COURSE OFFERINGS

JLE 180  Law Enforcement Seminar I
Units:  .5 TO  6.0  Hours:  24.0 TO 40.0 Lecture
Transferable:  CSU
Selected symposia in Administration of Justice topics designed for the in-service education and training of personnel employed by criminal justice agencies. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. Course may be repeated 3 times for credit once every 2 years due to significant updating of content as prescribed by changes in law, regulations and procedures.

JLE 181  Law Enforcement Seminar II
Units:  .5 TO  3.0  Hours:  8.0 TO 24.0 Lecture
Transferable:  CSU
Selected advanced Administration of Justice topics designed for special training and educational needs of criminal justice personnel. This is a pass/no pass course. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. Course may be repeated 3 times for credit once every 2 years due to significant updating of content as prescribed by changes in law, regulations and procedures.

JLE 185  Field Training Program
Units:  1.0 TO 12.0  Hours:   .0 TO 40.0 Laboratory
Transferable:  CSU
This course is a two to twenty-four week program certified to Law Enforcement Agencies in the state of California. The program is designed to certify the completion of specifications described in the 'Field Training Officer Guide' from the Commission on Peace Officer Standards and Training. Students will be assigned in a patrol car, one-on-one with a certified Field Training Officer. The Field Training Program introduces a newly assigned officer to the personnel procedures, policies, and purposes of the individual law enforcement agency and provides the initial formal and informal training specific to the agency and the day-to-day duties of its officers. This program is one unit of credit for every 80 hours of participation. PREREQUISITE: POST certified as a California Peace Officer. ADVISORY: Eligible for English 250 and English 420.

JLE 340  Citizen Police Academy
Units:  .5 TO  1.0  Hours:  12.5 TO 25.0 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:  24.0 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 6  Web Page Authoring I
Units:  2.0  Hours:  2.0 Lecture
Transferable:  CSU
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 DM 6. ADVISORY: CSIS 1 or CSIS 2 or CSIS/LIB 3 advised.

LIB 130  Internet and Consumer Health
Units:  1.0  Hours:  1.0 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:  2.0  Hours:  2.0 Lecture
Transferable:  CSU
A beginning course on how to find reliable and current health-related information, using the internet and other electronic resources. This course is also listed as AH 140.

LIB 141  Advanced Search Techniques for Health Care Professionals
Units:  1.0  Hours:  1.0 Lecture
Transferable:  CSU
Course is designed for health care professionals and includes an in-depth examination of the Medline data base and other online medical sources and examination of related controversies and ethical issues. This course is also listed as AH 141. ADVISORY: LIB/AH 140, LIB/AH 130, or basic Internet search skills.

LIBRARY

LIB 3  Research Skills
Units:  2.0  Hours:  2.0 Lecture
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. ADVISORY: Eligible for English 250 and 260.

MANAGEMENT

MGMT 101  Introduction to Management
Units:  3.0  Hours:  3.0 Lecture
Transferable:  CSU
This is a basic course in management introducing a variety of modern management concepts. This course includes the basic management functions of planning, organization, staffing, leadership, and control. In addition, such concepts as team development, communication, business ethics, and global management perspectives will be discussed. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

MGMT 102  Retail Management
Units:  3.0  Hours:  3.0 Lecture
Transferable:  CSU
Principles and practices used in management of retail businesses such as foods, motels, service stations, and direct channels. Includes site selection, layout, organization, staffing, positioning, customer service, promotional techniques, and all aspects of the critical buying function. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

MGMT 103  Human Relations In Business
Units:  3.0  Hours:  3.0 Lecture
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. ADVISORY: Eligible for English 250 and English 260.
MGMT 104  Leadership/Human Relations in Business
Units: 3.0  Hours: 3.0 Lecture
Transferable: CSU
This course is designed to aid future employees and employers to understand and utilize human relations concepts as they apply to the business environment. It will cover such areas as morale, personal efficiency, leadership, personality, motivation, and communication. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

MGMT 111  Starting a Small Business
Units: 3.0  Hours: 3.0 Lecture
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. ADVISORY: Eligible for English 250 and English 260.

MGMT 120  Human Resource Management
Units: 3.0  Hours: 3.0 Lecture
Transferable: CSU
This course introduces human resource management as a staff function in the administration of an organization. The course examines techniques of human resource planning, recruiting, selecting, training, and evaluating personnel; compensation and benefits administration; and union/management relations. This course has the option of a letter grade or pass/no pass.

MGMT 190  Occupational Work Experience/Management-Supervision
Units: 1.0 TO 4.0  Hours: 1.0 TO 4.0
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. 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.

MARKETING

MKTG 100  Principles of Marketing
Units: 3.0  Hours: 3.0 Lecture
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. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

MKTG 102  Techniques of Selling
Units: 3.0  Hours: 3.0 Lecture
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. ADVISORY: Eligible for English 250 and English 260.

MKTG 103  Principles of Advertising
Units: 3.0  Hours: 3.0 Lecture
Transferable: CSU
The basic principles and techniques of business promotion. An exploration of the media as used in communicating to the market. ADVISORY: Eligible for English 250 and English 260.

MKTG 190  Occupational Work Experience/Marketing
Units: 1.0 TO 4.0  Hours:
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. 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.

MASS COMMUNICATIONS & TELEVISION

MCTV 6  Introduction to Audio Production
Units: 3.0  Hours: 2.0 Lecture 3.0 Laboratory
Transferable: CSU, UC
The theory and practice of audio techniques in radio, television, film and multimedia; including acoustics, audio language and terms, signal flow, use of microphones, use of mixers and related production equipment and the aesthetic aspects of sound mixing. Student will apply the learned materials to actual audio production. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. This course is also listed as THEA 6.

MCTV 16  Television History and Practice
Units: 3.0  Hours: 3.0 Lecture
Transferable: CSU, UC
This course examines theories, history and development of television technology and current distribution practices. Programming genres and production techniques are analyzed, evaluated and compared with other societies as tools of mass communication. This course is also listed as THEA 16. ADVISORY: Eligible for English 250 and 260.

MCTV 17A  Television and Video Workshop
Units: 3.0  Hours: 2.0 Lecture 3.0 Laboratory
Transferable: CSU, UC
An introduction to television and video technology, including pre-production, production and post-production techniques such as: camera work, studio equipment, lighting, audio plus off-line and on-line editing. This course is also listed as THEA 17A. ADVISORY: Theatre Arts 16 Intro to TV or consent of instructor.

MCTV 17B  Television and Video Workshop
Units: 3.0  Hours: 2.0 Lecture 3.0 Laboratory
Transferable: CSU, UC
Emphasis placed on production and post-production techniques in video production. Student knowledge and skills are increased by participating in live to tape projects. May be repeated twice for credit. This course is also listed as THEA 17B. ADVISORY: Completion of Theatre Arts 17A.

MCTV 19  Television and Film Acting
Units: 3.0  Hours: 2.0 Lecture 3.0 Laboratory
Transferable: CSU, UC
Theory and practice of acting for film and television. Students will learn basic performance techniques for the camera. Learning experiences include projects in broadcasting, reporting, commercials, public service announcements (PSA), comedy and drama. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. This course is also listed as THEA 19.