

NONCREDIT (NC)

NC 1 HOME SAFETY FOR OLDER ADULTS 0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 6 hours. Recognizing that most accidents occur in the home, this course provides information, strategies, and techniques to make all areas of your home safer and more secure. Emphasizes the following key topics: safety factors and recommendations, most common home injuries and problems, balance awareness, fall prevention tips, evacuation planning and disaster kits, and basic security measures. [ND]

NC 3 SUPERVISED TUTORING 0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Laboratory 6 hours. Provides learning assistance in most academic subjects through supervised one-to-one, small group, and online tutoring by trained tutors. Includes academic support outside of class time to achieve specific course objectives, and to improve learning and study skills that assist students in becoming independent learners. Content varies according to the course for which tutoring is needed. Open entry/open exit. [ND]

NC 4 COLLEGE SKILLS DEVELOPMENT: TUTORIALS 0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Laboratory 18 hours. Provides supervised computer laboratory experience for students who must use a computer to achieve the goals and objectives of a course in which they are enrolled. Open entry/open exit. May be repeated. [ND]

NC 6 CHILDBIRTH EDUCATION FOR EXPECTANT PARENTING 0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 20 hours. Prepares expectant parents for a positive childbirth experience. Instructs students on diverse methods of prepared childbirth, as well as demonstration and practice of essential and helpful exercises. Encourages childbirth partners/coaches, who are an integral part of the process, to attend and participate. [ND]

NC 10 BUDGET AND HOME ENERGY MANAGEMENT 0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 5.5 hours. Designed for individuals who would like to take control of their finances, and minimize debt and maximize savings and investments. Covers financial goal setting, money management, spending plan, expense recordkeeping, identity theft, credit and credit repair, ways to earn extra income, energy management, energy conservation, meter reading, and available community resources. [ND]

NC 15 FIRST AID FOR PUBLIC SAFETY PERSONNEL- TITLE 22 0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 12 hours, laboratory 4 hours. Contains first aid skills for public safety personnel as a first responder to provide initial care regardless of the emergency. Course is divided into four units: first responder assessment, specific injuries, muscle and bone injuries, and medical emergencies. Meets the skill and knowledge requirements of Title 22 of the California Code. [ND]

NC 19 COLLEGE READINESS 0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 4 hours. Provides students with an overview of campus resources and academic strategies needed to succeed in college, including identification of supportive services, introduction to study skills, financial aid, budgeting, time management, and learning enhancement strategies. [ND]

NC 24 DEVELOPING HIGH-PERFORMANCE CHARTS IN MICROSOFT EXCEL 0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 6 hours, laboratory 6 hours. Reviews the basics of spreadsheet use: structure, data entry, formulas, and functions. Focuses on how to convert your data into meaningful and high-impact charts. [ND]

NC 32 TAI CHI 0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Laboratory 24 hours. Introduces the Chinese Tai Ji Quan (Tai Chi) traditional exercise for body and mind. Emphasizes muscle tone, flexibility, relaxation and stress reduction, especially for older adults. Consists of slow rhythmic movements and meditation techniques effective for relaxation, decreasing high blood pressure, and promoting overall wellness for all ages. [ND]

NC 33 NUTRITION AND HEALTH ISSUES-OLDER ADULTS 0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 12 hours. Planning and preparation of economical, well-balanced meals for one or two persons. Topics will include: special diet considerations, budgeting and shopping tips, consumer education, and nutrition information. [ND]

NC 34
BODY DYNAMICS AND THE AGING PROCESS
0 UNITS

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 18 hours, laboratory 18 hours. Provides instruction and conditioning for the maintenance of physical well-being, particularly for older adults. Focuses on deep breathing, circulation, flexibility, stamina, body awareness, and rhythmic movements. Incorporates adapted techniques suitable for individuals of varied fitness levels and physical ability. [ND]

NC 37
PERSONAL DEVELOPMENT FOR OLDER ADULTS
0 UNITS

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 36 hours. Develops and enhances the emotional and psychological well-being in the older adult. Focuses on the following topics: aging in America; developing personal strength; confidence and assertiveness; staying socially engaged; coping with change and loss; adapting to new living situations; anger management; dealing with health concerns and limited independence; and substance abuse and other addictions. [ND]

NC 38
RETIREMENT LIVING
0 UNITS

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 12 hours. Explores a broad range of important topics for retirees and older adults, including: health maintenance, consumer awareness, physical illness, estate planning, community resources, leisure time activities, and adapting to a new lifestyle. [ND]

NC 40
BASIC FIRST AID AND ADULT CPR
0 UNITS

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 5 hours, laboratory 3 hours. Prepares individuals to recognize and treat injuries and sudden illnesses. Meets the requirements for basic first aid and adult CPR. [ND]

NC 47
TUTOR TRAINING---LEVEL I
0 UNITS

Pass/No Pass Only
Offered: ALL

Introduces effective tutoring principles and strategies. Includes guidelines for tutoring: how to plan, conduct, and evaluate productive tutoring sessions; components of effective intercultural tutoring; and strategies to facilitate student independence in learning. [ND]

NC 50
ENGLISH CHALLENGE WORKSHOP
0 UNITS

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 18 hours. Focuses on sentence skills, grammar, and test-taking strategies for students who are about to take or retake the college placement assessment or those who desire a quick refresher in sentence skills. [ND]

NC 56
CAREER PLANNING ASSESSMENT
0 UNITS

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 18 hours. Utilizes a variety of assessment instruments and techniques to assess and identify interests, values, skills, aptitudes, learning styles, personality type, and goals as they relate to careers and the world of work.[ND]

NC 58
VESL-BASIC SKILLS FOR OCCUPATIONS
0 UNITS

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 60 hours, laboratory 60 hours. Develops language and other basic skills required for participants to enter an initial job search or to begin training in one of several "fast track" occupational training programs offered at the college. [ND]

NC 70
LIFEGUARD TRAINING
0 UNITS

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 12 hours, laboratory 24 hours. Provides students with skills and information which will help them effectively prevent, recognize, and respond to aquatic emergencies including in-and-out of water skills, CPR for professional rescuer, first aid, open water experience, and cardiovascular and swim conditioning elements. Certifications include American Red Cross Lifeguard Training. (Includes First Aid and CPR/PR.) [ND]

NC 77
JAZZ ENSEMBLE I - BIG BAND
0 UNITS

Pass/No Pass Only
Offered: ALL

No Credit. Laboratory 72 hours. Introduces older adults to the fundamentals of a Big Band Jazz ensemble performance group including history, theory, aesthetics, and contemporary criticism of jazz. Emphasizes performance techniques and stylistic interpretation in basic swing style. Performance required. [ND] (Same as: MUS 166)

NC 78
SMALL PERFORMANCE GROUPS I
0 UNITS

Pass/No Pass Only

Recommended Preparation: NC 3067 MUS 119A, MUS 137, MUS 140, or NC 3067, or equivalent.

Limitation on Enrollment: Enrollment subject to audition.

Offered: ALL

No Credit. Laboratory 72 hours. Provides older adults with the opportunity to perform professional-level music in a beginning ensemble. Emphasizes performance experience as a small group musician. Sections for string, woodwind, brass, guitar, piano, vocal, and mixed ensemble groups. [ND] (Same as: MUS 170)

NC 79
CHAMBER SINGERS I
0 UNITS

Pass/No Pass Only

Limitation on Enrollment: Enrollment subject to audition.

Offered: ALL

No Credit. Lecture 9 hours, laboratory 99 hours. Provides older adult and community singers with an opportunity to perform in a vocal ensemble at a beginning level in which aural and score analysis of choral masterworks from classical eras to the present are analyzed, interpreted, and performed. Audition and participation in public performance required. [ND] (Same as: MUS 180)

NC 80
CONCERT CHOIR I
0 UNITS

Pass/No Pass Only

Limitation on Enrollment: Enrollment subject to audition.

Offered: ALL

No Credit. Laboratory 72 hours. Provides a choral ensemble for older adult music students with aural and score analysis of choral literature from traditional classics to the present. Emphasizes historical context, performance practice, style, and interpretation at the beginning level. Public performance required. [ND] (Same as: MUS 185)

NC 82
JEWELRY AND METALWORK
0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 36 hours, laboratory 72 hours. Fundamentals of design, construction and fabrication of jewelry and metalwork. [ND]

NC 83
BEGINNING CERAMICS
0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 72 hours, laboratory 144 hours. Design and construction of hand-built clay forms using a variety of techniques for older adults. Introduction to use of potter's wheel. Emphasis on form and its enhancement through surface enrichment of natural clay. [ND]

NC 84
PRINTMAKING
0 UNITS

Pass/No Pass Only

Fee: \$15

Offered: ALL

No Credit. Design and production of original prints utilizing a variety of materials and techniques including intaglio, etching, relief printing, collagraphy, embossing, and lino printing. [ND]

NC 87
INTRODUCTION TO MARIACHI PERFORMANCE I
0 UNITS

Pass/No Pass Only

Recommended Preparation: NC 3067 or equivalent.

Limitation on Enrollment: Enrollment subject to audition.

Offered: ALL

No credit. Laboratory 72 hours. Provides older adults the opportunity to perform simple mariachi music in a beginning-level ensemble. Emphasizes learning to play mariachi instruments (violin, trumpet, guitar, vihuela, guitarron, flute, voice) in the proper style, reading music, and playing well as part of a group. [ND] (Same as: MUS 124A)

NC 88
INTERNET CAREER RESEARCH
0 UNITS

Pass/No Pass Only

Offered: ALL

Introduction to the use of the internet as an important tool in career planning, career research, and job search. Students are guided through specific Internet sites, given tips on the use of search engines, learn how to create a folder to keep track of the sites they find most useful, how to conduct career research, and how to apply for a job online. [ND]

NC 89
IDENTIFYING AND SHOWCASING YOUR TRANSFERABLE SKILLS
0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Assist students in identifying viable skills from their education, work, life experiences, and shows them how those skills relate to their current career objectives. Includes identifying different types of skills, the traits and skills that lead to employment, how to effectively communicate traits and skills to an employer, and identifying alternative ways of showcasing those skills. [ND]

NC 90
RETRAINING READINESS
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 6 hours. Designed to assist the adult learner who has been away from school to prepare for the demands and expectations of vocational training. Topics include learning styles, time management, managing multiple roles and responsibilities, study and test preparation skills, goal setting, and community resources and services. [ND]

**NC 91
COPING WITH JOB AND CAREER CHANGE
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Designed to provide students with an increased awareness of the change process, the positive and negative factors affecting responses to change, development of effective coping strategies, dealing with personal relationships when everything seems to be changing, and recognizing the opportunities change brings for personal and professional growth. [ND]

**NC 92
USING YOUR FOREIGN DEGREE IN THE UNITED STATES
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Designed to help graduates of foreign colleges and/or universities to explore their options for using their degrees in the U.S. Includes the U.S. educational system, how and when transcripts and/or diplomas need to be evaluated, state licensing and credentialing considerations, English language proficiency, professional networking, graduate study options, job search, and career planning services. [ND]

**NC 97
AGING WITH GRACE, POWER, AND A PLAN--- A WOMAN'S PERSPECTIVE
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Designed to enhance a woman's transition beyond midlife. Participants will map their own journey, using active exercises to build skills in making choices. [ND]

**NC 99
WELLNESS FOR OLDER ADULTS
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Laboratory 48 hours. Provides instruction designed to help older adults remain healthy, safe, and independent. Emphasizes the physiological aspects of aging, disease prevention techniques, and how exercise and nutrition play important roles in enhancing physical and emotional health, reducing stress, and reducing the risk for falls and injuries. [ND]

**NC 102
OCCUPATIONAL OPPORTUNITIES
0 UNITS**

Pass/No Pass Only
Offered: ALL

No credit. Provides students with disabilities an overview of how to develop and pursue various employment goals. Introduces the emerging occupations based on the current labor market. Exposes students to job readiness tools and approaches to meet the psychological, social, and intellectual demands of employment. [ND]

**NC 103
STEPPING STONES TO SUCCESS IN THE WORKPLACE
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 32 hours. Provides students with disabilities an overview of how to develop necessary soft skills for workplace purposes. Introduces communication, attitude, problem solving skills, and critical thinking techniques to prepare individuals for general workplace expectations. Exposes students to workplace ethics necessary for business interactions. [ND]

**NC 104
HOW TO SPREAD THE WORD OF THE PROFESSIONAL YOU
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 48 hours. Provides students with disabilities an overview of how to develop an appropriate marketing presence for employment purposes. Introduces the many online websites utilized for marketing oneself for employment. Exposes students to methods for developing professional business communication, online presence, and networking within the business community. [ND]

**NC 105
INDEPENDENCE, SOCIAL, AND STUDY STRATEGIES
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 32 hours. Addresses the needs of college students with autism. Assists students in developing skills and knowledge necessary to reach their educational objectives. Emphasizes time management strategies, information on campus resources, stress management techniques, study skills, and effective communication strategies. [ND]

**NC 106
OCEAN LIFEGUARDING FOR RECREATION ASSISTANTS
0 UNITS**

Pass/No Pass Only
Prerequisite: NC 70 or equivalent.
Offered: ALL

No Credit. Lecture 3 hours, laboratory 5 hours. Provides supplemental training to the student desiring to work as an ocean lifeguard or recreational assistant. Focuses on the skills and knowledge necessary to prevent and respond to emergencies in an ocean, bay, or beach environment. Emphasizes instruction on maintaining a safe aquatic environment, demonstration of manipulative skills, injury prevention, facility surveillance, patron surveillance, and ocean rescue techniques. [ND]

**NC 107
BUILDING SOCIAL SKILLS FOR COLLEGE
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 48 hours. Provides students with disabilities support in developing foundational social skills. Focuses on effective communication strategies and social cognition. Based on the PEERS school-based program, and modified for use with young adult learners, this course was designed for young adults with social and communication deficits. [ND]

NC 108
BASIC ESL I
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 36 hours. Introduces activities at a novice-low/A1 level, encouraging independent learning. Promotes the development of students' ability to learn and engage in goal-directed behaviors, as well as English language grammar, reading, listening, conversation, and writing competence. First of three levels of general English. [ND]

NC 109
BASIC ESL II
0 UNITS

Pass/No Pass Only
 Recommended Preparation: NC 108 or equivalent.
 Offered: ALL

No Credit. Lecture 36 hours. Continues activities at a novice-mid/A1 level, encouraging independent learning. Promotes the development of students' ability to learn and engage in goal-directed behaviors, as well as English language grammar, reading, listening, conversation, and writing competence. Second of three levels of general English. [ND]

NC 110
BASIC ESL III
0 UNITS

Pass/No Pass Only
 Recommended Preparation: NC 109 or equivalent.
 Offered: ALL

No Credit. 36 hours. Continues activities at a novice-high/A2 level, encouraging independent learning. Promotes the development of students' ability to learn and engage in goal-directed behaviors, as well as English language grammar, reading, listening, conversation, and writing competence. Third of three levels of general English. [ND]

NC 113
TAX PREPARATION/INCOME TAX COURSE I
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 30 hours. Introduces Part I of a 60 hour program that teaches students how to prepare their own state and federal income tax returns and introduces them to the career field of a registered tax preparer in the State of California. Successful completion of Part I and Part II enables a student to receive a Certificate of Completion. [ND]

NC 114
TAX PREPARATION/INCOME TAX COURSE II
0 UNITS

Pass/No Pass Only
 Prerequisite: NC 113 or equivalent.
 Offered: ALL

No Credit. Lecture 30 hours. Presents Part II of a 60-hour program teaching students to prepare their own state and federal income tax returns, and introduces them to the career field of California registered tax preparers. Meets the California Tax Education Council (CTEC) registration educational criteria. Successful completion of Parts I and II leads to a Certificate of Completion. [ND]

NC 118
PREPARATION FOR ACADEMIC STUDENT SUCCESS (PASS)
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 24 hours. Provides a preparatory course for academic skills testing programs such as TEAS (Test of Essential Academic Skills). Emphasizes reading, English comprehension, mathematics, basic science, and technical reasoning. Intended to improve the student's ability to be successful with standardized testing of basic academic skills. [ND]

NC 119
HOSPITALITY WORKPLACE COMMUNICATION I
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Lecture 30 hours. Provides English as a second language for beginning and intermediate students in the hospitality industry to improve communication skills. Emphasizes communication with guests and customers, supervisors, co-workers, and other employees. Improves listening, speaking, grammar, vocabulary, and non-verbal communication skills. [ND]

NC 120
HOSPITALITY WORKPLACE COMMUNICATION II
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 30 hours. Provides English as a second language to intermediate and advanced students in the hospitality industry to help improve communication skills. Emphasizes advanced listening, speaking, reading and writing skills to communicate with guests, customers, supervisors, co-workers, and other employees. [ND]

NC 121
HOSPITALITY WORKPLACE HEALTH AND SAFETY I
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 30 hours. Provides English as a second language for beginning and intermediate students in the hospitality industry. Emphasizes the fundamentals of health and safety. Improves listening, speaking, grammar, vocabulary, and non-verbal communication skills. [ND]

NC 122
HOSPITALITY WORKPLACE HEALTH AND SAFETY II
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 30 hours. Provides English as a second language for intermediate and advanced students in the hospitality industry. Emphasizes the fundamentals of health and safety. Improves listening, speaking, reading, writing, grammar, vocabulary, and non-verbal communication skills. [ND]

**NC 123
HOSPITALITY WORKPLACE CULTURE I
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 30 hours. Provides English as a second language for beginning and intermediate students in the hospitality industry. Emphasizes the fundamentals of thriving in the workplace. Designed to improve listening, speaking, grammar, vocabulary, and non-verbal communication skills. [ND]

**NC 124
HOSPITALITY WORKPLACE CULTURE II
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 30 hours. Provides English as a second language for intermediate and advanced students in the hospitality industry. Emphasizes the fundamentals of thriving in the workplace. Improves listening, speaking, reading, writing, grammar, vocabulary, and non-verbal communication skills. [ND]

**NC 125
HEALTHCARE: WORKPLACE COMMUNICATION I
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 30 hours. Provides beginning and intermediate English as a second language for students in the healthcare industry. Emphasizes communication skills with guests, patients, supervisors, co-workers, and other employees. [ND]

**NC 126
HEALTHCARE: WORKPLACE COMMUNICATION II
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 30 hours. Provides intermediate and advanced English as a second language for students in the healthcare industry. Emphasizes communication with guests, patients, supervisors, co-workers, and other employees.[ND]

**NC 127
HEALTHCARE: HEALTH AND SAFETY I
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 30 hours. Provides beginning and intermediate English as a second language for students in the healthcare industry. Enhances the understanding of health and safety procedures and policies in the healthcare workplace.[ND]

**NC 128
HEALTHCARE: HEALTH AND SAFETY II
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 30 hours. Provides intermediate and advanced English as a second language for students in the healthcare industry. Enhances the understanding of health and safety procedures and policies in the healthcare workplace.[ND]

**NC 129
HEALTHCARE: WORKPLACE CULTURE I
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 30 hours. Provides beginning and intermediate English as a second language for students in the healthcare industry. Enhances communication skills to survive and thrive in the healthcare workplace environment.[ND]

**NC 130
HEALTHCARE: WORKPLACE CULTURE II
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 30 hours. Provides intermediate and advanced English as a second language for students in the healthcare industry. Enhances communication skills to survive and thrive in the healthcare workplace environment.[ND]

**NC 131
INTRODUCTION TO RETAIL SALES
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Provides an overview of the retail industry, develops an understanding of the role and science of retail sales, and introduces skills and techniques for the sales process. Explores self-leadership, effective communication, and diversity in the workplace. This course emphasizes information and skills relevant to entry-level employment in retail sales. [ND]

**NC 132
FOOD SERVICE INDUSTRY AND PREP FOR FOOD HANDLERS
CERTIFICATION
0 UNITS**

Pass/No Pass Only
Offered: ALL

No credit. Provides an overview of the food service industry, the career pathways, and required educational preparation. Introduces basic food safety principles and methods, and the regulatory standards and measures for prevention of food-borne diseases. Emphasizes information and practices associated with entry-level employment in the food service industry. Prepares students to test for the County of San Diego Food Handlers' certification.

**NC 139
OSHA 10-HOUR GENERAL INDUSTRY STANDARDS
0 UNITS**

Pass/No Pass Only
Fee: \$8
Offered: ALL

No Credit. Lecture 10.5 hours. Provides students required training for entry-level OSHA 10-hour General Industry Standard certification. Emphasizes general industry safety awareness, health hazards and industrial risks. Includes all required topics for certification. Successful completion of this course, and a required Federal processing fee, gives eligible students a 10-hour OSHA General Industry Standards card. [NC]

NC 140
OSHA 30-HOUR GENERAL INDUSTRY
0 UNITS

Pass/No Pass Only

Fee: \$8

Offered: ALL

No Credit. Lecture 30.5 hours. Provides students seeking supervisor-level OSHA 30-hour General Industry Standard certification with necessary training and knowledge. Emphasizes general industry safety and health principles, and includes all required topics for certification. Successful completion of this course, and a required Federal processing fee, gives eligible students a 30-hour OSHA General Industry Standards card. [ND]

NC 141
CONSTRUCTION OSHA 10
0 UNITS

Pass/No Pass Only

Fee: \$8

Offered: ALL

No Credit. Lecture 10.5 hours. Provides students training for entry-level OSHA 10-hour Construction Industry Standard certification. Provides information on employee rights, employer responsibilities, and construction site hazards. Includes all required topics for certification. Successful completion of this course, and a required Federal processing fee, gives eligible students a 10-hour OSHA Construction Industry Standards card. [NC]

NC 142
OSHA 30-HOUR CONSTRUCTION INDUSTRY STANDARDS
0 UNITS

Pass/No Pass Only

Fee: \$8

Recommended Preparation: Familiarity with Title 29 Code of Federal Regulations, Part 1926, and OSHA 10-hour Construction Industry Standards.

Offered: ALL

No Credit. Lecture 30.5 hours. Provides students required training for supervisor-level OSHA 30-hour Construction Industry Standard certification with information on employee rights, employer responsibilities, and construction site hazards. Includes all required topics for certification. Successful completion of this course, and a required Federal processing fee, gives eligible students a 30-hour OSHA Construction Industry Standards card. [NC]

NC 144
CONQUERING MATH ANXIETY
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 9 hours. Assists students in overcoming their math anxiety and in understanding the relationship of anxiety to their seeming inability to perform well in mathematics courses. Helps students to recognize, understand, and reduce the fear of mathematics. Not a mathematics refresher course. [ND]

NC 145
HOW TO BE SUCCESSFUL IN MATHEMATICS
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 9 hours. Prepares students by teaching them strategies to help them be successful in math courses. Develops essential study and interpersonal skills. Includes college support services and college information used throughout the student's academic career. Not a mathematics refresher course. [ND]

NC 146
ALGEBRA REFRESHER LEVEL 1
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 9 hours. Provides an individualized program of instruction to review various topics in Elementary Algebra. Consists of direct instruction as well as computer assisted instruction to identify student level of knowledge and refresh those concepts identified as needed for each student. Serves students who need just-in-time course support, and/or students who need to prepare for algebra based exams. [ND]

NC 147
ALGEBRA REFRESHER LEVEL 2
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 9 hours. Provides an individualized program of instruction to review various topics in Intermediate Algebra. Consists of direct instruction as well as computer assisted instruction to identify student level of knowledge and refresh those concepts identified as needed for each student. Serves students who need just-in-time course support, and/or students who need to prepare for algebra based courses or exams. [ND]

NC 148
JAZZ UP YOUR READING SKILLS!
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 18 hours. Enhances reading skills through careful evaluation of popular and iconic song lyrics. Fosters critical thinking by identifying and justifying common literary elements, figurative devices, and rhetorical styles embedded in songs that reflect significant parts of history and popular culture. [ND]

NC 149
FOR THE LOVE OF READING: ENHANCING LIFELONG READING SKILLS
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 18 hours. Uses children's and young adult literature as tools to promote a love of reading and explore culturally responsive topics while concurrently developing academic readiness. Explores a variety of literary genres to develop a range of higher-order reading and thinking skills. [ND]

NC 150
READING BETWEEN THE LINES: IDENTIFYING HIDDEN MEANING
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 18 hours. Develops critical reading and thinking skills by surveying a range of satirical, social, political, and persuasive images, cartoons, advertisements, and short editorials to identify their hidden meanings. Involves extensive practices in identifying and justifying rhetorical devices, manipulative techniques, and illogical reasoning methods. [ND]

NC 154
INTRODUCTION TO BEHAVIORAL SCIENCES
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 15 hours. Provides students a general introduction to the field of behavioral science, and brief introductions to anthropology, psychology, and sociology. Presents popular career pathways and trajectories related to each discipline. Develops one's ability to understand various factors that affect human behavior, and introduces the relationship between society, identity, and social institutions. [ND]

NC 155
HOW TO BE SUCCESSFUL IN BEHAVIORAL SCIENCES
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 9 hours. Prepares students to be successful in behavioral science courses. Explores and strengthens motivation and self-responsibility in learning. Develops students' ability to challenge conventional wisdom, establish a scientific perspective, and engage in critical thinking and objective writing. Introduces students to campus resources. Not a behavioral science introduction course. [ND]

NC 158
A 'NOVEL' APPROACH TO COLLEGE & CAREER SUCCESS: PART 1 - READ & THINK
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 18 hours. Develops fundamental analytical reading and critical thinking skills. Teaches literary devices to uncover implicit meaning in stories. Evaluates the novel from multi-disciplinary perspectives (e.g., cultural, historical, sociological, psychological, theological, political, and/or judicial lens). [ND]

NC 159
A 'NOVEL' APPROACH TO COLLEGE & CAREER SUCCESS: PART 2 - RESEARCH & WRITE
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 18 hours. Serves as part two of a three-course sequence. Develops basic research, reading and writing skills. Examines the stylistic structure of a novel and promotes creative expression by guiding students to compose a creative work. Reinforces college success skills, promotes growth mindset interventions, and enhances college readiness. [ND]

NC 160
A 'NOVEL' APPROACH TO COLLEGE & CAREER SUCCESS: PART 3 - REVISE, EDIT, & PRESENT
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 18 hours. Serves as part three of a three-course sequence. Develops literacy and college success skills as students continue to revise and edit their stories and create their digital storyboards. Reinforces mindset and resiliency behaviors. [ND]

NC 165
SUPPORT FOR COLLEGE COMPOSITION: READING AND WRITING ANALYTICALLY
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 36 hours. Designed as corequisite support for students who need additional support to successfully complete College Composition. Reviews and reinforces the skills necessary to succeed with college-level writing. Focuses on strategies for writing, critical thinking, research, reading, and academic success. Provides frequent and intensive instructor feedback and practice. Requires a minimum of 1,500 words of writing in addition to the 5,000 words composed in ENGL 115. [ND] (Same as: ENGL 45)

NC 170
BEGINNING DIGITAL PHOTOGRAPHY
0 UNITS

Pass/No Pass Only

Fee: \$15

Recommended Concurrent Enrollment: NC 171.

Offered: ALL

No Credit. Lecture 36 hours, laboratory 72 hours. Introduces photographic theory, history, and cultural influences. Emphasizes the adjustable camera for effective visual communication and personal expression. Examines aesthetics, color theory, composition, content, and critical evaluation of student work. Includes basic instruction of image editing software for manipulating imagery. Appropriate for students without prior photographic experience. [ND]

NC 171
PHOTOGRAPHY LABORATORY PRACTICE
0 UNITS

Pass/No Pass Only

Fee: \$6

Recommended Concurrent Enrollment: NC 170 or equivalent.

Offered: ALL

No Credit. Laboratory 18 hours. Enables photography students to practice and review techniques and concepts introduced in photography-related classes. [ND]

NC 175
LOW-IMPACT AQUATIC MOVEMENT FOR INDIVIDUALS WITH
DISABILITIES
0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 6 hours. Laboratory 12 hours. Provides healthy living strategies including aquatic movement, water safety, basic water skills, and lifelong wellness strategies. Introduces individuals with disabilities and chronic health conditions to a safe and low-impact aquatic environment. [ND]

NC 180
MATH FOR ALLIED HEALTH
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 16 hours. Focuses on math review for dosage calculations, conversion between different systems of measurement, dosage calculation and measurement, drug orders and labels, and intravenous calculations. [ND]

NC 195
READING/WRITING - THINKING (LEVEL 2)
0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 54 hours. Focuses on reading and writing as an integrated process through a thinking-centered approach. Uses effective strategies within an integrated reading and writing approach to improve: reading comprehension; vocabulary development; sentence and paragraph structure; writing about reading; basic research skills; discussion; study skills; and technical skills. [ND]

NC 197
MATH LEVEL 2
0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 18 hours. Provides students with the necessary knowledge and skill in Microsoft Office that is required to be successful in a computer science class and work experience class. Includes topics such as exponent properties, geometry, algebraic expressions and equations, and problem solving skills. [ND]

NC 198
INTRODUCTION TO MICROSOFT WORD
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 6 hours, Laboratory 6 hours. Provides students with the basic skills that are necessary to create, edit, enhance, and save standard documents using Microsoft Word. [ND]

NC 199
INTRODUCTION TO MICROSOFT OUTLOOK
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 1.5 hours, laboratory 1.5 hours. Introduces the basic concepts of Microsoft Outlook by utilizing various functions and features of email, attachments, online calendar, messaging, and contacts. [ND]

NC 200
INTRODUCTION TO KEYBOARDING
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Teaches beginners how to keyboard correctly, accurately, faster, alphabetic keys, punctuation, numbers, and symbols. [ND]

NC 204
A CAREGIVER'S GUIDE TO INFANTS AND TODDLERS
0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 12 hours. Introduces developmental milestones of infants and toddlers by examining social and emotional needs, how infants and toddlers learn, and physical growth and health. Explores topics for caregivers, childcare trainees, and parents/guardians such as meaningful interactions, creating safe, healthy and nurturing environments, supporting skill and language development, and parenting styles. [ND]

NC 205
A CAREGIVER'S GUIDE TO PRESCHOOLERS
0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 12 hours. Introduces to caregivers, childcare trainees, and parents/guardians the developmental milestones and appropriate expectations for preschool-age children. Analyses their social-emotional needs, physical growth/health and how preschoolers learn and perceive the world around them. [ND]

NC 206
A CAREGIVER'S GUIDE TO SCHOOL-AGE CHILDREN
0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 12 hours. Introduces to caregivers, childcare trainees, and parents/guardians the developmental milestones and appropriate expectations for school-age children. Identifies children's social-emotional needs, physical growth/health and how best to support success in their education. [ND]

NC 207
A CAREGIVER'S GUIDE TO TEENS
0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 12 hours. Summarizes the developmental needs and milestone of teens (pre-teen to 18 years old) for caregivers, childcare trainees, and parents/guardians. Examines the social world, ever changing emotional needs, ways to maintain open and frequent communication and ways to set appropriate boundaries that both protect and allow for reasonable freedom. [ND]

NC 213
HEALTHY PRINCIPLES FOR LIVING WITH DISABILITIES
0 UNITS

Pass/No Pass Only
Limitation on Enrollment: Level of physical strength and ability sufficient to avoid injury to the student and others in course activities.
Offered: ALL

No Credit. Lecture 9 hours. Laboratory 27 hours. Provides healthy living strategies for people with intellectual disabilities. Includes nutrition, disease prevention, and application of physical fitness principles for wellness. [ND]

NC 214
BABY AND ME. BILINGUAL
0 UNITS

Pass/No Pass Only
Offered: ALL
No credit. Lecture 8 hours. Examines the importance of bonding and attachment, baby sign language, baby and yoga, infant massage, organic baby food and feeding routines, and learning activities for infants. Applies concepts through fun activities to do with participants' babies. Designed for caregivers and their infants from birth through 12 months. [ND]

NC 215
BABY AND ME 2. BILINGUAL
0 UNITS

Pass/No Pass Only
Offered: ALL
No credit. Lecture 8 hours. Examines the importance of baby sign language, baby and yoga, infant massage, organic baby food. Applies concepts through fun activities to do with participants' babies. Designed for caregivers and their infants from 13 months through 24 months. [ND]

NC 217
DRONE AERIAL PHOTOGRAPHY & CINEMATOGRAPHY
0 UNITS

Pass/No Pass Only
Recommended Preparation: NC 327 or equivalent.
Recommended Concurrent Enrollment: NC 170 or equivalent.
Prerequisite: NC 328 or equivalent.
Offered: ALL
No Credit. Lecture 36 hours, laboratory 72 hours. Provides beginning to intermediate uses of remotely operated vehicles for digital imaging, photography, and cinematography. Covers safety precautions, team collaboration, intelligent mission planning, common video movements, high resolution image capture, and editing. [ND]

NC 220
TRANSITIONING TO COLLEGE ESL
0 UNITS

Pass/No Pass Only
Recommended Concurrent Enrollment: NC 110.
Offered: ALL
No Credit. Lecture 24 hours. Prepares ESL students for credit college courses. Provides ESL students with language needed to navigate college applications, registration, assessment, course selection, and college study. Recommended for students at a novice-high level of English or higher, according to California Pathways. [ND]

NC 221
COMPUTERS AND TECHNOLOGY FOR ESL
0 UNITS

Pass/No Pass Only
Offered: ALL
No Credit. Lecture 36 hours. Provides the linguistic and basic technology skills English as a Second Language (ESL) learners need in order to be able to succeed in ESL classes, other classes, and everyday life. [ND]

NC 222
ESL CONVERSATION OTHER MEDIA
0 UNITS

Pass/No Pass Only
Offered: ALL
No Credit. Lecture 36 hours. Develops listening, speaking, pronunciation, and vocabulary. Explores different aspects of local and student cultures in social and transactional conversations through the use of different media (songs, short videos, social media, etc.) as learning tools. Recommended for students with novice-high proficiency or higher according to California Pathways or A2 or higher according to the Common European Framework of Reference for Languages. [ND]

NC 223
ESL FOR FAMILY LITERACY
0 UNITS

Pass/No Pass Only
Recommended Concurrent Enrollment: NC 110.
Offered: ALL
No Credit. Lecture 24 hours. Develops oral and written communication skills in standard English within the context of child care, child rearing, and parenting. Strengthens listening, speaking, reading, and writing skills useful for communicating with and about children at different stages of development on topics including day-to-day care, health, education, and safety. This course is intended for non-native speakers of English who are parents, grandparents, and child care providers. This course is recommended for non-native speakers at novice-high level or higher according to California Pathways. [ND]

NC 224
WORKPLACE ESL
0 UNITS

Pass/No Pass Only
Recommended Concurrent Enrollment: NC 110.
Offered: ALL
No Credit. Lecture 35 hours. Develops language and other basic skills required for participants to enter an initial job search and to build career-specific language in one of several "fast track" occupational training programs offered at Southwestern College. Recommended for students with novice-high proficiency or higher, according to California Pathways. [ND]

NC 225
TOPICS IN VOCATIONAL ENGLISH AS A SECOND LANGUAGE SKILLS
0 UNITS

Pass/No Pass Only
Offered: ALL
No Credit. Lecture 24 hours. Develops reading skills, vocabulary-building strategies, writing skills, listening and oral communication skills, and study skills to help students master the content and requirements of a course required for a certificate of achievement or completion. The focus of this course will change depending on the vocational area that it serves. This course is designed for English as a Second Language students. [ND]

NC 250
WORKFORCE READINESS: ATTITUDES, BEHAVIORS AND SKILLS
EMPLOYERS EXPECT
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 16 hours. Introduces key topics related to workplace attitudes, behaviors, skills, and personal attributes needed for success. Provides overview of employment goal planning, communication skills, transferable and soft skills, self-management, self-motivation, time management, and work-life balance. Initiates individual employment action planning and identification of community resources related to personal and professional goals. [ND]

NC 251
WORKFORCE READINESS: PRESENTING YOURSELF TO POTENTIAL
EMPLOYERS
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 16 hours. Provides job seekers an overview of strategies and techniques for presenting themselves to employers. Explores self-marketing practices to apply to resume, social media, networking and interview efforts. Introduces use of Internet-based resources, emphasizing reputable websites, for developing a job search plan. Results in development of an initial professional online portfolio. [ND]

NC 252
WORKFORCE READINESS: VOLUNTEER WORK AND OTHER WAYS TO
GAIN EXPERIENCE FOR THE JOB MARKET
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 16 hours. Presents information and strategies to gain workforce related experience and networking connections through volunteering. Designed to help individuals fill experience gaps or transition to a new career. Addresses identification of volunteer opportunities related to employment and career goals. Presents strategies to help move from volunteer work to paid employment. [ND]

NC 253
WORKFORCE READINESS: CAREER EDUCATION OCCUPATIONS
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 12 hours. Designed to help students and job seekers interested in Career Education (CE) pathways to establish employment goals and effective job search plans. Emphasizes workforce success skills and strategies that enhance employability and job retention. Course sections may be offered for CE pathways in general or specific CE fields and occupations. [ND]

NC 281
SUPPORT FOR INTERMEDIATE ALGEBRA
0 UNITS

Pass/No Pass Only
 Corequisite: MATH 60 or MATH 72.
 Offered: FALL, SPRING

No Credit. 36 lecture hours. Serves as corequisite support for students enrolled in Intermediate Algebra whose assessment results indicate a need for additional instruction on topics from Elementary Algebra, and for those students who would like additional support. Reviews and reinforces the skills necessary to succeed in Intermediate Algebra. Focuses on numeracy, algebraic expressions, linear equations and functions, support for the core content, and study skills. Provides frequent and intensive instructor feedback and practice. [ND] (Same as: MATH 81)

NC 282
SUPPORT FOR MATHEMATICS (GENERAL EDUCATION)
0 UNITS

Pass/No Pass Only
 Corequisite: MATH 100, MATH 110, or MATH 118.
 Offered: FALL, SPRING

No Credit. 36 lecture hours. Serves as corequisite support for liberal arts majors whose assessment results indicate a need for additional instruction on topics from Elementary and Intermediate Algebra, and for those students who would like additional support. Reviews and reinforces the skills necessary to succeed with introductory college-level mathematics. Focuses on numeracy, algebraic expressions, support for the core content, and study skills. Provides frequent and intensive instructor feedback and practice. [ND] (Same as: MATH 82)

NC 283
SUPPORT FOR COLLEGE ALGEBRA
0 UNITS

Pass/No Pass Only
 Corequisite: MATH 101.
 Offered: FALL, SPRING

No Credit. 36 lecture hours. Serves as corequisite support for students enrolled in College Algebra whose assessment results indicate a need for additional instruction on topics from Elementary and Intermediate Algebra, and for those students who would like additional support. Reviews and reinforces the skills necessary to succeed in College Algebra. Focuses on linear equations and functions, manipulation of algebraic expressions, polynomial operations, support for the core content, and study skills. Provides frequent and intensive instructor feedback and practice. [ND] (Same as: MATH 83)

NC 284
SUPPORT FOR ELEMENTARY STATISTICS
0 UNITS

Pass/No Pass Only
 Corequisite: MATH 119.
 Offered: FALL, SPRING

No Credit. 36 lecture hours. Serves as corequisite support for students enrolled in Elementary Statistics whose assessment results indicate a need for additional instruction on topics from Elementary and Intermediate Algebra, and for those students who would like additional support. Reviews and reinforces the skills necessary to succeed in introductory college-level statistics. Focuses on numeracy, algebraic expressions, support for the core content, and study skills. Provides frequent and intensive instructor feedback and practice. [ND] (Same as: MATH 84)

NC 285
SUPPORT FOR APPLIED CALCULUS
0 UNITS

Pass/No Pass Only

Corequisite: MATH 120 or MATH 121.

Offered: FALL, SPRING

No Credit. 36 lecture hours. Serves as corequisite support for students enrolled in an Applied Calculus course whose assessment results indicate a need for additional instruction on topics from Elementary and Intermediate Algebra, and for those students who would like additional support. Reviews and reinforces the skills necessary to succeed in Applied Calculus. Focuses on linear equations and functions, quadratic equations and functions, manipulation of algebraic expressions, polynomial operations, support for the core content, and study skills. Provides frequent and intensive instructor feedback and practice. [ND] (Same as: MATH 85)

NC 286
SUPPORT FOR TRIGONOMETRY
0 UNITS

Pass/No Pass Only

Corequisite: MATH 104.

Offered: FALL, SPRING

No Credit. 36 lecture hours. Reviews and reinforces the skills necessary to succeed in Trigonometry. Focuses on right triangle relationships, ratio and proportion, graphing, solutions to linear and quadratic equations, support for the core content, and study skills. Provides frequent and intensive instructor feedback and practice. (Serves as corequisite support for students enrolled in Trigonometry whose assessment results indicate a need for additional instruction on topics from Elementary and Intermediate Algebra, and for those students who would like additional support). [ND] (Same as: MATH 86)

NC 287
SUPPORT FOR CALCULUS
0 UNITS

Pass/No Pass Only

Corequisite: MATH 250.

Offered: FALL, SPRING

No Credit. 36 lecture hours. Serves as corequisite support for students enrolled in an Applied Calculus course whose assessment results indicate a need for additional instruction on topics from Elementary and Intermediate Algebra, and for those students who would like additional support. Reviews and reinforces the skills necessary to succeed in Applied Calculus. Focuses on linear equations and functions, quadratic equations and functions, manipulation of algebraic expressions, polynomial operations, support for the core content, and study skills. Provides frequent and intensive instructor feedback and practice. [ND] (Same as: MATH 87)

NC 288
SUPPORT FOR CALCULUS 2 (MATH 251)
0 UNITS

Pass/No Pass Only

Corequisite: MATH 251.

Offered: ALL

No Credit. Lecture 36 hours. Serves as corequisite support for students in Calculus 2. Focuses on polynomial and rational equations/functions, conic sections, polynomial and rational expression operations, sequences and series, inverse trigonometric functions, trigonometric identities, polar coordinates, support for the core content, and study skills. Provides frequent instructor feedback and practice. [ND] (Same as: MATH 88)

NC 289
SUPPORT FOR CALCULUS 3 (MATH 252)
0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 36 hours. Serves as corequisite support for students third semester Calculus. Focuses on vectors, matrices, conic sections, polynomial operations, trigonometric functions and identities, polar curves, support for the core content, and study skills. Provides frequent instructor feedback and practice. [ND] (Same as: MATH 89)

NC 301
ELECTRICIAN TRAINEE: INTRODUCTION TO THE ELECTRICAL TRADE, INDUSTRY AND CONSTRUCTION SAFETY I
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 75 hours. Explores and identifies safety issues surrounding construction jobsites, installation of electrical systems, and job-site hazards. Identifies safe work practices and personal protective equipment. Meets the requirements of a certified electrical trainee program. Reviews basic math operations. Provides an OSHA 10 General Industry Safety Order certification upon successful course completion.

NC 302
ELECTRICIAN TRAINEE: INTRODUCTION TO THE ELECTRICAL TRADE, INDUSTRY AND CONSTRUCTION SAFETY II
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 75 hours. Provides an introduction to algebraic and trigonometric concepts and application of their principles to solve basic electrical equations and layout conduit bends. Trains students how to apply basic electrical theory to predict circuit behavior. Introduces students to the National Electric Code.

NC 303
ELECTRICIAN TRAINEE: ADVANCED DC CIRCUIT CONCEPTS; INTRODUCTION TO 3Ø CIRCUITS AND NATIONAL ELECTRIC CODE APPLICATION
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 75 hours. Provides students with an introduction the study of circuit analysis techniques including series, parallel and combination DC circuits, and elementary 3Ø. Presents the National Electric Code (NEC) and associated legal requirements, and trains students in the application of regulations and proper use of testing instrumentation.

NC 304
ELECTRICIAN TRAINEE: AC CIRCUIT CONCEPT APPLIED ELECTRONICS, AND NATIONAL ELECTRIC CODE APPLICATION
0 UNITS

Pass/No Pass Only

Offered: ALL

No credit. Lecture 75 hours. Introduces students to the study of AC theory. Explores inductance and capacitance, and the effect of their reactance on AC circuits. Develops student understanding of the application of electronic concepts and components, the National Electric Code (NEC) legal requirements, and how to apply regulations.

NC 305**ELECTRICIAN TRAINEE: DIGITAL LOGIC CIRCUITS, CONDUCTOR CHARACTERISTICS AND APPLICATION, AND NATIONAL ELECTRIC CODE
0 UNITS**

Pass/No Pass Only

Offered: ALL

No credit. Lecture 75 hours. Introduces students to digital logic concepts, and conductor characteristics and applications. Provides hands-on, real-world applications, including troubleshooting, problem solving and regulations compliance.

NC 306**ELECTRICIAN TRAINEE: OVERCURRENT PROTECTION, LIGHTING SYSTEMS, BASIC BLUEPRINTS AND SPECIFICATIONS, AND NATIONAL ELECTRIC CODE
0 UNITS**

Pass/No Pass Only

Offered: ALL

No credit. Lecture 75 hours. Introduces students to the study of blueprints and specifications. Presents use and application of the National Electric Code to over current protection, panel boards, and lighting systems.

NC 307**ELECTRICIAN TRAINEE: GROUNDING SYSTEMS, ADVANCED BLUEPRINTS AND SPECIFICATIONS, MOTOR DESIGN AND INSTALLATION, AND THE NATIONAL ELECTRIC CODE
0 UNITS**

Pass/No Pass Only

Offered: ALL

No credit. Lecture 75 hours. Focuses on the advanced concepts of blueprints and specifications in electrical work. Introduces students to the study of motor design and hands-on applications. Presents additional concepts from the National Electric Code.

NC 308**ELECTRICIAN TRAINEE: MOTOR CONTROL PRINCIPLES, GENERATORS AND POWER SUPPLIES, AND NATIONAL ELECTRIC CODE
0 UNITS**

Pass/No Pass Only

Offered: ALL

No credit. Lecture 75 hours. Introduces and explores techniques for controlling AC and DC motors. Examines conventional and breaking technologies for power generation. Presents and applies relevant National Electric Code.

NC 309**ELECTRICIAN TRAINEE: TRANSFORMER THEORY , LEADERSHIP, MANAGEMENT AND TEST EQUIPMENT
0 UNITS**

Pass/No Pass Only

Offered: ALL

No credit. Lecture 75 hours. Presents and explores the theory and field application of transformers. Addresses electrical test equipment operation and their use. Discusses special equipment for security systems. Introduces management and leadership principles for supervisors.

NC 310**ELECTRICIAN TRAINEE: SPECIALTY SYSTEMS
0 UNITS**

Pass/No Pass Only

Offered: ALL

No credit. Lecture 75 hours. Examines specialty electrical systems commonly found in building construction. Provides students with knowledge of fire alarm systems, closed-circuit television (CCTV) systems, telephone systems, cable television (CATV & MATV) systems, local area networks (LANs), fiber optic data systems, heating and air conditioning control systems, and lightning protection systems.

NC 311**OPTICAL TECHNICIAN I
0 UNITS**

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 45 hours. Provides participants training for entry-level employment in the Optical Field as an Optician or Optometric Assistant. Lectures cover anatomy and terminology pertaining to the eye, optical theory, and spectacle lens design. Practical instruction provides hands-on training verified through a skills check-off system. Includes topics for study and preparation for the National Opticianry Certification Exam (NOCE) administered by the American Board of Opticianry. [ND]

NC 312**OPTICAL TECHNICIAN II
0 UNITS**

Pass/No Pass Only

Prerequisite: NC 311 or equivalent.

Offered: ALL

No credit. Lecture 45 hours. The second part of a two part program that will provide participants training for entry-level employment in the Optical Field as an Optician or Optometric Assistant. Lectures cover anatomy and terminology pertaining to the eye, optical theory, and spectacle lens design. Practical instruction provides hands-on training verified through a skills check-off system. Includes topics for study and preparation for the National Opticianry Certification Exam (NOCE) administered by the American Board of Opticianry. [ND]

NC 313**WORKFORCE AND PROFESSIONAL COMMUNICATION
0 UNITS**

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 12 hours. Introduces students to communication approaches within business, organizational and professional relationships. Introduces students to the concept of mindfulness and listening. Explores interview techniques and presentation strategies. [ND]

NC 314**JUST SELL IT: PERSUASIVE STRATEGIES AND ELEVATOR SPEECHES
0 UNITS**

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 12 hours. Prepares students to be effective communicators in the workplace. Introduces students to persuasive approaches, compliance gaining strategies and rhetorical paradigms. Explores rhetorical appeals and crafting of persuasive arguments. Develops students' ability to construct persuasive presentations and elevator speeches. [ND]

NC 315
COMMUNICATING EFFECTIVE LEADERSHIP
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 12 hours. Provides students with an introduction to communication leadership theories in practical applications. Explores leadership styles and approaches to effective and ineffective leadership. Establishes key leadership attributes that create effective communication in groups and teams in the workplace environment. [ND]

NC 316
EXPLORING CULTURE, DIVERSITY, AND INTERCULTURAL
COMMUNICATION
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 12 hours. Explores culture and diversity. Establishes understanding in cultural dimensions that can shape interactions and influence work relationships. Promotes an understanding of the stages involved in entering into a new culture and workplace environment. [ND]

NC 321
WORDS MATTER: ENHANCING VOCABULARY SKILLS
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Lecture 18 hours. Expand personal, academic, and workplace vocabulary. Uses short texts (news articles and short stories) and fun activities (puzzles and games) to interact with unfamiliar words and expressions and learn and apply a variety of practical vocabulary development strategies. [ND]

NC 322
UNDERSTANDING ACADEMIC READING MATERIALS
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Lecture 18 hours. Teaches students a wide-variety of strategies to better understand academic texts, like essays, articles, reports and textbook chapters. [ND]

NC 323
READING AND EVALUATING HOT TOPICS
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Lecture 18 hours. Develops students' critical reading and thinking skills and promotes critical consciousness, active citizenship, and fair-minded practices. Teaches students to identify authors' common means of persuasion. Promotes in-depth inquiry for exploring controversies surrounding one or more contentious topics. [ND]

NC 325
CAREER EXPOSURE AND EMPLOYMENT READINESS SKILLS
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 8 hours, laboratory 16 hours. Designed to provide an awareness of local career education occupations, training and job opportunities. Introduces students to career education information and exploration. Provides opportunity to perform hands-on skills activities for a particular industry. (This course will focus on different, specific fields of career education as noted in the class schedule) [ND]

NC 327
REMOTE PILOT GROUND SCHOOL
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Lecture 18 hours. Equips students with knowledge about the regulations and procedures governing the safe and legal operation of small remotely operated aircraft systems (sUAS), commonly referred to as "drones." Coincides with the knowledge areas in the Federal Aviation Administration's (FAA's) Part 107 knowledge test for a Remote Pilot Certificate. Intended to prepare students for the FAA written examination required for students to become commercial sUAS pilots. [ND] (Same as: AERO 107;GEOG 107)

NC 328
INTRODUCTION TO DRONE TECHNOLOGY AND APPLICATIONS
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Lecture 36 hours, laboratory 72 hours. Introduces small, remotely operated aircraft systems (drones), including applications, safety, maintenance, mission planning, flying, and data acquisition (multispectral images, photos, and videos). [ND] (Same as: AERO 108;GEOG 108;ART 188;FTMA 108)

NC 330
INTRODUCTION TO COMMUNICATION STUDIES AND JOURNALISM
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 12 hours. Provides students an introduction the field of Communication Studies and Journalism. Explores popular career pathways and trajectories. Develops one's ability to understand the various factors that affect human communication behavior in social, educational, and workplace environments. Introduces communication expectations in identity, social, cultural, education, and workplace contexts. [ND]

NC 331
LIFE HACKS: NOTETAKING FOR ACADEMIC AND LIFE SKILLS
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 6 hours. Presents science-driven techniques to improve notetaking and journaling skills. Introduces major notation styles for daily scheduling, habit tracking, mood tracking, learning, retention, and general life skills. Develops students' creativity through artistic cues. Provides analog and digital options for notetaking. [ND]

NC 340
BASIC AUTOMOTIVE SERVICE I
0 UNITS

Pass/No Pass Only
Offered: ALL

No credit. Lecture 18 hours, laboratory 36. Introduces basic general automotive tool and shop equipment use, as well as general customer service skills. Focuses on classroom instruction providing automotive terminology and identification. [ND]

NC 341
BASIC AUTOMOTIVE SERVICE II
0 UNITS

Pass/No Pass Only
Offered: ALL

No credit. Lecture 18 hours, laboratory 36 hours. Introduces basic general automotive maintenance of automobiles. Focuses on classroom instruction providing "how-to" information. Emphasizes hands-on lab activities for student mastery of basic skills. [ND]

NC 342
SERVICE ADVISOR I
0 UNITS

Pass/No Pass Only
Offered: ALL

No credit. Lecture 18 hours, laboratory 36. Introduces students to the duties and responsibilities that an automotive service consultant/ advisor performs in the workplace. Focuses on communication, product knowledge, and shop operations including service writing programs, parts expediting and technical tools and resources. This course aligns with ASE C1 Test task list. [ND]

NC 343
SERVICE ADVISOR II
0 UNITS

Pass/No Pass Only
Offered: ALL

No credit. Lecture 18 hours, laboratory 36. Builds on Service Advisor I to expand student knowledge and understanding of duties and responsibilities of automotive service consultants/advisors. Introduces new topics related to communication, product knowledge, and shop operations including service writing programs, parts expediting and technical tools and resources. This course aligns with ASE C1 Test task list. [ND]

NC 344
PARTS ADVISOR I
0 UNITS

Pass/No Pass Only
Offered: ALL

No credit. Lecture 18 hours, laboratory 36. Introduces students to the aftermarket wholesale and retail automobile parts industry and related workplace preparation. Focuses on general operations, customer relations and sales skills, vehicle system knowledge, catalog information, and inventory management and merchandising. [ND]

NC 345
PARTS ADVISOR II
0 UNITS

Pass/No Pass Only
Offered: ALL

No credit. Lecture 18 hours, laboratory 36. Builds on Parts Advisor I basic knowledge of the aftermarket wholesale and retail automobile parts industry needs. Focuses on general automotive knowledge, proper vehicle identification, and preparation for the Automotive Service Excellence Examination (ASE) P2. [ND]

NC 350
INTRODUCTION TO HYBRID, ELECTRIC, AND ALTERNATIVE FUEL VEHICLES
0 UNITS

Pass/No Pass Only
Prerequisite: ASE A6 Certification; or equivalent.
Offered: ALL

No credit. Lecture 9 hours, laboratory 36 hours. Introduces students to Hybrid, Electric, and Alternative Fueled vehicles. Emphasizes on the safety, hazards, and basic component identification. [ND]

NC 351
BASIC HYBRID, ELECTRIC, AND ALTERNATIVE FUEL VEHICLE CONCEPTS
0 UNITS

Pass/No Pass Only
Prerequisite: NC 350, or equivalent.
Offered: ALL

No credit. Lecture 27 hours, laboratory 36 hours. Focuses on power electronics and battery systems. Distinguishes the differences and similarities of the technology incorporated in Hybrid, Electric, and Alternative Fueled vehicles. [ND]

NC 370
ADVANCED LIFE SUPPORT PARAMEDIC ENRICHMENT
0 UNITS

Pass/No Pass Only
Recommended Concurrent Enrollment: NC 370, EMTP 200 and EMTP200L or EMTP 201 and EMTP 201L.
Offered: ALL

No Credit. Lecture 16 hours, laboratory 64 hours. Enhances the didactic and skills set forth by the National Emergency Medical Services Education Standards (NEMSES-2021) for Paramedic Students. Includes electrocardiogram (ECG) interpretation, simulated emergency calls, medication administration and other life-saving paramedic level skills, theory and practice. [ND]

NC 380
ESSENTIAL SKILLS FOR MANUFACTURING
0 UNITS

Pass/No Pass Only
Offered: ALL

No credit. Lecture 30 hours, laboratory 20. Introduces students to several skills needed in the manufacturing industry such as: print reading, CAD basics, workplace math review, and quality assurance basics. This is accomplished in a series of hourly related workshops. [ND]

NC 381
EMPLOYABILITY SKILLS FOR MANUFACTURING
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Lecture 10 hours, laboratory 10. Focuses on the importance of interpersonal skills, thinking skills and personal qualities in the Manufacturing Technology field. Focuses on topics such as work safety, integrity, customer service, creative/innovative thinking and problem solving. Enables students to compete in the global market. [ND]

NC 382
INTRODUCTION TO SOLID WORKS
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Lecture 20 hours, laboratory 20. Introduces the design process and knowledge of current technology software and manufacturing machines that help to produce finished designs. Focuses on the basics of building parts, dimensioning, tolerances, manufacturing drawings and assemblies. [ND]

NC 383
LEAN MANUFACTURING
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Lecture 20 hours, laboratory 10. Introduces methods for the elimination of waste within a manufacturing system. Addresses waste created through overburden and waste created through unevenness in the work loads. [ND]

NC 384
COMPUTER NUMERIC CONTROL (CNC) BASICS
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Lecture 10 hours, laboratory 20. Covers fundamentals of machine shop theory and safe practices. Provides familiarization with tools, equipment, and practices. Students are provided classroom and laboratory learning experiences. [ND]

NC 385
ESSENTIAL SKILLS FOR MANUFACTURING MAINTENANCE
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Lecture 20 hours, laboratory 15. Focuses and identifies the basic maintenance fundamentals and scheduled maintenance procedures. Reviews and examines accepted maintenance procedures and practices. [ND]

NC 386
MAINTENANCE CONTROLS AND PROCESSES
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Lecture 20 hours, laboratory 20. Introduces basic manufacturing processes and controls. Focuses on material properties that may affect final product and design guidelines. [ND]

NC 400
MEDICAL OFFICE PROFESSIONAL (MEDOP) VESL I: HEALTHCARE
ESSENTIALS COURSE SUPPORT
0 UNITS

Pass/No Pass Only

Recommended Preparation: NC 110 or equivalent.
 Recommended Concurrent Enrollment: MEDOP 20.

Offered: ALL

No credit. Lecture 90 hours. Develops reading skills, vocabulary-building strategies, writing skills, listening and oral communication, and study skills to assist students with content and requirements of the MedOp program. Emphasizes an introduction to the healthcare profession and medical terminology. Presents information about personal wellness and college support services for new college students. [ND]

NC 401
MEDICAL OFFICE PROFESSIONAL (MEDOP) VESL II: MEDICAL
TERMINOLOGY COURSE SUPPORT
0 UNITS

Pass/No Pass Only

Recommended Preparation: NC 110 or equivalent.
 Recommended Concurrent Enrollment: MEDOP 230.

Offered: ALL

No credit. Lecture 90 hours. Supports students in Medical Terminology. Emphasizes construction, pronunciation, spelling and use of medical terminology in the context of symptoms, diagnosis and treatment. Reinforces reading skills, vocabulary-building strategies, writing skills, listening and oral communication, and study skills. Helps students master content and requirements of the MedOp program. [ND]

NC 402
PATIENT CARE COORDINATOR (PCC) VESL I COURSE SUPPORT
0 UNITS

Pass/No Pass Only

Recommended Preparation: NC 110 or ESL 29D and ESL 29E or equivalent.

Recommended Concurrent Enrollment: MEDOP 50.

Offered: ALL

No credit. Lecture 108 hours. Introduces occupation-specific terminology and communication skills for the patient care coordinator work environment. Emphasizes language skills in the context of chronic diseases, documentation, social interactions with patients. Speeds the transition to careers by pairing ESL and patient care coordinator instructors in the classroom simultaneously. Part one of a two-course series. [ND]

NC 403
PATIENT CARE COORDINATOR (PCC) VESL II COURSE SUPPORT
0 UNITS

Pass/No Pass Only

Recommended Concurrent Enrollment: MEDOP 51.

Prerequisite: NC 402 or equivalent.

Offered: ALL

No credit. Lecture 108 hours. Develops communication skills and expands occupation-specific terminology for the patient care coordinator work environment. Emphasizes language skills in the context of cultural competency, health coaching, motivational interviewing. Speeds the transition to careers by pairing ESL and patient care coordinator instructors in the classroom simultaneously. Part 2 of a 2-course series. [ND]

NC 404
CERTIFIED NURSING ASSISTANT (CNA) VESL I: LECTURE SUPPORT
0 UNITS

Pass/No Pass Only

Recommended Preparation: NC 110 or equivalent.

Recommended Concurrent Enrollment: CNA 20.

Offered: ALL

No credit. Lecture 99 hours. Enhances student success in the Certified Nursing Assistant (CNA) lecture course. Develops vocabulary-building strategies, and reading, writing, listening, oral communication, and study skills to help students master the content and requirements of the CNA lecture course. Presents information about personal wellness and college support services to manage workplace, educational, social and financial issues. [ND]

NC 405
CERTIFIED NURSING ASSISTANT (CNA) VESL II: LAB SUPPORT
0 UNITS

Pass/No Pass Only

Recommended Preparation: NC 110 or equivalent.

Recommended Concurrent Enrollment: CNA 20L.

Offered: ALL

No credit. Lecture 50 hours. Enhances student success in the Certified Nursing Assistant (CNA) laboratory class. Develops vocabulary-building strategies, and reading, writing, listening, oral communication, and study skills necessary for the CNA clinical context. Focuses on practical application of language, sentence structure, and pronunciation needed to communicate effectively with clients. [ND]

NC 521
ACUTE CERTIFIED NURSING ASSISTANT
0 UNITS

Pass/No Pass Only

Corequisite: NC 522.

Limitation on Enrollment: Must have current CNA certification through CDPH.

Offered: ALL

No Credit. Lecture 48 hours. Prepares the long-term care nursing assistant to function in the acute care setting. Follows the California state approved Acute Care Nurse Assistant model curriculum. Includes disease processes of various body systems, surgical procedures, related treatments, and responsibilities of the acute care CNA. [ND] (Same as: CNA 21)

NC 522
ACUTE CERTIFIED NURSING ASSISTANT LAB
0 UNITS

Pass/No Pass Only

Corequisite: NC 521.

Limitation on Enrollment: Must have active current CA CNA certification through CDPH.

Offered: ALL

No Credit. Laboratory 56 hours. Provides companion clinical experience for NC 521. Emphasizes care of the patient in acute care medical-surgical, orthopedic, rehab, cardiac, and pediatric settings. [ND] (Same as: CNA 21L)

NC 1001
CREATING ART FROM EVERYDAY OBJECTS
0 UNITS

Pass/No Pass Only

Offered: ALL

Techniques to create gifts and decorations from common objects found around the home. Covers paper collage, basic stenciling, and some rubber stamping. [ND]

NC 1002
CUSTOMER SERVICE: CUSTOMER APPRECIATION APPRECIATION
0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 6 hours. Explores key skills and attitudes necessary to effectively meet the needs of customers. Introduces concepts and appropriate techniques for dealing with internal and external customers, enhancing customer satisfaction, increasing customer retention, and ensuring positive communication. [ND]

NC 1003
CUSTOMER SERVICE: MASTERING COMMUNICATION
0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 6 hours. Introduces effective and positive communication that is key to customer service success. Focuses on the communication process including common barriers to effective communication. Covers verbal and nonverbal communication, as well as listening skills. Explores and provides opportunity to practice the techniques of effective communication. [ND]

NC 1005
SELF-PACED CAREER ASSESSMENT
0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 1.5 hours, laboratory 4.5 hours. Designed to help job seekers and those individuals considering a career change to assess their career interests, basic skills, and transferable skills. Self-paced format utilizing a combination of paper-pencil and online assessment measures with results presented in a way that is useful for job search or career planning purposes. Career counselor will provide the interpretation of the assessment results. [ND]

NC 1006
CUSTOMER SERVICE---DEALING WITH DIFFICULT PEOPLE
0 UNITS

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 6 hours. Introduces information and concepts about how conflict inhibits good business. Explores the causes and impact conflict can have on customer service. Reviews strategies and techniques for resolving tough issues and how to turn a difficult customer into a loyal one. [ND]

**NC 1007
CPR FOR THE PROFESSIONAL RESCUER
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 4 hours, laboratory 5 hours. Provides the professional rescuer with the knowledge and skills to provide Basic Life Support (BLS) to a victim in an emergency. Necessary for anyone wishing to become a BLS instructor; follows the guidelines of both the American Red Cross and the American Heart Association. [ND]

**NC 1009
MENTOR AND COACH FOR IMPROVED PERFORMANCE IN THE
WORKPLACE
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. In today's workplace, the ability to train and coach others to maximize continuous improvement and on-the-job learning is a necessary skill and resource. Assess others' potential for growth and build strategies to improve performance and production goals. [ND]

**NC 1010
AUTOMATED EXTERNAL DEFIBRILLATION (AED)
0 UNITS**

Pass/No Pass Only
Limitation on Enrollment: Enrollment is limited to students having current adult CPR certification.
Offered: ALL

No Credit. Lecture 2 hours, laboratory 2 hours. Provides the student with the knowledge and skills necessary to recognize a victim in need of the Automated External Defibrillation (AED) device and to properly use the AED. [ND]

**NC 1014
OXYGEN ADMINISTRATION FOR THE PROFESSIONAL
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 2 hours, laboratory 1 hour. Provides the student with the knowledge and skills necessary to provide care to victims of respiratory emergencies, by using breathing devices such as suction, oral and airway adjuncts, resuscitation masks, bag-valve masks, and supplemental oxygen. Follows both the American Red Cross and the National Safety Council (Green Cross) guidelines. [ND]

**NC 1015
ORGANIZE YOUR LIFE AND HAVE MORE TIME FOR FUN
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 12 hours. Provides instruction on how to organize your life so you have time to do the things you really want to do. Increases quality time through techniques and strategies to organize paperwork, clutter, and finances. Emphasizes overcoming procrastination. [ND]

**NC 1016
WRITING FOR LIFE
0 UNITS**

Pass/No Pass Only
Offered: ALL

Designed to give individual help to students with everyday written correspondence, from seeking employment to letters to credit bureaus. Focuses on basic email correspondence, proficiency and etiquette, and stylish concerns for business letters. [ND]

**NC 1022
PEDIATRIC BASIC LIFE SUPPORT AND FIRST AID
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 4 hours, laboratory 4 hours. Provides individuals with the knowledge and skills necessary to prevent, recognize, and provide basic care for respiratory, cardiac and first aid emergencies in children and infants. Follows the American Heart Association Basic Life Support (BLS) and First Aid guidelines. [ND]

**NC 1025
ARITHMETIC REFRESHER
0 UNITS**

Pass/No Pass Only
Offered: ALL

No credit. Lecture 18 hours. Provides students with the opportunity to improve their arithmetic skills that will be necessary to succeed in Pre-Algebra. Includes operations on whole numbers, fractions, decimals, percentages, ratios, and rates. Uses personalized computer-assisted instruction to refresh those concepts identified as needed for each student. [ND]

**NC 1026
ARITHMETIC REFRESHER II
0 UNITS**

Pass/No Pass Only
Offered: ALL

No credit. Provides students the opportunity to improve their arithmetic skills that will be necessary to succeed in Prealgebra. Includes operations on fractions through operations on decimals. Uses personalized computer-assisted instruction to refresh those concepts identified as needed for each student. [ND]

**NC 1027
ARITHMETIC REFRESHER III
0 UNITS**

Pass/No Pass Only
Offered: ALL

No credit. Provides students the opportunity to improve their arithmetic skills that will be necessary to succeed in Prealgebra. Includes the topics: fractions, decimals, percentages, ratios, rates, and proportions. Uses personalized computer-assisted instruction to refresh those concepts identified as needed for each student. [ND]

NC 1030
BEANS, BREAD, AND RICE ON THE PLATE
0 UNITS

Pass/No Pass Only
 Offered: ALL

The 21st Century has been called the Pacific Century. What is defining the emerging Pacific Rim regionalism? Is South County a potential hub for fostering closer ties between Japan, Mexico, and the United States? Third of three courses in a diversity management certificate. [ND]

NC 1031
DIVERSITY DOES NOT EQUAL POLITICAL CORRECTNESS
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Diversity is a dilemma from campus classroom to corporate boardroom. What do "culture wars" and "one America" mean? Can diversity be managed? Is a borderless world order the future? First of three courses in a diversity management certificate. [ND]

NC 1032
SIMPLY RACE AND SEX
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Latin-Asianization is creating a majority-minority California. What commodities are to be mediated in popular culture? How will "browning" affect public relations, advertising, and marketing? Second of three courses in a diversity management certificate. [ND]

NC 1033
SUCCESS IN NURSING
0 UNITS

Pass/No Pass Only
 Offered: SUMMER

No Credit. Lecture 24 hours. Designed to assist enrolled nursing students to be successful in the VN and ADN programs. Included are test-taking strategies as well as basic mathematics, reading comprehension, time management, communication, and critical thinking as they apply to the nursing curriculum. [ND]

NC 1039
BASIC LIFE SUPPORT (BLS) INSTRUCTOR
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 12 hours, laboratory 4 hours. Designed to advance the Basic Life Support (BLS) provider to the position of instructor. Teaches the instructor candidate the components and delivery of cognitive and psychomotor skills training used for BLS training. [ND]

NC 1041
IT FIGURES-SENSIBLE MEAL CHOICES FOR OLDER ADULTS
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 18 hours. Teaches older adults the basics of planning a healthy menu. Students will learn how to eat healthy meals at minimum cost and with very little waste. [ND]

NC 1046
BASIC BOATING AND WATER SAFETY
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 4 hours. Provides the student with a basic understanding of the personal boating safety, boating laws, navigational rules and aids, small vessel operation, boating accident prevention, and water rescue. Leads to certification from the California Department of Boating and Waterways. [ND]

NC 1050
COMMUNITY RESOURCES FOR OLDER ADULTS
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 8 hours. Brings awareness to the older adult of the many resources and opportunities available in the community. Emphasizes resources for housing, employment, health and wellness, recreation, education, culture, transportation, legal services, social, and volunteer opportunities. [ND]

NC 1051
INTRODUCTION TO COMPUTERS
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 3 hours, laboratory 3 hours. Covers basic computer skills such as proper start-up and shutdown procedures; use of mouse and keyboard commands; basic file management; creating, saving, and printing a document using word-processing software; e-mails; and basic Internet searches. [ND]

NC 1052
BASIC WATER RESCUE
0 UNITS

Pass/No Pass Only
 Prerequisite: Demonstrated swimming proficiency.
 Offered: ALL

No Credit. Lecture 3 hours, laboratory 1 hour. Provides individuals such as public safety personnel, aquatic fitness instructors, and aquatic therapists with information and skills necessary to recognize, prevent, and respond to aquatic emergencies. Prepares individuals for aquatic emergencies by teaching them to protect themselves when assisting others. [ND]

NC 1053
ART THERAPY
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 12 hours. Focuses on the use of art as a creative expression and a therapeutic process. Utilizes a variety of art media to promote self-expression, to develop coping skills, and to mediate emotional and physical challenges and limitations. Designed for older adults, this course is also appropriate for anyone who wants to enhance the quality of their life. [ND]

**NC 1054
FAMILY CHILDCARE BUSINESS I
0 UNITS**

Pass/No Pass Only
Offered: ALL

No credit. Examines the process of setting up an in-home childcare business. Introduces analysis and implementation of a business plan including enrollment of children, contracts, bookkeeping, and legal considerations. Explores creative ways to use available space and materials for a developmentally appropriate environment. [NC]

**NC 1055
FAMILY CHILD CARE BUSINESS II
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 12 hours. Identifies caregivers' responsibilities regarding health, safety, and nutritional needs of children. Focuses on providing a safe environment for children and procedures for dealing with illness, medications, and reporting suspected child abuse or neglect. [NC]

**NC 1056
FAMILY CHILDCARE BUSINESS III
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 12 hours. Examines major theories in child development with an emphasis on practical application for the family child care provider. Explores guidance techniques using negotiation, problem solving techniques, and positive reinforcement. [ND]

**NC 1057
FAMILY CHILDCARE BUSINESS IV
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 12 hours. Provides information and practice in helping children express feelings of loss, separation, and anxiety. Examines community resources for families and children in crisis as specific resources for providers for program improvement (toy and material lending, provider support groups, field trips, and free/low cost materials). [ND]

**NC 1058
FAMILY CHILDCARE BUSINESS V
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 12 hours. Examines the concept of developmentally appropriate practices as applied to the home learning environment. Analyzes the basic "whole child" approach to developing a curriculum for young children. Explores the role of a caregiver in providing an inclusive and multicultural environment rich in diversity and acceptance of the individual. [ND]

**NC 1063
EMERGENCY MEDICAL TECHNICIAN FOR MARINE SAFETY PERSONNEL
0 UNITS**

Pass/No Pass Only
Offered: ALL

Lecture 20 hours, laboratory 4 hours Refresher course for marine safety personnel covering first aid with emphasis on emergencies involving artificial respiration, cardiopulmonary resuscitation, automated external defibrillation, oxygen therapy, care for fractures, bleeding, poisoning and burns. Additional topics include exposure, drugs, emergency rescues, childbirth and Body Substance Isolation procedures (BSI).

**NC 1064
BOATING SAFETY PADDLE SPORTS LEADER TRAINING
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 12 hours, laboratory 12 hours. Designed for those pursuing careers as recreation assistants in aquatic recreation programs. Covers small craft safety, general operations, basic rescue, skill development and instructional methods in teaching kayaking, canoeing, and outrigger canoeing. Successful completion leads to certification in small craft, basic rescue and paddle sports leader. Recommended for American Canoeing Association (ACA) instructor preparation. [ND]

**NC 1069
CUSTOMER SERVICE: MANAGING CHANGE
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 6 hours. Explores our natural tendencies and the tendencies of our customers to resist change in the workplace. Introduces techniques for handling change and how to introduce change to our customers. Provides practice of change management techniques. [ND]

**NC 1070
CUSTOMER SERVICE: DECISION MAKING AND PROBLEM SOLVING
0 UNITS**

Pass/No Pass Only
Offered: ALL

No Credit. Lecture 6 hours. Explores techniques for making business decisions and solving problems. Introduces decision-making styles and when each style might be applied. Reviews how to assess a situation, prioritize the urgency of tasks, and select the steps for successful completion. [ND]

**NC 1071
CUSTOMER SERVICE---TIME AND STRESS MANAGEMENT
0 UNITS**

Pass/No Pass Only
Offered: ALL

Workplace demands efficiency and productivity. Manage our time and stress has an impact on our ability to perform above company standards. Juggle more work and changes with less time and still "keep your cool". Explore time management techniques at work that will help you stay in balance. Be both more efficient and happier in the workplace. [ND]

NC 1073
CUSTOMER SERVICE---THE RIGHT ATTITUDE
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Examines how the right attitude has a positive impact on the workplace and our interactions with customers. Reviews how attitudes at work positively and negatively affect customer service, the company image, productivity, employee retention, and company growth. Explores techniques for maintaining a professional attitude. [ND]

NC 1074
CUSTOMER SERVICE: TEAM BUILDING
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 6 hours. Explores how working as teams in business can increase productivity, enhance project management, reduce business conflicts, and create superior customer service. Identifies team opportunities that can be applied to your company. Examines the "roles" in a team and how to be both a leader and team player. Provides practice of new skills in typical business scenarios. (Former NC 51V)[ND]

NC 1081
FIRST RESPONDER SWIFT WATER RESCUE TRAINING I
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 2 hours, laboratory 2 hours. Designed for first responder personnel. Covers basic water rescue, victim retrieval, use of rescue equipment and personnel protection protocols. Special emphasis on the hazards of swift water dynamics. [ND]

NC 1082
FIRE - MARINE SAFETY SERVICE AUTOMATED EXTERNAL
DEFIBRILLATOR/ESOPHAGEAL- TRACHEAL AIRWAY TRAINING
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 8 hours, laboratory 14 hours. Students pursuing a career in the fire-marine safety service field. Provides background information, treatment procedures, and case management of the sudden cardiac arrest victim, using an Automated External Defibrillator (AED) and Esophageal-Tracheal Airway (ETAD) in a marine setting. [ND]

NC 1085
FUNDAMENTALS OF INSTRUCTIONAL EVALUATION AND TRAINING
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 4 hours, laboratory 6 hours. Provides the teaching assistant candidates in marine and public safety service settings with knowledge and training required to communicate, demonstrate, and remediate skills performance in training settings. Core curriculum includes instruction on maintaining a safe, professional learning environment, demonstration and evaluation of manipulative skills, equipment maintenance and inventory control systems, and knowledge of the guidelines of authorizing agencies.

NC 1089
HUMAN RESOURCES MANAGEMENT SEMINAR
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 16 hours Overview of human resource management in the United States, including assessment, information systems, compensation, job analysis and design, training, evaluation, and employee relations. [ND]

NC 1090
HISTORY OF THE INTERNET
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 6 hours The Internet has quickly become a common part of modern society. But what exactly is the Internet? How did it start? And how did it become so popular? History of the Internet is a lecture course covering the evolution of the Internet from its beginnings, noting key turning points and milestones that have contributed to its growth. [ND]

NC 1092
INTRODUCTION TO EDUCATIONAL TECHNOLOGY
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 9 hours, laboratory 3 hours Introduction to the field of Educational Technology and the theory and practice of instructional design. Intended for individuals planning on incorporating technology into their classrooms; those interested in pursuing their studies through technological means (i.e. online education); or those simply interested in learning more about the current trends in the educational and training fields. Includes educational games, simulations and virtual reality, as well as the future of the Internet in the everyday classroom. [ND]

NC 1093
FUNDAMENTALS OF INSTRUCTOR TRAINING FOR RECREATION
ASSISTANTS
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 6 hours. Designed for instructors and instructor candidates to learn and update fundamental teaching skills. Focuses on learning theory, characteristics of learners and instructors, and information on how to conduct a course within the guidelines of national certification agencies. Emphasizes paper processing, class planning, evaluating the training process, and representing the standards of the agencies. [ND]

**NC 1098
LIFEGUARDING INSTRUCTOR TRAINING
0 UNITS**

Pass/No Pass Only

Limitation on Enrollment: Enrollment is limited to students who are age 17 on or before the last day of the course and who have current American Red Cross certificates for Lifeguarding, First Aid, and CPR/AED.

Offered: ALL

No Credit. Lecture 26 hours. Explores all vocational recreation leadership requirements to become a certified lifeguard instructor for those pursuing employment in aquatic safety and recreation. Emphasizes the development of instructional materials, methods of presentation, techniques of evaluation, and rescue skill requirements associated with professional lifeguarding in pool and waterpark settings. [ND]

**NC 1104
TRIGONOMETRY REFRESHER
0 UNITS**

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 9 hours. Provides a review to students who wish to refresh their trigonometry skills. Includes topics such as trigonometric functions; radian measure of angles; graphs of sine, cosine, and tangent; trigonometric equations and inverse trigonometric equations; and law of sines and cosines. Consists of personalized computer-assisted instruction to refresh those concepts identified as needed for each student. [ND]

**NC 1148
ELEMENTARY AND INTERMEDIATE ALGEBRA REFRESHER
0 UNITS**

Pass/No Pass Only

Offered: ALL

No Credit. Lecture 18 hours. Provides individualized instruction of topics in Elementary and Intermediate Algebra. Consists of direct instruction and computer assisted instruction to identify levels of knowledge and refresh concepts as needed for each student. Serves students in need of just-in-time course support, and/or students who preparing for algebra based exams. [ND]

**NC 2001
INTRODUCTION TO EFFECTIVE PARENTING
0 UNITS**

Pass/No Pass Only

Offered: ALL

Lecture 24 hours Designed to increase positive and nurturing parenting skills. Focuses on child growth and development, family dynamics, health and safety, and social/emotional development. [ND]

**NC 3067
BRASS, WOODWIND, AND PERCUSSION INSTRUMENTS I
0 UNITS**

Pass/No Pass Only

Limitation on Enrollment: Enrollment subject to audition.

Offered: ALL

Provides the opportunity for older adults to participate in beginning-level group and private instruction on any of the following instruments: trumpet, French horn, trombone, euphonium, tuba, flute, clarinet, oboe, bassoon, saxophones, and percussion. [ND] (Same as: MUS 119A)

**NC 3068
STRING INSTRUMENTS, PIANO, AND VOICE I
0 UNITS**

Pass/No Pass Only

Limitation on Enrollment: Enrollment subject to audition.

Offered: ALL

Provides beginning level group and private instruction for older adults on any of the following: violin, viola, cello, contrabass, guitar, piano, voice. [ND] (Same as: MUS 193A)

**NC 3069
JAZZ VOCAL ENSEMBLE I
0 UNITS**

Pass/No Pass Only

Recommended Preparation: NC 80 or equivalent.

Offered: ALL

No credit. Lecture 18 hours. Laboratory 72 hours. Provides older adult students the opportunity to perform in a choral ensemble with aural and score analysis of jazz vocal literature from its traditional roots to the present at a beginning level. Emphasizes historical context, performance practice, style, and interpretation. Public performance required. [ND] (Same as: MUS 136A)

**NC 3070
MARIACHI GARIBALDI I
0 UNITS**

Pass/No Pass Only

Recommended Preparation: NC 3067 or NC 3068 or equivalent.

Offered: ALL

No credit. Laboratory 126 hours. Provides the opportunity for older adults to perform professional-level, traditional mariachi music in an intermediate ensemble. Emphasizes authentic mariachi style, excellence in personal and group performance, repertoire building, sight-reading music, playing and transposing songs by ear, memorization techniques, working and performing in a group, stage presence and other aspects of performance, and overall professionalism. [ND] (Same as: MUS 157A)

**NC 3071
ORCHESTRA I
0 UNITS**

Pass/No Pass Only

Recommended Preparation: NC 3067 or NC 3068 or equivalent.

Limitation on Enrollment: Enrollment subject to audition.

Offered: ALL

No credit. Laboratory 72 hours. Provides the opportunity for older adult string, woodwind, brass and percussion instrumentalists to perform in a beginning-level symphony orchestra. Explores various styles of orchestral literature including classical, contemporary, popular, and new music compositions. [ND] (Same as: MUS 175)

**NC 3072
PLANT AND HORTICULTURAL SCIENCE
0 UNITS**

Pass/No Pass Only

Offered: ALL

No credit. Lecture 54 hours. Laboratory 54 hours. Emphasizes the study of plant structures, physiology, taxonomy, growth processes, propagation and growth media, plant-soil-climate relationships, and the importance of plants for food, fiber, and ornamental purposes. [ND]

NC 3077
GUITAR ENSEMBLE I
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Laboratory 72 hours. Provides the opportunity for older adult classical guitarists to perform in a beginning-level Guitar Ensemble. Explores various styles of guitar literature including baroque, classical, jazz and popular music. [ND] (Same as: MUS 163A)

NC 3078
LATIN JAZZ ENSEMBLE I
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Laboratory 72 hours. Provides the opportunity for older adults to perform in a beginning-level Latin Jazz Ensemble. Explores various styles of Latin music including Brazilian Samba/Bossanova, Caribbean Salsa, Merengue and others. [ND] (Same as: MUS 165A)

NC 3079
INTRODUCTION TO IMPROVISATION
0 UNITS

Pass/No Pass Only
 Offered: ALL

No credit. Laboratory 72 hours. Introduces the fundamentals of improvisation and small jazz ensemble performance groups including history, theory, aesthetics, and contemporary criticism of jazz. Emphasizes performance techniques and stylistic interpretation in basic blues and other jazz standard styles. Attendance at rehearsals and performances is required. For older adults. [ND] (Same as: MUS 162)

NC 3080
CONCERT BAND I
0 UNITS

Pass/No Pass Only
 Recommended Preparation: NC 3067 or equivalent.
 Limitation on Enrollment: Enrollment subject to audition.
 Offered: ALL

No credit. Laboratory 72 hours. Provides the opportunity for older adult woodwind, brass and percussion instrumentalists to perform in a beginning-level concert band. Explores various styles of band literature including classical, contemporary, popular, and new music compositions. [ND] (Same as: MUS 158)

NC 3081
GOSPEL CHOIR I
0 UNITS

Pass/No Pass Only
 Limitation on Enrollment: Enrollment subject to audition.
 Offered: ALL

No Credit. Laboratory 72 hours. Underlines and defines the Spirituals and Black Gospel with aural and historical analysis. Emphasizes and practices vocal and performing techniques, interpretive skills, and performance practice. Requires public performance. [ND] (Same as: MUS 179A)

NC 3082
POPULAR VOCAL TECHNIQUES
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Laboratory 54 hours. Provides training in the performance of popular singing styles for older adults. Explores the development of interpretive techniques such as rhythmic variation and phrasing as needed for solo work and background singing in jazz, rock, blues, country, folk, and easy listening. Includes stage deportment and microphone techniques. [ND] (Same as: MUS 143)

NC 3083
LANDSCAPE CONSTRUCTION
0 UNITS

Pass/No Pass Only
 Offered: ALL

No Credit. Lecture 25 hours, laboratory 75 hours. Covers proper methods of estimating, laying out, and installing landscape hardscape features including concrete, paver patios, walkways, garden retaining walls, wood decks and fences, overhead shade structures, benches, and planters. Includes proper knowledge and use of building materials. [ND] (Same as: LNT 124)