

SCHOOL OF PERSONAL AND PROFESSIONAL LEARNING / NONCREDIT CLASSES

SCHOOL OF PERSONAL AND PROFESSIONAL LEARNING - NONCREDIT

Program	Certificate of Competency	Certificate of Completion	Program (Continued)	Certificate of Competency	Certificate of Completion
21st Century Career Skills		X	Essential Intermediate Algebra Skills: Shapes and Patterns	X	
Adobe Photoshop Association Certification Exam Preparation		X	Essential Pre-Algebra Skills	X	
Autodesk Maya Certified User Exam Preparation		X	Essential Reading and Writing Skills for College and Career	X	
Baking Fundamentals		X	Fundamental Skills for Commercial Artists		X
Business of Acting		X	Fundamentals of Communication		X
Career and Lifestyle Exploration		X	Gateway Human Resources Assistant		X
Career Strategist		X	General Education Development Preparation		X
CBEST Preparation		X	Global Navigation Satellite System (GNSS) Certificate Program		X
Certified Paralegal Exam Test Preparation		X	Hotel Front Office Training		
College Success Toolkit	X		Human Resources Professional		X
Commercial Sewing		X	Instructional Aide Training		X
Commercial Sexual Exploitation of Children (CSEC) Training		X	Introduction to Residential Building Trade Skills		X
Customer Relations		X	Management Tool Box		X
Digital Office		X	Master Gardener		X
Digital Photographic Camera and Composition Fundamentals		X	Medical Scribe		X
Digital Photographic Camera and Manual Exposure Fundamentals		X	Mindful Co-worker		X
Digital Photographic Project Fundamentals		X	Navigating Mental Health Issues in the Workplace		X
Digital Publishing for the Office		X	Occupational Safety Health Administration (OSHA) Construction Certification		X
Emerging Leaders		X	Personal Care Aide Training		X
ESL/Beginning Level	X		Personal Trainer Preparation		X
ESL/Intermediate Level	X		Physical Fitness Preparation for Public Safety		X
English as a Second Language (ESL) for College Preparation I	X		Project Management for Non-Project Managers		X
English as a Second Language (ESL) for College Preparation II	X		Real Estate		X
Entering the Workforce Post Criminal Conviction		X	Spanish for Healthcare Workers		X
English for the Workplace		X	Supervisor's Roadmap		X
Entrepreneurship		X	Survive and Thrive in the Workplace		X
Essential Academic Skills	X		Teaching Foundation		X
Essential Arithmetic Skills	X		Therapeutic Rehabilitation Technician		X
Essential Beginning Algebra Skills	X		Understanding Trauma in Children and Youth Training		X
Essential Intermediate Algebra Skills: Functions and Rational Exponents	X		Upgrade to Academic Success	X	
Essential Intermediate Algebra Skills: Polynomials	X		Workplace Essentials		X
Essential Intermediate Algebra Skills: Quadratics, Exponentials, and Logarithms	X		Yoga Teacher Training		X

The College's School of Personal and Professional Learning provides lifelong learning classes to residents of all ages with opportunities for professional development, skills development, and language acquisition. These courses are offered tuition-free and are supported by the State of California. Courses include English as a Second Language (ESL), Immigrant Education & Citizenship, College Success Skills, programs for Older Adults (Emeritus College), Health and Safety Education, and Career Technical Education programs. Some courses may require a materials fee to be paid at the time of registration to cover the cost of supplies and materials given to students during the class. This fee does not cover the cost of any required textbooks.

ART

Certificate of Completion: Fundamental Skills for Commercial Artists

Offers fundamental rendering skills required for students seeking employment in the creative arts economy of Southern California, and job training/refresher skills for professionals already working in the field.

Certificate Student Learning Outcome:

Students will be able to apply fundamental drawing techniques to anatomical renderings in a variety of artistic modalities.

Program Requirements:

Units Required: 0

		Units
NC.ART-110	Fundamentals of Drawing for Commercial Artists.....	0.0
NC.ART-200	Anatomy for Commercial Artists	0.0

NC.ART 110 FUNDAMENTALS OF DRAWING FOR COMMERCIAL ARTISTS

24.00 – 36.00 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.

NC.ART 200 ANATOMY FOR COMMERCIAL ARTISTS

24.00 – 40.00 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.

BUSINESS

Certificate of Completion: Entrepreneurship

Designed to prepare students with the management skills unique to the successful operation of a small business enterprise, including financial, marketing, and management strategies.

Certificate Student Learning Outcomes:

Students will be able to:

- Learn techniques for business plan development and creation.
- Utilize 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.

Program Requirements:

Units Required: 0

Units:

Required Courses:

NC.BUS-117A	Introduction to Entrepreneurship	0.0
NC.BUS-117B	Developing a Business Plan for Entrepreneurs	0.0

Certificate of Completion: Gateway Human Resources Assistant

Introduce learners to the field of human resources. Prepare participants with a solid foundation of the human resources functions, basic knowledge of relevant employment laws, and the ability to perform basic human resources activities that are an essential part of the employment life cycle. The Gateway Human Resources Assistant certificate consists of three short-term courses and is designed for those interested in gaining knowledge and skills for employment into an entry-level position in human resources.

Certificate Student Learning Outcome:

Students will be able to describe the human resources functions and fundamental employment laws, and demonstrate the ability to perform foundational activities.

Program Requirements:

Units Required: 0

		Units
NC.BUS-1A	Foundations of Human Resources Management	0.0
NC.BUS-1B	Employment Law Fundamentals	0.0
NC.BUS-1C	Human Resources Management Support Activities	0.0

Certificate of Completion: Human Resources Professionals

Examines the human resources professional's role as a strategic partner for an organization. Provides a more advanced employment law review and update and explores human resources strategies to optimize their organization to achieve a competitive advantage. The Human Resources Professionals certificate consists of two short-term courses and is designed for those individuals interested in stepping into a higher-level strategic human resources position.

Certificate Student Learning Outcome:

Students will be able to:

- Demonstrate knowledge of relevant federal and state employment laws and address how these laws and recent updates apply to employers and employees in the workplace.
- Select and apply appropriate human resources strategies to optimize their organization to achieve a competitive advantage.

Program Requirements:

Units Required: 0

Units
NC.BUS-3A	Legal Review and Update for Human Resources Management Professionals.....0.0
NC.BUS-3B	Strategic Human Resources Management0.0

Certificate of Completion: Project Management for Non-Project Managers

Designed to prepare a student with a basic skillset on how to manage goals, objectives, develop work tasks, summary tasks, resource tasks, and milestones, while working with a team to complete a project plan.

Certificate Student Learning Outcome:

Students will be able to create a project plan utilizing Microsoft Office Project Software to facilitate project goals.

Program Requirements:

Units Required: 0

	Units
NC.BUS-10A	Introduction to Project Management.....0.0
NC.BUS-10B	Microsoft Project Basics0.0

Certificate of Completion: Supervisor’s Roadmap

Examines the critical role of supervisors, managers, and leaders within the context of human resources management across various industries. Provides business leaders with a more in-depth employment law review and the strategies and tools to navigate the work environment to more effectively hire, manage, motivate, and retain talent. The Supervisor’s Roadmap certificate consists of two short-term courses and is designed for those interested in moving into a supervisor role or for individuals wanting to step into a leadership role with additional employee oversight responsibilities.

Certificate Student Learning Outcome:

- Students will be able to:
- Demonstrate knowledge of employment laws as it pertains to the employment life cycle from a supervisor and business leader’s perspective.
 - Apply strategies and tools to more effectively hire, manage, motivate, and retain talent.

Program Requirements:

Units Required: 0

Units
NC.BUS-2A	Supervisor’s Role in Workplace Compliance.....0.0
NC.BUS-2B	People Management0.0

NC.BUS-1A FOUNDATIONS OF HUMAN RESOURCES MANAGEMENT

16.00 hours
Explores the major areas of responsibilities under human resources and the importance of these functions within a business. Discover careers within human resources and the skills needed to be successful.

NC.BUS-1B EMPLOYMENT LAW FUNDAMENTALS

16.00 hours
Recommended Preparation: NC.BUS-1A
Examines relevant state and federal employment laws that impact the workplace.

NC.BUS-1C HUMAN RESOURCES MANAGEMENT SUPPORT ACTIVITIES

16.00 hours
Recommended Preparation: NC.BUS-1B
Presents basic essential activities applicable to a support level position in human resources.

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.

NC.BUS-2B PEOPLE MANAGEMENT

24.00 hours
Examines tools to effectively hire, manage, motivate, and retain talent. Examines the employment life cycle from a supervisor and business leader’s perspective.

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.

NC.BUS-3B STRATEGIC HUMAN RESOURCES MANAGEMENT

24.00 hours
Explores human resources strategies to optimize an organization’s efforts in achieving a competitive advantage.

NC.BUS 10A INTRODUCTION TO PROJECT MANAGEMENT

28.00 – 32.00 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.

NC.BUS 10B MICROSOFT PROJECT BASICS

28.00 – 32.00 hours

Explores Microsoft Project for basic project management skills such as: work tasks, summary tasks, milestones, recurring tasks, and resources.

NC.BUS 117A INTRODUCTION TO ENTREPRENEURSHIP

54.00 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

54.00 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

Certificate of Completion: Workplace Essentials

Earners of this certificate have demonstrated effective and professional business writing skills using appropriate business tone, organization, formatting, word choice and persuasion. They have learned the art of matching the delivery channel (email, letter, memo or text) to the message type and situations. Earners have gained a deeper understanding of time management tools, critical thinking techniques, and problem solving strategies.

Certificate Student Learning Outcome:

Students will be able to apply effective strategies in time and workload management, business writing, and analytical thinking techniques.

Program Requirements:

Units Required: 0

	Units
NC.CSKL-001 Time Management.....	0.0
NC.CSKL-002 Business Writing in the Technology Age	0.0
NC.CSKL-003 Critical Thinking, Problem Solving, and Decision Making	0.0

Certificate of Completion: Customer Relations

Earners of this certificate have developed a deep understanding of communication skills and how they relate to quality customer service. Additionally, earners understand different personality styles and how to adapt to each. They are able to provide strategic customer service recommendations based on their classroom experience as well as demonstrate collaborative problem solving.

Certificate Student Learning Outcome:

Students will be able to evaluate effective strategies in customer relations through creative problem solving, collaborative negotiation process tools, and effective communication for a variety of personality styles.

Program Requirements:

Units Required: 0

	Units
NC.CSKL-004 Customer Service	0.0
NC.CSKL-005 Negotiation	0.0
NC.CSKL-006 Personality Styles	0.0

Certificate of Completion: Management Tool Box

Earners of this certificate have demonstrated an understanding of delegation, communication, time management and motivation techniques and skills needed for a successful manager.

Certificate Student Learning Outcome:

Students will be able to distinguish effective management skills through techniques in communication, delegation, and motivational skills.

Program Requirements:

Units Required: 0

	Units
NC.CSKL-007 Successfully Managing and Developing People	0.0
NC.CSKL-008 Work Place Communication Strategies	0.0

Certificate of Completion: Career Strategist

The Career Strategist Certificate trains students to develop the skills needed to gain an accurate understanding of their strengths, interests, abilities and work values. Students also develop the skills to combine personal characteristics with career information to improve their skills at seeking, obtaining, maintaining and changing jobs. Each related course is designed

and taught by a career counselor to improve the career development competencies required for strategic career decision making.

Certificate Student Learning Outcome:

Students will be able to apply an effective career strategy through implementation of personalized career planning techniques, assessment of occupational information, social media networking, and relationship marketing.

Program Requirements:

Units Required: 0

	Units
NC.CSKL-009 Personalized Career Planning.....	0.0
NC.CSKL-010 Strategic Job Search	0.0
NC.CSKL-011 LinkedIn for Business	0.0

Certificate of Completion: Career and Lifestyle Exploration

The Career and Lifestyle Exploration Certificate allows students to assess and understand their strengths, interests, abilities and work values. Students will use this knowledge to explore a career of interest through a job shadowing experience and interview. Each related course is designed and taught by a career counselor to improve the career development competencies required for strategic career exploration.

Certificate Student Learning Outcome:

Students will be able to utilize the results of a career planning assessment and identify the work duties, skills needed, and advantages and disadvantages of a specific career of interest.

Program Requirements:

Units Required: 0

	Units
NC.CGSL-004 Career Exploration.....	0.0
NC.CSKL-012 Job Shadowing	0.0

Certificate of Completion: Emerging Leaders

Examine different leadership styles, strategies for becoming an effective leader, and the impact leadership can have on organizational effectiveness. Emphasis will be placed on attributes of successful leaders, leadership communication skills, and techniques for planning and organizing in today's changing workplace.

Certificate Student Learning Outcome:

Students will be able to identify strategies and create a plan for becoming an effective leader in a variety of professional settings.

Program Requirements:

Units Required: 0

	Units
NC.CSKL-022 Emerging Leaders	0.0
NC.CSKL-023 Organizational Leadership.....	0.0

Certificate of Completion: Fundamentals of Communication

Earners of this certificate have demonstrated the fundamental principles of workplace communication, including effective listening, rapport building, and persuasive communication strategies for leadership. They have also identified and utilized technological tools to build a professional online presence and collaborate with others online and in person. Earners have gained a deeper understanding of navigating workplace communication challenges to create more positive outcomes.

Certificate Student Learning Outcome:

Students will be able to apply effective techniques for building an online presence and navigating workplace communication challenges in person and online.

Program Requirements:

Units Required: 0

	Units
NC.CSKL-008 Workplace Communication Strategies	0.0
NC.CSKL-014 Public Speaking in the Workplace ...	0.0
NC.CSKL-016 Digital Fluency	0.0

Certificate of Completion: Mindful Co-worker

Earners of this certificate have demonstrated empathetic strategies and good listening skills to build strong connections with customers, clients, and co-workers from diverse backgrounds and differing points of view. They have also identified and applied strategies for becoming more adaptable and managing stress in the modern workplace. Earners have gained a deeper understanding of the distinct advantages to having diversity in the workplace.

Certificate Student Learning Outcome:

Students will be able to apply effective strategies for becoming more adaptable, increasing empathy, and identifying the distinct advantages to having diversity in the workplace.

Program Requirements:

Units Required: 0

	Units
NC.CSKL-015 Adaptability.....	0.0
NC.CSKL-017 Empathy	0.0
NC.CSKL-021 Social-Diversity Awareness	0.0

Certificate of Completion: Navigating Mental Health Issues in the Workplace

Earners of this certificate have identified and demonstrated the appropriate Mental Health First Aid action plan for individuals who may be experiencing a mental health problem and crisis including connecting individuals to professional resources. They have also demonstrated empathetic strategies and good listening skills to build strong connections with customers,

clients, and co-workers from diverse backgrounds and differing points of view. Earners have gained a deeper understanding of the importance of empathy, good listening skills, and appropriately navigating mental health issues in the workplace.

Certificate Student Learning Outcome:

Students will be able to identify and demonstrate empathetic strategies, good listening skills, and the appropriate Mental Health First Aid action plan for individuals who may be experiencing a mental health problem or crisis.

Program Requirements:

Units Required: 0

	Units
NC.CSKL-013 Mental Health First Aid in the Workplace.....	0.0
NC.CSKL-017 Empathy	0.0

Certificate of Completion: Survive and Thrive in the Workplace

The Survive and Thrive in the Workplace Certificate trains students to develop the skills needed to embrace failure, reflect on mistakes, and take corrective action to remain competitive in the modern workplace. Students also develop the skills needed to embrace an entrepreneurial mindset and apply leadership skills to manage projects, propose ideas, and create value for an organization.

Certificate Student Learning Outcome:

Students will be able to apply effective strategies for embracing more of an entrepreneurial mindset and increasing self-awareness and resilience in the workplace.

Program Requirements:

Units Required: 0

	Units
NC.CSKL-018 Entrepreneurial Mindset	0.0
NC.CSKL-019 Resilience.....	0.0
NC.CSKL-020 Self-Awareness	0.0

Certificate of Completion: 21st Century Career Skills

Provides training in the following career skills, also known as “soft skills”: Adaptability, Self-awareness, Digital Fluency, Communication, Collaboration, Empathy, Analysis/Solution Mindset, Resilience, Entrepreneurial Mindset, and Social/Diversity Awareness.

Certificate Student Learning Outcome:

Students will be able to evaluate strategies to improve the following career skills: Adaptability, Self-awareness, Digital Fluency, Communication, and Collaboration to employability/promotion in the workforce, Empathy, Analysis/Solution Mindset, Resilience, Entrepreneurial Mindset, and Social/Diversity Awareness to improve employability/promotion.

Program Requirements:

Units Required: 0

	Units
NC.CSKL-101 21st Century Career Skills I.....	0.0
NC.CSKL-102 21st Century Career Skills II.....	0.0

NC.CSKL 001 TIME MANAGEMENT

5.00 – 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. An emphasis will be placed on analyzing current use of time, identifying organizational goals, roles and priorities, discovering barriers to achieving goals and applying time management tools to overcome barriers.

NC.CSKL 002 BUSINESS WRITING IN THE TECHNOLOGY AGE

5.00 – 8.00 hours

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

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

5.00 – 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.

NC.CSKL 004 CUSTOMER SERVICE

8.00 – 24.00 hours

Applies practical customer service strategies to build and retain a valuable customer base, defuse difficult situations, and earn repeat business. Learn techniques to build rapport, exceed customer expectations, use creative problem-solving, and measure success.

NC.CSKL 005 NEGOTIATION

5.00 – 8.00 hours

Applies collaboration tools for building high-trust synergistic relationships. Analyze the conflict cycle and practice skills to diffuse 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 interests, and leveraging innovative solutions through a collaborative negotiation process.

NC.CSKL 006 PERSONALITY STYLES

5.00 – 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.

NC.CSKL 007 SUCCESSFULLY MANAGING AND DEVELOPING PEOPLE

5.00 – 8.00 hours

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

NC.CSKL 008 WORKPLACE COMMUNICATION STRATEGIES

5.00 – 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.

NC.CSKL 009 PERSONALIZED CAREER PLANNING

5.00 – 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.

NC.CSKL 010 STRATEGIC JOB SEARCH

5.00 – 8.00 hours

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

NC.CSKL 011 LINKEDIN FOR BUSINESS

5.00 – 8.00 hours

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

NC.CSKL 012 JOB SHADOWING

8.00 – 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 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.

NC.CSKL 014 PUBLIC SPEAKING IN THE WORKPLACE

8.00 – 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.

NC.CSKL 015 ADAPTABILITY

5.00 – 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.

NC.CSKL 016 DIGITAL FLUENCY

5.00 – 8.00 hours

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

NC.CSKL 017 EMPATHY

5.00 – 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.

NC.CSKL 018 ENTREPRENEURIAL MINDSET

5.00 – 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.

NC.CSKL 019 RESILIENCE

5.00 – 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.

NC.CSKL 020 SELF-AWARENESS

5.00 – 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.

NC.CSKL 021 SOCIAL-DIVERSITY AWARENESS

5.00 – 8.00 hours

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

NC.CSKL 022 EMERGING LEADERS

5.00 – 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.

NC.CSKL 023 ORGANIZATIONAL LEADERSHIP

8.00 – 12.00 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.

NC.CSKL 101 21ST CENTURY CAREER SKILLS I

10.00 – 16.00 hours

Provides training in the following career skills, also known as “soft skills”: adaptability, self-awareness, digital fluency, communication, and collaboration.

NC.CSKL 102 21ST CENTURY CAREER SKILLS II

10.00 – 16.00 hours

Provides training in the following career skills, also known as “soft skills”: empathy, analysis/solution mindset, resilience, entrepreneurial mindset, and social/diversity awareness.

**COLLEGE SUCCESS SKILLS
(BASIC SKILLS)**

Certificate of Competency: Essential Academic Skills

Develops essential reading, writing, and math skills through individualized and classroom instruction. This program will cover academic skills equivalent to grades 3-8 and may be offered open entry/open exit.

Certificate Student Learning Outcome:

Students will be able to:

- Comprehend text written at the elementary and secondary level with 80% or greater accuracy.
- Compose effective paragraphs and essays on given topics within time limitations using appropriate conventions of standard written English.
- Solve and apply skills toward basic operation problems, geometry and pre-algebra application problems.

Program Requirements:

Units Required: 0

	Units
NC.BCSK-080 Essential Academic Skills I.....	0.0
NC.BCSK-085 Essential Academic Skills II.....	0.0

Certificate of Completion: General Education Development Preparation

This certificate prepares students to take the General Education Development exam.

Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in reading, writing, science, social studies, mathematics, and the test taking strategies required to meet the GED requirements.

Program Requirements:

Units Required: 0

	Units
NC.BCSK-050 Test Taking Skills	0.0
NC.BCSK-100 GED Preparation	0.0
<i>OR</i>	
NC.BCSK-110 GED Preparation – Math/Science	0.0
<i>AND</i>	
NC.BCSK-120 GED Preparation – Language Arts/ Social Studies.....	0.0

NC.BCSK 001 COLLEGE RESEARCH SKILLS

8.00 - 12.00 hours

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

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

NC.BCSK 050 TEST TAKING SKILLS

16.00 - 20.00 hours

Addresses the skills necessary to become a successful test-taker, including test anxiety, test types, study tips, time management, and academic integrity. This course may be offered open entry/open exit.

NC.BCSK 080 ESSENTIAL ACADEMIC SKILLS I

40.00 - 80.00 hours

Develops essential reading, writing, and math skills through individualized and classroom instruction. This course will cover academic skills equivalent to grades 3-5 and may be offered open entry/open exit.

NC.BCSK 085 ESSENTIAL ACADEMIC SKILLS II

40.00 - 80.00 hours

Develops advanced essential reading, writing, and math skills through individualized and classroom instruction. This course will cover academic skills equivalent to grades 6-8 and may be offered open entry/open exit.

NC.BCSK 100 GED PREPARATION

80.00 - 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.

NC.BCSK 110 GED PREPARATION – MATH/ SCIENCE

40.00 - 80.00 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.

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

40.00 - 80.00 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. Noncredit English classes may be encouraged prior, or in addition, to this class to work on improving writing skills.

NC.TUTR 094 SUPERVISED TUTORING

1.00 – 300.00 hours

Co-requisite: Enrollment as a COC student and referral of instructor/counselor

Provides individualized and group activities designed to support student success in the classroom setting. Includes one-on-one tutoring, study skills and discipline-specific workshops, and tutorials that include activities to support student learning. This course may be offered open entry/open exit.

COLLEGE SKILLS

Certificate of Competency: College Success Toolkit

Provides resources and strategies to succeed in college as a new or returning student. Topics covered will include academic expectations, financial aid options and

budgeting, academic and career educational options, College of the Canyons resources, goal setting, and online learning.

Certificate Student Learning Outcome:

Students will be able to utilize resources and strategies needed to succeed in college as a new or returning student.

Program Requirements:

Units Required: 0

	Units
NC.CGSL-001 Resources and Strategies for College Success.....	0.0
NC.CGSL-002 Online Learning and Strategies for Success.....	0.0
NC.CGSL-003 Money Management for College and Beyond	0.0

NC.CGSL 001 RESOURCES AND STRATEGIES FOR COLLEGE SUCCESS

8.00 - 18.00 hours

Introduces the skills necessary to succeed in credit courses. Topics that will be covered are academic expectations, financial aid options, California residency status, academic and career educational options, COC resources and goal setting. Formerly NC.COUN-025.

NC.CGSL 002 ONLINE LEARNING AND STRATEGIES FOR SUCCESS

8.00 - 18.00 hours

Introduces the practical strategies and skills necessary to succeed in distance education. Students will learn how to anticipate, avoid, and/or solve typical problems encountered in the distance learning environments. NC.COUN-030.

NC.CGSL 003 MONEY MANAGEMENT FOR COLLEGE AND BEYOND

8.00 - 18.00 hours

Develops a foundation of money management and financial literacy including budgeting to meet educational goals. Strategies include FAFSA, scholarships, student loans, consumer credit, and banking products such as checking and savings accounts.

NC.CGSL 004 CAREER EXPLORATION

8.00 - 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.

COMMUNICATIONS STUDIES

NC.COMM 001 STRATEGIES AND TACTICS OF PUBLIC RELATIONS

28.00 - 32.00 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.

COMPUTER APPLICATIONS AND WEB TECHNOLOGIES

Certificate of Completion: Digital Office

Introduces students to basic digital office technologies utilized in today's modern workplace, including computer processes, Internet technologies, social media, word processing, spreadsheets, and communications software, such as e-mail, presentation, and information dissemination applications.

Certificate Student Learning Outcome:

Students will be able to examine, describe, and demonstrate the effective use of business computer applications as they relate to the modern office workplace.

Program Requirements:

Units Required: 0

	Units
NC.CAWT-10A Computing and Internet Fundamentals.....	0.0
NC.CAWT-10B Word Processing Basics.....	0.0
NC.CAWT-10C Spreadsheet Basics.....	0.0
NC.CAWT-10D Digital Communications for the Office	0.0
NC.CAWT-10E Introduction to Access	0.0

Certificate of Completion: Digital Publishing for the Office

The Digital Publishing for the Office Certificate is designed to satisfy industry demand for workers with fundamental skills required for effective job performance in the modern office workplace. The certificate program is intended to provide office workers with training in digital publishing to meet routine demands, including creation of newsletters, flyers, brochures, magazines, calendars, etc.

Certificate Student Learning Outcome:

Students will be able to demonstrate competences

required to satisfy industry demand for workers with fundamental skills required for effective job performance in desktop publishing.

Program Requirements:

Units Required: 0

	Units
NC.CAWT-011A Exploring Adobe InDesign	0.0
NC.CAWT-011B Creating Newsletters and Brochures with Adobe InDesign	0.0

NC.CAWT-10A COMPUTING AND INTERNET FUNDAMENTALS

20.00 - 24.00 hours

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

NC.CAWT-10B WORD PROCESSING BASICS

16.00 - 20.00 hours

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

NC.CAWT-10C SPREADSHEET BASICS

16.00 - 20.00 hours

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

NC.CAWT-10D DIGITAL COMMUNICATIONS FOR THE OFFICE

24.00 - 30.00 hours

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

NC.CAWT-10E INTRODUCTION TO ACCESS

20.00 - 24.00 hours

Introduces basic use of Access software, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

NC.CAWT-011A EXPLORING ADOBE INDESIGN

8.00 hours

Introduces basic Adobe InDesign functionality related to the task of formatting and publishing small-scale documents.

NC.CAWT-011B CREATING NEWSLETTERS AND BROCHURES WITH ADOBE INDESIGN

8.00 hours

Introduces the production of small-scale newsletter and brochure prototypes for print and digital display using Adobe InDesign.

CSEC TRAINING

Certificate of Completion: Commercial Sexual Exploitation of Children (CSEC) Trainings

The Commercial Sexual Exploitation of Children (CSEC) Training Certificate allows students to develop a baseline understanding of the Commercial Sexual Exploitation of Children (CSEC) with an emphasis on awareness, identification, and the implementation of prevention and intervention strategies. Provides students with the knowledge and skills needed to identify sexually and commercially exploited youth and provide culturally and linguistically competent support to sexually and commercially exploited youth.

Certificate Student Learning Outcome:

Students will be able to identify risk factors, warning signs and the appropriate intervention strategies and resources to support youth exposed to commercial and sexual exploitation.

Program Requirements:

Units Required: 0

	Units
NC.CSEC-001 CSEC Part 1: The Commercial Sexual Exploitation of Children - Awareness and Identification Training.....	0.0
NC.CSEC-002 CSEC Part 2: The Commercial Sexual Exploitation of Children - Intervention and Prevention Training.....	0.0

NC.CSEC 001 CSEC PART 1: THE COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN - AWARENESS AND IDENTIFICATION TRAINING

4.00 – 6.00 hours

Examines the commercial sexual exploitation of children (CSEC) with an emphasis on awareness and identification. Provides students with the knowledge and skills needed to identify sexually and commercially exploited youth.

NC.CSEC 002 CSEC PART 2: THE COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN - INTERVENTION AND PREVENTION TRAINING

4.00 – 6.00 hours

Examines the commercial sexual exploitation of children (CSEC) with an emphasis on the implementation of early prevention and intervention strategies.

CONSTRUCTION TECHNOLOGY

Certificate of Completion: Introduction to Residential Building Trade Skills

Explores building trade skills utilized in the construction of a residential wood frame structure. Includes safe operation of construction tools and equipment, site planning, carpentry, roofing, plastering, plumbing, electrical, drywall, painting, and tile.

Certificate Student Learning Outcome:

Students will be able to evaluate trades and career pathways utilized in constructing a single story wood frame structure, and apply basic knowledge to safely use appropriate equipment and tools necessary to construct a single story wood framed structure.

Program Requirements:

Units Required: 0

	Units
NC.CON.S-100A Introduction to Construction Technology (Structural).....	0.0
NC.CON.S-100B Introduction to Construction Technology (Non-Structural)	0.0

Certificate of Completion: Occupational Safety Health Administration (OSHA) Construction Certification

Examines information on employee rights, employer responsibilities, and construction site hazards. Provides students required training for entry-level OSHA 10-hour and supervisor-level OSHA 30-hour Construction Industry Standard certification which includes all required topics for certification.

Certificate Student Learning Outcome:

Students will be able to demonstrate the federally mandated knowledge and skills for OSHA-10 and OSHA-30 certification.

Program Requirements:

Units Required: 0

	Units
NC.CON.S-101 OSHA 10-Hour: Entry Level Construction Industry Standards	0.0
NC.CON.S-102 OSHA 30-Hour: Supervisory Construction Industry Standards	0.0

NC.CON.S-100A INTRODUCTION TO CONSTRUCTION TECHNOLOGY (STRUCTURAL)

60.00 - 70.00 hours

Explores the structural building trades utilized in the construction of a residential structure. Includes safe operation of construction tools and equipment.

NC.CONS-100B INTRODUCTION TO CONSTRUCTION TECHNOLOGY (NON-STRUCTURAL)

60.00 - 70.00 hours

Explores the non-structural building trades utilized in the construction of a residential structure. Includes electrical, plumbing, insulation/weatherization, drywall, painting, finish carpentry, and tile setting.

NC.CONS-101 OSHA 10-HOUR: ENTRY LEVEL CONSTRUCTION INDUSTRY STANDARDS

10.00 hours

Provides students the required training for entry-level Occupational Safety Health Administration (OSHA) 10-hour Construction Industry Standard certification. Examines information on employee rights, employer responsibilities, and construction site hazards. Successful completion of this course, and a required federal processing fee, gives eligible students a 10-hour OSHA construction industry standards card.

NC.CONS-102 OSHA 30-HOUR: SUPERVISORY CONSTRUCTION INDUSTRY STANDARDS

30.00 hours

Provides students the required training for supervisor-level Occupational Safety Health Administration (OSHA) 30-hour Construction Industry Standard certification. Examines health and safety risks for a variety construction worksites. Successful completion of this course, and a required federal processing fee, gives eligible students a 30-hour OSHA Construction industry standards card.

COUNSELING

Certificate of Competency: Upgrade to Academic Success

Empowers students on probationary status with effective cognitive learning strategies, campus resources, and academic interventions to upgrade to good academic standing. Topics will include academic standing standards, goal setting, self-efficacy, growth mindset, and resilient mindset. Additional course content will cater to student need, such as financial aid options and budgeting, academic and career planning, and resources for online learning.

Certificate Student Learning Outcome:

Students will be able to analyze cognitive learning strategies, campus resources, and academic interventions that can be utilized to upgrade to good academic standing.

Program Requirements:

Units Required: 0

Units

NC.COUN-015 Upgrade to Academic Success.....0.0

Plus one course from the following:

NC.CGSL-001 Resources and Strategies for College Success.....0.0

NC.CGSL-002 Online Learning and Strategies for Success.....0.0

NC.CGSL-003 Money Management for College and Beyond0.0

NC.CGSL-004 Career Exploration.....0.0

NC.COUN 015 UPGRADE TO GOOD ACADEMIC STANDING

8.00 – 18.00 hours

Designed for students who are on academic and/or progress probation, this course is intended to help students understand the different levels and types of academic standings at College of the Canyons. Students will be empowered to make the choices and changes needed to return to good standing by examining how the adoption of a self-efficacy mindset, growth mindset, and resilient mindset can positively influence their thoughts, behaviors, and thus academic outcomes.

CRIME AND INTELLIGENCE ANALYSIS

NC.CIAC 101 INTRODUCTION TO CRIME AND INTELLIGENCE ANALYSIS

8.00 hours

Introduces the fundamentals of crime and intelligence analysis, with an emphasis on the growing career opportunities within law enforcement and police operations.

NC.CIAC 102 INTELLIGENCE ANALYSIS

24.00 hours

Identify techniques used in analyzing criminal activities. An emphasis will be placed on identifying and differentiating between crime patterns, series, and trends, then using the data to locate, evaluate, and forecast future crime trends.

NC.CIAC 103 COMPUTER APPLICATIONS FOR CRIME AND INTELLIGENCE ANALYSIS

32.00 hours

Utilizing common software, recognize how to analyze large amounts of data, identify patterns, and draw conclusions relating to crime, telephone, and financial records. An emphasis will be placed on Excel functions including pivot tables, conditional formatting, concatenation and parsing, charts and graphs, and VLookup. Creating presentation using current industry-standard software to create association charts will also be covered.

NC.CIAC 104 FINANCIAL ANALYSIS

20.00 hours

Introduces the acquisition, examination, and analysis of financial records, identification of fraud, and recognition of money laundering activities. Managing, classifying, and analyzing large data sets to identify financial evidence will also be covered.

NC.CIAC 105 DARK WEB AND SOCIAL MEDIA FOR CRIME ANALYSIS

28.00 hours

Introduces various tools for discovering information about people online. An emphasis will be placed on the dark web, social media, and other online sites for crime analysis.

NC.CIAC 106 CRIME MAPPING AND SPATIAL ANALYSIS

16.00 hours

Introduces the day-to-day work of a crime analyst by introducing Geographic Information Systems (GIS). Addresses how maps and spatial analysis are used. Software that is standard in the industry will also be covered.

NC.CIAC 107 LAW ENFORCEMENT RESEARCH AND STATISTICAL METHODS

32.00 hours

Introduces the basic research and statistical procedures used in crime analysis including becoming familiar with the concepts involved in research design, content analysis, sampling, survey techniques, and statistical methods. Learn how to conduct research and author conclusions using commonly accepted research standards.

NC.CIAC 108 CRIMINAL BEHAVIOR AND EMPIRICAL PROFILING

32.00 hours

Examines issues relating to the development and evaluation of offender profiling as an applied method for use in police investigations. Outlines the main psychological principles of offender profiling including classification of criminal behavior and behavioral change and consistency. An emphasis will be placed on classifying crime scene behaviors, linking behavioral types to offender characteristics, and linking serial offenses.

NC.CIAC 109 CIAC CAPSTONE: ANALYST FINAL REPORTING AND PRESENTATION

16.00 hours

Develops crime and intelligence skills learned throughout the program to prepare a presentation of a final analysis product.

NC.CIAC 110 CIAC CAPSTONE: EXAM PREPARATION

16.00 hours

Introduces the International Association of Crime Analysts (IACA), Law Enforcement Analysis Foundation (LEAF) examination, and prepares for a successful outcome for certification as an analyst under IACA.

CULINARY ARTS

Certificate of Completion: Baking Fundamentals

Introduces students to basic formulas and techniques in the bakeshop.

Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in basic/ introductory baking techniques including application of formulas, safety, and sanitation.

Program Requirements:

Units Required: 0

Units

NC.CUL-001	Culinary Safety and Sanitation	0.0
NC.CUL-002	Baking Fundamentals I.....	0.0
NC.CUL-003	Baking Fundamentals II.....	0.0

NC.CUL 001 CULINARY SAFETY AND SANITATION

18.00 hours

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.

English as a Second Language

Course Sequence

NON CREDIT ESL

1A & 1B
Beginning Low ESL

2A & 2B
Beginning High ESL

3A & 3B
Intermediate Low ESL

4A & 4B
Intermediate High ESL

FREE - Basic-level

Courses will help develop English language listening, speaking, and reading skills. Students will practice grammar, pronunciation and vocabulary for everyday life situations.

No units earned

60 & 61
ESL For College I

70 & 71
ESL For College II

FREE - Intermediate-level

Courses will help students transition to credit ESL courses by preparing for college-level reading, writing and grammar.

No units earned

090
Intermediate College Reading and Writing 1

100
Advanced College Reading and Writing

Enrollment fee - Advanced-level

Courses prepare students for credit English 101 and other college-level courses. Students will develop advanced listening, speaking, and pronunciation skills.

Units earned (5 units per course)

CREDIT ESL

ADDITIONAL CREDIT ESL COURSES

Enrollment fee - No prerequisite - Units earned

091
Accent Reduction

Focuses on accent reduction for non-native speakers of English. (4 units)

096
College Listening & Speaking

Provides intensive practice in academic listening, note-taking, and speaking. (5 units)

NC.CUL 002 BAKING FUNDAMENTALS I

36.00 – 48.00 hours

Prerequisite: NC.CUL-001

Explores ingredient interaction, proper scaling techniques, and reading of formulas in baking. Learn how to correctly measure and prepare quick bread recipes.

NC.CUL 003 BAKING FUNDAMENTALS II

36.00 – 48.00 hours

Prerequisite: NC.CUL-002

Second in a series, emphasizing baking skills necessary for employment including advanced breads and pastries.

EDUCATION

Certificate of Completion: CBEST Preparation

The California Basic Educational Skills Test (CBEST) certificate is designed to prepare students for the CBEST. The CBEST is the standardized exam that future TK -12 teachers must pass prior to being accepted into a Teacher Credential Program or hired as a teacher in California.

Certificate Student Learning Outcome:

Students will be able to identify and apply practical strategies and techniques for taking the English and Math section of the CBEST- California Basic Education Skills for Teachers.

Program Requirements:

Units Required: 0

	Units
NC.EDUC-001 Test Prep for CBEST English Basic Skills Test.....	0.0
NC.EDUC-002 Test Prep for CBEST Math Basic Skills Test.....	0.0

Certificate of Completion: Instructional Aide Training

Identify the roles and responsibilities of an instructional aide, while also developing strategies used by instructional aides to create a positive learning environment. Topics include supporting independent work, keeping the student engaged, supporting positive behavioral interventions, facilitating instruction, and collaborating and communicating with students, teachers, and parents.

Certificate Student Learning Outcome:

Students will be able to create a positive learning environment for students through effective practices and strategies.

Program Requirements:

Units Required: 0

Units

NC.EDUC-003 Instructional Aide Training: Roles and Responsibilities	0.0
NC.EDUC-004 Instructional Aide Training: Effective Practices	0.0

Certificate of Completion: Teaching Foundation

The Teaching Foundation Certificate program is a professional development opportunity for educators to learn about current research on teaching and learning, learn new approaches and techniques to enhance student success, and practice these approaches and techniques in a learning community of fellow teachers.

Certificate Student Learning Outcome:

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

Program Requirements:

Units Required: 0

Units

Take one course from the following:

NC.EDUC-100 Introduction to Teaching Strategies	0.0
<i>OR</i>	
NC.EDUC-104 Culturally Responsive Teaching	0.0
<i>OR</i>	
NC.EDUC-105 Introduction to Online Instruction.....	0.0
<i>Plus two courses from the following</i>	
NC.EDUC-101 Reading Strategies	0.0
<i>OR</i>	
NC.EDUC-102 Assessment Strategies.....	0.0
<i>OR</i>	
NC.EDUC-103 Critical Thinking	0.0

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.

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.

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.

NC.EDUC 004 INSTRUCTIONAL AIDE TRAINING: EFFECTIVE PRACTICES

12.00 – 21.00 hours
Explores strategies used by instructional aides to create a positive learning environment, including supporting independent work, keeping the student engaged, supporting positive behavioral interventions, and facilitating instruction.

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 101 READING STRATEGIES

18.00 – 36.00 hours
Explores current research about academic literacy and effective strategies to enhance critical reading in discipline-specific areas. The Reading Apprenticeship (RA) framework describes the components necessary to support reading development in content areas and create classroom environments that are more student-centered, collaborative, and metacognitive.

NC.EDUC 102 ASSESSMENT STRATEGIES

9.00 – 18.00 hours
Explores improving assessment practices in the selected learning environment. Assessment types, tools, and alignment with course objectives will be covered.

NC.EDUC 103 CRITICAL THINKING STRATEGIES

9.00 – 18.00 hours
Introduces instructors to fundamental critical thinking tools for use with students, including strategies for practical application. Encourages instructors to utilize and apply innovative rhetorical analysis in the learning environment. Examines the implementation of critical thinking skills at all levels of course design.

NC.EDUC 104 CULTURALLY RESPONSIVE TEACHING

36.00 – 54.00 hours
Develops inclusivity through co-teaching and pedagogical documentation exercises. Emphasis is placed on developing cultural competency in areas such as race, class, and culture; and learning strategies for creating classrooms that are culturally inviting to all.

NC.EDUC 105 INTRODUCTION TO ONLINE INSTRUCTION

36.00 – 54.00 hours
Explores the application of learning theories for online learners; differences between face-to-face and online learning; resources for online teaching and learning; course management systems and online learning tools; and best practices for online learning. The class is designed so that participants will experience the components of an online course from both student and instructor perspectives.

ENGLISH

Certificate of Competency: Essential Reading and Writing Skills for College and Career

Develops reading and writing skills by focusing on critical reading and composition strategies.

Certificate Student Learning Outcome:

- Students will be able to:
- Compose well-organized, fully-developed, and grammatically correct essays and/or workplace documents, using relevant evidence.
 - Make connections among texts and ideas that lead to thoughtful, analytical, and expository writing.

Program Requirements:

Units Required: 0	Units
NC.ENGL-001 Essential Reading and Writing Skills I	0.0
NC.ENGL-002 Essential Reading and Writing Skills II	0.0

NC.ENGL 001 ESSENTIAL READING AND WRITING SKILLS I

18.00 – 36.00 hours
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

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.

ENGLISH AS A SECOND LANGUAGE (ESL)

Certificate of Competency: ESL/Beginning Level

Students who receive this certificate have demonstrated mastery of the Model Standards for Adult Education Programs Beginning Low and Beginning High levels of English skills in reading, writing, speaking and listening.

Certificate Student Learning Outcome:

Students will be able to communicate in English through reading, writing, speaking, and listening at the Beginning High level.

Program Requirements:

Units Required: 0

	Units
NC.ESL-1A Beginning Low A.....	0.0
NC.ESL-1B Beginning Low B.....	0.0
NC.ESL-2A Beginning High A.....	0.0
NC.ESL-2B Beginning High B.....	0.0

Certificate of Competency: ESL/Intermediate Level

Students who receive this certificate have demonstrated mastery of the Model Standards for Adult Education Programs Intermediate Low and Intermediate High levels of English skills in reading, writing, speaking and listening.

Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in English through reading, writing, speaking and listening in English at the Intermediate High level.

Program Requirements:

Units Required: 0

	Units
NC.ESL-3A Intermediate Low A.....	0.0
NC.ESL-3B Intermediate Low B.....	0.0
NC.ESL-4A Intermediate High A.....	0.0
NC.ESL-4B Intermediate High B.....	0.0

Certificate of Competency: English as a Second Language (ESL) for College Preparation I

The Noncredit English as a Second Language (NC.ESL) program is a general ESL program that gives students the foundations in general English but college requires an academic English. For those students interested in moving to credit ESL and credit courses, mastery of key academic English skills is essential to their success. This certificate program allows NC.ESL students to focus their English skills for a college environment.

Certificate Student Learning Outcome:

Students will be able to communicate in English at the intermediate level in common college situations.

Program Requirements:

Units Required: 0

	Units
NC.ESL-060 College Reading, Writing, and Grammar I	0.0
NC.ESL-061 College Listening and Speaking I.....	0.0

Certificate of Competency: English as a Second Language (ESL) for College Preparation II

Certificate Student Learning Outcome:

Students will be able to communicate in English at the high-intermediate level in formal and informal college situations.

Program Requirements:

Units Required: 0

	Units
NC.ESL-070 College Reading, Writing, and Grammar II	0.0
NC.ESL-071 College Listening and Speaking II.....	0.0

Certificate of Completion: English for the Workplace

Certificate Student Learning Outcome:

Students will be able to communicate in written and spoken English in common workplace situations.

Program Requirements:

Units Required: 0

	Units
NC.VESL-001 English for the Workplace.....	0.0
NC.VESL-002 Success in the Workplace	0.0

NC.ESL 1A BEGINNING LOW A

60.00 – 100.00 hours

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

NC.ESL 1B BEGINNING LOW B

60.00 – 100.00 hours

Recommended Preparation: NC.ESL-1A

Continues and expands the development of basic English skills at the Beginning Low level through listening, speaking, reading and writing, grammar, pronunciation, vocabulary, and every-day life situations. Offered pass/no-pass only.

NC.ESL 2A BEGINNING HIGH A

60.00 – 100.00 hours

Recommended Preparation: NC.ESL-1B

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

NC.ESL 2B BEGINNING HIGH B

60.00 – 100.00 hours

Recommended Preparation: NC.ESL-2A

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.

NC.ESL 3A INTERMEDIATE LOW A

60.00 – 100.00 hours

Recommended Preparation: NC.ESL-2B

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.

NC.ESL 3B INTERMEDIATE LOW B

60.00 – 100.00 hours

Recommended Preparation: NC.ESL-3A

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.

NC.ESL 4A INTERMEDIATE HIGH A

60.00 – 100.00 hours

Recommended Preparation: NC.ESL-3B

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.

NC.ESL 4B INTERMEDIATE HIGH B

60.00 – 100.00 hours

Recommended Preparation: NC.ESL-4A

Continues and expands English skills at the Intermediate High level through listening, speaking, reading and writing, including grammar, pronunciation, vocabulary, and common situations. Offered pass/no-pass only.

NC.ESL 010 BEGINNING CONVERSATION SKILLS FOR EVERYDAY NEEDS

30.00 – 60.00 hours

Develops beginning level English listening, speaking, pronunciation, and vocabulary skills for conversational competence in social situations around everyday needs.

NC.ESL 011 BEGINNING CONVERSATION SKILLS FOR SOCIALIZING

30.00 – 60.00 hours

Provides practice conversing in English in a variety of real-world situations. Focuses on listening, speaking, and interpersonal communication skills related to social situations.

NC.ESL 020 INTERMEDIATE CONVERSATION SKILLS FOR EVERYDAY NEEDS

30.00 – 60.00 hours

Recommended Preparation: NC.ESL-010

Develops intermediate-level English listening, speaking, pronunciation, and vocabulary skills for conversational fluency around everyday needs.

NC.ESL 021 INTERMEDIATE CONVERSATION SKILLS FOR SOCIALIZING

30.00 – 60.00 hours

Recommended Preparation: NC.ESL-011

Further develops English conversational skills in a range of real-world social situations. Focuses on listening, speaking, pronunciation, and interpersonal communication skills for conversational fluency at the high-intermediate level and above.

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

60.00 – 100.00 hours

Recommended Preparation: NC.ESL-4A & 4B

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

NC.ESL 061 COLLEGE LISTENING AND SPEAKING I

60.00 – 100.00 hours

Recommended Preparation: NC.ESL-4A & 4B

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

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

60.00 – 100.00 hours

Recommended Preparation: NC.ESL-060

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

NC.ESL 071 COLLEGE LISTENING AND SPEAKING II

60.00 – 100.00 hours

Recommended Preparation: NC.ESL-061

Expands the practice of oral communication in both formal and informal college situations. Develops listening strategies.

NC.VESL 001 PREPARING FOR THE WORKPLACE

60.00 – 100.00 hours

Recommended Preparation: NC.ESL-3B

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

NC.VESL 002 SUCCESS IN THE WORKPLACE

60.00 – 100.00 hours

Recommended Preparation: NC.VESL-001

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

GENERAL STUDIES**NC.GNST 050 ORIENTATION AND ASSESSMENT - LEARNING DISABILITIES**

1.00 – 300.00 hours

Recommended Preparation: Students wanting to enroll in NC.GNST-050 must meet with the Director of AAC (formerly DSP&S) or designee to determine if assessment is appropriate.

Introduces the student to the learning disabilities assessment process and the resources available, including the California Community College eligibility model, achievement and cognitive testing, learning difficulties, support services, study strategies and accommodations. Offered pass/no-pass only.

NC.GNST 081 COGNITIVE BASIC SKILLS - COMPUTER INSTRUCTION

1.00 – 300.00 hours

Develops cognitive skills in areas of critical thinking, reasoning, communication, memory improvement, visual perception and language skills by use of computer assisted instruction and adaptive technology. Designed specifically for students with a verifiable acquired brain injury. Offered pass/no-pass only.

NC.GNST 082 INDIVIDUAL COMPUTER APPLICATIONS

1.00 – 300.00 hours

Provides computer assisted support for students with disabilities enrolled in coursework other than English and Math. Students are able to utilize computer programs, assistive technology, and the Internet, in order to complete course assignments. Topics are taken from the student's regular course load, or from subject matter appropriate to the student's current or future employment. Tutorial in nature, this course focuses on the utilization of computers, assistive technology devices, the Internet, a scanner, and selected software programs. Offered pass/no-pass only.

NC.GNST 091 INDIVIDUAL STUDIES AND LANGUAGE SKILLS

1.00 – 300.00 hours

Tutorial in nature, this course focuses on the utilization of computers, assistive technology devices, the Internet, a scanner, and selected software programs. Provides support for AAC (formerly DSP&S) students in mainstream English and language related courses other than Mathematics. Computer applications based on the student's coursework are utilized to support or enhance basic skills. Offered pass/no-pass only.

NC.GNST 092 INDIVIDUALIZED LEARNING ASSISTANCE - MATHEMATICS

1.00 – 300.00 hours

Provides small group tutoring for AAC (formerly DSP&S) students who are enrolled in mainstream college math classes and whose disability result in educational limitations in math. Students must be concurrently enrolled in a College of the Canyons Mathematics class. Students will learn strategies to enhance math concepts and computation skills. Offered pass/no-pass only.

IMMIGRANT EDUCATION

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.

LAND SURVEYING

Certificate of Completion: Global Navigation Satellite System (GNSS) Certificate Program

GNSS technology has become a Land Surveying industry standard and there is an increasing need for Land Surveyors with GNSS technology skills. This program will provide students with a fundamental understanding of GNSS technology, Geodesy, field techniques and applications, GNSS data adjustments, processing, and analysis, and map projections. The purpose of the program is to provide both current surveyors and those new to the profession the skills and knowledge needed to conduct and process surveying projects in the workplace using GNSS technology.

Certificate Student Learning Outcome:

Students will be able to provide a fundamental understanding of GNSS technology. Geodesy, field techniques and applications, GNSS data adjustments, processing, and analysis, and map projections.

Program Requirements:

Units Required: 0

Units:

NC.SURV-010	Principles of GNSS Technology.....	0.0
NC.SURV-015	Fundamentals of Geodesy	0.0
NC.SURV-020	GNSS Leveling	0.0
NC.SURV-025	Survey Data Adjustments	0.0
NC.SURV-030	GNSS Techniques	0.0
NC.SURV-035	Map Projections.....	0.0
NC.SURV-040	Control Surveys Using GNSS.....	0.0
NC.SURV-045	GNSS Processing and Analysis	0.0

NC.SURV-010 PRINCIPLES OF GNSS TECHNOLOGY

16.00 hours

Presents an overview of the components of the Global Navigation Satellite System (GNSS) system, including: the GNSS satellite constellations, their signal structure; GNSS orbits and tracking networks; GNSS measurements and their properties and error characteristics; absolute and differential positioning; GNSS receivers, their capabilities and limitations, and selecting the proper technique for a specific application.

NC.SURV-015 FUNDAMENTALS OF GEODESY

16.00 hours

Recommended Preparation: NC.SURV-010

Provides an overview of geodesy, examines the fundamental goal of geodesy, and introduces those geodetic concepts useful in better understanding GNSS. Topics include geodetic datums and reference systems, satellite geodesy, geodetic quantities and transformation of terrestrial positions.

NC.SURV-020 GNSS LEVELING

16.00 hours

Recommended Preparation: NC.SURV-015

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.

NC.SURV-025 SURVEY DATA ADJUSTMENTS

16.00 hours

Recommended Preparation: NC.SURV-010 & NC.SURV-020

Examines the types of errors encountered in survey data and the appropriate data adjustment methods. Familiarity with common least squares adjustment software and reports will be achieved.

NC.SURV-030 GNSS TECHNIQUES

16.00 hours

Recommended Preparation: NC.SURV-015

Examines the near-real-time solutions available from Differential GNSS (DGNSS), Real-Time Kinematic (RTK) and Networked RTK as well as state-of-the-art control survey accuracies with advanced post-processing techniques using a global network of continuous tracking GNSS sites.

NC.SURV-035 MAP PROJECTIONS

16.00 hours

Recommended Preparation: NC.SURV-015

Focuses on the methods and procedures required for accurately mapping or projecting positions measured in a three dimensional world onto a flat two dimensional surface using computer software. Topics include the history and geometry of map projections, regulatory compliance, and coordinate conversions.

NC.SURV-040 CONTROL SURVEYS USING GNSS

16.00 hours

Recommended Preparation: NC.SURV-030

Examines the process of conducting a control survey using GNSS technologies including planning, field measurements, data processing, adjusting, and analysis of the final results. Organizational design and observation planning is needed to meet stringent control survey standards and specifications. GNSS Surveying Standards and Specifications 1.1 by CLSA & CSRC and Specifications for Geodetic Control Networks and Geometric Accuracy Standards are also addressed.

NC.SURV-045 GNSS PROCESSING AND ANALYSIS

16.00 hours

Recommended Preparation: NC.SURV-010, 025, 030 and 040

Explores GNSS data collection and processing, and the analysis and evaluation required to deliver practical surveying and mapping information. Participants work in small groups to perform GNSS surveys where data is collected in the field, downloaded, processed, analyzed, and evaluated.

LIFE SKILLS

Certificate of Completion: Entering the Workforce Post Criminal Conviction

Develops the skills needed to successfully transition from being incarcerated to finding employment. The completion of this certificate will help prepare students to learn how to clear one's record and find employment opportunities.

Certificate Student Learning Outcome:

Students will be able to utilize the skills necessary to manage one's criminal record to gain employment.

Program Requirements:

Units Required: 0

	Units
NC.LSKL-050 Cleaning Up Your California Criminal Record.....	0.0
NC.CSKL-010 Strategic Job Search	0.0

NC.LSKL 050 CLEANING UP YOUR CALIFORNIA CRIMINAL RECORD

20.00 – 30.00 hours

Understand your California criminal record and learn about the resources to improve your employment opportunities. This course is intended for educational purposes only and is not intended as legal advice. Formerly NC.COUN-050.

NC.LSKL 060 PARENTING STRATEGIES I

20.00 – 30.00 hours

Examines the principles of child development, discipline philosophies, communication, and strengthening family relationships. Formerly NC.COUN-060.

NC.LSKL 061 PARENTING STRATEGIES II

20.00 – 30.00 hours

Explores the responsibilities and benefits of being a good parent, including an overview of the child development theories and how to build good relationships with one's children. Additional topics include parenting styles, effective parenting strategies, and building a positive parent-child relationship. Formerly NC.COUN-061.

NC.LSKL 070 ANGER MANAGEMENT I

20.00 – 30.00 hours

Introduces strategies and techniques for dealing with anger and managing relationships. Topics include defining anger, assessing personality styles, and exploring strategies for managing stress. Formerly NC.COUN-070.

NC.LSKL 071 ANGER MANAGEMENT II

20.00 – 30.00 hours

Examines strategies and techniques for managing anger and response reactions. Learn how to improve relationships through effective communication skills while also addressing underlying causes of anger stemming from the past. Formerly NC.COUN-071.

NC.LSKL 080 DOMESTIC VIOLENCE I

20.00 – 30.00 hours

Examines domestic violence and different types of abuse. Topics to be covered include the signs, symptoms, and causes of abuse, including physical, emotional, psychological, sexual, financial, and digital abuse, sexual exploitation, and the cycle of violence. Formerly NC.COUN-080.

NC.LSKL 081 DOMESTIC VIOLENCE II

20.00 – 30.00 hours

Analyzes domestic violence and how to end the cycle of abuse. Topics to be covered include why violence occurs, signs of controlling someone, the healing process, prevention of rage, and treatment and support options. Formerly NC.COUN-081.

NC.LSKL 090 ADDICTION AND SUBSTANCE ABUSE I

20.00 – 30.00 hours

Introduces the concepts of addiction and substance abuse for the individual, the family and the community. Students will learn about the dynamics of addiction and evaluate one’s personal situation. Topics include: treatment options, the disease of addiction, trauma issues such as HIV/AIDS, domestic violence, sexual abuse and dislocation, the impact on family and friends, co-dependency. Formerly NC.COUN-090.

NC.LSKL 091 ADDICTION AND SUBSTANCE ABUSE II

20.00 – 30.00 hours

Examines drug and alcohol abuse from a sociological and psychological perspective. Students will learn about various aspects of recovery and the recovery process. Topics include: treatment options, the detox processes, and support groups. Formerly NC.COUN-091.

NC.LSKL 100 PERSONAL HEALTH AND WELLNESS

24.00 – 36.00 hours

Explores the six dimensions of health and wellness: physical, psychological, social, intellectual, spiritual, and environmental. Learn strategies for personal health promotion and wellness.

NC.LSKL 101 MINDFULNESS STRATEGIES FOR STRESS MANAGEMENT

24.00 – 36.00 hours

Discover mindfulness as a strategy for managing stress, developing attention control, cultivating mindful thoughts, and making long-lasting changes to one’s ability to handle stress.

MATHEMATICS

Certificate of Competency: Essential Arithmetic Skills

Introduces students to essential arithmetic skills involving fractions, mixed numbers, and decimals. Successful completion of this certificate will help in preparing students for essential pre-algebra skills.

Certificate Student Learning Outcome:

Students will be able to solve mathematical problems using essential arithmetic operations and conversions involving whole numbers, fractions, mixed numbers, and decimals.

Program Requirements:

Units Required: 0

Units

NC.MATH-001 Whole Numbers.....0.0

NC.MATH-002 Fractions and Mixed Numbers.....0.0

NC.MATH-003 Decimal Numbers.....0.0

Certificate of Competency: Essential Pre-Algebra Skills

Introduces students to essential pre-algebra skills involving rates, proportions, and percentages. Successful completion of this certificate will help students solve practical problems in every-day applications of mathematics.

Certificate Student Learning Outcome:

Students will be able to solve mathematical problems using essential pre-algebra operations involving rates, proportions, and percentages.

Program Requirements:

Units Required: 0

Units

NC.MATH-004 Percentages0.0

NC.MATH-005 Rates and Proportions.....0.0

NC.MATH-006 Signed Numbers.....0.0

Certificate of Competency: Essential Beginning Algebra Skills

Introduces students to essential introductory algebra skills involving algebraic expressions, linear equations, graphs, and systems. Successful completion of this certificate will help students with basic concepts and prepare them for further and transfer-level mathematics courses.

Certificate Student Learning Outcome:

Students will be able to solve mathematical problems involving algebraic expressions, linear equations, linear graphs, and linear systems.

Program Requirements:

Units Required: 0

Units

NC.MATH-007 Algebraic Expressions0.0

NC.MATH-008 Graphs and Lines0.0

NC.MATH-009 Linear Systems.....0.0

Certificate of Competency: Essential Intermediate Algebra Skills: Polynomials

Introduces students to essential intermediate algebra skills involving exponents, polynomials, and rational expressions/equations. Successful completion of this certificate will help students prepare for transfer level mathematics courses.

Certificate Student Learning Outcome:

Students will be able to solve mathematical problems using exponents, polynomials, and rational expressions/ equations.

Program Requirements:

Units Required: 0

Units:

NC.MATH-010 Exponents and Polynomial

Operations.....0.0

NC.MATH-011	Factoring Polynomials	0.0
NC.MATH-012	Rational Expressions and Equations.....	0.0

Certificate of Competency: Essential Intermediate Algebra Skills: Functions and Rational Exponents

Introduces students to essential intermediate algebra skills involving relations, functions, graphs, absolute value equations/inequalities, radicals, and rational expressions. Successful completion of this certificate will help students prepare for transfer-level mathematics courses.

Certificate Student Learning Outcome:
Students will be able to solve mathematical problems involving relations, functions, graphs, absolute value equations/inequalities, radicals, and rational expressions.

Program Requirements:
Units Required: 0

		Units:
NC.MATH-013	Relations, Functions, and Graphs.....	0.0
NC.MATH-014	Absolute Value Equations and Inequalities	0.0
NC.MATH-015	Radicals and Rational Exponents....	0.0

Certificate of Competency: Essential Intermediate Algebra Skills: Quadratics, Exponentials, and Logarithms

Introduces students to essential intermediate algebra skills involving quadratic, exponential, and logarithmic equations/functions. Successful completion of this certificate will help students prepare for transfer-level mathematics courses.

Certificate Student Learning Outcome:
Students will be able to solve mathematical problems involving quadratic, exponential, and logarithmic equations/functions.

Program Requirements:
Units Required: 0

		Units:
NC.MATH-016	Quadratic Equations and Functions	0.0
NC.MATH-017	Exponential and Logarithmic Functions	0.0

Certificate of Competency: Essential Intermediate Algebra Skills: Shapes and Patterns

Introduces students to essential intermediate algebra skills involving conics, sequences, and series. Successful completion of this certificate will help students prepare for transfer-level mathematics courses.

Certificate Student Learning Outcome:
Students will be able to solve mathematical problems involving conics, sequences, and series.

Program Requirements:
Units Required: 0

		Units:
NC.MATH-018	Conic Sections.....	0.0
NC.MATH-019	Sequences and Series	0.0

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.

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 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

MEDIA ENTERTAINMENT ARTS

Certificate of Completion: Autodesk Maya Certified User Exam Preparation

This certificate will offer students the ability to prepare for the Autodesk Maya Certified User Exam. These two courses taken together will prepare the student with the training and practice on the current software version of Autodesk Maya.

Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core skills required for the Autodesk Maya Certified Users Exam.

Program Requirements:

Units Required: 0

	Units
NC.MEA-031 Maya User Certification Training I – 3D Modeling	0.0
NC.MEA-035 Maya User Certification Training II - Computer Animation	0.0

NC.MEA 031 MAYA USER CERTIFICATION TRAINING I – 3D MODELING

24.00 hours

Enhances skills in 3D modeling for the most current version of Autodesk Maya software. Upon completion of the two-course sequence students will be eligible to take the certification test for Autodesk MAYA. Proficiency in modeling and surfacing using Autodesk Maya is assumed.

NC.MEA 035 MAYA USER CERTIFICATION TRAINING II - COMPUTER ANIMATION

24.00 hours

Enhances skills in computer animation for the most current version of Autodesk Maya software. Upon completion of the two-course sequence students will be eligible to take the certification test for Autodesk MAYA. Proficiency in computer animation using Autodesk Maya is assumed.

MEDICAL SCRIBE

Certificate of Completion: Medical Scribe

Provides students with hands-on training to gain knowledge, skills, and abilities needed for entry-level employment as medical scribes. This certificate will include a comprehensive study of medical terminology

and preparation for documentation of patient medical records using electronic medical records systems in a variety of clinical settings. It is recommended that students type at least 35 words per minute before enrolling in this program.

Certificate Student Learning Outcome:

Students will be able to demonstrate the knowledge, skills, and professionalism of a competent entry level medical scribe to accurately prepare real-time medical documentation using correct medical terminology.

Program Requirements:

Units Required: 0

Units:

Required Courses:

NC.HLTH-249	Medical Terminology	0.0
NC.HLTH-250	Medical Scribe	0.0

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.

NC.HLTH 250 MEDICAL SCRIBE

48.00 - 54.00 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, medications, and other records in an electronic medical record platform. It is recommended that students type at least 35 words per minute.

NURSING

NC.NURS 080 NURSING LEARNING CENTER

1.00 – 300.00 hours

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: NURSNG-112, 114, 124, 126, 234, 236, and 240.

NC.NURS 089 SUCCESS IN FUNDAMENTAL NURSING

18.00 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

9.00 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

9.00 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

18.00 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 001 ISSUES IN HEALTHY AGING FOR OLDER ADULTS**

18.00 hours- 54.00 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 caregiving and assisting self and others with ongoing health conditions.

NC.OAD 008 CREATIVE EXPRESSION THROUGH ACTING FOR OLDER ADULTS

18.00 hours- 54.00 hours

Develops skills in creative expression for older adults through acting and storytelling. Acting and storytelling topics explored may include solo performance, improvisation, scene work and/or musical theatre. End of class public performance may be offered.

NC.OAD 009 AUTOBIOGRAPHICAL STORYTELLING THROUGH THE ONE PERSON SHOW FOR OLDER ADULTS

18.00 hours- 54.00 hours

Develops storytelling skills through writing and performing/reading an original solo piece. Utilize reminiscing, spontaneous writing, improvisation, and instructor/group feedback to improve writing and performance skills. End of class performances or readings may be offered.

NC.OAD 010 AQUATIC FITNESS FOR OLDER ADULTS

18.00 hours- 54.00 hours

Examines the theory and practice of aquatic fitness for older adults. The physical and mental wellbeing of older adults is improved through aerobic conditioning, strength training, and stretch activities in a water environment. Swim skills are not required.

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.

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.

NC.OAD 013 YOGA FOR OLDER ADULTS

18.00 hours - 54.00 hours

Introduces essential yoga poses for older adults to promote overall healthy aging. An emphasis will be placed on restorative and chair yoga poses to improve physical fitness and health. Relaxation techniques for stress management will also be covered.

NC.OAD 020 CURRENT EVENTS AND ISSUES IMPACTING OLDER ADULTS

18.00 hours- 54.00 hours

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

NC.OAD 080 PHOTOGRAPHY FOR OLDER ADULTS

8.00 hours- 27.00 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.

NC.OAD 081 PHOTOGRAPHIC PRESENTATIONS FOR OLDER ADULTS

8.00 hours- 27.00 hours

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

NC.OAD 082 PHOTOGRAPHING NATURE FOR OLDER ADULTS

8.00 hours- 27.00 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

NC.OAD 083 PHOTOGRAPHING PEOPLE FOR OLDER ADULTS

8.00 hours- 27.00 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.

NC.OAD 100 HEALTH AND FITNESS FOR OLDER ADULTS

18.00 hours- 54.00 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.

PARALEGAL

Certificate of Completion: Certified Paralegal Exam Test Preparation

This certificate is designed to prepare students and paralegals for the NALA Certified Paralegal Exam: Knowledge section and Skills section. The use of the Certified Paralegal (CP) credential signifies that a

paralegal can provide superior services to firms and corporations. The CP credential has been acknowledged by the American Bar Association as a mark of high professional achievement, and the certification helps advance paralegals in their careers and professional development.

Certificate Student Learning Outcome:

Students will be able to demonstrate the knowledge and skills for the NALA Certified Paralegal Exam.

Program Requirements:

Units Required: 0

Units:

Required Courses:

NC.PLGL-001 Test Preparation for Certified Paralegal Exam: Knowledge Section.....0.0

NC.PLGL-002 Test Preparation for Certified Paralegal Exam: Skills Section0.0

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, and ethics. Develops a study plan and utilizes practice exam questions.

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.

PERSONAL CARE AIDE

Certificate of Completion: Personal Care Aide Training

The Personal Care Aide Training certificate will be used to train workers who provide personal care services in people's homes or in assisted living, or other residential facilities, and as a first level of training to prepare workers for jobs in nursing facilities and home health care agencies.

Certificate Student Learning Outcome:

Students will be able to demonstrate the skills needed by a personal care aide using employability skills for individuals working in health professions.

Program Requirements:

Units Required: 0

Units:

Required Courses:

NC.HLTH-001	Adult and Pediatric CPR, First Aid, and AED	0.0
NC.HLTH-010	Personal Care Aide.....	0.0
NC.HLTH-011	Health Professions Workforce Skills	0.0

PERSONAL TRAINER

Certificate of Completion: Personal Trainer Preparation

The Personal Trainer Preparation Certificate of Completion is designed to prepare students for the Certified Personal Trainer exam through the National Strength and Conditioning Association (NCSA). Students will learn the basics for instructing and coaching individuals in an exercise setting, as well as the CPR and first aid skills needed when working as a personal trainer.

Certificate Student Learning Outcome:

Students will be able to utilize knowledge of anatomical, physiological, and nutritional components and coaching principles to formulate a safe personal training workout for people of all ages and prepare for the National Strength and Conditioning Association Personal Training Exam.

Program Requirements:

Units Required: 0

Units:

NC.HLTH-001	Adult and Pediatric CPR, First Aid, and AED	0.0
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NC.HLTH-002	Personal Trainer Certificate Preparation	0.0
NC.HLTH-003	Principles of Coaching.....	0.0

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

5.00 - 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.

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.

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.

NC.HLTH 010 PERSONAL CARE AIDE

75.00 - 80.00 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.

NC.HLTH 011 HEALTH PROFESSIONS WORKFORCE SKILLS

8.00 - 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.

PHOTOGRAPHY

Certificate of Completion: Digital Photographic Camera and Composition Fundamentals

The Digital Photographic Camera and Composition Fundamentals Certificate trains students to develop the skills needed to gain an accurate understanding of basic operation of digital cameras, lenses, and storage media as well as appropriate critical and aesthetic standards of photographic composition. Each related course is designed and taught to develop and improve competencies required for employment in the photographic industry.

Certificate Student Learning Outcome:
Students will be able to demonstrate and apply the basic operation of digital camera equipment and fundamental principles of photographic composition.

Program Requirements:

Units Required: 0

		Units
NC.PHOT-050	Fundamentals of Digital Camera Equipment	0.0
NC.PHOT-052	Fundamentals of Photographic Composition	0.0
NC.PHOT-059	Lab Practices for the Digital Darkroom.....	0.0

Certificate of Completion: Digital Photographic Camera and Manual Exposure Fundamentals

The Digital Photographic Camera and Manual Exposure Fundamentals Certificate trains students to develop the skills needed to gain an accurate understanding of basic operation of digital cameras, lenses, and storage media as well as the fundamental technical principles of photographic exposure. Each related course is designed and taught to develop and improve competencies required for employment in the photographic industry.

Certificate Student Learning Outcome:
Students will be able to demonstrate and apply the basic operation of digital camera equipment and fundamental principles of photographic exposure.

Program Requirements:

Units Required: 0

		Units
NC.PHOT-050	Fundamentals of Digital Camera Equipment	0.0
NC.PHOT-051	Fundamentals of Photographic Exposure	0.0
NC.PHOT-059	Lab Practices for the Digital Darkroom.....	0.0

Certificate of Completion: Digital Photographic Project Fundamentals

The Digital Photographic Project Fundamentals Certificate trains students in the proper procedures and practices for operation of digital cameras, principles of photographic exposure, critical and aesthetic standards, and project development needed to complete assignments in the photographic industry. Each related course is designed and taught to develop and improve competencies required for employment in the photographic industry.

Certificate Student Learning Outcome:
Students will be able to demonstrate and apply the basic technical skills and fundamental principles for development of digital photographic projects.

Program Requirements:

Units Required: 0

		Units
NC.PHOT-050	Fundamentals of Digital Camera Equipment	0.0
NC.PHOT-051	Fundamentals of Photographic Exposure	0.0
NC.PHOT-052	Fundamentals of Photographic Composition	0.0
NC.PHOT-059	Lab Practices for the Digital Darkroom.....	0.0
NC.PHOT-099	Independent Projects in Photography	0.0

NC.PHOT 050 FUNDAMENTALS OF DIGITAL CAMERA EQUIPMENT

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.

NC.PHOT 051 FUNDAMENTALS OF PHOTOGRAPHIC EXPOSURE

8.00 hours

Recommended Preparation: NC.PHOT-050
Introduces fundamental principles of manual photographic exposure. It is recommended that students provide a digital SLR camera capable of manual camera control.

NC.PHOT 052 FUNDAMENTALS OF PHOTOGRAPHIC COMPOSITION

8.00 hours

Recommended Preparation: NC.PHOT-050
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.

NC.PHOT 059 LAB PRACTICES FOR THE DIGITAL DARKROOM

24.00 hours

Recommended Prerequisite: NC.PHOT-050

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.

NC.PHOT 099 INDEPENDENT PROJECTS IN PHOTOGRAPHY

68.00 hours

Recommended Prerequisite: NC.PHOT-050, NC-PHOT-051, and NC.PHOT-052

Presents an introduction to the photographic industry through project development, encompassing research, drafting a proposal, revision, and completion of individual photographic projects and techniques.

PUBLIC SAFETY**NC.FIRT 001A FALL FIRE FIGHTER IN-SERVICE TRAINING**

4.50 – 80.00 hours

Provides updated information in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation

NC.FIRT 001L FALL FIRE FIGHTER IN-SERVICE TRAINING LAB

13.25 – 242.00 hours

Provides updated skills in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

NC.FIRT 003A SPRING FIRE FIGHTER IN-SERVICE TRAINING

4.50 – 80.00 hours

Provides updated information in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

NC.FIRT 003L SPRING FIRE FIGHTER IN-SERVICE TRAINING LAB

13.25 – 242.00 hours

Provides updated skills in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

NC.FIRT 004A SUMMER FIRE FIGHTER IN-SERVICE TRAINING

4.50 – 80.00 hours

Provides updated information in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

NC.FIRT 004L SUMMER FIRE FIGHTER IN-SERVICE TRAINING LAB

13.25 – 242.00 hours

Provides updated skills in the areas of fire apparatus, specialized emergency operations, current department policy and procedures, and fire suppression and investigation.

NC.FIRT 005 AERIAL APPARATUS OPERATIONS

40.00 hours

Covers preventive maintenance and operations of an aerial apparatus, and deployment and operation of an elevated master stream.

NC.FIRT 006 FIRE APPARATUS DRIVER/OPERATOR – TILLERED APPARATUS

40.00 hours

Covers operation of a fire department aerial apparatus equipped with a tiller, including positioning and stabilizing the apparatus. Instruction includes practical driving exercises.

NC.FIRT 007 FIRE APPARATUS DRIVER/OPERATOR – WILDLAND FIRE APPARATUS OPERATIONS

24.00 hours

Covers preventive maintenance and operation of a wildland fire apparatus and production of an effective fire stream.

NC.FIRT 008 FIRE APPARATUS DRIVER/OPERATOR - WATER TENDER OPERATIONS

27.00 hours

Covers water tender preventive maintenance and operations, including routine tests, inspections, and servicing functions unique to a water tender; maneuvering and positioning a water tender at a water shuttle fill site; and establishing, maneuvering, and positioning at a water shuttle dumpsite.

NC.FIRT 009A FIRE INVESTIGATION 1A – BASIC FIRE INVESTIGATION

39.50 hours

Provides information on securing the fire scene and determining the origin and cause of the fire. Topics include responsibilities of a fire investigator, securing the fire ground, conducting an exterior and interior survey, analyzing fire patterns, interpreting individual fire patterns, discriminating the effects of explosions, examining and removing fire debris, reconstructing the area of origin, inspecting the performance of building systems.

NC.FIRT 009B FIRE INVESTIGATION 1B – EVIDENCE AND DOCUMENTATION

33.50 hours

Provides information on scene documentation and evidence collection/preservation. Topics include photographing the scene, diagramming the scene, constructing investigative notes, processing evidence and establishing chain of custody, processing victims and fatalities, selecting evidence for analysis, maintaining a chain of custody, preparing a fire investigation report, and disposing of evidence.

NC.FIRT-009C FIRE INVESTIGATION 1C – PREPARATION FOR LEGAL PROCEEDINGS

40.00 hours

Provides information on legal considerations for a court proceeding. Topics include coordinating expert resources, formulating an opinion, presenting investigative findings, and testifying during legal proceedings.

NC.FIRT 010 FIRE APPARATUS DRIVER/ OPERATOR GENERAL

40.00 hours

Presents techniques and practice in driving emergency vehicles, basic maintenance and pre-trip inspections. This course applies to the requirements for driver/operator as established by the California State Board of Fire Services.

NC.FIRT 011 FIRE APPARATUS DRIVER/ OPERATOR PUMP

40.00 hours

Presents updated content reflecting the 2009 NFPA 1002 standard for fire apparatus driver/operator professional qualifications. Focusing on methods for performing basic hydraulics and techniques on basic inspections, documentation, maintenance, and troubleshooting fire pumps.

NC.FIRT 012 FIRE APPARATUS DRIVER/ OPERATOR TILLER TRUCK

40.00 hours

Prerequisite: NC.FIRT-011

Covers truck operations and driver responsibilities, recognized standards, and related laws for fire apparatus.

NC.FIRT 016 INSTRUCTOR 1

40.00 hours

This is the first of a three-course series. Topics include methods and techniques for training, selecting, adapting, organizing, and using instructional materials appropriate for teaching cognitive lessons; criteria and methods to evaluate teaching and learning efficiency.

NC.FIRT 017 INSTRUCTOR 2

40.00 hours

Prerequisite: NC.FIRT-016

The second course in the Instructor series. Topics include methods and techniques for training in accordance with the latest concepts in career education; selecting, adapting, organizing, and using instructional materials appropriate for teaching psychomotor lessons; criteria methods to evaluate teaching and learning efficiently.

NC.FIRT 018 INSTRUCTOR 3

40.00 hours

Prerequisite: NC.FIRT-017

This is the third of a three-course series. Topics include a variety of methods and techniques for developing lesson plans and tests in accordance with the latest concepts in career education.

NC.FIRT 019 ETHICAL LEADERSHIP IN THE CLASSROOM

8.00 hours

Provides concepts and theories of the ethical decision making process. Helps recognition of the signs of ethical dilemma, identifies advantages and disadvantages of ethical behavior and reviews examples of classroom situations in which instructors used their leadership role to either encourage or discourage ethical behavior. Presents state fire training's instructor code of ethics/ conduct.

NC.FIRT 020 I-200 INCIDENT COMMAND SYSTEM

12.00 hours

Introduces students to the principles of the Incident Command System (ICS) associated with incident-related performance. Topics include leadership and management, delegation of authority and management by objectives, functional areas and positions, briefings, organizational flexibility, transitions, and transfers.

NC.FIRT 021 I-300 INTERMEDIATE INCIDENT COMMAND SYSTEM (ICS)

24.00 hours

Expands knowledge of ICS organization and operation with regard to supervisory roles on expanding or type 3 incidents. Includes ICS fundamentals review, incident/event assessment and agency guidance in establishing incident objectives, incident resource management, planning process, demobilization, transfer of command, and close out.

NC.FIRT 022 I-400 ADVANCED ICS

21.00 hours

Present the theories and techniques needed to manage large single-agency and complex multi-agency/multi-jurisdictional responses. Topics include fundamentals for command and general staff, major and/or complex incident/event management, area command and multi-agency coordination.

NC.FIRT 023 GPS LAND NAVIGATION TECHNICIAN

15.00 hours

Introduces land navigation techniques using a map and compass as well as navigation using a GPS unit. The lecture based class will conclude with a field exercise where students will demonstrate knowledge and skills learned.

NC.FIRT 024 L-280 FOLLOWERSHIP TO LEADERSHIP

16.00 hours

Introduces fundamental leadership concepts of the wildland fire service, focusing on the framework, values and principles that guide wildland fire leaders in providing leadership across a broad range of missions.

NC.FIRT 025 INCIDENT MANAGEMENT OF MAJOR FIRES

40.00 hours

Prerequisite: NC.FIRT-021

Provides knowledge, skills, and abilities for those who are responsible for command and control of dynamic and complex fireground emergencies.

NC.FIRT 026 S-290 INTERMEDIATE WILDLAND FIRE BEHAVIOR

32.00 hours

Second course in a series designed to prepare the prospective fireline supervisor to undertake safe and effective fire management operations and predict fire behavior.

NC.FIRT 026A S-190 INTRODUCTION TO WILDLAND FIRE BEHAVIOR

7.00 hours

Provides foundational concepts of wildland fire behavior to entry-level firefighters.

NC.FIRT 026B S-130: FIREFIGHTER TRAINING

29.00 hours

Provides basic firefighting skills to entry-level firefighters and support personnel.

NC.FIRT 027 S-390 INTRODUCTION TO WILDLAND FIRE BEHAVIOR CALCULATIONS

18.00 – 32.00 hours

Develops knowledge and skills required for effective fire behavior predictions.

NC.FIRT 028 INCIDENT MANAGEMENT OF THE FIREFIGHTER EMERGENCY

28.00 hours

Prerequisite: NC.FIRT-020 and NC.FIRT-123

Introduces incident management terminology and methodology employed during a fire fighter emergency. Classroom simulations based upon case studies allow students to participate in simulated incident command positions during a fire fighter emergency.

NC.FIRT 029 S-200 INITIAL ATTACK INCIDENT COMMANDER

16.00 hours

Prepares the student to function as an initial attack incident commander at the ITCT4 level in the incident commander system. Meets national wildlife coordinating group curriculum criteria. Prepares students for employment with wildland fire management agencies and municipal fire departments.

NC.FIRT 030 WILDLAND FIRE CHAIN SAWS

30 - 36 hours

Provides the function, maintenance and use of internal combustion engine powered chain saws, and their tactical wildland fire application. Field exercises support entry level training for firefighters with little or no previous experience in operating a chain saw, providing hands-on cutting experience in surrounding similar to fireline situations.

NC.FIRT 031 S-215 FIRE OPERATIONS IN THE URBAN INTERFACE

24.00 hours

Designed to assist fire fighters in making tactical decisions when confronting wildland fires that threaten wildland/urban interface.

NC.FIRT 032 S-223 FIRELINE EMT

16.00 hours

Prerequisite: NC.FIRT-021 and NC.FIRT-023

Designed to meet the training needs of an incident FEMT as outlined in the Field Operations Guide, ICS 420-1, Firescope California.

NC.FIRT 033 S-230 CREW BOSS/S-231 ENGINE BOSS

32.00 hours

Prerequisite: NC.FIRT-026

Presents information and skills associated with the crew/engine boss position. Presents training from initial dispatch through demobilization to the home unit. Topics include engine and crew capabilities, information sources, fire size-up considerations, tactics, and post incident responsibilities.

NC.FIRT 035 S-219 IGNITION OPERATIONS

32.00 hours

Provides training in the functional roles and responsibilities connected with firing operations. Topics include: planning, ignition procedures and techniques, and equipment applicable to wildland and prescribed fire. Addresses the role of the ignition specialist or firing boss as the organization manages escalation from a non-complex to a complex situation.

**NC.FIRT 036 S-244 FIELD OBSERVER/
S-245 DISPLAY PROCESSOR**

40.00 hours

Designed to meet the training needs of a potential field observer (FOBS) and display processor. Describes navigation, mapping, and observation techniques as outlined in the Wildland Fire Qualification System Guide.

**NC.FIRT 037 WILDLAND FIRE DRILLS –
SPRING/GRASS**

6.00 – 12.00 hours

Provides training that will reinforce communication and tactical practices between commanding officers and tactical forces utilizing live-fire and mentors in a controlled wildland environment.

**NC.FIRT 037A CA-219: WILDLAND
FIREFIGHTING - FIRE OPERATIONS**

32.00 hours

Provides training that develops skills required to perform and hold firing operations on wildland fires and prescribed burns.

**NC.FIRT 038 L-965 RESOURCE/DMOB UNIT
LEADER**

32.00 hours

Prerequisite: NC.FIRT-020

Introduces tools and techniques used to perform the duties of resource unit leader (RESL), and demobilization unit leader (DMOB).

**NC.FIRT 039 STATUS CHECK-IN
RECORDER**

16.00 hours

Prerequisite: NC.FIRT-020

Introduces tools and techniques used to perform the duties of a status check-in recorder (SCKN). Provides an overview of what a student can expect if dispatched to an incident.

**NC.FIRT 041 S-270 BASIC AIR
OPERATIONS**

16.00 hours

Introduces principles of aviation management and safety, including agency aircraft, tactical and logistical uses of aircraft, and requirements for take-off and landing areas.

**NC.FIRT 042 S-271 HELICOPTER CREW
MEMBER**

24.00 - 26.00 hours

Provides training in all areas of the tactical and logistical use of helicopters by the fire service. Introduces air crew members to operations and provides a foundation in safe procedures.

**NC.FIRT 044 S-330 AH-330, STRIKE TEAM/
TASK FORCE LEADER ALL HAZARDS
(STEN/TFLD)**

32.00 hours

Provides tactics and strategy as it relates to the management of a strike team or task force and meets the S-330 training requirements of the California Incident Command Certification System (CICCS) for the position of strike team/task force leader-all risk.

**NC.FIRT 045 E-962 ALL HAZARDS
PLANNING SECTION CHIEF**

32.00 hours lecture

Provides an overview of key duties and responsibilities of a planning section chief type iii in a type iii all hazards incident management team (AHIMT).

**NC.FIRT 046 L-964 SITUATION UNIT
LEADER**

18.00 – 80.00 hours

Designed to meet the training needs of a situation unit leader (SITL) as outlined in the Wildland Fire Qualification System Guide (PMS 310-1).

NC.FIRT 047A FIRE INSPECTOR 1A – DUTIES AND ADMINISTRATION

24.00 hours

Provides students with a basic knowledge of the roles and responsibilities of a fire inspector I including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, ethical conduct, permit or plan review, investigating common complaints, and participating in legal proceedings.

NC.FIRT 047B FIRE INSPECTOR 1B – FIRE AND LIFE SAFETY

24.00 hours

Provides students with a basic knowledge of fire and life safety aspects related to the roles and responsibilities of a fire inspector I including building construction, occupancy classifications, occupancy load, means of egress, hazardous conditions, fire growth potential, fire flow, and emergency planning and preparedness measures.

NC.FIRT 047C FIRE INSPECTOR 1C – FIELD INSPECTION

24.00 hours

Provides students with a basic knowledge of field inspection roles and responsibilities of a fire inspector I including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers.

NC.FIRT 047D FIRE INSPECTOR 1D – FIELD INSPECTION CALIFORNIA SPECIFIC

16.00 hours

Provides students with a basic knowledge of field inspection roles and responsibilities specific to California of a fire inspector I including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers.

NC.FIRT 048A FIRE INSPECTOR 2A – FIRE PREVENTION ADMINISTRATION

16.00 hours

Prerequisite: NC.FIRT-047A, 047B, 047C, 047D

Provides students with a basic knowledge of the administrative requirements related to the roles and responsibilities of a fire inspector II including processing permit and plan review applications, enforcing permit regulations, investigating complex complaints, recommending modifications to codes and standards, recommending policies and procedures for inspection services, generating written appeals correspondence, initiating legal action, evaluating inspection reports, and proposing technical reference material acquisition.

NC.FIRT 048B FIRE INSPECTOR 2B – FIRE AND LIFE SAFETY REQUIREMENTS

24.00 hours

Prerequisite: NC.FIRT-048A

Provides students with a basic knowledge of fire and life safety requirements related to the roles and responsibilities of a fire inspector II including occupancy classification, egress elements, emergency plans and procedures, occupant loads, building construction and fire growth potential.

NC.FIRT 048C FIRE INSPECTOR 2C – INSPECTING NEW AND EXISTING FIRE AND LIFE SAFETY SYSTEMS AND EQUIPMENT

24.00 hours

Prerequisite: NC.FIRT-048A

Provides students with a basic knowledge of inspection requirements related to the roles and responsibilities of a fire inspector II including inspection of life safety systems and building services equipment, fire protection systems, and emergency access criteria.

NC.FIRT 048D FIRE INSPECTOR 2D – HAZARDOUS MATERIALS, OPERATIONS, AND PROCESSES

32.00 hours

Prerequisite: NC.FIRT-048A

Provides students with a basic knowledge of hazardous materials, operations, and processes related to the roles and responsibilities of a fire inspector II including hazardous conditions, flammable and combustible liquids and gases, and hazardous materials.

NC.FIRT 056 L-954 ALL HAZARD SAFETY OFFICER

24.00 hours

Designed to meet the training needs of the safety officer position in the incident command system. Topics include safety officer effectiveness, analysis techniques, safety messages, briefings and reports, and high hazard operations.

NC.FIRT 061 J-342 DOCUMENTATION UNIT LEADER

8.00 hours

Introduces procedures for mobilization and demobilization on an incident, duplication of the IAP and requirements for maintaining incident records.

NC.FIRT 063 J-158 RADIO OPERATOR/J-257 INCIDENT COMMAND CENTER MANAGER

8.00 hours

Provides instruction and necessary skills associated with the radio operator/incident command center manager. Topics include mobilization, transfer of information, communications equipment, and demobilization.

NC.FIRT 064 S-300 EXTENDED ATTACK

16.00 hours

Provides training to meet needs of the incident commander type 3 (ICT3). Focus is on leadership and command as they relate to the ICT3 position.

NC.FIRT 065 CONFINED SPACE RESCUE TECHNICIAN CONTINUING EDUCATION

8.00 hours

Designed for the continuing education of a confined space rescue technician. Prepares student for confined space emergency response.

NC.FIRT 066 TRENCH RESCUE TECHNICIAN

24.00 hours

Provides fire service personnel with hands-on application of the techniques necessary to safely affect a rescue from an excavation or trenching cave-in. Topics include: critical considerations while responding to trenching emergencies, evaluation of cave-in scenes, basic life support procedures and temporary protection for victims, specialized tool usage, shoring techniques, and below grade rescue safety procedures.

NC.FIRT 067 S-341 GIS SPECIALIST FOR INCIDENT MANAGEMENT

24.00 hours

Provides training to meet the needs of a geographic information systems specialist to manage the information needs of all-hazard incidents.

NC.FIRT 067A S-445: INCIDENT TRAINING SPECIALIST

16.00 hours

Provides the necessary instruction and training to personnel who qualify to become an incident training specialist.

NC.FIRT 068 FIRE BEHAVIOR – STRUCTURE FIRE ATTACK

8.00 hours

Presents hazards and situational tactics of structure firefighting. Focuses on strategies, key skills and hazardous conditions encountered on a structure fire.

NC.FIRT 069 DRIVER ENRICHMENT TRAINING

8.00 hours

Prepares students to operate an emergency motor vehicle in order to effectively save and protect lives, property, and the environment.

NC.FIRT 070 RESCUE SYSTEMS I

40.00 hours

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

NC.FIRT 071 RESCUE SYSTEMS 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 072 RESCUE SYSTEMS 3/ STRUCTURAL COLLAPSE TECHNICIAN

24.00 hours

Provides advanced training in structural collapse rescue systems. Topics include safety techniques, rescue system equipment, and structural trends.

NC.FIRT 073 CONFINED SPACE RESCUE TECHNICIAN

8.00 - 40.00 hours

Provides intensive hands-on training to prepare firefighters to respond to confined space emergencies. Topics include identifying confined spaces, permit-required confined spaces, hazards associated with permit required confined space, target industries and hazards, state and federal regulations, components of a rescue operation, and the roles and responsibilities of the rescue team.

NC.FIRT 074 RIVER AND FLOOD RESCUE 1

24.00 hours

Provides training of fire service personnel in water rescue techniques. Topics include swift water rescue, submerged vehicles, drowning, use of engine/truck company equipment for water rescue, use of rafts and boats, and underwater search and recovery.

NC.FIRT 075 ROPE RESCUE AWARENESS/ OPERATIONS

24.00 hours

Examines support resources, maintain safety equipment, demonstrate ladder rescue operations and rope and anchor systems in low and high angle environments.

NC.FIRT 077 ROPE RESCUE TECHNICIAN

40.00 hours

Provides the requirements for in-service certification of firefighters in high angle rescue situations.

NC.FIRT 078 RIVER FLOOD CE

8.00 hours

Provides additional training in river flood rescues. Consists of various selected sections of river flood 1 and 2. Topics include recognition and avoidance of common river hazards, execution of self-rescue techniques, and advanced rescue methods.

NC.FIRT 079 RIVER FLOOD RESCUE TECHNICIAN

40.00 hours

Provides training of fire service personnel in water rescue techniques. Topics include swift water rescue, submerged vehicles, drowning, use of engine/truck company equipment for water rescue, use of rafts and boats, and underwater search and recovery. In addition, this course focuses on recognition and avoidance of common river hazards, execution of self rescue techniques, advanced rescue methods used in team dynamics, victim rescues and scenarios based on real life rescues.

NC.FIRT 080 IN-SERVICE EMS

8.00 – 24.00 hours

Provides training in emergency medical skills for public safety personnel. Covers continuing education training in the areas of first aid, CPR, first responder, EMT IA EMT, NA/FS, EMT II, paramedic, paramedic in-service training, and automatic defib equipment procedures and operations.

NC.FIRT 081 HEAVY RESCUE TECHNICIAN

40.00 hours

Provides skills needed by a heavy rescue technician. Focuses on heavy rescue techniques, advanced rescue methods used in team dynamics, and scenarios based on real life rescues.

NC.FIRT 082 S-339 DIVISION/GROUP SUPERVISOR

32.00 hours

Prepares students to perform in the role of division/group supervisor and provides instruction in support of the specific tasks of the division on wildfire incidents. Topics include division/group management, organizational interaction, division level and all-hazard operations.

NC.FIRT 083 SWIFTWATER HELO

20.00 – 26.00 hours

Prerequisite: NC.FIRT-079

Designed to assist in the Awareness Level training of swiftwater helicopter rescue air crew members (ACM). Promotes standardization of search and rescue (SAR) procedures. Content includes a mixture of military and civilian practices, procedures and techniques.

NC.FIRT 084 IAFF FIRE GROUND SURVIVAL

32.00 hours

Provides the step-by-step tools to use in a MAYDAY situation or leading to the rescue, including the use of mnemonics, case studies, and life saving techniques needed to facilitate a successful MAYDAY rescue.

NC.FIRT 085 ALL-HAZARDS COMMAND TRAINING FOR INCIDENT MANAGEMENT TEAM

8.00-96.00 hours

Prepares Incident Management Team (mostly chief officers) in commanding a dynamic all-hazard situation including wildland fires. Focuses on the Incident Command System (ICS), key skills, and ICS forms required to create, run, and transfer command of a largescale incident.

NC.FIRT 086 RIVER FLOOD RESCUE BOAT TECHNICIAN

40.00 hours

Prerequisite: NC.FIRT-079

Focuses on proper watercraft maintenance, safety, and rescue. Provides operation techniques on rigid-hulled and inflatable small vessels in river and moving water conditions.

NC.FIRT 087 FIRE MANAGEMENT I

40.00 hours

Presents the skills and responsibilities required of first-level supervisors. Designed to prepare the student to transition from fire fighter to fire officer.

NC.FIRT 088 FIRE PREVENTION I

32.00 hours

Provides a basic knowledge of the company officer certification track and capstone task book process. Reviews skills related to the company officer's role in the fire prevention, the relationship between line safety and building construction, the elements of a quality company inspection program, and how to address complex hazards encountered during an inspection.

NC.FIRT 089 FIRE CAPTAIN ACADEMY

80.00 hours

Prerequisite: NC.FIRT-033

Prepares students to operate as a company leader and meet the challenges in managing, supervising, and training professional firefighters at the fire captain level. Encompass classroom training, in-field drills, and online pre-course work covering topics including Emergency Medical Services, structure fire operations, wildland fire operations, and management/supervision/leadership concepts.

NC.FIRT 090 COUNTY OF LOS ANGELES FIRE DEPARTMENT EXPLORER ACADEMY

96.00 – 236.00 hours

Introduces various manipulative skills associated with fire department activities such as, but not limited to; hydrant operation, hose evolutions, ladder evolutions, breathing apparatus evolutions, and tying of department approved knots. Additionally, Explorers will learn about basic fire behavior, fire chemistry and physics, classes of fires, and extinguishing techniques.

NC.FIRT 091 HAZMAT – FIRST RESPONDER OPERATIONAL REFRESHER

8.00 hours

This is a three-module FRO refresher course. Students will participate in three distinct scenarios designed to engage the various knowledge and skills required of the First Responder Operational. During these scenarios, the student will develop and implement the strategy, tactics, and tasks necessary to respond to an over-turned tanker. (306/406) Experiencing a hazardous materials leak, they will formulate and implement the strategies, tactics, and tasks necessary to rescue simulated injured workers inside a warehouse. Students will develop and implement the strategy, tactics, and tasks necessary to perform required emergency operations in a simulated hazardous situation.

NC.FIRT 091A S-130: HAZARDOUS MATERIALS INCIDENT COMMANDER

16.00 hours

Provides skills such as risk management, assessment of hazards, and legal requirements to implement protective actions to assume control of an emergency response to a hazardous materials incident.

NC.FIRT 092 COMMUNICATIONS SPECIALIST

48.00 hours

Trains personnel as task force communications specialists for DHS/FEMA's 28 US&R Task Force. Examines the Communications Specialist's responsibilities.

NC.FIRT 102 EMERGENCY MEDICAL TECHNICIAN

193.00 hours lecture, 88.00 hours lab

Prepares students for certification as an emergency medical technician, including basic, non-invasive interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. Includes ambulance ride along.

NC.FIRT 110 HAZARDOUS MATERIALS – TECHNICIAN I

160.00 hours

Provides the instruction necessary to perform the duties as a Hazardous Materials Technician as referenced in Sub-section 5192, (q)(6) of Title 8 CCR and 29 CFR 1910.120 Sub-section (q)(6) in Modules A-D.

NC.FIRT 119 CHIEF OFFICER ANNUAL WILDLAND TRAINING

8.00 hours

Provides air and wildland personnel, camps section personnel, and all battalion chiefs with an annual refresher on all aspects of wildland firefighting including expectations of the incident commander and operations section chiefs during an initial attack wildland incident.

NC.FIRT 120 COMPANY OFFICER 2A: HUMAN RESOURCE MANAGEMENT FOR COMPANY OFFICERS

40.00 hours

Provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. This course is designed for firefighters who have met the educational requirements for Fire Fighter II.

NC.FIRT 121 COMPANY OFFICER 2B: GENERAL ADMINISTRATIVE FUNCTIONS FOR COMPANY OFFICERS

20.00 hours

Provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. This course is designed for firefighters who have met the educational requirements for Fire Fighter II.

NC.FIRT 122 COMPANY OFFICER 2C: FIRE INSPECTIONS AND INVESTIGATION FOR COMPANY OFFICERS

40.00 hours

Provides information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence. This course is designed for firefighters who have met the educational requirements for Fire Fighter II.

**NC.FIRT 123 COMPANY OFFICER 2D:
ALL-RISK COMMAND OPERATIONS FOR
COMPANY OFFICERS**

40.00 hours

Provides information on conducting incident size-up, developing and implementing an initial plan of action involving a single and multi-unit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and developing and conducting a post-incident analysis. This course is designed for firefighters who have met the educational requirements for Fire Fighter I, and completed the ICS-200.B: Incident Command System for Single Resources and Initial Action Incident and Hazardous Material Incident Commander courses (as offered by the California Specialized Training Institute).

**NC.FIRT 124 COMPANY OFFICER 2E:
WILDLAND INCIDENT OPERATIONS FOR
COMPANY OFFICERS**

40.00 hours

Prerequisite: NC.FIRT-123

Provides information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports. This course is designed for firefighters who have met the educational requirements for Fire Fighter II, and completed the S-290 Intermediate Fire Behavior course (classroom delivery).

**NC.FIRT 125 CHIEF FIRE OFFICER 3A:
HUMAN RESOURCES MANAGEMENT FOR
CHIEF FIRE OFFICERS**

26.00 hours

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

Provides students with a basic knowledge of the human resources requirements related to the roles and responsibilities of a chief fire officer.

**NC.FIRT 126 CHIEF FIRE OFFICER 3B:
BUDGET AND FISCAL RESPONSIBILITIES
FOR CHIEF FIRE OFFICERS**

18.00 hours

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

Provides students with a basic knowledge of the budgeting requirements related to the roles and responsibilities of a chief fire officer.

**NC.FIRT 127 CHIEF FIRE OFFICER 3C:
GENERAL ADMINISTRATIVE FUNCTIONS
FOR CHIEF FIRE OFFICERS**

24.00 hours

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

Provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a chief fire officer.

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

24.00 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.

**NC.FIRT 129 EXECUTIVE CHIEF FIRE
OFFICER 4A: HUMAN RESOURCES
MANAGEMENT FOR EXECUTIVE CHIEF
FIRE OFFICERS**

28.00 hours

Prerequisite: NC.FIRT-125, 126, 127, 128

Provides information on the use of human resources for the Executive Chief Fire Officer to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene.

**NC.FIRT 130 EXECUTIVE CHIEF
FIRE OFFICER 4B: COMMUNITY AND
GOVERNMENT RELATIONS FOR
EXECUTIVE CHIEF FIRE OFFICERS**

10.50 hours

Prerequisite: NC.FIRT-125, 126, 127, 128

Provides the skills and knowledge needed for the Executive Chief Fire Officer to perform his/her duties safely, effectively, and competently while assuming a leadership role in community events.

**NC.FIRT 131 EXECUTIVE CHIEF FIRE
OFFICER 4C: ADMINISTRATION FOR
EXECUTIVE CHIEF FIRE OFFICERS**

30.50 hours

Prerequisite: NC.FIRT-125, 126, 127, 128

Provides information on administrative functions for the Executive Chief Fire Officer, including the implementation of department policies and procedures, evaluating and projecting training requirements, and developing a plan for a capital improvement project or program.

NC.FIRT 132 EXECUTIVE CHIEF FIRE OFFICER 4D: EMERGENCY SERVICES DELIVERY FOR EXECUTIVE CHIEF FIRE OFFICERS

38.50 hours

Prerequisite: NC.FIRT-125, 126, 127, 128

Provides the skills and knowledge needed for the Executive Chief Fire Officer to perform emergency services delivery safely, effectively, and competently.

NC.FIRT 133 EXECUTIVE CHIEF FIRE OFFICER 4E: HEALTH AND SAFETY FOR EXECUTIVE CHIEF FIRE OFFICERS

14.50 hours

Prerequisite: NC.FIRT-125, 126, 127, 128

Provides the health and safety skills and knowledge needed for the Executive Chief Fire Officer to perform his/her duties safely, effectively, and competently.

NC.FIRT 134 VEHICLE EXTRICATION

6.50 hours

Provides the skills and knowledge needed to perform a vehicle extrication. Topics include vehicle stabilization, vehicle construction, patient assessment, vehicle airbags, safety restraint systems, hybrid and alternative fuel vehicles and extrication techniques.

NC.FIRT 135 S-212 WILDLAND CHAIN SAWS

30.00 hours

Introduces the student to basic chainsaw operation, maintenance and safety features as well as safety standards as required by OSHA and agency directives. Provides instruction on the tactical application of chainsaw fireline construction and mop-up operations.

NC.LFGD 001A OCEAN LIFEGUARD ACADEMY ORIENTATION

10.00 hours

Introduces departmental expectations relative to performance and behavior during the Ocean Lifeguard Training Academy. Topics include administrative procedure, facility maintenance and county policy of equality.

NC.LFGD 001B OCEAN LIFEGUARD ACADEMY

180.00 hours

Prepares the student for employment as an ocean lifeguard. Major topics include: CPR, first aid, rescue drills, surf and ocean swimming, rescue board proficiency, skin diving proficiency, communication, and environmental hazard identification.

NC.LFGD 002A JUNIOR LIFEGUARD CADET

92.00 hours

Provides selected Junior Lifeguards interested in becoming Ocean Lifeguards with more extensive training through supplemental curriculum items and tower internships.

NC.LFGD 002B JUNIOR LIFEGUARD CADET PRACTICUM

12.00 hours

Provides students with field performance opportunity, applying skills acquired in Junior Lifeguard Cadet course.

NC.LFGD 002C JUNIOR LIFEGUARD

60.00 hours

Provides selected students interested in becoming ocean lifeguards with training through lecture, demonstration, simulation exercises and/or practice.

NC.LFGD 003 OCEAN LIFEGUARD RECHECK INSTRUCTOR TRAINING

8.00 hours

Provides required annual recertification for returning lifeguards. Topics include teaching guidelines and program policy for recheck instructors, department updates, teaching techniques, review of CPR changes, running skills stations, and the recheck agenda.

NC.LFGD 004 LIFEGUARD ACADEMY INSTRUCTOR TRAINING

8.00 hours

Training for Lifeguard Training Academy instructors. Topics include teaching techniques, preparation, Ocean Lifeguard Training Manual review, and candidate discipline.

NC.LFGD 005 ANNUAL OCEAN LIFEGUARD RECERTIFICATION/ INSERVICE - PROFESSIONAL

2.00 hours

Prerequisite: NC.LFGD 001A

Provides annual recheck for all permanent lifeguards. Monthly in-service drills and physical fitness logs are completed by all permanent lifeguards. Topics include department updates, medical skills and rescue skills.

NC.LFGD 006A ANNUAL OCEAN LIFEGUARD RECERTIFICATION/ INSERVICE - RECURRENT

8.00 hours

Provides annual recheck for all recurrent lifeguards. Monthly in-service drills and physical fitness logs are completed by all permanent lifeguards. Topics include department updates, medical skills and rescue skills.

NC.LFGD 006B STANDARD OF BEHAVIOR CPOE

3.00 hours

Designed to help employees understand their rights to be free from discrimination, unlawful harassment, retaliation and other inappropriate conduct. Covers key points of the Los Angeles county policy of equity and sexual harassment prevention training.

NC.LFGD 007A JUNIOR LIFEGUARD INSTRUCTOR CERTIFICATION PART 1

20.00 hours

Provides all new and returning Junior Lifeguard instructors with annual primary training. Covers teaching skills and lesson planning, classroom management, child development, discipline, sportsmanship and event practice.

NC.LFGD 007B JUNIOR LIFEGUARD INSTRUCTOR CERTIFICATION PART 2

20.00 hours

Prerequisite: NC.LFGD 007A

Provides all new and returning Junior Lifeguard instructors with continuing education for required annual certification. Topics include equipment safety and care, youth sports injury, EMS procedures, Junior Guard clinics, mandated reporter responsibilities and event practice.

NC.LFGD 008A DIVER INSERVICE TRAINING PART 1

6.00 hours

Provides in-service training for underwater rescue and recovery unit divers, as well as for auxiliary and guest divers who are working towards meeting the requirements for the rescue and recovery unit. Topics include diving equipment, diver safety, underwater search techniques, victim and property recovery.

NC.LFGD 008B DIVER INSERVICE TRAINING PART 2

32.00 hours

Prerequisite: NC.LFGD 008A

Continues in-service training for underwater rescue and recovery unit divers, as well as for auxiliary and guest divers who are working towards meeting the requirements for the rescue and recovery unit. Topics include confined water skills, environmental orientations, emergency procedures, visibility.

NC.LFGD 009A RESCUE WATERCRAFT IN SERVICE

20.00 hours

Provides training of personal watercraft rescue. Major topics include pre- and post-operations, craft launch and retrieval, craft operation in the surfline, rescue techniques and emergency procedures.

NC.LFGD 009B RESCUE WATERCRAFT INSTRUCTOR

20.00 hours

Provides training and certification for instructors of personal watercraft rescue. Major topics include pre- and post-operations, craft launch and retrieval, craft operation in the surfline, rescue techniques and emergency procedures. After successful completion of this course students become certified PWC Surf Rescue class instructors

NC.LFGD 010 MARINE FIREFIGHTING OPERATIONS

40.00 hours

Covers basic firefighting tactics and strategies particular to marine, boat and other watercraft fires.

NC.LFGD 011 RESCUE WATERCRAFT BASIC

30.00 hours

Prerequisite: NC.LFGD 001B

Introduces personal watercraft surf rescue. Major topics include pre- and post-operations, craft launch and retrieval, craft operation in the surfline, rescue techniques and emergency procedures.

NC.LFGD 013 RESCUE BOAT OPERATIONS

40.00 hours

Prerequisite: NC.LFGD 001A

Introduces basic rescue boat operations for emergency rescue personnel. Topics include ocean navigation, boat handling, rescues at sea, weather and emergency communications.

NC.LFGD 014 BLS INSTRUCTOR CERTIFICATION

12.00 hours

Prerequisite: NC.LFGD 001A

Reviews Basic Life Support/CPR Guidelines as well as effective teaching and testing techniques. Upon completion students are certified to teach CPR.

NC.LFGD 015 EMT RECERTIFICATION FOR LIFEGUARDS - PROFESSIONAL

8.00 hours

Prerequisite: NC.LFGD 001A

Provides an intensive review of primary EMT training for permanent lifeguards.

NC.LFGD 016A EMT RECERTIFICATION FOR LIFEGUARDS – RECURRENT PART 1

10.00 hours

Prerequisite: NC.LFGD 001A

Initiates an intensive review of primary EMT training for recurrent lifeguards.

NC.LFGD 016B EMT RECERTIFICATION FOR LIFEGUARDS – RECURRENT PART 2

10.00 hours

Prerequisite: NC.LFGD 016A

Completes an intensive review of primary EMT training for recurrent lifeguards.

NC.LFGD 017 OCEAN LIFEGUARD SPECIALIST ACADEMY

80.00 hours

Prerequisite: NC.LFGD 001A

Prepares seasonal lifeguards for their role as ocean lifeguard specialists. Major topics include: Sub-area operations, radio communications/NFIRS, personnel policies, safe driving, expectations/discipline, code of conduct, public relations, EMS operations, response to terrorism, a review of general orders and an intro to information management.

NC.LFGD 018 LIFEGUARD CAPTAIN ORIENTATION

20.00 hours

Prepares ocean lifeguard specialists for their role as captains. Major topics include: sub-area operations, radio communications/NFIRS, personnel policies, safe driving, expectations/discipline, code of conduct, public relations, EMS operations, scheduling, performance evaluations, a review of general orders and an intro to information management.

NC.LFGD 020 LIFEGUARD UNIT OPERATION

10.00 hours

Prerequisite: NC.LFGD 001A

Provides training for lifeguards in safe beach driving. Major topics include: routine beach driving, hazards of driving on the beach, proper driving maneuvers, safely responding code R on the beach, vehicle maintenance, liabilities and public perception.

NC.LFGD 021 PARAMEDIC CONTINUING EDUCATION

8.00 hours

Prerequisite: NC.LFGD 001A

Updates training for active Paramedics who have completed and maintained EMT-Paramedic licensure in the state of California and are accredited in Los Angeles county.

NC.LFGD 022 OPEN WATER RESCUER - BASIC

24.00 hours

Provides detailed information, and the skills training required, to improve an individual’s level of comfort and confidence for safely and proficiently performing contact rescues in static and surf water conditions. “In water” skills for students include how to read and understand water flow, reading and understanding surf, contact rescues using rescue buoy devices and boards, dealing with combatant victims, performing self-rescues, and rescues of multiple victims both conscious and unconscious.

NC.LFGD 025 LIFEGUARD IN-SERVICE TRAINING

28.00 hours

Provides updated information and skills in the areas of lifeguard equipment, specialized emergency operations, current department policy and procedures, and rescue.

REAL ESTATE

Certificate of Completion: Real Estate

The Noncredit Real Estate program involves the study of California real estate principles, practices, procedures, and law. Students must successfully complete and pass the Real Estate Principles class (NC.REAL-100), the Real Estate Practices class (NC.REAL-101), and one additional class (of the student’s choosing from the approved list) in the Real Estate department to academically qualify for the California Real Estate Sales license and examination. These classes may also be applied to the academic requirement for the California Real Estate Broker license and examination.

Students are advised to check current California Department of Real Estate or other applicable agency academic requirements prior to registering for any course to ensure that it satisfies current requirements as a mandatory or elective course for the Real Estate Sales or Real Estate Broker licenses. The CalBRE and other applicable agency requirements change periodically and the Real Estate Program does not warrant that the listed courses meet current requirements.

Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in the core knowledge required for the California Department of Real Estate examination for real estate sales and real estate broker licenses.

Program Requirements:

Units Required: 0

Units

NC.REAL-100	Real Estate Principles	0.0
NC.REAL-101	Real Estate Practices	0.0

Plus one course from the following

NC.REAL-105	Real Estate Financing	0.0
NC.REAL-115	Legal Aspects of Real Estate	0.0
NC.REAL-120	Real Estate Appraisal	0.0
NC.REAL-130	Escrow Procedures and Processing.....	0.0

NC.REAL 100 REAL ESTATE PRINCIPLES

54.00 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

54.00 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

54.00 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

54.00 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 Bureau of Real Estate Salesperson electives and is required of applicants for the Real Estate Broker examination.

NC.REAL 120 REAL ESTATE APPRAISAL

54.00 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

54.00 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.

SPANISH

Certificate of Completion: Spanish for Healthcare Workers

Designed for health care workers who need to communicate effectively with Spanish-speaking patients and families. Intensive practice with Spanish vocabulary, interviews and specialized basic terminology used in the medical field.

Certificate Student Learning Outcome:

Students will be able to demonstrate proficiency in communicating in expressive and receptive forms in Spanish.

Program Requirements:

Units Required: 0

Units

NC.SPAN-021 Spanish for Healthcare Workers I.... 0.0

NC.SPAN-022 Spanish for Healthcare Workers II... 0.0

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.

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.

SELF DEFENSE

NC.HLTH 020 BASIC SELF-DEFENSE STRATEGIES

6.00 – 10.00 hours

Instruction and practice in the physical and psychological aspects of basic self-defense. An emphasis will be placed on developing strategies to emerge from threatening situations without sustaining serious physical or psychological trauma. The attainment of these skills can boost self-esteem, independence, and facilitate the pursuit of life goals.

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.

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.

NC.SIGN 005 BEGINNING CONVERSATIONAL ASL FOR COLLEGE AND CAREER

30.00 – 40.00 hours

Focuses on expressive and receptive skills in American Sign Language for college and career, while providing students additional development in conversational proficiency planning experiences, asking questions, and storytelling. Field trips may be required.

NC.SIGN 006 ADVANCED CONVERSATIONAL ASL FOR COLLEGE AND CAREER

30.00 – 40.00 hours

Recommended Preparation: NC.SIGN-005

Focuses on advanced expressive and receptive skills in American Sign Language for college and career, while providing students additional development in conversational proficiency in explaining personal experiences, participating in debates, and providing instructions. Field trips may be required

SPORTS MEDICINE

Certificate of Completion: Therapeutic Rehabilitation Technician Certificate of Completion

This certificate will train the student in therapeutic rehabilitation techniques used in physical therapy, occupational therapy, athletic training, and chiropractic fields. Through the courses required for this certificate a student will gain the competencies and skills needed to safely work with patients under credentialed supervision. Additionally, they will acquire the CPR and first aid certification and clinical experience often desired by therapeutic rehabilitation clinics when hiring new employees.

Certificate Student Learning Outcome:

Students will be able to:

- Assess patient status and determine appropriate treatment including emergency care, therapeutic modalities, and/or exercises.
- Perform emergency care, therapeutic modalities, and exercise treatments at a proficient level.

Program Requirements:

Units Required: 0

	Units:
NC.KPET-120 Emergency Procedures	0.0
NC.KPET-212 Sports Medicine Clinical Experience.....	0.0

NC.KPET 120 EMERGENCY PROCEDURES

72.00 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.

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

90.00 hours

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: Business of Acting

The Business of Acting Certificate is designed to bridge academic acting training and the professional acting business. Students will learn the process of following the industry, identifying potential performance opportunities, submission process, and the audition process.

Certificate Student Learning Outcome:

Students will be able to formulate career goals as a performer in the entertainment industry and execute a plan to achieve those goals.

Program Requirements:

Units Required: 0

	Units:
NC.THTR-060 Business of Acting	0.0
NC.THTR-061 Auditioning Skills for Actors	0.0

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, and professionalism.

NC.THTR 061 AUDITIONING SKILLS FOR ACTORS

24.00 – 30.00 hours

Recommended Preparation: NC.THTR-060

Presents the processes for auditioning for professional work in theatre, television, film and commercials; including selection, preparation and performance of material with which to audition.

VOCATIONAL

Certificate of Completion: Adobe Photoshop Association Certification Exam Preparation

Designed to prepare a student for Adobe Certified Associate exam, a credential certifying the individual has the entry-level skills to plan, design, build and maintain effective communications using Adobe Photoshop.

Certificate Student Learning Outcome:

Students will be able to identify and select appropriate techniques for the success for preparation for the Adobe Photoshop Associates Certification Exam

Program Requirements:

Units Required: 0

	Units
NC.VOC-021A Adobe Photoshop Certification Training I.....	0.0
NC.VOC-021B Adobe Photoshop Certification Training II.....	0.0
NC.VOC-021C Adobe Photoshop Certification Training III.....	0.0

Certificate of Completion: Commercial Sewing

Utilize single/double needle, cover stitch, elastic, and overlock sewing machines to assemble shirts, pants, boxers, and bedsheets.

Certificate Student Learning Outcome:

Students will be able to demonstrate safe usage of single/double needle, cover stitch, elastic, and overlock sewing machines to make apparel and linens.

Program Requirements:

Units Required: 0

	Units
NC.VOC-10A Commercial Sewing I	0.0
NC.VOC-10B Commercial Sewing II	0.0

Certificate of Completion: Master Gardener

Presents the fundamentals of gardening including plant selection, irrigation management, pruning, pest management, fertilizers, propagation, general water efficiency turfgrass, turfgrass alternatives, trees, and home gardening. Additionally, the course will cover communicating with customers and technology that can enhance communication.

Certificate Student Learning Outcome:

- Students will be able to:
- Apply best practices in plant selection, soil management, integrated pest management, and turfgrass/plant maintenance.
 - Demonstrate decontamination techniques, proper

personal and protective equipment (PPE) use, and key elements in a landscape design plan

Program Requirements:

Units Required: 0

Units:

NC.VOC-030	Gardening and Pest Management	0.0
NC.VOC-031	Garden and Landscape Design	0.0

Certificate of Completion: Hotel Front Office Training

Explores the operations of the front desk and how to offer a quality guest experience from registration to check-out. Topics include processing guest arrivals and departures, handling guest complaints, bookkeeping, dealing with safety and security issues at the hotel, and overall customer service.

Certificate Student Learning Outcome:

Students will be able to describe and demonstrate hotel front desk operations using the fundamentals of quality customer service.

Program Requirements:

Units Required: 0

Units:

NC.CSKL-004	Customer Service	0.0
NC.VOC-004	Hotel Front Desk Training	0.0

Certificate of Completion: Physical Fitness Preparation for Public Safety

Applies principles of both physical and mental wellness for students preparing for public safety careers and Physical Ability Tests (PAT).

Certificate Student Learning Outcome:

Students will be able to select and apply strategies for health and wellness promotion in preparation for Physical Ability Tests (PAT) and public safety careers.

Program Requirements:

Units Required: 0

Units:

Required Courses:

NC.VOC-010	Physical Fitness Preparation for Public Safety I.....	0.0
NC.VOC-011	Physical Fitness Preparation for Public Safety II.....	0.0

Certificate of Completion: Understanding Trauma in Children and Youth Training

Examines the impact of trauma on children and youth with an emphasis on awareness, identification, intervention, and prevention. Provides students with the knowledge and skills needed to identify signs of trauma and utilize appropriate behavioral interventions in a professional and/or personal setting when working with children and youth impacted by trauma.

Certificate Student Learning Outcome:

Students will be able to identify signs of trauma and determine appropriate behavioral interventions in a professional and/or personal setting when working with children and youth impacted by trauma.

Program Requirements:

Units Required: 0

Units

NC.VOC-040	How Trauma Impacts Children and Youth: Awareness and Identification Training	0.0
NC.VOC-041	How Trauma Impacts Children and Youth: Intervention and Prevention Training	0.0

NC.VOC 004 HOTEL FRONT DESK TRAINING

24.00 – 32.00 hours

Explores the operations of the front desk and how to offer a quality guest experience from registration to check-out. Topics include processing guest arrivals and departures, handling guest complaints, bookkeeping, and dealing with safety and security issues at the hotel.

NC.VOC 010 PHYSICAL FITNESS PREPARATION FOR PUBLIC SAFETY I

18.00 – 24.00 hours

Introduces the principles of physical fitness and mental health for students preparing for careers in public safety, as well as those training for the Physical Ability Test (PAT).

NC.VOC 011 PHYSICAL FITNESS PREPARATION FOR PUBLIC SAFETY II

18.00 – 24.00 hours

Applies principles of both physical and mental wellness for pre-academy students, and prospective public safety candidates, to prepare for Physical Ability Tests (PAT).

NC.VOC 10A COMMERCIAL SEWING I

20.00 – 30.00 hours

Introduces the use of single/double needle, cover stitch, and overlock sewing machines to assemble shirts while adhering to safety policies and procedures.

NC.VOC 10B COMMERCIAL SEWING II

20.00 – 30.00 hours

Recommended Preparation: NC.VOC-10A

Expands the use of overlock, single/double needle sewing machines, and introduces elastic sewing machines to assemble apparel and linens while adhering to safety policies and procedures.

**NC.VOC 021A ADOBE PHOTOSHOP
CERTIFICATION TRAINING I**

8.00 hours

Provides students basic preparation for the Adobe Certified Associate exam for visual design using Adobe Photoshop CC. Part 1 of 3. Introduces the fundamental concepts, terminology, navigation and retouching of digital imaging using industry software as Adobe Photoshop.

**NC.VOC 021B ADOBE PHOTOSHOP
CERTIFICATION TRAINING II**

8.00 hours

Recommended Preparation: NC.VOC-021A

Continued preparation for the Adobe Certified Associate exam for visual design using Adobe Photoshop CC. Part 2 of 3. Introduces basic compositing techniques using industry software Adobe Photoshop.

**NC.VOC 021C ADOBE PHOTOSHOP
CERTIFICATION TRAINING III**

8.00 hours

Prerequisite: NC.VOC-021B

Provides preparation for the Adobe Certified Associate exam for visual design using Adobe Photoshop CC Part 3 of 3. Introduces basic project management, output and publishing using Photoshop.

**NC.VOC 030 GARDENING AND PEST
MANAGEMENT**

45.00 – 55.00 hours

Presents the fundamentals of gardening including plant selection, irrigation management, pruning, pest management, fertilizers, propagation, and general water efficiency. Additionally, students receive a Pesticide Safety and Handling Certificate.

**NC.VOC 031 GARDEN AND LANDSCAPE
DESIGN**

45.00 – 55.00 hours

Presents the fundamentals of gardening with a focus on turfgrass, turfgrass alternatives, trees, and home gardening. Additionally, the course will cover communicating with customers and using technology that can enhance communication.

**NC.VOC 040 HOW TRAUMA IMPACTS
CHILDREN AND YOUTH: 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.

**NC.VOC 041 HOW TRAUMA IMPACTS
CHILDREN AND YOUTH: 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.

**NC.VOC 050 UNDERSTANDING AND
SUPPORTING VETERANS**

12.00 – 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.

WELDING**NC.WELD 001 WELDING SAFETY**

6.00 – 10.00 hours

Examines safety principles and procedures for welding and cutting. Topics include workplace safety hazards, fire safety, confined spaces, Safety Data Sheets, and use of proper Personal Protective Equipment (PPE). This course is aligned with the American Welding Society SENSE EG2.0 Entry Level Welder program and the National Coalition of Certification Centers (NC3).

NC.WELD 002 WELDING LAB

24.00 – 36.00 hours

Prerequisite: NC.WELD-001

Utilize various types of welding equipment while following safety procedures in the welding lab. Students will have the opportunity to practice welding and thermal cutting processes.

YOGA

Certificate of Completion: Yoga Teacher Training

The Yoga Teacher Trainer Certificate of Completion provides students the knowledge, skills and experience across the 12 Yoga competencies: asana (yoga poses) anatomy, history, teaching methodology, pranayama (breathing) physiology, philosophy, professional development, meditation, biomechanics, ethics, teaching practicum.

Certificate Student Learning Outcome:

Students will be able to design and demonstrate safe and effective yoga classes for a variety of populations in alignment with the Yoga Alliance philosophy and standards of practice.

Program Requirements:

Units Required: 0

		Units
NC.YOGA-001	Yoga History and Culture.....	0.0
NC.YOGA-002	Yoga Techniques I (Theory and Practice).....	0.0
NC.YOGA-003	Yoga Techniques II (Practice and Training).....	0.0
NC.YOGA-004	Yoga Teacher Training.....	0.0
NC.YOGA-005	Yoga Teacher Training Practicum....	0.0

NC.YOGA 001 YOGA HISTORY AND CULTURE

20.00 – 25.00 hours

Explores the historical tenets and basic methodological approaches to the study of yoga. This course is the first component of the 200-hour Yoga Teacher Training Certificate program through the Yoga Alliance.

NC.YOGA 002 YOGA TECHNIQUES I (THEORY AND PRACTICE)

50.00 – 60.00 hours

Explores the theory and practice of beginning-level yoga postures, safety techniques, the study of anatomy and muscles used in performing beginning postures, and the study and practice (pranayamas) of breathing and meditation techniques. This course is the second component of the 200-hour Yoga Teacher Training Certificate program through the Yoga Alliance.

NC.YOGA 003 YOGA TECHNIQUES II (PRACTICE AND TRAINING)

50.00 – 60.00 hours

Prerequisite: NC.YOGA-001 & NC.YOGA-002

Continues the theory and practice of intermediate and advanced yoga postures, including the development of skills necessary to plan, breakdown, and instruct classes. This course is the third component of the 200-hour Yoga Teacher Training Certificate program through the Yoga Alliance.

NC.YOGA 004 YOGA TEACHER TRAINING

40.00 – 50.00 hours

Prerequisite: NC.YOGA-003

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.

NC.YOGA 005 YOGA TEACHER TRAINING PRACTICUM

40.00 – 60.00 hours

Prerequisite: NC.YOGA-003

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.

