

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 (GCCCC 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

CEBS 0002 ACADEMIC & FINANCIAL AID PLANNING 0 UNITS

8 hours

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

CEBS 0027 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

CESL 0008 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.

CESL 0046 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.

CESL 0063 ESL: 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 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.

NCEL 1010 ENGLISH AS A SECOND LANGUAGE 0 UNITS

50 hours

This is a beginning course in Basic English emphasizing oral communication. The course focuses on the development of listening and speaking skills needed to succeed in the classroom, outside the classroom, and at work. Also includes expanded development of reading and writing skills, and an introduction to basic grammar within context of life and employability skills.

NCEL 1053 ESL: MULTI-LEVEL 0 UNITS

50 hours

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

NCEL 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.

NCEL 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 NCEL 1057 English as a Second Language - Intermediate. **Credit/No Credit only. Non-associate degree applicable.**

NCEL 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

CEHS 0008 CPR 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.

CEHS 0009 ADULT/PEDIATRIC CPR RENEWAL 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.

CEHS 0010 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.

CEHS 0016 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.

CEHS 0028 CPR / AED 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.

HOME ECONOMICS

CEHE 0040 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.

**CEHE 0045 INS AND OUTS OF
SERVICING A VEHICLE** 0 UNITS
8 hours

This introductory course is designed to prepare student to successfully identify the need for preventive maintenance and service. Topics will also cover engine service, drive line, function, electrical system diagnosis and repair, as well as general safety practice defined for wheels, tires, brakes and suspension service. There will also be an outline of California Department of Motor Vehicle (DMV) requirements and expectations. This is an introductory course with a laboratory for all automotive enthusiasts.

SHORT-TERM VOCATIONAL EDUCATION

**CEV 0020 BILINGUAL BASIC COMPUTER
SKILLS** 0 UNITS
10 hours

This introductory class, presented in English, is an introductory computer course in which students learn basic keyboarding and personal computer (PC) functions, Windows operating system, word processing, how to navigate the World Wide Web and create an email account via the World Wide Web.

**CEV 0024 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.

**CEV0025 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

**CEV 0030 OSHA 8-HOUR
HAZWOPER** 0 UNITS
8 hours

This course is designed for students to maintain their 40-Hour or 24-Hour Certificate required for employees in the public or private sector, large or small businesses, who work with hazardous materials and/or waste in any phase from management operations to on-site clean up. This course satisfies the requirement for generalized employee training under OSHA (1910.120) and State of California Code of Regulation Title 8, section 5192.

**CEV 0033 MANAGEMENT
DYNAMICS** 0 UNITS
3 hours

This 4-part course provides in-depth training for aspiring or current managers and supervisors who want to increase the performance of their employees. The challenges of the performance review process are highlighted in addition to essential skills and tools needed to develop, write, deliver

and follow up on performance evaluations. Participants learn how to find the most qualified candidate who will also fit in with the employer's culture and team dynamics. They will also explore an effective hiring process and common mistakes to avoid. Critical tools and information about retaining good employees will be covered in addition to learning termination guidelines in California which is often a complex and difficult process.

**CEV 0048 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.

**CEV 0050 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.

**CEV 0052 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.

CEV 0056 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.

**CEV 0064 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.

**CEV 0066 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.

**CEV 0068 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 Hazardous Materials Business Plan that provides information on how a business uses stores, and/or handles hazardous materials and hazardous wastes on its work site.

**CEV 0070 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.

**CEV 0072 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. Industry needs, standards and requirements will also be covered.

**CEV 0076 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.

**CEV 0080 CUSTOMER
APPRECIATION** 0 UNITS
3 hours

This course is designed to help students develop key skills and attitudes necessary to effectively meet the needs of customers. Students will examine four important areas of customer service: the differences between bad, average, and outstanding customer service; identification of internal and external customers; understanding the role that customer expectations play in a service environment; and the value of customer retention.

**CEV 0090 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.

**CEV 0092 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.

CEV 0094 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.

CEV 0098 A GUIDE TO SUCCESSFUL SUPERVISION 0 UNITS

3 hours

This 5-part course provides in-depth training for current or aspiring managers and supervisors who want to increase their ability to successfully lead their teams and to effectively address many of the challenges related to supervising employees. Participants learn the importance of personality style strategies, practice conflict management techniques, acquire concepts of change management and explore the powerful benefits diversity provides. In addition, participants will be trained in critical steps to take when harassment or violations occur, and how supervisors can protect their organizations from legal liability, financial loss and a damaged reputation.

CEV 0099 INTRODUCTION TO THE INTERNET, PART I 0 UNITS

3 hours

This class will introduce the student to the Internet via hands-on use of the World Wide Web. Various Internet browsers will be used to gain practical experiences accessing the Internet to enhance their entry-level work skills and/or provide upgrading/refining existing skills. Current trends of technology will also be covered.

CEV 0100 INTRODUCTION TO THE INTERNET, PART II 0 UNITS

3 hours

This is a continuation of Introduction to Internet, Part I, designed to teach the students how to use search engines and more advanced methods of searching the Web. The course is designed to enhance work skills and provide upgrading and refining of existing skills for personal and professional use.

CEV 0102 INTRODUCTION TO COMPUTERS, PART I 0 UNITS

3 hours

This is a basic computer course for those desiring beginning computer knowledge and skills. The students will have hands-on experience with a computer and popular application software. The course is designed to provide students with skills necessary for success in the computerized workplace.

CEV 0104 INTRODUCTION TO COMPUTERS, PART II 0 UNITS

3 hours

This class is a continuation of Introduction to Personal Computers, Part I. This class provides an overview of the various types of software available for PC's. This course is designed to provide students with skills necessary for success in the computerized.

CEV 0106 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.

CEV 0108 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.

CEV 0110 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.

CEV 0112 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.

CEV 0114 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.

CEV 0116 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.

CEV 0126 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.

CEV 0127 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.

CEV 0128 CONDUCTING MORE EFFECTIVE MEETINGS 0 UNITS

3 hours

This course is designed to help students develop the skills necessary to conduct meetings with worthwhile results. Students will examine tools and techniques to plan, conduct, and evaluate meetings, and will review methods to ensure effective follow-up. Students will explore techniques for managing and keeping meeting participants interested. Students will have an opportunity to observe various meeting tools and techniques.

CEV 0130 DELEGATING FOR RESULTS 0 UNITS

3 hours

This course is designed to help students develop key skills and attitudes necessary to effectively perform as a supervisor. Students will examine four important concepts related to delegation: three methods of delegation, a six step delegation model, and environmental supports for delegation. Students will be introduced to the Cycle of Accountability and explore the role that accountability plays in effective delegation.

CEV 0131 DELIVERING POWERFUL PRESENTATIONS 0 UNITS

6 hours

This 2-part course provides keys to successful preparation for and delivery of dynamic presentations. Participants learn the importance of being "audience centric" and receive proven formats that help them respond to the needs of their audience. They also have the opportunity to learn, observe and practice the skills needed to conduct presentations with confidence and explore the factors that make a presenter successful.

CEV 0132 MOTIVATION AND RECOGNITION SYSTEMS 0 UNITS

3 hours

This course is designed to help students develop key skills and attitudes necessary to effectively perform as a supervisor. Students will examine four important concepts related to motivation and recognition: terms related to motivation, theories of motivation, signs of low morale and factors contributing to high morale. Students will explore various forms of and appropriate use of recognition.

CEV 0134 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.

CEV 0136 EFFECTIVE BUSINESS WRITING 0 UNITS

6 hours

This course is designed to help students develop skills necessary for creating well-constructed business documents. Students will examine three important characteristics of effective business writing: analyzing the needs of the reader, editing the document to achieve maximum impact, and practical ways of applying the 4C's (completeness, conciseness, consideration, and clarity).

CEV 0137 EFFECTIVE ELECTRONIC COMMUNICATION 0 UNITS

3 hours

This course is designed to help students save time by using electronic communication more effectively. Students will learn how to use the tools associated with most email systems and see how various contact management software programs can enhance their current email set-up. Current standards for email etiquette are reviewed as well as components of a well-written email message.

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.

NCVE 1003 OSHA 40 HOUR – HAZWOPER 0 UNITS

40 hours

This class is designed to provide students with written and hands-on instruction in hazardous waste operations and emergency response (HAZWOPER) as it relates to chemical and physical exposures in industrial and field settings. This course satisfies the requirement for generalized employee training under OSHA (1910.120) and State of California Code of Regulation Title 8, section 5192.

NCVE 1116 BUSINESS ETHICS & VALUES 0 UNITS

3 hours

This course is designed to help students recognize behaviors associated with ethical work practices. Students will discuss current events regarding organizations that model ethical and unethical behavior and will examine the role personal values play in defining ethical behavior and making ethical decisions. Guidelines designed to aid in ethical decision making will be presented.

NCVE 1117 TIME AND STRESS MANAGEMENT 0 UNITS

3 hours

This course is designed to help student develop key skills necessary to effectively manage time and stress. Student will be introduced to various times management tips and explore the role that time management has on stress levels. Three central themes related to stress management will be presented including common causes of stress, the impact of stress on physical health, and techniques for reducing stress. Goal setting will be examined as a technique for time management and a method of stress reduction.

NCVE 1118 MASTERING COMMUNICATION 0 UNITS

3 hours

This course is designed to help students communicate more effectively at work and in their personal lives. Students will examine verbal and nonverbal communication, and look at the role effective listening plays in the communication process. Organizational barriers to effective communication will be discussed and techniques for breaking through those barriers will be provided.

NCVE 1119 TEAM BUILDING 0 UNITS

3 hours

This course is designed to help students develop key skills and behaviors necessary to become productive team members. Students will discuss stages of team development and characteristics of effective teams. Students will examine three common challenges of team building: communication breakdown, working with and recognizing the roles that various team members assume, and utilizing team synergy.

NCVE 1120 THE RIGHT ATTITUDE 0 UNITS

3 hours

This course is designed to help students explore the impact attitude has on customer service, organizational image, team effectiveness, and personal productivity. Students will examine verbal and non-verbal methods of communicating attitude and will discuss techniques for adjusting a negative attitude.

NCVE 1121 DEALING WITH DIFFICULT PEOPLE 0 UNITS

3 hours

This course is designed to help students develop the skills necessary to work more effectively with co-workers and customers who exhibit a variety of work style behaviors. Students will identify their personal work style and will learn strategies and techniques for modifying their style to resolve conflict situations. Common sources of workplace conflict are explored and five conflict handling styles are identified along with the appropriate time to use each style.

NCVE 1123 MANAGING CHANGES 0 UNITS

3 hours

This course is designed to help students develop key skills and attitudes necessary to manage workplace changes. Students will examine three important characteristics of change: styles of change, reactions to change, and the stages of change. Reasons for resistance to change will be examined and methods for overcoming resistance will be identified.

NCVE 1124 DECISION MAKING & PROBLEM SOLVING 0 UNITS

3 hours

This course is designed to help students examine the relationship between decision making and problem solving. Students will be introduced to a variety of models of decision making, discuss blocks to problem solving, and examine the role creativity takes in the problem solving process.

SUBSTANTIAL DISABILITIES

CED 0003 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.

CED 0004 SWIMMING FOR SPECIAL POPULATIONS 0 UNITS

50 hours

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

CED 0005 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.