

# Short Courses

Course	Title	Dates
<b>December</b>		
ADJUS-005	Basic Law Enforcement Academy	12/8-5/29
ADJUS-007	FIRST AID & CPR for Basic Law Enforcement Academy	12/8-5/29
ADJUS-008	Lifetime Fitness for Basic Law Enforcement Academy	12/8-5/29
<b>January</b>		
AUTO-055	Clean Air Car Course + OBD II	1/22-3/20
BUS-084	Medical Office Procedures/Records Management	1/23-3/27
RNURS-001	Nursing Career Seminar	1/23-1/23
BUS-035C	Microsoft Powerpoint	1/25-3/26
BUS-051	Computer Keyboarding	1/25-3/26
BUS-055	Typing Speed/Accuracy Development	1/25-3/26
COMSC-010	Introduction to Computer Networking	1/25-3/26
COMSC-049	Computer Literacy	1/25-3/26
COMSC-049	Computer Literacy	1/25-3/26
COUNS-033	Transfer Planning	1/25-2/17
DRAMA-042	Theatre Production: Acting for Performance	1/25-3/26
LRNSK-903	Learning Skills Eligibility Assessment	1/25-2/10
LRNSK-903	Learning Skills Eligibility Assessment	1/25-2/10
PTEC-025	Process Technology I - Equipment	1/25-3/18
PTEC-045	Process Technology III - Operations	1/25-3/25
BUS-051	Computer Keyboarding	1/26-3/25
BUS-055	Typing Speed/Accuracy Development	1/26-3/25
COMSC-030	Web Site Development-Part I	1/26-3/23
COUNS-030	Orientation to College	1/26-3/4
COUNS-034	College Success	1/26-3/4
MANGT-060A	Making Effective Decisions: Learning How to Make the Hard Ones	1/26-3/2
PTEC-012	Petrochemical Safety, Health, and Environment	1/26-3/23
RNURS-030	Leadership/Management and Professionalism in Nursing	1/26-3/23
VONUR-008	Medical Terminology for Healthcare Occupations	1/26-3/23
COUNS-032	Career Development	1/27-4/21
PTEC-012	Petrochemical Safety, Health, and Environment	1/27-3/24
COUNS-032	Career Development	1/28-3/4
MANGT-065A	Mastering Management's Essential Tools: Planning and Strategizing for the Organization	1/28-3/4
SPAN-047	Spanish for Health Services	1/28-3/25
SPAN-047	Spanish for Health Services	1/28-3/25
ART-005	The Visual Arts	1/30-4/30
BUS-091	Managing / Working in a Diverse Workforce	1/30-1/30
COSME-010	Cosmetology—Theory, Principles and Practices	1/4-5/28
COSME-010	Cosmetology—Theory, Principles and Practices	1/4-5/28
COSME-010	Cosmetology—Theory, Principles and Practices	1/4-5/28
COSME-011	Cosmetology — Theory, Principles and Practices	1/4-5/28
COSME-011	Cosmetology — Theory, Principles and Practices	1/4-5/28
COSME-011	Cosmetology — Theory, Principles and Practices	1/4-5/28
COSME-040	Licensed Cosmetology Instructor Training	1/4-5/28
COSME-040	Licensed Cosmetology Instructor Training	1/4-5/28
COSME-070	Manicuring and Pedicuring	1/4-5/28
COSME-070	Manicuring and Pedicuring	1/4-5/28
COSME-070	Manicuring and Pedicuring	1/4-5/28
COSME-080	Cosmetician/Esthetician Training	1/4-5/28
COSME-080	Cosmetician/Esthetician Training	1/4-5/28
ATH-064	Advanced Theory of Baseball	1/5-2/10

Course	Title	Dates
<b>February</b>		
DRAMA-015	Principles of Dramatic Art: A Multicultural Perspective	2/1-5/21
DRAMA-015	Principles of Dramatic Art: A Multicultural Perspective	2/1-5/21
RNURS-001	Nursing Career Seminar	2/1-2/1
TRAVL-077	Customized Vacation Planning	2/1-4/30
COUNS-030	Orientation to College	2/10-5/10
ENGL-083	Proofreading and Sentence-Combining Skills	2/2-4/1
BUS-096	Time Management and Goal Setting	2/20-2/20
CHDEV-076	Introduction to Foster Parenting	2/20-3/6
RNURS-014	Healthcare Provider CPR	2/20-2/20
COUNS-034	College Success	2/22-3/31
DRAMA-030	Chicano Cinema: A Critical Analysis	2/22-5/21
DRAMA-030	Chicano Cinema: A Critical Analysis	2/22-5/21
DRAMA-070	The Film as an Art Form	2/22-5/21
HMSRV-914	Social Justice Leadership Seminar	2/22-3/22
LRNSK-903	Learning Skills Eligibility Assessment	2/22-3/3
LRNSK-903	Learning Skills Eligibility Assessment	2/22-3/3
TRAVL-084	Caribbean Destination Specialist	2/22-4/30
COUNS-033	Transfer Planning	2/24-3/31
RNURS-001	Nursing Career Seminar	2/27-2/27
ART-003	Open Studio	2/8-5/29
BUS-080	Ten-Key / Data Entry Skills	2/8-3/19
<b>March</b>		
RNURS-014	Healthcare Provider CPR	3/1-3/8
TRAVL-103	Marketing and Promoting a Home-Based Travel Business	3/1-3/19
COUNS-032	Career Development	3/11-4/22
MANGT-065B	Mastering Management's Essential Tools: Implementing Total Quality Management	3/11-4/22
CHDEV-092	Adult Supervision / Mentor Teacher Training	3/13-4/17
RNURS-008	First Aid of Infants and Children	3/13-3/20
PSYCH-011	General Psychology	3/17-5/21
POLSC-010	Introduction to American Government: Institutions and Ideals	3/20-5/22
ATH-010	Cardiovascular and Muscular Endurance Training for Athletes	3/22-5/28
ATH-026	Advanced Soccer Skills for Athletes	3/22-5/26
ATH-027	Offensive Football Skills and Conditioning	3/22-5/26
ATH-028	Defensive Football Skills and Conditioning	3/22-5/26
BUS-035A	Microsoft Word	3/22-5/28
BUS-035B	Microsoft Excel	3/22-5/28
CHDEV-077	Working with Drug-Exposed Children from Birth to 5 Years of Age	3/22-5/22
COMSC-011	Introduction to Network Operating Systems	3/22-5/28
COMSC-012	Introduction to Internet Security	3/22-5/28
HUMAN-040	Opera: The Human Experience in Music, Voice and Drama	3/22-5/28
PTEC-035	Process Technology II - Systems	3/22-5/27
BUS-089	Medical Law and Ethics for the Medical Office	3/24-5/26
SPAN-047	Spanish for Health Services	3/24-5/26
SPAN-047	Spanish for Health Services	3/24-5/26
COMSC-049	Computer Literacy	3/25-5/27
BUS-095	Developing Customer Service Satisfaction	3/27-3/27
PTEC-027	Applied Instrument Analysis	3/27-5/22
BUS-051	Computer Keyboarding	3/29-5/28
BUS-055	Typing Speed/Accuracy Development	3/29-5/28
COMSC-049	Computer Literacy	3/29-5/28
PTEC-048	Process Troubleshooting	3/29-5/26
BUS-051	Computer Keyboarding	3/30-5/27
BUS-055	Typing Speed/Accuracy Development	3/30-5/27
COMSC-031	Web Site Development - Part II	3/30-5/25
LRNSK-903	Learning Skills Eligibility Assessment	3/5-3/26

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Course	Title	Dates
LRNSK-903	Learning Skills Eligibility Assessment	3/5-3/26
EMS-011	Emergency Medical Technician I Recertification	3/6-3/20
MANGT-060B	Making Effective Decisions: Getting Buy-In	3/9-4/20
<b>April</b>		
COUNS-030	Orientation to College	4/13-4/29
AUTO-919	Advance Level Smog Training	4/16-5/14
RNURS-008	First Aid of Infants and Children	4/17-4/24
TRAVL-104	Resources for the Home-Based Travel Professional	4/19-5/7
BUS-093	Dealing with Difficult People	4/24-4/24
CHDEV-076	Introduction to Foster Parenting	4/24-5/8
COUNS-032	Career Development	4/26-5/26
COUNS-030	Orientation to College	4/27-5/6

Course	Title	Dates
MANGT-060C	Making Effective Decisions: Using Performance-Based Evaluation Methods	4/27-5/25
LRNSK-903	Learning Skills Eligibility Assessment	4/29-5/20
LRNSK-903	Learning Skills Eligibility Assessment	4/29-5/20
MANGT-065C	Mastering Management's Essential Tools: Practicing Time and Stress Management	4/29-5/27
<b>May</b>		
RNURS-014	Healthcare Provider CPR	5/1-5/1
COUNS-030	Orientation to College	5/10-5/19
BUS-092	Business Ethics	5/8-5/8

## Off Campus Classes: Spring 2010

### CONTRA COSTA COLLEGE

2600 Mission Bell Dr. • San Pablo

PTEC-010	Introduction to Process Technology
PTEC-012	Petrochemical Safety, Health and Environment

### CONTRA COSTA COUNTY SHERIFFS OFFICE

340 Marina Blvd. • Pittsburg

ADJUS-005	Basic Law Enforcement Academy	SITE
ADJUS-007	FIRST AID and CPR for Basic Law Enforcement Academy	
ADJUS-008	Lifetime Fitness for Basic Law Enforcement Academy	

### DELTA BEAUTY COLLEGE (DELTA BTY)

320 H Street • Antioch

COSME-010	Cosmetology—Theory, Principles, and Practices
COSME-011	Cosmetology — Theory, Principles, and Practices
COSME-070	Manicuring and Pedicuring

### DELTA BOWL (DELTA BWL)

3300 Delta Fair Blvd. • Antioch

PE-022	Bowling
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### FLORENCE, ITALY

Contact Study Abroad Office: (925) 685-1230 X2735

ART-005	The Visual Arts
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### HARVEST PARK BOWL (HARVEST)

5000 Balfour Rd. • Brentwood

PE-022	Bowling
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### HERITAGE HIGH SCHOOL (HHS)

101 American Ave. • Brentwood

DRAMA-071	The Art of Documentary Filmmaking
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### PITTSBURG HIGH SCHOOL (PHS)

250 School Street • Pittsburg

ATH-008	Strength and Weight Training for Athletes
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### PARIS BEAUTY COLLEGE (PARIS)

1950 Market Street • Concord

COSME-010	Cosmetology—Theory, Principles, and Practices
COSME-011	Cosmetology — Theory, Principles, and Practices
COSME-040	Licensed Cosmetology Instructor Training
COSME-070	Manicuring and Pedicuring
COSME-080	Cosmetician/Esthetician Training

### W-INSTITUTE (W-INST)

4330 Clayton Road Ste E-1 • Concord

COSME-010	Cosmetology—Theory, Principles, and Practices
COSME-011	Cosmetology — Theory, Principles, and Practices
COSME-040	Licensed Cosmetology Instructor Training
COSME-070	Manicuring and Pedicuring
COSME-080	Cosmetician/Esthetician Training

### FOR THE FOLLOWING COURSES CONTACT THE CHILD STUDY CENTER AT LMC:

CHDEV-076	Introduction to Foster Parenting
CHDEV-077	Working with Drug-Exposed Children from Birth to 5 Years of Age
CHDEV-083	Field Experience at Community Programs