

# 2024-2025 ADDENDUM

## ADMISSIONS

### AUDITING CREDIT COURSES

The governing board of the Santa Clarita Community College District has authorized the auditing of credit classes at College of the Canyons pursuant to Ed Code 76370.

Course auditing is permitted as a service to students who have completed designated credit courses for the maximum number of allowed repeats. The purpose of auditing is to allow students to continue study after course repeatability has been exhausted. The following list of courses has been approved for auditing:

KPEI-153, 245A, 245B, 250A, 250B, 255A, 255B, 260A, 260B, 265, 270A, 270B, 275A, 275B, 280A, 280B, 285A, 285B, 290A, 290B, 295A, 295B

MUSIC-151, 153, 160, 161, 165, 173, 174, 175, 176, 177, 186, 187, 188

PHOTO-092L, 093L, 094L, 095L

THEATR-120, 161, 180A, 184A, 186A, 190

Classes taken by audit follow the same deadline dates as classes taken for credit. Contact Community Education if you wish to audit classes.

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## SUPPORT SERVICES AND PROGRAMS

### PARKING AND TRAFFIC REGULATIONS

Student permits are required on both campuses seven days a week, 24 hours a day, 365 days of the year and valid in student lots only. Failure to have a current parking permit may result in a parking citation for the amount of \$50 plus any applicable Fees.

#### Refund of Parking Fees

See Refund Policy on page 17 of the [current catalog](#).

#### Citations

The campus safety department receives its authority to enforce the traffic and parking regulations from the California Penal Code, the California Vehicle Code and the Superior Court. Ignoring a citation will result in immediate legal action in the form of additional penalties and a hold being placed on your vehicle registration with the Department of Motor Vehicles. Citations will be issued for violation of provisions of the California Vehicle Code as well as the following special college regulations under Section 21113 C.V.C.:

1. Any vehicle parked in a regular stall shall have a valid student parking permit. Students with vehicles without permits may purchase a temporary parking permit from <https://canyons.thepermitstore.com>. The cost of a daily parking permit is \$3.00 and the permit is valid in Student Lots only.
2. No person shall fail to obey any sign or signal erected to carry out these regulations or any section of the California Vehicle Code.
3. Parking is not allowed in any area that does not have a clearly marked stall.
4. Vehicles parked within a stall shall not overlap the lines that designate that stall.
5. All vehicles shall be parked heading into a parking stall.
6. Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed as follows.
  - a. **RED ZONE** - indicates no parking or stopping anytime, whether the vehicle is attended or not.
  - b. **YELLOW ZONE** - indicates a fifteen- (15) minute time limit for loading and unloading vehicles. Vehicles parked in these areas must leave flashers on.
  - c. **GREEN ZONE** - indicates thirty- (30) minute parking as marked.
  - d. **BLUE ZONE** - indicates disabled persons' parking area only with special permit.
7. No person shall abandon, leave standing, any vehicle or motorized cycle on the campus for 24 or more

consecutive hours without permission of the Campus Safety department. Violations will result in vehicle removal and storage.

8. No person shall drive any unlicensed vehicle, nor shall any person stop, park or leave standing any vehicle, whether attended or unattended, upon driveways, paths, or the grounds of College of the Canyons without permission. Any unidentifiable vehicle on campus is subject to removal and storage. Exception is made for district-owned vehicles.

#### Special Parking Areas

**VISITORS** - Thirty-minute time areas are designed with green curbs on the Valencia Campus and Canyon Country Campus. If any visitor is going to be in a space for longer than the designated time limit, he/she should purchase a temporary parking permit from

<https://canyons.thepermitstore.com>

**DISABLED** - Several areas on both campuses are designated for disabled parking. Vehicles parked in these blue-lined parking stalls are required to properly display a California disabled placard.

**STAFF LOTS** - Staff members must clearly display a physical permit hanging from the rearview mirror.

**MOTORCYCLES** - Motorcycles may park in designated motorcycle parking areas located in the south lot 13 and in student lot 4 on the Valencia Campus and in the end caps of each row in lots 1, 2 and 3 on the Canyon Country Campus. A student motorcycle permit is required. A staff permit is required on all motorcycles parking in staff lots. For additional parking information visit our website at [www.canyons.edu/campusafety](http://www.canyons.edu/campusafety).

# 2024-2025 ADDENDUM

## CREDIT CLASSES

### CIVIC ENGAGEMENT AND COMMUNITY-BASED LEARNING

#### CCE 200 INTRODUCTION TO CIVIC AND COMMUNITY ENGAGEMENT

Units: 3.00

UC:CSU 54.00 hours lab

Examines the foundation of civic and community engagement, as well as reviews the importance of fostering social responsibility within communities to enhance well-being of person, place, and thing in order to sustain a democratic society.

#### CCE 201 INTRODUCTION TO COMMUNITY- BASED LEARNING

Units: 3.00

UC:CSU 54.00 hours lab

Integrates academic knowledge and project design to examine real-life social issues while fostering social responsibility and community engagement.

## CULINARY ARTS

#### Certificate of Achievement: Baking and Pastry

The Culinary Arts Baking and Pastry Certificate of Specialization is designed for those interested in professional baking. It includes comprehensive study with an emphasis on application of fundamental baking techniques and ingredients. Program completers are prepared for entry level employment as bread bakers, pastry cooks, cake decorators, or confectioners.

#### Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills and knowledge required for employment in the baking industry.

#### Program Requirements:

Units Required: 16

Units:

CULARTS-127	Principles of Baking .....	3.0
CULARTS-128	Principles of Baking II .....	3.0
CULARTS-129	Cake Decorating Essentials .....	3.0
CULARTS-130	Pastry Art.....	3.0
CULARTS-131	Chocolates.....	3.0

*Plus a minimum of one unit from the following:*

WE-186BAKE	Work Experience Education	
	Baking and Pastry.....	1.0 – 4.0

*Recommended Electives:*

CULARTS-139	Advanced Cake Decorating .....	3.0
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## DANCE

#### DANCE 180 INTRODUCTION TO YOGA

Units: 1.00

UC:CSU 9.00 hours lecture, 27.00 hours lab

Introduces students to the beginning practice of yoga. Students learn the practice of yoga postures to aid in improvement of concentration, physical endurance, flexibility, balance, and alignment. The course integrates basic breathing techniques to enhance the mind-body connection, and reduce stress. Students also examine the context of yoga history philosophy and ethics.

## PUBLIC SAFETY

#### FIRET 070 STRUCTURAL COLLAPSE SPECIALIST 1

Units: 1.00

16.00 hours lecture, 24.00 hours lab

Provides training in basic search and rescue skills under the California Urban Search and Rescue Operational levels.

**FIRET 071 STRUCTURAL COLLAPSE SPECIALIST 2**

Units: 1.25

20.00 hours lecture, 20.00 hours lab

Provides advanced heavy rescue system techniques. Key topics include structural building types, wood and mechanical shores, crib capacities, floor weight calculations, building search, confined space considerations, damaged structure hazard assessment, use of small power and hand tools, air bags, and USAR ICS.

**FIRET 128 CHIEF FIRE OFFICER 3D: EMERGENCY SERVICE DELIVERY RESPONSIBILITIES FOR CHIEF FIRE OFFICERS**

Units: 2.00

CSU 40.00 hours lecture

*Prerequisite: FIRET-120, 121, 122, 123, 124*

Provides students with a basic knowledge of the emergency service requirements related to the roles and responsibilities of a Chief Fire Officer.

**LEPD 012 DIGNITARY SECURITY**

Units: 1.00

24.00 hours lecture

Provides students with an understanding of the basic functions of close personal protection responsibilities when working with a Principal. Includes review of techniques for close-proximity formation, vehicle safeguards, tactical medical treatment, threat assessment, weaponless defense, terrorism, flying while armed and social media.

**LEPD 012A LEADERSHIP IN MASS EVENTS**

Units: 1.00

24.00 hours lecture

Explores global law enforcement leadership perspectives in managing mass events, techniques to effectively assume Command and General Staff positions using the National Incident Management System, navigate complex leadership situations in the Unified Command environment, and enhance personal performance.

**LEPD 023 1-DAY NETWORK COMMUNICATIONS UPDATE**

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Covers necessary keyboard operations and functions while utilizing the Network Communication System (NECS) to access various systems and databases, as well as policies and procedures that regulate access of information systems and the use of information received.

**LEPD 043 UNDERCOVER OPS/TACTICAL RESPONSE**

Units: 0.15

8.00 hours lecture

Introduces the Undercover Operations unit within a police department, includes policies, procedures, and use of force options.

**LEPD 049 MULTI-ASSAULT COUNTER TERRORISM CAPABILITIES (MACTAC)**

Units: 0.15

5.00 hours lecture, 3.00 hours lab

Develops the student's basic skills in Multi-Assault Counter Terrorism Action Capabilities (MACTAC) to a proficient level that enables the student to immediately deploy a contact team or squad able to locate and neutralize violent assaults and/or terrorist acts.

**LEPD 057A LESS LETHAL WEAPONS INSTRUCTOR**

Units: 0.50

14.00 hours lecture, 2.00 hours lab

Develops the training skills necessary to effectively teach the deployment of Direct Impact Less-Lethal 40mm Munitions in individual aggressive combat and Crowd Control.

**LEPD 057B LESS LETHAL WEAPONS**

Units: 0.15

6.00 hours lecture, 2.00 hours lab

Provides certification and proficiency in advanced less-lethal deployment skills during complex crowd control environments.

**LEPD 070 BASIC AUDITOR COURSE**

Units: 1.00

24.00 hours lecture

Provides students with skills necessary for auditing police departments. Focuses on risk assessment, audit planning procedures, and sampling techniques.

**LEPD 100 BASIC ACADEMY**

Units: 24.00

CSU 198.00 hours lecture, 706.00 hours lab

Provides training in basic law enforcement tactics and techniques specifically used by the Los Angeles Police Department. Examines community relations, criminal law, criminal evidence, patrol procedures, investigation, vehicle codes, vehicle operations, communications, physical conditioning, health and safety, self-defense tactics, weapons, and marksmanship.

**LEPD 100A BASIC ACADEMY PART 1**

Units: 12.00

CSU 99.00 hours lecture, 353.00 hours lab

Introduces and initiates training in basic law enforcement tactics and techniques specifically used by California law enforcement agencies. Examines community relations, criminal law, criminal evidence, patrol procedures, evidence procedures, vehicle codes, vehicle operations, communications, physical conditioning, health and safety, self-defense tactics, weapons, and marksmanship.

**LEPD 100B BASIC ACADEMY PART 2**

Units: 12.00

CSU 99.00 hours lecture, 353.00 hours lab

Continuation of basic training in law enforcement tactics and techniques specifically used by California law enforcement agencies. Examines rules of evidence, investigative reporting, marksmanship, weapons violations, information systems, custody and jail operations, controlled substances, First aid & CPR, people with disabilities, juveniles, hazardous

**LESD 002A FIREARMS/TACTICAL SHOTGUN COURSE**

Units: 0.25

2.00 hours lecture, 14.00 hours lab

Provides relevant foundations for basic semi-automatic shotgun techniques, nomenclature, fundamentals of marksmanship, use of force issues, operation, malfunctions and applicable live fire line drills.

**LESD 020A FIREARMS SEMI-AUTO PISTOL 1911**

Units: 0.25

2.00 hours lecture, 14.00 hours lab

Provides the necessary tactical knowledge and skills to succeed in a realistic lethal force encounter. Topics discussed include tactical analysis, Use of Force/ Firearm policy, and Weapons Safety. Skills developed consist of hands-on/practical firearms training using a single action only (SAO) firearm for in-service officers.

**LESD 048B USE OF FORCE INSTRUCTOR**

Units: 2.50

19.00 hours lecture, 101.00 hours lab

Provides the fundamental skills to safely and effectively teach law enforcement agents how to instruct proper technique and protocol when detaining, investigating or physically restraining individuals due to the nature of the behavior and/or the crime committed.

**LESD 064B FIREARMS TACTICAL SCOPED CARBINE**

Units: 0.15

2.00 hours lecture, 6.00 hours lab

Provides training needed to effectively use a rifle equipped with a magnifier. Trains students in the nomenclature, function and use of the duty rifle with a scoped carbine magnifier.

## WORK EXPERIENCE

**WE 186PHOT WORK EXPERIENCE EDUCATION PHOTOGRAPHY**

CSU 54.00 - 216.00 hours lab

Provides students with the opportunity to apply knowledge and skills gained in the area of Photography from college courses or career exploration in an actual work setting. Maximum of 4 units per enrollment. Students must work at the internship site a minimum of 54 hours per unit to receive credit.

# 2024-2025 ADDENDUM

## NONCREDIT CLASSES

### BUSINESS

#### NC.BUS 117A INTRODUCTION TO ENTREPRENEURSHIP

45.00 - 60.00 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.

#### NC.BUS 117B DEVELOPING A BUSINESS PLAN FOR ENTREPRENEURS

45.00 - 60.00 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.

### CAREER SKILLS

#### NC.CSKL 012 JOB SHADOWING

5.00 – 16.00 hours

Explores a specific career of interest by observing an employee perform their work duties at their place of employment. Provides realistic career information that will aid career evaluation.

#### NC.CSKL 014 PUBLIC SPEAKING IN THE WORKPLACE

5.00 – 16.00 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.

### COLLEGE SKILLS

#### NC.CGSL 004 CAREER EXPLORATION

5.00 – 18.00 hours

Provides students with career exploration techniques. Emphasis is placed on selecting a career based on self-examination of interests, values, abilities, and personality through assessment inventories, skill exercises, and career research.

### COLLEGE SUCCESS SKILLS (BASIC SKILLS)

#### NC.BCSK 100 GED PREPARATION

20.00 - 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.

### COMMUNICATIONS STUDIES

#### NC.COMM 001 STRATEGIES AND TACTICS OF PUBLIC RELATIONS

12.00 - 20.00 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.



**MEDICAL SCRIBE****NC.HLTH 249 MEDICAL TERMINOLOGY**

45.00 - 60.00 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.

**NURSING****NC.NURS 089 SUCCESS IN FUNDAMENTAL NURSING**

16.00 - 24.00 hours

Co-Requisite: Nursing 112 and Nursing 114.

Expands on students' critical thinking skills focusing on content from NURSNG 112 & 114. Units do not apply to the associate degree.

**NC.NURS 093 SUCCESS IN MATERNAL NEWBORN AND PEDIATRIC NURSING**

8.00 - 12.00 hours

Co-requisite: NURSNG-236

Expands on students' critical thinking skills focusing on content from NURSNG-236. Units do not apply to the associate degree. Offered pass/no-pass only.

**NC.NURS 094 SUCCESS IN PSYCHIATRIC NURSING**

8.00 - 12.00 hours

Co-requisite: NURSNG-126

Expands on students' critical thinking skills focusing on content from NURSNG-126. Units do not apply to the associate degree. Offered pass/no-pass only.

**NC.NURS 096 SUCCESS IN ADVANCED MEDICAL/SURGICAL NURSING**

16.00 - 24.00 hours

Co-requisite: NURSNG-240

Expands on students' critical thinking skills focusing on content from NURSNG-240. Units do not apply to the associate degree. Offered pass/no-pass only.

**OLDER ADULT****NC.OAD 007 THEATRE APPRECIATION FOR OLDER ADULTS**

6.00 hours - 18.00 hours

Experience live theatre performances while fostering a deeper appreciation for the magic of theatre. Students will explore the history of this art form, connecting it to their present lives and the experiences of young and older adults, while observing how theatre can provide cognitive, social, and physical benefits. This course will allow students to see and experience theatre through the lens of the: director, actor, critic, and audience.

**PUBLIC SAFETY****NC.FIRT 070 STRUCTURAL COLLAPSE SPECIALIST 1**

40.00 hours

Provides training in basic search and rescue skills under the California Urban Search and Rescue Operational levels.

**NC.FIRT 071 STRUCTURAL COLLAPSE SPECIALIST 2**

40.00 hours

Provides advanced heavy rescue system techniques. Key topics include structural building types, wood and mechanical shores, crib capacities, floor weight calculations, building search, confined space considerations, damaged structure hazard assessment, use of small power and hand tools, air bags, and USAR ICS.

**NC.FIRT 128 CHIEF FIRE OFFICER 3D: EMERGENCY SERVICE DELIVERY RESPONSIBILITIES FOR CHIEF FIRE OFFICERS**

40.00 hours

*Prerequisite: NC.FIRT-120, 121, 122, 123, 124*

Provides students with a basic knowledge of the emergency service requirements related to the roles and responsibilities of a Chief Fire Officer.

**REAL ESTATE****NC.REAL 100 REAL ESTATE PRINCIPLES**

45.00 – 60.00 hours

Introduces Real Estate fundamentals by emphasizing the concepts of real property ownership, the sale of real property, contract law, real property law, appraisal, financing, and the business aspects of buying and selling real estate under California law. A State of California required course for the Real Estate Sales License exam.

**NC.REAL 101 REAL ESTATE PRACTICES**

45.00 – 60.00 hours

Examines the theoretical and practical aspects of real estate operations including ethics, obtaining and processing listings, the fundamentals of escrow, and financing and appraisal within the real estate industry. A State of California required course for the Real Estate Sales License.

**NC.REAL 105 REAL ESTATE FINANCING**

45.00 – 60.00 hours

Explores Real Estate finance in California, including analyses of lending sources, loan processing, governmental loans, appraisals and methods of financing commercial and residential properties. This course satisfies one of the California Department of Real Estate Salesperson electives and is required of applicants for the Real Estate Broker examination.

**NC.REAL 115 LEGAL ASPECTS OF REAL ESTATE**

45.00 – 60.00 hours

Explores Real Estate finance in California, including analyses of lending sources, loan processing, governmental loans, appraisals and methods of financing commercial and residential properties. This course satisfies one of the California Department of Real Estate Salesperson electives and is required of applicants for the Real Estate Broker examination.

**NC.REAL 120 REAL ESTATE APPRAISAL**

45.00 – 60.00 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 Department of Real Estate for Sales and Broker's educational requirements.

**NC.REAL 130 ESCROW PROCEDURES AND PROCESSING**

45.00 – 60.00 hours

Provides an overview of the Real Estate escrow process emphasizing the procedures used in the State of California. Can be used to satisfy the California Department of Real Estate's requirement for both Salespersons and Brokers.

**SPORTS MEDICINE****NC.KPET 120 EMERGENCY PROCEDURES**

15.00 - 24.00 hours lecture, 40.00 – 60.00 hours lab

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.

**NC.KPET 212 SPORTS MEDICINE CLINICAL EXPERIENCE**

25.00 - 48.00 hours lecture, 40.00 – 60.00 hours lab

*Recommended Preparation: NC.KPET-120*

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.

**THEATRE****Certificate of Completion: Basic Computer Drafting for the Entertainment Industry**

The Basic Computer Drafting for the Entertainment Industry Certificate of Completion provides basic skills in AutoCAD and Vectorworks drafting software to edit and print standard drawings (plans, sections, elevations, and details) to industry standards.

**Certificate Student Learning Outcome:**

Students will be able to utilize computer drafting applications to edit and print drawings that meet entertainment industry standards.

**Program Requirements:**

Units Required: 0

Units:

NC.THTR-020	AutoCAD Drafting for the Entertainment Industry I.....	0.0
NC.THTR-025	Vectorworks Drafting for the Entertainment Industry I.....	0.0



**Certificate of Completion: Drafting for the Entertainment Industry (AutoCAD)**

The Drafting for the Entertainment Industry (AutoCAD) certificate is designed to provide updated skills for industry professionals and students who wish to learn practical applications of AutoCAD in the Entertainment Industry. Students will learn to create, print, and share standard documents (plans, sections, elevations, and details) to industry standards.

**Certificate Student Learning Outcome:**

Students will be able to utilize AutoCAD to create, edit, print, and share documents that meet entertainment industry standards.

**Program Requirements:**

Units Required: 0

	Units:
NC.THTR-020 AutoCAD Drafting for the Entertainment Industry I.....	
0.0	
NC.THTR-021 AutoCAD Drafting for the Entertainment Industry II.....	0.0

**Certificate of Completion: Drafting for the Entertainment Industry (Vectorworks)**

The Drafting for the Entertainment Industry (Vectorworks) certificate is designed to provide updated skills for industry professionals and students who wish to learn practical applications of Vectorworks in the Entertainment Industry. Students will learn to create, printing, and share standard documents (plans, sections, elevations, and details) to industry standards.

**Certificate Student Learning Outcome:**

Students will be able to utilize Vectorworks to create, edit, print, and share standard documents that meet entertainment industry standards.

**Program Requirements:**

Units Required: 0

	Units:
NC.THTR-025 Vectorworks Drafting for the Entertainment Industry I.....	0.0
NC.THTR-026 Vectorworks Drafting for the Entertainment Industry II.....	0.0

**NC.THTR 020 AUTOCAD DRAFTING FOR THE ENTERTAINMENT INDUSTRY I**

12.00 – 18.00 hours

An introductory vocational course in utilizing AutoCAD for the entertainment industry and specializing in editing and revising standard plans, sections, elevation, and detail drawings.

**NC.THTR 021 AUTOCAD DRAFTING FOR THE ENTERTAINMENT INDUSTRY II**

12.00 – 18.00 hours

*Recommended Preparation: NC.THTR-020*

An introductory vocational course in utilizing AutoCAD for the entertainment industry and specializing in creating standard plans, sections, elevation, and detail drawings, as well as utilizing other advanced software features.

**NC.THTR 025 VECTORWORKS DRAFTING FOR THE ENTERTAINMENT INDUSTRY I**

12.00 – 18.00 hours

An introductory vocational course in utilizing Vectorworks for the entertainment industry and specializing in editing and revising standard plans, sections, elevation, and detail drawings.

**NC.THTR 026 VECTORWORKS DRAFTING FOR THE ENTERTAINMENT INDUSTRY II**

12.00 – 18.00 hours

*Recommended Preparation: NC.THTR-025*

An introductory vocational course in utilizing Vectorworks for the entertainment industry and specializing in creating standard plans, sections, elevation, and detail drawings, as well as utilizing other advanced software features.

**VOCATIONAL****Certificate of Completion: Commercial Printing**

Introduces the operation of small offset printing presses, relevant pre-press, bindery/finishing equipment to produce single color print jobs, full color digital and offset printing, and advanced bindery/finishing procedures while adhering to safety policies and procedures.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate printing, finishing, and packaging print a single and full-color offset print job to required specifications while adhering to safety policies and procedures.

**Program Requirements:**

Units Required: 0

	Units:
NC.VOC-013A Commercial Printing I .....	0.0
NC.VOC-013B Commercial Printing II .....	0.0

**Certificate of Completion: Executive Functioning Skills**

Identify and develop essential executive functioning skills, the positive effects that healthy executive

functioning skills will have on their lives, and develop a toolbox of specific strategies that will enable them to navigate academic, career, and personal relationships in developmentally appropriate ways.

**Certificate Student Learning Outcome:**

Students will be able to create a plan, using Executive Functioning skills, to apply to a real life scenario such as college assignments, career planning, personal growth, and developing healthy relationships.

**Program Requirements:**

Units Required: 0

Units:

NC.VOC-001	Executive Functioning Skills – Strategies for Personal Success....	0.0
NC.VOC-002	Executive Functioning Skills – Strategies for Academic and Career Success .....	0.0

**NC.VOC 001 EXECUTIVE FUNCTIONING SKILLS - STRATEGIES FOR PERSONAL SUCCESS**

8.00 – 10.00 hours

Prepare adults for academic and career success by teaching them essential executive functioning skills. Through a structured approach, students will practice executive function strategies to master; planning, organization, and to empower healthy professional relationships.

**NC.VOC 002 EXECUTIVE FUNCTIONING SKILLS- STRATEGIES FOR ACADEMIC AND CAREER SUCCESS**

8.00 – 10.00 hours

Develops essential executive functioning skills, including time management, organization, goal setting, decision-making, and self-regulation. Through a combination of lectures, discussions, practical exercises, and case studies, students will learn how to enhance their executive functioning abilities and apply them to their academic pursuits.

**NC.VOC 013A COMMERCIAL PRINTING I**

30.00 – 40.00 hours

Provides a hands-on introduction to single-color printing using small offset presses. Students will learn pre-press preparation, essential bindery and finishing techniques, while adhering to safety protocols.

**NC.VOC 013B COMMERCIAL PRINTING II**

30.00 – 40.00 hours

Provides a hands-on introduction to full-color digital printing using offset presses. Students will learn pre-press preparation, advanced bindery, and finishing techniques, while adhering to safety protocols.