COURSE OFFERINGS

JLE 340  Citizen Police Academy
Units: 5-1  Hours: 25 Lecture  Transferable: No
The purpose of the Citizens Police Academy is to enhance the relationship of the Police
Department with the community by educating the citizen in various aspects of police operations.
The citizen becomes more aware of what services the police department can, and in some
situations, can't provide, the methodologies and strategies behind its programs and tactics, as
well as other important aspects of law enforcement, not only on a neighborhood level but also
on a wider scale.

JLE 360  Child Advocates
Units:  5  Hours: 24 Lecture  Transferable: No
This 24-hour training course was developed to provide child advocate volunteers with a solid
understanding of the legal system as it pertains to dependent children. Topics are taught by the
professionals and experts in the field.

LIB 141  Advanced Search Techniques for Health Care Professionals
Units: 1  Hours: 1 Lecture  Advisory: LIB/AH 140, LIB/AH 130, or basic Internet search skills.
Transferable: CSU
Course is designed for health care professionals and includes an in-depth examination of the
Medline database and other online medical sources and examination of related controversies
and ethical issues. This course is also listed as AH 141.

LIB 556  Information Competency for ESL Students
Units: 1  Hours: 1 Lecture  Transferable: No
This class will provide an introduction to basic information competency skills designed especially
for the ESL student. Students will get an overview of basic terminology, various formats of
information, how information is stored and organized, plus hands-on experience with online
catalogs and databases. They will also learn and practice basic search strategies and evaluation
skills. This is a pass/no pass course. This course is also listed as ESL 556.

LIBRARY

LIB 3  Research Skills
Units: 2  Hours: 2 Lecture  Advisory: Eligible for English 250 and 260.
Transferable: CSU
Research and evaluation skills using the Internet and other electronic resources, as well as
traditional printed materials. Also listed as CSIS 3. This course has the option of a letter grade
or pass/no pass. May be repeated once for credit.

LIB 6  Web Page Authoring I
Units: 2  Hours: 2 Lecture  Advisory: CSIS 1 or CSIS 2 or CSIS/LIB 3 advised.
Transferable: CSU; GAV-GE: E2
A introduction to using Hypertext Mark-Up Language (HTML) and Extensible HTML (XHTML) to
create web pages which can be uploaded and displayed on the World Wide Web. Students will
use HTML/XHTML to create web pages with text in various sizes and colors, links to other sites,
background color or patterns, graphics, tables, and mailto links. Principles of design and color as
they apply to screen presentations will be included. This course has the option a letter grade or
pass/no pass. May be repeated three times for credit. Also listed as CSIS 6 and DM6.

LIB 130  Internet and Consumer Health
Units: 1  Hours: 1 Lecture  Transferable: CSU
This course is designed to give the lay person the ability to find and evaluate information from
medical literature from the perspective of the client. We will examine websites from the Internet
verifying currency and reliability, as well as professional journal literature and reference sources.
This course is also listed as AH 130.

LIB 140  Online Health Research
Units: 2  Hours: 2 Lecture  Transferable: CSU
A beginning course on how to find reliable and current health-related information, using the
internet and other electronic resources.

MANAGEMENT

MGMT 101  Introduction to Supervision
Units: 5-3  Hours: 3 Lecture  Advisory: Eligible for English 250 and English 260.
Transferable: CSU
An introduction to the theory, principles, and practice of supervision represented by a cluster of
six modules: The Role of the Supervisor, Developing a Work Team, Effective Communication,
Evaluating Employee Performance, Handling Employee Relations, and Legal Aspects of
Supervision. Students enrolled in Management 101 must complete all six modules.

MGMT 102  Techniques of Management
Units: 3  Hours: 3 Lecture  Advisory: Eligible for English 250 and English 260.
Transferable: CSU
An introduction to the theory, principles and practices of managing a department or business
represented by a cluster of six modules of nine hours each: The Role of the Management,
Management Planning, Staff Management, Communications in Management, Managing the
Work Environment, Managing within Policy and Regulations. Students enrolled in Management
102 must complete all six modules.

MGMT 103  Human Relations In Business
Units: 3  Hours: 3 Lecture  Advisory: Eligible for English 250 and English 260.
Transferable: CSU
An introduction to the field of industrial psychology through the study of six modules (nine hours
each): Human Behavior at Work, Group Behavior and Leadership, Personal Effectiveness,
Personal Development, Business Communications, and Conflict Resolution at Work. This course
is also listed as PSYC 103.

MGMT 104  Leadership
Units: 3  Hours: 3 Lecture  Advisory: Eligible for English 250 and English 260.
Transferable: CSU
An introduction to the behavioral approaches to leadership currently being used by all sectors
of society to increase the productivity and enrich the quality of the work environment. Course
consists of six modules, nine hours each: Behavior Management, Motivation, Leadership Styles,
Human Resources, Organizational Change, Management as Leaders.
MGMT 111  Starting a Small Business
Units: 3  Hours: 3 Lecture
Advisory: Eligible for English 250 and English 260.
Transferable: CSU
The course provides an introduction to the fundamentals of starting (or purchasing) and managing a small business. The student will prepare a comprehensive business plan, in a business of their choice, during the course. Financing, merchandising, and franchising will be covered; with emphasis on decision-making through maintenance and interpretation of accounting data.

MGMT 190  Occupational Work Experience/Management-Supervision
Units: 1-4  Hours: 12 Laboratory
Required: Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.
Transferable: CSU
College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

MGMT 611  Topics in Starting a Small Business
Units: 5  Hours: 3 Lecture
Advisory: Eligible for English 250 and English 260.
Transferable: No
This entry represents a cluster of six modules: Benefits of Small Business, Starting the Small Business, Small Business Marketing, Managing Small Business Operations, Financial and Administrative Controls, Status and Future of Small Business (Management clusters of nine hours each). May be repeated to a maximum of 3 units. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. This is a pass/no pass course.

MARKETING

MKTG 100  Principles of Marketing
Units: 3  Hours: 3 Lecture
Advisory: Eligible for English 250 and English 260.
Transferable: CSU
An introduction to the economic and social problems involved with moving goods and services from the producer to the consumer. This course covers topics such as marketing institutions, channels of distribution, pricing, and government relationships.

MKTG 102  Techniques of Selling
Units: 3  Hours: 3 Lecture
Advisory: Eligible for English 250 and English 260.
Transferable: CSU
The principles and techniques involved in creative selling of products and services. Characteristics of effective selling, reports, territories, and quotas. Emphasis on securing prospects, the selling process, handling objections and inquiries, closing the sale, and follow-up.

MKTG 103  Principles of Advertising
Units: 3  Hours: 3 Lecture
Advisory: Eligible for English 250 and English 260.
Transferable: CSU
The basic principles and techniques of business promotion. An exploration of the media as used in communicating to the market.

MKTG 190  Occupational Work Experience/Marketing
Units: 1-4  Hours: 24 Laboratory
Required: Declared vocational major. Concurrent enrollment in seven or more units (including CWE units, except for summer school. For summer school, enrollment in one other class is required). Minimum 2.00 G.P.A.
Transferable: CSU
College credit for learning experience obtained on the job in accordance with a training plan developed cooperatively between the employer, college and student. 75 hours per semester per unit or 60 hours per semester for unpaid experience. This is a pass/no pass course. May be taken for a maximum of 16 work experience units.

MKTG 2  Linear Algebra
Units: 3  Hours: 3 Lecture
Prerequisite: Mathematics 1C with a grade of 'C' or better.
Transferable: CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4; CAN: MATH 1B, MATH SEQ. B
A standard one semester Linear Algebra course covering systems of linear equations, vectors, matrices, determinants, vector spaces, linear transformations, eigenvalues, and eigenvectors. Graphing calculators and computers will be used.

MKTG 2C  Differential Equations
Units: 3  Hours: 3 Lecture
Prerequisite: Mathematics 1C with a grade of 'C' or better.
Transferable: CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4; CAN: MATH 24
Introduction to ordinary differential equations, first-order differential equations, linear differential equations of higher order, vibration models, power-series solutions, the Laplace transform, and systems of linear differential equations.