

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.

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.

LIB 6 Web Page Authoring I

Units: 2.0 **Hours:** 2.0 Lecture
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 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.

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.