

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.

Law Enforcement: see also Administration of Justice (AJ)

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.

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 data base 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**Advisory:** ESL 546**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.

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.