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

ACADEMICS

TRANSITION

CATALOG

STUDENT SUCCESS

2014/15

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
SCHOOL OF CONTINUING EDUCATION

## WELCOME TO THE NOCCCD
## SCHOOL OF CONTINUING EDUCATION

It is my pleasure to present the 2014/15 School of Continuing Education (SCE) catalog of course offerings. SCE is proud to offer high quality programs designed to assist a diverse group of learners. As a student-centered institution of higher learning we respond to the ever-changing needs of our community through relevant instruction and student services designed to help our students achieve success. Our faculty and staff are committed to guiding students as they pursue their 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 start a new career, learn new skills, earn a high school diploma, develop increased creativity and independence, or transfer to college, SCE can 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 service Counseling, orientation, tutoring, assessment, and career exploration are among the many services available to students who wish to set, pursue and achieve educational, career and life goals.

I invite 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 at SCE.

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

## 2014 - 2015

## School of Continuing Education
North Orange County Community College District

Volume Five
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## About 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., Suite 200
> Burlingame, California 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.

### 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 V 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:

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

### Victims of Sexual Assault
Students who are victims of sexual assault occurring on District property or on an off-campus site or facility maintained by the District, or who seek information or assistance regarding a sexual assault, should contact the following Campus Safety and/or Security offices:

> Anaheim Campus Security: (714) 808-4911

> SCE Cypress Center
> (Cypress College Campus Safety): (714) 484-7387

> SCE Wilshire Center
> (Fullerton College Campus Safety): (714) 992-7777

Except as may otherwise be required by law, all inquiries will be maintained in confidence.

## 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.

### 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)

### High School Diploma Credits
Prior to April 2010, continuing and returning students were provided the option to earn a diploma under the previous 185 Prior to April 2010, continuing and returning students were provided the option to earn a diploma under the previous 185 credit requirement or current 160 credit requirement. Effective the fall 2012 term, variable credits can be assigned to new, matriculated students enrolling for or after the fall 2012 term. Variable credits will not be an option for continuing and returning students enrolled prior to fall 2012.

### 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 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 a family, transferring, for these two reasons will not be considered.

## Standards of Student Conduct and Discipline Policy

The standards of student conduct and disciplinary action for violation of Board Policy 5500 were approved by the NOCCC Board on January 28, 2003, and were drawn in compliance with Sections 66300, 76030, 76033, 7034, 76036 of 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 laws(s)

Student conduct must conform to Board Policy and college regulations and procedures. As cited in BP5500, "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. Misconduct which constitutes "good cause" for disciplinary action includes, but is not limited to, the following:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of District personnel, or violating the right of other students.

2. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.

3. Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.

4. Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.

5. Misrepresentation of oneself or of an organization to be an agent of the District.

6. Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to the person, property, or family of any member of the college community, whether on or off District property as defined above.

7. Willful misconduct which results in injury or death to a student or to District personnel, or which results in the cutting, defacing, or other damage to any real or personal property of the District.

8. Unauthorized entry into, unauthorized use of, or misuse of property of the District.

9. Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.

10. Causing or attempting to cause damage to District property, or to private property on District premises.

11. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance listed in the California Health and Safety Code, section 11053 et seq., an alcoholic beverage or an intoxicant of any kind, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or other State law defining controlled substance while on District property, or at a District function; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, section 11014.5.

12. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.

13. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization of the Chancellor, college president, School of Continuing Education Provost, or authorized designee.

14. Engaging in lewd, indecent, or obscene behavior on District property, or at a District function.

15. Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the District, or while on District property or at District-sponsored activities.

16. Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a District official, which would subject a student to expulsion, suspension, probation, or o safety of students or others.

17. Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.

18. Committing sexual harassment as defined by law or by District policies and procedures.

19. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.

20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.

21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.

22. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.

23. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.

24. Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District, or the substantial disruption of the orderly operation of the District.

25. Use of the District's computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedures 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.

Furthermore, no student shall be suspended from a college or School of Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, School of Continuing Education or District activity or attendance. Also any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension or expulsion of a student.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.

The Chancellor shall establish procedures of which all students are informed of the rules and regulations governing student behavior.

## Catalog Rights

### Career Development and College Preparation (CDCP) Certificate

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 of 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 upon 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 NG (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 of 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--Fail | 0 grade point |
| P--Pass Satisfactory, C or better | 0 grade point |
| NP--No Pass | 0 grade point |
| CR--Credit | 0 grade point |
| NC--No 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 eight 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.

## 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

## 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

## 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.

## 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, California 92832.

## Transcript of Record – Verification of Enrollment and Attendance

Students are entitled to two (2) free copies of their student record in the form of an Official Transcript or a Verification of Enrollment/Attendance. Subsequent copies are $5 per copy. Requests are accepted in person or by mail and both request forms may be accessed at www.sce.edu. Students should allow 10 business days for processing. Rush transcripts can be obtained for an additional fee of $10.

We are unable to provide rush Verification of Enrollment/Attendance letters and requests will not be processed until completion of the third (3rd) week of the current term.

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

## 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.

## 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 Romneya 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.

### 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 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 statue, 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 Administrate 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.

## 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 staff parking spaces; students parking in these spaces will be ticketed. 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; both 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 counter for students who are enrolled in a minimum of 9 hours per week; 30 day passes are available for disabled and senior students; 75 and 120 day passes are available for all students. Passes are sold year round. OCTA provides 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 West Romneya Drive
Anaheim, California 92801
(714) 808-4675

Cypress College Bookstore
9200 Valley View Street
Cypress, California 90630
(714) 484-7336
or online at www.cypresscollegebookstore.com

Fullerton College Bookstore
330 East Chapman Avenue
2000 Bldg., 1st Floor
Fullerton, California 92832

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

## Refund Policy
To receive a refund, a Refund Petition form must be submitted at least two (2) full business days before the first class meeting. A $10 processing fee will be deducted from all refunds one time per term per student, except for classes canceled by SCE. Refunds will be processed two weeks after the term begins. No refunds on books. Refund checks to KIDS COLLEGE students will be made to the name of the student of record as required by State Education Code regulations. The only other criteria considered for refunds are circumstances in which the course differs from the way it was described in the class schedule, such as incorrect start date, time or wrong location. You may request a credit valid for six months towards any fee-based course. Requests for credits must be submitted prior to the second class meeting of the course being dropped.

## 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.

## 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.

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

## Waitlist Procedure

You 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. Applications are available online in the "Scholarship Opportunities" link under "Student Services" on the SCE Homepage or in the learning labs on all three campus sites.

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)

DSPS offers a variety of services and accommodations for students who are enrolled in SCE classes, and who have verified disabilities including: learning, intellectual, autism, hearing, visual, mobility, psychological, acquired brain injury, and other medical conditions. Accommodations and services are tailored to the student's individual needs in compliance with state and federal legislation. Students who have a verifiable disability qualify for support services. The services are designed to support students in reaching their academic or vocational goals. Reasonable accommodations are determined on an individual basis through consultation with a DSPS counselor. Services and accommodations are based on the educational abilities and functional limitations unique each student.

DSPS offers a large variety of special classes and programs for students with disabilities that provide students with a college experience, that focus on skills needed to live, work and get around the community independently. Other programs include Workability III (WAIII), College to Career (C2C), and bus mobility skills training. WAIII and C2C are collaborations with the Department of Rehabilitation (DOR), and the bus mobility program is in collaboration with the Orange County Transportation Authority (OCTA). WAIII is a program to help students with disabilities get jobs. C2C is a program that provides additional support to students with intellectual disabilities who are integrating into general education classes. The final stage of C2C provides job development assistance to students. These additional supports are not mandated services in the community college system.

Students and their families who are interested in DSPS should apply to the School of Continuing Education (SCE) on line at www.sce.edu, and then call (714) 484-7057 to schedule an intake. General hours of operation are Monday through Friday from 8 a.m. to 5 p.m.

## Student Success and Support Program

The Student Success and Support Program (SSSP, formerly known as Matriculation) is a process that enhances student access to California Community Colleges and promotes and sustains the efforts of students to be successful in their educational endeavors. The goals of SSSP are to ensure that students complete necessary coursework, persist to the next academic term, and achieve educational objectives through the assistance of the following student-direct core services:

- **Orientation**
  Prior to registration, the orientation is designed to introduce students to the School of Continuing education, program requirements, student support services, and success tips.
- **Assessment**
  The purpose of the assessment process is to provide information regarding basic skill levels and activities necessary for a successful academic experience.
- **Counseling and Advisement**
  Counselors are available to discuss course offerings, career counseling, transfer counseling, and personal counseling (including discussing personal concerns and issues affecting students' academic progress).
- **Educational Planning**
  Students are encouraged to see a counselor for help planning their courses prior to registration, identifying electives and program requirements, and track academic progress towards program completion.

Student Success and Support Program provides support to students while completing their educational goals. In general, a student goal is defined as a diploma, certificate, employment or career advancement, ESL, or transfer to credit.

## 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 near the end of each academic year 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

These classes appear as free but are actually 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 cancelled if the attendance falls below the level needed to cover the costs of the class There are 10 recognized areas in Title 5 that are eligible for noncredit education apportionment. SCE offers noncredit classes 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 & 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 (ME DO); 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) and Sign Language (SIGN).

## 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 though 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 and esthetic principles and teachnical 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 independance, 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).

**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

**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 (CDCP) 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
Office Application Essentials 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: Front Office Program
Medical Assisting Program
Pharmacy Technician Program
Pharmacy Technician Registration 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 | | | Hours |
|---|---|---|---|
| ABE | 105 | SCE Learning Center | 36 |
| | | **Total Program Hours** | **336** |

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 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.

| Core Courses | | | Hours |
|---|---|---|---|
| ABE | 430 | Literacy - Beginning | 99 |
| ABE | 432 | Literacy - Intermediate | 99 |
| ABE | 435 | Literacy - Advanced | 99 |
| | | **Total Program Hours** | **297** |

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 Certificate Program**
**Program #24174**
Training Includes: Keyboarding and Speed Building, Introduction to Computers, Window XP, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Internet, Email, Customer Service, Communication and Problem Solving, Telephone Techniques, Business Mathematics, Writing Memos, Proofreading and Spelling, Filing, Job Hunting Skills. (Two Trimesters or 24 weeks).

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

BUSN 320
**Office Skills I**
First in a series of two levels that prepare students for an entry-level position as an administrative assistant. Includes units on the office environment, career opportunities, attitude, human relationships, and work ethics. Textbook Required.

BUSN 321
**Office Skills II**
Prerequisite: BUSN 320 Office Skills I. Second in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on telephone procedures, filing and managing records, processing business documents, sending and receiving mail, and managing office activities. Textbook Required.

BUSN 340
**Computer Applications for the Administrative Assistant I**
First in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on Keyboarding and Word. Textbook Required.

BUSN 341
**Computer Applications for the Administrative Assistant II**
Prerequisite: BUSN 340 Computer Applications for Administrative Assistant I. Second in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on Windows and Internet. Textbook Required.

CCTR 100
**Business/Computer Skills Lab**
Enjoy free, flexible scheduling for a variety of courses: Office Keyboarding, Data Entry, 10-Key, Typing/Keyboarding for Speed and Accuracy, Windows XP, MS Office (Word, Excel, Access, Outlook, PowerPoint), Intro to Internet and World Wide Web, internet access and free email!

**Management Program**
**Program #24114**
This program will prepare students for first-line supervisory or management positions. Students learn management principles and develop basic skills in decision-making, problem-solving, planning, organizing, speaking and writing. The sequence builds their knowledge base to enhance their effectiveness on the job by covering topics such as leadership development, business law, finance, negotiations, marketing and more. (There are ten required courses, and student must choose one of nine computer electives.)

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

| Elective Courses   (Must Choose one of nine) | | |
|---|---|---|
| COMP 100 | Introduction to Computers | 36 |
| MS 104 | Introduction to Windows Operating System | 36 |
| MS 144 | Introduction to Word | 36 |
| MS 105 | Introduction to Excel | 36 |
| MS 106 | Introduction to Access | 36 |
| MS 119 | Introduction to PowerPoint | 36 |
| MS 134 | Intermediate Word | 36 |
| MS 107 | Intermediate Access | 36 |
| MS 160 | MS Office - Overview | 36 |
| **Total Elective  Hours** | | **36** |

### Total Program Hours          216

BMGR 410
**Elements of Supervision**
Provides instruction in communication, problem solving, team building and leadership. Designed for managers in both public and nonprofit organizations.

BMGR 412
**Management Skills I**
This course provides an overview of the functions of the management process and its practical applications in a business environment.  The course focuses on the planning process and organizing skills, including decision-making, strategic planning, delegating and staffing. Students will learn management principles that provide basic guidelines for supervisory decisions and actions.

BMGR 415
**Written Communications for Business**
Provides extensive hands-on experience with all types of written business communications including letters, resumes, cover letters, memos, and reports.

BMGR 417
**Effective Business Presentations**
This course provides instruction and practice in business presentation skills.  Students will learn techniques to enhance their ability to speak before any size group with more confidence and communicate their message effectively. Students are encouraged to participate in a video tape exercise for their own assessment of strengths and weaknesses.

BMGR 421
**Successful Negotiations**
Participants will learn, practice, and perfect the skills required for achieving better outcomes in sale transactions, employment and promotion, purchasing, employee cooperation.

BMGR 423
**Introduction to Employment Law**
This course is an introduction to the federal and California state laws governing the relationships between employers and employees.  It examines the nature, purpose, and employees. It examines the nature, purpose, and operation of these laws from the perspectives of both the employer and employee.

BMGR 430
**Marketing Principles**
Introduces the student to the marketing principles of product, price, distribution and promotion in support of goods and services.  The course will focus on real world application and case studies. The student will learn to apply marketing skills in the development of a marketing plan.

BMGR 431
**Finance for the Non-Financial Manager**
This course introduces students to the basics of business finance for the non-financial manager. Financial statements will be covered along with discussions on sales and expenses, assets and liabilities, budgeting and planning, and financial analysis.

BMGR 452
**Understanding Business Contracts**
This course will provide an overview of contract principles and will explore the meaning, purpose and effect of common contracts clauses, i.e., limitation of liability, warranty and indemnification. Students will learn how to achieve a better contract result by knowing why, when and how to request contract modifications.

BMGR 610
**Management Skills II**
This course focuses on developing management skills in working with individuals and teams to promote productivity, quality and innovation.  Topics include employee performance appraisal, performance management, work groups, and the control process for keeping people, plans and programs on track.

COMP 100
**Introduction to Computers**
Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware.  Provides foundation for other SCE computer classes.

MS 104
**Introduction to Windows Operating System**
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**
Advisory: Knowledge of Windows and keyboarding. Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office Courses.

# Computers

**Advanced Office Applications Program**
**Program #24176**
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 |
| MS | 134 | Intermediate Word | 36 |
| MS | 165 | MS Excel - Power-User Skills | 36 |
| COMP | 645 | Integrated Computer Projects | 44 |
| MS | 107 | Intermediate Access | 36 |
| | | **Total Program Hours** | **188** |

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**
Advisory: MS 105 Introduction of Excel or equivalent. 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.

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

CCTR 100
**Business/Computer Skills Lab**
Enjoy free, flexible scheduling for a variety of courses: Office Keyboarding, Data Entry, 10-Key, Typing/Keyboarding for Speed and Accuracy, Windows XP, MS Office (Word, Excel, Access, Outlook, PowerPoint), Intro to Internet and World Wide Web, internet access and free email!

COMP 100
**Introduction to Computers**
Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other SCE computer classes.

COMP 105
**Discover the Internet**
A hands-on overview of Internet concepts, Web browsing using Internet Explorer; email, newsgroups, FTP, netiquette, security issues, research, and more. Hands-on including on-line browsing. Recommended proficiency in: Introduction to Computers or equivalent.

MS 104
**Introduction to Windows Operating System**
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**
Advisory: Knowledge of Windows and keyboarding. Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office Courses.

**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.

| Core Courses | | | Hours |
|---|---|---|---|
| COMP | 655 | MS Word Fundamentals for the Financial Office Applications | 18 |
| COMP | 660 | MS Excel Fundamentals for the Financial Office Applications | 18 |
| COMP | 665 | MS PowerPoint Fundamentals for the Financial Office Applications | 18 |
| COMP | 650 | QuickBooks Fundamentals for the Financial Office Applications | 36 |
| COMP | 670 | Create PDFs with Adobe Acrobat | 36 |
| | | **Total Program Hours** | **126** |

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.

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 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 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.

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

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

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

### CCTR 100
**Business/Computer Skills Lab**
Enjoy free, flexible scheduling for a variety of courses: Office Keyboarding, Data Entry, 10-Key, Typing/Keyboarding for Speed and Accuracy, Windows XP, MS Office (Word, Excel, Access, Outlook, PowerPoint), Intro to Internet and World Wide Web, internet access and free email!

### COMP 119
**Adobe Photoshop Elements**
Advisory: Knowledge of Windows. Utilize photo editing software to enhance graphic design capabilities. This class introduces tools used by professional designers in an easy to use, powerful, digital- image editing program. Textbook may be required.

### COMP 121
**Digital Photo Albums for Beginners**
Advisory: MS 104 Introduction to Windows Operating Systems and COMP 105 Discover the Internet. Learn how to import photos from various sources; organize and manage photos; perform basic editing functions of photos email photos and share albums; create slide shows and video CDs; and create cards, calendars, albums, and a photo book. Textbook may be required.

### COMP 675
**Digital Scrapbooking**
Advisory:   Knowledge of Windows and Photoshop or Photoshop Elements. Scrapbooking is a 2.5 billion dollar industry in the United States. Computerized graphic design is dramatically transforming the industry. Digital scrapbooking skills are important for anyone working in the graphic design field. Learn the design essentials of professional digital scrapbooks, hardware and software requirements, and the creation of graphic elements.

### COMP 705
**Digital Photo Restoration and Portrait Makeovers**
Advisory:   COMP 119 Adobe Photoshop Elements and knowledge of Windows For photographers and scrap bookers 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.

## 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 | | | Hours |
|---|---|---|---|
| CCTR | 100 | Business/Computer Skills Lab | 36 |
| MS | 160 | MS Office - Overview | 36 |
| MS | 144 | Introduction to Word | 36 |
| MS | 105 | Introduction to Excel | 36 |
| MS | 119 | Introduction to PowerPoint | 36 |
| MS | 143 | Introduction to Publisher | 36 |
| MS | 106 | Introduction to Access | 36 |
| **Total Program Hours** | | | **252** |

### 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 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 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:    Recommended  proficiency  in  COMP  100 Introduction to Computers and MS 104 Introduction to Windows. 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**
Advisory: Knowledge of Windows and keyboarding. Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office Courses.

# 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.

| Core Courses | | | Hours |
|---|---|---|---|
| ELET | 102 | Basic Electricity | 48 |
| CONS | 100 | Electrical Wiring & Safety I | 36 |
| CONS | 101 | Electrical Wiring & Safety II | 36 |
| CONS | 142 | Electrical Wiring & Safety III | 36 |
| | **Total Program Hours** | | **156** |

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 (NEC). Students learn how to obtain an electrical contractor's license. Supplies purchase required as specified by instructor.

## 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 |
| | **Total Program Hours** | | **84** |

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.

## Electrical Trainee Program
### Program #31327

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

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

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

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

| | | |
|---|---|---|
| **Total Program Hours** | | **288** |

ABE 105
**SCE Learning Center**
Designed for students from beginning levels of reading to those working toward a high school diploma. Through the use of small-group instruction, computer- aided instruction, audio books and workbooks, students will learn to become better readers, writers and thinkers. The skills attained can be used for personal growth, job advancement or for entry into other educational programs. A specific learning plan is developed for each student based on student goals, needs and learning style.

CONS 121
**Contracting License**
This course is designed for students interested in exploring career opportunities in general contracting and sub-contracting, current contractors interested in enhancing their business and law skills, and students who want to prepare for the California Contracting License Examination by the Contractors State License Board (CSLB).

CONS 230
**Introduction to Blueprint Reading**
An introduction to blueprint reading using a fundamental approach, this course will familiarize trainees with basic blueprint terms, components and symbols. Trainees will learn the different types of blue print drawings (civil, architectural, structural, mechanical, plumbing/piping, and electrical) and how to interpret and use drawing dimensions.

ELET 140
**Introduction to Electrical Trainee**
Course provides an overview of the construction industry with focus on the career path of an electrical trainee. Students will learn about the skills needed to launch a successful career in the electrical trade. Topics include safety, construction math, tools and materials handling, job site management, and State certification requirements for electricians.

ELET 145
**Electricity Fundamentals**
Prerequisite: ELET 140 Introduction to Electrical Trainee. Course covers basic electrical concepts, including electrical measurements, basic electrical theory, and an understanding of how common electrical components work. Course provides a basis for understanding electrical safety concepts.

ELET 150
**Wiring Fundamentals: Residential**
Prerequisite: ELECT 145 Electricity Fundamentals. Course provides an overview of the National Electrical Code (NEC) and its application to residential wiring. Topics include electrical standards, residential wiring techniques, grounding, basic switching circuits, residential load calculations, and electrical services in accordance with the NEC.

ELET 160
**Wiring Fundamentals: Commercial**
Course provides an overview of the National Electrical Code (NEC) and its application to commercial wiring. Topics include commercial wiring, conduit systems, conductor types and applications, over-current protection, polyphase distribution, system and equipment grounding, and voltage-drop equations and lighting sources in accordance with the NEC.

ELET 170
**Wiring Fundamentals: Industrial**
Prerequisite: ELET 145 Electricity Fundamentals. Course provides an overview of the National Electrical Code (NEC) and its application to industrial wiring. Topics to include industrial wiring, conduit systems, conductor types and applications, over-current protection, polyphase distribution, system and equipment grounding, electrical motors, motor circuit conductors, motor control circuits, and electrical power installations in accordance to the NEC.

## Disabled Student Programs & Services

**Employability Certificate for Students with Disabilities Program #24065**
This sequence provides skills necessary to enhance employability of students with disabilities. It offers a foundation of basic skills that increase the direct and indirect job skills necessary for obtaining and maintaining employment. Among the skills that students will develop are the ability to: communicate effectively on the job; locate job opportunities; problem solve; set goals; remain safe; utilize transportation resources to and from work; manage personal finances; use computer technology; develop and maintain appropriate interpersonal relationships; and advocate for personal rights. Counselors provide accommodations and services to assist students throughout their time in the Program. A job transition specialist refers students to appropriate employment opportunities and agencies. In addition, the Program maintains relationships with vocational agencies and employers that enhance students' opportunities for obtaining employment.

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

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**
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 an check, make a deposit, record checks and deposits in a check register, and record ATM transactions in a register. This class would 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.

| Core Courses | | Hours |
|---|---|---|
| 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 |
| **Total Program Hours** | | **180** |

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

**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.)*

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

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

| | | | |
|---|---|---|---|
| | **Total Program Hours** | | **276** |

ABE 105
**SCE Learning Center**
Designed for students from beginning levels of reading to those working toward a high school diploma. Through the use of small-group instruction, computer- aided instruction, audio books and workbooks, students will learn to become better readers, writers and thinkers. The skills attained can be used for personal growth, job advancement or for entry into other educational programs. A specific learning plan is developed for each student based on student goals, needs and learning style.

ECE 100
**Child Health and Safety**
For teachers and directors of pre-schools, this course will focus on the skills and knowledge needed for developing emergency plans and responding to health and safety issues in the classroom.

ECE 108
**ECE Program Principles and Practice**
Course examines the history, basic principles, and philosophies of various types of early childhood programs, emphasizing the role of the adult and characteristics of quality programs. This course is part of a program approved by the California Department of Social Services, Community Care Licensing, for employment in private facilities only.

ECE 112
**Language Arts and Literacy in Early Childhood**
This course examines the teacher's role in promoting and facilitating children's emerging literacy and language development through the use of storytelling, books, songs, flannel board stories and puppetry. This course is part of a program approved by the California Department of Social Services, for employment in a private facility.

ECE 116
**Program Music & Movement**
Explores areas of music and movement appropriate to child's development through participating and experimenting.

ECE 130
**Program Science & Math**
Plan, organize and implement activities that help children develop skills, appreciation and enthusiasm for science and math.

ECE 132
**Program Creative Experience**
Student awareness and application of materials appropriate for preschool art activities.

ECE 136
**Family Community Relationships**
Examination of the sociological relationships between family and society; institutional, racial, social, and economic factors affecting the family and the child.

ECE 140
**Early Childhood Development**
Intro to age-related child growth, development, learning characteristics, self-concept, mechanics and techniques of positive learning.

### ECE 165
**Children with Special Needs**

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

### ECE 170
**Introduction to Curriculum for Early Childhood Education**

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

### ECE 175
**Infant-Toddler Care**

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

## 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 |
| **Total Program Hours** | | **144** |

### 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 or 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 |
| **Total Program Hours** | **288** |

### 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 |
| | **Total Core Hours** | | **472** |

| Elective Courses | | | Hours |
|---|---|---|---|
| ABE | 105 | SCE Learning Center | 36 |
| | **Total Elective Hours** | | **36** |

| | | |
|---|---|---|
| **Total Program Hours** | | **508** |

ABE 105
**SCE Learning Center**

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

ESLA 001
**ESL Learning Center**

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

ESLA 100
**ESL Beginning Literacy**

This course is designed to meet the students' needs as determined by assessment of the students' language proficiencies, goals, and interests. ESL instruction integrates language components' vocabulary, grammatical structures, language functions, and pronunciation in units and topics that are important to the students.

ESLA 120
**Family Literacy**

The course focuses on incorporating reading and literacy as a fundamental component of a healthy, well-functioning family. The family-oriented assignments integrate school and home.

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, as fallows: Personal Identification, weather, Money, job titles, following simple instructions. Among informational sources the topics may include: lists signs schedules, calendars and ads. Among the skills: scanning.

ESLA 300
**ESL Beginning High**

The course content is relevant to the life's of the students It integrates language functions and language forms with informational sources, skills and topics. Topics are chosen in accordance with students goals: general or vocational. Samples of information sources are: Telephone directory and indexes, among the skills: Alphabetizing, General topics should include: housing, transportation, emergencies, general health. Vocational Topics includes: job skills, classified ad's, 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 | 120 |
| | **Total Program Hours** | | **400** |

| Elective Courses | | | Hours |
|---|---|---|---|
| ABE | 105 | SCE Learning Center | 36 |
| | **Total Elective Hours** | | **36** |

| | | |
|---|---|---|
| **Total Program Hours** | | **436** |

ABE 105
**SCE Learning Center**
Designed for students from beginning levels of reading to those working toward a high school diploma. Through the use of small-group instruction, computer- aided instruction, audio books and workbooks, students will learn to become better readers, writers and thinkers. The skills attained can be used for personal growth, job advancement or for entry into other educational programs. A specific learning plan is developed for each student based on student goals, needs and learning style.

ESLA 001
**ESL Learning Center**
The ESL Learning Center offers an opportunity to practice English through various instructional media. Students learn through ESL software and/or receive individual and group tutoring to improve their speaking, listening, reading and writing skills. Special interest areas such as Vocational ESL and EL Civics are also part of the instruction.

ESLA 400
**ESL Intermediate Low**
The course content is relevant to the lives of the student. It integrates language functions and language forms wit informational sources, skills and topics. Topics are chosen in accordance with student goals: general or vocational. Samples of informational sources are: Telephone Directory and indexes. Among the skills: alphabetizing. General topics should include: Housing, Transportation, Emergencies, General health. Vocational topics include: Job skills, Classified Ads, Job Safety.

ESLA 500
**ESL Intermediate High**
The course content is relevant to the lives of the students. It integrates language functions and language forms with informational sources, skills and topics. Topics are chosen in accordance with student's goals: general vocational, or academic. The vocational topics should include: Social Security, preparedness for job interviews, wages and deductions, benefits. Academic topics could include: Major historical events, current events, stories/fables. Familiarization with U.S. culture should include topics such as taboos and politics.

ESLA 600
**ESL Advanced**
Course content is relevant to the lives of the students. It integrates language function and language forms with informational, sources, skills and topics. Topics are chosen in accordance with students' goals: general, vocational, or academic. Samples of informational sources include but are not limited to: Almanacs, newspapers, paragraph organization, consumer protection procedures, Health facilities, work manual, customer relation, work ethics, education system, and immigration patters.

**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.

| Core Courses | | | Hours |
|---|---|---|---|
| ESLA | 802 | ESL Pronunciation/Conversation Skills | 33 |
| ESLA | 809 | American Idioms | 36 |
| ESLA | 814 | Intermediate Vocabulary Review | 18 |
| ESLA | 805 | Drama for Communication | 90 |
| | **Total Program Hours** | | **177** |

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 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.

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.

**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 |
| | **Total Program Hours** | | **108** |

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 #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.

| Core Courses | | | Hours |
|---|---|---|---|
| ESLA | 804 | ESL & the Arts | 36 |
| ESLA | 813 | Intermediate Grammar Review | 18 |
| ESLA | 810 | Writing and Reading | 60 |
| | **Total Program Hours** | | **114** |

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 and 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.

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

ESLA 808
**ESL Intermediate/Advanced Work Skills**
This ESL course covers basic job-search and workplace survival language skills while building necessary computer and critical thinking skills for students who are at an intermediate level or higher. Emphasis is on understanding basic principles of getting a job as well as wages, benefits and concepts of employee organizations. Students will practice work-related safety standards and procedures and demonstrate effective use of common workplace technology and systems. Students will acquire skills of how to communicate effectively and manage workplace resources.

ESLA 1030
**Vocational English as a Second Language: Administrative Assistant**
This ESL course provides students with necessary language skills to succeed in the vocational administrative assistant programs, thereby bridging the gap between standard ESL and VESL coursework. The course also focuses on preparing students to interact in real-life office situations.

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

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

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

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

ESLA 808
**ESL Intermediate/Advanced Work Skills**
This ESL course covers basic job-search and workplace survival language skills while building necessary computer and critical thinking skills for students who are at an intermediate level or higher. Emphasis is on understanding basic principles of getting a job as well as wages, benefits and concepts of employee organizations. Students will practice work-related safety standards and procedures and demonstrate effective use of common workplace technology and systems. Students will acquire skills of how to communicate effectively and manage workplace resources.

ESLA 1020
**Vocational English-as-a-Second-Language: Early Childhood Education**
This ESL course provides students with necessary language skills to succeed in early childhood education (ECE) programs, thereby bridging the gap between standard ESL coursework and ECE coursework. The course also focuses on preparing students to interact in the real world in ECE situations (e.g. parent-teacher conferences).

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

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

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

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

ESLA 808
**ESL Intermediate/Advanced Work Skills**
This ESL course covers basic job-search and workplace survival language skills while building necessary computer and critical thinking skills for students who are at an intermediate level or higher. Emphasis is on understanding basic principles of getting a job as well as wages, benefits and concepts of employee organizations. Students will practice work-related safety standards and procedures and demonstrate effective use of common workplace technology and systems. Students will acquire skills of how to communicate effectively and manage workplace resources.

ESLA 995
**Vocational English-as-a-Second Language: Electricity and Construction**
The course focuses on improving communicative competence within real-life situations related to working with electricity and general construction. Students will gain confidence as they improve their ability to communicate effectively while on the job.

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

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

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

| Core Courses | | Hours |
|---|---|---|
| ESLA 1025 | Vocational ESL: Pharmacy Technician | 36 |
| ESLA 808 | ESL Intermediate/Advanced Work Skills | 36 |
| | **Total Program Hours** | **72** |

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 Assisting Program
## Program #30422

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

| Core Courses | | Hours |
|---|---|---|
| MEDO 260 | Introduction to Medical Assisting | 48 |
| MEOC 210 | Introduction of Computers for Health Care Workers | 48 |
| MEOC 104 | Medical Terminology | 36 |
| MEDO 115 | Medical Assisting: Front Office | 36 |
| MEOC 112 | Medical Insurance Billing: A Practical Approach to Medical Billing | 72 |
| MEDO 235 | Medical Assisting: Back Office Procedures I | 80 |
| MEDO 240 | Medical Assisting: Back Office Procedures II | 80 |
| **Total Program Hours** | | **412** |

MEDO 115
**Medical Assisting: Front Office Procedures**
This course introduces students to medical office procedures in preparation for entry-level positions in the front office or reception area of a medical facility. These include medical data entry. Students review reception techniques, patient records and insurance forms. Keyboarding experience advised.

MEDO 235
**Medical Assisting: Back Office Procedures I**
Prerequisite: MEOC 104 Medical Terminology and MEDO 260 Introduction to Medical Assisting This course introduces students to the back office, clinical duties of the medical assistant. It is designed to develop the necessary skills for performing exam room procedures, including medical asepsis and infection control; patient intake; vital signs; and assisting with physical examination. Specialty exams and electrocardiograph procedure are also covered.

MEDO 240
**Medical Assisting: Back Office Procedures II**
Prerequisite: MEOC 104 Medical Terminology and MEDO 235 Medical Assisting Back Office I. This course develops the necessary skills for the back office. Students review assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures

MEDO 260
**Introduction to Medical Assisting**
This course is an introduction to the medical assisting profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, health care settings, medical law, and therapeutic communication skills.

MEOC 104
**Medical Terminology**
Required course for Pharmacy Technician Certificate program but also welcomes all students preparing for a variety of professional/paraprofessional careers in the medical field. Learn medical terms or strengthen prior knowledge. Offers basics of terminology, anatomy and diagnostics.

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.

MEOC 210
**Introduction of Computers for Health Care Workers Image**
Prerequisite: COMP 685 Beginning Keyboarding or Typing 30 words per minute. This course is an introduction to computers for individuals entering the health care field. This course provides a general introduction to computer literacy and information technology for health care students. The course provides a comprehensive survery of the interconnections of information technology and health care. *(Apportionment)*

## 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.

| Core Courses | | Hours |
|---|---|---|
| MEDO 260 | Introduction to Medical Assisting | 48 |
| MEOC 210 | Introduction of Computers for Health Care Workers | 48 |
| MEOC 104 | Medical Terminology | 36 |
| MEDO 115 | Medical Assisting: Front Office | 36 |
| MEOC 112 | Medical Insurance Billing: A Practical Approach to Medical Billing | 72 |
| | **Total Program Hours** | **252** |

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 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/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.

MEOC 210
### Introduction of Computers for Health Care Workers Image
Prerequisite:  COMP 685 Beginning Keyboarding or Typing 30 words per minute. This course is an introduction to computers for individuals entering the health care field.   This course provides a general introduction to computer literacy and information technology for health care students.  The course provides a comprehensive survery of the interconnections of information technology and health care.  *(Apportionment)*

## Pharmacy Technician Program
**Program #24219**

This program prepares students for an entry-level position as a pharmacy technician at a community and institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements and meets American Society of Health-System Pharmacists (ASHP) crediation standard.

| Core Courses | | Hours |
|---|---|---|
| MEOC 104 | Medical Terminology | 36 |
| MEOC 130 | Introduction to Pharmacy Technician | 60 |
| MEOC 140 | Pharmaceutical Mathematics | 36 |
| MEOC 121 | Pharmacology I | 36 |
| MEOC 122 | Pharmacology II | 36 |
| MEOC 135 | Human Relations For Healthcare Workers | 36 |
| MEDO 230 | Pharmacy Operations Lab | 36 |
| MEDO 220 | Out-Patient Lab: Pharmacy Technician | 48 |
| MEDO 221 | In-Patient Lab: Pharmacy Technician | 48 |
| MEDO 317 | Out-Patient Externship of the Pharmacy Technician | 24 |
| MEDO 316 | In-Patient Externship of the Pharmacy Technician | 24 |
| | **Total Program Hours** | **432** |

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.

MEDO 316
**In-Patient Externship for the Pharmacy Technician**
Prerequisite: MEDO/220 Out-Patient Lab: Pharmacy Techn-ician; MEOC/135 Human Relations for Health Care Workers; and MEDO/221 In-Patient Lab Pharmacy Technician. This course is designed to provide pharmacy technician students with field experience in an in-patient pharmacy setting. It requires weekly class meetings plus 200 hours of externship in an approved and contracted pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance. *(Apportionment)*

MEDO 317
**Out-Patient Externship for the Pharmacy Technician**
Prerequisite: MEDO/220 Out-Patient Lab: Pharmacy Techni-cian; MEOC/135 Human Relations for Health Care Workers; and MEDO/221 In-Patient Lab: Pharmacy Technician. This course is designed to provide pharmacy technician students with field experience in an out-patient/retail pharmacy setting. It requires weekly class meetings plus 120 hours of externship in an approved pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance. *(Apportionment)*

MEOC 104
**Medical Terminology**
Required course for Pharmacy Technician Certificate program but also welcomes all students preparing for a variety of professional/paraprofessional careers in the medical field. Learn medical terms or strengthen prior knowledge. Offers basics of terminology, anatomy and diagnostics.

MEOC 121
**Pharmacology I**
Prerequisite: MEOC 104 Medical Terminology. Bring original certificate to first class. Equips students with the necessary beginning theoretical knowledge. Includes categorizing, differentiating between drug classifications and inventorying. Provides a basic knowledge and understanding of drug effects on the body.

MEOC 122
**Pharmacology II**
Prerequisite: MEOC 104 Medical Terminology. Bring original certificate to first class. Provides a continuation of theoretical knowledge acquired in Pharmacology I. Includes categorizing, inventorying and differentiating between drug classifications. Equips students with an advanced knowledge and understanding of drug effects on the body.

MEOC 130
**Introduction to Pharmacy Technician**
Course orients students to pharmacy practice and the work of pharmacy technicians. It covers pharmacy technician registration process and educational requirements, the role of the technician, duties and tasks technicians perform as regulated by pharmacy law, and the necessary abilities and skills for a successful career as a pharmacy technician.

MEOC 135
**Human Relations For Healthcare Workers**
Covers basic communications skills with emphasis on health care. Includes non-verbal communication, group communication, conflict resolution, ethics in health communication, and 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.

**Pharmacy Technician Registration Program**
**Program #32816**
This program prepares students for an entry-level position as a pharmacy technician at a community and institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements.

| Core Courses | | Hours |
|---|---|---|
| MEOC 130 | Introduction to Pharmacy Technician | 60 |
| MEOC 104 | Medical Terminology | 36 |
| MEOC 140 | Pharmaceutical Mathematics | 36 |
| MEDO 230 | Pharmacy Operations Lab | 36 |
| MEOC 121 | Pharmacology I | 36 |
| MEOC 122 | Pharmacology II | 36 |
| MEOC 135 | Human Relations for Healthcare Workers | 36 |
| MEDO 221 | In-Patient Lab: Pharmacy Technician | 48 |
| MEDO 220 | Out-Patient Lab: Pharmacy Technician | 48 |
| **Total Program Hours** | | **384** |

MEDO 220
**Out-Patient Lab for the Pharmacy Technician**
Prerequisite: MEDO 230 Pharmacy Operations Lab; MEOC 104 Medical Terminology (or MEOC 110 Medical Terminology II); MEOC 121 Pharmacology I; MEOC 122 Pharmacology II; MEOC 130 Introduction to Pharmacy Technician; MEOC 140 Pharmaceutical Mathematics; Keyboarding Proficiency score of 30 or above OR passing grade in COMP 685 Beginning Keyboarding. The practical lab class is designed to prepare the student for an externship at neighboring pharmacies. Upon completion of the lab classes, the student should be able to step into an out-patient pharmacy and begin working with minimal additional training.

MEDO 221
**In-Patient Lab for the Pharmacy Technician**
Prerequisite: MEDO 230 Pharmacy Operations Lab; MEOC 104 Medical Terminology (or MEOC 110 Medical Terminology II); MEOC 121 Pharmacology I; MEOC 122 Pharmacology II; MEOC 130 Introduction to Pharmacy Technician; MEOC 140 Pharmaceutical Mathematics; Keyboarding Proficiency score of 30 or above OR passing grade in COMP 685 Beginning Keyboarding. The practical lab class is designed to prepare the student for an externship at neighboring pharmacies. Upon completion of the lab classes, the student should be able to step into an in-patient pharmacy and begin working with minimal additional training.

MEDO 230
**Pharmacy Operations Lab**
Prerequisite: MEOC 130 Introduction to Pharmacy Technician and Keyboarding score of 30 or above or passing grade in COMP 685 - Beginning Keyboarding. This course introduces students to the operations of a pharmacy.  It provides them with a working knowledge of the structural, functional, business and inter-relational aspect of pharmacy as part of the health care system.  Through hands-on instruction, students develop the entry-level skills needed to assist in a pharmacy operation.

MEOC 104
**Medical Terminology**
Required course for Pharmacy Technician Certificate program but also welcomes all students preparing for a variety of professional/paraprofessional careers in the medical field. Learn medical terms or strengthen prior knowledge. Offers basics of terminology, anatomy and diagnostics.

MEOC 121
**Pharmacology I**
Prerequisite: MEOC 104 Medical Terminology. Bring original certificate to first class. Equips students with the necessary beginning theoretical knowledge. Includes categorizing, differentiating between drug classifications and inventorying. Provides a basic knowledge and understanding of drug effects on the body.

MEOC 122
**Pharmacology II**
Prerequisite:  MEOC 104 Medical Terminology.  Bring original certificate to first class. Provides a continuation of theoretical knowledge acquired in Pharmacology I. Includes categorizing, inventorying and differentiating between drug classifications. Equips students with an advanced knowledge and understanding of drug effects on the body.

MEOC 130
**Introduction to Pharmacy Technician**
Course orients students to pharmacy practice and the work of pharmacy technicians.  It covers pharmacy technician registration process and educational requirements, the role of the technician, duties and tasks technicians perform as regulated by pharmacy law, and the necessary abilities and skills for a successful career as a pharmacy technician.

MEOC 135
**Human Relations For Healthcare Workers**
Covers basic communications skills with emphasis on health care.  Includes non-verbal communication, group communication, conflict resolution, ethics in health communication, elements of intercultural communication, resume writing, job application and interviewing techniques.

MEOC 140
**Pharmaceutical Mathematics**
A review of basic mathematics focusing on its application to common pharmaceutical calculations, abbreviations and units; how to interpret pharmaceutical documents using acquired pharmaceutical math knowledge.

**Quality Assurance Management Certificate for Medical Devices**
**Program #24128**
Students who complete the Certificate will be prepared to obtain an entry-level position in quality assurance within the medical device industry. Topics covered include regulatory agencies and laws pertaining to the medical device industry; introduction to the medical device industry and trends in the field; document control and database management; quality assurance concepts for medical device manufacturing; technical writing; the quality audit process; and employability skills. Upon successful program completion, students will have the skills required of positions in the medical device industry such as quality assurance specialist, quality compliance specialist and quality systems auditor. This certificate will also benefit incumbent workers seeking promotional opportunities within the industry.

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

BMGR 645
**Introduction to Medical Device Quality Assurance**
This course introduces students to the medical device industry in preparation for an entry-level position as a Quality Assurance Specialist. Learn about the industry's size and scope, current trends, and the wide range of products used in a variety of healthcare settings. Industry job resources are also covered.

BMGR 648
**Regulatory Affairs for Medical Devices**
Course will provide students with an in-depth understanding the regulations and regulatory agencies that are specific to the medical devices industry. The course will cover U.S. and European Union (EU) regulations and related agencies. Includes laws governing the development, manufacturing and approval of medical devices.

BMGR 651
**Document and Database Management for Medical Devices**
An overview of regulatory requirements for document control and database management for the medical device field. Covers the fundamentals of writing documents that meet regulatory compliance. Equips students for handling document management systems efficiently.

BMGR 654
**Quality Assurance for Medical Devices**
This course provides students with an in-depth definition of quality assurance and its role with medical devices. The course covers the responsibilities of assurance during the manufacturing and production of a product. Topics will include management responsibilities, process controls, and other subjects providing an overall understanding of quality assurance.

BMGR 657
**Technical Writing for Bio-Medical Industries**
This course will provide students with an overview and understanding of technical writing for the bio medical industry. The course will cover principle writing methodologies for quality assurance, engineering, manufacturing, and production of a medical device product. Topics will address documentation as related to FDA mandated requirements, ISO standards and for writing GMP procedures.

BMGR 660
**Quality Auditing for Medical Devices**
This course presents the principles and techniques for assessing the adequacy of a quality system for a medical device manufacturer. Coverage includes evaluating the quality system as it conforms to FDA regulatory requirements, standards, review of standard audit terms and other audit concepts.

# School of Continuing Education High School Diploma Program

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

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

| English | | Credits |
|---|---|---|
| **Core  (Minimum Core Required Credits: 30)** | | |
| IHSS 100 | High School English 1 | 1 - 10 |
| IHSS 101 | High School English 2 | 1 - 10 |
| IHSS 102 | High School English 3 | 1 - 10 |
| IHSS 105 | High School Writing Skills | 1 - 10 |
| IHSS 500 | HS Language Arts I | 1 - 10 |
| IHSS 501 | HS Language Arts II | 1 - 10 |
| IHSS 997 | High School Reading Strategies 1 | 1 - 5 |
| IHSS 998 | High School Reading Strategies 2 | 1 - 5 |
| IHSS 999 | High School Business Writing | 1 - 5 |
| **English Electives** | | |
| IHSS 100 | High School English 1 | 1 - 10 |
| IHSS 101 | High School English 2 | 1 - 10 |
| IHSS 102 | High School English 3 | 1 - 10 |
| IHSS 105 | High School Writing Skills | 1 - 10 |
| IHSS 163 | High School Composition | 1 - 10 |
| IHSS 167 | High School English Basic Skills | 1 - 5 |
| IHSS 170 | High School Grammar | 1 - 10 |
| IHSS 183 | High School Vocabulary | 1 - 10 |
| IHSS 500 | HS Language Arts I | 1 - 10 |
| IHSS 501 | HS Language Arts II | 1 - 10 |
| IHSS 997 | High School Reading Strategies 1 | 1 - 5 |
| IHSS 998 | High School Reading Strategies 2 | 1 - 5 |
| IHSS 999 | High School Business Writing | 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 & Works | 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 & Works | 1 - 5 |
| IHSS 993 | HS Elements, Principles Design | 1 - 5 |

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

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

| Social & Behavioral Sciences | | Credits |
|---|---|---|
| **Core  (Minimum Core Required Credit: 30)** | | |
| IHSS 106 | High School U S History | 1 - 10 |
| IHSS 107 | High School U S Government | 1 - 5 |
| IHSS 109 | High School World History | 1 - 10 |
| IHSS 111 | High School Economics | 1 - 5 |
| **Social & Behavioral Sciences  Elective** | | |
| IHSS 109 | High School World History | 1 - 10 |
| IHSS 110 | High School World Geography | 1 - 10 |
| IHSS 660 | High School Psychology | 1 - 5 |

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

IHSS 100                                         Credits: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      Credits: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      Credits: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 103      Credits:1 - 10
**High School English 4**
This course is an individualized, self-paced study in English language arts, including vocabulary, grammar usage, advanced reading in literature and composition skills. This course is offered for SCE high school diploma credit. *(Apportionment)*

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

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

IHSS 107      Credits:1 - 5
**High School US Government**
This course is an individualized, self-paced study of U.S. government. It will cover the Constitution, the roles of the federal, state and local government, and modern economic and political systems. This course is used for SCE High School Diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same completion of this course. *(Apportionment)*

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

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

IHSS 111      Credits:1 - 5
**High School Economics**
This course explores the changing economic climate in the United States and globally. Economic systems, development and problems that affect daily life are covered. This course is offered for SCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 113      Credits:1 - 5
**High School Mass Media**
This mass media course covers various forms of communications including television, advertising, print materials, and electronic media. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 114      Credits:1 - 10
**High School Film Appreciation**
This course is an individualized, self-paced study of film appreciation. Topics covered include film genres, directing and critique. This course is used for SCE High School Diploma credit. *(Apportionment)*

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

**IHSS 117**  Credits:1 - 10
**High School Vocational Math**
This course develops mathematical problem solving skills for occupational areas and everyday situations. Problems are given for payroll, retail business, manufacturing, mechanics, construction, inventory, health, and personal finance. Topics include formulas, basic algebra, proportions, percents, basic geometry, and measurements.  This course is offered for SCE high school diploma credit. *(Apportionment)*

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

**IHSS 119**  Credits: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 V, high school credits previously earned towards the completion of this course. *(Apportionment)*

**IHSS 120**  Credits:1 - 10
**High School Life Science**
This course is an individualized, self-paced study of Life Science. This course covers scientific methods, classification and body systems. This course is used for SCE High School Diploma credit. *(Apportionment)*

**IHSS 121**  Credits:1 - 5
**High School Earth Science**
Earth Science deals with the earth and other heavenly bodies of the universe. Students learn the various characteristics that make Earth unique in the solar system. This course is offered for SCE high school diploma credit. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

**IHSS 122**  Credits:1 - 5
**High School Physical Science**
Physical Science explores matter and its properties, motion, heat, energy, sound and light, as well as electricity and magnetism. This course is used for SCE High School Diploma credit.The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

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

**IHSS 124**  Credits:1 - 10
**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 127**  Credits:1 - 10
**High School Computer Literacy**
Students will learn the basics of Windows, Internet browsing, keyboarding, email, course management systems and the modern office environment. *(Apportionment)*

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

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

IHSS 167            Credits:1 - 5
**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            Credits: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            Credits: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 prviously earned in the same subject will evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 174            Credits: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 177            Credits:1 - 10
**High School Reading**
This developmental reading course represents many options to build skills in reading comprehension, vocabulary, and critical thinking. This course is offered for SCE high school diploma credit and partial credits are available to satisfy graduation requirements. *(Apportionment)*

IHSS 181            Credits:1 - 5
**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            Credits: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            Credits:1
**Transitioning to College**
This course is designed to help SCE High School Diploma Program and ESL Academic Success students successfully transition to a college campus. Topics presented will include identifying academic goals, designing an educational plan, utilizing the college processes (registration, financial aid, learning resources), and graduation. This course will include campus tours of several student resource centers. *(Apportionment)*

IHSS 500            Credits: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 enviroment. 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 501            Credits: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. *(Apportionment)*

IHSS 660            Credits:1 - 5
**High School Psychology**
This psychology course explores the connections of human thought, behavior and development. It emphasizes the importance of these relationships to learning, personality, health, and society. This course is offered for SCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the sam subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 846            Credits: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                                   Credits: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 990
**High School Assessment**
Orientation to the SCE High School Diploma Program and overview of educational options. Includes assessing skills for the program and review of students support services. *(Orientation)*

IHSS 991                                   Credits: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                                   Credits:1 - 5
**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                                   Credits:1 - 5
**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                                   Credits: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 V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 995                                   Credits:1 - 10
**High School American History 1**
This course covers the lives of America's people and aspects of their cultures from early exploration through the late 1800's. This course is offered for SCE high school diploma credits to satisfy graduation requirements. *(Apportionment)*

IHSS 996                                   Credits:1 - 10
**High School American History 2**
This American history course covers the lives of America's people, their contributions and struggles from westward expansion in the mid 1800's, worldwide conflicts, America's social change, to the U.S. policies of the twenty-first century. This course is offered for SCE high school diploma credits to satisfy graduation requirements. *(Apportionment)*

IHSS 997                                   Credits:1 - 5
**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                                   Credits:1 - 5
**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                                   Credits:1 - 5
**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)*

# 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                                       Credits: 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 computation, analytical and reasoning skills, word problems and word problems with graphics. *(Apportionment)*

ABE 410                                       Credits: 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                                       Credits: 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                                       Credits: 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                                       Credits: 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                                       Credits: 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                                       Credits: 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                                       Credits: 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, skits, 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 textures of fabric.  Also create accessory and shoe illustrations and flats of garments.  Recommend  Fashion Illustration I prior to this class. *(Fee-Based)*

ARTC 145
**Costume Illustration and History of Fashion for Adults I**
Learn the history of fashion then illustrate costumes and accessories using watercolors, markers, colored pencils and 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 intensive and practical instruction and step-by step demonstration. 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 2350
**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)*

BUSN 320
**Office Skills I**
First in a series of two levels that prepare students for an entry-level position as an administrative assistant. Includes units on the office environment, career opportunities, attitude, human relationships, and work ethics. Textbook Required. *(Apportionment)*

BUSN 321
**Office Skills II**
Prerequisite: BUSN 320 Office Skills I. Second in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on telephone procedures, filing and managing records, processing business documents, sending and receiving mail, and managing office activities. Textbook Required. *(Apportionment)*

BUSN 340
**Computer Applications for the Administrative Assistant I**
First in a series of two levels that prepares students for an entry-level position as an administrative assistant. Includes units on Keyboarding and Word. Textbook Required. *(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 Windows and Internet. Textbook Required. *(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 470
**Starting a Home-based Business**
Learn the key elements to starting a home-based business and becoming self-employed. This course provides students with an introduction to starting a home-based business, including marketing, finance, self-management skills, risk management and available resources. *(Apportionment)*

BUSN 472
**Improve Brain Power for the Workplace**
Learn how to improve your memory, concentration, confidence and listening skills which can enhance study skills and help you succeed in the workplace. This course covers how the brain learns and remembers, causes of memory loss, and various brain exercises, including computer-based programs, that preserve and improve brain health. *(Apportionment)*

BUSN 474
**Creative Writing: Building Skills for Career**
In this course students will develop and refine professional creative writing skills and create written pieces such as short stories, essays and articles that can be sold for income. Students will learn how to publish their literary works, including marketing to publishers and agents and promoting the published manuscript. *(Apportionment)*

BUSN 476
**Painting Arts: Building Skills for Art and Business**
In this course students will develop and refine skills for creating quality paintings that can be sold through their own home-based business. Learn a variety of media, including techniques in drawing, brush strokes, color mixing and application, and methods for promoting and selling paintings in various marketplace settings. Materials are supplied by students. *(Apportionment)*

BUSN 478
**Needlecraft: Building Skills for Art and Business**
Students will learn and refine ceramic art skills with the goal of producing quality pieces that can be sold through a home-based business. Learn ceramic hand-building, decorating and firing techniques, and how to sell ceramic pieces, including the concepts of pricing, promotion, and identifying marketplace options for product sales. Materials are supplied by students. *(Apportionment)*

BUSN 482
**Quilting: Building Skills for Art and Business**
Learn and refine skills for creating quality quilts and quilted items that can be sold through a home-based business. Course topics include hand and machine sewing techniques and methods for securing income from quilting, including commissioned and consignment sales, and the concepts of pricing, promotion, and identifying marketplace options. Materials are supplied by students. *(Apportionment)*

BUSN 484
**Craft Artistry: Building Skills for Art and Business**
Learn artistic techniques and refine creative art skills with the goal of creating quality craft pieces, such as seasonal and gift products, that can be sold through a home-based business. Methods for selling artistic creations are covered, including concepts of pricing, promotion, and identifying marketplace options for product sales. Materials are supplied by students. *(Apportionment)*

BUSN 486
**Drama: Performing as an Art and a Career**
In this course students will develop and refine acting skills with the goal of securing work as a paid professional. Study includes fundamentals of performance, script analysis, characterization, acting styles, stage and camera terminology, the business of stage, film and television, union and non-union, and positive communication skills. *(Apportionment)*

BUSN 490
**Machine Shorthand Speed Building 1**
This course promotes further development of speed and accuracy in taking dictation on the steno machine. Students will develop sufficient skills to take new material dictation at 160 words per minute (wpm) through 230 wpm for one minute at 98% accuracy. This class meets the state of California licensing requirements. *(Fee-Based)*

BUSN 492
**Machine Shorthand Speed Building 2**
*Advisory: Completion of Machine Shorthand Speed Building 1.* This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material dictation at 160 words per minute (wpm) through 200 wpm for five minutes with 98% accuracy. This class meets the State of California licensing requirements. *(Fee-Based)*

BUSN 494
**Machine Shorthand Speed Building 3**
*Advisory: Completion of Machine Shorthand Speed Building 2.* This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material dictation at 180 wpm to 200 wpm for ten minutes with 98 percent accuracy. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony. *(Fee-Based)*

BUSN 496
**Machine Shorthand Speed Building 4**
*Advisory: Completion of Machine Shorthand Speed Building 1, 2, or 3.* This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material from 160 words per minute (wpm) to 220 wpm sustained dictation with 98% accuracy. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony. *(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)*

## 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 Tailored Projects that are Runway Worthy**
Enhance your image by creating garments that are sewn professionally and fit precisely. A personal computer fashion analysis, techniques for sewing faux fur, using specialty machines, proper interfacings, pressing and alterations will result in finished designer outfits at significant 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 appliquiill 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. *(Fee-Based)*

CC 410
**Fashion Design: Sewing Lab**
A sewing lab to allow completion of unfinished projects. Learn to use sewing notions and machine accessories to expedite completion of project. Garment fitting and alteration included. *(Fee-Based)*

CC 415
**Fashion Design: Sewing Techniques for Intermediates**
Sew a blouse or shirt. Learn to set-in sleeves, embellish fabric, sew collars, buttonholes and zippers. *(Fee-Based)*

CC 420
**Fashion Design: Fitting and Alteration-Blouse**
Custom fit and alter a basic blouse pattern. Alter a commercial pattern then fit the fabric blouse to your body curves. Learn to recognize wrinkles and folds and how to eliminate them to create a perfect fit. *(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)*

CNED 255
**Simplifying Your Life through Organization**
This course focuses on home organization to bring the benefits of a simpler life. In this class students will learn several practical and real-world strategies to get their complete home in order. The course begins with organizing basics and then applies the basic strategies to kitchen, bedroom, office and storage. *(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: MS 104 Introduction to Windows Operating Systems and COMP 105 Discover the Internet. Learn how to import photos from various sources; organize and manage photos; perform basic editing functions of photos email photos and share albums; create slide shows and video CDs; and create cards, calendars, albums, and a photo book. Textbook may be required. *(Apportionment)*

COMP 350
**Introduction to Visual Basic for Applications (VBA) for Excel**
Advisory: MS 165 MS Excel - Power-User skills or Experience building Excel spreadsheet in response to data needs or externally delivered requirements. Learn how to create and edit Visual Basic for Applications (VBA) code without using the macro recorder. Learn how to write VBA projects using subroutines and functions. Understand how to utilize VBA's methods and properties to perform Excel work in a fast and flexible manner. *(Apportionment)*

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

COMP 685
**Beginning Keyboarding**
Stop hunting and pecking at the keyboard with this short course. Learn the keyboard layout to build speed and accuracy. Course covers proper technique at the computer keyboard as well as 10-key keyboarding. *(Apportionment)*

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**
Advisory: COMP 119 Adobe Photoshop Elements and knowledge of Windows For photographers and scrapbookers who want to advance their skills to repair old photos and touch up portraits. Topics include repairing scratches and tears on old photos; fixing hair, teeth, skin, red eyes, and blemishes; enhancing photos; combining images; creating backgrounds and frames; and selecting photo papers. Textbook Required. *(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 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, structural, mechanical, plumbing/piping, and electrical) and how to interpret and use drawing dimensions. *(Apportionment)*

# 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. 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 215
**Scrapbooking Design and Techniques**
Students will make personalized scrapbook pages. This is an introductory course for beginners who want to learn about design and several techniques. Projects include metal embellishments, paper flowers, and transfers. Learn how to incorporate the principles and elements of art and design to create captivating layouts for your memories. *(Fee-Based)*

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)*

CRAE 340
**Silk Painting**
This is a course to learn silk painting with the Serti technique where designs are outlined with gutta or resist on stretched white silk. *(Fee-Based)*

CRAE 345
**Recycled Materials Become a Tote Bag**
This course is designed to teach students basic sewing techniques and to create a reuseable tote bag all while learning about recycling and reusing materials in our everyday lives. Students will make a functional reuseable bag that can be used as a beach tote, grocery/shopping bag, and a diaper or book bag. *(Fee-Based)*

CRAE 350
**Art Appreciation: Looking and Learning**
This course takes students on an educational journey to the world of art and the artist. Students will learn about different periods of art, about the lives of the artists, and the world in which they lived that inspired their work. *(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 wil 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
**Bellydancing Techniques for Performance**
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 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 177
**Argentine Tango Workshop**
Learn and practice the fabulous style of Tango from Argentina that continues to gain popularity.  Get yourself prepared to attend a Milonga/dance and enjoy the energy. American and International derived from this beautiful Tango.  Learn Caminadas, Ochos, Ganchos and more. *(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)*

DAN 190
**West Coast Swing Boot Camp**
Students will learn six and eight count basics and how to lead and follow in this intensive class.  Learn this  popular smooth style swing, have fun and exercise. *(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**
Adobe Photoshop is the world's leading image editing software, and the tool of choice for computer graphic artists and web designers.  Learn the basics of digital imagining, and how to use Photoshop's common tools, palettes, and commands for manipulating images and compressing them for the fastest downloads.   Exercises include color corrections, image retouching, photo montaging and other uses.   Discover how to alter photographs, create digital collages, and scan images. Need to know basic computer and typing skills. *(Fee-Based)*

DIG 103
**Adobe Illustrator, Beginning**
Advisory:  COMP 100 Introduction to Computers and MS 160 MS Office - Overview The Adobe Illustrator beginning course covers the basic concepts and techniques of computer graphics.  The principles of art and design are taught in a studio setting emphasizing hands-on experience. Students create original illustrations using vector-based graphics software. *(Fee-Based)*

DIG 104
**Adobe 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
**Adobe 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 5**
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 - Beginning**
Advisory: Computer Literacy. This course combines basic desktop publishing skills with the specifics of how to use Adobe InDesign to create visual communications. You will learn page layout tools as you are introduced to the software interface. This course teaches the fundamentals, basic commands and procedures used to create professional documents. *(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
**SolidWorks 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, 4 hour workshop to learn the basic operation of your digital camera and how to transfer your digital images to your computer. Bring camera, cable, memory card 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, seaching 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)*

DIG 220
**Adobe Dreamweaver with PHP and MySQL, Beginning**
Advisory: Basic computer class and keyboarding class or equivalent. Adobe Dreamweaver CS6 is an application for web designers and developers used to create websites and applications for use across multiple targets including browsers, devices, and tablets. In this students will create a development environment for building PHP web applications with Adobe Dreamweaver and a MySQL database server. *(Fee-Based)*

DIG 225
**Introduction to Animation, Adobe Edge**
Advisory: Basic computer, Internet, and computer graphics skills or equivalent. This course introduces graphic animation tools that use web standards for incorporating smooth animations and interactivity into projects. The generated content can be displayed across multiple platforms such as mobile phones, tablets and desktops computers and browsers without the need for additional plugins. You will learn to create motion content in the application's timeline-based interface. This course also covers importing and keyframing web graphics and adding interactivity to projects. *(Fee-Based)*

DIG 230
**PHP and MySQL, Introduction**
Advisory: Basic computer and keyboarding skills and basic HTML and CSS knowledge. MySQL (TM) and PHP are two of the most popular open source technologies to emerge during the past decade. PHP is a powerful language for writing server-side Web applications. MySQL is the world's most popular open source database. Together, these two technologies provide you with a powerful platform for building database-driven Web applications. This hands-on MySQL and PHP course teaches everything you need to successfully build data-driven Web sites using MySQL and PHP. *(Fee-Based)*

DIG 232
**PHP and MySQL, Intermediate**
Advisory: HTML 5 and CSS and DIG 230 - PHP and MySQL, Introduction. This intermediate hands-on MySQL and PHP course teaches everything you need to successfully build data-driven Web sites using MySQL and PHP. Should know HTML and CSS. *(Fee-Based)*

DIG 240
**JavaScript Programming, Introduction**
Advisory: Basic computer skills and knowledge of HTML and CSS fundamentals. This course explores the fundamentals of JavaScript programming, one of the leading web development languages. Learn how to incorporate JavaScript code into HTML documents to produce stunning interactive Web pages. Students will be introduced to basic computer programming concepts including variables, operators, arrays, conditional statements, loops and functions. Hands-on exercises are performed each day to demonstrate key concepts and make web development with JavaScript fun and exciting. Bring USB Flash Drive. *(Fee-Based)*

DIG 242
**JavaScript Program, Intermediate**
Advisory: JavaScript Programming basics, HTML and CSS fundamentals. This course is designed for students who have a solid foundation in the basics of using and writing JavaScript (either through completion of the Intro to JavaScript course or with instructor approval). This course is an intermediate level JavaScript course, which focuses on JavaScript's object-based features, and creating practical JavaScript applications. *(Fee-Based)*

DIG 245
**Introduction to Programming**
Designed for non-computer science students interested in programming, or developing useful problem solving skills. This course explores the relationship between programming and problem solving using programming languages. Programming using scripting languages such as JavaScript and PHP, and a compiled, object-oriented language such as Java will be introduced. No prior programming experience is assumed. *(Fee-Based)*

DIG 255
**WordPress, Beginning**
This course is designed for anyone looking to learn how to use the WordPress platform for either personal or business website use. The course covers the basics on how to use the WordPress platform including installation, content management, and configuration. The course also covers WordPress themes, plugins, and settings. Prior web publishing experience not required. Familiarity with web browsers and email is highly recommended. *(Fee-Based)*

## Disabled Students Program 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 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 Disabilites**
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 Disbilities**
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 Disabilites**
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 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 Disablities**
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 Checking Accounts**
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**
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**
A quick paced course designed to provide money-management skills for employed students with developmental or learning disabilities 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 327
**Workplace Safety and Janitorial Skills for Students with Disabilities**
This course will provide students who have disabilities with hands-on training in basic cleaning tasks that may be expected of them in an entry-level job. Topics include appropriate dress, hygiene, on-the-job safety and safety equipment related to janitorial tasks. *(Apportionment)*

DSPS 329
**Workplace Skills Training: The Exceptional Employee for Students with Disabilities**
This is a lecture and lab course designed to provide students who have disabilities with hands-on training in basic janitorial tasks that may be expected of them in entry-level employment. Lecture topics include on-the-job behavior and attitude for potential pay raise and/or promotion. *(Apportionment)*

DSPS 330
**Options for Independent Living for Students with Disabilities**
This course is an overview of living options for students with disabilities who are considering living independent of their family homes. The advantages and disadvantages of various living options will be presented. Students will also explore the process of choosing and renting an apartment. *(Apportionment)*

DSPS 332
**Living More Independently: Apartment Living**
Students with disabilities will explore moving into their first apartment and responsibilities of maintaining a home. Topics will include identifying needed furnishings and supplies, basic house cleaning, and safe use and storage of cleaning products. Students will also be required to practice house cleaning tasks. *(Apportionment)*

DSPS 334
**Living More Independently: Health, Safety and Living With Your Roommate**
Students with disabilities will learn about choosing and living with a roommate. Students will be presented with strategies for cooperative living and problem solving. Students will also learn about health and safety in the home . *(Apportionment)*

DSPS 335
**Balance and Mobility Skills for Students with Visual Impairments**
This course is designed to provide students who are legally blind with the techniques needed to improve balance, strategies needed to reduce falls and skills needed to safely get up after a fall. Students will use sensory cues to identify environmental risks, learn exercises that increase strength and balance, and create a personal fall-prevention plan. *(Apportionment)*

DSPS 340
**Music for Communication: Social Skills for Students with Disabilities**
This course uses music to enhance communication skills and cultural awareness for students with intellectual and developmental disabilities. *(Apportionment)*

DSPS 345
**Community Volunteering for Vocational Skills Enhancement**
Students with developmental disabilities participate in weekly field trips. Trips will include resources in the community that can provide opportunities for volunteer service. Curriculum includes instruction for use of public transportation to get to and return from field trip destinations. *(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 Disablties**

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)*

DSPS 360

**Making a Plan for Self-Advocacy**

Students will examine personal strengths and skills as well as areas that need improvement in order to be successful in advocating for their chosen life or vocational goal. Students will also research resources pertaining to their goal in order to prepare a plan for advocating for their life or vocational goal. *(Apportionment)*

DSPS 362

**Advocating for Life and Vocational Goals**

This course provides students with disabilities with knowledge, skills and resources to make decisions and communicate needs for determining their own life and vocational path. Students will learn about disabilities and adaptive skills to mitigate personal disabilities. Students will learn and practice effective communication techniques. *(Apportionment)*

DSPS 364

**Interacting with Authority and Emergency Personnel**

This course will prepare students with disabilities for interaction with police and emergency personnel. Topics include an overview of the criminal justice system, rights of individuals if taken into custody and reporting victimization. This course also prepares students for interaction with fire, medical, and emergency medical personnel. *(Apportionment)*

DSPS 380

**Survival Vocabulary and Basic Reading and Writing**

This course is the first in a series of three courses designed for adults with disabilities to learn survival vocabulary and basic reading and writing skills. *(Apportionment)*

DSPS 382

**Basic Reading Comprehension & Writing for Students with Disabilities**

This course is the second in a series of three courses designed for adult students with disabilities to increase their reading comprehension and writing skills. *(Apportionment)*

DSPS 384

**Using Reading in Real Life Situations for Students with Disabilities**

This course is the third in a series of three courses designed for adult students with disabilities to increase their reading comprehension and writing skills found in real life situations. *(Apportionment)*

DSPS 390

**Daily Living Skills: Reading Skills in the Kitchen for Students with Disabilities**

This is an introductory cooking course for students with intellectual and developmental disabilities to practice reading and vocabulary in the kitchen so they can prepare a simple and nutritious meal. *(Apportionment)*

DSPS 392

**Daily Living Skills: Basic Math with Money for Students with Disabilities**

This is an introductory course for students with intellectual and developmental disabilities to practice money skills to learn money exchanging concepts. *(Apportionment)*

DSPS 394

**Daily Living Skills: Basic Math with Time for Students with Disabilities**

This is an introductory course for students with intellectual and developmental disabilities to practice math skills to learn time concepts. *(Apportionment)*

DSPS 396

**Daily Living Skills: Basic Math with Calendars for Students with Disabilities**

This is an introductory course for students with intellectual and developmental disabilities to practice math skills to learn calendar concepts. *(Apportionment)*

DSPS 396

**Daily Living Skills: Basic Math with Calendars for Students with Disabilities**

This is an introductory course for students with intellectual and developmental disabilities to practice math skills to learn calendar concepts. *(Apportionment)*

DSPS 402

**Applied Academics: Math Skills for Everyday Living**

This course is designed to improve everyday math skills for students with developmental, psychiatric or learning disabilities. *(Apportionment)*

DSPS 404

**Applied Academics: Reading and Writing for Employment**

This course is designed to improve reading and writing skills as they relate to employment for students with developmental, psychiatric or learning disabilities. *(Apportionment)*

DSPS 410

**Introduction to Computers**

Designed for individuals with disabilities, this course provides a basic introduction to computers. *(Apportionment)*

DSPS 412
**Introduction to Basic Word Processing**
Designed for individuals with disabilities, this course teaches the basic introduction to word processing. *(Apportionment)*

DSPS 414
**Introduction to Basic Word Processing Editing for Students with Disabilities**
Designed for individuals with disabilities, this course teaches basic word processing editing. *(Apportionment)*

DSPS 420
**Intermediate Word Processing**
Designed for individuals with disabilities wanting to increase their basic knowledge of word processing *(Apportionment)*

DSPS 422
**Intermediate Electronic Mail**
Designed for individuals with disabilities, this course provides training in the use of the Internet and operation of e-mail accounts. *(Apportionment)*

DSPS 424
**Intermediate PowerPoint Slide Presentation & Basic Formatting**
Designed for individuals with disabilities, this course provides training in the use of PowerPoint slide presentation software and basic spreadsheet software. *(Apportionment)*

DSPS 432
**Smart Shopping and Saving Money in the Community**
A course designed for students with developmental or learning disabilities to learn how to save money by shopping smartly. Students will learn how to use comparison techniques, unit pricing, coupons, and online deals to find the best bargain. *(Apportionment)*

DSPS 434
**Safe Shopping and Safe Money Management**
A course designed for students with developmental or learning disabilities to learn how to safely shop and manage their money. Students will learn to identify and avoid scams within the community. *(Apportionment)*

DSPS 442
**Improving Individual Skills: Self-Determination Skills for Students with Disabilities**
This course is designed to improve self-determination skills for students with developmental, psychiatric or learning disabilities. *(Apportionment)*

DSPS 444
**Improving Skills: Functional Writing Skills**
This course is designed to improve everyday writing skills of students with developmental, psychiatric or learning disabilities. *(Apportionment)*

DSPS 446
**Improving Skills: Reading Comprehension Skills**
This course is designed to improve reading comprehension skills of students with developmental, psychiatric or learning disabilities. *(Apportionment)*

DSPS 450
**Basic Cooking: Beginning Skills**
This course is designed to give students with disabilities a foundation of basic cooking and food preparation concepts and activities, kitchen cleanliness and safety, and grocery shopping skills, using a variety of basic skills. *(Apportionment)*

DSPS 452
**Basic Cooking: Intermediate Skills for Students with Disabilities**
This course is designed to give students with disabilities intermediate skills of cooking and food preparation concepts and activities, kitchen cleanliness and safety, and grocery shopping skills, using a variety of basic skills *(Apportionment)*

DSPS 454
**Basic Cooking: More Advanced Skills for Students with Disabilities**
This course is designed to give students with disabilities more advanced skills of cooking and food preparation concepts and activities, kitchen cleanliness and safety, nutrition, and grocery shopping skills, using a variety of basic skills. *(Apportionment)*

DSPS 460
**Social Skills: Foundational Basics**
This course is designed to give students with disabilities an overview of foundational basic social skills at home, school, work, and in the community, using a variety of basic skills. *(Apportionment)*

DSPS 462
**Social Skills: Conflict Management and Resolution Basics**
This course is designed to give students with disabilities an overview of conflict management and resolution skills at home, school, work, and in the community, using a variety of basic skills. *(Apportionment)*

DSPS 464
**Social Skills: Additional Interpersonal Concepts**
This course is designed to give students with disabilities an overview of additional social skills concepts at home, school, work, in the community, and in their personal life, using a variety of basic skills. *(Apportionment)*

DSPS 470
**Relationships: Foundational Basics**
This course is designed to give students with disabilities an overview of appropriate interactions with foundational relationships concepts, using a variety of basic skills. *(Apportionment)*

DSPS 472
**Relationships: Building and Maintaining Healthy Relationships**
This course is designed to give students with disabilities an overview of appropriate interactions for building and maintaining healthy friendships and romantic relationships, using a variety of basic skills. *(Apportionment)*

DSPS 474
**Relationships: Relationships Review, Intimacy, and Sexuality Concepts**
This course is designed to give students with disabilities a review of general relationships, intimate relationships, and an overview of sexuality concepts, using a variety of basic skills. *(Apportionment)*

DSPS 480
**Human Sexuality: Human Development, Puberty, and Conception**
This course is designed to give students with disabilities an overview of basic human sexuality concepts of boundaries, human development, and puberty in order to build safe, healthy sexual behaviors and attitudes, consistent with personal values, using a variety of basic skills. *(Apportionment)*

DSPS 482
**Human Sexuality: Sexual Expression, Reproduction, and Birth Control**
This course is designed to give students with disabilities an overview of the basic human sexuality concepts of sexual expression, reproduction, birth control, and sexual health, in order to build safe, healthy sexual behaviors and attitudes, consistent with personal values, using a variety of basic skills. *(Apportionment)*

DSPS 484
**Human Sexuality: Children, Personal Safety, & Healthy Relationships**
This course is designed to give students with disabilities an overview of the basic human sexuality concepts of having children, sexual abuse safety, and healthy relationships, in order to build safe, healthy sexual behaviors and attitudes, consistent with personal values, using a variety of basic skills. *(Apportionment)*

DSPS 492
**First Impressions 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 focus on making good first impressions and will include activities to enhance written and verbal skills. *(Apportionment)*

DSPS 514
**Job Skills Fieldwork: Working in Food Service for Students with Disabilities**
Students with disabilities participate in weekly field trips to destinations that provide them with first hand observation of workplaces in the food service industry. Curriculum includes instruction in the use of bus schedules to determine departure and arrival time for destinations. *(Apportionment)*

DSPS 520
**Relationships and Boundaries for Students with Disabilities**
This course is designed to provide students with developmental disabilities with the knowledge and skills they need to have safe and healthy interpersonal relationships. Topics covered include personal boundaries, dealing with strangers, and appropriate types of relationships. *(Apportionment)*

DSPS 522
**Interpersonal Relationships for Students with Disabilities**
.This course provides students with developmental disabilities with the knowledge and skills to have safe and healthy interpersonal relationships. Topics in the course include personal values, making choices, dating and sexual relationships. *(Apportionment)*

DSPS 524
**Personal Development and Safety In Relationships for Students with Disabilities**
This course is designed to provide students with developmental disabilities with the knowledge and skills they need to have safe and healthy interpersonal relationships. Topics covered include human development, sexual activity, birth control, and pregnancy. *(Apportionment)*

DSPS 530
**College to Career Open Lab for Adults with Disabilities**
This course is designed to provide students who have developmental or learning disabilities with the knowledge to develop vocational and educational skills. *(Grant-Funded)*

DSPS 535
**Photoshop: Digital Camera Operation for Students with Disabilities**
Designed for individuals with developmental or learning disabilities wanting to increase their basic knowledge of operating a digital camera. *(Apportionment)*

DSPS 537
**Photoshop Elements: Introduction for Students with Disabilities**
Designed for individuals with developmental or learning disabilities wanting to increase their basic knowledge of Photoshop Elements. *(Apportionment)*

DSPS 539
**Photoshop Elements: Layering and Special Effects**
Designed for individuals with developmental or learning disabilities wanting to increase their basic knowledge of Photoshop Elements. *(Apportionment)*

DSPS 540
**Exploring Career Options 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 542
**Workplace Attitudes and Standards for Students with Disabilities**
This course is intended to prepare students with disabilities for successful employment by introducing them to appropriate on-the-job behavior, communication, attitude and work ethics. Students will also be introduced to the importance of workplace safety and customer service. *(Apportionment)*

DSPS 544
**Getting 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 550
**Independent Living Skills: Exploring Employment**
This is the first of three sequential courses designed for adults with disabilities to succeed at a workplace. This course covers job-seeking skills. *(Apportionment)*

DSPS 552
**Independent Living Skills: Pre-Vocational Skills Practice**
This course is designed for adults with developmental disabilities and intellectual disabilities who want to learn basic vocational skills. Students will practice different vocational work skills in various settings. *(Apportionment)*

DSPS 554
**Independent Living Skills: Social Skills on the Job**
This course is designed for students with developmental disabilities and intellectually disabilities who want to learn how to be a good employee. Students will learn about traits that employees need to succeed in a job. *(Apportionment)*

DSPS 560
**Independent Living Skills: Budgeting Skills**
This class is designed to teach students with developmental and intellectual disabilities how to budget and save their money. *(Apportionment)*

DSPS 564
**Independent Living Skills: Consumer Skills**
The class is designed to teach adults with developmental and intellectual disabilities to increase their skills and knowledge to be better consumers. *(Apportionment)*

DSPS 570
**Independent Living Skills: Health Skills**
This class is designed to teach adults with developmental and intellectual disabilities to improve their health and physical well-being. *(Apportionment)*

DSPS 574
**Independent Living Skills: Nutrition**
This class is designed to teach adults with developmental and intellectual disabilities the benefits of achieving good health through nutrition, exercise, and lifestyle choices. *(Apportionment)*

DSPS 580
**Independent Living Skills: Practical Living Skills**
This class is designed to teach adults with developmental and intellectual disabilities how to apply practical living skills in order to live more independently in the community. *(Apportionment)*

DSPS 582
**Independent Living Skills: Accessing Community Resources**
This course is designed to teach adults with developmental and intellectual disabilities how to access public transportation and integrate into their community more independently. *(Apportionment)*

DSPS 584
**Independent Living Skills: Kitchen Skills**
This course is designed to teach adults with developmental and intellectual disabilities how to plan and safely cook a simple meal. *(Apportionment)*

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

ECE 132
**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) Prerequisites: ECE 170 Introduction to Curriculum for ECE, and ECE 108 ECE Program Principles and Practice, and ECE 140 Early Childhood Development, and ECE 136 FamilyCommunity Relationships, and ECE 100 Child Health and Safety. (or courses equivalent - see Program Manager). 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)*

EDEN 640
**Genealogy 101 - First Steps to Family Heritage**
This course is designed for participants to develop a plan to document their family history through genealogy. *(Fee-Based)*

## 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)*

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ELET 112
**Electronic Service Technology**
Prerequisite: Basic electronic knowledge Course reviews AC/DC theory and baisc electronic circuits. Learn to use electronic test equipment and hook up home entertainment equipment. Proceed with testing, troubleshooting and preventive maintenance or 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**
Prerequisite: ELET 140 Introduction to Electrical Trainee. Course covers basic electrical concepts, including electrical measurements, basic electrical theory, and an understanding of how common electrical components work. Course provides a basis for understanding electrical safety concepts. *(Apportionment)*

ELET 150
**Wiring Fundamentals: Residential**
Prerequisite: ELECT 145 Electricity Fundamentals. Course provides an overview of the National Electrical Code (NEC) and its application to residential wiring. Topics include electrical standards, residential wiring techniques, grounding, basic switching circuits, residential load calculations, and electrical services in accordance with the NEC. *(Apportionment)*

ELET 160
**Wiring Fundamentals: Commercial**
Prerequisite: ELET 145 Electricity Fundamentals. 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**
Prerequisite: ELET 145 Electricity Fundamentals. Course provides an overview of the National Electrical Code (NEC) and its application to industrial wiring. Topics to include industrial wiring, conduit systems, conductor types and applications, over-current protection, polyphase distribution, system and equipment grounding, electrical motors, motor circuit conductors, motor control circuits, and electrical power installations in accordance to the NEC. *(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)*

ENCO 535
**Braille Transcribing:  Basic Rules**
This class is designed for sighted and visually impaired persons to learn the basic skills of transcribing print  into braille. *(Apportionment)*

ENCO 537
**Braille Transcribing:  Reading and Writing Contractions**
This class is geared for sighted and visually impaired persons to learn the art of transcribing print into braille  at the intermediate level. *(Apportionment)*

ENCO 539
**Braille Transcribing:  Advanced Symbols and Formatting Manuscripts**
This class is geared for sighted and visually impaired persons to learn the art of transcribing print into braille  at the advanced level. *(Apportionment)*

ENCO 550
**Be a Productive PowerPoint Presenter**
This class emphasizes organizing and delivering effective presentations while using PowerPoint slides. PowerPoint must enrich a presentation to be effective, yet many presenters underuse, misuse or overuse PowerPoint. Learn how to optimize PowerPoint presentations to ensure each individual slide improves the presentation.  Some knowledge of PowerPoint necessary for students enrolling in this class *(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 EL Civics are also part of the instruction. *(Apportionment)*

ESLA 100
**ESL Beginning Literacy**
This course is designed to meet the student'sneeds as determined by assessment of the student'slanguage proficiencies, goals, and interests.   ESL instruction integrateslanguage components' vocabulary, grammatical structures, language functions, and pronunciation'in units and topics that are important to the students. *(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 incorporating reading and literacy as a fundamental component of a healthy, well-functioning family. The family-oriented assignments integrate school and home. *(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, as fallows: Personal Identification, weather, Money, job titles, following simple instructions. Among informational sources the topics may include: lists signs schedules, calendars and ads. Among the skills: scanning. *(Apportionment)*

ESLA 300
**ESL Beginning High**
The course content is relevant to the life's of the students It integrates language functions and language forms with informational sources, skills and topics. Topics are chosen in accordance with students goals: general or vocational. Samples of information sources are: Telephone directory and indexes, among the skills: Alphabetizing, General topics should include: Housing, transportation, Emergencies, General Health. Vocational Topics includes: Job Skills, Classified Adds, Job Safety. *(Apportionment)*

ESLA 400
**ESL Intermediate Low**
The course content is relevant to the lives of the student. It integrates language functions and language forms wit informational sources, skills and topics. Topics are chosen in accordance with student goals: general or vocational. Samples of informational sources are: Telephone Directory and indexes. Among the skills: alphabetizing. General topics should include: Housing, Transportation, Emergencies, General health. Vocational topics include: Job skills, Classified Ads, Job Safety. *(Apportionment)*

ESLA 500
**ESL Intermediate High**
The course content is relevant to the lives of the students. It integrates language functions and language forms with informational sources, skills and topics. Topics are chosen in accordance with student's goals: general vocational, or academic. The vocational topics should include: Social Security, preparedness for job interviews, wages and deductions, benefits. Academic topics could include: Major historical events, current events, stories/fables. Familiarization with U.S. culture should include topics such as taboos and politics. *(Apportionment)*

ESLA 600
**ESL Advanced**
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 student's goals: general, vocational, or academic. Samples of informational sources include but are not limited to: Almanacs, newspapers, paragraph organization, consumer protection procedures, Health facilities, work manual, customer relation, work ethics, education system, and immigration patters. *(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 re chosen in accordance with student's 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 1035
**Public Speaking for ESL**
This ESL course builds students' public speaking skills with direct focus on the preparation, practice, presentation and evaluation of formal speaking. Students will learn the elements and organization of a speech, the most common types of speeches, the use of verbal and nonverbal techniques in formal speaking, and the evaluation standards of speeches. *(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)*

ESLA 1050
**ESL Workplace Advancement Skills**
This course focuses on introducing ESL students to the workplace discourse system and culture. By improving their communication skills and understanding the United States culture within the workplace, students will become successful employees *(Apportionment)*

ESLA 1052
**ESL Workforce Readiness Skills, Basic**
This course covers basic work skills as well as language skills necessary for intermediate level students to gain employment. Students will identify various job opportunities available in their respective communities and will learn to communicate with employers. In addition, students will gain basic knowledge of basic technology. *(Apportionment)*

ESLA 1054
**ESL Workplace Advancement Skills, Advanced**
This course prepares ESL students at an advanced level for the American workplace. Students will learn American workplace expectations, practice effective business communication including giving presentations and participating in meetings, and identify professional development needs. In addition, students will enhance their computer applications skills by gaining additional experience with Microsoft Office. *(Apportionment)*

ESLA 1056
**ESL Workforce Readiness Skills, Advanced**
This course prepares ESL students at an advanced level for the American workforce. Students will plan a career path based on skills and interests. They will also practice all aspects of conducting a job search, perform business communcation tasks, and use computers for word processing and internet searches. In addition, students will learn about American workplace values and expectations. *(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)*

**FINC 365**
**Building Blocks of Investing**
This course teaches the building blocks of investing. Students will learn about stocks, bonds and mutual funds. Students will also learn how to set appropriate individual financial goals. *(Fee-Based)*

**FINC 370**
**Rejuvenating Your Retirement**
This course is for retired individuals to consider changes to their current retirement strategies. They will review their current retirement plans and make adjustments such as risk management, new investments and adjustments to their health care planning. *(Fee-Based)*

**FINC 375**
**Basics of Personal Finance**
This course is for students looking to take control over their personal finances. They will learn how to create a budget, use credit properly, pay off debts, and save money for the future. *(Fee-Based)*

**FINC 380**
**Financial Planning for College**
The ideal time for parents to start planning to pay for college is before a child starts kindergarten. Whether your child starts college in ten years or starts in two years or fewer, this class give the tools on how to navigate the road to create successful college finances. *(Fee-Based)*

**FINC 385**
**Social Security Secrets**
This informative workshop will help students understand what they need to know to maximize Social Security benefits. Topics will include elements of retirement income flow and lifespan income strategies. *(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 - Intermediate/ Advanced (CoEd)**
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 - Beginning (CoEd)**
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 373
**ZUMBA® Sentao**
This is an active ZUMBA® exercise and fitness class that uses ZUMBA® routines and chair-based choreography to strengthen balance, stabilize the core, and elevate the standard ZUMBA® cardio workout. *(Fee-Based)*

FITN 374
**ZUMBA® Toning**
ZUMBA® Toning workout emphasizes muscle group work along with traditional ZUMBA® rhythms choreography and dance moves. The use of the lightweight maraca-like Toning Sticks enhance rhythm and movement. *(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, inlcuding 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 workout 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 Level**
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 all levels of yoga students. The class will focus on flexibility, breathing and gentle stretching. This class encourages a non-competitive, restorative setting. Students should bring a sticky mat and a towel. Class will end with a quiet meditative period. *(Fee-Based)*

FITN 470
**Aqua 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)*

FITN 485
**Self-Defense for Seniors**
Improve your coordination, reflexes, stamina, speed and strength while improving cardiovascular function. Self-defense classes include all phases of Karate, Judo and Jujitsu throws and free sparring as well as self-defense simulations. *(Fee-Based)*

FITN 490
**Wheelchair Basketball**
The course includes instruction and participation in the fundamentals of wheelchair basketball. The course is expressly designed for, but not limited to, those students with permanent disability of the lower extremities who are therefore unable to participate in regular able-bodied athletics. The emphasis is on rules, safety, with specific skill development in wheelchair basketball leading to competition in California and U.S. wheelchair basketball programs. *(Fee-Based)*

FITN 500
**Tai Chi for Healthy Living**
In this course students are introduced to the principles of Tai Chi with an emphasis on the benefits associated with healthy living. Learn the psychological and physical health benefits of Tai Chi, as well as the history, techniques and philosophy of the various Tai Chi forms. *(Fee-Based)*

FITN 505
**Capoeira Fitness**
Capoeira is a unique martial art from Brazil. It is a blend of movement, music, and fitness. It is an energetic martial art that supports both physical and mental empowerment. *(Fee-Based)*

FITN 510
**Aqua ZUMBA® Aqua Fit**
This course combines two ZUMBA® components into one water-based class. The class is made of energetic fitness moves conducted with the added buoyancy and flexibility that a water-based workout affords. The blending of the two formats burns body fat, builds muscle tone, and overall definition by integrating traditional aqua fitness, disciplines. *(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 210
**Healthcare Medical Interpreter**
Prerequisite: Must pass the MAGUS bi-lingual, bi-cultural assessment prior to course enrollment. This is a 40-hour course designed to prepare a bi-cultural and bi-lingual individuals to work as a Healthcare Medical Interpreter. Those who complete and pass the course exit exam qualify to sit for national certification as a Healthcare Medical Interpreter. *(Fee-Based)*

HLTH 215
**Secrets of Weight Loss and Healthy Eating**
This course will benefit novices, people with special nutritional needs, as well as those already working in the food service industry. Students will learn about healthy cooking and eating and will have an in-class opportunity to prepare foods from a personalized menu. *(Fee-Based)*

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 Credits: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 Credits: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 Credits: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 103 Credits:1 - 10
**High School English 4**
This course is an individualized, self-paced study in English language arts, including vocabulary, grammar usage, advanced reading in literature and composition skills. This course is offered for SCE high school diploma credit. *(Apportionment)*

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

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

IHSS 107 Credits:1 - 5
**High School US Government**
This course is an individualized, self-paced study of U.S. government. It will cover the Constitution, the roles of the federal, state and local government, and modern economic and political systems. This course is used for SCE High School Diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same completion of this course. *(Apportionment)*

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

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

IHSS 111        Credits:1 - 5
**High School Economics**
This course explores the changing economic climate in the United States and globally. Economic systems, development and problems that affect daily life are covered. This course is offered for SCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 113        Credits:1 - 5
**High School Mass Media**
This mass media course covers various forms of communications including television, advertising, print materials, and electronic media. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 114        Credits:1 - 10
**High School Film Appreciation**
This course is an individualized, self-paced study of film appreciation. Topics covered include film genres, directing and critique. This course is used for SCE High School Diploma credit. *(Apportionment)*

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

IHSS 117        Credits:1 - 10
**High School Vocational Math**
This course develops mathematical problem solving skills for occupational areas and everyday situations. Problems are given for payroll, retail business, manufacturing, mechanics, construction, inventory, health, and personal finance. Topics include formulas, basic algebra, proportions, percents, basic geometry, and measurements. This course is offered for SCE high school diploma credit. *(Apportionment)*

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

IHSS 119        Credits: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 V, high school credits previously earned towards the completion of this course. *(Apportionment)*

IHSS 120        Credits:1 - 10
**High School Life Science**
This course is an individualized, self-paced study of Life Science. This course covers scientific methods, classification and body systems. This course is used for SCE High School Diploma credit. *(Apportionment)*

IHSS 121        Credits:1 - 5
**High School Earth Science**
Earth Science deals with the earth and other heavenly bodies of the universe. Students learn the various characteristics that make Earth unique in the solar system. This course is offered for SCE high school diploma credit. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 122        Credits:1 - 5
**High School Physical Science**
Physical Science explores matter and its properties, motion, heat, energy, sound and light, as well as electricity and magnetism. This course is used for SCE High School Diploma credit.The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

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

IHSS 124      Credits:1 - 10
**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 127      Credits:1 - 10
**High School Computer Literacy**
Students will learn the basics of Windows, Internet browsing, keyboarding, email, course management systems and the modern office environment. *(Apportionment)*

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

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

IHSS 167      Credits:1 - 5
**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      Credits: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      Credits: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 prviously earned in the same subject will evaluated and counted towards the completion of this course. *(Apportionment)*

IHSS 174      Credits: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 177      Credits:1 - 10
**High School Reading**
This developmental reading course represents many options to build skills in reading comprehension, vocabulary, and critical thinking. This course is offered for SCE high school diploma credit and partial credits are available to satisfy graduation requirements. *(Apportionment)*

IHSS 181      Credits:1 - 5
**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      Credits: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      Credits:1
**Transitioning to College**
This course is designed to help SCE High School Diploma Program and ESL Academic Success students successfully transition to a college campus. Topics presented will include identifying academic goals, designing an educational plan, utilizing the college processes (registration, financial aid, learning resources), and graduation. This course will include campus tours of several student resource centers. *(Apportionment)*

**IHSS 500** Credits: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 enviroment. 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 501** Credits: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. *(Apportionment)*

**IHSS 660** Credits:1 - 5
**High School Psychology**
This psychology course explores the connections of human thought, behavior and development. It emphasizes the importance of these relationships to learning, personality, health, and society. This course is offered for SCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the sam subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

**IHSS 846** Credits: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** Credits: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 990**
**High School Assessment**
Orientation to the SCE High School Diploma Program and overview of educational options. Includes assessing skills for the program and review of students support services. *(Orientation)*

**IHSS 991** Credits: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** Credits:1 - 5
**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** Credits:1 - 5
**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** Credits: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 V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course. *(Apportionment)*

**IHSS 995** Credits:1 - 10
**High School American History 1**
This course covers the lives of America's people and aspects of their cultures from early exploration through the late 1800's. This course is offered for SCE high school diploma credits to satisfy graduation requirements. *(Apportionment)*

**IHSS 996** Credits:1 - 10
**High School American History 2**
This American history course covers the lives of America's people, their contributions and struggles from westward expansion in the mid 1800's, worldwide conflicts, America's social change, to the U.S. policies of the twenty-first century. This course is offered for SCE high school diploma credits to satisfy graduation requirements. *(Apportionment)*

**IHSS 997** Credits:1 - 5
**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                                                   Credits:1 - 5
**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                                                   Credits:1 - 5
**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
**Kindergarten Readiness**
Ages 4-5
For children entering kindergarten within the next year or students needing review of current kindergarten skills. Have your child be at the top of his class and join us for fun and learning. Children will be exposed to math, reading readiness and other school experiences. Each session 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 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 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 118
**Basic Phonics**
Age 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 3-6
Students will work from "The Writer's Toolbox", engaging in creative writing games and exercises for inspiring the "write" side of their brains. The toolbox includes: cue cards, four spinners, specialized learning sticks and more. Great emphasis will be placed on creativity, grammar, punctuation, and vocabulary skills, hosted in a fun and relaxed learning environment. *(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 coer 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
This course will focus on what students like to read for fun. Learn tricks and techniques for better comprehension and how to become a reading "whiz". Instructor will introduce the concepts of a new word hobby that follows the students' interests. *(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 loaps! 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
Studnets 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 grammer 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 161A
**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! Grames, 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
**Basic Reading Skills**
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 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 Concepts**
Grades 5-6
Increase your skills in pre-algebra and acquaint yourself with 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
**Algebra 1 Operations**
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. Workbook provided. *(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, percent, 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 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, thermodymanics, 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**
"Ah-ha" moments will be recorded in a math journal.  The focus of this course is to support students in second grade math and enhance accurate calculating skills.  There will be group useof whiteboard work and access to math websites. *(Fee-Based)*

KIDS 241
**Master Math: 3rd Grade**
"Ah-ha" moments will be recorded in a math journal.  Focus will be on supporting students in third grade math and on enhancing calculating skills.  There will be group whiteboard work and use of math websites. *(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 intege 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 255
**Introduction to Chinese and Chinese Calligraphy**
Ages 6-10
The objective of this course is to help students gain mastery of the basic skills of Mandarin Chinese including speaking, listening, reading, and writing. Students will also be exposed to the foundations of Chinese Calligraphy as well as customs and culture. *(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 this introduction to the exciting world of musical theatre! Participants will learn choreography and vocals to a musical theatre song. Family and friends are invited to a 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. Parents, please accompany children 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 accoustic steel- string or accoustic steel-string guitar and medium guitar pick to class. *(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 3750
**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 3750
**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 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 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
**Introdution 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)*

KIDS 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. 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 fun techniques of watercolor painting. Instruction at age- and ability-appropriate levels. Each session explores different themes. Repeat students will experience more advanced levels of previous sessions. Pick up a minimal materials list at the 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 (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 (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
Students will learn the basics of drawing and painting shapes, cartoons, landscapes, underwater scenes, animals, cars and use watercolors to enhance their projects. *(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 dance. This class incorporates many styles of dance using a fun approach to learning through repetition, games and props. Students will 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 5-7
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 8-10
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 8+
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 instructor Permission. *(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 9-15
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
**Beginning, Baseball Camp**
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**
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 three 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 652A
**Kung-Fu San Soo Camp**
Ages 10-17
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 sprots. We'll introduce your child to a variety of sporting activities. The class will involve cooperative activites and work on developing balance, agility, and coordination. Get ready for lots of fun! *(Fee-Based)*

KIDS 662A
**All Sorts of Sports**
Ages 6-7
A variety of cooperative games and activities suitable to meet all skill levels. *(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: Intro 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 Dreamy 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! Chef Staci 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. Chef Staci 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
**Introduction 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-esteen 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-esteen 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 Polock, Robert Rauscenberg, 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 1012
**Anime Drawing**
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 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 wantaed 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 oto 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**
GRADES 4-6
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-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 flexability. 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 flexability. 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. Sort 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 thru 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 Camp**
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**
rades 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 todays 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 todays 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 1**
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 1**
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
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 7+
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 hand-on projects. *(Fee-Based)*

KIDS 1570
**Directive Drawing of Animals for the Beginning Artist Camp**
Ages 4-10
Become a more confident artist by learning drawing skills through step by step instructions. The basic elements of art, with the practice of following directions will produce a higher quality product. Supplies provided. *(Fee-Based)*

KIDS 1575
**Sing What's on Your I-Pod**
Ages 13-17
This is a performance based class where students explore what they already love..singing music that is on their I-Pods. Through group instruction and guidance, they will learn the art of performance in front of their peers. Class time will be spent learning technique for singing and performing their favorite songs with karaoke accompaniment from the internet. A learning environment that is supportive and encouraging will be modeled and expected. Performance in last class. *(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 4-10
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. No supplies needed. *(Fee-Based)*

KIDS 1680
**Digital Art for Kids**
Grades 4-8
Learn easy techniques for creating digital art using the computer. The course will cover digital painting, drawing cartoons with basic shapes, and turning photographs into art. This class is a fun way for students to improve their concentration and technology skills for Smarter Balance testing. USB flash drive required. *(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. You're 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 5-10
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 11-17
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 rhymic 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 1790
**LEGO Robotics Camp**
Ages 8-12
This course introduces student to the concepts of da Vinci robotics using LEGO products to design, build and operate a robot. *(Fee-Based)*

KIDS 1791
**LEGO Robotics Camp**
Ages 13 - 17
This course introduces student to the concepts of da Vinci robotics using LEGO products to design, build and operate a robot. *(Fee-Based)*

KIDS 1795
**Engineering of Aerospace Camp**
Ages 13-17
This course introduces students to the concepts of aerospace design and production that includes design and building of airplanes (both jet and propeller), rockets, space vehicles, hot air balloons, helicopters and other mechanical flying machines. *(Fee-Based)*

KIDS 1797
**Engineering of Cities Camp**
Ages 13 -17
This course introduces students to the concepts of civil engineering and production that includes design and building of tunnels, bridges, buildings and skyscrapers. *(Fee-Based)*

KIDS 1799
**Animation Flix Camp**
Ages 7 - 13
This course allows students to brainstorm movie ideas, create their own characters made from clay, glass stones, and other media, and film a stop-action movie using a green screen backdrop. Students will develop a brief movie plot, create their sets, film their movie and add voice-overs. All Flix are available for download a month after the course ends. *(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 Video Game Design**
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 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 cvlass 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**
Grades 8+
and Logarithms 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 2063
**Digital Camera Magic**
Grades 4-9
In this hands-on digital camera class have fun learning to create amazing optical camera illusions.   Discover techniques for operating camera exposure modes, composing shots, and enhancing images. Bring to every class meeting: a camera, the user's guide, the camera USB connector cable, extra batteries, and a USB flash drive. *(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 term explores different elements of the above themes. No supplies needed. *(Fee-Based)*

KIDS 2078
**Introduction to Montessori**
Ages 3-6
Students will be introduced to the Montessori method and work in four areas through hands-on activities to learn numbers and sounds.   The areas include: practical life, sensorial, Math and Language.  Students will develop order, coordination, concentration, and independence.   This class will provide the academic readiness to succeed in kindergarten.  Parents will attend class with their child. *(Fee-Based)*

KIDS 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 4-10
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 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**
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
**Ballroom Dancing**
Ages 8+
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. Parents welcome to dance with their child. *(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 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 2146
**Funtastic Flowers!**
Grades 2-6
Spring has sprung so join Mother Nature for an exciting adventure into the beautiful world of flowers. Have hands-on learning about flowers, and their pesky bug friends who keep gardens blooming bright. Design a fairy garden, make crafts, play games, and explore the delicious world of edible flowers! *(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 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 of the 1996 exhibition to dig up the Titanic and a member of the Titanic Historical Society. *(Fee-Based)*

KIDS 2170
**Crocheting for Kids**
Grades 4-6
Learn to crochet with hook and yarn. Complete a simple project and start a second item. Supplies provided. Instructor has over 40 years of crochet experience. *(Fee-Based)*

KIDS 2171
**Crocheting for Kids**
Grades 7-12
Learn to crochet with hook and yarn. Complete a simple project and start a second item. Supplies provided. Instructor has over 40 years of crochet experience. *(Fee-Based)*

KIDS 2175
**QuickStart Junior Tennis for Beginners**
Ages 5-8
QuickStart is a new tennis training program designed just for kids! Smaller equipment is used so that children experience success more quickly. Simplified scoring is taught along with teamwork. Children are fully engaged while learning to play a lifetime sport. QuickStart tennis equals fun! Equipment needs explained at the first class session. *(Fee-Based)*

KIDS 2176
**QuickStart Junior Tennis for Beginners**
Ages 9-12
QuickStart is a new tennis training program designed just for kids! Smaller equipment is used so that children experience success more quickly. Simplified scoring is taught along with teamwork. Children are fully engaged while learning to play a lifetime sport. QuickStart tennis equal fun! Equipment needs explained at first class session *(Fee-Based)*

KIDS 2180
**Discovering Disney Magic Camp**
Grades 2-6
Ever wonder what is behind the Disney magic or who was Walt Disney? Students reinforce reading, math, art, and language skills through a once in a lifetime journey of Disney themed activities and memorabilia. Without going to Disneyland students discover the world of Disney with hands on opportunities including magic tricks, music, storytelling, drawing, games, puppet shows, skits and more. It is a rare, fun learning opportunity. *(Fee-Based)*

KIDS 2185
**Tennis for Kids, Intermediate**
Ages 9-12
This course will focus on proper stroke techniques, serves, scoring, footwork and positioning, and match play. Bring racquet and a can of tennis balls. Makeup classes in case of rain. *(Fee-Based)*

KIDS 2190
**Jump Start for Kindergarten Skills Camp**
For children starting Kindergarten in September o
or students needing a review of past kindergarten work). Your child will have fun in the sun as he gets his skills ready for kindergarten. Have your child be at the top of his class with his hand up waving with all the answers. We will power through: sounds, vowels, adding, printing, beginning reading strategies and more. *(Fee-Based)*

KIDS 2195
**Reading Comprehension Based on the Common Core Standards**
Completion of Grades 1 or 2
Come experience reading in a fun way using new reading comprehension skills.  This class is for struggling readers and also those who already love to read. These lessons are based on the new Common Core Standards for students who have finished grades 1 and 2.  *(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 2210
**Tutorial: Discrete Mathematics I-Logic and Sets**
Grade 8+
This course covers how logic is written mathematically. Also, truth tables and Boolean Algebra are introduced. Sets and set notations are covered. This is a sample of Engineering/Computer Science courses at the collegiate level. Students should complete Algebra before enrolling in this class. *(Fee-Based)*

KIDS 2220
**Yoga for Pre-teens and Teens**
Ages 12+
Students will learn and participate in Hatha yoga,  breathing and relaxation techniques, in a fun environment.   These techniques will help build strength, flexibility, and  balance and improve concentration and help to manage stress  and anxiety. Bring a yoga mat to class, and do not eat at  least an hour before class. *(Fee-Based)*

KIDS 2225
**Bowling for Teens**
This course is designed for teens to develop sufficient knowledge and skill for successful participation in recreational, league and tournament bowling. *(Fee-Based)*

KIDS 2227
**ZUMBA® Kids**
ZUMBA® for Kids is a fitness program designed especially for kids ages 7 - 11 years old.  It combines high energy with the ZUMBA® program rhythms of salsa, cumbia, reggaeton, merengue and others.  It provides a safe and effective workout.  This class is designed specifically for kids, so the moves and music are kid friendly. *(Fee-Based)*

KIDS 2230
**Common Core Reading Comprehension Skills**
Grades 1 & 2
Students will read a story and learn how to create thinking maps as well as taking notes in order to comprehend the story effectively.  They will learn how to use the text to answer text related questions based on the new Common Core curriculum. *(Fee-Based)*

KIDS 2235
**Fun with Light and Optics**
Grades 4-6
Students will explore the wonders of light and optics. They will learn how light is reflected and refracted. Students  will examine diffraction gratings and prisms, producing  colorful spectra and "rainbows".  They will learn that ordinary white light is composed of colors called a  spectrum. Participants will see the effect of transmission  of light through various materials, how certain solids  reflect light better than others, and show how liquids and  gases can scatter or reflect light. They will learn about  the shape, properties, and uses of lenses and mirrors and  will experience optical illusions. *(Fee-Based)*

KIDS 2250
**Football Skills and Drills**
Ages 12 & 13
This course is designed to teach students the basic theory  of Football.  Emphasis will be placed on both offensive and defensive position skills while participating in a team environment. The students will learn the fundamental  skills, rules, and knowledge necessary to play the sport of  football. *(Fee-Based)*

KIDS 2251
**Football Skills and Drills**
Ages 14 - 18
This course is designed to teach students the basic theory  of Football.  Emphasis will be placed on both offensive and defensive position skills while participating in a team environment. The students will learn the fundamental  skills, rules, and knowledge necessary to play the sport of  football. *(Fee-Based)*

KIDS 2255
**Sand Volleyball for Teens**
Ages 13 to 17
This course is designed to teach the basics of sand  volleyball play.  Sand volleyball has different aspects of  play from traditional indoor volleyball. *(Fee-Based)*

KIDS 2260
**Introduction to Design Arts for Teens**
Ages 13 - 17
This course explores three different avenues of design  arts: knitting, crocheting, and beading. The course works  in each media in equal segments. Design assignments  incorporate the learned skills learned into teen-oriented  projects. *(Fee-Based)*

KIDS 2270
**African Culture for Kids**
Grades 3 - 6
This course offers a virtual safari to explore Sub-Saharan Africa's amazing history, nature, customs and traditions. One segment focuses on the marketplace with all of its exotic tastes and foods. Another segment focuses on toys, games, and children's activities. There is also an exploration of urban and rural homes and life for African children. *(Fee-Based)*

KIDS 2271
**African Culture for Teens**
Grades 9 - 12
This course is a virtual safari to discover the similarities and differences between African and American teens. Learn about Africa's history, cultural mores, the AIDS pandemic. Visit the marketplace to study foods and fashions. Explore traditional religions of the continent as well as the current issues teens face every day. *(Fee-Based)*

KIDS 2275
**Sign Language with Kids**
Ages 7 - 11
This class will introduce the student to the basics of sign language. Content will include alphabet and counting numbers, greetings, family and friends, foods, weather, feelings, colors and shapes and animals. *(Fee-Based)*

KIDS 2290
**Painting with Acrylics for Kids**
Ages 7+
This course teaches students how to paint a variety of different projects with the use of acrylic paint. Students will have one project per class to include: landscape, seascape, animals, cartoon, floral and still life. Students will learn how to plan, sketch, and layout their project. They will also learn how to use different paint brush techniques and the color wheel for composition. *(Fee-Based)*

KIDS 2295
**Drawing and Painting Cartoons with Watercolors**
Ages 7+
Students will learn how to draw and paint a variety of different cartoon characters. This includes: dogs, cats, birds, sea creatures, people, animals and well-known cartoon characters. They will receive instruction on how to analyze cartoon characters using shapes. Other topics include: the color wheel, composition, horizon line, design, and placement. *(Fee-Based)*

KIDS 2400
**Common Core: Preparation for Computer Keyboarding**
Grades 2 & 3
This course prepares students for the requirements of the Common Core standards. Beginning in 2015, students must be able to type multiple paragraph practical paragraphs as part of the Common Core implementation. *(Fee-Based)*

KIDS 2401
**Common Core: Preparation for Computer Keyboarding**
Grades 4 - 6
This course prepares students for the requirements of the Common Core standards. Beginning in 2015, students must be able to type multiple paragraph practical paragraphs as part of the Common Core implementation. *(Fee-Based)*

KIDS 2403
**Common Core: Online Reading and Writing Prep**
Grades 3-4
This course prepares students for the Common Core English Language Assessment. Reading comprehension and writing can be challenging, especially with the tasks being transitioned to an online format. Students learn to read and write more effectively using computer skills needed to be ready for the 2015 implementation of Common Core Testing in California. *(Fee-Based)*

KIDS 2404
**Common Core: Online Reading and Writing Prep**
Grades 5-6
This course prepares students for the Common Core English Language Assessment. Reading comprehension and writing can be challenging, especially with the tasks being transitioned to an online format. Students learn to read and write more effectively using computer skills needed to be ready for the 2015 implementation of Common Core Testing in California. *(Fee-Based)*

KIDS 3000
**Theatre Camp**
Ages 7-17
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 3049
**Bicycling Safety**
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. Students will learn 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 dinosaurs 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 Technician 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 Healthcare**
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 121 Pharmacology I; MEOC 122 Pharmacology II; 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. *(Apportionment)*

MEDO 240
**Medical Assisting: Back Office Procedures II**
Prerequisite: MEOC 104 Medical Terminology and MEDO 235 Medical Assisting Back Office I. This course develops the necessary skills for the back office. Students review assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. *(Apportionment)*

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

MEDO 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)*

MEDO 315
**Introduction to Computers for Health Care Workers**
This course is an introduction to computers for individuals entering the health care field. Introduction to Computers for Health Care Workers provides a general introduction to computer literacy and information technology for health care students. The course provides a comprehensive survey of the interconnections of information technology and health care. *(Grant-Funded)*

MEDO 316
**In-Patient Externship for the Pharmacy Technician**
Prerequisite: MEDO/220 Out-Patient Lab: Pharmacy Technician; MEOC/135 Human Relations for Health Care Workers; and MEDO/221 In-Patient Lab Pharmacy Technician. This course is designed to provide pharmacy technician students with field experience in an in-patient pharmacy setting. It requires weekly class meetings plus 200 hours of externship in an approved and contracted pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance. *(Apportionment)*

MEDO 317
**Out-Patient Externship for the Pharmacy Technician**
Prerequisite: MEDO/220 Out-Patient Lab: Pharmacy Technician; MEOC/135 Human Relations for Health Care Workers; and MEDO/221 In-Patient Lab: Pharmacy Technician. This course is designed to provide pharmacy technician students with field experience in an out-patient/retail pharmacy setting. It requires weekly class meetings plus 120 hours of externship in an approved pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance. *(Apportionment)*

## Medical Occupations Clerical (MEOC)

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

## 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. *(Extership)*

## MEOC 205
**Introduction to Electronic Health Records(EHR)**
Prerequisite: MEOC 210 Introduction of Computers for Health Care Workers and COMP 685 Beginning Keyboarding or Keyboard competency of 30 wpm. This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Topics covered include: the history of EHR, EHR standards, patient charts, and EHR regulations. *(Apportionment)*

## MEOC 210
**Introduction of Computers for Health Care Workers Image**
Prerequisite: COMP 685 Beginning Keyboarding or Typing 30 words per minute. This course is an introduction to computers for individuals entering the health care field. This course provides a general introduction to computer literacy and information technology for health care students. The course provides a comprehensive survery of the interconnections of information technology and health care. *(Apportionment)*

## MEOC 225
**Medical Coding-Introduction**
This course covers the practical application of CPT-4 coding as well as both ICD-9-CM and ICD-10-CM coding for correct reimbursement in the physician's office setting. Course instruction will also cover applying the student's knowledge of anatomical body systems and disease processes. The following anatomical and physiology concepts will be covered in this course: (a) integumentary system, (b) musculoskeletal system (c) respiratory system (d) cardiovascular system (e) hemic and lymphatic systems. *(Apportionment)*

## MEOC 227
**Medical Coding-Intermediate**
Prerequisite: MEOC 225 Medical Coding - Introduction. This course covers the practical application of CPT-4 coding as well as both ICD-9-CM and ICD-10-CM coding for correct reimbursement in the physician office setting. Course instruction will also cover applying the student's knowledge of anatomical body systems and disease processes. The following anatomical body systems and disease processes concepts will be covered in this course: (a) urinary and male genital systems, (b) female genital and system, (c) general surgical, (d) medicine (e) radiology, and (f) pathology. *(Apportionment)*

## 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 143**
**Introduction to Publisher**
Advisory: Recommended proficiency in COMP 100 Introduction to Computers and MS 104 Introduction to Windows. 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**
Advisory: Knowledge of Windows and keyboarding. Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office Courses. *(Apportionment)*

**MS 165**
**MS Excel - Power-User Skills**
Advisory: MS 105 Introduction of Excel or equivalent. 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**
Advisory: MS104 Introduction to MS Windows or equivalent. 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 Guitar & Bass Workshop**
Students will learn music theory and concepts including notes on the guitar: major and minor keys, how to count and construct rhythm patterns that go together with each other and drums. Students will be able to play simple songs together by the end of classes. *(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)*

MUSC 375
**Masterworks Chorale**
The Masterworks Chorale (80-110 singers) presents four major concerts each year with emphasis on masterworks for choir and orchestra. The Chorale participates in regional music festivals, performs at numerous locations throughout the Los Angeles basin, and tours internationally. Open to students and members of the community with prior singing experience. *(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 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)*

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  Instructor:  Gary Greeno Registered Music Therapist.  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 Music Therapist Gary Greeno 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 changes 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 245
**Runaway Teens in Orange County**
The purpose of this seminar is to provide information and resources for parents of at-risk and/or delinquent children, and for parents of highly defiant and strong-willed children, *(Fee-Based)*

## 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 and Millwork**
Course covers planning and design of kitchen and bath cabinetry. Construction of cabinets with instruction on finish and installation. Cabinet design by traditional face frame or European construction. *(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**
Advisory: Completion of three levels of sign instruction in SEE, PSE, or ASL or or be currently working in a K-12 educational setting and seeking state certification or by instructor approval. This course will provide opportunities enabling students to apply previously learned theory to sign language interpreting services for the Deaf and Hard of Hearing (DHH). There is a specific focus on service provision in the elementary and middle school level educational settings. Students will apply learned rationale and methods to a service delivery model specifically targeting educational interpreting, demonstrate application of the ethics of educational interpreting, and work toward certification for educational interpreters in the state of California. (Fee-Based)

SIGN 020
**Sign Language for Parents**
This is a beginning level Signed English sign language course for parents of elementary school-aged Deaf and Hard of Hearing children. (Fee-Based)

## Organizational Structure

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 Trustee
Stephen Tith, Fullerton College
Omar Pichardo, Cypress College

### Chancellor
Ned Doffoney, Ed.D.

### Provost, School of Continuing Education
Greg Schulz, 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. Education (Special Education), CSU Fullerton

**Barbara Bennett**
Instructor, Disabled Student Programs and Services
B.A. Psychology, San Diego State University
M.S. Education (Special Education), CSU Fullerton

**Julie Brown**
Instructor, Disabled Student Programs and Services
B.A. Psychology, CSU Dominguez Hills
M.A. Psychology, San Diego State University
MLIS (Masters in Library and Information Service), San Jose State University

**Dean Day**
Instructor, Disabled Student Programs and Services
B.V.E. Vocational Education, CSU Long Beach

**Giana Jade Rivera-Tweedie**
Counselor, Student Success and Support Program
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) with a minor in Sociology, CSU Santa Barbara

**Lynda Gunderson**
Instructor, Older Adults Program
B.A. Sociology, CSU Dominguez Hills
M.A. Education with an emphasis in Curriculum and Instruction, Argosy University

**Zaida (Patti) Lujan**
Counselor, Student Success and Support Program
B.S. Human Services, CSU Fullerton
M.A. Education (Counseling), CSU Dominguez Hills

**Thanh (Megan) Ly**
Counselor, Student Success and Support Program
B.S. Industrial Psychology. CSU Hayward
M.S. Counseling, CSU Long Beach

**Candace Lynch-Thompson**
Instructor, English as a Second Language
B.A. English, CSU Fullerton
M.S. Education (TESOL), CSU Fullerton

**Cathleen Mang**
Instructor, English as a Second Language
B.A. Political Science, Tulane University
M.A. South East Asian Studies, Ohio University
M.F.A. Drama/Theatre, University of Hawaii Manoa

**Tina McClurkin**
Instructor, Business Education
B.A. Liberal Studies, CSU Stanislaus
M.A. Human Resources Management, National University

**Maricela Moran**
Counselor, Student Success and Support Program
B.S. Child Development, CSU Fullerton
M.S. Social Work, University of Southern California
M.S. Educational Counseling, National University

**Khanh Ninh**
Counselor, Student Success and Support Program
B.A. Political Science, UC Irvine
M.S. Social Welfare, UC Berkley
M.P.H. Public Health, UC Berkley

**Alice Niyondagara**
Instructor, English as a Second Language
B.A. English, University of Burundi
M.A. ESL (TESOL) State University of New York at Stony Brook
D.L.T Language TESOL, State University of New York at Stony Brook

**Eileen Phillips**
Instructor, Basic Skills/Learning Center
  B.S. Horticulture, California Polytechnic State University,
    Pomona
  M.S. Education (Reading), CSU Fullerton


**Daniel Stackhouse**
Instructor, Basic Skills/High School Diploma Program
  B.A.  History, CSU Fullerton
  M.A.  History, CSU Fullerton
  Ph.D. History, Claremont Graduate University


**Craig Stephens**
Instructor, Disabled Student Programs and Services
  B.S. Human Services, CSU Fullerton
  M.S. Education (Special Education), CSU Fullerton


**Matthew Stivers**
Instructor, Basic Skills/High School Diploma Program
  B.A. Social Science, Biola University
  M.A. Education, Biola University


## School of Continuing Education Administration

**Greg Schulz**
Provost
  State of California, Certified Public Accountant (C.P.A)
  B.A.  Business Administration - Accounting CSU Fullerton
  M.A.  Public Administration, CSU Long Beach
  Ed.D. Education, University of Southern California

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**Martha Gutierrez**
Dean, Instruction and Student Services, Anaheim Campus
  B.A. Public Relations and Spanish, University of Southern
    California
  M.S. Counseling, CSU Los Angeles


**Vaniethia Hubbard**
Dean, Instruction and Student Services, Wilshire Center
  B.A. Psychology, CSU Fullerton
  M.A. Social Work, Clark Atlanta University


**Valentina Purtell**
Dean, Instruction and Student Services, Cypress Center
  M.A.  Applied Linguistics, Riven State Humanitarian
    University

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**Dione Carter**
Manager, Basic Skills Program and High School Diploma
Program (HSDP)
  B.S.  Business Administration, CSU San Francisco
  M.S.  Leadership and Management, University of LaVerne
  MBA Master Business Administration, University of La Verne


**Dennis Davino**
Program Manager, Lifeskills Education Advancement Program
(LEAP)
  B.A. Psychology, CSU Fullerton
  M.A. Counseling Psychology, Pacifica Graduate Institute
  Licensed Marriage and Family Therapist


**Jorge Gamboa**
Program Manager, English as a Second Language (ESL)
  B.A. Anthropology, CSU Fullerton
  M.A. Educational Administration, National University


**Raine Hambly**
Manager, Career Technical Education Program (CTE)
  B.S. Public Administration, University of LaVerne
  MBA Master Business Administration, University of LaVerne


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**(KC) Kids' College Courses**

# ACADEMIC CALENDAR

## SCE Offers Classes Four Terms Per Year:

| **Summer Term** | **Fall Trimester** | **Winter Trimester** | **Spring Trimester** |
|---|---|---|---|
| (6 weeks) | (12 weeks) | (12 weeks) | (12 weeks) |
| June -- August | September -- December | January -- March | March -- June |
| Registration starting early June | Registration starting mid-August | Registration starting late November | Registration starting early March |

## Term Holidays: SCE Centers Closed

| | |
|---|---|
| September 1, 2014 | Labor Day Holiday |
| November 10, 2014 | Veterans' Day Holiday |
| November 27-28, 2014 | Thanksgiving Holidays |
| December 24, 2014 - January 1, 2015 | Winter Holidays |
| January 19, 2015 | Martin L. King Holiday |
| February 13, 2015 | Lincoln's Birthday Holiday |
| February 16, 2015 | President's Day Holiday |
| March 30-April 3, 2015 | Spring Recess |
| May 25, 2015 | Memorial Day Holiday |
| July 4, 2015 | Independence Day Holiday |

## Academic Calendar: 2014/15

### August 2014

| 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 2014

| 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 |    |    |    |

### October 2014

| 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 2014

| 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 2014

| 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 2015

| 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 2015

| 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 2015

| 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 2015

| 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 2015

| 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 2015

| 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 2015

| 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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