

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.

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 2.0 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.

Mass Media: see JOUR 10**MATHEMATICS****MATH 1A Single-Variable Calculus and Analytic Geometry****Units:** 4 **Hours:** 4 Lecture**Prerequisite:** Mathematics 10 or Mathematics 8B with a grade of 'C' or better.

Transferable: CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4; CAN: MATH 18, MATH SEQ. B
Limits and continuity, analyzing the behavior and graphs of functions, derivatives, implicit differentiation, higher order derivatives, related rates and optimization word problems, Newton's Method, Fundamental Theorem of Calculus, and definite and indefinite integrals.

MATH 1B Single-Variable Calculus and Analytic Geometry**Units:** 4 **Hours:** 4 Lecture**Prerequisite:** Mathematics 1A with a grade of 'C' or better.

Transferable: CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4; CAN: MATH 20, MATH SEQ. B
This course is a standard second semester Calculus course covering methods of integration, applications of the integral, differential equations, parametric and polar equations, and sequences and series.

MATH 1C Multivariable Calculus**Units:** 4 **Hours:** 4 Lecture**Prerequisite:** Mathematics 1B with a grade of 'C' or better.

Transferable: CSU; UC; CSU-GE: B4; IGETC: 2A; GAV-GE: B4; CAN: MATH 22, MATH SEQ. C
A standard third semester Calculus course covering functions of several variables, vectors, surfaces, vector-valued functions, partial derivatives, multiple and line integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem.

MATH 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 26

A standard one semester Linear Algebra course covering systems of linear equations, vectors and matrices, determinants, vector spaces, linear transformations, eigenvalues, and eigenvectors. Graphing calculators and computers will be used.

MATH 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.