## Skils Certificate Requirements 2013-2014

### Administration of Justice

<table>
<thead>
<tr>
<th>Certificate Title and Department</th>
<th>Course Name</th>
<th>Course #</th>
<th>Units/Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Law Enforcement Academy I</td>
<td>Basic Law Enforcement Academy I</td>
<td>ADJUS-005A</td>
<td>(15 Total Units)</td>
</tr>
<tr>
<td>Basic Law Enforcement Academy II</td>
<td>Basic Law Enforcement Academy II</td>
<td>ADJUS-005B</td>
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<tr>
<td>Basic Law Enforcement Academy Module I</td>
<td>Basic Law Enforcement Academy Module I</td>
<td>ADJUS-003</td>
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<td>Basic Law Enforcement Academy Module II</td>
<td>Basic Law Enforcement Academy Module II</td>
<td>ADJUS-002</td>
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<td>Basic Law Enforcement Academy Module III</td>
<td>Basic Law Enforcement Academy Module III</td>
<td>ADJUS-001</td>
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<tr>
<td>Criminal Investigation Specialist</td>
<td>Intro to Criminal Justice System</td>
<td>ADJUS 120</td>
<td>3 Units</td>
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<tr>
<td></td>
<td>Criminal Law</td>
<td>ADJUS 121</td>
<td>3 Units</td>
</tr>
<tr>
<td></td>
<td>Intro to Evidence</td>
<td>ADJUS 221</td>
<td>3 Units</td>
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<td>Basic Criminal Investigations Part A</td>
<td>ADJUS 150-A</td>
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<td>Basic Criminal Investigations Part B</td>
<td>ADJUS 150-B</td>
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<tr>
<td>Criminal Law Specialist</td>
<td>Intro to the Criminal Justice System</td>
<td>ADJUS 120</td>
<td>3 Units</td>
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<tr>
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<td>Criminal Law</td>
<td>ADJUS 121</td>
<td>3 Units</td>
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<tr>
<td></td>
<td>Introduction to Criminal Evidence</td>
<td>ADJUS 221</td>
<td>3 Units</td>
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<td>Criminal Procedure</td>
<td>ADJUS 122</td>
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### Appliance Service Technology

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<tbody>
<tr>
<td>Heating, Ventilation &amp; Air Conditioning Specialist</td>
<td>Basic Refrigeration Tech I</td>
<td>APPLI 023 or 024</td>
<td>3 Units</td>
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<tr>
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<td>Advanced Refrigeration Tech I</td>
<td>ACREF 045</td>
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<td>Basic Heating &amp; Cooling</td>
<td>ACREF 073</td>
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<td>Basic Refrigeration R1A</td>
<td>ACREF 075</td>
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<td>HVAC Tech H1A Heating Technology</td>
<td>ACREF 076</td>
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<td></td>
<td>Basic HVAC H1B Air Conditioning Repair</td>
<td>ACREF 077</td>
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<td></td>
<td>Air Distribution (Duct) Testing and Repair</td>
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<td></td>
<td>HVAC AH1B Residential Load Calculation &amp; Duct Design</td>
<td>ACREF 078</td>
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### Automotive Technology

<table>
<thead>
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<tbody>
<tr>
<td>Smog Technician Specialist</td>
<td>Automotive Engine Diagnosis I</td>
<td>AUTO 040</td>
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<td>Automotive Engine Diagnosis II</td>
<td>AUTO 041</td>
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<tr>
<td></td>
<td>Automotive Electricity and Electronics</td>
<td>AUTO 046</td>
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<tr>
<td></td>
<td>Clean Air Car Course + OBD II</td>
<td>AUTO 055</td>
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<td>Smog Update</td>
<td>AUTO 057</td>
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<tr>
<td>Air Conditioning Specialist</td>
<td>Automotive Heating &amp; Air Conditioning</td>
<td>AUTO 047</td>
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# SKILLS CERTIFICATE REQUIREMENTS
## 2013-2014

<table>
<thead>
<tr>
<th>Transmission Specialist</th>
<th>Automatic Transmission &amp; Transaxles</th>
<th>AUTO 048</th>
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<tbody>
<tr>
<td></td>
<td>Manual Transmission &amp; Differential</td>
<td>AUTO 049</td>
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<tr>
<td>Engine Performance</td>
<td>Automotive Fundamentals</td>
<td>AUTO 035</td>
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<tr>
<td></td>
<td>Automotive Engine Diagnosis I</td>
<td>AUTO 040</td>
<td>4 Units</td>
</tr>
<tr>
<td></td>
<td>Automotive Engine Diagnosis II</td>
<td>AUTO 041</td>
<td>4 Units</td>
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<tr>
<td></td>
<td>Automotive Electricity and Electronics</td>
<td>AUTO 046</td>
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<tr>
<td>Engine Repair &amp;</td>
<td>Automotive Fundamentals</td>
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<td>Machining Specialist</td>
<td>Automotive Engine Machining</td>
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<td>Automotive Chassis</td>
<td>Automotive Brakes</td>
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<tr>
<td>Specialist</td>
<td>Automotive Suspension &amp; Steering</td>
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<tr>
<td>Accounting Clerk/Bookkeeper</td>
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<td>Basic Clerical</td>
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<tr>
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<tr>
<td>Business Computer Skills</td>
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<td>Business Literacy Skills</td>
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<tr>
<td>SKILLS CERTIFICATE REQUIREMENTS</td>
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<tr>
<td>---------------------------------</td>
</tr>
<tr>
<td><strong>Entrepreneurship/Small Business Start-Up</strong></td>
</tr>
<tr>
<td><strong>Front Office/Medical Billing/Medical Coding</strong></td>
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<tr>
<td><strong>Fundamental Business Skills</strong></td>
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<tr>
<td><strong>Legal Secretary</strong></td>
</tr>
<tr>
<td><strong>Basic Medical Clerical/Medical Records Clerk</strong></td>
</tr>
<tr>
<td><strong>Small Business Management and Operations</strong></td>
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<tr>
<td><strong>CHILD DEVELOPMENT</strong></td>
</tr>
<tr>
<td><strong>Associate Teacher Permit Coursework</strong>&lt;br&gt;<strong>Intro to ECE Studies</strong>&lt;br&gt;<strong>Child Growth &amp; Development</strong>&lt;br&gt;<strong>Child, Family &amp; Community</strong>&lt;br&gt;<strong>Curriculum Foundations in ECE</strong></td>
</tr>
<tr>
<td>SKILLS CERTIFICATE REQUIREMENTS</td>
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<tr>
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</tr>
<tr>
<td><strong>School Age Associate Teacher</strong></td>
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<tr>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>Child, Family &amp; Community</td>
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<tr>
<td>Caring for and Educating School Age Children</td>
</tr>
<tr>
<td>Developmentally Appropriate Practice for the School Age Child</td>
</tr>
<tr>
<td><strong>School Age Development and Education</strong></td>
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<tr>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>Child, Family &amp; Community</td>
</tr>
<tr>
<td>Guidance and Discipline Strategies for the Young Child</td>
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<tr>
<td>Caring for &amp; Educating School Age Children</td>
</tr>
<tr>
<td>Developmentally Approp. Pract. for the School Age Child</td>
</tr>
<tr>
<td>Anti-Bias &amp; Multicultural Education and the Young Child</td>
</tr>
<tr>
<td><strong>Specialization</strong></td>
</tr>
<tr>
<td>Administration: Site Supervisor/Program Director</td>
</tr>
<tr>
<td>Supervision/Administration Part I</td>
</tr>
<tr>
<td>Supervision/Administration Part II</td>
</tr>
<tr>
<td><strong>Specialization-Infant Toddler Care</strong></td>
</tr>
<tr>
<td>Infant Toddler Care I</td>
</tr>
<tr>
<td>Infant Toddler Care II</td>
</tr>
<tr>
<td><strong>Specialization – School Age Care</strong></td>
</tr>
<tr>
<td>School Age Child Care I</td>
</tr>
<tr>
<td>School Age Child Care II</td>
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<tr>
<td><strong>Specialization – Special Needs and Care &amp; Education</strong></td>
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<tr>
<td>The Special Needs Child</td>
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<tr>
<td>Methods &amp; Materials for the Special Needs Child</td>
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<tr>
<td><strong>Specialization – Curriculum in Early Childhood Education</strong></td>
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<tr>
<td>Relationship-Based Discipline Strategies for Children</td>
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<tr>
<td>Creative Arts for the Young Child</td>
</tr>
<tr>
<td>Teaching in a Diverse Society</td>
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**COMPUTER SCIENCE**

| **Certified PC Repair Technician** | **(7.5 Total Units)** |
| Computer Repair Hardware (A+ Certification) | COMSC 090 | 3 Units |
| PC Repair Software (A+ Certification) | COMSC 091 | 3 Units |
| A+ Certification Exam Preparation | COMSC 092 | 1.5 Units |

| **Computer Science Core Competencies** | **(3 Units)** |
| Web Site Development Part I | COMSC 030 | 1.5 Units |
| Web Site Development Part II | COMSC 031 | 1.5 Units |
| Programming Logic and Design | COMSC 056 | 3 Units |
| A Survey of Operating Systems | COMSC 080 | 3 Units |
| And one course from: | | |
## SKILLS CERTIFICATE REQUIREMENTS
### 2013-2014

<table>
<thead>
<tr>
<th>Foundation</th>
<th>Programming with Visual Basic.NET</th>
<th>COMSC 041</th>
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<tbody>
<tr>
<td></td>
<td>Intro to C++ programming Part I</td>
<td>COMSC 044</td>
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<tr>
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<td>Intro to Java for Programming Part I</td>
<td>COMSC 051</td>
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<td>COMSC 040</td>
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<td>COMSC 060</td>
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<td>COMSC 061</td>
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<tr>
<td>Game Design</td>
<td>Introduction to Computers</td>
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<td></td>
<td>Introduction to Microcomputer Applications</td>
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<td>Advanced Microcomputer Applications</td>
<td>COMSC 112</td>
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<td>Gaming: An Introduction</td>
<td>ART 027</td>
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<tr>
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<td>Gaming: Beginning Illustration &amp; Story Telling</td>
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<td>Gaming: Beginning Game Design</td>
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<td>Introduction to Cartooning</td>
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<td>Adobe Photoshop</td>
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<td>Web Design</td>
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<td>COMSC 030</td>
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<td>Web Site Development – Part II</td>
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<td>Web Site Development – Dreamweaver &amp; Flash</td>
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<td>COMSC 030</td>
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<td>COMSC 031</td>
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<td>COMSC 032</td>
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### EMERGENCY MEDICAL SERVICES

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<tr>
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<td>Emergency Medical Technician I Recertification</td>
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### FIRE TECHNOLOGY

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### MANAGEMENT & SUPERVISION OR BUSINESS MANAGEMENT

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<th>Communication Skills for Managers</th>
<th>Introduction to Supervision</th>
<th>MANGT 050</th>
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<tr>
<td></td>
<td>Business Communication</td>
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<td>MANGT 050</td>
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<tr>
<td>Decision Making Skills for Managers</td>
<td>Introducing Supervision</td>
<td>MANGT 050</td>
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<td>Make Effective Decisions</td>
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<td>MANGT 050</td>
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<td>Human Resource Management Skills</td>
<td>Introducing Supervision</td>
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<td>Managing Human Resources</td>
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<td>MANGT 050</td>
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<tr>
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<td>Leadership Skills for Managers</td>
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<td>Relating in Human Terms</td>
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<td>MANGT 070</td>
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<tr>
<td><strong>2013-2014</strong></td>
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### Planning Skills for Managers
- **Introducing Supervision**
- **Mastering Management’s Essential Tools**
- **MANGT 050**
- **MANGT 065**
- **3 Units**
- **(6 Total Units)**

### REAL ESTATE
- **Real Estate Sales**
  - **Real Estate Principles**
  - **Real Estate Practice**
  - **Elective – choose from:**
  - **REAL 005**
  - **REAL 020**
  - **REAL 25, BUS 45, 181, 186 or 294**
- **3 Units**
- **3 Units**
- **3 Units**
- **(9 Total Units)**

### TRAVEL
- **Travel Marketing**
  - **Introduction to Travel**
  - **Travel Sales & Marketing**
  - **Advanced Travel Concepts**
  - **3 Units from Travel Elective**
  - **TRAVL 072**
  - **TRAVL 076**
  - **TRAVL 095**
  - **TRAVL 074, 075, 077, 082, 083, 084, 085, 087, 096, 101, 102, 103, 104, 105, 106, 114, 170, 900**
- **3 Units**
- **3 Units**
- **3 Units**
- **(12 Total Units)**

- **Cruise Specialist**
  - **All About Travel**
  - **Travel Sales and Marketing**
  - **Customized Vacation Planning**
  - **TRAVL 082**
  - **TRAVL 076**
  - **TRAVL 077**
- **3 Units**
- **3 Units**
- **(8 Total Units)**

- **Home-Based Travel Specialist**
  - **Introduction to Travel**
  - **Travel Sales & Marketing**
  - **Home-Based Travel – Is it for You?**
  - **Establishing a Home-Based Travel Business**
  - **Marketing & Promoting a Home-Based Travel Business**
  - **Resources for the Home-Based Travel Professional**
  - **Business & Financial Plans for Home-Based Travel**
  - **Home-Based Travel & the Law**
  - **3 Units from Destination Specialist courses**
  - **And 5 additional units of elective courses from the following:**
  - **TRAVL 072**
  - **TRAVL 076**
  - **TRAVL 101**
  - **TRAVL 074, 075, 077, 082, 083, 084, 085, 087, 096, 114, or 900’s**
- **3 Units**
- **3 Units**
- **.5 Unit**
- **.5 Unit**
- **.5 Unit**
- **.5 Unit**
- **.5 Unit**
- **3 Units**
- **5 Units**
- **(17 Total Units)**

### WORLD LANGUAGES
- **American Sign Language**
  - **American Sign Language IV**
  - **Deaf Culture**
  - **SIGN 068**
  - **SIGN 072**
- **3 Units**
- **3 Units**
- **(6 Total Units)**

- **Cultural Competence in Modern World Language**
  - **American Sign Language I**
  - **Elementary Filipino I**
  - **Elementary Italian I**
  - **SIGN 065**
  - **FILIP 060**
  - **ITAL 060**
- **3 Units**
- **5 Units**
- **5 Units**
<table>
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<th>Course</th>
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<td>Elementary French I</td>
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<tr>
<td></td>
<td>Elementary Spanish I</td>
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<td>Spanish</td>
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<tr>
<td></td>
<td>Intermediate Spanish II</td>
<td>SPAN 053</td>
<td>5 Units</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>(10 Total Units)</td>
</tr>
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