

ADULT EDUCATION (AED)

AED 11.08 0.0 UNITS

Stress Management/Older Adult

Class Hours: 1.0 Lecture / 1.0 Laboratory

Total Contact Hours: 18 Lecture / 18 Laboratory

This course will take an experiential approach in exploring the causes, effects, and management techniques of age-related stress. A discussion will precede special group participatory exercises designed to excite the learning of personal themes of stress and coping, and also to acquaint members in the class with one another. Stress management's techniques, such as biofeedback, mediation, visualization, and cognitive therapy will also be introduced in lecture, and then practiced in class. Further elaboration may be given through films, and guest lectures in the field.

AED 22.06 0.0 UNITS

Career Skills

Class Hours: 4.0 Lecture

Total Contact Hours: 72 Lecture

The Career Skills course is tailored to help students build or improve their interpersonal skills in the workplace. The course will allow students to develop a broad range of knowledge in several work related areas such as goal setting, clear and effective communication, collaboration skills, and personal strengths. Students will develop soft workplace skills to experience new success in their current or prospective job setting.

AED 22.09 0.0 UNITS

Topics Of Interest Seniors

Class Hours: 2.0 Lecture

Total Contact Hours: 36 Lecture

This course covers topics of interest to senior citizens and their special needs and concerns. The course is designed to assist older adults in developing physical emotional and mental skills needed to function better and enrich their quality of life. This course may be repeated.

AED 36.01 0.0 UNITS

Occupational Orientation

Class Hours: 4.0 Lecture

Total Contact Hours: 72 Lecture

The Occupational Orientation/Preparation course is designed to prepare students to enter a new job position and/or advance in the workplace. The goal of the course is to build a broad range of knowledge in basic job competencies, evaluate personal abilities regarding vocational areas, and to provide job readiness skills to those seeking employment. The course will allow students to acquire skills that will allow them to be competitive in the job market.

AED 36.02 0.0 UNITS

Introduction to the Building Trades and Construction Industry

Class Hours: 2.0 Lecture

Total Contact Hours: 36 Lecture

This course is intended to introduce students to the wide spectrum of careers that are available in the Building Trades and Construction Industry. The students will receive the foundational knowledge and basic skills required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Construction sector. This course will integrate academic and technical preparation, with an emphasis on career awareness, career exploration and skill preparation.

AED 36.03 0.0 UNITS

Basic Reading Skills for the Building Trades and Construction Industry

Class Hours: 2.0 Lecture

Total Contact Hours: 36 Lecture

This course is intended to help students understand the foundational knowledge required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Construction sector. The course is designed to develop reading skills that can be applied to the various building and construction trades.

AED 36.04 0.0 UNITS

Basic Math Skills for the Building Trades and Construction Industry

Class Hours: 2.0 Lecture

Total Contact Hours: 36 Lecture

This course is intended to help students understand the foundational knowledge required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Construction sector. The course is designed to develop mathematical skills that can be applied to the building trades and construction industry through practice and application.

AED 36.05 0.0 UNITS

Introduction to Basic Welding for the Building Trades and Construction Industry

Class Hours: 2.0 Lecture / 3.0 Laboratory

Total Contact Hours: 36 Lecture / 54 Laboratory

This course is intended to provide students with the foundational knowledge and basic skills required for entry into postsecondary education (Apprenticeship Program) and employment in the Building Trades and Construction industry. The course will train students in gas welding, as well as any combination of arc welding processes, thus allowing them to be able to weld metal parts and layout materials, as specified by diagrams, blueprints, or written specifications. Students will also be trained on how to safely use different tools and equipment designed for metal fabrication.

AED 36.06 0.0 UNITS

Occupational Training

Class Hours: 4.0 Lecture

Total Contact Hours: 72 Lecture

Occupational Training will enhance students' skills to enter a new job position and/or advance in their current work. The goal of the course is to advance students' technical skills to apply for a new job or to acquire a job advancement.

AED 36.07 0.0 UNITS

Communication for Healthcare Professionals

Class Hours: 2.0 Lecture / 2.0 Laboratory

Total Contact Hours: 36 Lecture / 36 Laboratory

This course provides instruction and practice with American English as it relates to the healthcare setting. Students will learn stress patterns of English and how to pronounce American English speech sounds in medical terms and phrases. In addition, students will practice using these sounds and stress patterns in functional communication activities used in their chosen profession, such as conversing with patients, giving instructions, and phone skills. Aspects of American culture and idioms will be addressed to increase the student's familiarity with social discourse in the workplace.

AED 39.01 0.0 UNITS Introduction to Painting/Coating/Decorating Trades Class Hours: 2.2 Lecture Total Contact Hours: 40 Lecture	AED 39.06 0.0 UNITS Clear Finishes, Coatings, Spray Painting Drywall, and Specialty Coatings Class Hours: 1.3 Lecture / 0.9 Laboratory Total Contact Hours: 24 Lecture / 16 Laboratory
<p>This course is an introductory course in a series of specialty courses for people involved in the painting/coating/decorating industry. Emphasis will be placed on safety and the overall aspects of this specialty industry. Demonstrations will cover basic surface preparation and application of materials.</p>	<p>This is the sixth course in a series of specialty courses for apprentices involved in the painting/coating/decorating industry. Emphasis will be placed on clear finishes application and types of coatings. Lectures and demonstrations will include topic areas of airless spray painting, drywall finishing and patching, and specialty coating applications.</p>
AED 39.02 0.0 UNITS Professionalism in Painting Trades/Job Planning and Surfaces Class Hours: 1.3 Lecture / 0.9 Laboratory Total Contact Hours: 24 Lecture / 16 Laboratory	AED 39.07 0.0 UNITS Wallcoverings, Decorative Finishes, HVLP, and Brush & Roll Class Hours: 0.9 Lecture / 1.3 Laboratory Total Contact Hours: 16 Lecture / 24 Laboratory
<p>This course is the second in a series for apprentices involved in the painting/coating/decorating industry. Specialty topics like professionalism, job planning, ladders and scaffolds, surface identification and preparation, area protection, and interior and exterior painting methods will be included. Lecture and demonstrations will cover surface preparation and application of materials.</p>	<p>This is the seventh course in a series of specialty courses for apprentices involved in the painting/coating/decorating industry. Emphasis will be placed on general safety professionalism and HVLP spray systems. Lecture and demonstrations will include HVLP spray systems, equipment and application, wallcoverings, decorative finishes, and interior brush and roll.</p>
AED 39.03 0.0 UNITS Introduction to Paints, Coatings, Sealants, Repairs and Fillers, and Surface Conditions Class Hours: 2.2 Lecture Total Contact Hours: 40 Lecture	AED 39.08 0.0 UNITS Application & Preparation, Failures & Remedies, and Exterior Brush & Roll Class Hours: 1.3 Lecture / 0.9 Laboratory Total Contact Hours: 24 Lecture / 16 Laboratory
<p>This course is the third in a series for apprentices involved in the painting/coating/decorating industry. The specialties of paints and coatings, brushing and rolling, paints and coatings, sealants and repair/fillers, and surface materials and conditions will be included.</p>	<p>This is the eighth course in a series of specialty courses for apprentices involved in the painting/coating/decorating industry. Emphasis will be placed on brush and roll painting of exterior surfaces and the application/preparation related to paint failures and remedies. This will include lectures and demonstrations in the areas of coatings, brush and roll techniques, and safety.</p>
AED 39.04 0.0 UNITS Interior and Exterior Projects and Safety Class Hours: 2.2 Lecture Total Contact Hours: 40 Lecture	AED 39.09 0.0 UNITS Professionalism, Job Supervision, Planning & Control, Color Tinting, and Wallcoverings Class Hours: 1.1 Lecture / 1.1 Laboratory Total Contact Hours: 20 Lecture / 20 Laboratory
<p>This is the fourth course in a series of specialty courses developed for people in the painting and decorating industry. Emphasis will be placed on application techniques and potential problems in these painting processes. Demonstrations will include applications of flat and enamel coatings for interior and exterior surfaces. Jobsite cleanup will be addressed.</p>	<p>This is the ninth course in a series of specialty courses for apprentices involved in the painting/coating/decorating industry. Emphasis will be placed on color matching, trade mathematics, and measurement. This will include lectures and demonstrations in the areas of trade history and achievements, special applications of mathematics, color matching, job supervision, planning and control, color tinting, and wall covering. Discussions will also cover the requirements for coating old work as compared to new work.</p>
AED 39.05 0.0 UNITS Job Plan For Paint/Coat Class Hours: 1.8 Lecture / 0.4 Laboratory Total Contact Hours: 32 Lecture / 8 Laboratory	AED 39.10 0.0 UNITS Texturing, Wood Finishing, and Spraying with Special and Electronic Devices Class Hours: 1.1 Lecture / 1.1 Laboratory Total Contact Hours: 20 Lecture / 20 Laboratory
<p>This is the fifth course in a series of specialty courses developed for apprentices in the painting and decorating industry. Emphasis will be placed on job planning for the painting and decorating industry, including lectures and demonstrations in the areas of job safety, materials planning, equipment planning, and important factors related to paint failures and remedies. Lectures and demonstrations will cover abrasive blasting, chemical cleaning and stripping, low pressure washing, paint failures, stains, clear finishes, and wood finishes.</p>	<p>This is the tenth course in a series of specialty courses for apprentices involved in the painting/coating/decorating industry. Emphasis will be placed on texturing and wood finishes and spraying with special devices. This will include lectures and demonstrations in the areas of texture material and application, applying finishes and stains to wood, and spraying with devices.</p>

<p>AED 39.11 0.0 UNITS High Performance Coatings, Primers, Urethanes & Epoxies, Architectural Drawings & Graphics Class Hours: 1.8 Lecture / 0.4 Laboratory Total Contact Hours: 32 Lecture / 8 Laboratory</p> <p>This is the eleventh course in a series of specialty courses for apprentices involved in the painting/coating/decorating industry. Emphasis will be placed on high performance coatings, graphics, and graining applications. This will include lectures and demonstrations in the area of primers, urethanes, epoxies, blueprints, graphics, quality control, and graining.</p>	<p>AED 40.10 0.0 UNITS Iw-Welding I/Reinforcing Class Hours: 1.3 Lecture / 1.4 Laboratory Total Contact Hours: 24 Lecture / 26 Laboratory</p> <p>This course introduces basic understanding of the structure of ferrous metals and their reactions to heat. This course also provides knowledge of the equipment and materials employed in the use of shielded metal-arc, gas shielded-arc, and oxy-acetylene welding.</p>
<p>AED 39.12 0.0 UNITS Wallcovering Application Class Hours: 0.4 Lecture / 1.8 Laboratory Total Contact Hours: 8 Lecture / 32 Laboratory</p> <p>This is the twelfth course in a series of specialty courses for apprentices involved in the painting/coating/decorating industry. Emphasis will be placed on coatings and finishes wall covering application. This will include lectures, demonstrations and hands-on training in the areas of preparation, hanging, and correcting defects.</p>	<p>AED 40.11 0.0 UNITS Iw-Welding II/Reinforcing Class Hours: 2.2 Lecture / 0.6 Laboratory Total Contact Hours: 40 Lecture / 10 Laboratory</p> <p>This course will introduce the apprentice to a basic understanding of the structure of ferrous metals and their reactions to heat. It provides knowledge and basic skills in the equipment and materials employed in the use of shielded metal-arc, gas shielded-arc, and oxy-acetylene welding.</p>
<p>AED 40.01 0.0 UNITS Ironworkers - First Aid Multi-Media Class Hours: 0.2 Lecture / 0.2 Laboratory Total Contact Hours: 4 Lecture / 4 Laboratory</p> <p>A non-professional course of Standard First Aid designed to teach knowledge and skills that are needed for the emergency care of the injured and ill until medical care can be obtained, and to create an active interest in the prevention of accidents.</p>	<p>AED 40.12 0.0 UNITS Iw-Reinforcing Iron I Class Hours: 2.1 Lecture / 0.7 Laboratory Total Contact Hours: 38 Lecture / 12 Laboratory</p> <p>This course will provide the ironworker with the ability to interpret the standard codes, code classifications, plans, schedules, charts and specifications in common use by the ironworker. The apprentice will become familiar with the construction techniques used in reinforcing concrete members with steel. They will become familiar with the use of bar supports, placement of reinforcing iron in the structural members of buildings and in structures other than buildings, general principles of bar splicing and welding, post tensioning and prestressing.</p>
<p>AED 40.05 0.0 UNITS Iw-Advanced Welding Class Hours: 1.0 Lecture / 1.8 Laboratory Total Contact Hours: 18 Lecture / 32 Laboratory</p> <p>The apprentice will be trained in metal-arc and gas metal-arc welding with emphasis on skill development in both processes of ferrous and nonferrous metals in the flat, vertical and overhead positions, and for all types of joints. This course may be repeated as necessary.</p>	<p>AED 40.15 0.0 UNITS Iw-Reinforcing Iron II Class Hours: 2.1 Lecture / 0.7 Laboratory Total Contact Hours: 38 Lecture / 12 Laboratory</p> <p>This course will train students in the installation of multi-strand post-tension bar systems, including stressing, grouting, and inspection. Students will become familiar with related topics to post-tension bar systems, which share many of the same procedures and characteristics. This course will cover various types of structures, including bridges, buildings, and storage tanks.</p>
<p>AED 40.07 0.0 UNITS FIW-Orientation Class Hours: 2.8 Lecture / 1.3 Laboratory Total Contact Hours: 50 Lecture / 24 Laboratory</p> <p>This course provides an overview of the skill and knowledge needed to become a safe and productive working apprentice. It will provide a hands-on approach to general information, rigging, structural steel, welding and burning, and reinforcing iron.</p>	<p>AED 40.21 0.0 UNITS Iw-Structural Steel I Class Hours: 2.0 Lecture / 0.8 Laboratory Total Contact Hours: 36 Lecture / 14 Laboratory</p> <p>This course promotes understanding of both theory and practice built around the study of blueprint reading, structural erection procedures, and proper construction of various steel structures.</p>
<p>AED 40.09 0.0 UNITS Iw-Gen Rigging/Reinforcing Class Hours: 1.7 Lecture / 1.1 Laboratory Total Contact Hours: 30 Lecture / 20 Laboratory</p> <p>This course introduces the proper application of fiber line, steel cable, and chain in various tackle and lever combination used in raising, transporting, and storing heavy loads. It provides instruction and manipulative experience with the various types of rigging equipment and procedures used in the ironworkers' trade.</p>	<p>AED 40.22 0.0 UNITS Iw-Structural Steel II Class Hours: 2.0 Lecture / 0.8 Laboratory Total Contact Hours: 36 Lecture / 14 Laboratory</p> <p>This course continues to develop understanding of both theory and practice built around the study of blueprint reading and the structural erection procedures and proper construction of various steel structures.</p>

AED 40.26 Iw-Metal Building Erect I Class Hours: 2.0 Lecture / 0.8 Laboratory Total Contact Hours: 36 Lecture / 14 Laboratory	0.0 UNITS	AED 40.60 Iws-Structural Arch Orn I Class Hours: 1.0 Lecture / 2.0 Laboratory Total Contact Hours: 18 Lecture / 36 Laboratory	0.0 UNITS
<p>This class provides the apprentice with hands-on experience in erecting a pre-engineered metal building. The course will provide the apprentice with necessary time to perform the tests needed in interpreting charts and tables, blueprint, and assembly of prefab buildings.</p>		<p>This course is designed primarily for ironworker apprentices and will provide a detailed understanding of procedures and practices employed by the ironworker in architectural and ornamental ironworking. Special emphasis is placed on the tools, anchors, and fasteners in constructing curtain walls and window walls.</p>	
AED 40.50 Iw-Mixed Base-Reinforcing Class Hours: 2.1 Lecture / 0.7 Laboratory Total Contact Hours: 38 Lecture / 12 Laboratory	0.0 UNITS	AED 40.61 Iws-Structural Precast Con Class Hours: 1.7 Lecture / 1.1 Laboratory Total Contact Hours: 30 Lecture / 20 Laboratory	0.0 UNITS
<p>This course will acquaint the apprentice with specifications that constitute a safe and healthy working environment under OSHA. It provides an introduction to the rights and obligations that this act imposes. The apprentice will have an overview of construction blueprints commonly used with emphasis on its function and interpretation. This course offers a brief review of the basic math skill and the opportunity to apply these skills in solving typical problems that are apt to arise in the construction trades.</p>		<p>The course provides knowledge, coordination task elements and skills needed in the staging and economical erection of a precast concrete building, placing particular emphasis on the rigging, handling and installing of the precast concrete members themselves.</p>	
AED 40.53 Detailing/Reinforcing Iron Class Hours: 2.2 Lecture / 0.6 Laboratory Total Contact Hours: 40 Lecture / 10 Laboratory	0.0 UNITS	AED 40.63 IWS-Structural Lead Hazard Class Hours: 3.0 Lecture Total Contact Hours: 54 Lecture	0.0 UNITS
<p>This course will provide insight into the job performed by the detailer of reinforcing iron. Content includes reading and interpreting the communication instruments that are the products of the detailer's skills such as placing drawings, the bar lists, the bar schedules. These are the instruments that guide the fabrication of reinforcing bars in the shop and their proper placement in the field. This class shows how these documents are assembled and from what sources information is derived. Mechanical drawings, math computation skills, and blue prints are covered.</p>		<p>This course will teach ironworkers to recognize and reduce hazards related to lead when repairing and renovation of bridges or steel structures, or in the demolition of buildings and other structures. It will stress the health effects caused by lead exposure, OSHA regulations in this regard, sampling methods, legal rights of workers and the use of proper protective equipment and work methods.</p>	
AED 40.55 Iws-Reinforcing Osha 500 Class Hours: 2.2 Lecture / 0.6 Laboratory Total Contact Hours: 40 Lecture / 10 Laboratory	0.0 UNITS	AED 41.03 IW - Reinforcing II Class Hours: 2.2 Lecture / 0.6 Laboratory Total Contact Hours: 40 Lecture / 10 Laboratory	0.0 UNITS
<p>This course is designed to heighten the construction worker's awareness regarding on-the-job hazards. The student will receive training in accordance with OSHA standards and the many aspects of safety, compliance, scheduling, jurisdiction, and labor law. The student will receive instruction regarding the duties of the ironworker foreman, general foreman, and superintendent's and forklift operation.</p>		<p>This course provides students with training in reinforcing concrete, including manufacturing, safety, reinforcing forms, bridge, and highway construction, bending, tagging, marking, and fabricating. This course delineates as precisely as possible the industry practices for reinforcing steel and provides a convenient reference source for the architect/engineer, the inspector, the detailer, fabricator, and ironworker.</p>	
AED 40.56 Iws-Rei/Ironworker History Class Hours: 2.2 Lecture / 0.6 Laboratory Total Contact Hours: 40 Lecture / 10 Laboratory	0.0 UNITS	AED 41.04 IW - Architectural III Class Hours: 1.7 Lecture / 1.1 Laboratory Total Contact Hours: 30 Lecture / 20 Laboratory	0.0 UNITS
<p>This course instructs the apprenticeship student about the history of the Ironworker union from its birth in 1896 to the present.</p>		<p>This course teaches the ironworker how to erect storefronts and entrance ways and how to install the various types of doors commonly found in today's modern structures. The student will be introduced to the various types of materials used and the installation procedures recommended. This course will also cover installing revolving doors, swinging doors and closers, sliding fronts and doors, hollow metal doors, and balanced doors. The student will learn how to erect a wide variety of doors, stairs, handrails, ladders, toilet partitions, vanity supports, relief angles and flagpoles and how to install chain link fences.</p>	

<p>AED 41.05 IW - Architectural II Class Hours: 1.7 Lecture / 1.1 Laboratory Total Contact Hours: 30 Lecture / 20 Laboratory</p> <p>This course will teach the ironworker the many tasks involved in the construction of window wall and curtain wall systems. The student will be introduced to the many techniques used to provide a functioning yet, aesthetically pleasing structure. The student will learn about new construction techniques regarding designs of exterior facing structure enclosure and protection. This class will provide information on building sealants and the effects of weathering.</p>	<p>0.0 UNITS</p>	<p>AED 41.10 Field Ironworkers Structural Orientation Class Hours: 2.8 Lecture / 0.1 Laboratory Total Contact Hours: 50 Lecture / 1.7 Laboratory</p> <p>Prerequisite: Must be a registered apprentice with the California State Division of Apprenticeship Standards. This course provides an overview of the skill and knowledge needed to become a safe and productive working apprentice. It will provide a hands-on approach to general rigging, structural steel, welding and burning, and reinforcing iron.</p>	<p>0.0 UNITS</p>
<p>AED 41.06 IW- Structural II Class Hours: 1.7 Lecture / 1.1 Laboratory Total Contact Hours: 30 Lecture / 20 Laboratory</p> <p>This course provides the student with training in structural steel erection including history, safety, planning and scheduling, handling materials, and erecting structural steel members.</p>	<p>0.0 UNITS</p>	<p>AED 42.02 Mediation In Basic Skills Class Hours: 1.0 Lecture / 2.0 Laboratory Total Contact Hours: 18 Lecture / 36 Laboratory</p> <p>This course is designed for students who require mediation between verified learning disabilities and basic skill subjects including Reading, Mathematics, and English Composition. Specific assessment procedures will be utilized to isolate basic skill/learning process deficiencies which will then be addressed by individualized instruction.</p>	<p>0.0 UNITS</p>
<p>AED 41.07 Post-Tension II Class Hours: 2.2 Lecture / 0.6 Laboratory Total Contact Hours: 40 Lecture / 10 Laboratory</p> <p>This course is designed to provide the ironworker student with training in post-tension reinforcing, including single-strand unbounded systems and bar post-tensioning. This course is structured to prepare the student for the Post-Tensioning Installation (PTI) certification, which will enable workmen to install single-strand unbonded tendons on superstructures. Students will learn the principles and theories of post-tensioning and identify the components of single-strand unbonded tendon systems and bar post-tensioning systems. Students also learn the use of tools, equipment, and procedures to unload, handle, layout, install, stress, grout, and finish each type of post-tensioning system.</p>	<p>0.0 UNITS</p>	<p>AED 42.03A ESL Conversation A Class Hours: 6.0 Lecture Total Contact Hours: 108 Lecture</p> <p>This first course in a series is designed as a survival-level English language course for those students with minimal English language skills. All language learning skills will be utilized: listening, speaking, reading, and writing; the main focus will be on vocabulary building, phonemic awareness, and listening as initial steps for building English language acquisition. Recommended for students with the CASAS scores of 209 and below.</p>	<p>0.0 UNITS</p>
<p>AED 41.08 Post-Tension III Class Hours: 2.2 Lecture / 0.6 Laboratory Total Contact Hours: 40 Lecture / 10 Laboratory</p> <p>This course provides the ironworker student with training in post-tensioned reinforcing, including single-strand unbonded system bar post-tensioning. This course is structured to prepare the student for the Post-Tensioning Installation (PTI) certification, which will enable workmen to install single-strand unbonded tendons on superstructures. Students will learn the proper procedures for detensioning and perform lift-offs on post-tensioning systems. Students will learn the use of tools, equipment, and procedures to unload, handle, layout, install, stress, grout, and finish each type of post-tensioning system.</p>	<p>0.0 UNITS</p>	<p>AED 42.03B ESL Conversation B Class Hours: 6.0 Lecture Total Contact Hours: 108 Lecture</p> <p>This is the second course in a series and follows Conversation A. Students should come to this course with a basic ability to speak English. All language learning skills will be utilized: listening, speaking, reading, and writing. The main focus of this class is to increase the conversational fluency and accuracy in everyday communication; and to increase the use of academic vocabulary, high frequency words, and idiomatic expressions. Required CASAS score of 210 and above.</p>	<p>0.0 UNITS</p>
<p>AED 41.09 IW - Welding III - Reinforcing Class Hours: 2.2 Lecture / 0.6 Laboratory Total Contact Hours: 40 Lecture / 10 Laboratory</p> <p>This course will introduce the apprentice to shop safety in welding and burning. It provides knowledge of the equipment and materials employed in the use of oxy-acetylene burning and welding. Students will learn the symbols used in welding. This course will prepare the student for the Los Angeles City written welding exam.</p>	<p>0.0 UNITS</p>	<p>AED 42.04 Basic Adult English Class Hours: 5.0 Lecture Total Contact Hours: 90 Lecture</p> <p>This course is designed to prepare the adult student for college English. It is aimed at improving reading, writing, and grammar skills.</p>	<p>0.0 UNITS</p>
		<p>AED 42.05 Supervised Tutoring Class Hours: 3.0 Laboratory Total Contact Hours: 54 Laboratory</p> <p>This course is intended to give students in need of special supplemental instruction in a basic skills subject area an opportunity to develop and improve their skills and/or knowledge of the subject. It is an open entry/ open exit course. Students enrolled in the course are limited to thirty (30) hours per semester.</p>	<p>0.0 UNITS</p>

<p>AED 42.06 0.0 UNITS Basic Skills Class Hours: 1.0 Lecture / 2.0 Laboratory Total Contact Hours: 18 Lecture / 36 Laboratory</p>	<p>AED 42.13 0.0 UNITS Ged Preparation-B Class Hours: 6.0 Lecture Total Contact Hours: 108 Lecture</p>
<p>This course is designed for students who require mediation between disabilities and basic skill subjects including Reading, Mathematics, and English Composition. Specific assessment procedures will be utilized to isolate basic skill/learning process deficiencies which will then be addressed by individualized instruction.</p>	<p>This course will prepare students for the science, literature, and mathematics components of the GED examination. Students will be tested on knowledge and skills that they have acquired from life experiences, television, radio, books and newspapers, consumer products, and advertising. Students will be prepared to take the battery of GED tests.</p>
<p>AED 42.07 0.0 UNITS Independent Mediation Lab Class Hours: 8.0 Laboratory Total Contact Hours: 144 Laboratory</p>	<p>AED 42.14 0.0 UNITS Low Beginning English as a Second Language Class Hours: 6.0 Lecture Total Contact Hours: 108 Lecture</p>
<p>This course is designed to be an adjunct to Mediation in Basic Skills (M.B.S.). Focus will be upon implementation of activities determined by the student's individual education plan developed for M.B.S. Initial emphasis may be placed on a variety of other activities designed to mediate between a student's disability and matriculation at Cerritos.</p>	<p>This second course in a series is designed as a Low Beginning English as a Second Language course for those students transitioning from the Survival Level English as a Second Language course or those students with minimal English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking with an increasing interest in vocabulary building to generate language production and conversation.</p>
<p>AED 42.10 0.0 UNITS Spanish Ged Test Prep-A Class Hours: 6.0 Lecture Total Contact Hours: 108 Lecture</p>	<p>AED 42.15 0.0 UNITS High Beginning English as a Second Language Class Hours: 6.0 Lecture Total Contact Hours: 108 Lecture</p>
<p>This course will prepare students for the writing and social studies components of the GED examination. This course is designed to assist students limited in English and will provide instruction and materials in Spanish. Students will be tested on knowledge and skills that they have acquired from life experiences, television, radio, books and newspapers, consumer products, and advertising. Students will be prepared to take the battery of GED tests.</p>	<p>This third course in a series is designed for those students transitioning from the Low Beginning English as a Second Language course or for those students with some English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking, with an increasing emphasis on language production and conversation in preparation for future vocational and academic work.</p>
<p>AED 42.11 0.0 UNITS Spanish Ged Test Prep-B Class Hours: 6.0 Lecture Total Contact Hours: 108 Lecture</p>	<p>AED 42.16 0.0 UNITS Low Intermediate English as a Second Language Class Hours: 6.0 Lecture Total Contact Hours: 108 Lecture</p>
<p>This course will prepare student for the science, literature, and mathematics components of the GED examination. This course is designed to assist students limited in English and will provide instruction and materials in Spanish. Students will be tested on knowledge and skills that they have acquired from life experiences, television, radio, books and newspapers, consumer products, and advertising. Students will be prepared to take the battery of GED tests.</p>	<p>This fourth course in a series is designed as a Low Intermediate English as a Second Language course for those students transitioning from the High Beginning English as a Second Language course or those students with moderate English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking, with an increasing interest in language production and conversation.</p>
<p>AED 42.12 0.0 UNITS GED Preparation-A Class Hours: 6.0 Lecture Total Contact Hours: 108 Lecture</p>	<p>AED 42.17 0.0 UNITS High Intermediate English as a Second Language Class Hours: 6.0 Lecture Total Contact Hours: 108 Lecture</p>
<p>This course will prepare students for the writing and social studies components of the GED examination. Students will be tested on knowledge and skills that they have acquired from life experiences, television, radio, books and newspapers, consumer products, and advertising. Students will be prepared to take the battery of GED tests.</p>	<p>This fifth course in a series is designed as a High Intermediate English as a Second Language course for those students transitioning from the Low Intermediate English as a Second Language course or those students with moderate English language skills. All language learning skills will be utilized: reading, writing, listening, and speaking with an increasing interest in language production and conversation. The emphasis of this course is to prepare for transitioning into the appropriate ESL Credit course.</p>

<p>AED 42.18 Low Advanced English as a Second Language Class Hours: 6.0 Lecture Total Contact Hours: 108 Lecture</p> <p>Prerequisite: Pass AED 42.17 High Intermediate English as a Second Language course or assess into AED 42.18. This course is designed for students successfully transitioning from the AED High Intermediate English as a Second Language course and for students who assess with moderate to high English language skills. English listening, speaking, reading and writing will be taught using an integrated skills approach with the main objective being to help students advance in fluency and proficiency. Special emphasis will be placed on effective communication, on developing critical thinking skills to prepare students for success in High Advanced ESL courses, success in GED courses and success in their community and in their workplace.</p>	<p>0.0 UNITS</p>	<p>AED 42.21 Spanish Literacy Skills for General Education Development (GED) Success Class Hours: 4.0 Lecture Total Contact Hours: 72 Lecture</p> <p>Recommendation: AED 42.10 GED A Spanish or AED 42.11 GEN B Spanish. The Spanish Literacy Skills for General Education Development (GED) Success course is designed to provide students with additional instruction and support to pass the Spanish Reasoning Through Language Arts (RLA) subtest of the Spanish General Education Development (GED) exam. Students will understand and apply integrated Spanish reading and writing tasks that require test-takers to read complex Spanish texts, analyze arguments, and use text-based evidence to support reasoning. Students will learn test-taking skills, understand the official General Education Development (GED) RLA test format, and complete practice Spanish General Education Development (GED) RLA tests. This course will also provide information to students about the services and resources available on campus; help students identify their current abilities and styles of learning; help students identify any barriers, learning deficiencies or skill gaps with strategies and/or recommendations for improvement.</p>	<p>0.0 UNITS</p>
<p>AED 42.19 ESL Grammar, Reading, and Writing Class Hours: 5.0 Lecture / 1.0 Laboratory Total Contact Hours: 90 Lecture / 18 Laboratory</p> <p>Prerequisite: ESL 4/104 with grade a "C" or higher or "Pass" or equivalent OR AED 42.18 or equivalent (non-credit Adult Ed. ESL) with a grade of "Pass" OR satisfactory completion of the assessment/placement process with eligibility for ESL 5/105 . This is a low-advanced course designed to improve the grammar, reading, and writing skills of non-native English speakers. This course provides instruction of advanced-level grammar, critical reading and thinking, paragraph and short essay writing. Punctuation rules, sentence variety, and academic vocabulary will also be taught along with continued emphasis and practice in listening and speaking in an academic context.</p>	<p>0.0 UNITS</p>	<p>AED 42.22 Supplemental General Education Development (GED) Math Class Hours: 4.0 Lecture Total Contact Hours: 72 Lecture</p> <p>Recommendation: AED 42.12 GED A or AED 42.13 GED B. The Supplemental General Education Development (GED) Math course is for students who need additional instruction and support in order to pass the math subtest of the General Education Development (GED) exam. By passing the General Education Development (GED) math exam, students will be that much closer to earning their California High School Certification. Students will understand and apply the necessary math concepts needed for estimating, computing, algebra, geometry, and problem solving needed to take the General Education Development (GED) math exam. Students will learn test-taking skills, understand the official General Education Development (GED) math test format, and complete practice General Education Development (GED) math tests. This course will also provide information to students about the services and resources available on campus; help students identify their current abilities and styles of learning; help students identify any barriers, learning deficiencies or skill gaps with strategies and/or recommendations for improvement.</p>	<p>0.0 UNITS</p>
<p>AED 42.20 Literacy Skills for General Education Development (GED) Success Class Hours: 4.0 Lecture Total Contact Hours: 72 Lecture</p> <p>Recommendation: AED 42.12 GED A or AED 42.13 GED B. The Literacy Skills for General Education Development (GED) Success course is designed to provide students with additional instruction and support to pass the Reasoning Through Language Arts (RLA) subtest of the General Education Development (GED) exam. Students will understand and apply integrated reading and writing tasks that require test-takers to read complex texts, analyze arguments, and use text-based evidence to support reasoning. Students will learn test-taking skills, understand the official General Education Development (GED) RLA test format, and complete practice General Education Development (GED) RLA tests. This course will also provide information to students about the services and resources available on campus; help students identify their current abilities and styles of learning; help students identify any barriers, learning deficiencies or skill gaps with strategies and/or recommendations for improvement.</p>	<p>0.0 UNITS</p>		

AED 42.23 Spanish Supplemental General Education Development (GED) Math Class Hours: 4.0 Lecture Total Contact Hours: 72 Lecture	0.0 UNITS	AED 48.01 Vocational English for Work Class Hours: 4.5 Lecture Total Contact Hours: 81 Lecture	0.0 UNITS
<p>Recommendation: AED 42.10 GED A Spanish or AED 42.11 GED B Spanish.</p> <p>The Spanish Supplemental General Education Development (GED) Math course is for students who need additional instruction and support in order to pass the math subtest of the Spanish General Education Development (GED) exam. By passing the Spanish General Education Development (GED) math exam, students will be that much closer to earning their California High School Certification. Students will understand and apply the necessary math concepts needed for estimating, computing, algebra, geometry, and problem solving needed to take the Spanish General Education Development (GED) math exam. Students will learn test-taking skills, understand the official Spanish General Education Development (GED) math test format, and complete practice Spanish General Education Development (GED) math tests. This course will also provide information to students about the services and resources available on campus; help students identify their current abilities and styles of learning; help students identify any barriers, learning deficiencies or skill gaps with strategies and/or recommendations for improvement.</p>		<p>This course is designed to give English-language learners vocation-specific communication skills in the four categories of reading and listening with a special emphasis placed on speaking and writing in the workplace and community. For Learners who earned a degree, have work experience from their native country, or seek higher job positions, this course will help them complete and earn a certificate. Other topics include specialized vocabulary development, critical thinking exercises, and soft skills practice.</p>	
AED 42.25 Supervised Occupational Skill Development Class Hours: 6.0 Laboratory Total Contact Hours: 108 Laboratory	0.0 UNITS	AED 48.03 Creative Writing For Seniors Class Hours: 2.0 Lecture Total Contact Hours: 36 Lecture	0.0 UNITS
<p>Corequisite: Enrollment in a Career Technical Education (CTE) course. This course is designed to facilitate learning in Career and Technical Education (CTE) principles through mediated instruction. The goal of this course is to build a broad range of knowledge in basic job competencies and develop personal abilities in regard to specific CTE programs. This course is offered as an open entry/open exit course.</p>		<p>This course is designed to introduce the older adult to techniques for creative writing in the areas of drama, poetry, fiction, and non-fiction. Techniques for a complete autobiography will be taught. This course may be repeated.</p>	
AED 42.98 College Writing Support Class Hours: 6.0 Lecture Total Contact Hours: 108 Lecture	0.0 UNITS	AED 48.04 Communication Skills Class Hours: 1.5 Laboratory Total Contact Hours: 27 Laboratory	0.0 UNITS
<p>This course will build pre-college level proficiency in English. Students will develop fundamental concepts of reading and writing and gain familiarity with writing essays. The course develops the student's ability to write essays through the writing process. Essay projects integrate critical thinking, analytical reading, and beginnings of library research in preparation for credit English courses.</p>		<p>This course is designed to increase receptive and expressive language skills in the senior citizen, as well as improve non-verbal body language, and develop a higher self-confidence through positive interaction with others. This course may be repeated.</p>	
AED 42.99 Pre-Algebra Skills Class Hours: 6.0 Lecture Total Contact Hours: 108 Lecture	0.0 UNITS	AED 48.05 College English Skills Class Hours: 6.0 Lecture Total Contact Hours: 108 Lecture	0.0 UNITS
<p>The concepts of this course will help students build skills and understanding in topics related to Pre-Algebra. Students will receive support in understanding integers, fundamentals of Algebra, solving equations with fractions and/or decimals, percent, and introduction to the Cartesian coordinate system. Students will gain conceptual knowledge and use analytical thinking to solve problems.</p>		<p>Recommendation: This course is not recommended for students working on secondary language skills who would be better served by an ESL course.</p> <p>Prerequisite: Completion of the English Placement process. This beginning course is designed for students already able to understand and speak the English language. This course is not recommended for students working on secondary language skills who would be better served by an ESL course. It is intended to reduce beginning writing students' fear and anxiety about writing. It develops writing fluency through written activities and assignments designed to teach and reinforce conventions of Standard English. This course focuses on sentence structure and development and sentence combining. Students will work toward developing short paragraphs.</p>	
		AED 49.01 Preparatory Math Class Hours: 6.0 Lecture Total Contact Hours: 108 Lecture	0.0 UNITS
		<p>This course is for students who wish to master basic mathematical skills in order to pursue subsequent mathematical courses, gain personal enrichment, and develop career readiness. It covers the concepts of addition, subtraction, multiplication and division of whole numbers, fractions, mixed numbers, decimals, and percentages, with an emphasis on real-world applications.</p>	

<p>AED 49.02 Vocational English as a Second Language Class Hours: 4.5 Lecture Total Contact Hours: 81 Lecture</p> <p>This course is designed to give English-language learners vocation-specific communication skills in the four categories of speaking and writing with a special emphasis on reading and listening. Learners who want to earn a certificate or find employment in a specific vocation will also gain basic computer and workforce readiness skills. Learners will work on their professional careers. Other topics include specialized vocational vocabulary development, critical thinking exercises, and soft skills practice.</p>	<p>0.0 UNITS</p>	<p>AED 80.02 Basic Electrical Theory Class Hours: 3.4 Lecture / 1.0 Laboratory Total Contact Hours: 62 Lecture / 18 Laboratory</p> <p>This is the second course in a series of specialty courses for electrical apprentices involved in the construction trades. Emphasis will be placed on electrical prints, drawings and symbols. Also types of information they can find on schematics, one-lines and wiring diagrams will be covered.</p>	<p>0.0 UNITS</p>
<p>AED 49.04 CAHSEE Math A Preparation Class Hours: 4.0 Lecture Total Contact Hours: 72 Lecture</p> <p>This course prepares students to review and pass the Math section of the California High School Exit Exam using vocational contexts for learning activities. This course specifically focuses on basic skills.</p>	<p>0.0 UNITS</p>	<p>AED 80.03 Elec Theory & Application Class Hours: 3.4 Lecture / 1.0 Laboratory Total Contact Hours: 62 Lecture / 18 Laboratory</p> <p>This course is the third in a series of specialty courses for electrical apprentices involved in the construction industry concerning the electrical area. Emphasis will be placed on alternating current, motors, grounding, conduit bending, boxes and fittings, conductor installations, and cable tray.</p>	<p>0.0 UNITS</p>
<p>AED 49.05 CAHSEE Math B Preparation Class Hours: 4.0 Lecture Total Contact Hours: 72 Lecture</p> <p>This course prepares students to review and pass the math section of the California High School Exit Exam using vocational contexts for learning activities. This course specifically focuses on Algebra skills.</p>	<p>0.0 UNITS</p>	<p>AED 80.04 Basic Electrical Theory Class Hours: 3.4 Lecture / 1.0 Laboratory Total Contact Hours: 62 Lecture / 18 Laboratory</p> <p>This is the fourth course in a series of specialty courses for electrical apprentices involved in the construction industry. Emphasis will be placed on conductor termination's and splices, installation of electric services, circuit breakers and fuses, contractors and relays, and electric lighting.</p>	<p>0.0 UNITS</p>
<p>AED 49.06 CAHSEE English Preparation Class Hours: 4.0 Lecture Total Contact Hours: 72 Lecture</p> <p>This course prepares students to review and pass the English section of the California High School Exit Exam using a vocational context for learning activities.</p>	<p>0.0 UNITS</p>	<p>AED 80.05 Electrical Calculations and Installation Class Hours: 3.4 Lecture / 1.0 Laboratory Total Contact Hours: 62 Lecture / 18 Laboratory</p> <p>This is the fifth course in a series of specialty courses for electrical apprentices involved in the construction industry. Emphasis will be on load calculations (branch circuits), conductor selection and calculations, overcurrent protection, raceways, box and fitting fill requirements, wiring devices, distribution equipment, and distribution system transformers.</p>	<p>0.0 UNITS</p>
<p>AED 60.01 Citizenship I Class Hours: 4.0 Lecture Total Contact Hours: 72 Lecture</p> <p>This course prepares students to take the oral naturalization interview with a United States Citizenship and Immigration Services (USCIS) officer for U.S. citizenship which includes three English components: reading, writing, and speaking while the civics portion covers important U.S. history and government topics.</p>	<p>0.0 UNITS</p>	<p>AED 80.06 Ect Light/Motor & Hvac Systems Class Hours: 3.4 Lecture / 1.0 Laboratory Total Contact Hours: 62 Lecture / 18 Laboratory</p> <p>This course is sixth in a series of specialty courses for apprentices involved in the construction industry. Emphasis will be on basic lighting, motor calculations, and motor maintenance, motor controls, electricity in HVAC system, and hazardous locations.</p>	<p>0.0 UNITS</p>
<p>AED 80.01 Intro To Electrical Trades Class Hours: 3.4 Lecture / 1.0 Laboratory Total Contact Hours: 62 Lecture / 18 Laboratory</p> <p>This course is the introductory or beginning course for "first period" apprentices in a series of specialty courses for electrical apprentices involved in the construction industry. Emphasis will be placed on safety and the overall aspects of this specialty industry.</p>	<p>0.0 UNITS</p>	<p>AED 80.07 Ect Ind Light Load & Theory Class Hours: 3.4 Lecture / 1.0 Laboratory Total Contact Hours: 62 Lecture / 18 Laboratory</p> <p>Number seven in a series of specialty courses for electrical apprentices involved in the construction industry. The emphasis is placed on load calculation-feeder and services, commercial/industrial lighting, specialty lighting, stand-by and emergency systems, basic electronic theory, fire alarm system.</p>	<p>0.0 UNITS</p>

<p>AED 80.08 Ect Adv Theory & Applications Class Hours: 3.4 Lecture / 1.0 Laboratory Total Contact Hours: 62 Lecture / 18 Laboratory</p> <p>This is course number eight, the last in a series of specialty courses for electrical apprentices involved in the construction industry. The emphasis is placed on specialty transformers, advanced controls, HVAC controls, welding machines, heat tracing and freeze protection, motor maintenance, part 2, and high voltage terminators/splices.</p>	<p>0.0 UNITS</p>	<p>AED 90.04 Introduction to Automotive Tools and Equipment Class Hours: 4.0 Lecture / 2.0 Laboratory Total Contact Hours: 72 Lecture / 36 Laboratory</p> <p>This course introduces students to basic hand tools, power tools, and equipment used in the automotive industry. Safety, technique, and proper handling are the emphasis of the course. This course also includes the creation of practical tools and focuses on application of tools. Quality craftsmanship and tool building techniques will be covered in laboratory. Students may qualify for credit for Auto 101 if criteria is met.</p>	<p>0.0 UNITS</p>
<p>AED 80.09 Cpr And First Aid Class Hours: 0.3 Lecture / 0.3 Laboratory Total Contact Hours: 4.5 Lecture / 4.5 Laboratory</p> <p>This is a course of Cardiopulmonary Resuscitation (CPR) and Standard First Aid that is designed to teach the knowledge and skills that are needed for the emergency care of the injured and ill until medical care can be obtained and to create an active interest in the prevention of accidents.</p>	<p>0.0 UNITS</p>	<p>AED 90.05 OSHA-10 Training Class Hours: 0.6 Lecture / 0.3 Laboratory Total Contact Hours: 10 Lecture / 6 Laboratory</p> <p>This course is designed to deliver OSHA standards to individuals in various professions. It will introduce topics that OSHA prescribes for a 10-hour course. Students completing this course will earn an OSHA 10 certificate. This is an introductory course which requires little or no regulations/industry experience.</p>	<p>0.0 UNITS</p>
<p>AED 90.01 Introduction to Energy Surveying Class Hours: 1.3 Lecture / 0.9 Laboratory Total Contact Hours: 24 Lecture / 16 Laboratory</p> <p>Prerequisite: Student must be part of Conservation Corps. This is a competency-based course designed to align with the American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE) Level-1 energy auditing standards. Provides hands-on experience in residential and commercial energy auditing. Emphasis on principles and sources of energy, detailed facilities evaluation techniques, data collection for energy auditing, establishing baselines, and conducting accurate inventories, Includes workplace safety policies and practices to comply with OSHA guidelines.</p>	<p>0.0 UNITS</p>	<p>AED 90.06 Math Support: Statistics Class Hours: 2.5 Lecture / 2.5 Laboratory Total Contact Hours: 45 Lecture / 45 Laboratory</p> <p>This course is a math support course. The concepts of this course will help students build skills and understanding in topics related to the introduction of descriptive and inferential statistics. Students will receive support in understanding mean, standard deviation, variance, probability, random variables, central limit theorem, hypothesis testing, confidence intervals, t-distribution, chi-square distribution, F-distribution, linear regression, and linear correlation. Students will gain conceptual knowledge and use analytical thinking to solve problems. The combination lecture/lab format will provide a foundation for introductory statistics. This course is open entry/open exit.</p>	<p>0.0 UNITS</p>
<p>AED 90.02 Basic Electricity and Wiring Fundamentals Class Hours: 1.1 Lecture / 1.1 Laboratory Total Contact Hours: 20 Lecture / 20 Laboratory</p> <p>Prerequisite: Student must be part of Conservation Corps. This comprehensive introduction to electrical wiring provides a well-rounded understanding of the fundamentals of basic electricity, electrical safety, electrical circuitry, and the processes and procedures of the electrical wiring trades, Includes relevant electrical codes.</p>	<p>0.0 UNITS</p>	<p>AED 90.07 Math Support: College Algebra Class Hours: 2.0 Lecture / 3.0 Laboratory Total Contact Hours: 36 Lecture / 54 Laboratory</p> <p>This course is a math support course. Students will build pre-college level math skills to prepare for college algebra. Students will gain conceptual knowledge and use analytical thinking to solve problems. The combination lecture/lab format will provide a foundation for college algebra. This course is open entry/open exit.</p>	<p>0.0 UNITS</p>
<p>AED 90.03 Intro to Lighting Retrofits Class Hours: 1.1 Lecture / 1.1 Laboratory Total Contact Hours: 20 Lecture / 20 Laboratory</p> <p>Prerequisite: Student must be part of Conservation Corps. This course provides well-rounded competency-based understanding of lighting retrofit trade fundamentals through hands-on experience in commercial retrofit procedures and skills. Includes electrical safety, policies, and practices as related to retrofit work.</p>	<p>0.0 UNITS</p>	<p>AED 90.08 Solar Energy Class Hours: 2.2 Lecture / 2.2 Laboratory Total Contact Hours: 39.96 Lecture / 40.14 Laboratory</p> <p>This course is designed to prepare an individual for entry-level employment within the alternative energy industry as an integrator, designer, or as a maintenance or repair worker.</p>	<p>0.0 UNITS</p>

<p>AED 90.09 Solar Panel Installation Class Hours: 2.5 Lecture / 2.5 Laboratory Total Contact Hours: 45 Lecture / 45 Laboratory</p> <p>In this second level, lecture/laboratory course students build upon skills learned in Solar Energy. This course ties the design and implements a cost-effective stand-alone photovoltaic (PV) system with battery backup. Student will learn how to evaluate the electrical status of the job site, how to acquire the logistical paperwork required for panel installation. Student will learn the steps in choosing and ordering material. Student will learn step by step in solar panel installation. Finally, the student will learn how to get approval interconnection of the panels and inverters needed for the job.</p>	<p>0.0 UNITS</p>	<p>AED 90.39S Social Media for Small Business Owners (Spanish) Class Hours: 2.0 Lecture Total Contact Hours: 36 Lecture</p> <p>This course is taught in Spanish and introduces marketing systems focused on distributing goods and services throughout the community for business and consumer engagement, primarily through social media. Included are basic marketing and advertisement techniques for promotion through many available media venues, emphasizing free social media platforms. The course teaches an introductory understanding of consumer behavior, product design, advertising, pricing, budgeting, distribution approaches, and utilization of a marketing plan for a small business.</p>	<p>0.0 UNITS</p>
<p>AED 90.37 Launching a Small Business Class Hours: 2.0 Lecture Total Contact Hours: 36 Lecture</p> <p>This course is for students who are interested in learning about establishing a small business. The class is an introduction to business concepts like understanding market research, identifying resources, registering a business, and identifying components of a business plan. It will introduce students to the types of business ownership structures such as: sole proprietorship, partnerships, and corporations. Students will be provided reference materials to help them start thinking about permits and licenses, patents and protection of ideas, and legal requirements and regulations for small businesses. The material in this course has been drafted with application as its focus.</p>	<p>0.0 UNITS</p>	<p>AED 90.41 Introduction to Small Business Finances Class Hours: 2.0 Lecture Total Contact Hours: 36 Lecture</p> <p>This course is designed to introduce noncredit students with various introductory tools to manage monetary funds and make self-analysis for improvement on financial literacy decisions. Measurement techniques will demonstrate how to analyze, plan, and manage financial performances of a small business. Basic cash flow accounting will teach methods of managing money coming in and going out of the business such as record keeping. Introduction to accounting for materials, labor, overhead cost, expenses, and taxes are taught.</p>	<p>0.0 UNITS</p>
<p>AED 90.37S Launching a Small Business (Spanish) Class Hours: 2.0 Lecture Total Contact Hours: 36 Lecture</p> <p>This course is taught in Spanish and is for students who are interested in learning about establishing a small business. The class is an introduction to business concepts such as understanding market research, identifying resources, registering a business, and identifying components of a business plan. It will introduce students to the types of business ownership structures such as: sole proprietorship, partnerships, and corporations. Students will be provided reference materials to help them start thinking about permits and licenses, patents and protection of ideas, and legal requirements and regulations for small businesses. The material in this course has been drafted with application as its focus.</p>	<p>0.0 UNITS</p>	<p>AED 90.41S Introduction to Small Business Finances (Spanish) Class Hours: 2.0 Lecture Total Contact Hours: 36 Lecture</p> <p>This course is taught in Spanish and is designed to introduce students with various introductory tools to manage monetary funds and make self-analysis for improvement on financial literacy decisions. Measurement techniques will demonstrate how to analyze, plan, and manage financial performances of a small business. Basic cash flow accounting will teach methods of managing money coming in and going out of the business such as record keeping. Introduction to accounting for materials, labor, overhead cost, expenses, and taxes are taught.</p>	<p>0.0 UNITS</p>
<p>AED 90.39 Social Media for Small Business Owners Class Hours: 2.0 Lecture Total Contact Hours: 36 Lecture</p> <p>This course is taught with language support and introduces marketing systems focused on distributing goods and services throughout the community for business and consumer engagement, primarily through social media. Included are basic marketing and advertisement techniques for promotion through many available media venues, emphasizing free social media platforms and also with payment options. The course teaches an introductory understanding of consumer behavior, product design, advertising, pricing, budgeting, distribution approaches, and utilization of a marketing plan for a small business.</p>	<p>0.0 UNITS</p>	<p>AED 90.43 Growing a Small Business Class Hours: 2.0 Lecture Total Contact Hours: 36 Lecture</p> <p>Small business entrepreneurs will find the necessary skills and tools in order to scale their business. Existing small business owners will learn to analyze, evaluate, and take action to grow their value and avoid growth pitfalls. This course will teach English Language Learners the best ways to build value by scaling their existing business venture through innovation and decisions.</p>	<p>0.0 UNITS</p>

AED 90.43S

0.0 UNITS

Growing a Small Business (Spanish)

Class Hours: 2.0 Lecture

Total Contact Hours: 36 Lecture

This course is taught in Spanish for students who are small business entrepreneurs and who through this course will find the necessary skills and tools in order to scale their business and grow operations. Existing small business owners will learn to analyze, evaluate, and take action to grow their value and avoid growth pitfalls. This course will teach English Language Learners the best ways to build value by scaling their existing business venture through innovation and decisions.