COURSE DISCIPLINE : CAM

COURSE NUMBER : 241

COURSE TITLE (FULL) : Advanced Mastercam Lathe

COURSE TITLE (SHORT) : Adv Mastercam Lathe

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID :

CATALOG DESCRIPTION

CAM 241 is an advanced Mastercam lathe course. This course will cover the setup aspects of MT_Lathe. Students will learn how to configure the Mastercam workspace, properly orient part geometry, and complete Job Setup. Students will learn how to create more complex 3D geometry, advanced C-Axis toolpaths and toolpaths that support the Y-axis rotation and examples on how to use the Mill toolpaths on a Lathe with Live Tooling. Proper Tool Definition, Axis Combinations, Sub spindle machining, and Tool Plane setup will be covered.

CATALOG NOTES

Note: This is an advanced CNC lathe course using Mastercam software, please make sure to review the recommended preparation for this class.

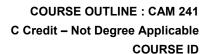Total Lecture Units:1.00

Total Laboratory Units: 2.00

Total Course Units: 3.00

Total Lecture Hours:18.00

Total Laboratory Hours: 108.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 126.00

PRECONDITIONS FOR ENROLLMENT

And/Or	Course	Type	Req. Is Being
	CAM - 220 - Computer Aided Manufacturing, Basic Lathe	Recommended Preparation	Added
Or	CAM - 240 - Basic Mastercam Lathe	Recommended Preparation	Added

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	CAM	220	Computer Aided Manufacturing, Basic Lathe	Compile a reference guide to be used in future training as well as later in the field;	Yes
2	CAM	220	Computer Aided Manufacturing, Basic Lathe	perform basic drawing of geometric shapes and translate them into the proper numerical format required by the equipment;	Yes
3	CAM	220	Computer Aided Manufacturing, Basic Lathe	demonstrate a basic knowledge of the principles required to successfully complete a simple project	Yes
4	CAM	220	Computer Aided Manufacturing, Basic Lathe	engage keystroke commands for each program.	Yes
5	CAM	240	Basic Mastercam Lathe	create geometry and toolpaths for Mastercam lathe;	Yes
6	CAM	240	Basic Mastercam Lathe	set up a Computer Numerical Control (CNC) lathe;	Yes
7	CAM	240	Basic Mastercam Lathe	demonstrate roughing and finishing;	Yes
8	CAM	240	Basic Mastercam Lathe	demonstrate drilling and boring;	Yes
9	CAM	240	Basic Mastercam Lathe	evaluate the geometry of a part;	Yes
10	CAM	240	Basic Mastercam Lathe	perform stock flip toolpath for second operation.	Yes

EXIT STANDARDS

1   create complex 3D geometry and toolpaths for Mastercam lathe;

2   set up a Computer Numerical Control (CNC) lathe machine with live tooling;

3   choose proper set-up tools for milling;

4   demonstrate roughing and finishing;

5   demonstrate drilling and boring on C-axis and Y-axis;

6   explain sub spindle machining;

7   identify automatic part handling toolpaths for second set-up.

STUDENT LEARNING OUTCOMES

1.   demonstrate safe and appropriate part handling for sub spindle work;
2.   utilize and demonstrate advanced programming with Mastercam lathe;

3.   verify accuracy of program keystrokes using back-plot.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Introduction • History of Computer Numerical Control (CNC) programming and machining • Review of machining basics • Preparation for CNC machining	3	0	3
2	Lathe Machining Set-up in Mastercam • Setting up Mastercam configuration for MT_Lathe • Orientation of the part • Part zero in Mastercam • Stock set-up in Mastercam	2	18	20
3	Creating Complex 3D Geometry • Creating more complex lines, splines, arcs, and points • Extract geometry from 3D solid models • Use levels, groups, and attributes • Creating mill and turn profile	2	18	20

4	Modifying Current Geometry • Trim entities • Divide and join entities • Modify length • Break two pieces • Add fillet radius and chamfer • Offset geometry • Project geometry • Geometry transformation (scale, rotate, etc.)	3	18	21
5	Lathe & Mill Toolpaths • Facing the part • Roughing and finishing the profile • Grooving inside and outside of the part • Apply threading toolpath • Use C&Y axis machining • Face drilling, cross drilling • Sub spindle machining • Part off the part	3	18	21
6	Part Handling in Mastercam • Set up stock and chuck • Use of custom planes • Stock flip • Pickoff and Cutoff (POCO) toolpath • Lathe tool manager • Toolpath and stock transform	2	18	20
7	Set up a CNC Lathe Machine with Live Tooling • Load a desire work holding fixture on the machine • Indicate the live tooling holders • Load proper tool holders • Find part zero • Set up tools • Verify and run a complex lathe part	3	18	21
				126

OUT OF CLASS ASSIGNMENTS

1. individual project (e.g. create advanced part program from a blue print drawing);

2. group project (e.g. create advanced part program from a solid model or models);

3. calculations (e.g. material properties and dimensions of a work piece).

METHODS OF EVALUATION

1 quizzes;

2 practical laboratory examinations;

3 evaluation of a final project (e.g. worm gear).

METHODS OF INSTRUCTION

☑ Lecture

☑ Laboratory

☐ Studio

☐ Discussion

☑ Multimedia

☐ Tutorial

☐ Independent Study

☑ Collaboratory Learning

☑ Demonstration

☐ Field Activities (Trips)

☐ Guest Speakers

☐ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Mastercam 2021 Lathe C and Y Axis Toolpaths Tutorial	Required	In-House Solutions Inc.			Mastercam	978-177146-9203	2021

GLENDALE
COMMUNITY
COLLEGE

COURSE DISCIPLINE :   CAM

COURSE NUMBER :   260

COURSE TITLE (FULL) :   Introduction to 5-Axis Machining

COURSE TITLE (SHORT) :   Intro to 5-Axis Machining

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID :

CATALOG DESCRIPTION

CAM 260 will introduce 5-Axis machining concepts that explores both surface (solid face) and wireframe based toolpaths. Different methods of tool axis control, and different titling strategies are covered. Special attention will be paid to collision control techniques. Multi-axis machining is becoming increasingly important to make difficult parts with high precision.

CATALOG NOTES
N/A

Total Lecture Units:1.00

Total Laboratory Units: 3.00

Total Course Units: 4.00

Total Lecture Hours:18.00

Total Laboratory Hours: 162.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 180.00

PRECONDITIONS FOR ENROLLMENT

And/Or	Course	Type	Req. Is Being
	CAM - 210 - Computer Aided Manufacturing Basic Milling	Recommended Preparation	Added
Or	CAM - 250 - 4th Axis Machining	Recommended Preparation	Added

ENTRY STANDARDS

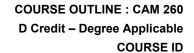|	Subject	Number	Title	Description	Include
1	CAM	210	Computer Aided Manufacturing Basic Milling	perform basic drawing of geometric shapes and translating them into the proper numerical format required by the equipment;	Yes
2	CAM	250	4th Axis Machining	Create planes and toolpaths for 4 axis machining;	Yes

EXIT STANDARDS
1. explain the steps for 5-Axis toolpath creation;
2. identify the zero position on a 5-Axis machine;
3. create various 5-Axis planes;
4. perform 5-Axis drilling.
5. select machine configurations
6. measure 5-axis centerline manually

STUDENT LEARNING OUTCOMES

1   operate a variety of complex Multi-Axis Computer Numerical Control machines to create high precision parts while following industry safety standards;
2   evaluate best processes to efficiently manufacture parts with minimum environmental impact;
3   employ various software tools while integrating traditional methods of programming and controlling the machining process for effective set-up, troubleshooting and finishing.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

Description	Lecture	Lab	Total Hours
1 Introduction • History of multi-axis machining • Definition of multi-axis • Benefits of 5-Axis and multi-axis machining	3	2	5

2	5-Axis machining set-up in Mastercam • Setting up Mastercam configuration • Orientation of the part • Part zero in Mastercam • Tool zero in Mastercam	3	32	35
3	3+2 Machining • Creating planes • Tool set-up • Apply toolpath • Clearance plane • Creating solids for fixturing	3	32	35
4	Simultaneous 5-Axis Toolpath • Creating curves • Setting up proper planes • Tool axis control • Cut pattern • Collision control • Defining lead/lag angle • Defining side tilt angle	3	32	35
5	5-Axis Drilling • Creating hole geometry • Creating hole axis vector line • 5-Axis drilling toolpath • Setting up clearance plane • Retracting plane	3	32	35
6	5-Axis Trunnion Set-up • Loading the rotary table on the machine • Indicate the rotary table • Finding center of rotation • Finding part zero • Setting up tools • Machine simulation • Verify and run part	3	32	35
				180

OUT OF CLASS ASSIGNMENTS

1   create a part program using a blue print, save it in a mastercam file and upload file to canvas.

2   create a part program for each solid model, save it in a mastercam file and upload file to canvas.

METHODS OF EVALUATION

1   quizzes;

2   final exam;

3   final project (e.g. set-up and complete machining of a manifold).

METHODS OF INSTRUCTION

- ☑ Lecture
- ☑ Laboratory
- ☐ Studio
- ☑ Discussion
- ☑ Multimedia
- ☐ Tutorial
- ☐ Independent Study
- ☐ Collaboratory Learning
- ☑ Demonstration
- ☐ Field Activities (Trips)
- ☐ Guest Speakers
- ☐ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Secrets of 5-Axis Machining	Required	Industrial Press	1	Print	Karlo Apro	9780831133757	2009

COURSE DISCIPLINE :   ENTRE

COURSE NUMBER :   103

COURSE TITLE (FULL) :   Run Your Own Business

COURSE TITLE (SHORT) :   Run Your Own Business

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID :

CATALOG DESCRIPTION

ENTRE 103 covers the process of planning, organizing, and managing a small business. Topics include developing a business plan, forming and marketing a small business, legal aspects of business ownership, accounting, budgeting, financing, and risk management. The skills taught in this course will help individuals start new ventures as well as aid existing business owners to plan their growth.

CATALOG NOTES

Note: This course may not be taken for credit by students who have completed BUSAD 158

Total Lecture Units:3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours:54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

PRECONDITIONS FOR ENROLLMENT

And/Or	Course	Type	Req. Is Being
	BUSAD - 101 - Introduction To Business	Recommended Preparation	Added

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	BUSAD	101	Introduction To Business	compare and contrast the advantages/disadvantages in each form of business ownership;	Yes

EXIT STANDARDS

1   Describe the different types of business organizations
2   Create a business plan
3   discuss the management, financial, marketing and legal skills necessary to operate a small business.

STUDENT LEARNING OUTCOMES

1   identify and assess the issues in managing Operations and Human Resources in running a Small Business
2   explain the role of the Marketing Mix in business - Product, Price, Promotion, and Distribution;
3   explain the issues and risks in planning, implementing, and running a small business

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Introduction and Overview of Small Business Management	5	0	5
2	Entrepreneur-Manager Relationship • Forms of business organization • Ethics • Social responsibility	5	0	5
3	Development of a Business Plan • Purpose of a business plan • Business plan content and format	6	0	6

4	Types of Business Start-up Possibilities • Franchises • Purchasing an existing business • Starting a business	6	0	6
5	Financial Management • Accounting terminology • Financial statements • Start-up capital requirements • Raising capital	7	0	7
6	Legal Considerations • Understanding contracts • Intellectual property • Bankruptcy	6	0	6
7	Marketing • Product, price promotion, and distribution • Market research	8	0	8
8	Managing Business Operations • Operations management • Human resource management • Managing growth	6	0	6
9	International Business • Importing and exporting • Cultural challenges	5	0	5
				54

OUT OF CLASS ASSIGNMENTS

1   business plan (e.g. assignments on the purpose of a business plan, business plan content and formatting of business plans);
2   business cases (e.g. assignments and case scenario analysis on the various business startup possibilities).

METHODS OF EVALUATION

1   quizzes;
2   midterm examinations;

3   final examination.

METHODS OF INSTRUCTION

☑ Lecture

☐ Laboratory

☐ Studio

☐ Discussion

☑ Multimedia

☐ Tutorial

☐ Independent Study

☑ Collaboratory Learning

☐ Demonstration

☐ Field Activities (Trips)

☑ Guest Speakers

☐ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Small Business Management	Required	Los Angeles SAGE	7		Hatten, Timothy	9781544330860	2019

PROPOSAL

COURSE DISCIPLINE :   ESL

COURSE NUMBER :   33

COURSE TITLE (FULL) :   Grammar and Writing III Mirrored Course

COURSE TITLE (SHORT) :   Gram and Write III Mirrored Course

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID :

CATALOG DESCRIPTION

ESL 33 is a NCESL mirrored course for ESL 133, which focuses on grammar and composition for students at the intermediate level of academic English as a second language. The course covers increasingly complex grammatical structures that students incorporate into three-to-five paragraph compositions of 300-350 words in length. Lecture 90 hours.

CATALOG NOTES
N/A
Total Lecture Units:0.00

Total Laboratory Units: 0.00

Total Course Units: 0.00

Total Lecture Hours:90.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 90.00

PRECONDITIONS FOR ENROLLMENT

And/Or	Course	Type	Req. Is Being
&	ESL - 126 - Reading And Vocabulary For ESL II Students	Prerequisite	Added
	ESL - 123 - Grammar and Writing II	Prerequisite	Added
	ESL - 125 - Listening And Speaking II	Recommended Preparation	Added
&	ESL - 127 - Lower-intermediate Spelling for Non-Native Speakers	Recommended Preparation	Added
	ESL - 135 - Listening And Speaking III	Recommended Corequisite	Added
&	ESL - 136 - Reading And Vocabulary For ESL III Students	Recommended Corequisite	Added
&	ESL - 137 - Intermediate Spelling for Non-Native Speakers	Recommended Corequisite	Added

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	ESL	126	Reading And Vocabulary For ESL II Students	demonstrate comprehension of academic readings at the intermediate credit ESL vocabulary level;	Yes
2	ESL	126	Reading And Vocabulary For ESL II Students	deduce meanings of new words from the context;	Yes
3	ESL	126	Reading And Vocabulary For ESL II Students	reply to inference as well as recall questions on reading comprehension tests;	Yes
4	ESL	126	Reading And Vocabulary For ESL II Students	write answers of 40-50 words in response to questions;	Yes
5	ESL	126	Reading And Vocabulary For ESL II Students	paraphrase a written dialogue or short reading passage.	Yes
6	ESL	123	Grammar and Writing II	Write a one-paragraph composition of 200-250 words in length that includes a topic sentence, supporting details, and transitional expressions;	Yes

7	ESL	123	Grammar and Writing II	demonstrate level appropriate mastery of spelling, vocabulary, punctuation, simple and progressive tenses, the present perfect tense, and adverb clauses of time and reason;	Yes
8	ESL	123	Grammar and Writing II	read academic paragraphs of 200-250 words.	Yes
9	ESL	125	Listening And Speaking II	Demonstrate understanding of recorded and live speeches, dialogues, instructions, and lectures;	Yes
10	ESL	127	Lowerintermediate Spelling for Non-Native Speakers	Demonstrate knowledge of the relationship between correct spelling and correct pronunciation;	Yes

EXIT STANDARDS

1. Compose a 300 to 350-word composition which: (a) includes a clear thesis statement; (b) shows clear organization into an introduction, body, and conclusion; (c) provides supporting details; (d) meets division criteria for fluency, clarity and accuracy;
2. demonstrate level appropriate mastery of spelling, vocabulary, punctuation, simple perfect tenses, passive voice, gerunds and infinitives, real conditionals, adverb clauses of reason and concession;
3. read multi-paragraph academic passages in textbooks.

STUDENT LEARNING OUTCOMES

1 use the targeted grammatical structures with at least 70% accuracy;
2 write an essay of 300-350 words with a clear introduction, body, and conclusion using level appropriate grammar, punctuation, and spelling at a passing level as determined by the ESL133 scoring guide.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Writing: Organization • Introduction, body, and conclusion • Thesis Statement • Topic Sentences • Concluding sentences • Coherence and transitions within paragraphs	15	0	15
2	Writing: Content • Unity • Development • Coherence • Word Choice	10	0	10
3	Writing: Composing • Pre-writing (Brainstorming and Outlining) • First draft • Proofreading, editing, and revising	10	0	10
4	Writing: Mechanics • Punctuation patterns in compound and complex sentences • Spelling	10	0	10

	Grammar:			
5	• Simple present, past, and future • Present, past, progressive • Present perfect • Passive voice • Modal auxiliaries in active and passive voice • Gerunds and infinitives • Causative verbs: let, make, and have • Adjective clauses (subject/object relative pronouns) • Quoted and reported speech • Basic Parallel structure • Articles • Prepositions and preposition combinations with gerunds, adjectives, and verbs • Adverb clauses (time, reason, comparison, concession) • Transitions (such as, however, in comparison, likewise, similarly, etc.) • Sentence structure: avoidance of run-ons, comma splices, and fragments	45	0	45
				90

OUT OF CLASS ASSIGNMENTS

1   revisions of in-class compositions;

2   compositions that include an introductions, support, and a conclusion:

3   writing exercises and grammar exercises

4   ESL Computer Lab work on grammar, writing, and punctuation modules.

METHODS OF EVALUATION

1   Other Criteria: 5% of course grade: (a) homework, (b) participation, (c) supplemental instruction, (d) online tests;

2   Final Examinations: 20% of the course grade: (a) Final grammar test: 10% (b) Final composition: 10%;

3   Grammar tests; 25% of course grade;

4   Compositions: 50% of course grade (4-6 in-class compositions of 3-5 paragraphs of 300-350 words in length).

METHODS OF INSTRUCTION

- ☑ Lecture
- ☐ Laboratory
- ☐ Studio
- ☑ Discussion
- ☑ Multimedia
- ☑ Tutorial
- ☐ Independent Study
- ☑ Collaboratory Learning
- ☐ Demonstration
- ☐ Field Activities (Trips)
- ☐ Guest Speakers
- ☐ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Understanding & Using English Grammar (Student Book with Essential Online Resources)	Required	Harlow: Pearson Education	5	print	Azar, Betty S; Hagen, Stacey A.	978-013-427524-6	2017
Weaving It Together Book 3	Required	NGL/Cengage	4	print	Broukal, Milada	978-13052-51663	2016
Great Writing 3: From Great Paragraphs to Great Essays	Required	Heinle	5	print	Folse, Keith	978-03570-21071	2019
Title : Grammar for Great Writing (Book B)	Required	NGL/Cengage	1	print	Folse, Keith	978-1-337-11860-6	2018

COURSE DISCIPLINE :   ESL

COURSE NUMBER :   41

COURSE TITLE (FULL) :   Grammar and Writing IV Mirrored Course

COURSE TITLE (SHORT) :   Gram & Write IIV Mirrored

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID :

CATALOG DESCRIPTION

ESL 41 is a NCESL mirrored course for ESL 141, it focuses on grammar and composition for students at the high intermediate level of academic English as a second language. This course provides extensive practice in thesis-based essays, critical analysis of academic reading, and techniques to improve writing content, organization, and grammar. The course covers increasingly complex compositions of 400-450 words in length. Essays are written in response to readings and discussions. Lecture 90 hours.

CATALOG NOTES

N/A

Total Lecture Units:5.00

Total Laboratory Units: 0.00

Total Course Units: 5.00

Total Lecture Hours:90.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 90.00

PRECONDITIONS FOR ENROLLMENT

And/Or	Course	Type	Req. Is Being
&	ESL - 133 - Grammar And Writing III	Prerequisite	Reviewed
	ESL - 135 - Listening And Speaking III	Recommended Preparation	Reviewed
	ESL - 145 - Listening And Speaking IV	Recommended Corequisite	Reviewed
	ESL - 146 - Reading And Vocabulary For ESL IV Students	Recommended Corequisite	Reviewed
	ESL - 136 - Reading And Vocabulary For ESL III Students	Prerequisite	Reviewed

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	ESL	133	Grammar And Writing III	Compose a 300 to 350-word composition which: (a) includes a clear thesis statement, (b) shows clear organization into an introduction, body, and conclusion, (c) provides supporting details, and (d) meets division criteria for fluency, clarity, and accuracy;	Yes
2	ESL	133	Grammar And Writing III	demonstrate level appropriate mastery of spelling, vocabulary, punctuation, simple perfect tenses, passive voice, gerunds and infinitive, real conditionals, adverb clauses of reason and concession;	Yes
3	ESL	133	Grammar And Writing III	read academic passages of 300-350 words.	Yes
4	ESL	136	Reading And Vocabulary For ESL III Students	comprehend academic readings at the highintermediate credit ESL vocabulary level;	Yes
5	ESL	136	Reading And Vocabulary For ESL III Students	deduce meanings of new words from the context;	Yes
6	ESL	136	Reading And Vocabulary For ESL III Students	reply to inference as well as recall questions on reading comprehension tests;	Yes

| 7 | ESL | 136 | Reading And Vocabulary For ESL III Students | write answers of 50-60 words in response to questions; | Yes |
| 8 | ESL | 136 | Reading And Vocabulary For ESL III Students | paraphrase a reading passage. | Yes |

EXIT STANDARDS

1. Compose a 400 to 450-word thesis-based essay which:

   (a) summarizes and cites appropriately a reading passage provided as a prompt,
   (b) includes a clear thesis statement,
   (c) uses evidence to support the thesis,
   (d) shows clear organization into an introduction, body, and conclusion, and
   (e) uses appropriate rhetorical modes such as comparison/contrast, cause/effect, and persuasion in order to support a thesis.

STUDENT LEARNING OUTCOMES

1   use the targeted grammatical structures with at least 70% accuracy;
2   write an essay of 400-450 words using level-appropriate grammar, punctuation, and spelling at a passing level as determined by the ESL 141 scoring guide.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Writing: Essay organization • Introduction, body and conclusion • Thesis statement • Topic sentences • Concluding sentences • Coherence and transitions within paragraphs	10	0	10
2	Writing: Content • Unity • Development • Coherence	10	0	10

3	Writing: Composing • Pre-writing (brainstorming) • Organizing (e.g. outlining, clustering) • First drafts • Proofreading, editing and revising	10	0	10
4	Writing: Critical reading • Extracting the main idea(s) • Discerning fact from opinion • Evaluating the validity of an author's thesis, premise(s), and conclusion(s) • Forming one's own thesis	10	0	10
5	Writing: Summary • Citing sources • Paraphrasing • Avoiding plagiarism	8	0	8
6	Grammar: • Simple tenses • Present and past progressive • Present perfect • Modals auxiliaries • Passive Voice • Real and unreal conditionals • Gerunds and infinitives • Quoted and reported speech • Adjective Clauses • Noun Clauses • Adverb Clauses • Sentences Structures: *simple, compound, complex, compound-complex* • Run-ons, comma splices, fragments • Transition Use	42	0	42
				90

OUT OF CLASS ASSIGNMENTS

1   summaries (e.g. write a summary of a newspaper article);

2   paragraphs and essays that show the formation of an argument or contrast two opposing points of view;

3   grammar exercises;

4   error correction exercises;

5   online research (e.g. reading newspaper editorials);

6   online discussion forums (e.g. e-learning software);

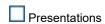7   revisions of in-class essays.

METHODS OF EVALUATION

1   Other Criteria: 5% of course grade, including (a) participation in language learning activities, (b)homework, (c) supplemental instruction, and (d) online tests

2   Final grammar test: 10% of course grade

3   Final essay test: 15% of course grade

4   Grammar Exams: 30% of course grade (a minimum of 3 grammar exams which may include the midterm)

5   Essays: 40% of course grade (4-6 in-class essays of 4-5 paragraphs of 400-450 words in length)

METHODS OF INSTRUCTION

- ☑ Lecture
- ☐ Laboratory
- ☐ Studio
- ☑ Discussion
- ☑ Multimedia
- ☐ Tutorial
- ☐ Independent Study
- ☑ Collaboratory Learning
- ☐ Demonstration
- ☐ Field Activities (Trips)
- ☐ Guest Speakers

☐ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Grammar and Beyond 3	Required	Cambridge University Press		print	Laurie Blass	978052114 3158	2012
Weaving it Together, Book 4	Required	NGL/Cengage	4	print	Milada Broukal	978130525 1670	2015
Great Writing 4: Great Essays	Required	NGL/Cengage	5	print	Keith S. Folse	978035702 0852	2019
Great Writing 4: Great Essays (SB/Online Workbook Package)	Required	NGL/Cengage	5		Keith Folse	978-03570-21088	2019
Elements of Success 3	Required	Oxford University Press	1		Ann Ediger	978019402 8264	2014
Grammar for Great Writing (Book C)	Required	NGL/Cengage	1		Keith Folse	978-1-337-11861-3	2018

COURSE DISCIPLINE :   MOA

COURSE NUMBER :   190

COURSE TITLE (FULL) :   Fundamentals of Healthcare Administration

COURSE TITLE (SHORT) :   Healthcare Administration

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID :

CATALOG DESCRIPTION

MOA 190 provides an overview of health care institutions, how they are organized and governed, essential roles and responsibilities of various healthcare administrators, physicians, nurses and clinical support staff as well as other common management functions. The relationship between external and internal forces that impact healthcare environments are inspected to help students understand the foundational framework for addressing healthcare administration problems and challenges along with solutions within the health care organization.

CATALOG NOTES
N/A
Total Lecture Units:3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours:54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

PRECONDITIONS FOR ENROLLMENT

And/Or	Course	Type	Req. Is Being
	ENGL - 100 - Writing Workshop	Recommended Preparation	Added
Or	ESL - 151 - Reading and Composition V	Recommended Preparation	Added
And	MOA - 180 - Health Information Management & HIPAA Standards	Recommended Preparation	Added

ENTRY STANDARDS

Subject	Number	Title	Description	Include

GLENDALE
COMMUNITY
COLLEGE

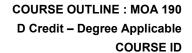| 1	ENGL	100	Writing Workshop	read, analyze, and evaluate student compositions for unity, development, use of evidence, interpretation, coherence, and variety of sentence form;	Yes
2	ESL	151	Reading and Composition V	compose one research paper (1,000 words) or two short research papers (500-700 words each) with citations.	Yes
3	MOA	180	Health Information Management & HIPAA Standards	Explain health data and clinical documentation principles, standards and guidelines to ensure the quality of the health record in a medical clinic or an acute-care hospital setting;	Yes

EXIT STANDARDS

1 Describe various concepts of healthcare leadership within the context of healthcare administration

2 describe the fundamentals of health care administration

3 examine healthcare compliance and regulatory issues that govern healthcare administration

4 recognize the barriers and challenges in recruiting healthcare administrators and staff.

STUDENT LEARNING OUTCOMES

1 examine various concepts of Healthcare administration

2 Identify laws and regulations that govern common types of healthcare administration facilities and operations

3 prepare a healthcare funding proposal

COURSE CONTENT WITH INSTRUCTIONAL HOURS (see next page)

	Description	Lecture	Lab	Total Hours
1	Healthcare Administration • Administrative vs management of Healthcare • Role of organization in healthcare community • Healthcare delivery services and utilization • Staff, clinical and nonclinical management	9	0	9
2	Healthcare facilities and services • Types of facilities • Types of services • Specializations and skills • Training and education	9	0	9
3	Financing Healthcare Services • Grants and funds • Government programs • Private investments • Public endowments	9	0	9
4	Healthcare compliance and regulation • Compliance plan • Understanding crisis • regulatory assessment • Risk management	9	0	9
5	Performance, Audits, and Inspection • Performance standards • Inspection • Audits • Performance Plan	9	0	9
6	Healthcare Laws and Ethics • Patient care laws and regulations • Employment laws and regulations • Occupational safety and Health Act • Workers' compensation	9	0	9
				54

OUT OF CLASS ASSIGNMENTS

1   Reflection Paper; visit a local, clinic, hospital or public health facility to formulate a response based on the delivery of healthcare to the public.

2   Investigate, and write a report and present an effective oral presentation (e.g. Healthcare Administration, management, compliance, licensing and regulation)

METHODS OF EVALUATION

1   quizzes;

2   exams;

3   in class essays.

METHODS OF INSTRUCTION

☑ Lecture

☐ Laboratory

☐ Studio

☑ Discussion

☑ Multimedia

☐ Tutorial

☐ Independent Study

☑ Collaboratory Learning

☑ Demonstration

☐ Field Activities (Trips)

☑ Guest Speakers

☑ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Fundamentals of Health Care Administration	Supplemental	Pearson	1		Shelley C. Safian	013306563 4	2013
Introduction To Healthcare Management	Required	Jones & Bartlett Learning	4		Buchbinder, Sharon B	978-128415656 0	2021

COURSE DISCIPLINE :   MOA

COURSE NUMBER :   191

COURSE TITLE (FULL) :   Introduction to Public Health & Community

COURSE TITLE (SHORT) :   Intr. Public Health

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID :

CATALOG DESCRIPTION

MOA 191 introduces key public health concepts, the history, present and future direction of public health, and how the core areas of public health can be integrated to promote health within a diverse population. The course investigates various public health models and will engage in active learning through the use of individual and team activities, discussions, and field experiences to fully explore diverse public health dynamics of cultural, racial and social issues.

CATALOG NOTES
N/A
Total Lecture Units:3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours:54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

PRECONDITIONS FOR ENROLLMENT

And/Or	Course	Type	Req. Is Being
	ENGL - 100 - Writing Workshop	Recommended Preparation	Added
Or	ESL - 151 - Reading and Composition V	Recommended Preparation	Added
And	MOA - 180 - Health Information Management & HIPAA Standards	Recommended Preparation	Added

ENTRY STANDARDS

Subject	Number	Title	Description	Include

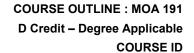| 1	ENGL	100	Writing Workshop	write compositions (e.g., summaries and argumentative essays) that are easy to read and follow, though some errors in grammar, mechanics, spelling, or diction may exist;	Yes
2	ESL	151	Reading and Composition V	compose a 500 to 550-word essay which: summarizes and cites appropriately a reading passage; includes a clear thesis statement; uses evidence to support the thesis; shows clear organization into an introduction, body, and conclusion;	Yes
3	ESL	151	Reading and Composition V	compose one research paper (1,000 words) or two short research papers (500-700 words each) with citations.	Yes
4	MOA	180	Health Information Management & HIPAA Standards	Explain health data and clinical documentation principles, standards and guidelines to ensure the quality of the health record in a medical clinic or an acute-care hospital setting;	Yes

EXIT STANDARDS

1. Analyze and explain the multiple perspectives on public health and social behavior.
2. evaluate the approaches used in public health to identify a contributory cause of a disease or other condition.
3. discuss health problems of populations in different time periods in terms of their political, social, economic, and cultural patterns.
4. explain health care data and its relevance to public health information analyze racial disparities in a given community and recognize the limitations to access healthcare
5. contrast and compare barriers and health inequalities between social and economic variations in populations

STUDENT LEARNING OUTCOMES

1. Describe laws and regulations related to public health within a community
2. identify behaviors of various populations in diverse communities in relation to public health issues
3. apply public health benchmarks and standards to report community involvement in healthcare delivery

COURSE CONTENT WITH INSTRUCTIONAL HOURS (See next page)

	Description	Lecture	Lab	Total Hours
1	Public Health Science Politics and Prevention • Overview Public Health • Public Health versus Medical Care • Prevention and Intervention • Public Health Science, Politics and Economics	9	0	9
2	Public Health as a challenge • Economic Impact • Political interference • Personal, Moral and group influences • Diverse Culture and Social dynamics	9	0	9
3	Government Intervention • Federal versus state authority • Laws, regulations and acts • Politics in Public Health • Non-governmental Role in Public Health	9	0	9
4	Science of Public Health • History of Epidemiology • Social and behavior • What is Health Policy • Pandemic and Epidemic	9	0	9
5	Limitations of Public Health • Human variation • Ethics and Morals • Risk assessment and perception • Proving cause and effect	9	0	9
6	The Role of data in Public Health • Statistics and census • Accuracy and availability • Privacy and confidentiality • Standards and benchmarks	9	0	9
				54

OUT OF CLASS ASSIGNMENTS

1   Reflection Paper; visit a local, clinic, hospital or public health facility to formulate a response based on the delivery of healthcare to the public.

2   Investigate, and write a report and present an effective oral presentation (e.g. drug and narcotic addiction, nutrition and food dependencies)

METHODS OF EVALUATION

1   Weekly Quizzes;

2   In class essays;

3   Final examination.

METHODS OF INSTRUCTION

☑ Lecture

☐ Laboratory

☐ Studio

☑ Discussion

☑ Multimedia

☐ Tutorial

☐ Independent Study

☑ Collaboratory Learning

☑ Demonstration

☐ Field Activities (Trips)

☑ Guest Speakers

☑ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Introduction to Public Health	Required	Jones & Bartlett Learning	6		Mary Jane Schneider	9781284197594	2020
Case Studies in Public Health	Supplemental	Elsevier	1		Theodore Tulchinsky	9780128045718	2018

COURSE DISCIPLINE :   MOA

COURSE NUMBER :   192

COURSE TITLE (FULL) :   Healthcare quality management and performance

COURSE TITLE (SHORT) :   Quality and Performance

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID :

CATALOG DESCRIPTION

MOA 192 provides the student with an understanding of healthcare quality management and performance improvement principles within the hospital as well as clinical setting. Various theoretical, and practical methodologies used in quality assessments will be explored. This course examines regulatory, accreditation, patient safety, performance improvement and utilization along with compliance, credentialing, and licensing standards.

CATALOG NOTES
N/A
Total Lecture Units:3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours:54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

PRECONDITIONS FOR ENROLLMENT

And/Or	Course	Type	Req. Is Being
	ENGL - 100 - Writing Workshop	Recommended Preparation	Added
Or	ESL - 151 - Reading and Composition V	Recommended Preparation	Added
And	MOA - 180 - Health Information Management & HIPAA Standards	Recommended Preparation	Added

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	ENGL	100	Writing Workshop	proofread and edit essays for content, language, citation, and formatting problems.	Yes
2	ESL	151	Reading and Composition V	compose one research paper (1,000 words) or two short research papers (500-700 words each) with citations.	Yes
3	MOA	180	Health Information Management & HIPAA Standards	Explain health data and clinical documentation principles, standards and guidelines to ensure the quality of the health record in a medical clinic or an acute-care hospital setting;	Yes

EXIT STANDARDS

1. Discuss commonly used methods for assessing, measuring, and improving the quality of care and services provided in health care facilities;
2. Identify leading government and private organizations involved in clinical quality improvement;
3. Describe clinical quality assessments, risk analysis, performance improvement and patient safety issues;
4. develop effective group dynamics in building efficient teamwork skills
5. explain the importance of quality standards in the delivery of health care administration

STUDENT LEARNING OUTCOMES

1. Describe the role of risk management in the quality initiatives of a health care facility;
2. Prepare a quality assessment tool to address performance gaps and standards.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	**Focus on Quality** • What is quality • Healthcare Quality • Standards of Quality management requirement	9	0	9
2	**Quality assessment and performance improvement** • Terminology and standards common to performance improvement • Outcomes and proactive risk reduction • Organization-wide performance improvement cycle	9	0	9

3	**Teamwork in performance improvement** • Effective team performance improvement • Team charters, roles and ground rules • Role of the team member and the leader in performance improvement	9	0	9
4	**Performance Improvement** • Internal and External benchmark comparison • Common Healthcare performance improvement standards • Explore various quality organizations (Agency for Healthcare Research and Quality, National Committee for Quality Assurance, National Quality Forum, New Immigrant Community Empowerment)	9	0	9
5	**Quality in patient care** • Optimization of patient safety • Assessing and managing risk • Quality methods used to develop patient care	9	0	9
6	**Risk management in quality care** • Data Collection • Develop Performance matrices • Performance and Quality improvement plan	9	0	9
				54

OUT OF CLASS ASSIGNMENTS

1   Reflection Paper; visit a local, clinic, hospital or public health facility to formulate a continuous quality improvement patient care safety plan
2   Investigate, and write a report and present an effective oral presentation based on various quality standards used in clinics and or hospitals

METHODS OF EVALUATION

1   quizzes;

2   exams;

3   in class essay.

METHODS OF INSTRUCTION

☑ Lecture

☐ Laboratory

☐ Studio

☑ Discussion

☑ Multimedia

☐ Tutorial

☑ Independent Study

☑ Collaboratory Learning

☐ Demonstration

☐ Field Activities (Trips)

☑ Guest Speakers

☑ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Quality Health Care: A guide to developing and Using Indicators	Required	Johns and Bartlett Learning	2		Robert LLoyd	978-1284023077	2019
Introduction to Healthcare Quality Management	Required	Health Administration Press	1		Patrica Spath	9781567939859	2018