

Noncredit Courses

NONCREDIT COURSES

The California Education code identifies adult noncredit programs as an essential and important function of the community colleges and establishes the following nine categories for state-supported noncredit courses: Parenting, Elementary and Secondary Basic Skills, English as a Second Language, Citizenship for Immigrants, Substantial Disabilities, Short Term Vocational, Older Adults, Home Economics, and Health and Safety.

The Continuing Education noncredit program fulfills the mandate that California community colleges provide noncredit courses designed to meet the special needs and capabilities of those students who do not desire or need to obtain unit credit. Noncredit courses provide remedial, developmental, occupational and other general educational opportunities critical for survival in today's society. Noncredit education is an integral part of the district and college mission (GCCCD Board Policy 1200) providing life-long learning opportunities.

The classes and/or programs vary in length, are open to the public and are offered throughout the district. All noncredit classes are state approved. (Cal. Code Regs., tit.5, §§ 55002(c)(1), 55150, and 58050 (a)(1).)

ELEMENTARY & SECONDARY BASIC SKILLS (NCBS)

1000 SUPERVISED TUTORING 0 UNITS

1 - 72 hours

As recommended by their instructors and course specific, students will register and engage in educational assistance with tutorial services.

1001 ACADEMIC & FINANCIAL AID PLANNING 0 UNITS

8 hours

To increase the retention of low-income and/or income eligible federal/state financial aid recipients and assist students in meeting educational goals.

1026 MATH BASICS SERIES 0 UNITS

9 hours

These short courses teach students novel ways to learn, retain, and use math. Topics vary but may include basic elements of arithmetic, geometry, or algebra.

ENGLISH AS A SECOND LANGUAGE (NCEL)

1008 SPELLING FOR NON-NATIVE ENGLISH SPEAKERS 0 UNITS

50 hours

Emphasis on studying and learning strategies why words are spelled the way they are in the English language.

1010 ENGLISH AS A SECOND LANGUAGE 0 UNITS

50 hours

This is a beginning to intermediate level course in basic English; emphasizing oral communication. Participants with higher level

skills in English will receive instruction to improve ability in reading and writing.

1012 ESL/CITIZENSHIP 0 UNITS

50 hours

Focuses on the development of communicative English skills and knowledge of American History and Government required for passing the test to become a citizen of the United States.

1046 ESL: COLLEGE READINESS 0 UNITS

50 hours

This first course in English as a second language (ESL) will help students prepare to enter the college ESL program. Students will learn Basic English grammar and writing skills as well as an introduction to the college campus with a review of college expectations and services.

1047 BILINGUAL ESL WORKSKILLS: BEGINNING 0 UNITS

50 hours

English for the workplace is designed for students whose first language is one other than English. This course supplements language skills taught in Beginning ESL and focuses on using English in business situations.

1048 BILINGUAL ESL WORKSKILLS: INTERMEDIATE 0 UNITS

50 hours

This is the second course in the study of English for the workplace for students whose first language is other than English. This course supplements language skills taught in Intermediate ESL and develops business English skills taught in Beginning ESL.

1049 BILINGUAL ESL WORKSKILLS: ADVANCED 0 UNITS

50 hours

This course supplements language skills taught in Advance ESL and aids in developing business English skills.

1050 BILINGUAL ACADEMIC SUCCESS: BEGINNING 0 UNITS

50 hours

A beginning course of English listening and speaking skills designed for students whose first language is other than English. The course is designed to improve listening comprehension as well as to increase fluency and accuracy in spoken English in both academic and vocational environments.

1053 ESL: MULTI-LEVEL 0 UNITS

50 hours

This course develops and adds to the basic skills taught in Beginning, Intermediate and Advance ESL.

1054 ESL: TOEFL 0 UNITS

50 hours

This course will help prepare students for the Test of English as a Foreign Language (TOEFL). The TOEFL is taken by students whose first language is not English.

1056 ESL: SPECIAL POPULATIONS 0 UNITS

50 hours

This course on English reading, writing and grammar is designed for students whose first language is not English, whom have special needs. This course develops and adds to the basic skills taught in ESL.

1057 ESL: INTERMEDIATE 0 UNITS

50 hours

The second core course on English reading, writing and grammar is designed for students whose first language is not English. This course

further develops and adds to the basic skills taught in Beginning ESL.

1058 ESL: ADVANCED 0 UNITS

50 hours

The third core course on English reading, writing and grammar is designed for students whose first language is not English. This course further develops and adds to the basic skills taught in Beginning and Intermediate ESL.

1060 ENGLISH AT WORK: HOSPITALITY WORKPLACE COMMUNICATION I 0 UNITS

30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for beginning to intermediate language level student whose first language is other than English. Coursework focuses on developing the English communication skills required for working in the hospitality service industry. Student will gain fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.

1061 ENGLISH AT WORK: HOSPITALITY WORKPLACE COMMUNICATION II 0 UNITS

30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Hospitality Workplace Communication I. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.

1062 ENGLISH AT WORK: HEALTHCARE WORKPLACE COMMUNICATION I 0 UNITS

30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for beginning to intermediate language level student whose first language is other than English. Coursework focuses on developing the communication skills student will need to function more effectively in a health-related workplace. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the health industry.

1063 ENGLISH AT WORK: HEALTHCARE WORKPLACE COMMUNICATION II 0 UNITS

30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and

developing the skills learned in English at Work: Healthcare Workplace Communication I. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the health industry.

**1070 ENGLISH AT WORK:
HOSPITALITY WORKPLACE HEALTH
AND SAFETY I 0 UNITS**
30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for beginning to intermediate language level student whose first language is other than English. The course focuses on developing the communication skills student will need to function effectively in a hospitality industry. Student will gain fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.

**1071 ENGLISH AT WORK:
HOSPITALITY WORKPLACE HEALTH
AND SAFETY II 0 UNITS**
30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Hospitality Workplace Health and Safety I. Student will gain fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.

**1072 ENGLISH AT WORK:
HEALTHCARE WORKPLACE HEALTH
AND SAFETY I 0 UNITS**
30 hours

This course will introduce student to the basics of spatial reasoning and the applications of spatial technologies, including global positioning systems (GPS), remote sensing, and geographic information systems (GIS). Students will learn how spatial knowledge is generated, digitized, analyzed and will perform simple spatial analysis along with map interpretation.

**1073 ENGLISH AT WORK:
HEALTHCARE WORKPLACE HEALTH
AND SAFETY II 0 UNITS**
30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Healthcare Health and Safety I. Student will improve fluency, accuracy, and SCANS

competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the health industry.

**1080 ENGLISH AT WORK: HOSPITALITY
WORKPLACE CULTURE I 0 UNITS**
30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for beginning to intermediate language level student whose first language is other than English. The course focuses on developing the communication skills student will need to function effectively in the hospitality industry. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.

**1081 ENGLISH AT WORK: HOSPITALITY
WORKPLACE CULTURE II 0 UNITS**
30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Hospitality Workplace Culture I. Student will gain fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.

**1082 ENGLISH AT WORK: HEALTHCARE
WORKPLACE CULTURE I 0 UNITS**
30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for beginning to intermediate language level student whose first language is other than English. The course focuses on developing the communication skills student will need to function more effectively in a health-related industry. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the hospitality industry.

**1083 ENGLISH AT WORK: HEALTHCARE
WORKPLACE CULTURE II 0 UNITS**
30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Healthcare Workplace Culture I. Student will

improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the health industry.

HEALTH AND SAFETY (NCHS)

**1007 ADULT/PEDIATRIC CPR
COURSE 0 UNITS**
4 hours

This course teaches individuals to recognize and respond to emergencies, adult/child/infant CPR, obstructed airway, blood borne pathogens, and the universal precautions with hands on practice with mannequins. Course includes a completion card valid for two years.

**1008 ADULT/PEDIATRIC CPR RENEWAL
COURSE 0 UNITS**
5 hours

This is a renewal course for individuals who possess a current CPR card; or a card not expired more than 30 days. Course will review adult/child/infant CPR, obstructed airway, blood borne pathogens and universal precautions. Course includes a completion card valid for two years.

1009 FIRST AID COURSE 0 UNITS
4 hours

This course teaches individuals to identify and help control life threatening situations. The course will cover injury and illness assessment, signs and symptoms, and treatment for the following: allergic reaction, amputations, bleeding, cuts, burns, cold and heat emergencies, diabetes, drowning, fractures, head injuries, heart attack, poisoning, shock, seizures, stings, bites, stroke, ticks, and more. Course includes a completion card valid for two years.

1010 FIRST AID RENEWAL COURSE 0 UNITS
4 hours

This is a renewal course for individuals who possess a current First Aid card; or a card not expired more than 30 days. Course reviews injury and illness assessment, signs and symptoms, and treatment for the following: allergic reaction, amputations, bleeding, cuts, burns, cold and heat emergencies, diabetes, drowning, fractures, head injuries, heart attack, poisoning, shock, seizures, stings, bites, stroke, ticks, and more. Course includes a completion card valid for two years.

**1017 BASIC LIFE SUPPORT:
CARDIOPULMONARY 0 UNITS**
6 hours

This BLS (Basic Life Support) course teaches individuals to recognize and respond to emergencies and will cover adult, child, infant CPR, and obstructed airway. Class will review blood borne pathogens, the universal precautions, and primary and scene assessment with practice on mannequins. After successful completion of a written exam, student will receive BLS card valid for two years.

1030 HEARTSAVER A.E.D.**TRAINING****0 UNITS**

4 hours

Course will provide students with the basic skills and knowledge needed to recognize a victim in need of the Automated External Defibrillation (AED) device. Students will also learn how to properly use the AED device. After successful completion of a written exam, student will receive an Adult CPR/Heartsaver AED card valid for two years.

1032 CPR/AED FOR THE PROFESSIONAL RESCUER**0 UNITS**

8 hours

This course is designed to teach those with a duty to act (professional rescuers) the skills needed to respond appropriately to breathing and cardiac emergencies. This includes the use of an automated external defibrillator (AED) to care for a victim of cardiac arrest.

1033 EMERGENCY RESPONSE**0 UNITS**

52 hours

Course will provide student with the knowledge and skills necessary to work as a first responder in an emergency to sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical help can arrive.

1034 OXYGEN ADMINISTRATION FOR THE PROFESSIONAL RESCUER**0 UNITS**

3 hours

Course will provide students with the knowledge and skills necessary to provide care to a victim of a breathing emergency using breathing devices including suction devices, oral and nasal airways, resuscitation masks, bag-valve mask (BVM) resuscitators and supplemental oxygen.

HOME ECONOMICS (NCHO)

1041 FAMILY, FINANCE AND MONEY MANAGEMENT**0 UNITS**

4 hours

Course prepares students to understand the values, needs, wants, goals, and resources that enable them to make wise decisions that contribute to a family's stability and improve the quality of life. Financial resource management, including consumer rights and responsibilities will also be discussed.

1045 A FINANCIAL WORKSHOP DIRECTED TOWARD WOMEN**0 UNITS**

8 hours

Class is open to all students; especially women, and will discuss achieving true financial independence. The course will help you learn to set financial goals and use strategies that will help you meet your goals. You will learn that independence is gained when you take control of your finances.

1046 INS AND OUTS OF SERVICING A VEHICLE**0 UNITS**

8 hours

This course is designed to prepare students to successfully identify the need for preventative maintenance and fluid replacement service. Topics will also cover engine service, drive line function, electrical system diagnosis and repair, as well a general safety practices defined for wheels, tires, brakes, and suspension service.

SHORT-TERM VOCATIONAL EDUCATION (NCVE)

1001 FOOD HANDLER TRAINING COURSE**0 UNITS**

3 hours

This course is designed for individuals who are, or will be, working in a food or service industry job which requires food handler certification.

1003 OSHA 40 HOUR-HAZWOPER**0 UNITS**

40 hours

This 40 hour course provides Federal and State certification for those who work with hazardous waste for management, operations, emergency response team or trainers, and site clean up. This course satisfies the requirements for generalized employee training under the Occupational Safety & Health Administration (OSHA) 1910.120 and State of California Regulation 5192 Title 8. A certificate and wallet card will be issued upon completion of the class.

1005 ENVIRONMENTAL TECHNOLOGIES EXPLORATION**0 UNITS**

8 hours

This course is designed as an introduction to Environmental Health and Safety (EHS) career paths. Course will cover Environmental Protection Agency (EPA) and Occupational Safety & Health Administration (OSHA) historical prospective "How Did We Get To Here", related Federal and State Regulations, Program Requirements and compliance prospective.

1019 BILINGUAL BASIC COMPUTER SKILLS**0 UNITS**

10 hours

In this introductory computer course, students whose primary language is not English, will learn basic keyboarding and word processing skills, explore the internet, and more advanced programs.

1023 OSHA 24-HOUR HAZWOPER TRAINING**0 UNITS**

24 hours

Section 126 of the Superfund Amendment and Re-Authorization Act requires the Department of Labor (DOL) to promulgate regulations for the protection of the safety and health of any employee engaged in hazardous waste operations. This 24-hour Hazardous Waste Operator and Emergency Response (HAZWOPER) course is designed to provide the required training for workers in the public or private sector, from large or small businesses, who work with hazardous waste but are not part of an emergency response team.

1024 ENVIRONMENTAL TECHNOLOGY: INCIDENT COMMAND SYSTEM**0 UNITS**

8 hours

Incident Command System (ICS 100/200) is intended for personnel assigned to an incident or event who have a minimum requirement for the understanding of ICS

1029 OSHA 8-HR REFRESHER FEDERAL & CAL/OSHA STANDARDS**0 UNITS**

8 hours

This 8-hour Hazardous Waste Operator and Emergency Response (HAZWOPER) Refresher course is designed to maintain the 40-Hour or 24-Hour Occupational Safety & Health Administration (OSHA) Annual Certificate

required for employees in the public or private sector, large or small businesses, who work with hazardous waste in any phase from management operations to on-site clean-up. This course includes lectures, table top exercises, and hands-on activities. A certificate will be issued upon completion of the class.

1032 MANAGING DYNAMICS**0 UNITS**

3 hours

This course is designed to aid students in developing basic career management skills. Subjects include; setting priorities, time management, effective decision making and increasing productivity.

1039 INVENTORY CONTROL/ WAREHOUSE**0 UNITS**

8 hours

A training program for personnel interested in specializing as a clerk in shipping, receiving, or warehouse stockrooms and will provide an overview of all aspects of the industry including practical job seeking skills.

1041 JANITORIAL/CUSTODIAL**0 UNITS**

8 hours

This course is designed for personnel interested in providing property and building maintenance to residential and commercial properties and will provide an overview of all aspects of the industry including practical job seeking skills.

1047 BASIC PLANT MAINTENANCE**0 UNITS**

16 hours

This course will cover entry-level plant maintenance, and operations. Course is applicable to maintenance personnel, operators, HAZMAT repair teams and managers at chemical processing manufacturing, electronics, and water treatment facilities.

1049 CONFINED SPACE ENTRY**0 UNITS**

8 hours

This course reviews the California Title 8 California Code of Regulations (CCR), General Industry Safety Orders (GISO), Sections 5156, 5157, 5158 regulations governing confined space entry and how to properly employ the Confined Space Permit Program. The course includes terminology, testing, monitoring, permitting requirements, written program components, entry permits and safety regarding confined spaces and is a must for any employee who may encounter confined spaces during their normal course of employment.

1051 DEPARTMENT OF TRANSPORTATION: HAZARDOUS MATERIALS REGULATIONS**0 UNITS**

8 hours

This course covers the Department of Transportation (DOT) Hazardous Materials Regulations (HMR) governing the transportation of hazardous substances. This course fulfills the DOT 49 CFR Hazardous Materials Transportation awareness training required by DOT and includes: using a hazardous materials table, preparing shipping papers, marking, labeling and placard requirements, security awareness and site policies, handling emergencies and notification and identification and communication of hazards of transportation.

1055 READY, SET, WORK**0 UNITS**

10 hours

A job preparedness program for individuals entering today's competitive employment market. Topics include employee readiness,

applications, interviews, dress codes, communication skills, childcare, budgeting, nutrition, stress and time management, self esteem and career ladders.

1057 LANDSCAPING PESTICIDE APPLICATIONS, LAWS, REGULATIONS & BASIC PRINCIPLES 0 UNITS

8 hours

This course prepares participants to take the Qualified Applicator Certificate Laws, Regulations and Basic Principles Course State Exam. A Qualified Applicator Certificate holder is a person who has qualified by examination to use or supervise the use of restricted-use pesticides in the appropriate pest control category.

1059 LANDSCAPING PESTICIDE APPLICATION CATEGORIES 0 UNITS

8 hours

This course prepares participants who have successfully passed the Laws, Regulations and Basic Principles Exam to take the Qualified Applicator Certificate in Pest Control Categories. Specific categories covered are: Landscape Maintenance, Right-of-Way, and Residential, Industrial and Institutional.

1063 HOW TO GET STARTED IN RADIO/TV VOICEOVERS 0 UNITS

6 hours

This introductory course provides students with basic voice-over techniques for radio and television commercials and narrations. Information included: how to make contacts with directors and producers, and how to "market" voice-over skills.

1065 COMMISSIONED NOTARY PUBLIC CLASS 0 UNITS

8 hours

This course is designed to prepare students to successfully pass the California State Notary Exam. New and commissioned notaries will gain the necessary education and skills to pass the state exam. The class includes how to notarize documents, detect fraud, and how to be successful in a new career.

1067 BASIC HAZARDOUS MATERIALS BUSINESS PLAN 0 UNITS

8 hours

Chapter 6.95 Health and Safety Code, Division 20 requires companies that handle hazardous materials in certain quantities to prepare a business plan providing information of how the business uses, stores, or handles hazardous materials on site.

1069 AIR QUALITY MANAGEMENT 0 UNITS

8 hours

This course focuses on air compliance at the local business level and covers basic air compliance issues associated with the San Diego Air Pollution Control District's rules and regulations.

1071 BLOODBORNE PATHOGENS 0 UNITS

8 hours

This course helps students understand bloodborne pathogens in the workplace and provides common modes of their transmission, methods of prevention, and other pertinent information for those who have the potential to be exposed to blood or other potentially infectious material.

1075 PESTICIDE SAFETY & APPLICATION 0 UNITS

8 hours

This course is intended for personnel who hold a State of California Qualified Pesticide

Application License. The emphasis is on Integrated Pest Management (IPM) and new pest problems in San Diego County.

1077 INJURY AND ILLNESS PREVENTION PLAN 0 UNITS

8 hours

This course provides a step-by-step guide to developing an Injury and Illness Prevention Program required by SB198 (Statute Labor Code Section 6401.7 (a) and Standard 8 CCR Section 32103 (a). You will learn how to write and continually improve an Injury and Illness Prevention Program that includes a Code of Safe Practices, training plan and buy-in from management.

1079 CUSTOMER APPRECIATION 0 UNITS

3 hours

The Art of Customer Service teaches Call Center Customer Service Representatives a comprehensive flexible system that provides outstanding customer service to every customer; every time. This course is effective for answering inquiries, meeting customer's needs, handling complaints, closing sales and managing difficult customers.

1081 SELF-EMPLOYMENT FOR SELF-SUFFICIENCY 0 UNITS

3 hours

Learn about owning and operating a small business. This course is effective for assessing self-employment and learning the nuts and bolts of maintaining a business.

1083 LEARNING SKILLS FOR THE WORKPLACE 0 UNITS

3 hours

This course provides basic skills necessary for success and advancement in the workplace. Competency in basic skills; reading, writing, speaking and listening, will be emphasized as tools for career advancement.

1089 CAREER EXPLORATION 0 UNITS

5 hours

Personality and interest-based assessment is used to help students gain career insight and set educational goals. Learn to matriculate from this noncredit course to a credit program.

1091 HOW TO PUT YOUR BUSINESS ON THE INTERNET 0 UNITS

3 hours

Learn ways to establish and market your business on the World Wide Web-today.

1093 KNOW YOUR CONFLICT MANAGEMENT STYLE 0 UNITS

3 hours

This course defines different personalities and will teach students to delegate and deal with difficult employees.

1095 HOW TO GIVE CRITICAL FEEDBACK TO YOUR EMPLOYEES 0 UNITS

3 hours

This course instructs how to communicate with others, how to listen for expectations, and how to counsel and coach employees.

1097 A GUIDE TO SUCCESSFUL SUPERVISION 0 UNITS

3 hours

This course is a guide for new supervisors to become more effective in increasing group productivity and company success. Students will learn to develop a managerial consciousness, improve delegating techniques and set goals.

1098 INTRODUCTION TO THE INTERNET, PART I 0 UNITS

3 hours

Course will introduce students to the internet via current technology trends and hands-on use. Various internet browsers will be used to gain practical experience.

1099 INTRODUCTION TO THE INTERNET, PART II 0 UNITS

3 hours

This second course is designed to teach students advanced methods of surfing the Web and use of search engines.

1101 INTRODUCTION TO COMPUTERS, PART I 0 UNITS

3 hours

An introductory course in computer knowledge and is designed to provide students with basic skills.

1103 INTRODUCTION TO COMPUTERS, PART II 0 UNITS

3 hours

This course builds on Introduction to Computers, Part I and provides an overview of the various types of software available for personal computers.

1105 INTRODUCTION TO WINDOWS, PART I 0 UNITS

3 hours

Course introduces students to the Windows Operating System and is designed to provide students with basic skills necessary for personal or professional success.

1107 INTRODUCTION TO WINDOWS, PART II 0 UNITS

3 hours

This hands-on class is a continuation of Part I using more advanced features in the Windows Operating System. This course is designed to provide students with basic skills necessary for personal or professional success in today's demanding computer workplace.

1109 INTRODUCTION TO WORD PROCESSING, PART I 0 UNITS

6 hours

An entry level class which introduces students to word processing. Students will learn to produce letters, memos, reports, and other documents as for personal or professional use necessary for the workplace.

1111 INTRODUCTION TO WORD PROCESSING, PART II 0 UNITS

6 hours

This class is a continuation of Introduction to Word Processing Part I, using the more advanced features of word processing such as Word Art, columns and tables. Course will give students a solid background in features and capabilities of modern applications for home use or for the workplace.

1113 INTRODUCTION TO SPREADSHEETS 0 UNITS

6 hours

Course will introduce students to Excel; a spreadsheet program. Class is beneficial for individuals using computer programs to file, organize, retrieve and report data.

1115 INTRODUCTION TO POWERPOINT 0 UNITS

6 hours

This class will introduce the student to Microsoft PowerPoint. Students will learn to create, edit and organize slides; design and format a presentation; add multimedia and special

effects; integrate other Office applications; and publish a presentation to the web. This course is designed to provide students with skills necessary for success in the computerized workplace.

1116 BUSINESS ETHICS & VALUES 0 UNITS

3 hours

This course is designed to acquaint students with the importance of values and ethics in the workplace.

1117 TIME AND STRESS MANAGEMENT 0 UNITS

3 hours

Course will introduce students to time management principles and specific tools that assist in making maximum use of time.

1118 MASTERING COMMUNICATION 0 UNITS

3 hours

Course is designed to introduce students to key elements in business organization including verbal and nonverbal communication, listening and specific supervisory skills.

1119 TEAM BUILDING 0 UNITS

3 hours

This course will provide students with an understanding of team work and the common problems teams encounter and how to solve them in the workplace.

1120 THE RIGHT ATTITUDE 0 UNITS

3 hours

Course is designed to provide students with key skills needed to maintain a positive attitude in the home and workplace.

1121 DEALING WITH DIFFICULT PEOPLE 0 UNITS

3 hours

Course will provide students with an analysis of the attitudes and behavior which create conflict between individuals and groups within an organization.

1123 MANAGING CHANGES 0 UNITS

3 hours

This course is designed to provide students with an understanding of change and how it influences individuals and the organization.

1124 DECISION MAKING & PROBLEM SOLVING 0 UNITS

3 hours

This course is designed to introduce students to decision making and problem solving as a supervisor.

1125 SUCCESSFUL SMALL BUSINESS MANAGEMENT 0 UNITS

3 hours

Learn how to start, operate market, finance and grow a business. This course will also help you assess self-employment and review the nuts and bolts of starting and maintaining a business.

1126 THE ART OF INFLUENCE AND NEGOTIATION 0 UNITS

3 hours

Learn to effectively influence others to create a win-win situation and build better business relationships.

1127 CONDUCTING MORE EFFECTIVE MEETINGS 0 UNITS

3 hours

Course will review effective methods of conducting meetings resulting in better attendance and participation. This course will provide insights on ways to improve effective meetings.

1128 CONFIDENT PUBLIC SPEAKING 0 UNITS

6 hours

This class will help students learn to organize their thoughts, communicate with credibility and keep their composure when speaking in public.

1129 DELEGATING FOR RESULTS 0 UNITS

3 hours

Course will explain how to delegate for tangible results and in the process create a significantly more effective staff.

1130 DELIVERING POWERFUL PRESENTATIONS 0 UNITS

6 hours

This course is designed for the presenter who is already a comfortable public speaker looking for a competitive edge.

1131 MOTIVATION AND RECOGNITION SYSTEMS 0 UNITS

3 hours

This class will explore ways in which creative organizations can motivate their employees and provide recognition opportunities that build loyalty and individual performance.

1132 SUCCESS SECRETS OF DYNAMIC LEADERS 0 UNITS

3 hours

This class looks at ways to lead an organization to new heights of success.

1133 COACHING FOR IMPROVED PERFORMANCE 0 UNITS

3 hours

Course will provide a step-by-step approach to coaching. Learn to bring out the best in your staff in a consistent and productive way.

1134 DIPLOMATIC AND PROFESSIONAL COMMUNICATION 0 UNITS

3 hours

Learn to communicate under pressure and in difficult situations. This course will show you how to be poised, polished, calm and effective. Learn icebreaking techniques, how to project confidence, and how to take control of conversations.

1135 EFFECTIVE BUSINESS WRITING 0 UNITS

6 hours

This course provides the basic skills necessary to write with more speed, clarity and impact for today's business writing.

1136 EFFECTIVE ELECTRONIC COMMUNICATION 0 UNITS

3 hours

Course will explore the various business communication styles. Learn to identify the right style of communications for your organization; including the best methods of communication for the customers served.

1137 SUPERVISING YOUR FORMER PEERS 0 UNITS

3 hours

Learn to establish credibility, take control and move forward with the support of your new team. Study ways to navigate through perceptions and expectations for the good of the group and your own professional standing. This course will cover basic skills of bonding, building respect and loyalty with your team, and projecting strength and credibility.

1138 PROFESSIONAL TELEPHONE TECHNIQUES 0 UNITS

3 hours

This course focuses on creating a positive impression for your company, establishing your

reputation for courtesy, and making a difference in your organization's reputation.

1139 INTRODUCTION TO ACCESS 0 UNITS

5 hours

This basic Access class is a hands-on approach to learning to create and design functional databases. Course will provide students with the basic skills necessary for personal and professional success.

SUBSTANTIAL DISABILITIES (NCSD)

1003 AQUATIC PHYSICAL FITNESS SPECIAL POPULATIONS 0 UNITS

50 hours

This is a physical fitness course for special populations. Students will be assessed for their physical performance in a pool. Instructor will work individually to develop a prescribed program appropriate to their special challenge.

1004 AQUATIC PHYSICAL FITNESS SPECIAL POPULATIONS - SWIMMING 0 UNITS

50 hours

Instruction and practice in basic swimming skills. Instruction will be structured to fit each student's individual needs.

1005 PHYSICAL EXERCISE FOR SPECIAL POPULATIONS 0 UNITS

50 hours

This is a physical fitness course for special populations. This course includes instruction and practice in skills and techniques of physical fitness which is appropriate to each student's special challenges.

1007 THEATER & DRAMA THERAPY: SPECIAL POPULATIONS 0 UNITS

50 hours

Provide special populations with an opportunity to experience theater and drama activities. This experience will stimulate and sustain auditory and visual perception, and mental discrimination of drama performances. Students will learn about theater, new and old, by listening, viewing and reading plays and performances with others.