

College of the Canyons
School of Personal & Professional Learning

ONLINE • SPRING 2024 • IN-PERSON

FREE **CLASSES**

Classes begin February 5, 2024
with a variety of start dates available!



Education extended

COLLEGE OF THE CANYONS
School of Personal &
Professional Learning

(661) 362-3304

www.canyons.edu/FREE

We offer assistance in:

Español **فارسی** 한국어

Instrucciones de registro en la página 3

New Career Training Programs!



Library and Internet Research Skills Certificate of Completion

Want to ace your next research paper? These courses will teach you library and internet research skills, strategies, and abilities to critically evaluate the information you find. Learn how to maximize your use of the library and its resources, as well as how to research effectively using web tools on the Internet, while producing and consuming information responsibly.

NC.BCSK-001 College Research Skills

NC.BCSK-002 Internet Research Strategies



Welding Safety - Welding Lab Skills Enhancement Certificate of Completion

Are you a welding student interested in enhancing your welding skills in preparation for entering the workforce? Completing the welding safety course will give you access to the welding lab, allowing you to work on your welding skills so you're ready for the job market.

NC.WELD-001 Welding Safety

NC.WELD-002 Welding Lab



Crime and Intelligence Analysis Certificate of Completion

The Crime and Intelligence Analysis Certificate (CIAC) prepares you for an entry level position as a crime and/or intelligence analysts. This training prepares students for civilian positions in criminal justice and national security as a crime or intelligence analyst. The program prepares you for a successful certification as an analyst under the International Association of Crime Analysts (IACA).

NC.CIAC-101 Intro to Crime and Intelligence Analysis

NC.CIAC-102 Intelligence Analysis

NC.CIAC-103 Computer Application for Crime and Intelligence Analysis

NC.CIAC-104 Financial Analysis

NC.CIAC-105 Dark Web and Social Media for Crime Analysis

NC.CIAC-106 Crime Mapping and Spatial Analysis

NC.CIAC-107 Law Enforcement Research and Statistical Methods

NC.CIAC-108 Criminal Behavior and Empirical Profiling

NC.CIAC-109 CIAC Capstone: Analyst Final Reporting and Presentation

NC.CIAC-110 CIAC Capstone: Exam Presentation



Physical Fitness Preparation for Public Safety

Are you thinking of a career in public safety? Physical and mental fitness are two of the most important requirements you'll need to meet to successfully enter a career in law enforcement or fire fighting. The Physical Fitness Preparation for public safety program is designed to help individuals prepare for the physical and mental demands of Public Safety careers, including the different Physical Ability Tests (PAT) that all applicants must pass.

NC.VOC-010 Physical Preparation for Public Safety I

NC.VOC-010 Physical Preparation for Public Safety II



Personal Care Aide Training Certificate of Completion

Have a family member you need to care for or looking for employment as a personal care aide? The Personal Care Aide Training certificate prepares students to assist older adults, individuals with disabilities, and those with chronic health issues, including Alzheimer's Disease and dementia. Students will obtain skills necessary for entry level employment providing personal care services in people's homes, in assisted living residences, nursing facilities, and other residential housing facilities.

NC.HLTH-001 Adult and Pediatric CPR, First Aid, and AED

NC.HLTH-010 Personal Care Aide

NC.HLTH-011 Health Professions Workforce Skills

For a complete list of all certificate programs, go to www.canyons.edu/FREE

Registration Instructions

You will need a personal email account to complete the enrollment process:

STEP 1: Submit an application for admission for the Spring 2024 term

- Go to: www.canyons.edu/freeclasses
- Select "Applicants"
- Select "Go to OpenCCC" to complete the online application process
- Upon successful submission of your application, you will receive an email titled, "Your COC Noncredit Application to enroll in FREE classes has been accepted!"

STEP 2: Enroll in CanyonsID (single sign-on)

- For the convenience of having one username and password to access online services, students must enroll their "my.canyons.edu" student email address and temporary password into CanyonsID.
- Go to www.canyons.edu/canyonsID for detailed instructions. For security, you will need a cell phone number and personal email to complete the authentication process.

STEP 3: Choose a certificate pathway or free course to enroll in

- Go to www.canyons.edu/free to browse through the variety of free courses and certificates available to add to your resume, or to complete for personal enrichment.

STEP 4: Register for classes

- Once logged into My Canyons, click on the green "My Registration" tile and then "Search for Sections." Select a Term (Spring 2024) and search alphabetically for the subject "Noncredit" to find the FREE noncredit course you want to enroll in.



STEP 5: Explore Canvas to get to know your online classroom

- To log into your Canvas online portal, go to: coc.instructure.com. Course content is not visible until the course is published by the instructor on the first day of class.

Need help logging in to Canvas?

- Call (661) 362-3600 9 a.m. to 5 p.m. Monday through Friday
- Send an email to cvsupport@canyons.edu or online@canyons.edu
- After-hours Canvas support is available 24 hours a day at (877) 889-9052



canvas

Understanding Our Class Formats



Online

All class work is conducted online through Canvas without a requirement for **real-time/live meetings**.



OnlineLIVE

You will attend your class online during **scheduled class times** via Zoom and/or Canvas.



InPerson

Instructors teach InPerson classes on campus in a classroom. You will attend class in person during scheduled class times at the classroom location listed in the class schedule.



HyFlex

Instructors teach HyFlex classes on campus in a classroom, and students have the choice to attend in-person or on Zoom.

Combo Formats

These classes are offered in three different formats. Explanation of the different combos can be found below.

Hybrid

In a hybrid class, you can expect to have some on-campus meetings, as well as complete coursework independently online.

OnlineLIVE/Online

You will attend your class OnlineLIVE during certain days/times listed in the class schedule. The remainder of the class will be completed independently online.

OnlineLIVE/InPerson

The class will meet in-person on designated days and times and via Zoom on designated days and times listed in the class schedule.

Instrucciones de registro

Necesitará una cuenta de correo electrónico personal para completar el proceso de inscripción:

PASO 1: Presentar una solicitud de admisión para el semestre de Primavera 2024

- Visite: www.canyons.edu/freeclasses
- Seleccione "Solicitantes"
- Seleccione "Ir a OpenCCC" para completar el proceso de solicitud en línea
- Una vez enviada con éxito su solicitud, recibirá un correo electrónico titulado "Your COC Application to enroll in FREE classes has been accepted!"

PASO 2: Inscribirse en CanyonsID (inicio de sesión único)

- Para la conveniencia de tener un solo nombre de usuario y contraseña para acceder a los servicios en línea, los estudiantes deben registrar su "my.canyons.edu" dirección de correo electrónico de estudiante y la contraseña temporal en CanyonsID.
- Vaya a www.canyons.edu/canyonsID para obtener instrucciones detalladas. Por seguridad, necesitará un número de teléfono móvil y un correo electrónico personal para completar el proceso de autenticación.

PASO 3: Elija una opción de certificado o un curso gratuito en el que desee inscribirse

- Visite www.canyons.edu/free para ver la variedad de cursos y certificados gratuitos disponibles para añadir a su currículum, o para completar su enriquecimiento personal.

PASO 4: Inscribirse en clases

- Una vez iniciada la sesión en My Canyons, haga clic en "Register/Add Classes" para completar el proceso de inscripción. Seleccione el Término (Spring 2024) y busque alfabéticamente la Materia "Noncredit". Después de añadir una clase a su horario, póngase en contacto con su instructor. Puede encontrar una lista de correos electrónicos de los instructores en www.canyons.edu/FREE



PASO 5: Explore Canvas para conocer su Clase en Línea

Una vez que haya iniciado sesión en My Canyons, haga clic en la el cuadro verde "My Registration" y luego haga clic en "Search for Sections." Seleccione un Término (Spring 2024) y busque alfabéticamente el Tema "Noncredit" para encontrar el Curso Gratuito sin crédito en el que desea inscribirse.

¿Necesita ayuda para ingresar a Canvas?

- Llame al (661) 362-3600 de 9 a.m. a 5 p.m. de Lunes a Viernes
- Envía un correo electrónico a cvsupport@canyons.edu o a online@canyons.edu
- Después del horario de trabajo el equipo de asistencia técnica de Canvas está disponible las 24 horas del día por teléfono al (877) 889-9052



canvas

Conocimiento de los Formatos para las clases



Online

Todo el trabajo de clase se lleva a cabo en línea a través de Canvas sin necesidad de reuniones en tiempo real / en vivo.



OnlineLIVE

Usted asistirá a su clase en línea durante los **horarios de clase programados** a través de Zoom y / o Canvas.



InPerson

Los instructores imparten clases presenciales en un salón del campus. Usted asistirá a clase en persona durante las horas de clase programadas en el salón de clases que aparece en el programa de clases.



HyFlex

Los instructores imparten las clases de HyFlex en el campus en un salón de clases, y los estudiantes tienen la opción de asistir en persona o en Zoom.

Formatos Combinados

Estas clases se ofrecen en tres formatos diferentes. A continuación se explican las diferentes combinaciones.

Hybrid

En una clase híbrida, puede esperar tener algunas reuniones en el campus, así como completar el trabajo del curso de forma independiente en línea.

OnlineLIVE/Online

Asistirá a su clase En línea EN VIVO durante determinados días/horas indicados en el programa de la clase. El resto de la clase se completará de forma independiente en línea.

OnlineLIVE/InPerson

Esta clase se reunirá en persona en los días y horas designados y a través de ZOOM en los días y horas designados que se indican en el programa de clases.

Class Locations:

CCC = COC Canyon Country Campus

17200 Sierra Highway, Santa Clarita, CA 91351

VAL = COC Valencia Campus

26455 Rockwell Canyon Road, Santa Clarita, CA 91355

NCOM = Newhall Community Center

22421 Market St, Newhall, CA 91321

MCGR = McGrath Elementary

21501 Deputy Jack Dr, Newhall, CA 91321

NHE = Newhall Elementary

24607 Walnut Street, Newhall, CA 91321

BRHM = Bridge To Home

27971 Sloan Canyon Rd, Castaic, CA 91384

CL = Castaic Library

23752 Newhall Ave, Newhall, CA 91321

COM = Canyon Country Community Center

18410 Sierra Hwy, Santa Clarita, CA 91351

NONCREDIT ART

NC.ART 110 FUNDAMENTALS OF DRAWING FOR COMMERCIAL ARTISTS

30.00 hours

Introduces drawing for current or future commercial artists such as animators, character designers and storyboard artists emphasizing basic techniques utilizing a variety of media and compositional and pictorial fundamentals. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
77689	2/26/24-3/27/24	MW	2:30PM-5:30PM	MENH-109

NC.ART 200 ANATOMY FOR COMMERCIAL ARTISTS

30.00 - 36.00 hours

Provides essential training in life drawing for current or future commercial artists such as animators, character designers and storyboard artists through observational renderings of the live model. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
77690	2/23/24-3/22/24	F	11:00AM-5:00PM	MENH-241
77691	4/12/24-5/10/24	F	11:00AM-5:00PM	MENH-241

NONCREDIT COLLEGE SKILLS

NC.BCSK 001 COLLEGE RESEARCH SKILLS

8.00 - 12.00 hours

Utilize research methodologies to identify, evaluate, and generate relevant and credible library sources.

Sec#	Dates	Days	Time	Location
77692	2/26/24-3/10/24			ONLINE

NC.BCSK-002 INTERNET RESEARCH SKILLS

8.00 - 12.00 hours

Utilize the Internet as a tool for research, develop search strategies using web tools, critically evaluate information, and produce and consume information responsibly.

Sec#	Dates	Days	Time	Location
77693	3/11/24-3/24/24			ONLINE

NONCREDIT BASIC SKILLS

NC.BCSK 100 GED PREPARATION

160.00 hours

Prepare students to pass the four sections of the General Educational Development test: Reasoning through Language Arts, Science, Social Studies and Mathematical Reasoning. Students require basic computer literacy to utilize GED tutorial software and take tests. This course may be offered open entry/open exit. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75301	2/05/24-5/30/24			ONLINE
75302	2/05/24-5/30/24	S	9:00AM-12:00PM	UCEN-313 Español-HYFLEX

NC.BCSK 110 GED PREPARATION – MATH/SCIENCE

77.50 hours

Designed to prepare students to pass the Mathematical Reasoning and Science subtests of the GED exam. Students need computer literacy and basic numeracy skills. The noncredit math classes are highly recommended prior, or in addition, to this class. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75307	2/05/24-5/30/24	MW	9:30AM-12:00PM	ONLINE-LIVE

NC.BCSK 120 GED PREPARATION – LANGUAGE ARTS/SOCIAL STUDIES

77.50 hours

Designed to prepare students to pass the Reasoning Through Language Arts and Social Studies subtests of the GED exam. Students need computer literacy and basic English writing skills. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75308	2/05/24-5/30/24	TTH	9:30AM-12:00PM	HSLH-306 HyFlex

NONCREDIT BUSINESS

NC.BUS 10A INTRODUCTION TO PROJECT MANAGEMENT

30.00 hours

Explores the fundamentals of project management in business. Students will define project goals and objectives and build a project plan to manage human and fiscal resources, meet deadlines and close the project for customer acceptance. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
77694	2/12/24-3/23/24			ONLINE

NC.BUS 10B MICROSOFT PROJECT BASICS

28.00 hours

Explores the fundamentals of project management in business. Students will define project goals and objectives and build a project plan to manage human and fiscal resources, meet deadlines and close the project for customer acceptance. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
77695	4/11/24-5/16/24	TH	6:00PM-9:00PM	TBA HYFLEX

NC.BUS 117A INTRODUCTION TO ENTREPRENEURSHIP

52.50 hours

Develops an understanding of the tasks faced by individuals engaged in ethical and legal entrepreneurial activities. Identifies the methods for developing a business idea, the process of starting a business, how to acquire resources, and how to analyze key parts of a business plan.

Sec#	Dates	Days	Time	Location
77127	2/05/24-3/30/24			ONLINE

NC.BUS 117B DEVELOPING A BUSINESS PLAN FOR ENTREPRENEURS

52.50 hours

Presents techniques for business plan development and creation. Utilizes skills and resources available to assist entrepreneurs in developing and launching a business including; ethics, legal business structures, entrepreneurial marketing, sources of funding, networking, and pitching.

Sec#	Dates	Days	Time	Location
77128	4/08/24-5/30/24			ONLINE

NC.BUS 2A SUPERVISOR'S ROLE IN WORKPLACE COMPLIANCE

16.00 hours

Explores relevant employment laws affecting the workplace in connection with the supervisor's role in ensuring compliance. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75303	2/05/24-3/02/24			ONLINE

NC.BUS 2B PEOPLE MANAGEMENT

16.00 hours

Examines tools to effectively hire, manage, motivate, and retain talent. Examines the employment life cycle from a supervisor and business leader's perspective. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75304	3/04/24-3/30/24			ONLINE



NC.BUS 3A LEGAL REVIEW AND UPDATE FOR HUMAN RESOURCES MANAGEMENT PROFESSIONALS

16.00 hours

Provides human resources professionals with a more advanced employment law review, update on current legislation, and case analysis impacting employees and employers in the workplace. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75305	4/08/24–5/04/24			ONLINE

NC.BUS 3B STRATEGIC HUMAN RESOURCES MANAGEMENT

16.00 hours

Explores human resources strategies to optimize an organization's efforts in achieving a competitive advantage. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75306	5/06/24–5/30/24			ONLINE

NONCREDIT CAREER SKILLS

NC.CSKL 001 TIME MANAGEMENT

8.00 hours

Explores time management strategies and tools for effectively managing expanding workloads, shifting priorities, and increasing demands. Practice prioritizing “important” versus “urgent” activities. Emphasis on analyzing current use of time, identifying organizational goals, roles and priorities, discovering gaps to achieving goals and apply time management tools to the gaps for completing important priorities first.

Sec#	Dates	Days	Time	Location
75395	2/20/24–3/03/24			ONLINE

NC.CSKL 002 BUSINESS WRITING IN THE TECHNOLOGY AGE

8.00 hours

Develops effective and professional business writing skills for electronic and hard-copy communication using business tone, organization and formatting, word choice and persuasion.

Sec#	Dates	Days	Time	Location
75399	3/04/24–3/17/24			ONLINE

NC.CSKL 003 CRITICAL THINKING (PROBLEM-SOLVING AND DECISION-MAKING)

8.00 hours

Develops analytical thinking, decision-making and problem-solving techniques. Apply judgment and insight to break problems into component parts and apply deductive reasoning.

Sec#	Dates	Days	Time	Location
75404	3/18/24–3/30/24			ONLINE

NC.CSKL 004 CUSTOMER SERVICE

8.00 hours

Applies practical strategies to retain a valuable customer base, diffuse difficult situations and earn repeat business. Topics include the anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem-solving, customer perceptions and expectations, adapting to different conflict styles, and steps to diffuse angry customers.

Sec#	Dates	Days	Time	Location
75396	2/20/24–3/03/24			ONLINE

NC.CSKL 005 NEGOTIATION

8.00 hours

Applies collaboration tools for building high-trust synergistic relationships. Analyze the conflict cycle and practice skills to defuse conflict at each stage for mutual benefit. Assess one's strengths and utilize tools to facilitate and adapt to others' styles. Skills include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process.

Sec#	Dates	Days	Time	Location
75400	3/04/24–3/17/24			ONLINE

NC.CSKL 006 PERSONALITY STYLES

8.00 hours

Explores participants' own behaviors and personality styles, while learning to adapt one's behavior to be effective with other personality styles in a variety of work situations. Learn how to apply different communication strategies based on personality styles to enhance workplace relationships.

Sec#	Dates	Days	Time	Location
75405	3/18/24–3/30/24			ONLINE

NC.CSKL 007 SUCCESSFULLY MANAGING AND DEVELOPING PEOPLE

8.00 hours

Learn and apply the communication, delegation and motivational skills needed to be an effective manager or supervisor.

Sec#	Dates	Days	Time	Location
75397	2/20/24–3/3/24			ONLINE

NC.CSKL 008 WORKPLACE COMMUNICATION STRATEGIES

8.00 hours

Assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context.

Sec#	Dates	Days	Time	Location
75401	3/04/24–3/17/24			ONLINE

NC.CSKL 009 PERSONALIZED CAREER PLANNING

8.00 hours

Examines the assessment of individuals' strengths, interests, values, personality and abilities in the context of career and education planning. Students will improve decision-making skills by exploring their own decision-making styles and applying specific decision-making models to their career planning process.

Sec#	Dates	Days	Time	Location
75398	2/20/24–3/03/24			ONLINE

NC.CSKL 010 STRATEGIC JOB SEARCH

8.00 hours

Introduces sources of occupational information and how to utilize this information in the career planning and job search process.

Sec#	Dates	Days	Time	Location
75402	3/04/24–3/17/24			ONLINE

NC.CSKL 011 LINKEDIN FOR BUSINESS

8.00 hours

Examines the LinkedIn platform, the world's most popular business-oriented social media networking platform, to develop business through relationship marketing.

Sec#	Dates	Days	Time	Location
75406	3/18/24–3/30/24			ONLINE

NC.CSKL 013 MENTAL HEALTH FIRST AID IN THE WORKPLACE

8.00 hours

Examines risk factors and warning signs of mental health problems and how to respond appropriately. Emphasis on mental health problems and crises for all individuals and environments with additional information on support and resources in the work environment. Upon successful completion of this course, students will receive a NCBH Mental Health First Aid Certificate.

Sec#	Dates	Days	Time	Location
77697	5/04/24–5/04/24	S	08:00AM–12:00PM 12:30PM–04:30PM	HSLH-306 HSLH-306

NC.CSKL 014 PUBLIC SPEAKING IN THE WORKPLACE

8.00 hours

Examines the skills needed to organize and deliver effective workplace presentations. Emphasis will be placed on speech preparation, techniques for public speaking, and common presentations in the workplace. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75408	4/15/24–4/28/24	MW	06:00PM–08:00PM	ONLINE-LIVE

NC.CSKL 015 ADAPTABILITY

8.00 hours

Explores strategies for becoming more adaptable and managing stress in the modern workplace. Emphasis is placed on technological and social changes in the modern workplace.

Sec#	Dates	Days	Time	Location
75409	4/15/24–4/28/24			ONLINE

NC.CSKL 016 DIGITAL FLUENCY

8.00 hours

Examines the technological tools needed to build a professional online presence.

Sec#	Dates	Days	Time	Location
75411	4/29/24–5/12/24			ONLINE

NC.CSKL 017 EMPATHY

8.00 hours

Examines the importance of empathy in trusted relationships and successful collaborations. Emphasis is placed on developing empathy, building strong connections, and utilizing good listening skills to fully understand the needs of customers, clients, and co-workers.

Sec#	Dates	Days	Time	Location
75412	4/29/24–5/12/24			ONLINE

NC.CSKL 018 ENTREPRENEURIAL MINDSET

8.00 hours

Explores techniques for developing an entrepreneurial mindset and building new skills to differentiate oneself in the modern workforce marketplace. Emphasis is placed on developing the skills needed to manage projects, propose ideas, and create value for an organization.

Sec#	Dates	Days	Time	Location
75410	4/15/24–4/28/24			ONLINE

NC.CSKL 019 RESILIENCE

8.00 hours

Examines skills needed to have a healthy relationship with failure and remain competitive in the modern workplace. Emphasis is placed on embracing momentary failure, taking time for reflection and corrective action, and exploring techniques to learn from setbacks and continue to move forward.

Sec#	Dates	Days	Time	Location
75413	4/29/24–5/12/24			ONLINE

NC.CSKL 020 SELF-AWARENESS

8.00 hours

Explores the link between personality and the preferred work environment. Build self-awareness by interpreting and applying personality results to educational, personal, and career goals.

Sec#	Dates	Days	Time	Location
75414	5/13/24–5/24/24			ONLINE

NC.CSKL 021 SOCIAL-DIVERSITY AWARENESS

8.00 hours

Explores diversity in the workplace including gender, sexual orientation, ethnicity, age, disability, and how they contribute to the modern workplace.

Sec#	Dates	Days	Time	Location
75415	5/13/24–5/24/24			ONLINE

NC.CSKL 022 EMERGING LEADERS

8.00 hours

Explores different leadership styles and strategies for becoming an effective leader. Emphasis will be placed on self-awareness, identifying strengths, and creating a plan to become an effective leader in the modern workforce.

Sec#	Dates	Days	Time	Location
77698	2/26/24–3/10/24			ONLINE
75403	3/04/24–3/17/24			ONLINE

NC.CSKL 023 ORGANIZATIONAL LEADERSHIP

8.00 hours

Analyzes the impact of leadership on organizational effectiveness. Emphasis will be placed on attributes of successful leaders, including interpersonal skills, attitudes, and behaviors, which can facilitate effective leadership within different types of organizations. Designed to provide leadership communication skills and techniques for planning and organizing in today's changing workplace.

Sec#	Dates	Days	Time	Location
77699	3/11/24–3/24/24			ONLINE
75407	3/18/24–3/30/24			ONLINE

NONCREDIT COMPUTER APPLICATIONS AND WEB TECHNOLOGIES**NC.CAWT 10A COMPUTING AND INTERNET FUNDAMENTALS**

24.00 hours

Introduces basic computer processes, operating systems, and Internet technologies, including file management and social media.

Sec#	Dates	Days	Time	Location
75309	2/08/24–3/14/24	TH	9:00AM–1:00PM	ONLINE-LIVE
75316	3/16/24–4/27/24	S	9:00AM–1:00PM	ONLINE-LIVE
75320	4/09/24–5/09/24	TTH	6:00PM–8:20PM	HSLH-304

NC.CAWT 10B WORD PROCESSING BASICS

24.00 hours

Introduces basic word processing skills, such as creating, editing, and formatting documents.

Sec#	Dates	Days	Time	Location
75312	2/09/24–3/08/24	F	9:00AM–1:00PM	ONLINE-LIVE
75315	2/10/24–3/09/24	S	9:00AM–1:00PM	ONLINE-LIVE
75319	3/05/24–3/28/24	TTH	6:00PM–8:30PM	HSLH-304
75310	3/21/24–4/25/24	TH	9:00AM–1:00PM	ONLINE-LIVE

NC.CAWT 10C SPREADSHEET BASICS

24.00 hours

Introduces basic spreadsheet functionality, such as creating, editing, formatting worksheets, and employing a variety of techniques for data analysis.

Sec#	Dates	Days	Time	Location
75318	2/06/24–2/29/24	TTH	6:30PM–8:30PM	HSLH-304
75313	3/15/24–4/19/24	F	9:00AM–1:00PM	ONLINE-LIVE
75311	5/02/24–5/30/24	TH	9:00AM–1:00PM	ONLINE-LIVE
75317	5/04/24–5/25/24	S	9:00AM–1:00PM	ONLINE-LIVE

NC.CAWT 10D DIGITAL COMMUNICATIONS FOR THE OFFICE

24.00 hours

Introduces applications for communications required in the typical office setting, such as Outlook, Acrobat, and PowerPoint.

Sec#	Dates	Days	Time	Location
75314	4/26/24–5/24/24	F	9:00AM–1:00PM	ONLINE-LIVE





NONCREDIT CITIZENSHIP

NC.CITZ 01 CITIZENSHIP FOR NATURALIZATION

36.00 – 54.00 hours

Introduces the history and government of the United States, including an overview of the branches of government, the Constitution, and the Bill of Rights necessary to pass the U.S. Citizenship Examination. This course may be offered open entry/open exit. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75321	2/05/24–5/30/24	W	6:00PM–9:00PM	ONLINE-LIVE

NONCREDIT COMMUNICATIONS

NC.COMM 001 STRATEGIES AND TACTICS OF PUBLIC RELATIONS

8.00 – 18.00 hours

Learn how Public Relations (PR) can be used for small businesses to large organizations. Examines components of a public relations campaign and learn how to write a PR plan and press kit that includes news releases, pitch letters, fact sheets, media alerts, and more. .

Sec#	Dates	Days	Time	Location
77696	2/26/24–3/27/24	MW	6:00PM–8:00PM	ONLINE-LIVE

NONCREDIT CULINARY ARTS

NC.CUL 001 CULINARY SAFETY AND SANITATION

16.00 – 24 hours

Prepares students to take the ServSafe exam. Introduces principles of food safety and sanitation in a food service operation. Topics include sanitation regulations, personal hygiene, contamination sources, microorganisms, proper food handling techniques and storage, comprehensive cleaning and sanitizing, and workplace safety concepts.

Sec#	Dates	Days	Time	Location
77700	2/06/24–3/26/24	T	6:00PM–7:50PM	ONLINE-LIVE

NONCREDIT EDUCATION

NC.EDUC 001 TEST PREP FOR CBEST ENGLISH BASIC SKILLS TEST

4.00 hours

Provides practical strategies and techniques to prepare students for responding to analytical essay prompts for the English section of the CBEST-California Basic Education Skills for Teachers. Utilizes practice test questions, develops a study plan, and offers successful test-taking methods.

Sec#	Dates	Days	Time	Location
75324	4/13/2024–4/13/24	S	12:00PM–4:00PM	ONLINE-LIVE

NC.EDUC 002 TEST PREP FOR CBEST MATH BASIC SKILLS TEST

4.00 hours

Provides practical test-taking strategies and techniques to prepare students for the Math section of the CBEST-California Basic Education Skills for Teachers. Utilizes practice exams, develops a study plan, and offers successful test-taking methods.

Sec#	Dates	Days	Time	Location
75325	4/20/24–4/20/24	S	12:00PM–4:00PM	ONLINE-LIVE

NC.EDUC 003 INSTRUCTIONAL AIDE TRAINING: ROLES AND RESPONSIBILITIES

8.00 – 16.00 hours

Explains the roles and responsibilities of an instructional aide, while also developing strategies for collaborating and communicating with students, teachers, and parents.

Sec#	Dates	Days	Time	Location
75326	4/16/24–4/25/24	Tu Th	4:00PM–6:00PM	ONLINE-LIVE

NC.EDUC 004 INSTRUCTIONAL AIDE TRAINING: EFFECTIVE PRACTICES

12.00 – 21.00 hours

Develops reading and writing skills by applying critical reading strategies to non-fiction texts and writing brief source-based essays. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75327	4/30/24–5/16/24	TTH	4:00PM–6:00PM	ONLINE-LIVE

NONCREDIT ENGLISH

NC.ENGL 001 ESSENTIAL READING & WRITING I

18.00 hours

Develops basic English skills at the beginning low level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75328	3/04/24–3/30/24			ONLINE
75330	3/04/24–3/30/24	T	11:00AM–12:30PM	UCEN-208

NC.ENGL 002 ESSENTIAL READING & WRITING II

18.00 hours

Develops writing skills by focusing on strategies to compose well-organized and coherent essays. Develops reading skills by focusing on formulating inferences and making connections among fiction and nonfiction texts and ideas. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75334	2/05/24–3/02/24	W	5:00PM–7:05PM	ONLINE-LIVE
Co-listed with ENG 101-74607				
75335	2/05/24–3/02/24	TH	12:30PM–2:35PM	ONLINE-LIVE
Co-listed with ENG 101-74605				
75332	3/04/24–3/30/24			ONLINE
75333	3/04/24–3/30/24	W	11:00AM–12:30PM	ONLINE-LIVE
75329	4/08/24–5/04/24			ONLINE
75331	4/08/24–5/04/24	T	11:00AM–12:30PM	UCEN-208

NONCREDIT ESL

NC.ESL 060 COLLEGE READING, WRITING, AND GRAMMAR I

60-100 hours

Develops reading, writing, and grammar skills designed to progress non-native speakers of English toward college-level work.

Sec#	Dates	Days	Time	Location
75336	2/05/24–3/28/24	MTTH	9:00AM–12:00PM	UCEN-312
75337	2/05/24–3/28/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE

NC.ESL 061 COLLEGE LISTENING AND SPEAKING I

60-100 hours

Provides practice speaking in informal college situations. Focuses on listening, speaking, and pronunciation through extensive practice in common college situations.

Sec#	Dates	Days	Time	Location
75339	4/08/24–5/30/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE
75338	4/08/24–5/30/24	MTTH	9:00AM–12:00PM	UCEN-312

NC.ESL 070 COLLEGE READING, WRITING, AND GRAMMAR II

69.00 hours

Continues development of reading, writing, and grammar skills in preparation for college-level work.

Sec#	Dates	Days	Time	Location
75340	2/05/24–3/28/24	MTTH	9:00AM–12:00PM	UCEN-209
75341	2/05/24–3/28/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE

NC.ESL 071 COLLEGE LISTENING AND SPEAKING II

69.00 hours

Expands the practice of oral communication in both formal and informal college situations. Develops listening strategies. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75343	4/08/24–5/30/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE
75342	4/08/24–5/30/24	MTTH	9:00AM–12:00PM	UCEN-209

NC.ESL 1A BEGINNING LOW A

69.00 hours

Develops basic English skills at the beginning low level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75345	2/05/24–3/28/24	MTTH	6:00PM–9:00PM	HSLH-234
75344	2/05/24–3/28/24	MTTH	9:00AM–12:00PM	UCEN-318
77281	2/05/24–3/28/24	MTTH	6:00PM–9:00PM	COM-COM
75346	2/05/24–3/28/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE
75347	4/08/24–5/30/24	MTTH	9:00AM–2:00PM	CCCS-506

NC.ESL 1B BEGINNING LOW B

69.00 hours

Recommended Prep: NC.ESL-1A or Placement Test

Continues and expands the development of basic English skills at the beginning low level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary, and every-day life situations.

Sec#	Dates	Days	Time	Location
75352	2/05/24–3/28/24	MTTH	6:00PM–9:00PM	CCCS-504
75348	4/08/24–5/30/24	MTTH	9:00AM–12:00PM	BYKH-113
75350	4/08/24–5/30/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE
75349	4/08/24–5/30/24	MTTH	6:00PM–9:00PM	HSLH-234
77282	4/08/24–5/30/24	MTTH	6:00PM–9:00PM	COM-COM

NC.ESL 2A BEGINNING HIGH A

69.00 hours

Develops English skills at the beginning high level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary, and everyday life situations.

Sec#	Dates	Days	Time	Location
77701	2/05/24–3/28/24	MTTH	9:00AM–12:00PM	TBA
75354	2/05/24–3/28/24	MTTH	9:00AM–12:00PM	UCEN-313
75356	2/05/24–3/28/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE
75355	2/05/24–3/28/24	MTTH	6:00PM–9:00PM	HSLH-235
75353	4/08/24–5/30/24	MTTH	6:00PM–9:00PM	CCCS-504

NC.ESL 2B BEGINNING HIGH B

69.00 hours

Recommended Prep: NC.ESL-2A or Placement Test

Continues and expands the development of English skills at the beginning high level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75360	2/05/24–3/28/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE
75357	4/08/24–5/30/24	MTTH	9:00AM–12:00PM	UCEN-313
75359	4/08/24–5/30/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE
77702	4/08/24–5/30/24	MTTH	9:00AM–12:00PM	TBA
75358	4/08/24–5/30/24	MTTH	6:00PM–9:00PM	HSLH-235

NC.ESL 3A INTERMEDIATE LOW A

69.00 hours

Recommended Prep: NC.ESL-2B or Placement Test

Develops English skills at the intermediate low level through listening, speaking, reading and writing including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75363	2/05/24–3/28/24	MTTH	6:00PM–9:00PM	HSLH-203
75364	2/05/24–3/28/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE
75362	2/05/24–3/28/24	MTTH	9:00AM–12:00PM	CCCS-504
75361	4/08/24–5/30/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE

NC.ESL 3B INTERMEDIATE LOW B

69.00 hours

Recommended Prep: NC.ESL-3A or Placement Test

Continues and expands English skills at the intermediate low level through listening, speaking, reading and writing including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75368	2/05/24–3/28/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE
75365	4/08/24–5/30/24	MTTH	9:00AM–12:00PM	CCCS-504
75367	4/08/24–5/30/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE
75366	4/08/24–5/30/24	MTTH	6:00PM–9:00PM	HSLH-203



NC.ESL 4A INTERMEDIATE HIGH A

69.00 hours

Recommended Prep: NC.ESL-3B or Placement Test

Develops English skills at the intermediate high level through listening, speaking, reading and writing including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
75373	2/05/24–3/28/24	MTTH	9:00AM–12:00PM	UCEN-314
75371	2/05/24–3/28/24	MTTH	9:00AM–12:00PM	NCOM-1
75374	2/05/24–3/28/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE
75372	2/05/24–3/28/24	MTTH	6:00PM–9:00PM	NHE-NHE
75369	4/08/24–5/30/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE

NC.ESL 4B INTERMEDIATE HIGH B

69.00 hours

Recommended Prep: NC.ESL-4A or Placement Test

Continues and expands English skills at the intermediate high level through listening, speaking, reading and writing including grammar, pronunciation, vocabulary, and common situations.

Sec#	Dates	Days	Time	Location
75377	4/08/24–5/30/24	MTTH	6:00PM–9:00PM	NHE-NHE
75376	4/08/24–5/30/24	MTTH	9:00AM–12:00PM	NCOM-1
75378	4/08/24–5/30/24	MTTH	9:00AM–12:00PM	UCEN-314
75379	4/08/24–5/30/24	MTTH	6:00PM–9:00PM	ONLINE-LIVE

NONCREDIT ESL VOCATIONAL

NC.VESL-001 PREPARING FOR THE WORKPLACE

69.00 hours

Introduces the English necessary to enter the workplace in the United States, emphasizing vocabulary, communication skills, and cultural knowledge.

Sec#	Dates	Days	Time	Location
75391	2/05/24–3/28/24	MTTH	9:00AM–12:00PM	UCEN-210

NC.VESL-002 SUCCESS IN THE WORKPLACE

69.00 hours

Further develops the English, communication skills, and cultural competence necessary for entering and succeeding in the workplace in the United States.

Sec#	Dates	Days	Time	Location
75392	4/08/24–5/30/24	MTTH	9:00AM–12:00PM	UCEN-210

NONCREDIT HEALTH EDUCATION

NC.HLTH 001 ADULT AND PEDIATRIC CPR, FIRST AID, AND AED

16.00 hours

Presents the skills needed to recognize and respond to a variety of first aid, breathing, and cardiac emergencies involving adults, children, and infants. Upon successful completion of this course, students will receive a digital American Red Cross certificate for Adult and Pediatric CPR, First Aid, and AED (valid for two years) for an additional fee. Obtaining the American Red Cross certificate for Adult and Pediatric CPR, First Aid, and AED meets OSHA/workplace requirements.

Sec#	Dates	Days	Time	Location
75380	3/11/24–3/24/24	T	6:00PM–9:00PM	ALLB-320
75381	4/22/24–5/05/24	W	6:00PM–9:00PM	HSLH-306



NC.HLTH 002 PERSONAL TRAINER CERTIFICATION PREPARATION

36.00 hours

Prepares students to take the CPT, Certified Personal Trainer exam through the National Strength and Conditioning Association (NSCA). Covers methods of client assessment, measurement, and evaluation. Highlights include resistance training, program design, nutrition, body composition, and cardio-respiratory fitness. Instruction in proper weight training exercise fundamentals and spotting techniques.

Sec#	Dates	Days	Time	Location
75382	4/08/24–5/30/24			ONLINE

(Co-listed with ENG 101-74605)

NC.HLTH 003 PRINCIPLES OF COACHING

12.00 hours

Examines the practice of coaching individuals and teams including personal coaching philosophy, skill development, team management, injury prevention, and the development of a personal coaching philosophy.

Sec#	Dates	Days	Time	Location
77703	3/11/24–3/24/24			ONLINE

NONCREDIT HEALTH PROFESSIONS

NC.HLTH 010 PERSONAL CARE AIDE

77.50 hours

Preparation to assist older adults, individuals with disabilities, and those with chronic health issues including Alzheimer's Disease and dementia. An emphasis will be placed on understanding the roles and responsibilities of a personal care aide, communication skills, assisting with activities of daily living, maintenance of a healthy environment, basic nutrition, safe transfer techniques, and procedures for medical emergencies.

Sec#	Dates	Days	Time	Location
77704	2/05/24–5/30/24	W	6:00PM–8:00PM	TBA

NC.HLTH 011 HEALTH PROFESSIONS WORKFORCE SKILLS

12.00 hours

Provides training to ensure the delivery of high-quality care in the health professions. An emphasis will be placed on communication strategies, workplace ethics and professionalism, managing stress, health profession employability skills, and self-reflection for lifelong learning and growth.

Sec#	Dates	Days	Time	Location
77705	2/12/24–3/03/24			ONLINE

NC.HLTH 249 MEDICAL TERMINOLOGY

54.00 hours

Presents a comprehensive study of medical terminology, emphasizing determining meanings by dividing words into their component parts. Basic anatomy and physiology are discussed. Correct spelling, pronunciation and meaning of common medical terms related to individual body systems, clinical procedures, laboratory tests and pathological conditions are covered.

Sec#	Dates	Days	Time	Location
78518	2/05/24–3/30/24			ONLINE

NC.HLTH 250 MEDICAL SCRIBE

48.00 hours

Provides students with hands-on training to gain knowledge, skills, and abilities needed for entry-level employment as medical scribes in specialty clinics and hospitals where they collect the needed records in real-time. Prepares Medical Scribes to document visit details such as symptoms, case history, diagnostic tests, medical scribes, and other records in an electronic medical record platform. It is recommended that students type at least 35 words per minute.

Sec#	Dates	Days	Time	Location
78519	4/08/24–5/29/24	MW	6:00PM–9:15PM	ONLINE-LIVE

NONCREDIT KINESIOLOGY

NC.KPET-120 EMERGENCY PROCEDURES

63.70 hours

Introduces procedures to maintain health in emergency first aid situations. Successful course completion qualifies a student for the American Red Cross Community First Aid and Safety, CPR for the Professional Rescuer and Automated External Defibrillation cards.

Sec#	Dates	Days	Time	Location
77706	2/05/24–5/30/24	M	6:00PM–9:05PM	EPEK-101

NC.KPET-212 SPORTS MEDICINE CLINICAL EXPLORATION

67.16 hours

Provides instruction and clinical experience for students interested in sports-related injury care and rehabilitation. Includes injury assessment and diagnosis, therapeutic modality usage and selection, and rehabilitation of sports injuries.

Sec#	Dates	Days	Time	Location
77707	2/05/24–5/30/24	TTH	8:00AM - 8:50 AM 9:00AM - 10:20AM	EPEK-101 EPEK-101

NONCREDIT MATHEMATICS

NC.MATH 001 WHOLE NUMBERS

6.00 - 10.00 hours

Introduces the basic elements of the system of whole numbers and their operations. The first in the sequence of noncredit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
75383	2/20/24–5/30/24			ONLINE

NC.MATH 002 FRACTIONS AND MIXED NUMBERS

6.00 - 10.00 hours

Introduces the basic elements of fractions, mixed numbers, and their operations. The second in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
75384	2/20/24–5/30/24			ONLINE

NC.MATH 003 DECIMAL NUMBERS

6.00 - 10.00 hours

Introduces the basic elements of the system of decimal numbers and their operations. The third in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
75385	2/20/24–5/30/24			ONLINE

NC.MATH 004 PERCENTAGES

6.00 - 10.00 hours

Introduces the basic concepts of percentages and their applications. The fourth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
75386	2/20/24–5/30/24			ONLINE

NC.MATH 005 RATES AND PROPORTIONS

6.00 - 10.00 hours

Introduces methods of solving problems involving rates, proportions, and other applications. The fifth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
75387	2/20/24–5/30/24			ONLINE

NC.MATH 006 SIGNED NUMBERS

6.00 - 10.00 hours

Introduces the system of integers and operations involving positive and negative numbers. The sixth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
75388	2/20/24-5/30/24			ONLINE

NC.MATH 007 ALGEBRAIC EXPRESSIONS

6.00 - 10.00 hours

Introduces the basic concepts of algebraic expressions and their operations. The seventh in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
75389	2/20/24-5/30/24			ONLINE

NC.MATH 008 GRAPHS AND LINES

6.00 - 10.00 hours

Introduces the basic elements of the coordinate plane, graphs, and equations of lines. The eighth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
75390	2/20/24-5/30/24			ONLINE

NC.MATH 009 LINEAR SYSTEMS

6.00 - 10.00 hours

Introduces the basic techniques used in solving linear systems of equations. This is the ninth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
77708	2/20/24-5/30/24			ONLINE

NC.MATH 010 EXPONENTS AND POLYNOMIAL OPERATIONS

6.00 - 10.00 hours

Introduces the basic properties of exponents and polynomial operations. This is the tenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
77709	2/20/24-5/30/24			ONLINE

NC.MATH 011 FACTORING POLYNOMIALS

6.00 - 10.00 hours

Introduces the basic techniques for factoring polynomials. This is the eleventh in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
77710	2/20/24-5/30/24			ONLINE

NC.MATH 012 RATIONAL EXPRESSIONS AND EQUATIONS

6.00 - 10.00 hours

Introduces how to simplify rational expressions and solve rational equations. This is the twelfth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
77711	2/20/24-5/30/24			ONLINE

NC.MATH 013 RELATIONS, FUNCTIONS, AND GRAPHS

6.00 - 10.00 hours

Introduces the basic techniques used for Relations, Functions, and Graphs. This is the thirteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
77712	2/20/24-5/30/24			ONLINE

NC.MATH 014 ABSOLUTE VALUE EQUATIONS AND INEQUALITIES

6.00 - 10.00 hours

Introduces the basic techniques used in solving Absolute Value Equations and Inequalities. This is the fourteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
77713	2/20/24-5/30/24			ONLINE

NC.MATH 015 RADICALS AND RATIONAL EXPONENTS

10.00 - 14.00 hours

Introduces the basic techniques for performing various operations involving radicals and rational exponents. This is the fifteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
77714	2/20/24-5/30/24			ONLINE

NC.MATH 016 QUADRATIC EQUATIONS AND FUNCTIONS

8.00 - 12.00 hours

Introduces the basic techniques used in solving quadratic equations with a variety of methods and graphing quadratic functions. This is the sixteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
77715	2/20/24-5/30/24			ONLINE

NC.MATH 017 EXPONENTIAL AND LOGARITHMIC FUNCTIONS

8.00 - 12.00 hours

Introduces the basic techniques used in analyzing exponential and logarithmic functions. This is the seventeenth course in the sequence of non-credit developmental mathematics modules is designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
77716	2/20/24-5/30/24			ONLINE

NC.MATH 018 CONIC SECTIONS

6.00 - 10.00 hours

Introduces the basic techniques used in analyzing conics. This is the eighteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

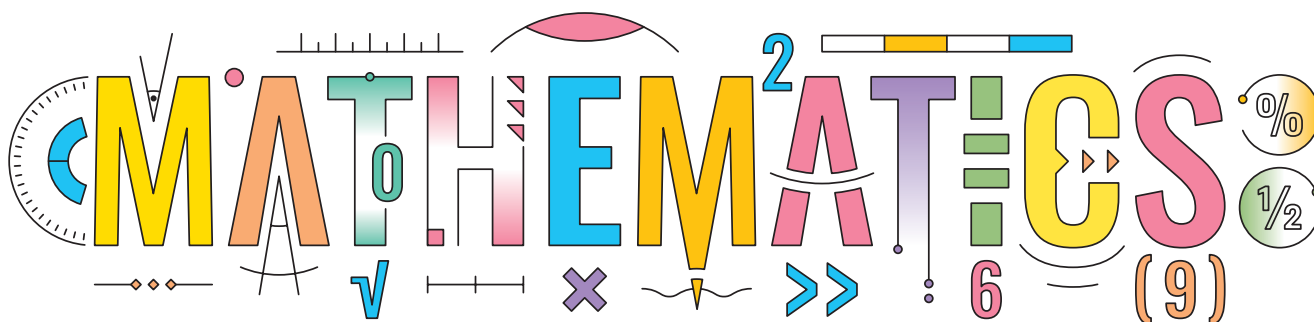
Sec#	Dates	Days	Time	Location
77717	2/20/24-5/30/24			ONLINE

NC.MATH 019 SEQUENCES AND SERIES

6.00 - 10.00 hours

Introduces the basic techniques used in analyzing sequences and series. This is the nineteenth in the sequence of non-credit developmental mathematics modules designed to prepare and provide support for transfer-level mathematics and science courses.

Sec#	Dates	Days	Time	Location
77718	2/20/24-5/30/24			ONLINE





NONCREDIT OLDER ADULT

NC.OAD 001 ISSUES IN HEALTHY AGING FOR OLDER ADULTS

15.00 hours

Examines issues of aging and the related concerns of the older adult, emphasizing the age-specific challenges associated with health, law, finances, as well as personal and social relationships. Includes information on care-giving and assisting self and others with ongoing health conditions.

Sec#	Dates	Days	Time	Location
77727	2/05/24–5/30/24			ONLINE

NC.OAD 011 DRAWING FOR OLDER ADULTS

24.00 hours - 36.00 hours

Explores perceptual and technical skills of drawing. Create an original drawing using various drawing techniques including dry and fluid media for the older adult population. Focus on single objects, still life, and landscape.

Sec#	Dates	Days	Time	Location
77725	2/06/24–3/07/24	TTH	6:00PM–8:00PM	MENH-301

NC.OAD 012 WATERCOLOR FOR OLDER ADULTS

18.00 hours - 36.00 hours

Introduces older adult students to the basic techniques and strategies for creating original works with watercolor. An emphasis will be placed on composition, color mixing, watercolor application, and color theory.

Sec#	Dates	Days	Time	Location
77726	3/12/24–4/18/24	TTH	6:00PM–8:00PM	MENH-301

NC.OAD 020 CURRENT EVENTS AND ISSUES IMPACTING OLDER ADULTS

30.00 hours

Analyze and discuss current events and issues impacting older adults with an emphasis on improving communication and critical thinking skills.

Sec#	Dates	Days	Time	Location
78267	2/23/24–5/24/24	F	1:00PM–3:00PM	ONLINE-LIVE

NC.OAD 080 PHOTOGRAPHY FOR OLDER ADULTS

11.00 hours

Explores the technical skills used in photography emphasizing the compositional guidelines that create an image. Includes downloading, organizing, sharing and emailing images. It is recommended that students have access to a camera: including DSLR, smartphone, or point and shoot camera. Field trips may be required.

Sec#	Dates	Days	Time	Location
78268	2/12/24–3/06/24	MW	10:00AM–12:00PM	MENH-145

NC.OAD 081 PHOTOGRAPHIC PRESENTATIONS FOR OLDER ADULTS

14.67 hours

Explores techniques to create digital visual/audio presentations and slide shows. Field trips may be required

Sec#	Dates	Days	Time	Location
78269	4/29/24–5/22/24	MW	10:00AM–12:00PM	MENH-145

NC.OAD 082 PHOTOGRAPHING NATURE FOR OLDER ADULTS

11.00 hours

Introduces technical skills for photographing nature, including image composition techniques and file management. It is recommended that students have access to DLSR, smartphone, or point and shoot camera. Field trips may be required

Sec#	Dates	Days	Time	Location
78270	3/11/24–3/27/24	MW	10:00AM–12:00PM	MENH-145

NC.OAD 083 PHOTOGRAPHING PEOPLE FOR OLDER ADULTS

11.00 hours

Introduces technical skills for photographing people, including image composition techniques and file management. It is recommended that students have access to DLSR, smartphone, or point and shoot camera. Field trips may be required.

Sec#	Dates	Days	Time	Location
78271	4/08/24–4/24/24	MW	10:00AM–12:00PM	MENH-145

NC.OAD 100 HEALTH AND FITNESS FOR OLDER ADULTS

32.00 hours

Examines the theory and practice of health and skill-related physical fitness activities for older adults with an emphasis on maintaining independence in daily activities. Improves physical and mental wellbeing through life-sustaining exercise strategies and discussions on disease and injury prevention.

Sec#	Dates	Days	Time	Location
78272	2/13/24–5/28/24	T	10:00AM–11:30AM	ONLINE-LIVE

NONCREDIT PARALEGAL

NC.PLGL 001 PARALEGAL TEST PREP: KNOWLEDGE

20.00 hours

Prepares students to take the Knowledge section of the Certified Paralegal Exam administered through the National Association of Legal Assistants (NALA), The Paralegal Association. Covers the United States legal system, civil litigation, contracts, corporate and commercial law, criminal law and procedure, torts, property and estate law, and ethics. Develops a study plan and utilizes practice exam questions.

Sec#	Dates	Days	Time	Location
78287	2/26/24–5/11/24			ONLINE
78286	2/26/24–5/06/24	M	6:00PM–8:00PM	ONLINE-LIVE
78288	3/18/24–5/30/24			ONLINE

NC.PLGL 002 TEST PREPARATION FOR CERTIFIED PARALEGAL EXAM: SKILLS SECTION

20.00 hours

Prepares students to take the Skills section of the Certified Paralegal Exam administered through the National Association of Legal Assistants (NALA), The Paralegal Association. Covers writing and critical thinking, including grammar, spelling, punctuation, clarity of expression, reading and comprehension, analysis of information, and decision making. Sample exam questions will be based on a hypothetical case, and students will be expected to analyze relevant legal material as well as demonstrate strong writing skills.

Sec#	Dates	Days	Time	Location
78289	2/10/24–3/30/24	S	9:00AM–11:00AM	ONLINE-LIVE
78290	4/13/24–5/25/24	S	9:00AM–11:20AM	ONLINE-LIVE





NONCREDIT PHOTOGRAPHY

NC.PHOT-050 FUNDAMENTALS OF DIGITAL CAMERA

8.00 hours

Explores proper procedures and practices for basic operation of digital cameras, lenses, and storage media for photographic images. It is recommended that students provide a digital camera capable of fully manual exposure and adjustment.

Sec#	Dates	Days	Time	Location
78273	2/20/24–2/27/24	T	6:00PM–8:00PM	MENH-145
78282	2/20/24–3/02/24			ONLINE
78276	4/09/24–4/16/24	T	6:00PM–8:00PM	MENH-145
78279	4/13/24–4/20/24	S	9:00AM–11:00AM	MENH-145

NC.PHOT-051 FUNDAMENTALS OF PHOTO EXPOSURE

8.00 hours

Introduces fundamental principles of manual photographic exposure. It is recommended that students provide a digital SLR camera capable of manual camera control.

Sec#	Dates	Days	Time	Location
78283	3/04/24–3/16/24			ONLINE
78274	3/05/24–3/12/24	T	6:00PM–8:00PM	MENH-145
78277	4/23/24–4/30/24	T	6:00PM–8:00PM	MENH-145
78280	4/27/24–5/04/24	S	9:00AM–11:00AM	MENH-145

NC.PHOT-052 FUNDAMENTALS PHOTO COMPOSITION

8.00 hours

Introduces appropriate aesthetic standards in the composition of the photographic image. It is recommended that students provide a digital camera capable of fully manual exposure and adjustment.

Sec#	Dates	Days	Time	Location
78284	3/18/24–3/30/24			ONLINE
78275	3/19/24–3/26/24	T	6:00PM–8:00PM	MENH-145
78278	5/07/24–5/14/24	T	6:00PM–8:00PM	MENH-145
78281	5/11/24–5/18/24	S	9:00AM–11:00AM	MENH-145

NC.PHOT-059 LAB PRACTICES DIGITAL DARKROOM

24.00 hours

Apply basic importing, processing, and printing of digital images utilizing photography lab equipment and digital darkroom facilities. It is recommended that students provide a digital camera capable of fully manual exposure and adjustment.

Sec#	Dates	Days	Time	Location
78285	3/05/24–5/28/24	T	3:30PM–5:30PM	MENH-145

NONCREDIT PHOTOSHOP

NC.VOC 021A ADOBE PHOTOSHOP CERTIFICATION TRAINING I

8.00 hours

Explores proper procedures and practices for basic operation of digital cameras, lenses, and storage media for photographic images. It is recommended that students provide a digital camera capable of fully manual exposure and adjustment.

Sec#	Dates	Days	Time	Location
78295	2/26/24–3/18/24	M	6:00PM–8:00PM	ONLINE-LIVE

NC.VOC 021B ADOBE PHOTOSHOP CERTIFICATION TRAINING II

8.00 hours

Introduces the fundamentals of project setup, workspace navigation, design tools, asset import, color management, creation of graphic elements, and document organization necessary for completion of the Adobe Certified Associate level examination in Visual Design Using Adobe Photoshop CC. Offered pass/no-pass only.

Sec#	Dates	Days	Time	Location
78296	3/25/24–4/22/24	M	6:00PM–8:00PM	ONLINE-LIVE

NC.VOC 021C ADOBE PHOTOSHOP CERTIFICATION TRAINING III

8.00 hours

Introduces techniques for non-destructive editing, vector graphics and typography tools, selections, transforming graphics and media, image retouching, filters, and output of digital files necessary for completion of the Adobe Certified Associate level examination in Visual Design Using Adobe Photoshop CC.

Sec#	Dates	Days	Time	Location
78297	4/29/24–5/20/24	M	6:00PM–8:00PM	ONLINE-LIVE

NONCREDIT SIGN LANGUAGE

NC.SIGN-001 INTRODUCTION TO ASL FOR FAMILY AND COMMUNITY 1A

30.00 – 40.00 hours

Presents the fundamentals of American Sign Language (ASL) whereby students develop expressive and receptive language skills through the learning of basic vocabulary, grammatical structures, and cultural awareness. Designed for, but not limited to parents, family, and community members.

Sec#	Dates	Days	Time	Location
77283	2/05/24–3/27/24	MW	10:00AM–12:00PM	UCEN-311

NC.SIGN-002 INTRODUCTION TO ASL FOR FAMILY AND COMMUNITY 1B

30.00 – 40.00 hours

Prerequisite: NC.SIGN-001

Continues the fundamentals of American Sign Language (ASL) whereby students develop expressive and receptive language skills through the learning of basic vocabulary, grammatical structures, and cultural awareness. Designed for, but not limited to parents, family, and community members.

Sec#	Dates	Days	Time	Location
77284	4/08/24–5/29/24	MW	10:00AM–12:00PM	UCEN-311

NC.SIGN-005 BEGINNER CONVERSATIONAL ASL FOR COLLEGE AND CAREER

49.33 hours

Examines real estate appraisals, the appraisal process, as well as the different approaches, methods, and techniques used to determine the value of real property, while emphasizing residential and single unit property. Approved by the California Bureau of Real Estate for Sales and Broker's educational requirements.

Sec#	Dates	Days	Time	Location
77285	2/06/24–3/28/24	TTH	2:00PM–4:00PM	MENH-247

NC.SIGN-006 ADVANCED CONVERSATIONAL ASL FOR COLLEGE AND CAREER

49.33 hours

Examines real estate appraisals, the appraisal process, as well as the different approaches, methods, and techniques used to determine the value of real property, while emphasizing residential and single unit property. Approved by the California Bureau of Real Estate for Sales and Broker's educational requirements.

Sec#	Dates	Days	Time	Location
77286	4/09/24–5/30/24	TTH	2:00PM–4:00PM	MENH-247



NONCREDIT SPANISH

NC.SPAN-021 SPANISH FOR HEALTHCARE WORKERS I

54.00 hours

Develops basic Spanish listening, speaking, and oral skills on specific topics related to healthcare professions.

Sec#	Dates	Days	Time	Location
78292	2/12/24–3/16/24	W	6:30PM–8:30PM	ONLINE-LIVE
78293	4/29/24–5/30/24	TH	6:30PM–8:30PM	ONLINE-LIVE

NC.SPAN-022 SPANISH FOR HEALTHCARE WORKERS II

54.00 hours

Recommended Preparation: NC.SPAN-021

Further develops Spanish listening speaking and oral skills on specific topics related to healthcare professions at the novice-high level.

Sec#	Dates	Days	Time	Location
78294	3/18/24–4/27/24			TBA

NONCREDIT SURVEYING (GNSS)

NC.SURV-020 GNSS LEVELING

16.00 hours

Introduces the concepts and techniques involved in establishing precise ellipsoidal heights and the application of a geoid model to derive orthometric heights. Topics include fundamental relationships between heights, practical representation and use of regional and global geoid models, local geoid modeling by surface-fitting, network design, and observing procedures for recovering high-accuracy orthometric heights. Accuracy and limitations of the method are also explored.

Sec#	Dates	Days	Time	Location
75665	2/03/24–3/02/24	S	8:30AM–12:30PM	ONLINE-LIVE

NONCREDIT THEATRE

NC.THTR 060 BUSINESS OF ACTING

24.00 – 30.00 hours

Examines acting as a business and presents approaches to becoming a working professional in the entertainment industry, including marketing materials, representation, audition/submission announcements, professionalism.

Sec#	Dates	Days	Time	Location
78291	4/08/24–5/20/24	M	6:35PM–10:00PM	ONLINE-LIVE

NONCREDIT TRAUMA

NC.VOC-040 AWARENESS AND IDENTIFICATION TRAINING

10.00 – 15.00 hours

Examines the impact of trauma on children and youth. Provides students with the knowledge and skills needed to identify signs of trauma in a professional and/or personal setting and how these experiences can impact behavior.

Sec#	Dates	Days	Time	Location
78299	3/06/24–3/27/24	W	6:00PM–8:30PM	ONLINE-LIVE

NC.VOC-041 INTERVENTION AND PREVENTION TRAINING

10.00 – 15.00 hours

Recommended Preparation: NC.VOC-040

Examines the impact of trauma on children and youth. Provides students with the knowledge and skills needed to utilize appropriate behavioral interventions, including prevention techniques, in a professional and/or personal setting when working with children and youth impacted by trauma.

Sec#	Dates	Days	Time	Location
78300	4/10/24–5/01/24	W	6:00PM–8:30PM	ONLINE-LIVE

NONCREDIT VETERANS

NC.VOC-050 UNDERSTANDING AND SUPPORTING VETERANS

2.00 – 16.00 hours

Designed to help veterans service organizations and agencies provide stronger support to the veteran community. An emphasis will be placed on evaluating and determining the resources and benefits needed to support and empower veterans, building an awareness of military culture, the diverse make-up of military service members, strengths developed by veterans during service, and the common barriers facing military veterans.

Sec#	Dates	Days	Time	Location
78298	4/16/24–5/21/24	T	6:00PM–8:00PM	ONLINE-LIVE



NONCREDIT YOGA

NC.YOGA 004 YOGA TEACHER TRAINING

46.50 hours

Explores yoga teaching methods including techniques and styles, class management, and communication skills. Additionally, this class will address multi-level participant needs and teaching to special populations within a group setting. This course is the fourth component of the 200-hour Yoga Teacher Training Certificate program through the Yoga Alliance.

Sec#	Dates	Days	Time	Location
75393	2/05/24–3/27/24	MW	12:00PM–1:50PM	PCOH-101

NC.YOGA 005 YOGA TEACHER TRAINING PRACTICUM

41.33 hours

Develops the practical teaching skills needed to assist and lead yoga classes. Additionally, this class will cover business aspects of teaching yoga and prepare students for the comprehensive yoga exam. This course is the final component of the 200-hour Yoga Teacher Training Certificate program through the Yoga Alliance.

Sec#	Dates	Days	Time	Location
75394	4/08/24–5/29/24	MW	11:00AM–1:00PM	PCOH-101



SAVE THE DATE!

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- Mindful Co-Worker
- Navigating Mental Health Issues in the Workplace
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- Survive and Thrive in the Workplace
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