2019-2020
A California Community College

SPRING 2020 CATALOG ADDENDUM

Accredited by
The Western Association of Schools and Colleges
Accrediting Commission for Community & Junior Colleges
10 Commercial Blvd, Ste 204
Novato, CA 94949
(415) 506.0234
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Approved by
The Board of Governors of the California Community Colleges
The California Department of Education
The University of California
The California State Universities

Approved for
The training of U.S. veterans and other eligible persons

COLLEGE OF THE CANYONS
Valencia Campus
26455 Rockwell Canyon Road
Santa Clarita, CA 91355
(661) 259-7800
www.canyons.edu

College of the Canyons
Canyon Country Campus
17200 Sierra Highway
Santa Clarita, CA 91351
(661) 362-3800
www.canyons.edu/CCC

Accuracy Statement
The Santa Clarita Community College District and College of the Canyons have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to changes without notice by the administration of the College for reasons related to student enrollment, level of financial support, or for any other reason at the discretion of the College. The College further reserves the right to add, to amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws.
Addendum to Spring 2020 Catalogue

INFORMATION FOR STUDENTS USING VOCATIONAL REHABILITATION AND EMPLOYMENT BENEFITS (CH31) OR POST-9/11 GI BILL® (CH33)

A student using Vocational Rehabilitation and Employment benefits (CH 31) or Post-9/11 GI Bill® (CH 33) will be allowed to enroll in and attend courses and access campus facilities while the campus awaits payment for tuition and fees from the VA. While awaiting receipt of funds from the VA, College of the Canyons will not impose any penalty, charge late fees or require an eligible student to borrow additional funds to cover tuition or fees. This waiting period begins the date the student provides appropriate documentation and continues either until funds are received from the VA or until 90 days after the School Certifying Official has certified the student’s enrollment for tuition and fees.

To demonstrate current eligibility and intent to use Chapter 31 or 33 benefits, a student must provide the following documents:

• VA Form 28-1905 (Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status); or
• Certificate of Eligibility (COE) or Education Enrollment Status form (printed from the eBenefits website).
• A written request to use either VA Vocational Rehabilitation or Post 9/11 GI Bill® benefits via a VP-20 Request for Benefits; and
• All additional information requested by the School Certifying Official to properly certify enrollment to the VA.
• Residency Reclassification (if applicable)
• Student Education Plan (SEP)
• Transcripts (Military and Civilian)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

For VA Education Benefits, a W grade is considered non-punitive and the last date of attendance must be reported to the VA.

STUDENT SPONSOR AGREEMENTS

If there is a refund due for any items that were paid by the sponsor, the refund will be returned directly to the sponsor. Students that are sponsored by Veterans’ Affairs under the GI Bill® Chapter 33 may receive refunds. In these cases, it will be the student’s responsibility to follow up with their sponsor.

VETERAN EDUCATION AND VOCATIONAL PROGRAMS

College of the Canyons provides assistance to veterans for the following benefit programs:

• Chapter 30 - Active Duty Educational Assistance Program, Montgomery GI Bill®
• Chapter 33 - Post-9/11 GI Bill®

SCHEDULE OF FEES FOR VETERANS

Fees are due at the time of registration each semester or each time materials are acquired or services rendered, unless you are eligible for the Post 9/11 GI Bill® (Chapter 33) or VA Vocational Rehabilitation (Chapter 31) and establish a sponsor account. Fees must be paid at the time of registration. Any fees that are not covered by the Department of Veteran Affairs are the student’s responsibility. If all fees are not paid at the time of registration, the student will be removed from all courses.

Veteran Benefits Initial Advisement and Orientation must be completed in the Veteran Resource Center in order to begin the process of certification for VA Education or Vocational Benefits. Certification may take 2-3 weeks during peak times for processing. A request for VA payment must be submitted to the College of the Canyons Veteran Resource Center every term via a VP-20 form in order to initiate the process for benefits and if you are eligible for Chapter 31 or 33, this will help to avoid being dropped from courses for non-payment.

AUDITING CREDIT COURSES

The governing board of the Santa Clarita Community College District has authorized the auditing of credit classes at College of the Canyons pursuant to Ed Code 76370.

Course auditing is permitted as a service to students who have completed designated credit courses for the maximum number of allowed repeats. The purpose of auditing is to allow students to continue study after course repeatability has been exhausted. The following list of courses has been approved for auditing:

MUSIC-153, 160, 161, 165, 173, 174, 175, 176, 177, 185, 186
PHOTO-092L, 093L, 094L, 095L
THEATR-120, 161, 180A, 184A, 186A, 190

Classes taken by audit follow the same deadline dates as classes taken for credit. Contact Community Education if you wish to audit classes.
ARCHITECTURAL DRAFTING

ARCHT 270 INTRODUCTION TO BUILDING INFORMATION MODELING (BIM)
Units: 3.00
CSU 36.00 hours lecture, 54.00 hours lab
Prerequisite: ARCHT-160
Recommend Preparation: ARCHT-084 or ID-084
Introduces the fundamentals of Building Information Modeling (BIM) for Architecture and Interior Design projects. Includes beginning to intermediate techniques for 3D modeling using BIM software as well as preparing photorealistic renderings and animations with materials, lighting, furniture, and people.

ARCHT 290 ADVANCED BUILDING INFORMATION MODELING (BIM)
Units: 3.00
CSU 36.00 hours lecture, 54.00 hours lab
Prerequisite: ARCHT-270
Presents advanced applications of Building Information Modeling (BIM) for Architecture and Interior Design projects. Includes BIM project coordination fundamentals, construction detailing within the BIM environment, and advanced techniques for preparing virtual reality simulations of interior/exterior 3D models with photorealistic materials and lighting.

AUTOMOTIVE TECHNOLOGY

Associate in Science Degree and Certificate of Achievement: Automotive Technology
The Automotive Technology program is a comprehensive two-year program designed to prepare students with the industry defined entry-level skills needed for an automotive technician position in a variety of settings including dealerships, independent automotive repair facilities or city/county agencies. Students may opt to complete an associate in science degree or a certificate of achievement in Automotive Technology. The program provides in-depth training with extensive hands-on experiences. In the classroom, students learn the theoretical aspects of automotive diagnosis, repair and service. In the automotive laboratory setting students will experience applying the theory learned in the classroom. Upon completion of the course work required for the certificate or major, students will have achieved competencies in the areas of brakes, suspension, electrical components and wiring, transmissions, engine diagnosis and drivability. While many automobile dealerships require technicians to acquire manufacturer specialty training, the basic skills and knowledge needed to enter specialty training will be obtained in the Automotive Technician program at College of the Canyons.

Degree Student Learning Outcome:
Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the automotive industry.

Program Requirements:
Units required: 38

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTECH-110</td>
<td>Introduction to Automotive Technology</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTECH-112</td>
<td>Engine Fundamentals for Technicians</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTECH-113</td>
<td>Engine Overhaul</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTECH-114</td>
<td>Basic Automotive Electrical Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTECH-135</td>
<td>Engine Performance</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTECH-140</td>
<td>Automotive Suspension &amp; Steering Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTECH-150</td>
<td>Automotive Brake Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTECH-170</td>
<td>Automotive Heating, Ventilation &amp; Air Conditioning</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTECH-180</td>
<td>Engine Mechanical Maintenance and Light Repair</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTECH-185</td>
<td>Automotive Chassis Maintenance and Light Repair</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Plus a minimum of one unit from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWE-186AUTO</td>
<td>Cooperative Work Experience Education Automotive Technology (Unpaid)</td>
<td>1.0 – 4.0</td>
</tr>
<tr>
<td>CWE-188AUTO</td>
<td>Cooperative Work Experience Education Automotive Technology (Paid)</td>
<td>1.0 – 4.0</td>
</tr>
</tbody>
</table>
### Associate in Science Degree and Certificate of Achievement: Advanced Diagnosis and Performance

**Degree Student Learning Outcome:**
Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the automotive industry.

**Program Requirements:**
- Units required: 37

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AUTECH-110</td>
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<td>4.0</td>
</tr>
<tr>
<td>AUTECH-112</td>
<td>Engine Fundamentals for Technicians</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTECH-114</td>
<td>Basic Automotive Electrical Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTECH-116</td>
<td>Advanced Automotive Electrical Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTECH-135</td>
<td>Engine Performance</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTECH-136</td>
<td>Advanced Engine Performance and Emission Control</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTECH-180</td>
<td>Engine Mechanical Maintenance and Light Repair</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTECH-185</td>
<td>Automotive Chassis Maintenance and Light Repair</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTECH-190</td>
<td>Automotive Computer Networking and Diagnosis</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTECH-200</td>
<td>Introduction to Hybrid and Electric Vehicles</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Plus a minimum of one unit from the following:

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<th>Course Title</th>
</tr>
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<tbody>
<tr>
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<td>Cooperative Work Experience Education Automotive Technology (Paid)</td>
</tr>
</tbody>
</table>

**Certificate of Specialization: Diesel Technician**

The Diesel Technician certificate of specialization will prepare an individual for a career as a light duty diesel technician. Students will have the ability to diagnose a variety of diesel engine malfunctions as well as perform service, repairs and rebuild diesel engines.

**Certificate Student Learning Outcome:**
Students will be able to demonstrate the skills required to effectively diagnose, service and repair light duty diesel vehicles.

**Program Requirements:**
- Units required: 6

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTECH-160</td>
<td>Diesel Engines</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTECH-165</td>
<td>Diesel Fuel Systems</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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### BIOLOGICAL SCIENCES

#### BIOSCI 221 INTRODUCTION TO MICROBIOLOGY

- Units: 5.00
- UC:CSU 54.00 hours lecture, 108.00 hours lab
- **Prerequisite:** BIOSCI-100 or BIOSCI-100H and CHEM-151 or CHEM-151H
- **Recommended Preparation:** Eligibility for college level English (ENGL-101 or ENGL-101H). Eligibility for college level Math course with an Intermediate Algebra prerequisite (MATH-103, MATH-140).

Introduces the biology of microorganisms bacteria, viruses, protozoa, parasitic worms, algae, fungi, their significance, and their role in human affairs.

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### CULINARY ARTS

#### CULARTS 130 PASTRY ART

- Units: 2.50
- CSU 27.00 hours lecture, 54.00 hours lab
- **Prerequisite:** CULARTS-128
- **Recommended Co-requisite:** CUALRTS-129

Introduces culinary techniques to prepare industry standard individual plated desserts, and their components. Includes working with pulled sugar, garnishing preparation and preparation of frozen desserts. Field trips may be required.

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### ELECTRONIC SYSTEM TECHNOLOGY

#### ESYST 121 IoT – CONNECTING THINGS

- Units: 3.00
- CSU 36.00 hours lecture, 54.00 hours lab

Examines IoT (Internet of Things) via the interconnections of computing devices embedded in everyday objects, enabling them to send and receive data.
ESYST 131 IoT – PYTHON PROGRAMMING
Units: 3.00
CSU 36.00 hours lecture; 54.00 hours lab
Introduces IoT (Internet of Things) via computer programming using Python, including algorithms, data and control structures, problem solving, and structured and object oriented programming.

LIBERAL ARTS AND SCIENCES

The Liberal Arts and Sciences major is designed for students planning to transfer to either the California State University or University of California. To earn the Associate in Arts degree with a Liberal Arts and Sciences major, students must complete either the Intersegmental General Education Transfer Curriculum (IGETC) UC or CSU option or the CSU General Education Certification pattern and one of the four areas of emphasis. The areas of emphasis are: Mathematics and Science, Health Science, Humanities, or Social and Behavioral Science. The area of emphasis requires a minimum of 18 units with a grade of "C" or better in all courses in the area of emphasis. The courses identified for each area of emphasis fulfill major preparation requirements as demonstrated through ASSIST.org articulation. A minimum of six units must be within a single discipline and in the case of the Mathematics and Science area of emphasis at least one mathematics course must be completed. Select courses based on ASSIST.org data for major preparation articulation with selected transfer institutions. Consult a counselor for specific information regarding the intended major at the college the student is choosing.

Courses used to complete a student's area of emphasis can double count for general education just as they may for any other major.

Although the associate degree recognizes the completion of lower division general education requirements, it does not guarantee admission to a specific campus in the CSU or UC system, nor does it guarantee admission to a specific major. Some majors and schools require a higher GPA than is necessary for the associate degree. Students should meet with a counselor to determine the lower division major preparation needed for their intended transfer school.

To meet requirements for the CSU General Education Breadth associate degree program, students must:
* Complete CSU General Education Breadth for Certification, including the American Institutions and Diversity requirements. Consult with the Counseling Office for the appropriate list of applicable courses.
* Earn a "C" or "CR" grade or higher in all CSU Breadth course.

To meet requirements for the IGETC - CSU associate degree program, students must:
* Complete IGETC - CSU Certification pattern. Consult with the Counseling Office for the appropriate list of applicable courses.
* Meet the American Institutions and Diversity requirements.
* Earn a "C" or "CR" grade or higher in all IGETC courses.
* Complete a minimum of 60 degree applicable CSU transferable semester units.
* Earn a cumulative G.P.A. of 2.0 in all college coursework completed.
* Meet College of the Canyons residency requirements for graduation.
* Note: No Physical Education and/or Wellness courses are required.

To meet requirements for the IGETC - UC associate degree program, students must:
* Complete IGETC - UC Certification pattern.
* Meet the American Institutions and Diversity requirements.
* Earn a "C" or "CR" grade or higher in all IGETC courses.
* Complete a minimum of 60 degree applicable UC transferable semester units.
* Earn a cumulative G.P.A. of 2.0 in all college coursework completed.
* Meet College of the Canyons residency requirements for graduation.
* Note: No Physical Education and/or Wellness courses are required.

Associate in Arts Degree: Liberal Arts and Sciences

Degree Student Learning Outcome:
Students will be able to analyze biological or psychological concepts and formulate strategies for a health related career

Program Requirements:
Health Science Emphasis - Minimum 18 units. Select at least six units from one discipline.
CREDIT PROGRAMS / COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSCI-100</td>
<td>General Biology</td>
<td>4.00</td>
</tr>
<tr>
<td>BIOSCI-100H</td>
<td>General Biology – Honors</td>
<td>4.00</td>
</tr>
<tr>
<td>BIOSCI-201</td>
<td>Introduction to Human Anatomy</td>
<td>4.00</td>
</tr>
<tr>
<td>BIOSCI-202</td>
<td>Introduction to Human Physiology</td>
<td>4.00</td>
</tr>
<tr>
<td>BIOSCI-204</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4.00</td>
</tr>
<tr>
<td>BIOSCI-205</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4.00</td>
</tr>
<tr>
<td>BIOSCI-221</td>
<td>Introduction to Microbiology</td>
<td>4.00</td>
</tr>
<tr>
<td>CHEM-151</td>
<td>Preparatory General Chemistry</td>
<td>4.00</td>
</tr>
<tr>
<td>CHEM-151H</td>
<td>Preparatory General Chemistry – Honors</td>
<td>4.00</td>
</tr>
<tr>
<td>COMS-105</td>
<td>Fundamentals of Public Speaking</td>
<td>3.00</td>
</tr>
<tr>
<td>COMS-105H</td>
<td>Fundamentals in Public Speaking – Honors</td>
<td>3.00</td>
</tr>
<tr>
<td>HLHSC-150</td>
<td>Nutrition</td>
<td>3.00</td>
</tr>
<tr>
<td>MATH-140</td>
<td>Introductory Statistics</td>
<td>4.00</td>
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<tr>
<td>MATH-140H</td>
<td>Introductory Statistics – Honors</td>
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</tr>
<tr>
<td>PSYCH-101</td>
<td>Introduction to Psychology</td>
<td>3.00</td>
</tr>
<tr>
<td>PSYCH-101H</td>
<td>Introduction to Psychology – Honors</td>
<td>3.00</td>
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<tr>
<td>PSYCH-172</td>
<td>Developmental Psychology</td>
<td>3.00</td>
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<tr>
<td>PSYCH-172H</td>
<td>Developmental Psychology – Honors</td>
<td>3.00</td>
</tr>
<tr>
<td>SOCI-101</td>
<td>Introduction to Sociology</td>
<td>3.00</td>
</tr>
<tr>
<td>SOCI-101H</td>
<td>Introduction to Sociology – Honors</td>
<td>3.00</td>
</tr>
</tbody>
</table>

PUBLIC SAFETY – AGENCY TRAINING

The College, in conjunction with various community partner agencies, provides additional advanced training courses that are approved by the State Fire Marshal, the California Department of Forestry and Fire Protection, and the Commission on Peace Officer Standards Training (P.O.S.T.). These advanced training courses are part of the Los Angeles County Fire Department, Los Angeles County Lifeguard, Los Angeles Sheriff Department, and Los Angeles Police Department series.

Registration for the following courses are limited to students who have successfully completed the prerequisites, or provide evidence of minimum skills necessary to be successful in the course, that are listed in the course outlines or record. Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. For more information on the minimum skills validation for these course contact the College’s Academic Affairs office. The courses listed below may be repeated if used for legally mandated training and are offered pass/no-pass only unless otherwise noted.

LAW ENFORCEMENT, POLICE DEPARTMENT ADVANCED TRAINING - (LEPD)

LEPD 001 FORCE OPTION SIMULATOR INSTRUCTOR
Units: 0.25
5.00 hours lecture, 11.00 hours lab
Provides trainers with an increased & updated knowledge of LAPD policy and procedures on tactical de-escalation techniques and force options. Topics include the set, trouble shooting and operation of the Force Option Simulator along with application of the law and Use of Force Policy during simulator training.

LEPD 002 FIRST AID/CPR/AED INSTRUCTOR
Units: 1.25
20.00 hours lecture, 20.00 hours lab
Provides Law Enforcement personnel with the required skills to instruct certain Emergency Medical Services Authority First Aid/CPR/AED courses.
LEPD 003 DRUG RECOGNITION EXPERT (D.R.E.) PRE-SCHOOL
Units: 1.00
24.00 hours lecture
Provides instruction on identifying signs of drug impairment. Topics include drug evaluation and classification, report writing and courtroom testimony preparation.

LEPD 004 BICYCLE PATROL TACTICAL FIREARMS
Units: 0.15
2.00 hours lecture, 6.00 hours lab
Presents firearms safety guidelines, department policies and proper shooting skills for law enforcement officers on bicycle patrol.

LEPD 005 PSL 2 - BUILDING THE CONFIDENT AND COMPETENT LEADER
Units: 0.75
16.00 hours lecture, 24.00 hours lab
Provides instruction on de-escalation techniques & strategies and updated use of force options, law and policy. Topics include cooperative suspect tactics, updated arrest and control techniques, professionalism and ethics, procedural justice, first aid, impression management and critical incident adjudication.

LEPD 006 CRITICAL INCIDENT MANAGEMENT UPDATE
Units: 0.25
8.00 hours lecture
Provides students with the basic knowledge and skills needed for responding to critical incidents. Topics include the therapeutic responses of defusing and group debriefing along with critical incident policies and procedures.

LEPD 007 DOMESTIC VIOLENCE/SEX ASSAULT INVESTIGATION
Units: 0.50
16.00 hours lecture
Presents information on domestic violence and sexual assault investigation. Topics include liability for law enforcement, dynamics of domestic violence and interviewing techniques.

LEPD 008 HUMAN TRAFFICKING INVESTIGATIONS
Units: 2.00
40.00 hours lecture
Provides students with an understanding of human trafficking investigations including the core elements of human trafficking, empathic victim approach & care of victims, applications of legal regulations, evidence identification and collection, case development and investigator ethics and wellness.

LEPD 018A USE OF FORCE/DE-ESCALATION (CRISIS NEGOTIATION)
Units: 0.25
8.00 hours lecture
Introduces students to verbal strategies and disengagement techniques applicable to crisis negotiation in field situations.

LEPD 021 FIREARMS/HANDGUN INSTRUCTOR ADVANCED
Units: 1.00
10.00 hours lecture, 30.00 hours lab
Educates and trains law enforcement firearms instructors and officers in advanced handgun handling and shooting skills.

LEPD 024A POLICE SERVICE REPRESENTATIVE (DISPATCHER) INSTRUCTOR UPDATE
Units: 0.50
16.00 hours lecture
Provides Police Service Representatives (PSR) III (Dispatchers) with an update of the basic fundamental knowledge and tools to be a competent Instructor and Bureau Communications Coordinator (BCC).

LEPD 039A FIREARMS – SIGHTING SYSTEMS
Units: 0.25
2.00 hours lecture, 16.00 hours lab
Provides training necessary to safely maintain, manipulate and employ a pistol mounted optic (PMO).

LEPD 048A DISPATCH ETHICS AND LEADERSHIP
Units: 0.25
8.00 hours lecture
Explores the dynamics of leadership and their application within ethical decision making situations.

LEPD 051A DISPATCHER - OFFICER SAFETY AWARENESS
Units: 0.25
8.00 hours lecture
Identifies complacency issues in dispatching and their effects on possible threats to officer safety. Topics include communications, threat assessment, and high risk calls.
LEPD 051B DISPATCHER UPD PUBLISC SAFETY
Units: 0.25
8.00 hours lecture
Provides Police Service Representatives, (Public Safety Dispatcher,) with the tools and information to improve their performance as a Dispatcher. Topics include conflict to collaboration, false alarm system, electronic satellite pursuit, remote out of vehicle emergency radio electronic book and Orion mapstar system.

LEPD 051C ENHANCED DISPATCH ASSISTANCE FOR PATROL PERIMETERS - PRINCIPLES
Units: 0.15
6.00 hours lecture, 2.00 hours lab
Provides students with the skills and knowledge to assist field officers with establishing and coordinating perimeters. Topics include apprehension vs containment, K-9 criteria, perimeter concepts and establishing a perimeter.

LEPD 117 BASIC COURSE MODULE I
Units: 10.00
123.00 hours lecture, 189.00 hours lab

LEPD 119 BASIC COURSE MODULE III
Units: 4.00
52.00 hours lecture, 83.00 hours lab
Covers the components of leadership, the responsibility to lead and the impact of peace officer leadership.

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.CSKL 012 JOB SHADOWING
8.00 – 16.00 hours
Explores a specific career of interest by observing an employee perform their work duties at their place of employment. Provides realistic career information that will aid career evaluation.

Certificate of Completion: Digital Publishing for the Office
The Digital Publishing for the Office Certificate is designed to satisfy industry demand for workers with fundamental skills required for effective job performance in the modern office workplace. The certificate program is intended to provide office workers with training in digital publishing to meet routine demands, including creation of newsletters, flyers, brochures, magazines, calendars, etc.

Certificate Student Learning Outcome:
Students will be able to demonstrate competences required to satisfy industry demand for workers with fundamental skills required for effective job performance in desktop publishing.

Program Requirements:
Units Required: 0

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<thead>
<tr>
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<tbody>
<tr>
<td>NC.CAWT-011A</td>
<td>Exploring Adobe InDesign</td>
<td>0.0</td>
</tr>
<tr>
<td>NC.CAWT-011B</td>
<td>Creating Newsletters and Brochures with Adobe InDesign</td>
<td>0.0</td>
</tr>
</tbody>
</table>
NC.CAWT-011A EXPLORING ADOBE INDESIGN
8.00 hours
Introduces basic Adobe InDesign functionality related to the task of formatting and publishing small-scale documents.

NC.CAWT-011B CREATING NEWSLETTERS AND BROCHURES WITH ADOBE INDESIGN
8.00 hours
Introduces the production of small-scale newsletter and brochure prototypes for print and digital display using Adobe InDesign.

ENGLISH AS A SECOND LANGUAGE (ESL)

Certificate of Competency: English as a Second Language (ESL) for College Preparation

The Noncredit English as a Second Language (NC.ESL) program is a general ESL program that gives students the foundations in general English but college requires an academic English so for those students interested in moving to credit ESL and credit courses, mastery of key academic English skills is essential to their success. This certificate program allows NC.ESL students to focus their English skills for a college environment.

Certificate Student Learning Outcome:
Students will be able to communicate in English at the high-intermediate level in common college situations.

Program Requirements:
Units Required: 0

NC.ESL-060 College Reading, Writing, and Grammar I ........................................... 0.0
NC.ESL-061 College Listening and Speaking I ........................................... 0.0

NC.ESL 060 COLLEGE READING, WRITING, AND GRAMMAR I
54.00 hours
Develops reading, writing, and grammar skills designed to progress non-native speakers of English toward college-level work.

NC.ESL 061 COLLEGE LISTENING AND SPEAKING I
54.00 hours
Provides practice speaking in informal college situations. Focuses on listening, speaking, and pronunciation through extensive practice in common college situations.

OLDER ADULTS

NC.OAD 001 ISSUES IN HEALTHY AGING FOR OLDER ADULTS
18.00 hours- 54.00 hours
Examine issues of aging and the related concerns of the older adult, emphasizing the age-specific challenges associated with health, law, finances, as well as personal and social relationships. Includes information on caregiving and assisting self and others with ongoing health conditions.

NC.OAD 008 CREATIVE EXPRESSION THROUGH ACTING FOR OLDER ADULTS
18.00 hours- 54.00 hours
Develops skills in creative expression for older adults through acting and storytelling. Acting and storytelling topics explored may include solo performance, improvisation, scene work and/or musical theatre. End of class public performance may be offered.

NC.OAD 009 AUTOBIOGRAPHICAL STORYTELLING THROUGH THE ONE PERSON SHOW FOR OLDER ADULTS
18.00 hours- 54.00 hours
Develops storytelling skills through writing and performing/reading an original solo piece. Utilize reminiscing, spontaneous writing, improvisation, and instructor/group feedback to improve writing and performance skills. End of class performances or readings may be offered.

NC.OAD 010 AQUATIC FITNESS FOR OLDER ADULTS
18.00 hours- 54.00 hours
Examines the theory and practice of aquatic fitness for older adults. The physical and mental wellbeing of older adults is improved through aerobic conditioning, strength training, and stretch activities in a water environment. Swim skills are not required.

NC.OAD 020 CURRENT EVENTS AND ISSUES IMPACTING OLDER ADULTS
18.00 hours- 54.00 hours
Analyze and discuss current events and issues impacting older adults with an emphasis on improving communication and critical thinking skills.
NC.OAD 080 PHOTOGRAPHY FOR OLDER ADULTS
8.00 – 27.00 hours
Explores the technical skills used in photography emphasizing the compositional guidelines that create an image. Includes downloading, organizing, sharing and emailing images. It is recommended that students have access to a camera: including DSLR, smartphone, or point and shoot camera. Field trips may be required.

NC.OAD 081 PHOTOGRAPHIC PRESENTATIONS FOR OLDER ADULTS
8.00 – 27.00 hours
Explores techniques to create digital visual/audio presentations and slide shows. Field trips may be required.

NC.OAD 082 PHOTOGRAPHING NATURE FOR OLDER ADULTS
8.00 – 27.00 hours
Introduces technical skills for photographing nature, including image composition techniques and file management. It is recommended that students have access to DLSR, smartphone, or point and shoot camera. Field trips may be required.

NC.OAD 083 PHOTOGRAPHING PEOPLE FOR OLDER ADULTS
8.00 – 27.00 hours
Introduces technical skills for photographing people, including image composition techniques and file management. It is recommended that students have access to DLSR, smartphone, or point and shoot camera. Field trips may be required.

NC.OAD 100 HEALTH AND FITNESS FOR OLDER ADULTS
18.00 hours- 54.00 hours
Examines the theory and practice of health and skill related physical fitness activities for older adults with an emphasis on maintaining independence in daily activities. Improves physical and mental wellbeing through life-sustaining exercise strategies and discussions on disease and injury prevention.

NC.HLTH 001 ADULT AND PEDIATRIC CPR, FIRST AID, AND AED
5.00 - 16.00 hours
Presents the skills needed to recognize and respond to a variety of first aid, breathing, and cardiac emergencies involving adults, children, and infants. Upon successful completion of this course, students to receive a digital American Red Cross certificate for Adult and Pediatric CPR, First Aid, and AED (valid for two years) for an additional fee. Obtaining the American Red Cross certificate for Adult and Pediatric CPR, First Aid, and AED meets OSHA/workplace requirements.

Certificate of Completion: Digital Photographic Camera and Composition Fundamentals
The Digital Photographic Camera and Composition Fundamentals Certificate trains students to develop the skills needed to gain an accurate understanding of basic operation of digital cameras, lenses, and storage media as well as appropriate critical and aesthetic standards of photographic composition. Each related course is designed and taught to develop and improve competencies required for employment in the photographic industry.

Certificate Student Learning Outcome:
Students will be able to demonstrate and apply the basic operation of digital camera equipment and fundamental principles of photographic composition.

Program Requirements:
Units Required: 0

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>NC.PHOT-050</td>
<td>Fundamentals of Digital Camera</td>
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<tr>
<td>NC.PHOT-052</td>
<td>Fundamentals of Photographic Composition</td>
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<tr>
<td>NC.PHOT-059</td>
<td>Lab Practices for the Digital Darkroom</td>
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Certificate of Completion: Digital Photographic Camera and Manual Exposure Fundamentals

The Digital Photographic Camera and Manual Exposure Fundamentals Certificate trains students to develop the skills needed to gain an accurate understanding of basic operation of digital cameras, lenses, and storage media as well as the fundamental technical principles of photographic exposure. Each related course is designed and taught to develop and improve competencies required for employment in the photographic industry.

Certificate Student Learning Outcome:
Students will be able to demonstrate and apply the basic operation of digital camera equipment and fundamental principles of photographic exposure.

Program Requirements:
Units Required: 0

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Certificate of Completion: Digital Photographic Project Fundamentals

The Digital Photographic Project Fundamentals Certificate trains students in the proper procedures and practices for operation of digital cameras, principles of photographic exposure, critical and aesthetic standards, and project development needed to complete assignments in the photographic industry. Each related course is designed and taught to develop and improve competencies required for employment in the photographic industry.

Certificate Student Learning Outcome:
Students will be able to demonstrate and apply the basic technical skills and fundamental principles for development of digital photographic projects.

Program Requirements:
Units Required: 0

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<td>Lab Practices for the Digital Darkroom</td>
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<tr>
<td>NC.PHOT-099</td>
<td>Independent Projects in Photography</td>
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NC.PHOT 050 FUNDAMENTALS OF DIGITAL CAMERA EQUIPMENT
8.00 hours
Explores proper procedures and practices for basic operation of digital cameras, lenses, and storage media for photographic images. It is recommended that students provide a digital camera capable of fully manual exposure and adjustment.

NC.PHOT 051 FUNDAMENTALS OF PHOTOGRAPHIC EXPOSURE
8.00 hours
Recommended Preparation: NC.PHOT-050
Introduces fundamental principles of manual photographic exposure. It is recommended that students provide a digital SLR camera capable of manual camera control.

NC.PHOT 052 FUNDAMENTALS OF PHOTOGRAPHIC COMPOSITION
8.00 hours
Recommended Preparation: NC.PHOT-050
Introduces appropriate aesthetic standards in the composition of the photographic image. It is recommended that students provide a digital camera capable of fully manual exposure and adjustment.

NC.PHOT 059 LAB PRACTICES FOR THE DIGITAL DARKROOM
24.00 hours
Prerequisite: NC.PHOT-050
Apply basic importing, processing, and printing of digital images utilizing photography lab equipment and digital darkroom facilities. It is recommended that students provide a digital camera capable of fully manual exposure and adjustment.

NC.PHOT 099 INDEPENDENT PROJECTS IN PHOTOGRAPHY N
68.00 hours
Prerequisite: NC.PHOT-050, NC-PHOT-051, and NC.PHOT-052
Presents an introduction to the photographic industry through project development, encompassing research, drafting a proposal, revision, and completion of individual photographic projects and techniques.
PUBLIC SAFETY

NC.FIRT 030 WILDLAND FIRE CHAIN SAWS
20.00 hours lecture, 10.00 – 16.00 hours lab
Provides the function, maintenance and use of internal combustion engine powered chain saws, and their tactical wildland fire application. Field exercises support entry level training for firefighters with little or no previous experience in operating a chain saw, providing hands-on cutting experience in surrounding similar to fireline situations.

NC.FIRT 045 E-962 ALL HAZARDS PLANNING SECTION CHIEF
32.00 hours lecture
Provides an overview of key duties and responsibilities of a Planning Section Chief Type III in a Type III All Hazards Incident Management Team (AHIMT).

NC.FIRT 102 EMERGENCY MEDICAL TECHNICIAN
105.00 hours lecture, 88.00 hours lab
Prepares students for certification as an Emergency Medical Technician, including basic, non-invasive interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. Includes ambulance ride along.

VOCATIONAL

Certificate of Completion: Adobe Photoshop Association Certification Exam Preparation
Designed to prepare a student for Adobe Certified Associate exam a credential certifying the individual has the entry-level skills to plan, design, build and maintain effective communications using Adobe Photoshop.

Certificate Student Learning Outcome:
Students will be able to identify and select appropriate techniques for the success for preparation for the Adobe Photoshop Associates Certification Exam

Program Requirements:
Units Required: 0

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<td>Adobe Photoshop Certification Training I</td>
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<td>NC.VOC-021B</td>
<td>Adobe Photoshop Certification Training II</td>
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<tr>
<td>NC.VOC-021C</td>
<td>Adobe Photoshop Certification Training III</td>
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NC.VOC 021A ADOBE PHOTOSHOP CERTIFICATION TRAINING I
8.00 hours
Provides students basic preparation for the Adobe Certified Associate exam for Visual Design Using Adobe Photoshop CC. Part 1 of 3. Introduces the fundamental concepts, terminology, navigation and retouching of digital imaging using industry software as Adobe Photoshop.

NC.VOC 021B ADOBE PHOTOSHOP CERTIFICATION TRAINING II
8.00 hours
Recommended Preparation: NC.VOC-021A
Continued preparation for the Adobe Certified Associate exam for Visual Design Using Adobe Photoshop CC. Part 2 of 3. Introduces basic compositing techniques using industry software Adobe Photoshop.

NC.VOC 021C ADOBE PHOTOSHOP CERTIFICATION TRAINING III
8.00 hours
Prerequisite: NC.VOC-021B
Provides preparation for the Adobe Certified Associate exam for Visual Design Using Adobe Photoshop CC Part 3 of 3. Introduces basic project management, output and publishing using Photoshop.
Student Representation Fee: On January 1, 2020, the State Legislature enact a new law that increased the Student Representation Fee from $1 per student to term to $2 per student per term. The additional $1 will be collected to establish and support the operation of a statewide community college student organization. This new $2 fee must be charged to all students with registration occurring on or after January 1, 2020 for any term. Students who registered after January 1, 2020 will be billed the additional fee.