

# 2021-2022 ADDENDUM

## CREDIT CLASSES

### PUBLIC SAFETY – AGENCY TRAINING

#### LAW ENFORCEMENT, POLICE DEPARTMENT ADVANCED TRAINING - (LEPD)

##### LEPD 011A DE-ESCALATION & TACTICAL DECISION MAKING

Units: 0.15

3.00 hours lecture, 6.00 hours lab

Provides knowledge and skills to better integrate tactical de-escalation techniques, command and control and strategic communication techniques while maintaining a department's Use of Force Policies.

##### LEPD 055C COMMUNITY POLICE RELATIONS

Units: 1.00

24.00 hours lecture

Provides best practices to work collaboratively with the community, develop effective partnership, apply effective outreach strategies, communicate intentions when building relationships, identify resources to improve community/policing relations, and describe the specific needs and priorities of the community.

##### LEPD 079A ORGANIZATION WELLNESS

Units: 0.25

8.00 hours lecture

Explores the four parts of wellness, including physical, social, emotional and cognitive wellness and learn strategies to mitigate conflict in the workplace and create the optimal workplace climate.

##### LEPD 079B LEADERSHIP DEVELOPMENT COURSE1

Units: 0.25

8.00 hours lecture

Explores the culture of their respective organization, broader leadership philosophies, and communication techniques to navigate complex leadership situations and create the optimal workplace climate.

##### LEPD 099A CRITICAL INCIDENT RESPONSE- SUPERVISOR-MANAGER

Units: 0.25

8.00 hours lecture

Provides working knowledge of Critical Incident Management; Command, Control and Coordination techniques and Incident Command System (ICS).

##### LEPD 121A INTELLIGENCE AND CRIME ANALYSIS, LEVEL 1

Units: 0.25

CSU 8.00 lecture

Prepares students to perform an analytic review of Open Source Media including social media for intelligence, evidence gathering and investigative purposes.

#### LAW ENFORCEMENT, SHERIFF DEPARTMENT ADVANCED TRAINING - (LESD)

##### LESD 010A DRIVER TRAINING (EVOC) UPDATED PURSUIT INTERVENTION TECHNIQUE - DRIVER TRNG (EVOC) UPD (PIT)

Units: 0.15

8.00 hours lab

Explores the legal application of laws and policies pertaining to the Pursuit Intervention Technique (PIT) and skills to properly perform the driving maneuver.

##### LESD 010B DRIVER AWARENESS UPDATE

Units: 0.15

8.00 hours lab

Introduces basic driving and other inter-related principles to increase overall safety to the public, reduce accident statistics and Department liability.

##### LESD 010C DRIVING - EXECUTIVE PROTECTION

Units: 0.15

8.00 hours lab

Examines the necessary tools to safely and effectively apply vehicle control techniques while safeguarding an Executive.

##### LESD 010D DRIVER TRAINING ALTERNATIVE TECHNIQUES REFRESHER

Units: 0.15

8.00 hours lab

Provides the student with tools and concepts to re-enforce safe alternative driving techniques while responding to emergencies.

##### LESD 010F DRIVER TRAINING INSTRUCTOR

Units: 0.50

40.00 hours lab

Provides students skills and techniques to instruct Driver Training courses focused on Emergency Driving, Emergency Vehicle Operation, and Law Enforcement Pursuit Driving.

CREDIT PROGRAMS / COURSE DESCRIPTIONS

LESD 010G DRIVER AWARENESS INSTRUCTOR

Units: 0.25  
24.00 hours lab  
Provides students with an increased knowledge of pertinent California Vehicle code sections, POST guidelines and agency policies. Students will prepare and deliver teaching plans both in the classroom and on the driving course.

LESD 010H EVOC DRIVER TRAINING UPDATE

Units: 0.15  
4.00 hours lecture, 4.00 hours lab  
Explores the operation of a police unit under emergency vehicle operations.

LESD 011A EFFECTIVE COMMUNICATION

Units: 0.25  
8.00 hours lecture  
Provides knowledge and skills necessary to communicate effectively performing various types of interactions while on duty. Topics discussed include core components of communication, barriers in communication, types of listening, body language, body positioning, perception, conflict resolution and sources of conflict.

LESD 019A MANAGING ANGER AND STRESS

Units: 0.25  
8.00 hours lecture  
Develops skills necessary to identify and manage anger and stress to improve overall health and maintain a healthier lifestyle.

LESD 048A ARREST CONTROL/USE OF FORCE PSP

Units: 0.15  
4.00 hours lecture, 4.00 hours lab  
Provides knowledge and skills in use of force as well as arrest control to respond safely and effectively while detaining, investigating or physically restraining due to the nature of behavior or crime committed.

MEDIA ENTERTAINMENT ARTS

MEA 101 TELEVISION AND FILM MEDIA AESTHETICS

Units: 3.00  
UC:CSU 54.00 hours lecture  
Surveys and examines the fundamental components of cinematic art, as found in television, film and digital media. Students analyze how various dramatic, narrative, and technological conventions are used to tell stories and create meaning.

MUSIC

MUSIC 188 DRUM CIRCLE/WORLD PERCUSSION ENSEMBLE

Units: 1.00  
CSU 70.00 hours lab  
*May be taken four times for credit*  
*Prerequisite: Audition*  
Presents the study and performance of hand drumming. The rhythms taught are drawn from the drumming cultures of Africa, the Middle East, India, the Caribbean, and South America. This ensemble is taught through oral tradition although some written materials are made available from time to time. Drums are provided but students are welcome to bring their own instruments (djembes, congas, frame drums). Audition by instructor to ensure instrumental proficiency, and public performances are required.

WELDING

Certificate of Achievement: Semiautomatic Welding

The Welding Technology Certificate of Achievement in Semi-Automatic welding to gain the technical and applied skills to perform advanced welding tasks. Course work includes a comprehensive study with an emphasis on application of fundamental welding techniques and industry practices. Program completers are prepared for entry level employment into industries such as aerospace, motorsports, petrochemical, and general fabrication.

Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in industry recognized principles and practices as they apply to today's welding and metal fabrication industries.

Program Requirements:

Units Required: 19.5		Units:
WELD-111A	Introduction to Semiautomatic Welding.....	2.5
WELD-111B	Intermediate Semiautomatic Welding.....	2.5
WELD-111C	Advanced Semiautomatic Welding.....	2.5

2021-2022 ADDENDUM

NONCREDIT CLASSES

BUSINESS

Certificate of Completion: Project Management for Non-Project Managers

Designed to prepare a student with a basic skillset on how to manage goals, objectives, develop work tasks, summary tasks, resource tasks, and milestones, while working with a team to complete a project plan.

Certificate Student Learning Outcome:

Students will be able to create a project plan utilizing Microsoft Office Project Software to facilitate project goals.

Program Requirements:

Units Required: 0		Units:
NC.BUS-10A	Introduction to Project Management .....	0.0
NC.BUS-10B	Microsoft Project Basics .....	0.0

NC.BUS 10A INTRODUCTION TO PROJECT MANAGEMENT

28.00 – 32.00 hours  
Explores the fundamentals of project management in business. Students will define project goals and objectives and build a project plan to manage human and fiscal resources, meet deadlines and close the project for customer acceptance.

NC.BUS 10B MICROSOFT PROJECT BASICS

28.00 – 32.00 hours  
Explores Microsoft Project for basic project management skills such as: work tasks, summary tasks, milestones, recurring tasks, and resources.

NONCREDIT CLASSES / COURSE DESCRIPTIONS

CULINARY ARTS

Certificate of Completion: Baking Fundamentals

Introduces students to basic formulas and techniques in the bakeshop.

Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in basic/ introductory baking techniques including application of formulas, safety, and sanitation.

Program Requirements:

Units Required: 0		Units:
NC.CUL-001	Culinary Safety and Sanitation .....	0.0
NC.CUL-002	Baking Fundamentals I.....	0.0
NC.CUL-003	Baking Fundamentals II.....	0.0

NC.CUL 001 CULINARY SAFETY AND SANITATION

18.00 hours  
Introduces principles of food safety and sanitation in a food service operation. Topics include sanitation regulations, personal hygiene, contamination sources, microorganisms, proper food handling techniques and storage, comprehensive cleaning and sanitizing, and workplace safety concepts.

NC.CUL 002 BAKING FUNDAMENTALS I

36.00 – 48.00 hours  
Prerequisite: NC.CUL-001  
Explores ingredient interaction, proper scaling techniques, and reading of formulas in baking. Learn how to correctly measure and prepare quick bread recipes.

NC.CUL 003 BAKING FUNDAMENTALS II

36.00 – 48.00 hours  
Prerequisite: NC.CUL-002  
Second in a series, emphasizing baking skills necessary for employment including advanced breads and pastries.

PUBLIC SAFETY

NC.FIRT 037A CA-219: WILDLAND FIREFIGHTING - FIRE OPERATIONS

32.00 hours  
Provides training that develops skills required to perform and hold firing operations on wildland fires and prescribed burns.

NC.FIRT 067A S-445: INCIDENT TRAINING SPECIALIST

16.00 hours  
Provides the necessary instruction and training to personnel who qualify to become an Incident Training Specialist.

REAL ESTATE

Certificate of Completion: Real Estate

The Noncredit Real Estate program involves the study of California real estate principles, practices, procedures, and law. Students must successfully complete and pass the Real Estate Principles class (NC.REAL-100), the Real Estate Practices class (NC.REAL-101), and one additional class (of the student's choosing from the approved list) in the Real Estate Department to academically qualify for the California Real Estate Sales license and examination. These classes may also be applied to the academic requirement for the California Real Estate Broker license and examination.

Students are advised to check current California Department of Real Estate or other applicable agency academic requirements prior to registering for any course to ensure that it satisfies current requirements as a mandatory or elective course for the Real Estate Sales or Real Estate Broker licenses. The CalDRE and other applicable agency requirements change periodically and the Real Estate Program does not warrant that the listed courses meet current requirements.

Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core knowledge required for the California Department of Real Estate examination for real estate sales and real estate broker licenses.

Program Requirements:

Units Required: 0

Units:

NC.REAL-100	Real Estate Principles.....	0.0
NC.REAL-101	Real Estate Practices .....	0.0
Plus one course from the following:		
NC.REAL-105	Real Estate Financing.....	0.0
NC.REAL-115	Legal Aspects of Real Estate .....	0.0
NC.REAL-120	Real Estate Appraisal .....	0.0
NC.REAL-130	Escrow Procedures and Processing.....	0.0

NC.REAL 100 REAL ESTATE PRINCIPLES

54.00 hours

Introduces Real Estate fundamentals by emphasizing the concepts of real property ownership, the sale of real property, contract law, real property law, appraisal, financing, and the business aspects of buying and selling real estate under California law. A State of California required course for the Real Estate Sales License exam.

NC.REAL 101 REAL ESTATE PRACTICES

54.00 hours

Examines the theoretical and practical aspects of real estate operations including ethics, obtaining and processing listings, the fundamentals of escrow, and financing and appraisal within the real estate industry. A State of California required course for the Real Estate Sales License.

NC.REAL 105 REAL ESTATE FINANCING

54.00 hours

Explores Real Estate finance in California, including analyses of lending sources, loan processing, governmental loans, appraisals and methods of financing commercial and residential properties. This course satisfies one of the California Department of Real Estate Salesperson electives and is required of applicants for the Real Estate Broker examination.

NC.REAL 115 LEGAL ASPECTS OF REAL ESTATE

28.00 – 32.00 hours

Explores Real Estate finance in California, including analyses of lending sources, loan processing, governmental loans, appraisals and methods of financing commercial and residential properties. This course satisfies one of the California Department of Real Estate Salesperson electives and is required of applicants for the Real Estate Broker examination.

NC.REAL 120 REAL ESTATE APPRAISAL

54.00 hours

Examines real estate appraisals, the appraisal process, as well as the different approaches, methods, and techniques used to determine the value of real property, while emphasizing residential and single unit property. Approved by the California Department of Real Estate for Sales and Broker's educational requirements.

NC.REAL 130 ESCROW PROCEDURES AND PROCESSING

54.00 hours

Provides an overview of the Real Estate escrow process emphasizing the procedures used in the State of California. Can be used to satisfy the California Department of Real Estate's requirement for both Salespersons and Brokers.

VOCATIONAL

Certificate of Completion: Commercial Sewing

Utilize single/double needle, cover stitch, elastic, and overlock sewing machines to assemble shirts, pants, boxers, and bedsheets.

Certificate Student Learning Outcome:

Students will be able to demonstrate safe usage of single/double needle, cover stitch, elastic, and overlock sewing machines to make apparel and linens.

Program Requirements:

Units Required: 0

Units:

NC.VOC-10A	Commercial Sewing I .....	0.0
NC.VOC-10B	Commercial Sewing II.....	0.0

NC.VOC 10A COMMERCIAL SEWING I

20.00 – 30.00 hours

Introduces the use of single/double needle, cover stitch, and overlock sewing machines to assemble shirts while adhering to safety policies and procedures.

NC.VOC 10B COMMERCIAL SEWING II

20.00 – 30.00 hours

Recommended Preparation: NC.VOC-10A

Expands the use of overlock, single/double needle sewing machines, and introduces elastic sewing machines to assemble apparel and linens while adhering to safety policies and procedures.