PARALEGAL

2020-2021 ADDENDUM

CREDIT CLASSES

PARALEGAL

Certificate of Achievement: Cal-LAW Scholar

The Cal-LAW Certificate of Achievement will assist the State Bar of California in its efforts to insure the legal profession reflects the diverse population of the State of California, this pathway creates a pipeline of diverse students from high schools, community colleges, four-year institutions, and law schools into law or law-related careers.

Certificate Student Learning Outcome:

Demonstrate critical thinking through application and evaluation of information to arrive at a possible solution. Program Requirements:

Program Requirements:

Units Required: 23-24

		Units:
COMS-225	Strategies of Argumentation	3.0
ENGL-101	English Composition	4.0

OR

ENGL-101H	English Composition – Honors	4.0
MATH-140	Introductory Statistics	4.0

OR

MATH-140H	Introductory Statistics – Honors	4.0
PARLGL-101	Introduction to Law	3.0
POLISCI-150	Introduction to American Government and Politics	3.0

OR

POLISCI-150H	Introduction to American Government and Politics – Honors	3.0

American Institutions – Take one course From the following for three units:

ECON-170	Economics History of the United States	3.0
ECON-170H	Economics History of the United States - Honors	3.0
HIST-111	United States History I	3.0
HIST-111H	United States History I - Honors	3.0
HIST-112	United States History I	3.0
HIST-112H	United States History II - Honors	3.0
HIST-120	The Role of Women in the History of the United States	3.0
HIST-120H	The Role of Women in the History of the United States – Honors	3.0
HIST-130	Social and Cultural History of the United States	3.0

Critical Thinking – Take one course from the following for three to four units:

COMS-227	Introduction to Rhetorical Criticism	3.0
ENGL-103	Critical Reading, Writing & Thinking	3.0
ENGL-103H	Critical Reading, Writing & Thinking - Honors	3.0
ENGL-112	Intermediate Composition, Literature, and Critical Thinking	4.0

OR

ENGL-112H	Intermediate Composition, Literature, and Critical Thinking - Honors	4.0

2020-2021 ADDENDUM

NONCREDIT CLASSES

MATHEMATICS

Certificate of Competency: Essential Arithmetic Skills
Introduces students to essential arithmetic skills involving fractions, mixed numbers, and decimals. Successful completion of this certificate will help in preparing students for essential pre-algebra skills.

Certificate Student Learning Outcome:
Students will be able to solve mathematical problems using essential arithmetic operations and conversions involving whole numbers, fractions, mixed numbers, and decimals.

Program Requirements:
Units Required: 0

		Units:
NC.MATH-001	Whole Numbers	0.0
NC.MATH-002	Fractions and Mixed Numbers	0.0
NC.MATH-003	Decimal Numbers	0.0

Certificate of Competency: Essential Pre-Algebra Skills
Introduces students to essential pre-algebra skills involving rates, proportions, and percentages. Successful completion of this certificate will help students solve practical problems in every-day applications of mathematics.

Certificate Student Learning Outcome:
Students will be able to solve mathematical problems using essential pre-algebra operations involving rates, proportions, and percentages.

Program Requirements:
Units Required: 0

		Units:
NC.MATH-004	Percentages	0.0
NC.MATH-005	Rates and Proportions	0.0
NC.MATH-006	Signed Numbers	0.0

Certificate of Competency: Essential Algebra Skills
Introduces students to essential algebra skills involving linear equations and linear graphs. Successful completion of this certificate will help students prepare for algebra curriculum.

Certificate Student Learning Outcome:
Students will be able to solve mathematical problems using algebra operations, linear equations, and linear graphs.

Program Requirements:
Units Required: 0

		Units:
NC.MATH-007	Algebraic Expressions	0.0
NC.MATH-008	Graphs and Lines	0.0

NC.MATH 001 WHOLE NUMBERS
6.00 – 10.00 hours

Introduces the basic elements of the system of whole numbers and their operations. The first in the sequence of noncredit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

NC.MATH 002 FRACTIONS AND MIXED NUMBERS
6.00 – 10.00 hours

Introduces the basic elements of fractions, mixed numbers, and their operations. The second in the sequence of noncredit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

NC.MATH 003 DECIMAL NUMBERS
6.00 – 10.00 hours

Introduces the basic elements of the system of decimal numbers and their operations. The third in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

NC.MATH 004 PERCENTAGES
6.00 – 10.00 hours

Introduces the basic concepts of percentages and their applications. The fourth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

NC.MATH 005 RATES AND PROPORTIONS
6.00 – 10.00 hours

Introduces methods of solving problems involving rates, proportions, and other applications. The fifth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

NC.MATH 006 SIGNED NUMBERS
6.00 – 10.00 hours

Introduces the system of integers and operations involving positive and negative numbers. The sixth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

NC.MATH 007 ALGEBRAIC EXPRESSIONS

6.00 – 10.00 hours

Introduces the basic concepts of algebraic expressions and their operations. The seventh in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

NC.MATH 008 GRAPHS AND LINES

6.00 – 10.00 hours

Introduces the basic elements of the coordinate plane, graphs, and equations of lines. The eighth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

VOCATIONAL

Certificate of Completion: Hotel Front Office Training
Explores the operations of the front desk and how to offer a quality guest experience from registration to check-out. Topics include processing guest arrivals and departures, handling guest complaints, bookkeeping, dealing with safety and security issues at the hotel, and overall customer service.

Certificate Student Learning Outcome:
Students will be able to describe and demonstrate hotel front desk operations using the fundamentals of quality customer service.

Program Requirements:
Units Required: 0

		Units:
NC.CSKL-004	Customer Service	0.0
NC.VOC-004	Hotel Front Desk Training	0.0

NC.CSKL 004 CUSTOMER SERVICE

8.00 – 24.00 hours

Applies practical strategies to retain a valuable customer base, diffuse difficult situations and earn repeat business. Topics include the anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem solving, customer perceptions and expectations, adapting to different conflict styles, and steps to defuse angry customers.

NC.VOC 004 HOTEL FRONT DESK TRAINING

24.00 – 32.00 hours

Explores the operations of the front desk and how to offer a quality guest experience from registration to check-out. Topics include processing guest arrivals and departures, handling guest complaints, bookkeeping, and dealing with safety and security issues at the hotel.