

# 2020-2021 ADDENDUM

## CREDIT CLASSES

### PUBLIC SAFETY – AGENCY TRAINING

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

##### LEPD 001A BATON/IMPACT WEAPONS INSTRUCTOR

Units: 0.50

8.00 hours lecture, 16.00 hours lab

Meets CA POST requirements for certification as an Impact Weapons Instructor. Students will learn techniques for the side-handle baton, collapsible baton, and straight baton. Students will learn both offensive and defensive techniques through a series of technical drills and reality-based scenario training.

##### LEPD 021A ELECTRONIC WEAPONS INSTRUCTOR

Units: 0.50

12.00 hours lecture, 4.00 hours lab

Provides students with the theory and practical training necessary to effectively instruct users to safely and effectively operate Electronic Control Devices deployed by the Department.

##### LEPD 039A FIREARMS – SIGHTING SYSTEMS

Units: 0.15

2.00 hours lecture, 6.00 hours lab

Provides training necessary to safely maintain, manipulate and employ a pistol mounted optic (PMO).

##### LEPD 044A ATV SAFE SAND DRIVING

Units: 0.15 – 0.25

2.25 – 5.75 hours lecture, 5.75 – 10.25 hours lab

Provides valuable safety training for safe sand vehicle operations for 4-wheel drive trucks, ATVs, and UTVs.

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

##### LESD 001 FIREARMS (PSP)

Units: 0.15

8.00 hours lab

Provides the student with the minimum topics of tactical firearms and lethal force required in the POST perishable skills program (PSP).

##### LESD 002 FIREARMS/TACTICAL RIFLE UPDATE

Units: 0.15

8.00 hours lab

Provides the student with instruction that meets or exceeds the minimum topics of patrol rifle and lethal force required in the POST perishable skills patrol rifle program.

##### LESD 003 RED DOT SIGHT PISTOL TRANSITION

Units: 0.25

8.00 hours lecture, 8.00 hours lab

Provides students with the information and hands-on experience needed to effectively use a handgun equipped with a pistol mounted optic (PMO). This course will train personnel in the nomenclature, function, and use of PMOs.

##### LESD 004 SELF-CARE

Units: 0.25

8.00 hours lecture

Examines topics related to self-care such as stress management, burnout, and personal wellness planning. Students will learn the process necessary to develop a personalized wellness plan to aid them in managing their stress and help lead them to a happier/healthier lifestyle.

##### LESD 005 CORRECTIONAL LINE OFFICER REFRESHER COURSE

Units: 0.25

8.00 hours lecture

Provides updated policies and procedures governing operations within the Los Angeles County Sheriff's Department's correctional facilities to personnel who are not regularly assigned to Custody Division. Topics include equipment, security checks, count procedures, restraints, emergency response procedures, use of force, and risk management concerns.

##### LESD 006 CUSTODY SQUAD TACTICS

Units: 0.25

8.00 hours lecture

Provides students with the knowledge and skills necessary to respond to emergencies as part of an Emergency Response Team (ERT). Topics include response tactics, squad.

**LESD 007 CUSTODY DIVISION FORCE POLICY**

Units: 0.25  
 8.00 hours lecture  
 Provides students with the knowledge and skills necessary to apply Department policies during incidents involving the use or witness to use of force.

**LESD 011 BASIC TACTICAL COMMUNICATIONS**

Units: 0.25  
 8.00 hours lecture  
 Designed to teach students basic communication skills needed to effectively communicate with inmates in a custody setting.

**LESD 015 JAIL INTELLIGENCE GATHERING**

Units: 0.25  
 8.00 hours lecture  
 Designed to provide the participant with valuable knowledge in the art of Analytical and Cognitive Interviewing and Interrogation techniques. Participants will be able to gain an understanding of how important an effective interview can be.

**LESD 023 BASIC DRUG RECOGNITION, INVESTIGATION, AND REPORTING**

Units: 0.25  
 8.00 hours lecture  
 Develops skills necessary for basic drug investigations in a custodial setting. Course covers symptomology for persons under the influence of the most commonly abused drugs, drug & drug paraphernalia recognition, evidence collection and report writing.

**LESD 026 INMATE EXTRACTIONS**

Units: 0.15  
 2.50 hours lecture, 5.50 hours lab  
 Provides students with the knowledge and skills necessary to conduct cell extractions. Topics include: key considerations in planning cell extractions, roles of cell extraction team members, and circumstances when a cell extraction is necessary

**LESD 030 ADULT CORRECTIONS OFFICER SUPPLEMENTAL CORE COURSE**

Units: 4.50  
 78.00 hours lecture, 18.00 hours lab  
 Provides the student with the skills and knowledge necessary to perform the basic functions of an entry level corrections officer in a custody environment, including inmate management and supervision, inmate conduct and psychology, booking and release procedures, inmate contraband, processing and releasing, security of inmates, medical screening, and emergency response procedures.

**LESD 032 CRITICAL DECISION MAKING**

Units: 0.25  
 8.00 hours lecture  
 Provides students with knowledge and skills to strategically resolve problems encountered during a critical incident through sound decision making. Students will utilize communication skills, physical skills, and knowledge of policy to successfully complete dynamic scenario training at the end of the course.

**LESD 041 ADULT CORRECTIONS OFFICER CORE COURSE**

Units: 9.50  
 158.00 hours lecture, 48.00 hours lab  
 Covers the required knowledge and skills for the entry-level corrections officer assigned to a custody position for the first time.

**LESD 053 TASER USER**

Units: 0.15  
 4.00 hours lecture, 4.00 hours lab  
 Instructs Law Enforcement Personnel in the presentation on Taser nomenclature, safety, cartridges, case law, tactics, equipment, and techniques used for Taser applications. Students will be provided with the basic operational theory, practical training, and to use proper operation of Taser CEWs.

# 2020-2021 ADDENDUM

## NONCREDIT CLASSES

### COLLEGE SUCCESS SKILLS (BASIC SKILLS)

#### NC.BCSK 080 ESSENTIAL ACADEMIC SKILLS I

40.00 – 80.00 hours

Develops basic reading, writing, and math skills through individualized, computer-assisted instruction. This course may be offered open entry/open exit.

#### NC.BCSK 085 ESSENTIAL ACADEMIC SKILLS II

40.00 – 80.00 hours

Continues to develop reading, writing, and math skills through individualized, computer-assisted instruction. This course may be offered open entry-open exit.

### COMPUTER APPLICATIONS AND WEB TECHNOLOGIES

#### NC.CAWT-10A COMPUTING AND INTERNET FUNDAMENTALS

20.00 – 24.00 hours

Introduces basic computer processes, operating systems, and Internet technologies, including file management and social media.

#### NC.CAWT-10B WORD PROCESSING BASICS

16.00 – 20.00 hours

Introduces basic word processing skills, such as creating, editing, and formatting documents.

#### NC.CAWT-10C SPREADSHEET BASICS

16.00 – 20.00 hours

Introduces basic spreadsheet functionality, such as creating, editing, formatting worksheets, and employing a variety of techniques for data analysis.

#### NC.CAWT-10D DIGITAL COMMUNICATIONS FOR THE OFFICE

24.00 – 30.00 hours

Introduces applications for communications required in the typical office setting, such as Outlook, Acrobat, and PowerPoint.

### COUNSELING

#### Certificate of Competency: Upgrade to Academic Success

Empowers students on probationary status with effective cognitive learning strategies, campus resources, and academic interventions to upgrade to good academic standing. Topics will include academic standing standards, goal setting, self-efficacy, growth mindset, and resilient mindset. Additional course content will cater to student need, such as financial aid options and budgeting, academic and career planning, and resources for online learning.

#### Certificate Student Learning Outcome:

Students will be able to analyze cognitive learning strategies, campus resources, and academic interventions that can be utilized to upgrade to good academic standing.

#### Program Requirements:

Units Required: 0

NC.COUN-015 Upgrade to Academic Success.....0.0

*Plus one course from the following:*

NC.CGSL-001	Resources and Strategies for College Success.....	0.0
NC.CGSL-002	Online Learning and Strategies for Success.....	0.0
NC.CGSL-003	Money Management for College and Beyond.....	0.0
NC.CGSL-004	Career Exploration.....	0.0

#### NC.COUN 015 UPGRADE TO GOOD ACADEMIC STANDING

8.00 – 18.00 hours

Designed for students who are on Academic and/or Progress Probation, this course is intended to help students understand the different levels and types of academic standings at College of the Canyons. Students will be empowered to make the choices and changes needed to return to good standing by examining how the adoption of a self-efficacy mindset, growth mindset, and resilient mindset can positively influence their thoughts, behaviors, and thus academic outcomes.

**EDUCATION**

**Certificate of Completion: Teaching Foundation**

The Teaching Foundation Certificate program is a professional development opportunity for educators to learn about current research on teaching and learning, learn new approaches and techniques to enhance student success, and practice these approaches and techniques in a learning community of fellow teachers.

**Certificate Student Learning Outcome:**

Students will be able to appraise teaching strategies and technologies to develop best practices for a 21st century learning environment.

**Program Requirements:**

Units Required: 0

Units:

*Take one course from the following:*

NC.EDUC-100 Teaching Strategies ..... 0.0

OR

NC.EDUC-104 Culturally Responsive Teaching ..... 0.0

OR

NC.EDUC-105 Introduction to Online Instruction.... 0.0

*Plus two courses from the following*

NC.EDUC-101 Reading Strategies ..... 0.0

OR

NC.EDUC-102 Assessment Strategies..... 0.0

OR

NC.EDUC-103 Critical Thinking..... 0.0

**NC.EDUC 100 TEACHING STRATEGIES**

36.00 – 54.00 hours

Introduces and develops techniques for best practices in selected learning environments. Amplifies key concepts and tools for educators to implement across curriculum and modalities. Focuses on self-reflection and peer review to enhance and improve authentic best practices in the classroom and conducive to student center learning.

**NC.EDUC 101 READING STRATEGIES**

18.00 – 36.00 hours

Explores current research about academic literacy and effective strategies to enhance critical reading in discipline-specific areas. The Reading Apprenticeship (RA) framework describes the components necessary to support reading development in content areas and create classroom environments that are more student-centered, collaborative, and metacognitive.

**NC.EDUC 102 ASSESSMENT STRATEGIES**

9.00 – 18.00 hours

Explores improving assessment practices in the selected learning environment. Assessment types, tools, and alignment with course objectives will be covered.

**NC.EDUC 103 CRITICAL THINKING STRATEGIES**

9.00 – 18.00 hours

Introduces instructors to fundamental critical thinking tools for use with students, including strategies for practical application. Encourages instructors to utilize and apply innovative rhetorical analysis in the learning environment. Examines the implementation of critical thinking skills at all levels of course design.

**NC.EDUC 104 CULTURALLY RESPONSIVE TEACHING**

36.00 – 54.00 hours

Develops inclusivity through co-teaching and pedagogical documentation exercises. Emphasis is placed on developing cultural competency in areas such as race, class, and culture; and learning strategies for creating classrooms that are culturally inviting to all.

**NC.EDUC 105 INTRODUCTION TO ONLINE INSTRUCTION**

36.00 – 54.00 hours

Explores the application of learning theories for online learners; differences between face-to-face and online learning; resources for online teaching and learning; course management systems and online learning tools; and best practices for online learning. The class is designed so that participants will experience the components of an online course from both student and instructor perspectives.

**ENGLISH**

**NC.ENGL 001 ESSENTIAL READING AND WRITING SKILLS I**

18.00 – 36.00 hours

Develops reading and writing skills by applying critical reading strategies to non-fiction texts and writing brief source-based essays.

**NC.ENGL 002 ESSENTIAL READING AND WRITING SKILLS II**

18.00 – 36.00 hours

Develops writing skills by focusing on strategies to compose well-organized and coherent essays. Develops reading skills by focusing on formulating inferences and making connections among fiction and nonfiction texts and ideas.

## HUMAN RESOURCES

### **NC.BUS-1B EMPLOYMENT LAW FUNDAMENTALS**

16.00 hours

Recommended Preparation: NC.BUS-1A

Examines relevant state and federal employment laws that impact the workplace.

### **NC.BUS-1C HUMAN RESOURCES MANAGEMENT SUPPORT ACTIVITIES**

16.00 hours

Recommended Preparation: NC.BUS-1B

Presents basic essential activities applicable to a support level position in human resources.

## LIFE SKILLS

### **NC.LSKL 100 PERSONAL HEALTH AND WELLNESS**

24.00 – 36.00 hours

Explores the six dimensions of health and wellness: physical, psychological, social, intellectual, spiritual, and environmental. Learn strategies for personal health promotion and wellness.

### **NC.LSKL 101 MINDFULNESS STRATEGIES FOR STRESS MANAGEMENT**

24.00 – 36.00 hours

Discover mindfulness as a strategy for managing stress, developing attention control, cultivating mindful thoughts, and making long-lasting changes to one's ability to handle stress.