COMMUNITY HEALTH (CHL)

CHL 010 COMMUNITY HEALTH PROBLEMS 3.0 UNITS
Total Lecture: 54 hours
Advisory: Students should have basic arithmetic skills.
Acceptable for credit: California State University
An introductory course giving an overview of the field of community health with a focus on community health problems and issues facing consumers today. Included are identified community health problems and agencies related to the elderly, maternal and child health, communicable disease, substance abuse, occupational safety, health and the environment. This course is required for students in the community health worker program and residential care agencies. Grade only. CSUGE: E.

COMPUTER APPLICATIONS (CAP)

CAP 010A LEARNING THE KEYBOARD 1.0 UNIT
Total Lab: 54 hours
This course is designed for anyone who wants to learn the “touch” system of keyboarding on the computer. Proper techniques of keyboarding are emphasized to develop speed and accuracy. This course may also be offered via distance learning. Pass/No Pass Option.

CAP 010C COMPUTER KEYBOARDING SPEED AND ACCURACY 1.0 UNIT
Total Lab: 54 hours
Advisory: CAP 010A or CAP 011
This course is designed for anyone who wants to improve basic keyboarding technique, speed, and accuracy on the computer. There is extensive drill practice and time skill development exercises with personalized instruction based on individual needs. This course may also be offered via distance learning. Pass/No Pass Only.

CAP 013 TEN-KEY NUMERIC KEYPAD 1.0 UNIT
Total Lab: 54 hours
This course develops entry-level vocational proficiency in the use of 10-key numeric keypad. This course can be taken concurrently with CAP 010A or CAP 010C. This course may also be offered via distance learning. Pass/No Pass Only.

CAP 033A WORD PROCESSING - COURSE 1 3.0 UNITS
Total Lecture: 54 hours
Advisory: CAP 010A or CAP 011 and CAP 031B
Acceptable for credit: California State University
This course teaches word processing applications using Microsoft Word. The course includes text-editing, formatting, storage, retrieval, printing, tables, charts, document filing and management, columns, style sheets, spell check and thesaurus, and other basic word processing skills. This course may also be offered via distance learning. Pass/No Pass Option.

CAP 033B WORD PROCESSING - COURSE 2 3.0 UNITS
Total Lecture: 54 hours
Advisory: CAP 033A AND CAP 010A
Acceptable for credit: California State University
Students develop an in-depth knowledge of Word in order to prepare documents. This course includes text-editing, formatting, storage, retrieval, macros, mail-merge, document filing and management, printing, and special features of the program. Advanced software capabilities are covered including review features, themes, sorting, lists, etc. This course may also be offered via distance learning. Pass/No Pass Option.
CAP 045A  INTRODUCTORY MICROSOFT PROJECT  1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 070
Acceptable for credit: California State University
This course covers the basic concepts of project management and the essential components of Microsoft Project. Students utilize Microsoft Project to create and link tasks, set up and assign resources, and modify the work calendar to plan and manage a project. This course may also be offered via distance learning. Pass/No Pass Option.

CAP 046D  INTRODUCTION TO MICROSOFT POWERPOINT  1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 010A
Acceptable for Credit: California State University
The software program PowerPoint is taught in this course. Students learn the basic techniques for creation of a presentation such as transitions, animation and formatting of slides. This course may also be offered via distance learning. Pass/No Pass Option.

CAP 046E  INTERMEDIATE MICROSOFT POWERPOINT  1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 010A and CAP 046D
Acceptable for credit: California State University
This course covers advanced features of PowerPoint. Students integrate PowerPoint with MS Word, Excel, and web pages. They learn to customize a slideshow and other advanced features. This course may also be offered via distance learning. Pass/No Pass Option.

CAP 047   VISIO FOR VISIONARIES  2.0 UNITS
Total Lecture: 36 hours
Advisory: CAP 010A CAP 046D and CAP 070
Acceptable for credit: California State University
Visualize your world more with Microsoft Visio. Students learn how to use MS Visio to create organization charts, flow charts, floor and landscaping plans, and network and data diagrams. Students also learn to enhance shapes, design graphics and create visual reports. This course may also be offered via distance learning. Pass/No Pass Option.

CAP 062B  AN INTRODUCTION TO MICROSOFT EXCEL  1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 052
Acceptable for credit: California State University
This is an introduction to Microsoft Excel. The course covers basic formulas, functions, charts, and formatting. Students create 3-D charts, use loan amortization functions, and set up print options. This course may also be offered via distance learning. Pass/No Pass Option.

CAP 063B  INTERMEDIATE MICROSOFT EXCEL  2.0 UNITS
Total Lecture: 36 hours
Advisory: CAP 062B
Acceptable for credit: California State University
This course is the second in a series of Excel courses designed to help students learn Excel features that are used in business decisions. Students apply What-IF Analysis such as scenario tables, goal seek, and solver. Students also utilize advanced functions such as VLOOKUP, Nested IF’s, Pivot tables and Pivot charts, macros and more. This course is designed for students who are computer literate and have a previous working knowledge of Excel formulas, functions, and charts. This course may also be offered via distance learning. Pass/No Pass Option.

CAP 070   USING MS WINDOWS  1.0 UNIT
Total Lecture: 18 hours
Acceptable for credit: California State University
Microsoft Windows is still the most widely used Operating System in the world. This course introduces students to the current version of the Windows operating system and helps students acquire fundamental computer skills including file management, Internet connectivity & security, network file sharing, backups, troubleshooting, and customizing/personalizing Windows settings. Pass/No Pass Only.

CAP 071E   MICROSOFT OUTLOOK  1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 070
Students learn the basic features of Microsoft Outlook, a desktop information management system. Students learn how to manage email with rules and folders, enter appointments and events, create and manage a daily, weekly, or monthly schedule, track tasks, and manage contacts and contact groups. Computer literacy and keyboarding skills are recommended. This course may also be offered via distance learning. Pass/No Pass Option.

CAP 081B  INTRODUCTION TO MICROSOFT ACCESS  1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 010A and CAP 070
Acceptable for credit: California State University
Microsoft Access is part of the Microsoft Office suite of products and is a powerful relational database. Learn to create database tables and enter data, organize, and retrieve data from the tables. Create simple forms to enter data into a database and format reports from the data in the database. This course is for students who are computer literate and who would like to start working with a database. This course may also be offered via distance learning. Pass/No Pass Option.

CAP 088A   INTRODUCTION TO JAVASCRIPT FOR THE WEB  1.0 UNIT
Total Lecture: 18 hours
Advisory: CAP 097A
Acceptable for credit: California State University
This is an introductory course on Javascript programming for the web. Students learn to program interactive web pages using Javascript. This course covers Javascript basics, arrays, objects, an introduction to DOM scripting and debugging. This course is cross-listed as GDS 088A. This course may also be offered via distance learning. Pass/No Pass Option.
CIS 008 ADVANCED PYTHON PROGRAMMING 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 007
Acceptable for credit: University of California, California State University
This is an advanced course in Python programming that covers features of the language and its libraries. Students learn about parallel programming using threads and processes, network programming (client-side and server-side), database programming and persistence, text processing and regular expressions, and HTML and XML parsing. This course may also be offered via distance learning. Pass/No Pass Option.

CIS 033 ROBOTICS AND EMBEDDED SYSTEMS 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 037A and CIS 039
Acceptable for Credit: California State University
This course is an introduction to microcontrollers and interfacing. It covers the basic hardware components such as LEDs, switches, motors and sensors needed to build a robot and introduce the components needed for the drone hardware. In addition, it includes programming of the microcontroller. This course may also be offered via distance learning. Pass/No Pass Option.

CIS 035 INTRODUCTION TO DRONES AND UNMANNED AERIAL VEHICLES 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: California State University
This course is an introduction to unmanned aerial vehicles (UAV). It covers the basic rules and regulations of flying a commercial drone and its applications. It also covers the components of a drone system, maintenance, applications, simulations, and hands-on training on how to fly and control a drone in different environments. Pass/No Pass Option.

CIS 037A INTRODUCTION TO C PROGRAMMING 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the concepts and methods of computer programming using C language. The course covers data types, expressions, control structures, functions, sequential files, arrays, pointers, strings, string library and ADTs. It also covers low level programming elements such as memory manipulations, pass-by reference pointers, structs and bit level manipulation. This course may also be offered via distance learning. Pass/No Pass Option.

CIS 039 INTRODUCTION TO COMPUTER SYSTEMS 3.0 UNITS
Total Lecture: 45 hours, Total Lab: 27 hours
Acceptable for credit: University of California, California State University
This course provides a solid introduction to computer systems and machine language programming. Students learn the inner working of computer systems, instruction sets, assembly language programming, and data representation. Students also learn how to understand the code that a compiler generates, the memory layout and hierarchy, and the details of linking and loading. This course may also be offered via distance learning. Pass/No Pass Option.

CIS 040 C++ PROGRAMMING 4.0 UNITS
Total Lecture: 54 hours, Total Lab: 54 hours
Advisory: CIS 037A
Acceptable for credit: University of California, California State University
This is an introductory course in programming using C++. Students learn to design, code, and execute programs using the C++ programming language. This class includes control structures, functions, object-oriented programming concepts and topics. This course may also be offered via distance learning. Pass/No Pass Option.