

# NONCREDIT CERTIFICATES AND COURSES

## Higher Education Center at Otay Mesa

Dean: Silvia Cornejo, M.A

Director: TBA

Office: 4106, (619) 482-6376

### Noncredit Courses

Noncredit courses are courses that meet community needs in ten instructional areas: parenting, basic skills, English as a Second Language (ESL), citizenship for immigrants, courses for the disabled, vocational courses, courses for older adults, home economics, health and safety, and workforce preparation [California Education Code, Section 84757(a) and 84760.5, and Title 5, Section 58160.] Noncredit courses are open to the public, are tuition-free, and are not offered for college credit. The College receives apportionment for noncredit courses at approximately half the rate for credit courses. Credit and noncredit courses are approved by the College's Curriculum Committee (See Section 4.D.1 for a more detailed explanation).

Noncredit courses are tuition free and are subsidized by state funds. These courses require all students to complete the Noncredit Application. Course numbers for noncredit classes start with "NC."

**CLASS CANCELLATION:** Courses are subject to cancellation due to low enrollment or other unexpected circumstances. If the College has advance notice that a class will be cancelled, you will be contacted by email or by phone. Please be sure to provide complete phone and email contact information on your application.

**MATERIALS FEE:** A materials fee may be required in a few noncredit classes. Cash, check, and credit card payments are accepted.

**CLASS DATE OR LOCATION CHANGE:** Class dates or locations may be subject to change. Students will be notified of any date or location changes prior to the class either by email or by phone.

## Certificates of Competency/Completion Certified Nursing Assistant Language and Academic Support

Prepares students to be effective employees in a certified nursing assistant work environment. Emphasizes English linguistic proficiency and technological skills, community, and cultural literacy. Develops pronunciation, speaking, reading, writing, grammatical and vocabulary skills that are essential for English language fluency, professional interaction and involvement. Creates pathways to credit ESL, mainstream college courses, and social mobility through entry-level workforce experience.

Code	Title	Units
NC 404	CERTIFIED NURSING ASSISTANT (CNA) VESL I: LECTURE SUPPORT	0
NC 405	CERTIFIED NURSING ASSISTANT (CNA) VESL II: LAB SUPPORT	0

## College and Career Success: A 'Novel' Approach to Enhanced Literacy

This three-course certificate uses a culturally responsive novel and the writing process to hone students' reading, thinking, writing, speaking and learning skills essential for college and career success. Develops skills needed to succeed in their college-level English, communication, and reading classes as well as a range of college level social science courses (e.g., psychology, sociology, history, theology, and political science).

Code	Title	Units
NC 158	A 'NOVEL' APPROACH TO COLLEGE & CAREER SUCCESS: PART 1 - READ & THINK	0
NC 159	A 'NOVEL' APPROACH TO COLLEGE & CAREER SUCCESS: PART 2 - RESEARCH & WRITE	0
NC 160	A 'NOVEL' APPROACH TO COLLEGE & CAREER SUCCESS: PART 3 - REVISE, EDIT, & PRESENT	0

## Drone Technology and Applications

The Drone Technology and Applications Certificate of Completion non-credit program will introduce students to how drones are being applied across a variety of fields, including but not limited to: real estate, journalism, search and rescue, agriculture, disaster response, law enforcement, photography and videography, mapping and surveying, remote sensing, and fire science. This two-course program will provide students with the knowledge to pass the Federal Aviation Administration (FAA) Part 107 license exam, as well as provide training in sUAS operations and data collection.

Code	Title	Units
NC 327	REMOTE PILOT GROUND SCHOOL	0
NC 328	INTRODUCTION TO DRONE TECHNOLOGY AND APPLICATIONS	0

## Electrician Trainee

The Electrician Trainee Program reflects a collaboration between Southwestern College and the International Brotherhood of Electrical Workers (IBEW) to assure quality training to individuals interested in pursuing careers in the electrical industry. The 750- hour noncredit program includes all the requirements a student will need to enter a fast-tracked apprenticeship program.

Code	Title	Units
NC 301	ELECTRICIAN TRAINEE: INTRODUCTION TO THE ELECTRICAL TRADE, INDUSTRY AND CONSTRUCTION SAFETY I	0
NC 302	ELECTRICIAN TRAINEE: INTRODUCTION TO THE ELECTRICAL TRADE, INDUSTRY AND CONSTRUCTION SAFETY II	0
NC 303	ELECTRICIAN TRAINEE: ADVANCED DC CIRCUIT CONCEPTS; INTRODUCTION TO 3Ø CIRCUITS AND NATIONAL ELECTRIC CODE APPLICATION	0
NC 304	ELECTRICIAN TRAINEE: AC CIRCUIT CONCEPT APPLIED ELECTRONICS, AND NATIONAL ELECTRIC CODE APPLICATION	0

NC 305	ELECTRICIAN TRAINEE: DIGITAL LOGIC CIRCUITS, CONDUCTOR CHARACTERISTICS AND APPLICATION, AND NATIONAL ELECTRIC CODE	0
NC 306	ELECTRICIAN TRAINEE: OVERCURRENT PROTECTION, LIGHTING SYSTEMS, BASIC BLUEPRINTS AND SPECIFICATIONS, AND NATIONAL ELECTRIC CODE	0
NC 307	ELECTRICIAN TRAINEE: GROUNDING SYSTEMS, ADVANCED BLUEPRINTS AND SPECIFICATIONS, MOTOR DESIGN AND INSTALLATION, AND THE NATIONAL ELECTRIC CODE	0
NC 308	ELECTRICIAN TRAINEE: MOTOR CONTROL PRINCIPLES, GENERATORS AND POWER SUPPLIES, AND NATIONAL ELECTRIC CODE	0
NC 309	ELECTRICIAN TRAINEE: TRANSFORMER THEORY, LEADERSHIP, MANAGEMENT AND TEST EQUIPMENT	0
NC 310	ELECTRICIAN TRAINEE: SPECIALTY SYSTEMS	0

### Entry Level ESL

Completion of the three sequenced ESL noncredit courses will give students the skills necessary to be ready for more advanced ESL training, entry into career technical certificate programs, or immediate entry-level English skills for employment.

Code	Title	Units
NC 108	BASIC ESL I	0
NC 109	BASIC ESL II	0
NC 110	BASIC ESL III	0

### ESL College Readiness

Completion of these ESL noncredit courses will give students the necessary college literacy development and college readiness skills for success in college. This certificate program focuses on successful student strategies, public speaking, and critical thinking skills by interpreting, constructing, and communicating meaning through reading, writing, and computer literacy skills.

This certificate of completion includes a two to three course sequence of noncredit ESL classes that will give students the necessary college literacy development and college readiness skills for success in college including introduction to successful student strategies, public speaking, and critical thinking skills by interpreting, constructing, and communicating meaning through reading, writing, and computer literacy skills.

Code	Title	Units
NC 109	BASIC ESL II	0
NC 220	TRANSITIONING TO COLLEGE ESL	0
NC 221	COMPUTERS AND TECHNOLOGY FOR ESL	0

### FAMILY CHILD CARE BUSINESS PROVIDER

This certificate contains a series of five courses (NC 1054, NC 1055, NC 1056, NC 1057, NC 1058) which provides the resources, information and

skills required to run a quality family child care program. Best practices concerning business and child care practices and relevant theory and philosophical concepts are included. These courses can be provided bilingually when taken with an identified noncredit ESL course (NC 223). Total hours of instruction ranges from 60 to 84 hours.

Code	Title	Units
NC 1054	FAMILY CHILDCARE BUSINESS I	0
NC 1055	FAMILY CHILD CARE BUSINESS II	0
NC 1056	FAMILY CHILDCARE BUSINESS III	0
NC 1057	FAMILY CHILDCARE BUSINESS IV	0
NC 1058	FAMILY CHILDCARE BUSINESS V	0
NC 223	ESL FOR FAMILY LITERACY	0

### Infant, Child, and Adolescent Development

This certificate contains a series of four courses (NC 204, NC 205, NC 206, and NC 207) that includes 48 hours of instruction. Provides information about the developing child. Relevant and current research, theories, and appropriate practices needed to understand and meet common challenges with children and families are addressed.

Code	Title	Units
NC 204	A CAREGIVER'S GUIDE TO INFANTS AND TODDLERS	0
NC 205	A CAREGIVER'S GUIDE TO PRESCHOOLERS	0
NC 206	A CAREGIVER'S GUIDE TO SCHOOL-AGE CHILDREN	0
NC 207	A CAREGIVER'S GUIDE TO TEENS	0

### Manufacturing Maintenance Technology

This noncredit program in the manufacturing maintenance industry is the first step into a fast growing field with varied opportunities. This program, students will gain hands-on, practical experience related to installing, maintaining, diagnosing and repairing equipment used in manufacturing industries, as well as develop the skills for maintaining manufacturing facilities/building systems.

Code	Title	Units
NC 382	INTRODUCTION TO SOLID WORKS	0
NC 384	COMPUTER NUMERIC CONTROL (CNC) BASICS	0
NC 385	ESSENTIAL SKILLS FOR MANUFACTURING MAINTENANCE	0
NC 386	MAINTENANCE CONTROLS AND PROCESSES	0
NC 139	OSHA 10-HOUR GENERAL INDUSTRY STANDARDS	0

### Manufacturing Technology

Manufacturing Technology is the use of innovative technologies and methodologies for improved competitiveness in the manufacturing sectors by integrating practices of design, engineering and business. Enhances output; create quality valued added products that respond to market needs; and respond to the customer with high quality and low cost.

Code	Title	Units
NC 380	ESSENTIAL SKILLS FOR MANUFACTURING	0
NC 381	EMPLOYABILITY SKILLS FOR MANUFACTURING	0
NC 382	INTRODUCTION TO SOLID WORKS	0
NC 383	LEAN MANUFACTURING	0
NC 139	OSHA 10-HOUR GENERAL INDUSTRY STANDARDS	0

### Marine Safety Service - Basic

Prepares students for entry-level jobs such as pool lifeguards and also provides preparation toward employment in open water rescue and aquatic park positions.

Code	Title	Units
NC 15	FIRST AID FOR PUBLIC SAFETY PERSONNEL- TITLE 22	0
NC 70	LIFEGUARD TRAINING	0
NC 106	OCEAN LIFEGUARDING FOR RECREATION ASSISTANTS	0
NC 1007	CPR FOR THE PROFESSIONAL RESCUER	0
NC 1010	AUTOMATED EXTERNAL DEFIBRILLATION (AED)	0
NC 1014	OXYGEN ADMINISTRATION FOR THE PROFESSIONAL	0

### Marine Safety Service - Advanced

Provides advanced training towards employment as a lifeguard, open water, and swift water rescuer and aquatic park rescuer.

**Note:** The Marine Safety Service Basic Certificate courses are required to complete this certificate.

Code	Title	Units
NC 1063	EMERGENCY MEDICAL TECHNICIAN FOR MARINE Safety Personnel	0
NC 1081	FIRST RESPONDER SWIFT WATER RESCUE TRAINING I	0
NC 1082	FIRE - MARINE SAFETY SERVICE AUTOMATED External Defibrillator/ Esophageal- TRACHEAL AIRWAY TRAINING	0
NC 1093	FUNDAMENTALS OF INSTRUCTOR TRAINING FOR RECREATION ASSISTANTS	0

### Medical Office Professional Language and Academic Support

Prepares students for effective communication in medical office professional academic and workplace settings. Focuses on constructing and communicating meaning through reading, writing, vocabulary development, oral communication, and study skills. This program equips students to succeed in courses in medical office professional programs, and successfully work in medical office professions.

Code	Title	Units
NC 400	MEDICAL OFFICE PROFESSIONAL (MEDOP) VESL I: HEALTHCARE ESSENTIALS COURSE SUPPORT	0
NC 401	MEDICAL OFFICE PROFESSIONAL (MEDOP) VESL II: MEDICAL TERMINOLOGY COURSE SUPPORT	0

### Optical Technician Training Program

The purpose of offering the non-credit optical training program is to support workforce capacity and education in this health care industry where growth will continue to expand. The goal is to allow students the opportunity to enter a non-credit training program to assist students in successfully passing the National Opticianry Certification Exam.

Code	Title	Units
NC 311	OPTICAL TECHNICIAN I	0
NC 312	OPTICAL TECHNICIAN II	0

### Patient Care Coordinator Language and Academic Support

Prepares students to be effective employees in a patient care coordinator work environment. Emphasizes English linguistic proficiency and technological skills, community, and cultural literacy. It develops pronunciation, speaking, reading, writing, grammatical and vocabulary skills that are essential for English language fluency, professional interaction and involvement. This program creates pathways to credit ESL, mainstream college courses, and social mobility through entry-level workforce experience.

Code	Title	Units
NC 402	PATIENT CARE COORDINATOR (PCC) VESL I COURSE SUPPORT	0
NC 403	PATIENT CARE COORDINATOR (PCC) VESL II COURSE SUPPORT	0

### Pragmatic Reading and Thinking Skills

This three-course certificate will hone students' personal, academic, and workplace reading and thinking skills. More specifically, Jazz Up Your Reading Skills uses song lyrics to develop inferential reading skills. For the Love of Reading, uses children's books and young adult literature to develop an appreciation of creative works, and Reading Between the Lines uses satirical, social, political and other persuasive texts and images to uncover hidden meaning and develop critical thinking skills.

Code	Title	Units
NC 148	JAZZ UP YOUR READING SKILLS!	0
NC 149	FOR THE LOVE OF READING: ENHANCING LIFELONG READING SKILLS	0
NC 150	READING BETWEEN THE LINES: IDENTIFYING HIDDEN MEANING	0

### Quality Home Care Provider

Home care providers play a key role in delivering critical in-home supportive services to people with physical, psychological, or emotional challenges. This sixty-hour certificate is designed to develop and enhance home care provider's skills and knowledge; provides the foundation to prepare for further training in related health careers.

Code	Title	Units	Code	Title	Units
NC 10	BUDGET AND HOME ENERGY MANAGEMENT	0	NC 113	TAX PREPARATION/INCOME TAX COURSE I	0
NC 33	NUTRITION AND HEALTH ISSUES-OLDER ADULTS	0	NC 114	TAX PREPARATION/INCOME TAX COURSE II	0
NC 40	BASIC FIRST AID AND ADULT CPR	0			
NC 1050	COMMUNITY RESOURCES FOR OLDER ADULTS	0			
NC 2003	HOME CARE CLIENT EXCELLENCE				
NC 2004	CAREERS IN HEALTH CARE				

### Recreation Assistant in a Marine Environment - Basic

Code	Title	Units
NC 13	TEAM BUILDING TRAINING THROUGH SANDCASTLE CONSTRUCTION FOR GROUP LEADERS	0
NC 15	FIRST AID FOR PUBLIC SAFETY PERSONNEL- TITLE 22	0
NC 70	LIFEGUARD TRAINING	0
NC 1007	CPR FOR THE PROFESSIONAL RESCUER	0
NC 1014	OXYGEN ADMINISTRATION FOR THE PROFESSIONAL	0
NC 1046	BASIC BOATING AND WATER SAFETY	0
NC 1052	BASIC WATER RESCUE	0
NC 1064	BOATING SAFETY PADDLE SPORTS LEADER TRAINING	0

### Recreation Assistant in Marine Environment - Advanced

Code	Title	Units
NC 1000	CANOE TRIP LEADER TRAINING	0
NC 1083	LEADERSHIP TRAINING IN MARINE AQUATIC ACTIVITIES	0
NC 1093	FUNDAMENTALS OF INSTRUCTOR TRAINING FOR RECREATION ASSISTANTS	0
NC 1098	LIFEGUARDING INSTRUCTOR TRAINING	0

### Recreation Assistant

Code	Title	Units
NC 40	BASIC FIRST AID AND ADULT CPR	0
NC 1007	CPR FOR THE PROFESSIONAL RESCUER	0
NC 1046	BASIC BOATING AND WATER SAFETY	0
NC 1064	BOATING SAFETY PADDLE SPORTS LEADER TRAINING	0
NC 1083	LEADERSHIP TRAINING IN MARINE AQUATIC ACTIVITIES	0
NC 1085	FUNDAMENTALS OF INSTRUCTIONAL EVALUATION AND TRAINING	0

### Tax Preparation

Completion of this two-course sixty-hour certification in tax preparations will make the student eligible to become a registered tax preparer in the State of California.