In this course students participate in a variety of speech communication activities at a beginning level. These may include training to be a Peer Mentor and/or Teaching Assistant for our Public Speaking lab and classes, leading conversation groups for ESL students, intercollegiate competition in individual speaking events and debate, and judging high school competitions. Students are required to meet one-on-one with the instructor regularly to conduct and assess activities. Pass/No Pass Option.

**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.