

DISCIPLINES LIST
DIVISION: CAREER TECHNICAL EDUCATION

DISCIPLINE: ACCOUNTING

MINIMUM QUALIFICATIONS:

MASTERS DEGREE REQUIRED

Master's in accountancy or business administration with accounting concentration **OR** Bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis **AND** Master's in business, business administration, business education, taxation, or finance **OR** The equivalent

(NOTE: A Bachelor's degree in accountancy or business administration with accounting concentration, with a CPA license is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.)

COURSES:

| Subject & Number | Title |
|-----------------------------|----------------------------|
| ACCT 111 | Bookkeeping |
| ACCT 113 | Bookkeeping II |
| ACCT 115 | Payroll Bookkeeping |
| ACCT 121 | Computerized Accounting |
| ACCT 131 | Introduction to Income Tax |
| ACCT 201 | Financial Accounting |
| ACCT 205 | Managerial Accounting |

DISCIPLINE: AERONAUTICS

(Airframe and powerplant, aircraft mechanics, aeronautical engineering technician, avionics)

MINIMUM QUALIFICATIONS:**MASTER'S DEGREE NOT GENERALLY EXPECTED OR AVAILABLE**

The minimum qualifications for disciplines on this list are any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

COURSES:

| Subject & Number | Title |
|-----------------------------|--|
| AERO 120 | Aircraft General I |
| AERO 121 | Aircraft General II |
| AERO 230 | Aircraft Airframe I |
| AERO 231 | Aircraft Airframe II |
| AERO 240 | Aircraft Powerplant I |
| AERO 241 | Aircraft Powerplant II |
| AFAB 110 | Introduction to Aircraft Structures, Blueprint and Manufacturing Documentation |
| AFAB 115 | Aircraft Structures |
| AFAB 120 | Composites Fabrication and Repair |
| AFAB 130 | Aerospace Ethics and Issues |
| AFAB 140 | Pneudraulics |
| AFAB 210 | Aircraft Production Systems |
| AFMT 310 | Safety in Aviation |
| AFMT 320 | Lean Management (Six Sigma & 5S) |
| AFMT 330 | Airframe Manufacturing Producibility |
| AFMT 340 | Theory of Low Observables |
| AFMT 341 | Manufacturing Testing & Inspection |
| AFMT 345 | Airframe Composite Manufacturing I |
| AFMT 350 | Airframe Manufacturing Capstone I |
| AFMT 442 | Foreign Object Elimination (FOE) and Migration Paths |
| AFMT 446 | Airframe Composite Manufacturing II |
| AFMT 451 | Airframe Manufacturing Capstone II |

DISCIPLINE: AIRCONDITIONING, REFRIGERATION, HEATING

(Solar energy technician)

MINIMUM QUALIFICATIONS:

MASTER'S DEGREE NOT GENERALLY EXPECTED OR AVAILABLE

The minimum qualifications for disciplines on this list are any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

COURSES:

| Subject & Number | Title |
|-----------------------------|---|
| ACRV 112 | Basic Refrigeration Systems |
| ACRV 113 | Basic Refrigeration Controls |
| ACRV 115 | Basic Refrigeration Systems and Controls |
| ACRV 122 | Residential Air Conditioning Systems |
| ACRV 123 | Residential Air Conditioning Controls |
| ACRV 125 | Residential Air Conditioning Systems & Controls |
| ACRV 212 | Commercial Refrigeration Systems |
| ACRV 213 | Commercial Refrigeration Controls |
| ACRV 222 | Commercial Air Conditioning Controls |
| ACRV 223 | Commercial Air Conditioning Systems |

DISCIPLINE: AUTO BODY TECHNOLOGY

(Antique and classic auto restoration)

MINIMUM QUALIFICATIONS:

MASTER'S DEGREE NOT GENERALLY EXPECTED OR AVAILABLE

The minimum qualifications for disciplines on this list are any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

COURSES:

| Subject & Number | Title |
|-----------------------------|---|
| ABDY 112 | Basic Auto Body Repair |
| ABDY 113 | Basic Auto Body Repair |
| ABDY 115 | Basic Auto Body Repair |
| ABDY 122 | Basic Automotive Refinishing |
| ABDY 123 | Automotive Refinishing |
| ABDY 125 | Basic Automotive Refinishing |
| ABDY 212 | Advanced Automotive Collision Repair I |
| ABDY 213 | Advanced Automotive Collision Repair II |
| ABDY 215 | Advanced Automotive Collision Repair |
| ABDY 222 | Advanced Automotive Refinishing I |
| ABDY 223 | Advanced Automotive Refinishing II |
| ABDY 225 | Advanced Automotive Refinishing |

DISCIPLINE: AUTOMOTIVE TECHNOLOGY

MINIMUM QUALIFICATIONS:

MASTER'S DEGREE NOT GENERALLY EXPECTED OR AVAILABLE

The minimum qualifications for disciplines on this list are any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

COURSES:

| Subject & Number | Title |
|-----------------------------|---|
| AUTO 100 | Basic Automotive |
| AUTO 101 | Basic Automotive Practicum |
| AUTO 102 | Basic Automotive Practicum |
| AUTO 110 | Automotive Engines |
| AUTO 111 | Automotive Engine Rebuilding (Lower End) |
| AUTO 112 | Automotive Engine Rebuilding (Upper End) |
| AUTO 113 | Automotive Engine Rebuilding (Advanced) |
| AUTO 125 | Automotive Chassis |
| AUTO 126 | Automotive Brakes |
| AUTO 127 | Automotive Suspension, Steering, Alignment |
| AUTO 128 | Automotive Power Trains |
| AUTO 130 | Basic Automatic Transmissions and Transaxles |
| AUTO 150 | Automotive Electrical Systems |
| AUTO 151 | Automotive Chassis and Body Electrical System |
| AUTO 152 | Automotive Ignition Systems |
| AUTO 153 | Automotive Starting and Charging Systems |
| AUTO 175 | Automotive Fuel, Emissions, California Clean Air Car Course |
| AUTO 176 | Automotive Carburetor Fuel Systems |
| AUTO 177 | Electronic Fuel Injection |
| AUTO 198H | Advanced Emissions Diagnostics Training Seminar (BASR 20 Hour Update) |
| AUTO 231 | Automatic Transmissions (General Motors) |
| AUTO 232 | Automatic Transmissions (Ford and Chrysler) |
| AUTO 276 | Engine Performance Emissions |
| AUTO 277 | Electronic Engine Controls – General Motors Systems |
| AUTO 278 | Electronic Engine Controls – Ford/Chrysler Systems |

DISCIPLINE: BUSINESS

MINIMUM QUALIFICATIONS:
MASTERS DEGREE REQUIRED

Master's in business, business management, business administration, accountancy, finance, marketing, or business education **OR** Bachelor's in any of the above **AND** Master's in economics, personnel management, public administration, or JD or LL.B. degree **OR** Bachelor's in economics with a business emphasis **AND** Master's in personnel management, public administration, or JD or LL.B. degree **OR** The equivalent

COURSES:

| Subject & Number | Title |
|-----------------------------|----------------------------------|
| BUS 101 | Introduction to Business |
| BUS 105 | Business Mathematics |
| BUS 111 | Business English |
| BUS 113 | Business Communications |
| BUS 121 | Personal Finance and Investments |
| BUS 201 | Business Law |
| BUS 212 | Women in Organizations |

MINIMUM QUALIFICATIONS:

JD or LL.B.

COURSES:

| Subject & Number | Title |
|-----------------------------|--------------|
| BUS 201 | Business Law |

DISCIPLINE: COMPUTER INFORMATION SYSTEMS

(Computer network installation, microcomputer technology, computer applications)

MINIMUM QUALIFICATIONS:**MASTER'S DEGREE NOT GENERALLY EXPECTED OR AVAILABLE**

The minimum qualifications for disciplines on this list are any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

COURSES:

| <u>Subject & Number</u> | <u>Title</u> | <u>Other Discipline (MQ)</u> |
|------------------------------------|--|-------------------------------------|
| CA 103 | Introduction to Computers and Digital Technology | |
| CA 107 | Microcomputer Hardware and Software Support | |
| CA 111 | Word Processing-Microsoft Word | Office Technology |
| CA 121 | Microcomputer Spreadsheets | |
| CA 131 | Relational Database Management and Design | |
| CA 132 | Oracle SQL Database Management | |
| CA 141 | Developing PowerPoint Presentations | |
| CA 151 | Microcomputer Operating Systems | |
| CA 153 | Windows Installation and System Support | |
| CA 171 | Introduction to Networking | |
| CA 175 | Administering Windows Server | |
| CA 176 | Windows Server Networking | |
| CA 182 | Network Security | |
| CA 183 | Security Countermeasures | |
| CA 221 | Computer Concepts and Applications in Business | |
| CIS 101 | Introduction to Computer Information Science | |
| CIS 111 | Introduction to Programming and Algorithms | |
| CIS 113 | Data Structures | |
| CIS 121 | Computer Mathematics | |
| CIS 123 | Assembly Language and Computer Architecture | |
| CIS 141 | Introduction to Basic Programming | |
| CIS 145 | Introduction to Visual BASIC.NET Programming | |
| CIS 157 | Introduction to LINUX | |
| CIS 159 | SUSE Linux Server Administration | |
| CIS 161 | Introduction to C Programming | |
| CIS 173 | Introduction to C++ Programming | |
| CIS 175 | Java Programming | |

DISCIPLINE: DRAFTING

*CADD (Computer Aided Drafting/Design), CAD (Computer Aided Design),
CAD (Computer Aided Drafting)*

MINIMUM QUALIFICATIONS:

MASTER'S DEGREE NOT GENERALLY EXPECTED OR AVAILABLE

The minimum qualifications for disciplines on this list are any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

COURSES:

| <u>Subject & Number</u> | <u>Title</u> |
|------------------------------------|-------------------------------|
| DRFT 120 | Introduction to 2-D CAD |
| DRFT 125 | Mechanical Drafting |
| DRFT 130 | Architectural Drafting I |
| DRFT 150 | Intermediate 2-D AUTOCAD |
| DRFT 230 | Architectural Drafting II |
| DRFT 240 | Electronic Drafting |
| DRFT 250 | Introduction 3-D CAD Drafting |

DISCIPLINE: ELECTRICITY

(Electrical power distribution)

MINIMUM QUALIFICATIONS:

MASTER'S DEGREE NOT GENERALLY EXPECTED OR AVAILABLE

The minimum qualifications for disciplines on this list are any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

COURSES:

| Subject & Number | Title |
|-----------------------------|--|
| ELEC 110 | Fundamentals of Electricity |
| ELEC 115 | Electrical Codes and Ordinances |
| ELEC 120 | Residential Wiring |
| ELEC 130 | Alternating Current Theory |
| ELEC 140 | Commercial/Industrial Wiring & Cabling |
| ELEC 150 | Electrical Maintenance |
| ELEC 160 | Fundamentals of Motor Control |
| ELEC 220 | Advanced Motor Control-PLC |
| ELEC 250 | Electricians Journeyman Review |

DISCIPLINES: ELECTRONIC TECHNOLOGY

(Industrial mechanical technology)

MINIMUM QUALIFICATIONS:**MASTER'S DEGREE NOT GENERALLY EXPECTED OR AVAILABLE**

The minimum qualifications for disciplines on this list are any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

COURSES:

| Subject & Number | Title |
|-----------------------------|---|
| ELTE 101 | Survey of Electronics |
| ELTE 105 | Introduction to Robotics |
| ELTE 110 | Electronics Mathematics |
| ELTE 125 | Direct Current & Alternating Current Principles |
| ELTE 130 | Digital Circuit Analysis |
| ELTE 135 | Analog Circuit Analysis |
| ELTE 140 | Microprocessor Systems I |
| ELTE 145 | Acceptability of Electronic Assemblies |
| ELTE 180 | Microprocessor Systems |
| ELTE 220 | Microprocessor Systems II |
| ELTE 235 | Electronic Communications I |
| ELTE 252 | Introduction to Avionics |
| ELTE 254 | Radio Telephone License |

DISCIPLINE: HEALTH CARE ANCILLARIES

(Medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate, and massage therapy)

MINIMUM QUALIFICATIONS:

MASTER'S DEGREE NOT GENERALLY EXPECTED OR AVAILABLE

The minimum qualifications for disciplines on this list are any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

COURSES:

| <u>Subject & Number</u> | <u>Title</u> |
|------------------------------------|---|
| MOA 101 | Beginning Medical Terminology |
| MOA 102 | Advanced Medical Terminology |
| MOA 110 | Beginning Medical Office Assisting Skills |
| MOA 111 | Advanced Medical Office Assisting Skills |

DISCIPLINE: MANAGEMENT

Effective Fall 2018

MINIMUM QUALIFICATIONS:

MASTERS DEGREE REQUIRED

Master's in business administration, business management, business education, marketing, public administration, or finance **OR** Bachelor's in any of the above **AND** Master's in economics, accountancy, taxation, or law **OR** The equivalent

COURSES:

| Subject & Number | | Title |
|-----------------------------|-----|---------------------------------|
| MGT | 101 | Management Principles |
| MGT | 115 | Human Behavior in Organizations |
| MGT | 121 | Human Resources Management |
| MGT | 201 | Small Business Management |

DISCIPLINE: MARKETING

MINIMUM QUALIFICATIONS:
MASTERS DEGREE REQUIRED

Master's in business administration, business management, business education, marketing, advertising, or finance **OR** Bachelor's in any of the above **AND** Master's in economics, accountancy, taxation, or law **OR** The equivalent

COURSES:

| Subject & Number | Title |
|-----------------------------|-----------------------------|
| MKTG 101 | Principles of Marketing |
| MKTG 112 | Introduction to Advertising |
| MKTG 130 | Digital Marketing |

DISCIPLINE: OFFICE TECHNOLOGY

(Secretarial skills, office systems, word processing, computer applications, automated office training)

MINIMUM QUALIFICATIONS:

MASTER'S DEGREE NOT GENERALLY EXPECTED OR AVAILABLE

The minimum qualifications for disciplines on this list are any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

COURSES:

| Subject & Number | Title |
|-----------------------------|---|
| OT 101 | Beginning Computer Keyboarding |
| OT 102 | Intermediate Computer Keyboarding |
| OT 103 | Advanced Computer Keyboarding |
| OT 113 | Advanced Microsoft Word |
| OT 121 | Spreadsheets for the Office |
| OT 150 | Basic Principles of Coding for the Medical Office |
| OT 152 | Beginning Medical Insurance |
| OT 201 | Administrative Office Procedures |
| OT 205 | Medical Office Procedures |
| OT 207 | Legal Office Procedures |

DISCIPLINE: REAL ESTATE

MINIMUM QUALIFICATIONS:

MASTER'S DEGREE NOT GENERALLY EXPECTED OR AVAILABLE

The minimum qualifications for disciplines on this list are any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

COURSES:

| <u>Subject & Number</u> | <u>Title</u> |
|------------------------------------|------------------------------|
| RE 101 | Real Estate Principles |
| RE 105 | Real Estate Practices |
| RE 111 | Real Estate Finance |
| RE 121 | Legal Aspects of Real Estate |
| RE 131 | Real Estate Appraisal |
| RE 141 | Escrow Principles |
| RE 161 | Property Management |

DISCIPLINES: WELDING

MINIMUM QUALIFICATIONS:

MASTER'S DEGREE NOT GENERALLY EXPECTED OR AVAILABLE

The minimum qualifications for disciplines on this list are any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

COURSES:

| Subject & Number | Title |
|-----------------------------|---|
| WELD 101 | Welding Fundamentals |
| WELD 110 | Oxyacetylene Welding, Cutting and Brazing |
| WELD 120 | Basic Shielded Metal Arc Welding |
| WELD 130 | Advanced Shielded Metal Arc Welding |
| WELD 145 | Advanced Welding Processes |
| WELD 212 | Performance Welding – Arc Welding Processes |
| WELD 230 | Welding Symbols and Print Reading |
| WELD 240 | Welding Layout |
| WELD 260 | Certification Welding-L.A. City Building Code |