

## COURSE DESCRIPTION

### 133 Destination Geography: Eastern Hemisphere (3) CSU

This course explores the Eastern Hemisphere from the travel industry point of view. Includes Europe, Africa, the Middle East, and Asia. Particular emphasis is placed on selling destinations including accommodations, sightseeing highlights, tourist attractions, and logistic considerations.

### 134 Destination Geography – Alaska (3) CSU

This course provides an overview of Alaska's geography, major tourist sights and activities, resort areas and accommodations with a particular emphasis on each region's unique appeal. This knowledge will be applied to traveler scenarios with a focus on developing knowledge and skills to effectively sell and market Alaska as a destination.

### 136 Destination Geography –Caribbean (1.5) CSU

This course provides an overview of the geography, major tourist sights and activities, resort areas and accommodations for each of the major islands/destinations throughout the Caribbean region. Particular emphasis will be placed on the diversity within the region and on each island's unique appeal for a visitor. This knowledge will be applied to traveler scenarios with a focus on developing knowledge and skills to effectively sell and market the Caribbean as a destination.

### 138 Destination Geography – Hawaii (1.5) CSU

This course provides an overview of the geography, major tourist sights and activities, resort areas and accommodations for each of the major Hawaiian Islands with a particular emphasis on each island's unique appeal. This knowledge will be applied to traveler scenarios with a focus on developing knowledge and skills to effectively sell and market the islands of Hawaii as a destination.

### 385 Directed Study – Travel (3)

This course allows a student to pursue Directed Study in travel on a contract basis under the direction of a supervising instructor.

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## TUTORING

(Supervised Learning Assistance)

### 1T Supervised Learning Assistance (0) NDA

Students who utilize general tutorial services, PC Labs, the Library's Internet Lab, and audio-visual services are automatically enrolled in Supervised Learning Assistance. There is no cost associated with the use of tutoring services, the audio-visual services or the Internet Lab.

\*Some courses in this catalog list required prerequisites or Corequisites, or recommended coursework. Any course identified as a Prerequisite or Corequisite for another course is required; recommended coursework is clearly identified as recommended.

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## VOCATIONAL EDUCATION

### 033CE Introduction to Career Pathways in Law Enforcement (0)

This course introduces students to the different career pathways in the law enforcement fields at the federal, state and local levels. Students will learn about application, entrance, and training requirements as well as promotional opportunities. Active professionals from diverse law enforcement agencies will serve as guest speakers and informational interviewees in this course.

### 060CE Custodial Technician Training (0)

This course will provide students with the knowledge and hands-on training needed to apply for entry-level building maintenance service positions in the public and private sectors. Students will learn and practice basic safety protocols, the use of common custodial tools, and specific cleaning processes for different types of building areas.

### 096CE Blueprint for Workplace Success (0)

This accelerated noncredit course is designed to provide students with the necessary tools and skills to assist them in the creation of a workplace blueprint. Some of the topics include self-discovery, time management, job market realities, workplace skills, effective communication, how to contact employers, preparing for the interview, getting hired, and keeping your job.

### 097CE Blueprint for Customer Service (0)

This short-term vocational education course is designed to provide new and incumbent workers the customer service skills required to increase their employability and get to know their customer or client. Topics covered include knowing what customers want, listening to customers and over-the-phone customer service.

### 098CE 30 Ways to Shine As a New Employee (0)

This course is designed to provide new and incumbent workers '30 Ways to Shine as a New Employee' and increase their level of effectiveness with workplace customer service and colleague relations. The topics will include achieving workplace goals, understanding workplace culture, being a team player, utilizing a positive attitude, and formulating a balance between home and work.

### 281CE Exploring Computer Science Information Technology Careers (0)

This course introduces students to the different types of careers and jobs available to computer professionals. Students will meet different professionals, identify key employers, and review educational and skill requirements for the different careers.

## **290CE Computer Literacy for College (0)**

This course combines lecture, demonstrations, and hands-on practice to provide students with the knowledge and skills necessary to correctly operate and use basic computer hardware, software, operating systems and file management for college entry-level computer science courses. Students will learn how to effectively use the Internet and protect their personal information and identity online. Students will learn the basics for digital and social media tools as well as word processing, spreadsheets, and PowerPoint software.

## **292CE Robotics I Lab (0)**

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills necessary to design, program, and fabricate a working robot.

## **294CE Introduction to Social Media-Word Press Blogs (0)**

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills needed to create a website using WordPress and install, configure and use social media tools and plug-ins for their website and blog.

## **296CE CISCO, VMWARE, and Network Security Training Careers (0)**

This course will introduce students to the applied skills required for most computer support specialist positions. Students will be introduced to the training resources for CISCO, VMware, and network security certification and practice their skills in the NetLAB environment.

## **320CE Exploring Health Care Careers (0)**

This course introduces students to an overview of health care careers in the U.S. health care system. Students will gain skills to reach health care career information, including work description, work environment, employment opportunities, educational requirements and earning by using online resources.

## **400CE Introduction to Medical Terminology (0)**

This course will enable students to obtain basic medical vocabulary and abbreviations used in health care professions. Upon completion of the course, students will be prepared for entry-level positions in the healthcare field.

## **401CE Medical Documentation and Charting (0)**

This course will enable students to obtain basic medical documentation techniques and charting methods used in the health care professions. Upon completion of this course, students will be able to document SOAP notes in medical records according to standard guidelines.

## **402CE Community Skills for Health Care Professions (0)**

This course will enable students to obtain basic oral and written communication skills for the health care settings. The focus will be on the use and disclosures of identifiable health information that are permitted by the HIPAA Privacy Regulation, composing case notes, reading, and writing medical documents. Upon completion of this course, students will be prepared for entry-level positions in the health care field.

## **403CE Law and Ethics Health Professions (0)**

This course will introduce students to medical office laws and ethics. Upon completion of this course, students will be prepared for compliance issues and proper ethical behavior in the any healthcare setting.

## **404CE Student Success in Health Occupations (0)**

This course will introduce the student to essential skills needed to succeed in rigorous health occupations course by learning to cope with the challenges of time management, discovering personal learning styles, identifying available resources, and making the most of their studying and test preparation.

## **405CE Professionalism in Health Occupations (0)**

This course will provide students with an overview of the importance of professionalism in the classroom and the workplace. Covering essential topics such as professional appearance, communication skills, customer service, cultural diversity and job search skills.

## **406CE Visual Spatial Perception and Psychomotor Skills Training (0)**

This course introduces students to techniques used to develop visual perception and psychomotor skills which are often required to become a physician, dentist, nurse, or other health care professional. Laboratory exercises will provide students the opportunity to experience and assess their psychomotor and spatial skills.

## **407CE Preparation to the WLAC Dental Hygiene Program (0)**

This course will prepare the students who have been successfully accepted into the West Los Angeles College Dental Hygiene Program for the current academic year. Students will gain the information regarding program policies, college student support services, professionalism, HIPPA, clinical kit organization, library research skills, and clinic policies.

## **408CE In-Home Supportive Services Provider (HSS) (0)**

This course is designed to provide students with the knowledge and necessary information required to apply skills, learned in the classroom and in the laboratory, within actual in-home nursing circumstances. Upon completion of the course students will be a full functioning In-Home Supportive Services Provider (IHSS).

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### **409CE Pre-Nursing Career Pathways (0)**

This course will prepare students for an entry-level in healthcare careers. Students will learn the career pathways for healthcare careers in Certified Nurse Assistant, In-Home Health Support Services, Home Health Aide, Geriatric Care Technician, Licensed Vocational Nurse, Nurse Practitioner, and Registered Nurse. Students will gain information on California State licensure, job outlook, personnel requirements and program curriculum.

### **410CE Vocational English as a Second Language A (0)**

This course is designed for Limited English Proficiency (LEP) students who need help in developing their basic language and content skills related to the world of work. This first course is short-term and will focus on speaking, listening, reading, writing, arithmetic. Additionally, the course will introduce students to the world of work and the language used in the workforce.

### **413CE Legal Terminology –Civil & Criminal Procedure (0)**

This course will expose students to basic legal terminology, abbreviations, definitions and commonly used Latin terms for civil and criminal procedure. Upon completion of this course, students will be prepared for entry-level positions in the legal profession.

### **415CE Effective Business Terminology (0)**

This course will expose students to basic business terminology, abbreviations, and acronyms used in business organizations. Upon completion of this course, students will be prepared for use of business terminology in entry-level positions.

### **416CE Introduction to Business Careers (0)**

This course will cover the varied business landscapes for new workforce hires. Students will gain skills to research career information including work description, work environment, employment opportunities, educational requirements, and potential earnings by using online resources.

### **417 CE Effective Business Communication (0)**

This course will cover the various ways that information travels in business organizations. Students will gain skills that will allow them to examine the communicative process through which people are assimilated into organizational cultures.

### **418CE Effective Business Correspondence (0)**

This course will guide students on conceptualizing, creating and sending effective business correspondence in oral and written form.

### **419CE Business Communication for Interviewing (0)**

This course will cover the styles and techniques that will be encountered in business interview scenarios. Students will learn goals of the interviewer and skills for handling questions.

### **420CE Introduction to Starting a New Business (0)**

This course will guide students on conceptualizing, creating and forming a new business with the development of a business plan.