

**2023-2024  
ADDENDUM  
CREDIT CLASSES**

**KINESIOLOGY –  
PHYSICAL  
EDUCATION**

**KPEI 250C OFF-SEASON BASKETBALL  
TRAINING**

Units: 1.00

CSU 54.00 hours lab

*May be taken four times for credit*

Provides off-season training in the sport of basketball. Appropriate for members of the intercollegiate basketball team and individuals interested in basketball training at an advanced level. UC Credit limitation: Activity courses combined: maximum credit, 4 units.

**MATHEMATICS**

**MATH 240 CALCULUS FOR BUSINESS AND  
SOCIAL SCIENCE**

Units: 5.00

UC:CSU 90.00 hours lecture

C-ID MATH 140

*Prerequisite: Completion of Intermediate Algebra or higher math placement.*

Presents a study of the techniques of calculus with emphasis placed on the application of these concepts to business and management-related problems. The applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions are studied.

**MUSIC**

**Certificate of Achievement: Commercial Music**

The Commercial Music program is designed as an introductory preparation for employment in music with an emphasis in audio engineering. Courses in the theory and practice of recording techniques are offered to give students a well-rounded foundation to begin work.

**Certificate Student Learning Outcomes:**

Students will be able to:

- Record, mix, edit and master a music track using industry standard equipment and software.
- Design an audio reinforcement system for a live concert or event.
- Demonstrate professional behavior as an audio engineer.

**Program Requirements:**

Units Required: 23

Units:

MUSIC-137A	Introduction to Sibelius .....	2.0
MUSIC-154	Live Sound Reinforcement .....	3.0
MUSIC-156	Recording Techniques I .....	3.0
MUSIC-157	Recording Techniques II .....	3.0
MUSIC-192	Music Business .....	3.0
MUSIC-193A	Introduction to Pro Tools .....	1.5
MUSIC-193B	Intermediate to Pro Tools .....	1.5
MEA-295	Professional Practices/Portfolio .....	2.0
MUSIC-155	Introduction to Audio Production .....	3.0

OR

MEA-155	Introduction to Audio Production .....	3.0
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*Plus a minimum of one unit from the following:*

CWE-186MEA	Cooperative Work Experience Education Media Entertainment Arts (Unpaid) .....	1.0 - 4.0
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OR

CWE-188MEA	Cooperative Work Experience Education Media Entertainment Arts (Paid).....	1.0 - 4.0
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## NURSING

### NURSNG 250 TRANSITION TO PROFESSIONAL PRACTICE

Units: 3.00

CSU 162.00 hours lab

*Prerequisite: Interim Permit from the California Board of Registered Nursing, TB test, physical examination within the last six months. Proof of vaccination for hepatitis B (or signed waiver), rubeola, rubella, mumps, diphtheria, and tetanus. Criminal clearance and current CPR card (for health-care providers) required. Malpractice insurance, and LA City Fire Card.*

Supports new graduate RN students within the last 12 months in their progression from education to professional practice. While working with pre-arranged preceptors in acute care facilities, students will have the opportunity to expand upon the knowledge and skills learned in a pre-licensure nursing program. Offered Pass/No- Pass only. Field trips required.

## PUBLIC SAFETY – AGENCY TRAINING

The College, in conjunction with various community partner agencies, provides additional advanced training courses that are approved by the State Fire Marshal, the California Department of Forestry and Fire Protection, and the Commission on Peace Officer Standards Training (P.O.S.T.). These advanced training courses are part of the Los Angeles County Fire Department, Los Angeles County Lifeguard, Los Angeles Sheriff Department, and Los Angeles Police Department series.

Registration for the following courses are limited to students who have successfully completed the prerequisites, or provide evidence of minimum skills necessary to be successful in the course, that are listed in the course outlines or record. Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. For more information on the minimum skills validation for these course contact the College's Academic Affairs office. The courses listed below may be repeated if used for legally mandated training and are offered pass/no-pass only unless otherwise noted.

## LAW ENFORCEMENT, POLICE DEPARTMENT ADVANCED TRAINING - (LEPD)

### LEPD 015 CROWD CONTROL

Units: 0.15

4.00 hours lecture, 4.00 hours lab

Provides students the opportunity to review the policy, procedures and laws related to public assemblies, crowd management and control.

### LEPD 015A CANINE TRACKING COURSE

Units: 0.25

5.00 hours lecture, 11.00 hours lab

Provides K-9 handlers the knowledge to work with and utilize canines to track and follow human scent in compliance with the California state standards.

### LEPD 017A CRISIS NEGOTIATION

Units: 2.00

40.00 hours lecture

Provides students with the ability to apply verbal strategies used to manage a hostage, barricaded, or suicidal subject incident.

### LEPD 017B CRISIS INTERVENTION

Units: 0.25

8.00 hours lecture

Provides student with the tools to identify mental illness, a mental health crisis, properly manage and de-escalate situations, conduct comprehensive assessments of an individual pursuant to 5150 of the Welfare and Institutions Code (WIC) and complete required documentation.

### LEPD 018D USE OF FORCE – REALITY BASES

Units: 0.25

8.00 hours lecture

Presents use of force laws and policies and develops critical decision making skills to improve the student's ability to generate voluntary compliance through the art of persuasion.

### LEPD 037 MOTORCYCLE OFFICER UPDATE

Units: 0.15

4.00 hours lecture, 5.00 hours lab

Designed to provide proper motorcycle riding and control techniques to enhance the officer's ability to avoid accidents and injuries.

**LEPD 057A LESS LETHAL WEAPONS INSTRUCTOR**

Units: 0.15

6.00 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 076A OFFICER INVOLVED INCIDENT INVESTIGATION**

Units: 1.00

24.00 hours lecture

Provides tools necessary while investigating critical officer involved incidents.

**LEPD 082B RIFLE MARKSMANSHIP-SNIPER ADVANCED**

Units: 0.50

13.00 hours lecture, 27.00 hours lab

Provides students skills, knowledge and techniques to successfully utilize the sniper rifle in tactical situations, to become a Rifle Marksman-Sniper.

**LEPD 110A SUPERVISOR SCHOOL**

Units: 4.00

80.00 hours lecture

Provides the student with fundamental concepts and principles of effective supervision.

**LEPD 110B SUPERVISOR SCHOOL (NON-POST)**

Units: 3.00

56.00 hours lecture, 16.00 hours lab

Provides fundamental concepts and principles of effective supervision with an emphasis in procedural techniques required in the field.

**LEPD 122A COMMUNICATIONS TRAINING OFFICER**

Units: 2.00

40.00 hours lecture

Provides comprehensive instruction and prepares personnel for duties serving as a Communications Training Officer (CTO) for a law enforcement organization.

**LAW ENFORCEMENT,  
SHERIFF DEPARTMENT ADVANCED  
TRAINING - (LESD)****LESD 043 DEFENSE TACTICS FOR WOMEN**

Units: 0.15

8.00 hours lab

Provides the student with defensive techniques specially targeted to women in law enforcement.

**LESD 063 CHEMICAL AGENT INSTRUCTOR**

Units: 0.25

8.00 hours lecture, 8.00 hours lab

Prepares students to teach basic and in-service Chemical Agents classes to peace officers. Includes a review of statutory requirements, device deployment, effects of chemical agents, decontamination/care, instruction techniques, and various scenario exercises.

**RECREATION  
MANAGEMENT****REC 122 BACKPACKING**

Units: 2.00

CSU 18.00 hours lecture, 54.00 hours lab

Introduces the basic principles of the backcountry with a special emphasis on backpacking and camping skills. Emphasis is on techniques, proper use of equipment, clothing, navigation with topographic maps and compass, trip planning, campsite selection, trail etiquette, camp cooking, Leave No Trace principles, and safety. Multi-day overnight trip required.

# 2023-2024 ADDENDUM NONCREDIT CLASSES

## ARCHITECTURE & INTERIOR DESIGN

### Certificate of Completion: Model Making for Architecture and Interior Design

Introduction to current practices in physical model making for Architecture and Interior Design.

### Certificate Student Learning Outcome:

Students will be able to utilize industry recognized means and methods of physical model making to create architecture and/or interior design portfolio content.

### Program Requirements:

Units Required: 0

	Units:
NC.ARCH-050	Introduction to Model Making .....0.0 <i>OR</i>
NC.ID-050	Introduction to Model Making .....0.0 <i>AND</i>
NC.ARCH-096	Architecture and Interior Design Lab .....0.0 <i>OR</i>
NC.ID-096	Architecture and Interior Design Lab .....0.0

### NC.ARCH 050 INTRODUCTION TO MODEL MAKING

4.00 – 8.00 hours

Introduction to physical model making technology, terminology, capabilities and limitations including the use of 3D printing and laser cutting as tools for exploring foundational problem solving skills. Same as NC.ID-050.

### NC.ARCH 096 ARCHITECTURE AND INTERIOR DESIGN LAB

36.00 – 56.00 hours

*Prerequisite: NC.ARCH-050*

Provides a hands-on opportunity for students to learn and use model making tools and techniques to create their own architectural and interior design models and other projects. Students will have access to a variety of tools, including 3D printers, laser cutters, and other specialized equipment. Same as NC.ID-096.

### NC.ID 050 INTRODUCTION TO MODEL MAKING

4.00 – 8.00 hours

Introduction to physical model making technology, terminology, capabilities and limitations including the use of 3D printing and laser cutting as tools for exploring foundational problem solving skills. Same as NC.ARCH-050.

### NC.ID 096 ARCHITECTURE AND INTERIOR DESIGN LAB

36.00 – 56.00 hours

*Prerequisite: NC.ID-050*

Provides a hands-on opportunity for students to learn and use model making tools and techniques to create their own architectural and interior design models and other projects. Students will have access to a variety of tools, including 3D printers, laser cutters, and other specialized equipment. Same as NC.ARCH-096.

## EDUCATION

### Certificate of Completion: 21st Century Teaching Practices

The 21st Century Teaching Practices Certificate program is an intermediate level professional development opportunity for educators to apply current research on teaching and learning to different populations of students and different pedagogical methods in the classroom. Teachers explore new approaches and techniques to further enhance student success, and implement these approaches and techniques in a learning community of fellow educators.

### Certificate Student Learning Outcome:

Students will be able to apply teaching strategies and technologies to develop best practices for a 21st century learning environment.

### Program Requirements:

Units Required: 0

	Units:
NC.EDUC-106	Teaching P5BL for Civic Equity and Inclusion .....0.0
NC.EDUC-107	ePortfolios for Engagement, Reflection, and Assessment.....0.0
NC.EDUC-108	Teaching International Students.....0.0

### Certificate of Completion: Fundamental Teaching Skills for Higher Education

Learn the fundamental theories, techniques, and skills needed to start and maintain a successful career in the California Community College system. Develops techniques and tools for best practices in a variety of learning environments.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate the skills needed to design and deliver a lesson plan and start a successful career in the California Community College system.

**Program Requirements:**

Units Required: 0

	Units:
NC.EDUC-100 Introduction to Teaching Strategies.....	0.0
NC.EDUC-110 Future Instructors Training for Higher Education.....	0.0

**NC.EDUC 100 INTRODUCTION TO TEACHING STRATEGIES**

36.00 – 54.00 hours

Introduces and develops techniques for best practices in selected learning environments. Amplifies key concepts and tools for educators to implement across curriculum and modalities. Focuses on self-reflection and peer review to enhance and improve authentic best practices in the classroom and conducive to student center learning.

**NC.EDUC 106 TEACHING P5BL FOR CIVIC EQUITY AND INCLUSION**

18.00 – 24.00 hours

Learn how to develop and implement effective civic inclusion curricula using P5BL. You will learn how to co-teach with other educators, create P5BL assignments and syllabi, and incorporate academic and personal research, social responsibility, community engagement, and real-world "wicked" problems into your teaching.

**NC.EDUC 107 EPORTFOLIOS FOR ENGAGEMENT, REFLECTION, AND ASSESSMENT**

18.00 hours

Explore how ePortfolios can be used to help students engage with material, reflection on their progress, and assess their own skills and knowledge. ePortfolios are digital collections of artifacts that students create and curate to showcase their learning and can include a variety of materials, such as essays, presentations, projects, and creative work.

**NC.EDUC 108 TEACHING INTERNATIONAL STUDENTS**

18.00 hours

Equips faculty with strategies and tools to create an inclusive classroom environment that fosters comprehensive internationalization, cross-cultural dialogue, and inclusivity, in order to amplify a wider range of voices. An emphasis on crafting assessments, lectures and other classroom activities to create an inclusive and authentic teaching experience.

**NC.EDUC 110 FUTURE INSTRUCTORS TRAINING FOR HIGHER EDUCATION**

12.00 – 16.00 hours

*Prerequisite: NC.EDUC-100*

Prepares students for a successful California Community College system career. Students will learn about the different types of positions available, the qualifications required, and the job search and interview process. Students will also develop the skills necessary to succeed in the academic workplace by learning classroom management technique along with resume and syllabus-building.

**ENGLISH**

**NC.ENGL 001 ESSENTIAL READING AND WRITING SKILLS I**

18.00 – 36.00 hours

*Optional Corequisite: Enrollment in Transfer-Level English Course*

Develops reading and writing skills by applying critical reading strategies to non-fiction texts and writing brief source-based essays.

**NC.ENGL 002 ESSENTIAL READING AND WRITING SKILLS II**

18.00 – 36.00 hours

*Optional Corequisite: Enrollment in Transfer-Level English Course*

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.

**MATHEMATICS**

**NC.MATH 001 WHOLE NUMBERS**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.



**NC.MATH 002 FRACTIONS AND MIXED NUMBERS**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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

**NC.MATH 003 DECIMAL NUMBERS**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NC.MATH 004 PERCENTAGES**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NC.MATH 005 RATES AND PROPORTIONS**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NC.MATH 006 SIGNED NUMBERS**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NC.MATH 007 ALGEBRAIC EXPRESSIONS**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NC.MATH 008 GRAPHS AND LINES**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NC.MATH 009 LINEAR SYSTEMS**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NC.MATH 010 EXPONENTS AND POLYNOMIAL OPERATIONS**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NC.MATH 011 FACTORING POLYNOMIALS**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NC.MATH 012 RATIONAL EXPRESSIONS AND EQUATIONS**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NC.MATH 013 RELATIONS, FUNCTIONS, AND GRAPHS**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NC.MATH 014 ABSOLUTE VALUE EQUATIONS AND INEQUALITIES**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NC.MATH 015 RADICALS AND RATIONAL EXPONENTS**

10.00 – 14.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NC.MATH 016 QUADRATIC EQUATIONS AND FUNCTIONS**

8.00 – 12.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NC.MATH 017 EXPONENTIAL AND LOGARITHMIC FUNCTIONS**

8.00 – 12.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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 designed to prepare and provide support for transfer-level mathematics and science courses.

**NC.MATH 018 CONIC SECTIONS**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NC.MATH 019 SEQUENCES AND SERIES**

6.00 – 10.00 hours

*Optional Corequisite: Enrollment in Transfer-Level Math Course*

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.

**NURSING****Certificate of Completion: Nursing Skills Lab**

Provides individualized and group activities for the practice of nursing in a controlled setting to promote proficiency in delivering nursing care in the clinical setting. Expands upon the theoretical concepts taught and provides learning assistance for the following nursing courses: Nursing 050, 109, 112, 114, 124, 126, 130, 212, 234, 236, 240, 250. Students are required to take two courses: NC.NURS 081 Nursing Skills Lab: Intermediate and NC-NURS 082 Nursing Skills Lab: Advanced. Additionally students must choose one of three elective courses to receive the certificate of completion. The electives include: NC.NURS 083 Nursing Skills Lab: Review, NC.NURS 084 Nursing Skills Lab: Maternal Child Health, or NC.NURS 085 Nursing Skills Lab: Psychiatric.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate intermediate and advanced nursing related psychomotor and critical thinking skills while applying theoretical concepts to simulated situations.

**Program Requirements:**

Units Required: 0

Units:

NC.NURS-081 Nursing Skills Lab: Intermediate.....0.0

NC.NURS-082 Nursing Skills Lab: Advanced .....0.0

*Plus one of the three following courses.*

*Must complete a minimum of 5 hours:*

NC.NURS-083 Nursing Skills Lab: Review .....0.0

NC.NURS-084 Nursing Skills Lab:  
Maternal Child Health.....0.0

NC.NURS-085 Nursing Skills Lab: Psychiatric .....0.0

**NC.NURS 081 NURSING SKILLS LAB: INTERMEDIATE**

1.00 – 300.00 hours

Provides nursing students the hands-on opportunity to apply their skills in a safe and controlled environment. Students will work individually and in groups to learn and master the skills they need to provide nursing care in a real-world clinical setting. The course will expand on the theoretical concepts taught in first and second semester nursing courses. Students must be enrolled in the Nursing Program at College of the Canyons.

**NC.NURS 082 NURSING SKILLS LAB: ADVANCED**

1.00 – 300.00 hours

Provides nursing students the hands-on opportunity to apply their advanced skills in a safe and controlled environment. Students will work individually and in groups to learn and master the skills they need to provide nursing care in a real-world clinical setting. The course will expand on the theoretical concepts taught in third and fourth semester nursing courses. Students must be enrolled in the Nursing Program at College of the Canyons.

**NC.NURS 083 NURSING SKILLS LAB: REVIEW**

1.00 – 50.00 hours

Provides nursing students hands-on opportunity to review their advanced skills in a safe and controlled environment. Students will work individually and in groups to learn and master the skills they need to provide nursing care in a real-world clinical setting. The course will revisit and expand on the theoretical concepts for the following nursing courses: Nursing 050, 109, 112, 114, 124, 126, 130, 212, 234, 236, 240, & 250. Students must be enrolled in the Nursing Program or the Certified Nursing Assistant Program at College of the Canyons or be assigned the class as a remediation plan in order to return to the program.

**NC.NURS 084 NURSING SKILLS LAB: MATERNAL CHILD HEALTH**

1.00 – 50.00 hours

Provides nursing students the chance to practice their maternal child health nursing skills in a safe and controlled environment. Students will work individually and in groups to learn and master the skills they need to provide maternal child health nursing care in a real-world clinical setting. The course will cover the theoretical concepts taught in Nursing 236: Maternal Child Health. Students must be enrolled in the Nursing Program at College of the Canyons or be assigned the class as a remediation plan in order to return to the program.

**NC.NURS 085 NURSING SKILLS LAB: PSYCHIATRIC**

1.00 – 50.00 hours

Provides nursing students the chance to practice their psychiatric nursing skills in a safe and controlled environment. Students will work individually and in groups to learn and master the skills they need to provide maternal child health nursing care in a real-world clinical setting. The course will cover the theoretical concepts taught in Nursing 126: Psychiatric Nursing. Students must be enrolled in the Nursing Program at College of the Canyons or be assigned the class as a remediation plan in order to return to the program.

**OLDER ADULT**

**NC.OAD 014 BOOK BINDING AND BOOK DESIGN FOR OLDER ADULTS**

18.00 hours - 36.00 hours

Introduction to book binding, including Western and Eastern techniques, materials, book structure, and design.

**PARALEGAL**

**NC.PLGL 001 TEST PREPARATION FOR CERTIFIED PARALEGAL EXAM: KNOWLEDGE SECTION**

20.00 hours - 24.00 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, bankruptcy, and ethics. Develops a study plan and utilizes practice exam questions. This study course is not affiliated with the ABA-approved Paralegal Studies program at College of the Canyons.



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

16.00 hours - 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. This study course is not affiliated with the ABA-approved Paralegal Studies program at College of the Canyons.

**VOCATIONAL****Certificate of Completion: Commercial Painting**

Students will develop proper paint selection and covering/masking techniques and will develop the skills to properly prepare and paint different surfaces using a variety of painting equipment. Painting safety policies and procedures will also be covered.

**Certificate Student Learning Outcome:**

Students will be able to demonstrate skills needed to safely prepare and paint various surfaces using a variety of painting equipment.

**Program Requirements:**

Units Required: 0

Units:

NC.VOC-012A	Commercial Painting I .....	0.0
NC.VOC-012B	Commercial Painting II .....	0.0

**NC.VOC 12A COMMERCIAL PAINTING I**

20.00 – 30.00 hours

Introduces proper paint selection and covering/masking skills for various projects while adhering to safety policies and procedures.

**NC.VOC 12B COMMERCIAL PAINTING II**

20.00 – 30.00 hours

*Recommended Preparation: NC.VOC-012A*

Develops the skills to properly prepare and paint different surfaces using a variety of painting equipment.