

COLLEGE OF THE CANYONS
SCHOOL OF PERSONAL & PROFESSIONAL LEARNING

ONLINE ▪ FALL 2023 ▪ IN-PERSON

FREE **CLASSES**

CLASSES BEGIN AUGUST 21

with a variety of
start dates available!



Education extended

COLLEGE OF THE CANYONS
School of Personal &
Professional Learning

(661) 362-3304

www.canyons.edu/FREE

We offer assistance in:

Español **فارسی** **한국어**

Instrucciones de registro en la página 3

New Career Training Programs!



Library and Internet Research Skills Certificate of Completion

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

NC.BCSK-001 College Research Skills

NC.BCSK-002 Internet Research Strategies

Welding Safety - Welding Lab Skills Enhancement Certificate of Completion

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

NC.WELD-001 Welding Safety

NC.WELD-002 Welding Lab

Medical Scribe Certificate of Completion

Want a job in the healthcare industry, but don't want to take years to get there. With the completion of two courses you can become a medical scribe. These courses will provide you with hands-on training to gain the knowledge, skills, and abilities needed for entry-level employment. The Medical Terminology course is comprehensive student of terminology necessary to take the Medical Scribe course. In the Medical Scribe course, you will learn about the documentation of patient medical records using electronic medical records systems in a variety of clinical settings.

NC.HLTH-249 Medical Terminology

NC.HLTH-250 Medical Scribe

Physical Fitness Preparation for Public Safety

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

NC.VOC-010 Physical Preparation for Public Safety I

NC.VOC-010 Physical Preparation for Public Safety II

Personal Care Aide Training Certificate of Completion

Have a family member you need to care for or looking for employment as a personal care aide? The Personal Care Aide Training certificate prepares students to assist older adults, individuals with disabilities, and those with chronic health issues, including Alzheimer's Disease and dementia. Students will obtain skills necessary for entry level employment providing personal care services in people's homes, in assisted living residences, nursing facilities, and other residential housing facilities. **NC.HLTH-001 Adult and Pediatric CPR, First Aid, and AED**

NC.HLTH-010 Personal Care Aide

NC.HLTH-011 Health Professions Workforce Skills

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

Registration Instructions

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

STEP 1: Submit an application for admission for the Fall 2023 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 (Fall 2023) 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 Otoño 2023

- 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 2023) 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 2023) 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

VAL = COC Valencia Campus
26455 Rockwell Canyon Road, Santa Clarita, CA 91355

COMC = Newhall Community Center
22421 Market ST, Newhall, CA 91321

MCGR = McGrath Elementary
21501 Deputy Jack Dr, Newhall, CA 91321

NHE = Newhall Elementary
24607 Walnut Street, Newhall, CA 91321

BRHM = Bridge To Home
23752 Newhall Ave, Newhall, CA 91321

NONCREDIT ART

NC.ART 110 FUNDAMENTALS OF DRAWING FOR COMMERCIAL ARTISTS

30.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75681	09/11/23–10/11/23	MW	2:30PM–5:30PM	MENH-109

NC.ART 200 ANATOMY FOR COMMERCIAL ARTISTS

30.00 – 36.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75682	09/01/23–10/06/23	F	11:00AM–5:00PM	MENH-241
75683	10/13/23–11/17/23	F	11:00AM–5:00PM	MENH-241

NONCREDIT BASIC SKILLS

NC.BCSK 100 GED PREPARATION

160.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72412	08/21/23–12/9/23			ONLINE
76098	08/21/23–12/9/23	MW	6:00PM–8:35PM	TBA Español-HYFLEX

NC.BCSK 110 GED PREPARATION – MATH/SCIENCE

77.50 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72504	08/21/23–12/9/23	MW	9:30AM–12:00PM	ONLINE-LIVE

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

77.50 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72507	08/21/23–12/9/23	TU TH	9:30AM–12:00PM	HSLH-306 HYFLEX

NONCREDIT BUSINESS

NC.BUS 10A INTRODUCTION TO PROJECT MANAGEMENT

30.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75684	8/28/23–10/07/23			ONLINE

NC.BUS 10B MICROSOFT PROJECT BASICS

28.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75685	10/09/23–11/18/23	TH	6:00PM–9:00PM	HSLH-235 HYFLEX

NC.BUS 117A INTRODUCTION TO ENTREPRENEURSHIP

52.50 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72953	8/21/23–10/14/23			ONLINE

NC.BUS 117B DEVELOPING A BUSINESS PLAN FOR ENTREPRENEURS

52.50 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72954	10/16/23–12/09/23			ONLINE

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

16.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72385	8/21/23–9/16/23			ONLINE

NC.BUS 2B PEOPLE MANAGEMENT

16.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72386	9/18/23–10/14/23			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
72387	10/16/23–11/11/23			ONLINE

NC.BUS 3B STRATEGIC HUMAN RESOURCES MANAGEMENT

16.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72388	11/13/23–12/09/23			ONLINE



NONCREDIT CAREER SKILLS

NC.CSKL 001 TIME MANAGEMENT

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72389	9/05/23–9/17/23			ONLINE

NC.CSKL 002 BUSINESS WRITING IN THE TECHNOLOGY AGE

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72390	09/18/23–10/01/23			ONLINE
76041	10/18/23–11/13/23	MW	05:00PM–06:00PM	ONLINE-LIVE

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

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72391	10/02/23–10/15/23			ONLINE

NC.CSKL 004 CUSTOMER SERVICE

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72392	9/05/23–9/17/23			ONLINE
76038	8/21/23–9/18/23	MW	5:00PM–7:00PM	ONLINE-LIVE

NC.CSKL 005 NEGOTIATION

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72393	9/18/23–10/01/23			ONLINE

NC.CSKL 006 PERSONALITY STYLES

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72394	10/02/23–10/15/23			ONLINE
76040	10/23/23–11/15/23	MW	5:00PM–6:00PM	ONLINE-LIVE

NC.CSKL 007 SUCCESSFULLY MANAGING AND DEVELOPING PEOPLE

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72395	9/05/23–9/17/23			ONLINE

NC.CSKL 008 WORKPLACE COMMUNICATION STRATEGIES

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72396	9/18/23–10/01/23			ONLINE
76039	9/25/23–10/18/23	MW	5:00PM–6:00PM	ONLINE-LIVE

NC.CSKL 009 PERSONALIZED CAREER PLANNING

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72397	10/02/23–10/15/23			ONLINE
76043	11/15/23–12/13/23	MW	05:00PM–06:00PM	ONLINE-LIVE

NC.CSKL 010 STRATEGIC JOB SEARCH

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72398	10/16/23–10/29/23			ONLINE

NC.CSKL 011 LINKEDIN FOR BUSINESS

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72399	10/30/23–11/12/23			ONLINE

NC.CSKL 013 MENTAL HEALTH FIRST AID IN THE WORKPLACE

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75686	11/04/23–11/04/23	S	08:00AM–12:00PM 12:30PM–04:30PM	HSLH-305 HSLH-305

NC.CSKL 014 PUBLIC SPEAKING IN THE WORKPLACE

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75687	10/16/23–10/28/23	MW	06:00PM–08:00PM	ONLINE-LIVE

NC.CSKL 015 ADAPTABILITY

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72400	10/23/23–11/05/23			ONLINE



NC.CSKL 016 DIGITAL FLUENCY

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72401	11/06/23–11/19/23			ONLINE
76037	8/21/23–9/18/23	MW	5:00PM-6:00PM	ONLINE-LIVE

NC.CSKL 017 EMPATHY

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72402	11/06/23–11/19/23			ONLINE
76042	11/20/23–12/13/23	MW	05:00PM-06:00PM	ONLINE-LIVE

NC.CSKL 018 ENTREPRENEURIAL MINDSET

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72403	10/16/23–10/29/23			ONLINE

NC.CSKL 019 RESILIENCE

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72404	11/06/23–11/19/23			ONLINE

NC.CSKL 020 SELF-AWARENESS

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72405	11/27/23–12/09/23			ONLINE

NC.CSKL 021 SOCIAL-DIVERSITY AWARENESS

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72406	11/27/23–12/09/23			ONLINE

NC.CSKL 022 EMERGING LEADERS

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72407	10/16/23–10/29/23			ONLINE
76276	9/20/23–10/16/23	MW	5:00PM–6:00PM	ONLINE-LIVE

NC.CSKL 023 ORGANIZATIONAL LEADERSHIP

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72408	10/30/23–11/12/23			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
72532	9/09/23–9/16/23	S	9:00AM–1:00PM	HSLH-134

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
72533	9/23/23–9/30/23	S	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
72510	8/25/23–9/29/23	F	9:00AM–1:00PM	ONLINE-LIVE
75711	10/18/23–12/01/23	W	9:00AM–12:00PM	NEWHALL COMC
72531	10/31/23–12/07/23	TTH	6:30PM–8:30PM	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
72511	10/06/23–10/27/23	F	9:00AM–1:00PM	ONLINE-LIVE
72509	11/09/23–12/07/23	TH	9:00AM–1:00PM	ONLINE-LIVE
72530	09/26/23–10/19/23	TTH	6:30PM–8:30PM	HSLH-304

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
72442	10/05/23–11/02/23	TH	9:00AM–1:00PM	ONLINE-LIVE
72512	11/03/23–12/08/23	F	9:00AM–1:00PM	ONLINE-LIVE
72513	8/22/23–9/21/23	TTH	6:30PM–8:30PM	HSLH-304

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
72441	8/24/23–9/28/23	TH	9:00AM–1:00PM	ONLINE-LIVE

NONCREDIT CITIZENSHIP

NC.CITZ 01 CITIZENSHIP FOR NATURALIZATION

36.00 – 54.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72427	8/21/23–12/9/23	W	6:00PM–9:00PM	ONLINE-LIVE

NONCREDIT COMMUNICATIONS

NC.COMM 001 STRATEGIES AND TACTICS OF PUBLIC RELATIONS

8.00 - 18.00 hours

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

SEC#	DATES	DAYS	TIME	FORMAT
75688	9/18/23–10/14/23	MW	6:00PM–8:00PM	ONLINE-LIVE

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
72428	10/10/23–10/12/23	TTH	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
72429	10/17/23–10/19/23	TU TH	6:00PM–8:00PM	ONLINE-LIVE

NONCREDIT CULINARY ARTS

NC.CUL 002 BAKING FUNDAMENTALS I

44.00 hours

Explores ingredient interaction, proper scaling techniques, and reading of formulas in baking. Learn how to correctly measure and prepare quick bread recipes. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
76017	8/28/23–10/03/23	MT	5:00PM–9:00PM	ICUE-111

NC.CUL 003 BAKING FUNDAMENTALS II

40.00 hours

Second in a series, emphasizing baking skills necessary for employment including advanced breads and pastries. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
76018	10/18/23–11/16/23	WTH	05:00PM–09:00PM	ICUE-111



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
72430	10/28/23–10/28/23	S	12:00PM–4:00PM	ONLINE-LIVE

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

4.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72431	11/04/23–11/04/23	S	12:00PM–4:00PM	ONLINE-LIVE

NC.EDUC 003 INSTRUCTIONAL AIDE TRAINING: ROLES AND RESPONSIBILITIES

8.00 – 16.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72432	10/03/23–10/12/23	Tu Th	4:00PM–6:00PM	ONLINE-LIVE

NC.EDUC 004 INSTRUCTIONAL AIDE TRAINING: EFFECTIVE PRACTICES

12.00 – 21.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72433	10/17/23–11/02/23	Tu Th	4:00PM–6:00PM	ONLINE-LIVE

NONCREDIT ENGLISH

NC.ENGL 001 ESSENTIAL READING & WRITING I

18.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72534	9/18/23–10/14/23	T	11:00AM–12:30PM	UCEN-312

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
72411	9/18/23–10/14/23			ONLINE
72410	10/16/23–11/11/23			ONLINE
72536	9/18/23–10/14/23	W	11:00AM–12:30PM	ONLINE-LIVE
72535	10/16/23–11/11/23	T	11:00AM–12:30PM	UCEN-312
72538	8/21/23–9/16/23	TH	12:30PM–2:35PM	ONLINE-LIVE
<i>(Co-listed with ENG 101-70880)</i>				
72537	8/21/23–9/16/23	W	5:00PM–7:05PM	ONLINE-LIVE
<i>(Co-listed with ENG 101-70877)</i>				

NONCREDIT ESL

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

18.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72539	8/21/23–10/14/23	MTTH	9:00AM–12:00PM	ONLINE-LIVE
72540	8/21/23–10/14/23	MTTH	6:00PM–9:00PM	ONLINE-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
72541	10/16/23–12/09/23	MTTH	9:00AM–12:00PM	ONLINE-LIVE
72542	10/16/23–12/09/23	MTTH	6:00PM–9:00PM	ONLINE-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
72544	8/21/23–10/12/23	MTTH	9:00AM–12:00PM	UCEN-211
72545	8/21/23–10/12/23	MTTH	6:00PM–9:00PM	ONLINE-LIVE

NC.ESL 071 COLLEGE LISTENING AND SPEAKING II

69.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72546	10/16/23–12/07/23	MTTH	9:00AM–12:00PM	UCEN-211
72547	10/16/23–12/07/23	MTTH	6:00PM–9:00PM	ONLINE-LIVE

NC.ESL 1A BEGINNING LOW A

69.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75706	8/21/23–10/12/23	MTTH	9:00AM–12:00PM	NEWHALL COMC
75670	8/21/23–10/12/23	MTTH	9:00AM–12:00PM	CCCS-504
72548	8/21/23–10/12/23	MTTH	9:00AM–12:00PM	UCEN-310
72551	10/16/23–12/07/23	MTTH	9:00AM–12:00PM	CCCS-502
72550	8/21/23–10/12/23	MTTH	6:00PM–9:00PM	ONLINE-LIVE
72549	8/21/23–10/12/23	MTTH	6:00PM–9:00PM	BOHN-307

NC.ESL 1B BEGINNING LOW B

69.00 hours

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

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

SEC#	DATES	DAYS	TIME	LOCATION
75710	10/16/23–12/09/23	MTTH	9:00AM–12:00PM	NEWHALL COMC
75671	10/16/23–12/07/23	MTTH	9:00AM–12:00PM	CCCS-504
72553	10/16/23–12/07/23	MTTH	9:00AM–12:00PM	UCEN-310
72555	10/16/23–12/07/23	MTTH	6:00PM–9:00PM	ONLINE-LIVE
72554	10/16/23–12/07/23	MTTH	6:00PM–9:00PM	BOHN-307
72552	8/21/23–10/12/23	MTTH	6:00PM–9:00PM	ONLINE-LIVE

NC.ESL 2A BEGINNING HIGH A

69.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72559	8/21/23–10/12/23	MTTH	9:00AM–12:00PM	CCCS-506
72558	8/21/23–10/12/23	MTTH	9:00AM–12:00PM	UCEN-305
72561	8/21/23–10/12/23	MTTH	6:00PM–9:00PM	ONLINE-LIVE
72560	8/21/23–10/12/23	MTTH	6:00PM–9:00PM	HSLH-204
72562	10/16/23–12/07/23	MTTH	6:00PM–9:00PM	ONLINE-LIVE

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
72565	10/16/23–12/07/23	MTTH	9:00AM–12:00PM	CCCS-506
72564	10/16/23–12/07/23	MTTH	9:00AM–12:00PM	UCEN-305
72563	8/21/23–10/12/23	MTTH	6:00PM–9:00PM	ONLINE-LIVE
72567	10/16/23–12/07/23	MTTH	6:00PM–9:00PM	ONLINE-LIVE
72566	10/16/23–12/07/23	MTTH	6:00PM–9:00PM	HSLH-305



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
72579	8/21/23–10/12/23	MTTH	9:00AM–12:00PM	UCEN-313
72577	8/21/23–10/12/23	MTTH	9:00AM–12:00PM	MCGRATH ELEM
72576	8/21/23–10/12/23	MTTH	9:00AM–12:00PM	ONLINE-LIVE
75672	8/21/23–10/12/23	MTTH	6:00PM–9:00PM	CCCS-504
72580	8/21/23–10/12/23	MTTH	6:00PM–9:00PM	ONLINE-LIVE
72578	8/21/23–10/12/23	MTTH	6:00PM–9:00PM	NEWHALL ELEM
72581	10/16/23–12/07/23	MTTH	6:00PM–9:00PM	ONLINE-LIVE

NC.ESL 3B INTERMEDIATE LOW B

69.00 hours

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

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

SEC#	DATES	DAYS	TIME	LOCATION
72585	10/16/23–12/07/23	MTTH	9:00AM–12:00PM	UCEN-311
72583	10/16/23–12/07/23	MTTH	9:00AM–12:00PM	MCGRATH ELEM
72582	10/16/23–12/07/23	MTTH	9:00AM–12:00PM	ONLINE-LIVE
75673	10/16/23–12/07/23	MTTH	6:00PM–9:00PM	CCCS-504
72586	10/16/23–12/07/23	MTTH	6:00PM–9:00PM	ONLINE-LIVE
72584	10/16/23–12/07/23	MTTH	6:00PM–9:00PM	NEWHALL ELEM

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
72589	8/21/23–10/12/23	MTTH	9:00AM–12:00PM	ONLINE-LIVE
72587	8/21/23–10/12/23	MTTH	9:00AM–12:00PM	UCEN-209
75674	8/21/23–10/12/23	MTTH	6:00PM–9:00PM	HSLH-232
72588	8/21/23–10/12/23	MTTH	6:00PM–9:00PM	ONLINE-LIVE

NC.ESL 4B INTERMEDIATE HIGH B

69.00 hours

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

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

SEC#	DATES	DAYS	TIME	LOCATION
72593	10/16/23–12/07/23	MTTH	9:00AM–12:00PM	ONLINE-LIVE
72591	10/16/23–12/07/23	MTTH	9:00AM–12:00PM	UCEN-209
72590	8/21/23–10/12/23	MTTH	6:00PM–9:00PM	ONLINE-LIVE
75675	10/16/23–12/07/23	MTTH	6:00PM–9:00PM	HSLH-232
72592	10/16/23–12/07/23	MTTH	6:00PM–9:00PM	ONLINE-LIVE



NONCREDIT ESL VOCATIONAL

NC.VESL-001 PREPARING FOR THE WORKPLACE

69.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72570	8/21/23–10/12/23	MTTH	9:00AM–12:00PM	UCEN-208

NC.VESL-002 SUCCESS IN THE WORKPLACE

69.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72571	10/16/23–12/07/23	MTTH	9:00AM–12:00PM	UCEN-208

NONCREDIT HEALTH EDUCATION

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

16.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75709	10/07/23–10/07/23	S	9:00AM–2:00PM	NEWHALL COMC
72594	9/18/23–09/30/23	TH	6:00PM–9:00PM	HSLH-305
72595	10/23/23–11/04/23	W	6:00PM–9:00PM	HSLH-305

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
72413	10/16/23–12/09/23			ONLINE

NONCREDIT HEALTH PROFESSIONS

NC.HLTH 010 PERSONAL CARE AIDE

77.50 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72952	8/21/23–12/9/23	MW	6:00PM–8:30PM	ONLINE-LIVE

NC.HLTH 011 HEALTH PROFESSIONS WORKFORCE SKILLS

12.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75689	9/11/23–9/30/23			ONLINE
75690	10/30/23–11/18/23			ONLINE

NC.HLTH 249 MEDICAL TERMINOLOGY

54.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75691	8/21/23–10/14/23			ONLINE

NC.HLTH 250 MEDICAL SCRIBE

48.00 hours

Provides students with hands-on training to gain knowledge, skills, and abilities needed for entry-level employment as medical scribes in specialty clinics and hospitals where they collect the needed records in real-time. Prepares Medical Scribes to document visit details such as symptoms, case history, diagnostic tests, medications, 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
75692	10/16/23–12/06/23	MW	6:00PM–9:00PM	ONLINE-LIVE

NONCREDIT KINESIOLOGY

NC.KPET-120 EMERGENCY PROCEDURES

63.70 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75427	8/24/23–12/09/23	M	06:00PM–09:05PM	EPEK-102

NC.KPET-212 SPORTS MEDICINE CLINICAL EXPLORATION

67.16 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75428	8/21/23–12/09/23	MW	8:00AM–8:50AM	EPEK-102

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
72414	9/05/23–12/09/23			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
72415	9/05/23–12/09/23			ONLINE

NC.MATH 003 DECIMAL NUMBERS

6.00 - 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72416	9/05/23–12/09/23			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
72417	9/05/23–12/09/23			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
72418	9/05/23–12/09/23			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
72419	9/05/23–12/09/23			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
72420	9/05/23–12/09/23			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
72421	9/05/23–12/09/23			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
75811	8/28/23–10/14/23			ONLINE
75822	10/16/23–12/02/23			ONLINE

NC.MATH 010 EXPONENTS AND POLYNOMIAL OPERATIONS

6.00 - 10.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75812	08/28/23–10/14/23			ONLINE
75833	10/16/23–12/02/23			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
75813	8/28/23–10/14/23			ONLINE
75824	10/16/23–12/02/23			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
75814	8/28/23–10/14/23			ONLINE
75825	10/16/23–12/02/23			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
75815	8/28/23–10/14/23			ONLINE
75826	10/16/23–12/02/23			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.

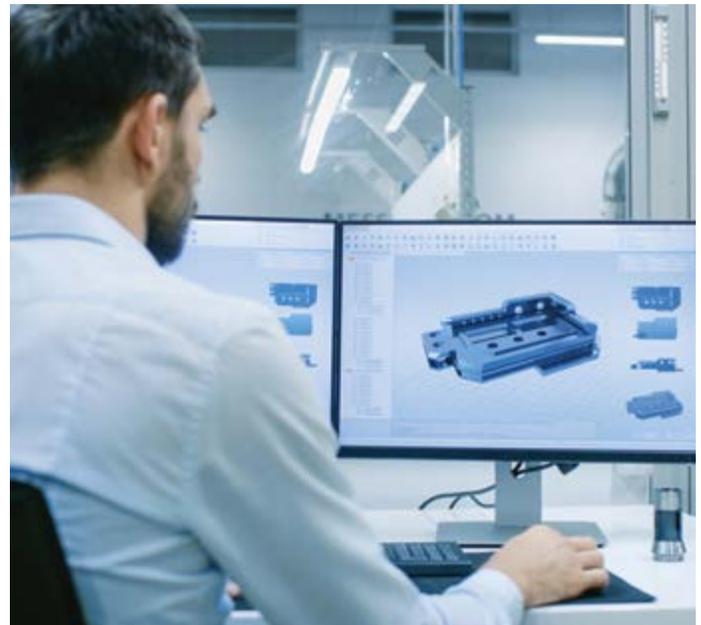
SEC#	DATES	DAYS	TIME	LOCATION
75816	8/28/23–10/14/23			ONLINE
75827	10/16/23–12/02/23			ONLINE

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
75817	8/28/23–10/14/23			ONLINE
75828	10/16/23–12/02/23			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
75818	8/28/23–10/14/23			ONLINE
75829	10/16/23–12/02/23			ONLINE

NC.MATH 017 EXPONENTIAL AND LOGARITHMIC FUNCTIONS

8.00 - 12.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75819	8/28/23–10/14/23			ONLINE
75830	10/16/23–12/02/23			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
75820	8/28/23–10/14/23			ONLINE
75831	10/16/23–12/02/23			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
75821	8/28/23–10/14/23			ONLINE
75832	10/16/23–12/02/23			ONLINE

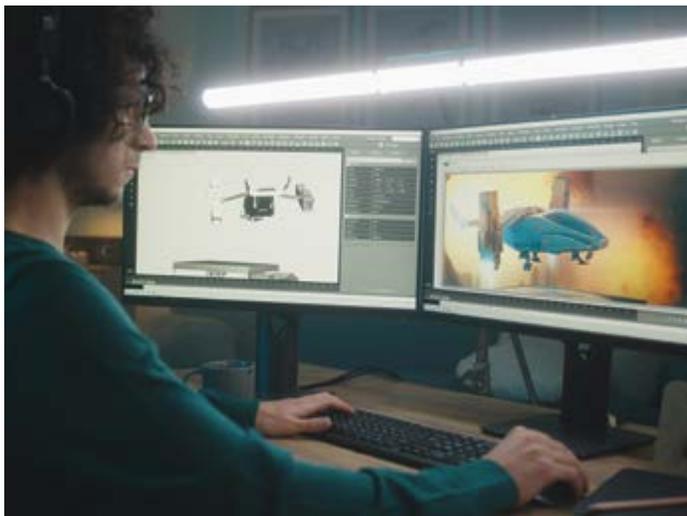
NONCREDIT MEDIA ENTERTAINMENT ARTS

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. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
72568	9/30/23–11/04/23	S	09:00AM–10:30AM	ONLINE-LIVE



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. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
72569	9/30/23–11/04/23	S	11:00AM–12:30PM	ONLINE-LIVE + ONLINE

NONCREDIT OLDER ADULT

NC.OAD 001 ISSUES IN HEALTHY AGING FOR OLDER ADULTS

15.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72423	9/11/23–12/09/23			ONLINE

NC.OAD 008 CREATIVE EXPRESSION THROUGH ACTING FOR OLDER ADULTS

37.50 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. Offered pass/no-pass only.

SEC#	DATES	DAYS	TIME	LOCATION
75707	8/21/23–10/11/23	MW	9:00AM–11:30AM	NEWHALL COMC

NC.OAD 013 YOGA FOR OLDER ADULTS

30.00 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
75712	10/17/23–12/07/23	TTH	10:00AM–12:00PM	NEWHALL COMC

NC.OAD 020 CURRENT EVENTS AND ISSUES IMPACTING OLDER ADULTS

30.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72425	9/08/23–12/08/23	F	1:00PM–03:00PM	ONLINE-LIVE

NC.OAD 080 PHOTOGRAPHY FOR OLDER ADULTS

11.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75693	9/11/23–09/27/23	MW	8:30AM–10:20AM	MENH-145

NC.OAD 081 PHOTOGRAPHIC PRESENTATIONS FOR OLDER ADULTS

14.67 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75696	11/13/23–12/06/23	MW	8:30AM–10:20AM	MENH-145

NC.OAD 082 PHOTOGRAPHING NATURE FOR OLDER ADULTS

11.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75695	10/23/23–11/08/23	MW	8:30AM–10:20AM	MENH-145

NC.OAD 083 PHOTOGRAPHING PEOPLE FOR OLDER ADULTS

11.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
69426	4/10/23-4/26/23	MW	8:30AM-10:20AM	MENH-145

NC.OAD 100 HEALTH AND FITNESS FOR OLDER ADULTS

32.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75708	8/22/23-10/12/23	TTH	10:00AM-12:00PM	COMC-COMC
72424	9/12/23-12/07/23	TTH	1:00PM-3:00PM	STCN-128

NONCREDIT PARALEGAL

NC.PLGL 001 PARALEGAL TEST PREP: KNOWLEDGE

20.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75420	9/11/23-11/13/23	M	6:00PM-8:00PM	ONLINE-LIVE
75421	9/13/23-11/15/23	W	6:00PM-8:00PM	ONLINE-LIVE

NC.PLGL 002 TEST PREPARATION FOR CERTIFIED PARALEGAL EXAM:

SKILLS SECTION

20.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72709	08/05/23-09/30/23	S	9:00AM-11:00AM	ONLINE-LIVE
76363	10/07/23-12/09/23	S	9:00AM-11:00AM	ONLINE-LIVE

NONCREDIT PHOTOGRAPHY

NC.PHOT-050 FUNDAMENTALS OF DIGITAL CAMERA

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75697	9/05/23-9/16/23	T	6:00PM-8:00PM	ONLINE-LIVE

NC.PHOT-051 FUNDAMENTALS OF PHOTO EXPOSURE

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75698	9/18/23-9/30/23	T	6:00PM-8:00PM	ONLINE-LIVE

NC.PHOT-052 FUNDAMENTALS PHOTO COMPOSITION

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75699	10/02/23-10/14/23	T	6:00PM-08:00PM	ONLINE-LIVE



NC.PHOT-059 LAB PRACTICES DIGITAL DARKROOM

24.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75700	9/19/23-12/05/23	T	3:30PM-5:30PM	MENH-145

NONCREDIT PHOTOSHOP

NC.VOC 021A ADOBE PHOTOSHOP CERTIFICATION TRAINING I

8.00 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75703	8/30/23-9/20/23	W	6:00PM-8:00PM	MENH-145

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
75704	9/27/23-10/18/23	W	6:00PM-8:00PM	MENH-145

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
75705	10/25/23-11/15/23	W	6:00PM-8:00PM	MENH-145

NONCREDIT REAL ESTATE

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.

SEC#	DATES	DAYS	TIME	LOCATION
75775	8/21/23-12/9/23	M	6:30PM-9:35PM	HSLH-233
75777	8/21/23-10/14/23	W	6:30PM-9:35PM	HSLH-232

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.

SEC#	DATES	DAYS	TIME	LOCATION
75778	8/21/23-12/19/23	W	6:30PM-9:35PM	HSLH-230
75779	10/16/23-12/09/23	M	6:30PM-9:35PM	HSLH-303

NC.REAL 115 LEGAL ASPECTS OF REAL ESTATE

49.33 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75783	8/21/23–12/9/23	T	6:30PM–9:35PM	HSLH-235

NC.REAL 120 REAL ESTATE APPRAISAL

49.33 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
75781	8/21/23–12/9/23	T	6:30PM–9:35PM	ONLINE-LIVE

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 Bureau of Real Estate's requirement for both Salespersons and Brokers.

SEC#	DATES	DAYS	TIME	LOCATION
75782	8/21/23–12/9/23			ONLINE

NONCREDIT SURVEYING (GNSS)

NC.SURV 030 GNSS TECHNIQUES

16.33 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
75661	9/06/23–9/27/23	MW	5:30PM–7:50PM	ONLINE-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 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.

SEC#	DATES	DAYS	TIME	LOCATION
75662	10/02/23–10/25/23	MW	5:30PM–7:30PM	ONLINE-LIVE

NC.SURV 045 GNSS PROCESSING AND ANALYSIS

16.00 hours

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.

SEC#	DATES	DAYS	TIME	LOCATION
75663	10/30/23–11/22/23	MW	5:30PM–7:30PM	ONLINE-LIVE

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
75846	9/06/23–9/27/23	W	7:00PM–10:00PM	ONLINE-LIVE
	9/09/23–9/30/23	S	1:00PM–04:00PM	ONLINE-LIVE

NONCREDIT YOGA

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.

SEC#	DATES	DAYS	TIME	LOCATION
72422	8/21/23–10/14/23			ONLINE

NC.YOGA-002 YOGA TECHNIQUES I (THEORY & PRACTICE)

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.

SEC#	DATES	DAYS	TIME	LOCATION
72574	8/21/23–10/14/23	MW	9:00AM–11:00AM	TBA

NC.YOGA-003 YOGA TECHNIQUES II (PRACTICE & TRAINING)

60.00 hours

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.

SEC#	DATES	DAYS	TIME	LOCATION
72575	10/16/23–12/09/23	MW	11:00AM–1:00PM	PCOH-101

NC.YOGA 004 YOGA TEACHER TRAINING

46.50 hours

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

SEC#	DATES	DAYS	TIME	LOCATION
72572	8/21/23–12/9/23	MW	2:00PM–3:30PM	TBA

NC.YOGA 005 YOGA TEACHER TRAINING PRACTICUM

41.33 hours

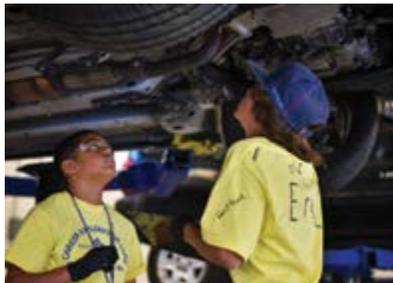
Develops the practical teaching skills needed to assist and lead yoga classes. Additionally, this class will cover business aspects of teaching yoga and prepare students for the comprehensive yoga exam. This course is the final component of the 200-hour Yoga Teacher Training Certificate program through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

SEC#	DATES	DAYS	TIME	LOCATION
72573	8/21/23–12/9/23	TTH	6:30PM–7:50PM	TBA



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