

SAN DIEGO COLLEGE OF CONTINUING EDUCATION

2026-2027 CATALOG

Fall 2026, Spring 2027, Summer 2027

4343 Ocean View Boulevard
San Diego, California 92113-1915
619-388-4990
www.sdcce.edu

Tina M. King, Ed.D.
President

San Diego College of Continuing Education is accredited by the Accrediting Commission for Schools of the Western Association of Schools and Colleges, 533 Airport Boulevard, Suite 200, Burlingame, California 94010, 650-696-1060, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The San Diego Community College District is governed by its Board of Trustees. No oral or written representation is binding on the San Diego Community College District without the express written approval of the Board of Trustees. GED is a registered trademark of the American Council on Education and may not be used or reproduced without express written permission of the American Council on Education.

President's Message

Established in 1914, San Diego College of Continuing Education is among the oldest and largest noncredit institutions in the nation. Hundreds of learning opportunities are presented in this catalog.

Free classes and certificate programs are offered in a variety of academic areas including automotive, business and accounting, child development, clothing and textiles, digital media and programming, healthcare, hospitality and culinary arts, information technology, and skilled and technical trades. These are priority sectors in San Diego County, which means the free education and training students receive from San Diego College of Continuing Education (SDCCE) aligns with available jobs in San Diego.

Our students are among the most diverse in California—culturally, ethnically, and educationally—and our college is proud to be playing a preeminent role in alleviating poverty in our community. Students attend classes for many reasons and range in age from 18 to 100 years. Hundreds of students are learning a new trade or sharpening an old skill, and many are completing high school diplomas or learning to speak English. Thousands attend classes that keep minds and bodies active to maintain health.

SDCCE students are determined, courageous and crave knowledge. Students are committed to learn—not for grades and advanced degrees, but to enrich their lives and the lives of their families. SDCCE welcomes people who return to education to complete high school diplomas, many who have been away from school for years, and we help them succeed. Professionals including doctors and engineers can be found in SDCCE computer labs learning advanced software applications or the latest trends in media technologies.

As a fully accredited educational institution, students receive first-rate education, and faculty and staff are at the heart of our institution. Many come from around the globe, bringing with them diversity, experience and top academic credentials including Master's and Doctoral degrees. Each is dedicated to



creating a supportive learning environment because we are most proud of the students we serve and the success they achieve.

Thank you for being part of our diverse community committed to educational excellence.

Sincerely,

Tina M. King, Ed.D., President
San Diego College of Continuing Education

Board of Trustees

Geysil Arroyo
President

Craig Milgrim
Executive Vice President

Mariah Jameson
Vice President for Legislative Advocacy

Marichu Magaña, Psy.D.
Vice President for Institutional Effectiveness

Maria Nieto Senour, Ph.D.
Vice President for Diversity, Equity, and Inclusion

Student Members 2026–2027

The Associated Student Government (ASG) elections are held at the end of the Spring semester. The Associated Student Presidents at City, Mesa, Miramar, and Continuing Education colleges will collectively serve as the Student Trustee and sit at the Board of Trustees meetings on a rotating basis. The Associated Student Presidents, who take on the role of Student Trustee, are voted by the student body to serve yearly terms commencing June 1 through May 31.

Chancellor and Secretary to the Board
Gregory Smith

District Administration

Gregory Smith
Chancellor

Jack Beresford
Vice Chancellor, Marketing, Communications, and Public Affairs

Jared Burns, Ph.D., J.D.
Vice Chancellor, People, Culture, and Technology Services

Laurie Coskey, Ed.D.
Vice Chancellor, Development and Entrepreneurship

Michelle Fischthal, DBA
Vice Chancellor, Institutional Innovation and Effectiveness

Joel L.A. Peterson, Ph.D.
Vice Chancellor, Operations, Enterprise Services, and Facilities

Susan Topham, Ed.D.
Vice Chancellor, Educational Services

Daniel Troy
Vice Chancellor, Finance and Business Services

Jorge Fuentes
Director, Chancellor's Office Operations



The SDCCD Board of Trustees includes, from left, Craig Milgrim, Maria Nieto Senour, Geysil Arroyo, Mariah Jameson, and, Marichu Magaña

San Diego College of Continuing Education Administration

Administrative Office
4343 Ocean View Boulevard
San Diego, California 92113-1915
619-388-4990

President..... Tina M. King, Ed.D.
619-388-4990
Fax 619-388-4981

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Services..... Jacqueline Sabanos, M.B.A.
619-388-4884
Fax 619-388-4980

Vice President, Instructional
Services..... Masahiro Omae, Ph.D.
619-388-4850
Fax 619-388-4978

Vice President,
Student Services..... Shakerra Carter, Ed.D.
619-388-4991
Fax 619-388-4975

Business Services Office 619-388-4821
Fax 619-388-4975

Communications Office 619-388-4833

Instructional Services Office 619-388-4850
Fax 619-388-4978

Management Services Office 619-388-4884
Fax 619-388-4980

Program Deans Contact Information

Automotive; Skilled and Technical Trades

Andrei Lucas, M.B.A.,
Educational Cultural Complex 619-388-4956

Business, Accounting and Entrepreneurship; Digital Media and Programming; Information Technology

Michelle Gray, M.A., North City 619-388-1800

Career Transition Services

Roberta Krauss, Ed.D., CE Miramar 619-388-7825

Child Development;

Myesha Jackson, M.B.A., West City 619-388-1931

Clothing and Textiles; Hospitality and Culinary Arts

Myesha Jackson, M.B.A., West City 619-388-1931

Counseling and Support Services

Roberta Krauss, Ed.D., CE Miramar 619-388-7825

Disability Support Programs and Services; Emeritus (55+)

Vangie Akridge, Psy.D., CE Mesa 619-388-1950

English as a Second Language & Citizenship

Bitia Bookman, Ph.D., Mid-City 619-388-4500

Healthcare Careers

Catherine Shafer, M.S.N., R.N.,
Harbor View 619-388-1910

High School Diploma/High School Equivalency and Basic Skills; CAEP Consortium Director

Armin Rashvand, Ph.D., Harbor View 619-388-1910

Instructional Learning Technology & Learning Resources

Maureen Rubalcaba, Ph.D.,
Educational Cultural Complex 619-388-1962

Planning, Research & Institutional Effectiveness

Jessica Luedtke, M.A., North City 619-388-1804

Student Affairs

Michele Madrid Novak, M.Ed.
CE Miramar 619-388-1870

Student Support Services

Franklin Garrett, Ed. D.
West City 619-388-1871

Accreditation

San Diego College of Continuing Education is accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges, 533 Airport Boulevard, Suite 200, Burlingame, California 94010, 650-696-1060, an institutional accrediting body recognized by the Council for Higher Education Accreditation.

Persons interested in the institution's accreditation and program approvals may review documents describing these activities in the President's Office. These documents will be available for such review at a mutually convenient time during regular business hours, and an appropriate interpretation of their contents will be provided if requested.

Disclaimer

The San Diego Community College District is governed by its Board of Trustees. No oral or written representation by any employee of the college district is binding on the San Diego Community College District without the express approval of the Board of Trustees.

Academic Freedom & Freedom of Expression

(Board Policy – BP 4030)

The San Diego Community College District is committed to an academic environment that embraces the principles of academic freedom and freedom of expression. This commitment is based upon the value that free expression is essential to excellence in teaching, learning, critical inquiry and service to the community.

1. ACADEMIC FREEDOM

- a. Academic freedom affords the faculty the right to speak and write freely, without unreasonable restrictions or prejudices.
- b. In accordance with the doctrine of academic freedom, faculty have the following fundamental rights:
 1. Faculty primacy as a collective body in designing and approving curriculum and instructional methods regardless of delivery modality;
 2. Individual faculty member determination of instructional materials, course content, and presentation, and student evaluation methods, in concert with colleagues, so as to assure consistency of instruction and academic standards;
 3. Individual faculty member freedom to discuss subject matter of the course, as appropriate to the standards of the discipline and academic community, even when that material is controversial;
 4. Individual faculty member authority to evaluate enrolled students on the basis of the academic merit of the students' performance;
 5. Individual faculty member freedom to choose of professional research topics and methods of investigation— subject to professional and peer-determined standards—as well as unconditional freedom to publish their work; and
 6. Individual faculty member right to participate in curriculum review, accreditation processes, and other forms of participatory governance.

2. FREEDOM OF EXPRESSION

- a. Freedom of expression affords the faculty, staff, and students the right to speak and write freely in accordance with the constitutional protections of free speech-without fear of retaliation. In particular:
 1. The District shall protect the rights of faculty to express their views in the classroom that pertain to class content. While it is understood that controversy is often at the core of inquiry, such controversy should be addressed in a mutually respectful manner;
 2. The District shall protect the rights of faculty, staff, and students to speak freely on matters of public concern;
 3. Faculty, staff, and students are free to explore a wide range of views and judge the merits of competing ideas;
 4. As outlined in board policies and administrative procedures, faculty, staff, and students have responsibilities which are based upon principles of fairness, integrity, confidentiality, safety, professionalism, and respect for others;
 5. Faculty, staff, and students have the right to join or form organizations in accordance with District policy and procedures; and
 6. Faculty, staff, and students have the right to participate in governance in accordance to District policy and procedures.

The San Diego Community College District

The San Diego Community College District is charged with educating all adults 18 years of age and older in the City of San Diego. The District provides education at several levels, from adult basic education through baccalaureate level college degree programs. The District has three fully accredited colleges, City, Mesa, and Miramar.

The District also has a separately accredited noncredit Continuing Education Program. The District is governed by a Board of Trustees consisting of five voting members elected by the people of San Diego and a student trustee elected by District college students. The Chancellor is the Chief Executive Officer in charge of day to day operations.

Nondiscrimination

The San Diego Community College District is committed to equal opportunity and does not discriminate in its programs, services, employment, or activities. The District prohibits discrimination based on protected characteristics under applicable laws. Anyone who believes they have experienced discrimination may report it through the District's complaint procedures.

Campus Locations



Harbor View Campus

(See map on page 144)
1901 Main Street
San Diego, California 92113-2129
619-388-1910, Fax 619-388-1949
SDCEHarborView@sdccd.edu

Communities served: Barrio Logan and Southeastern San Diego



Continuing Education at Mesa College

(See map on page 149)
7350 Armstrong Place
San Diego, CA 92111
619-388-1950, Fax 619-388-1995
SDCEMesa@sdccd.edu

Communities served: Clairemont, Kearny Mesa, and Linda Vista



Educational Cultural Complex

(See map on page 144)
4343 Ocean View Boulevard
San Diego, California 92113-1915
619-388-4956, Fax 619-388-4983
SDCEECC@sdccd.edu

Communities served: Southeastern San Diego, Southcrest, Skyline, Paradise Hills, Memorial Park, South Park and Encanto



Mid-City Campus

(See map on page 149)
3792 Fairmount Avenue
San Diego, California 92105-2204
619-388-4500, Fax 619-388-4590
SDCEMidcity@sdccd.edu

Communities served: City Heights, Rolando, Normal Heights, North Park, College, University Heights, Oak Park, Kensington, Talmadge, and East San Diego



North City Campus

(See map on page 149)
8355 Aero Drive
San Diego, California 92123-1720
619-388-1800, Fax 619-388-1839
SDCENorthCity@sdccd.edu

Communities served: Linda Vista, Kearny Mesa, Mission Valley, Mission Village, Serra Mesa and Tierrasanta



West City Campus

(See map on page 149)
3249 Fordham Street
San Diego, California 92110-5332
619-388-1873, Fax 619-221-6951
SDCEWestCity@sdccd.edu

Communities served: Midway District, Morena, Old Town, and Point Loma



Continuing Education at Miramar College

(See map on page 149)
10440 Black Mountain Road
San Diego, CA 92126-2999
619-388-7825, Fax 619-388-1839
SDCEMiramar@sdccd.edu

Communities served: Mira Mesa and Scripps Ranch

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Academic Calendar 2026-2027

Fall Semester 2026

18-Week Semester: August 19, 2026 - January 9, 2027

September 7, 2026 Holiday – Labor Day**

November 11, 2026 Holiday – Veterans Day**

November 23 - 25, 2026 Classes not in session

November 26 - 27, 2026 Holiday – Thanksgiving**

December 21, 2026 - January 2, 2027 Winter Recess, no classes

December 23, 2026 Holiday – Admissions Day**

December 24 - 25, 2026 Holiday – Winter Holiday** December

December 31, 2026 - January 1, 2027 Holiday – New Year**

January 18, 2027 Holiday – Martin Luther King, Jr. Day**

Spring Semester 2027

18-Week Semester January 14 - May 29, 2027

February 12, 2027 Holiday – Lincoln Day**

February 15, 2027 Holiday – Washington Day**

March 29 - April 3, 2027 Spring Break, no classes

April 2, 2027 Holiday – Farmerworkers Day**

May 31, 2027 Holiday – Memorial Day**

Summer Session 2027

Summer Classes June 1 - August 14, 2027

June 18, 2027 Holiday – Juneteenth**

July 5, 2027 Holiday – Independence Day**

** No Saturday or Sunday classes after a Friday holiday. No Sunday classes before a Monday holiday.



General Information



History

San Diego College of Continuing Education (SDCCE) has been making history for 100 years. We were among the first community college continuing education institutions in California to meet the standards for independent accreditation from the Accrediting Commission for Schools, Western Association of Schools and Colleges. We were one of the first in California to establish a joint high school diploma partnership with the local school district.



Today, SDCCE is once again making history. Faculty, staff, and administration are responding to community needs in unprecedented ways. SDCCE is recommitted to opening its doors to all who are motivated to learn and enrich their lives. We offer more opportunities than ever before through new classes, programs, and services to the community.

We have replaced outdated equipment and built new facilities where needed to provide state-of-the-art learning environments for San Diegans. We are creating new learning pathways that lead to vocational certificates and Associate degrees at City, Mesa, and Miramar Colleges. SDCCE is also developing new community, industry, and business partnerships to maximize public resources.

SDCCE provides opportunities to change lives. Improving skills and gaining knowledge leads to better jobs. SDCCE's successful students are found in and around San Diego, the state, nation, and world. Each one of these outstanding individuals is contributing to society—making history in their own way.

SDCCE challenges you to look for opportunities as a student, faculty or staff member, or as a business partner in our community, to continue the 100 year-old legacy of SDCCE.

San Diego College of Continuing Education Vision and Mission Statements

The vision and mission statements of San Diego College of Continuing Education (SDCCE) reflect the school's high-quality educational programs that keep up with the times; transform students' lives by assisting them in their personal, vocational, and academic pursuits; and are accessible to everyone. The statements stress quality and innovation in teaching, accessibility and equitability of education, career advancement and pathways to college for students, and student success and lifelong learning.



SDCCE Vision

To be the leader in innovative education where students transform their lives and communities.

SDCCE Mission

San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to credit college.

In addition to the mission and vision statements, SDCCE has official statements of philosophy and core values:

Philosophy Statement

San Diego College of Continuing Education is a multicultural institution dedicated to providing educational access and lifelong learning opportunities to our community. Our commitment is to all learners, who bring diverse academic skills and life experiences. We offer innovative, high quality instruction and student support services. We believe that education is key to enriching lives and contributing to our community.

Core Values

We, the College of Continuing Education faculty, staff, and administration of San Diego Community College District place students at the center of all that we do, supporting and promoting excellence in their endeavors. We acknowledge our responsibility to society and believe that access to lifelong learning is a cornerstone of a democratic society. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape the future. We affirm many different points of view and places of origin; we uphold equity and inclusion; we value collaboration and shared decision-making; and we honor creativity and innovation.

Diversity Statement

San Diego College of Continuing Education was founded in 1914 on the principles of inclusion and social justice. As a community, we affirm that every person has worth as an individual. Each person is entitled to dignity, compassion, and respect, regardless of race, color, ethnicity, age, gender, nationality, language expression, citizenship, sexual orientation, religion, socioeconomic status, physical ability, mental ability, and cultural expression. We understand that systemic inequities exist and we are dedicated to confronting and dismantling these barriers within our institution. We denounce words and acts that lead to prejudice and intolerance; we look to educate those whose thoughts lead them to such actions. Such expressions have no place in the San Diego College of Continuing Education.

Institutional Student Learning Outcomes

Student Learning Outcomes (SLOs) are the knowledge, skills, and attitudes that students possess and can demonstrate upon completing a course or program of study.

Social Responsibility

SDCCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.

Effective Communication

SDCCE students demonstrate effective communication skills.

Critical Thinking

SDCCE students critically process information, make decisions, and solve problems independently or cooperatively.

Personal and Professional Development

SDCCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self-advocacy skills to cope with changing situations in their lives.

Diversity, Equity, Inclusion, Anti-racism and Access

SDCCE students critically and ethically engage with local and global issues using principles of equity, civility, and compassion as they apply their knowledge and skills: exhibiting awareness, appreciation, respect, and advocacy for diverse individuals, groups, and cultures.

Disclaimer

While every reasonable effort has been made to ensure that statements in this catalog are accurate, it must be understood that the information contained herein is subject to change or elimination without notice by the administration of the San Diego Community College District. Students should consult the appropriate campus or department for current information, as well as for any special rules or requirements imposed.

Admissions and Enrollment



Admission

Open Enrollment

It is the policy of the San Diego Community College District that, unless specifically exempted by statute, every course, section or class offered and maintained by the District, where full time equivalent student (FTES) is to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to San Diego College of Continuing Education and who meets course Advisories.

Advisories

Advisories are departmental recommendations to be completed prior to enrolling in the course. Advisories do not prevent a student from enrolling, but are strongly encouraged by the department for a student's academic success.

Enrollment of Minors

High school students requesting concurrent enrollment are subject to the following criteria:

- Students must have completed the 10th grade.
- Students may enroll in one program of study.
- Students must satisfy course prerequisites and eligibility requirements.
- Students must clear all To-Do List items in their mySDCCD student portal.
- Currently, enrollment in some Career Training Education (CTE) programs are limited or not currently available for concurrent enrollment.
- The course must be advanced scholastic or technical.
- Students will be given grades and hours for all courses. Grades and hours will be part of the student's permanent record.

Eligibility

If you are 18 or older and a resident of California, you may attend classes. If you are under 18 and a high school graduate, married, or in the military, and a resident of California, you may also attend. Contact the campus Student Services office if you have questions about attending. Regulations set by the

United States Citizenship and Immigration Services (USCIS) prohibit individuals in the U.S. with an F-1, B-1 or B-2 (visitor) visa, or with a border crossing card from attending San Diego College of Continuing Education classes.

Class Enrollment

Application/Enrollment

Steps to Enroll

- **Application**
- **Orientation**
- **Assessment**
- **Counseling**

Online application and enrollment is required for all classes. Some in-person classes operate on an open-entry/open-exit format and enrollment is on a first-come, first-served basis. Minimum attendance is necessary for classes to be held. Some classes may require pre-enrollment, and some classes and programs may also require a mandatory orientation and meeting with a counselor. Enrollment directions will be noted in the class schedule. All students are required to complete an online application.

All new students must complete an online application prior to enrollment. Students who have previously attended, but have not been in continuous attendance for one year must update their application prior to enrollment.

Apply Online

To complete an on line application please visit our web site at: <https://www.sdcce.edu/>

Class Schedule on the Internet

Up-to-date class schedule information and course descriptions are available online at <https://www.sdccd.edu/students/class-search/search.html>. A search engine allows students to search for classes by subject, semester, campus, or keywords.

How to Register for Community Education classes

Online pre-registration is mandatory for all Community Education classes. Visit

<https://www.showpass.com/o/san-diego-continuing-education/> for full course descriptions and find the Community Education schedule in the programs area of the website. Payment for class fees must be made via online registration. If a materials fee is required, it is listed with the class registration fees. Requests for special accommodations must be made well before classes begin to ensure timely provision of services.

A refund policy is as follows: A full refund will be made if Community Education cancels a class or is unable to continue the class. If an enrolled attendee cancels at least three (3) business days prior to the start of the class, enrollment fees will be refunded minus a \$15.00 cancellation fee. Enrollment fees will not be refunded if an attendee cancels with less than 3 business days' notice or if the attendee fails to attend all or part of the course. A refund may take up to three weeks to process.

Additional Fees

Parking permits are required at all campuses.

Automobile parking permits per semester	\$40.00*
Motorcycle parking permits per semester	\$17.50
Reissued Diploma or Certificate.....	\$10.00
Transcript of Record	\$5.00
(after two have been issued free of charge)	
Loss or damage of equipment and books.....	Cost
Associated Student Membership (per academic year).....	\$4.00

All fees are subject to change and may vary by campus. For parking fee information please visit the Student Services office at your campus for more details.

*** Note:** Students receiving public assistance, or who are determined eligible for financial aid, may purchase a single car permit for \$25.00.

Automobile parking permits for the Summer Session may be purchased for \$29.00.

Students are expected to buy all books and supplies needed for their courses. Certain occupational programs may require additional expenditures for tools, uniforms and/or liability insurance.

Textbooks and Required Materials

In all fee courses and most non-fee courses, the student is expected to provide their own textbook and materials. In Adult Basic Education (ABE), English

as a Second Language (ESL), and ESL/Citizenship classes, San Diego College of Continuing Education may provide the necessary study materials for in-class use, but students are still encouraged to buy their own workbooks and texts for use at home. In career technical education, students may be eligible to qualify for "loaner" texts and materials under the Career and Technical Education Act (CTEA). For additional information, contact your campus counseling office.

Audit Policy

Auditing courses is not permitted under any circumstances. Students must be officially enrolled in all classes which they attend.

Important Reminder

Every male citizen of the U.S. and male immigrant residing in the U.S., ages 18 through 25, must register with the Selective Service.

Student Services



CalWORKs

The San Diego College of Continuing Education (SDCCE) CalWORKs program is designed to assist students receiving public assistance to achieve long-term self-sufficiency through coordinated academic and student services offered at all SDCCE campuses. Student support services include assistance with paid work study program, books, transportation, assessment, educational and career planning, and counseling services. Additional information can be found at sdcce.edu/services/calworks

Campus Life

Student life and leadership are administered by the Office of Student Affairs. Students at any of our campuses may engage with student government through the Associated Students of the College of Continuing Education (ASCCE). The student voice is represented college-wide through the elected Governing Council of the ASCCE, and at each campus through local Campus Councils open to all students. Additionally, the Office of Student Affairs supports the formation of student-led clubs and organizations across the college, as well as cultural and co-curricular programming and events at each campus. Students can also purchase Associated Student validation stickers through the Office of Student Affairs for their student ID card each semester, which offers access to additional services, discounts, and other opportunities.

Career Transition Services

Career Transition Services offers services for students currently attending classes and previous semester graduates of San Diego College of Continuing Education. Walk-in sessions and workshops are available for career planning and job search services at selected campuses to prepare you for the workplace. Additional Career and job placement information can be found at sdcce.edu/services/cctc

CARES

SDCCE CARES (Commitment to Accessible Resources for Educational Support) is a comprehensive basic needs program designed to help students meet fundamental needs of food, housing, transportation, childcare, health care and mental wellness. For more information email sdccebasicneeds@sdcce.edu

Counseling and Student Success

The Counseling Department is committed to student success by providing equitable access to counseling and support services, using a student-centered approach in the following areas: career and academic advising, goal setting, educational planning, and counseling workshops.

Counselors also assist with:

- Identifying an Educational/Career Goal
- Educational Planning
- Certificate Program Information and Requirements
- Credit by Exam (earning college credit for selected classes)
- Referral to Services and Resources
- SDCCE Scholarships
- Graduation
- Transition to College

Counseling is offered to all students at any of the seven SDCCE campuses. Appointments can be scheduled in-person, over the phone, or virtually via Zoom.

Make an appointment with a counselor or attend a counseling workshop at your preferred campus. Contact 619-388-SDCE (7323) for more information or <https://sdcce.edu/student-services/academic-support/counseling.html> for more information.

There are many more support services programs available to assist students such as:

- Lesbian, Gay, Bisexual, Transgender, Queer and Others (LGBTQ+) – Contact information: sdccepridecenter@sdccd.edu.

A complete listing of support services programs and contact information can be found at <https://sdcce.edu/services/about>

Disability Support Programs and Services (DSPS)

San Diego College of Continuing Education provides academic accommodations and services for students with disabilities in compliance with State and Federal legislation including Section 504 and 508 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act Amendments Act (ADAAA).

Eligible students who have a verified disability qualify for academic accommodations and services through the Disability Support Programs and Services (DSPS) department. Student participation in the DSPS program is voluntary. Academic accommodations and services are designed to support students enrolled in on-campus, online, and clinical setting courses in the achievement of their academic and vocational goals. Educational Assistance Classes for students with disabilities may be available to support academic and vocational programs through DSPS.

Authorized academic accommodations may include, but are not limited to: assistive technology and alternate media, interpreters and captioning for students who are deaf or hard of hearing, note-taking materials, test taking accommodations, audio recorders, use of specialized equipment and adaptive devices, and disability-related counseling and referral. Liaison with community agencies is also an important component of the program. The campuses are physically accessible. Students are encouraged to apply early for timely services.

Anyone interested in applying for services or obtaining further information may contact the Disability Support Programs and Services Counselor at each campus.

For more information, please call any of the following campus locations and ask for the DSPS Counselor. For more information, please email SDCEDSPS@sdccd.edu or call:

- Harbor View 619-388-1910
- CE Mesa..... 619-388-1950

- ECC..... 619-388-4812
- Mid-City 619-388-4500
- North City..... 619-388-1800
- West City..... 619-388-1873

The Dean of DSPS and Emeritus is located at the Continuing Education (CE) Mesa campus, 7350 Armstrong Pl., San Diego, CA 92111 and may be reached at 619-388-1965.

The DSPS Department is located at the Educational Cultural Complex (ECC), 4343 Ocean View Blvd., San Diego 92113.

San Diego College of Continuing Education class schedules are available each semester at all Continuing Education campuses. The schedule for DSPS classes is included, as well as being available on the website at www.sdcce.edu/dsps.

Service Animals

The San Diego Community College District will permit qualified students with disabilities to use service animals in district facilities and on district campuses (Administrative Procedure 3440) in compliance with state and federal law.

Animals are not permitted on campus with the exception of service animals for persons with disabilities. Refer to Administrative Procedure (AP 3440) Service Animals.

Be Well CCE

Be Well CCE provides Mental Health Services, Student Health Services, referrals and programming and other tools and supports for your mental wellness. Contact: bewellsdcce@sdccd.edu.

Pathways

Pathways is a retention model program providing intensive case management and direct support services to SDCCE students experiencing varied levels of housing insecurity along their road to completion of academic and job training courses and programs, a new career, and/or transition to the credit college. Pathways creates educational communities focused on the student's journey breaking down barriers to access and retention by empowering students to drive their success and

achieve their educational and career goals to reach self-sufficiency. Contact the program coordinator at ssstanley@sdccd.edu or call (619) 388-4933.

Support Services

College Police

The College Police Department is responsible for providing public safety, law enforcement and crime prevention services. Its mission is to maintain peace and order and a safe learning environment throughout our District. It is also responsible for administering the campus parking program, lost and found and the building security program.

For information and general assistance, call 619-388-3461. For police assistance, call 619-388-6405. Emergency services are provided 24 hours a day 7 days a week. Learn more about College Police at: <https://www.sdccd.edu/departments/police/>.

Police Escort and Related Services

The college police are available to provide escorts, vehicle battery jumps, and vehicle lockout services during regular hours of operation. Students who wish to use these services should call College Police Dispatch at 619-388-6405 or go any of the College Police Offices at the following locations for assistance:

City College (V-100)	619-388-3461
Mesa College (Q-100)	619-388-2749
Miramar College (T-100)	619-388-7353 or 858-536-7353
College Police Dispatch	619-388-6405

Parking

1. Student parking permits are available for purchase during online registration or at the campus accounting office. Permits paid for before classes begin are generally mailed and those purchased after classes begin must be picked up. Parking permits are required the first day of each semester; fall, spring, and summer. There is no grace period.
2. Students may not utilize staff/faculty parking areas unless they are the owner of a valid, state-issued disabled placard. Owners of a

valid disabled placard are not required to buy a parking permit.

3. There are time limited visitor parking spaces at certain campuses reserved for visitors' use only. Students, except owners of a valid state issued disabled placards, may not utilize visitor parking. All campuses have pay and display machines for visitor and student use. Visitors and students can also download the MobileNow! mobile app to pay by credit card. Pay and display permits and MobileNow! payments are only valid in student parking spaces.
4. Motorcycles must display a valid motorcycle permit and be parked in designated motorcycle parking only.
5. Bicycles must be parked only in designated bicycle racks. Students are not allowed to ride bicycles, motorized bikes, scooters or skateboards on campus. Violators are subject to citation and/or disciplinary action.

Transportation for Students with Disabilities

Paratransit (curb-to-curb) service is available for a fee to persons with disabilities who cannot use public transportation. ADA certification is required. Please contact DSPS for additional information or forms for certification. Students may also contact MTS (Metropolitan Transit System) at 888-517-9627.

Vehicle Immobilization/Booting/Towing/Hold

Vehicles that accumulate five (5) or more unpaid parking citations are subject to immobilization (booting) of their vehicle and/or impound (towing) at owner's expense. In addition, a hold may be placed on the vehicle registration. If a vehicle accumulates \$100 or more in outstanding fines, a hold may be placed on student records/grades.

Emergency Cell Phone Numbers

San Diego College of Continuing Education encourages students to provide cell phone numbers to communicate with them in the event of a college or district-wide emergency. Students can provide this important information at: <https://myportal.sdccd.edu/>.

Emergency Calls

The college will not interrupt classroom instruction to deliver messages, except in an extreme emergency. All calls/inquiries should be referred to the College Police Dispatch at 619-388-6405.

Tutoring and Learning Center

The Tutoring and Learning Centers (TLC) at SDCCE helps adult learners build confidence and improve academic skills by offering High School Equivalency testing (ECC only), tutoring, and other learning supports. Tutoring is free and open to all enrolled SDCCE students. Visit the TLC at ECC, Harbor View, and Mid-City Campuses to learn more about our academic tutoring and to enroll. 619-388-4611.

Veterans Services

Veterans Services at San Diego Continuing Education serves Veteran students with dignity, respect, and honor. Veteran Services is committed to provide effective and timely services in an inclusive, challenging and supportive learning environment that prepares Veteran students for their academic and career pathways. Please contact Admissions and Records at (619) 388-4935 for information on programs eligible for VA education benefits.

The Virtual Welcome and Call Center

The Virtual Welcome and Call Center provides online and real-time student support services from application to enrollment. Please visit <https://www.sdccd.edu> or call (619) 388-SDCE (7323) to connect with SDCCE's Virtual Welcome and Call Center.

Academic Information and Regulations



Grading System

Attendance Policy

Regular attendance is expected in all classes in accordance with the approved class schedule. Any student absent for three consecutive class meetings may, at the discretion of the instructor, be dropped from the class. Those students receiving Veterans Benefits must comply with the attendance requirements specific to these programs. Some instructors may have attendance requirements which are specific to the class or program. These requirements will be found in the class syllabus. Students should direct questions regarding class attendance to the instructor at the time they enroll in the class.

Non-fee classes may be closed when student attendance falls below a required level. Students are urged to be in regular attendance and to assume, through regular attendance, the responsibility for keeping the class in session.

Academic Grades

The following grades are used in reporting the standing of students:

A - Excellent

B - Good

C - Average

D - Barely Passing

F - Failing

I - Incomplete

SP - Satisfactory Progress

UG - Ungraded

Progress and Grade Policy

Progress in each academic course will be measured by letter grades of A (excellent), B, C, D, F (failing/unsatisfactory), and I (incomplete). Progress for certain classes will be measured by grading symbols of SP (Satisfactory Progress) and UG (Ungraded). If a student shows unsatisfactory progress in thirty hours of instruction, the student will be called in for an instructor-student conference to discuss the reasons for lack of progress and ways to improve performance. A grade of "F" in more than half the subjects the student is taking may result in a

counseling referral. A grade entry of I = Incomplete shall only be issued to a student with 30 or more attendance hours for an in-person class or to a student who participated past the 2nd census for an online class due to incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the class. Incomplete grades must be completed within the next two semesters (summer sessions excluded). Please note, an "I" for noncredit does not get replaced on the student's transcript. The repeated course taken in the appropriate semester will reflect the earned grade.

College Credit for Noncredit Courses – Credit By Exam

Credit by Examination designed and approved by individual disciplines (Administrative Procedure AP-3900.1). The term "examination" means any written, oral or performance standards determined by the individual departments. Students must meet specific criteria to be eligible for credit by examination. You may view a full copy of the policy by accessing the following website: <https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx>

Students successfully completing specifically designated vocational classes in San Diego College of Continuing Education may receive college credit for noncredit courses. For additional information, contact your campus counselor.

San Diego College of Continuing Education (SDCCE) to College CTE (Career Technical Education) Transitions Credit by Exam Active Agreements

San Diego College of Continuing Education to San Diego City, Mesa, and Miramar College

For the most up-to-date listing of active agreements and student requirements, please go online at:
<https://bit.ly/2S51Bqx>

SDCCE Program Area	SDCCE Course	College Course	Units	College	College Program Area	Status
Advanced Manufacturing						
Skilled and Technical Trades	ELRN 451 Electronic Technician I	ELDT 124 Basic DC Electronics AND ELDT 124L Basic DC Laboratory	Total of 5	City	Electronics	Active through Summer 2027
Skilled and Technical Trades	ELRN 452 Electronic Technician II	ELDT 143 Semiconductor Devices AND ELDT 143L Semiconductor Devices Laboratory	Total of 4.5	City	Electronics	Active through Summer 2027
Business and Entrepreneurship						
Business, Accounting and Entrepreneurship	OFSY 596 Word Processing-Beginning	CBTE 120 Beginning Microsoft Word	2	Miramar	Computer Business Technology	Active through Summer 2027
Business, Accounting and Entrepreneurship	OFSY 599 Word Processing-Advanced	CBTE 122 Intermediate Microsoft Word	3	Miramar	Computer Business Technology	Active through Summer 2027
Business, Accounting and Entrepreneurship	COMM 614 Computer Presentations	CBTE 127 Beginning Microsoft Powerpoint	2	Miramar	Computer Business Technology	Active through Summer 2027
Business, Accounting and Entrepreneurship	OFSY 575 Spreadsheets-Beginning	CBTE 140 Beginning Microsoft Excel	2	City, Mesa, Miramar	Computer Business Technology	Active through Summer 2027
Business, Accounting and Entrepreneurship	OFSY 510 Database Systems-Beginning AND OFSY 511 Database Systems-Intermediate	CBTE 152 Beginning Microsoft Access	2	Miramar	Computer Business Technology	Active through Summer 2027

San Diego College of Continuing Education (SDCCE) to College CTE (Career Technical Education) Transitions Credit by Exam Active Agreements

San Diego College of Continuing Education to San Diego City, Mesa, and Miramar College

For the most up-to-date listing of active agreements and student requirements, please go online at:
<https://bit.ly/2S51Bqx>

SDCCE Program Area	SDCCE Course	College Course	Units	College	College Program Area	Status
Education and Human Development						
Child Development	HMDV 575A Foundations of Child Care AND HMDV 575B Introduction to Child Care Business	CHIL 176 Principles of Infant/Toddler Caregiving	3	City, Mesa, Miramar	Child Development	Active through Summer 2027
Child Development	HMDV 594 3-5 Yr Old Steam Education	CHIL 291 A Child Development Center Practicum	1	City, Mesa	Child Development	Active through Summer 2027
Child Development	HMDV 591 Early Learner Outdoor Enrichment	CHIL 291 B Child Development Center Practicum	1	City, Mesa	Child Development	Active through Summer 2027
Child Development	HMDV 586 Early Learner Brain Dance	CHIL 291 C Child Development Center Practicum	1	City, Mesa	Child Development	Active through Summer 2027
Child Development	HMDV 582 Two Year Development and Care	CHIL 291 D Child Development Center Practicum	1	City, Mesa	Child Development	Active through Summer 2027
Energy, Construction & Utilities						
Skilled and Technical Trades	MECT 431 Air conditioning/ Heating I AND MECT 432 Air Conditioning/ Heating II	AIRE 100 Basic Refrigeration and Air Conditioning Theory AND AIRE 103 Basic Refrigeration and Air conditioning lab	3 3	City	Air Conditioning , Refrigeration, and Air Conditioning Lab	Active through Summer 2027
Health						
Healthcare Careers	HLTH 612 Medical Terminology	MEDA 110 Medical Terminology	3	Mesa	Health	Active through Summer 2027

San Diego College of Continuing Education (SDCCE) to College CTE (Career Technical Education) Transitions Credit by Exam Active Agreements

San Diego College of Continuing Education to San Diego City, Mesa, and Miramar College

For the most up-to-date listing of active agreements and student requirements, please go online at:
<https://bit.ly/2S51Bqx>

SDCCE Program Area	SDCCE Course	College Course	Units	College	College Program Area	Status
Information and Computer Technologies and Digital Media						
Digital Media and Programming	COMM 660 Visual Design; COMM 661 Vector Design; COMM 662 Page Layout Design AND COMM 663 Portfolio Design	DSGN 102 Digital Media I	3	City	Art – Graphic Design	Active through Summer 2027
Digital Media and Programming	COMM 660 Visual Design; COMM 661 Vector Design AND COMM 662 Page Layout Design	MULT 100 Introduction to Visual Communication	3	Mesa	Multimedia	Active through Summer 2028
Digital Media and Programming	COMM 667 Motion Graphics AND COMM 668 Video Production	MULT 123 Digital Video I	3	Mesa	Multimedia	Active through Summer 2028
Digital Media and Programming	COMM 667 Motion Graphics AND COMM 668 Video Production	FJMP 110 Introduction to Video Editing	3	City	Radio, Television and Film	Active through Summer 2028
Digital Media and Programming	COMM 669 Web Design & Content Management	WEBD 169 Website Development Using Open Source Content Management Systems	3	Mesa	Web Design	Active through Summer 2028
Digital Media and Programming	COMM 672 Web Programming with HTML AND CSS	WEBD 152 Beginning Web Dev & WEBD 168 Intermediate HTML	3	Mesa	Web Development	Active through Summer 2027

San Diego College of Continuing Education (SDCCE) to College CTE (Career Technical Education) Transitions Credit by Exam Active Agreements

San Diego College of Continuing Education to San Diego City, Mesa, and Miramar College

For the most up-to-date listing of active agreements and student requirements, please go online at:
<https://bit.ly/2S51Bqx>

SDCCE Program Area	SDCCE Course	College Course	Units	College	College Program Area	Status
Digital Media and Programming	COMM 673 USER Interface Design	MULT 100 Intro to Visual Comm AND WEBD 154 Creating User Centered Content	3	Mesa	Web Development	Active through Summer 2027
Information Technology	COMP 608 Networking Foundations (Network+)	INWT 120 Network Fundamentals (Network+)	4	City	Information, Network, and Web Technologies	Active through Summer 2027
Information Technology	COMP 609 Security Foundations (Security+)	INWT 140 Security Fundamentals (Security +)	3	City	Information, Network, and Web Technologies	Active through Summer 2027
Digital Media and Programming	COMP 690 Introduction to Web Programming	WEBD 164 Python Programming	3	Mesa	Web Development	Active through Summer 2027
Information Technology	COMP 649 Programming with Javascript II	WEBD 164 Python Programming	3	Mesa	Web Development	Active through Summer 2027
Information Technology	COMP 657 Cybersecurity Architecture	INWT 170 Network Defense & Countermeasures (CySA+)	3	City	Information Network and Web Technologies	Active through Summer 2027
Retail, Hospitality, and Tourism						

San Diego College of Continuing Education (SDCCE) to College CTE (Career Technical Education) Transitions Credit by Exam Active Agreements

San Diego College of Continuing Education to San Diego City, Mesa, and Miramar College

For the most up-to-date listing of active agreements and student requirements, please go online at:
<https://bit.ly/2S51Bqx>

SDCCE Program Area	SDCCE Course	College Course	Units	College	College Program Area	Status
Clothing and Textiles	CLTX 620 Sewing Fundamentals I; AND CLTX 625 Sewing Fundamentals II; OR CLTX 511 Sewn Product Construction I AND CLTX 512 Sewn Product Construction II	FASH 130 Apparel Construction I AND FASH 130L Apparel Construction I Laboratory	Total of 4	Mesa	Fashion	Active through Summer 2027
Hospitality and Culinary Arts	FDNT 671, 672, 673, 674 AND 675	CACM 103 Organization of Food AND CACM 106 Theory of Food Principles	1 2.5	Mesa	Culinary Arts/ Culinary Management	Active through Summer 2027
Hospitality and Culinary Arts	FDNT 661 Baking & Pastry Essentials	CACM 160 Fundamental of Baking Theory	3	Mesa	Culinary Arts/ Culinary Management	Active through Summer 2027
Hospitality and Culinary Arts	FDNT 662 Baking and Artisanal Bread AND FDNT 663 Advanced Pastries and Cakes AND FDNT 664 Chocolate & Sugar Fundamentals	CACM 212 Baking and Pastry	3	Mesa	Culinary Arts/ Culinary Management	Active through Summer 2027
Hospitality and Culinary Arts	FDNT 501 ServSafe Class (Sanitation)	CACM 102 Sanitation	2	Mesa	Culinary Arts/ Culinary Management	Active through Summer 2027

Current San Diego College of Continuing Education Credit By Exam Master List is available online at
<https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/workforce-and-economic-development/cte-transitions-credit-by-exam/sdce-to-college.aspx>

Academic Regulations

Review of Student Records

Pursuant to the "Family Rights and Privacy Act of 1974" (Public Law 93-380) and the California Education Code, a student may request an opportunity to inspect all official school records, files and data related to them that are classified as Student Records. The records will be available for review at any mutually convenient time during regular working hours. If information in the file is inaccurate, misleading or inappropriate, a student may request removal of the information or include a statement disputing the material which they challenge pursuant to Procedure 5040.

The law further provides that no individual, agency or organization shall have access to student records without their written consent, with the exception of the following:

1. School officials within the District with "legitimate educational interest", such as the following
 - a. Instructional staff, when such information will assist in determining or improving the academic competence of students under their jurisdiction.
 - b. Counseling staff, when such information will assist the student in achieving their personal, academic or vocational goals or in understanding and following prescribed college/campus/District regulations.
 - c. Classified staff who are involved in the creation, analysis, distribution, correction, compilation or processing of student records.
 - d. Management or supervisory staff, when such information is directly related to the successful completion of management or supervisory duties, as prescribed by the Board of Trustees.
 - e. The Board of Trustees, in appropriate disciplinary cases.
2. Specified federal and state educational officials such as officials in the State System's Office.
3. State and local officials to the extent that such information is required to be reported pursuant to state law adopted prior to November 19, 1974.
4. Schools or colleges of intended enrollment provided that the student has been notified and given the opportunity to challenge the content.
5. Organizations conducting studies for the District.
6. Persons in connection with an emergency.
7. Agencies in connection with financial aid.
8. Court officials pursuant to a court order or subpoena provided the District Student Services Office makes a reasonable effort to notify the student in advance of such compliance.

If you have any questions regarding the release of student records, you should refer to Policy 5040, Procedure 5040 or call the San Diego College of Continuing Education Student Services Office.

Online Class Restrictions

In accordance with federal regulations, San Diego College of Continuing Education may not permit students residing outside of California to enroll in online classes.

Transcripts of Record

A student may order an official transcript of record in person, by mail, by email, or via fax. Payment of fees must be made prior to processing a request for transcripts. The following policy has been adopted by the San Diego Community College District Board of Trustees regarding the issuance of transcripts of record:

1. The first two transcripts in a student's lifetime will be issued without charge.

2. There will be a charge of \$5.00 for each additional transcript. College transcripts issued by the District are separately charged and accounted for.
3. All transcript requests are processed within 10 working days.

For additional information visit sdcce.edu/services/transcripts.

Responsibility for Meeting Requirements

Each student must assume responsibility for compliance with the regulations of San Diego College of Continuing Education (SDCCE) set forth in this catalog, for satisfying advisories for any course, and for selecting courses which will facilitate attainment of educational objectives. SDCCE does not assume responsibility for misinterpretation of policies and procedures as presented in this catalog. Counselors and advisors are available to assist in planning students' programs. Any questions or doubts concerning this catalog material should be referred to the SDCCE Instructional Services Office.

Support Services, Programs and Disability Discrimination Procedures for Students with Disabilities

(Board Policy – BP 5140)

The San Diego Community College District (SDCCD) is committed to educational opportunity for students with disabilities and will comply with all provisions of Section 504/Title II of the Rehabilitation Act of 1973, the Americans with Disability Act, as amended, and Section 508 of the Rehabilitation Act of 1973. Students with disabilities will be reasonably accommodated in compliance with federal and state requirements in all applicable programs of the District. Disability Support Programs and Services (DSPS) shall be primarily responsible for authorizing academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can benefit from instruction as required by federal and state laws. The fundamental principles of nondiscrimination and accommodation in academic programs provide that:

1. DSPS services will be available to students with verified disabilities, including but not limited to, reasonable accommodations, academic adjustments, disability management, vocational and academic counseling, technology accessibility, accessible facilities, equipment, instructional programs;
2. No student with a qualified disability will, because of the disability, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination under any post-secondary education activity or program; and
3. The institution will create an educational environment where disabled students have equal access to instruction, including those taking place in work preparation and clinical settings, without compromising the essential components of the course, educational program, or degree.

The District will respond in a timely manner to academic accommodation requests. See Administrative Procedure, AP 5140, Support Services and Disability Discrimination Procedures for Students with Disabilities, for implementation of this policy, which provides for an interactive and individualized review of each request.

The District identifies DSPS, or the 504 Officer, as the office or individual to determine academic accommodations under Section 504/Title II of the 1973 Rehabilitation Act. DSPS will notify the appropriate administrator when unable to resolve a student complaint about the provision of a requested accommodation.

The Site Compliance Officer (SCO) is identified as the campus individual to handle all discrimination grievances under the Americans with Disabilities Act and can also be found through the District's Equal Employment Opportunity and Diversity Office.

All programs and services of the District, including the DSPS program, shall conform to all requirements established by the relevant law and regulations.

You may view a full copy of the Student Services policy and administrative procedure by accessing the following website: <https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx>

Students with verified disabilities who may require academic accommodations or auxiliary aids are

strongly recommended to contact the Disability Support Programs and Services (DSPS) office, and complete the orientation procedures well before classes begin to ensure timely provision of services. Students are encouraged to identify themselves to the appropriate instructors to discuss the details and timelines necessary to provide appropriate accommodations. Students enrolled in online courses are encouraged to contact the campus DSPS department where the courses are being offered to request academic accommodation. Questions regarding academic accommodations and disability discrimination, including how to file a complaint or a formal grievance with regards to academic accommodations should be directed to the campus 504 Officer, Michele Madrid Novak at 619-388-7382 in Room A-104 at the Continuing Education Miramar Campus.

Students may file a complaint with the Chancellor of the California Community Colleges within thirty calendar days of the event or following the completion of the College Accommodation Grievance process. (<https://www.cccco.edu/Complaint-Process-Notice>)

Students may file a complaint with the Federal Office of Civil Rights in San Francisco, California, if they believe that the college or one of its representatives is violating their rights. (<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>)

For further information, see Disability Support Programs and Services on page 20.

Exclusion from Classes

A student may be excluded from class or the college whenever the student:

1. Exhibits behavior which interferes with the educational process. An instructor may remove a student from two class sessions for disruptive behavior. (Refer to BP 5500: Student Rights, Responsibilities, Campus Safety and Administrative Due Process); or
2. Is found to have a communicable disease which requires isolation pursuant to a directive from the County Department of Public Health.

Confidentiality

Federal and state laws and SDCCD policy require complete confidentiality of student records. On

request, a complete statement of district policy regarding student records will be provided.

Free Speech

San Diego College of Continuing Education has designated areas for a variety of free speech activities, e.g., speeches/presentations, rallies, distribution of literature, posting, and voter registration. If you have any questions or need clarification, contact the Dean of the campus.

Nondiscrimination Policy

(Board Policy – BP 3410)

San Diego Community College District Board Policy BP 3410 prohibits discrimination in accordance with state and federal laws. The San Diego Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military or Veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. No qualified student with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the district or be subjected to discrimination by it. Lack of English speaking skills and/or visual/hearing impairment will not be a barrier to admission or participation in Career Technical Education programs.

Students wishing to file complaints based upon discrimination should contact the campus Site Compliance Officer (SCO), Dr. Lisa Carulli, icarulli@sdccd.edu; (619) 388-5841. Appeals may be made to the District EEO Compliance Manager at the District Administrative Office, 3375 Camino del Rio South, San Diego, CA 92108.

Students with disabilities who want to file a grievance under Section 504 of the 1973 Federal Rehabilitation Act should contact the campus 504 Officer, Michele Madrid Novak at 619-388-7382 in

Room A-104 at the Continuing Education Miramar Campus. Students who want to file a disability discrimination grievance under the Americans with Disabilities Act (ADA) should contact the campus Site Compliance Officer (SCO), Dr. Lisa Carulli at lcarulli@sdccd.edu or 619-388-5841 in the Student Services Office at the CE Mesa Campus.

Title IX. Prohibiting Gender Discrimination and Sexual Harassment

San Diego College of Continuing Education is committed to support all regulations under Title IX. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." – 20 USC 1681

San Diego College of Continuing Education does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender, gender identity, or sexual orientation in employment, as well as all education programs and activities, and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence. These procedures are used when a complaint concerns discrimination on the basis of gender, including sexual harassment.

The sexual harassment of students, including the crime of sexual violence, is a form of sex discrimination and interferes with students' right to receive an education free from discrimination and harassment.

Sexual violence, as that term is used in this section, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

Further information and procedures for filing a formal complaint of discrimination on the basis

of sex or sexual harassment are found online at <https://www.sdccd.edu/students/titleix/>

You may also file a complaint with the District's Title IX Coordinator:

Amber Eckert
619-388-6660
titleix@sdccd.edu

If you have any questions regarding these policies, please contact the Title IX Coordinator or contact your campus Title IX Deputy.

Campus Title IX Deputy

San Diego College of Continuing Education (Room A-104, Continuing Education Miramar Campus)

Michele Madrid Novak
Dean of Student Affairs
mnovak@sdccd.edu
(619) 388-7382

San Diego Community College District

Poppy Fitch
Deputy Title IX Coordinator
pfitch001@sdccd.edu
(619) 388-6983

San Diego City College (A-222)

Marciano Perez
Vice President, Student Services
mperez@sdccd.edu
(619) 388-3981

San Diego Mesa College (I4-408)

Victoria Miller
Dean of Student Affairs
vmiller@sdccd.edu
(619) 388-2699

San Diego Miramar College (K1-210)

Cheryl Barnard, Ph.D.
Dean of Student Affairs
cbarnard@sdccd.edu
(619) 388-7313

Drug Abuse and Alcohol Prevention Program (DAAPP)

The Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), specifies that no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any

federally funded or guaranteed student loan program, unless the institution certifies to the Secretary that the institution has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. In response, the San Diego Community College District (SDCCD) has adopted and implemented program and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The San Diego Community College District (San Diego City College, San Diego Mesa College, San Diego Miramar College and San Diego College of Continuing Education) is committed to providing a drug-free environment. The institutions also prohibit the use of tobacco products and electronic delivery devices on campus or at college/district-sponsored events. Any type of drug use, including alcohol, is dangerous and potentially life threatening. Drugs and alcohol adversely affect the body, mind and behavior. The effects vary from person to person and from usage to usage. Even low doses of drugs and alcohol can impair judgment and coordination. If you use drugs or alcohol, you risk overdose, accidents, dependence, ill health, as well as legal, financial and personal problems. The federal laws against drugs are divided into two categories: possession and distribution. The penalties are severe depending upon the type of drug, quantity of the drug, and any prior offenses. Possession will earn up to one year in prison and a \$5,000 fine. Distribution will earn up to life in prison and an \$8 million fine. State laws vary and may be more severe.

For more information, please visit the Drug Abuse and Alcohol Prevention Program (DAAPP) webpage at <https://www.sdccd.edu/daapp>

Smoking Regulation

(Board Policy – BP 3570)

College of Continuing Education is a smoke and tobacco-free campus.

All campuses and facilities of the San Diego Community College District, City College, Mesa College, Miramar College, and Continuing Education operate in compliance with the provisions of Government Code 7597 and San Diego Municipal Code section 43.1003(a) regulating smoking in a public place or place of employment. In accordance with Board Policy (BP) 3570 Smoking On Campus, smoking and the use of any tobacco product are

prohibited on all properties owned or controlled by the District.

Additional information is available in the Campus Police Office. For complete information on BP 3570 and Administrative Procedure (AP) 3570, please visit the Board Policies and Administrative Procedures website: <https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx>

Crime Awareness and Campus Security

Jeanne Clery Act Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The San Diego Community College District Annual Security Report, titled "Safe and Sound, a guide to safety and security in the San Diego Community College District", includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the San Diego Community College District; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies on drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by contacting any campus admissions office, Vice President of Student Services Office or college police business office. At any time, you may view a full copy by accessing the following website: <https://www.sdccd.edu/departments/police/clery-act.aspx>

Pursuant to State and Federal law information concerning registered sex offenders enrolled or employed by the college may be obtained through the College Police Office.

Elder and Dependent Adult Abuse

An elder is defined as a resident of the State of California who is 65 years of age or older; or a dependent adult, defined as a resident of the State of California between the ages of 18 and 64 years, who has a physical or mental limitation that restricts their ability to carry out normal activities or to protect their rights.

Post-secondary educational institutions serving dependent adults are designated as mandated reporters with an individual, personal responsibility to comply with the reporting requirements.

Any mandated reporter, who, in their professional capacity, or within the scope of their employment, has observed or had knowledge of an incident that reasonably appears to be physical abuse, abandonment, isolation, financial abuse, or neglect, or is told by an elder or dependent adult that they have experienced behavior constituting physical abuse, abandonment, isolation, financial abuse, or neglect, or reasonably suspects abuse shall report the known or suspected instance of abuse immediately to Adult Protective Services at 1-800-510-2020.

Community Access to Computers

The use of District computer equipment is limited to District staff and students in a classroom setting.

Copyright Responsibility

Any duplication request of copyrighted materials for use in San Diego College of Continuing Education's (SDCCE) instructional programs must be accompanied by written permission from the copyright owner. Any duplication of copyrighted materials by student, staff, or faculty is to be for the sole purpose of private scholarly study. Since the liability for infringement of statutory or common-law copyright occurs during misuse of duplicated materials, the duplicated copies cannot be sold or distributed. A designated portion of the duplicated copy cannot be included in another's work without the written permission of the copyright owner. All copyright responsibility is assumed by the individual requesting the duplication. SDCCE, its agents, representatives, and employees are held harmless against all claims, suits, damage costs, and expenses of charges of statutory or common-law infringement resulting from the SDCCE's efforts to provide services, materials, and equipment to the requestor.

Student Rights, Responsibilities, Campus Safety and Administrative Due Process

(Board Policy – BP 5500)

This policy specifies that students are subject to adhering to the policies and procedures of the San Diego Community College District, as well as all federal, state, and local laws. Students are subject to charges of misconduct concerning acts committed on District-owned or controlled property or the

District-sponsored activities as specified in the policy.

You may view a full copy of the policy by accessing the following website:
<https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx>.

Student Grievance Procedure

The purpose of this procedure is to provide a prompt and equitable means for resolving student grievances. The procedures enumerated in Student Grievance Procedures 5530 shall be available to any student who believes a district decision or action has adversely affected their rights as a student as specified in Student Rights and Responsibilities, Campus Safety and Administrative Due Process, BP 5500, Section *a* through *j*. Note that grades are not grievable under this policy.

Minor Children on Campus

Minor children who are not enrolled are not permitted in any classroom at any time. Minor children who are not enrolled are not to be left unattended at any time while on the campus.

Volunteer/Visitor Conduct Expectations

In accordance with Procedure 3100.4, all visitors and volunteers are expected to adhere to the policies and procedures of the San Diego Community College District, as well as all federal, state and local laws. Visitors and volunteers will be subject to removal from classrooms, service areas, and activities of the campus for any of the following acts (but not limited to) while on campus. Any violation may be subject to permanent removal from campus. Violations of state, federal, or local laws or ordinances, while on district premises, will be addressed by college police in accordance with the California Penal Code.

- Act or threat of damage to or theft of property belonging to or located on District-controlled property or facilities.
- The 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 a District employee's work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

- Physical or verbal disruption that is incompatible with 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 campus, when such a disruption occurs inside of any classroom or facility or in such proximity as to appear reasonably likely to interfere with activities inside of the classroom or facility; or the substantial and material disruption of any other regular campus activity which occurs in any other portion of District-controlled property.
- Disorderly, lewd, indecent or obscene conduct or expression or habitual profanity or vulgarity; any 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; or the substantial disruption of the orderly operation of the community college. (Ed. Code 76120)
- Assault or battery upon a student or district personnel on district premises or at any time or place while under the authority of District personnel.
- Possession of weapons, explosives, unlicensed dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.

Failure to comply with the reasonable directions of staff members of the district who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of district personnel, provided such authority is related to district activities or college/center attendance.

A full copy of the policy is available on the following website: <https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx>.

Field Trips

Field trips, excursions, and classes convened off campus are defined as those activities which replace regularly scheduled on-campus class sessions. Students are expected to attend since the activity is a part of regularly scheduled class time.

1. The activity must have a direct relationship to the instructional program and demonstrate a benefit greater than could be achieved in classroom activity.
2. The learning experience must not be conveniently available to students outside class time.
3. Adequate preparation or orientation shall be provided in advance.
4. The activity shall be scheduled insofar as possible to avoid requiring that students be absent from other classes.
5. The requirement for the activity shall be specified in the catalog course description.
6. Overnight trips or trips outside California shall be individually approved in advance by the Board of Trustees, and must comply with all out-of-state travel restrictions listed herein. The Chancellor, or designee, may approve travel within California that does not include an overnight stay.
7. District vehicles, including contract carriers, may be used to provide transportation, and expenses for transportation/use of District vehicles may be paid from District funds which have been budgeted for this purpose.
8. No expenses other than transportation of students may be paid from District funds; e.g., entry fees, food, lodging, etc.
9. Required off-campus activities shall not be authorized if any student cannot participate because of lack of funds or if the activity is not accessible to persons with disabilities.
10. The necessary expenses of District employees may be paid from District budgeted funds (see Board Policy, BP 6310, Travel).

To implement the rules set forth in Policy 4300, the Continuing Education adopted Field Trip Guidelines on January 22, 2004. The Field Trip Guidelines are available at each campus office.

Research Involving District Students

In order to balance the goals of educational research, a student's right to privacy and a relatively uninterrupted course of study, the Board of Trustees has adopted Policy 0400—Research Involving

District Students. For more information, contact the San Diego College of Continuing Education Student Services Office.

Student Records, Release, Correction and Challenge

(Administrative Procedure – AP 5040)

The San Diego Community College District strictly adheres to the Family Education Rights and Privacy (FERPA). This procedure specifies limitations on Federal and State law, and ensures that appropriate record maintenance and destruction systems are in place.

Pursuant to the “Family Rights and Privacy Act of 1974” (Public Law 93-380) and the California Education Code, a student may request to inspect all their official school records, files, and related data that are classified as Student Records. The records will be available for review at a mutually convenient time during regular working hours. Students may file a written request with the Vice President, Student Services to correct or remove information recorded on their student record that the student alleges to be: inaccurate; an uninstantiated personal conclusion or inference; a conclusion or inference outside of the observer’s area of competence; or not based on the personal observation of a named person with the time and place of the observation noted.

The law provides that no individual, agency or organization shall have access to a student’s records without the written consent of the student, except under very specific conditions:

You may view a full copy of the policy by accessing the following website:

<https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx>

Complaint Processes

San Diego College of Continuing Education is committed to an educational environment that is free from interference and disruption and that fosters equity and mutual respect.

Students may file a complaint when they believe that a campus faculty or staff member has violated the following Board Policies and Administrative Procedures:

1. Student Rights, Responsibilities, Campus Safety and Administrative Due Process: Policy 5500
2. Student Grievance: Procedure 5530
3. Student Discipline: Procedure 5520
4. Honest Academic Conduct: Procedure 3100.3
5. Support Services, Programs and Disability Discrimination Procedures for Students with Disabilities: Procedure 5140
6. Prohibition of Harassment: Policy 3430
7. Prohibition of Sexual Harassment under Title IX Policy 3433
8. Nondiscrimination: Policy 3410
9. Fraud Policy and Whistleblower Protection: Policy 6125
10. Grade Challenge: Procedure 5040

Board Policies and Administrative Procedures are available to Individuals online at <https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx>.

Most complaints, grievances or disciplinary matters should be resolved at the campus level. Individuals are strongly encouraged to make every attempt to resolve matters through the appropriate administrative processes.

More information on the complaint processes can be found online at <https://www.sdccd.edu/students/complaint-process/index.aspx>.

Academic Complaint

An academic complaint may be filed with the program chair or program dean when a student feels that a faculty member has violated state law, federal law, or San Diego Community College District policies and procedures relative to grading or other academic matters*. Students may directly contact the program chair or program dean or may complete a Student Complaint Form at:

<https://www.sdccd.edu/students/complaint-process/index.aspx>.

***Please note:** All grades awarded by the instructor of record shall be final. The California Code of

Regulations, Title 5 §55025, states “the determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency.”

Academic Accommodation Due to Disability Complaint (Section 504/ADA)

Students who have a complaint regarding access to, or quality of, their academic accommodations may contact the DSPS counselor. Students may submit a complaint online at <https://www.sdccd.edu/students/complaint-process/> or contact the campus 504 Officer.

Students with disabilities who want to file a formal complaint under Section 504 of the 1973 Federal Rehabilitation Act and Americans with Disabilities Act (ADA) may do so online at

<https://www.sdccd.edu/students/complaint-process/index.aspx> or contact the campus 504 Officer:

Campus 504 Officer
San Diego City College (District Office - Room 275)
Poppy Fitch
pfitch001@sdccd.edu (619) 388-6983
San Diego Mesa College (Room I4 – 408)
Claudia Perkins
cperkins@sdccd.edu (619) 388-2699
San Diego Miramar College (Room K1-303)
Allison Douglas-Chicoye
adouglaschicoye@sdccd.edu (619) 388-7270
San Diego College of Continuing Education (Room A-104, Continuing Education Miramar Campus)
Michele Madrid Novak
mnovak@sdccd.edu (619) 388-7382

General Complaint

A general student complaint may be filed by a student who feels an action of a San Diego College of Continuing Education (SDCCE) staff member, office, or group violates existing SDCCE rules, policy,

or procedures or other local, state, and federal laws. A complaint of gender discrimination or sexual assault or harassment is not included in this category; please see Title IX complaint below.

The complaint procedures are formalized procedures to ensure timely resolution at the lowest possible level. The first step is the informal resolution stage, which involves the student who has a complaint and the faculty/staff member or specific group with whom the student has a complaint. The student must notify the faculty/staff person or representative of a group that they wish to make an appointment for an informal meeting to review an action. In the absence of the instructor or staff person and after a good faith effort to make contact, the student may directly contact the program dean or appropriate administrator or submit their complaint online at: <https://www.sdccd.edu/students/complaint-process/index.aspx>.

Unlawful Harassment or Discrimination Complaint not Based on Sex or Gender

San Diego College of Continuing Education (SDCCE) is committed to providing an academic environment free of unlawful harassment and unlawful discrimination. Board Policy 5500 defines verbal, physical, visual, written, and/or environmental harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff, or faculty member, or student within the District.

You may view a full copy of the policy by accessing the following website:

<https://www.sdccd.edu/about/leadership/board-of-trustees/board-policies/index.aspx>.

These procedures are used when a complaint concerns matters of discrimination or failure to comply with SDCCE policy or procedures or federal and/or state regulations including the Civil Rights Act; Executive Orders 11246 and 11375; the Vietnam Era Veterans Readjustment Act of 1974; the Age Discrimination and Employment Act of 1967; Section 504 of the 1973 Federal Rehabilitation Act and Americans with Disabilities Act (ADA); and the nondiscrimination laws of the State of California.

Students who wish to file a complaint may do so online at: <https://www.sdccd.edu/students/complaint-process/index.aspx>, or contact your college Site Compliance Officer (SCO):

Campus Site Compliance Officer
San Diego City College (District Office - Room 275)
Poppy Fitch
pfitch001@sdccd.edu (619) 388-6983
San Diego Mesa College (Room I4 - 408)
Claudia Perkins
cperkins@sdccd.edu (619) 388-2699
San Diego Miramar College (Room A - 201D)
Francois Bereaud
fbereaud@sdccd.edu (619) 388-7503
San Diego College of Continuing Education CE Mesa Campus (Student Services)
Lisa Carulli
lcarulli@sdccd.edu (619) 388-5841

Students wishing to pursue a civil rights complaint beyond the college/district level should direct their inquiries to the Office of Civil Rights, United States Department of Education, 50 Beale Street, Suite 7200, San Francisco, CA 94105-1813.

Other Complaint Process

If your complaint is associated with the institution's compliance with academic program quality and accrediting standards, you may contact the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) at <http://www.accjc.org/complaint-process> ACS WASC accredits K-12 schools and not-for-profit, non-degree granting post-secondary institutions.

If your complaint does not concern the institution's compliance with academic program quality and accrediting standards, you may contact the California Community College Chancellor's Office by completing the web form found at: <https://www.cccco.edu/Complaint-Process-Notice>

Academic Requirements



Joint High School Diploma Program

OPTION 1

To receive a joint high school diploma from the San Diego College of Continuing Education program in cooperation with the San Diego Unified School District Adult Education under Option 1, students must earn a total of 40 semester credits. Credit for appropriate senior high school (Grades 9–12) courses taken in Grades 7 or 8 may be applied to a high school diploma. Credit may be given for previous education. No high school credit is given for religion classes.

Credits

- 8 English, including one (1) American Literature
- 2 Fine Arts or Foreign Language
- 1 Practical Arts
- 6 Mathematics, including Algebra 1 & 2, Geometry 1 & 2, and Intermediate Algebra 1-2 or Unifying Algebra and Geometry 1-2
- 6 Science, including Biology 1 & 2 plus 2 (4 credits) of the following courses: Earth Science 1, 2; Physics 1, 2; Chemistry 1, 2 or equivalent
- 6 Social Studies, including World History and Geography 1 & 2, U.S. History 1 & 2, U.S. Government, and Economics
- 11 Electives

Additional requirements:

- A minimum Grade Point Average of 2.00

OPTION 2

To receive a joint high school diploma from the San Diego College of Continuing Education program in cooperation with the San Diego Unified School District Adult Education under Option 2, students must earn a minimum of 22 credits or the equivalent. Students must demonstrate competency and earn credits through a combination of standardized testing, high school classes, and college class. Credit may be given for previous education.

Credits

- 1 American Literature

- 5 English
- 6 Social Studies (World History and Geography 1 & 2, U.S. History 1 & 2, U.S. Government, and Economics)
- 4 Mathematics, including Algebra 1 & 2 or equivalent
- 4 Science, including Biology 1 & 2 and 2 Physical Science or equivalent
- 2 Visual Arts, Performing Arts, Foreign Language, or Career Technical Education (CTE) (or a combination)

Additional Requirements:

- A minimum Grade Point Average of 2.00
- 2 units of college credit or equivalent

Attendance Policy

Regular attendance will be expected in all classes in accordance with the approved class schedule. The school (instructor or staff) must be notified of the reason for any absence. If the school is not notified after three (3) consecutive absences, students may be automatically dropped from classes. To re-enter class, a conference with the counselor may be required. It is important to be in every class on time, to keep up with class work.

Progress and Grade Policy

Progress in each academic course will be measured by letter grades A, B, C, D, and F (unsatisfactory). Unsatisfactory progress for 30 hours of instruction in any class will result in an instructor-counselor conference to discuss the reason(s) for lack of progress and ways to improve performance. An "F" grade in more than half the subjects taken will result in a counseling review of educational goals. For purposes here, a grade of incomplete in a course will be considered satisfactory.

"Adult basic education made me realize how much I can do with my life and it showed me how I can accomplish my dreams. Because of the good preparation I received, I'm going to college to become a Childcare Eligibility Specialist, and pursue a degree to become a Humanitarian Aid Worker."

-Mowlid Mohammed

Certificate Programs



Air Conditioning and Heating

Certificate Programs

Air Conditioning/Heating

Certificate of Completion: Air Conditioning/Heating

The Air Conditioning and Heating Program is designed to provide instruction and practical application of occupational knowledge and skills in the Heating and Air Conditioning (HVAC) industry and to provide students with a working knowledge of the tools and equipment associated with the modern HVAC industry. The open-entry/open-exit program requires completion of MECT 431 and MECT 432. The courses include instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems. Integrated throughout the courses are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology, and other employment skills. Students who successfully complete the program will be qualified for entry-level positions in the heating, air conditioning, ventilation and refrigeration maintenance trades. Jobs in the field include air conditioning installer and repair helper, refrigeration installer and furnace installer.

Required Courses

MECT 431 Air Conditioning/Heating I

MECT 432 Air Conditioning/Heating II

Automotive

Certificate Programs

Auto Body and Paint Technician Program

Automotive Technician Program

Brake/Suspension and Light Service

Technician Program

Combined Upholstery Trades Program

Quick Service Technician

Service Advisor Program

Certificate of Completion: Auto Body and Paint Technician

The Auto Body and Paint Technician Program is designed to teach skills required for entry-level employment in the auto body repair, refinishing, and related industries. The two open-entry/open-exit courses include guided practice in a simulated work environment in sanding, masking, detailing, spot painting, complete body painting, body repair, and glass installation. Course competencies are based on standards development by the National Automotive Technicians Education Foundation (NATEF) and the Inter-Industry conference on Auto Collision Repair (I-CAR).

Students learn a variety of skills

Industry safety practices and procedures; trade-related mathematics; how to apply information from service manuals; the use of automotive hand and power tools; how to remove, install, align and repair auto body panels, parts and glass; how to prepare vehicles for paint refinishing; how to use high transfer paint spray equipment; how to apply general detail procedures; and professionalism, ethics, communication and computer skills.

Students may elect to take one or more of the individual modules and receive a Certificate of Course Completion.

Required Courses

AUTO 411 Auto Body and Paint Technician

AUTO 411A Auto Body Refinishing Technician

Certificate of Completion: Automotive Technician

The goals of the Automotive Technician program are to provide training in skills necessary for entry-level employment as an Automotive Technician. The program requires completion of AUTO 507, AUTO 507A, and AUTO 507B. These courses include instruction in safety procedures and the proper use of hand tools and equipment; repair of engine, drivetrain, brake, suspension, steering, electrical/electronic, emission control, cooling, and fuel systems; and the diagnosis and repair of engine performance problems. The National Automotive Technician Education Foundation (NATEF) competency standards are used. This is an articulated program with the San Diego Miramar College automotive program. College credit may be awarded. Students learn a variety of skills Safety procedures; proper use of hand tools; proper use of repair and diagnostic equipment; diagnosis and repair of engine, drivetrain, brakes, suspension, steering, electrical/electronics, emission control and fuel systems; diagnosis and repair of engine performance problems; and professionalism, ethics, communication and computer skills.

Required Courses

AUTO 507 Automotive Technician

AUTO 507A Engine/Electrical/Performance

AUTO 507B Advanced Driveability & Performance

Certificate of Completion: Brake/Suspension and Light Service Technician

The goals of the Brake/Suspension and Light Service Technician Program are to provide training in skills necessary for entry-level employment as a Brake/Suspension and/or Light Service technician. The open-entry/open-exit program requires completion of AUTO 507 and AUTO 507A. These courses include instruction in safety procedures and the proper use of tools and equipment; minor engine and driveline repair; in depth diagnosis and repair of brake, suspension and steering systems and skills required to perform scheduled maintenance services for cooling, engine, fuel, emission and performance related system. The National Automotive Education Foundation (NATEF) standards are used. These courses articulate with the San Diego Miramar College automotive program. College credit may be awarded.

Required Courses

AUTO 507 Automotive Technician

AUTO 507A Engine/Electrical/Performance



Certificate of Completion: Combined Upholstery Trades

The auto upholstery and furniture upholstery program at ECC is a training program that gives students the option to specialize in the fields of auto and furniture upholstery. The program is designed to be self-paced, and can be completed over a 9 to 12 month period. Instruction is competency based.

Students learn a variety of SKILLS including:

- Skills required for entry-level employment in the automotive, furniture upholstery and related trades.
- Safety procedures and proper use of related tools and equipment.
- Complete auto and furniture upholstery and re-upholstery techniques.

Instruction takes place in a practical workplace environment. Competency standards are reviewed and approved by the industry advisory board.

Students have the option as well, of taking one or more of the individual modules and receive a certificate of course completion.

Required Courses

AUTO 414 Basic Upholstery Skills

AUTO 415 Automotive Upholstery

HMID 535 Upholstery

Certificate of Completion: Quick Service Technician

This certificate of completion is designed to provide the student with an understanding of the basic automotive components, tools and safety procedures commonly used in the industry. In addition, the student will receive instruction in automotive quick servicing inclusive of new and used vehicle inspections, preparing estimates, changing fluids and filters, proper hazardous waste disposal, minor electrical repairs, and road testing techniques. Students will also learn how to inspect and evaluate vehicle systems to determine if advanced levels of repairs are needed.

Required Courses

AUTO 600 Quick Service Lube, Pre-delivery
Inspection Technician

AUTO 601 Automotive Fundamentals

Certificate of Completion: Service Advisor

The Service Advisor Program provides students with the knowledge and skills for employment as a service advisor for both small and large independent garages and dealerships. The program provides the student with a basic understanding of vehicle systems, functions, service requirements and parts including original equipment manufacturing and aftermarket parts identification. Students will learn about facilities, safety measures, ethical behavior and agencies that protect the environment and the work site. Topics include the overall role of the service advisor, the team approach, communications, ethics, customer service, building customer relations and employment opportunities in the automotive industry. Training will include how to write a repair order, estimating parts and labor costs, warranties, vehicle and customer records, internal communications and customer follow-up. Students who successfully complete the program can use the skills learned in a variety of jobs in the automotive industry including assistant service manager, cost estimator, automotive parts sales, service and sales representative and service station technician. This program serves as foundation for additional training in automotive technology certificate programs and an associate degree in Automotive Technology at a community college.

Required Courses

AUTO 508 Service Advisor I

AUTO 508A Service Advisor II

Business, Accounting and Entrepreneurship

Certificate Programs

Account Clerk Program
 Administrative Professional: Communication Skills
 Administrative Professional: Entry Level Skills
 Administrative Professional: Technical Skills
 Advanced Project Management
 Artificial Intelligence for Business
 Business Sales
 Google for Business
 Project Management
 Small Business Growth Program
 Small Business Planning Program

Certificate of Completion: Account Clerk

The Account Clerk Certificate Program is designed to provide students with the basic skills necessary to achieve success in the accounting field. Students follow a prescribed course of study, which includes successful completion of Step One core curriculum prior to entry into the Account Clerk Certificate Program.

Students learn a variety of skills

Type at a minimum of 35 nwpm; use the accounting equation; post to journals and ledgers; understand adjusting and closing entries; develop worksheets and financial statements; understand payroll accounting; taxes, and reports; work with sole proprietorships, partnerships, and corporations; use automated accounting software; and complete reports using spreadsheet software.

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/business>

Required Courses

ACCT 502	Computerized Accounting
ACCT 511	Accounting: Beginning
ACCT 512	Accounting: Intermediate
OFSY 500	Basic Business Math 1
OFSY 501	Basic Business Math 2
OFSY 577	Spreadsheets: Advanced

Certificate of Completion: Administrative Professional: Entry-Level Skills

The Administrative Professional Entry-Level Skills program is designed to provide students with the knowledge and entry-level skills needed to use computers and software, keyboarding and proofreading skills, to create letters and memos, and basic email and calendar management skills. The program courses enhance students' skills in reading and writing related to business communications, and provide instruction in basic computer operation, word processing, keyboarding, electronic correspondence practices, and managing electronic calendars. Topics include computer hardware and peripheral devices, basic principles of keyboarding, word processing concepts, editing techniques, composing and sending email messages, and security measures including licensing, copyright laws, and virus and malware protection. Students who successfully complete the program can use the skills learned in a variety of jobs including entry-level office support receptionist, and word processor. This program also serves as a foundation for additional training in intermediate-level office and administrative support positions.

Enrollment

To learn more about this certificate and for enrollment instructions, visit sdcce.edu/job-training/business

Required Courses

OFSY 528	Electronic Info Management
OFSY 541	Keyboarding-Multilevel
OFSY 596	Word Processing: Beginning

Certificate of Completion: Administrative Professional: Communication Skills

The Administrative Professional Communication Skills program is designed to provide students with the knowledge and skills needed to be successful in a workplace environment, including communication, problem-solving and customer service skills. The program provides students with business writing principles and techniques, job advancement skills,

and an overview of employee responsibilities and employer expectations. Topics include business vocabulary, dictionary usage, overview of office environments, roles and responsibilities, workplace ethics, critical thinking skills, teamwork, records management, application processes and interview skills. Students who successfully complete the program can use the skills learned in a variety of jobs including customer service representative, receptionist, and office support worker. This program also serves as a foundation for additional training in a more advanced level of office and administrative support positions.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/business>

Required Courses

OFSY 505	Business Communications 1
OFSY 506	Business Communications 2
OFSY 507	Workplace Professional

Certificate of Completion: Administrative Professional: Technical Skills

The Administrative Professional Technical Skills program is designed to provide students with the knowledge and skills needed to use computer hardware and peripherals, operating systems, software applications and computer security for Internet and networks in the workplace. Students will learn how to utilize the Internet for communication and collaboration, work with computer programs and software, evaluate computer systems, research and analyze data to create spreadsheets and charts, maintain files, and identify computer security issues. Topics include using the Internet and web resources, Windows software, file and records management, formatting and editing spreadsheets, database storage, protecting data and installing and using different types of software. Students who successfully complete the program can use the skills learned in a variety of jobs including computer user support, and administrative and office support worker. This program also serves as a foundation for additional training in more advanced administrative assistant positions.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/business>

Required Courses

COMP 628	Business Information Systems
OFSY 527	Microsoft Windows
OFSY 575	Spreadsheets: Beginning

Certificate of Completion: Advanced Project Management

The Advanced Project Management Program, presented through three courses, provides students with an opportunity to learn the concepts, skills, and tools necessary to plan, implement and manage projects in any business environment. The subject of both the project and the management of the project are addressed by the program in both an introductory and intermediate perspective. The program courses include instruction in the fundamentals of project management, including planning, defining a project, resources, roles and responsibilities, necessary skills, tools and processes. The topics are interconnected via the Project Life Cycle framework and the development and presentation of capstone projects by student teams.

Instruction occurs in both the hard skillset, e.g., planning and costing, and the interpersonal skillset, e.g., problem solving and managing stakeholder involvement, found to be necessary tools for an effective project manager. Attention is given to the dynamic and changing environment in which projects are managed, e.g., Agile project management methodology in a rapidly changing requirements setting, and management of projects in a virtual setting.

Students who successfully complete the program can apply the skills learned to many diverse vocational occupations. This program can also be used as a foundation for additional educational training in any business area.

Enrollment

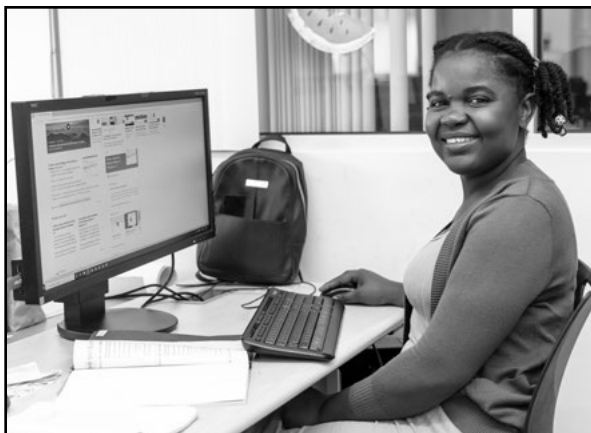
To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/business>

Required Courses

BUSN 621 Project Management I

BUSN 622 Project Management II

BUSN 623 Project Management III



Certificate of Completion: Artificial Intelligence for Business

The Artificial Intelligence (AI) for Business certificate program is designed to equip students, processing clerks, office clerks, entrepreneurs, and business professionals with the essential skills to harness the transformative power of AI in their pursuit of learning and career advancement. This program offers a comprehensive exploration of AI fundamentals, strategic integration of AI tools, communication enhancement, and optimization of decision-making processes. Participants will engage in practical assignments and gain hands-on experience with AI technologies, preparing them to drive innovation and improve competitiveness in their organizations.

Required Courses

BUSN 650 AI for Business-Fundamentals

BUSN 651 AI for Business-Implementation

Certificate of Completion: Business Sales

The Business Sales program provides students with the practical knowledge and skills for success in small business sales and sales occupations. The program guides students through the preparation, use, and applications of customer relationship management (CRM) systems. The program also

includes instruction in sales communication skills, organizational skills, confidence building, and professional resiliency. Topics include establishing a CRM, using the CRM effectively, CRM team management, and data management and analysis, essential listening, communication professionalism, problem solving, the use of CRM in communications, bidding, reputation management, communication flow, workplace social skills, and customer interaction. Students who successfully complete the program can use the knowledge, skills, and tools learned to obtain a job in a sales profession, manage the sales for a small business, or effectively sell their own products or services as an entrepreneur.

Enrollment

To learn more about this certificate and for enrollment instructions, visit sdccce.edu/job-training/business

Required Courses

BUSN 640 Customer Relationship Management

BUSN 641 Business Sales Training

Certificate of Completion: Google for Business

This program provides students with the essential skills needed to effectively use Google Business Applications and Collaboration tools in the modern workplace. The program covers a wide range of Google applications, including Gmail, Calendar, Chrome web browser, Photos, Drive, Docs, Sheets, Slides, Forms and Google's own website development platform, Google Sites. Throughout the program, students learn how to use these applications to streamline their workflow, collaborate with team members, and create share and organize documents and folders in the cloud. Students also learn how to use Google Meet and Google Chat to communicate and collaborate with classmates in real time. In addition, students may create a portfolio of their work and develop their own website that can be shared with potential employers. Students who successfully complete the program may use the skills learned in a variety of jobs including administrative assistant, office manager, receptionist, data entry clerk, customer service representative, project coordinator, event coordinator, teacher, trainer, consultant, and entry-level office support receptionist. This program

also serves as a foundation for small business management, project management, and business sales.

Required Courses

OFSY 531	Google Applications
OFSY 532	Google Internet Tools

Certificate of Completion: Project Management

The Project Management Program is designed to provide students with the knowledge and skills needed in project planning and management. This program provides students with the practical application skills and working knowledge of the tools necessary to plan, implement and manage projects in any business environment. The program courses include instruction in the fundamentals of project management, including planning, defining a project, resources, roles and responsibilities, necessary skills, tools and processes. Project management software options such as Microsoft Project are used throughout the program. Instruction will also cover team building, problem solving, decision making, using creativity and innovation, emerging trends, communication skills and a capstone project. Students who successfully complete the program can use the skills learned as a foundation for additional educational training in any business area.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/business>

Required Courses

BUSN 621	Project Management I
BUSN 622	Project Management II

Certificate of Completion: Small Business Growth

The Small Business Growth Program is designed to provide students with the practical application skills and knowledge to plan, manage and grow a small business. The program courses include instruction in the essentials of business, sales and marketing skills necessary for the entrepreneur or manager. Topics include roles of the entrepreneur, goal setting, negotiation skills, building trust, sales ethics, developing a sales team, market research,

promotion and pricing tactics used to increase profits. In a capstone written project, students demonstrate a marketing strategy that identifies how a student may successfully grow a small business. Students who successfully complete the program can use the skills learned to start and manage their own small business for self-employment or obtain a job in the field of business management, sales or marketing.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/business>

Required Courses

BUSN 632	Small Business Skills
BUSN 633	Small Business Sales
BUSN 634	Small Business Marketing

Certificate of Completion: Small Business Planning

The Small Business Planning Program is designed to provide students with the practical application skills and knowledge to start and manage a small business. The program courses include instruction in the essentials of starting a small business, recognizing the requirements of local, state and federal organizations, identifying best practices in hiring, as well as sales and marketing strategies. In a capstone written business plan project, students demonstrate a business model concept that creates customer value in a product or service and identifies how a student may successfully create self-employment by creating their own small business. Students who successfully complete the program can use the skills learned to start their own small business for self-employment or obtain a job in the field of business management, market analysis, business development or sales.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/business>

Required Courses

BUSN 630	Small Business Essentials
BUSN 631	Small Business Planning

Child Development

Certificate Programs

Child Care Provider Training
 Child Home Care Training
 Early Learner Development
 Early Learner Enrichment
 Infant Care Specialist
 Infant and Toddler Development
 Infant and Toddler Enrichment
 Instructional Aide
 Introduction to Child Care as a Career
 School-Age Care and Leadership
 School-Age Tutoring
 Three to Five-Year-Old Specialty Curriculum

Certificate of Completion: Child Care Provider Training

The Child Care Provider Training program will provide students with foundational knowledge of early childhood development as well as information about business practices to help progress towards vocational, academic, personal and/or professional goals working with children. Students become familiar with the local requirements for childcare businesses and regulations pertaining to childcare providers. Program instruction incorporates development of critical thinking skills and soft skills needed in academic, professional and social settings with emphasis placed on caring for infants and young children. This program provides the knowledge and academic experience necessary for a student to successfully transition to credit institutions and further study in the field of child development.

Required Courses

HMDV 575A Foundations of Child Care
 HMDV 575B Intro to Child Care Business

Certificate of Completion: Child Home Care Training

The Child Home Care Training program will provide students with knowledge of early childhood development, information about childcare business practices, and applied skills in both business and early childhood care and education. The program prepares students to have a successful child care

business of their own serving children ages 0-5, as they experience hands-on-practice in a laboratory setting with multi-age children. Employment options, as well as opportunities for home business success, increase with program completion. This program provides the knowledge and academic experience necessary for a student to successfully transition to credit institutions and further study in the field of child development.

Required Courses

HMDV 575A Foundations of Child Care
 HMDV 575B Intro to Child Care Business
 HMDV 584 Multi-Age Development & Care

Certificate of Completion: Early Learner Development

The Early Learner Development Program will provide students with knowledge of the physical, cognitive, and socio-emotional development of children ages 2-5 years. The program focuses on developmentally appropriate practice in the care and education of children ages 2-5 years, and the creation of safe, appropriate and nurturing environments which foster emerging skills and readiness for school entry. Upon successful completion of the program, the student will be able to provide safe and nurturing environments and implement developmentally appropriate activities for early learners. The student will explore and identify careers and vocations in early childhood education, development and care. This program provides skills necessary for entry-level employment in child care occupations and will provide students the opportunity explore educational pathways in Early Childhood Care and Education.

Required Courses

HMDV 582 Two-Year-Old Dev & Care
 HMDV 583 Three to Five Yr-Old Dev & Care

Certificate of Completion: Early Learner Enrichment

The Early Learner Enrichment program will provide students with knowledge and experience in various methods to promote and enrich physical, cognitive and socioemotional development in the early childhood between the ages of 2-5 years. The emphasis will be on brain development as enhanced by experiences with music, movement and outdoor learning and play.

Upon successful completion of the program, the student will be prepared to lead activities at home and in the workplace with children ages 2-5 years that benefit growth and development, with special emphasis on brain, language and physical development. The student will be able to demonstrate for parents and caregivers how to create safe outdoor play and learning environments for early learners. This program provides skills necessary for entry-level employment in child care occupations and will provide students the opportunity explore educational pathways in Early Childhood Care and Education.

Required Courses

HMDV 586 Early Learner Brain Dance
HMDV 591 Early Learner Outdoor Enrich

Certificate of Completion: Infant Care Specialist

The Infant Care Specialist program will provide students with knowledge specific to infant care and development, as well as an understanding of basic business practices involving the care of infants ages 0-12 months. Students learn how to provide safe, nurturing and appropriate care for infants in the family home or in a child care center. Students will acquire the knowledge and skills to open their own infant family child care home. This program provides the knowledge and academic experience necessary for a student to successfully transition to credit institutions and further study in the field of child development.

Required Courses

HMDV 575A Foundations of Child Care
HMDV 575B Intro to Child Care Business
HMDV 580 Infant Development & Care

Certificate of Completion: Infant and Toddler Development

The Infant and Toddler Development program will provide students with knowledge of the physical, cognitive, social and emotional growth of infants and toddlers. The program focuses on developmentally appropriate practices in the care of children ages 0-24 months and the creation of safe, appropriate and nurturing home and child care environments. Upon successful completion of the program, the student will be able to provide safe,

nurturing and developmentally appropriate care for infants and toddlers. The student will explore and identify careers and vocations in infant and toddler development and care. This program provides skills necessary for entry-level employment in child care occupations and will provide students the opportunity explore educational pathways in Early Childhood Care and Education.

Required Courses

HMDV 580 Infant Development & Care
HMDV 581 Toddler Development & Care

Certificate of Completion: Infant and Toddler Enrichment

The Infant and Toddler Enrichment program will provide students with knowledge and experience in various ways to promote and enrich infant/toddler physical, cognitive and socioemotional development. The emphasis will be on infant/toddler brain development as enhanced by experiences with music, movement and outdoor learning and play. Upon successful completion of the program, the student will be able to lead activities at home and in the workplace with children 0-24 months that benefit infant and toddler brain development. The student will be able to create safe outdoor play and learning environments for infants and toddlers and demonstrate for parents and caregivers how to do so. The student will also gain knowledge and academic experience necessary to foster a successful transition to credit institutions and/or further study in the field of child development.

Required Courses

HMDV 585 Infant/Toddler Brain Dance
HMDV 590 Infant/Toddler Outdoor Enrichment

Certificate of Completion: Instructional Aide

The Instructional Aide program will help students to understand the realities of working as an instructional aide, as well as help to promote job satisfaction and competence in an entry-level position by providing a general understanding of applied behavior analysis (ABA), individualized educational plan (IEP), and characteristics of disabilities in the school-aged child. Students will become familiar with teaching strategies, professional responsibilities, and laws and

regulations related to teaching children with disabilities. Program instruction focuses on understanding terminology and applied practice through role-play. This program prepares students for entry-level positions that support learning and independence for individuals with disabilities across various settings including school, home, and community-based programs.

Required Courses

HMDV 571A Instruction Aide I

HMDV 571B Instruction Aide II

Certificate of Completion: Introduction to Child Care as a Career

This program provides an introduction and prepares students for academic and professional success in the child care field. Students will learn practical guidelines and explore the requirements for careers in the child care field. This program will cover basic child development theory, health and safety, nutrition, and behavior management. In preparation for academic and professional success in the child care field, coursework will provide students the opportunity to develop self-discipline and empathy, self-management, and self-awareness skills. Program objectives include, but are not limited to, gaining an understanding of effective communication, financial literacy, employability skills, study skills, and soft skills that apply to both the classroom and work environment. Students who successfully complete

the program will be prepared to enter the child care workforce in an entry-level position or further their education in Child Development.

Required Courses

HMDV 575A Foundations of Child Care

INTD 500 Career & College Readiness

Certificate of Completion: School-Age Care and Leadership

The School-Age Care and Leadership program provides a foundation for understanding the physical, emotional, social and intellectual development of children ages 6 to 12. Students learn positive guidance and discipline techniques and design curriculum for use in before- and after-school care settings. The program fosters the development of critical thinking and soft skills needed in academic, professional, and social settings where emphasis is placed on the care of school-age children.

Upon successful completion of the program, the student is prepared to lead activities at home and in the workplace with children ages 6 to 12. Skills gained help students guide school-age children in strategies that advance healthy development and academic success. The student will also gain knowledge and academic experience



necessary to foster a successful transition to credit institutions and/or further study in the field of child development.

Required Courses

HMDV 595 School-Age: Theory and Skill Dev
HMDV 596 School-Age: Guidance and Curricula

Certificate of Completion: School-Age Tutoring

In the School-Age Tutoring certificate program, students learn fundamental skills for tutoring 6-to-12-year-olds in basic reading, writing, and math, while also practicing to pass the Classroom Assistant Proficiency Exam (CAPE), a test San Diego Unified School District requires to meet certain criteria for employment. Students develop foundational knowledge of the physical, cognitive, and social-emotional development of 6-to-12-year-olds, learn and implement positive guidance and discipline techniques, design age-appropriate curricula, and apply relevant tutoring skills.

Upon successful completion of the program, the student is prepared to tutor 6-to-12-year-olds, lead age-appropriate activities at home and in the workplace, and assist school-agers strategies that advance healthy development and academic success.

Required Courses

HMDV 595 School-Age: Theory and Skill Dev
HMDV 596 School-Age: Guidance and Curricula
HMDV 597 Tutoring the School-Ager

Certificate of Completion: Three to Five-Year-Old Specialty Curriculum

The Three to Five-Year-Old Specialty Curriculum program provides students with knowledge to develop and implement curricula designed for 3 to 5-year-old-children in the specialty areas of literacy, communication, reading, science, technology, engineering concepts, art and math. Emphasis is placed on understanding normative development and in utilizing the specialty curriculum to enhance growth potential and educational engagement in 3 to 5-year-olds. Additional emphasis is placed on recognizing unique needs or developmental delays

in equitable and inclusive settings. Upon successful completion of the program, students are prepared to lead emergent literacy and STEAM activities in the workplace and at home with children 3 to 5-years-old. With an understanding of classroom mechanics, students will be able to successfully implement curriculum as well as modify literacy and STEAM activities to address individualized needs and unique environments.

Required Courses

HMDV 593 3-5 Yr-Old: Emergent Literacy
HMDV 594 3-5 Yr-Old: STEAM Education

Clothing & Textiles

Certificate Programs

Advanced Sewn Product Construction
Clothing Construction Program
Essential Digital Tools for Manufacturing
Fashion Retail Business Program
Industrial Sewing and Manufacturing
Pattern Fitting Technician
Patternmaking for Product Development
Product and Textile Surface
Treatments: Digital Printing
Product and Textile Surface
Treatments: Embroidery
Sewn Product Business Program
Sewn Product Construction Essentials
Textile Product Innovator

Certificate of Completion: Advanced Sewn Product Construction

The Advanced Sewn Product Construction program is designed to equip students with employable advanced sewing construction skills. Building upon the foundational sewing skills covered in the Sewn Product Construction Essentials program, the program delves into the advanced use of sewing equipment, textiles, and patterns. Students engage in hands-on, project-based learning experiences, to learn construction skills for pants, and lined garments with inner shaping and support structures applicable to both apparel and various sewn products, with woven and knitted textiles. Alongside the advanced construction techniques, the program emphasizes product quality, cost analysis, sustainability principles, and essential soft skills

crucial for the workplace. Graduates are prepared for diverse roles in the cut and sew industry, such as advanced construction sewist, apparel production specialist, costume and cosplay construction specialist, or quality control inspector, where they can apply their expertise in creating high-quality and innovative products while considering cost and sustainability factors.

Required Courses

CLTX 521 Advanced Sewing Construction 1

CLTX 522 Advanced Sewing Construction 2

Certificate of Completion: Clothing Construction

This Clothing Construction Program is a sequence of courses designed to provide students with the knowledge and skills required for jobs in the fashion industry, fashion related careers or starting a small business. The program covers the development of basic to advanced sewing skills to create apparel and sewn products. Topics include pattern and fabric selection, construction techniques, pressing skills, selection, care and use of various types of sewing machines, elements of style, textile knowledge and identification, equipment, tools, fitting techniques, evaluation of apparel quality, industrial techniques, and tailoring using both couture and contemporary methods. Fashion industry concepts including green technology, trends, marketing, and employment opportunities are included. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including seamstress, alteration expert and tailors in the wholesale and resale clothing industry as well as in starting a small business. This program also serves as a foundation for additional training in fashion merchandising, fashion design and fashion consulting.

Required Courses

CLTX 620 Sewing Fundamentals

CLTX 625 Sewing Fundamentals II

CLTX 630 Sewing Like a Professional

CLTX 635 Contemporary Tailoring

Certificate of Completion: Essential Digital Tools for Manufacturing

In the dynamic landscape of the cut-and-sew industry, where digital transformation is reshaping

traditional methods, the Essential Digital Tools for Manufacturing program is designed to prepare individuals for technician roles that bridge the gap between craftsmanship and cutting-edge technologies. As employers increasingly seek professionals with digital competency, this program focuses on crafting skilled digital technicians ready to integrate and operate two-dimensional (2D) digital tools, three-dimensional (3D) printing, 3D scanning, laser cutting and engraving, and computer-numerical-control (CNC) machining technologies into the workflow of the cut-and-sew industry. All skills are acquired through hands-on, project-based learning experiences in student-centered learning spaces. Join us to embark on a career journey that shapes the future of the cut-and-sew industry. Graduates can pursue careers as skilled digital technicians in 3D printing and scanning, laser cutting, CNC machining, customization of fabrics, and precise manufacturing of sewn product components.

Required Courses

CLTX 601 Essential 2D Digital Manufacturing Tools

CLTX 602 Essential 3D Digital Manufacturing Tools

Certificate of Completion: Fashion Retail Business

The Fashion Retail Business Program provides the theory and hands-on training for entry-level positions in the fashion retail profession. The program provides an overview of the fashion industry, fashion industry terminology, industry history, careers, entrepreneurship, employability skills product identification, consumer behavior, sales, customer service and soft skills. Topics include segments of the fashion industry, following fashion trends, fashion retailers, global impact of fashion retail industry, consumer demographics, retail sales techniques, ethics in sales and solving customer service issues. The program also covers how to obtain employment in the fashion retail industry. Students who successfully complete the program can use the skills learned in a variety of fashion jobs including retail sales associate and customer service representative. It also prepares students for national retail certification assessments. This program serves as a foundation for additional training in advanced retail sales/management certificate programs and an associate degree in Fashion Merchandising at a community college.

Required Courses

CLTX 670 Intro to Fashion Industry

CLTX 671 Fashion Retail Basics

Certificate of Completion: Industrial Sewing and Manufacturing

The Industrial Sewing and Manufacturing certificate program provides the training necessary for a career in manufacturing cut and sew products from various industries, such as apparel, upholstery, interiors, outdoor gear, military gear, vehicle interiors, medical equipment, boat canvas and interiors, awning and exterior textile products. In Industrial Sewing Fundamentals (ISF) the student learns industrial sewing techniques, terminology, pattern interpretation, textile characteristics, industrial machine operation, safety and maintenance. In Industrial Sewing Production Skills (ISPS) the student learns sewn product manufacturing methods utilizing current standards, including production processes, techpacks information, order of operations, labor costing, marking and cutting techniques, managing and sewing on production lines, specifications, quality control, finishing and packaging. The hands-on learning is enriched with industry interactions, ethical sustainable practices and digital technologies. Skills are evidenced through the skills portfolio and the production of a sewn product.

Required Courses

CLTX 541 Industrial Sewing Fundamentals

CLTX 542 Industrial Sewing Production Skills

Certificate of Completion: Pattern Fitting Technician

Garment fitting expertise is crucial for crafting products of quality and value. The Pattern Fitting Technician certificate program provides foundational training for garment sewists and industry technicians, covering upper and lower body pattern fitting and adjustments. Students survey the history of pattern fit and sizing standards, gain proficiency in key terminology, gain an understanding of the tools and safety rules, and acquire the ability to accurately measure and adjust patterns through slash, seam, and pivot methods. Graduates not only demonstrate expertise in upper and lower body pattern analysis but also possess the skills to

recognize and achieve the correct fit. Proficiency in pattern fitting for all body types is gained through a hands-on, project-based approach, in student-centered learning labs. Upon successful completion, the Pattern Fitting Technician graduate emerges with versatile skills for success in various aspects of the cut and sew industry, from production sewing to patternmaking, quality control and design collaboration, or for starting a business.

Required Courses

CLTX 531 Pattern Fitting and Adjustment 1

CLTX 532 Pattern Fitting and Adjustment 2

Certificate of Completion: Patternmaking for Product Development

The Patternmaking for Product Development certificate program equips students with the skills and knowledge to excel in the field of textile product development. This program offers a unique perspective on patternmaking and the integration of computer-aided drafting (CAD) tools. Patternmaking Fundamentals merges traditional methods with contemporary CAD technology. 2D Patternmaking with Digital Software integrates digital patternmaking tools for streamlining product development and production, while generating accurate patterns. 3D Digital Patternmaking teaches the student 3D prototyping simulations with 3D pattern adjustments, automating the manufacturing process. The union of traditional craftsmanship and modern technological tools is a hallmark of this program. Practical skills will be developed through hands-on project-based learning in all three courses. Students will create patterns, simulate textile behavior, automate manufacturing processes, and engage in real-world challenges, ensuring they are well-prepared for the demands of the 21st century workplace.

Required Courses

CLTX 661 Patternmaking Fundamentals

CLTX 662 2D Digital Patternmaking

CLTX 663 3D Digital Patternmaking

Certificate of Completion: Product and Textile Surface Treatments: Digital Printing

The Product and Textile Surface Treatments: Digital Printing certificate program offers a comprehensive exploration of the dynamic and innovative field of textile printing and design. This program addresses different aspects of digital textile printing and design techniques. The courses cover various digital printing equipment, including direct to product, dye-sublimation, heat transfer vinyl, laser etching, and 3D printing. Together, these courses provide students with a well-rounded education in digital textile printing, equipping them with highly employable digital skills and the knowledge to succeed in the rapidly evolving textile cut and sew industries. Through hands-on activities, students will create custom textile designs, from clothing to home decor.

Required Courses

CLTX 611 Introduction to Digital Textile Printing

CLTX 612 Advanced Digital Printing Techniques

CLTX 613 Laser and 3D Printing on Textiles

Certificate of Completion: Product and Textile Surface Treatments: Embroidery

The Product and Textile Surface Treatments: Embroidery certificate program trains students in employable embroidery and digitizing skills through the combination of two distinct but interrelated courses. The program is designed to equip students with an understanding of the art of embroidery, ranging from traditional hand techniques to cutting-edge industrial machinery and design digitization. The program is suitable for both beginners with a keen interest in embroidery and experienced embroiderers looking to expand their skills and embrace modern technology. It caters to individuals interested in crafting, artistry, commercial embroidery, and those aspiring to become proficient in the digitization of designs. All skills are acquired through hands-on, project-based learning experiences in student-centered learning spaces.

Required Courses

CLTX 641 Introduction to Embroidery and Digitizing

CLTX 642 Advanced Embroidery and Digitization

Certificate of Completion: Sewn Product Business

This certificate of completion provides the student with instruction regarding the progression of a sewn product from conception to the consumer. The student will learn the entrepreneurial aspect of the sewn product business and develop a feasibility and marketing plan related to the student's conceptual sewn product. Sewn product manufacturing in the industrial and home-based environment will be covered as will employment preparation.

Required Courses

CLTX 651 Sewn Product Business I

CLTX 652 Sewn Product Business II

CLTX 653 Sewn Product Business III

Certificate of Completion: Sewn Product Construction Essentials

The Sewn Product Construction Essentials program develops essential foundational skills for construction of apparel and sewn products in the cut and sew industry. Alongside learning basic through intermediate sewn product construction skills for general woven and knitted textiles, the program covers essential knowledge of equipment, tools, fibers, fabrics, and their expected outcomes. With a focus on hands-on, project-based learning experiences in student-centered sewing labs, graduates leave equipped for diverse roles in the cut and sew industry. Jobs for beginning sewists may include positions such as Sewing Machine Operator, Apparel Production Assistant, Alterations Assistant, Wardrobe Maintenance Assistant, Costume Construction and Maintenance, or Quality Control Assistant. With an understanding of product quality, cost, sustainability, and workplace soft skills, the successful graduate is well-prepared to contribute to the dynamic and innovative world of the cut and sew industry.

Required Courses

CLTX 511 Sewn Product Construction 1

CLTX 512 Sewn Product Construction 2

Certificate of Completion: Textile Product Innovator

The Textile Product Innovator certificate program empowers students possessing textile product sewing construction skills and an entrepreneurial mindset to create textile product businesses and increase employability in the cut and sew industry. The program introduces concepts and tools crucial for creating textile product businesses, covering product ideation, market research, regulations, sourcing, pricing, production methods, marketing strategies, brand identity, market testing, and exploring both ecommerce platforms and physical spaces. Enriched with industry interactions, ethical practices, and access to digital technologies, the program sets a comprehensive framework for aspiring innovators. With goals ranging from understanding entrepreneurial characteristics to mastering textile product marketing, legal requirements, and sustainable practices, students gain a well-rounded skill set that includes creating a compelling product "Pitch". Upon completion, students emerge ready to navigate the complexities of the cut and sew industry, equipped with the knowledge and skills to succeed in textile product entrepreneurship. Graduates are prepared for diverse roles such as Textile Product Business Owner, E-commerce Manager, or Textile Product Marketing Specialist.

Required Courses

CLTX 506 Textile Product Innovator 1

CLTX 507 Textile Product Innovator 2

Digital Media & Programming

Certificate Programs

CMS (Content Management Systems)

Data Management with Python

Digital Design

Digital Photography

Front End Web Developer I

Front End Web Developer II

Full-Stack Web Developer

Intro to Digital Design Careers

Introduction to Software Development

Mobile Application Development Program

Motion and Video Production

Programming with JavaScript

Programming with Python

Visual and Vector Design

Web Design and Content Management

Certificate of Completion: CMS (Content Management Systems)

This program provides basic knowledge and skills needed to develop, customize, and manage websites using a CMS (Content Management Systems). The focus of this program is to provide the fundamentals of working with a CMS, including set-up, terminology, role management, functionality enhancement using plugins, and methods of customization by using child themes and Cascading Style Sheets (CSS). Content management driven websites require the use of databases and topics covered will include an overview of how to work with a database and its relationship to the CMS. In addition, this program teaches custom theme development using Pre-Hypertext Preprocessor (PHP) and other front-end web languages. Upon successful completion of this program students will be prepared to work as a WordPress developer, consultant and/or content creator.

Required Courses

COMM 681 Content Management Systems I

COMM 682 Content Management Systems II

COMM 683 WordPress Theme Development

Certificate of Completion: Data Management with Python

The Data Management with Python program teaches the basic concepts of relational data, databases, tables, SQL, and walks the student through the code expected to connect to these databases and perform CRUD (create, retrieve, update, and delete) operations. Additionally, this program introduces the student to Python for Data Science. In this course students will have the opportunity to make sense of the data by using Python's wide variety of data analytics and graphical modeling packages to perform exploratory data analysis, apply visualization and inferential techniques and data mining algorithms and develop the ability to recognize and uncover patterns in the data to solve complex business problems. Students who successfully complete the program can use the skills learned in various industries and jobs, including data science, embedded programming, game development, general software development, automation, cybersecurity, web development, and more used at companies such as Facebook, Instagram, Netflix, and Dropbox. This program also serves as a foundation for additional training in information technology.

Enrollment

To learn more about this certificate and for enrollment instructions, visit sdcce.edu/job-training/digital-media

Required Courses

COMP 662	Programming Databases - Python
COMP 663	Python for Data Science

Certificate of Completion: Digital Design

The Digital Design program is designed to provide students with the knowledge and skills needed to assess and learn basic design principles and best practices employed in the visual, print and digital portfolio industry. Through a hands-on, portfolio-based approach, students will gain a working knowledge of the creative fields of visual, print, and digital design. The courses included in the program provide instruction including selecting the appropriate tools, understanding best practices in the design and visual industry, and applying

appropriate industry standard applications for visual, print and digital design. Students will learn the technical skills needed to be prepared for entry-level employment in the digital media and design industry by planning, designing and creating computer-based digital media using a selection of industry-standard software. Earning a Digital Design Certificate allows students to demonstrate their knowledge and expertise with the most common skills required for the print and visual design industry.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/digital-media>

Required Courses

COMM 660	Visual Design
COMM 661	Vector Design
COMM 662	Page Layout Design
COMM 663	Portfolio Design

Certificate of Completion: Digital Photography

The Digital Photography program provides basic knowledge and skills required for a career as a photographer. The focus is to provide the fundamentals of digital photography and covers how to use the features of a digital camera. Students will learn the basic concepts of photography and operation of a digital camera. This program also covers establishing a photo management system and editing workflow used by professional photographers to accelerate the photo editing process and make organizing, editing and sharing of digital photographs quick and easy. Advanced photo editing software tools will also be used for non-destructive mass image editing, printing and publishing. Upon successful completion of this program students will be prepared for an introductory career in photography which includes, but not limited to, photographer/editor, school photographer, real estate photographer, and/or freelance photographer. Students interested in freelance photography or gig photography jobs are encouraged to complement the knowledge and skills gained upon successful completion of this program with courses in small business planning, management and growth. Students interested in higher photography, graphic design and/or marketing careers are encouraged to continue

their education and earn a degree as employers typically require a bachelor's degree as the minimum educational requirement.

Enrollment

To learn more about this certificate and for enrollment instructions, visit sdccce.edu/job-training/digital-media

Required Courses

COMM 650 Digital Photography

COMM 651 Photo Editing

COMM 652 Advanced Photo Processing

Certificate of Completion: Front End Web Developer I

The Front End Web Developer I program is designed to provide students with an introduction into the Web Development Industry. Front End Web Developers design the user interface and are responsible for visual design, user interaction, and browser compatibilities, and the courses offer the student a look into the ecosystem. The program courses include basic web programming, components of a website, pre-planning tools and strategies of preliminary web development utilizing user an overview of the internet, file management in relation to web development, components of a website, basic web authoring techniques using Hypertext Markup Language (HTML), and basic styling and structuring techniques using Cascading Style Sheets (CSS). Additionally, the program courses provide the student important soft skills that are critical in this industry including communication, honesty, teamwork, punctuality, integrity, accountability and organization.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdccce.edu/job-training/digital-media>

Required Courses

COMM 670 Web Development Fundamentals

COMM 671 Soft Skills in Web Development

Certificate of Completion: Front End Web Developer II

The Front End Web Developer II program is designed to leverage the skills the student learns in the Front End Web Developer I program by pushing

the student beyond the basics and into more intermediate and advanced level techniques. In this program, the student learns intermediate to advanced level skills in HTML and CSS. Additionally, the student is introduced to User Interface Design, specifically learning about user- and task-analysis, field research methods, usability testing and the UX process, creating sitemaps, wireframes, mood boards, style guides, and more. This course also introduces the student to promotion of a website through search engine optimization (SEO) which includes basic optimization strategies through keyword research, building inbound links, and optimizing pages and content. Finally, students will learn about accessibility strategies, how to maintain site health, and how to build and maintain a portfolio for success beyond the classroom.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdccce.edu/job-training/digital-media>

Required Courses

COMM 672 Web Programming: HTML and CSS

COMM 673 User Interface Design

COMM 674 Modern Web Development Tools

COMM 675 Web Development Special Topics

Certificate of Completion: Full-Stack Web Developer

MongoDB, Express, React and Node, also known as the MERN stack, are a popular combination for building modern full-stack web applications. Companies such as Uber, Lyft, Coinbase, Accenture, Netflix, Pinterest, and more leverage these technologies to build fast, efficient, and scalable solutions that can handle the massive amounts of transactions on their platforms every day. In this program, the student will be introduced to full-stack web development with the MERN stack. The student learns the JavaScript programming language and how to use it to build data-driven web applications using React and Node, work with data using MongoDB and Express, and learn to test, secure, and deploy applications. This program also covers many other complementary tools and technologies. Upon completion of this program a student is prepared for a career in web application development, software development and/or systems software development.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/digital-media>

Required Courses

COMP 690 Introduction to Web Programming

COMP 691 NoSQL Document Databases

COMP 692 Building Restful Web APIs

COMP 693 Javascript Frameworks

Certificate of Completion: Intro to Digital Design Careers

The Intro to Digital Design Careers program is designed to provide students with an overview of the graphic design industry and the qualifications necessary to match career opportunities. The program focuses on the knowledge and essential skills required to execute the basic design principles and best industry practices. The courses provide a hands-on approach to planning, designing, and creating raster and vector-based documents for the development of a portfolio. Students who successfully complete the program can use the skills acquired in a variety of introductory digital design positions. This program also serves as a foundation for further instruction in digital design.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/digital-media>

Required Courses

COMM 550 Intro to Digital Design

COMM 660 Visual Design

Certificate of Completion: Introduction to Software Development

The Introduction to Software Development program is for students who want to learn about careers in Software Development. Students gain a practical understanding of the field through hands-on activities using tools and techniques common to the industry. Students learn how to review software applications, set up a programming environment, enter text commands in a command-line interface.

Students are introduced to beginning coding techniques and exposed to best practices in the field. Students will also learn basic Python programming and how to read and update code written in different languages such as shell scripts, C, and Java. Students can use skills acquired in this program towards careers in information technology, business, or financial industries, as well as to progress to other certificate programs in the discipline.

Required Courses

COMP 666 Introduction to Software Development I

COMP 667 Introduction to Software Development II

Certificate of Completion: Mobile Application Development

The Mobile Application Development Program is designed to provide students with the knowledge and skills needed to develop and publish cross-platform mobile applications. The program provides students with both the practical and analytical skills needed to develop, publish and market mobile applications for multiple platforms. The program courses provide instruction in common markup, styling, and programming languages including open source frameworks. Topics include construction of content screens, database storage of user input, and geolocation services. Students will learn about Software Development Kits (SDKs), application testing, and publication. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including web application development and software application development. This program also serves as a foundation for additional training in information technology.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/digital-media>

Required Courses

COMP 645 Mobile App HTML Development

COMP 646 Mobile Software Dev Platform

COMP 647 Mobile App Publication

Certificate of Completion: Motion and Video Production

The Motion and Video Production program is designed to provide students with the knowledge and foundational skills needed to evaluate and appropriate software, principles and best practices employed in the audio, motion graphics and video production industry using audio, motion and video applications. The course provides a hands-on approach to planning, designing, and creating motion and video documents for the development of a portfolio. This can benefit students for future employment and possible internships within the industry. Students who successfully complete the program can use the skills learned in a variety of introductory motion and video production positions.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/digital-media>

Required Courses

COMM 667 Motion Graphics
COMM 668 Video Production

Certificate of Completion: Programming with JavaScript

This program is an introduction to the JavaScript language for students without prior programming experience. JavaScript is a ubiquitous language with a simple syntax and broad support. While it is easy for beginners to learn, it is widely used in web and server applications, gaming, smart watches, mobile applications, robotics, and more. A wide spectrum of JavaScript concepts is covered in this program including the essentials of the language, control statements, functions, modules, data structures, DOM scripting, asynchronous programming, exception handling, and more. Students completing this certificate program will be prepared for entry level web development and general programming positions.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/digital-media>

Required Courses

COMP 648 Programming with JavaScript I
COMP 649 Programming with JavaScript II

Certificate of Completion: Programming with Python

The Programming with Python program provides students with the necessary knowledge and skills to program software using the Python programming language. The courses provide instruction in fundamental Python topics, ranging from the essentials of the language, including control statements, functions, and data types, to object-oriented programming concepts. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including, network and system administration, cyber security, automation, embedded programming, and general software development. This program also serves as a foundation for additional training in web and game development.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/digital-media>

Required Courses

COMP 660 Programming with Python I
COMP 661 Programming with Python II

Certificate of Completion: Visual and Vector Design

The Visual and Vector Design program is designed to provide students with the knowledge and foundational skills needed to evaluate and appropriate basic design principles and best practices employed in the design industry using raster and vector based applications. The courses provide a hands-on approach to planning, designing and creating raster and vector-based documents for the development of a portfolio. Students who successfully complete the program can use the skills learned in a variety of introductory print design positions. This program also serves as a foundation for additional training in digital media.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/digital-media>

Required Courses

COMM 660 Visual Design

COMM 661 Vector Design

**Certificate of Completion:
Web Design and Content
Management**

The Web Design and Content Management program is designed to provide students with the knowledge and skills needed to assess and learn basic design principles employed in the web design content management industry. Through a hands-on approach, students will gain a working knowledge of the creative fields of visual and digital design for a web design and content management system. The program courses provide instruction including selecting the appropriate tools, understanding best practices in the web design content management industry and applying appropriate industry standard applications. Students will learn the technical skills needed to be ready for work in the digital design industry. Earning a Web Design and Content Management Certificate allows students to demonstrate their knowledge and expertise with the most common skills required for the web design content management industry. This program serves as a foundation for additional training in higher education courses and/or introductory level position in these industries.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/digital-media>

Required Courses

COMM 666 Workflow for Modern Web Design

COMM 669 Web Design & Content Management

**English as a Second
Language****Certificate Programs**

Advanced English as a Second Language Program
Advanced Prevocational ESL
Beginning English as a Second Language Program
Beginning Low Prevocational ESL
Beginning High Prevocational ESL
English as a Second Language Beginning
Listening and Speaking
English as a Second Language Citizenship
English as a Second Language
Conversation Program
English as a Second Language Grammar
English as a Second Language
Multilevel Citizenship
English as a Second Language Pronunciation
English as a Second Language Reading
Intermediate English as a Second
Language Program
Intermediate Low Prevocational ESL
Intermediate High Prevocational ESL

**Certificate of Competency:
Advanced English as a
Second Language**

The Advanced English as a Second Language Program equips students with the language skills needed to transition into higher education systems and/or the workplace. Each course focuses on development of listening and reading fluency and academic reading and writing skills. Digital literacy, soft skills and cultural awareness are integrated throughout the program. Upon completion of requirements of the Advanced English as a Second Language Program, students will receive a program certificate and are prepared to transition to career training, college and/or the workplace.

Required Courses

ESLA 436 ESL Adv Low 6

ESLA 437 ESL Adv High 7

Elective Courses

ESLA 415 ESL Multi-level

Certificate of Competency: Advanced Prevocational ESL

The Advanced Prevocational ESL program equips students with the language skills needed for career planning, obtaining employment and communication in the workplace. Each course focuses on the development of oral and written communication skills, reading skills, vocabulary development and grammatical competence. Development of critical thinking, data interpretation, digital literacy, numeracy, soft skills, and diversity awareness are integrated throughout the program. Upon successful completion of requirements of the Advanced Prevocational ESL program, students receive a program certificate and are prepared to transition to career training, college and/or employment.

Required Courses

ESLA 429A Adv Prevocational 1

ESLA 429B Adv Prevocational 2

Certificate of Competency: Beginning English as a Second Language

The Beginning ESL Program develops English learners' emerging listening, speaking, reading and writing skills to progress towards their personal, academic and/or professional goals and advance into the Intermediate ESL Program. Instruction incorporates development of the critical thinking and soft skills needed in academic, professional and social settings, with emphasis on working cooperatively in a diverse environment. Students who complete the program are prepared to enter the Intermediate ESL Program.

Required Courses

ESLA 431 ESL Beg Literacy 1

ESLA 432 ESL Beg Low 2

ESLA 433 ESL Beg High 3

Elective Courses

ESLA 415 ESL Multi-level

Certificate of Competency: Beginning Low Prevocational ESL

The Beginning Low Prevocational ESL program equips students with the basic language skills to begin career exploration and job search. The program also prepares students for communicating in the workplace, transitioning to the next level of ESL instruction and/or job training. Each course focuses on the development of oral and written communication skills, reading skills, vocabulary development, and grammatical competence. Development of critical thinking, digital literacy,



numeracy, soft skills, and diversity awareness are integrated throughout the program. Upon successful completion of requirements of the Beginning Low Prevocational ESL program, students receive a program certificate and are prepared to transition to Beginning High Prevocational ESL courses, job training or employment.

Required Courses

ESLA 425A Beg Low Prevocational 1

ESLA 425B Beg Low Prevocational 2

Certificate of Competency: Beginning High Prevocational ESL

The Beginning High Prevocational ESL program equips students with the basic language skills to continue career exploration and job search. The program also prepares students for communicating in the workplace, transitioning to higher levels of ESL instruction and/or job training. Each course focuses on the development of oral and written

communication skills, reading skills, vocabulary development and grammatical competence. Development of critical thinking, basic data interpretation, digital literacy, numeracy, soft skills, and diversity awareness are integrated throughout the program. Upon successful completion of requirements of the Beginning High Prevocational ESL program, students receive a program certificate and are prepared to transition to Intermediate Low Prevocational ESL courses, job training or employment.

Required Courses

ESLA 426A Beg High Prevocational 1

ESLA 426B Beg High Prevocational 2

Certificate of Competency: English as a Second Language Beginning Listening and Speaking

The English as a Second Language (ESL) Beginning Listening and Speaking Program provides instruction in basic listening and speaking skills to begin meeting communication goals in academic, professional, and social settings. Self-advocacy and diversity awareness are integrated throughout the program. Students who successfully complete this program are prepared to listen and speak with basic proficiency to complete simple everyday tasks in adult life.

Required Courses

ESLA 449 ESL Beginning Literacy Conversation

ESLA 450 ESL Beginning Conversation

Certificate of Competency: English as a Second Language Citizenship

The ESL Citizenship program has two courses. The Pre-Citizenship course equips students with the minimal English language skills needed to prepare students to enroll in the ESL/Citizenship course. The Pre-Citizenship course uses language skills in context to equip students with basic knowledge of U.S. History and Government, to introduce rights and responsibilities of U.S. citizenship, and to familiarize students with basic knowledge of the naturalization process. The ESL/Citizenship course, further develops students' English language skills and knowledge of U.S. history and government to

prepare students for the rights and responsibilities of U.S. citizenship and for success on all aspects of the naturalization process including the U.S. Citizenship and Immigration Services (USCIS) naturalization application and interview exam. Each course focuses on the development of oral and written communication skills which include grammatical understanding of time references in verb tenses to answer questions, clarification skills, comprehensible pronunciation, vocabulary development, reading, and writing skills. Development of critical thinking, digital literacy, numeracy, soft skills, and diversity awareness are integrated throughout the program. Upon successful completion of requirements of the ESL/Citizenship program, students receive a program certificate and are prepared to complete all steps of the naturalization process, and once a naturalized citizen, to qualify for job and educational opportunities and advancements, voting in elections, civic engagement, and other benefits of U.S. citizenship.

Required Courses

ESLA 441 ESL Pre-Citizenship

ESLA 442 ESL Citizenship

Certificate of Competency: English as a Second Language Conversation Program

The ESL Conversation Program provides instruction in listening and speaking skills to equip English learners to function successfully in academic, professional and social settings. Critical thinking skills and cultural diversity awareness are integrated throughout the program. Students who successfully complete this program are prepared to listen and speak effectively in higher educational settings, vocational training and/or the workplace.

Required Courses

ESLA 450 ESL Beginning Conversation

ESLA 451 ESL Int/Adv Conversation

Certificate of Competency: English as a Second Language Grammar

The ESL Grammar Program provides instruction and extensive practice designed to increase students' proficiency in the use of English grammar in written

and oral communications. Instruction focuses on pronunciation and application of grammar knowledge in writing and speaking to promote success in workplace, community and academic settings. Soft skills, critical thinking, digital literacy and cultural awareness are incorporated throughout the program.

Required Courses

ESLA 454	ESL Beginning Grammar
ESLA 455	ESL Int/Adv Grammar

Certificate of Competency: English as a Second Language Multilevel Citizenship

The ESL Multilevel Citizenship program develops students' English listening, speaking, reading and writing skills and knowledge of American History and Government for citizenship preparation. Instruction prepares students for successful completion of the naturalization process including the application for citizenship, the Citizenship History and Government test and the final United States Citizenship and Immigration Services (USCIS) interview. Upon completion of the requirements of the ESL Multilevel Citizenship Program, students will receive a program certificate and are prepared to complete all steps of the naturalization process and to participate in professional, educational and social settings.

Required Courses

ESLA 415	ESL Multi-Level
ESLA 442	ESL Citizenship

Certificate of Competency: English as a Second Language Pronunciation

The ESL Pronunciation Program provides instruction in the sounds of spoken American English. Students' progress from identifying and producing isolated sounds to speaking clearly and fluently in extended sentences and conversations. Instructional focus includes understanding the relationship of phonology, syntax and semantics to the rules of American English pronunciation. Soft skills, critical thinking skills and cultural awareness are incorporated throughout the courses. Upon completion of this program, students receive a

program certificate and are prepared to apply pronunciation strategies and techniques in higher educational settings, vocational training and in the workplace.

Required Courses

ESLA 452	ESL Beginning Pronunciation
ESLA 453	ESL Int/Adv Pronunciation

Certificate of Competency: English as a Second Language Reading

The ESL Reading Program provides instruction and extensive practice designed to increase students' reading skills in the areas of vocabulary development, fluency, accuracy, comprehension, and analysis. Instruction focuses on strategies to build test-taking skills, reading stamina, and knowledge to succeed in workplace, community and academic settings. Language skills, soft skills, critical thinking skills, digital literacy and cultural awareness are incorporated throughout the program.

Required Courses

ESLA 456	ESL Beginning Reading
ESLA 457	ESL Int/Adv Reading

Certificate of Competency: Intermediate English as a Second Language

The Intermediate English as a Second Language Program equips students with the language skills required for the fulfillment of their professional and academic goals. Each course includes instruction in listening, speaking, reading, writing, vocabulary development, language functions, and language forms. Using a competency-based approach these skills are taught in the context of themes that are relevant to students' needs and goals. Technology, soft skills and cultural awareness are integrated throughout the program. Upon completion of requirements of the Intermediate English as a Second Language Program, students will receive a program certificate and are prepared to transition to the Advanced English as a Second Language program.

Required Courses

ESLA 434	ESL Int Low 4
ESLA 435	ESL Int High 5

Elective Courses

ESLA 415	ESL Multi-level
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Certificate of Competency: Intermediate High Prevocational ESL

The Intermediate High Prevocational ESL program further develops the language skills for researching the job market to explore career opportunities and seek employment. The program also prepares students for communicating in the workplace, transitioning to higher levels of ESL instruction and/or job training. Each course focuses on the development of oral and written communication skills, reading skills, vocabulary development, and grammatical competence. Development of critical thinking, research skills, data interpretation, digital literacy, numeracy, soft skills, and diversity awareness are integrated throughout the program. Upon successful completion of requirements of the Intermediate High Prevocational ESL program, students receive a program certificate and are prepared to transition to Advanced Prevocational ESL courses, job training or employment.

Required Courses

ESLA 427A Int High Prevocational 1

ESLA 428B Int High Prevocational 2

Certificate of Competency: Intermediate Low Prevocational ESL

The Intermediate Low Prevocational ESL program further develops the language skills for career exploration and planning, seeking employment, and communicating in the workplace. The program also prepares students for transitioning to higher levels of ESL instruction and/or job training. Each course focuses on the development of oral and written communication skills, reading skills, vocabulary development and grammatical competence. Development of critical thinking, basic data interpretation, digital literacy, numeracy, soft skills, and diversity awareness are integrated throughout the program. Upon successful completion of requirements of the Intermediate Low Prevocational ESL program, students receive a program certificate and are prepared to transition to Intermediate High Prevocational ESL courses, job training or employment.

Required Courses

ESLA 428A Int Low Prevocational 1

ESLA 428B Int Low Prevocational 2

Healthcare Careers

Certificate Programs

Health Unit Coordinator

Introduction to Healthcare Careers

Nurse Assistant Acute Care Program

Nurse Assistant in Behavioral Health Program

Nurse Assistant Rehabilitative Program

Nursing Assistant Training Program

Ophthalmic Assistant

Optical Technician

Personal Care Assistant/Caregiver Program

Certificate of Completion: Health Unit Coordinator

The Health Unit Coordinator program provides students with the skills needed to perform administrative tasks using knowledge of medical terminology, healthcare procedures and the daily operations of a healthcare setting. The program prepares the student to assist in maintaining patient and unit records, electronic medical records, coordinating patient activities such as scheduling diagnostic procedures, surgeries, laboratory tests and other treatments. Health Unit Coordinators serve as the communications link between departments, physicians, nursing staff, patients and visitors. Emphasis is placed on communication skills and soft skills utilized in the health care industry. The program requires completion of the medical terminology course and health unit coordinator basics course. Upon completion of this program students are prepared to provide administrative support in health care settings such as hospital units, clinics, public health care agencies, or nursing homes. This program prepares students for national certification by the National Association of Health Unit Coordinators (NAHUC). This program can be used as academic and career ladders to transition to higher healthcare administrative careers and higher education pathways.

Required Courses

HLTH 612 Medical Terminology

HLTH 613 Health Unit Coordinator Basics

Certificate of Completion: Introduction to Healthcare Careers

This program provides an introductory overview of the healthcare industry, career opportunities; the basic knowledge required for entry-level positions in the healthcare profession and prepares students for academic and professional success by developing behaviors that support this outcome. Topics include business aspects of healthcare, delivery systems, services and specialties, regulations and mandates, workplace communication, safety issues, introduction to medical terminology, common diseases, legal and ethical issues, professional conduct, career pathways, and employment readiness. Instruction includes skills to help students develop self-discipline, empathy, creating and leading self-managed teams. Course work focuses on personal responsibility through self-management, self-awareness, social and physical wellness while developing connections between behaviors, intentions, purpose, and the pathway to achieving goals. Upon successful completion of this program students are prepared for entry-level healthcare support positions.

Required Courses

HLTH 609	Healthcare Careers
INTD 500	Career & College Readiness

Certificate of Completion: Nursing Assistant Training

The purpose of the training is to prepare students for the State Certified Nurse Assistant examination, which tests for knowledge of theory and applied skills. In order to successfully complete this training, it is advised that students enter the program with strong reading skills (9th grade or higher). Students are also required to have a physical and T.B. exam before entering the program.

Students learn a variety of skills

Requirements for nurse assistant certification, professionalism and ethics; communication and interpersonal skills; promoting patients' rights and independence; rehabilitative/restorative care; medical/surgical asepsis; standard procedures;

emergency procedures and prevention of catastrophe; resident care skills and procedures; body mechanic-nutrition; vital signs; weights and measures; observation and charting; and the long-term-care resident; death and dying.

Upon successful completion of the course, students may apply to take the State Certified Nurse Assistant examination. Once students have passed this exam, they become certified as Nurse Assistants by the State of California.

Required Courses

HLTH 605	Nursing Assistant Training
HLTH 606	Home Health Aide

Certificate of Completion: Nurse Assistant Acute Care

The Nurse Assistant Acute Care Program provides students with the skills essential to seek employment as a Certified Nurse Assistant (CNA) or an Acute Care Nurse Assistant in a hospital. The nurse assist course prepares the student to take the California State Examination to become a Certified Nurse Assistant and provides the skills needed to work in a skilled nursing facility. The Nurse Assistant Training course includes classroom theory, nursing lab practicum, and supervised clinical practice. Students will learn how to measure vital signs such as blood pressure, pulse, respirations, temperature; and assist patients with bathing, toileting, positioning, dressing, ambulating and using equipment such as wheelchairs and mechanical lifts. The Acute Care Nurse Assistant course provides the knowledge and skills needed to function competently in an acute care setting; such as a hospital, sub-acute unit, or ambulatory care clinic. This course consists of theory and hands on practice in medical and surgical patient care and in the areas of oncology, orthopedics, obstetrics and maternal-child care. Infection control, anatomy and physiology, medical terminology, psychosocial needs, and communication and reporting methods are integrated throughout the course. A critical part of the program will be learning to observe and report changes in a patient's condition to the supervising Licensed Vocational or Registered Nurse.

Required Courses

HLTH 605	Nursing Assistant Training
HLTH 607	Acute Care Nurse Assistant

Certificate of Completion: Nurse Assistant in Behavioral Health

The Nurse Assistant in Behavioral Health Program provides students with the skills essential to seek employment as a Certified Nurse Assistant or a Behavioral Health Aide. The program prepares the student to take the California State Examination to become a Certified Nurse Assistant and provides the skills needed to work in a skilled nursing facility or mental health facility. The program requires completion of the Nursing Assistant Training course and the Behavioral Health Aide course. The Nurse Assistant Training course includes classroom theory, nursing lab practicum, and supervised clinical practice. Students will learn how to measure vital signs such as blood pressure, pulse, respirations and temperature and assist patients with bathing, toileting, positioning, dressing, ambulating and using equipment such as wheelchairs and mechanical lifts. The Behavioral Health Aide course provides the Certified Nurse Assistant with the skills to specialize in behavioral and mental health care in a hospital, substance abuse facility, psychiatric unit and inpatient/outpatient behavioral health facility. This course consists of theory and hands-on practice in skills providing direct patient care and support, recognizing signs and symptoms of distress, and effectively communicating with patients with mental and behavioral challenges. Students will learn about mental health issues and diseases and to provide professional intervention during patient crises.

Required Courses

HLTH 605	Nursing Assistant Training
HLTH 611	Behavioral Health Aide

Certificate of Completion: Nurse Assistant Rehabilitative

The Nurse Assistant Rehabilitative Program provides students with the skills essential to seek employment as a Certified Nurse Assistant or a Restorative Nurse Assistant. The program prepares the student to take the California State Examination to become a Certified Nurse Assistant and provides the skills needed to work in a skilled nursing facility or rehabilitative center. The program requires completion of the Nursing Assistant Training course and the Restorative Nurse Assistant course. The

Nurse Assistant Training course includes classroom theory, nursing lab practicum, and supervised clinical practice. Students will learn how to measure vital signs: such as blood pressure, pulse, respirations, and temperature; and assist patients with bathing, toileting, positioning, dressing, ambulating and using equipment such as wheelchairs and mechanical lifts. The Restorative Nurse Assistant course provides the Certified Nurse Assistant with the skills to specialize in rehabilitative nursing. This course consists of theory and hands on practice in skills such as splinting, range of motion exercises, dysphagia techniques, adaptive equipment use, documentation and communication with the rehabilitation team and patients. Students will learn to use interventions that promote a patient's ability to adjust to living as independently as possible within the confinement of their disability. This course is also beneficial for caregivers and healthcare workers who provide basic nursing care.

Required Courses

HLTH 605	Nursing Assistant Training
HLTH 608	Restorative Nurse Assistant

Certificate of Completion: Ophthalmic Assistant

The Ophthalmic Assistant program trains participants for entry-level jobs supporting eye care professionals in ophthalmology clinics, hospitals, and private practices. Students learn to perform basic eye examinations, operate specialized ophthalmic equipment, and assist with diagnostic procedures. The curriculum covers essential skills including visual acuity testing, eye pressure measurement, patient triage, and medical documentation. Participants develop expertise in diagnostic technology operation, patient intake and communication, pre- and post-operative patient care, medical ethics and confidentiality, infection control protocols, and clinical administrative tasks. Through hands-on training, students gain proficiency in using advanced medical technologies and supporting ophthalmologists during examinations and procedures. The program prepares participants to take the Certified Ophthalmic Assistant (COA) exam, positioning graduates for successful careers in eye healthcare.

Required Courses

HLTH 616	Ophthalmic Assistant 1
HLTH 617	Ophthalmic Assistant 2

Certificate of Completion: Optical Technician

The Optical Technician program trains participants for entry-level jobs in the optical field as Optical Technicians or Dispensing Opticians for spectacles and contact lens. Spectacle lenses, worn in eyeglasses, and contact lenses, placed directly on the eye, help correct vision. Students learn to interpret prescriptions, select and fit lenses, and perform optical calculations. The program covers eye anatomy, refractive errors, optical theory, and professional standards, including HIPAA regulations and ANSI guidelines. Hands-on training includes using a lensometer, adjusting frames, verifying contact lenses, performing keratometry readings, and conducting slit lamp exams. Participants also develop customer service and business skills for working in optical settings such as optometry offices, optical labs, retail stores, and ophthalmology clinics. Graduates are prepared to take the National Opticianry Competency Exam (NOCE) and the Contact Lens Registry Exam (CLRE), leading to certification as a Licensed Optician and Registered Contact Lens Dispenser.

Required Courses

HLTH 614	Optical Technician 1
HLTH 615	Optical Technician 2

Certificate of Completion: Personal Care Assistant/ Caregiver

The Personal Care Assistant/Caregiver Program prepares students to work in healthcare as a personal care assistant, also known as caregiver, personal care aide, or home care aide. Personal care assistants usually work in the client's home or assisted living facility. The Personal Care Assistant but may also provide services to a client in a skilled nursing facility, rehabilitation center or hospital. This program consists of two classes, Healthcare Careers and Personal and Home Care Aide. The Healthcare Careers course provides an overview of the healthcare industry, career opportunities and the basic knowledge required for entry-level positions in the healthcare profession. Topics include business aspects, delivery systems, services and specialties, regulations and mandates, legal and ethical issues and professional conduct. The student will have a basic knowledge of the healthcare industry enabling them to create a career ladder plan or occupational goals specific to their interests. Instruction in the Personal and Home Care Aide includes the role of

the assistant/caregiver and procedures for assisting clients in performing their activities of daily living such as bathing and grooming. Topics include basic nursing skills, home safety, and infection control, use of adaptive equipment, body mechanics, and basic nutrition. Maintaining a clean, safe environment, emergency procedures and workplace skills are integrated throughout the course.

Required Courses

HLTH 609	Healthcare Careers
HLTH 610	Personal and Home Care Aide

High School Diploma, High School Equivalency & Basic Skills

Certificate Programs

Elementary Basic Skills Program
High School Equivalency Preparation Level 1
High School Equivalency Preparation Level 2
Introduction to Career and College Readiness
Secondary Education Completion Program

Certificate of Completion: Elementary Basic Skills

The Elementary Basic Skills Program is designed to provide students with the basic educational skills necessary to reach their individual, family, work, and community goals. The program is designed for learners who need goal-specific elementary level basic skills such as reading, math, spelling, writing, communication and critical thinking.

The program includes the development of basic skills and content knowledge skill related to the world of work such as interpersonal, speaking, listening, vocabulary, reading, writing use of technology, problem-solving and career planning. After completing this program, students will possess the skills needed to continue with GED preparation, high school completion and vocational studies for employment.

Required Courses

ABED 430	Pre-Vocational ABE
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ABED 441 Basic Education, Language Arts,
Beginning Level

ABED 443 Basic Education, Math, Beginning Level

Certificate of Competency: High School Equivalency Preparation 1

The High School Equivalency Preparation 1 certificate program provides students with the skills needed to be successful in a high school equivalency preparation course. The program includes the development of basic skills, and is designed to support students who need targeted skill development in reading, writing, mathematics, communication and critical thinking. Upon completion of this program students will be prepared to transition to upper level high school equivalency preparation courses.

Required Courses

HSEP 400 HSEP for Mathematics 1

HSEP 402 HSEP for Reading 1

HSEP 404 HSEP for Writing 1

Certificate of Competency: High School Equivalency Preparation 2

The High School Equivalency Preparation Level 2 Certificate Program is designed to prepare students to pass high school equivalency (HSE) tests. The program provides students with the content knowledge and skills in the areas of reading, writing, social studies, science, and mathematics. Critical thinking and test taking strategies are emphasized in the courses required to complete the program. Official HSE tests are not administered within the program; students are provided support in scheduling tests. Upon completion of this program students will be prepared to pass HSE official tests.

Required Courses

HSEP 401 HSEP for Mathematics 2

HSEP 403 HSEP for Reading 2

HSEP 405 HSEP for Writing 2

HSEP 406 HSEP for Science

HSEP 407 HSEP for Social Studies

Certificate of Completion: Introduction to Career and College Readiness

This certificate program is designed to prepare students for academic and professional success by developing behaviors that support personal responsibility through self-management, self-awareness, social and physical wellness, while developing connections between behaviors, intentions and purpose, and the pathway to achieving goals. Program instruction includes identification and use of working styles, creating and leading self-managed teams, and use of a career development model that focuses on digital soft skills, assessment, exploration, decision-making and job search/action. Upon completion of this certificate program students will be prepared to make informed decisions regarding career and college pathways, as well as be better prepared for job readiness.

Required Courses

INTD 500 Career & College Readiness

INTD 501 Career Development

Certificate of Competency: Secondary Education Completion

This program is a sequence of courses in Secondary Basic Skills leading to a joint high school diploma. The Board of Trustees of both the San Diego Unified School District and the San Diego Community College District jointly award this diploma. The courses offered provide students with opportunities to demonstrate proficiency in each of the California Content Area Standards, as well as the Reading, Writing, Listening and Speaking, Written and Oral English Language, and Mathematics Standards associated with each class. Upon obtaining the High School Diploma, students are prepared to matriculate to trade schools, community colleges, and four year institutions. They are also prepared to achieve their individual, family, work, and community goals.

Required Courses

HSDP 403 Independent Study

HSDP 409 English 3-4, First Semester

HSDP 411 English 3-4, Second Semester

HSDP 413A Contemporary Voices 1

HSDP 413B	Contemporary Voices 2
HSDP 414	American Literature 1&2 Sem 1
HSDP 415	Reading Improvement
HSDP 416	American Literature 1&2 Sem 2
HSDP 427	United States Government 1
HSDP 432	Economics
HSDP 433	United States History 1
HSDP 436	20TH Century U.S. History 2
HSPD 461	Physics 1
HSDP 465	Algebra 3-4, First Semester
HSDP 466	Algebra 3-4, Second Semester
HSDP 467A	Unifying Algebra/Geometry 1
HSDP 467B	Unifying Algebra/Geometry 2
HSDP 478	World Hist/Geography/Econ 1
HSDP 479	World Hist/Geography/Econ 2
HSDP 500	Pre-Algebra, Semester 1
HSDP 501	Pre-Algebra, Semester 2
HSDP 506	Algebra 1-2, Semester 1
HSDP 507	Algebra 1-2, Semester 2
HSDP 511	Biology 1
HSDP 512	Biology 2
HSDP 513	Earth Science 1
HSDP 514	Earth Science 2
INTD 500	Career & College Readiness

Hospitality & Culinary Arts

Certificate Programs

Baking and Pastry Arts I
 Baking and Pastry Arts II
 Culinary Arts Advanced Program
 Culinary Arts Program
 Culinary Nutrition
 Introduction to Hospitality Industry

Certificate of Completion: Baking and Pastry Arts I

This program provides career readiness skills in the baking and pastry arts. Students will be exposed to the fundamentals of bakeshop product identification, ingredients, and industry techniques. Students will explore the basic culinary skills in the baking industry from baking theory and techniques to hands-on production techniques used in working kitchens and bakeries. Products produced include cookies, pies, tarts, dessert sauces, custards and frozen desserts before ending with artisanal bread production, such as yeasted, non-

yeasted, and laminated doughs. Students will gain an understanding of soft skills such as interpersonal skills, conflict resolution, time management, organizational skills while working in a culturally rich setting. Upon completion of this program, students will be prepared for gainful employment as an entry-level baker in a commercial bakeshop, restaurant, or starting their own cottage industry business.

Required Courses

FDNT 661 Baking and Pastry Essentials
 FDNT 662 Baking and Artisanal Breads

Certificate of Completion: Baking and Pastry Arts II



This program provides career readiness skills in the baking and pastry arts. Students will be exposed to advanced pastry and cake production, as well as chocolate and sugar confectionary work. Students will explore the advanced culinary skills in the baking industry from baking and pastry theory and techniques to hands-on production techniques used in working kitchens, bakeries, and confectionary shops. Products produced include American-style cakes, European tortes, frostings, fillings, decoration mediums, mini pastries, and petit fours before ending with meringues and confections, both chocolate and sugar. Students will also gain an understanding of mass production for buffet pastry items, display techniques, and confectionary showpieces. Upon completion of this program, students will be prepared for gainful employment as an entry to-intermediate level baker, chocolatier, confectioner, and artisanal cake designer in a commercial bakeshop, restaurant, hotel, boutique

confectionary store, or starting their own cottage industry business.

Required Courses

FDNT 663	Advanced Pastries and Cakes
FDNT 664	Chocolate & Sugar Fundamentals

Certificate of Completion: Culinary Arts



The Culinary Arts program is a six module (course) vocational program. Students attend class 25 hours per week. A certification of completion is awarded for successfully completing each module. A Culinary Arts Program certificate is awarded upon successfully completing all six modules. Each module includes culinary theory instruction as well as culinary computer labs.

Required Courses

FDNT 671	Culinary Arts I
FDNT 672	Culinary Arts II
FDNT 673	Culinary Arts III
FDNT 674	Culinary Arts IV
FDNT 675	Culinary Arts V
FDNT 676	Culinary Arts VI

Certificate of Completion: Culinary Arts Advanced

The Culinary Arts Advanced Program provides an overview of current trends in the culinary industry, restaurant operations, and the basic knowledge required to design and open a food service business. The program includes sustainable food systems, food and beverage management, front end operations and professional table service. Topics include molecular culinary terminology, molecular product identification, flavor affinities, business plan development, marketing, restaurant law, and restaurant concept development. The program courses also cover farm-to-table concepts, food and beverage pairing, purchasing and cost control, human resources and restaurant leadership and management. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including cooks, chefs, caterers and food service managers. This program also serves as a foundation for additional training towards an associate degree in culinary arts at a community college.

Required Courses

FDNT 683	Culinary Arts Advanced I
FDNT 684	Culinary Arts Advanced II

Certificate of Completion: Culinary Nutrition



This program provides career readiness skills in the field of nutrition science and meal planning. Students will be exposed to the fundamentals of nutrition principles, scientific concepts, food safety, and

bodily processes. Students will learn basic nutrition principles and explore how to apply these in a variety of dishes in order to retain maximum nutrient retention. Topics covered in the program will include national nutrition standards, cultural dietary habits, personal wellness, recipe development, seasonality, and health coaching techniques, menu planning costing, and menu production in a laboratory setting. Students will gain an understanding of soft skills such as interpersonal skills, conflict resolution, time management, organizational skills while working in a culturally rich setting. Upon completion of this program, students will be prepared for gainful employment as a personal or private chef that specializes in dietary food plans or starting their own cottage industry business.

Required Courses

FDNT 618	Nutrition Essentials
FDNT 619	Meal Planning Essentials

Certificate of Completion: Introduction to Hospitality Industry

This program introduces the hospitality industry and prepares students for academic and professional success in the hospitality industry. Students will gain knowledge of industry terminology, a retrospective of early to current cuisines and industry trends, and the major labor market segments. Students will learn skills to develop self-discipline and empathy, self management, and self-awareness. Students will also gain an understanding of effective communication, financial literacy, employability skills, study skills and soft skills that apply to both the classroom and work environment. Students who successfully complete the program will be prepared to enter the hospitality industry in positions such as prep cook and other entry-level positions in the industry.

Required Courses

INTD 500	Career & College Readiness
FDNT 501	Intro to Hospitality Careers

Information Technology

Certificate Programs

AWS Cloud Operations Administration
AWS Cloud Solutions
Certified Network Associate (CCNA)
Cloud Solutions AWS-Specialty Machine Learning
Cloud Solutions AWS-Specialty Security
Cyber Threat and Response
Cybersecurity Analyst
Desktop Technician
Linux Server Administration Program
Network Technician
Security Essentials
Web Server Technologies and Applications
Windows System Administration Program

Certificate of Completion: AWS Cloud Operations Administration

The AWS Cloud Operations Administration program provides students with the knowledge and skills needed to manage and optimize cloud infrastructure on Amazon Web Services (AWS). The program covers key operations concepts related to cloud computing, virtualization, networking, security, automation, and cost management. Students learn best practices for configuring and troubleshooting AWS environments, ensuring secure and scalable cloud deployments. Hands-on experience with AWS services enables students to build expertise in cloud operations, DevOps practices, and systems administration. The program prepares graduates for entry-level cloud roles such as Cloud Operations Specialist and SysOps Administrator. Additionally, the program lays the groundwork for industry-recognized certifications, including the AWS Certified SysOps Administrator - Associate certification.

Required Courses

COMP 671	AWS Academy Cloud Foundations
COMP 672	AWS Academy Cloud Architecture
COMP 674	AWS Academy Cloud Operations

Certificate of Completion: AWS Cloud Solutions

The AWS Cloud Solutions program provides students with the knowledge and skills to function as a cloud professional. Emphasis is placed on the ability to select and design secure and robust architectural solutions for hosting a variety of applications and web services on the Amazon Web Services (AWS) cloud computing platform. Focus will be on the ability to define a solution using cloud computing architectural design principles and provide implementation guidance based on best practices throughout the lifecycle of the project. The program topics emphasizes hands-on experience with AWS services and the Well-Architected Framework and include key cloud concepts, the core AWS cloud services, security, architecture, pricing, and support. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including IT Support Specialist, network and computer systems administrator, as well entry into cloud roles including associate cloud architect, SysOps, and DevOps roles. This program also serves as a foundation for additional training in information technology and aligns with both the AWS Cloud Practitioner and the AWS Solutions Architect - Associate certification exams.

Required Courses

COMP 671	AWS Academy Cloud Foundations
COMP 672	AWS Academy Cloud Architecture

Certificate of Completion: Cisco Certified Network Associate (CCNA)

The Cisco Certified Network Associate (CCNA) program is designed to help students develop a comprehensive foundation for designing, securing, operating, and troubleshooting modern computer networks, on the scale from small business to enterprise networks. The program includes networking topics such as LAN, WAN, WLAN architectures, IPv4 and IPv6 protocols, virtualization, automation, and configuration management tools, with a focus on hands-on learning and essential career skills like problem solving and collaboration. Offered through the Cisco Networking Academy (Netacad), a leader in IT skills-to-jobs education, this three-course series prepares students for the CCNA certification exam and equips them with the skills

needed for associate-level roles in the Information & Communication Technologies (ICT) industry.

For additional information, please visit the program website at <https://www.netacad.com/about-networking-academy>.

Required Courses

COMP 600	Introduction to Networks (ITN)
COMP 601	Switching, Routing and Wireless Essentials (SRWE)
COMP 602	Enterprise Networking, Security and Automation (ENSA)

Certificate of Completion: Cloud Solutions AWS- Specialty Machine Learning

The Cloud Solutions AWS-Specialty Machine Learning certificate program provides a solid foundation and set of skills in the innovative world of cloud computing and machine learning. Over the three courses in the program, participants become proficient in selecting and using cloud technologies, with a specialized focus on Amazon Machine Learning services. From forecasting to computer vision, natural language processing, and generative AI (Artificial Intelligence), students harness the power of Amazon SageMaker to construct robust machine learning pipelines. Beyond mastery of technical skills, this program emphasizes the development of secure, highly available, and fault-tolerant applications. Graduates emerge equipped with the ability to thrive in diverse industries, in roles ranging from network and computer systems administration to computer user support specialists and computer operators. Moreover, this program serves as a steppingstone for further training in information technology, providing a solid foundation for continuous professional growth and advancement. Embark on this transformative learning journey and unlock boundless opportunities in the dynamic landscape of cloud-based machine learning.

Required Courses

COMP 671	AWS Academy Cloud Foundations
COMP 672	AWS Academy Cloud Architecture
COMP 675	Academy Machine Learning Foundations

Certificate of Completion: Cloud Solutions AWS- Specialty Security

The Cloud Solutions AWS-Specialty Security certificate program offers a comprehensive curriculum spanning three courses, meticulously designed to equip students with expertise in Amazon Web Services (AWS) cloud technologies while emphasizing cybersecurity principles and services. Throughout the program, students delve into essential topics such as AWS identity and access management for robust security measures, safeguarding network access to AWS resources, and implementing strategies to protect data both at rest and in transit. With a focus on monitoring and incident response, students learn to identify and mitigate potential threats effectively. Additionally, the program hones students' skills in building highly available and scalable infrastructures, utilizing managed services to enhance elasticity and reliability, and implementing AWS best practices to optimize performance while minimizing costs. Upon completion, graduates emerge proficient in leveraging AWS services to meet diverse organizational needs while maintaining the highest standards of security and efficiency and can use the skills in a variety of industries and jobs including network and computer systems administrator, computer user support specialist and computer operator. This program also serves as a foundation for additional training in information technology.

Required Courses

COMP 671	AWS Academy Cloud Foundations
COMP 672	AWS Academy Cloud Architecture
COMP 673	AWS Academy Cloud Security Foundations

Certificate of Completion: Cybersecurity Analyst

The Cybersecurity Analyst Program is designed to provide students with the knowledge and skills needed to assess cybersecurity threats and use the appropriate tools to remediate security vulnerabilities. The program provides students with both the practical and analytical skills needed to perform threat assessments. The program courses provide instruction in cybersecurity architecture and include selecting the appropriate tools, understanding best practices, and applying

appropriate security controls. Topics include vulnerability management, security incident response, threat management, forensic tools, their appropriate use, and analysis of the symptoms of an incident. Students will learn about industry standards for software security, security policy planning, and computer forensics. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, computer user support specialist and cybersecurity analyst. This program also serves as a foundation for additional training in information technology.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/information-technology>

Required Courses

COMP 655	Cyber Threat and Vulnerability
COMP 656	Cyber Incident Response, Intro
COMP 657	Cybersecurity Architecture

Certificate of Completion: Cyber Threat and Response

The Cyber Threat and Response Program is designed to provide students with the knowledge and skills needed to evaluate cybersecurity threats and vulnerabilities, and formulate the appropriate response. The program courses provide instruction in using vulnerability scanning tools and applying appropriate security controls. Topics include vulnerability management and security incident response. Students will learn about forensics tools and how to use them. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, computer user support specialist and cybersecurity analyst. This program also serves as a foundation for additional training in information technology.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/information-technology>

Required Courses

COMP 655	Cyber Threat and Vulnerability
COMP 656	Cyber Incident Response, Intro

Certificate of Completion: Desktop Technician

The Desktop Technician program prepares students for careers in computer and network support through comprehensive training in technology fundamentals. Students learn to set up, maintain, and troubleshoot computer systems and basic networks in business environments. The program covers essential skills in computer hardware, software, operating systems, and network infrastructure, with emphasis on practical problem-solving and security awareness. Through hands-on training, students develop expertise in working with Windows, Mac, and Linux systems, as well as mobile devices and standard office equipment. They learn to implement basic networks, maintain system security, and provide effective technical support. Professional communication skills are integrated throughout the program, preparing students to work effectively with users and clients. Graduates are prepared for entry-level positions such as Computer Support Specialist, Help Desk Technician, PC Technician, and Network Support Specialist. These roles are in demand across healthcare, education, government, and business sectors. The program prepares students for industry-recognized CompTIA A+ and Network+ certifications while creating a strong foundation for advanced studies in networking, cybersecurity, and other technology fields.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/information-technology>

Required Courses

COMP 608	Networking Foundations (Network+)
COMP 612	Computer Service Technician (A+)
COMP 640	Windows Operating Systems

Certificate of Completion: Linux Server Administration

The Linux Server Administration Program is designed to provide students with the knowledge and skills needed to manage the Linux server operating system. The program provides students with both the practical and analytical skills needed to install, configure and ensure the operation of a Linux server. The program courses provide instruction in

the Linux server environment and include planning and installation of the appropriate operating system, configuration of server components and troubleshooting common system errors. Topics include managing file systems, server rolls, network configurations, and the use of administrative commands. Students will learn about command line processing, user accounts and permissions, and computer scripting. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, computer support specialist and computer operator. This program also serves as a foundation for additional training in information technology.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/information-technology>

Required Courses

COMP 641	Linux Essentials
COMP 643	Linux Server Technologies

Certificate of Completion: Network Technician

The Network Technician Program is designed to provide students with the knowledge and skills required to install, operate and troubleshoot a small enterprise branch network, including basic network security. The program courses cover networking fundamentals, LAN/WAN technologies, basic security and wireless concepts, routing and switching fundamentals, and configuring simple networks. Topics include network theory and design, IP addressing, network hardware and cabling, including router set up and troubleshooting. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, computer network support specialist, and computer user support specialist.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdcce.edu/job-training/information-technology>

Required Courses

COMP 600	Introduction to Networks (ITN)
COMP 601	Switching, Routing and Wireless Essentials (SRWE)

Certificate of Completion: Security Essentials

The Security Essentials program is designed to provide students with comprehensive training in modern networking and cybersecurity fundamentals aligned with industry standards. The program develops both practical and analytical skills through theory and hands-on applications, focusing on essential competencies in network infrastructure management and security architecture. Students learn critical concepts including IPv4/IPv6 addressing, wireless and wired implementations, security operations management, threat analysis, incident response, and identity management. The curriculum covers core topics such as network monitoring, performance optimization, security hardening, and systematic troubleshooting methodologies. Advanced subjects include security governance, compliance standards, and forensics analysis. Students who successfully complete the program can pursue careers as Network Technicians, Junior Network Administrators, Systems Security Analysts, and IT Support Specialists. The program aligns with DoD 8140.03M compliance standards and prepares students for industry-recognized CompTIA Network+ and Security+ certifications, serving as a strong foundation for advanced information technology training.

Enrollment

To learn more about this certificate and for enrollment instructions, visit sdccce.edu/job-training/information-technology

Required Courses

COMP 608 Networking Foundations (Network+)
COMP 609 Security Foundations (Network+)

Certificate of Completion: Web Server Technologies and Applications

The Web Server Technologies and Applications program is designed to provide students with the knowledge and skills needed to develop and manage a web application on a Linux server. The program provides students with both the practical and analytical skills needed to install, configure and ensure both the operation of a Linux server and a web application. The program courses provide instruction in the Linux server environment, web

server applications, client and server side scripting languages, and databases. Topics include server roles and web server software, server configurations, and the components of a web application, including server modules. Students will learn about command line processing, developing web pages, and computer programming. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, web developer, database administrator, computer support specialist and computer operator. This program also serves as a foundation for additional training in information technology.

Required Courses

COMP 643 Linux Server Technologies
COMP 644 Server Side Web Development

Certificate of Completion: Windows System Administration

The Windows System Administration Program is designed to provide students with the knowledge and skills needed to administer Windows Operating Systems. The program provides students with both the practical and analytical skills needed to install, configure and manage both client and server computers. The program courses provide instruction in a variety of Windows environments and include planning and installation of the appropriate operating systems, configuration of system components and peripherals, and computer virtualization platforms. Topics include managing file systems, applications and roles, network configurations, and the use of administrative tools and the control panel. Students will learn about command line processing, user accounts and permissions, and system security. Students who successfully complete the program can use the skills learned in a variety of industries and jobs including network and computer systems administrator, computer user support specialist and computer operator. This program also serves as a foundation for additional training in information technology.

Enrollment

To learn more about this certificate and for enrollment instructions, visit <https://sdccce.edu/job-training/information-technology>

Required Courses

COMP 640 Windows Operating Systems
COMP 642 Server Admin Fundamentals

Skilled & Technical Trades

Certificate Programs

Electronic Technician Program
Gas Metal and Flux Cored Arc Welding
Gas Tungsten Arc Welding
Metal Fabrication Program
Pipe Welding Program
Plumbing Program
Shielded Metal Arc Welding
SolidWorks Design

Certificate of Completion: Electronic Technician

The Electronic Technician Program is designed to provide instruction and practical application of occupational knowledge and skills in the electronic manufacturing industry and to provide students with a working knowledge of the tools, equipment, materials and codes associated with the modern electronic manufacturing industry. The open-entry/open-exit program requires completion of ELRN 451 and ELRN 452. These courses include instruction in safety, equipment, measuring tools, electrical and electronic test equipment, computers and software practices and procedures. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology, and other employment skills. Students who successfully complete the program will be qualified for entry-level positions in the electronic industry. Jobs in the field include entry-level positions in assembly and electronic technician manufacturing.

Required Courses

ELRN 451 Electronic Technician I
ELRN 452 Electronic Technician II

Certificate of Completion: Gas Metal and Flux Cored Arc Welding



This program provides basic to intermediate level instruction and applied techniques in gas metal arc welding (GMAW), flux-cored arc welding – gas-shielded (FCAW-G), and flux-cored arc welding – self-shielded (FCAW-S) to American Welding Society standards in both classroom and hands-on work-based laboratory learning environments. Students acquire occupational knowledge and viable technical skills and experience in the effective use of cutting equipment, GMAW and FCAW welding equipment, and ancillary power tools and hand tools used in the modern welding trade. The program requires completion of INDT 605 and INDT 606 which cover the following topics: weld shop orientation; shop safety; shop math; print reading; measuring tools; material types, cutting, preparation, and finishing; and GMAW, FCAW-G, and FCAW-S fundamentals, principles, techniques, and practices. Integrated throughout the program are workplace soft skills and career preparation standards which include written and verbal communication, interpersonal skills, critical thinking, technology, and job search skills. Sections of the courses in the program may be offered through distance education. Students who successfully complete the Gas Metal and Flux-Cored Arc Welding program will be prepared for entry-level positions in the welding trade in a variety of construction and manufacturing industries and qualified to progress to the Gas Tungsten Arc Welding program.

Required Courses

INDT 605 Gas Metal Arc Welding

INDT 606 Flux-Cored Arc Welding

Certificate of Completion: Gas Tungsten Arc Welding

This program provides basic to intermediate level instruction and applied techniques in gas tungsten arc welding (GTAW) to American Welding Society standards in both classroom and hands-on work-based laboratory learning environments. Students acquire occupational knowledge and viable technical skills and experience in the effective use of cutting equipment, GTAW welding equipment, and ancillary power tools and hand tools used in the modern welding trade. The program requires completion of INDT 621 and INDT 622 which cover the following topics: weld shop orientation; shop safety; shop math; print reading; measuring tools; material types, cutting, preparation, and finishing; and GTAW fundamentals, principles, techniques, and practices. Integrated throughout the program are workplace soft skills and career preparation standards which include written and verbal communication, interpersonal skills, critical thinking, technology, and job search skills. Sections of the courses in the program may be offered through distance education. Students who successfully complete the Gas Tungsten Arc Welding program will be prepared for entry-level positions in the welding trade in a variety of construction and manufacturing industries.

Required Courses

INDT 621 Gas Tungsten Arc Welding 1

INDT 622 Gas Tungsten Arc Welding 2

Certificate of Completion: Graphic Reproduction Program

The Graphic Reproduction program consists of two courses, Electronic Prepress Operations and Commercial Printing Operations. Either course can be completed in approximately 7 months.

These courses are designed to prepare individuals for employment with entry-level skills in the printing and graphics industry. As part of their training, students have the opportunity to work in a real-world environment, producing actual projects for the district and non-profit organizations.

This provides students with realistic production experience as they prepare to enter the graphics industry.

Students learn a variety of skills

Safety procedures, stocks and materials, bidding and estimating, work orders, layout, platemaking/CTP, use of bindery equipment, and working with clients are included in both courses as they relate to the primary instructional area. Workplace skills including math, communications, and business ethics are integrated into the curriculum. All students prepare a portfolio of their completed work.

Commercial Printing students will learn to set up, operate, and perform basic maintenance on various types of offset presses and supporting equipment. They will also learn supportive skills in prepress operations and basic computer literacy.

Students receiving a Certificate of Course Completion for Commercial Printing will be prepared for entry-level employment in the graphics industry, for positions such as small and medium press operator, large press feeder, bookletmaker operator, cutter operator, folder operator, platemaker/CTP, proofer, or small bindery machine operator.

Electronic Prepress students will learn to prepare digital prepress files using industry-standard software and hardware. Students also learn supportive skills in related printing operations.

Students receiving a Certificate of Course Completion for Electronic Prepress will be prepared for entry-level employment in the graphics industry, for positions such as electronic prepress technician, scanner operator, platemaker/CTP, proofer, bookletmaker operator, cutter operator, folder operator, or small bindery machine operator.

Required Courses

ARTC 517 Electronic Prepress Operations

ARTC 518 Commercial Printing Operations

Certificate of Completion: Metal Fabrication

The Metal Fabrication Program is designed to provide instruction and practical application of occupational knowledge skills in the metal fabrication industry and to provide students with a working knowledge of the tools, equipment, materials and codes associated with the modern metal fabrication trade. The open-entry/open-exit

program requires completion of INDT 631 and INDT 632. These courses include instruction in the reading and interpreting of prints, the use of measuring tools, set-up and the use shop equipment, perform layout, perform oxy-fuel and plasma cutting, and the fitting of ferrous and non-ferrous metal items using hydraulic tools, pneumatic tools and hand tools with precision using recognized safety standards. It also incorporates safety, equipment, measuring tools, material types and characteristics, and metal preparation. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology, and other employment skills. Students who successfully complete the program will be qualified for entry-level positions in the metal fabrication trade. Jobs in the field include entry-level positions in welding, fabrication, manufacturing and construction.

Required Courses

INDT 631	Metal Fabrication I
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INDT 632	Metal Fabrication II
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Certificate of Completion: Pipe Welding

The Pipe Welding Program is designed to provide instruction and practical application of occupational knowledge skills in the pipe welding industry and to provide students with a working knowledge of the tools, equipment, materials and codes associated with the modern welding trade. The open-entry/open-exit program requires completion of INDT 611 and INDT 612. These courses include instruction in safety, equipment, measuring tools, ferrous materials, print reading, material cutting and preparation, shielded metal arc welding practices and procedures utilized on tubes and pipes. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology, and other employment skills. Students who successfully complete the program will be qualified for entry-level positions in the pipe welding trade. Jobs in the field include entry-level positions in pipe welding, manufacturing, and construction.

Required Courses

INDT 611	Pipe Welding I
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INDT 612	Pipe Welding II
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Certificate of Completion: Plumbing

The Plumbing Program is designed to provide instruction and practical application of occupational knowledge skills in the plumbing industry and

to provide students with a working knowledge of the tools, materials, systems, installation methods, and codes associated with the modern plumbing trade. The open-entry/open-exit program requires completion of MECT 421, MECT 422, and MECT 423. These courses include instruction in source determination, water distribution, waster removal, pressure adjustment, basic physics, technical mathematics, blueprint reading, pipe installation, pumps, welding and soldering, plumbing inspection, and applicable codes and standards. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety, technology, and other employment skills. Students who successfully complete the program will be qualified for entry-level positions in the plumbing trade. Jobs in the field include plumber, estimator, pipe fitter and plumber apprentice.

Required Courses

MECT 421	Plumbing I
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MECT 422	Plumbing II
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MECT 423	Plumbing III
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Certificate of Completion: Shielded Metal Arc Welding

This program provides basic to intermediate level instruction and applied techniques in shielded metal arc welding (SMAW) to American Welding Society standards in both classroom and hands-on work-based laboratory learning environments. Students acquire occupational knowledge and viable technical skills and experience in the effective use of cutting equipment, SMAW welding equipment, and ancillary power tools and hand tools used in the modern welding trade. The program requires completion of INDT 601 and INDT 602 which cover the following topics: weld shop orientation; shop safety; shop math; print reading; measuring tools; material types, cutting, preparation, and finishing; and SMAW fundamentals, principles, techniques, and practices. Integrated throughout the program are workplace soft skills and career preparation standards which include written and verbal communication, interpersonal skills, critical thinking, technology, and job search skills. Sections of the courses in the program may be offered through distance education. Students who successfully complete the Shielded Metal Arc Welding program will be prepared for entry-level positions in the welding trade in a variety of construction and manufacturing industries and qualified to progress to the Gas Metal and Flux-Cored Arc Welding program.

Required Courses

INDT 601	Shielded Metal Arc Welding 1
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INDT 602	Shielded Metal Arc Welding 2
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Certificate of Completion: SolidWorks Design

The SolidWorks Design certificate program provides students with the skills to create, modify, and analyze three-dimensional (3D) models and assemblies using industry-standard software. These skills are valuable in the fields of Computer Numerical Control (CNC), manufacturing, welding, fabrication and product design, where workers help develop everything from metal parts and tools to textiles and consumer products. Students will learn to use SolidWorks tools to create precise and adjustable parametric designs, making it easier to modify and improve parts without starting from scratch. This helps streamline design work, reduce errors, and improve production efficiency. Through hands-on experience with industry-relevant tools and best practices, students will be prepared for entry-level roles in manufacturing, fabrication, and product development, where accurate and efficient designs are essential. The program also helps students prepare for industry certification exams, such as the Certified SolidWorks Professional (CSWP), enhancing job opportunities in the skilled trades.

Required Courses

INDT 681	SolidWorks 1
INDT 682	SolidWorks 2

Course Descriptions



General Course Information

Not all courses listed will be offered each semester, and San Diego College of Continuing Education reserves the right to cancel any course if enrollment in such course is below a minimum number as set by the San Diego Community College District Board of Trustees.

Noncredit Courses (Non-Fee)

Noncredit instruction is one of several education options offered within the California Community College System. It offers students access to a variety of low- and no- cost courses that can assist them in reaching their personal and professional goals. Noncredit courses are intended to provide students with lifelong learning, college transfer and career preparation opportunities. Although students may not need or desire unit credit, noncredit often serves as a first point of entry for many underserved students as well as a transition point to credit instruction.

Noncredit courses are classified into ten legislated instructional areas. The placement of a course in a given instructional area is driven by the course objectives and the target population to be served.

Community Education Courses (Fee)

Community education classes are intended to meet expressed community needs and interests. These classes are fee-based and self-supporting. A variety of topics may be offered through the Community Education instructional program. Most classes are short-term and frequently take the form of workshops.

Field Trip (FT)

A field trip may be required for this course. Detailed information will be provided by the instructor.

Older Adult (OA)

Instruction is specially designed for adults age 55 and older.

Adult Basic Education (ABED)

Arithmetic Review

ABED 414
Non-Fee

Review of basic arithmetic skills, stressing mastery of the four fundamental operations with whole numbers, introduction to fractions, decimals, and common measures, and solving everyday arithmetic problems. (FT)

Alternate Title(s): Consumer Computation Skills

Basic Education, Language Arts, Beginning Level

ABED 441
Non-Fee

This course introduces and reviews language arts basic skills at the beginning level (0-3.9). The focus is on reading, language arts, communication, and critical thinking needed to function in society. Upon completion and demonstration of competence, students may continue basic skill instruction at the intermediate level (4.0-8.9) or enroll in a vocational training class. (FT)

Basic Education, Math, Beginning Level

ABED 443
Non-Fee

This course introduces and reviews basic math skills at the beginning level (0-3.9), including critical thinking needed to function in society. Upon completion and demonstration of competence, students may continue basic skills instruction at the intermediate level (4.0-8.9) or enroll in a vocational training class. (FT)

Pre-Vocational ABE

ABED 430
Non-Fee

This course is designed to develop basic skills and content knowledge skills related to the world of work: interpersonal, speaking, listening, vocabulary, reading, writing, use of technology, critical thinking, problem solving, career planning and advancement, cross cultural understanding and mathematics. Upon successful completion of this course, students are ready to enter job training courses. A competency is considered attained when a student can demonstrate that competency with 80% accuracy orally, in writing or by actual performance. (FT)

Supervised Tutoring

ABED 445
Non-Fee

This is a tutoring lab. The course is designed to prepare students to succeed in a corequisite course and subsequent subject matter courses. This course may be taken with different corequisite subject matter courses. (FT)

Supervised Tutoring: Communication

ABED 445A
Non-Fee

This course is designed to prepare the student to succeed with the communication skills needed in subsequent noncredit subject matter courses. (FT)

Supervised Tutoring: Critical Thinking

ABED 445D
Non-Fee

This course is designed to prepare the student to succeed with the critical thinking skills needed in subsequent noncredit subject matter courses. (FT)

Supervised Tutoring: Literacy

ABED 445B
Non-Fee

This course is designed to prepare the student to succeed with the literacy skills needed in subsequent noncredit subject matter courses.

Supervised Tutoring: Quantitative Reasoning

ABED 445C
Non-Fee

This course is designed to prepare the student to succeed with the quantitative reasoning needed in subsequent noncredit subject matter courses. (FT)

Tutor Training

ABED 445T
Non-Fee

This course prepares students for tutoring adult/college students. Student trainees learn about tutoring methods as well as how to use appropriate written and mediated instructional materials. The course includes supervised tutoring practice.

Accounting (ACCT)

Accounting-Beginning

ACCT 511
Non-Fee

An introductory course that will prepare the student for entry level employment as an accounting clerk and/or a basis for the further study of accounting. The course includes basic accounting/bookkeeping theory, procedures, and terminology. The accounting cycle is presented in a logical sequence with an introduction to business transactions, general journals, and automated accounting. (FT)

Accounting-Intermediate

ACCT 512
Non-Fee

Advisory: Successful completion of Accounting 511, Accounting-Beginning or equivalent. This course includes intermediate accounting/bookkeeping theory, procedures, terminology, and will lead to entry level employment as an accounting clerk and/or a basis for the further study of accounting. Topics addressed include specialized journals, accounts receivable/payable, payroll, bad debts, notes and interest, depreciation, inventory. (FT)

Accounting Technician

ACCT 503
Non-Fee

This is an introductory course that will prepare the student for entry-level employment in the bookkeeping/accounting field. The course includes bookkeeping theory, procedures, terminology, and the basic accounting cycle with an introduction to business transactions, general journals, and automated accounting. (FT)

Computerized Accounting

ACCT 502
Non-Fee

Advisory: Successful completion of Accounting 512, (Accounting-Intermediate) or equivalent. The course is designed to incorporate manual accounting knowledge and apply it to computerized accounting by balancing "real world" tasks with hands-on computer activities. The course provides a practical method of processing basic accounting transactions, receivables and payables, general ledger, payroll, and inventory management. (FT)

Agriculture (AGRI)

Gardening

AGRI 690
Fee

This course is designed to teach indoor and outdoor household gardening and creative plant use. It may include aspects of planting, transplanting, soil preparation, ornamental planting techniques and tips; and container selection, preparation and embellishment. (FT)

Alternate Title(s): Container Gardening; Herb Gardening; House Plants; Orchids; Raising African Violets

Applied Design (APLD)

Copper Enameling

APLD 509
Fee

Learn the techniques and skills required to enamel. Create works of art. Learn color, design and craftsmanship. Develop an appreciation and understanding of the art of enameling. Master known techniques; explore new medias. (FT)

Jewelry Making 1-3

APLD 524
Fee

Make your own jewelry. Become a skilled craftsman and design your own. Create jewelry from silver, gold, copper and brass. Make rings, bracelets, chains, pendants. Show off your work to any one you can. Be proud! You did it! (FT)

Alternate Title(s): Studio Lab Jewelry

Commercial Art (ARTC)

Commercial Printing Operations **ARTC 518** Non-Fee

An open entry/open-exit modular course preparing students for entry-level employment in the graphics industry as a small press operator, large press feeder, booklet maker operator, cutter operator, folder operator, platemaker/CTP, proofer, or small bindery machine operator, with supportive skills in prepress operations. Students work in a real-world environment. Course includes safety procedures, stocks and materials, bidding and estimating, work orders, use of layout tools and basic computer

literacy. Students prepare a portfolio of completed assignments. (FT)

Electronic Prepress Operations **ARTC 517**

Non-Fee

An open entry/open-exit modular course preparing individuals for entry-level employment in the graphics industry as an electronic prepress technician, scanner operator, platemaker/CTP, proofer, or bindery operator, with supportive skills in related printing operations. Students work in a real-world environment. Course includes safety procedures, stocks and materials, bidding and estimating, work orders, preparing digital files using industry-standard software and hardware, layout, and use of bindery equipment. Students prepare a portfolio of completed assignments. (FT)

Art Theory (ARTS)

Art Appreciation—Older Adults **ARTS 507**

Non-Fee

This course teaches older adults the history, styles and evolution of art through the ages. The primary focus of this course will be how artists have depicted life and our environment through various visual mediums including, but not limited to, drawing, painting and sculpture. It is oriented to older adult students who would like to familiarize themselves with the different types of art and to gain a deeper understanding of art. (FT)

Arts Experimental (ARTX)

Arts and Music

ARTX 690
Fee

This course is designed to teach a variety of art and/or music topics from appreciation to application. Some courses may be presented in a lecture format, others may be laboratory classes where students explore, perform, apply, create or practice arts and musical experiences first hand. (FT)

Alternate Title(s): Art Appreciation; Chorus; Drama; Jewelry Making; Music Appreciation; Photography; Swing Band; Woodworking

Drawing and Painting 1-2 – Older Adults ARTX 515

Non-Fee

This course offers the adult student an opportunity to explore individual creativity as an approach to self-expression and problem solving through various media of drawing and/or painting. The course will include the basic study of materials, tools, perspectives and techniques, both traditional and contemporary from various cultures. This course is noncompetitive and individually paced. (FT)

Introductory Ceramics–Older Adults ARTX 548

Non-Fee

This course is an introduction to fundamental ceramics skills, designs, and history. There will be hands-on experience for the students to practice the ceramic techniques in the design and production of the three basic simple clay forms using various construction methods and glazing techniques. The course includes instruction in safety procedures, proper use and cleanup of hand tools and lab equipment. (FT)

Landscape Painting–Older Adults ARTX 530

Non-Fee

The purpose of this course is to teach older students the process of picture making as it is specifically related to landscape painting. The student works directly from nature using the fundamentals of drawing and painting techniques, landscape composition, and color relationships. Students take frequent field trips to various places in local parks or beaches to practice their craft in painting. (FT)

Pottery Beginning-Intermediate ARTX 564 Fee

Learn the basic pottery skills: throwing on the Potter's wheel, hand building, decorating, glazing, slip mold casting and Raku techniques. Design your own pottery and be creative! (FT)

Automotive Technology (AUTO)

Advanced Driveability & Performance

**AUTO 507B
Non-Fee**

Advisory: Valid California Drivers License required to operate vehicles and for employment. Completion of Auto 507A recommended.

This course prepares students for basic entry level employment as a driveability and performance technician. Topics include analysis, diagnosis and troubleshooting techniques required to repair computer controlled automotive engine management systems; basic scan tool usage and interpretation; exhaust gas analysis and other related areas. This course will prepare the student for the ASE 8 certification examination. (FT)

Auto Body and Paint Technician AUTO 411 Non-Fee

This open-entry/open-exit course is designed to teach skills required for entry-level employment in auto body/collision repair and related industries. This course includes guided practice in a simulated work environment, in sanding, masking, collision repair, and glass installation. Class instruction is based on standards developed by the National Automotive Technicians Education Foundation (NATEF) and the Inter-Industry Conference on Auto Collision Repair (ICAR.) (FT)

Alternate Title(s): Auto Body/Collision Repair

Auto Body Refinishing Tech AUTO 411A Non-Fee

This open-entry/open-exit certified training course is designed to teach skills required for entry-level employment in auto body refinishing and related industries. This course includes guided practice in a simulated work environment, in sanding, masking, detailing, spot painting, and complete body painting. Course competencies are based on standards developed by the National Automotive Technicians Education Foundation (NATEF) and the Inter-Industry Conference on Auto Collision Repair standards (I-CAR). (FT)

Automotive Fundamentals AUTO 601 Non-Fee

Advisory: Valid California Driver's License.

This course provides students with an overview of the automotive industry and a basic understanding

of how each system within an automobile works. Students learn how to operate basic hand, power, and lifting tools as well as the major measuring instruments and devices used by automotive technicians. This course is intended as a first course for automotive students or as a basic core course for the entire automotive program. (FT)

Automotive Services **AUTO 420** **Fee**

Designed to offer a general overview of the major systems of the automobile. Includes preventive maintenance techniques, consumer information, minor tune-ups using electronic equipment, brake inspection and repair and lubrication. (FT)

Alternate Title(s): Automotive Services-Diesel; Automotive Services-Gas Engine; Tune Your Own Car

Automotive Technician **AUTO 507** **Non-Fee**

Advisory: Valid California Drivers License required to operate vehicles and for employment.

The course includes instruction in safety procedures; proper use of hand tools and equipment; and diagnosing and repairing malfunctions in vehicle drivetrain, front suspension and brake systems to NATEF standards A4 and A5. This is an articulated course with the Miramar College automotive program – college credit may be awarded. (FT)

Alternate Title(s): Brakes, Suspension & Driveline

Automotive Upholstery **AUTO 415** **Non-Fee**

Advisory: HMID 534, Basic Upholstery Skills.

This is an open-entry/open-exit, competency based course providing training and hands-on experience for entry-level employment in the auto trim and related industries. Practical instruction is conducted in a real world business environment with tools and equipment used in the industry today. Competency standards are approved by the industry advisory board. (FT)

Basic Upholstery Skills **AUTO 414** **Non-Fee**

This is an open-entry/open-exit, competency based course providing training and hands-on experience for entry-level employment in the automotive, furniture and related upholstery industries. Practical instruction is conducted in a real world business environment with tools and equipment used in the industry today. Competency standards are approved by the industry advisory board. (FT)

Engine/Electrical/Performance **AUTO 507A** **Non-Fee**

Advisory: Valid California Drivers License required to operate vehicles and for employment.

The course includes instruction in safety procedures and the proper use of hand tools and equipment; and maintaining, diagnosing and repairing malfunctions in the gasoline engine and its electrical and fuel systems to NATEF standards A1 and A6. This course is articulated with the Miramar College automotive program – college credit may be awarded. (FT)

Alternate Title(s): Engine/Electrical/Maintenance

Service Advisor I **AUTO 508** **Non-Fee**

Advisory: Valid California Driver's License required to operate vehicles in class and for employment.

This course provides the student with the basic automotive technology knowledge and skills required for employment as a service advisor for both small and large independent garages and dealerships. Students will learn the different automotive parts, components, major assemblies, vehicle systems and how they function and the required maintenance. Topics also include safety, work ethics, service facilities and federal, state and local laws as they apply to the automotive industry. (FT)

Service Advisor II **AUTO 508A** **Non-Fee**

Advisory: Valid California Driver's License required to operate vehicles in class and for employment.

This course provides the student with the skills required for employment as a service advisor. Students will learn about customer service, writing an initial repair order estimating parts and labor costs and how to revise repair estimates in accordance with California State law. Topics also include communications, customer relations, manufacture warranty policies and procedures, returning the vehicle to the customer and follow-up. (FT)

Quick Service Lube, Pre-Delivery Inspection Technician **AUTO 600** **Non-Fee**

Advisory: Valid California Driver's License.

This course provides students with an overview of automotive quick services and new/used vehicle preparation. It covers vehicle inspections, preparing estimates, changing fluids and filters, proper hazardous waste disposal, minor electrical repairs, and road-testing techniques. Students learn how to inspect and evaluate vehicle systems to determine if

advanced levels of repairs are needed. They also learn how to identify and operate necessary equipment and tools. (FT)

Business Management (BUSN)

Adv. Technical Writing/Editing **BUSN 552** **Non-Fee**

Advisory: Intro to Technical Writing or equivalent. This course covers writing and editing skills required as a foundation for learning and practicing the specific applications and disciplines of professional technical writing. Student's writing and editing practices will result in one or more concise, coherent, logical technical products suitable for professional use or publications. (FT)

AI For Business - Fundamentals **BUSN 650** **Non-Fee**

Dive into the world of artificial intelligence (AI) and machine learning. Understand AI basics, explore real-world applications, and learn to strategically integrate AI tools. Enhance communication using chatbots and virtual assistants. Whether you're a manager or entrepreneur, this course equips you with practical skills to drive innovation in business. (FT)

AI For Business - Implementation **BUSN 651** **Non-Fee**

Take Artificial Intelligence (AI) beyond theory. Explore industry-specific applications, create data-driven reports, and optimize content using AI. Improve language quality with grammar and spelling tools. Discover AI career paths and collaborate on a real-world project. From personalized marketing to ethical considerations, this course prepares you to transform business with AI. (FT)

Basic Supervision **BUSN 530** **Non-Fee**

Introduces basic principles which assist the supervisor in increasing productivity, supervising the working climate, employee relationships and the process of utilizing resources. Also presents techniques to assist the supervisor in employee appraisal, communication skills, group dynamics and the development of an incentive system to foster a creative work environment. (FT)

Business on the Internet **BUSN 600** **Non-Fee**

This course provides a basic familiarity with the business, organizational, and technological issues involved in transacting business on the Web. Through real-life business scenarios, case studies and hands-on exercises, students learn the structures, issues and trends in electronic commerce. (FT)

Business Sales Training **BUSN 641** **Non-Fee**

This course provides students with practical skills training used by entrepreneurs, sales professionals, customer service representatives, administrators, and office administration assistants in today's sales occupations. This course covers the following topics: effective listening, communicating, presenting, speaking, organizing, developing professional confidence, and handling failure as a pathway to success. The course will be completed by performing activities that develop the students' sales knowledge and skills and will be presented as both oral and written presentations. This course may be offered in a distance-learning format. (FT)
Alternate Title(s): Essential Sales Skills, Selling for Entrepreneurs, Selling for Small Business

Buying a Business or Franchise **BUSN 541** **Non-Fee**

This course covers guidelines for buying an existing business or franchise and includes legal, financial, personnel, and tax considerations; valuation techniques; effective negotiations; necessary forms and documents; and the importance of professional advisors. (FT)

Customer Relationship Management **BUSN 640** **Non-Fee**

This course provides students with training in the technical and problem-solving skills used by sales professionals, customer service representatives, administrators, and office administration assistants in current customer relationship management (CRM) systems. This is a hands-on project-based course covering the following topics: overview of CRM, the current job market for professionals skilled in using CRM, how to create a CRM system, input and editing of customer data, how to create reports and marketing materials from the CRM, and the basics of how to manage a team using a shared CRM system. Students who successfully complete the course will be able to launch and manage a CRM system

for a small business or be able to utilize a CRM in a professional sales position This course will cover one software currently in demand. This course may be offered in a distance-learning format. (FT)

Alternate Title(s): CRM Systems, Salesforce CRM System, Hubspot CRM System, Modern CRM Systems

Developing a Business Plan **BUSN 545**
Non-Fee

Advisory: Completion of Business Management 540, 541, 542, 543, 544 or previous development of a business plan which requires revision or upgrading. This capstone course covers all aspects of developing a comprehensive business plan, including the elements of a winning business plan, structure, format, content, and appearance. Emphasis is placed on critical evaluation of sample business plans as well as student completion of a business plan for their specific area of interest. (FT)

**Emerging Topics -
Business and Accounting** **BUSN 699**
Non-Fee

This course examines emerging topics and technologies in the field of Business and Accounting. May be offered for two semesters only. (FT)

Legal Issues on the Internet **BUSN 603**
Non-Fee

This course introduces the fundamentals of electronic commerce legal issues. Through theory and hands on application, students will receive an overview of the rights and liability issues faced by Web businesses and users. (FT)

Legal/Tax/Ins. for Small Bus. **BUSN 542**
Non-Fee

This course examines legal and regulatory start-up steps; choosing the proper business entity; legal considerations such as contracts, trademarks, leases; tax considerations such as income, payroll, sales, property taxes; identifying professional advisors and/or resources and records required; insurance considerations for the small business owner; evaluating the risks and selecting the risks to be insured. (FT)

Management Dynamics **BUSN 520**
Non-Fee

This is a practical training course that spells out in step-by-step detail the functions of business and the desired behavior patterns required of supervisors, managers, administrators, and self-employed.

The student will analyze his/her own personal and technical competencies and receive help in strengthening weak areas. The course includes the process of forecasting economic trends, procedures of investigating a franchise, developing expertise in hiring employees, implementing employee training and public relations programs. (FT)

Marketing for Small Business **BUSN 543**
Non-Fee

This course is designed to provide the small business owner with the necessary skills to market their product or service as well as to develop the marketing section of a comprehensive business plan for their business. Emphasis will be placed on conducting market research; identifying and segmenting profitable target markets; creating an effective marketing mix; critically evaluating sample marketing plans; and developing a comprehensive marketing plan. (FT)

Project Management I **BUSN 621**
Non-Fee

This course provides an introduction and overview of the fundamental aspects of project planning and management in business including defining and managing a project. Topics follow the Project Life Cycle model as the framing project management concept and include an introduction to Microsoft Project or equivalent software. Course content includes exploring the use of projects to accomplish an objective, consideration of the key process steps such as alternatives to consider, selection of solution, implementation and closure. (FT)

Project Management II **BUSN 622**
Non-Fee

Advisory: Successful completion of BUSN 621 Project Management I.

This course provides instruction in intermediate and advanced project management concepts and tools in business. Topics include project requirements, project planning, and assessing overall project status vs. the plan. Advanced concepts in building effective teams, problem solving, decision making, use of creativity and emerging trends in project management are also taught. The course culminates in a capstone project which includes the proposal, implementation and presentation of a project. (FT)

Project Management III

BUSN 623
Non-Fee

Advisory: Successful completion of BUSN 621 Project Management I and BUSN 622 Project Management II, or equivalent.

This course provides instruction in intermediate and advanced project concepts and tools that are not covered in the Project Management I and Project Management II courses. Topics include project cost management, project governance, project procurement management, project quality management, and project stakeholder management. Advanced concepts in the iterative project management tool Agile, project management leadership and communication competencies are also taught. The topics are interconnected via the project life cycle framework and the development and presentation of a project by the course students. (FT)

Alternate Title(s): Advanced Project Management

Recordkeeping for a Small Bus. BUSN 544 **Non-Fee**

Recordkeeping is the primary means of determining the success of a small business. Because good recordkeeping is so essential, this course covers financial start-up considerations; the business financial plan; introduction to accounting; financial statement analysis; recordkeeping systems; and budgeting and cash flow. Emphasis is placed on critical analysis of sample financial statements and business financial plans and development of a sound financial plan for a small business. (FT)

Small Business Essentials BUSN 630 **Non-Fee**

This course provides students with the principles, practices, strategies, and requirements needed to form and manage a small business. Students will learn about establishing online, home-based, mobile and commercially zoned small businesses. Topics include legal forms of organization, hiring employees, financial issues, establishing credit, securing loans, developing sales and marketing strategies and legal issues. Students will learn how to identify and analyze personal and business skills necessary to start a small business. (FT)

Small Business Management BUSN 510 **Non-Fee**

This is a preliminary course for anyone interested in establishing and operating a small business. Each week key elements of business organization are

presented to inspire confidence along your pathway to success. (FT)

Small Business Marketing BUSN 634 **Non-Fee**

This course provides students with the marketing principles, practices and strategies needed to grow an existing small business. Students will learn about market research, product, distribution, promotion and pricing tactics used to increase profits. Topics include advertising, public relations, social media and product development. Students will learn how to understand marketing fundamentals and select strategies for small business growth. (FT)

Small Business Planning BUSN 631 **Non-Fee**

This course includes preplanning, strategizing, organizing, developing and writing a small business plan. Students will develop a personal vision statement and create a business concept that aligns with their plan. The course also includes management and organization, marketing strategies, financials and exit strategies. (FT)

Small Business Sales BUSN 633 **Non-Fee**

This course provides students with trust-based sales strategies needed to grow an existing small business. Students will learn about building trust with customers, sales ethics, understanding buyers and developing a sales team that are fundamental to increase profits. Topics include customer relationship management, sales prospecting, developing presentations and creating mutual opportunities. Students will learn sales fundamentals and select strategies to promote small business growth. (FT)

Small Business Skills BUSN 632 **Non-Fee**

This course provides students with the business practice and skills needed to grow an existing small business. Students will learn the roles of the entrepreneur, goal setting, communication best practices, negotiation skills and business processes to increase profits and manage a growing business. Topics include developing a vision statement, establishing a healthy business and personal lifestyle, time management, effective delegation techniques and redesigning business processes. (FT)

Starting Your Own Business

BUSN 540
Non-Fee

This is a preliminary course for anyone interested in establishing a small business. Emphasis is given to starting home-based businesses, as well as businesses in commercial space. The course will acquaint students with the characteristics of a successful entrepreneur; pros and cons of business ownership; start-up considerations; capital needs and sources of financing; personnel considerations; legal forms of ownership; elements of a comprehensive business plan; and available resources. (FT)

Consumer Education Management of Resources (CEMR)

Consumer Education

CEMR 500
Non-Fee

A course designed to develop the student's skills in decision-making, goal setting, and evaluation as they relate to the consumer's role in the marketplace. Emphasis is placed on consumer rights and responsibilities in a free-enterprise system. (FT)
Alternate Title(s): Budget and Home Energy Mgt.

Consumer Education

CEMR 690
Fee

This course is designed to teach a variety of consumer education topics, which may include clothing and textiles, foods and nutrition, interior design, retirement activities, and family issues. (FT)
Alternate Title(s): Cooking For Two; Family Dynamics; Interior Design; Machine Embroidery; Retirement Living; Sewing for The Home

Consumer Education-Older Adult

CEMR 505
Non-Fee

This course prepares students who are 55 years and older to make informed decisions concerning product purchases, accessing consumer services and goods, and evaluating sources of information online and in social media. Students participate in activities that promote cyber safety, effective and safe human interaction (face-to-face or online), and access to various resources to provide a satisfying life-style during senior years. This course is open to all adult students. (FT)

Personal Economics

CEMR 525
Non-Fee

A course designed to develop the student's skills in personal financial management. Emphasis is placed on long and short range financial planning, budgeting and taxes. (FT)

Clothing and Textiles (CLTX)

2D Digital Patternmaking

CLTX 662
Non-Fee

Advisories: Completion of CLTX 661 Patternmaking Fundamentals with a grade of 'C' or better, or equivalent.

This course is designed to equip students with patternmaking skills using two-dimensional (2D) computer-aided drafting (CAD) software. These CAD tools streamline the critical process of patternmaking in product development. Students learn pattern drafting, manipulation, and grading within the digital realm. Students create a variety of product patterns, developing the ability to produce accurate, professional patterns to industry standards. (FT)

3D Digital Patternmaking

CLTX 663
Non-Fee

Advisories: Completion of CLTX 662 2D Digital Patternmaking with a grade of 'C' or better, or equivalent.

The integration of technology into patternmaking produces precise, efficient product development. This course provides a fundamental exploration of three-dimensional (3D) patternmaking and digital prototyping simulations in a virtual environment using leading industry software. Students create fit accurate, 3D product patterns with realistic simulated textile behavior from product analysis, streamlining and automating manufacturing processes. (FT)

Advanced Digital Printing Techniques

CLTX 612
Non-Fee

Advisories: Completion of CLTX 611 Introduction to Digital Textile Printing with a grade of 'C' or better, or equivalent.

This course builds on skills learned in Introduction to Digital Textile Printing, equipping students with in-depth knowledge and practical skills in two

key digital printing methods: direct printing and dye-sublimation for manufacturing. These digital technologies have revolutionized the industry by offering versatility, speed, and customization. Students learn to create graphics with industry standard software, then print on products or textiles, roll-to-roll or by the piece. (FT)

Advanced Industrial Embroidery and Digitization

CLTX 642
Non-Fee

Advisories: Completion of CLTX 641 Introduction to Embroidery and Digitizing with a grade of 'C' or better, or equivalent.

This advanced course builds on the basics learned in the Introduction to Embroidery and Digitizing course and provides an in-depth understanding of industrial embroidery machinery, digitizing design software and the production of complex embroidered textiles. Students design and digitize embroidered products for various purposes and applications. (FT)

Advanced Sewing Construction 1

CLTX 521
Non-Fee

Advisories: Completion of CLTX 512 Sewn Product Construction 2 with a grade of 'C' or better, or equivalent.

This course builds on the Sewn Product Construction Essentials Certificate. Students learn advanced skills while constructing pants. The course includes advanced use of sewing equipment, textiles and patterns, emphasizing pants construction. Skills are evidenced by completed projects and portfolio. Students develop an understanding of industry standards, product quality, cost, entrepreneurial mindset, and sustainable principles for employment in today's industry through hands-on experience. (FT)

Advanced Sewing Construction 2

CLTX 522
Non-Fee

Advisories: Completion of CLTX 521 Advanced Sewing Construction 1 with a grade of 'C' or better, or equivalent.

Advanced Sewing Construction 2 builds on Advanced Sewing Construction 1 skills, and teaches construction of lined sewn products with inner shaping structures. The course includes advanced use of sewing equipment, textiles and patterns. Students develop an understanding of industry standards, product quality, cost, entrepreneurial and soft skills, and sustainable principles for employment

in today's industry through hands-on experience. (FT)

Contemporary Tailoring

CLTX 635
Non-Fee

Advisory: Sewing Fundamentals, equivalent experience or instructor's consent.

Traditional tailoring techniques using both couture and contemporary methods to achieve professional results. Time saving machine skills and new shaping fabrics are presented. (FT)

Alternate Title(s): Couture Tailoring; Machine Tailoring; Speed Tailoring; Tailoring for Working Women

Emerging Topics - Clothing and Textiles

CLTX 699
Non-Fee

This course examines emerging topics and technologies in the field of Clothing and Textiles. May be offered for two semesters only. (FT)

Essential 2D Digital Manufacturing Tools

CLTX 601
Non-Fee

This course teaches basic digital drafting skills for two-dimensional (2D) computer-aided machines, including Computer Numerical Control (CNC) lasers and routers, plotters and cutters, sublimation and direct to product printing, machine embroidery and other emerging digital technologies. Using project and work-based learning through digital drafting software and additive-subtractive manufacturing, students develop an understanding of industry standards, the entrepreneurial mindset, and sustainable principles for employment in the 21st Century workplace. (FT)

Essential 3D Digital Manufacturing Tools

CLTX 602
Non-Fee

Advisories: Completion of CLTX 601 Essential 2D Digital Manufacturing Tools with a grade of 'C' or better, or equivalent.

This course covers basic digital drafting skills for three-dimensional (3D) computer-aided machines, including 3D printers, Computer Numerical Control (CNC) lasers and routers, indexers, and other emerging digital technologies. Using project and work-based learning through digital drafting software and additive-subtractive manufacturing, students develop an understanding of industry standards, the entrepreneurial mindset, and sustainable principles for employment in today's industry. (FT)

Fashion Retail Basics

CLTX 671
Non-Fee

Advisory: Completion of Introduction to Fashion Industry or entry level experience in the fashion retail industry.

This course prepares students for entry-level employment in the fashion retail industry. Topics include sales techniques and customer service, types of fashion retailers, product identification and consumer behavior. Students will learn the importance of soft skills in the work environment, the characteristics of a successful sales associate and national retail certification opportunities. (FT)

Industrial Sewing Fundamentals **CLTX 541** **Non-Fee**

This course prepares the student for a career in the sewn product trades. Training includes basic industrial sewing techniques, terminology, pattern interpretation, textile characteristics, machine operation, safety, and maintenance for employment in sewn product trades, such as apparel, upholstery, interiors, outdoor gear, military gear, boat canvas and interiors, awning and exterior textile products. Hands-on learning is enriched with industry interactions, ethical sustainable practices, and digital technologies. Skills are evidenced through projects and the skills portfolio. (FT)

Industrial Sewing Production Skills

CLTX 542
Non-Fee

Advisories: Completion of CLTX 541 Industrial Sewing Fundamentals with a grade of 'C' or better, or equivalent.

This course builds on the Industrial Sewing Fundamentals course and adds sewn product production skills. Topics include tech-packs, order of operations, labor costing, marking and cutting techniques, production lines, specifications, quality control, finishing and packaging. Hands-on learning

is enriched with industry interactions, ethical sustainable practices, and digital technologies. Skills are evidenced through the production of a sewn product. (FT)

Intro to Fashion Industry

CLTX 670
Non-Fee

This course introduces students to the fashion industry and its employment opportunities. Students will learn about the fashion industry past and present, fashion retail segments and career opportunities. Topics include industry terminology, history from couture to ready-to-wear, major fashion industries, employability skills, and soft skills for the work environment. (FT)

Introduction to Digital Textile Printing

CLTX 611
Non-Fee

Digital textile printing is a revolutionary technology that has transformed the sewn products and textiles industry. The Introduction to Digital Textile Printing course provides students with a fundamental understanding of this innovative field, covering key concepts, techniques, and processes essential for entry-level enthusiasts, technicians and designers. Students create and print custom textile designs, from clothing to home decor, using direct to product, dye-sublimation, heat transfer vinyl and other digital printing equipment. (FT)

Introduction to Embroidery and Digitizing

CLTX 641
Non-Fee

This course explores the entire spectrum of embroidery techniques, from hand embroidery and free motion stitching to industrial machine embroidery and design digitization. This course is designed to provide students with a well-rounded understanding of embroidery, from its rich historical roots to its modern applications in commercial industry and artisans' creative projects. Students use the various techniques explored in the class to create multiple embroidered textile products. (FT)

Laser and 3D Printing on Textiles **CLTX 613** **Non-Fee**

Advisories: Completion of CLTX 611 Introduction To Digital Textile Printing with a grade of 'C' or better, or equivalent.

The course is a unique opportunity to explore the fusion of advanced technologies with the traditional world of textiles. This innovative course introduces students to the cutting-edge techniques of laser etching and three-dimensional (3D) printing, allowing them to create intricate and custom designs on fabric, while pushing the boundaries of textile art and production. (FT)

Making Quilted Products **CLTX 665** **Non-Fee**

The student will learn to design and produce traditional and/or contemporary quilted products using hand and/or speed machine techniques. Instruction will focus on the planning and creative designing of quilted products along with skill building in pattern drafting, finishing, and in the use of new technologies such as computer generated designs. (FT)

Alternate Title(s): Contemporary Quilted Products; Quilted Clothing; Quilted Products for Today; Traditional Quilted Products

Pattern Fitting and Adjustment 1 **CLTX 531** **Non-Fee**

Pattern fitting skills are as important as sewing skills for creating products of quality and value. Pattern Fitting and Adjustment 1 teaches the sewist and cut and sew industry production technicians the process for pattern fitting; from how to determine a fitting adjustment need to the practical methods for pattern alterations for the upper body. (FT)

Pattern Fitting and Adjustment 2 **CLTX 532** **Non-Fee**

Advisories: Completion of CLTX 531 Pattern Fitting and Adjustment 1 with a grade of 'C' or better, or equivalent.

Pattern Fitting and Adjustment 2 focuses on fitting the lower body. This course expands on Pattern Fitting and Adjustment 1 teaching the sewist and the cut and sewn industry technician the process for pattern fitting to the lower body. Students learn how to determine what kind of fitting adjustment is needed and the practical methods for pattern alterations to achieve proper fit on the lower body.

Patternmaking Fundamentals **CLTX 661** **Non-Fee**

Advisories: Completion of CLTX 511 Sewn Product Construction 1, and CLTX 531 Pattern Fitting 1 with a grade of 'C' or better, or equivalent.

This course provides a study of patternmaking techniques, combining traditional methods with computer-aided drafting (CAD) tools. Students learn to create patterns using flat patternmaking and draping, and how to translate them into two-dimensional (2D) and three-dimensional (3D) digital CAD formats. CAD software enhances efficiency, precision, and creativity in patternmaking processes. Practical skills will be developed through hands-on project-based learning. (FT)

Sewing for the Home **CLTX 650** **Non-Fee**

Save money as you create a pleasant home environment. Learn professional construction techniques to sew household items for yourself or others. Draperies, curtains, sofa pillows, bed coverings, table linens, etc. may be included. (FT)

Sewing Fundamentals **CLTX 620** **Non-Fee**

Sewing Fundamentals emphasizes the development of basic sewing skills used to create apparel for individual clients, self, and family. This course focuses on pattern and fabric selection, basic construction techniques, pressing skills, and timesaving technologies and techniques. Selection, care and use of various types of sewing machines included. (FT)
Alternate Title(s): Apparel Construction 1; Beginning Sewing; Sewing Fundamentals 1.

Sewing Fundamentals II

CLTX 625
Non-Fee

Advisory: Completion of Sewing Fundamentals CLTX 620 or Basic Clothing Construction Skills. This course bridges the skills between the beginner and the professional sewer. Emphasis in the course is on the attainment of intermediate skills needed to create apparel and sewn products. Topics include elements of style, textile knowledge and identification, equipment, tools, fitting techniques and evaluation of apparel quality. Introduction of fashion industry concepts including green technology is included. (FT)

Sewing Like a Professional

CLTX 630
Non-Fee

Advisory: Sewing Fundamentals or instructor consent. Achieve professional standards of workmanship without complicated and unnecessary work. Gain confidence using new fabrics, different types of sewing machines, industrial techniques, and learn advanced skills that will add personal fit, distinctive details, and custom finishes to your sewn products. Emphasis on commercial, custom, and timesaving techniques. (FT)
Alternate Title(s): Sew Like a Pro

Sewn Product Business I

CLTX 651
Non-Fee

Advisory: Completion of Sewing Fundamentals course, instructor's consent, written/practical exam, or recommendation from any Fashion Instructor. This course takes the student from sewn product concept to consumer. A feasibility plan will be created to see if the student's entrepreneurial idea has merit as a sewn product business venture. Instruction in employment preparation for either the global sewn product industry or for starting a sewn product business venture will be included. (FT)
Alternate Title(s): Sewn Product Entrepreneurship; Sewn Products

Sewn Product Business II

CLTX 652
Non-Fee

Advisory: Completion of Sewing Fundamentals course, instructor's consent, written/practical exam, or recommendation from any Fashion Instructor. This course is designed for the student to acquire entry level proficiency in a sewn product manufacturing and production environment. Production techniques on industrial and home sewing equipment will be used in the classroom.

Instruction in employment preparation for either the global sewn product industry or for starting a sewn product business venture will be included. (FT)
Alternate Title(s): Sewn Product Production; Sewn Product Manufacturing

Sewn Product Business III

CLTX 653
Non-Fee

Advisory: Completion of Sewing Fundamentals course, instructor's consent, written/practical exam, or recommendation from any Fashion Instructor. This course helps the student comprehend how to market sewn products to the consumer. A marketing plan will be created. Instruction in employment preparation for either the global sewn product industry or for starting a sewn product business venture will be included. (FT)
Alternate Title(s): Niche Sewn Product Marketing; Sewn Product Promotion

Sewn Product Construction 1

CLTX 511
Non-Fee

Sewn Product Construction 1 covers the development of basic sewing construction skills used to create apparel and sewn products. The course includes an introduction to sewing tools, machines, fibers, fabrics, patterns, project preparation, product quality, cost, soft and entrepreneurial skills, and sustainable principles. The basic skills are taught using project-based learning principles and hands-on experiences. Skills are evidenced by completed projects and a skills portfolio. (FT)

Sewn Product Construction 2

CLTX 512
Non-Fee

Advisories: Completion of CLTX 511 Sewn Product Construction 1 with a grade of 'C' or better, or equivalent. This course advances the basic sewist to an intermediate skill level. Intermediate skills developed include sewing products with multiple pattern pieces, sewing and matching patterned textiles, complex seams and finishes, sewing plackets, collars, and sleeves, and understanding various interfacings. Skills are taught using project based learning principles with hands-on experiences evidenced by completed projects and a skills portfolio emphasizing product quality and sustainable practices. (FT)

Textile Product Innovator 1**CLTX 506**
Non-Fee

Textile Product Innovator 1 introduces students to the building block concepts and tools needed to create textile product businesses, tackle production processes, and increase employability with entrepreneurial mindset skills for the cut-and-sew industry. From home-based to contract manufacturing, product ideation, market research tools, sourcing, pricing, and production are surveyed. The course is enriched with industry interactions, an emphasis on ethical, sustainable practices, and access to digital technologies. (FT)

Textile Product Innovator 2**CLTX 507**
Non-Fee

Advisory: CLTX 506 with a Grade of "C" or better, or equivalent. This course provides hands-on training in cut-and-sew industry marketing concepts, strategies, and processes. Learn to build brand identity, test markets, explore commerce platforms, and communicate to increase a customer base using promotional, traditional, digital, and social media marketing tools for a successful 21st-century textile product business. The course is enriched with industry interactions, ethical and sustainable practices, and digital technologies. (FT)

Textile Surface Design**CLTX 660**
Non-Fee

Textile design using various techniques applicable in the production of wearing apparel and textile items for personal use, gifts, community service projects, and marketing. Creation of original designs encouraged. (FT)

Alternate Title(s): Textile Embellishment

Construction Crafts Technology (CNCT)**Construction Blueprint Read I** **CNCT 631**
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program. Course provides apprentices with basic project procedure, applications on different types of basic blueprints, knowledge of construction principles and related trade mathematics. (FT)

Construction Blueprint Read II **CNCT 632**
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program. Course provides apprentices with advanced reading of construction blueprints and specifications for commercial and industrial construction. The student will also learn to analyze measurements, blueprint symbology and building material specifications relating to construction. (FT)

Construction Mathematics II **CNCT 642**
Non-Fee/Apprenticeship

Advisory: Registered as an apprentice in a state-approved apprenticeship program. Course provides apprentices with application of advanced mathematical functions, standard units of measure, conversion of measurement from one type of unit to another (US Standard/Metric), and calculation of squares and square roots used in layouts as they relate to building construction. (FT)

Woodshop-Woodworking **CNCT 525**
Fee

Provides instruction in skills necessary to develop competence in woodworking on a non-vocational or vocational level. Includes shop safety, terminology, wood recognition and individual project construction. (FT)

Communications (COMM)**Advanced Photo Processing** **COMM 652**
Non-Fee

Advisory: COMM 650 Digital Photography and COMM 651 Photo Editing.

This advanced photo processing course will assist participants with establishing a photo management system used by professional photographers that will accelerate the photo editing process for both RAW (digital negative) and Joint Photographic Experts Group (JPG) files. Advanced photo editing software tools will be used for non-destructive mass image editing, publishing and printing. (FT)

Computer Presentations **COMM 614**
Non-Fee

The course provides a hands-on approach to the steps in planning, organizing, creating, and delivering an effective presentation. The student

will learn to combine “traditional” presentation skills with multimedia technology to create effective presentations using an application such as PowerPoint. (FT)

Content Management Systems I COMM 681 Non-Fee

Advisories: COMM 670 Web Development Fundamentals; and COMM 671 Soft Skills in Web Development; and COMM 672 Web Programming: HTML and CSS; and COMM 673 User Interface Design; and COMM 674 Modern Web Development Tools; and COMM 675 Web Development Special Topics.

This course introduces students to CMS (content management systems). A CMS is a software application that allows users to build and manage a website without having to code it from scratch. Topics covered include planning for a CMS based website, installation, database setup, controlling the administrative section, optimizing media, and creating and modifying content, as well as how to add customization to themes using Cascading Style sheets (CSS). Students can use this knowledge to pursue further course of study towards a career in frontend web development. (FT)

Content Management Systems II COMM 682 Non-Fee

Advisories: Completion of COMM 681 Content Management Systems I

This course provides students with the skills needed to customize Content Management System (CMS) websites by creating and employing child themes. Students learn to employ recommended best practices to safely modify CMS themes while maintaining the design and code by using a child theme that inherits the functionality and styling of the parent theme. Topics include customizing Cascading Style Sheets (CSS) and Hypertext Preprocessor (PHP) files and working with template files to create child themes. (FT)

Digital Photography COMM 650 Non-Fee

This course is an introduction to the basic concepts of photography and digital camera operation. The focus is to provide the fundamentals of digital photography and covers how to use the features of a digital camera. Basic knowledge and skills to prepare a student for a career as a freelance photographer are provided. The focus is to provide

the fundamentals of digital photography and covers how to use the features of a digital camera. (FT)

Intro to Digital Design COMM 550 Non-Fee

This course provides an introduction and overview of the graphic communications industry and the qualifications necessary to match career opportunities. An emphasis will be placed on the basic knowledge required for advancement towards certificate and/or degree programs in visual communications or employment in related professional fields. Students will develop a professional portfolio to include but not limited to a resume and digital portfolio. Hands-on exercises in planning, designing, and creating computer-based digital media through various projects will be utilized during the course. (FT)

Modern Web Development Tools COMM 674 Non-Fee

Advisory: COMM 672 Web Programming: HTML and CSS; and COMM 673 User Interface Design.

This course will teach students how to leverage the power of a variety of applications in order to create various web design/development deliverables. This course will show how students can save time and resources by creating deliverables that will aid in ensuring the end product is in line with all stakeholder's vision. Topics include creating mood boards, wireframes, interactive prototypes, web comps and style guides. In addition, students will learn what web friendly image types are and how to create and optimize files in this format. (FT)

Page Layout Design COMM 662 Non-Fee

Advisory: Successful completion of COMM 660 Visual Design and COMM 661 Vector Design.

This course is designed to provide students with the foundational skills in order to learn the fundamentals of graphic design using a desktop page layout editor. Students will learn basic design principles and best practices employed in the print publishing industry. Instruction includes a hands-on approach to page layout features for print. This course builds upon knowledge and skills acquired in the Visual Design and Vector Design courses. Skills acquired in this course will serve as foundation for additional training in portfolio design. (FT)

Photo Editing

COMM 651
Non-Fee

Advisory: COMM 650 Digital Photography.
This course will assist students in establishing a photo editing workflow that will make organizing, editing and sharing of digital photographs quick and easy. Students will learn best practices for organizing, finding and viewing photographs. Topics covered will include retouching and enhancing, separating objects from their backgrounds, creating custom slideshows, and archiving tools and methods. Instruction will include using layers and layer masks, such as applying photo effects and filters that will enhance both Joint Photographic Experts Group (JPG) and RAW (digital negative) digital photos. (FT)

Portfolio Design

COMM 663
Non-Fee

Advisory: Successful completion of COMM 660 Visual Design, COMM 661 Vector Design and COMM 662 Page Layout Design.
This course provides students the skills to prepare a portfolio for employment in the field of digital media using software appropriate for print, Epub and web. The course provides a hands-on approach to print, Epub and web portfolio development, including material preparation using appropriate software, understanding of key terminology and portfolio presentation skills. This course builds upon knowledge and skills related to visual, vector and page layout design and prepares students to advance to the Digital Media 2 certificate program. (FT)

Soft Skills in Web Development

COMM 671
Non-Fee

This course introduces students to necessary soft skills required in the web development industry. These are intangible but extremely important for almost every position in the field. Soft skills include good communication, honesty, teamwork, punctuality, integrity, accountability and organization. Increasingly, employers have found that many employees are lacking in these areas. (FT)

User Interface Design

COMM 673
Non-Fee

Advisory: COMM 672 Web Programming: HTML and CSS.
This course serves as an introduction to the science behind User Experience (UX) design, illustrating the breadth of the field that extends well beyond

the web and demonstrating the strict research methodologies that support it. Topics will focus on user- and task-analysis (needs analysis, establishing goals, content audits), field research methods (observation, interviewing, testing, documentation of personas), usability testing and the UX process (task models, user journeys, content requirements, card sorts, creating site maps), and more. (FT)

Vector Design

COMM 661
Non-Fee

Advisory: Successful completion of COMM 660 Visual Design.
This course provides students with knowledge and foundational skills required to create graphics using a vector-based application. Students will learn basic design principles and best practices for vector-based graphics employed in the visual design industry. The course provides a hands-on approach to planning, designing and creating print pages using vector-based graphics for portfolio development. This course builds upon knowledge and skills acquired in the Visual Design course. Skills acquired in this course will serve as a foundation for additional training in digital media design. (FT)

Video Production

COMM 668
Non-Fee

This course is designed to provide students with the foundational skills in order to apply knowledge of video composition and video-editing principles to perform basic or routine tasks involved in a video based editor. Students will learn basic design principles and best practices employed in the video production industry. The course provides a hands-on approach to planning, designing and creating video for the development of a portfolio. (FT)

Visual Design

COMM 660
Non-Fee

This course is designed to provide students with the knowledge and foundational skills to learn the basic design and digital image and photo editing tools, using a raster-based image editor. Students will learn basic design principles and best practices employed in the visual design industry. The course provides a hands-on approach to planning, designing and creating print pages using digital imaging software for the development of a portfolio. Skills acquired in

this course will serve as a foundation for additional training in digital media design. (FT)

Web Design & Content Management **COMM 669**
Non-Fee

Advisory: Successful completion of COMM 666 Workflow for Modern Web Design.

This course is designed to provide students with the foundational skills of web design using a content management system. Students will learn to perform basic or routine tasks involved in web design and content management editing. Students will learn basic design principles and best practices employed in the web design and content management industry. The course provides a hands-on approach to planning, designing and creating websites for the development of a portfolio using content management software. (FT)

Web Development Fundamentals **COMM 670**
Non-Fee

This course introduces students to web development concepts and techniques. The purpose of this course is to provide a general overview of how the web works and to ensure that students have a foundational understanding of how various web-related technologies work together and what skills are needed to begin building websites. Topics covered include an overview of the internet, file management in relation to web development, components of a website, basic introduction to Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), and image editing for the web. (FT)

Web Development Special Topics **COMM 675**
Non-Fee

Advisory: COMM 672 Web Programming: HTML and CSS; and COMM 673 User Interface Design; and COMM 674 Modern Web Development Tools. This course introduces important ancillary topics that are critical in the web development field. Students learn about promotion of a website through search engine optimization (SEO) to increase a website's visibility. Basic optimization strategies, such as conducting keyword research, building inbound links, and optimizing pages and content are included. Students will also learn about accessibility strategies, how to maintain site health, and how to

build and maintain a portfolio for success beyond the classroom. (FT)

Web Programming: HTML and CSS **COMM 672**
Non-Fee

Advisory: Successful completion of COMM 670 Web Development Fundamentals; and COMM 671 Soft Skills in Web Development.

This course includes an overview of the internet, components of a website and introduces web programming using the Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Topics include, current web technologies, website development tools, web programming skills and hand coding of a website. Students will learn to publish projects and sites to the web and utilize CSS for web page layout and formatting. Current industry standards, processes and techniques are also taught. (FT)

Web Site Creation **COMM 618**
Non-Fee

This course provides a hands-on approach to planning, designing and creating Web pages for an intranet or World Wide Web site. Students learn to use HTML, wizards and templates to create Web pages with hypertext links and video, graphics, and audio enhancements. (FT)

WordPress Theme Development **COMM 683**
Non-Fee

Advisories: Completion of COMM 682 Content Management Systems II

This course allows students to build their own WordPress theme. Students use a combination of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), JavaScript, and Hypertext Preprocessor (PHP) to develop a fully custom WordPress theme. Students learn how to organize and write the necessary files to ensure that their static designs can be translated into a custom CMS template. (FT)

Workflow for Modern Web Design **COMM 666**
Non-Fee

This course provides students with the knowledge and foundational skills required to navigate the workflow and design elements used in visual web editing software. Students will learn basic design principles and best practices for file management including the creation and organization of documents and folders for both a MAC and PC

operating system. The course provides a hands-on approach to image optimization for the Web utilizing various file formats. Students will gain an understanding in the creation of mood boards, style guides, wireframes and comps for web development. (FT)

Alternate Title(s): Intro To Modern Web

Writing for the Internet

COMM 622

Non-Fee

This course includes the importance of knowing the target audience; how writing for new media/multimedia/web differs from other writing; simple design rules, writing for and to visuals and the screen; current constraints of new media/multimedia/web projects; and strategy documents such as flowcharts, storyboards and scripts. (FT)

Computer and Information Sciences (COMP)

Academy Machine Learning Foundations

COMP 675

Non-Fee

Advisory: COMP 671 with a Grade of "C" or better, or equivalent; COMP 672 with a Grade of "C" or better, or equivalent.

This course offers a comprehensive introduction to machine learning (ML) within the Amazon Web Services (AWS) ecosystem, designed specifically for aspiring AWS Architects. Participants will delve into fundamental concepts and terminology surrounding machine learning, equipping them with the knowledge necessary to leverage AWS's suite of machine learning services effectively. Through a blend of theoretical instruction and practical exercises, students will gain proficiency in selecting and applying AWS machine learning tools to address real-world business challenges, as well as identifying services for generative artificial intelligence (Gen AI). Topics covered include the process of labeling data, constructing custom machine learning models, training these models, and deploying them in a guided, hands-on learning environment. (FT)

AWS Academy Cloud Architecture

COMP 672

Non-Fee

Advisory: COMP 671 with a Grade of "C" or better, or equivalent COMP 608 with a Grade of "C" or better,

or equivalent and COMP 612 with a Grade of "C" or better, or equivalent or COMP 641 with a Grade of "C" or better, or equivalent or COMP 640 with a Grade of "C" or better, or equivalent.

The AWS Academy Cloud Architecture course is intended for students who are seeking to develop technical expertise in cloud computing on the Amazon Web Services (AWS) platform. Emphasis is placed on understanding AWS services and incorporating them into cloud-based solutions. Through both theory and practical hands-on application, students learn to apply AWS architectural principles, design scalable and reliable infrastructures, implement security controls, optimize performance and costs, build serverless applications, and create automated deployments. The course prepares students for both entry-level positions such as IT Support Specialist, as well entry into cloud roles including associate cloud architect, SysOps, or DevOps roles. The curriculum strategically aligns with and serves as an excellent pathway toward industry-recognized AWS Solutions Architect - Associate certification. (FT)

AWS Academy Cloud Foundations COMP 671

Non-Fee

Advisory: COMP 608 with a Grade of "C" or better, or equivalent COMP 612 with a Grade of "C" or better, or equivalent or COMP 640 with a Grade of "C" or better, or equivalent or COMP 641 with a Grade of "C" or better, or equivalent.

The AWS Academy Cloud Foundations course is intended for students who seek an overall understanding of cloud computing concepts on the Amazon Web Services (AWS) platform. In this course students explore the fundamental characteristics of cloud computing, the issues users are seeking to solve, and some of the most important tools AWS provides that can meet these challenges. Emphasis is placed on the skills needed to demonstrate a general understanding of cloud computing, independent of specific technical roles. Topics include an overview of cloud concepts, core cloud services, security, architecture, pricing, and support. The course serves both technical professionals seeking cloud expertise and business professionals requiring a thorough understanding of cloud computing fundamentals for effective decision-making in today's cloud-driven environment. The curriculum strategically aligns with the industry-recognized AWS Cloud Practitioner certification. (FT)

AWS Academy Cloud Operations

COMP 674 Non-Fee

Advisory: COMP 671 with a Grade of “C” or better, or equivalent; COMP 641 with a Grade of “C” or better, or equivalent or COMP 608 with a Grade of “C” or better, or equivalent.

The AWS Academy Cloud Operations course is intended for students who are seeking to develop technical expertise in cloud operations and DevOps practices on the Amazon Web Services (AWS) platform. Emphasis is placed on implementing best practices, troubleshooting scenarios, and creating automated deployments in AWS environments. Through both theory and practical hands-on application, students learn to manage and secure compute instances, configure virtual networks, optimize storage solutions, monitor infrastructure health, and implement repeatable deployment patterns. The course prepares students for entry-level positions in cloud support and operations, as well as system operations (SysOps) administration roles. The curriculum strategically aligns with and serves as an excellent pathway toward the industry-recognized AWS SysOps Administrator - Associate certification. (FT)

AWS Academy Cloud Security Foundations

COMP 673 Non-Fee

Advisory: COMP 671 with a Grade of “C” or better, or equivalent; COMP 672 with a Grade of “C” or better, or equivalent.

Elevate your cloud skills with the essentials of cybersecurity principles on the Amazon Web Services (AWS) cloud. This learning experience employs a guided, hands-on approach by engaging in practical demonstrations, instructional guides, and real-life scenarios, providing tangible skills applicable to the industry. Topics include securing user accounts, network infrastructure, compute resources, and data storage by applying the crucial principles of confidentiality, integrity, and availability (CIA triad) within the dynamic realm of cloud computing. Dive into AWS services such as Identity and Access Management (IAM), Organizations, and Secure Token Service (STS) for authentication and authorization. Explore AWS Key Management Service (KMS) and Certificate Manager for encryption, CloudTrail for auditing, CloudWatch for logging, and Virtual Private Cloud (VPC) for network security and availability.

Building Restful Web APIs

COMP 692 Non-Fee

Advisories: Successful completion of COMP 690 Web Programming Beginning and successful completion of COMP 691 NoSQL Document Databases. React and Node are a popular combination for building robust full-stack web applications, powering a host of modern web apps including Netflix, Walmart, LinkedIn, Uber, PayPal, and more. Over the span of two courses, you will learn full-stack development with MongoDB, Express, React, and Node.js, commonly referred to as the MERN stack. In this course you will learn how to build the APIs that connect to data in the database and expose that data to the web apps you build. In all, you will learn how to build data-driven apps using MongoDB, Node, and Express, and test, secure, and deploy your apps. (FT)

Business Information Systems

COMP 628 Non-Fee

This course is an introduction to using technology including computers, networks, information systems and the Internet in a business environment. Topics include computer components and functions, application software, systems software, digital devices and media. Students will learn about computer system evaluation, security, software programing and databases. (FT)

CompTIA A+ Exam Prep

COMP 612A Non-Fee

Advisory: COMP 612 with a Grade of “C” or better, or equivalent.

This focused workshop prepares students to launch their IT careers through CompTIA A+ certification preparation. The intensive exam prep course is intended to transform the participant’s hands-on computer knowledge into certification success. Students discover effective strategies for exam mastery, including breaking down exam objectives, developing a personalized study roadmap, and implementing proven test strategies. The workshop provides comprehensive instruction and valuable resources for tech enthusiasts preparing to launch their careers, help desk specialists pursuing industry-recognized credentials, and individuals seeking to certify their expertise in computer hardware and software. The workshop is a DoD 8140.03M-compliant certification, with A+ fulfilling the requirements for IAT Level I positions. By the end of the boot camp, students are well-prepared to apply their networking experience and knowledge

to successfully complete the Network+ exam and advance in their IT careers. (FT)

CompTIA Network+ Exam Prep COMP 608A
Non-Fee

Advisory: COMP 608 with a Grade of "C" or better, or equivalent.
This focused boot camp prepares students to confidently tackle the CompTIA Network+ certification exam. Designed to build on existing networking knowledge, the program equips students with proven strategies for exam preparation, including analyzing exam requirements, creating personalized study plans, and mastering essential test-taking techniques. This course provides the tools and confidence needed for success for an experienced IT professional seeking career advancement, a recent graduate entering the field, or an individual looking to validate their networking skills. As a DoD 8140/8570.01-M-compliant certification, Network+ meets the requirements for IAT Level I positions. By the end of the boot camp, students are well-prepared to leverage their networking expertise to excel in the Network+ exam and take the next step in their IT careers. (FT)

CompTIA Security+ Exam Prep COMP 609A
Non-Fee

Advisory: COMP 609 with a Grade of "C" or better, or equivalent.
This boot camp provides students with a comprehensive pathway to earning the CompTIA Security+ certification, offering an opportunity to advance their cybersecurity expertise and achieve exam success. Students master proven test-taking strategies, including decoding complex security scenarios, identifying key patterns in multiple-choice questions, and managing time effectively during the exam. Through a systematic review of security concepts, targeted practice questions, and effective memorization techniques, students build the confidence needed to tackle even the most challenging portions of the test. As a DoD 8140/8570.01-M-compliant certification, Security+ fulfills the requirements for IAT Level II and IAM Level I positions. This course equips IT professionals specializing in cybersecurity, system administrators seeking to enhance their security credentials, or individuals looking to validate their information security expertise with effective study methods and exam strategies. By the end of the boot camp, students are well-prepared to apply their experience and knowledge to confidently tackle the Security+

exam and advance toward becoming certified security professionals. (FT)

Cyber Incident Response, Intro COMP 656
Non-Fee

This course covers cybersecurity incident response planning, tools and techniques. Students will build a formal incident response handling program. Students use tools to contain, cleanup, recover and prepare a post incident report. Topics include forensic tools, their appropriate use, and analysis of the symptoms of an incident. The purpose and importance of communication and role-based responsibilities will be integrated throughout the course. (FT)

Computer Service Technician (A+) COMP 612
Non-Fee

The Computer Service Technician (A+) course prepares learners for the rapidly evolving technology landscape, offering a robust foundation in technical skills that are critical for success in today's digital workplace. The course covers the fundamentals of computer and mobile device hardware and software, Windows, macOS, and Linux operating systems, and advanced topics including security, networking, troubleshooting, and the responsibilities of an IT professional. Beyond immediate job readiness, the course develops critical thinking and problem-solving skills that create a solid foundation for advanced studies in networking, cybersecurity, systems administration, and emerging technology disciplines. Graduates will be well-positioned for entry-level positions such as PC technician, help desk support specialist, IT support associate, and computer support technician across diverse industries including healthcare, education, government, and private sector organizations. The curriculum strategically aligns with DoD 8140.03M compliance standards and serves as an excellent pathway toward industry-recognized CompTIA A+ certification. (FT)

Cyber Threat and Vulnerability COMP 655
Non-Fee

This course covers cybersecurity threat and vulnerability assessment and remediation. Students employ threat assessments to select the appropriate controls to secure a network or system. Students use tools for environmental and network reconnaissance, and apply techniques to minimize their impact. Topics include reconnaissance analysis and corporate security practices. Students also design and use a vulnerability management program to

identify, prioritize, and remediate organizational vulnerabilities. (FT)

Cybersecurity Architecture **COMP 657** **Non-Fee**

This course covers cybersecurity architecture and tools. Students will use tools and guidelines to build a set of security policies and procedures. Students will also design a layered security architecture and analyze it for flaws. Topics include security frameworks, policies, and controls used for remediation. Students use industry standards for software security. The review, selection, and assembly of tools for performing threat and incident management will also be covered. (FT)

Emerging Topics – Computers **COMP 699** **Non-Fee**

This course examines emerging topics and technologies in the field of Computer and Information Science. May be offered for two semesters only. (FT)

Enterprise Networking, Security and Automation (ENSA) **COMP 602** **Non-Fee**

Advisory: COMP 601 or equivalent.

This course presents fundamentals in LAN (Local Area Network) design, configuration and internet working structure and theory, a review of OSI model layers and functions, LAN switching, VLANs (Virtual LANs), routing protocols, routing configuration, monitoring and troubleshooting. Students will learn through theory and hands on application to design, configure, install and implement a LAN. (FT)

Alternate Title(s): Cisco Academy Course 3; Switching Basics & Int Routing

Exploring New Information Technologies **COMP 698** **Non-Fee**

This course introduces students to new and arising technologies in the field of information technology (IT). The primary goal is to develop practical skills in using these technologies while understanding their potential impacts on society and business. Students will learn to evaluate, implement, and communicate about cutting-edge tools and platforms. Through hands-on projects and real-world problem-solving, participants will gain valuable experience in applying new technologies to improve work processes and daily life. This course is essential for anyone looking to stay current in the rapidly evolving IT landscape, including aspiring IT professionals, business leaders, and technology enthusiasts. By the end of the course, students will be well-prepared to navigate

and leverage emerging technologies in their future careers or personal endeavors. (FT)

Information Architecture **COMP 635** **Non-Fee**

This course introduces the fundamentals of Information Architecture. Through theory and hands on application, students will receive an overview of how to design the architecture of an information system that is integrated with the technology of the Internet and the World Wide Web. (FT)

Introduction to Networks (ITN) **COMP 600** **Non-Fee**

Introduction to Networks (ITN) is the first course in the Cisco Certified Network Associate (CCNA) program and introduces the architectures, models, protocols, and networking elements that connect users, devices, applications and data through the internet and across modern computer networks – including Internet Protocol (IP) addressing and Ethernet fundamentals. By the end of the course, students can build simple local area networks (LANs) that integrate IP addressing schemes, foundational network security, and perform basic configurations for routers and switches. The course helps students develop workforce readiness skills and builds a foundation for success in networking-related careers and certificate programs.

Introduction To Software Development I **COMP 666** **Non-Fee**

The Introduction to Software Development I course is for students who want to learn about careers in the field of Software Development. Students learn how to review software applications, create and use a Linux virtual machine, use the command-line, code at a basic level, and apply best practices in the field. Students will also learn Python and be required to read and update code written in different languages such as shell script, C, and Java. Students can use this knowledge towards careers in information technology, business, or financial industries. (FT)

Introduction To Software Development II **COMP 667** **Non-Fee**

This course introduces more advanced Software Development concepts to the learner. Topics covered include networking and interprocess communication, languages and environments, algorithms, source control, and development workflows. Examples and labs used in this course will

continue to draw from diverse areas such as financial data processing, gaming applications, and more. Students can use this knowledge towards careers in information technology, business, or financial industries. (FT)

Introduction to Web Programming (ITN)

COMP 690 Non-Fee

This course incorporates JavaScript into the web development process and serves as a foundation for the Full-Stack Web Development certificate program. Students learn about modern web architecture and how JavaScript serves as an armature for every component within that ecosystem. More importantly, students learn how to program for the web using JavaScript. Students also learn how JavaScript can enhance a webpage, allowing additional interactivity and more precise control of page elements. Techniques used in creating a website and making the content more dynamic are also covered. (FT)

Javascript Frameworks

COMP 693

Non-Fee

Advisory: Successful completion of COMP 691 NoSQL Document Databases; and Successful completion of COMP 692 Building Restful Web APIs.

React is one piece of the MongoDB, Express, React, and Node (MERN) development stack. React was designed to make the process of building modular, reusable user interface components simple and intuitive. This course will guide students through the foundations of React development, covering setup, components, elements, and state, as well as how to leverage the JSX syntax extension to improve ability to nest elements within each other. React Router, React-Bootstrap, and forms development with React are also covered. (FT)

Linux Essentials

COMP 641

Non-Fee

Advisory: Microcomputer Basics or equivalent. This course includes the installation, configuration, and the management of the Linux Operating System. Students will learn about command line processing, user accounts and permissions, and basic shell programming. Students will be introduced to the history of Linux and the open source community, and the different distributions of Linux currently available. (FT)

Linux Server Technologies

COMP 643

Non-Fee

Advisory: Microcomputer Basics or equivalent.

This course includes the installation, configuration, and management of network services and roles on the Linux Server Operation System. Students will learn about server administration tools, configuring common Linux services, and managing network and server security. Students will be introduced to network and server monitoring and troubleshooting tools and practices. (FT)

Microsoft Azure Fundamentals

COMP 677 Non-Fee

Advisory: COMP 608 with a Grade of "C" or better, or equivalent and COMP 612 with a Grade of "C" or better, or equivalent or COMP 640 with a Grade of "C" or better, or equivalent or COMP 641 with a Grade of "C" or better, or equivalent.

Embark on your journey into the cloud with Azure Cloud Fundamentals, your gateway to the dynamic world of Microsoft Azure and cloud computing solutions. Designed for beginners and newcomers to Azure, this course introduces the fundamental concepts, services, and management tools essential for building cloud-based solutions. From core Azure compute, network, and storage services to security, compliance features, and cost management, participants gain a basic understanding of Azure's capabilities and functionalities. Dive into hands-on exercises within the Azure portal, accessible through Microsoft Learn, to reinforce your learning and practical skills. Whether you are venturing into cloud computing for the first time or seeking to expand your knowledge, Azure Cloud Fundamentals prepares you for success. Plus, with preparation tailored for the Microsoft Certified Azure Fundamentals AZ-900 certification exam, you will be well-equipped to demonstrate your expertise and advance your career in the cloud.

Mobile App HTML Development

COMP 645

Non-Fee

Advisory: Microcomputer Basics or equivalent.

This course introduces students to the modern web technologies that are used to develop cross-platform mobile web applications. Students will be introduced to mobile application development, open source mobile application frameworks, and the process for determining the appropriate open source solution. Students will learn about the construction of multiple content screens, transitions, user input, and geolocation services. Students will

also be introduced to common markup, styling, and programming languages. (FT)

Mobile App Publication **COMP 647** **Non-Fee**

Advisory: Mobile Software Dev Platform.

This course introduces students to features of cross-platform mobile application development and the publishing process. Students will learn about JavaScript Object Notation (JSON) and NoSQL-style databases. Students will be introduced to various third-party application stores, learn how to create developer accounts, publish applications, and market applications to a global audience. (FT)

Mobile Software Dev Platform **COMP 646** **Non-Fee**

Advisory: Mobile App HTML Development.

This course introduces students to setting up a development environment where cross-platform mobile applications can be created. Students will learn about the Software Development Kits (SDKs) of various mobile operating systems, including Android, iOS, and Windows Mobile. Students will install and configure SDKs, and develop an application that can be tested on emulators or real devices. Students will be introduced to free and open source software and the selection process for determining the appropriate solution. (FT)

Networking Foundations (Network+) **COMP 608** **Non-Fee**

Advisory: COMP 612 with a Grade of "C" or better, or equivalent.

The Networking Foundations (Network+) course provides comprehensive training in modern networking fundamentals aligned with industry standards. Students learn essential networking concepts including IPv4/IPv6 addressing, network security fundamentals, wireless and wired network implementation, network operations, and systematic troubleshooting methodology. Through theory and hands-on applications, students develop skills in implementing and managing network infrastructure, security hardening, network monitoring, and performance optimization. This course prepares students for entry-level positions such as Network Technician, Junior Network Administrator, Network Support Specialist, and IT Support Specialist. The curriculum strategically aligns with DoD 8140.03M compliance standards and serves as an excellent pathway toward industry-recognized CompTIA Network+ certification. (FT)

NoSQL Document Databases COMP 691 **Non-Fee**

MongoDB is a free and open source document database. It is a NoSQL database that uses a JavaScript Object Notation (JSON)-like schema. It is cross platform and easy to deploy on the cloud or on a server, and it's because of this flexibility that companies like Uber, Lyft, Coinbase, Accenture, Adobe, Cisco, and more choose it over traditional relational database solutions. This course is designed to get students up to speed on MongoDB. Students will learn the basics of the technology, how to work with MongoDB in the cloud, how to create databases and collections, and how to perform basic and advanced create, retrieve, update, and delete (CRUD) operations, and more. (FT)

Programming with Javascript I **COMP 648** **Non-Fee**

This course is an introduction to the JavaScript language for students without prior programming experience. JavaScript is a ubiquitous language with a simple syntax and broad support. While it is easy for beginners to learn, it is widely used in web and server applications, gaming, smart watches, mobile applications, robotics, and more. We cover the spectrum of JavaScript ranging from the essentials of the language to control statements, functions, modules, and exception handling. Examples and labs used in this course are drawn from diverse areas such as financial data processing, gaming applications, and more. (FT)

Programming with Javascript II **COMP 649** **Non-Fee**

Advisory: COMP 648 Programming with Javascript I. This course incorporates JavaScript into the web development process. Students learn about modern web architecture and how JavaScript serves as an armature for every component within that ecosystem. More importantly, students learn how to program for the Web using JavaScript. Students also learn how JavaScript can enhance a webpage, allowing additional interactivity and more precise control of page elements. Techniques used to create a website and make the content more dynamic are also covered. (FT)

Programming with Python I **COMP 660** **Non-Fee**

This course is an introduction to the Python programming language for students without prior programming experience. The course will cover the spectrum of introductory Python programming topics ranging from the essentials of the language to control statements, functions and modules,

working with strings, numbers, and dates and times. Examples and labs used in this course are drawn from diverse areas such as financial data processing, gaming applications and more. Students will be able to use this knowledge to pursue further course of study towards a career in the IT or business industry. (FT)

Programming with Python II **COMP 661** **Non-Fee**

Advisory: COMP 660 Programming with Python I. This course introduces more advanced Python concepts to the learner. Topics covered include data structuring techniques using tuples, lists, and dictionaries, object-oriented programming concepts, and exception handling. Examples and labs used in this course will continue to draw from diverse areas such as financial data processing, gaming applications, and more. Students will be able to use this knowledge to land entry-level positions in such fields as data science, embedded programming, game development, software development, automation, cyber security penetration development, and more. (FT)

Programming Databases - Python **COMP 662** **Non-Fee**

Advisory: COMP 660 Programming with Python I; and COMP 661 Programming with Python II. This course introduces the learner to programming databases with Python. Topics include configuring drivers, creating databases, using Structured Query Language (SQL), and coding in Python to retrieve data from and update a database. Examples used are drawn from diverse areas such as financial and technology industries. Students will be able to use this knowledge to land mid-level positions in data science, embedded programming, data analytics, and more. (FT)

Python for Data Science **COMP 663** **Non-Fee**

Advisory: COMP 660 Programming With Python I; and COMP 661 Programming With Python II; and COMP 662 Programming Databases - Python. This course explores the theory and concepts of data science while providing Python programming knowledge to solve real world data challenges. This course provides the skills students need to make sense of data using Python data analytics and graphical modeling tools. Students learn to perform exploratory data analysis, apply visualization and inferential techniques, and data mining algorithms to real-world data. (FT)

Security Foundations (Security+) **COMP 609** **Non-Fee**

Advisory: COMP 608 with a Grade of "C" or better, or equivalent.

The Cybersecurity Foundations course provides comprehensive training in modern cybersecurity fundamentals aligned with industry standards. Through theory and hands-on application, students gain an understanding and develop skills aligned with the six core competencies including: security architecture design, threat analysis and mitigation, security operations management, incident response and forensics, identity and access management, and security governance and compliance. This course prepares students for entry-level positions such as Technical Support Specialist, System Administrator, Systems Security Analyst. The curriculum strategically aligns with DoD 8140.03M compliance standards and serves as an excellent pathway toward industry-recognized CompTIA Security+ certification. (FT)

Server Admin Fundamentals **COMP 642** **Non-Fee**

Advisory: Microcomputer Basics or equivalent. This course includes the installation, configuration, and management of the Windows Server Operating System. Students will learn about server administration tools, Active Directory, account management and security, and server performance troubleshooting. Students will be introduced to network services, web servers, and DNS servers. (FT)

Server Side Web Development **COMP 644** **Non-Fee**

Advisory: Microcomputer Basics or equivalent. This course includes the installation, configuration and management of a web server application. Students will learn about the structure and components of static and dynamic websites, programming web applications, and database management. Students will be introduced to web server software, programming languages used to create web applications, and how to use a database to create dynamic websites. (FT)

Switching, Routing, and Wireless Essentials **COMP 601** **Non-Fee**

Switching, Routing and Wireless Essentials (SRWE) is the second course in the Cisco Certified Network Associate (CCNA) program and focuses on the switching technologies and router operations that support small-to-medium business networks and includes wireless local area networks (WLANs) and security concepts. Students learn key switching and routing concepts, perform basic network

configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN. The course helps students develop workforce readiness skills and builds a foundation for success in networking-related careers and certificate programs. (FT)

Windows Operating System **COMP 640**
Non-Fee

Advisory: Microcomputer Basics or equivalent. This course includes the installation, configuration, and management of the Windows Desktop operating system. Students will also learn about managing applications, files and folders, devices, and the use of administrative tools and the control panel. Practical topics include user interfaces, user account management, operating system security, and basic network configuration. (FT)

Creative Writing (CRTW)

Humanities **CRTW 690**
Fee

This course is designed to teach literary exploration and creation through reading, writing and discussions. Topics may include journal writing, literature survey, short stories, memoirs, self-publishing, oral histories, genealogy and creative writing. (FT)

Alternate Title(s): Genealogy; Mystery Buffs; Self-Publishing; Writers Workshop

Writers Workshop – Older Adults **CRTW 537**
Non-Fee

This course is designed to meet the interests of adults (55+) in writing short stories, novels, poetry, memoirs, and articles for publication, personal use or self-improvement. Students learn creative writing techniques in various genres, analyzing literature from around the world, critiquing writings of peers as well as developing digital writing skills. Genres may include but are not limited to nonfiction, memoir/personal narrative, poetry, fiction techniques for writing short stories and novels. Topics include how to analyze sample works, critique writings, and use digital writing skills. (FT)

Dramatic Arts (DRAM)

Practical Theater – Older Adults **DRAM 550**
Non-Fee

This course provides older adult students with the opportunity to understand practical theatre using the fundamentals of amateur theatrical production. Students will rehearse and perform staged readings and be involved in a full stage production which may include, and is not limited to, minimal sets, scenery, costumes, and makeup. (FT)

Driver Education (DRVE)

Mature Driver Improvement-Older Adults **DRVE 550**
Non-Fee

A driver improvement course specifically designed for older drivers (55 years of age or older) to update their driving skills and knowledge. (This course satisfies the requirements of Section 1675 of the California Vehicle Code. Upon successful completion of the course students will receive a certificate of completion provided by the California Department of Motor Vehicles.)

Disability Support Programs and Services (DSPS)

Adaptive Arts and Crafts **DSPS 653D**
Non-Fee

An adaptive arts and crafts course, to introduce students with a wide range of disabilities, to various art media with primary focus on appreciation, materials, tools, and techniques. Projects selected and completed are based on individual assessment. Critical thinking, problem solving, and communication skills will be planned into the daily lessons. Special emphasis will be placed on the art experience as it relates to students with different functional limitations and disabilities. (FT)

Beginning Computers – DSPS **DSPS 611D**
Non-Fee

Advisory: This course is designed for students with disabilities. Verification of disability will be requested.

This course is designed to help students with disabilities learn basic computers skills. Topics will include computer terminology, computer operation, keyboarding and mouse skills, basic word processing, workstation ergonomics and introductory internet skills. Topics also include community resources, email and social media. (FT)

Beginning Sign Language **DSPS 631D**
Non-Fee

Introduction to American Sign Language as it is used with the Deaf Cultural group. Instruction and practice in the basic sentence patterns and vocabulary of the language with emphasis on receptive skills. (FT)

Cognitive Retraining-Acquired Brain Injury
DSPS 690D Non-Fee

To provide students with acquired brain injury with structured cognitive retraining and personal development to further prepare them for continuing education, vocational training, work re-entry, volunteer placements or increased independence in their home and community. (FT)

Communications for Disabled **DSPS 622D**
Non-Fee

This course is designed to help the student with a disability to develop or improve effective communication skills. Topics will include auditory processing skills, social interaction skills and oral, written or device assisted communications. The student will learn skills that enhance independence both in the classroom and the community. (FT)

Community Living Skills **DSPS 607D**
Non-Fee

This course is designed to help the student with a disability improve skills needed to actively participate in the community. Topics will include mobility, safety, consumer skills, recreation and work readiness. (FT)

Creative Writing **DSPS 676D**
Non-Fee

This course is designed for students with disabilities to develop or advance their writing skills as well as promote self-expression and communication by way of practicing various types of creative writing. Topics include learning figurative language and rhetorical devices, which will be utilized in the form of stylized writing such as poetry, short stories, and/or script

writing. Students will work on building their voices in writing and becoming more confident authors. (FT)

Developmental Learning **DSPS 641D**
Non-Fee

An individual program of basic and functional reading, writing, and math skills based on an individual education plan designed to assist in the development of the student's potential. The program prepares students toward goals of self-improvement or mainstreaming into high school, GED, or vocational classes. (FT)

Food Preparation Basics – DSPS **DSPS 662D**
Non-Fee

This course is designed for students with disabilities to learn basic concepts of food preparation to increase independence at home. Topics include basic cooking vocabulary, reading and following recipe instructions, and basic nutrition concepts. This course will also include activities to teach kitchen safety and sanitation, grocery shopping skills, and budgeting. (FT)

Intermediate Computers – DSPS **DSPS 612D**
Non-Fee

Advisory: This course is designed for students with disabilities who have completed Beginning Computers- DSPS 611D or equivalent. Verification of disability will be requested.

This course is designed to help students with disabilities learn intermediate computer skills. Topics will include file management, keyboard shortcuts, word processing, spreadsheets, email, internet and using basic peripherals. (FT)

Occupational Opportunities **DSPS 639D**
Non-Fee

A course designed to assist students with disabilities in the process of developing and pursuing goals for employment. Explores opportunities for employment and provides community job site experiences. Preparation of students to meet the psychological, social, and intellectual demands of employment. (FT)

Personal Assessment-Disabled **DSPS 638D**
Non-Fee

A program of learning activities designed for students with disabilities to explore and evaluate their self-concept, to express their individuality and personal worth, and to learn socialization skills necessary for community living. (FT)

Adapted Physical Fitness

DSPS 621D
Non-Fee

A program of activities designed to meet the specific needs of students with disabilities, to develop and maintain a level of strength, flexibility and cardiovascular endurance in order to improve the functional abilities which facilitate independence. (FT)

Relationships & Sexuality – DSPS DSPS 605D **Non-Fee**

This course is designed to allow students with disabilities to explore their attitudes and values regarding healthy sexual relationship development. Topics include human anatomy, reproduction, contraception choices, sexual orientation, sexually transmitted infections, and sexual coercion. Students will learn about building relationships with an emphasis on the development of positive personal strategies. (FT)

Self-Advocacy – DSPS DSPS 630D **Non-Fee**

This course is designed for students with disabilities who want to develop or improve self-advocacy skills. Topics include communication skills, rights and laws related to disability, self-determination, goal setting skills, and assertiveness skills. Students will learn how to build an advocacy team. This course will prepare students to better advocate for their wants and needs in various areas of their lives. (FT)

Social Skills – DSPS DSPS 609D **Non-Fee**

This course is designed for students with disabilities who want to learn how to improve in-person and online social skills. This course will include activities to enhance social interaction skills including unstated rules of social situations, dealing with teasing and bullying, and managing rumors and gossip. This course will also cover skills related to relationships, verbal and non-verbal communication, conflict resolution, and planning and attending social events. (FT)

Wellness Management – DSPS DSPS 656D **Non-Fee**

This course is designed to teach students with disabilities evidence-based wellness and stress management strategies for academic, personal and workplace success. Topics will include identifying stress, the human stress response system, resiliency, perseverance, and stress management techniques.

The course will include activities to enhance strategies to manage stress with specific regard to disability. (FT)

Electronics (ELRN)

Electronic Technician I ELRN 451 **Non-Fee**

Advisory: Basic computer knowledge and internet search skills.

This is an open-entry/exit course that is designed to teach skills required for entry-level employment as an electronic technician. Students will learn the fundamentals of electricity, DC and AC circuit theory, electronic devices and basic communications electronics. Instruction includes the operation of test instruments, basic programming for testing, problem solving and safety practices and procedures. Instruction will take place in a simulated workplace enabling students to gain the necessary workplace skills. (FT)

Electronic Technician II ELRN 452 **Non-Fee**

Advisory: Satisfactory completion of Electronic Technician I; basic computer knowledge and internet search skills.

This is an open-entry/exit course that is designed to teach skills required for entry-level employment as an electronic technician. Students will learn the fundamentals of Digital, DC and AC systems, digital technology and basic communications electronics. Instruction includes the operation of test instruments, problem solving, and safety practices and procedures. Instruction will take place in a simulated workplace enabling students to gain the necessary workplace skills. (FT)

English (ENGL)

Literature Survey–Older Adults ENGL 545 **Non-Fee**

This course provides an introduction to writing and literature with an emphasis on creating original work and exploring a variety of literature genres, themes and styles. This course is intended to encourage and guide students who are starting to explore the many creative possibilities literature offers and will provide creative activities for older adults with cultural,

therapeutic and developmental values through reading assignments, dialogue, point-of-view, self-expression and story development. (FT)

English as a Second Language (ESLA)

Beg Low Prevocational ESL 1 **ESLA 425A** **Non-Fee**

Advisory: ESL Beg Literacy or equivalent.

This course focuses on the development of oral and written communication skills, reading skills, vocabulary development, and grammatical competence necessary for basic career exploration and seeking employment. Critical thinking, digital literacy, soft skills, interpretation of simple data, and diversity awareness are integrated throughout the course. Students will demonstrate acquisition of the beginning-low level English skills needed to identify short and long-term goals, conduct basic research of the job market and succeed in obtaining employment. (FT)

Beg Low Prevocational ESL 2 **ESLA 425B** **Non-Fee**

Advisory: ESL Beg Literacy or equivalent.

This course focuses on the development of oral and written communication skills, reading skills, vocabulary development, and grammatical competence necessary for communication in the workplace. Critical thinking, numeracy, soft skills, digital literacy, and diversity awareness will be integrated throughout this course. Students will demonstrate acquisition of the beginning-low level English skills needed to participate in workplace conversations and group discussions, compose simple professional correspondence, and interact appropriately in diverse workplace environments (FT)

Beg High Prevocational ESL 1 **ESLA 426A** **Non-Fee**

Advisory: ESL Beg Low 2 or equivalent.

This course focuses on the further development of oral and written communication skills, reading skills, vocabulary development, and grammatical competence necessary for basic career exploration and seeking employment. Critical thinking, digital literacy, soft skills, interpretation of simple data, and diversity awareness are integrated throughout the course. Students will demonstrate acquisition of the beginning-high level English skills needed to identify

short and long-term goals, conduct basic research of the job market, and assist in obtaining job training and/or employment. (FT)

Beg High Prevocational ESL 2 **ESLA 426B** **Non-Fee**

Advisory: ESL Beg Low 2 or equivalent.

This course focuses on the further development of oral and written communication skills, reading skills, vocabulary development, and grammatical competence necessary for communication in the workplace. Critical thinking, numeracy, soft skills, digital literacy, and diversity awareness are integrated throughout the course. Students will demonstrate acquisition of the beginning-high level English skills needed to participate in workplace conversations and group discussions, compose simple professional correspondence, and interact appropriately in diverse workplace environments. (FT)

ESL Adv Low 6 **ESLA 436** **Non-Fee**

Advisory: ESL Int High 5 or equivalent.

This course focuses on the development of effective oral and written communication skills, grammatical accuracy, and academic reading skills. Instruction focuses on academic and workplace readiness skills including essay writing, oral presentations, and text-based discussions. Diversity awareness, critical thinking skills, digital literacy skills, and soft skills are integrated throughout the course. (FT)

ESL Adv High 7 **ESLA 437** **Non-Fee**

Advisory: ESL Adv Low 6 or equivalent.

This course focuses on review and refinement of the targeted language skills introduced and practiced in ESL courses. Students will develop fluency in their oral and written communication skills, grammatical accuracy, and academic reading and writing skills. Academic and workplace readiness skills, diversity awareness and appreciation, critical thinking skills, soft skills and digital literacy skills are integrated throughout the course. (FT)

ESL Beg Literacy 1 **ESLA 431** **Non-Fee**

This course focuses on building emerging English listening, speaking, reading, and writing skills at the beginning literacy level. Instruction includes development of basic literacy skills and communication for everyday living to help the

learner progress towards their personal, academic and/or professional goals. Workplace readiness skills which include critical thinking, diversity awareness and soft skills are integrated throughout the course. (FT)

ESL Beg Low 2

ESLA 432
Non-Fee

Advisory: ESL Beg Literacy 1 or equivalent.
This course develops the learner's English listening, speaking, reading and writing skills to progress towards their personal, academic and/or professional goals. The course prepares the learner to comprehend and participate in simple conversations, read simplified texts, and write simple sentences. Instruction includes communication for everyday life and development of basic reading and writing skills. Workplace readiness skills which include critical thinking skills, soft skills, and diversity awareness are integrated throughout the course. (FT)

ESL Beg High 3

ESLA 433
Non-Fee

Advisory: ESL Beg Low 2 or equivalent.
This course develops the learners' English listening, speaking, reading and writing skills for participation in oral and written communication in professional, academic and social settings. Instruction focuses on grammar, vocabulary development, pronunciation, and life skills. This course emphasizes development of academic skills, critical thinking skills, soft skills, and diversity awareness. (FT)

ESL Beginning Conversation

ESLA 450
Non-Fee

This course provides instruction and extensive practice to develop beginning level ESL students' listening, pronunciation, vocabulary, grammar and conversation skills. Instruction includes focused listening activities, pronunciation drills, vocabulary development, grammar review, and conversation practices. Critical thinking skills and cultural awareness are integrated throughout the course. (FT)

ESL Beginning Grammar

ESLA 454
Non-Fee

Advisory: Completion of ESL Beg Literacy 1 or equivalent
This course develops students' basic grammar proficiency to promote oral and written communication in professional, academic and social settings. Instruction focuses on speaking and writing

in complete sentences using level-appropriate form and function of English grammar. Extensive practice in speaking and writing is included in the instruction. Soft skills, critical thinking, digital literacy and diversity awareness are integrated throughout the course. (FT)

ESL Beginning Literacy Conversation

ESLA 449 Non-Fee

This foundational course develops listening, pronunciation, vocabulary, grammar and speaking skills in English for beginners. Students participate in listening activities, pronunciation drills, vocabulary and grammar development, and conversation role play. Self-advocacy skills and cultural awareness are integrated throughout the course. (FT)

ESL Beginning Pronunciation ESLA 452

Non-Fee

Advisory: ESL Beg Low 2 or equivalent
This course teaches basic American English sounds of letters, blends, and simple words, and develops students' ability to understand the sounds and pronounce the sounds appropriately and clearly. Instruction includes focused listening activities, basic pronunciation rules and exceptions to rules, extensive practice with both isolated sounds and sentence pronunciation. Cultural awareness, soft skills and critical thinking skills are integrated throughout the course. (FT)

ESL Int/Adv Pronunciation

ESLA 453
Non-Fee

Advisory: ESL Int Low 4 or equivalent
This course provides instruction on the phonological, syntactical, and semantic characteristics of the pronunciation of American English. Students learn pronunciation rules, strategies, and techniques to monitor and improve pronunciation. Instruction includes focused listening and extensive practice in pronunciation. Soft skills, critical thinking skills and cultural awareness are incorporated throughout the course. (FT)

ESL Pre-Citizenship

ESLA 441
Non-Fee

Advisory: ESLA 431 with a Grade of "C" or better, or equivalent; Lawful Permanent Resident status in the United States
This course focuses on the development of English language listening, speaking, reading, and writing skills, and equips students with basic knowledge of U.S. history and government. It also

provides students with the basic knowledge of the naturalization process and rights and responsibilities of U.S. citizenship to prepare for advancement to an ESL Citizenship course. (FT)

ESL Citizenship

ESLA 442
Non-Fee

Advisory: Lawful Permanent Resident status in the United States

This course focuses on the further development of English language skills and knowledge of U.S. history and government. It prepares students for the rights and responsibilities of U.S. citizenship and for success on all aspects of the naturalization process including the U.S. Citizenship and Immigration Services (USCIS) naturalization application and the USCIS naturalization interview exam. (FT)

ESL Int/Adv Conversation

ESLA 451
Non-Fee

Advisory: ESL Beginning Conversation or equivalent and ESL Intermediate Low or equivalent.

This course develops students' listening and speaking skills to function effectively in professional, academic and social settings. Instruction focuses on comprehending and interpreting information presented orally and/or in writing and participating in a range of collaborative discussions. Extensive practice in listening and speaking is emphasized. Critical thinking skills and diversity awareness are integrated throughout the course. (FT)

ESL Int/Adv Grammar

ESLA 455
Non-Fee

Advisory: Completion of ESL Beginning Grammar or equivalent; and Completion of ESL Int Low 4 or equivalent

This course develops students' proficiency in the form and function of English grammar. Instruction focuses on spoken and written forms of communication and provides for extensive practice with intermediate and advanced grammar structures. Critical thinking skills and diversity awareness are integrated throughout. (FT)

ESL Int Low 4

ESLA 434
Non-Fee

Advisory: ESL Beg High 3 or equivalent.

This course develops English listening, speaking, reading and writing skills to participate in professional, academic and social settings. Instruction focuses on comprehending information presented orally and in a variety of readings,

participating in group discussions, making brief oral presentations and writing paragraphs. Workplace readiness skills including critical thinking skills, digital literacy skills, diversity awareness, and soft skills are integrated throughout the course. (FT)

ESL Int High 5

ESLA 435
Non-Fee

Advisory: ESL Int Low 4 or equivalent.

This course develops students' English listening, speaking, reading, and writing skills in order to function in social situations, and professional and academic settings. Instruction focuses on interpreting information presented orally and through a variety of texts or digital media, participating in group discussions, making brief oral presentations, and writing short compositions. Workplace readiness skills including soft skills, critical thinking skills, digital literacy, and diversity awareness are integrated throughout the course. (FT)

ESL Multi-Level

ESLA 415
Non-Fee

This course develops English listening, speaking, reading and writing skills to participate in professional, academic and social settings. Instruction focuses on comprehending information presented orally and in a variety of readings, participating in group discussions, making brief oral presentations and writing paragraphs. Workplace readiness skills including critical thinking skills, digital literacy skills, diversity awareness, and soft skills are integrated throughout the course. (FT)

ESLA Beginning Reading

ESLA 456
Non-Fee

Advisory: Completion of ESL Beg Literacy 1 or equivalent

This course develops students' reading skills at beginning ESL levels with a focus on vocabulary development, basic reading strategies, and comprehension. Extensive practice is provided to advance students' reading fluency and accuracy. Critical thinking skills, soft skills, digital literacy, and diversity awareness are integrated throughout the course. (FT)

ESLA Int/Adv Reading

ESLA 457
Non-Fee

Advisory: Completion of ESL Beginning Reading or equivalent; and Completion of ESL Int Low 4 or equivalent

This course develops students' reading skills at intermediate and advanced ESL levels with an emphasis on vocabulary development, reading strategies, fluency, and comprehension to equip students to enter and succeed in higher-level academic courses, job training, and the workplace. Extensive reading practice is provided to advance students' readiness for standardized reading tests and other assessments. Critical thinking skills, soft skills, digital literacy, and diversity awareness are integrated throughout the course. (FT)

Int Low Prevocational ESL 1 ESLA 427A
Non-Fee

Advisory: ESL Beg High 3 or equivalent.
This course focuses on the further development of oral and written communication skills, reading skills, vocabulary development, and grammatical competence necessary for career planning and seeking employment. Critical thinking, digital literacy, soft skills, basic data interpretation, and diversity awareness are integrated throughout the course. Students will demonstrate acquisition of the intermediate-low level English skills needed to identify short and long-term goals, research the job market, and succeed in obtaining employment. (FT)

Int Low Prevocational ESL 2 ESLA 427B
Non-Fee

Advisory: ESL Beg High 3 or equivalent.
This course focuses on the further development of oral and written communication skills, reading skills, vocabulary development, and grammatical competence necessary for communication in the workplace. Critical thinking, numeracy, soft skills, digital literacy, and diversity awareness are integrated throughout the course. Students will demonstrate acquisition of the intermediate-low level English skills needed to participate in workplace conversations and group discussions, compose professional correspondence, and interact appropriately in diverse workplace environments. (FT)

Int High Prevocational ESL 1 ESLA 428A
Non-Fee

Advisory: ESL Int Low 4 or equivalent.
This course focuses on the further development of oral and written communication skills, reading skills, vocabulary development, and grammatical competence necessary for career planning and seeking employment. Critical thinking, digital literacy, soft skills, data interpretation, and diversity

awareness are integrated throughout the course. Students will demonstrate acquisition of the intermediate-high level English skills needed to research the job market, identify short and long-term goals, and succeed in obtaining job training or employment in diverse workplace environments. (FT)

Int High Prevocational ESL 2 ESLA 428B
Non-Fee

Advisory: ESL Int Low 4 or equivalent.
This course focuses on the further development of oral and written communication skills, reading skills, vocabulary development, and grammatical competence necessary for communication in the workplace. Critical thinking, digital literacy, soft skills, numeracy, and diversity awareness are integrated throughout the course. Students will demonstrate acquisition of the intermediate-high level English skills needed to participate in workplace conversations and group discussions, compose professional correspondence, and interact appropriately in diverse workplace environments.

Foods and Nutrition (FDNT)

Advanced Pastries and Cakes FDNT 663
Non-Fee

Advisory: FDNT 501 Intro to Hospitality Careers.
Students will learn how to produce specialty occasion cakes and pastries utilizing techniques in cake and pastry production and design. Students will incorporate beginning bakeshop skills, baking and pastry making techniques and technologies in producing a variety of advanced pastries and cakes. Topics will include: frostings, various mixing methods, working with multiple cake decorating mediums, plate presentation, petit fours, and seasonality. Students will also be taught to accurately read and measure recipes. (FT)

Baking and Artisanal Breads FDNT 662
Non-Fee

Advisory: FDNT 501 Intro to Hospitality Careers.
This course provides an overview of how to produce yeasted and non-yeasted breads and doughs. Topics will include studying and create breads from around the world, analysis of their cultural origins, and beginning bakeshop skills. Students will also explore the basic culinary skills in the baking industry from baking theory and techniques to hands-on

production techniques used in working kitchens and bakeries. Students will prepare a variety of bread products, learn to accurately read and measure recipes, and learn the how baking ingredients interact with each other. (FT)

Baking & Pastry Essentials **FDNT 661**
Non-Fee

Advisory: FDNT 501 Intro to Hospitality Careers. This course provides an overview of beginning bakeshop skills and basic culinary skills in the baking industry from baking theory and techniques to hands-on production techniques used in working kitchens and bakeries. Students will prepare a variety of bakeshop products and will be taught to accurately read and measure recipes. Students will also be introduced to a variety of baking ingredients and will learn to interact effectively in a team-based environment. Basic math skills will be covered along with recipe equivalencies. (FT)

Chocolate & Sugar Fundamentals **FDNT 664**
Non-Fee

Advisory: FDNT 501 Intro to Hospitality Careers. Students will learn how to produce a variety of baked goods, confections and decorations using chocolate and sugar as the main ingredient. Topics will include: working with multiple tools that are used in chocolate and sugar production, chocolate and sugar decorations, chocolate and sugar confections, tempering methods, ingredient identification, and beginner chocolate and sugar displays. (FT)

Culinary Arts I **FDNT 671**
Non-Fee

This course provides an introduction to Culinary Arts principles including food safety and sanitation. Special emphasis will be placed on kitchen safety. (FT)

Culinary Arts II **FDNT 672**
Non-Fee

This course provides an introduction to culinary terminology, techniques, and history with a special emphasis on food service operations. Culinary techniques will include measurement practices, tools, equipment and knife skills with an overview of kitchen staples, spices and flavorings. (FT)

Culinary Arts III **FDNT 673**
Non-Fee

This course provides an introduction to the principles of cooking. The identification and preparation of protein sources will be studied. Techniques used in the preparation of stocks and sauces will be explored, with special emphasis on Garde Manger (cold food preparation). (FT)

Culinary Arts IV **FDNT 674**
Non-Fee

This course provides an introduction to the identification and preparation of vegetables, starches and fruits. Emphasis will be placed on the identification and application of basic nutrition principles as they apply to the food service industry. (FT)

Culinary Arts V **FDNT 675**
Non-Fee

This course provides an introduction into the principles of baking. The identification of ingredients and products will be studied with a special emphasis on breakfast cookery. (FT)

Culinary Arts VI **FDNT 676**
Non-Fee

This course provides an introduction to restaurant economics. Topics will include menus, recipe conversions, management and supervision. (FT)

Culinary Arts Advanced I **FDNT 683**
Non-Fee

This course provides an overview of current trends in the culinary industry, restaurant operations, and the basic knowledge required to design and open a food service business. Topics will include: molecular culinary terminology, molecular product identification, flavor affinities, business plan development, marketing, restaurant law, and restaurant concept development. Students will also learn how to prepare dishes using molecular gastronomy techniques. (FT)

Culinary Arts Advanced II **FDNT 684**
Non-Fee

This course provides an overview of sustainable food systems, food and beverage management, front end operations and professional table service. Topics will include: farm-to-table concepts, purchasing and cost control, human resources and restaurant leadership and management. Students will also learn the basics of food and beverage pairing, as well as the

preparation of seasonal dishes utilizing sustainable local ingredients. (FT)

Ethnic/Regional Foods **FDNT 620**
Non-Fee

Prepare and serve a variety of ethnic and regional foods. Compare ingredients, cooking techniques and traditions of differing cultures. Ideas for nutritious family meals and affordable entertaining included, as well as recipe adaptation methods to achieve maximum nutrition. (FT)

Intro to Hospitality Careers **FDNT 501**
Non-Fee

This course introduces students to the hospitality industry, and its employment opportunities. Students will learn about the hospitality industry past and present, the various segments of the industry (i.e. restaurants, hotels, catering, personal chef businesses, etc.), and career opportunities. Topics include industry terminology, retrospective from grande cuisine to current cuisine and trends, major labor market segments, employability skills, and soft skills that apply to the work environment. (FT)

Meal Planning Essentials **FDNT 619**
Non-Fee

Advisory: FDNT 501 Intro to Hospitality Careers. This course provides an introduction to nutritional meal and menu planning, recipe development, and food creation within a variety of production settings. Topics will include: menu structures and design, recipe selection, identification of sources, quality standards, nutritional ingredient availability, seasonality, menu planning costs, health coaching techniques, and identifying behavioral changes needed to improve long-term eating habits. Students will also learn how to modify and improvise recipes, as well as recipe and ingredient costing. (FT)

Nutrition Essentials **FDNT 618**
Non-Fee

Advisory: FDNT 501 Intro to Hospitality Careers. This course provides an introduction to the basic scientific principles of nutrition and their relationship to human health. Topics will include essential nutrients and how they influence bodily processes, scientific concepts, national nutrition standards, food sources, food safety and sanitation, cooking principles for maximum nutrient retention, and cultural dietary habits. In addition, students will also

learn to analyze dietary intake, and its relationship to client and personal wellness. (FT)

Pastries and Desserts **FDNT 625**
Non-Fee

Learn the art of perfectly baked pastries and desserts. Tips on recipe and ingredient selection, methods of obtaining flaky, light dough, attractive appearance, and time-saving techniques, as well as baking, shaping, and storage tips. (FT)

Health Education (HEAL)

Brain Fitness-Older Adults **HEAL 540**
Non-Fee

This course is designed to teach adults age 55 and older how to train and exercise the brain, make lifestyle choices to optimize brain health, strengthen and enhance cognitive function, and quell or reverse the effects of neurodegenerative decline. Students learn how to use scientifically designed cognitive exercises to strengthen and improve neurological processes. (FT)

Health Education **HEAL 690**
Fee

This course is designed to teach a variety of health topics from physical fitness to health and well being. Topics may include aspects of physical and mental health, including fitness, weight control, nutrition, safety, memory improvement and disease maintenance and prevention. (FT)
Alternate Title(s): Aerobics; Dance; Personal Training; Qi Gong; Rhythmic Exercise; Strength Training; Swimming; Tai Chi; Yoga

Health Education–Older Adults **HEAL 525**
Non-Fee

This course is designed to empower older adults to enhance their health and well-being by exploring the physiological, psychological, and social aspects of aging. Instruction emphasizes proactive approaches to wellness, including stress management, nutrition, exercise, and preventative healthcare strategies. Through engaging activities and discussions, students develop lifelong habits that support independence, improve quality of life, and promote overall well-being. The course also focuses on daily living activities and personal health planning, empowering students to make informed

decisions about their health and access essential wellness resources. (FT)

Mind and Body Control

HEAL 535

Non-Fee

The purpose of this course is to help students develop increased physical well-being, greater self-confidence and poise and to gain greater powers of concentration. Music will be used for certain exercises at the discretion of the instructor. Under the instructor's guidance students practice systematic exercises, body postures, and mental disciplines. (FT)

Alternate Title(s): Acupressure; Applied Kinesiology; Body Language; Building Your Self-Esteem; Coping With Stress; Do's And Don'ts Of Jogging; Exercise To Music; Holistic Health; Holistic Home Health Care; Job Stress; Non-Verbal Communication; Stress Reduction; Visual Relaxation

Health (HLTH)

Acute Care Nurse Assistant

HLTH 607

Non-Fee

Advisory: Proof of current California Nurse Assistant Certification required by clinical sites. Health and background review required for clinical participation by California Department of Public Health and the clinical site. This may include current (subject to change): proof of negative tuberculosis screening, physical exam, immunizations, Livescans, background checks, and drug screening. This course prepares the student to perform basic nursing care in an acute care hospital setting under the supervision of a licensed Registered or Vocational Nurse. Areas covered are medical and surgical patient care, oncology, orthopedics, obstetrics, and maternal-child care. Infection control, anatomy and physiology, medical terminology, psychosocial needs, and communication and reporting methods are integrated throughout the course. An emphasis will be placed on providing safe and efficient care in a diverse patient setting. (FT)

Behavioral Health Aide

HLTH 611

Non-Fee

This course provides students with a basic overview of the role of a behavioral health aide and prepares them for entry-level employment. The course defines behavioral and mental health diseases, their causes, signs and symptoms, and prognosis. Students are

trained to assist adults, adolescents, and pediatric patients with social, personal, behavioral, and mental health issues. Students will learn strategies for working with individuals with mental and behavioral health challenges while providing nursing care and physical safety. (FT)

Alternate Title(s): Mental Health Nurse Assistant

Emerging Topics - Healthcare Careers

HLTH 699

Non-Fee

This course examines emerging topics and technologies in the field of Healthcare Careers. May be offered for two semesters only.

Health Unit Coordinator Basics

HLTH 613

Non-Fee

This course provides instruction on the responsibilities for the coordination of non-clinical activities related to patient care and the department (unit). Topics include overview of the healthcare industry, scheduling diagnostic tests and treatments, assisting with processing of orders, maintaining an organized unit, managing medical charts, supplies, equipment, and workflow in the health care setting. Communication skills and soft skills necessary to interact with patients, visitors, healthcare workers, and other healthcare professionals are integrated throughout the course. (FT)

Healthcare Careers

HLTH 609

Non-Fee

This course provides an overview of the healthcare industry, career opportunities and the basic knowledge required for entry-level positions in the healthcare profession. Topics include: business aspects of healthcare, delivery systems, services and specialties, regulations and mandates, workplace communication, safety issues, professional conduct, career pathways, and employment readiness. (FT)

Healthcare Foundations

HLTH 618

Non-Fee

The Healthcare Foundations course is designed for students interested in entering a nursing or other health career training program. Topics include strategies for success, interpersonal dynamics, medical terminology, safety issues, computer literacy, body structure and function, growth and development, ethical and legal responsibilities, and employment readiness. (FT)

Home Health Aide

HLTH 606
Non-Fee

Advisory: Current California Nurse Assistant Certification.

This course prepares Certified Nurse Assistant's for certification as a Home Health Aide by the California Department of Public Health (CDPH). This certification allows students to function as an entry-level worker on a health care team or with a home health agency. Training will include, medical and social needs of the client, personal care services, nutrition, and cleaning and care tasks in the home. (FT)

Medical Terminology

HLTH 612
Non-Fee

This course provides instruction in the definition and pronunciation of basic medical terms and vocabulary used in the health care industry. Medical terminology will be taught using an anatomy and systems approach and will include the use of prefixes and suffixes. Students will learn terminology related to diseases, laboratory tests, imaging, surgical and treatment procedures, and basic terms related to specialized areas of medicine. (FT)

Nursing Assistant Training

HLTH 605
Non-Fee

Advisory: Health and background review required for clinical participation by California Department of Public Health and the clinical site. This may include current (subject to change): proof of negative tuberculosis screening, physical exam, immunizations, Livescans, background checks, and drug screening.

This course will prepare the student for the California Nurse Assistant certification exam and for employment as an entry-level health care worker in a skilled nursing facility or other healthcare organization or agency. The student will gain knowledge of basic nursing theory and practice nurse assistant procedures. This course is approved by the California Department of Public Health. Successful completion of this course enables student to take California's Nurse Assistant Competency Exam to become a Certified Nurse Assistant in California. (FT)

Ophthalmic Assistant 1

HLTH 616
Non-Fee

Ophthalmic Assistant 1 provides foundational training in essential ophthalmic concepts and procedures, combining theoretical instruction

with hands-on experience. Students learn ocular anatomy, medical terminology, patient communication, and core clinical skills, including visual acuity testing, eye pressure measurement, and pupil evaluation. The course covers ophthalmic pharmacology, diagnostic technologies, infection control, and regulatory compliance, emphasizing patient confidentiality and medical ethics. Through practical training, students develop proficiency in assisting with ophthalmic examinations and maintaining a safe clinical environment. The course aligns with the Certified Ophthalmic Assistant (COA) examination, providing introduction to many of the exam topics.

Ophthalmic Assistant 2

HLTH 617
Non-Fee

Advisory: HLTH 616 with a Grade of "C" or better, or equivalent.

Ophthalmic Assistant 2 builds on fundamental skills with advanced training in clinical procedures, patient education, and administrative responsibilities in ophthalmic practice. Students gain hands-on experience in diagnostic testing, patient triage, and infection control while reinforcing medical ethics, workplace safety, and regulatory compliance. The course covers ophthalmic counseling, community eye health initiatives, and the management of patient records, billing, and insurance processes. Emphasis is placed on professionalism, communication, and efficient clinic operations to prepare students for real-world ophthalmology settings. The course provides preparation for the Certified Ophthalmic Assistant (COA) exam and equips students with the knowledge and technical skills necessary for entry-level positions in ophthalmology clinics, hospitals, and private practices.

Optical Technician 1

HLTH 614
Non-Fee

This introductory course prepares students for employment as a Spectacle Lens Dispenser. Students learn eye anatomy, optical terminology, and the fundamentals of optical theory. Coursework covers prescription analysis, spectacle lens design, and frame adjustments. Hands-on training includes the use of a lensometer, eyeglass manufacturing in a finish lab, and optical calculations. Additional topics include Health Insurance Portability and Accountability Act (HIPAA) compliance, American National Standards Institute (ANSI) standards, and customer service techniques. This course introduces key concepts covered on the National Opticianry Competency Exam (NOCE), focusing on spectacle dispensing. (FT)

Optical Technician 2

HLTH 615
Non-Fee

Advisory: HLTH 614 with a Grade of "C" or better, or equivalent.

The Optical Technician 2 course prepares students for employment as a Contact Lens Dispenser and Technician. Building on fundamental concepts in optometry, the course includes topics covering corneal anatomy, contact lens materials, fitting techniques, and prescription interpretation. Students perform keratometry readings, slit lamp examinations, and lens verification. Hands-on skills training covers insertion and removal techniques, troubleshooting fit issues, and patient education on lens care. The course emphasizes professional standards, including Health Insurance Portability and Accountability Act (HIPAA) regulations and American National Standards Institute (ANSI) guidelines for contact lenses. This course completes preparation for the National Opticianry Competency Exam (NOCE) and introduces study materials for the Contact Lens Registry Exam (CLRE). (FT)

Personal and Home Care Aide **610**

HLTH
Non-Fee

Advisory: Successful completion of HLTH 609 Healthcare Careers

This course prepares the student to provide personal care to individuals in their homes and for employment in home care agencies and assisted living facilities. Instruction includes the role of the personal and home care aide or caregiver and procedures for assisting clients in performing their activities of daily living. Topics include communication, basic nursing skills, home safety, infection control, use of adaptive equipment, basic nutrition and meal preparation. Maintaining a clean, safe environment, emergency procedures, and workplace skills are integrated throughout the course. (FT)

Restorative Nurse Assistant

HLTH 608
Non-Fee

Advisory: Current California Certified Nurse Assistant certificate or work experience and/or courses in nursing or personal care assistant.

This course will expand the knowledge and skills of the Certified Nurse Assistant, as well as expand on the principles of rehabilitative nursing, to work as a Restorative Nurse Assistant in a skilled nursing facility or rehabilitation center. Students will learn to use interventions that promote a patient's ability

to adjust to living. Areas of instruction include supporting participation in activities of daily living, mobility, exercises, and practical experience using adaptive devices. This course is beneficial for caregivers and healthcare workers who provide basic nursing care. (FT)

Alternate Title(s): Rehabilitative Nursing

Housing, Maintenance and Interior Design (HMD)

Custodial Training

HMD 500
Non-Fee

To acquaint the student with the duties, functions and responsibilities related to custodial occupations. (FT)

Upholstery

HMD 535
Non-Fee

Advisory: HMD 534 – Basic Upholstery Skills.

This is an open entry/exit, competency based course providing training and hands-on experience for entry-level employment in the furniture upholstery and related industries. Practical instruction is conducted in a real world business environment with tools and equipment used in the industry today. Competency standards are approved by the industry advisory board. (FT)

Alternate Title(s): Furniture Upholstery

Human Development (HMDV)

Adoptive Parenting

HMDV 678
Non-Fee

This course addresses developmental issues surrounding adoption, the role of birth parents in the adoption process and guidelines for adoptive parents and caregivers to help children understand their adoption story. Prospective adoptive parents and caregivers are introduced to the various adoption opportunities; public agency, private agency, independent adoption, international adoption, closed adoption and open adoption. (FT)

Child Development Emerging Topics

HMDV 699
Non-Fee

This course examines emerging topics and technologies in the field of Child Development. May be offered for two semesters only. (FT)

Child Development 5 Volunteer HMDV 525
Non-Fee

Designed to help students develop skills as an elementary school parent volunteer or paid worker. Classes will include: discussions on positive ways of working with preschool/elementary school age children; foundation of child growth and development; techniques that foster healthy self-esteem and establish confidence in a learner; positive and effective communication skills; school readiness skills; and establishing community partnerships and resources. Experience working in the school library, computer center, health center and classrooms will be included. (FT)

Early Learner Brain Dance HMDV 586
Non-Fee

With music-based movement and dance, rhythms, rhymes and singing, this course will explore how physical activity supports cognitive learning and social-emotional development in infants and young toddlers. Using multi-sensory props and instruments, students will experience how music and movement promote and sustain early developmental patterns necessary for building a strong foundation between body and brain. Laboratory portion of the course may require students to participate in activities along with children ages 0 to 24 months. (FT)

Early Learner Outdoor Enrich HMDV 591
Non-Fee

This introductory course focuses on development of the 2-5 year-old child in outdoor settings. The physical, cognitive and social-emotional benefits of outdoor play and activity for families and children will be emphasized. Students develop ecological and environmental awareness of local outdoor community resources. Students experience, plan and create safe and appropriate outdoor spaces, caring for and stimulating the positive development of 2-5 year-olds in outdoor settings. Students will explore careers and educational pathways in Early Childhood Care and Education. (FT)

Family Preparation–Childbirth HMDV 540
Non-Fee

This course provides the student with information and techniques to help prepare for a positive birth experience. The course focuses on how to have a healthy pregnancy through nutrition, exercise, and relaxation. The Lamaze method of childbirth education is demonstrated. (FT)

Alternate Title(s): Childbirth Preparation

Foundations of Child Care HMDV 575A
Non-Fee

Advisory: ESL Level 6 or equivalent.

An introduction to the foundations of early childcare, including: basic child development, health and safety, nutrition, and behavior management and discipline. Course includes practical guidelines for childcare and explores options for careers and vocations in early childcare. (FT)

Foster Care HMDV 675
Non-Fee

A training course for individuals currently licensed as or interested in becoming a foster parent. Topics include an overview of foster parenting, child development, health issues, meeting developmental needs, strengthening family relationships, discipline, challenges of change, and teamwork toward permanence.

Infant Development & Care HMDV 580
Non-Fee

Students gain knowledge of the physical, cognitive and social/emotional development that takes place during the first year of life. Focus of the course will include ideas for creating a caring and enriching environment that promotes positive infant development and developing skills in family communications, problem-solving and stress reduction for caregivers. Students will explore careers and vocations in Early Childhood Care and Education. (FT)

Infant and Toddler Brain Dance HMDV 585
Non-Fee

With music-based movement and dance, rhythms, rhymes and singing, this course will explore how physical activity supports cognitive learning and social-emotional development in infants and young toddlers. Using multi-sensory props and instruments, students will experience how music and movement promote and sustain early developmental patterns necessary for building a strong foundation between body and brain. Laboratory portion of the course may require students to participate in activities along with children ages 0 to 24 months. (FT)

Alternate Title(s): Infant Brain Dance, Toddler Brain Dance, 0-12 Months Brain Enrichment, 12-23 Months Brain Enrichment, Inf/Tod Brain Enrichment

Infant/Toddler Outdoor HMDV 590
Enrichment

Non-Fee

This introductory course focuses on development of the 0 to 24 month old child in outdoor settings. The physical, cognitive and social-emotional benefits of outdoor play and activity for families and children will be emphasized. Students develop ecological and environmental awareness of local outdoor community resources. Students experience, plan and create safe and appropriate outdoor spaces, caring for and stimulating the positive development of infants and toddlers in outdoor settings. Students will explore careers and educational pathways in Early Childhood Care and Education. (FT)

Alternate Title(s): 0-24 Months Outdoor Enrichment

Instruction Aide I**HMDV 571A****Non-Fee**

Introduction to providing instructional support to individuals with disabilities in multiple settings. This course provides an overview of the following: characteristics of disabilities; simple teaching strategies; laws and regulations related to working with children with disabilities; professional responsibilities; possible work settings and duties. (FT)

Instruction Aide II**HMDV 571B****Non-Fee**

Introduction to principles of applied behavior analysis (ABA) for the purpose of providing instructional support to individuals with disabilities. This course provides an overview of the following: ABA teaching strategies; reinforcement; functions of behavior; areas for intervention; behavioral terms; data collection; and standards in communication and training. (FT)

Intro to Child Care Business**HMDV 575B****Non-Fee**

Advisory: ESL Level 6 or equivalent.

An introduction to topics common to childcare providers, including: licensing, record keeping and insurance; safety, facility preparation and regulations; illness and injury prevention; creative and enriching activities; communication with parents; and menu planning. Course includes practical guidelines for building and/or working in successful and nurturing childcare environments. (FT)

Multi-Age Development & Care**HMDV 584****Non-Fee**

Students learn how to care for and nurture development for multi-age children in an early

childhood environment. Emphasis on addressing topics related to the care and nurturing of multiple children include: sibling adjustment, birth order, temperament, family dynamics and parenting styles, communication and stress management, effective discipline and age and gender considerations. Students explore careers and vocations in Early Childhood Care and Education. (FT)

**Personal Develop/Growth
Wrkshp****HMDV 575W****Non-Fee**

A course designed to develop techniques for improving one's self-image, personality, and physical attributes pertinent to career development and improving one's lifestyle. Pre-employment preparation. (FT)

School-Age: Theory and Skill Dev**HMDV 595****Non-Fee**

An introduction to the foundation of school-age childcare theory and skill development, including: child development stages, problem solving, self-esteem, social pressures, building resiliency, cultural impact, resources and temperament. Course includes practical guidelines for childcare. (FT)

School-Age: Guidance and Curricula**HMDV 596****Non-Fee**

An introduction to the foundation of school-age childcare curriculum planning and guidance including: positive guidance techniques, conflict management, program planning, curriculum development, enrichment activities and communication skills. Course includes practical guidelines for managing a classroom of school-agers, establishing a safe nurturing environment and communicating effectively.

Two-Year-Old Dev & Care**HMDV 582****Non-Fee**

Students learn about the physical, cognitive and social-emotional development of the 24-36 month-old, including developmentally appropriate expectations and behavior. Focus is placed on the importance of independence, self-regulation, language development, play and learning, safety, and wellness in two-year-olds. Students will explore careers and vocations in early childhood care and education. (FT)

Three to Five Yr-Old Dev & Care HMDV 583
Non-Fee

Course focus is on the physical, cognitive, and socio-emotional development and education of the three to five-year-old child. Emphasis is on learning how to create a nurturing and safe environment which fosters emerging skills and school preparedness. Students develop communication and problem solving skills while planning and implementing developmentally appropriate activities with children in a classroom setting. (FT)

**Three to Five Yr-Old:
Emergent Literacy HMDV 593**
Non-Fee

This course focuses on the normative development of language and speech acquisition including emerging communication, spoken and written language, and recognition of developmental concerns. The knowledge gained will prepare students to develop and implement preschool emerging literacy programs that address individualized needs, inclusion, curriculum, and classroom mechanics. (FT)

**Three to Five Yr-Old:
STEAM Education HMDV 594**
Non-Fee

This course provides a specialized understanding of the theories, benefits, and applications of science, technology, engineering, arts, and math (STEAM) education in a preschool classroom. The knowledge gained will prepare students to develop and implement STEAM education activities that address individualized needs, curriculum best practices, and classroom mechanics, in an equitable and inclusive preschool setting.

Toddler Development & Care HMDV 581
Non-Fee

This course provides the student with information on the physical, cognitive, social, and emotional development of children from 12 months of age to 23 months of age (Toddlers). Emphasis is placed on creating safe and nurturing environments and how toddlers learn and develop through play. Students explore careers and vocations in Early Childhood Care and Education. (FT)

Tutoring The School-Ager HMDV 597
Non-Fee

This course prepares students to work in a K-8 program helping school-age children with their

homework while providing basic skill instruction for successful completion of the Classroom Assistant Proficiency Exam (CAPE). Basic English reading, writing, and mathematical skills are reviewed. Additional topics include career exploration, application process, test preparation skills, and test taking strategies.

High School Diploma Program (HSDP)

20th Century U.S. History 2 HSDP 436
Non-Fee/High School Credit Only

In this course students examine the major turning points in American History from World War II to the Present. This course emphasizes the relevance of history to students' daily lives and helps them to understand how the ideas and events of the past shape the institutions and debates of contemporary America. (FT)

Alternate Title(s): United States History 2

Algebra 1–2, Semester 1 HSDP 506
Non-Fee/High School Credit Only

Advisory: Pre-Algebra, Semester 1 and 2, or equivalent.

This is the first semester of a two semester course covering the fundamental concepts of Algebra. Through the study of Algebra a student develops an understanding of the symbolic language of mathematics and the sciences. Algebraic skills and concepts are developed and used in a wide variety of problem solving situations. (FT)

Algebra 1–2, Semester 2 HSDP 507
Non-Fee/High School Credit Only

Advisory: Algebra 1-2, Semester 1.

This is the second semester of a two semester course covering the fundamental concepts of Algebra. Through the study of Algebra a student develops an understanding of the symbolic language of mathematics and the sciences. Algebraic skills and concepts are developed and used in a wide variety of problem solving situations. (FT)

Algebra 3–4 HSDP 465
Non-Fee/High School Credit Only

Advisory: Successful completion of Algebra 1-2.

This two semester course complements and expands the mathematical content and concepts of Algebra 1-2 and Geometry. Students who master Algebra 3 gain experience with algebraic solutions of problems

in various content areas, including the solution of systems of quadratic equations, logarithmic and exponential functions, and the complex number system. (FT)

Alternate Title(s): Algebra 3-4, First Semester

Algebra 3-4, Second Semester HSDP 466
Non-Fee/High School Credit Only

This two semester course complements and expands the mathematical content and concepts introduced in Algebra 3-4, first semester. Algebra 4 covers systems of equations and inequalities, quadratic functions and their graphs, nonlinear inequalities, binomial theorem, sequences and series, and solid geometry. The course includes application problems involving the topics covered. (FT)

American Literature 1&2 HSDP 414
Non-Fee/High School Credit Only

The first semester of American Literature emphasizes skills and strategies for independent reading, analyzing, and writing about works of American literature from its beginning to the late 19th century. Students read and discuss the authors of this period addressing relevant social, political, cultural and religious issues. Instruction in each standards-based unit of study interrelates reading, writing, oral communication, and language study. (FT)

Alternate Title(s): American Literature 1&2, Sem 1

American Literature 1&2, Sem 2 HSDP 416
Non-Fee/High School Credit Only

The second semester of American Literature emphasizes skills and strategies for independent reading, analyzing, and writing about works of American literature from the late 19th century to the present. Relevant social, political, cultural, and religious issues in works from the Age of Realism, the Modernist Period, and the Post Modern Era are discussed. Instruction in each standards-based unit of study interrelates reading, writing, oral communication, and language study. (FT)

Biology 1 HSDP 511
Non-Fee/High School Credit Only

This is the first course of a two course Biology series. Students will be introduced to biology and use experimentation and inquiry to explore the basic concepts of biological science. Cellular structure, function and structure of plants and animals, genetics, evolution, and ecological relationships

will be covered. The laboratory component is online using virtual software. (FT)

Biology 2 HSDP 512
Non-Fee/High School Credit Only

Advisory: HSDP 511 Biology 1.

This is the second course of a two course Biology series. Students will use experimentation and inquiry to explore the basic concepts of biological science, including principles of classification, plant and animal diversity, and the functions of human systems. The laboratory component is online using virtual software. (FT)

Contemporary Voices 1 HSDP 413A
Non-Fee/High School Credit Only

The first semester of a two semester course in which students explore issues presented by contemporary American and world writers from diverse cultural and ethnic backgrounds. Students will learn how to write for various purposes and audiences. The standards-based units of study integrate all aspects of literacy: reading, writing, speaking, and listening. Students will interpret and evaluate the media and graphic information. (FT)

Contemporary Voices 2 HSDP 413B
Non-Fee/High School Credit Only

The second semester of a two semester course in which students will further explore issues presented by contemporary American and world writers from diverse cultural and ethnic backgrounds. Students will build on writing skills, including writing for various purposes, audiences and arguments. The standards-based units of study integrate all aspects of literacy: reading, writing, speaking, and listening. Students will interpret and evaluate the media and graphic information. (FT)

Economics HSDP 432
Non-Fee/High School Credit Only

This one semester course deepens students' understanding of the economic problems and institutions of the nation and world. Students learn to make reasoned decisions on economic issues through the study of fundamental economic concepts, comparative economic systems, microeconomics, macroeconomics, and international economics. (FT)

Earth Science 1 **HSDP 513**
Non-Fee/High School Credit Only

This course provides an introduction to the scientific method, the geographic coordinate system, the solar system, the composition of earth, and dynamic earth processes. The laboratory component utilizes both hands-on and online activities. (FT)

Earth Science 2 **HSDP 514**
Non-Fee/High School Credit Only

This course will introduce students to historic geology, California geology, surface processes, atmospheric and oceanic sciences, and resources and the environment. The laboratory component utilizes both hands-on and online activities. (FT)

English 3-4 **HSDP 409**
Non-Fee/High School Credit Only

The course content focuses on teaching students skills and strategies for critical, and functional independent reading, as well as the writing of increasingly complex expository and narrative texts. Instruction in each standards-based unit of study interrelates reading, writing, oral communication and language study. (FT)

Alternate Title(s): English 3-4, First Semester

English 3-4, Second Semester **HSDP 411**
Non-Fee/High School Credit Only

In this course, students read, analyze, discuss and think critically using a variety of works and sources. Students write essays and other types of texts for various purposes and audiences that demonstrate effective logical, and precise presentation of ideas. Instruction in each standards-based unit of study interrelates reading, writing, oral communication and language study. (FT)

Independent Study **HSDP 403**
Non-Fee/High School Credit Only

Advisory: See specific course outline.

This course is designed as an alternative approach to classroom instruction using a variety of instructional materials specifically selected for mastery of course objectives. Students receive individualized course materials developed to meet their specific educational needs. Skills assessment is an advisory to the selection of appropriate instructional media or delivery systems. The goal of the instructor who is utilizing instructional technology as an alternative approach is to put learning as much as possible in the hand of the learner. (FT)

Physics 1 **HSDP 461**
Non-Fee/High School Credit Only

The course emphasizes developing a qualitative conceptual understanding of general principals and models, and the nature of science. It is an introductory course to physics and meets the California State Standards and the expressed goal to support science literacy with a curricula that promotes higher level thinking and application of concepts. (FT)

Pre-Algebra, Semester 1 **HSDP 500**
Non-Fee/High School Credit Only

This is the first semester of a two semester course designed to prepare the student for success in a college preparatory sequence of mathematics courses. The student masters pre-algebraic skills and concepts as a foundation for Algebra 1. (FT)

Pre-Algebra, Semester 2 **HSDP 501**
Non-Fee/High School Credit Only

Advisory: Successful completion of Pre-Algebra, Semester 1 or equivalent.

This is the second semester of a two semester course designed to prepare the student for success in a college preparatory sequence of mathematics courses. The student masters pre-algebraic skills and concepts as a foundation for Algebra 1. (FT)

Reading Improvement **HSDP 415**
Non-Fee/High School Credit Only

This course is designed to improve the student's reading skills in word attack, literal and interpretive comprehension using group, individual and computer assisted instruction. Upon completing the course the student will be able to demonstrate improved performance on reading tasks insuring their success in their educational, personal and professional goals. (FT)

Unifying Algebra/Geometry 1 **HSDP 467A**
Non-Fee/High School Credit Only

Advisory: 1st year Algebra or Algebra Explorations 9 and Geometry.

Semester one of a two semester course is designed to review and strengthen the concepts taught in both Algebra 1-2 and Geometry 1-2. After completing the two courses, students will be prepared to enroll in Intermediate Algebra 1-2. In algebra, students develop an understanding of the symbolic language of mathematics and the sciences as well as algebraic skills and concepts to be used in a wide variety of problem-solving situations. In

geometry students will learn to construct formal, logical arguments and proofs in geometric settings and problems. (FT)

Unifying Algebra/Geometry 2 HSDP 467B
Non-Fee/High School Credit Only

Advisory: 1st year Algebra or Algebra Explorations 9 and Geometry.

Semester two of a two semester course is designed to review and strengthen the concepts taught in both Algebra 1-2 and Geometry 1-2. After completing the two courses, students will be prepared to enroll in Intermediate Algebra 1-2. In algebra, students develop an understanding of the symbolic language of mathematics and the sciences as well as algebraic skills and concepts to be used in a wide variety of problem-solving situations. In geometry students will learn to construct formal, logical arguments and proofs in geometric settings and problems. (FT)

United States Government 1 HSDP 427
Non-Fee/High School Credit Only

The course covers the principles and development of the governmental system of the United States, the State of California and local government, including the study of the constitution and the organization and functions of the three branches of government; and the rights and duties of citizens. (FT)

United States History 1 HSDP 433
Non-Fee/High School Credit Only

This is the first semester of a two semester course which examines the major turning points in American history through the Great Depression. Students will focus on the origins of the United States, key pre-World War II events including the Progressive Era, American participation in World War I, and the Great Depression. The course emphasizes the relevance of history to students' daily lives and helps them to understand how the ideas and events of the past shape the institutions and debates of contemporary America. (FT)

World Hist/Geography/Econ 1 HSDP 478
Non-Fee/High School Credit Only

In the first semester of a two semester class students examine major turning points in the shaping of the modern world, from the late eighteenth century to the end of World War I. The course provides an introduction to current world issues with a focus on the expansion of the West and the growing

interdependence of people and cultures throughout the world. (FT)

World Hist/Geography/Econ 2 HSDP 479
Non-Fee/High School Credit Only

In the second semester of a two semester course students examine major turning points in the shaping of the modern world, from World War II to the present. The course provides an introduction to current world issues with a focus on the expansion of the West and the growing interdependence of people and cultures throughout the world. (FT)

**High School Equivalency Preparation
(HSEP)**

**Emerging Topics-High School
Equivalency Program HSEP 699**
Non-Fee

This course builds High School Equivalency preparation skills in the context of emerging topics. May be offered for two semesters only. (FT)

HSEP for Mathematics 1 HSEP 400
Non-Fee

This course introduces and reviews basic math skills including computation of whole and rational numbers, data analysis, mathematical reasoning and problem solving skills. Upon completion and demonstration of competence, students will be prepared to continue instruction in HSEP for Mathematics 2. (FT)

HSEP for Mathematics 2 HSEP 401
Non-Fee

Advisory: HSEP for Mathematics 1.

The HSEP for Mathematics 2 course provides instruction in critical thinking in the context of algebra and geometry. This course is designed to prepare students to pass a high school equivalency examination in mathematics. (FT)

HSEP for Reading 1 HSEP 402
Non-Fee

This course introduces and reviews reading skills in the areas of reading comprehension, vocabulary, and the critical thinking needed in order to prepare for a High School Equivalency Exam. Upon completion and demonstration of competence, students will be prepared for HSEP 2 level courses. (FT)

HSEP for Reading 2

HSEP 403
Non-Fee

Advisory: HSEP for Reading 1.

High School Equivalency Preparation (HSEP) for Reading 2 is offered as an alternative instructional approach to the High School Diploma Program; and, is designed to prepare students to pass a high school equivalency examination in reading. (FT)

HSEP for Writing 1

HSEP 404
Non-Fee

This course introduces and reviews writing skills. The focus is on writing, spelling, grammar, communication, and critical thinking. Upon completion and demonstration of competence, students will be prepared for HSEP for Writing 2. (FT)

HSEP for Writing 2

HSEP 405
Non-Fee

Advisory: HSEP for Writing 1.

High school equivalency preparation (HSEP) for Writing is offered as an alternative instructional approach to the High School Diploma Program; and is designed to prepare students to pass a high school equivalency examination in writing. (FT)

HSEP for Science

HSEP 406
Non-Fee

Advisory: HSEP for Reading 1.

High school equivalency preparation (HSEP) for Science is offered as an alternative instructional approach to the High School Diploma Program; and is designed to prepare students to pass a high school equivalency examination in science. (FT)

HSEP for Social Studies

HSEP 407
Non-Fee

Advisory: HSEP for Reading 1.

High school equivalency preparation (HSEP) for Social Studies is offered as an alternative instructional approach to the High School Diploma Program; and is designed to prepare students to pass a high school equivalency examination in social studies. (FT)

Industrial Technology (INDT)

Computer Numerical Control 1

INDT 685
Non-Fee

This course provides a comprehensive overview of Computer Numerical Control (CNC) technology

for individuals pursuing careers or hobbies in manufacturing, engineering, or design. It combines theoretical learning with hands-on practice to develop foundational knowledge of CNC machining and its applications across multiple industries. (FT)

Flux-Cored Arc Welding

INDT 606
Non-Fee

Advisory: Successful completion of Gas Metal Arc Welding (INDT 605)

This course provides basic instruction in flux-cored arc welding – self-shielded (FCAW-S) in a classroom and hands-on laboratory. Topics include shop safety; shop math; print reading; soft skills; and FCAW-S fundamentals, principles, materials, techniques, and practices. Laboratory equipment to be provided by the student; student may apply for (requires approval) loaner equipment. Students successfully completing this course will be prepared for entry-level positions. (FT)

Gas Metal Arc Welding

INDT 605
Non-Fee

Advisory: Successful completion of Shielded Metal Arc Welding 2 (INDT 602)

This course provides basic instruction in gas metal arc welding (GMAW) and flux-cored arc welding – gas-shielded (FCAW-G) in a classroom and hands-on laboratory. Topics include shop safety; shop math; print reading; soft skills; and GMAW and FCAW-G fundamentals, principles, materials, techniques, and practices. Laboratory equipment to be provided by the student; student may apply for (requires approval) loaner equipment. Students successfully completing this course will be prepared for entry-level positions. (FT)

Gas Tungsten Arc Welding 1

INDT 621
Non-Fee

Advisory: Successful completion of Flux-Cored Arc Welding (INDT 606)

This course provides basic instruction in gas tungsten arc welding (GTAW) in a classroom and hands-on laboratory. Topics include shop safety; shop math; print reading; soft skills; and GTAW fundamentals, principles, materials, techniques, and practices. Laboratory equipment to be provided by the student; student may apply for (requires approval) loaner equipment. Students successfully completing this course will be prepared for entry level positions. (FT)

Gas Tungsten Arc Welding 2

INDT 622
Non-Fee

Advisory: Successful completion of Gas Tungsten Arc Welding 1 (INDT 621)

This course provides intermediate instruction in gas tungsten arc welding (GTAW) in a classroom and hands-on laboratory. Topics include shop safety; shop math; print reading; soft skills; and GTAW fundamentals, principles, materials, techniques, and practices. Laboratory equipment to be provided by the student; student may apply for (requires approval) loaner equipment. Students successfully completing this course will be prepared for entry-level positions. (FT)

Metal Fabrication I

INDT 631
Non-Fee

Advisory: Satisfactory completion of SMAW I, GMAW and GTAW I; basic computer knowledge and internet search skills.

This is an open-entry/open-exit course that is designed to teach skills required for entry-level employment in the metal fabrication trade. Students will learn how to interpret prints, use measuring tools, use shop equipment, layout, oxy-fuel and plasma cutting, and fitting metal using hydraulic, pneumatic and hand tools with precision. Students successfully completing this course will be prepared for entry-level positions in metal fabrication. (FT)

Metal Fabrication II

INDT 632
Non-Fee

Advisory: Satisfactory completion of Metal Fabrication I and GMAW II; basic computer knowledge and internet search skills.

This is an open-entry/open-exit course that is designed to teach skills required for entry-level employment in the metal fabrication trade. Students will learn how to interpret prints, use measuring tools, use shop equipment, layout, oxy-fuel and plasma cutting, and fitting metal using hydraulic, pneumatic and hand tools with precision. Students successfully completing this course will be prepared for entry-level positions in metal fabrication. (FT)

Pipe Welding I

INDT 611
Non-Fee

Advisory: Satisfactory completion of Shielded Metal Arc Welding II; basic computer knowledge and internet search skills.

This is an open-entry/open-exit course providing instruction in Pipe Welding using the Shielded Metal

Arc Welding (SMAW) on ferrous materials. Topics include orientation, safety, measuring tools, material types, metal cutting, preparation, pipe welding practices and procedures. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry-level positions. (FT)

Pipe Welding II

INDT 612
Non-Fee

Advisory: Satisfactory completion of Pipe Welding I; basic computer knowledge and internet search skills. This is an open-entry/open-exit course providing instruction in Pipe Welding using the Shielded Metal Arc Welding (SMAW) on ferrous materials. Topics include orientation, safety, print reading, metal cutting, preparation, pipe welding practices and procedures. Workplace skills including math, communications and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry-level positions. (FT)

Shielded Metal Arc Welding 1

INDT 601
Non-Fee

This course provides basic instruction in shielded metal arc welding (SMAW) in a classroom and hands-on laboratory. Topics include shop safety; shop math; print reading; soft skills; and SMAW fundamentals, principles, materials, techniques, and practices. Laboratory equipment to be provided by the student; student may apply for (requires approval) loaner equipment. Students successfully completing this course will be prepared for Shielded Metal Arc Welding 2. (FT)

Shielded Metal Arc Welding 2

INDT 602
Non-Fee

Advisory: Successful completion of Shielded Metal Arc Welding 1 (INDT 601)

This course provides intermediate instruction in shielded metal arc welding (SMAW) in a classroom and hands-on laboratory. Topics include shop safety; shop math; print reading; soft skills; and SMAW fundamentals, principles, materials, techniques, and practices. Laboratory equipment to be provided by the student; student may apply for (requires approval) loaner equipment. Students successfully completing this course will be prepared for entry-level positions. (FT)

SolidWorks 1

INDT 681

Non-Fee

This course introduces computer-aided design (CAD) using SolidWorks software. It develops skills in two-dimensional (2D) sketching, constraint-based modeling, feature-based design, and three-dimensional (3D) part modeling. Topics include patterning, symmetry, drafting, revolved features, shelling, and ribs. Through hands-on lab assignments and projects, students gain practical experience in solid modeling and design visualization for engineering and manufacturing applications. (FT)

SolidWorks 2

INDT 682

Non-Fee

Advisory: INDT 681 with a Grade of "C" or better, or equivalent.

This course expands on the concepts introduced in SolidWorks 1, focusing on design modifications, configurations, assembly modeling, and constraint-based modeling. It explores global variables, advanced editing techniques, and drawing creation. Additional topics include exploded views, bill of materials (BOM), and bottom-up assembly modeling. Students apply their learning through real-world design projects. (FT)

Interdisciplinary Studies (INTD)

Career & College Readiness

INTD 500

Non-Fee

This course is designed to prepare students for academic and professional success by developing behaviors that support this outcome. Students will develop self-discipline and empathy, in addition to communication, financial literacy and study skills. Emphasis is placed on identification and use of working styles, as well as creating and leading self-managed teams. Course work focuses on personal responsibility through self-management, self-awareness, social and physical wellness, while developing connections between behaviors, intentions, and purpose, and the pathway to achieving goals. (FT)

Career Development

INTD 501

Non-Fee

Group and individual instruction, guidance and analysis of personal and career goals using a career development model that focuses on digital soft

skills, assessment, exploration, decision-making and job search/action. Course includes assessment of related interests, skills, abilities, values, aptitudes and personality type. Topics include preparing for the job search; employment applications; resumes; cover letters; interviewing techniques and mock interview practice; grooming; job development/professional networking and job retention. (FT)

Alternate Title(s): Career Awareness; Career Decision Making; Job Search Techniques

Interdisciplinary Studies

INTD 690

Fee

This course is designed to teach a variety of topics including current events, social studies, communications, community resources, international affairs, cultural diversity, personal rights, entitlements and legal issues. Some courses may be presented in a combination of formats to allow students to gain first-hand knowledge of a topic. (FT)

Alternate Title(s): Current Events; Effective Communications; Law and the Retiree; Travel

Sparetime Employment Dynamics

INTD 502

Non-Fee

This course is designed for people who are presently employed and/or retired and desire to be financially productive in their spare time. It provides vital knowledge, practical information and useful insight, in a step-by-step format, about today's spare time self-employment opportunities. A highly motivating, exciting course which builds a solid framework for employment success. (FT)

Alternate Title(s): Self Employment For Retired

Investments (INVS)

Investments – A

INVS 515

Fee

This is a practical, everyday economics course on the fundamentals of investments. The student will be able to make more profitable financial decisions upon completion of this course which discusses savings accounts, insurance, real estate, stocks, bonds, mutual funds, and other types of investments for both the working and retired investor. The student will receive guidance in preparing his/her own financial and estate plan. (FT)

Alternate Title(s): Diversified Investment; Study the Stock Market

Preparing For Your Later Years - Older Adults
INVS 500
Non-Fee

Students in this class survey topics related to the whole journey of aging including retirement considerations, independent and community living, advanced directives and coordinating health care, long-term care, and more. This class also provides an integrated overview and discussion on various topics such as overview of wills, trusts, and estate topics. This course introduces basic legal concepts, but, importantly, it is not a legal workshop and does not provide legal, investment, or related advice. Students have a chance to learn and discuss at a general level. (FT)

Law (LAWS)

Law and Retiree Topics-Older Adults
LAWS 510
Non-Fee

Students will learn about different types of laws and consumer protection as they relate to current events and personal experiences. Upon completion of the course students will become more educated consumers of legal systems, services, agencies and online processes. This course is open to all adult students. (FT)

Mechanical Technology (MECT)

Air Conditioning/Heating I
MECT 431
Non-Fee

This is the first course of a two course program that provides entry-level training in heating and air conditioning occupations. Instruction in this course will cover the following areas: basic air conditioning and heating theory; heating fundamentals and appliances; requirements and controls; circuits; thermostats; schematics and communications. (FT)

Air Conditioning/Heating II
MECT 432
Non-Fee

Advisory: Successful completion of Air Conditioning/Heating I is recommended.

This is the second course in a two course program that provides entry-level training in heating and air conditioning occupations. Instruction in this

course will cover the following areas: gas and electric heating; cooling fundamentals, components and installation; heat pumps, general service, EPA certification, troubleshooting and job search techniques. (FT)

Industrial Automation
MECT 433
Non-Fee

The Introduction to Industrial Automation 4.0 course provides foundational knowledge and practical skills essential for individuals entering the manufacturing and operations industry. Participants will gain proficiency in Industry 4.0 concepts, safety protocols, quality assurance, machine operation, hand tool usage, and machine maintenance. Participants will have the opportunity to take the SACA 9 (The Smart Automation Certification Alliance), C-101 Certified Industry 4.0 Associate-Basic Operations Skill Standards certification, free of charge. The curriculum is designed to equip learners with a comprehensive understanding of critical elements necessary for success in a modern industrial setting. (FT)

Introduction to Computer Aided Design and Prototyping
MECT 434
Non-Fee

The Introduction to Computer Aided Design and Prototyping class offers a comprehensive overview of Computer Numerical Control (CNC) technology and its capabilities, aimed at individuals interested in gaining critical knowledge to pursue a career in the field of manufacturing, engineering, and design. CNC refers to a technology that utilizes computer systems to control the movement and operation of machinery in various manufacturing processes. CNC machinery plays a crucial role in modern manufacturing and production industries, offering several advantages over traditional manual methods. CNC systems enable automated and precise execution of complex tasks, resulting in enhanced efficiency, accuracy, and repeatability in the manufacturing process. Through a combination of theoretical learning and hands-on practice, students will gain foundational knowledge of CNC machining and its applications throughout multiple industries. (FT)

Plumbing I

MECT 421
Non-Fee

Advisory: Students may be required to conform to safety-related dress codes.

This course provides entry-level training in plumbing occupations such as plumber's helper, pipe layer, plumbing maintenance worker and parts clerk. Instruction will cover the following areas: plumbing systems and theories, plumbing codes, plumbing tools and materials, and safety practices and procedures. Students will use equipment that includes torches, cutoff saws, pipe threaders, pipe cutting tools and assorted hand tools. (FT)

Plumbing II

MECT 422
Non-Fee

Advisory: Successful completion of Plumbing I is strongly advised. Students must pass basic plumbing and safety test with 100 percent accuracy. Students may be required to conform to safety-related dress codes.

This course is focused on the latest adopted Uniform Plumbing Code (UPC), the model plumbing code adopted by the State of California, published by the International Association of Plumbing and Mechanical Officials (IAPMO). Instruction also includes basic mathematics as it relates to the plumbing trade. (FT)

Plumbing III

MECT 423
Non-Fee

Advisory: Successful completion of Plumbing I and II is recommended. Students may be required to conform to safety-related dress codes.

This course provides upgrade and advanced training in plumbing occupations. Instruction includes: layout and design, sizing of piping systems, materials, specialized systems, public relations, tests and inspections, solar tests and inspections, advanced plumbing math, safety requirements, advanced theory, and plumbing and solar codes. Students will use saws, rigid chain cutters, thread-o-matics, triangles, T-squares and scales. (FT)

Music Appreciation, Theory (MUSI)

Music Appreciation–Older Adults MUSI 505
Non-Fee

This course is designed to introduce the older adult student to the world of music. Vocal or instrumental

music from various ethnic, classical, folk, jazz and/or popular background across all musical periods and countries will be played, discussed and analyzed. Students will learn about the time and circumstances that prompted the creation of the music or compositions. This class will enable the older adult student to become a more educated consumer of music. (FT)

Music Instrumental (MUSN)

Orchestra Workshop – Older Adults

MUSN 519
Non-Fee

This course is designed to provide adult musicians with the opportunity to use and develop their skills on musical instruments through group participation in rehearsals and performances. Students will bring their own instruments and will gain an understanding of performing with others as well as the fundamentals of music, sight-reading techniques, the conductor's cues and rehearsal procedures. Instruction may include the study of ensemble, symphonic, band, pop, jazz and around-the-world repertoire. (FT)

Piano 1–2 for Older Adults

MUSN 536
Non-Fee

This course is designed for older adults with levels ranging from beginner to advanced, to gain knowledge of, and skills necessary for improving their proficiency on a piano or keyboard instrument. Various musical eras will be studied. Piano techniques, performance practice and style, recital preparations, music theories, and listening skills (including but not limited to ear training and sight-reading) will be explored. (FT)

Music Vocal (MUSV)

Chorus Mixed Voices–Older Adults MUSV 510
Non-Fee

This course explores choral and small-ensemble music from a wide variety of cultures and time periods through study and performance. This vocal exploration is designed to instruct the older adult in vocal techniques, musical notation, sight-reading on solo, small group, and large group performance levels, as well as lecture and extensive listening.

Students will study basic skills of musicianship and will rehearse and perform as soloists and as an ensemble. (FT)

Musical Experiences–Older Adults MUSV 513 **Non-Fee**

This course expands the older adult student's knowledge of music, the various instruments, different styles, and/or composers by listening, singing, playing, and/or creating music with others. This gained knowledge enables the student to enjoy and appreciate music and provides the student with an opportunity to experience a variety of musical activities. (FT)

Office Systems (OFSY)

3D Modeling **OFSY 612** **Non-Fee**

This course provides instruction in 3D computer modeling. 3D applications are used to create computer generated 3D models and animations used in the fields of science, engineering, architecture and multimedia. 3D models and animations can be imported into Web pages, video editing and interactive authoring applications. (FT)

Basic Business Math 1 **OFSY 500** **Non-Fee**

This course is designed to enable the student to master mathematical concepts and skills needed in the business world. Topics covered include addition, subtraction, multiplication, division, whole numbers, common and decimal fractions, percentage, interest and practical applications. (FT)

Basic Business Math 2 **OFSY 501** **Non-Fee**

Advisory: Successful completion of OFSY 500, Basic Business Math 1 or equivalent.

This course reviews mathematics used in business transactions; interest, discount, depreciation, payroll, taxes, mark-up, and other business applications. (FT)

Business Communications 1 **OFSY 505** **Non-Fee**

This course is designed to provide English and communication skills specifically applied to the field of business. Instruction includes business vocabulary, sentence structure, punctuation, capitalization, misused words, spelling and

dictionary usage. Emphasis is placed on developing good proofreading skills. (FT)

Business Communications 2 **OFSY 506** **Non-Fee**

Advisory: Completion of OFSY 505, Business Communications 1 or equivalent.

This course is a review of the principles and techniques of business writing. Principles include vocabulary, language structure, and mechanics of style. Practice in writing various types of business letters, resumes, memos and informal business reports is emphasized. Emphasis is placed on the ability to proofread and edit work using proofreading symbols. (FT)

Database Systems: Beginning **OFSY 510** **Non-Fee**

This course is designed to review database management. Emphasis is on advanced features such as operation, linking of database structures or tables, use of database command language and program file creation. (FT)

Database Systems: Intermediate **OFSY 511** **Non-Fee**

Advisory: Successful completion of OFSY 510, Database Systems: Beginning or equivalent.

This course is designed to review database management. Emphasis is on advanced features such as operation, linking of database structures or tables, use of database command language and program file creation. (FT)

Desktop Publishing **OFSY 520** **Non-Fee**

This course introduces the basic principles of desktop publishing for print and the web: design format, design graphics, copy layout and write copy. Students will produce cards, posters and newsletters for print, and will understand the process of converting files to formats for use on the web. (FT)

Electronic Info Management **OFSY 528** **Non-Fee**

This course is an introduction to an electronic information management software application. Students learn how to compose, send and manage email and schedule meetings using electronic calendars. In addition, students manage contact information, schedule tasks, create notes and customize the application environment. This course

will prepare students to use an email software application in a business environment. (FT)

Google Applications **OFSY 531**
Non-Fee

This course provides an extensive overview of Google's diverse applications within Google Workspace. Engage in hands-on learning experiences with Google Docs, mastering document creation, editing, and real-time collaboration. Develop proficiency in Google Sheets, gaining skills in spreadsheet creation, essential functions, and collaborative data analysis. Explore the valuable capabilities of Google Forms as you learn to create, customize, and collaborate on forms with advanced features like conditional logic branching. This course emphasizes practical applications, offering insights into the effective utilization of Google Workspace tools in a business context. (FT)

Google Internet Tools **OFSY 532**
Non-Fee

This course offers an in-depth exploration of the Google Workspace suite on the Internet, encompassing its Google Applications, fundamental components, and practical applications. Students will acquire comprehensive knowledge focusing on Google Gmail for electronic mail, Google Sites, the Cloud, search engines, and file sharing. Additionally, the course delves into internet security measures, encompassing Chrome browser security, privacy concerns, and copyright laws. (FT)

Internet Basics **OFSY 516**
Non-Fee

An introduction to Internet using microcomputers to access and use Internet resources in personal and business real-world situations. Through demonstration and hands-on projects, students will learn how to connect to a network and basic network concepts. This will include accessing the Internet direct or choosing an on-line provider, locating, retrieving and sending information globally using Internet resources such as the World Wide Web, messaging, news groups, file exchange and interpersonal communication. (FT)

Keyboarding–Multilevel **OFSY 541**
Non-Fee

This course emphasizes proper keyboarding techniques and the operation of a computer. Instruction includes typing tasks found in a business office such as letters and memos. Increasing a

student's typing speed, addressing proper business practices, reinforcing grammar, punctuation and spelling skills are emphasized. (FT)

Microcomputer Basics **OFSY 555**
Non-Fee

This course is an introduction to the microcomputer including: computers and how they operate, types of computers, computer components (hardware), operating systems, graphical user interface (GUI), and methods of input and output. Business/personal software applications such as word processing, spreadsheets, and database management will be presented. Integration of software applications will be incorporated. (FT)

Microsoft Windows **OFSY 527**
Non-Fee

This course introduces Windows' software and various application programs using Windows' Graphical User Environment. Students will utilize the program's ability to interface or create an environment in which they can communicate with the computers' hardware, software and peripherals. (FT)

Spreadsheets: Advanced **OFSY 577**
Non-Fee

Advisory: Completion of OFSY 575, Spreadsheets: Beginning or equivalent.

This course provides instruction in advanced spreadsheet functions, including graphs, macros, database management, what-if analysis, macro programming, program and file operations with the ability to design and analyze business applications. (FT)

Spreadsheets: Beginning **OFSY 575**
Non-Fee

This course is designed to introduce basic skills needed to create, edit, print, formulate, and graph or chart spreadsheets. Students will learn how to build, analyze and acquire problem-solving techniques. (FT)

Survey of Business Software **OFSY 580**
Non-Fee

This course is designed to introduce the major types of business software. The course will include generic information about word processing, spreadsheets, database management systems, business graphics and communications software. (FT)

Web Databases

OFSY 615
Non-Fee

This course describes the fundamentals of web databases. Through theory and hands on application, students will receive an overview of types, use and syntax of data. Students will learn how to publish a database on the web. Students will learn to create dynamic web pages that pull information from databases to be combined onto the finished page for the web site visitor. (FT)

Web Marketing

OFSY 618
Non-Fee

This course introduces the fundamentals of marketing on the web. Through theory and hands on application, students will receive an overview of issues to consider when developing a strategic Internet communications plan. (FT)

Word Processing: Advanced

OFSY 599
Non-Fee

Advisory: Completion of OFSY 596, Word Processing: Beginning or equivalent.

This course is a review and continuation of study and application of the text editing features of word processing software. Instruction includes: advanced line and page formatting commands, advanced merge techniques, document assembly, sort, forms, complex tables and columns, math functions, styles, outlines, fonts, macros, graphics, multiple windows, importing/exporting files, introductory web design, and advanced print techniques. (FT)

Word Processing: Beginning

OFSY 596
Non-Fee

This course is an introduction to the text editing features of word processing software, including insert, delete, block/select, search/find and replace, headers/footers, footnotes/endnotes, pagination, merging, tables, formatting, and writing tools. Instruction includes standard business correspondence styles, tables, columns, reports/manuscripts, and employment documents. (FT)

Word Processing: Projects

OFSY 598
Non-Fee

Advisory: Completion of OFSY 599, Word Processing: Advanced or equivalent.

This course offers continued study and application of advanced word processing. Instruction includes desktop publishing and presentation techniques, and features to independently plan, design and develop advanced multi-task personal or business projects. (FT)

Workplace Professional

OFSY 507
Non-Fee

This course is an introduction to working in a variety of workplace environments. Students will learn soft skills required in the workplace, including communication, problem-solving, critical-thinking and customer service. Topics include work ethic, teamwork, roles and responsibilities and records management. Students will learn how to research job opportunities, application processes and basic interview skills. (FT)

Public Affairs and Services (PASV)

Arts and Crafts–Older Adults

PASV 545
Non-Fee

This is an introductory through advanced course in arts and crafts for adults (55+). The course will provide an opportunity for practical application, using diverse media (digital or traditional) and techniques, in the production of decorative art items for personal use and gifts. This course will explore the principles of art design and its place in our culture as well as other cultures. The type and length of art project(s) is determined on a class-by-class basis. Projects may include flower arrangements, book art, printmaking, mosaics, calligraphy, needlework and textiles, woodwork, cultural crafts, scrap crafts, and digital photography. (FT)

Body Dynamics/Aging Process–Older Adults

PASV 505
Non-Fee

This course provides 55+ students with an understanding of the mind-body relationship to health and wellness during the aging process. Students learn movement activities and strategies for implementing a program to enhance physical, social, mental, nutritional, and emotional health as they age. Specific instruction accommodates varying limitations and levels of health. Activities and information presented are based on the eleven components of physical fitness. Course topics may include, but are not limited to, acute and chronic conditions and diseases that affect all systems of the body during the aging process. (FT)

Life Enrichment – Older Adults

PASV 532
Non-Fee

This course provides the older adult an understanding of opportunities and challenges related to healthy living for seniors. Curricula

includes research and current trends in community and consumer resources, retiree opportunities, technology awareness, and leisure activities that support independent, positive, and purposeful aging. (FT)

**Nutrition/Health–Older Adults PASV 510
Non-Fee**

This course offers theory and practical applications to help older adults implement appropriate food intake to optimize their nutritional status and maintain healthy aging.

Topics include a healthy diet that will slow down age-related physiological decline with the focus on wellness, adoption of healthy lifestyles, and self-management or prevention of nutrition-related chronic diseases. (FT)

**Personal Development–Older Adults PASV 520
Non-Fee**

This course is designed to improve the quality of life and well-being of students 55 years and older. Topics include effective coping skills, strategies to adapt to changes in life and environment, skills to incorporate sustainable wellness activities into daily routine, and methods to reach personal goals. This course is open to all adult students. (FT)

Alternate Title(s): Coping With Loss & Loneliness-OA; Psychology Of Later Life-OA; Psychosocial Developments Of Later Life-OA; Conscious Aging-OA.

**Pre-Retirement Planning - Older Adults PASV 525
Non-Fee**

This course explores the challenges and opportunities of retirement, including health and safety, housing considerations, legal affairs, financial planning, and the emotional transition into this new phase of life. Through engaging discussions and practical insights, students develop a well-rounded perspective on retirement preparedness, gaining the knowledge and resources needed to navigate financial security, housing alternatives, and legal matters. The course also emphasizes the importance of proactive planning, career transitions, and meaningful leisure activities to support a fulfilling and well-balanced retirement. (FT)

Rediscover San Diego and Beyond–Older Adults PASV 531

Non-Fee

This course is designed to provide adults (55+) with a comprehensive knowledge and understanding of their communities, health maintenance, consumer awareness, healthy living, resources for seniors, leisure-time activities, and more. Discussions will include the benefits of community involvement and engagement, cultural diversity, and current events. Students will participate in frequent fieldtrips, both online and at selected locations around San Diego County, as they relate to weekly learning topics. (FT)

**Volunteer Training – Retiree PASV 535
Non-Fee**

This course is designed to train volunteers to participate in leadership roles in facilities with senior citizen membership. (FT)

Physical Education (PHYE)

**Ballroom Dancing PHYE 553
Fee**

Designed to develop basic skills in the more popular traditional ballroom dances including the latest fad dances. Mastery of step patterns, movement, quality and style will be emphasized. (FT)

Alternate Title(s): Ballroom Dancing (Men); Ballroom Dancing (Women)

**Physical Fitness Through Dance PHYE 550
Fee**

This course is designed to help students improve their flexibility, strength, coordination, balance, cardiovascular fitness, and body awareness through movement with a positive environment. (FT)

Alternate Title(s): Aerobics; Dancercise (Beginning, Intermediate, Advanced); Folk Dance (Beginning, Intermediate); Jogging (Beginning, Intermediate); Tap Dance

**Sports Education PHYE 510
Fee**

The fundamentals of sport activities of officiating, participation, and understanding. (FT)

Tennis

PHYE 561
Fee

This course is designed to give students the basic knowledge and practice to be able to understand and play tennis at a beginners level. They will learn the basic grips and strokes of the game. (FT)

Printing/Graphics (PRTG)

Printmaking

PRTG 510
Fee

A printmaking workshop open to students of all levels. Methods in engraving, drypoint, etching, aquatint, mezzotint, collagraph, woodcut and linoleum block. Advanced students will receive instruction in viscosity color printing and the combinations of relief and intaglio. (FT)

Psychology (PSYC)

Personal Development

PSYC 515
Fee

This course is designed to give the student mechanisms for accurately assessing themselves, their self-image and their projected image. It proposes to provide an objective view of the environment into which the self is projected and help identify strategies and mechanisms for presenting an improved self image. This goal translates into practical application like assertiveness training. (FT)

Alternate Title(s): Assertive Training for Women; Assertiveness Training; Self Awareness; Your Personal Positives

Personal Development – Older Adults **PSYC 520** **Non-Fee**

This course is designed to improve the quality of life and well-being of students 55 years and older. Topics include effective coping skills, strategies to adapt to changes in life and environment, skills to incorporate sustainable wellness activities into daily routine, and methods to reach personal goals. This course is open to all adult students. (FT)

Self-Hypnosis and Meditation **PSYC 525** **Fee**

A practical and experimental workshop designed to acquaint one with altered states of consciousness. A person will learn to use these states for stress reduction, self-healing, and personal growth. (FT)

Safety Education (SFED)

Advanced Firearms Safety

SFED 510
Fee

Advisory: Basic Firearms Safety or consent of instructor.

Students will learn the legal and safe methods of handling and firing handguns using proper advanced firing techniques. There will be demonstrations, discussions and practice. Students will know how to select, care for, and maintain their handguns. The legal as well as the moral aspects regarding the use of handguns will be presented. (FT)

Basic Firearms Safety

SFED 500
Fee

This course is designed to teach individuals the legal and safe methods of handling and firing handguns using proper firing techniques. Students will be taught how to select, care for, and maintain their handguns through instruction, discussion, demonstration, and practice. The legal as well as the moral aspects will be treated. (FT)

Social Sciences (SOCC)

Social Studies - Older Adults

SOCC 503
Non-Fee

This course provides older adult students with information about domestic and international relationships, civics, history, cultural, political science, law, philosophy, economics and sociology to enable them to critically evaluate current events, media reports, government pronouncements and programs. (FT)

Speech (SPEE)

Effective Communications – Older Adults **SPEE 520**

Non-Fee

This course deals with interpersonal communication skills – verbal, non-verbal, and/or digital – required for meaningful dialogue at home, at work and during leisure time. It is designed for all individuals who wish to enhance their self-knowledge and develop more effective interpersonal communication skills. (FT)

San Diego College of Continuing Education Contract Faculty



Acierno, Elizabeth
Harbor View Campus
High School Diploma/High
School Equivalency and Basic
Skills

Allan, Maria
CE Miramar Campus
ESL

Alba, John
Harbor View Campus
Healthcare

Almario-Greno, Joyce
North City Campus
Counseling

Anton, David
Educational Cultural Complex
Skilled and Technical Trades

Aparicio, Oscar
Educational Cultural Complex
Skilled & Technical Trades

Aragon, Donald
North City Campus
Information Technology

Arroyo, Dulce
Educational Cultural Complex
Counseling

Bahar, Yoon
West City Campus
Clothing and Textiles

Bautista, Linda
Educational Cultural Complex
ESL

Bale, Julie
Mid-City Campus
Emeritus (55+)

Black-Tucker, Diana
Harbor View Campus
Healthcare

Basilio, Carol
Harbor View Campus
ESL

Blackmore, Lee
West City Campus
Hospitality and Culinary Arts

Bogage, Beth
West City Campus
ESL

Bromma, John
Educational Cultural Complex
Counseling

Burns, Mary
North City Campus
Emeritus (55+)

Cameron, Karl
Educational Cultural Complex
Counseling

Carignman, Armando
North City Campus
Counseling

Carrillo, Ildifonso
Harbor View Campus
ESL

Caruana, Sean
Harbor View Campus
High School Diploma/High
School Equivalency and Basic
Skills

Carulli, Lisa
CE Mesa Campus
Counseling

Castillo, Rosa
West City Campus
Clothing and Textiles

Claar, Elissa
Harbor View Campus
ESL

Cohen, Lindsay
Educational Cultural Complex
Counseling

Curington, Shannon
Mid-City Campus
ESL

Duraid, Sandi
Mid-City Campus
Counseling

Eckstein, Donna
Mid-City Campus
Emeritus (55+)

Flores, Leticia
Educational Cultural Complex
High School Diploma/High
School Equivalency and Basic
Skills

Flores, Stephen
Harbor View Campus
Counseling

Flynn, Elizabeth
Mid-City Campus
ESL

Foster, Janet
Educational Cultural Complex
ESL

Gaona, Lola
West City Campus
Counseling

Garcia, Ernesto
Mid-City Campus
High School Diploma/High
School Equivalency and Basic
Skills

Gholson, Richard
North City Campus
Information Technology

Giles, David
West City Campus
Clothing and Textiles

Gonzalez, Carolina
Mid-City Campus
Counseling

Gonzalez, Marisa
Harbor View Campus
Counseling

Gonzalez, Stephanie
Harbor View Campus
Healthcare

Gov, Tina
Mid-City Campus
Counseling

Grant, Marcia
Educational Cultural Complex
Counseling

Greenberg, Ingrid
CE Mesa
Faculty Technology Distance
Education Coordinator

Gualtieri, Leah
Mid-City Campus
High School Diploma/High
School Equivalency and Basic
Skills

Hamilton, Karen
West City Campus
ESL

Hammett, Lydia
Harbor View Campus
ESL

Hancova, Marketa
North City Campus
Emeritus (55+)

Haybe, Abdullahi
Mid-City Campus
Counseling

Hernandez, Roy
Educational Cultural Complex
Counseling

Hicks, Bryan
CE Mesa Campus
ESL

Hornik, Kathleen
Educational Cultural Complex
DSPS

Huang, Siyuan (Sharon)
North City Campus
Business, Accounting and
Entrepreneurship

Iffland, Aaron
Harbor View Campus
Business, Accounting and
Entrepreneurship

Iwuaba, Veleka
Educational Cultural Complex
High School Diploma/High
School Equivalency and Basic
Skills

Jackson, Robert
Educational Cultural Complex
Automotive

Kay, Emily
North City Campus
Digital Media and
Programming

Kim, Jennie
CE Mesa Campus
ESL

Klein, Nathan
Educational Cultural Complex
Counseling

Kozminska, Pamela
Educational Cultural Complex
Emeritus (55+)

Kwiatkowski, Magdalena
Mid-City Campus
ESL

Lachenmayr, Kirsten
North City Campus
Information Technology

Lee, Jolene
Educational Cultural Complex
Business, Accounting and
Entrepreneurship

Leppert, Megan
West City Campus
Hospitality and Culinary Arts

Lindenberg, Natalie
North City Campus
High School Diploma/High
School Equivalency and Basic
Skills

Louie, John
Educational Cultural Complex
Automotive

Manzano, Francisco
Mid-City Campus
Counseling

McGavock, Carolyn
Mid-City Campus
ESL

Metz-Matthews, Kelly
CE Mesa Campus
ESL

Miller, Eric
Mid-City Campus
ESL

Monta, Marina
Harbor View Campus
Child Development

Mota, Fatima
Mid-City Campus
Counseling

Munoz, Denise
Educational Cultural Complex
Counseling

Nuncio, Anthony
Harbor View Campus
Healthcare

Nguyen, Henry
Mid-City Campus
ESL

Parker, Kenneth
Harbor View Campus
Healthcare

Pawlak, Timothy
Educational Cultural Complex
Business, Accounting and
Entrepreneurship

Perrin, Bryan
Educational Cultural Complex
Automotive

Perrott, Mechelle
Mid-City Campus
ESL

Phounsavath, Akhaphone
Educational Cultural Complex
Skilled and Technical Trades

Phu, Sam
Educational Cultural Complex
Automotive

Pierson, Shirley
West City Campus
Clothing and Textiles

Polczynski, Sara
West City Campus
Culinary

Posner, Margaret
CE Miramar Campus
ESL

Prindle, Cat
CE Mesa Campus
Counseling

Putrus, Reem
Mid-City Campus
Counseling

Pyle, Robert
Educational Cultural Complex
Skilled and Technical Trades

Quintero, Edith
North City Campus
Counseling

Ramirez, Sany
Educational Cultural Complex
Counseling

Rankin, Tracey
Harbor View Campus
Healthcare

Richard, Paul
North City Campus
Digital Media and
Programming

Rinehart, Duane
North City Campus
Information Technology

Rivaldi, Matthew
Harbor View Campus
Business, Accounting and
Entrepreneurship

Rodriguez, Bernardino
Educational Cultural Complex
Automotive

Rodriguez, Holly
Educational Cultural Complex
High School Diploma/High
School Equivalency and Basic
Skills

Rose, Rachel
North City Campus
Child Development

Ruvalcaba, Zachariah
North City Campus
Digital Media and
Programming

Salerno, Kimberly
Educational Cultural Complex
Counseling

Schade, Charlene
West City Campus
Emeritus (55+)

Serrano, Almira
Educational Cultural Complex
Counseling

Serrano, Juan
Mid-City Campus
Counseling

Sivers, Terry
Mid-City Campus
Counseling

Spellman, Diya
Mid-City Campus
Counseling

Strack, Jeffrey
Mid-City Campus
ESL

Sun, Jia
CE Miramar Campus
ESL

Surwilo, Stacy
North City Campus
Child Development

Thomas, Stephanie
Mid-City Campus
ESL

Thompson, Lee
North City Campus
Child Development

Tornsauffer, Claudia
CE Mesa
Emeritus (55+)

Traganza, Anagit
North City Campus
Instructional Designer

Trevino, Elizabeth
West City Campus
Hospitality and Culinary Arts

Varnado-Swall, Jessica
Educational Cultural Complex
ESL

Vela Che, Christian
Mid-City Campus
ESL

Vera-Alba, Diana
Mid-City Campus
ESL

Walton, Jessica
Mid-City Campus
Counseling

Wassell, Alexander
North City Campus
Digital Media and
Programming

Wei, Helena
North City Campus
Emeritus (55+)

Weinroth, Richard
Educational Cultural Complex
ESL

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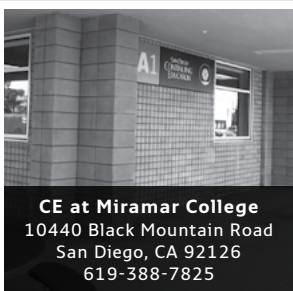
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San Diego CA 92123
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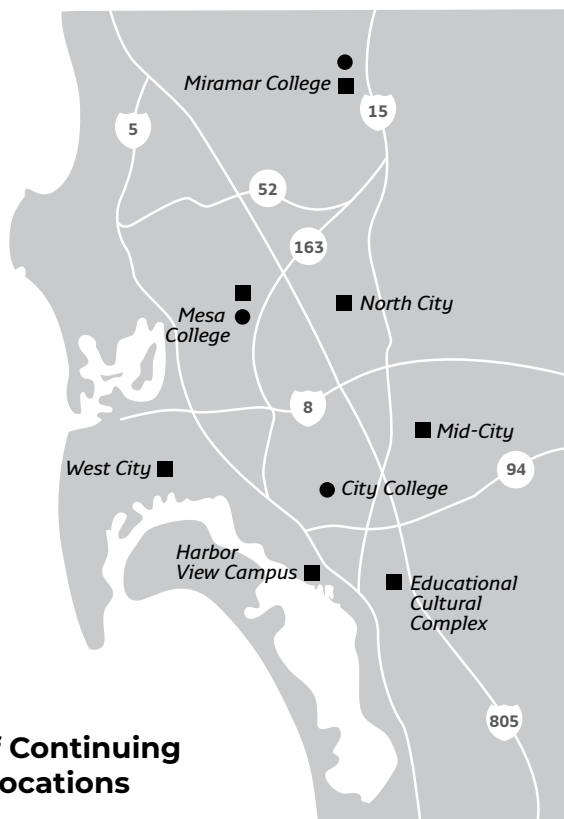
Mid-City Campus
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Harbor View Campus
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San Diego CA 92113
619-388-1910



Educational Cultural Complex
4343 Ocean View Boulevard
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619-388-4956



San Diego College of Continuing Education Campus Locations

- Continuing Education Campuses
- College Campuses