

Course List by Unit

Mt. San Antonio College

Course ID	Course Name	Description
Adult Basic Education		
BS ABE01	Career Info and Guidance	
BS ABE02	Adult Basic Education	
BS ABE03	Adult Basic Education	
BS ABE04	Guidance and Orientation	
BS ABE05	Career Development	
BS ABE06	Basic Skills Foundation	
BS ABE07	Re-Entry Work Skills Needed for Today?s Workforce	Workplace ethics, job search techniques, resume writing, and interview preparation.
BS CNSL5	Career/Life Planning	
BS GEDMA	GED Preparation - Mathematics	
BS GEDRD	GED Prep - Language Arts, Reading	
BS GEDSC	GED Preparation - Science	
BS GEDSS	GED Preparation - Social Studies	
BS GEDWR	GED Preparation - Language Arts, Writing	
BS LANG2	Language Skills Laboratory 2	
BS LRN01	Short Term Review	
BS LRN03	Math Skills Review	
BS LRN06	Personal Computer Applications	
BS LRN72	Reading Acceleration	
BS LRN76	Improving Reading Comprehensio	
BS LRN81	Improving Writing Skills	
BS MTH01	Developmental Math Concepts	
BS STD80	Study Skills	
BS TR02	Tutoring Techniques	
BSHS ALG1	High School Algebra 1	
BSHS ALG2	High School Algebra 2	
BSHS ART1	High School Art & Creative Expression	
BSHS ART2	High School Art 2	
BSHS BIO	High School Biology	
BSHS CHEM	High School Chemistry	
BSHS CHN1	High School Chinese 1	
BSHS CIV	High School Civics/American Government	
BSHS CPTC	High School Computer Technology	
BSHS DIPR	HS Diploma and Referral	
BSHS EASC	High School Earth Science	
BSHS ECON	High School Economics	

Course ID	Course Name	Description
BSHS EELA	CAHSEE English	
BSHS EEMA	CAHSEE Math	
BSHS ENG1	High School English 1	
BSHS ENG2	High School English 2	
BSHS ENG3	High School English 3	
BSHS ENG4	High School English 4	
BSHS GEOG	High School Geography	
BSHS GEOM	High School Geometry	
BSHS GRAP	High School Advanced Graphics/Printing	
BSHS HLTH	High School Health	
BSHS KEY	High School Typing/Keyboarding (Intro to Comp App)	
BSHS LSC	HS - Life Science	
BSHS MUSC	High School Music Appreciation	
BSHS NS1	High School - Natural Science 1	Integration of biological, physical and earth science. Introduces high school students to scientific measurement and computation, the use of scientific laboratory equipment, and basic scientific writing. Addresses overall skill sets in the areas of reading, writing and note-taking as it relates to science.
BSHS PHSC	High School Physical Science	
BSHS PLNG	High School Planning and Guidance	
BSHS PREA	High School Pre-Algebra	
BSHS PSY	High School Psychology	
BSHS SOC	High School Sociology	
BSHS SPN1	High School Spanish, Conversation and Writing (Spanish 1)	
BSHS SPN2	High School Spanish 2	
BSHS SSK	High School Study Skills	
BSHS TALG	HS Topics in Algebra 2	
BSHS TGEO	HS Topics in Geometry	
BSHS USHS	High School United States History	
BSHS WHS	High School World History	
BSHS WREX	HS Expository Writing	
VOC IHSS	In-Home Support Services	

Community and Career Education

No Courses based on this Unit

Continuing Education Division Office

BS LRN50	Learning Support Laboratory
BS TR01	All Subject Tutoring
VOC ADJ01	Administration of the Justice System

Course ID	Course Name	Description
VOC ADJ02	Principles and Procedures of the Justice System	
VOC ADJ03	Concepts of Criminal Law	
VOC ADJ04	Legal Aspects of Evidence	
VOC ADJ05	Community Relations	
VOC ADJ06	Concepts of Enforcement Services	
VOC ADJ13	Concepts of Traffic Services	
VOC ADJ20	Principles of Investigation	
VOC ADJ38	Narcotics Investigation	
VOC ADJ59	Gangs and Corrections	
VOC ADJ68	Administration of Justice Report Writing	
VOC ADJ74	Vice Control	
VOC AGG01	Food Production, Land Use and Politics - A Global Perspective	
VOC AGL12	Exotic Animal Management	
VOC AGL14	Swine Production	
VOC AGL16	Horse Production	
VOC AGL17	Sheep Production	
VOC AGL18	Horse Ranch Management	
VOC AGL19	Horse Hoof Care	
VOC AGL20	Horse Behavior and Training	
VOC AGL30	Beef Production	
VOC AGL34	Livestock Judging and Selection	
VOC AGL96	Animal Sanitation and Disease Control	
VOC AGL97	Artificial Insemination of Livestock	
VOC AGN01	Animal Science	
VOC AGN02	Animal Nutrition	
VOC AGN51	Animal Handling and Restraint	
VOC AGN94	Animal Breeding	
VOC AGP70	Pet Shop Management	
VOC AGP71	Canine Management	
VOC AGP72	Feline Management	
VOC AGP73	Tropical and Coldwater Fish Management	
VOC AGP74	Reptile Management	
VOC AGP76	Aviculture - Cage and Aviary Birds	
VOC AGR01	Horticultural Science	
VOC AGR02	Plan Propagation/Greenhouse Management	
VOC AGR04	Park Management	
VOC AGR05	Park Facilities	
VOC AGR13	Landscape Design	

Course ID	Course Name	Description
VOC AGR15	Interior Landscaping	
VOC AGR24	Integrated Pest Management	
VOC AGR25	Floral Design 1	
VOC AGR26	Floral Design 2	
VOC AGR27	Floral Design 3	
VOC AGR29	Ornamental Plants - Herbaceous	
VOC AGR30	Ornamental Plants - Trees and Woody Shrubs	
VOC AGR32	Landscaping and Nursery Management	
VOC AGR39	Turf Grass Production and Management	
VOC AGR40	Sports Turf Management	
VOC AGR50	Soil Science and Management	
VOC AGR51	Tractor and Landscape Equipment Operations	
VOC AGR52	Hydraulics	
VOC AGR53	Small Engine Repair	
VOC AGR55	Diesel Engine Repair	
VOC AGR56	Engine Diagnostics	
VOC AGR57	Power Train Repair	
VOC AGR62	Landscape Irrigation - Design and Installation	
VOC AGR63	Landscape Irrigation - Systems Management	
VOC AGR64	Landscape Irrigation - Drip and Low Volume	
VOC AGR71	Landscape Construction Fundamentals	
VOC AGR72	Landscape Hardscape Applications	
VOC AGR73	Landscaping Laws - Contracting and Estimating	
VOC AGR75	Urban Arboriculture	
VOC ANA50	Basic Anatomy and Physiology	
VOC ARC11	Architectural Drawing	
VOC ARC16	Basic CAD and Computer Application	
VOC ARC18	Architectural CAD and BIM	
VOC ARC26	Architectural CAD - Working Drawings	
VOC ARC28	Architectural CAD 3-D Illustration and Animation	
VOC B005	Business English	
VOC B025	Business Communications	
VOC B026	Oral Communications for Business	
VOC B096A	Business Vocabulary	
VOC BA07	Financial Accounting	
VOC BA11	Fundamentals of Accounting	
VOC BA53	Ten-Key Calculations	
VOC BA68	Business Mathematics	
VOC BA70	Payroll and Tax Accounting	

Course ID	Course Name	Description
VOC BA71	Financial Planning	
VOC BA72	Bookkeeping - Accounting	
VOC BA75	Microcomputers in Accounting	
VOC BA76	Microcomputers in Managerial Accounting	
VOC BM10	Principles of Continuous Quality Improvement	
VOC BM20	Principles of Business	
VOC BM25	Principles of E-Commerce	
VOC BM51	Principles of International Business	
VOC BM52	Principles of Exporting and Importing	
VOC BM60	Human Relations in Business	
VOC BM61	Business Organization and Management	
VOC BM62	Human Resource Management	
VOC BM66	Small Business Management	
VOC BM85	Special Issues in Business	
VOC BR52	Real Estate Practice	
VOC BS35	Professional Selling	
VOC BS36	Principles of Marketing	
VOC BS50	Retail Store Management and Merchandising	
VOC BS70	International Marketing Concepts	
VOC BS85	Special Issues in Marketing	
VOC CNT50	PC Servicing	
VOC CNT52	PC Operating Systems	
VOC CNT54	PC Troubleshooting	
VOC CNT60	A+ Certification Preparation	
VOC CNT62	Network+ Certification Preparation	
VOC CP150	Basic PowerPoint	
VOC CPCL	Computer Laboratory	
VOC CRS10	Introduction to Correctional Science	
VOC CRS15	Control and Supervision of the Offender	
VOC CRS20	Correctional Law	
VOC CRS25	Probation and Parole	
VOC CRS30	Ethnic Relations in Corrections	
VOC CRS35	Interviewing and Counseling in Corrections	
VOC CRS40	Crime and Delinquency	
VOC CRS45	The Violent Offender	
VOC CS11	Computer Keyboarding	
VOC CS11A	Computer Keyboarding	
VOC CS11B	Computer Keyboarding	
VOC CS12	Intermediate Computer Keyboarding	

Course ID	Course Name	Description
VOC CS21	Data Entry	
VOC CS41	Office Management Skills	
VOC CSB15	Microcomputer Applications	
VOC CSB16	Macintosh Applications	
VOC CSB31	Microsoft Word	
VOC CSB51	Microsoft PowerPoint	
VOC CSB61	Desktop Publishing Software	
VOC CSW15	Web Site Development	
VOC EDT11	Technical Engineering Drawing 1	
VOC EDT12	Technical Engineering Drawing 2	
VOC EDT14	Mechanical Design - Geometric Dimensioning and Tolerance	
VOC EDT16	Basic CAD and Computer Applications	
VOC EDT18	Engineering CAD Applications	
VOC EDT24	Engineering CAD 3-D Solids and Surfaces	
VOC EDT26	Civil Engineering Technology and CAD	
VOC EL10	Introduction to Mechatronics	
VOC EL11	Technical Applications in Microcomputers	
VOC EL12	Computer Simulation and Troubleshooting	
VOC EL50A	Electronic Circuits (DC)	
VOC EL50B	Electronic Circuits (AC)	
VOC EL51	Electronic Devices Theory	
VOC EL53	Communications Circuits	
VOC EL54A	Industrial Electronics	
VOC EL54B	Industrial Electronic Systems	
VOC EL55	Microwave Communications	
VOC EL56	Digital Electronics	
VOC EL61	Electronic Assembly and Fabrication	
VOC EL62	Advanced Surface Mount Assembly and Rework	
VOC EL74	Microprocessor Systems	
VOC EL76	Radio/Telephone Communications	
VOC EL81	Laboratory Studies in Electronics	
VOC EM65A	Mathematics of Electronics - DC	
VOC EM65B	Mathematics of Electronics - AC	
VOC EST50	Electrical Fundamentals for Cable Installations	
VOC EST52	Fabrication Techniques for Cable Installation	
VOC EST54	Cabling and Wiring Standards	
VOC EST56	Home Theater, Home Integration & Home Security Systems	
VOC EST62	Electronic Troubleshooting 1	
VOC EST64	Electronic Troubleshooting 2	

Course ID	Course Name	Description
VOC EST70	C-7 Low Voltage Systems License Preparation	
VOC FSH08	Introduction to Fashion	
VOC FSH09	History of Costume/Fashion	
VOC FSH10	Clothing Construction 1	
VOC FSH12	Clothing Construction 2	
VOC FSH15	Fashion Strategies	
VOC FSH20	Illustration for fashion and Costume Design	
VOC FSH21	Basic Patternmaking	
VOC FSH22	Fashion Design by Draping	
VOC FSH23	Patternmaking 2	
VOC FSH62	Retail Store Management and Merchandising	
VOC GOG10	Introduction to Geographic Information Systems	
VOC GRP01	Computer Graphics Laboratory	
VOC GRP10	Photoshop Imagery	
VOC GRP12	Photoshop Imagery Extended	
VOC GRP14	Digital Color Management	
VOC GRP16	Illustrator Graphics	
VOC GRP18	3D Graphics Imagery	
VOC GRP20	Multimedia Graphics	
VOC GRP28	Digital Portfolio	
VOC GRP48	Introduction to Digital Design Systems	
VOC HRM51	Introduction to Hospitality	
VOC HRM52	Food Safety/Sanitation	
VOC HRM53	Dining Room Service Management	
VOC HRM54	Basic Cooking Techniques	
VOC HRM56	Management of Hospitality Personnel and Operations	
VOC HRM57	Restaurant Cost Control	
VOC HRM58	Fast Food Service Management	
VOC HRM60	Purchasing for the Restaurant Industry	
VOC HRM61	Menu Planning	
VOC HRM62	Catering	
VOC HRM64	Hospitality Financial Accounting	
VOC HRM66	Hospitality Law	
VOC HRM70	Introduction to Lodging	
VOC HTH01	Certified Nursing Assistance	
VOC HTH04	Acute Care Nursing Assistant	
VOC HTH05	Health Careers Resource Center	
VOC HTH12	Medical Terminology	
VOC HTH13	Interpreting in Health Care 1	

Course ID	Course Name	Description
VOC HTH14	Interpreting in Health Care 2	
VOC HTH15	Externship in Health Care Interpreting	
VOC HTH18	In-Home Care of Alzheimer's and Dementia Clients	
VOC HTH20	Health Care Interpreter Seminar	
VOC ID10	Introduction to Interior Design	
VOC ID12	Materials and Products for Interior Design	
VOC ID14	History of Furniture and Decorative Arts	
VOC MF10	Mathematics & Blueprint Reading for Manufacturing	
VOC MF11	Manufacturing Processes 1	
VOC MF12	Manufacturing Processes 2	
VOC MF15	AutoCAD 2D	
VOC MF17	3-D CAD for Mechanical Modeling	
VOC MF19	Parametric Solid Modeling for Manufacturing	
VOC MF25	Advanced Parametric Solid Modeling for Desktop	
VOC MF27	AutoDesk Inventor	
VOC MF38	MasterCAM1	
VOC MF38B	Advanced MasterCAM	
VOC MF38C	MasterCAM Solids	
VOC MF39	SurfCAM 1	
VOC MF39B	SufCAM 2	
VOC MF85	Manual CNC (computerized Numerical Control) Operations	
VOC NF81	Cooking for your Heart and Health	
VOC NF82	Vegetarian Cuisine	
VOC PHO01	Laboratory Studies in Black & White Photography	
VOC PHO04	Digital Cameras and Composition	
VOC PHO10	Basic Digital & Film Photography	
VOC PHO11	Advanced Professional Photography	
VOC PHO12	Photographic Alternatives	
VOC PHO15	History of Photography	
VOC PHO16	Fashion Photography	
VOC PHO17	Photocommunication	
VOC PHO18	Portraiture and Wedding Photography	
VOC PHO20	Color Photography	
VOC PHO21	Exploring Color Photography	
VOC PHO28	Photography Portfolio Development	
VOC PHO30	Commercial & Illustrative Photography	
VOC SL1	Service Learning/Seminar for Health Occupations	
VOC SL3	Service Learning/Seminar in Community Involvement	
VOC SL4	Service Learning and Community Involvement	

Course ID	Course Name	Description
VOC TCH60	Customer Relations for the Technician	
VOC THR14	Stagecraft	
VOC THR15	Play Rehearsal and Performance	
VOC THR16	Theatrical Make-Up	
VOC THR18	Technical Theater Practicum	
VOC THR19	Theatrical Costuming	
VOC THR60	Children's Theatre	
VOC TR10A	Introduction to Tutoring	
VOC TR10B	Tutoring in English Language	
VOC TR10C	Tutoring as a Supplemental Instructor	
VOC TR10D	Tutoring in Mathematics	
VOC TR10R	Tutoring in Reading	
VOC WL30	Metal Sculpture	
VOC WL40	Introduction to Welding	
VOC WL50	Oxyacetylene Welding	
VOC WL51	Basic Electric Arc Welding	
VOC WL53A	Welding Metallurgy	
VOC WL60	Print Reading and Computations for Welders	
VOC WL70A	Beginning Arc Welding	
VOC WL70B	Advanced Arc Welding	
VOC WL70C	Certification for Welders	
VOC WL80	Fabrication and Construction Welding	
VOC WL81	Pipe and Tube Welding	
VOC WL90A	Gas Tungsten Arc Welding	
VOC WL90B	Semiautomatic Arc Welding Process	
VOC WL91	Automotive Welding, Cutting and Modification	

ESL		
CITZ NAT	Citizenship	Intermediate and advanced level students learn about U.S. government and history and prepare for the U.S. citizenship interview.
ESL LANG2	ESL Computer & Language Skills	
ESL LANG3	English for Specific Uses	Advanced level students improve vocabulary, grammar, writing, and speaking for occupational purposes.
ESL LVL1	ESL - Level 1	Beginning-low English students improve communication skills for everyday needs through conversations, projects and exams.
ESL LVL2	ESL - Level 2	Beginning-high English students improve orally and in writing by participating in class discussions, projects and exams.

Course ID	Course Name	Description
ESL LVL3	ESL - Level 3	Intermediate-low English students improve communication through discussions, projects, presentations, and assessment feedback.
ESL LVL4	ESL - Level 4	Intermediate-high English students improve communication and work toward career/academic success.
ESL LVL5	ESL - Level 5	Advanced-low students improve English for academic preparation or the workplace through integrated skills projects.
ESL LVL6	ESL - Level 6	Advanced-high students improve English communication skills and prepare for life-long learning and academic/career success.
ESL PLVL1	ESL Pre-Level 1	Literacy-level students build vocabulary and English communication skills through simple interviews, projects and exams.
ESL SPKA	ESL - Speaking A	Beginning level students develop English listening and speaking skills. Focus is on vocabulary and everyday conversation.
ESL SPKB	ESL - Speaking B	Intermediate level students improve English listening and speaking skills using cultural comparisons and common situations.
ESL SPKC	ESL - Speaking C	Advanced level students enhance English oral communication skills using authentic materials and community resources.
ESL TOEFL	TOEFL Prep	High-intermediate and advanced level students improve English skills for tests such as the TOEFL (Test of English as a Foreign Language).
ESL VHLTH	ESL - Health Professionals	Advanced level students improve vocabulary, grammar, writing, and speaking for medical purposes.
ESL WRTA	ESL - Writing A	Beginning level students develop English reading and writing skills. Focus is on combining sentences and learning vocabulary.
ESL WRTB	ESL - Writing B	Intermediate level students improve English reading and writing skills, focusing on paragraph writing and reading comprehension.
ESL WRTC	ESL - Writing C	Advanced level students enhance English reading and writing skills by exploring rhetorical writing styles and authentic readings.

Older Adult Programs

Course ID	Course Name	Description
BS ABE07	Re-Entry Work Skills Needed for Today?s Workforce	Workplace ethics, job search techniques, resume writing, and interview preparation.
DSPS ELL01	Lifelong Learning for the Special Needs Population	Educational activities for special needs students and emphasizing physical, cognitive, social and emotional skill development.
OAD ELL03	Lifelong Learning for Older Adults - Crafts	Develops creative and artistic skills through various arts and crafts projects.
OAD ELL04	Lifelong Learning for Older Adults	Improve and/or maintain mental fitness of older adults through educational activities promoting critical thinking and cognitive skills.
OAD ELL05	Lifelong Learning Through Current World Events	Presents current events in a variety of ways to provide educational information about local, national and global issues.
OAD FKA04	Quilting	By hand or machine, learn patchwork, applique and various ways to form quilting patterns to create a quilt.
OAD FNA01	China Painting	Porcelain decoration and china painting consisting of design, etching, gold work, luster and more.
OAD FNA03	Oil Painting	Principles of drawing, design, color and composition for oil painting emphasizing creative skill development.
OAD FNA04	Watercolor Painting	Principles of drawing, design, color and composition for watercolor painting emphasizing creative skill development.
OAD FNA32	Drawing ? Beginning Through Advanced	Developing the perceptual and technical skills of drawing through observations of objects. Still life and landscape will be utilized.
OAD MOX01	Healthy Aging	Designed for older adults to promote strength, toning, range of motion, flexibility, endurance and coordination.
OAD MOX02	Healthy Aging - Principles of Slow Movement	Designed for older adults to increase strength and agility while improving peace of mind and reducing stress. Several different moves of Tai Chi will be experienced.
OAD MOX04	Healthy Aging - Principles of Posture and Flexibility	Improve stamina, lung capacity, flexibility, muscle tone, circulation, cardiovascular performance and respiration through Yoga.
OAD MOX06	Healthy Aging - Principles of Aquatic Resistance	Aerobic conditioning, strength train & stretch in a water environment, swim skills are not required. Group class. NO private lessons.

Course ID	Course Name	Description
OAD MOX11	Healthy Aging - Fall Prevention: Balance and Mobility	Older adults learn to prevent falls through balance, mobility and risk prevention.
VOC AGR-G	Home Gardening	Organic gardening, indoor plants, fruit orchards, traditional gardening, pesticides, design, pruning & fertilization are covered.
VOC CPBC1	Basic Computing Level 1	Introduction to the personal computer including terminology and basic computer operations in a Windows environment. Instruction is hands-on.
VOC CPBC2	Basic Computing Level 2	Ahands-on course, focusing on ways to create documents in applications such as Microsoft Word; includes basic computer maintenance and problem-solving techniques.
VOC CPBC3	Basic Computing Level 3	Increase word processing skills through creative projects which introduce computer graphics.
VOC CPCC	Creative Computing	Develops creative skills utilizing computer graphics. Includes development of marketing skills.
VOC CPDI	Digital Photography for the Beginner	Digital camera operations, image management and composition and use of graphics software.
VOC CPNET	Internet Research ? An Introduction	Includes e-mail, research, terminology and functional capabilities of the Internet.
VOC ESD02	Production of Boutique Craft for Retail Sales	Create individual designs for production or one-of-a-kind crafts. Marketing, pricing and cost analysis will be covered.
VOC ESD03	Lettering Styles and Advertising Calligraphy	Presents styles of calligraphy as they are used in art, media and advertising. Includes size, placement and styles.
VOC ESD07	Handcrafted Needlework for Retail Sales and Boutiques	Needlework techniques including knitting, crocheting, embroidery & plastic canvas to construct finished products for sale.
VOC ESD08	Jewelry Production and Design for Retail Sales	Design and construct wire worked jewelry using beads & stones with various methods of wire wrapping, coiling & hammering.
VOC ESD09	Sewing and Design	Basic sewing techniques including tailoring, pattern making, cutting & style design to construct professional looking garments.
VOC ESD10	Beginning Decorate Art Production for Retails Sales	Introduction to decorative art production for retail sales.
VOC ESD11	Intermediate Decorative Art Production for Retail Sales	Advanced tole art brush strokes on a variety of surfaces using acrylic paints and associated mediums to create finished products.

Course ID	Course Name	Description
VOC ESD12	Creative Writing	
VOC ESD15	Jewelry/Lapidary Production Design	Jewelry making and stone cutting/polishing and lapidary work to create jewelry.

WIN Program

BS ABE06	Basic Skills Foundation
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Mt. San Antonio College
Course Outline of Record & MIS Data Elements

New Course 4-Year Review Modification

Date: October 20, 2010

Course ID [CB01] BSHS ALG2 Previous Course ID _____ Effective Term 201110 (Smr 2011)
(Modifications Only)

Course Short Title [CB02] HS Algebra 2
Course Title Same
Previous Title (Modifications Only) _____

CB00 # CCC000419386 Pending Previous CB00 (for modifications only) CCC000

Credit Type 04 – Noncredit Course Status Active Pending

Instructional Type Lecture Lab Lecture/Lab Other

Contact Hours Lecture 75 – 150
Lab _____
Total Hours 75 – 150

Course Grading Method (N) Noncredit (P/NP) Pass/No Pass (S) Standard Letter Grade (SP) Satisfactory Progress

Course FTE Factor _____ Course LHE Factor _____

TOPS Code [CB03] 493062 High School Diploma Program / GED

Course Credit Status [CB04] N

SAM Code A: Apprenticeship B: Advanced Occupational C: Clearly Occupational D: Possibly Occupational E: Non-Occupational

Course Transfer Status [CB05] C Course Prior to Transfer Level [CB21] A (1 level below)

State Transfer Code N – Noncredit (but not Community Services)

State Classification Code [CB11] A Liberal Arts and Sciences E Student Substantial Disability I Career-Technical Education
 B Developmental Preparatory F Parenting and Family Support J Workforce Prep – Noncredit Enhanced Funding
 C Adult & Secondary Basic Education G Community & Civic Development K Other – Noncredit Enhanced Funding
 D Devel/Survival-non Disability H General & Cultural L Noncredit – not Enhanced Funding

Co-op Work Experience [CB10] Yes No Funding Agency Category [CB23] Y (not applicable)

Basic Skills Status [CB08] Yes No

Noncredit Eligibility Category Code [CB22] A ESL E Courses for Persons with Disabilities I Short-Term Vocational
 B Citizenship for Immigrants F Parenting J Workforce Preparation
 C Basic Skills G Family & Consumer Science X Unknown (not reported)
 D Health & Safety H Older Adults

Repeatability 3

Approval Dates:	Department	<u>10-20-2010</u>	4-Year Review
	Division	<u>10-20-2010</u>	
	Curriculum Committee		
	Board of Trustees	<u>5-23-07</u>	(Note: Modifications do not require Board approval)

Submitted to Chancellor's Office for Approval: _____

Course Catalog Description:

Key components of second year algebra. Expands on basic algebra and geometry concepts, including solutions of quadratic equation and functions, equations and inequalities, fractional exponents and exponential functions, polynomials, real numbers, rational and irrational expressions, logarithmic functions, computations, permutations and probabilities, statistics, series and sequences, and the complex number system. Leads to high school diploma or equivalent.

Course Class Schedule Description:

Key components of second year algebra. Expands on basic algebra and geometry concepts.

Course Outline:

- Equations and inequalities
- Polynomials
- Real and complex numbers
- Rational and irrational expressions
- Quadratic equations and functions
- Fractional exponents and exponential functions
- Logarithmic functions
- Combinations, permutations and probability
- Statistics
- Sequences and series
- Final Exam

Course Laboratory Outline:

N/A

Course Measurable Objectives:

1. Solve linear equations, systems of equations and inequalities by substitution, graphing or matrices.
2. Perform number operations on and factor polynomials using a variety of methods.
3. Apply arithmetic and graphic properties of real and complex numbers to number operations.
4. Evaluate rational and irrational expressions.
5. Solve and graph quadratic equations using a variety of methods and number systems.
6. Graph quadratic functions and determine the maxima, minima and zeros of functions.
7. Solve problems by using the laws of fractional exponents and exponential functions.
8. Apply the definitions and properties of logarithms to translate and simplify expressions.
9. Apply fundamental counting principles to compute combinations, permutations and probability.
10. Interpret and analyze data using a variety of statistical methods.
11. Find the sums of arithmetic series and sequences and finite and infinite geometric series.
12. Determine the validity of algebraic statements involving rational expressions, radical expressions, logarithmic or exponential function.

Methods of Evaluation:

Category 1: Substantial written assignments for this course include:

- None – this course is primarily computational in nature

Category 2: Computational or non-computational problem solving demonstrations:

- Solve and graph equations and functions

- Solve multi-step problems
- Use algebraic properties to analyze real-world data

Category 3: Skills Demonstrations:

- N/A

Category 4: Objective Examinations:

- Comprehensive notes written for each section of the text
- Comprehensive review of new skills and concepts
- Quizzes assessing skill sets within each chapter
- Short answer questions on algebraic skills

Sample Assignments/Activities:

1. Read the section of your book that explains solving problems involving systems of linear equations in two variables. Prepare notes about the section. Include in the notes a summary, all new vocabulary and new formulas. Also include two sample exercises, a solution to each exercise, and an explanation of the solution.
2. Complete the sixteen review problems related to irrational and complex numbers. First, attempt all problems as if they were given as an exam, circling any that cannot be solved. Check for accurate solutions and, using the text and your class notes, fix errors and complete any remaining problems. For answers that you are not able to explain, please see the instructor.
3. Complete the exponential and logarithmic functions quiz which will require you to solve 20 review problems from the first four sections. When you are finished, check your solutions with the answer key, correct all errors, and write an explanation for three of the incorrect problems. For answers that you are not able to explain, please see the instructor.

Mt. San Antonio College
Course Outline of Record & MIS Data Elements

New Course 4-Year Review Modification

Date: September 28, 2010

Course ID [CB01] OAD ELL04 Previous Course ID _____ Effective Term 201110 (Smr 2011)
(Modifications Only)

Course Short Title [CB02] LLLearning – Older Adults
Course Title Lifelong Learning for Older Adults
Previous Title (Modifications Only) _____

CB00 # CCC000384640 Pending Previous CB00 (for modifications only) CCC000

Credit Type 04 – Noncredit Course Status Active Pending

Instructional Type Lecture Lab Lecture/Lab Other

Contact Hours
Lecture _____
Lab 12 – 144
Total Hours 12 – 144

Course Grading Method (N) Noncredit (P/NP) Pass/No Pass (S) Standard Letter Grade (SP) Satisfactory Progress

Course FTE Factor _____ Course LHE Factor _____

TOPS Code [CB03] 083700 Health Education

Course Credit Status [CB04] N

SAM Code A: Apprenticeship B: Advanced Occupational C: Clearly Occupational D: Possibly Occupational E: Non-Occupational

Course Transfer Status [CB05] C Course Prior to Transfer Level [CB21] Y (not applicable)

State Transfer Code N – Noncredit (but not Community Services)

State Classification Code [CB11] A Liberal Arts and Sciences E Student Substantial Disability I Career-Technical Education
 B Developmental Preparatory F Parenting and Family Support J Workforce Prep – Noncredit Enhanced Funding
 C Adult & Secondary Basic Education G Community & Civic Development K Other – Noncredit Enhanced Funding
 D Devel/Survival-non Disability H General & Cultural L Noncredit – not Enhanced Funding

Co-op Work Experience [CB10] Yes No Funding Agency Category [CB23] Y (not applicable)

Basic Skills Status [CB08] Yes No

Noncredit Eligibility Category Code [CB22] A ESL E Courses for Persons with Disabilities I Short-Term Vocational
 B Citizenship for Immigrants F Parenting J Workforce Preparation
 C Basic Skills G Family & Consumer Science X Unknown (not reported)
 D Health & Safety H Older Adults

Repeatability 9

Course Information and MIS Data Elements – Noncredit Course ID OAD ELL04

Approval Dates: Department 9-28-2010 4-Year Review
Division 9-28-2010
Curriculum Committee _____
Board of Trustees 5-23-07 (Note: Modifications do not require Board approval)

Submitted to Chancellor's Office for Approval: N/A

Course Catalog Description:

Improve or maintain mental fitness of older adults through educational activities promoting critical thinking and cognitive skills.

Course Class Schedule Description:

Same

Course Outline:

N/A

Course Laboratory Outline:

- Brain plasticity
- Memory and recall
- Lifestyle effects on memory
- Strategies and activities for improving cognition
- Observation and recall
- Long- and short-term memory simulation
- Five senses and memory

Course Measurable Objectives:

1. Demonstrate retention skills.
2. Display long- and short-term memory retrieval.
3. Exercise communication skills through language usage.
4. Discuss and participate in activities to maintain cognition.
5. Exhibit cognition response time.

Methods of Evaluation:

Category 1: Substantial written assignments for this course include:

- This course primarily involves skills, demonstrations or problem solving. Students develop and maintain cognitive and critical thinking skills through discussion and oral responses to topical quizzes.

Category 2: Computational or non-computational problem solving demonstrations:

- Oral quizzes related to concepts of cognition maintenance

Category 3: Skills Demonstrations:

- Performance in discussion and application of long- and short-term memory recall

Category 4: Objective Examinations:

-

Sample Assignments/Activities:

1. Listen to a brief story segment highlighting important details of a case study. In a question and answer follow-up, deduce essential facts to reveal the solution.
2. Develop and maintain a notebook containing articles regarding brain health.
3. Following the short presentation on the first all-purpose computer, discuss the impact and application it has had on your daily life in a large group setting.

Mt. San Antonio College
Course Outline of Record & MIS Data Elements

New Course 4-Year Review Modification

Date: September 29, 2010

Course ID [CB01] OAD MOX11 Previous Course ID _____ Effective Term 201110 (Smr 2011)
(Modifications Only)

Course Short Title [CB02] Fall Prevention
Course Title Fall Prevention: Balance and Mobility
Previous Title (Modifications Only) _____

CB00 # CCC000398559 Pending Previous CB00 (for modifications only) CCC000

Credit Type 04 – Noncredit Course Status Active Pending

Instructional Type Lecture Lab Lecture/Lab Other

Contact Hours
Lecture _____
Lab 24 - 80
Total Hours 24 - 80

Course Grading Method (N) Noncredit (P/NP) Pass/No Pass (S) Standard Letter Grade (SP) Satisfactory Progress

Course FTE Factor _____ Course LHE Factor _____

TOPS Code [CB03] 083700 Health Education

Course Credit Status [CB04] N

SAM Code [CB09] A: Apprenticeship B: Advanced Occupational C: Clearly Occupational D: Possibly Occupational E: Non-Occupational

Course Transfer Status [CB05] C Course Prior to Transfer Level [CB21] Y (not applicable)

State Transfer Code N – Noncredit (but not Community Services)

State Classification Code A Liberal Arts and Sciences E Student Substantial Disability I Career-Technical Education
 B Developmental Preparatory F Parenting and Family Support J Workforce Prep – Noncredit Enhanced Funding
 C Adult & Secondary Basic Education G Community & Civic Development K Other – Noncredit Enhanced Funding
 D Devel/Survival-non Disability H General & Cultural L Noncredit – not Enhanced Funding

Co-op Work Experience [CB10] Yes No Funding Agency Category [CB23] Y (not applicable)

Basic Skills Status [CB08] Yes No

Noncredit Eligibility Category Code [CB22] A ESL E Courses for Persons with Disabilities I Short-Term Vocational
 B Citizenship for Immigrants F Parenting J Workforce Preparation
 C Basic Skills G Family & Consumer Science X Unknown (not reported)
 D Health & Safety H Older Adults

Repeatability 9

Approval Dates: Department 9-29-2010 4-Year Review
Division 9-29-2010
Curriculum Committee _____
Board of Trustees 5-23-07 (Note: Modifications do not require Board approval)

Submitted to Chancellor's Office for Approval: N/A

Course Catalog Description:

Risks and fears associated with falling for older adults. Includes setting realistic goals, minimizing environmental risks and balance exercises.

Course Class Schedule Description:

Same

Course Outline:

N/A

Course Laboratory Outline:

- Managing concerns about falling
- Fall prevention and strategies
- Fall prevention resources
- Fall hazards and risk factors
- Practicing proper balance and movement

Course Measurable Objectives:

1. Identify fears associated with falling and strategies to address those fears.
2. Demonstrate balance and strength training in relation to fall prevention.
3. List resources for fall prevention.
4. Recognize faulty behaviors.
5. Cite environmental risk factors.

Methods of Evaluation:

Category 1: Substantial written assignments for this course include:

- This course primarily involves skills, demonstrations or problem solving. Students develop and maintain cognitive and critical thinking skills through discussion and oral responses to topical quizzes.

Category 2: Computational or non-computational problem solving demonstrations:

- Group discussion and oral quizzes related to concepts of fall prevention

Category 3: Skills Demonstrations:

- Demonstrate balance activities that decrease the likelihood of falls.

Category 4: Objective Examinations:

-

Sample Assignments/Activities:

1. Watch a brief presentation on fall hazards in the home. In a question-answer follow-up, recall specific facts and discuss opinions.
2. Following the presentation and discussion of behaviors that lead to falls, discuss, in a small group, the implications and applications to your daily life.
3. Outline a personalized fall-prevention action plan.
4. Demonstrate the correct execution of the side lateral raise for balance.

Mt. San Antonio College
Course Outline of Record & MIS Data Elements

New Course 4-Year Review Modification

Date: October 29, 2010

Course ID [CB01] BSHS ENG4 Previous Course ID _____ Effective Term 201110 (Smr 2011)
(Modifications Only)

Course Short Title [CB02] High School English 4
Course Title HS English 4
Previous Title (Modifications Only) _____

CB00 # CCC000403304 Pending Previous CB00 (for modifications only) CCC000

Credit Type 04 – Noncredit Course Status Active Pending

Instructional Type Lecture Lab Lecture/Lab Other

Contact Hours Lecture 75 - 150
Lab _____
Total Hours 75 – 150

Course Grading Method (N) Noncredit (P/NP) Pass/No Pass (S) Standard Letter Grade

Course FTE Factor _____ Course LHE Factor _____

TOPS Code [CB03] 493062 High School Diploma Program / GED

Course Credit Status [CB04] N

SAM Code A: Apprenticeship B: Advanced Occupational C: Clearly Occupational D: Possibly Occupational E: Non-Occupational

Course Transfer Status [CB05] C Course Prior to Transfer Level [CB21] A

State Transfer Code N – Noncredit (but not Community Services)

State Classification Code [CB11] A Liberal Arts and Sciences E Student Substantial Disability I Career-Technical Education
 B Developmental Preparatory F Parenting and Family Support J Workforce Prep – Noncredit Enhanced Funding
 C Adult & Secondary Basic Education G Community & Civic Development K Other – Noncredit Enhanced Funding
 D Devel/Survival-non Disability H General & Cultural L Noncredit – not Enhanced Funding

Co-op Work Experience [CB10] Yes No Funding Agency Category [CB23] Y (not applicable)

Basic Skills Status [CB08] Yes No

Noncredit Eligibility Category Code [CB22] A ESL E Courses for Persons with Disabilities I Short-Term Vocational
 B Citizenship for Immigrants F Parenting J Workforce Preparation
 C Basic Skills G Family & Consumer Science X Unknown (not reported)
 D Health & Safety H Older Adults

Repeatability 3

Approval Dates:	Department	<u>10-29-2010</u>	4-Year Review/Modification
	Division	<u>10-29-2010</u>	
	Curriculum Committee		
	Board of Trustees	<u>5-23-07</u>	(Note: Modifications do not require Board approval)

Submitted to Chancellor's Office for Approval:

Course Catalog Description:

Foundations of literature through British literature using the historical approach. Includes social, political and intellectual trends connected with the following time periods: Anglo-Saxon, Medieval, English Renaissance, Renaissance drama, the early 17th century, the Restoration and the 18th century, the Romantic Era, the Victorian Age, and contemporary British poetry and prose. Development of writing, critical thinking, and the use of literary tools. Leads to a high school diploma or equivalent.

Course Class Schedule Description:

Foundations of literature through British literature using the historical approach.

Course Outline:

- Word analysis, fluency and systematic vocabulary development
- Reading comprehension
- Literary response and analysis of British literature
- Writing strategies and applications
- Written and oral English language conventions
- Listening and speaking strategies and applications
- Final exam

Course Laboratory Outline:

N/A

Course Measurable Objectives:

1. Apply knowledge of word origins and etymology to determine the meanings of new words and use those words accurately.
2. Comprehend public documents, informational materials, and grade-appropriate texts.
3. Compare and contrast the different periods within British literature.
4. Analyze various British author's implicit and explicit philosophical assumptions and beliefs.
5. Analyze the way in which authors through the centuries have used archetypes drawn from myth and tradition in British literature, film, political speeches and religious writings.
6. Evaluate British Literature through different time periods focusing on characteristics of subgenres, themes, irony, tone, mood, imagery, personification and style.
7. Write coherent and focused essays and research reports that convey a well-defined perspective and tightly reasoned argument using different elements of discourse, primary and secondary sources, point of view, characterization, rhetorical devices, tone and style.
8. Write and speak with a command of Standard English conventions: grammar, diction, paragraph and sentence construction, punctuation, spelling, capitalization and manuscript requirements.
9. Formulate informed judgments about various modes (e.g., media, film) of oral communication.
10. Compose focused and coherent presentations that convey clear and distinct perspectives and solid reasoning.

Methods of Evaluation:

Category 1: Substantial written assignments for this course include:

- Minimum of ten essays of a minimum of 1,500 words focusing on accuracy, relevance and completeness, construction of knowledge, organization and elaboration, pre-writing and revision, voice and word choice, grammar and language construction

Category 2: Computational or non-computational problem solving demonstrations:

- Concept mapping of course themes

Category 3: Skills Demonstrations:

- Projects: oral and multimedia presentations, written reports and posters focusing on the research processes, evaluation of information, effective interpretation, accuracy, relevance and completeness

Category 4: Objective Examinations:

- Multiple choice, true or false and fill-in questions related to literary analysis
- Short-answer questions on themes, characteristics and genres

Sample Assignments/Activities:

1. Rewrite Lady Macbeth's soliloquy in scene 5, lines 34-50 into modern English, in your own words, making sure that the meaning is preserved. Perform the soliloquy in front of your teacher. You will be graded on: volume, pace, fluency, enunciation and tone. Use the rubric to complete your translation and presentation.
2. Write a 1,000- to 1,500-word family story in the form of a parable. Complete the pre-writing graphic organizer before composing your first draft and the self-revision form before composing your final draft.
3. Read the introduction and timeline for the Restoration and The Eighteenth Century time period. Create a formal outline as you read, noting major events, influential people and literary influences. Use this information as you analyze literary works from this time period.

Mt. San Antonio College
Course Outline of Record & MIS Data Elements

New Course 4-Year Review Modification

Date: October 29, 2010

Course ID [CB01] VOC CPBC3 Previous Course ID _____ Effective Term 201110 (Smr 2011)
(Modifications Only)

Course Short Title [CB02] Basic Computing 3
Course Title Basic Computing – Level 3
Previous Title (Modifications Only) _____

CB00 # CCC000403640 Pending Previous CB00 (for modifications only) CCC000

Credit Type 04 – Noncredit Course Status Active Pending

Instructional Type Lecture Lab Lecture/Lab Other

Contact Hours Lecture 54
Lab _____
Total Hours 54

Course Grading Method (N) Noncredit (P/NP) Pass/No Pass (S) Standard Letter Grade

Course FTE Factor _____ Course LHE Factor _____

TOPS Code [CB03] 051400 Office Technology / Office Computer Applications

Course Credit Status [CB04] N

SAM Code A: Apprenticeship B: Advanced Occupational C: Clearly Occupational D: Possibly Occupational E: Non-Occupational
[CB09]

Course Transfer Status [CB05] C Course Prior to Transfer Level [CB21] Y (not applicable)

State Transfer Code N – Noncredit (but not Community Services)

State Classification Code [CB11] A Liberal Arts and Sciences E Student Substantial Disability I Career-Technical Education
 B Developmental Preparatory F Parenting and Family Support J Workforce Prep – Noncredit Enhanced Funding
 C Adult & Secondary Basic Education G Community & Civic Development K Other – Noncredit Enhanced Funding
 D Devel/Survival-non Disability H General & Cultural L Noncredit – not Enhanced Funding

Co-op Work Experience [CB10] Yes No Funding Agency Category [CB23] Y (not applicable)

Basic Skills Status [CB08] Yes No

Noncredit Eligibility Category Code [CB22] A ESL E Courses for Persons with Disabilities I Short-Term Vocational
 B Citizenship for Immigrants F Parenting J Workforce Preparation
 C Basic Skills G Family & Consumer Science X Unknown (not reported)
 D Health & Safety H Older Adults

Repeatability 9

Course Information and MIS Data Elements – Noncredit Course ID VOC CPBC3

Approval Dates: Department 10-29-2010 4-Year Review/Modification
Division 10-29-2010
Curriculum Committee _____
Board of Trustees 5-23-07 (Note: Modifications do not require Board approval)

Submitted to Chancellor's Office for Approval: _____

Course Catalog Description:

Software application skills including creative projects which introduce computer graphics. Advisory Prerequisite: VOC CPBC2

Course Class Schedule Description:

Same

Course Outline:

- Computer graphics basics
- Software applications: word processing, spreadsheet, sideshow, database application
- Creative projects
- Mail merge
- Control panel settings

Course Laboratory Outline:

N/A

Course Measurable Objectives:

1. Insert graphics into a word document.
2. Perform basic operations in a graphics application.
3. Design creative computer projects (letterhead, labels, greeting cards).
4. Create a simple database in order to execute a mail merge.
5. Manage a personalized Windows profile, add and remove program features.

Methods of Evaluation:

Category 1: Substantial written assignments for this course include:

- Course is primarily skills-focused and requires the student to apply and execute learned skills

Category 2: Computational or non-computational problem solving demonstrations:

- Group discussions and oral quizzes related to concepts of software applications

Category 3: Skills Demonstrations:

- Develop documents using software applications

Category 4: Objective Examinations:

- N/A

Sample Assignments/Activities:

1. Watch a demonstration on how to create address labels. Perform the process independently.
2. Follow the step-by-step directions on how to insert a picture that is on your computer and apply the process to a document.
3. Following a presentation on "creating certificates" develop an award certificate.

Mt. San Antonio College
Course Outline of Record & MIS Data Elements

New Course 4-Year Review Modification

Date: December 17, 2010

Course ID [CB01] VOC IHSS Previous Course ID _____ Effective Term 201040 (Spring 2011)
(Modifications Only)

Course Short Title [CB02] In-Home Support Service
Course Title Same
Previous Title (Modifications Only) _____

CB00 # CCC000396719 Pending Previous CB00 (for modifications only) CCC000

Credit Type 04 – Noncredit Course Status Active Pending

Instructional Type Lecture Lab Lecture/Lab Other

Contact Hours Lecture 75 - 150
Lab _____
Total Hours 75 - 150

Course Grading Method (N) Noncredit (P/NP) Pass/No Pass (S) Standard Letter Grade

Course FTE Factor _____ Course LHE Factor _____

TOPS Code [CB03] 129900 Other Health Occupations

Course Credit Status [CB04] N

SAM Code A: Apprenticeship B: Advanced Occupational C: Clearly Occupational D: Possibly Occupational E: Non-Occupational

Course Transfer Status [CB05] C Course Prior to Transfer Level [CB21] Y (not applicable)

State Transfer Code N – Noncredit (but not Community Services)

State Classification Code [CB11] A Liberal Arts and Sciences E Student Substantial Disability I Career-Technical Education
 B Developmental Preparatory F Parenting and Family Support J Workforce Prep – Noncredit Enhanced Funding
 C Adult & Secondary Basic Education G Community & Civic Development K Other – Noncredit Enhanced Funding
 D Devel/Survival-non Disability H General & Cultural L Noncredit – not Enhanced Funding

Co-op Work Experience [CB10] Yes No Funding Agency Category [CB23] Y (not applicable)

Basic Skills Status [CB08] Yes No

Noncredit Eligibility Category Code [CB22] A ESL E Courses for Persons with Disabilities I Short-Term Vocational
 B Citizenship for Immigrants F Parenting J Workforce Preparation
 C Basic Skills G Family & Consumer Science X Unknown (not reported)
 D Health & Safety H Older Adults

Repeatability 3

Approval Dates:	Department	<u>12-17-2010</u>	
	Division	<u>12-17-2010</u>	
	Curriculum Committee		
	Board of Trustees	<u>5-23-2007</u>	(Note: Modifications do not require Board approval)

Submitted to Chancellor's Office for Approval: _____

Course Catalog Description:

Preparation to assist elderly, disabled and ill persons living at home. Communication skills, maintenance of a health environment and procedures for emergencies. Physical, emotional and developmental characteristics of the patients served; personal hygiene, safe transfer techniques, and basic nutrition.

Course Class Schedule Description:

Preparation to assist elderly, disabled and ill persons living at home.

Course Outline:

- Diversity and cultural awareness
- Forms of abuse
- Effective communication
- Safety and security
- Domestic services
- Infection control
- Activities of daily living
- Mobility
- Vital signs
- Emergencies
- Paramedical services
- Nutritional needs
- Dementia and Alzheimer's disease
- Death and dying

Course Laboratory Outline:

N/A

Course Measurable Objectives:

1. Demonstrate effective communication: verbal, non-verbal, written and listening skills.
2. Set boundaries and handle difficult behavior.
3. Assess different types of emergency situations, forms of abuse and prevention techniques.
4. Describe safe and effective housekeeping procedures for in-home support situations.
5. List the symptoms and causes of infection; describe how infections are spread, and methods to control the spread of infection including the human body's defenses.
6. Demonstrate the procedure for assisting with bath or showering, oral hygiene and grooming practices of the client.
7. Identify the purpose and key principles of body mechanics, safe transfer techniques and range of motion exercises.
8. Assess and measure vital signs.
9. Identify the guidelines for care, prevention and treatment of clients with pressure sores, feeding tubes, endotracheal tube, Foley catheters, and glucose monitoring.
10. Describe menu planning, nutritional needs, nutritional problems and food preparation for the client.
11. Demonstrate the proper ways to assist in feeding the client and the steps necessary in preventing choking.
12. List the stages of grief loss and identify self-supportive measures.
13. Identify the stages of Alzheimer's disease and Dementia.

Methods of Evaluation:

Category 1: Substantial written assignments for this course include:

- Course is primarily concerned with identification of guidelines and techniques and demonstration of skills

Category 2: Computational or non-computational problem solving demonstrations:

- Assessment of the client's situation and identification of proper guidelines and procedures

Category 3: Skills Demonstrations:

- Class performance
- Demonstrations of health care procedures for aiding a consumer

Category 4: Objective Examinations:

- Unit tests and final exam (multiple choice, true or false, short-answer) on topics related to healthy environment, procedures, nutrition and patient characteristics

Sample Assignments/Activities:

1. Work in groups of four and discuss how you would handle one of the five scenarios provided. Present a dialogue to the class, one person being the consumer, the other person being the provider. The consumer must show nonverbal cues of anger. Demonstrate the use of effective communication and some techniques to disarm anger. Seven techniques are found on page five of module 1C.
2. Each of these ten abbreviations are directions for administering medications. Write the instructions for each of the ten medical abbreviations of the medications listed. The instructions will include: how often to take the medication, when to take the medication, how much medication to take, and how to use the medication.
3. Using a blood pressure cuff, sphygmomanometer, and stethoscope, work in groups of two to measure blood pressure, one person being the consumer, the other person being the provider. When the first pulse sound is heard, read the systolic pressure, continue releasing air, and when the pulse sound suddenly disappears, read the diastolic pressure and record. Switch roles and repeat the activity.