

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., Title 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.

CEBS 0029 BASIC SKILLS FOR ACT/SAT 0 UNITS

4 hours

The course is designed to assist the high school student in reviewing for the SAT or ACT. The history of standardized tests is covered as it relates to entering colleges and universities. Test taking strategies are taught focusing on multiple choice and true/false test questions. A review of math terminology and formulas will also include a discussion of math anxiety and how to cope with it. The student will use practice tests throughout the course detailing verbal ability and quantitative reasoning.

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 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.

NCEL 1200 ESL I: BASIC ENGLISH LITERACY AND COMMUNICATION 0 UNITS

150 hours

This is a beginning level ESL course focused on improving students' basic reading, writing, and grammar along with basic listening and communication skills. Foundational reading and writing skills are taught which continue to serve students as they advance to higher proficiency levels. Students learn and use basic English grammar, including word, phrase, clause and sentence structure. Students also practice essential language functions and vocabulary used in everyday situations at work and school. These communication lessons include pronunciation practice as well as instruction in the relationship between sound and spelling. Students must attend a mandatory orientation. Placement into this program is based on minimal assessment scores in the following: CASAS appraisal, CELSA and a writing sample. This Course is the first part of a two-part series leading to enrollment in Credit ESL 80/81 and a certificate of completion. No field trips required.

NCEL 1202 ESL II: BEGINNING ENGLISH LITERACY AND COMMUNICATION 0 UNITS

150 hours

This beginning level ESL course is designed to build on the basic literacy and communication skills gained in ESL. The goal is to improve students' reading, writing, and grammar along with listening and communication skills by challenging them with reading and writing assignments as well as listening and speaking tasks which require more proficient language skills than those achieved in ESL. Students review and practice all grammar taught in ESL1 plus more complex language structures and functions. Along with syntax and the proper use of grammatical suffixes, students learn and use grammar associated with function words as well as word, phrase, clause and sentence structure. Students also practice more complex language functions and vocabulary used in everyday situations at work, school, and everyday life. These communication lessons include pronunciation practice as well as instruction in the relationship between sound and spelling. Students must attend a mandatory orientation. Placement into this program is based on minimal assessment scores in the following: CASAS appraisal, CELSA and a writing sample. This Course is the second part of a two-part series leading to enrollment in Credit ESL 80/81 and an ESL Certificate of Completion. No field trips required.

NCEL 1204 ESL III: INTERMEDIATE ENGLISH LITERACY AND COMMUNICATION 0 UNITS

150 hours

This is a low-intermediate level ESL course designed to build on the literacy and communication skills gained in ESL 1 and 2. The goal is to improve students' reading, writing, and grammar along with listening and communication skills through challenging them with reading and writing assignments as well as listening and speaking tasks requiring more proficient language skills than those achieved

in ESL 1 and 2. Students review and practice all grammar taught in ESL 1 and 2 plus more complex language structures and functions. Along with syntax and the proper use of grammatical suffixes, students learn and use grammar associated with function words as well as word, phrase, clause and sentence structure. Students also practice more complex language functions and vocabulary used in everyday situations at work, school, and everyday life. These communication lessons include pronunciation practice as well as instruction in the relationship between sound and spelling. Students must attend a mandatory orientation. Placement into this program is based on minimal assessment scores in the following: CASAS appraisal, CELSA and a writing sample. Completion of this course leads to enrollment in Credit ESL 096 or higher. No field trips required.

HEALTH AND SAFETY

CEHS 0001 EXERCISE FOR OPTIMUM HEALTH 0 UNITS

24 hours
This course is designed to assist student in the development of a lifelong commitment to fitness and wellness with study of current health issues regarding nutrition, personal health decisions, improving physical well-being and self-awareness.

CEHS 0002 YOGA 0 UNITS

8 hours
An introductory yoga course which combines static and dynamic posture and integrates this with physical exercise and mental discipline to achieve greater flexibility and strength, and for the reduction of stress to improve mental and physical health.

CEHS 0003 PHYSICAL FITNESS FOR OPTIMUM HEALTH 0 UNITS

24 hours
Explore and participate in exercises designed to increase movement and physical strength using the basic mechanics of endurance and flexibility.

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 0012 LIFELONG FITNESS 0 UNITS

48 hours
This physical fitness exercise class is designed to develop and encourage positive attitudes and habits with regard to cardiovascular efficiency, body composition, muscular strength and endurance, and flexibility. Each student will be assessed in the areas of body composition, cardiovascular efficiency, muscular strength and endurance, and flexibility. Fitness activity will primarily utilize exercise equipment organized into an aerobic super circuit with additional activity prescribed in an aerobics machine arena, body parts weight training area and flexibility area.

CEHS 0014 ADULT PHYSICAL FITNESS 0 UNITS

50 hours
This course is designed to strengthen adults through improved posture, coordination and conditioning with emphasis on flexibility and toning as an on-going therapeutic approach.

CEHS 0016 BLS (BASIC LIFE SUPPORT) CPR 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 0018 PEOPLE WITH ARTHRITIS CAN EXERCISE (PACE) 0 UNITS

50 hours
PACE is a community-based, non-clinical program that involves group participation. It includes activities designed to improve certain physical parameters, such as endurance and joint motion the group experience also encourages peer interaction and socialization.

CEHS 0020 HEALTH AND FITNESS 0 UNITS

72 hours
This is an open-entry, open-exit course to develop and enhance a student's knowledge of the importance of healthy lifestyles and to further develop skills which facilitate a personal fitness program. Students participate in specific activities that develop an individual's level of physical fitness including cardiovascular efficiency, body composition, muscular strength, endurance and flexibility.

CEHS 0024 T'AI CHI BEGINNING 0 UNITS

50 hours
This ancient Chinese exercise form consists of a series of classical martial arts postures which gracefully flow together in slow motion. It emphasizes mental tranquility, inner awareness, and relaxation while learning and practicing and is beneficial for health and wellness.

CEHS 0026 T'AI CHI CH'UAN INTERMEDIATE 0 UNITS

24 hours
This ancient Chinese exercise form consists of a series of classical martial arts postures which gracefully flow together in slow motion. It emphasizes mental tranquility, inner awareness, and relaxation while learning and practicing and is beneficial for health and wellness.

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 0007 ATTAINING OPTIMUM HEALTH 0 UNITS

24 hours
Learn how to maintain a health promotion program. This course will cover nutrition, body image, eating disorders, stress management, exercise, addictions and health risks.

CEHE 0019 HERBOLOGY 0 UNITS

12 hours
This course covers the safe use of herbs and herbal products for minor health conditions. The course emphasizes herbs readily available, easy and safe to use.

CEHE 0025 HOW TO MAKE FENG SHUI WORK 0 UNITS

6 hours
This is an introductory course in the practice of Feng Shui; an ancient Chinese art which teaches you to create a harmonious environment through arrangement of living and working spaces. Students will learn to apply basic Feng Shui principles to the home or office to enhance health, relationships, and success.

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.

OLDER ADULTS:

CEOA 0004 CONTEMPORARY LIVING 0 UNITS

48 hours
This course provides strategies for achieving enhanced physical, emotional and mental health. Social and behavioral issues influencing society will be discussed and students will participate on their own level to increase their cognitive and interpersonal communications.

CEOA 0006 MUSIC THERAPY FOR OLDER ADULTS 0 UNITS

24 hours

This course is designed to stimulate and sustain auditory perception, discrimination, and manual dexterity for older adults. Students will learn about music across the ages and different cultures by listening, singing, playing and creating music with others.

CEOA 0007 PHYSICAL EDUCATION: AEROBICS 0 UNITS

24 hours

This physical fitness course is designed for the older adult and offers instruction in movement to maintain and increase range of motion, build muscular strength, maintain flexibility, and enhance coordination and balance associated with aging.

CEOA 0008 55 ALIVE MATURE DRIVING 0 UNITS

8 hours

The objective of the 55 Alive Driver Safety Program is to help older persons protect their driving privileges by keeping them driving safely for as long as possible. In this eight-hour classroom course, students will learn the naturally occurring, age-related changes which affect driving, as well as specific methods to compensate for these changes.

CEOA 0009 EXPANDING YOUR HORIZONS 0 UNITS

24 hours

This course provides older adults with the tools to reach their optimum levels of brainpower through skill building with memory techniques. Also covered are decision-making, problem-solving, planning, and determining opportunities for cognitive growth.

CEOA 0010 LONG TERM CARE 0 UNITS

12 hours

This introductory course explains how to care for someone who can no longer live independently. Learn how to assist in essential everyday activities such as eating, dressing, bathing, etc., and review options regarding assisted care living.

CEOA 0018 PHYSICAL FITNESS FOR OLDER ADULTS 0 UNITS

24 hours

This course provides an opportunity for aged, sedentary and chronically ill adults to improve muscle tone, increase range of movement, and to stimulate mental and visual acuity through exercise and exercise related activity.

CEOA 0022 HOLLYWOOD NOW AND THEN 0 UNITS

24 hours

View entertainment in the early days of Tinseltown through today's Oscar nominations. Review and discuss the public and not-so-private lives of prominent figures from Vaudeville to the Silver Screen and present day comedy, music, drama performance art, horror and mystery. Socialization is emphasized to increase motor and mental skills.

CEOA 0026 T'AI CHI CHU'AN FOR OLDER ADULTS 0 UNITS

24 hours

The use of the ancient Chinese martial art T'ai Chi Chu'an to integrate mental discipline with physical exercise to develop flexibility, balance, strength and the reduction of stress and tension.

CEOA 0032 THE WRITING WORKSHOP 0 UNITS

24 hours

This course emphasizes effective strategies for thinking and writing creatively. Learn about basic correspondence for personal and professional use.

CEOA 0039 IN HARMONY WITH LIFE 0 UNITS

24 hours

Explore and compare the traditional and nontraditional means of expression, rituals, and cultural integration to develop the older adult's well-being. Learn ways to develop personal strength, confidence, and assertiveness in dealing with loss, a disability and limited independence.

CEOA 0040 NUTRITION NEWS 0 UNITS

50 hours

This course will provide students with consumer information and review nutrition theories and practices specifically related to maintaining the health of older adults. Students will learn about planning and preparing economical and well-balanced meals for one or two people. Nutrition will be emphasized to maintain a healthy lifestyle.

CEOA 0042 PHYSICAL FITNESS FOR LIFE AND HEALTH 0 UNITS

50 hours

This course will include general conditioning exercises, aerobic exercises, and floor exercises used to develop flexibility and strength.

CEOA 0044 YOGA 0 UNITS

48 hours

Through this self-paced class students will learn a variety of traditional yoga postures and breathing awareness, all geared to the senior body. Gentle practice while sitting in a chair or using a chair for balance will deepen the yoga experience while giving class members both safety and balance during the exercise. Yoga is known for relieving tensions, quieting the mind, relaxing the body, and increasing strength, stamina, and energy.

CEOA 0046 PAINTING FOR PLEASURE 0 UNITS

24 hours

This class provides instruction in basic principles of art to enhance creativity for older adults. Students will learn the skill of using painting tools, and will learn how to apply the basic principles of art to painting. Through art-making, students will improve emotional and mental well-being.

CEOA 0048 ART THERAPY FOR OLDER ADULTS 0 UNITS

24 hours

To encourage the stimulation of mental, physical, and social capabilities through use of fine art and arts and crafts; thus enhancing the quality of the students' lives. This course will help improve student's emotional, spiritual, mental, creative and social skills on a therapeutic level.

CEOA 0052 GROWING OLDER, GETTING BETTER 0 UNITS

24 hours

Learn to achieve physical, emotional Learn to achieve physical, emotional and mental health, enhanced functional independence and optimal wellness. Better lifestyle habits have helped people stay independent, healthier, and happier for more years than ever before. The course will introduce topics

such as meditation, alternative and traditional medicines, acupuncture, herbal remedies, cranial therapy, art and music therapy, and osteopathy.

CEOA 0054 INTERGENERATIONAL DIALOGUE 0 UNITS

24 hours

This course will examine issues across a lifespan with a focus on differences between generations and perceptions held by different ages, cultures, and ethnic groups. Discussions will improve communication skills to maximize understanding and sensitivity to contemporary issues while improving mental growth and fostering self-awareness. Dialogue can enhance memory mapping, social interaction, behavior modification and verbal language skills to help improve self-esteem through dialoguing.

CEOA 0056 SHAKESPEARE FOR FUN FOR OLDER ADULTS 0 UNITS

24 hours

This course is to engage students in the literary approach to the plays written by William Shakespeare and other writers/playwrights who were influenced by his work. Creative expression will enhance self-esteem, self-expression, confidence, and communication skills.

CEOA 0060 THE CLASSICS FOR FUN 0 UNITS

24 hours

This course engages students' critical thinking and learning skills as they process, read and discuss various classic writings. Includes classics from other cultures throughout history.

CEOA 0062 ON THE ANTIQUE TRAILS 0 UNITS

4 hours

This course is designed to learn how to value, recognize, and identify various antiques and collectibles. Students will learn about influences from different historical perspectives.

CEOA 0074 TASTE OF WATERCOLOR 0 UNITS

20 hours

The course provides beginners with instruction in the use of paints, brushes and other tools to begin a water color. Learn how to apply watercolors to paper for desired effects, including basic calligraphy and other techniques to enhance the student's art.

CEOA 0097 FILM FORUM 0 UNITS

20 hours

This course will cover the history of film and film making. Several film genres will be reviewed and discussed from the early twentieth century to the present.

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.

CEV 0025 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 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 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 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 INTERNET (INTRODUCTION) 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 INTRO TO PC'S, 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 WINDOWS (INTRODUCTION, 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 WINDOWS (INTRODUCTION, 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 WORD 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 WORD 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 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.

NCVE 1200 BUILDING PERFORMANCE INSTITUTE (BPI) ANALYST & ENVELOPE CERTIFICATION TRAINING 0 UNITS
40 hours

This BPI-approved curriculum course covers the core knowledge areas and standards set forth by the Building Performance Institute (BPI) and prepares building professionals to complete the written and field exam for the BPI Building Analyst Professional Certification. BPI is the accepted national credential in the home performance contracting industry. You will explore the latest energy efficiency techniques and skills to make a home perform better. Field

training is incorporated in order to provide hands on learning studying Combustion Appliance safety, Pressure Diagnostics, and Building Evaluation, etc. Field trip/testing required.

NCVE 1202 SOLAR PHOTOVOLTAIC (PV) INSTALLATION 0 UNITS
80 hours

This is an entry level, interactive course combining academic and hands on experience for a career in the solar electric "PV" industry. Beginning with the fundamentals of photovoltaic, solar radiation, site surveys, and system components, the student will learn the foundation and terms used in this field. Once the basic concepts are learned, each student has four, practical, hands on labs to apply skills which they have learned. Students will complete this course with the vocabulary and basic experience

NCVE 1204 OSHA 10 - GENERAL INDUSTRY SAFETY 0 UNITS
10 hours

The 10-hour OSHA course covers Federal OSHA/Cal OSHA -mandated topics, such as; an overview of the OSHA Act, how to locate specific OSHA regulations, how inspections, citations, and penalties work, how to assess; walking and working surfaces, injury & illness recordkeeping, hazard communication, requirements for personal protective equipment (PPE), respiratory protection, hazardous materials, emergency action plans, a basic overview of electrical safety, and many other OSHA topics specific to general industry. A review of CalOSHA requirements vs. Federal OSHA requirements will be covered in detail. Training curriculum must be adherent to the California or Federal OSHA Outreach Requirements. Students who complete this course will receive an official OSHA General Industry Safety Certification Wallet Card. No field trips required.

NCVE 1206 OSHA10 – CONSTRUCTION SAFETY 0 UNITS
10 hours

This training program is intended to provide entry level construction workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job-related hazards on a construction site. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site. Training curriculum must be adherent to the California or Federal OSHA Outreach Requirements. Students who complete this course will receive an official OSHA Construction Safety Certification Wallet Card. No field trips required.

NCVE 1208 GEOGRAPHIC INFORMATION SYSTEMS I (GIS I) 0 UNITS
18 hours

This beginning GIS course is designed to introduce students to the fundamentals of Geographic Information Systems (GIS), including: GIS terminology; manipulating spatial data; and performing spatial analyses while using ArcView software. This class is the second of a 3-part of a series resulting in a Certificate of Completion. No field trips required.

NCVE 1210 GEOGRAPHIC INFORMATION SYSTEMS II (GIS II) 0 UNITS
18 hours

This intermediate GIS course is designed to provide students with additional training in cartography and spatial analysis using

ArcView software. Upon completion, students will be able to use real-time data to design, produce, and analyze spatially interactive maps. This class is the third of a 3-part of a series resulting in a Certificate of Completion. No field trips required.

NCVE 1212 INTRODUCTION TO SPATIAL REASONING AND GEOTECHNOLOGIES 0 UNITS
12 hours

During this two-day course the students will be introduced 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. This class is the first of a 3-part of a series resulting in a Certificate of Completion. No field trips required.

NCVE 1216 ENVIRONMENTAL HEALTH & SAFETY TECHNICIAN TRAINING 0 UNITS
116 hours

This entry level training is designed to provide students interested in a career in the environmental health and safety field with the basic training required to work as an EH&S Technician (emphasis in general industry, healthcare, biotechnology, & life sciences). Course material includes such topics as; introduction to the field of EH&S, hazardous waste management, occupational health and safety, emergency response, transportation of hazardous materials, legal and professional ethics in EH&S, introduction to radiation safety, biological safety and blood borne pathogen training, recordkeeping and training requirements, and basic CPR & first aid. Students will be introduced to relevant laws and regulations, participate in hands-on activities, and learn from professionals currently working in the field. This coursework is considered preparation for an Environmental Technician Certificate/Associates Degree and results in five (5) industry-required certificates*. No field trips required.

NCVE 1218 HAZARDOUS MATERIALS TECHNICIAN TRAINING 0 UNITS
96 hours

This entry level training is designed to provide students interested in a career in the environmental health and safety field with the basic training required to work as a Hazardous Materials Technician. Course material includes such topics as; hazardous waste management, occupational health and safety, emergency response, transportation of hazardous materials, and basic CPR & first aid. Student will be introduced to relevant laws and regulations, participate in hands-on activities, and learn from professionals currently working in the field. This coursework is considered preparation for an Environmental Technician Certificate/Associates Degree and results in four (4) industry-required certificates*. No field trips required.

NCVE 1220 CALIFORNIA ADVANCED LIGHTING CONTROLS TRAINING PROGRAM (CALCTP) 0 UNITS
50 hours

The California Advanced Lighting Controls Training Program (CALCTP) is a statewide initiative aimed at increasing the use of lighting controls in commercial buildings and industrial facilities. This course will train and certify licensed electrical contractors, and state certified general electricians in the

proper programming, testing, installation, commissioning and maintenance of advanced lighting control systems in commercial facilities and is divided into seven modules consisting of both lecture and lab activities. To ensure that all training participants are adequately prepared, on-line modules must be completed before beginning the program. See prerequisites below. No field trips required.

NCVE 1222 SOLAR THERMAL SYSTEMS 0 UNITS

80 hours

This course takes a blended learning approach, incorporating instructor-led lectures and hands-on labs that cover the fundamentals of design & installation, marketing for solar thermal systems, and the use of site-assessment tools for solar systems design. Coursework will cover the theory and application, including components of solar thermal systems. Students must have the ability to climb ladders, work at a height of ten feet off of the ground, operate soldering torches, work in a hot-water environment, work productively both individually and cooperatively in teams, and lift fifty pounds in weight. No field trips required.

SUBSTANTIAL DISABILITIES

CED 0003 AQUATIC FITNESS 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 FITNESS 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.