 1778

**Open Swim Lab/Lap Swim**

Ages 8+

This class provides an opportunity for students to improve their swimming skills. Water safety will be emphasized. Lanes will be available for lap swimming. *(Fee-based)*

KIDS 1800

**Math Prep for 4th Grade**

This course provides preparation for 4th Grade by reviewing the Key concepts from 3rd Grade Math Standards: Place Value, Addition and Subtraction with Regrouping (2 and 3 digits), Multiplication and Division Facts (Tables), Multiplying by Two-Digit Numbers, Dividing with Remainders, Knowing Relation and Comparison Symbols, Estimating and Rounding, Identifying Fractions, Identifying Simple Patterns, Solving Word Problems, Interpreting and Creating Bar Graphs, Sequencing of Events, Elapsed Time and Telling Time in 5 Minute Intervals, Counting Mixed Amounts of Money, and Measurement using Standard Units. Class size is limited. *(Fee-based)*

KIDS 1805

**Comprehensive Geometry**

Grades 8+

Geometry includes concepts such as points, lines, planes, and angles. This course focuses on reasoning and logic, which are essential building blocks for geometric proofs. Students will learn about logical reasoning, parallel lines, congruent triangles, and properties of quadrilaterals. This class is for students who have completed Algebra I. There will be assignments and quizzes! *(Fee-based)*

KIDS 1810

**SAT Reasoning Test - Math Section**

Grades 9+

This course will prepare students for the SAT Reasoning Test Math section. Specific test-taking strategies will be given as well as academic instruction. Topics covered will include test structure, number and operations, geometry, algebra and functions, and data analysis. Students will emerge completely prepared to take the math portion of the SAT. Practice tests will be given. *(Fee-based)*

KIDS 1815

**Sea Animal Adventures**

Grades 1-2

Come explore under the sea. Children will learn fascinating facts about a different sea animal each day including sharks, whales and octopus. Children will also complete a daily hands-on art project to bring home. *(Fee-based)*

KIDS 1820

**Know Your World: Maps and Geography**

Grades 3-5

Learn interesting facts about our country and world. Make your own maps. Discover where you can find the highest and lowest places in the United States and the World. *(Fee-based)*

KIDS 1825

**Designing with Science**

Grades 4-6

Students will be given challenges to design and build prototypes (such as a toy ball launcher) using simple materials. Students will learn about the design process and the science behind their designs. They will also enhance collaboration and presentation skills as they work in teams and present their designs. *(Fee-based)*

KIDS 1830

**Hands-on Biology**

Grades 6-9

In this class, you will learn and explore basic biology concepts through fun, hands-on activities and labs, such as finding the calories in your favorite snacks. If you already like biology, you will learn to like it more! If you thought biology was boring, this will change your mind! *(Fee-based)*

KIDS 1835

**Tots Tumbling II**

Ages 3-5

This course is for the continuing gymnasts who are ready to learn without mom or dad. Gymnasts will learn more advanced gymnastic skills including cartwheels, headstands, handstands, backbends and pullovers on the bar. Students must have a pass certificate from Moms, Pops, and Tots Tumbling. *(Fee-based)*

KIDS 1840

**Stop Motion Animation**

Ages 8-15

FRESHi Stop-Motion Animation is a hands-on immersive experience that gives kids a chance to create an animated film. Young students decide how they will create their character (construction paper cut outs, Lego Figures, Action figures, etc.) and then imagine, plan, shoot and edit their own films. *(Fee-based)*

KIDS 1842

**Digital Film Making**

Ages 8-15

This is a hands-on immersive program that allows kids to develop, design, debug and distribute their own 2-D games. Using special software, students create their own game without having to learn actual programming. They can also put their own music, video, animations and photos into their games with a simple click. *(Fee-based)*

KIDS 1844

**Digital Film Making**

Ages 8-15

FRESHi Film Camp is a hands-on introduction to digital film making. You are front and center as the film maker. Gain experience in all aspects of production: including writing, shooting, scoring, editing and screening your own film. Work in small groups and experience all aspects of production. Under the guidance of professional film makers, you will pitch, plan, shoot, edit, screen, score and even copyright your movies! Learn to tell your own stories and share them with the world. *(Fee-based)*

KIDS 1848

**Screenwriting**

Ages 8-15

A totally hands-on immersive experience where students work with professional screenwriters to create and write their own short screenplays. Students are introduced to and use "Final Draft" screenplay software. Students can work in groups or individually to write screenplays. *(Fee-based)*

KIDS 1850

**Adventures in Web Page Creations**

Grades 4-6

Hey kids! Have you ever wanted to create your very own cool website to share with friends and family? Here is your chance to build incredible drag-and-drop web pages using free hosting sites on the internet. You will learn how to add pictures, video, text, game widgets and lots more! *(Fee-based)*

KIDS 1851

**Adventures in Web Page Creations Camp**

Grades 4-6

Hey kids! Have you ever wanted to create your very own cool website to share with friends and family? Here is your chance to build incredible drag-and-drop web pages using free hosting sites on the internet. You will learn how to add pictures, video, text, game widgets and lots more! *(Fee-based)*

KIDS 1855

**"Dog Gone" Good Time**

Grades 3-6

Explore the world of dogs. Read and hear stories about famous dogs. Visit with live dogs in training to be GUIDE DOGS. Use dog puppets, stuffed animals and games with dogs. Dog training tips, vocabulary and seeing things from a dog's eye view. *(Fee-based)*

KIDS 1860

**Comics and Superhero Fun**

Grades 3-6

Explore the history and origins of superheroes. Participate in a Superman Day, A SPIDERMAN DAY and create scenarios with action figures. Read and act out comics from the early days. Play games with superhero themes, create your own superhero or comic book. Share comic memorabilia. *(Fee-based)*

KIDS 1870

**People From the Past Camp**

Grades 4-6

Come join the fun as the instructor portrays a famous person each day bringing activities, media and artifacts from the historic time periods for students to interact. You might experience magic with Harry Houdini, gramophones with Thomas Edison, apples with Johnny Appleseed, painting with Georgia O'Keefe, pan for gold with James Marshall, and more. The personalities went from adversity to achievement. (Choice will be determined by age of group and interests). *(Fee-based)*

KIDS 1875

**Gymnastics Summer Camp**

Ages 4.5-7

Come join us for lots of fun learning gymnastic skills on the bars, beam and floor, as well as crafts, games and the parachute!! All parents and friends are invited to a special end of camp performance starring your little gymnast! Each gymnast will receive a special award! *(Fee-based)*

KIDS 1877

**Gymnastics Summer Camp**

Ages 8+

Come join us for lots of fun learning gymnastics skills on the bars, beam and floor, as well as crafts, games and the parachute!! All parents and friends are invited to a special end of camp performance starring your little gymnast! Each gymnast will receive a special award! *(Fee-based)*

KIDS 1880

**Nature's Art**

Ages 7-11

Come create pictures of nature with a variety of art materials. Each day a masterpiece will be created and on the last day all will be made into one! All materials provided. *(Fee-based)*

KIDS 1885

**STEM Summer Camp**

Grades 7-11

STEM Summer Camp is a three week enrichment program in which 7-11 graders participate in hand-on activities that promote science, technology, engineering, and math. The Camp also makes students aware on career opportunities in STEM related fields. *(Fee-based)*

KIDS 1890

**Digital Film Making Camp**

Ages 8-15

FRESHi Film Camp is a hands-on introduction to digital film making. You are front and center as the film maker, where you will gain experience in all aspects of production: including writing, shooting, scoring, editing and screening your own film. Work in small groups and through the process, experience all aspects of production. Under the guidance of professional film makers, you will pitch, plan, shoot, edit, screen, score, and even copyright your movies! Learn to tell your own stories and share them with the world through Freshi Films. *(Fee-based)*

KIDS 1892

**Screenwriting Camp**

Ages 8-15

A totally hands-on immersive experience where students work with professional screenwriters to create and write their own short screenplays. Students are introduced to and use "Final Draft" screenplay software. Students can work in groups or individually to write screenplays. *(Fee-based)*

KIDS 1894

**Digital Video Game Design Camp**

Ages 8-15

This is a hands-on immersive program that allows kids to develop, design, debug and distribute their own 2-D games. Using special software, students create their own game without having to learn actual programming. They can also put their own music, video, animations and photos into their games with a simple click. *(Fee-based)*

KIDS 1896

**Stop Motion Animation Camp**

Ages 8-15

FRESHi Stop-Motion Animation is a hands-on immersive experience that gives kids a chance to create an animated film. Young students decide how they will create their character (construction paper cut outs, Lego Figures, Action figures, etc) and then imagine, plan, shoot and edit their own films. *(Fee-based)*

KIDS 1898

**Digital Music Mixing Camp**

Ages 8-15

Children will use professional music mixers and software to create their own music. Song structure, editing and mastering techniques are all taught. Children learn different beat methods, how to add instruments and vocal tracks and how to structure lyrics. Don't just play tunes. Play your own music. *(Fee-based)*

KIDS 1900

**3D Design**

Grades: 2-4

Have fun with 3D design in Google SketchUp! You will learn how to use SketchUp to create your very own 3D designs, such as a chair, fish tank, bedroom and much more! Whether you know a lot or a little about computers, you will enjoy this class! *(Fee-based)*

KIDS 1903

**3D Design**

Grades: 5-8

Have fun with 3D design in Google SketchUp! You will learn how to use SketchUp to create your very own 3D designs. You can design your dream house, your own invention, a futuristic city and much more! Whether you know a lot or a little about computers, you will enjoy this class! *(Fee-based)*

KIDS 1905

**Kids Create and Animate**

Grades 2-4

Using a simple, fun, kid-friendly computer programming environment, kids will create their very own animations. They will learn how to make characters walk across the computer screen, make sounds, and much more! *(Fee-based)*

KIDS 1910

**Coed Summer Sports**

Grades 6-8

This is a multi-sport day camp in which students will learn the fundamentals of basketball, soccer, tennis, and volleyball through instruction and practice. Students can improve their knowledge of the games and their coordination. *(Fee-based)*

KIDS 1915

**Good Fortune Mandarin Chinese Camp**

Ages 5+

A great opportunity for children whose first language is not Chinese to immerse in a fun and positive environment to learn about Chinese language, culture and beyond. Children will learn basic Mandarin Chinese concepts, simple sentence patterns and conversations through songs, storytelling, games, role play, movies, and other fun activities. *(Fee-based)*

KIDS 1920

**Introductory Synchronized Swimming**

Grades 7-12

Learn the techniques and skills that you need to develop to accomplish synchronized stunts, strokes, and floatation patterns. This is a fun way to advance your swimming knowledge and strength. Learn to do many of the stunts and skills that are used on the olympic synchronized swimming team. *(Fee-based)*

KIDS 1925

**Practical Crafts: Summer**

Grades 7-12

This class will cover practical, seasonal crafts. A different craft skill/item will be offered for each session. For summer, techniques will be taught for a simple quilt that can be used as a table cloth or a picnic spread. Come join the fun and learn a skill that can be used in other fun crafts. Patterns and training fabrics will be provided. *(Fee-based)*

KIDS 1930

**Introduction to Origami**

Ages 7-10

Learn the basics of the art of Origami, the Japanese craft of folding paper. Students will select one item to make in class from a variety of choices. Origami can be used for gift packages and holiday decorations. Instruction sheet and special origami paper will be provided. *(Fee-based)*

KIDS 1932

**Introduction to Origami**

Ages 10-12

Learn the basics of the art of Origami, the Japanese craft of folding paper. Students will select one item to make in class from a variety of choices. Origami can be used for gift packages and holiday decorations. Instruction and special origami paper will be provided. *(Fee-based)*

KIDS 1934

**Introduction to Origami**

Ages 13+

Learn the basics of the art of Origami, the Japanese craft of folding paper. Students will select one item to make in class from a variety of choices. Origami can be used for gift packages and holiday decorations. Instruction sheet and special origami paper will be provided. *(Fee-based)*

KIDS 1940

**On My Own Survival**

Grades 10-12

Various independent living skills will be covered such as budgets, job hunting, cooking, laundry, record keeping and housekeeping. Coed class. Have fun learning everything you wanted to know about how to "make it on your own"! (*Fee-based*)

KIDS 1945

**Clutter Buster**

Grades 3-6

Having trouble finding your stuff???? Learn how to simplify your life and have more time by organizing your room, locker, or work areas. Learn to keep things in order and design "zones" for various activities. Learn skills that you can use for a lifetime! (*Fee-based*)

KIDS 1947

**Clutter Buster**

Grades 7-12

Having trouble finding your stuff???? Learn how to simplify your life and have more time by organizing your room, locker, or work areas. Learn to keep things in order and design "zones" for various activities. Learn skills that you can use for a lifetime! (*Fee-based*)

KIDS 1950

**Basic Hand Sewing**

Grades 4-6

Learn the basic skills and tools of hand sewing. Learn threading a needle, button repairs, hemming and other basic skills. Supply list will be provided. (*Fee-based*)

KIDS 1952

**Basic Hand Sewing**

Grades 7-12

Learn the basic skills and tools of hand sewing. Learn threading a needle, button repairs, hemming and other basic skills. Supply list will be provided. (*Fee-based*)

KIDS 1955

**Learn To Sew for Fun**

Grades 8-12

Learn to make your own clothes! Topics to be covered are pattern and fabric selection, basic sewing machine skills and clothing construction techniques. No sewing skills are required. Call the office for a list of needed supplies. (*Fee-based*)

KIDS 1957

**Advanced Clothing Construction**

Grades 8-12

Learn to make your own clothes! Topics to be covered are pattern and fabric selection, zipper and button hole application, sleeves and finishing. Some good sewing skills are required. Call the office for a list of needed supplies. (*Fee-based*)

KIDS 1960

**Home Decor: Pillows**

Grades 7-12

Learn to make beautiful, decorative pillows (with or without binding) for your home. Why spend \$\$\$'s for pillows that you can easily make yourself. You choose the fabric, basic pattern, filler and notions, bring it to class, and complete the project here. Take home and enjoy! Supply list provided. (*Fee-based*)

KIDS 1963

**Home Decorating Basics**

Grades 9-12

Learn the basics of decorating: style, color, room arrangement, and accessories. You will have opportunity to "design" and "create " a new look for your special space. (*Fee-based*)

KIDS 1965

**Reading for Fun**

Grades 7-12

Learn to enjoy reading and getting the most out of a good book. Three book genres: Non-Fiction, Fiction, and Biography will be discussed and explored in class. Learn to write a book report and how to read a book effectively so that it is fun and enriching. Develop reading skills that will help you for a life time! Reading list provided. (*Fee-based*)

KIDS 1970

**You and Me Cooking Class**

Ages 5-7

Bring mom, dad, grandparent or special friend to join you as you create special things in the kitchen. Various goodies will be made in each session including cookies, candy, cupcakes, and fruit. Have fun learning and sharing this special time with your child. Bring an apron and a container for left over treats. (*Fee-based*)

KIDS 1975

**Fun with Baking**

Ages 8-11

Learn the creativity and basics of baking! Each session will cover one of the following: pies, cookies, quick breads, and cup cakes. Bring an apron, a towel for clean-up and a container for left over goodies! (*Fee-based*)

KIDS 1977

**Fun with Baking**

Ages 12+

Learn the creativity and basics of baking! Each session will cover one of the following: pies, cookies, quick breads, and cup cakes. Bring an apron, a towel for clean-up and a container for left over goodies! (*Fee-based*)

KIDS 1980

**Be Big! Become a Best Friend**

Ages 5-8

Students will learn the basic elements of working cooperatively with others at home, and in small groups in the community. This course has been designed for students to be able to develop good characteristics and self empowerment in order to make good decisions. (*Fee-based*)

KIDS 1985

**Making Money**

Ages 8-12

Students will explore how money is earned and how it is used in the home, in the community and around the world. (*Fee-based*)

KIDS 1990

**Power Up! Discover Your Talents**

Ages 8-12

Students will learn the responsibilities that each person has to share their talents in a community. This course is designed for students to be able to learn how they can discover their talents, build friendships, and share their talents, within their community. (*Fee-based*)

KIDS 1995

**Ready, Set, Lead! Being the Leader**

Ages 11-12

Students will learn the art of becoming a leader in the community, at home and at school. This course is designed for students to learn why certain people become leaders and how they can be leaders too. *(Fee-based)*

KIDS 2000

**My First Cooking Class**

Ages 6-8

Students will make and serve yummy snacks, and learn how to use different ingredients while being safe in the kitchen. Students will learn about kitchen tools and safety. Students will learn how to use simple ingredients found in the kitchen. Students will learn how to make simple snacks that don't need to be cooked. Students will learn how to serve and clean up after snacks have been made. *(Fee-based)*

KIDS 2005

**Mommy/Daddy, Music and Me**

Here's a great way to have a bonding time with your child filled with lots of fun, musical, interactive activities, including singing, dancing, story telling, and various other circle time activities. This class is designed to help develop musical senses, creativity, cognitive, social, and motor skills. It's a great way for your infant to explore various senses while having fun! *(Fee-based)*

KIDS 2010

**Music, Dance & Me**

Ages 1-5

Children love to engage in music and dance. Here is an opportunity for your child to explore his/her musical senses, dancing moves, rhythm, and other developmental skills in a high energy, fun-filled class. Story telling and other circle time activities will keep your child interested and entertained. Parent participation optional and encouraged for children without pre-school experience. *(Fee-based)*

KIDS 2015

**Introduction to the Martial Arts/Parent & Me**

Ages 4-7

Children will be introduced to basic martial arts skills and exercises with an emphasis on class discussion and participation. This practice improves basic coordination, balance and confidence. Martial Arts is a process that develops self discipline, respect for others and builds character. Watch your child grow while learning skills that last a lifetime. Parents are encouraged to participate in certain elements during class. *(Fee-based)*

KIDS 2020

**Tutorial:Geometry V - Quadrilaterals**

Grades 7+

Geometry 5 will cover four-sided figures (parallelograms, squares, rectangles, and rhombuses) in depth. This course will classify special quadrilaterals and how to use their properties. Writing proofs about special quadrilaterals will be emphasized. Students should have completed Algebra I and Geometry Tutorials I and II before enrolling in this class. *(Fee-based)*

KIDS 2025

**Tutorial: Algebra 2 - Sequences and Series**

Grade 8+

This course will emphasize arithmetic and geometric sequences in depth. Topics include finding patterns, writing sequences in generalized form, finding partial sums, and introducing mathematical induction. Students should have completed Algebra I prior to enrolling in this class. *(Fee-based)*

KIDS 2027

**Tutorial: Algebra II - Functions, Exponents & Logarithms**

Grades 8+

This course is designed to study the behavior of functions. Topics will include polynomial functions, finding domain and range, and study relationship/properties between exponents/logarithms. Knowledge of Algebra I. Class is limited to 8 students. *(Fee-based)*

KIDS 2030

**Beginner Emergency Skills**

Ages 3-6

Help prepare your young child for emergency situations. Students will learn how to listen, stay calm and practice calling 911 in life like scenarios. *(Fee-based)*

KIDS 2035

**Career Exploration**

Ages 9-12

This course is designed to help students identify career possibilities according to their interests and educational goals. Students learn to evaluate information, gathered and synthesize judgments to determine if a certain career is suitable for their interests and personality. *(Fee-based)*

KIDS 2040

**Helping Teens Find, Obtain and Keep a Job**

Ages 13-16

Hey, get a job! Students will learn the labor laws for teens, where to look for job openings and how to pick up job applications. This course has been designed to help students prepare for future job openings, and learn ways to find out about job openings. *(Fee-based)*

KIDS 2045

**How to Plan Fun Activities**

Ages 8-12

Empower your child with the skills of planning and organization. This class will help your child actively participate in planning a family trip, organizing a birthday party or planning a play date and other fun activities. *(Fee-based)*

KIDS 2050

**Exploring Rocks and Minerals**

Grades 4-6

Students will learn about different types of rocks, how they are formed, and how they can be classified. Properties of minerals such as hardness, streak, color, and chemical reactions are demonstrated to show how they can be classified. Unique characteristics of rocks such as magnetism and geodes are discussed. Where minerals exist on earth and crystal structure will be shown. *(Fee-based)*

KIDS 2055

**Introduction to the Harp**

Ages 7+

Have fun playing the harp! Learn basic technique and music theory. Hear about the history of the harp around the world. A harp is provided during class time. Ruth Inglefield's - Songs for Sonja Vol.1 book required, more information given at first class. *(Fee-based)*

KIDS 2060

**Mosaic Masterpieces!**

Ages 8+

Come turn your own artwork into mosaic style artwork, by cutting up your work in different shapes each week! Use different art materials to create a new look. No experience necessary just bring colored pencils, crayons and a glue stick; other materials will be provided. *(Fee-based)*

KIDS 2065

**Digital Photography**

Ages 10+

This class will help to develop or improve your digital photography skills. Using the computer and Photoshop, students will learn photo editing skills to restore, resize, change colors and enhance your photos. Bring your own photos, a digital camera and USB flash drive to each class. *(Fee-based)*

KIDS 2070

**Math & Science Tutoring**

Grades 7-12 - Project GPS2 Grant

This course is designed to further strengthen and develop a student's Math and Science skills. It will review the following topics: Basic Math, Pre-Algebra, Algebra 1 and 2, Probability/Statistics, Trigonometry, Biology, Chemistry, Earth Science, Human Anatomy & Physiology, Physics, and Astronomy. *(Grant-funded)*

KIDS 2075

**Discovering Science Through Art Experiences**

Ages 4-10

This class can awaken the imagination, challenge the mind and amaze the artist and scientist within each child. Build upon natural curiosity as children discover science concepts through art experiments. Themes investigated include: water and air, light and sight, motion and energy, and reaction and matter. Each session explores different elements of the above themes. *(Fee-based)*

KIDS 2080

**Reading Academy**

Ages 4-5

This class will develop a strong reading foundation for success in school. Students will learn to blend sounds and recognize word patterns. Through fun songs and games students practice manipulating sounds to become strong readers and spellers. *(Fee-based)*

KIDS 2085

**Discovering Science Through Art Camp**

Ages 4-8

This class can awaken the imagination, challenge the mind and amaze the artist and scientist within each child. Build upon natural curiosity as children discover science concepts through art experiments. Themes investigated include: water and air, light and sight, motion and energy, and reaction and matter. Each session explores different elements of the above themes. *(Fee-based)*

KIDS 2090

**Introduction to American Poetry**

Grades 7-12

CSUF English Instructor will introduce students to popular American poetry. Students will learn how to analyze and discuss works by famous authors. Additionally, students will write short interpretations and even experiment writing a poem! Instructor will provide the necessary reading material. This course will be a great opportunity for students to become better critical readers, writers, and thinkers! *(Fee-based)*

KIDS 2093

**Reading and Writing: Famous Short Stories**

Grades 7-12

CSUF English Instructor will introduce students to popular short stories in English. Students will learn how to analyze and discuss works by famous authors. Additionally, students will write short literary responses with their own interpretations of the short stories. The short stories will be provided. This course will be a great opportunity for students to become better critical readers, writers, and thinkers! *(Fee-based)*

KIDS 2095

**Essay Writing**

Grades 7-12

CSUF English Instructor will teach students how to improve their essay writing skills. Students will learn and practice numerous methods that will make their writing stronger and more polished! *(Fee-based)*

KIDS 2103

**Tutorial: Algebra 1A - Basics**

Grade 6+

Algebra basics will include topics such as expressions, signed numbers, reciprocals, equations, removing group symbols, adding like terms, inequalities, and absolute values. Class is limited to 8 students. *(Fee-based)*

KIDS 2105

**Tutorial: Algebra 1B - Exponents and Polynomials**

Grade 7+

Second course in Algebra deals with exponents, common factors, binomials, trinomials, and difference of squares. Class is limited to 8 students. *(Fee-based)*

KIDS 2110

**Tutorial Algebra 1C - Algebraic Fractions and Radicals**

Grade 7+

This is the third course in Algebra and focuses on solving values and simplifying expressions using algebraic fractions and radicals. A select number of word problems will be discussed. Class is limited to 8 students. *(Fee-based)*

KIDS 2120

**Judo, Jujitsu and Self-Defense: Beginners/Intermediate Level**

Ages 13 - 18

Improve your coordination, reflexes, stamina, speed and strength while improving cardiovascular function. Beginners to Intermediate skill level self-defense classes includes all phases of Karat, Judo and Jujitsu throws and free sparring as well as self-defense simulations. One year of beginning level class recommended. *(Fee-based)*



KIDS 2125

**Agriculture for Kids**

Ages 9 - 12

This class will provide an introduction to a variety of aspects of agriculture or activity on a farm, including plants, livestock, bees, soil, and nutrition. Minimum 4th Grade is advised. Appropriate discussions will edge on aspects of animal husbandry, such as reproduction and purposes of raising livestock. Students will be offered honey, butter, fruits, and vegetables to try; so any known food allergies must be communicated in writing to instructor at first class meeting. *(Fee-based)*

KIDS 2130

**Be Bigger Than a Bully**

Ages 8-12

Students will learn and recognize what is a bully, what is a true friend and ways to be advocates against bullying. This course enables students to know how and where to get help if being bullied. Games and exercises on self-esteem, self-confidence and on honoring differences in ourselves and others and accepting these differences will be used in class. An overview of Social Media and its impact on bullying will be covered. *(Fee-based)*

KIDS 2135

**Teen Ballroom Dancing**

Come join in the fun and learn popular American and Latin ballroom dances: Waltz, Fox Trot, Eastern Swing (Jitterbug/Lindy), Rumba, Cha-Cha, and Tango. Enhance your social graces and have fun with friends! You don't need a partner to attend the class. *(Fee-based)*

KIDS 2140

**Agriculture for Kids: Beekeeping**

Ages 9-12

Each day will cover a different topic: flowers, worker bees, the queen bee, the drone, and the hive box. Key scientific terms will be used with diagrams, games, creative booklets, and tools of beekeeping. Instructor was a beekeeper for five years, member of the Orange County Beekeepers Association and a science teacher. *(Fee-based)*

KIDS 2142

**Agriculture for Kids: Growing Plants**

Ages 9-12

Students will be introduced to a different topic each day: planting, green vegetables, root vegetables, apples and squash. Students will explore the world of the farmer from soil to growing methods, including seeing, touching, and tasting various samples and making booklets based on packets. Instructor is a credentialed teacher and a backyard farmer. *(Fee-based)*

KIDS 2144

**Agriculture for Kids: Wool and Fiber**

Ages 9-12

Each day will cover a different topic: sheep, llama, alpaca, mohair, and angora rabbit. Students will explore the world of wool and fiber in making yarn, playing games, and making sample booklets. Instructor is a member of several local spinning guilds and is a credentialed teacher. *(Fee-based)*

KIDS 2150

**Dance Performance Camp**

Grades 9-12

This course is designed for beginning and intermediate high school students to learn, rehearse and perform choreographic works of the instructors in the styles of jazz, lyrical, hip-hop, African, Latin, and Middle Eastern dance. An informal recital will be performed at the end of the workshop. *(Fee-based)*

KIDS 2155

**Reading Skills Improvement**

Grades 2-3

Does your student need an in-depth review of the English language word structures and rules to improve their basic reading skills? This course provides practical and fun writing and reading activities to help the student understand vowel sounds (long and short), spelling changes, contractions, compound words, two-syllable words, prefixes and suffixes, and silent letters. The material requires that the student has already completed Grade 2. Class size is limited. *(Fee-based)*

KIDS 2160

**Discover the Titanic:  
Commemorating the 100th Anniversary**

Grades 3-6

Students will learn about the famous ship the Titanic through activities, media, games, crafts and artifacts from the historic time period. Instructor was part of the 1996 exhibition to dig up the Titanic and a member of the Titanic Historical Society. *(Fee-based)*

KIDS 2200

**You Can Dance! Summer Dance Class and Recital**

Ages 5-7

Students will learn basic dance routines in the styles of Jazz, Hip-Hop, Lyrical and Ethnic Dance. This class is a fun way to get exercise and learn the disciplines of dance and performance skills. *(Fee-based)*

KIDS 2202

**You Can Dance! Summer Dance Class and Recital**

Ages 8+

Students will learn basic dance routines in the styles of Jazz, Hip-Hop, Lyrical and Ethnic Dance. This class is a fun way to get exercise and learn the disciplines of dance and performance skills. *(Fee-based)*

KIDS 3000

**Theatre Camp**

Ages 7-12

Students will explore scripts, analyze characters and create a performance. A production will be performed by students at end of session. Students explore and create characters using masks, costumes, make-up and props using different perspectives in literature. We will have fun letting the imagination soar. Students will enjoy oral reading using expressive voices and gestures. *(Fee-based)*

KIDS 3003

**Theatre Camp**

Ages 12-17

Students will explore scripts, analyze characters and create a performance. A production will be performed by students at the end of session. Students explore and create characters using masks, costumes, make-up and props using different perspectives in literature. We will have fun letting the imagination soar. Students will enjoy oral reading using expressive voices and gestures. *(Fee-based)*

KIDS 3005

**Reader's Theatre**

Grades 4-6

Improve reading comprehension skills while having fun! Students explore and create characters using masks, costumes and props using different perspectives in literature. We will have fun discovering beautiful journeys and letting the imagination soar. Join us as we read storybooks and/or scripts then turn on the lights, camera and action! Family and friends are invited for final creative performance. *(Fee-based)*

KIDS 3010

**Games Galore - Blast from the Past Camp**

Grades 3+

Explore history and origins of games and sports from the past. Every day a different decade. Play games your great grandparents played. Discover your parent's favorite pastimes. Enjoy different versions and see Monopoly sets from around the world and special sets (underwater Monopoly, chocolate, fancy gold, themed monopoly and the original sets) Indoor and outdoor games and sports. *(Fee-based)*

KIDS 3015

**Play with the Presidents**

Grades 3-6

Explore U.S. Presidents and interact with the instructor dressed as Lincoln, Theodore Roosevelt and others. Read and hear stories about the presidents. Play games and share presidential memorabilia. Use president paper dolls and taste foods the presidents enjoyed. Experience a fun way to learn the names of all the presidents. *(Fee-based)*

KIDS 3020

**Tutorial: Math Blast - 1st Grade Review**

Does your student need a blast forward for Math success? This course provides preparation for 2nd Grade Math by reviewing and practicing the key concepts from the 1st Grade California Math Standards. *(Fee-based)*

KIDS 3021

**Tutorial: Math Blast - 2nd Grade Review**

Does your student need a blast forward for Math success? This course provides preparation for 3rd Grade Math by reviewing and practicing the key concepts from the 2nd Grade California Math Standards. *(Fee-based)*

KIDS 3022

**Tutorial: Math Blast - 3rd Grade Review**

Does your student need a blast forward for Math success? This course provides preparation for 4th Grade Math by reviewing and practicing the key concepts from the 3rd Grade California Math Standards. *(Fee-based)*

KIDS 3023

**Tutorial: Math Blast - 4th Grade Review**

Does your student need a blast forward for Math success? This course provides preparation for 5th Grade Math by reviewing and practicing the key concepts from the 4th Grade California Math Standards. *(Fee-based)*

KIDS 3024

**Tutorial: Math Blast - 5th Grade Review**

Does your student need a blast forward for Math success? This course provides preparation for 6th Grade Math by reviewing and practicing the key concepts from the 5th Grade California Math Standards. *(Fee-based)*

KIDS 3025

**Tutorial: Math Blast - 6th Grade Review**

Does your student need a blast forward for Math success? This course provides preparation for 7th Grade Math by reviewing and practicing the key concepts from the 6th Grade California Math Standards. *(Fee-based)*

KIDS 3030

**Money Origami**

Ages 8 -11

Impress your friends with fun items made out of dollar bills. Instruction and demonstrations for two dollar items (ring and bow tie) will be taught. Student required to bring three, \$1 dollar bills. Parents may also register for class. *(Fee-based)*

KIDS 3032

**Money Origami**

Ages 12+

Impress your friends with fun items made out of dollar bills. Instruction and demonstrations for \$3 - \$4 dollar items (ring and bow tie) will be taught. Student is required to bring four (\$) dollar bills. Parents may also register. *(Fee-based)*

KIDS 3034

**Cruise Ship Towel Animals**

Ages 8-11

Create fun and easy animals and items from bath and beach towels. Just like they do on the cruise ships!!! Have a fun creature sitting at your spot on the beach or in your room made out of your own towel! Make these creatures as gifts or great pool or beach party favors! Students will need to bring one clean beach towel and three bath towels, three hand towels, and three wash cloths (towels need not be new). Parents may also register for class. *(Fee-based)*

KIDS 3036

**Cruise Ship Towel Animals**

Ages 12+

Create fun and easy animals and items from bath and beach towels. Just like they do on the cruise ships!!! Have a fun creature sitting at your spot on the beach or in your room made out of your own towel! Make these creatures as gifts or great pool or beach party favors! Students will need to bring one clean beach towel and three bath towels, three hand towels, and three wash cloths (towels need not be new). Parents may also register. *(Fee-based)*

KIDS 3038

**Sock Monsters**

Ages 8-11

Learn how to make fun and crazy creatures out of socks! Use leftover unmated socks to create a special creature from colorfully designed socks. Students will need to bring sewing scissors, thread, and sewing needles, miscellaneous buttons & trim. Also, bring a pair of colorful or brightly designed socks to cut-up and use for their creation. Parents may also register. *(Fee-based)*

KIDS 3040

**Sock Monsters**

Ages 12+

Learn how to make fun and crazy creatures out of socks! Use leftover 'unmated' socks to create a special creature from colorfully designed socks. Students will need to bring sewing scissors, thread, and sewing needles, miscellaneous buttons & trim. Also, bring a pair of colorful or brightly designed socks to cut up and use for their creation. Parents may also register. *(Fee-based)*

KIDS 3045

**Advanced Public Speaking**

Grades 4-8

Gain the self confidence and skills to inform and persuade your audience in an organized way. Learn to share your thoughts and ideas effectively in a group. Parents invited for a presentation the last class. *(Fee-based)*

KIDS 3047

**Cycling For Beginners**

Ages 10+

Want to build greater confidence riding a bicycle? This course will cover many cycling topics such as proper fit, safety, handling basics, equipment and etiquette. Demonstrations and hands-on practice will also be included. Know the basics to keep riding safe and enjoyable. Adults may also register for this class. *(Fee-based)*

KIDS 3050

**Dinosaurs Discovery**

Grades 3-6

Explore dinosaurs and life in prehistoric times. Play dinosaur games, learn to draw dinosaurs, examine books and items relating to dinosaurs and see real dinosaur fossils. Carve dinosaur bones frozen in ice and make dinosaur dioramas. *(Fee-based)*

**Labs (LABS)**

LABS 100

**Supervised Tutoring**

Students will use tutorial assistance to enhance problem solving skills, and increase comprehension of specific subject areas. Tutors and instructors are there to help you prepare for tests and to complete homework. Enrollment is by Instructor and Counselor referral only. *(Apportionment)*

**Language (LANG)**

LANG 100

**Arabic - Conversational**

Beginning level class introduces students to the basic knowledge of Arabic. *(Fee-based)*

LANG 110

**French - Conversational**

Beginning level class introduces students to the culture and customs of France and covers basic speaking skills. *(Fee-based)*

LANG 160

**Japanese - Conversational**

Beginning level class introduces students to the culture and customs of Japan and to speak beginning level Japanese. *(Fee-based)*

LANG 162

**Japanese - Conversational II**

Low intermediate level class expands students' basic knowledge of spoken Japanese. *(Fee-based)*

LANG 170

**Russian - Conversational**

Beginning level class introduces students to the culture and customs of the Russian speaking countries and addresses immediate needs of a traveler. The course will also give the language skills helpful to welcome adopted children to their new families. *(Fee-based)*

LANG 190

**Spanish - Conversation I**

Beginning level class introduces students to the culture and customs of Latin America and covers beginning level speaking skills. *(Fee-based)*

LANG 200

**Spanish - Conversation II**

Low intermediate level class expands students' basic knowledge of spoken Spanish. *(Fee-based)*

LANG 240

**Conversational Chinese**

Beginning level class introduces students to the culture and customs of Chinese and covers beginning level speaking skills. *(Fee-based)*

**Medical Occupations (MEDO)**

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. *(Apportionment)*

MEDO 118

**California Child Care: CPR and First Aid**

This 8-hour course teaches individuals to respond to breathing and cardiac emergencies, pediatric first aid and injury prevention. Upon successful completion, students will receive an Adult, Infant, Child CPR certificate valid for 1 year and a CA Child Care First Aid certificate valid for 2 years. This class meets CA EMSA requirements of daycare providers. \$75 fee includes class textbooks and 2 laminated skills cards. *(Fee-based)*

MEDO 125

**Pharmacy Tech Educational Planning**

Orientation and assessment to and for the SCE Pharmacy Technician certificate program, overview of occupational options. Assess math skill level for referral to basic skills support to assist with successful completion of pharmacy tech courses, overview in general of SCE student services. *(Orientation)*

MEDO 166

**Physical Therapy Aide**

Equips the motivated student to function safely and efficiently as a Physical Therapy Aide or Restorative Aide in a hospital, convalescent hospital or home setting. Certificate of Completion to those meeting requirements. *(Apportionment)*

MEDO 202

**Activity Leader Health Care**

Provides basic training in planning and directing activity programs (fieldwork arranged). *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Grant-funded)*

MEDO 240

**Medical Assisting: Back Office Procedures II**

Prerequisite: MEOC 104 Medical Terminology and MEOC 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. *(Grant-funded)*

MEDO 250

**Spanish for Healthcare Professionals**

This program is designed for a wide variety of health care professionals including medical assistants, nurses, and doctors. This course will help participants connect and communicate with Spanish speaking patients to treat illness and injury and process medical transactions efficiently. *(Fee-based)*

MEDO 255

**Introduction to Phlebotomy Procedures**

Advisory: MEOC 104 Medical Terminology This course provides an introduction to the basic skills of phlebotomy through in-class instruction and hands-on practice. Students will learn venipuncture and capillary collection punctures, OSHA Bloodborne Pathogen regulations, equipment selection, and blood processing. This class does not meet requirements for state certification for phlebotomists. *(Grant-funded)*

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 265

**BLS for Healthcare Professionals**

The American heart Association designed this course to prepare healthcare professionals to recognize life-threatening emergencies and to provide CPR and First Aid effectively. Upon successful completion students receive a 2 year CPR certification and a 2 year First Aid certification. *(Grant-funded)*

MEDO 270

**Medical Assisting Ed Planning**

Orientation and assessment to and for the SCE medical assisting certificate program, overview of occupational options. Review skill level for referral to basic skills support to assist with successful completion of medical assisting courses, overview in general of SCE student services. *(Orientation)*

MEDO 275

**Medical Assistant Work Experience Part 1**

Prerequisites: MEDO 115 Medical Assisting: Front Office Procedures; and MEDO 235 Medical Assisting: Back Office Procedures I; and MEDO 240 Medical Assisting: Back Office Procedures II; and Achievement of 30 wpm Keyboard Competency; and COMP 100 Introduction to Computers; or MS 104 Introduction to Windows. This course provides students with work experience related to administrative and/or clinical medical assisting. Students will meet with the instructor for two hours per week in addition to completing 140 hours of externship in an approved facility. Class topics include portfolio development and externship performance. *(Grant-funded)*

MEDO 280

**Medical Assistant Work Experience Part 2**

Prerequisite: MEDO 275 Medical Assisting Work Experience I. This course provides students who successfully completed Medical Assisting Work Experience I with an additional 140 hours of externship to complete training in both administrative and clinical competencies. Students will meet with the instructor for two hours per week. Class topics include portfolio development, workplace professionalism, and externship performance. *(Grant-funded)*

MEDO 285

**Introduction to Electronic Health Records (EHR)**

Prerequisite: COMP 685 Beginning Keyboarding or Keyboarding Proficiency score of 30 or above and COMP 100 Introduction to Computers or MS 104 Introduction to Microsoft Windows. 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 290

**Math For Medical Assistants**

This course is designed to provide the medical assistant with the mathematical skills necessary to calculate, prepare, and administer drugs safely and confidently in an ambulatory medical setting. *(Fee-based)*

MEDO 295

**National Certified Medical Assistant Exam Prep**

This course is designed to assist in preparing for the NCCT National Certified Medical Assistant Exam (NCMA). A comprehensive review of topics related to administrative and clinical medical assisting procedures will be provided. The course also includes valuable practice tests and test-taking strategies. *(Grant-funded)*

MEDO 300

**Medical Coding Basics I**

Prerequisites: MEOC 104 Medical Terminology. Students will learn techniques of accurate coding of physician services, gain experience in correct application of CPT, level II coding, and ICD-9- CM/ICD-10-CM diagnosis codes used for billing professional medical services through lecture and lab. *(Grant-funded)*

MEDO 302

**Medical Coding Basics II**

Prerequisite: MEDO 300 Medical Coding Basics. This course covers the practical application of CPT coding and coding appropriately for correct reimbursement in physician office settings. Topics covered include assigning the correct diagnosis, procedure, and supply code for a variety of clinical cases and services. *(Grant-funded)*

MEDO 305

**Heartsaver Pediatric First Aid**

This 8-hour course teaches individuals to respond to breathing and cardiac emergencies, pediatric first aid and injury prevention. Upon successful completion, students will receive an Adult, Infant, Child CPR and Pediatric First Aid certificate valid for 2 years. This class meets California requirements for daycare providers. *(Fee-based)*

MEDO 307

**Personal Care Aide**

This class will prepare the student to provide or support activities of daily living, personal care, and homemaker services to elderly and disabled individuals needing assistance to remain safely and independently in their own home or in an assisted living facility. Upon successful completion students receive a certificate of completion. *(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)*

**Medical Occupations Clerical (MEOC)**

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

MEOC 130

**Introduction to Pharmacy Technician**

Highlights the practice and role of a pharmacy technician. Includes educational requirements, credentialing, the pharmacist's role, an overview of pharmacy law, and the assessment of necessary abilities and skills for a successful career as a pharmacy technician. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

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. *(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. *(Externship)*

**Microsoft (MS)**

MS 104

**Introduction to Microsoft Windows**

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. *(Apportionment)*

MS 105

**Introduction to Excel**

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

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. *(Apportionment)*

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. *(Apportionment)*

MS 119

**Introduction to PowerPoint**

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

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. *(Apportionment)*

MS 137

**Introduction to FrontPage**

Learn how to create, develop and post your own website. Take advantage of cheap web space and make your presence known. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Word, Discover the Internet or equivalent. *(Apportionment)*

MS 143

**Introduction to Publisher**

Advisory: Proficiency in Introduction to Computers, Introduction to Windows or equivalent. Provides a basic working knowledge of this popular desktop publishing program. Covers topics such as flyers, newsletters, and business cards. *(Apportionment)*

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. *(Apportionment)*

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. *(Apportionment)*

MS 160

**MS Office - Overview**

Prerequisite: Knowledge of Windows. 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. *(Apportionment)*

MS 165

**MS Excel - Power-User Skills**

This course is for people who are comfortable using MS Excel and who want to develop "power skills". Topics include computational techniques (defining names, nested IF functions, summarizing data), using Excel's database tools (tables, database operations, lookup functions), and expert skills (conditional formatting, macros). Also covered are advanced formatting techniques and shortcuts for accelerating productivity. *(Apportionment)*

MS 610

**Windows Operating Systems - Intermediate**

A second course in Windows operating environments covering more topics and techniques. This course will help you learn to communicate more effectively over the Internet, share information between programs, understand basic Windows network principles, share files, use Windows Media projects, manage hardware, backup files, and use Windows administration tools. *(Apportionment)*

**Music (MUSC)**

MUSC 108

**Guitar for Adults**

Learn to play the guitar! Students will learn chords, strum pattern styles, new songs, simple ear training and rhythm training. Students will also learn a I, IV, V blues progression and how to read the tablature for guitar. Bring a nylon-string or acoustic steel-string guitar and a medium pick. *(Fee-based)*

MUSC 109

**Adult Guitar**

Intermediate/Advanced

Students will learn music theory and concepts including notes on the guitar, major and minor keys, how to use a capo, how to play 2 bar chord forms and more. Play two songs by the end of class. *(Fee-based)*

MUSC 200

**Music Arts for Older Adults**

This course provides stimulating interaction for older adults through musical reminiscence, discussions, and listening to music from different time periods and genres. Older Adult students will participate in sing-alongs and rhythmic activities. Older adult students will learn to appreciate and understand different varieties of music. *(Apportionment)*

MUSC 302

**Cypress Masterworks**

This is a large ensemble (70-100) singers who perform major masterworks for choir and orchestra in addition to a variety concert repertoire. The Chorale presents four major concerts in the campus theater, participates in regional music festivals, and tours Internationally. *(Fee-based)*

MUSC 303

**Senior Chorus**

This course introduces older adult students to a broad spectrum of choral music including its cultural and historical aspects. Older adult students will gain knowledge of correct posture, breath control, enunciation, harmony, rhythm and basic music concepts appropriate for the older adult. *(Apportionment)*

MUSC 304

**Tone Chime Choir for Older Adults**

This course provides instruction to older adults on handbell performance skills using chime instruments made by Suzuki. The music will be beginning level handbell music, level 1 and 2, as defined by the American Guild of English Hand Bell Ringers. The class will share their music by performing to the community in different public venues. *(Apportionment)*

MUSC 305

**Introduction to Opera**

This course is an introduction to the standard operatic repertoire in terms of development of musical style, dramatic structure, and performance tradition. Open to all students. *(Fee-based)*

MUSC 310

**Star Carolers**

This course is designed for both music majors and non-music majors who wish to sing in a holiday caroling ensemble. Plus three quarters of an hour laboratory TBA per week. *(Fee-based)*

MUSC 315

**Beginning Voice**

Students will study basic vocal techniques including tone production, breath control, and diction. Songs will be drawn from popular and traditional songs. *(Fee-based)*

MUSC 320

**Beginning Piano**

Beginning with the abc's at middle C, the student learns to read music using familiar songs and pieces in folk and classical styles. Basic chords also help with rock and jazz. The student learns rhythm as the heartbeat of music. *(Fee-based)*

MUSC 321

**Beginning Adult Piano/Keyboard**

This course will introduce adults to reading notes, rhythm, music symbols, sight-reading and keyboard activities to develop technique and listening. Book required. Bring your own keyboard (40 key minimum) every week! *(Fee-based)*

MUSC 335

**Adult Keyboarding - Beginning II**

Comprehensive music course in reading, playing and listening to music. Lessons include learning chords, sight-reading and understanding basic harmony. *(Fee-based)*

MUSC 345

**Guitar for Adults Level 1**

Learn basic chords, strumming, picking and the classical rest stroke. Slowly but surely develop the confidence and coordination to play along to a handful of oldies and classic rock songs. Bring your nylon-string or acoustic steel-string guitar and medium guitar pick to class. *(Fee-based)*

MUSC 350

**Guitar for Adults - Level 2**

If you have a little guitar experience already, this is the class for you! Designed for graduates of the level 1 class, and for anyone else who "knows a few chords. " We will learn new chords, songs with strumming and picking, scales for soloing, and blues/rock songs with riffs. *(Fee-based)*

MUSC 355

**Adult Bass Guitar**

Students will learn basic music theory and concepts: notes on the bass guitar, how to count basic rhythms, major and minor keys and how to play octaves, fifths and fourths. Students will understand how to identify the root of a chord so they can play over chords. There will be some reading of bass notation, but most material will be in tablature or lead sheet with words and chords. *(Fee-based)*

MUSC 360

**Adult Guitar - Intermediate**

If you have a little guitar experience already, this is the class for you! Designed for graduates of the beginning class, and for anyone else who "knows a few chords." We will learn new chords, songs with strumming and picking, scales for soloing, and blues/rock songs with riffs. *(Fee-based)*

MUSC 365

**Beginning Vocal for Adults**

Learn to develop your singing with an introduction to vocal technique. You will learn the tools necessary for every singer to help with diction, breath control and correct posture as well as shaping tone quality. Group singing as well as individual solos will be used. *(Fee-based)*

MUSC 370

**Guitar Workshop for Adults**

Learn guitar in a friendly group environment. If you are a beginner, or already know how to play some things, this is the class for you! Learn to play the chords, strumming and picking techniques of your favorite classic songs. Bring your guitar and a medium or heavy pick to class. *(Fee-based)*

**Parenting (PARN)**

PARN 101

**Joyful Parenting - Creative Art/Music**

Ages 1.5-2.5

Parent and child will enjoy self-esteem building activities together; songs and music; easel and finger painting; band and blocks; school readiness; crafts and Playdoh. Includes activity ideas to do at home. (Please bring a snack). *(Apportionment)*

PARN 102

**Effective Parenting**

Designed to lend support and provide some realistic parenting techniques that can be used in the parent's day-to-day life. *(Apportionment)*

PARN 108

**You, Your Child and Music**

Learn how to use simple musical games and activities to aid your infant/toddler in motor, cognitive and social development. *(Apportionment)*

PARN 147

**Babies Love Music**

Ages 4-14 months

Music listening and music activities provide an excellent foundation for your baby's cognitive and social development. Mix together: One part thunder on a large gathering drum. Add small hand drums. Sprinkle liberally with rhythm band instruments, singing and puppets. Top it off with guitar, harmonica, and recorded music. MMM...mmm... good! Enrollment limited to 14. *(Fee-based)*

PARN 148

**Kids Love Music**

Ages 1-2

Music activities provide an excellent foundation for your preschooler's cognitive and social development. Mix together: One part thunder on Indian tom toms. Add glockenspiels and xylophones for rain. Sprinkle liberally with rhythm band instruments, singing and puppets. Top it off with guitar, harmonica, and recorded music. MMM...mmm...good... Enrollment limited to 14. *(Fee-based)*

PARN 149

**Kids Love Music**

Ages 2-4

Music listening and music activities provide an excellent foundation for your preschooler's cognitive and social development. Mix together: One part thunder on Indian toms Add glockenspiels and xylophones for rain. Sprinkle liberally with rhythm band instruments, singing and puppets. Top it off with guitar, harmonica, and recorded music. MMM... mmm... good... Enrollment limited to 14 *(Fee-based)*

PARN 150

**Kids Love Music**

Ages 1-4

Music listening and music activities provide an excellent foundation for your preschooler's cognitive and social development. Mix together: One part thunder on Indian tom toms. Add glockenspiels and xylophones for rain. Sprinkle liberally with rhythm band instruments, singing and puppets. Top it off with guitar, harmonica, and recorded music. Mmm...mmm...good. Enrollment limited to 14. *(Fee-based)*

PARN 151

**Kids Love Music**

Ages 5-7

Ever Play an African Slit Drum? A xylophone? Boomwhackers? Ever Sing "Chicken Lips and Lizard Hips" or Grandma's Feather Bed"? This and more musical fun awaits those who join in this fun filled musical journey. Enrollment limited to 14. *(Fee-based)*

PARN 170

**Parenting Adult/Children with Disabilities**

A class designed to provide support and resources to parents who have an adult child with a disability. Guest speakers will be invited to present information to help parents be knowledgeable of what their community offers in regards to independence. For additional information, please contact 714 484-7057. *(Apportionment)*

PARN 200

**Joyful Parenting: Art, Music & Movement**

Ages 2.5-5

Parents are introduced to the latest information about child development and parenting skills, through lecture, discussion, observation and hands-on learning with other students. Age appropriate activities are offered to the children so that parents can learn the importance of developmental stages that prepare children for preschool and/or kindergarten. *(Apportionment)*



PARN 220

**Helping Your Struggling Child**

So many children today are struggling in school, acting out at home, having social problems, and/or experiencing mood changes. Parents are often frustrated, confused, and unsure of what to do. This course will assist parents in understanding children's issues, and recognizing symptoms of common disorders such as ADHD, learning disabilities, anxiety, depression, and autism. In addition, the course will focus on how to determine whether a significant problem exists, and how to obtain an accurate diagnosis. *(Fee-based)*

PARN 225

**Homework Tips Workshop (How to Really Help Your Child)**

Help improve your child's chances of success in school by learning the key issues and strategies you need to know about helping your child with homework. Parents will complete a Checklist for Helping Your Child with Homework to help you develop a plan for guiding and monitoring your child's homework as well as communicating with your child's teacher. *(Fee-based)*

PARN 230

**Parenting Tips & Tricks Interactive Workshop**

Do you want to encourage cooperation and respectful behavior in your children? This course covers specific techniques that will help your family to listen and cooperate with you on: chores, homework, problem solving & using reward systems. Cooperative communication is the key to making your home a more peaceful place! *(Fee-based)*

PARN 235

**Raising Caring Kids**

This workshop will review and present practical tips and implementation strategies for parenting today's children. The focus will be on developing caring behaviors through everyday scenarios. Topics will include caring about family, friends, difficult situations and showing appreciation. Parents will be guided on steps to teach their children how to become kids that care. *(Fee-based)*

PARN 240

**Navigating Resources for Adults with Disabilities**

A class designed to provide support and resources to parents who have an adult child with a disability. Topics include: Overview of the service delivery system, eligibility for regional center and service agencies, adult transition, role of service coordinators, obtaining services, college, employment, independent and adult living options. *(Fee-based)*

PARN 104A

**Kindergym - Toddler Fitness**

Ages 1-4.5

Parents and children enjoy exercise, movement and music together. Emphasis on developing large motor skills, coordination and self-esteem. Class provides an opportunity for parents to observe and interact with child. All activities introduced can be done by parents with child at home. *(Apportionment)*

**Safety (SAFE)**

SAFE 205

**Mature Driver Improvement**

Improvement classes for licensed drivers age 55 and older who wish to qualify for a reduced insurance premium; and brush up on traffic laws and safety techniques for a driver's license exam. A Certificate of Completion will be awarded as evidence of attendance to obtain up to three years of reduced insurance rates from participating insurance companies. *(Apportionment)*

**Shop (SHOP)**

SHOP 100

**Cabinet & Millwork**

Learn vocational skills in cabinet-making, millwork and furniture products. *(Apportionment)*

**Sign Language (SIGN)**

SIGN 001

**Sign Language - SEE Level 1**

This course gives an overview of the Signing Exact English (SEE) model of sign language. Students will explore the philosophy and rationale of the sign system while developing both expressive and receptive delivery skills. It is designed to introduce students to a 700 word working vocabulary and to prepare them to continue on to Sign Language - SEE Level 2/3. *(Fee-based)*

SIGN 002

**Sign Language - SEE Level 2/3**

Students will acquire approximately 1,000 additional signs and will improve expressive and receptive fluency with both signs and fingerspelling. Students will continue to address the rationale and philosophy of using the English sign model: Signing Exact English. *(Fee-based)*

SIGN 010

**Educational Interpreting Practicum**

This course allows students to build educational interpreting skills for service to the elementary, middle, and high school settings. *(Fee-based)*

## Organizational Structure

### Board of Trustees

The North Orange County Community College District (NOCCCD) is governed by elected trustees who establish all policies that guide the general operation of the District. Student trustees representing each of the colleges also sit on the Board.

The NOCCCD Chancellor has responsibility for carrying out the decisions and directions of the Board. The college Presidents and Provost of Continuing Education oversee the operations of their respective areas and work closely with the Chancellor in the management of the District.

#### Board of Trustees:

Jeffrey P. Brown  
Barbara Dunsheath  
Leonard L. Lahtinen  
Michael B. Matsuda  
Molly McClanahan  
Donna Miller  
M. Tony Ontiveros

#### Student Trustees

Alie McCaskill, Cypress College  
Gabael Botello, Fullerton College

#### NOCCCD Chancellor

Ned Doffoney, Ed.D.

#### Provost, School of Continuing Education

Greg Schultz, Ed.D.

### Faculty

The Tenured Full-time faculty teaching for SCE are as follows:

#### **Barbara Anderson**

Instructor, Disabled Student Programs and Services  
B.A. Speech Communication, CSU Long Beach  
M. S. Educ (Special Education) CSU Fullerton

#### **Barbara Bennett**

Instructor, Disabled Student Programs and Services  
B.A. Psychology, San Diego State University  
M.S. Educ (Special Education) CSU Fullerton

#### **Julie Brown**

Instructor, Disabled Student Programs and Services  
B.A. Psychology, CSU Dominguez Hills  
M.A. Psychology, CSU Long Beach  
MLIS San Jose State University  
(Masters in Library and Information Service)

#### **Vanessa Christian**

Instructor, Basic Skills/Learning Center  
Basic Skills/High School Diploma Program  
B.A. English, CSU Fullerton  
M.S. Education, Walden University (in progress)

#### **Anna Curnes**

Counselor, Disabled Student Programs and Services  
B.A. Psychology, Southern Illinois University  
M.S. Counseling, CSU Fullerton

#### **Dean Day**

Instructor, Disabled Student Programs and Services  
B.V.E. Vocational Education, CSU Long Beach

#### **Marsha Elliott**

Instructor, High School Diploma Program  
Basic Skills/High School Diploma Program  
B.A. Psychology, CSU Fullerton  
M.S. Education (Special Education), CSU Fullerton

#### **Juanita Giampiccolo**

Counselor, Matriculation  
B.A. Sociology, University of Puerto Rico  
M.S. School Counseling, University of La Verne

#### **Adam Gottdank**

Counselor, Disabled Student Programs and Services  
B.A. Psychology/Minor in Business Administration,  
CSU Fullerton  
M.A. Psychology with emphasis in Counseling,  
Pepperdine University  
Ph.D. Education (Special Education, Disability and Risk)  
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# ACADEMIC CALENDAR

## Term Dates

**Summer Trimester:** (6 weeks): June -- July  
*Registration starting early June*

**Winter Trimester:** (12 weeks): December -- March  
*Registration starting early November*

**Fall Trimester:** (12 weeks): September -- December  
*Registration starting mid-August*

**Spring Trimester:** (12 weeks): March -- June  
*Registration starting early March*

## Term Holidays: SCE Campuses Closed

July 4, 2012	Independence Day Holiday
September 3, 2012	Labor Day Holiday
November 12, 2012	Veterans' Day Holiday
November 22-23, 2012	Thanksgiving Holidays
December 24 - January 1, 2013	Winter Holidays
January 21, 2013	Martin L. King Holiday
February 15, 2013	Lincoln's Birthday Holiday
February 18, 2013	President's Day Holiday
April 25-29, 2013	Spring Recess
May 27, 2013	Memorial Day Holiday

## 2012-2013 Academic Calendar

August 2012						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2013						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



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