

# 2022-2023 ADDENDUM CREDIT CLASSES BUSINESS

**Certificate of Specialization: Entrepreneurship**

**Certificate Student Learning Outcome:**

Students will be able to:

- Learn techniques for business plan development and creation.
- Utilize skills and resources available to assist entrepreneurs in developing and launching a business including ethics, legal business structures, entrepreneurial marketing, sources of funding, networking, and pitching.

**Program Requirements:**

Units Required: 6

Units:

BUS-117A	Introduction to Entrepreneurship ...	3.0
BUS-117B	Developing a Business Plan for Entrepreneurs.....	3.0

**BUS 117A INTRODUCTION TO ENTREPRENEURSHIP**

Units: 3.00

CSU 54.00 hours lecture

Develops an understanding of the tasks faced by individuals engaged in ethical and legal entrepreneurial activities. Identifies the methods for developing a business idea, the process of starting a business, how to acquire resources, and how to analyze key parts of a business plan.

**BUS 117B DEVELOPING A BUSINESS PLAN FOR ENTREPRENEURS**

Units: 3.00

CSU 54.00 hours lecture

Presents techniques for business plan development and creation. Utilizes skills and resources available to assist entrepreneurs in developing and launching a business including; ethics, legal business structures, entrepreneurial marketing, sources of funding, networking, and pitching.

## CULINARY ARTS

**CULARTS 121 CULINARY FUNDAMENTALS I**

Units: 3.00

CSU 36.00 hours lecture, 54.00 hours lab

*Prerequisite: CULARTS-050 and CULARTS-055*

Introduces classical cooking and current theories to provide students with the basics of food chemistry and cooking techniques, as well as equipment, ingredients and basic professional cooking techniques. Field trips may be required.

## CYBERSECURITY

**Associate in Science Degree: Cybersecurity**

The Network Technology Department's Cybersecurity Associates program will prepare students to support the critical need for workforce development and for a career in Cybersecurity. This program is meant as multi-modal, real-world focused and comprised of hands-on courseware to teach cybersecurity fundamentals, ethical hacking practices, defensive countermeasures, digital forensics as well as the development of enterprise-level programs and policies.

The Cybersecurity AS is designed to align with industry standard certifications (CompTIA: A+, Network+, Linux+, CSA+, CCNA: CyberOps, and Certified Ethical Hacker (CEH)). Additionally, course work will map to industry standard compliance: NSA DHA CAE Knowledge Units and align to NIST/NICE frameworks.

**Degree Student Learning Outcome:**

Students will be able to:

- Demonstrate foundational knowledge of computer hardware and operating systems for the purposes of digital security-oriented careers.
- Demonstrate foundational and intermediate knowledge of networks and infrastructure for the purposes of digital security-oriented careers.

**Program Requirements:**

Units Required: 27

Units:

CYBR-111	Cybersecurity Programs and Policies .....	3.0
CYBR-241	Ethical Hacking and Penetration Testing.....	3.0
CYBR-251	Network Defense and Countermeasures.....	3.0
CYBR-260	Cybersecurity Operations and Digital Forensics .....	3.0
NETECH-111	Computer Maintenance: A+ Certification Prep .....	3.0
NETECH-113	Data Center .....	3.0
NETECH-151	CCNA: Introduction to Networks.....	3.0

BUSINESS - CULINARY ARTS - CYBERSECURITY - CREDIT

NETECH-211	Linux+ Certification Prep.....	3.0
NETECH-219	Security+ Certification.....	3.0

## INTERIOR DESIGN

### ID 101A INTRODUCTION TO INTERIOR DESIGN

Units: 3.00

CSU 54.00 hours lecture

Introduces the principles and elements of interior design based on function and aesthetics. Field trips may be required.

### ID 101B INTRODUCTION TO INTERIOR DESIGN LAB

Units: 3.00

CSU 162.00 hours lab

*Previous or Concurrent Enrollment: ID-101A*

A laboratory course focusing on principles and elements of interior design based on function and aesthetics. Field trips may be required.

## MANUFACTURING TECHNOLOGY

### Certificate of Achievement: Tooling and Milling

This certificate provides students training in to the necessary theoretical and professional skills necessary to safely operate manual metalworking and machining equipment. Prepares students for certification to the National Institute of Metalworking Skills (NIMS) in drill press, milling and turning operations. Upon completion of the certificate, students will be able to work in the automotive, aerospace, and manufacturing industries.

### Certificate Student Learning Outcome:

Students will be able to perform a variety of metalworking and machining applications that meet or exceed industry standards.

### Program Requirements:

Units Required: 19

		Units:
MFGT-090	Measurements and Computations.....	3.0
MFGT-100	Industrial Safety.....	2.0
MFGT-101	Print Reading for the Machine Trades .....	2.0
MFGT-102	Geometric Dimensioning for the Machine Trades .....	2.0
MFGT-103	Metrology for the Machine Trades...	2.0

MFGT-104	Metallurgy for the Machine Trades .....	2.0
MFGT-105	Benchwork and Handtool Fundamentals .....	2.0
MFGT-106	Applied Manual Machining .....	4.0

### MFGT 090 MEASUREMENTS AND COMPUTATIONS

Units: 3.00

54.00 hours lecture

Focuses on measurements and calculations used in manufacturing related and technical career fields. Reviews basic computations and measurement systems used for shop and field applications.

### MFGT 100 INDUSTRIAL SAFETY

Units: 2.00

CSU 36.00 hours lecture

Provides instruction for safe work practice in an industrial environment. Emphasis on safety philosophies, terminology, fire safety, pressurized gasses and welding, chemical and electrical hazards, in addition to the safe handling, storage, and disposal of hazardous materials

### MFGT 101 PRINT READING FOR THE MACHINE TRADES

Units: 2.00

CSU 36.00 hours lecture

*Recommended Preparation: MFGT-090*

Surveys the interpretation of technical drawings for machine trades. Explains print reading concepts and application, including use of sketches, multiview drawings, and line types. Covers print dimensioning from basic dimensioning through first angle projection, in addition to common assembly drawings and fasteners used in manufacturing.

### MFGT 102 GEOMETRIC DIMENSIONING AND TOLERANCING

Units: 2.00

CSU 36.00 hours lecture

*Recommended Preparation: MFGT-101*

Introduces the underlying concepts and practices of Geometric Dimensioning and Tolerancing. Focuses on dimensions and tolerances on engineering drawings per the ASME Y14 standard, datums, geometric rules, types, characteristics, and tolerance zones.

**MFGT 103 METROLOGY FOR THE MACHINE TRADES**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

*Prerequisite: MFGT-100*

Explores the principles, techniques, and devices used within today's dimensional metrology fields including industrial measurement and instruments such as gage blocks, steel rules, calipers, micrometers, depth micrometers, dial indicators, and height gauges. Covers equipment principles, measuring techniques, and best practices for the use of dimensional measuring equipment.

**MFGT 104 METALLURGY FOR THE MACHINE TRADES**

Units: 2.00

CSU 36.00 hours lecture

*Recommended Preparation: MFGT-103*

Surveys common metals and metal alloys used in today's manufacturing industries. Covers physical and mechanical properties of ferrous and nonferrous metals for individuals working in the machine trades. Explores the basics of metal manufacturing, includes how metals and alloys are produced, and examines common testing methods used to measure and evaluate metal properties.

**MFGT 105 BENCHWORK AND HANDTOOL FUNDAMENTALS**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

*Prerequisite: MFGT-100*

Introduces the theory and application of tools and electrically powered metalworking equipment. Emphasizes the safe use of common hand tools, bandsaws, drill presses, and grinding equipment. Prepares students for the National Institute for Metalworking Skills (NIMS) Machining Level I (Drill Press) certification exam.

**MFGT 106 APPLIED MANUAL MACHINING**

Units: 2.00

CSU 36.00 hours lecture, 108.00 hours lab

*Prerequisite: MFGT-100*

Capstone course that examines theory and application of the safe use of manual lathe and milling machines. Focuses on building skills in turning and milling operations to produce accurately dimensioned parts and components. Prepares students for the National Institute for Metalworking Skills (NIMS) Machining Level I (Manual Milling and Turning Operations) certification exam.

**PUBLIC SAFETY –  
AGENCY TRAINING****FIRE TECHNOLOGY ADVANCED TRAINING  
(FIRET)****FIRET 063 J-158 RADIO OPERATOR/J-257  
INCIDENT COMMAND CENTER MANAGER**

Units: 0.25

8.00 hours lecture

Provides instruction and necessary skills associated with the Radio Operator/Incident Command Center Manager. Topics include mobilization, transfer of information, communications equipment, and demobilization.

**FIRE TECHNOLOGY ADVANCED TRAINING -  
LIFEGUARD (FIRETL)****FIRETL 001 OCEAN LIFEGUARD ACADEMY**

Units: 6.50

104.00 hours lecture, 76.00 hours lab

Prepares the student for employment as an ocean lifeguard. Major topics include CPR, first aid, rescue drills, surf and ocean swimming, rescue board proficiency, skin diving proficiency, communication, environmental hazard identification, certification as an American Red Cross Emergency Medical Responder and State Fire Marshal Open Water Rescuer.

**FIRETL 002 LIFEGUARD CADET**

Units: 2.00

40.00 hours lecture

Provides selected Junior Lifeguards interested in becoming Ocean Lifeguards with more extensive training through supplemental curriculum items and tower internships. Students must have a Basic Life Support Certification and Cardiopulmonary Resuscitation Certification.

**LAW ENFORCEMENT, POLICE DEPARTMENT  
ADVANCED TRAINING - (LEPD)****LEPD 016 TACTICAL EMERGENCY FIRST-AID/  
TRAUMA CARE ONLINE**

Units: 0.25

8.00 hours lecture

Provides the necessary skills and knowledge for administering first aid at an intermediate level as a first responder.

**LEPD 018C PRACTICAL DE-ESCALATION & TACTICAL CONDUCT DE-ESCALATION LAB**

Units: 0.15

3.00 hours lecture, 7.00 hours lab

Provides training to enhance law enforcement's ability to de-escalate volatile situations and focus on reverence for human life.

**LEPD 087 FIREARMS TACTICAL SHOTGUN INSTRUCTOR**

Units: 1.25

13.00 hours lecture, 23.00 hours lab

Provides students with the skills required to safely deliver department standardized shotgun instruction. Topics include training methods, shotgun manipulations, and department policy.

**LEPD 094B ACTIVE BYSTANDERSHIP FOR LAW ENFORCEMENT (ABLE)**

Units: 0.25

8.00 hours lecture

Introduces the philosophy and science of active bystandership to effectively intervene and de-escalate interactions within the standards of policing.

**LAW ENFORCEMENT, SHERIFF DEPARTMENTNET ADVANCED TRAINING - (LESD)**

**LESD 003A CONCEALED CARRY CERTIFICATION**

Units: 0.15

1.00 hour lecture, 7.00 hours lab

Provides the hands-on experience and skills required to effectively conceal carry a handgun on or off duty for personnel who work undercover assignments.

**LESD 010E DRIVING TRAINING (EVOC) ADVANCE PURSUIT**

Units: 0.15

8.00 hours lab

Explores the operation and vehicle control techniques of a patrol vehicle while driving code-3 and in a pursuit environment.

**LESD 029 FIREARMS/SEMI-AUTOMATIC PISTOL**

Units: 0.25

8.00 hours lecture, 8.00 hours lab

Provides training in basic semi-automatic handgun manipulations. Trains students in the nomenclature, function and use of the duty handgun.

**LESD 064A FIREARMS/TACTICAL RIFLE INSTRUCTOR**

Units: 0.25

4.00 – 8.00 hours lecture, 16.00 – 20.00 hours lab

Develops skills mandated by California Peace Officer Standards and Training (POST) to be a Rifle Instructor including basic teaching techniques, deploying rifles, nomenclature, fundamentals of marksmanship, use of force issues, operation, malfunctions, and applicable live fire line drills.

# 2022-2023 ADDENDUM

## NONCREDIT CLASSES

### MEDICAL SCRIBE

**Certificate of Completion: Medical Scribe**

Provides students with hands-on training to gain knowledge, skills, and abilities needed for entry-level employment as medical scribes. This certificate will include a comprehensive study of medical terminology and preparation for documentation of patient medical records using electronic medical records systems in a variety of clinical settings. It is recommended that students type at least 35 words per minute before enrolling in this program.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate the knowledge, skills, and professionalism of a competent entry level medical scribe to accurately prepare real-time medical documentation using correct medical terminology.

**Program Requirements:**

Units Required: 0

Units:

**Required Courses:**

- NC.HLTH-249 Medical Terminology .....0.0
- NC.HLTH-250 Medical Scribe.....0.0

**NC.HLTH 249 MEDICAL TERMINOLOGY**

54.00 hours

Presents a comprehensive study of medical terminology, emphasizing determining meanings by dividing words into their component parts. Basic anatomy and physiology are discussed. Correct spelling, pronunciation and meaning of common medical terms related to individual body systems, clinical procedures, laboratory tests and pathological conditions are covered.

**NC.HLTH 250 MEDICAL SCRIBE**

48.00 - 54.00 hours

Provides students with hands-on training to gain knowledge, skills, and abilities needed for entry-level employment as medical scribes in specialty clinics and hospitals where they collect the needed records in real-time. Prepares Medical Scribes to document visit details such as symptoms, case history, diagnostic tests, medications, and other records in an electronic medical record platform. It is recommended that students type at least 35 words per minute.

### PARALEGAL

**Certificate of Completion: Certified Paralegal Exam Test Preparation**

This certificate is designed to prepare students and paralegals for the NALA Certified Paralegal Exam: Knowledge section and Skills section. The use of the Certified Paralegal (CP) credential signifies that a paralegal can provide superior services to firms and corporations. The CP credential has been acknowledged by the American Bar Association as a mark of high professional achievement, and the certification helps advance paralegals in their careers and professional development.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate the knowledge and skills for the NALA Certified Paralegal Exam.

**Program Requirements:**

Units Required: 0

Units:

**Required Courses:**

- NC.PLGL-001 Test Preparation for Certified Paralegal Exam: Knowledge Section .....0.0
- NC.PLGL-002 Test Preparation for Certified Paralegal Exam: Skills Section .....0.0

**NC.PLGL 001 TEST PREPARATION FOR CERTIFIED PARALEGAL EXAM: KNOWLEDGE SECTION**

20.00 hours - 24.00 hours

Prepares students to take the Knowledge section of the Certified Paralegal Exam administered through the National Association of Legal Assistants (NALA), The Paralegal Association. Covers the United States legal system, civil litigation, contracts, corporate and commercial law, criminal law and procedure, torts, property and estate law, and ethics. Develops a study plan and utilizes practice exam questions.

**NC.PLGL 002 TEST PREPARATION FOR CERTIFIED PARALEGAL EXAM: SKILLS SECTION**

16.00 hours - 20.00 hours

Prepares students to take the Skills section of the Certified Paralegal Exam administered through the National Association of Legal Assistants (NALA), The Paralegal Association. Covers writing and critical thinking, including grammar, spelling, punctuation, clarity of expression, reading and comprehension, analysis of information, and decision making. Sample exam questions will be based on a hypothetical case, and students will be expected to analyze relevant legal material as well as demonstrate strong writing skills.

MEDICAL SCRIBE - PARALEGAL - PUBLIC SAFETY - NONCREDIT

**PUBLIC SAFETY**

**NC.FIRT 026A S-190 INTRODUCTION TO WILDLAND FIRE BEHAVIOR**

7.00 hours

Provides foundational concepts of wildland fire behavior to entry-level firefighters.

**NC.FIRT 026B S-130: FIREFIGHTER TRAINING**

29.00 hours

Provides basic firefighting skills to entry-level firefighters and support personnel.

**NC.FIRT 063 J-158 RADIO OPERATOR/J-257 INCIDENT COMMAND CENTER MANAGER**

8.00 hours

Provides instruction and necessary skills associated with the Radio Operator/Incident Command Center Manager. Topics include mobilization, transfer of information, communications equipment, and demobilization.

**NC.FIRT 091A HAZARDOUS MATERIALS INCIDENT COMMANDER**

16.00 hours

Provides skills such as risk management, assessment of hazards, and legal requirements to implement protective actions to assume control of an emergency response to a hazardous materials incident.