technology, time management, stress management, and customer retention. Effective Fall 2017

CAOT 88: Microcomputer Office Applications: Desktop Publishing
- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- This course provides hands-on experience with desktop software. Creation of advertisements, flyers, brochures, business forms, reports, newsletters, and presentations using accepted principles of design. Selection and use of desktop publishing software.

COAT: 92: Computer Windows Application
- 2 units, Letter, 1 lec/2 lab
- DA, CSU
- This course provides an in-depth study of the Windows operating system. Students will learn about the Windows environment, the Windows desktop, folder and file management, and personal information management and communication. Students will develop a personal work environment, customize the computer using the control panel, sort and filter files, manage security setting, and utilize Window's multimedia features.

CAOT 110: Microcomputer Office Applications: Presentation Design
- 3 units, Letter, 2 lec/3 lab, DE
- DA, CSU
- Advisory Corequisite: CAOT 1
- Provides an overview of presentation design principles. Uses presentation software to create presentations incorporating presentation software templates, fonts, graphics, transitions, sound, and animation. Students will learn to outline presentations, create dynamic slides, and develop slide shows based on business topics. Prepares students for certification exam.

CAOT 129: Technology in Global Logistics
- 1 unit, Letter, 1 lec, DE
- DA
- This course introduces the technology that is used within global logistics. The emphasis is on state-of-the-art technologies and practices found within the mobile workforce and dynamic worksite environments that enable global commerce. Topics include handheld devices used in sales, inventory, and real-time tracking, GIS (Geographic Information Systems) used in distribution, GPS (Global Positioning Satellites) used in transportation, an introduction to global value networks, and a survey of global supply chain logistics careers.

CAOT 185: Directed Study – Computer Applications and Office Technologies
- 1 unit, Letter, 1 lec
- DA, CSU
- Corequisite: Any CAOT course
- This course provides additional skill development work in conjunction with one or more courses in CAOT.

CH DEV (Child Development)

CH DEV 1: Child Growth and Development
- 3 units, Letter, 3 lec
- DA, CSU/UC, LACCD B2/E1, CSUGE D/E, IGETC 4, C-ID CDEV 100
- Students are introduced to the theory of human development focusing on growth from conception through adolescence. The course content focuses on the physical, cognitive, and social-emotional domains, and ways in which biological and diverse environments influence growth. Students identify typical and atypical development and apply strategies to promote healthy child development in their personal and/or professional lives.

CH DEV 2: Early Childhood: Principles and Practices
- 3 units, Letter, 3 lec
- DA, CSU, C-ID ECE 120
- Introduction to early childhood education theoretical, historical and contemporary models of principles and developmentally appropriate practices will be explored. This course includes teaching strategies, professional practices, advocacy/ethics, adult-child interactions, programs, diversity and environments supporting physical, social/emotional, cognitive and language development of young children.

CH DEV 3: Creative Experiences for Children I
- 3 units, Letter, 3 lec
- DA, CSU
- This course explores the philosophy of developing creative activities for preschool and middle years children through hands-on experiences using numerous media.

CH DEV 4: Creative Experiences for Children II
- 3 units, Letter, 3 lec
- DA, CSU, C-ID ECE 130
- Students learn and develop the knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students examine a teacher's role in supporting
development and engagement for all young children. Planning, implementation and evaluation of curriculum includes but is not limited to: music and movement, creative representation, science, motor skills, math readiness, and emergent literacy.

**CH DEV 5: Puppetry I**
- 3 units, Letter, 3 lec
- DA, CSU
- This course is ideal for those seeking a medium especially suited for teaching children. Puppets are used to voice quality scripts to instruct children in the areas of physical and social development, emotional expression, and creative drama. Practical techniques are learned to plan and perform creative puppet shows. Emphasis is on construction and manipulation of various genres of puppets using developmentally appropriate literature for children.

**CH DEV 10: Health, Safety and Nutrition**
- 3 units, Letter, 3 lec
- DA, CSU, C-ID ECE 220
- This course provides students and teachers with a fundamental understanding of children's health, safety, and nutrition needs and guides the implementation of effective classroom practices. Emphasis is placed on the pivotal role that teachers play in identifying children's health needs, creating and maintaining high-quality, safe learning environments, meeting children's essential nutritional needs, collaborating with families, and providing comprehensive health education in culturally and developmentally appropriate ways. Course is designed to actively engage learners, connecting theoretical and real life experience.

**CH DEV 11: Child, Family and Community**
- 3 units, Letter, 3 lec
- DA, CSU, LACCD E1, CSUGE E, C-ID CDEV 110
- This course asks students to define their personal ethics within the context of a contemporary society. Students analyze the relationships that exist among the home, school, and community. Racial, ethnic, and language differences affecting the structure and status of the family are investigated. Principles of an anti-bias curriculum will be discussed. Resources and referral agencies available within the local community will be identified.

**CH DEV 12: Parent-Teacher-Child Interaction**
- 3 units, Letter, 3 lec
- DA, CSU
- This course familiarizes students with positive discipline techniques and other guidance models to be used with children from early childhood through adolescence. Communication techniques used in parent-teacher conferences are explored to give the student confidence in working with parents/guardians.

**CH DEV 22: Practicum in Child Development I**
- 4 units, Letter, 2 lec/6 lab
- DA, CSU, C-ID ECE 210
- Prerequisite: CH DEV 1, 2, 3 or 4, health exam and TB test
- Course provides supervised experience in a variety of Early Childhood Programs including infant centers, private preschools, State and Federally funded child development centers, special education centers, family daycare providers and school age programs. The student will relate all previous theory and curriculum.

**CH DEV 23: Practicum in Child Development II**
- 4 units, Letter, 2 lec/6 lab
- DA, CSU
- Prerequisite: CH DEV 22
- This course provides advanced supervised practicum in a variety of Early Childhood Education programs including infant centers, private preschools, State and Federally funded child development centers, special education centers, family daycare homes, and school age programs. The student will relate all previous theory and curriculum courses to practical application in the classroom.

**CH DEV 30: Infant and Toddler Studies I**
- 3 units, Letter, 3 lec
- DA, CSU
- This course explores social, emotional, cognitive, and physical development from birth through 3 years. It provides information on principles of caregiving, teaching techniques, setting up the environment, and observing and recording infant/toddler behavior with an emphasis on cultural competency and development.

**CH DEV 31: Infant and Toddler Studies II**
- 3 units, Letter, 3 lec
- DA, CSU
- This course is a study of infant and toddler development, brain research and a relationship based approach to responsive program planning. Skill building in assessment, intervention, and inclusion will be developed. Direct observation in infant and toddler programs are required. Creating developmentally appropriate curriculum is emphasized.

Student learning outcomes may appear in any or all of the following online locations: linked to the course outline at https://ecd.laccd.edu/Default.aspx, and/or listed at http://www.lahc.edu/facultystaff/slo/courseassessment.html, and/or https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18%20SLO-SA%20Assessment.aspx. If so, those listed on the last site supersede all others.
CH DEV 34: Observing and Recording Children's Behavior
- 3 units, Letter, 3 lec
- DA, CSU, C-ID ECE 200
- Prereq: The Department of Social Services Child Care Licensing Division and the Department of Health require all individuals working with children in a paid or voluntary position to have a negative Mantoux or chest x-ray every two years
- This course explores appropriate use of assessment and observation strategies to document development, growth, play, and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.

CH DEV 36: Literature for Early Childhood
- 1 unit, Letter, 1 lec
- DA, CSU
- This course is an overview of literature suitable for children from birth through eight years. Students analyze a wide variety of books to address contemporary issues. Techniques of selection and presentation methods are explored.

CH DEV 38: Administration & Supervision of Early Childhood Programs I
- 3 units, Letter, 3 lec
- DA, CSU
- Prerequisite: CH DEV 1
- This course provides an understanding of the principles and practices necessary to run an Early Childhood Education Program. State California licensing regulations, fiscal planning and management, personnel management, child abuse recognition and reporting requirements, and brochure development are some of the important topics covered. Professionalism and quality standards are emphasized.

CH DEV 39: Administration & Supervision of Early Childhood Programs II
- 3 units, Letter, 3 lec
- DA, CSU
- Prerequisite: CH DEV 1
- This course provides an in depth study of finances, including grant and proposal writing. Licensing requirements for a wide variety of children's programs will be explored. Risk management and disaster preparedness for children's programs will be covered. Other topics covered include advocacy, staff development, professionalism as well as current trends in child development.

CH DEV 42: Teaching in A Diverse Society
- 3 units, Letter, 3 lec
- DA, CSU, C-ID ECE 230
- This course will examine the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias methods and techniques will be explored to support all children in becoming competent members of a diverse society. Course involves self-reflection of one's own understanding of educational principles and practices in integrating another approach to philosophy, objectives and goals to better perform teaching practices/styles and the development of inclusive program environments.

CH DEV 45: Programs for Children With Special Needs
- 3 units, Letter, 3 lec
- DA, CSU
- This course examines specific classifications and special characteristics of exceptional children. Information on legislation for exceptional children is explored. IDEA, the IEP process, inclusion, early identification, and curricular approaches are examined. Students explore a variety of disabilities from a child development perspective including definition and educational implications.

CH DEV 46: Programs for Children With Special Needs
- 3 units, Letter, 3 lec
- DA, CSU
- This course examines specific classifications and special characteristics of exceptional children. Information on legislation for exceptional children is explored. IDEA, the IEP process, inclusion, early identification, and curricular approaches are examined. Students explore a variety of disabilities from a child development perspective including definition and educational implications.

CH DEV 65: Adult Supervision/Early Childhood Mentoring
- 2 units, Letter, 2 lec
- DA, CSU
- This course presents principles and practices in staff relations and the supervision and evaluation of staff in early childhood program. The study of methods of clinical supervision and performance evaluation, leadership styles, group dynamics, conflict resolution, staff development, staff roles and responsibilities are explored.

CH DEV 75: Child Safety
- 1 unit, Letter, 1 lec
- DA
- This course offers a first aid and cardiopulmonary resuscitation (CPR) training program giving individuals the knowledge and skills necessary to prevent, recognize, and provide basic care for injuries and sudden illnesses until advanced medical personnel arrive. American Red Cross CPR and First Aid Certificates are awarded.
CH DEV 185: Directed Study - Child Development  
- 1 unit, Letter, 1 lec  
- DA, CSU  
- This course allows students to pursue Directed Study in Child Development on a contract basis under the direction of a supervising instructor.

CH DEV 911: Cooperative Education - Child Development  
- 1 unit, Letter, 1 lec  
- DA, CSU  
- Prerequisite: student must have at least 7 units per semester, which includes Cooperative Education, during the semester in which s/he is enrolled.  
- Child Development is approved for Cooperative Education, Work Experience, and Internships. See listing under Cooperative Education.

CH DEV 921: Cooperative Education - Child Development  
- 2 units, Letter, 2 lec  
- DA, CSU  
- Prerequisite: student must have at least 7 units per semester, which includes Cooperative Education, during the semester in which s/he is enrolled.  
- Child Development is approved for Cooperative Education, Work Experience, and Internships. See listing under Cooperative Education.

CH DEV 931: Cooperative Education - Child Development  
- 3 units, Letter, 3 lec  
- DA, CSU  
- Prerequisite: student must have at least 7 units per semester, which includes Cooperative Education, during the semester in which s/he is enrolled.  
- Child Development is approved for Cooperative Education, Work Experience, and Internships. See listing under Cooperative Education.

CHEM (Chemistry)

CHEM 65: Introductory General Chemistry  
- 4 units, Letter, 3 lec/3 lab  
- DA, CSU/UC, LACCD A, CSUGE B1/B3, IGTEC 5A/5C  
- Prerequisite: MATH 123C or 125  
- This course introduces basic principles of inorganic chemistry plus basic concepts of solutions, gases and dimensional analysis. It is a Prerequisite: for chemistry 066 intended for allied health majors. It is also recommended as a Prerequisite: for chemistry 101.

CHEM 66: Organic and Biochemistry for Allied Health  
- 5 units, Letter, 3 lec/6 lab  
- DA, CSU/UC, LACCD A, CSUGE B1/B3  
- Prerequisite: CHEM 65  
- This course covers the organic and biochemical principles found in physiology and metabolic processes. Topics include organic and biochemical with emphasis on the role of chemistry in health and disease, as well as molecular diseases and metabolic abnormalities.

CHEM 101: General Chemistry I  
- 5 units, Letter, 3 lec/6 lab  
- DA, CSU/UC, LACCD A, CSUGE B1/B3, IGTEC 5A/5C, C-ID CHEM 110  
- Prerequisite: CHEM 65  
- First of two courses that introduces theory and laboratory topics dealing with general principles of chemistry. Chemical calculations are emphasized as well as laboratory precision and accuracy utilizing quantitative techniques.

CHEM 102: General Chemistry II  
- 5 units, Letter, 3 lec/6 lab  
- DA, CSU/UC, CSUGE B1/B3, IGTEC 5A/5C  
- Prerequisite: CHEM 101  
- Second of two courses that introduces theory and laboratory topics dealing with general principles of chemistry. Chemical calculations are emphasized as well as laboratory precision and accuracy utilizing quantitative techniques.

CHEM 211: Organic Chemistry for Science Majors I  
- 5 units, Letter, 3 lec/6 lab  
- DA, CSU/UC, CSUGE B1/B3, IGTEC 5A/5C  
- Prerequisite: CHEM 102  
- This course introduces organic chemistry emphasizing the structure, stereochemistry and reactions of carbon compounds. Laboratory work covers preparation and isolation of organic compounds and the determination of their physical and chemical properties.

CHEM 212: Organic Chemistry for Science Majors II  
- 5 units, Letter, 3 lec/6 lab  
- DA, CSU/UC, CSUGE B1/B3, IGTEC 5A/5C  
- Prerequisite: CHEM 102  
- This course introduces organic chemistry emphasizing the structure, stereochemistry and reactions of carbon compounds. Laboratory work covers preparation and isolation of organic compounds and the determination of their physical and chemical properties.

Student learning outcomes may appear in any or all of the following online locations: linked to the course outline at https://ecd.laccd.edu/Default.aspx, and/or listed at http://www.lahc.edu/facultystaff/slo/courseassessment.html, and/or https://effectiveness.lahc.edu/cpc/haps/SitePages/2015-18%20SLO-SAQ%20Assessment.aspx. If so, those listed on the last site supersede all others.