Reedley College

*for our community*

REEDLEY COLLEGE

# Noncredit Extended Learning and Workforce Skills

## *Courses and Certificates*

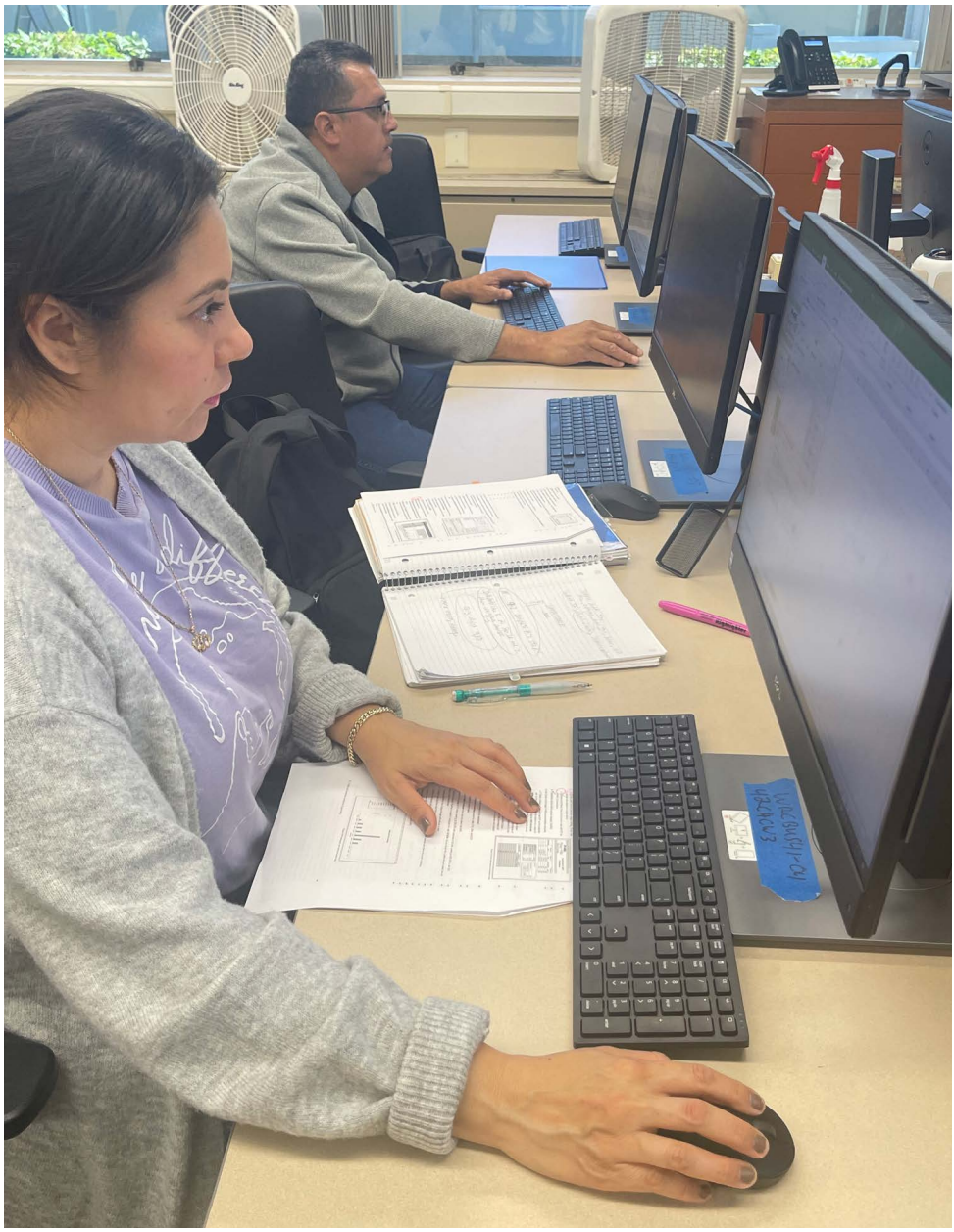
## 2024-2025

- *Lifelong learning for adult community*
- *Bridge to college programs*
- *Short-term vocational*
- *Workforce preparation*
- *Upskill employees*

# REEDLEY COLLEGE

## Noncredit Extended Learning and Workforce Skills Courses and Certificates

2024-2025



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A public two-year college of the State Center Community College District

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***Accuracy Statement***

This list of programs and courses is accurate at the date of printing. To report errors and omissions, make suggestions for better readability, or offer comments contact extendedlearning@reedleycollege.edu.

For more about resources for our extended learning students, please visit our Extended Learning page on the Reedley College website at reedleycollege.edu/academics/extended-learning.

# VISION STATEMENT

Providing equitable educational opportunities that transform our students and communities

# MISSION STATEMENT

To cultivate opportunities that empower our students and communities through engaging, equity-minded programs and services.

# VALUES

To carry out our bold vision, we at Reedley College value:

- Equity, Access, and Inclusion: our success depends on every member of our campus community achieving their educational goals
- A Focus on Students: our practices, priorities, and policies are created, implemented, and reviewed with a relentless student-first approach
- Educational Excellence: the instruction, student services, and experience we provide to each student consistently exceed expectations
- Innovation: we embrace change that moves us closer to achieving our vision while adhering to our values, embracing the possibility that not every innovation will succeed
- Integrity: our words and actions are always consistent with our mission
- Stewardship: our decisions are made in the context of their financial, social, and environmental impacts on our campus, our region, and the world.

# PRESIDENT'S MESSAGE

Welcome to Reedley College! Our college currently serves more than 15,000 students each year, of which 4,000 are dual enrolled high school students, as well as a growing number of adult students. We take pride in offering our long-standing signature academic programs to our surrounding communities here in California's Central Valley, including Agriculture, Natural Resources, and Aviation. The college also offers 29 additional Career and Technical Education programs that provide our students with a variety of certificates and degrees. Reedley also provides 24 associate degrees for transfer (ADTs) and currently transitions approximately 1,300 students each year to senior institutions such as the California State Universities and the University of California.

As a partner in economic development within our region, we have also focused our curriculum in five additional industry sectors: 1. Business, 2. Healthcare, 3. Engineering & Computer Science, 4. Agriculture Technology, and 5. Education

It's critically important that colleges offer both credit-bearing and non-credit programs, creating opportunities for students to gain workforce skills that lead to living wage careers and meet the demands of California's changing economy. Non-credit courses are offered for free to students, but frequently earn industry valued credentials. Ironically, the recent pandemic accelerated the need for low, or no cost training programs, in light of California's economic downturn. Elected officials also have requested that Reedley College aid in the development of relevant short-term training programs to assist with the State's economic recovery.

Non-credit courses and programs are effective tools in building both language and workplace skills, as well as industry-relevant job skills that help employees reach high paying jobs. Non-credit courses have also been proven to be an effective on-ramp to future credit programs, certificates and degrees for students wishing to build their education gradually. We encourage you to look at what's available through our non-credit and continuing education programs, as we feel that everyone can find useful opportunities with Reedley College for lifelong learning!

Dr. Jerry Buckley
Reedley College President

# ACADEMIC SENATE PRESIDENT'S MESSAGE

Welcome to Reedley College. Our noncredit program was developed to provide you with opportunities to further your career, change your career, prepare you to enter a credit program for a degree and provide you with life-enriching courses. At Reedley College our instructors and counselors are here to provide you with an outstanding educational experience. We look forward to working with you.

Rebecca Snyder
Academic Senate President

# WHAT ARE NONCREDIT COURSES?

Any person living in California who is 18 years and older may benefit from noncredit courses. Noncredit courses offer repeatability to build mastery of skills. There are no tuition fees, no program penalty when dropping or withdrawing from a course, and multiple opportunities for diverse goals.

Develop skills to enhance the quality of home, family, career, and community life.

- Bridge to college programs: See what college courses are right for you.
- Short-term vocational: Obtain skills and gain an edge in the job market.
- Workforce preparation: Get your dream job and keep it.
- Upskills employees: Learn new skills for promotion at your current job.
- Lifelong learning for adult community: Take classes to learn skills for mental and physical well-being and self-expression.

The Differences Between Noncredit and Credit Courses at Reedley College:

| Reedley College | Noncredit Courses | Credit Courses |
|---|---|---|
| **Course Number** | Courses numbered 300-399 (e.g. ENGL 347) are not degree applicable | Courses numbered 1-99 (e.g. ENGL 47) are degree applicable |
| **Student Fees** | Noncredit courses are tuition-free; however, there is a health fee paid each semester regardless of the number of classes taken. The health fee is $21 fall and spring semester and $18 for summer for classes on Reedley College campus. For students taking classes exclusively online or off campus, the health fee is $13. Other fees may include materials and textbooks | District Resident Tuition: $46 per unit, there is a health fee paid each semester regardless of the number of classes taken. The health fee is $21 fall and spring semester and $18 for summer for classes on Reedley College campus. For students taking classes exclusively online or off campus, the health fee is $13. Other fees may include materials and textbooks |
| **Financial Aid** | Financial aid is not applicable to noncredit courses | Students may use financial aid if qualified |
| **Grades** | Courses will appear on transcripts Students receive a pass (P) or no pass (NP) grade | Grades are issued, affect GPA, and appear on transcripts |
| **Repeating Courses** | May repeat the course as often as desired | Course may be repeated if a non-passing grade earned, with limitations |

# RESOURCES FOR EXTENDED LEARNING STUDENTS

## ACADEMIC SUPPORT

- Tutoring Services (Learning Center, Math Center, and Reading and Writing Center (https://www.reedleycollege.edu/academics/tutoring-services/index.html)
- Library (https://www.reedleycollege.edu/campus-life/library/index.html)
- Canvas Student Orientation (https://scccd.instructure.com/enroll/3E9XJY)
- Counseling and Advising Phone: 559.494-3037, email: counseling@reedleycollege.edu

## TECHNOLOGY

- If you need help with a computer, Internet access, or other accessories, reach out to the RC Technology Department.
- Comcast is providing low cost Internet service through their Internet Essentials Program. (https://www.xfinity.com/learn/internet-service/internet-essentials)
- Students are also encouraged to come to campus, park and use the college Wi-Fi from their cars (Parking Lots B & D)

## CAREER/EMPLOYMENT

- Career and Employment Center: help with career and major exploration, resume assistance, and much more (https://www.reedleycollege.edu/student-services/career-employment-center/index.html)

## CHILDCARE

- Free or supplemented childcare on campus (https://scccd.az1.qualtrics.com/jfe/form/SV_8pmdgwZlCYPKmqO)
- CSN (Fresno County) (https://www.cvcsn.org/)
- 4 Kids Care (Tulare County) (http://www.4kidscare.tcoe.org/)

## FOOD RESOURCES

- The Tiger Pantry is available to students (https://www.reedleycollege.edu/campus-life/student-activities/tiger-pantry.html)
- Central California Food Bank (https://ccfoodbank.org/home/findfood/food-locator/food-distribution-calendar/)
- CalFresh (https://www.cdss.ca.gov/calfresh)

## HOUSING

- Fresno County Housing Assistance (https://www.fresnocountyca.gov/Departments/Social-Services/Assistance-Programs/Housing-Assistance)
- Housing Authority of Tulare County (https://www.hatc.net/)
- The Homelessness Liaison can help you get connected to a support program on campus and provide information about the Reedley College dorms. The liaison will also help you get connected to Fresno County Resources to find local homeless shelters. Email: aaren.cobb@reedleycollege.edu, phone: 559.494.3589, text: 559.419.0256

# RESOURCES FOR EXTENDED LEARNING STUDENTS

## TRANSPORTATION

- Fresno County Rural Transit Agency (FCRTA) (https://www.ruraltransit.org/route-services/)
- Dinuba Area Regional Transit (DART) (https://www.dinuba.org/images/docs/forms/Dinuba_Tranit%20Guide.pdf)

## FINANCIAL/SCHOOL MATERIALS

- The Upward Mobility Pathways program provides assistance in connecting you to resources. For more information, use Starfish to make an appointment to speak with the Upward Mobility Pathways (UMP) Counselor Nancy Rodriguez.

## HEALTH AND WELLNESS

Our goal is to provide students with the information and services they need to maintain wellness.

- Reedley College Health and Wellness (https://www.reedleycollege.edu/campus-life/health-wellness/health-services/index.html)
- Fresno County Behavioral Health (https://www.fresnocountyca.gov/Departments/Behavioral-Health)
- Tulare County Mental Health Clinical Services (https://tchhsa.org/eng/mental-health/programs-services/mental-health-clinical-services/)

## DOMESTIC VIOLENCE

If you or someone you know needs help to get safe or stay safe from an abusive relationship, contact information the National Domestic Violence Hotline at 1.800.799.SAFE (7233) which is a 24/7/635 hotline and confidential chat feature.

Other Local Resources:

- Marjaree Mason Center: 24-hour Crisis Hotline (559) 233-4357 (https://mmcenter.org/)
- Tulare County 211 Domestic Violence Hotline: Dial 2-1-1 (https://www.211tularecounty.org/domestic-violence-hotline)
- Tulare County Family Crisis Center: 24 Hour Confidential Hotline 559-784-0192 (https://ccfamilycrisis.org/)

## LEGAL SERVICES

Email Erika Ramos to schedule an appointment with a counselor (erika.ramos@reedleycollege.edu)
The Dream Center is designed to provide information and academic counseling to new and continuing undocumented students at Reedley College.

- Education and Leadership Foundation (https://www.elfus.org/immigration)
- United Farm Workers Foundation (https://www.ufwfoundation.org/immigration)
- MyFreeTaxes (https://myfreetaxes.com/)

# STEPS TO ENROLL

To enroll in noncredit courses, please follow these steps:

1. **INTEREST FORM**
   Go to the Extended Learning website at Reedley College (reedleycollege.edu/academics/extended-learning) or use the QR Code here, and fill out the Interest Form.

2. **COLLEGE APPLICATION**
   Complete your College application at CCCApply (opencccapply.org, or use the QR Code).
   If you need any guidance to complete this first step, or experience difficulties, please contact the Welcome Center at (559) 494-3011.

3. **REGISTRATION**
   Once you have received your student ID number, call to make an appointment with a counselor, (559) 494-3037, after open registration begins.

Once you have registered, go to the Reedley College new student website at https://www.reedleycollege.edu/admissions-aid/admissions/apply-now-to-rc/new-student.html to learn how to pay your health fee and navigate Canvas (the Learning Management System).

Para la guía de inscripción de nuevos estudiantes, visite la página de admisiones del Colegio de Reedley: https://www.reedleycollege.edu/admissions-aid/admissions/apply-now-to-rc/new-student-espanol.html o utilize el código QR:

**Registration dates are in early May for the fall semester and late November for the spring semester.**

**Please see the Reedley College Extended Learning website for materials fees for some courses (reedleycollege.edu/academics/extended-learning).**

**For more information on Reedley College policies, student services, and learning resources, please refer to the 2024-2025 Reedley College Catalog at reedleycollege.edu/academics.**

**The college reserves the right to adjust conditions of enrollment, class offerings and services rendered as dictated by the limits of institutional resources and enrollment conditions.**

# NONCREDIT CERTIFICATE PROGRAMS

## ACCOUNTING

### QUICKBOOKS (MAJOR #R.7510.CC) CERTIFICATE OF COMPLETION

This certificate program provides basic accounting skills and knowledge combined with additional training in computer applications common to the accounting industry. This program prepares students for entry-level and mid-level clerical accounting positions. Students will learn skills needed to be competitive in the present job market using spreadsheet/Excel, and accounting principles with the integration of QuickBooks. Spreadsheet/Excel and QuickBooks skills are developed and practiced so that students gain a solid competency in computerized accounting.

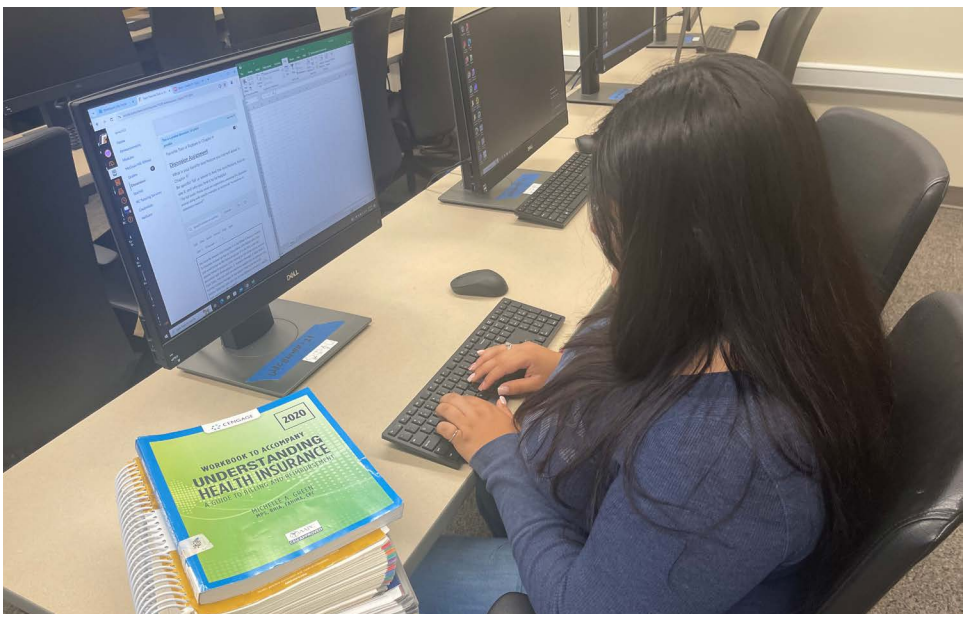
***Program Outcomes***

Upon successful completion of this program, students will be able to:

- prepare and interpret simple financial statements.
- identify the steps in the accounting cycle and use spreadsheets as they relate to worksheet manipulation and accounting principles.
- solve managerial accounting problems with spreadsheet software.
- process collections from customers and update accounts receivable.

**Program Requirements**

| | | |
|---|---|---|
| ACCTG 331 | Computerized Accounting | 72 |
| Select one course | | 90 |
| ACCTG 304A | Financial Accounting | 90 |
| ACCTG 340 | Applied Accounting | 90 |
| Select one course | | 36 |
| IS 318 | Spreadsheet Fundamentals | 36 |
| OT 312A | Microsoft Excel Essentials | 36 |
| | | Total Hours 198 |



# AGRICULTURE

## AGRICULTURE FOUNDATIONS (MAJOR #R.2306.CC)
## CERTIFICATE OF COMPLETION

Upon successful completion of the Agriculture Foundations certificate program, students will be prepared with foundational knowledge and skills needed for employment in the agricultural workforce. The participants will be able to explain the principles of agriculture, agriculture technologies, and agriculture equipment, read and create agricultural documents, identify safety equipment, safety processes and procedures, and safely work with basic agriculture equipment and tools.

***Program Outcomes***

Upon successful completion of this program, students will be able to:

- explain foundational agricultural concepts.
- select, effectively utilize, and identify faults with technologies for agricultural processes.
- exhibit employability skills, quantitative reasoning, and effective communication within an agricultural context.

**Program Requirements**

| | | |
|---|---|---|
| AG 350 | Agricultural Technical Literacy | 36 |
| AG 351 | Agricultural Systems | 90 |
| AG 352 | Agricultural Safety | 54 |
| AG 353 | Equipment Operation, Configuration & Troubleshooting | 108 |
| AG 354 | Workplace Effectiveness | 36 |
| | Total Hours | 324 |

## AG TECHNOLOGY (MAJOR #R.2305.CC) CERTIFICATE OF COMPLETION

Upon completion of the course, students will understand all aspects of the Fresh Fruit industry including, planting, harvest, processing, packaging, sales and forecasting. They will also have an understanding of the various types of advanced technology that is used in packing, harvesting, logistics and sales.

***Program Learning Outcomes***

Upon successful completion of the program, students will be able to:

- Comprehension and identification of the structures and functions of plant cells, organelles, tissues, organs, and integrate important plant processes such as growth, photosynthesis, respiration, and translocation with plant management practices.
- Experience with the physical, chemical, and biological properties of soils, and the incorporation of analytical testing procedures for nutrients, moisture, and physical characteristics with economical stewardship of soil management.
- Developed awareness of theoretical and practical applications to orchard, vineyard, and vegetable production systems with emphasis on San Joaquin Valley specifics for irrigation, fertility, cultural, and pest managements.
- Measurable knowledge and skills of irrigation science with its effects on plant growth and development, yield and profitability, soil properties and reclamation. Additional competence developed includes predictive models and scheduling; system design, operation, and evaluation; and historical, political, and societal interactions with irrigation.
- Understanding of the principles of integrated pest management, including population dynamics and selection, and the use of biological, chemical, regulatory, genetic, cultural, and physical/mechanical control options in a systems approach that optimizes economics and minimizes environmental side effects.
- Competency in quantitative and qualitative data analyses related to performance of crop variety, fertilizer treatments, cultural effects, and environmental stresses. Evaluation and establishment of laboratory, test plot, and field conditions to determine if significant differences exist and can be identified.
- Proficiency in machinery management and operation of farm equipment.
- Demonstrate a breath of knowledge in the agriculture industry which provides a base for effective decision making and credibility in personal interactions and career decisions.

| | | |
|---|---|---|
| AG 313 | Fundamentals of the Fresh Fruit Industry | 108 |
| AG 314 | Emerging Technologies in Agriculture | 108 |
| AG 331 | Food Safety – HACCP | 54 |
| | | Total Hours 270 |

# BUSINESS ADMINISTRATION

## FINANCIAL LITERACY (MAJOR #R.7410.CC) CERTIFICATE OF COMPLETION

This program explores personal finance, retirement plans, and related topics through traditional investment tools. Also, this program examines the integration of personal financial management with physiological and psychological well-being, and the life-long impact financial decisions have on individuals, families, and society.

***Program Learning Outcomes***

Upon successful completion of this program, students will be able to:

- Prepare a financial plan which demonstrates proficiency in budgeting, personal financial statement creation and analysis using computerized applications such as Excel or Quicken, risk management, tax planning, investment planning, retirement planning, planning for major purchase decisions, and estate planning. Increased emphasis is placed on proficiency in time value of money calculations.
- Develop a personal career strategy for economic self-sufficiency.

| | | |
|---|---|---|
| BA 330 | Personal Finance | 54 |
| BA 334 | Fundamentals of Investing | 54 |
| BA 347 | Careers-Business | 18 |
| | | Total Hours 126 |

## SMALL BUSINESS (MAJOR #R.7090.CC) CERTIFICATE OF COMPLETION

This program teaches a systematic approach to developing and managing a small business. Students develop expertise in the operations, marketing, human resource utilization, and financing of a small business venture. Also, this program identifies the methods for developing a business idea, the process of starting a business, how to acquire resources, and the key parts of a business plan.

| | | |
|---|---|---|
| BA 338 | Operation of a Small Business | 54 |
| BA 352 | Introduction to Entrepreneurship | 54 |
| MKTG 310 | Marketing | 54 |
| Select one course | | 54 |
| BA 310 | Introduction to Business | 54 |
| BA 315 | Introduction to Management | 54 |
| | | Total Hours 216 |

# CONTINUING EDUCATION LEARNING ACADEMY

## LEARNING DESIGN (MAJOR #R.1058.CC) CERTIFICATE OF COMPLETION

The Certificate of Completion in Learning Design equips educators with the advanced competencies necessary to foster inclusive and equitable learning environments. Through an integrative approach to curriculum design, educators will develop the ability to implement diverse teaching strategies alternative assessment practices, and leverage educational technologies to meet the varied needs of all learners. The program emphasizes the critical evaluation and application of a wide range of educational resources, including Open Educational Resources (OER), while ensuring adherence to accessibility standards.

***Program Learning Outcomes***

Upon successful completion of this program, students will be able to:

1. utilize current technologies and online pedagogical strategies to create accessible and engaging learning environments and ensure effective course management.
2. synthesize inclusive teaching strategies, alternative grading practices, and educational technologies to design and deliver a curriculum that meets diverse learner needs and supports equity in educational outcomes.

| | | |
|---|---|---|
| CELA 303 | Alternative Grading Practices | 54 |
| CELA 307 | Online Teaching | 54 |
| Select four courses | | 63-108 |
| CELA 304 | Supporting English as a Second Language Students Across the Curriculum | 18 |
| CELA 305 | Supporting Students with Disabilities Across the Curriculum | 18 |
| CELA 306 | Supporting Reading and Writing Across the Curriculum | 18 |
| CELA 308 | Introduction to Open Education and Resources | 54 |
| CELA 311 | Introduction to Canvas | 9 |
| | | Total Hours 171-216 |

## ADVANCED LEARNING DESIGN (MAJOR #R.1059.CC) CERTIFICATE OF COMPLETION

This certificate prepares educators to create and manage effective and accessible online learning environments. This program focuses on developing advanced competencies in Universal Design principles and effective communication strategies to ensure equitable and engaging online education. Educators will learn to design inclusive courses that meet rigorous accessibility standards and foster a supportive, interactive community. Emphasizing an integrative approach to curriculum development, the program guides educators in the use of diverse digital tools and resources, including Open Educational Resources (OER), to accommodate the varied needs of learners in a digital landscape.

***Program Learning Outcomes***

Upon successful completion of this program, students will be able to:

1. skillfully integrate best practices for online course structure and communication, ensuring an inviting, clear, and supportive online learning environment that fosters student interaction and community.
2. demonstrate the ability to apply Universal Design principles and comply with relevant legal standards in creating accessible online course content, including documents, videos, and resources.

| | | |
|---|---|---|
| CELA 311 | Introduction to Canvas | 9 |
| CELA 312 | Communication in an Online Course | 18 |
| Select two courses | | 108 |
| CELA 303 | Alternative Grading Practices | 54 |
| CELA 308 | Introduction to Open Education and Resources | 54 |
| CELA 309 | Creating Accessible Course Content | 54 |
| | | Total Hours 180 |

# ENGINEERING

## LAND SURVEYING (MAJOR #R.4130.CC) CERTIFICATE OF COMPLETION

The focus of the Land Surveying program is to provide the student with a thorough background in land surveying and mapping in addition to an introduction to the collecting, manipulating, formatting and mapping of data. A student who successfully completes the program will have the technical expertise necessary for an entry level position in the field of Land Surveying or related fields of geographic information systems specialists, architectural services, and engineering services. Land Surveyors measure and record property boundaries and the topography of the land for construction and engineering projects. Surveys are used to establish legal boundaries to prepare maps and exhibits, and write descriptions of land tracts that satisfy legal requirements. The program also assists students in preparing for the State Land Surveyor–In-Training and Land Surveyor's Exams.

***Program Outcomes***

Upon successful completion of this program, students will be able to:

- Analyze and construct land descriptions.
- Create computer-aided drafting designs or reports for surveying.
- Apply advance applications of surveying.
- Perform and analyze construction surveying calculations.
- Analyze the relationship between physical evidence, written documents, and maps.

| | | |
|---|---|---|
| SURV 301 | Introduction to Land Surveying | 54 |
| SURV 301L | Introduction to Land Surveying Laboratory | 54 |
| SURV 302 | Advanced Land Surveying | 54 |
| SURV 302L | Advanced Land Surveying Laboratory | 54 |
| SURV 307 | Construction Surveying | 54 |
| SURV 307L | Construction Surveying Laboratory | 54 |
| SURV 310 | Computer Aided Drafting for Surveyors | 90 |
| SURV 360 | Boundary Control and Legal Principles I | 54 |
| SURV 365 | Boundary Control and Legal Principles II | 54 |
| | | Total Hours 522 |

# ENGLISH AS A SECOND LANGUAGE

## ACADEMIC AND VOCATIONAL ENGLISH AS A SECOND LANGUAGE (MAJOR #R.3032.CP) CERTIFICATE OF COMPETENCY

The Certificate of Competency in Academic and Vocational English as a Second Language prepares intermediate level ESL students with the reading, writing and oral skills in English needed to succeed in a variety of advanced academic and vocational situations. Students attaining this certificate will be ready to begin study in vocational and academic programs.

***Program Learning Outcomes***

Upon successful completion of this program, students will be able to

- Interpret, analyze and critique works in the Humanities.
- Write multiple-draft, source-based essays of at least 1200 words with limited second-language errors.
- Compose in-class timed essays with few second-language errors on an assigned topic related to class readings.

**Program Requirements**

| | | |
|---|---|---|
| ESL 314 | Discourse in the Humanities | 90 |
| ESL 315 | Advanced Discourse in the Humanities | 90 |
| Select two courses | | 108 |
| ESL 315G | Advanced Academic Grammar | 54 |
| ESL 314LS | High-Intermediate Academic Listening and Speaking | 54 |
| ESL 314G | High-Intermediate Academic Grammar | 54 |
| ESL 315LS | Advanced Academic Listening and Speaking | 54 |
| | | Total Hours 288 |

## BASIC ENGLISH AS A SECOND LANGUAGE (MAJOR #R.3011.CP) CERTIFICATE OF COMPETENCY

The Certificate of Competency in Basic English as a Second Language prepares beginning level ESL students with reading, writing, and oral skills in English needed to succeed in a variety of basic social and vocational situations. Students attaining this certificate will be ready to begin study toward the Intermediate Academic and Vocational English as a Second Language Certificate.

***Program Outcomes***

Upon successful completion of this program, students will be able to:

- Write sentences and basic paragraphs at the beginning level
- Read and understand beginning-level texts.
- Communicate orally at the high-beginning level
- Recognize and use beginning grammar structures

**Program Requirements**

| | | |
|---|---|---|
| ESL 310 | Low-Beginning Reading, Writing, and Grammar | 90 |
| ESL 311 | High-Beginning Reading, Writing, and Grammar | 90 |
| Select one course | | 90-108 |
| ESL 310LS | Low-Beginning Listening and Speaking | 108 |
| ESL 311LS | High-Beginning Listening and Speaking | 90 |
| | | Total Hours 270-288 |

## INTERMEDIATE ACADEMIC AND VOCATIONAL ENGLISH AS A SECOND LANGUAGE (MAJOR #R.3021.CP) CERTIFICATE OF COMPETENCY

The Certificate of Competency in Intermediate Academic and Vocational English as a Second Language prepares high-beginning to low-intermediate ESL students with reading, writing and oral skills in English needed to succeed in a variety of intermediate social vocational and academic situations. Students attaining this certificate will be ready to begin study toward the Advanced Academic and Vocational English as a Second Language Certificate.

***Program Outcomes***

Upon successful completion of this program, students will be able to:

- Write multiple-draft basic academic essays at the high-intermediate level.
- Understand and analyze concepts in high-intermediate texts.
- Write a basic in-class timed paragraph at the low-intermediate level;
- Communicate orally at the intermediate level.
- Demonstrate the appropriate use of intermediate grammar structures

**Program Requirements**

| | | |
|---|---|---|
| ESL 312 | Low-Intermediate Reading, Writing, and Grammar | 90 |
| ESL 313 | Intermediate Academic Reading and Writing | 90 |
| Select one option | | 90-108 |
| Option 1 | | |
| ESL 312LS | Low-Intermediate Listening and Speaking | 90 |
| Option 2 | | |
| ESL 313G | Intermediate Academic Grammar | 54 |
| ESL 313LS | Intermediate Listening and Speaking | 54 |
| | | Total Hours 270-288 |

# HEALTH CARE INTERPRETER

## HEALTH CARE INTERPRETER (MAJOR #R.4500.CC))
## CERTIFICATE OF COMPLETION

The Health Care Interpretation Certification Program's purpose is to prepare bi-lingual and bicultural individuals to develop skills necessary for effective language interpretation in healthcare settings, to bridge the cultural gap, to develop cultural competency and improve linguistic and cultural communication for health care clients. Interpreters will utilize these skills in community based organizations to provide accurate health care information and perform cultural advocacy as required by Federal law. Prior to entrance into Health Interpreter Program orientation and assessment of bilingual skills is required.

Additional Information:
Prior to entrance into Health Interpreter Program orientation and assessment of bilingual skills is required. Health Care Interpreter 14 or 314 must be completed within 2 years prior to enrollment in Health Care Interpreter 315 and 316. Recommended courses: Office Technology 10 or 310, Biology 20 and Biology 22.

| | | |
|---|---|---|
| HCI 314 | Interpreting in Health Care I | 108 |
| HCI 315 | Interpreting in Health Care II | 108 |
| HCI 316 | Field Work in Health Care Interpreting | 144 |
| | Total Hours | 360 |

# INFORMATION SYSTEMS

## TECHNOLOGY FOUNDATIONS (MAJOR #R.7080.CC)
## CERTIFICATE OF COMPLETION

The purpose of this core program is to provide students with the knowledge, training, and hands-on experience to pursue a career in Information Systems. Students completing this course of study will be able to enter the workforce with a comprehensive understanding of the foundational elements of computing in a business environment.

***Program Learning Outcomes***

Upon successful completion of this program the student will be able to:

- Operate commonly used computer hardware and office productivity software.
- Create and maintain a simple web site including content, hyperlinks and graphics.
- Demonstrate a breadth of knowledge of networking and its uses in the business environment.
- Understand and communicate the different technology roles and positions available in different organizations.

**Required Courses**

| | | |
|---|---|---|
| IS 316 | Word Processing | 36 |
| IS 318 | Spreadsheet Fundamentals | 36 |
| IS 351 | Information Technology Fundamentals | 72 |
| IS 359 | Careers in Computing | 18 |
| Select one course | | 72 |
| CSCI 358 | Programming Essentials in Python | 72 |
| IS 331 | Introduction to Programming | 72 |
| IS 340A | Web Development with HTML and CSS | 72 |
| IS 342A | Web Graphics and UI Design | 72 |
| | Total Hours | 234 |

## INFORMATION SYSTEMS, INFORMATION TECHNOLOGY SUPPORT TECHNICIAN (MAJOR #R.7020.CC) CERTIFICATE OF COMPLETION

Students completing this program will have the knowledge, training, and hands-on experience to pursue a career as a Computer User Support Technician in business, government, or education. Students enter the workforce with a comprehensive understanding of computer hardware, system software, networking essentials, and needed people skills to maintain their job at a workplace. Upon completion of this certificate, students will be prepared for further study in networking, including CompTIA Network+ and the Cisco Certified Networking Associate programs, and will have the requisite knowledge to sit for the CompTIA A+ certification exam.

***Program Learning Outcomes:***

Upon completion of this program students will be able to:

- Demonstrate the ability to function effectively in a work environment, including professional verbal and written communications, ethical and appropriate behavior in the business environment, and good customer service skills.
- Create an information technology career plan that identifies personal and professional career goals, realistic financial planning, and sustained commitment to continued attainment of professional knowledge and lifelong learning.
- Apply critical thinking skills to solve technical problems ethically and effectively.
- Demonstrate the ability to operate commonly used computer hardware and software.
- Apply industry accepted best-practices to install, maintain, troubleshoot, secure, and support common business information system computing equipment.

| | | |
|---|---|---|
| IS 359 | Careers in Computing | 54 |
| IS 380 | Information Technology Support Technician Training | 72 |
| OT 317 | Job Retention and Responsibilities | 18 |
| | | Total Hours 144 |

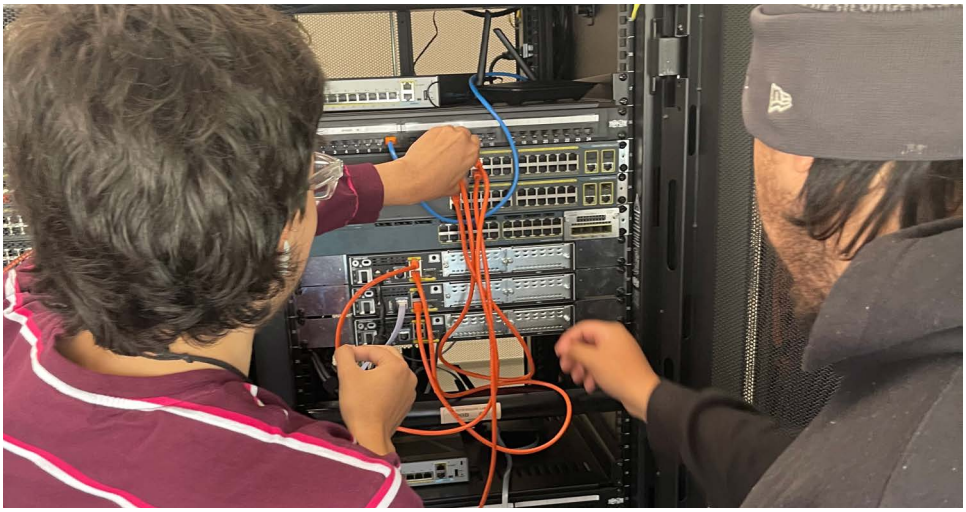
## INFORMATION SYSTEMS, NETWORKING (CISCO CCNA) (MAJOR #R.7030.CC) CERTIFICATE OF COMPLETION

Students completing this certificate will have preparation for employment as a computer network support specialist, specializing in Cisco networking technology, used industry-wide in small, medium, and enterprise level networks.

***Program Learning Outcomes***

Upon successful completion of this program the student will be able to:

- Construct a secure computer network for a small to medium size business and troubleshoot common technical and security issues found in those systems.
- Demonstrate the ability to function effectively in a work environment, including professional verbal and written communications, ethical and appropriate behavior in the business environment, and good customer service skills.
- Create an information technology career plan that identifies personal and professional career goals, realistic financial planning, and sustained commitment to continued attainment of professional knowledge and lifelong learning.
- Apply critical thinking skills to solve technical problems ethically and effectively.



**Required Courses**

| | | |
|---|---|---|
| IS 352 | Introduction to Networks | 108 |
| IS 353 | Switching and Routing Essentials | 108 |
| IS 354 | Enterprise Networking, Security, and Automation | 108 |
| Select one course | | 18 |
| IS 359 | Careers in Computing | 18 |
| OT 317 | Job Retention and Responsibilities | 18 |
| | | Total Hours 342 |

## INFORMATION SYSTEMS, WEB DEVELOPMENT AND DESIGN (MAJOR #R.7040.CC) CERTIFICATE OF COMPLETION

The purpose of this program is to provide students with the knowledge, training, and hands-on experience to pursue a career as a web developer. Students completing this course of study will be exposed to techniques in content creation, graphics, web development and user interface design. At the end of the program, students will have a portfolio that will highlight their skills to potential employers.

***Program Learning Outcomes***

Upon successful completion of this program the student will be able to:

- Apply structured logic in analyzing and solving problems.
- Create and maintain a web site that contains hyperlinks, graphics, tables and forms.
- Plan and design a dynamic web site that will use the latest practices and procedures currently used.
- Develop a portfolio of real world projects that are relevant to the web development industry.

**Required Courses**

| | | |
|---|---|---|
| IS 315 | Computer Concepts | 72 |
| IS 340A | Web Development with HTML and CSS | 72 |
| IS 340B | Advanced Web Development | 90 |
| Select two courses | | 144 |
| CSCI 358 | Programming Essentials in Python | 72 |
| IS 331 | Introduction to Programming | 72 |
| IS 342A | Web Graphics and UI Design | 72 |
| | | Total Hours 378 |

# OFFICE TECHNOLOGY

## ADMINISTRATIVE ASSISTANT (MAJOR #R.7000.CC)
## CERTIFICATE OF COMPLETION

Students will efficiently perform general office work including using application software to create and edit documents, spreadsheets, and database files; managing a records system; applying basic accounting skills; sorting and distributing mail; and managing a phone system. Students will be able to use positive communication skills including skills necessary to attain a position in an office and succeed in the work place.

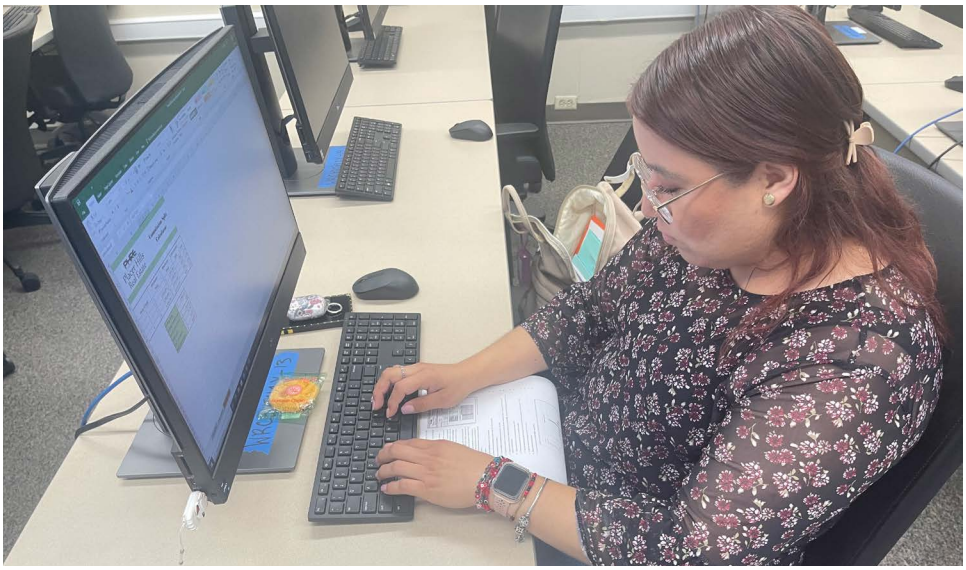
***Program Learning Outcomes***

Upon successful completion of this program the student will be able to:

- Use application software to create and edit word processing documents.
- Use application software to create and edit spreadsheets.
- Manage a records system.

| | | |
|---|---|---|
| OT 301 | Computer Basics | 36 |
| OT 305 | Document Formatting | 36 |
| OT 306 | Data Entry Using Quickbooks | 45 |
| OT 311A | Microsoft Word Essentials | 36 |
| OT 311C | Word Processing Project | 36 |
| OT 312A | Microsoft Excel Essentials | 36 |
| OT 312C | Spreadsheet Projects | 36 |
| OT 313A | Microsoft Access Essentials | 36 |
| OT 316 | Preparing for a Job Interview | 18 |
| OT 317 | Job Retention and Responsibilities | 18 |
| OT 343 | Introduction to Bookkeeping | 54 |
| OT 344 | Filing Procedures | 36 |
| OT 348 | Today's Receptionist | 27 |
| OT 350 | Beginning Keyboarding | 45 |
| OT 351 | Championship Keyboarding | 45 |
| OT 352 | Speed Typing | 45 |

Total Hours 585



## BOOKKEEPING (MAJOR #R.7010.CC) CERTIFICATE OF COMPLETION

The Bookkeeping Certificate of Completion prepares students for an entry level position as a bookkeeper. This program emphasizes day-to-day tasks in support of the financial aspects of an office. Students will be able to use application software to prepare source documents, transcribe information, enter and process data on computers, and prepare financial statements. Topics covered in this program include recording sales and accounts receivable; purchases and accounts payable; cash receipts and payments; banking and payroll procedures. Positive communication skills are developed throughout the program.

***Program Learning Outcomes***

Upon successful completion of this program the student will be able to:

- Apply the basic principles of accounting in A/R, A/P, banking and payroll.
- Use the double-entry bookkeeping method.
- Use application software to create and edit financial statements.

**Required Courses**

| | | |
|---|---|---|
| OT 306 | Data Entry Using Quickbooks | 45 |
| OT 312A | Microsoft Excel Essentials | 36 |
| OT 343 | introduction to Bookkeeping | 54 |
| Select | | 18-36 |
| OT 312C | Spreadsheet Projects | 36 |
| OT 316 | Preparing for a Job Interview | 18 |
| OT 317 | Job Retention and Responsibilities | 18 |
| | | Total Hours 153-171 |

## MEDICAL ADMINISTRATIVE ASSISTANT (MAJOR #R.7050.CC) CERTIFICATE OF COMPLETION

Upon completion of this certificate, the student will be able to register new patients and assist with form completion, retrieve charts, enter patient data, perform various typing requests, maintain and file treatment records, prepare schedules, call patients with appointment reminders, answer phones and route messages, call the pharmacy for prescription order refills and arrange for a patient's hospital admission. They will also be able to make sure copies of lab test results are mailed to patients and demonstrate the ability to meet deadlines and handle multiple tasks. Keyboarding and computer skills knowledge of word processing applications, thorough knowledge of medical terminology, efficient filing skills, knowledge of the scheduling, registration, or admission process and excellent customer services skills are learned and practiced in this program. This certificate emphasizes technical medical front-office skills, as well as personal and social skills necessary to succeed in the work place.

***Program Learning Outcomes***

Upon successful completion of this program the student will be able to:

- Use application software to create and edit word processing documents.
- Use application software to create and edit spreadsheets.
- Manage a records system

| | | |
|---|---|---|
| OT 301 | Computer Basics | 36 |
| OT 306 | Data Entry Using Quickbooks | 45 |
| OT 310 | Medical Terminology | 54 |
| OT 311A | Microsoft Word Essentials | 36 |
| OT 311C | Word Processing Projects | 36 |
| OT 316 | Preparing for a Job Interview | 18 |
| OT 317 | Job Retention and Responsibilities | 18 |

| | | |
|---|---|---|
| OT 328 | Medical Office Management Software | 36 |
| OT 341 | Medical Administrative Assistant | 72 |
| OT 342 | Medical Document Preparation | 72 |
| OT 344 | Filing Procedures | 36 |
| OT 350 | Beginning Keyboarding | 45 |
| OT 351 | Championship Keyboarding | 45 |
| OT 352 | Speed Typing | 45 |

Total Hours 594

## MS OFFICE (MAJOR #R.2303.CC) CERTIFICATE OF COMPLETION

Students successfully completing this certificate will have the skills to use Microsoft Word, Excel, and Access at an intermediate level. Students will have learned typing methods that will improve their productivity, using these three Microsoft products.

| | | |
|---|---|---|
| OT 311A | Microsoft Word Essentials | 36 |
| OT 311C | Word Processing Projects | 36 |
| OT 312A | Microsoft Excel Essentials | 36 |
| OT 312C | Spreadsheet Projects | 36 |
| OT 313A | Microsoft Access Essentials | 36 |
| OT 350 | Beginning Keyboarding | 45 |

Total Hours 225

## OFFICE ASSISTANT (MAJOR #R.7060.CC) CERTIFICATE OF COMPLETION

The Office Assistant Certificate of Completion prepares students for an entry level position in an office setting. This certificate emphasizes technical office skills, as well as personal and social skills necessary to attain a position in an office and succeed in the work place. Students will be able to use application software to create and edit documents and spreadsheet; manage a records system; sort and distribute mail; and manage a phone system. Positive communication skills are developed throughout the program.

***Program Learning Outcomes***

Upon successful completion of this program the student will be able to:

- Use application software to create and edit word processing documents
- Use application software to create and edit spreadsheets.
- Manage a records system.

| | | |
|---|---|---|
| OT 301 | Computer Basics | 36 |
| OT 305 | Document Formatting | 36 |
| OT 306 | Data Entry Using Quickbooks | 45 |
| OT 311A | Microsoft Word Essentials | 36 |
| OT 311C | Word Processing Projects | 36 |
| OT 312A | Microsoft Excel Essentials | 36 |
| OT 316 | Preparing for a Job Interview | 18 |
| OT 317 | Job Retention and Responsibilities | 18 |
| OT 344 | Filing Procedures | 36 |
| OT 348 | Today's Receptionist | 27 |
| OT 350 | Beginning Keyboarding | 45 |
| OT 351 | Championship Keyboarding | 45 |
| OT 352 | Speed Typing | 45 |

Total Hours 459

## RECEPTIONIST (MAJOR #R.7070.CC) CERTIFICATE OF COMPLETION

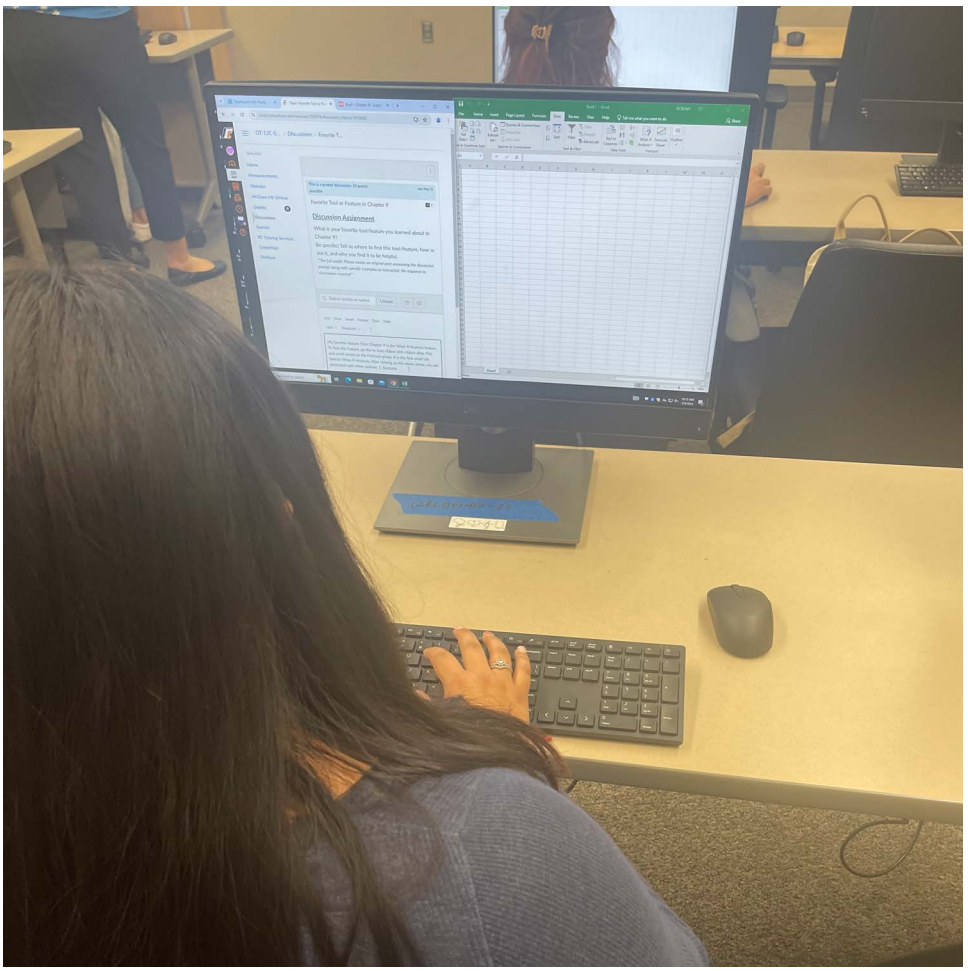
The Receptionist Certificate of Completion prepares the student for an entry-level position as a receptionist. The student will acquire the skills of customer service and greeting customers and visitors; word processing, record keeping and filing, and telephone communications; process incoming and outgoing mail; and, managing voicemail.

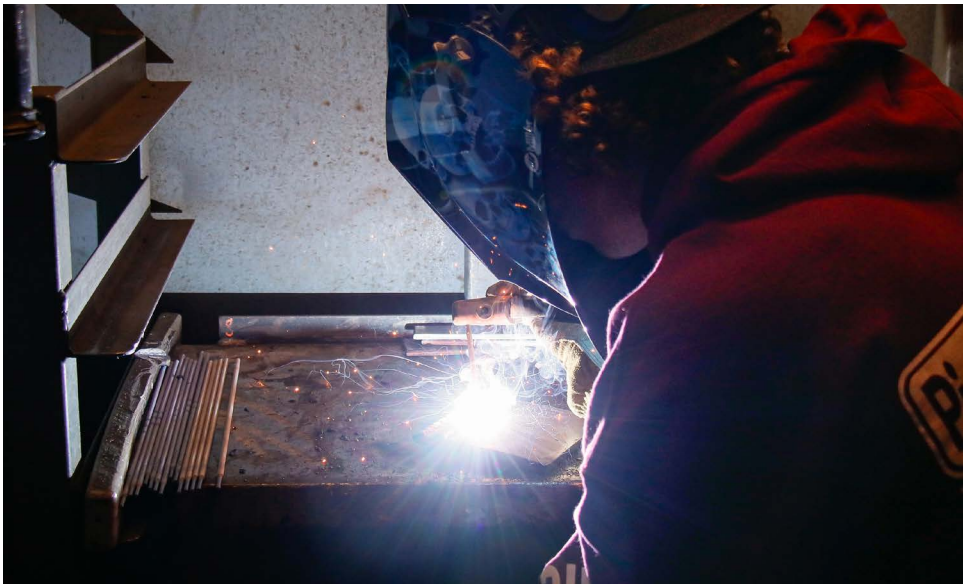
***Program Learning Outcomes***

Upon successful completion of this program the student will be able to:

- Use application software to create and edit word processing documents
- Use application software to create and edit spreadsheets.
- Manage a records system.

| | | |
|---|---|---|
| OT 301 | Computer Basics | 36 |
| OT 305 | Document Formatting | 36 |
| OT 311A | Microsoft Word Essentials | 36 |
| OT 311C | Word Processing Projects | 36 |
| OT 344 | Filing Procedures | 36 |
| OT 348 | Today's Receptionist | 27 |
| OT 350 | Beginning Keyboarding | 45 |
| OT 351 | Championship Keyboarding | 45 |
| OT 352 | Speed Typing | 45 |
| | | Total Hours 342 |





# MANUFACTURING TECHNOLOGY

## ADVANCED WELDING (MAJOR #R.7110.CC)
## CERTIFICATE OF COMPLETION

Student successfully completing this certificate will be prepared for AWS certification exam procedures. Students will have developed, improved, and refined welding skills through guided practice in a lab setting. Students will have a general overview of inspection, testing and certification, and general fabrication concepts.

| | | |
|---|---|---|
| WELD 362 | Advanced Welding | 171 |
| WELD 363 | Welding Certification Preparation | 9-108 |
| | | Total Hours 180-279 |

## INTERMEDIATE WELDING (MAJOR #R.7210.CC)
## CERTIFICATE OF COMPLETION

Students successfully completing this certificate will have expanded their basic welding skills to shielded metal arc welding (SMAW), gas metal arc welding (GMAW), fluxcored arc welding (FCAW) and gas tungsten arc welding (GTAW/TIG). Additionally, students will have gained welding techniques in horizontal, vertical and overhead positions on steel, stainless steel, and aluminum. Students will have achieved these skills through hands-on use of oxyfuel cutting (OFC), plasma cutting and carbon air arc gouging.

| | | |
|---|---|---|
| WELD 360 | Introduction to Welding | 162 |
| WELD 361 | Intermediate Welding | 171 |
| | | Total Hours 333 |

## WELDING ESSENTIALS (MAJOR #R.7310.CC)
## CERTIFICATE OF COMPLETION

Students successfully completing this certificate will have gained a basic knowledge of the welding industry. They will have a strong understanding of safety, welding processes, equipment, and the properties of metals.

| | | |
|---|---|---|
| WELD 341 | Welding Essentials | 90 |
| WELD 377 | Assistance in Welding | 9-108 |
| | | Total Hours 99-198 |

## Reedley College

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# NONCREDIT COURSE DESCRIPTIONS

## ACCOUNTING (ACCTG)

### 304A FINANCIAL ACCOUNTING

**0 units, 4 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH, and Mathematics 201.

This course covers the accounting information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. It includes recording and reporting of business transactions with a focus on the accounting cycle, and the application of generally accepted accounting principles for the preparation of financial statements. This course includes issues relating to asset, liability, equity valuation, revenue and expense recognition, cash flow, internal control and ethics.

### 331 COMPUTERIZED ACCOUNTING

**0 units, 3 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

ADVISORIES: Accounting 40, 340, 304A or 4A, or 2 years high school accounting or equivalent; English 1A or 1AH, and Mathematics 201.

This class provides an introduction to accounting procedures using QuickBooks accounting software. The class presents the use of various accounting modules, including general ledger, depreciation, accounts receivable, accounts payable, payroll and inventory control.

### 340 APPLIED ACCOUNTING

**0 units, 4 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH, and Mathematics 201.

This course is designed to introduce basic accounting concepts. Emphasis will be placed on journal entries, posting to ledgers, preparing worksheets, and financial statements for a sole proprietorship operating as a service organization. Ten-key office calculators will be used with an emphasis on speed and accuracy.

### 346 INCOME TAX-A SHORT COURSE

**0 units, 1.5 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: Mathematics 201.

This course is designed to assist individuals to prepare their Federal 1040 and the associated schedules.

## AGRICULTURE (AG)

### 313 FUNDAMENTALS OF THE FRESH FRUIT INDUSTRY

**0 units, 6 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This course provides an overview of important functions of field, processing, and packing in the local fresh fruit industry including economics of Farming, Irrigation, Growing, Planting, Harvesting, Varietals, rootstocks, Field Labor management, Production, supply chain, retail supply chain, import export laws and production and inventory management.

## 314 EMERGING TECHNOLOGIES IN AGRICULTURE

**0 units, 6 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This course provides an overview of emerging technology in the agriculture industry, specifically in tree fruit, citrus, and vineyard production. Topics including automation in the field and packing facility, as well as biotechnology in agriculture and an overview of programmable logic controllers (PLCs).

## 331 FOOD SAFETY – HACCP

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This course provides an introduction to food safety principles including identification of potential food safety hazards and sources of contamination. Emphasis is placed on the benefits of implementing Good Agricultural Practices (GAPs) and Good Manufacturing Processes (GMPs) into food operations, and identification of the U.S. Regulatory Agencies that enforce food safety standards. It also covers the 5 preliminary steps and 7 principles of HACCP.

## 350 AGRICULTURAL TECHNICAL LITERACY

**0 units, 2 lecture hours, pass/no pass only, unlimited repeats**

This is a digital literacy course focusing on developing basic computer skills utilized in agriculture. The course will teach basic word applications, spreadsheet skills, PowerPoint, and email skills needed for communicating in an agricultural setting. The class will also cover accessing information on the internet, reading digital maps, and navigating agribusiness applications.

## 351 AGRICULTURAL SYSTEMS

**0 units, 2 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

This is a foundational agricultural systems class that will cover basics of agricultural trends and its impacts on the agriculture industry. The course will also encompass policies, legislation and supply chain. Additionally, the course will give a general overview of crop production and animal production systems.

### 352 AGRICULTURAL SAFETY

0 units, 1.5 lecture hours, 1.5 lab hours, pass/no pass only, unlimited repeats

This course provides technical training and familiarization with agricultural basic tools and safety practices. The topics covered in the course are OSHA safety in agricultural settings, lock-out tag-out procedures, proper personal protection equipment, local and federal rules and regulations, and proper hygiene.

### 353 EQUIPMENT OPERATION, CONFIGURATION & TROUBLESHOOTING

0 units, 2 lecture hours, 4 lab hours, pass/no pass only, unlimited repeats

This course provides familiarization with electronic and mechanical agricultural equipment operation. The course covers manual/automated controls, troubleshooting electrical and mechanical equipment, and hardware and software.

### 354 WORKPLACE EFFECTIVENESS

0 units, 2 lecture hours, pass/no pass only, unlimited repeats

This is course will address elements of proper communication, work ethic, workplace etiquette, problem-solving, time-management.

## AMERICAN SIGN LANGUAGE (ASL)

### 301 BEGINNING AMERICAN SIGN LANGUAGE

0 units, 4 lecture hours, pass/no pass only, unlimited repeats

ADVISORIES: English 1A or 1AH.

American Sign Language 301 is a beginning course in everyday communication with the Deaf community. This course provides an introduction to vocabulary, idioms, grammar, the culture of the deaf community, and appropriate behavior for social interaction with the deaf. The course is designed for students who have no knowledge of ASL and uses only the target language in class. This course is intended for parents of deaf and hard of hearing children.

### 302 HIGH-BEGINNING AMERICAN SIGN LANGUAGE

0 units, 4 lecture hours, pass/no pass only, unlimited repeats

PREREQUISITES: American Sign Language 1, 301 or equivalent skills as determined by an instructor of American Sign Language. ADVISORIES: English 1A or 1AH.

American Sign Language 302 is a high-beginning course in American Sign Language. Students are expected to enter with proficiency in ASL-1. This course will build upon prior knowledge of ASL for communication purposes with members of the Deaf community. This course will examine vocabulary, morphology, and syntax used in the everyday language of the Deaf community. This class is taught in the target language, American Sign Language. This course is intended for parents of deaf and hard of hearing children.

## 303 INTERMEDIATE AMERICAN SIGN LANGUAGE

**0 units, 4 lecture hours, pass/no pass only, unlimited repeats**

PREREQUISITES: American Sign Language 2, 302, or equivalent skills as determined by an instructor of American Sign Language. ADVISORIES: English 1A or 1AH.

American Sign Language 303 is a third-level course in everyday communication with the Deaf community. This course will review basic grammatical structures and further develop signing skills and continue to expand vocabulary. This course requires an increased reliance on signing in the study of the culture of the Deaf community and uses only the target language in class. This course is intended for parents of deaf and hard of hearing children.

## 304 HIGH-INTERMEDIATE AMERICAN SIGN LANGUAGE

**0 units, 4 lecture hours, pass/no pass only, unlimited repeats**

PREREQUISITES: American Sign Language 3 or 303 or equivalent skills as determined by an instructor of American Sign Language. ADVISORIES: English 1A or 1AH.

American Sign Language 304 is a fourth-level course in everyday communication with the deaf and hard of hearing community. This course furthers development of proficiency of morphology and grammar usage and increased reliance on signing in the continued exploration of current topics of relevance to the culture of the Deaf community. This course uses only the target language in class. This course is intended for parents of deaf and hard of hearing children.

## 305 DEAF CULTURE

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This course will explore various aspects of Deaf Culture and the Deaf Community. Students will critically discuss, analyze, and demonstrate understanding about the cultural values, traditions, rules of interaction, language, identity, and history of the Deaf Community. Students will develop understanding about working in professions with Deaf members of the community and the technological advances which support members of the Deaf Community. ASL proficiency not required for this course. This course is intended for parents of deaf and hard of hearing children.

## 306 STRUCTURE OF AMERICAN SIGN LANGUAGE

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

PREREQUISITES: American Sign Language 2 or 302 or equivalent skills as determined by an instructor of American Sign Language. ADVISORIES: English 1A or 1AH.

This course analyzes and explores basic phonology, morphology, syntax, semantics, variation, and historical change of ASL. The course will be taught in ASL. This course is intended for parents of deaf and hard of hearing children.

# ANIMAL SCIENCE (AS)

### 323 INTRODUCTORY FARRIER SCIENCE

**0 units, 2 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

This course covers fundamental horseshoeing principles and practices, basic anatomy and physiology of the horse's limbs and feet, horseshoeing terminology, and guidelines for assessing a proper horseshoeing job. The examination of treatment and prevention of common lameness problems are also included.

# ART (ART)

### 307 BEGINNING DRAWING

**0 units, 2 lecture hours, 4 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This course will focus on developing basic skills in objective, representational, freehand drawing in various two-dimensional media. Through lecture and studio practice, students will explore representational, abstract, non-objective, and conceptual approaches to drawing. This course will also introduce the visual language of drawing, composition (the elements and principles of design), historical and contemporary rendering techniques and drawing as creative personal expression. Fundamentals of representationally figurative drawing (referencing either live nude model or 2D photo reference) will be emphasized. This course is intended for older adults to enhance and maintain creative expression through art.

### 309 BEGINNING PAINTING: OIL AND ACRYLIC

**0 units, 2 lecture hours, 4 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: Eligibility for Mathematics 201.

This course is an exploration of the creative act of painting using representational, abstract and non-objective forms. Emphasis is placed on the fundamentals of composition and the ability to handle materials. Students will learn basic color theory, value, line, shape, texture and techniques including direct paint application, glazing, brush strokes and impasto. Issues concerning canvas stretching, brush cleaning, mixing glazes and toxicity are addressed. Through lecture and studio practice, students gain introductory skills in, painting within the context of an historical perspective. This course is intended for older adults to enhance and maintain creative expression through art.

### 317 INTERMEDIATE DRAWING

**0 units, 2 lecture hours, 4 lab hours, pass/no pass only, unlimited repeats**

PREREQUISITE: Art 307.

This course is an exploration of the creative act of drawing using representational, abstract, non-objective and conceptual forms. Students will build upon skills learned in beginning drawing and create a cohesive body of work. Historical and contemporary drawing techniques as well as drawing as a form of creative personal expression are integrated into course content. This course is intended for older adults to enhance and maintain creative expression through art.

### 319 INTERMEDIATE PAINTING: OIL/ACRYLIC

**0 units, 2 lecture hours, 4 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: Art 309 or demonstration of comparable skill level to be determined by testing and/or portfolio of past oil/ acrylic painting works, eligibility for Mathematics 201.

This course is an exploration of the creative act of painting using representational, abstract, and non-objective forms. Students will build upon skills learned in beginning painting and create a cohesive body of work. Historical and contemporary approaches to oil and acrylic media are integrated into course content. This course is intended for older adults to enhance and maintain creative expression through art.

### 336A INTERMEDIATE WHEEL THROWING

**0 units, 2 lecture hours, 4 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: Art 10, Mathematics 45, and English 1A or 1AH.

This course will focus on intermediate-level throwing on the potter's wheel. Students will explore the use of the potters wheel as a means of producing utilitarian as well as non utilitarian forms. Course areas of study will focus on vessels and forms made on the wheel, clays and their materials attributes as they relate to construction and glaze formulation. This course is intended for older adults to enhance and maintain creative expression through art.

### 338A INTERMEDIATE HAND-BUILDING

**0 units, 2 lecture hours, 4 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: Art 15, Mathematics 45 and English 1A or 1AH.

This course will focus on intermediate-level hand building of ceramic art. The techniques of coil, slab, and other hand construction methods will be explored, refined and developed to reflect an intermediate level comprehension of the material. Course work will center around sculptural projects that engage elements of design as well as content and material exploration. This course is intended for older adults to enhance and maintain creative expression through art.

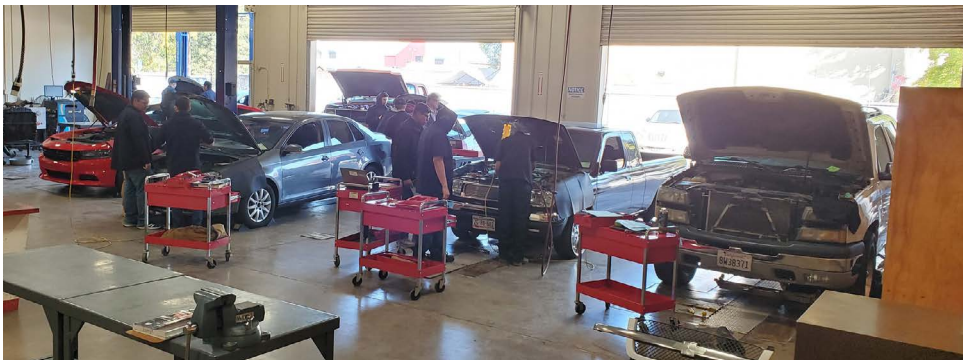
## AUTOMOTIVE TECHNOLOGY (AUTOT)

### 309 AUTOMOTIVE ESSENTIALS

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course is an overview of the automobile and its basic components. General servicing procedures and basic troubleshooting are included for anyone needing an introduction to the operating principles of the automobile.



# BUSINESS ADMINISTRATION (BA)

## 310 INTRODUCTION TO BUSINESS

0 units, 3 lecture hours, pass/no pass only, unlimited repeats

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This is a survey in business course providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. This course examines how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management and organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting and financial practices; the stock and securities market; and therefore, affect a business' ability to achieve its organizational goals.

## 315 INTRODUCTION TO MANAGEMENT

0 units, 3 lecture hours, pass/no pass only, unlimited repeats

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course is an introduction to the primary management functions, including strategic and tactical planning, decision-making, organizational design and systems, leadership, motivation and communication, and internal control systems.

## 330 FUNDAMENTALS OF INVESTING

0 units, 3 lecture hours, pass/no pass only, unlimited repeats

ADVISORIES: Mathematics 201 and English 1A or 1AH.

This course examines the integration of personal financial management with physiological and psychological well-being, and the life-long impact financial decisions have on individuals, families, and society. Topics include time value of money, tax strategies, financial planning strategies, financial monitoring, money & credit management, risk management, saving and investing, and retirement and estate planning.

## 334 PERSONAL FINANCE

0 units, 3 lecture hours, pass/no pass only, unlimited repeats

ADVISORIES: Mathematics 201 and English 1A or 1AH.

This class covers traditional investment tools including stocks, bonds, mutual funds, real estate, insurance, and other alternatives as investment and retirement planning instruments. Personal finance, retirement plans, and related topics will be explored.

## 338 OPERATION OF A SMALL BUSINESS

0 units, 3 lecture hours, pass/no pass only, unlimited repeats

ADVISORIES: Mathematics 201 and English 1A or 1AH.

This course teaches students to take a systematic approach to developing and managing a small business. Emphasis is placed on discussions, case studies, and practical exercises that help students to develop expertise in the operations, marketing, human resource utilization, and financing of a small business venture.

### 347 CAREERS-BUSINESS

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This class will provide the student with job search skills including resume and cover letter writing and interview techniques. Additionally, this course will describe and discuss job related “soft skills” and work ethics.

### 352 INTRODUCTION TO ENTREPRENEURSHIP

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

ADVISORIES: Mathematics 201 and English 1A or 1AH.

Students in this course will develop an understanding of the complex tasks faced by individuals engaged in entrepreneurial activities. This course identifies the methods for developing a business idea, the process of starting a business, how to acquire resources, and the key parts of a business plan.

## COMMUNICATION (COMM)

### 301 BASICS OF PUBLIC SPEAKING

**0 units, .34 lecture hours, pass/no pass only, unlimited repeats**

In this class, you will not only learn strategies to manage your fear of public speaking, but you will also learn the basics of audience analysis, listening, speech organization, and how to become more confident in your speech delivery.

### 303 CONFLICT RESOLUTION STRATEGIES FOR THE WORKPLACE

**0 units, .34 lecture hours, pass/no pass only, unlimited repeats**

Conflict is inevitable but how we deal with conflict can make all the difference at work or in our relationships. This course will define conflict, discuss both the benefits and dangers of conflict while addressing common conflict types and management strategies.

### 305 LEADERSHIP AND COMMUNICATION

**0 units, .34 lecture hours, pass/no pass only, unlimited repeats**

Leadership requires good communication skills. This course will define leadership, discuss the verbal and nonverbal elements that help to convey power, and explain where power comes from while discussing ways to improve communication skills in order to increase you own leadership potential.

## COMPUTER SCIENCE (CSCI)

### 305 JAVA PROGRAMMING

**0 units, 2 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

PREREQUISITES: Mathematics 103. ADVISORIES: English 1A or 1AH.

This course is an introduction to object-oriented concepts, terminology, and syntax to create programs using Java. The topics include data representation, control structures, class, objects, methods, arrays, and graphical user interfaces. This course prepares students for the Oracle Certified Foundations Associate, Java exam and the first part of the Oracle Java SE 8Programmer I certification exam.

### 358 PROGRAMMING ESSENTIALS IN PYTHON

**0 units, 2 lecture hours, 2 lab hours, pass/no pass only, unlimited repeats**
**ADVISORIES: Mathematics 3A and English 1A or 1AH.**

This course includes the fundamentals of computer programming concepts and techniques using Python. Students will learn about interpreted code, using an integrated development environment and over Python syntax, types, arithmetic operators and expressions, variable and scope, input/output operations, conditions, iteration, lists and dictionaries and their manipulation, basic sorting, modules and packages, string methods, exception handling, object-oriented programming inheritance, polymorphism, generators, and iterators. This course prepares students for Python Institute's Certified Associate in Python Programming (PCA)

## CONTINUING EDUCATION LEARNING ACADEMY (CELA)

### 301 FOUNDATIONS OF EQUITY

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

This course is designed to increase participants' understanding of implicit bias, racial privilege, institutional racism, and the role that equity plays in society and in the classroom.

### 302 DATA LITERACY

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

This course will introduce you to available education data resources. Participants will learn how to review, disaggregate, and present data using an equity lens. Equity minded data analysis will ensure appropriate, targeted, academic services for student success. Participants will also learn how to engage stakeholders while examining their individual implicit and explicit bias, institutional beliefs, and behaviors which may contribute to inequitable outcomes. Completing this course qualifies Reedley College employees to become a Reedley College Data Coach.

### 303 ALTERNATIVE GRADING PRACTICES

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

What do grades really measure? Is there a more accurate indicator of our students' skills and abilities? The traditional grading system used in the U.S. is often more a measure of privilege or personality than of learning. It also creates a competitive, chilly course climate that can undermine efforts to build community with students and positions teachers as gatekeepers, as opposed to partners. In this course we will investigate alternative strategies for indicating student learning that is more equitable, more accurate, and more effectively promote student agency and motivation. We will also discuss some simple changes instructors can make to their syllabus policies and course design that can increase grading equity and student engagement with the learning process.

### 304 SUPPORTING ENGLISH AS A SECOND LANGUAGE STUDENTS ACROSS THE CURRICULUM

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

Discover the intricacies of supporting English as a Second Language (ESL) students no matter the context. This class will cover the different classifications of ESL students, the link between culture and language, and the best practices for teaching and supporting these students.

## 305 SUPPORTING STUDENTS WITH DISABILITIES ACROSS THE CURRICULUM

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

Discover the intricacies of supporting Disabled Students and Students with Accommodations no matter the context. This class will cover bias, ADA laws, Universal Design, and more.

## 306 SUPPORTING READING AND WRITING ACROSS THE CURRICULUM

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

This course is designed to teach ways to include best practices for meeting the reading and writing needs of a diverse student population. Students will discover ways to teach reading and writing within the context of their own courses.

## 307 ONLINE TEACHING

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

This course will introduce you to effective practices in online instruction by building on a solid understanding of California Community College distance education policies and procedures.

## 308 INTRODUCTION TO OPEN EDUCATION AND RESOURCES

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

This course serves as an introduction to Open Education and Open Educational Resources (OER), providing teachers with new options for selecting textbooks and other course resources to make the best decisions for their students.

## 309 CREATING ACCESSIBLE COURSE CONTENT

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

Creating Accessible Online Course provides an overview of accessibility within online courses, focusing on the skills needed to make instructional course content both technically accessible and usable to a broad range of students. The course covers how to use online tools, including those in Canvas, to create accessible resources, retrofit existing resources, and curate new resources. The focal point of the course is learning how to use editors (both in your CMS and in common software, such as Microsoft Word) to enhance accessibility for content posted online.

## 311 INTRODUCTION TO CANVAS

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

This course is designed to help instructors learn the basics of how to use Canvas effectively in brick and mortar classrooms AND online learning environments. Successful completion of this class does not qualify instructors to teach online. Please see CELA 307 for online teaching certification.

### 312 COMMUNICATION IN AN ONLINE COURSE

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

The first ten minutes a student is in a course can make or break their experience. Designing a course with the needs of diverse students in mind allows you to hit just the right note for that crucial first "introduction" and build intuitive elements that support each student's success. Participants discover the power of three important "tens" in an online student's interaction in the course--the first 10 minutes, the first 10 hours, and the first 10 days. The course covers strategies to authentically welcome students, design impactful home pages, plan intentional communication, and create a community in your online class.

### 313 DUAL ENROLLMENT FOR EDUCATORS

**0 units, 1-3 lecture hours, pass/no pass only, unlimited repeats**

This comprehensive course is designed for college and high school instructors, administrators, and student service professionals involved in dual enrollment programs. The course covers a wide range of topics that can be customized for participants' context to equip them with the knowledge and skills necessary for successful implementation and management of dual enrollment courses and programs. This course provides a holistic approach to dual enrollment program management, ensuring participants are well-prepared to navigate the complexities of fostering a successful dual enrollment experience for high school students.

## COUNSELING (COUN)

### 320 COLLEGE INTRODUCTION

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

This is a comprehensive course to assist students in self-assessment, planning for success, time management, and educational planning. Students will familiarize themselves with the Reedley College catalog and will learn about the various campus resources and student services available for their use.

### 381 LIFE STRATEGIES SUCCESS

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

Students will learn skills that will assist them in developing and implementing a personal plan for achieving their life goals.

### 382 PRACTICAL MONEY SKILLS FOR LIFE

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

This is a basic course in money management. Each student will be introduced to the benefits of budgeting and financial planning. Students will become familiar with how to best utilize their financial resources and identify the benefits and disadvantages of using credit. Students will learn the various types of checking and savings accounts, identify various consumer scams, and learn how to protect themselves from identity theft.

### 383 PARENTING STRATEGIES AND FAMILY RELATIONSHIPS

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

This course examines the importance of family relationships and helps identify strategies that can lead to positive changes within the family. Students will learn strategies for effective parenting, effective communication, stress and anger management, domestic violence resolution, and personal boundary maintenance.

# EARLY CHILDHOOD EDUCATION (ECE)

## 301 PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

Historical contexts and theoretical perspectives of developmentally appropriate practice in early care and education for children birth through age eight. Explores the typical roles and expectations of early childhood educators. Identifies professional ethics, career pathways, and professional standards. Introduces best practices for developmentally appropriate learning environments, curriculum, and effective pedagogy for young children including how play contributes to children's learning, growth, and development.

## 302 CHILD GROWTH AND DEVELOPMENT

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or1AH.

This course examines the progression of development in the physical, cognitive, social, and emotional domains and identifies developmental milestones for children from conception through adolescence. Emphasis is placed on interactions between biological processes and environmental factors. Students will observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories.

## 306 HEALTH, SAFETY AND NUTRITION IN EARLY CHILDHOOD EDUCATION

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

This course explores the laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in care and education settings for children birth through middle childhood. Emphasis is placed on the teacher's role in prevention strategies, nutrition and meal planning, integrating health, safety and nutrition experiences into daily routines, and overall risk management.

## 311 GUIDANCE FOR YOUNG CHILDREN

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This course explores effective strategies for guiding children's behavior in the Early Care and Education environment. Establishing a pro-social environment, developing positive relationships, and maintaining a healthy schedule will be emphasized. Attention will be given to guidelines for discussion of behavioral issues of concern, the teacher's role in supporting children through emotional difficulties, and the needs of children at risk.

## 312 CHILD ABUSE

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

This course will explore the issues related to abused, battered, and neglected children, along with the profile of abusers. Reporting laws and professional responsibilities will be identified. Identification, prevention and treatment of abused children and abusers will be covered.

## 313 EMERGENT LITERACY

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This course is designed for current students, future early childhood educators, those who are considering teaching as a profession, and prospective literacy tutors. Students will develop competency in emergent literacy strategies that are essential for delivering culturally relevant reading instruction to emergent young readers, children from birth through age 8. Students will study and gain knowledge of research-based principles and practices for providing young children with a strong foundation in emergent literacy in early reading, writing and oral language within a developmentally-appropriate approach. The theory and research is translated into practical strategies, assessment materials and preparation of a rich literacy environment.

## 314 LIFESPAN DEVELOPMENT

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

In this course, basic theories, research concepts and principles of physical, cognitive, social and emotional development, including biological and environmental influences, will be explored with a focus on each major stage of life from conception to death. This course is designed to promote critical self-understanding. Students will apply developmental theory to major topics, including developmental problems, that occur throughout one's lifespan.

## 315 PARENT EDUCATION

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

This course examines skills needed for effective parenting and the importance of nurturing young children. This course also addresses the explicit developmental needs of children and the use of effective communication skills. Positive discipline strategies will be explored as well as environmental influences on behavior.

## 350 FAMILY CHILD CARE PROGRAMS

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This course is an introduction to managing a quality family child care home; meeting licensing requirements, developing policies for parents, business practices, recruiting children, and strategies to promote professionalism. Program planning including developmentally appropriate practices for children of mixed ages, guidance techniques, and designing an environment for children's learning.

## 360 INTRODUCTION TO SCHOOL-AGE CHILD CARE

**0 units, 2 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

LIMITATION ON ENROLLMENT: This course requires verification of measles vaccination, freedom of tuberculosis, and verification of flu vaccination within the past 12 months.

This course will examine quality child care, licensing requirements, and program options for school-age child care. An emphasis will be placed on administrative aspects including staffing requirements, environmental design, and program planning for quality school-age child care.

## 361 SCHOOL-AGE CHILD CARE

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

This course will examine appropriate activities, materials, and curriculum development for the child 5 to 12 years in a group-care setting. An emphasis will be placed on the duties and requirements of the classroom teacher, including the importance of understanding growth and development, and planning developmentally appropriate activities for small and large groups of children.

## 370 CA PRESCHOOL FOUNDATIONS & FRAMEWORKS: SOCIAL AND EMOTIONAL

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

Introduction to the social and emotional development domain of the California Preschool Learning Foundations and Frameworks including the strands of self, social interaction, and relationships. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Applicable to required or professional development units for Child Development Permit holders, preschool, transitional kindergarten, and early primary teachers.

## 371 CA PRESCHOOL FOUNDATIONS & FRAMEWORKS: LANGUAGE & LITERACY

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

Introduction to the language and literacy development domain in the California Preschool Learning Foundations and Frameworks including the strands of listening and speaking, reading, and writing. Provides practical considerations for implementing the curriculum frameworks developed for this domain. Applicable to required or professional development units for Child Development Permit holder, preschool, transitional kindergarten, and early-primary teachers.

## 372 CA PRESCHOOL FOUNDATIONS & FRAMEWORKS: ENGLISH LANGUAGE DEVELOPMENT

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

Introduction to the English language learners domain of the California Preschool Learning Foundations and Frameworks including strands of listening, speaking, reading and writing. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Applicable to required or professional development units for Child Development Permit holders, preschool, transitional kindergarten, and early-primary teachers.

## 373 CA PRESCHOOL FOUNDATIONS & FRAMEWORKS: MATH

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

Introduction to the mathematics domain of the California Preschool Learning Foundations and Frameworks including the strands of number sense, algebra and functions, measurement, geometry, and mathematical reasoning. Provides strategies for implementing the curriculum frameworks for this domain. Applicable to required or professional development units for Child Development Permit holders, transitional kindergarten, and early-primary teachers.

## 374 CA PRESCHOOL FOUNDATIONS & FRAMEWORKS: VISUAL ARTS

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

Introduction to the visual arts domain of the California Preschool Learning Foundations & Frameworks including artistic expression and response, and skills using various art mediums. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Applicable to required or professional development units for Child Development Permit holders, preschool, transitional kindergarten, and early-primary teachers.

## 375 CA PRESCHOOL FOUNDATIONS & FRAMEWORKS: PERFORMING ARTS

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

Introduction to the performing arts domain of the California Preschool Learning Foundations and Frameworks including strands of music, drama and dance. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Applicable to required or professional development units for Child Development Permit holders, preschool, transitional kindergarten, and early-primary teachers.

## 376 CA PRESCHOOL FOUNDATIONS & FRAMEWORKS: PHYSICAL DEVELOPMENTS

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

Introduction to the physical development domain of the California Preschool Learning Foundations & Frameworks including strands of fundamental movement skills, perceptual-motor skills and movement concepts, and active physical play. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Applicable to required or Child Development permit holders, preschool, transitional kindergarten, and early-primary teachers.

## 377 CA PRESCHOOL FOUNDATIONS & FRAMEWORKS: HEALTH

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

Introduction to the health domain of the California Preschool Learning Foundations and Frameworks including the strands of health habits, safety, and nutrition. Provides practical strategies for implementing the curriculum frameworks. Applicable to required or professional development units for Child Development Permit holders, as well as preschool, transitional kindergarten, and early-primary teachers.

## 378 CA PRESCHOOL FOUNDATIONS & FRAMEWORKS: SCIENCE

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A and 1AH.

Introduces the science domain of the California Preschool Learning Foundations and Frameworks including the strands of scientific inquiry, physical, life, and earth sciences and provides practical strategies for implementing the curriculum frameworks developed for this domain. Applicable to required or professional development units for Child Development Permit holders, pre-school, transitional kindergarten, and early-primary teachers.

## 379 CA PRESCHOOL FOUNDATIONS & FRAMEWORKS: HISTORY/SOC SCIENCE

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

Introduction to the history and social science domain of the California Preschool Learning Foundations and Frameworks including strands of self and society, civics, history, geography, ecology, and economics. Provides practical strategies for implementing the curriculum frameworks developed for this domain. Applicable to required or professional development units for Child Development Permit holders, pre-school, transitional kindergarten, and early-primary teachers.

## 382 COMMUNICATION AND LANGUAGE DEVELOPMENT 0-3

**0 units, .17 lecture hours, pass/no pass only, unlimited repeats**

The workshop explores how the development of thinking and reasoning supports language development in young children.

## 383 EVERYDAY PLAY 0-3

**0 units, .17 lecture hours, pass/no pass only, unlimited repeats**

This workshop examines how play helps children develop key skills in all developmental domains: cognitive, language, social-emotional and physical.

## 384 THE FACTORS AFFECTING BRAIN GROWTH AND DEVELOPMENT

**0 units, .17 lecture hours, pass/no pass only, unlimited repeats**

Workshop covering the different factors promoting or inhibiting healthy brain development.

## 385 PARENTING TODDLERS

**0 units, .5 lecture hours, pass/no pass only, unlimited repeats**

In this course parents and family members learn about typical development milestones during the toddler years in the cognitive, social-emotional, language and physical domains. Parents will discover how to easily augment daily activities to support development. Skills to promote positive parenting attitudes and healthy parent-child relationships will be embedded throughout the entire course.

## 386 SOCIAL-EMOTIONAL DEVELOPMENT 0-3

**0 units, .5 lecture hours, pass/no pass only, unlimited repeats**

The workshop explores the social and emotional development in the first five years of a child's life, the brain's role in this process, and how parents and caregivers can support healthy social and emotional development.

### 387 SUPPORTING THE THINKING, REASONING AND UNDERSTANDING OF YOUNG CHILDREN

0 units, .5 lecture hours, pass/no pass only, unlimited repeats

The workshop explores the cognitive development in the first five years of a child's life, the brain's role in this process, and how parents and caregivers can support healthy thinking, reasoning and understanding.

### 388 UNDERSTANDING BASICS OF BRAIN DEVELOPMENT 0-5

0 units, .17 lecture hours, pass/no pass only, unlimited repeats

This course will look at how the brain grows and develops from conception until 5 years old and describe the main parts of the brain and their functions as well as explore how a parent can support healthy brain development in early childhood when the brain is the most receptive to change.

### 389 UNDERSTANDING BEHAVIOR 0-3

0 units, .5 lecture hours, pass/no pass only, unlimited repeats

This workshop discusses the various areas of the brain and how they influence young children's behaviors. The workshop discusses approaches for identifying the root cause of young children's behaviors and discuss and demonstrate effective strategies to address challenging behaviors in very young children.

## ENVIRONMENTAL HORTICULTURE (EH)

### 337 BEGINNING FLORAL DESIGN

0 units, 2 lecture hours, 3 lab hours, pass/no pass only, 4 repeats

ADVISORIES: ENGL 1A or ENGL 1AH.

This course is an introduction to the fundamentals of theory, techniques and skills currently practiced in the floral industry. Includes applied art principles, cut flower care, handling practices, proper use of florist tools and materials, pricing of floral products and use of current floral business technology. Includes constructing corsages, floral arrangements, and foliage plant items, which meet floral industry standards.

### 383 HOME FOOD PRODUCTION

0 units, 3 lab hours, pass/no pass only, unlimited repeats

The planting, growing, harvesting, and processing methods for various food crops including fruit trees, berry vines, perennial and annual edible plants used in the landscape.

### 384 ORNAMENTAL & VEGETABLE GARDENING PROJECTS

0 units, 3 lab hours, pass/no pass only, unlimited repeats

Application of skills in the following landscape horticulture areas: general gardening, vegetable, greenhouse, ornamentals, etc. Individual projects to be determined by student interest in consultation with instructor.

# ENGLISH (ENGL)

## 305 STRATEGIC SKILLS FOR SUCCESS IN ENGLISH

**0 units, 2 lecture hours, pass/no pass only, unlimited repeats**

COREQUISITE: English 1A or 1AH.

This course will be taught in conjunction with English 1A College Reading and Writing so that students can further their critical reading and writing skills for their English 1 A course. Course will include assignments linked to and building on the English 1A coursework.

## 315A CREATIVE WRITING: POETRY

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

A course intended for students who enjoy reading and writing poetry. In this course, students will study poems by professional writers and fellow students and use what they learn to write their own original poetry. The strongest poems written in this class are often recommended for publication in Reedley College's literature journal, Symmetry. This course is intended for older adults to maintain and improve self-expression through creative writing with an emphasis placed on poetry.

## 315B CREATIVE WRITING: FICTION

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

English 315B is intended for older adults who are interested in maintaining and improving self-expression through creative writing with an emphasis placed on short fiction; the course includes appropriate exercises, readings and critical analyses of published and student work.

## 315E CREATIVE WRITING: NON-FICTION

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

An introductory workshop course intended for older adults who are interested in writing creative nonfiction, focusing on memoir. It includes appropriate exercises, readings and analyses of published and student work.

## 315F CREATIVE WRITING: SCREENWRITING

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

A workshop course intended for older adults to maintain and improve self-expression through creative writing with an emphasis placed on writing for the screen; includes appropriate exercises, readings, viewing, and critical analyses of professional and student work.

## 315J LITERARY JOURNAL PUBLICATION

**0 units, 1.5 lecture hours, 5 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 15A, 15B, 15E or 15F, 315A, 315B, 315E, or 315F.

This course focuses on developing and using literary and professional skills to solicit and select creative writing and art submissions from primarily outside the college, designing and producing the college's professional literary journal. This hands-on course emphasizes the development of craft while introducing the basics of editing others' manuscripts and preparing them for publication in digital and printed forms. Students will maintain a website and a social media presence for the journal.

# ENGLISH AS A SECOND LANGUAGE (ESL)

## 310 LOW-BEGINNING READING, WRITING, AND GRAMMAR (FORMERLY ESL 360)

**0 units, 5 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: Placement through an approved multiple-measure process.

ESL 310 is an integrated reading, writing, and grammar course designed for ESL students to develop literacy skills at the low-beginning level. Students learn how to write sentences using basic grammatical structures. Students develop vocabulary by reading about life skills, the work place, and everyday situations. This course may be taken concurrently with other ESL 210-level courses. Successful completion of this course will prepare students for ESL 211 or ESL 311.

## 310LS LOW-BEGINNING LISTENING AND SPEAKING (FORMERLY ESL 360LS)

**0 units, 5 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: Placement through an approved multiple-measure process.

ESL 310LS is a listening and speaking course for ESL students who want to develop oral language skills at the low-beginning level. Students learn to converse on everyday topics, using basic phrases and sentences. ESL 310LS is the lowest level in the ESL sequence. This course may be taken concurrently with other ESL 210-level courses. Students who successfully complete this course will be prepared for ESL 211LS or ESL 311LS.

## 311 BEGINNING READING, WRITING, AND GRAMMAR (FORMERLY ESL 361I)

**0 units, 5 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: ESL 210 or ESL 310, or placement through an approved multiple-measure process.

ESL 311 is an integrated reading, writing, and grammar course designed for ESL students to develop literacy skills at the high-beginning level. Students learn to write basic paragraphs on familiar topics. Students increase reading comprehension and vocabulary by reading stories, articles, and novels on various high interest topics and themes. This course may be taken concurrently with other ESL 311-level courses. Successful completion of this course will prepare students for ESL 212 or ESL 312.

## 311LS HIGH-BEGINNING LISTENING AND SPEAKING (FORMERLY ESL 361LS)

**0 units, 5 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: English as a Second Language 210LS or 310LS or placement through a multiple-measure process.

ESL 311LS is a listening and speaking course for ESL students who want to develop oral language skills at the high-beginning level. Students learn to communicate on personal and workplace topics, expressing ideas in a series of phrases and sentences. This course may be taken concurrently with other ESL 311-level courses. Successful completion of this course will prepare students for ESL 212LS or ESL 312LS.

## 312 LOW-INTERMEDIATE READING, WRITING, AND GRAMMAR (FORMERLY ESL 364)

**0 units, 5 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: ESL 211 or ESL 311, or placement through an approved multiple-measure process.

ESL 312 is an integrated reading, writing, and grammar course designed for ESL students to develop literacy skills at the low-intermediate level. Students learn to write organized paragraphs on familiar topics. Students increase reading comprehension and vocabulary by reading stories, articles, and novels on various high interest topics and themes. This course may be taken concurrently with other ESL 312-level courses. Successful completion of this course will prepare students for ESL 213 or ESL 313.

## 312LS LOW-INTERMEDIATE LISTENING AND SPEAKING (FORMERLY ESL 364LS)

**0 units, 5 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: ESL 211LS or ESL 311LS or placement through a multiple-measure process.

ESL 312LS is a listening and speaking course for ESL students who want to develop oral language skills at the low-intermediate level. Students learn to exchange information on a variety of common topics, expressing ideas in an extended series of phrases and sentences. This course may be taken concurrently with other ESL 312-level courses. Successful completion of this course will prepare students for ESL 213LS or ESL 313LS.

## 313 INTERMEDIATE ACADEMIC READING AND WRITING

**0 units, 5 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: English as a Second Language 212 or 312.

ESL 313 is an integrated reading and writing course designed for multilingual students to develop academic literacy skills at the intermediate level. Students strengthen their knowledge of an academic paragraph and develop basic essays. Students learn and apply reading and language strategies that prepare them to be independent learners. Successful completion of this course will prepare students for ESL 14 or ESL 314.

## 313G INTERMEDIATE ACADEMIC GRAMMAR (FORMERLY ESL 366G)

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: ESL 212 or ESL 312, or placement through an approved multiple-measure process.

ESL 313G is an intermediate grammar skills course designed for multilingual students who want to comprehend and use grammar structures in written and spoken academic English. This course may be taken concurrently with other ESL courses to strengthen student academic performance. Successful completion of this course will prepare students for ESL 214G or ESL 314G.

## 313LS HIGH-INTERMEDIATE ACADEMIC LISTENING AND SPEAKING

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: ESL 213LS or ESL 313LS, or placement through a multiple-measure process.

ESL 314LS is a listening and speaking course for ESL students who want to develop oral language skills at the high-intermediate level. Students learn to comprehend authentic lectures, talks and reports and effectively express ideas and points of view in spoken English on a variety of common academic topics. This course may be taken concurrently with other ESL 314-level courses. Successful completion of this course will prepare students for ESL 215LS or ESL 315LS.

## 314 DISCOURSE IN THE HUMANITIES

**0 units, 5 lecture hours, pass/no pass only, unlimited repeats**

PREREQUISITES: English as a Second Language 213 or English as a Second Language 313 or placement through an approved placement process.

Students engage in critical analysis, discussion and response to works in Humanities with a focus on regional, national, and world cultures. Students refine English language skills emphasizing vocabulary development, critical reading, and composition skills required for more advanced academic discourse. This course provides language support and a lens for cultural insight for multilingual students. Successful completion of this course prepares students for English as a Second Language 15 or English as a Second Language 315.

## 314G HIGH-INTERMEDIATE ACADEMIC GRAMMAR (FORMERLY ESL 327G)

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: ESL 213G or ESL 313G, or placement through an approved multiple measure process.

ESL 314G is a high-intermediate grammar skills courses designed for multilingual students who want to comprehend and use grammar structures in written and spoken academic English. This course may be taken concurrently with other ESL courses to strengthen student academic performance. Successful completion of this course will prepare students for ESL 215G or ESL 315G.

## 314LS HIGH-INTERMEDIATE ACADEMIC LISTENING AND SPEAKING

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: ESL 213LS or ESL 313LS, or placement through an approved multiple measure process.

ESL 314LS is a listening and speaking course for ESL students who want to develop oral language skills at the high-intermediate level. Students learn to comprehend authentic lectures, talks and reports and effectively express ideas and points of view in spoken English on a variety of common academic topics. This course may be taken concurrently with other ESL 314-level courses. Successful completion of this course will prepare students for ESL 215LS or ESL 315LS.

## 315 ADVANCED DISCOURSE IN THE HUMANITIES

**0 units, 5 lecture hours, pass/no pass only, unlimited repeats**

PREREQUISITES: English as a Second Language 14 or 314 or placement through an approved placement process.

Students engage in critical analysis, discussion and response to works in Humanities with a focus on regional, national, and world cultures. Students develop and support their theses in multiple-draft, source-based expository essays in academic English. This course provides language support and a lens for cultural insight for multilingual students. Successful completion of this course prepares students for English 1A.

## 315G ADVANCED ACADEMIC GRAMMAR (FORMERLY ESL 317G)

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: ESL 214G or ESL 314G, or placement through an approved multiple-measure process.

ESL 315G is an advanced grammar skills course designed for multilingual students who want to comprehend and use grammar structures in written and spoken academic English. This course may be taken to strengthen student performance in other ESL, English, or collegiate level courses.

## 315LS ADVANCED ACADEMIC LISTENING AND SPEAKING

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: ESL 214LS or ESL 314LS, or placement through a multiple-measure process.

ESL 315LS is a listening and speaking course for ESL students who want to develop oral language skills at the advanced level. Students learn to comprehend sophisticated, authentic lectures, talks and reports and exchange complex information using effective, fluent and spontaneous spoken English on a variety of common academic topics. This course may be taken concurrently with other ESL 315-level courses. This course may be taken concurrently with other ESL 315-level courses.

# HEALTH CARE INTERPRETER (HCI)

### 314 INTERPRETING IN HEALTH CARE I

**0 units, 3 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: Office Technology 310.

Provides training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Foundation for students in the Healthcare Interpreter Certificate Program and the basis for the trilogy of courses required. The roles and responsibilities of a healthcare interpreter, basic knowledge of common medical conditions, treatments and procedures and a need for insight in language and cultural nuances for specific communities.

### 315 INTERPRETING IN HEALTH CARE II

**0 units, 3 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

PREREQUISITES: Health Care Interpreter 314 must be completed within 2 years prior to enrollment in Health Science 315 and 316. COREQUISITES: Health Care Interpreter 316. ADVISORIES: Office Technology 310, Biology 20, 22.

For students in the Health Care Interpreter Program. Training continues for bilingual individuals to become integral members of the health care team in bridging the language and cultural gap between clients and providers. There is further enhancement of interpreting skills covering specialized health care areas such as gynecology, mental health, death and dying. Emphasis is placed on the development of cultural competency. Taken concurrently with Health Care Interpreter 316.

### 316 FIELD WORK IN HEALTH CARE INTERPRETING

**0 units, 2 lecture hours, 6 lab hours, pass/no pass only, unlimited repeats**

PREREQUISITES: Health Care Interpreter 314, must be completed within 2 years prior to enrollment in Health Science 316. COREQUISITES: Health Care Interpreter 315.

This is the final course for students in the Health Care Interpreting program. Training interpreters in facilitating linguistic and cultural communication between client and health care providers. Fieldwork includes at least 30 face-to-face actual encounters in interpreting skills. Taken concurrently with Health Care Interpreter 315.

# INFORMATION SYSTEMS (IS)

### 315 COMPUTER CONCEPTS

**0 units, 3 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This course provides an introduction to computer and information systems concepts and terminology, an overview of hardware, and software (systems and applications including word processing, spreadsheet, database, presentation and programming), the history of the microcomputer, privacy and legal issues, telecommunications (email and Internet), e-business, types of information systems and their roles in business, and the systems development life cycle.

## 316 WORD PROCESSING

**0 units, 1.5 lecture hours,.5 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This course provides an introduction to word processing for the business manager. This course will include creating, editing, formatting, saving and printing documents. A number of advanced topics will be introduced. This course includes a survey of current word processing applications.

## 318 SPREADSHEET FUNDAMENTALS

**0 units, 1.5 lecture hours,.5 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: Mathematics 3A, English 1A or English 1AH.

This course provides an introduction to spreadsheet fundamentals for the business manager. This course will cover creating and formatting worksheets, using formulas and functions and creating graphs using a spreadsheet.

## 326A DATABASE CONCEPTS AND DESIGN

**0 units, 3 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

PREREQUISITES: Information Systems 15, 315, or equivalent. ADVISORIES: Mathematics 201.

This course provides an introduction of database concepts and fundamentals for the business manager. The course covers the concepts of the relational database, creating and editing database tables, using relational and logical operators, creating queries with QBE and SQL, creating and printing reports, and sorting and indexing database files using a current database application.

## 331 INTRODUCTION TO PROGRAMMING

**0 units, 3 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

ADVISORIES: Information Systems 315, Mathematics 3A, and English 1A or 1AH.

This course provides an introduction to programming using professionally recognized principles that provide a foundation for good programming techniques. This course is designed to prepare students who are interested in pursuing programming as an option for the Information Systems degree and who have no previous programming experience.

## 340A WEB DEVELOPMENT WITH HTML AND CSS

**0 units, 3 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

ADVISORIES: Information Systems 315, Mathematics 3A, English 1A or 1AH.

Introductory to Web Development course using web authoring software HTML and CSS. Emphasis is on production, design, and usability. Students will apply skills and concepts to plan, develop and upload a small website.

## 340B ADVANCED WEB DEVELOPMENT

**0 units, 3.5 lecture hours, 1.5 lab hours, pass/no pass only, unlimited repeats**

PREREQUISITES: Information Systems 315 and 340A or equivalent courses. ADVISORIES: Mathematics 3A and English 1A or 1AH.

This course provides a hands-on exploration in cutting-edge HTML, CSS, and Javascript techniques needed to enhance websites. The course will review the current web and CSS frameworks along with content management systems and code libraries. There will be an emphasis in creating HTML forms, processing of web form data, and web application development as a whole.

## 342A WEB GRAPHICS AND UI DESIGN

**0 units, 3 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

ADVISORIES: Information Systems 315, Mathematics 3A, and English 1A or 1AH.

This course provides an introduction to graphic editing software for web design and business. The course includes the creation of graphics from scratch, edit existing images, image compression, and color reduction techniques as well as HTML integration within graphic design.

## 351 INFORMATION TECHNOLOGY FUNDAMENTALS

**0 units, 3 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

IT Fundamentals provides students with a foundation in information technology concepts and skills. Students will gain an understanding of the basics of computing, IT infrastructure, software development, and databases. Additionally, students will gain the skills needed to set up, configure, and maintain the hardware and software of common personal computer and wireless networking equipment found in small office/home office systems. Students will also learn how to implement basic security and preventive maintenance measures. This course prepares students for the CompTIA ITF+ examination.

## 352 INTRODUCTION TO NETWORKS

**0 units, 3 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: Information Systems 315.

Introduction to Networks introduces students to the architecture, structure, functions and components of the Internet and other computer networks. Students will gain a basic understanding of how networks operate and how to build simple local area networks (LAN), perform basic configurations for routers and switches, and implement Internet Protocol (IP). The first of three courses that prepares students for the Cisco CCNA certification.

## 353 SWITCHING AND ROUTING ESSENTIALS

**0 units, 3 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

PREREQUISITES: Information Systems 352 or equivalent. ADVISORIES: Mathematics 3A and English 1A or 1AH.

Switching, Routing, and Wireless Essentials (SRWE) focuses on the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. In this course, students learn how to configure and troubleshoot routers and switches for advanced functionality using security best practices and resolve common issues with protocols in both IPv4 and IPv6 networks. The second of three courses that prepare students for the Cisco CCNA certification.

## 354 ENTERPRISE NETWORKING, SECURITY, AND AUTOMATION

**0 units, 3 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

PREREQUISITE: Information Systems 353 or equivalent. ADVISORIES: Mathematics 3A and English 1A or 1AH.

Enterprise Networking, Security, and Automation (ENSA) focuses on the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation.

## 355 NETWORK SECURITY

**0 units, 2 lecture hours, 4 lab hours, pass/no pass only, unlimited repeats**

PREREQUISITES: Information Systems 52 or 352 and Information Systems 70 or 370.

This course equips students with the knowledge and skills needed to prepare for entry-level security specialist careers. Network Security introduces the core security concepts and skills needed to configure and troubleshoot computer networks and help ensure the integrity of devices and data.

### 359 CAREERS IN COMPUTING

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

This course provides an introduction and description to the many careers in computing and technology including IT support, networking, web and software development and programming. An emphasis will be made on explaining industry certifications, portfolio creation and job preparedness.

### 365 SYSTEMS AND NETWORK ADMINISTRATION

**0 units, 2 lecture hours, 4 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: Information Systems 15 or 315 and Information Systems 80 or 380.

This course will provide a student with the knowledge and skills required to maintain reliable computer systems in a multi-user environment. The student will learn about system hardware, software, storage, best practices, disaster recovery, and troubleshooting, with additional coverage of virtualization, cloud technologies, security, and scalability.

### 370 INTRODUCTION TO CYBER SECURITY

**0 units, 2 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

PREREQUISITES: Information Systems 63, Information Systems 52 or 352. ADVISORIES: English 1A or 1AH.

This course introduces the fundamental principles, topics, and skills required to pursue a career in IT Cyber Security, and IT Security and Risk Management, at an enterprise organizational level. It addresses hardware, software, processes, communications, applications, policies, and procedures with respect to organizational. Cybersecurity and Risk Management best practices, and preparation for the CompTIA Security+ certification exam.

### 380 INFORMATION TECHNOLOGY SUPPORT TECHNICIAN TRAINING

**0 units, 4 lecture hours, 4 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: Mathematics 3A and English 1A or 1AH.

This course covers conceptual and practical areas from the national CompTIA A+ certification examination. The areas covered are hardware and software control and configuration, hardware and software repair, problem solving, maintenance, networking issues, operating systems and security protocol, policies and practices. This course also aligns with Cisco IT Essentials curriculum.

## INTERDISCIPLINARY STUDIES (INTDS)

### 301A STEM CAREERS (FORMERLY INTDS 301)

**0 units, 1 lecture hour, 3 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: Eligibility for Mathematics 201.

This is a course on career opportunities in STEM (Science, Technology, Engineering, and Math). Students will learn about career options and prepare presentations to be used with K-12 students to educate them about STEM careers.

### 302 STEM EDUCATION

**0 units, 1 lecture hour, 3 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: Eligibility for Mathematics 201.

This is a course on educational pathways in STEM (Science, Technology, Engineering, and Math). Students will learn about educational requirements for STEM fields and academic majors available at Reedley College and transfer universities. Students will prepare STEM presentations to inspire other students to pursue degrees in STEM fields.

## LIBRARY SKILLS (LIBSKL)

### 302 INFORMATION AND COMPUTER LITERACY

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

In-depth research skills for college students, including the concept of information, its organization, location, evaluation, and use to complete college level assignments.

## MARKETING (MKTG)

### 310 MARKETING

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This class is an introduction to the role of marketing in business, the various philosophies that guide marketing management and the importance of the role of the consumer in the marketing process. Using the skills learned in this course, students will research and write a marketing plan.

## MECHANIZED AGRICULTURE (MAG)

### 340 INTRODUCTION TO AGRICULTURAL MECHANICS

**0 units, 2 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course provides an introduction to the agricultural mechanics field. Instruction will be provided in the areas of safety, selection, care, and use of common tools; projects of metal, wood, electrical, and concrete will be emphasized.

### 341 INTRODUCTION TO AGRICULTURAL WELDING

**0 units, 2 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This course provides an introduction into the welding industry as it relates to agricultural mechanics. Instruction in the areas of safety, welding processes, equipment, and the properties of metals will be covered.

### 342 SMALL GASOLINE AND DIESEL ENGINES

**0 units, 2 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: Mathematics 45.

This course provides experiences in the theory of operation, maintenance, and repair of small gasoline internal combustion engines. Diesel power will be introduced during the course.

### 344 AGRICULTURE WELDING FABRICATION

**0 units, 2 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course will provide entry level instruction on welding fabrication. Instruction will be provided in the areas of welding techniques, welding plans and blueprints, cutting, fitting, proper tacking procedures, squaring, and finishing.

## MUSIC (MUS)

### 331 COMMUNITY CHORUS

**0 units, 1 lecture hour, 1 lab hour; or 1 lecture hour, 3 lab hours; or 2 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

The singers will read, rehearse, polish, and perform choral music from a variety of styles and eras. Tone quality, blend, interpretation, style, and musicianship are the focus of rehearsal. A minimum of two performances per semester are required.

### 380A COMMUNITY BAND

**0 units, 1 lecture hour, 1 lab hour, pass/no pass only, unlimited repeats**

This course includes the study and performance of a wide variety of concert band and wind ensemble literature. Participation in all performances required. This course is designed for community members to maintain and improve their musical skills.

### 381A COMMUNITY JAZZ ENSEMBLE

**0 units, 1 lecture hour, 1 lab hour, pass/no pass only, unlimited repeats**

This course includes the study and performance of popular dance, jazz, and jazz-rock literature as well as improvisation drills. This course is designed for community members to maintain and improve their musical skills.

### 382A COMMUNITY INSTRUMENTAL ENSEMBLE

**0 units, 1 lecture hour, 1 lab hour, pass/no pass only, unlimited repeats**

LIMITATION ON ENROLLMENT: Ability to read music and play a musical instrument.

Appropriate chamber ensemble literature will be studied and performed. Students must be able to read music and play a musical instrument. This course is designed for community members to maintain and improve their musical skills.

### 383A COMMUNITY PIANO

**0 units, 1 lecture hour, 1 lab hour, pass/no pass only, unlimited repeats**

This course is class piano instruction for community members who have completed the Music 20, 21, 22 series and wish to continue to develop their piano skills. This course is designed for community members to maintain and improve their musical skills.

### 385A COMMUNITY ORCHESTRA

**0 units, 1 lecture hour, 1 lab hour, pass/no pass only, unlimited repeats**

This course includes the study and performance of a wide variety of orchestral literature. Participation in all performances required. This course is designed for community members to maintain and improve their musical skills.

### 394 COMMUNITY SONGWRITING FOR OLDER ADULTS

**0 units, 2 lecture hours, pass/no pass only, unlimited repeats**

This course is designed for older adults to study songwriting. The course will cover all aspects of songwriting--from initial idea to its realization. Topics include approaches and techniques of song composition, creating lyrics, characteristics of diverse musical styles, steps in adapting ideas to music creation, songwriting and arranging.

## NATURAL RESOURCES (NR)

### 308 NATURAL RESOURCES CAREER PREPARATION

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This course will cover the development of goals and skills required to secure a job in the natural resources field including job search, resume/cover letter development, interviewing and motivation. This course is also a seminar on workplace issues within natural resources addressing elements of leadership, communication skills, work ethic, human behavior of individuals and groups, team building and dynamics, decision-making along with rating and evaluation, supervision skills of controlling work force and conflict resolution. This course will include guest speakers (e.g. Forest Service) presenting on topics listed above and coming to recruit students for job placement.

### 309 FORESTRY FIELD STUDIES I

**0 units, 0.23 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This is a practical field course to introduce the student to forest conservation practices including the construction of soil erosion structures. Forest fuels management and timber stand improvement prescriptions will be studied and implemented. Room and board fee required. Taught at the school forest or other natural habitat area. Field trip is required for this course.

## 310 FORESTRY FIELD STUDIES II

**0 units, 0.23 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

This is a field course for the practical application of forest skills in actual field conditions on the school forest. Field problems and work projects may include inventory techniques, plant species identification, population enumeration, conservation techniques, forest construction techniques, and orienteering. Room and board fee required. Taught at school forest or other natural area. Field trip required for this course.

## 315 ADVANCED FIELD STUDIES I

**0 units, 0.23 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

This is an advanced practical field course taught during the fall semester at the school forest. Designed to apply skills acquired in other natural resources courses and under actual field conditions. Subjects include timber sale planning and preparation, harvest systems, recreation planning and analysis, silviculture application, land boundary determination, and leadership-crew dynamics. Course consists of a work day emulating field techniques of the natural resources industry. A room and board fee is required. Field trip required for this course.

## 316 ADVANCED FIELD STUDIES II

**0 units, 0.23 lecture hours, 1 lab hours, pass/no pass only, unlimited repeats**

This is an advanced practical field course taught during the spring semester at the school forest. Designed to apply skills acquired in other natural resources courses and under field conditions. Subjects include fisheries and wildlife analysis, aerial photo interpretation, vegetative inventory systems, and integrated forest construction projects, and field problems. Course consists of a workday emulating field techniques of the natural resources profession. A room and board fee is required. Field trip required for this course.

## 331A ANIMAL PACKING - FUNDAMENTALS (FORMERLY NR 331)

**0 units, 1 lecture hour, 3 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

Students will develop skills to safely lead, groom, saddle and load/unload equipment/tack with mules and horses. Students will develop skills in packing and leading packed mules and horses from the ground. Students will study low impact environmental etiquette techniques for travel with livestock and livestock care techniques for wilderness environments. Students will be introduced to leading a pack animal from a saddle animal.

## 331B ANIMAL PACKING-ADVANCED SKILLS

**0 units, 1 lecture hour, 3 lab hours, pass/no pass only, unlimited repeats**

PREREQUISITES: Natural Resources 31A or 331A. ADVISORIES: English 1A or 1AH.

Students will advance animal packing efficiency, efficacy and depth of experience with handling livestock and equipment under arena, trail and wilderness conditions. Students will experience working with two different types of pack saddles, build base and top loads with packing equipment specific to commercial and government packing practices. Students will participate in an overnight pack trip.

## 331C ANIMAL PACKING-COMPETITION

**0 units, 1 lecture hour, 3 lab hours, pass/no pass only, unlimited repeats**

COREQUISITES: Natural Resources 31A or 331A. ADVISORIES: English 1A or 1AH.

This course will prepare each student to be a competitor in timed events at mule packing competitions as either a member of an interscholastic pack team and/or for individual events. Students will understand the role of the pack mule and riding animal in competition and demonstrate safe handling practices. Students will determine if loads and hitches are competition qualifying based on the current American Mule Association Rulebook (or other governing body). Students will try out to be a member of the Reedley College Interscholastic Pack Team.

## 332 MUSEUM TECHNIQUES-TAXIDERMY

**0 units, .5 lecture hours, 2.5 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This course is an introduction to the art of preparing, stuffing, and mounting the skins of animals (especially vertebrates) for study or display.

## 333 INTRODUCTION TO CHAINSAW OPERATIONS

**0 units, 0.5 lecture hours, 1.5 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This course provides introductory level training for the use of chainsaws in the forestry and natural resources field. Emphasis is placed on defining and applying chainsaw safety standards, maintenance and function of personal protective equipment (PPE), identification of chainsaw parts, maintenance, tuning, and tactical application of techniques required for brushing, limbing, bucking, and falling trees.

## 338 COMMUNITY CONSERVATION

**0 units, .23 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

This course is the application of conservation techniques and group study using basic fundamentals of forestry/natural resources. This is a practical field course to introduce the student to subjects in forestry/natural resources, such as but not limited to timber management, outdoor recreation, fish management, wildlife management and forest engineering. Taught in the school forest or other field setting.

## 390 BACKPACKING

**0 units, .5 lecture hours, 1.5 lab hours, pass/no pass only, unlimited repeats**

ADVISORIES: English 1A or 1AH.

This course is designed to give students basic skills in backcountry travel. Topics covered will include route planning, equipment selection, multiple night travel, trail etiquette, food preparation, campsite selection, basic map reading and compass use, and backcountry safety. Students will gain basic knowledge and experience aimed at increasing their confidence in traveling in the backcountry. Field trip is required for this course.

### 391 WILDERNESS NAVIGATION

**0 units, .83 lecture hours, .5 lab hours,**
**pass/no pass only, unlimited repeats**
ADVISORIES: English 1A or 1AH.

This course will introduce students to map and compass use, coordinate systems, map symbols, topographic maps, GPS use, and orienteering. Students will gain hands-on experience with GPS and map and compass mountain navigation. Field trips are required in this course.

## OFFICE TECHNOLOGY (OT)

### 301 COMPUTER BASICS

**0 units, 1.5 lecture hours, .5 lab hour, pass/no pass only, unlimited repeats**

This course provides students with an introduction to basic computer skills for the office worker. It introduces computer hardware and software, including the use of a mouse and a keyboard, as well as an introduction to the windows operating system. Word processing and spreadsheet software will be introduced. Students will access the Internet and perform basic searches.

### 305 DOCUMENT FORMATTING

**0 units, 1 lecture hour, 1 lab hour, pass/no pass only, unlimited repeats**
PREREQUISITE: Office Technology 311A or equivalent.

Using current word processing software, students enrolled in this course will learn how to correctly format business documents. Areas of emphasis are letters, memos, reports, column layout, medical reports, and other frequently used business documents.

### 306 DATA ENTRY

**0 units, 1 lecture hour, 1.5 lab hours, pass/no pass only, unlimited repeats**
ADVISORIES: Office Technology 350 or equivalent, Mathematics 45 and English 132.

This course will introduce the principles and procedures of data entry for business, industry, and government offices while teaching Quickbooks software. Students will prepare source documents, transcribe information, enter and process data on computers. This course is intended to prepare students for non-management, entry level jobs.

### 310 MEDICAL TERMINOLOGY

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**
ADVISORY: English 1A or 1AH.

This course provides students an opportunity to learn medical vocabulary with concentration on prefixes, suffixes, and root words. Emphasis is given to word dissection and definitions as applied to the body systems including the terminology used in examinations, diagnoses, procedures, laboratory investigations, and medical reports. Students must pass a final 160-word definition exam with 95% accuracy in order to pass the course.

### 311A MICROSOFT WORD ESSENTIALS

**0 units, 1.5 lecture hours, .5 lab hour, pass/no pass only, unlimited repeats**

This course is designed for the student who wishes to enter the work force with an understanding of the basic operations of word processing using Microsoft Word. Topics will include creating, editing, formatting, saving, and printing documents. The student is expected to complete assignments outside of class.

## 311C WORD PROCESSING PROJECTS

**0 units, 1.5 lecture hours, .5 lab hour,**
**pass/no pass only, unlimited repeats**

PREREQUISITES: Office Technology 311A or equivalent. ADVISORIES: Mathematics 45 and keyboard 40 wpm.

This course uses a mastery approach to completing word processing projects. The course teaches advanced word processing skills, using current word processing software, emphasizing text editing, document formatting and processing, forms and tables, as well as the customization of the word processor. Office Technology 311C includes an introduction to desktop publishing. The student is expected to complete assignments outside of class.

## 312A MICROSOFT EXCEL ESSENTIALS

**0 units, 1.5 lecture hours, .5 lab hour,**
**pass/no pass only, unlimited repeats**

This course is designed for the student who wishes to enter the work force with a basic understanding of Microsoft Excel spreadsheets. Topics will include creating and formatting worksheets, using formulas and functions, and creating graphs.

## 312C SPREADSHEET PROJECTS

**0 units, 1.5 lecture hours, .5 lab hour, pass/no pass only, unlimited repeats**

PREREQUISITE: Office Technology 312A or equivalent.

This course is designed to cover advanced spreadsheet operations including pivot tables, sorting and filtering lists, creating macros, linking spreadsheets, and advanced formulas and functions. Students are expected to complete computer assignments outside of class.

## 313A MICROSOFT ACCESS ESSENTIALS

**0 units, 1.5 lecture hours, .5 lab hour, pass/no pass only, unlimited repeats**

ADVISORIES: Mathematics 45.

This course is designed for the student who wishes to enter the work force with a basic understanding of Microsoft Access databases. Topics will include creating and editing tables, creating and using forms, creating and using queries, creating and printing reports, and sorting and indexing databases. Students are expected to complete computer assignments outside of class.

## 316 PREPARING FOR A JOB INTERVIEW

**0 units, 1 lecture hour, pass/no pass, unlimited repeats**

This course is designed to prepare the Office Technology student to conduct an effective job search within the office assistant, administrative assistant or medical office assistant career path. A variety of topics will be covered including personal skill evaluations; where and how to look for office jobs; writing a cover letter and resume, highlighting and implementing their office technology skills; correctly completing an office job application; interview attire; body language and personal mannerisms; management of cell phones and voice mail; the intent of general interview questions as well as questions specific to office technology; and follow-up calls and letters.

## 317 JOB RETENTION AND RESPONSIBILITIES

**0 units, 1 lecture hour, pass/no pass, unlimited repeats**

This course covers a variety of topics related to succeeding at work as an office assistant, an administrative assistant, a secretary, and/or a medical administrative assistant. Topics include job orientation, business office employer expectations, customer service, dealing with difficult coworkers in the office, goal setting and career planning, mentoring, continuing education, and business ethics. Students will also be asked to examine their personal lives to determine and correct any potential issues that may hinder their ability to maintain their jobs in an office.

## 328 MEDICAL OFFICE MANAGEMENT SOFTWARE

**0 units, 1.5 lecture hours, .5 lab hour, pass/no pass only, unlimited repeats**

This course introduces the student to medical office management software. Students will learn to enter patient information, insurance information, procedural and diagnostic codes, post charges and payments, schedule appointments, and generate reports.

## 341 MEDICAL ADMINISTRATIVE ASSISTANT

**0 units, 3 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

ADVISORIES: Office Technology 310 and ability to type 35 gwam with 3 errors or fewer/3-minute timing.

This course will present policies and procedures used in a medical facility. Attitudes, behavior, ethics, records, and office duties are some of the topics covered.

## 342 MEDICAL DOCUMENT PREPARATION

**0 units, 3 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

ADVISORIES: Office Technology 310.

This course covers health insurance plans, insurance claim forms used in a medical office, and diagnostic and procedural coding.

## 343 INTRODUCTION TO BOOKKEEPING

**0 units, 2 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

ADVISORIES: Mathematics 45 and English 1A or 1AH.

Introduction to Bookkeeping prepares an individual to perform day-to-day tasks in support of the financial aspects of an office. Although the entire accounting cycle is not covered in this course, basic accounting functions are practiced such as the use of the general journal and the general ledger. Students will learn and practice recording sales and accounts receivable; purchases and accounts payable; cash receipts and payments; and banking procedures. Payroll procedures are also covered in this course.

## 344 FILING PROCEDURES

**0 units, 2 lecture hours, pass/no pass, unlimited repeats**

This course is an introduction to basic rules of filing in alphabetic, numeric, subject, and geographical filing systems. Students will learn about the equipment and supplies needed, retention, retrieval, and the transfer phases of the record life cycle. Electronic records management will also be practiced.

### 348 TODAY'S RECEPTIONIST

**0 units, 1.5 lecture hours, pass/no pass only, unlimited repeats**

Today's Receptionist is a course where students will learn the proper use of the telephone, including basic communication skills, answering the phone, placing callers on hold, transferring calls, and taking complete messages. This course also includes handling mail, scheduling appointments, making travel arrangements, developing appropriate business relationships, and general front desk duties.

### 350 BEGINNING KEYBOARDING

**0 units, .5 lecture hour, 2 lab hours, pass/no pass only, unlimited repeats**

This course provides students with an opportunity to learn to keyboard by touch. The course is software driven, allowing students to self-pace their skill level. Upon learning the keyboard by touch, the student will practice keyboarding to increase speed and accuracy. The student must key 25 words per minute in a 3-minute timed test with 3 or fewer errors in order to pass this course.

### 351 CHAMPIONSHIP KEYBOARDING

**0 units, .5 lecture hour, 2 lab hours, pass/no pass only, unlimited repeats**

PREREQUISITES: Office Technology 350 or equivalent.

This intermediate keyboarding course provides students with proven methods for improving typing speed and accuracy. Two distinguishing features of this course are its diagnostic approach and utilization of corrective drills using Championship typing methods.

### 352 SPEED TYPING

**0 units, .5 lecture hour, 2 lab hours, pass/no pass only, unlimited repeats**

PREREQUISITES: Office Technology 351 or equivalent.

This advanced keyboarding course utilizes skill-building methods which are designed to increase keying speed and accuracy to employment levels of 45+ wpm.

## PHYSICAL EDUCATION (PE)

### 301 PHYSICAL FITNESS AND BODY MOVEMENT FOR OLDER ADULTS

**0 units, .5 lecture hours, 1 lab hour, pass/no pass only, unlimited repeats**

This course provides physical conditioning program specifically designed for the older adult. Emphasis is on flexibility, range of motion movement exercises, upper and lower body strengthening, and cardiovascular wellness. Individualized instructional programming is utilized.

### 302 AEROBICS (STEP OR WATER) FOR OLDER ADULTS

**0 units, 1 lab hour, pass/no pass only, unlimited repeats**

This course is designed for older adults to improve cardiorespiratory endurance, muscular endurance and flexibility using a variety of aerobic activities. Exercises include step or water aerobics. Swimming skills not required.

### 316 WALKING FOR OLDER ADULTS

**0 units, 1.5 lab hours, pass/no pass only, unlimited repeats**

This course is designed to expose older adults to the benefits of walking and to the principles of exercise which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tension.

### 319 WEIGHT TRAINING AND AEROBICS FOR OLDER ADULTS

**0 units, 1 lab hour, pass/no pass only, unlimited repeats**

This course is designed to help older adults understand, develop, and improve upon all components of physical fitness through resistance and aerobic training, use of free weights, weight machines, and cardio-respiratory equipment. Components of physical fitness which will be emphasized are: muscular endurance, muscular strength, cardio-respiratory endurance, flexibility, and body composition.

### 329 YOGA HEALTH AND SAFETY FOR OLDER ADULTS

**0 units, 1.5 lab hours, pass/no pass only, unlimited repeats**

This course focuses on the history, principles and practices of yoga. Designed to promote health and safety among older adults, it focuses on yoga principles and practices to enhance the health of older adults through improved flexibility, balance, range of motion, strength, lung capacity and circulation. Specific yoga methods, therapeutic application for specific health challenges for adultery adults will be covered. Students will be encouraged to practice daily, creating opportunities to rehabilitate challenges. The course is designed to help students to use yoga methods such as postures, breathing techniques, meditation, and visualization to enhance their confidence, health, and overall feeling of wellbeing.

### 381 ADAPTIVE ACTIVITIES

**0 units, 2 lab hours , pass/no pass only, unlimited repeats**

Exercise and therapy for students with temporary or permanent physical limitations.

## SPANISH (SPAN)

### 303NS SPANISH FOR SPANISH SPEAKERS

**0 units, 5 lecture hours, pass/no pass only, unlimited repeats**

PREREQUISITES: a basic speaking knowledge of Spanish as determined by an oral interview. ADVISORIES: English 1A or 1AH.

This is a first-semester course in Spanish for older adult bilingual or monolingual native speakers designed to develop reading and writing skills. Students will expand their vocabulary, improve their orthography and their use of grammatical structures of standard Spanish, both oral and written. Readings and discussions of topics relating to Hispanic cultures are an essential part of the course.

### 304NS SPANISH FOR SPANISH SPEAKERS

**0 units, 5 lecture hours, pass/no pass only, unlimited repeats**

PREREQUISITES: Spanish 3NS or 303NS or a proficient speaking knowledge of Spanish as determined by an oral interview. ADVISORIES: English 1A or 1 AH.

This is a second semester course in Spanish for older adult bilingual or monolingual native speakers designed to develop reading and writing skills. Students will further develop and improve skills in standard Spanish that include: exercises in grammar and vocabulary building and research projects. This will be achieved through readings of historical culture and literary texts that are the center of class discussions.

# SURVEYING (SURV)

## 301 INTRODUCTION TO LAND SURVEYING

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

ADVISORY: Mathematics 103.

This course presents the fundamentals of land surveying theory and calculations and includes equipment, horizontal, vertical, and angular measurements, errors, traversing, leveling, and stadia. Also, this course covers the history of and careers in surveying.

## 301L INTRODUCTION TO LAND SURVEYING LABORATORY

**0 units, 3 lab hours, pass/no pass only, unlimited repeats**

COREQUISITE: Surveying 1 or 301.

This course presents the fundamentals of land surveying field practice and equipment use, and it includes horizontal, vertical, and angular measurements, errors, traversing, leveling, and stadia.

## 302 ADVANCED LAND SURVEYING

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

PREREQUISITES: Surveying 1 or 301.

This course presents advanced concepts in land surveying theory and calculations and includes equipment horizontal and vertical curves, introduction to GPS and control surveys for Land Surveyors, topography, public lands, and state topography, public lands, and state plane coordinates.

## 302L ADVANCED LAND SURVEYING LABORATORY

**0 units 3 lab hours, pass/no pass only, unlimited repeats**

PREREQUISITES: Surveying 1 or 301 and Surveying 1L or 301L. COREQUISITES: Surveying 2 or 302.

This course presents advanced concepts in land surveying field practices and equipment use. It also includes horizontal and vertical curves, and topography.

## 303 ADVANCED APPLICATION IN SURVEYING I

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

PREREQUISITE: Surveying 2 or 302. ADVISORY: Mathematics 4A.

This course focuses on measurement analysis and adjustments, geodesy, various mapping elements, state plane coordinates and the use of GPS for land surveying applications.

## 304 ADVANCED APPLICATIONS IN SURVEYING II

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

PREREQUISITES: Surveying 2 or 302. ADVISORY: Mathematics 4A and Surveying 3 or 303.

This course focuses on photogrammetry, celestial surveying, research, and survey project management, emphasizing concepts and calculations performed by the land surveyor. Also, this course presents professional licensing requirements and employment strategies in the Land Surveying industry.

## 307 CONSTRUCTION SURVEYING

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

PREREQUISITE: Surveying 2 or 302.

This course presents concepts in construction surveying theory and calculations and includes pipelines, tunnels, culverts, bridges, buildings, highways, and municipal surveys.

## 307L CONSTRUCTION SURVEYING LABORATORY

**0 units 3 lab hours, pass/no pass only, unlimited repeats**

PREREQUISITES: Surveying 2 or 302 and Surveying 2L or 302L. COREQUISITES: Surveying 7 or 307.

This course presents concepts in construction surveying theory and calculations. It also includes pipelines, tunnels, culverts, bridges, buildings, highways, and municipal surveys.

## 308 FUNDAMENTALS OF SURVEYING EXAM PREPARATION

**0 units, 1 lecture hour, pass/no pass only, unlimited repeats**

This course helps prepare students for the Fundamentals of Surveying exam. Students explore exam topics and techniques for success. This course includes a review of exam questions, structure, and eligibility requirements.

## 310 COMPUTER AIDED DRAFTING FOR SURVEYORS

**0 units, 2 lecture hours, 3 lab hours, pass/no pass only, unlimited repeats**

ADVISORY: Surveying 1 or 301.

This course introduces computer aided drafting for land surveying using AutoCAD Civil 3D.

### 360 BOUNDARY CONTROL AND LEGAL PRINCIPLES I

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

PREREQUISITE: Surveying 60 or 360.

This course examines principles of boundary control, including land descriptions, property transfer, senior rights, conveyances, and case law pertaining to boundary disputes.

### 365 BOUNDARY CONTROL AND LEGAL PRINCIPLES II

**0 units, 3 lecture hours, pass/no pass only, unlimited repeats**

PREREQUISITE: Surveying 60 or 360.

This course examines principles of boundary control, including land descriptions, property transfer, senior rights, conveyances, and case law pertaining to boundary disputes.

## VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL)

### 312 ENGLISH FOR THE WORKPLACE LOW-INTERMEDIATE

**0 units, 2-4 lecture hours, pass/no pass only, unlimited repeats**

ADVISORY: Placement through an approved multiple-measure process.

VESL 312 is an integrated skills course for low-intermediate ESL students who want to learn English for vocational purposes. Students will develop proficiency with general vocabulary and grammar. Students will improve skills in reading, writing, listening, and speaking on topics related to the workplace.

### 313 ENGLISH FOR THE WORKPLACE INTERMEDIATE

**0 units, 2-4 lecture hours, pass/no pass only, unlimited repeats**

ADVISORY: Placement through an approved multiple-measure process.

VESL 313 is an integrated skills course for intermediate ESL students who want to learn English for vocational purposes. Students will develop proficiency with general vocabulary and grammar. Students will improve skills in reading, writing, listening, and speaking on topics related to the workplace.

## WELDING (WELD)

### 341 WELDING ESSENTIALS

**0 units, 2 lecture, 3 lab hours, pass/no pass only, unlimited repeats**

This course provides an introduction into the welding industry. Instruction in the areas of safety, welding processes, equipment, and the properties of metals will be covered.

### 360 INTRODUCTION TO WELDING

**0 units, 3 lecture hours, 6 lab hours, pass/no pass only, unlimited repeats**

This course is a combination of basic gas welding and basic arc welding. Class topics and activities include safety procedures needed to work in school and industrial shop settings. Welding processes covered include oxyfuel welding, brazing, flame cutting, plasma cutting, shielded metal arc welding (stick) and gas metal arc welding (MIG) of various joint designs with a variety of electrode types. Welding positions include flat and horizontal. There will also be a brief intro into flux cored arc welding and gas tungsten arc welding (TIG). For Credit version of this course see MFGT 60.

## 361 INTERMEDIATE WELDING

0 units, 1.5 lecture hours, 8 lab hours, pass/no pass only, unlimited repeats

PREREQUISITES: Welding Technology 360 or Manufacturing Technology 11 or 60 or equivalent course or verified work experience in the field.

This course is a continuation of welding techniques learned in WELD 360. Emphasis will focus on shielded metal arc welding (SMAW), gas metal arc welding (GMAW), fluxcored arc welding (FCAW) and gas tungsten arc welding (GTAW/TIG). Welding techniques will be taught in horizontal, vertical and overhead positions on steel, stainless steel, and aluminum. There will also be further hands-on use of oxyfuel cutting (OFC), plasma cutting and carbon air arc gouging. For credit version of this course see MFGT 61.

## 362 ADVANCED WELDING

0 units, 1.5 lecture hours, 8 lab hours

PREREQUISITES: Welding Technology 361 or Manufacturing Technology 61 or equivalent course or verified work experience in the field. ADVISORIES: Mathematics 45 and English 1A or 1AH.

This course covers advanced welding practices using SMAW, GMAW, GTAW, and FCAW. Objectives will be completed in flat, horizontal, vertical, and overhead positions on steel, aluminum, and stainless steel. There will also be a general overview of inspection, testing and certification, and general fabrication concepts. For credit version of this course see MFGT 62.

## 363 WELDING CERTIFICATION PREPARATION

0 units, .5-6 lab hours, pass/no pass only, unlimited repeats

COREQUISITE: Welding Technology 361 or Manufacturing Technology 61. PREREQUISITE: Coursework equivalent to Welding Technology 361 or Manufacturing Technology 61 or verified work experience in the field.

This course provides continued practice on out-of-position welding leading to AWS certification exam procedures. Students will develop, improve, and refine welding skills through guided practice in a lab setting.

## 377 ASSISTANCE IN WELDING

0 units, .5-6 lab hours, pass/no pass only, unlimited repeats

COREQUISITES: Manufacturing Technology 11 or 52 or 60 or 61 or 62 or 63 or Welding Technology 341 or 360 or 361 or 362 or 363 or Mechanized Agriculture 30 or 41 or 44 or 341 or enrollment in any other welding class offered at Reedley College or verified previous welding knowledge and experience or instructor permission is acceptable in lieu of concurrent class.

This course is intended for students requiring help with welding techniques. The course will provide intensive assistance in welding concepts and procedures. Students will develop, improve, and refine welding skills through guided practice in a lab setting.

# PARKING INFORMATION

A parking or daily permit will be required to park on campus. Semester, annual, and/or daily permits can be purchased online at mycampuspermit.com. The permit must be displayed in plain view, through the windshield, with all numbers and markings clearly visible. A registered motorcycle must correctly display its registered license plate. Students must create an account on mycampuspermit.com and provide their vehicle's license plate number, make, model, and color. Failure to obtain a valid parking permit will result in a citation. For help with your permit, call 1.800.700.4417 or visit mycampuspermit.com. You can seek additional assistance regarding parking permits at the Reedley College Business Office.

Daily permits can be purchased online at mycampuspermit.com for $1 and may be used to park in any student stall. Students cannot park in stalls designated for the Disabled, EV Vehicle, Motorcycle, Staff, and those marked red or green. Parking in these staffs will result in a citation.

Fall/Spring Permits cost $30.00 per semester
Summer Permits cost $20.00 per summer session
Daily Permits cost $1.00 per day

# CAMPUS MAP

- Public Telephone
- UbiDuo
- Electric Charging Station
- Accessible Parking
- TDD/TTY Telephone
- Emergency Telephone
- Gender Neutral Restroom
- AED/Trauma Station

PARKING: LOTS A-L

PARKING LOTS C, F, G, I, & J: Staff Only

PATHWAY HUBS

- Agriculture & Natural Resources
- Art, Music, & English
- Business
- Early Childhood & Education
- Industrial Technology & Manufacturing
- Science, Technology, Engineering & Math
- Social Sciences

| | |
|---|---|
| ADM | Administration |
| AER | Aeronautics |
| AGR | Agriculture |
| ANX | Annex |
| ART | Art Center |
| AGM | Ag Mechanics |
| AUT | Automotive |
| BB FIELD | Baseball Field |
| BKS | Bookstore |
| BLG | Building Services<br>• Receiving |
| BUS | Business Education<br>• Entrepreneurship Center |
| CAF | Cafeteria |
| CC1 | Classroom Complex One |
| CECE | Center for Early Childhood and Education |
| CFPA | Center for Fine and Performing Arts |
| CSS-1 | Center for Student Success-1<br>• EOPS/NEXTUP/CARE<br>• Student Support Services (SSS) |
| CTS | College Technology Services |
| FA | Financial Aid |
| FB FIELD | Football Field |
| FNR | Forestry & Natural Resources<br>• Career and Employment Center<br>• Clyde's Closet<br>• Hispanic Serving Institution Initiatives<br>• Transfer Center<br>• Wildland Fire |
| FRM | Forum |
| GRN 1-2 | Greenhouses |
| GYM | Gymnasium |
| HH | Herdsman Housing |
| HUM | Humanities<br>• Disabled Students Programs & Services (DSPS) |
| IND | Industrial Technology |
| LFS | Life Science |
| LOCK | Locker Rooms |
| LRC | Library<br>• CalWORKs<br>• Learning Center<br>• Reading & Writing Center |
| LSH | Landscape Horticulture |
| MESA | MESA Center |
| MNT | Maintenance |
| MSCI | Math and Sciences<br>• Chemistry<br>• Dental Assisting<br>• Math Study Center<br>• Nursing |
| MUS | Music |
| PAV | Animal Science Pavilion |
| PHS | Physical Education |
| PE OFF | Physical Education Offices |
| PHY | Physical Science |
| POR | Portable Classrooms<br>• KCUSD Adult Transition Program (Portable 2)<br>• Monte Vista (Portable 1) |
| PRE | President's Office |
| PRINT | Printing Services |
| RACQCRTS | Racquetball Courts |
| RCC | Reedley Certification Center |
| RC TRACK | Track |
| RES | Residence Hall |
| RMCHS | Reedley Middle College High School |
| SB FIELD | Softball Field |
| SOC | Social Science |
| STC | Student Center<br>• Communication Lab<br>• Food Pantry<br>• Student Activities Office<br>• Student Lounge<br>• Veteran's Center |
| STS | Student Services<br>• Admissions & Records<br>• Business Services<br>• College Relations & Outreach<br>• Counseling<br>• Early College<br>• Health Services (College Nurse)<br>• Upward Bound<br>• Welcome Center |
| TNC | Tennis Courts |
| WHS | Warehouse |

Reedley College

*for our community*

# 2024-2025
# Noncredit Extended Learning and Workforce Skills
## *Courses and Certificates*

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