

COLLEGE OF THE CANYONS

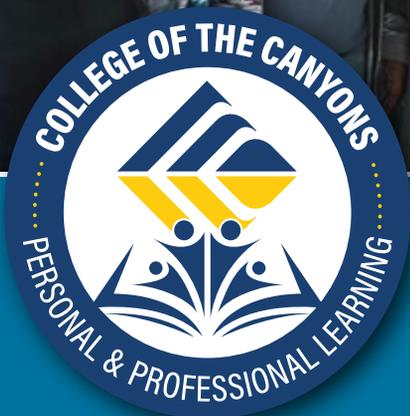
SCHOOL OF PERSONAL & PROFESSIONAL LEARNING

ONLINE ▪ SPRING/SUMMER 2026 ▪ IN-PERSON

FREE CLASSES



CLASSES BEGIN FEBRUARY 9
with a variety of start dates available!



(661) 362-3304
www.canyons.edu/FREE

We offer assistance in:

Español **فارسی** 한국어

Instrucciones de registro en la página 3

New Vocational & Workforce Preparation Programs!



American Sign Language

Learn the fundamentals of ASL. Focuses on expressive and receptive skills in American Sign Language for college and career, while providing students additional development in conversational proficiency in a variety of contexts.

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

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

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

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



Baking Fundamentals

Introduces principles of food safety and sanitation in a food service operation. Explores ingredient interaction, proper scaling techniques, and reading of formulas in baking. Learn how to correctly measure and prepare quick bread recipes.

NC.CUL-001 CULINARY SAFETY AND SANITATION

NC.CUL-002 BAKING FUNDAMENTALS I

NC.CUL-003 BAKING FUNDAMENTALS II



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.

NC.CSKL-022 EMERGING LEADERS

NC.CSKL-023 ORGANIZATIONAL LEADERSHIP



Physical Fitness Preparation for Public Safety

Physical and mental fitness preparation is one of the biggest requirements you'll need to meet in order to successfully enter a career in law enforcement or fire. The Physical Fitness Preparation for Public Safety program is designed to help individuals prepare for the physical and mental demands of Public Safety careers, including the different Physical Ability Tests (PAT), depending on which branch of Public Safety, all applicants must pass.

NC.VOC-010 PHYSICAL PREPARATION FOR PUBLIC SAFETY I

NC.VOC-011 PHYSICAL PREPARATION FOR PUBLIC SAFETY II



Supporting and Empowering Veterans

Designed to help veterans service organizations and agencies provide stronger support to the veteran community. Evaluates and determines the resources and benefits needed to support and empower veterans. An emphasis will be placed on building an awareness of military culture, the diverse make-up of military service members, strengths developed by veterans during service, common barriers facing military veterans, best practices in customer service, and strategies for being empathic throughout interactions

NC. VOC-050 UNDERSTANDING AND SUPPORTING VETERANS

NC. CSKL-004 CUSTOMER SERVICE

NC. CSKL-017 EMPATHY

NC. CSKL-021 SOCIAL/DIVERSITY-AWARENESS

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

Registration Instructions

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

STEP 1: Submit an application for admission for the spring 2026 term

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

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

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

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

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

STEP 4: Register for classes

- Once logged into My Canyons, click on the green "My Registration" tile and then "Search for Sections." Select a Term (spring 2026) and search alphabetically for the subject "Noncredit" to find the FREE noncredit course you want to enroll in.



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

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

Need help logging in to Canvas?

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



UNDERSTANDING OUR CLASS FORMATS



Online

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



OnlineLIVE

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



InPerson

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



HyFlex

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

Combo Formats

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

Hybrid

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

OnlineLIVE/Online

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

OnlineLIVE/InPerson

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

Instrucciones de registro

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

PASO 1: Presentar una solicitud de admisión para el semestre de primavera 2026

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

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

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

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

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

PASO 4: Inscribirse en clases

- Una vez iniciada la sesión en My Canyons, haga clic en "Register/Add Classes" para completar el proceso de inscripción. Seleccione el Término (spring 2026) y busque alfabéticamente la Materia "Noncredit". Después de añadir una clase a su horario, póngase en contacto con su instructor. Puede encontrar una lista de correos electrónicos de los instructores en www.canyons.edu/FREE



PASO 5: Explore Canvas para conocer su Clase en Línea

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

¿Necesita ayuda para ingresar a Canvas?

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



canvas

CONOCIMIENTO DE LOS FORMATOS PARA LAS CLASES



Online

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



OnlineLIVE

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



InPerson

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



HyFlex

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

Formatos Combinados

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

Hybrid

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

OnlineLIVE/Online

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

OnlineLIVE/InPerson

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

Class Locations:

CCC = COC Canyons Country Campus

17200 Sierra Highway, Santa Clarita, CA 91351

VC = COC Valencia Campus

26455 Rockwell Canyon Road, Santa Clarita, CA 91355

COM = Canyon Country Community Center

18410 Sierra Hwy, Santa Clarita, CA 913

COMC = Newhall Community Center

22421 Market ST, Newhall, CA 91321

VCOM = Valencia Community Center

26147 McBean Pkwy, Santa Clarita, CA 91355

NONCREDIT ARCHITECTURE INTERIOR DESIGN

NC.ARCH/ID 050 INTRODUCTION TO MODEL MAKING

4.00 – 8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95572	2/20/26–3/13/26	F	9:00AM–11:00AM	MENH-349
95575	2/20/26–3/13/26	F	9:00AM–11:00AM	MENH-349

NC.ARCH/ID 096 ARCHITECTURE AND INTERIOR DESIGN LAB

36.00 – 56.00 hours Prerequisite: NC.ARCH/ID-050

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

SEC#	DATES	DAYS	TIME	LOCATION
5577	3/20/26–5/22/26	F	9:00AM-2:00PM	MENH-349
95580	3/20/26–5/22/26	F	9:00AM–2:00PM	MENH-349

NONCREDIT ART

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. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
95652	2/23/26–3/18/26	MW	2:30PM–5:30PM	MENH-242



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. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
95655	3/27/26–4/24/26	F	11:00AM–5:00PM	MENH-241
95657	5/1/26–5/22/26	F	11:00AM–5:00PM	MENH-241

NONCREDIT BASIC SKILLS

NC.BCSK-050 TEST TAKING SKILLS

16.00 – 20.00 hours

Explores skills necessary to become a successful test-taker including managing time, mitigating test anxiety, practicing academic integrity, and becoming familiar with various test type.

SEC#	DATES	DAYS	TIME	LOCATION
99148	2/23/26–4/4/26	W	3:00PM–5:00PM	ONLN-LIVE

NC.BCSK 100 GED PREPARATION

20.00 – 160.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92153	2/9/26–6/4/26			ONLINE
92154	2/9/26–6/4/26	MW	6:00PM–8:45PM	HSLH-306 ESPANOL

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. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
92155	2/9/26–6/4/26	MW	9:30AM–12:00PM	ONLN-LIVE

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. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
92156	2/9/26–6/4/26	TU TH	9:30AM–12:00PM	ONLN-LIVE

NC.CGSL-003 MONEY MGMT COLLEGE & BEYOND

5.00 – 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.

SEC#	DATES	DAYS	TIME	LOCATION
95139	3/2/26–3/14/26			ONLINE

NONCREDIT BUSINESS

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. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
95667	2/23/26–4/4/26			ONLINE

NC.BUS 10B MICROSOFT PROJECT BASICS

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. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
95668	4/13/26–5/23/26			ONLINE



NC.BUS 117A INTRODUCTION TO ENTREPRENEURSHIP

45.00 – 60.00 hours
 Develops an understanding of the tasks faced by individuals engaged in ethical and legal entrepreneurial activities. Identifies the methods for developing a business idea, the process of starting a business, how to acquire resources, and how to analyze key parts of a business plan.

SEC#	DATES	DAYS	TIME	LOCATION
96746	2/9/26–4/4/26			ONLINE
96748	2/9/26–4/4/26			ONLINE

NC.BUS 117B DEVELOPING A BUSINESS PLAN FOR ENTREPRENEURS

45.00 – 60.00 hours
 Presents techniques for business plan development and creation. Utilizes skills and resources available to assist entrepreneurs in developing and launching a business including; ethics, legal business structures, entrepreneurial marketing, sources of funding, networking, and pitching.

SEC#	DATES	DAYS	TIME	LOCATION
96749	4/13/26	6/4/26		ONLINE
96751	4/13/26	6/4/26		ONLINE

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. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
95671	3/9/26–4/4/26			ONLINE

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

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

SEC#	DATES	DAYS	TIME	LOCATION
95672	4/13/26–5/9/26			ONLINE

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. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
95673	5/11/26–6/4/26			ONLINE

NONCREDIT CAREER SKILLS

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. Emphasis on analyzing current use of time, identifying organizational goals, roles and priorities, discovering gaps to achieving goals and apply time management tools to the gaps for completing important priorities first.

SEC#	DATES	DAYS	TIME	LOCATION
92164	2/23/26–3/8/26			ONLINE

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 business tone, organization and formatting, word choice and persuasion.

SEC#	DATES	DAYS	TIME	LOCATION
92165	3/9/26–3/22/26			ONLINE

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.

SEC#	DATES	DAYS	TIME	LOCATION
92167	3/23/26–4/4/26			ONLINE
95894	4/15/26–5/11/26	MW	5:00PM–6:00PM	ONLN-LIVE

NC.CSKL 004 CUSTOMER SERVICE

5.00 –8.00 hours
 Applies practical strategies to retain a valuable customer base, diffuse difficult situations and earn repeat business. Topics include the anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem-solving, customer perceptions and expectations, adapting to different conflict styles, and steps to diffuse angry customers.

SEC#	DATES	DAYS	TIME	LOCATION
92168	2/23/26–3/8/26			ONLINE

NC.CSKL 005 NEGOTIATION

8.00 – 24.00 hours
 Applies collaboration tools for building high-trust synergistic relationships. Analyze the conflict cycle and practice skills to defuse conflict at each stage for mutual benefit. Assess one's strengths and utilize tools to facilitate and adapt to others' styles. Skills include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process.

SEC#	DATES	DAYS	TIME	LOCATION
92169	3/9/26–3/22/26			ONLINE

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.

SEC#	DATES	DAYS	TIME	LOCATION
92170	3/23/26–4/4/26			ONLINE

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.

SEC#	DATES	DAYS	TIME	LOCATION
92171	2/23/26–3/8/26			ONLINE

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.

SEC#	DATES	DAYS	TIME	LOCATION
92172	3/9/26–3/22/26			ONLINE
95897	3/11/26–4/1/26	W	6:00PM–8:00PM	COM-COM

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.

SEC#	DATES	DAYS	TIME	LOCATION
92173	2/23/26–3/8/26			ONLINE

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.

SEC#	DATES	DAYS	TIME	LOCATION
92174	3/9/26–3/22/26			ONLINE

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.

SEC#	DATES	DAYS	TIME	LOCATION
95899	3/11/26–4/13/26	MW	5:00PM–6:00PM	ONLN-LIVE
92175	3/23/26–4/4/26			ONLINE

NC.CSKL-012 JOB SHADOWING

5.00 – 16.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95901	4/15/26–5/11/26	MW	5:00PM–6:00PM	ONLN-LIVE

NC.CSKL 013 MENTAL HEALTH FIRST AID IN THE WORKPLACE

8.00 – 12.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95903	3/11/26–4/1/26	W	6:00PM–8:00PM	ONLN-LIVE

NC.CSKL 014 PUBLIC SPEAKING IN THE WORKPLACE

5.00 – 16.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95908	4/13/26–4/26/26	Tu Th	6:00PM–8:00PM	ONLN-LIVE
95907	4/15/26–5/13/26	W	6:00PM–8:00PM	COM-COM
95904	5/13/26–6/3/26	MW	5:00PM–7:30PM	ONLN-LIVE
95906	5/13/26–6/3/26	MW	5:00PM–7:30PM	ONLN-LIVE

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.

SEC#	DATES	DAYS	TIME	LOCATION
92176	4/13/26–4/26/26			ONLINE

NC.CSKL 016 DIGITAL FLUENCY

5.00 –8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92177	5/4/26–5/17/26			ONLINE
95909	5/20/26–6/3/26	W	6:00PM–8:00PM	COM-COM

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.

SEC#	DATES	DAYS	TIME	LOCATION
92178	5/4/26–5/17/26			ONLINE

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.

SEC#	DATES	DAYS	TIME	LOCATION
92179	4/13/26–4/26/26			ONLINE

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.

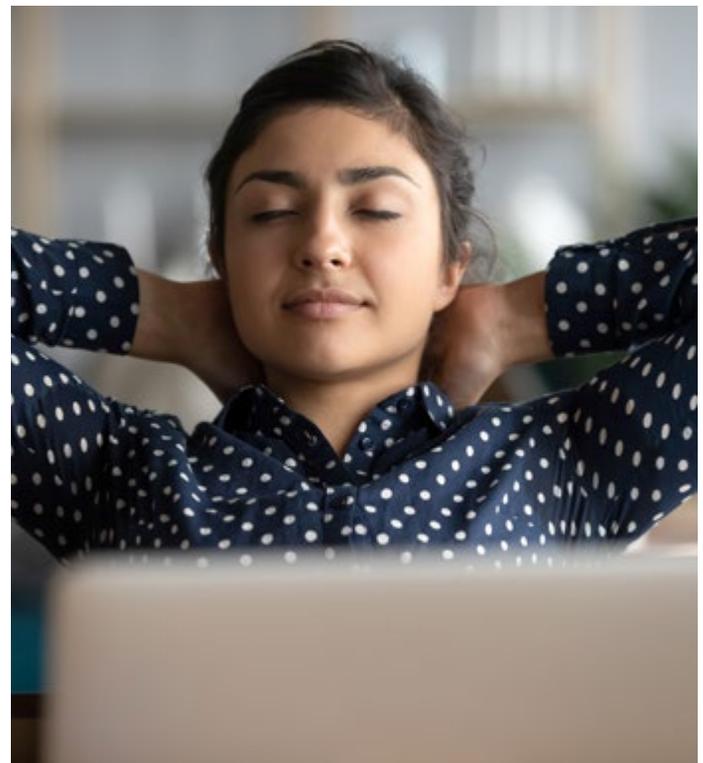
SEC#	DATES	DAYS	TIME	LOCATION
92180	5/4/26–5/17/26			ONLINE

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.

SEC#	DATES	DAYS	TIME	LOCATION
92181	5/18/26–5/31/26			ONLINE





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.

SEC#	DATES	DAYS	TIME	LOCATION
99189	3/11/26–4/13/26	MW	5:00PM–6:00PM	ONLN-LIVE
92182	5/18/26–5/31/26			ONLINE

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.

SEC#	DATES	DAYS	TIME	LOCATION
92183	3/9/26–3/22/26			ONLINE

NC.CSKL 023 ORGANIZATIONAL LEADERSHIP

5.00 –8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92184	3/23/26–4/4/26			ONLINE

NONCREDIT COLLEGE SUCCESS SKILLS

NC.BCSK 001 COLLEGE RESEARCH SKILLS

8.00 –12.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95658	2/23/26–3/8/26			ONLINE

NC.BCSK 002 INTERNET RESEARCH SKILLS

8.00 –12.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95660	3/9/26–3/22/26			ONLINE

NC.BCSK-003 AI: RESEARCH AND STUDY TOOLS

8.00 –12.00 hours

Explore Generative Artificial Intelligence (GAI) as a tangible tool and application with an emphasis on revolutionizing studying and research skills across various disciplines.

SEC#	DATES	DAYS	TIME	LOCATION
95661	2/23/26–3/8/26			ONLINE
95662	3/23/26–4/4/26			ONLINE

NC.BCSK-004 AI: NAVIG BIAS, EVAL, TRANSP

8.00 – 12.00 hours

Explores the ethical boundaries of using Generative Artificial Intelligence (GAI) tools and distinguishing between responsible and irresponsible use.

SEC#	DATES	DAYS	TIME	LOCATION
95663	3/9/26–3/22/26			ONLINE
95666	4/13/26–4/26/26			ONLINE

NONCREDIT COMPUTER APPLICATIONS AND WEB TECHNOLOGIES

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. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
79691	09/07/24–09/14/24	S	9:00AM–1:00PM	HSLH-304

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.

SEC#	DATES	DAYS	TIME	LOCATION
92192	2/25/26–3/4/26	W	9:00AM–1:00PM	HSLH-304

NC.CAWT 10A COMPUTING AND INTERNET FUNDAMENTALS

24.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95676	2/18/26–4/1/26	W	9:00AM–12:00PM	NCOM-1
92198	3/21/26–4/25/26	SA	9:00AM–1:00PM	HSLH-304
92199	4/28/26–6/4/26	TU TH	6:00PM–8:00PM	HSLH-304

NC.CAWT 10B WORD PROCESSING BASICS

24.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92204	2/20/26–3/13/26	F	9:00AM–1:00PM	ONLN-LIVE
92216	2/21/26–3/14/26	SA	9:00AM–1:00PM	HSLH-304
92217	3/10/26–4/16/26	TU TH	6:00PM–8:00PM	HSLH-304
92201	3/19/26–4/16/26	TH	9:00AM–1:00PM	ONLN-LIVE

NC.CAWT 10C SPREADSHEET BASICS

24.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92218	3/11/26–4/1/26	W	9:00AM–1:00PM	ONLN-LIVE
92219	3/20/26–4/17/26	F	9:00AM–1:00PM	ONLN-LIVE
99611	5/2/26–5/23/26	SA	9:00AM–1:00PM	HSLH-306E

NC.CAWT 10D DIGITAL COMMUNICATIONS FOR THE OFFICE

24.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92222	4/23/26–5/28/26	TH	9:00AM–1:00PM	ONLN-LIVE

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.

SEC#	DATES	DAYS	TIME	LOCATION
92223	4/24/26–5/29/26	F	9:00AM–1:00PM	HSLH-304

NC.CAWT-110 KEYBOARDING & DOCUMENT PROCESSING

20.00 – 24.00 hours

Develop proper and ergonomic touch typing skills to improve typing speed, accuracy, and keyboard proficiency. Will cover keyboard layout, techniques, and practical exercises to reinforce skills.

SEC#	DATES	DAYS	TIME	LOCATION
99244	2/9/26–4/4/26			ONLINE

NONCREDIT CITIZENSHIP

NC.CITZ 001 CITIZENSHIP FOR NATURALIZATION

36.00 – 54.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95679	2/28/26–5/30/26	SA	9:00AM–12:00PM	NCOM-1

NONCREDIT COMMUNICATIONS

NC.COMM 001 STRATEGIES AND TACTICS OF PUBLIC RELATIONS

8.00 - 18.00 hours

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

SEC#	DATES	DAYS	TIME	FORMAT
96153	3/9/26–3/30/26	M	6:00PM–8:00PM	ONLN-LIVE

NONCREDIT CONSTRUCTION

NC.CONS-102 OSHA 30-HOUR: SUPERVISORY

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 of construction work sites.

SEC#	DATES	DAYS	TIME	FORMAT
96010	2/24/26–3/26/26	Tu Th	6:00PM–9:00PM	SSC-102

NONCREDIT CRIME AND INTELLIGENCE ANALYSIS

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.

SEC#	DATES	DAYS	TIME	LOCATION
94148	3/10/26–3/26/26	TU TH	6:00PM–9:20PM	HSLH-133

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.

SEC#	DATES	DAYS	TIME	LOCATION
94149	4/14/26–5/7/26	TU TH	6:00PM–9:00PM	HSLH-133
		SA	9:00AM–1:00PM	HSLH-133

NC.CIAC-106 CRIME MAPPING/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.

SEC#	DATES	DAYS	TIME	LOCATION
94150	5/9/26–5/16/26	SA	8:00AM–4:00PM	HSLH-133
80400	11/12/24–11/26/24	T TH	6:00PM–9:10PM	HSLH-133

NONCREDIT CSEC TRAINING

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

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.

SEC#	DATES	DAYS	TIME	LOCATION
79714	10/08/24–10/10/24	T TH	6:00PM–8:00PM	ONLINE-LIVE

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

4.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
79715	10/15/24–10/17/24	T TH	6:00PM–8:00PM	ONLINE-LIVE

NONCREDIT CULINARY ARTS

NC.CUL 001 CULINARY SAFETY AND SANITATION

16.00 – 24 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
81412	10/21/24–11/18/24	MW	6:00PM–8:30PM	ONLINE-LIVE

NONCREDIT DIAGNOSTIC MEDICAL SONOGRAPHY

NC.DMS-100 INTRO TO FIELD OF SONOGRAPHY

16.00 – 24 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
99339	2/23/26–3/1/26	M	3:00PM–5:00PM	CCC3-306

NONCREDIT EDUCATION

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

4.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92158	4/18/26–4/18/26	SA	8:00AM–12:00PM	ONLN-LIVE





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

4.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92159	4/25/26-4/25/26	SA	8:00AM-12:00PM	ONLN-LIVE

NC.EDUC 003 INSTRUCTIONAL AIDE TRAINING: ROLES AND RESPONSIBILITIES

8.00 – 16.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92160	4/14/26-4/23/26	Tu Th	4:00PM-6:00PM	ONLN-LIVE

NC.EDUC 004 INSTRUCTIONAL AIDE TRAINING: EFFECTIVE PRACTICES

12.00 – 21.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92161	4/28/26-5/14/26	Tu Th	4:00PM-6:00PM	ONLN-LIVE

NONCREDIT ENGLISH

NC.ENGL 001 ESSENTIAL READING & WRITING I

18.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95686	3/9/26-4/4/26			ONLINE
95688	3/9/26-4/4/26			ONLINE

NC.ENGL 002 ESSENTIAL READING & WRITING II

18.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95689	3/9/26-4/4/26			ONLINE
95690	3/9/26-4/4/26			ONLINE
96666	4/13/26-5/9/26			ONLINE
96668	4/13/26-5/9/26			ONLINE

NONCREDIT ESL CONVERSATION

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.

SEC#	DATES	DAYS	TIME	LOCATION
92298	2/9/26-6/4/26	W	6:00PM-9:00PM	UCEN-313
92296	2/11/26-4/3/26	WF	9:00AM-12:00PM	UCEN-313
92297	2/11/26-4/3/26	WF	9:00AM-12:00PM	CCC3-301

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.

SEC#	DATES	DAYS	TIME	LOCATION
92299	4/15/26-5/29/26	WF	9:00AM-12:00PM	UCEN-313
92300	4/15/26-5/29/26	WF	9:00AM-12:00PM	CCC3-301

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.

SEC#	DATES	DAYS	TIME	LOCATION
92303	2/9/26-4/2/26	MTuTh	6:30PM-9:00PM	ONLN-LIVE
92304	2/9/26-6/4/26	Sa	9:00AM-12:00PM	ONLN-LIVE
92301	2/11/26-4/3/26	WF	9:00AM-12:00PM	UCEN-310

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.

SEC#	DATES	DAYS	TIME	LOCATION
92306	4/13/26-6/4/26	MTuTh	6:30PM-9:00PM	ONLN-LIVE
92305	4/15/26-5/29/26	WF	9:00AM-12:00PM	UCEN-310

NONCREDIT ESL AMERICAN LANGUAGE & CULTURE

NC.ESL-050 AMERICAN LANGUAGE/CULTURE - CONTEMPORARY LIFE

45.00 – 70.00 hours

Recommended Preparation: NC.ESL-4B

Advances students' English language skills, deepens their American cultural understanding, and improves their communication skills through the analysis of American life and culture. Intermediate-High Level.

SEC#	DATES	DAYS	TIME	LOCATION
92351	2/9/26-4/2/26	MTuTh	9:00AM-11:30AM	ONLN-LIVE
95731	2/9/26-4/2/26	MTuTh	6:00PM-9:00PM	COM-COM

NC.ESL-051 AMERICAN LANGUAGE/CULTURE - AMERICAN IDIOMS

45.00 – 70.00 hours

Recommended Preparation: NC.ESL-4B

Advances students' English language skills, deepens their American cultural understanding, and improves their communication skills through the study and use of American idioms. Intermediate-High Level.

SEC#	DATES	DAYS	TIME	LOCATION
92354	4/13/26-6/4/26	MTuTh	9:00AM-11:30AM	UCEN-206
95741	4/13/26-6/4/26	MTuTh	6:00PM-9:00PM	COM-COM

NC.ESL-052 AMERICAN LANGUAGE/CULTURE - AMERICAN MUSIC

45.00 – 70.00 hours

Recommended Preparation: NC.ESL-4B

Advances students' English language skills, deepens their American cultural understanding, and improves their communication skills through the study of American music. Intermediate-High Level.

SEC#	DATES	DAYS	TIME	LOCATION
92357	2/9/26-6/4/26	W	6:00PM-9:00PM	UCEN-315

NC.ESL-053 AMERICAN LANGUAGE/CULTURE - AMERICAN TV

45.00 – 70.00 hours

Advances students' English language skills, deepens their American cultural understanding, and improves their communication skills through the study of American Television.

SEC#	DATES	DAYS	TIME	LOCATION
92360	4/13/26–6/4/26	M Tu Th	6:30PM–9:00PM	ONLN-LIVE

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

45.00 – 70.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92363	2/9/26–4/2/26	M Tu Th	6:00PM–9:00PM	ONLN-LIVE

NC.ESL 061 COLLEGE LISTENING AND SPEAKING I

69.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92365	4/13/26–6/4/26	M Tu Th	6:00PM–9:00PM	ONLN-LIVE

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

69.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92366	2/9/26–4/2/26	M Tu Th	9:00AM–12:00PM	UCEN-210

NC.ESL 071 COLLEGE LISTENING AND SPEAKING II

69.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92368	4/13/26–6/4/26	M T U TH	9:00AM–12:00PM	UCEN-210

NONCREDIT ESL**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, including grammar, pronunciation, vocabulary and everyday life situations. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
92307	2/9/26–4/2/26	M T U TH	9:00AM–12:00PM	UCEN-313
92308	2/9/26–4/2/26	M T U TH	6:00PM–9:00PM	UCEN-313
92309	2/9/26–4/2/26	M T U TH	6:00PM–9:00PM	ONLN-LIVE

**NC.ESL 1B BEGINNING LOW B**

60.00 – 100.00 hours

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

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

SEC#	DATES	DAYS	TIME	LOCATION
95742	2/9/26–4/2/26	M T U TH	9:00AM–12:00PM	NCOM-1
92310	4/13/26–6/4/26	M T U TH	9:00AM–12:00PM	UCEN-313
92314	4/13/26–6/4/26	M T U TH	6:00PM–9:00PM	UCEN-313
92319	4/13/26–6/4/26	M T U TH	6:00PM–9:00PM	ONLN-LIVE

NC.ESL 2A BEGINNING HIGH A

60.00 – 100.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92325	2/9/26–4/2/26	M T U TH	9:00AM	12:00PM UCEN-310
92327	2/9/26–4/2/26	M T U TH	9:00AM	12:00PM CCC3-301
92328	2/9/26–4/2/26	M T U TH	6:00PM	9:00PM UCEN-315
92329	2/9/26–4/2/26	M T U TH	6:00PM–9:00PM	ONLN-LIVE
95744	4/13/26–6/4/26	M T U TH	9:00AM–12:00PM	NCOM-1

NC.ESL 2B BEGINNING HIGH B

69.00 hours

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

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

SEC#	DATES	DAYS	TIME	LOCATION
92330	4/13/26–6/4/26	M T U TH	9:00AM–12:00PM	UCEN-310
92331	4/13/26–6/4/26	M T U TH	9:00AM–12:00PM	CCC3-301
92332	4/13/26–6/4/26	M T U TH	6:00PM–9:00PM	UCEN-315
92333	4/13/26–6/4/26	M T U TH	6:00PM–9:00PM	ONLN-LIVE

NC.ESL 3A INTERMEDIATE LOW A

69.00 hours

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

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

SEC#	DATES	DAYS	TIME	LOCATION
92334	2/9/26–4/2/26	M T U TH	9:00AM–12:00PM	UCEN-305
92335	2/9/26–4/2/26	M T U TH	9:00AM–12:00PM	CCC3-300
92336	2/9/26–4/2/26	M T U TH	6:00PM–9:00PM	BONH-307
92337	2/9/26–4/2/26	M T U TH	6:00PM–9:00PM	ONLN-LIVE

NC.ESL 3B INTERMEDIATE LOW B

69.00 hours

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

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

SEC#	DATES	DAYS	TIME	LOCATION
92338	4/13/26–6/4/26	M Tu Th	9:00AM–12:00PM	UCEN-305
92339	4/13/26–6/4/26	M Tu Th	9:00AM–12:00PM	CCC3-300
92340	4/13/26–6/4/26	M Tu Th	6:00PM–9:00PM	BONH-307
92341	4/13/26–6/4/26	M Tu Th	6:00PM–9:00PM	ONLN-LIVE

NC.ESL 4A INTERMEDIATE HIGH A

69.00 hours

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

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

SEC#	DATES	DAYS	TIME	LOCATION
92342	2/9/26–4/2/26	M Tu Th	9:00AM–12:00PM	UCEN-209
92344	2/9/26–4/2/26	M Tu Th	6:00PM–9:00PM	BYKH-211
92345	2/9/26–4/2/26	M Tu Th	6:00PM–9:00PM	ONLN-LIVE

NC.ESL 4B INTERMEDIATE HIGH B

69.00 hours

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

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

SEC#	DATES	DAYS	TIME	LOCATION
92346	4/13/26–6/4/26	MTU TH	9:00AM–12:00PM	UCEN-209
92348	4/13/26–6/4/26	MTU TH	6:00PM–9:00PM	BYKH-211
92349	4/13/26–6/4/26	MTU TH	6:00PM–9:00PM	ONLN-LIVE

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

16.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92099	3/9/26–3/21/26	Tu	6:00PM–9:00PM	HSLH-203
95765	3/14/26–3/14/26	Sa	9:00AM–2:00PM	COM-COM
92100	4/27/26–5/9/26	W	6:00PM–9:00PM	HSLH-203
95769	5/2/26–5/2/26	Sa	9:00AM–2:00PM	NCOM-1
97136	5/30/26–5/30/26	Sa	9:00AM–2:00PM	VCOM-2

NC.HLTH 002 PERSONAL TRAINER CERTIFICATION PREPARATION

36.00 hours

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

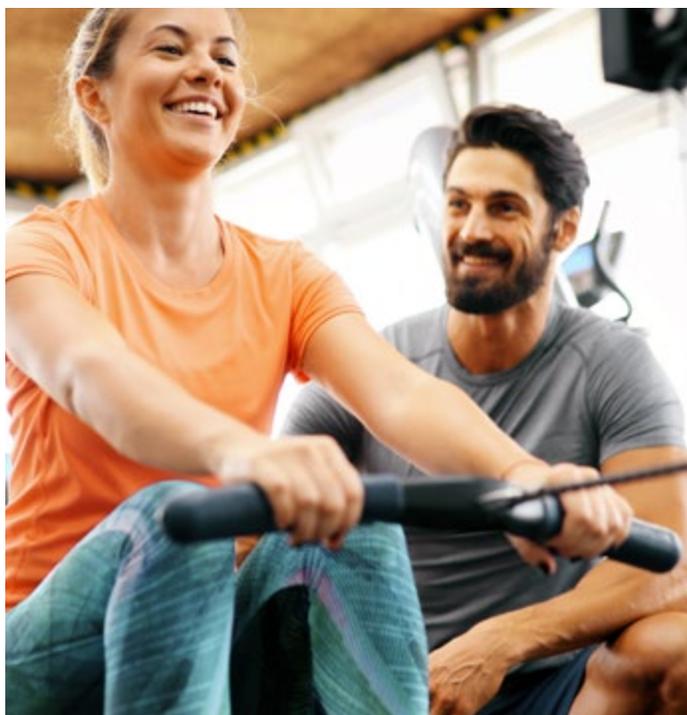
SEC#	DATES	DAYS	TIME	LOCATION
92101	4/13/26–6/4/26			ONLINE

NC.HLTH 003 PRINCIPLES OF COACHING

12.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95747	4/27/26–5/10/26			ONLINE



NONCREDIT HEALTH PROFESSIONS

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.

SEC#	DATES	DAYS	TIME	LOCATION
95749	3/16/26–6/4/26	W	6:00PM–9:00PM	ONLN-LIVE

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.

SEC#	DATES	DAYS	TIME	LOCATION
95753	2/23/26–3/8/26			ONLINE
95756	5/4/26–5/17/26			ONLINE

NONCREDIT LAND SURVEYING

NC.SURV-030 GNSS TECHNIQUES

16.00 hours

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.

SEC#	DATES	DAYS	TIME	LOCATION
94355	2/12/26–3/19/26	Th	5:30PM–8:10PM	ONLN-LIVE

NC.SURV-040 CONTROL SURVEYS USING GNSS

16.00 hours

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.

SEC#	DATES	DAYS	TIME	LOCATION
94356	3/26/26–5/7/26	Th	5:30PM–8:10PM	ONLN-LIVE

NONCREDIT LIFE SKILLS

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.

SEC#	DATES	DAYS	TIME	LOCATION
97139	3/17/26–4/23/26	Tu Th	6:00PM–8:30PM	ONLN-LIVE

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.

SEC#	DATES	DAYS	TIME	LOCATION
97138	4/28/26–5/28/26	Tu Th	6:00PM–8:30PM	ONLN-LIVE

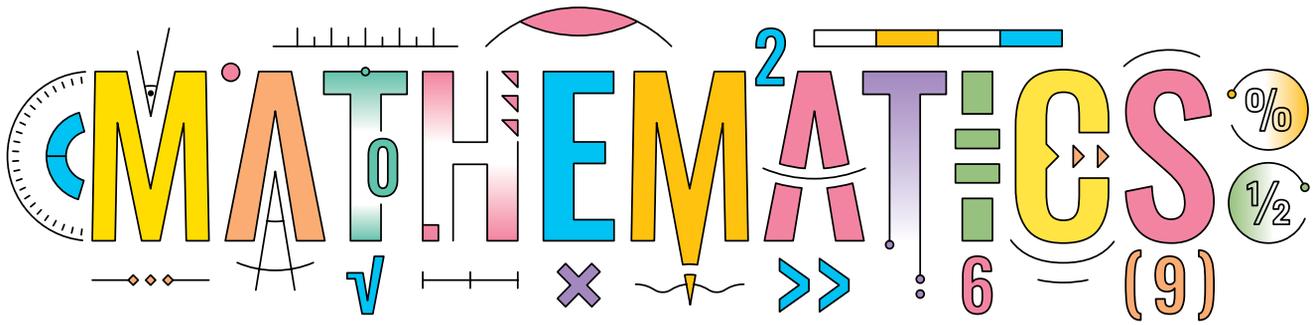
NONCREDIT MATHEMATICS

NC.MATH 001 WHOLE NUMBERS

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92072	2/23/26–6/4/26			ONLINE



NC MATH 002 FRACTIONS AND MIXED NUMBERS

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92073	2/23/26–6/4/26			ONLIN

NC.MATH 003 DECIMAL NUMBERS

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92074	2/23/26–6/4/26			ONLINE

NC.MATH 004 PERCENTAGES

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92076	2/23/26–6/4/26			ONLINE

NC.MATH 005 RATES AND PROPORTIONS

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92077	2/23/26–6/4/26			ONLINE

NC.MATH 006 SIGNED NUMBERS

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92078	2/23/26–6/4/26			ONLINE

NC.MATH 007 ALGEBRAIC EXPRESSIONS

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92079	2/23/26–6/4/26			ONLINE

NC.MATH 008 GRAPHS AND LINES

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92080	2/23/26–6/4/26			ONLINE

NC.MATH 009 LINEAR SYSTEMS

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92081	2/23/26–6/4/26			ONLIN

NC.MATH 010 EXPONENTS AND POLYNOMIAL OPERATIONS

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92082	2/23/26–6/4/26			ONLINE

NC.MATH 011 FACTORING POLYNOMIALS

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92083	2/23/26–6/4/26			ONLINE

NC.MATH 012 RATIONAL EXPRESSIONS AND EQUATIONS

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92084	2/23/26–6/4/26			ONLINE

NC.MATH 013 RELATIONS, FUNCTIONS, AND GRAPHS

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92086	2/23/26–6/4/26			ONLINE

NC.MATH 014 ABSOLUTE VALUE EQUATIONS AND INEQUALITIES

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92087	2/23/26–6/4/26			ONLINE

NC.MATH 015 RADICALS AND RATIONAL EXPONENTS

10.00 – 14.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92088	2/23/26–6/4/26			ONLINE

NC.MATH 016 QUADRATIC EQUATIONS AND FUNCTIONS

8.00 – 12.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92089	2/23/26–6/4/26			ONLINE

NC.MATH 017 EXPONENTIAL AND LOGARITHMIC FUNCTIONS

8.00 – 12.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92090	2/23/26–6/4/26			ONLINE

NC.MATH 018 CONIC SECTIONS

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92091	2/23/26–6/4/26			ONLINE

NC.MATH 019 SEQUENCES AND SERIES

6.00 – 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
92092	2/23/26–6/4/26			ONLINE

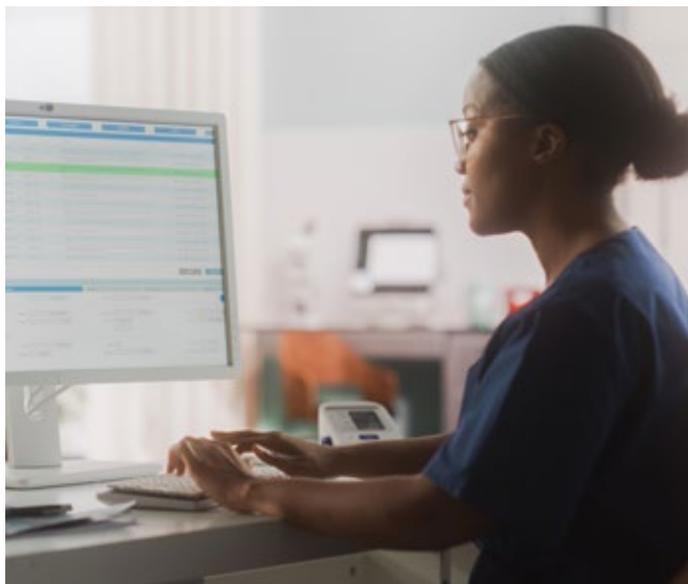
NONCREDIT MEDICAL SCRIBE

NC.HLTH-250 MEDICAL SCRIBE

18.00 – 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, medical scribes, and other records in an electronic medical record platform. It is recommended that students type at least 35 words per minute.

SEC#	DATES	DAYS	TIME	LOCATION
95762	4/13/26–6/4/26	MW	6:00PM–9:15PM	ONLN-LIVE



NONCREDIT OLDER ADULT

NC.OAD 001 ISSUES IN HEALTHY AGING FOR OLDER ADULTS

18.00 – 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 care-giving and assisting self and others with ongoing health conditions.

SEC#	DATES	DAYS	TIME	LOCATION
95808	2/9/26–6/4/26			ONLINE

NC.OAD 011 DRAWING FOR OLDER ADULTS

24.00 – 36.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95805	2/9/26–5/11/26	M	2:30PM–4:30PM	VCOM-1
95804	4/13/26–6/3/26	MW	6:00PM–8:00PM	NCOM-1

NC.OAD 012 WATERCOLOR FOR OLDER ADULTS

18.00 – 36.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95806	2/23/26–4/1/26	MW	6:30PM–8:30PM	NCOM-1
95809	2/24/26–4/30/26	TuTh	8:30AM–10:30AM	COM-COM

NC.OAD 013 YOGA FOR OLDER ADULTS

18.00 – 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. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
99140	2/23/26–6/3/26	MW	6:00PM–7:15PM	CCC2-202
95807	2/24/26–6/4/26	TuTh	10:30AM–12:00PM	NCOM-1
95812	2/24/26–6/4/26	TuTh	8:30AM–10:00AM	COM-COM

NC.OAD 014 BOOK BINDING AND BOOK DESIGN

18 – 36 hours

Students work step by step with faculty to create book bindings. Learn basic concepts of book arts and book binding through lecture, discussion, basic vocabulary and examples of positive and useful critical language.

SEC#	DATES	DAYS	TIME	LOCATION
95814	3/3/26–4/2/26	TuTh	6:00PM–8:00PM	MENH-109

NC.OAD-015 RELIEF & MONOTYPE PRINTMAKING

18.00 – 36.00 hours

Explores the fundamental techniques of relief and monotype printmaking. Students will learn about materials, design principles, and both hand-printing and press-based methods.

SEC#	DATES	DAYS	TIME	LOCATION
95816	4/14/26–5/21/26	TuTh	6:00PM–8:00PM	MENH-109

NONCREDIT PHOTOSHOP

NC.VOC 021A ADOBE PHOTOSHOP CERTIFICATION TRAINING I

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95859	3/11/26–4/1/26	W	6:00PM–8:00PM	MENH-205

NC.VOC 021B ADOBE PHOTOSHOP CERTIFICATION TRAINING II

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95860	4/15/26–5/6/26	W	6:00PM–8:00PM	MENH-205

NC.VOC 021C ADOBE PHOTOSHOP CERTIFICATION TRAINING III

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95861	5/13/26-6/3/26	W	6:00PM-8:00PM	MENH-205

NONCREDIT REAL ESTATE

NC.REAL 100 REAL ESTATE PRINCIPLES

45.00 – 60.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
91881	4/13/26-6/4/26	M	6:00PM-9:05PM	HSLH-233

NC.REAL 101 REAL ESTATE PRACTICES

45.00 – 60.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
91883	4/13/26-6/4/26	W	6:00PM-9:05PM	HSLH-235

NC.REAL 120 REAL ESTATE APPRAISAL

45.00 – 60.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
91885	4/13/26-6/4/26	Th	6:00PM-9:05PM	ONLN-LIVE

NC.REAL 130 ESCROW PROCEDURES AND PROCESSING

45.00 – 60.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
91886	2/9/26-4/4/26	Th	6:00PM-9:05PM	ONLN-LIVE

NONCREDIT 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.

SEC#	DATES	DAYS	TIME	LOCATION
96008	4/20/26-5/11/26	M	6:00PM-7:30PM	NCOM-1

NONCREDIT SPANISH

NC.SPAN-021 SPANISH FOR HEALTHCARE WORKERS I

54.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95855	2/17/26-3/21/26	TH	6:00PM-8:00PM	ONLN-LIVE

NC.SPAN-022 SPANISH FOR HEALTHCARE WORKERS II

54.00 hours

Recommended Preparation: NC.SPAN-021

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

SEC#	DATES	DAYS	TIME	LOCATION
95856	3/23/26-5/2/26			ONLINE



NC.SPAN-041 SPANISH FOR EDUCATORS I

54.00 hours

Develops basic Spanish communication skills and cultural understanding to foster meaningful interactions with Spanish-speaking students, families, staff, and community members. Focuses on developing listening, speaking, and fluency in educational topics.

SEC#	DATES	DAYS	TIME	LOCATION
95857	2/17/26-3/21/26	TU	6:00PM-8:00PM	ONLN-LIVE

NC.SPAN-042 SPANISH FOR EDUCATORS II

54.00 hours

Recommended Preparation: NC.SPAN-041

Develops basic Spanish communication skills and cultural understanding to foster meaningful interactions with Spanish-speaking students, families, staff, and community members. Focuses on developing listening, speaking, and fluency in educational topics.

SEC#	DATES	DAYS	TIME	LOCATION
95858	3/23/26-5/2/26			ONLINE

NONCREDIT THEATRE

NC.THTR 061 AUDITIONING SKILLS FOR ACTORS

24.00 hours

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.

SEC#	DATES	DAYS	TIME	LOCATION
95586	2/23/26-4/27/26	M	6:30PM-9:30PM	ONLN-LIV

NONCREDIT VOCATIONAL

NC.VOC-040 TRAUMA-AWARENESS/IDENT. TRNING

10.00 – 15.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95862	4/15/26-5/6/26	W	6:00PM-8:30PM	ONLN-LIVE

NC.VOC-041 TRAUMA-INTERV/PREVEN. TRNING

10.00 – 15.00 hours

Recommended Preparation: NC.VOC-040

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

SEC#	DATES	DAYS	TIME	LOCATION
95863	5/13/26-6/3/26	W	6:00PM-8:30PM	ONLN-LIVE

NONCREDIT 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).

SEC#	DATES	DAYS	TIME	LOCATION
95867	4/13/26–4/25/26			ONLINE

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.

SEC#	DATES	DAYS	TIME	LOCATION
95868	2/28/26–4/4/26	SA	8:00AM–2:00PM	TWSH-120
95871	5/2/26–5/30/26	SA	8:00AM–2:00PM	TWSH-120

NONCREDIT YOGA

NC.YOGA-004 YOGA TEACHER TRAINING

40.00 – 50.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95706	2/9/26–4/4/26	Tu Th	4:00PM–6:30PM	CCC-202

NC.YOGA-005 YOGA TEACHER TRAIN. PRACTICUM

40.00 – 60.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95708	4/13/26–6/4/26	Tu Th	4:00PM–6:30PM	CCC2-202



SUMMER 2026



NONCREDIT BASIC SKILLS

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. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
99017	6/15/26–8/15/26			ONLINE

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

77.50 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
99018	6/15/26–8/15/26			ONLINE

NONCREDIT BUSINESS

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.

SEC#	DATES	DAYS	TIME	LOCATION
99026	6/15/26–6/27/26			ONLINE

NC.BUS-1B EMPLOYMENT LAW FUNDAMENTALS

16.00 hours

Examines relevant state and federal employment laws that impact the workplace.

SEC#	DATES	DAYS	TIME	LOCATION
99027	6/29/26–7/11/26			ONLINE

NC.BUS-1C HUMAN RESOURCES MANAGEMENT SUPPORT ACTIVITIES

16.00 hours

Presents basic essential activities applicable to a support level position in human resources.

SEC#	DATES	DAYS	TIME	LOCATION
99028	7/13/26–8/8/26			ONLINE

NONCREDIT COMPUTER APPLICATIONS AND WEB TECHNOLOGIES

NC.CAWT-013A QUICKBOOKS ONLINE: SERV. BASED

10.00 – 15.00 hours

Create and manage a service-based business by applying best practices for bookkeeping and accounting.

SEC#	DATES	DAYS	TIME	LOCATION
99213	6/29/26–7/18/26	M	6:00PM–8:30PM	HSLH-303

NC.CAWT-013B QUICKBOOKS ONLINE: PROD. BASED

10.00 – 15.00 hours

Customizing key settings; managing customers, vendors, services, inventory, and sales tax; entering and categorizing transactions; using class-tracking and location-tracking of income and expenses.

SEC#	DATES	DAYS	TIME	LOCATION
99034	6/8/26–6/27/26	M	6:00PM–8:30PM	HSLH-303

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.

SEC#	DATES	DAYS	TIME	LOCATION
99029	6/11/26–7/9/26	TH	9:00AM–1:00PM	ONLN-LIVE

NC.CAWT 10B WORD PROCESSING BASICS

16.00 – 20 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
99030	6/12/26–7/17/26	F	9:00AM–1:00PM	ONLN-LIVE

NC.CAWT 10C SPREADSHEET BASICS

16.00 – 20 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
99031	7/24/26–8/14/26	F	9:00AM–1:00PM	ONLN-LIVE

NC.CAWT-10D DIGITAL COMM FOR THE OFFICE

24.00 – 30.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
99031	7/24/26–8/14/26	F	9:00AM–1:00PM	ONLN-LIVE

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.

SEC#	DATES	DAYS	TIME	LOCATION
99033	7/16/26–8/13/26	TH	9:00AM–1:00PM	ONLN-LIVE

NONCREDIT CAREER SKILLS

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. Emphasis on analyzing current use of time, identifying organizational goals, roles and priorities, discovering gaps to achieving goals and apply time management tools to the gaps for completing important priorities first.

SEC#	DATES	DAYS	TIME	LOCATION
99232	6/8/26–6/21/26			ONLINE

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 business tone, organization and formatting, word choice and persuasion.

SEC#	DATES	DAYS	TIME	LOCATION
99233	6/22/26–7/5/26			ONLINE

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.

SEC#	DATES	DAYS	TIME	LOCATION
99234	7/6/26–7/19/26			ONLINE

NC.CSKL 004 CUSTOMER SERVICE

5.00 – 8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
99235	6/8/26–6/21/26			ONLINE

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 defuse conflict at each stage for mutual benefit. Assess one's strengths and utilize tools to facilitate and adapt to others' styles. Skills include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process.

SEC#	DATES	DAYS	TIME	LOCATION
99236	6/22/26–7/5/26			ONLINE

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.

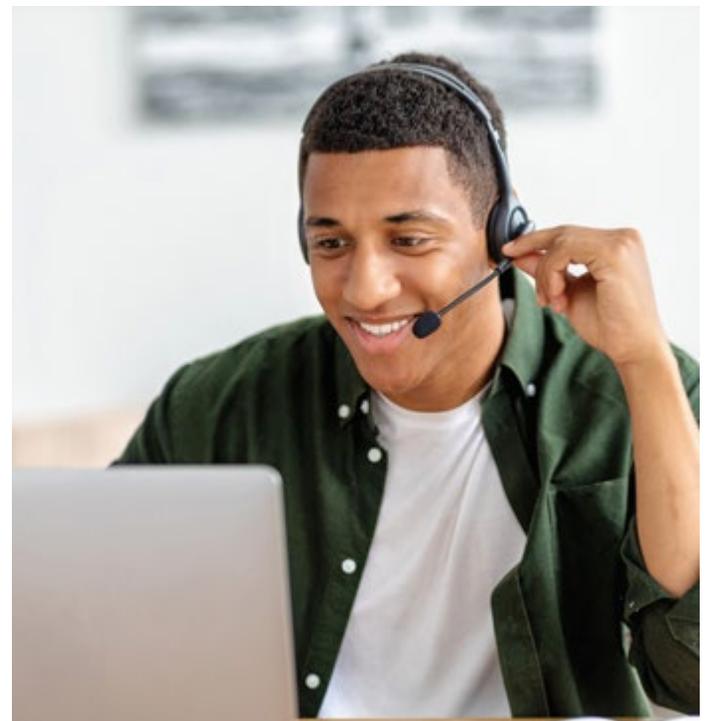
SEC#	DATES	DAYS	TIME	LOCATION
99237	7/6/26–7/19/26			ONLINE

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.

SEC#	DATES	DAYS	TIME	LOCATION
99238	6/8/26–6/21/26			ONLINE





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.

SEC#	DATES	DAYS	TIME	LOCATION
99239	6/22/26–7/5/26			ONLINE

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.

SEC#	DATES	DAYS	TIME	LOCATION
81324	01/21/25–01/26/25			ONLINE

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.

SEC#	DATES	DAYS	TIME	LOCATION
99241	7/20/26–8/2/26			ONLINE

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.

SEC#	DATES	DAYS	TIME	LOCATION
99242	8/3/26–8/16/26			ONLINE

NONCREDIT REAL ESTATE

NC.REAL 100 REAL ESTATE PRINCIPLES

45.00 – 60.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95973	6/8/26–7/11/26			ONLINE
95974	6/8/26–7/11/26			ONLINE

NC.REAL 101 REAL ESTATE PRACTICES

45.00 – 60.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
95977	6/22/26–7/25/26			ONLINE

NC.REAL 115 LEGAL ASPECTS OF REAL ESTATE

45.00 – 60.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
91885	4/13/26–6/4/26	Th	6:00PM–9:05PM	ONLN-LIVE

NC.REAL 120 REAL ESTATE APPRAISAL

45.00 – 60.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
91885	4/13/26–6/4/26	Th	6:00PM–9:05PM	ONLN-LIVE



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