

# Noncredit Courses

## NONCREDIT COURSES

The California Education code identifies adult noncredit programs as an essential and important function of the community colleges and establishes the following nine categories for state-supported noncredit courses: Parenting, Elementary and Secondary Basic Skills, English as a Second Language, Citizenship for Immigrants, Substantial Disabilities, Short Term Vocational, Older Adults, Home Economics, and Health and Safety.

The Continuing Education noncredit program fulfills the mandate that California community colleges provide noncredit courses designed to meet the special needs and capabilities of those students who do not desire or need to obtain unit credit. Noncredit courses provide remedial, developmental, occupational and other general educational opportunities critical for survival in today's society. Noncredit education is an integral part of the district and college mission (GCCCD Board Policy 1200) providing life-long learning opportunities.

The classes and/or programs vary in length, are open to the public and are offered throughout the district. All noncredit classes are state approved. (Cal. Code Regs., Title 5, §§ 55002(c)(1), 55150, and 58050 (a)(1).)

## ENGLISH AS A SECOND LANGUAGE

### CESL 0046 ESL: COLLEGE READINESS 0 UNITS

50 hours

This first course in English as a second language (ESL) will help students prepare to enter the college ESL program. Students will learn Basic English grammar and writing skills as well as an introduction to the college campus with a review of college expectations and services.

### CESL 0063 ESL: HEALTHCARE WORKPLACE COMMUNICATION II 0 UNITS

30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Healthcare Workplace Culture I. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the health industry.

### NCEL 1053 ESL: MULTI-LEVEL 0 UNITS

50 hours

This course develops and adds to the basic skills taught in Beginning, Intermediate and Advanced ESL.

### NCEL 1058 ESL: ADVANCED 0 UNITS

50 hours

The third core course on English reading, writing and grammar is designed for students whose first language is not English. This course further develops and adds to the

basic skills taught in NCEL 1057 English as a Second Language - Intermediate.

### NCEL 1083 ENGLISH AT WORK: HEALTHCARE CULTURE II 0 UNITS

30 hours

This multi-level Vocational English-as-a-Second Language (VESL) course is designed for intermediate to advanced language level student whose first language is other than English. The course focuses on expanding and developing the skills learned in English at Work: Healthcare Workplace Culture I. Student will improve fluency, accuracy, and SCANS competencies in order to communicate more effectively in the workplace. Listening, speaking, reading, writing skills for the workplace are integrated within controlled grammar and sentence structures. The course includes English vocabulary development related to equipment, supplies, common tasks, and safety procedures in the health industry.

### NCEL 1200 ESL I: BASIC ENGLISH LITERACY AND COMMUNICATION 0 UNITS

150 hours

This is a beginning level ESL course focused on improving students' basic reading, writing, and grammar along with basic listening and communication skills. Foundational reading and writing skills are taught which continue to serve students as they advance to higher proficiency levels. Students learn and use basic English grammar, including word, phrase, clause and sentence structure. Students also practice essential language functions and vocabulary used in everyday situations at work and school. These communication lessons include pronunciation practice as well as instruction in the relationship between sound and spelling. Students must attend a mandatory orientation. Placement into this program is based on minimal assessment scores in the following: CASAS appraisal, CELSA and a writing sample. This Course is the first part of a two-part series leading to enrollment in Credit ESL 80/81 and a certificate of completion. No field trips required.

### NCEL 1202 ESL II: BEGINNING ENGLISH LITERACY AND COMMUNICATION 0 UNITS

150 hours

This beginning level ESL course is designed to build on the basic literacy and communication skills gained in ESL. The goal is to improve students' reading, writing, and grammar along with listening and communication skills by challenging them with reading and writing assignments as well as listening and speaking tasks which require more proficient language skills than those achieved in ESL. Students review and practice all grammar taught in ESL1 plus more complex language structures and functions. Along with syntax and the proper use of grammatical suffixes, students learn and use grammar associated with function words as well as word, phrase, clause and sentence structure. Students also practice more complex language functions and vocabulary used in everyday situations at work, school, and everyday life. These communication lessons include pronunciation practice as well as instruction in the relationship between sound and spelling. Students must attend a mandatory orientation. Placement into this program is based on minimal assessment scores in the following: CASAS appraisal, CELSA and a writing sample. This Course is the second part of a two-part series leading to enrollment

in Credit ESL 80/81 and an ESL Certificate of Completion. No field trips required.

### NCEL 1204 ESL III: INTERMEDIATE ENGLISH LITERACY AND COMMUNICATION 0 UNITS

150 hours

This is a low-intermediate level ESL course designed to build on the literacy and communication skills gained in ESL 1 and 2. The goal is to improve students' reading, writing, and grammar along with listening and communication skills through challenging them with reading and writing assignments as well as listening and speaking tasks requiring more proficient language skills than those achieved in ESL 1 and 2. Students review and practice all grammar taught in ESL 1 and 2 plus more complex language structures and functions. Along with syntax and the proper use of grammatical suffixes, students learn and use grammar associated with function words as well as word, phrase, clause and sentence structure. Students also practice more complex language functions and vocabulary used in everyday situations at work, school, and everyday life. These communication lessons include pronunciation practice as well as instruction in the relationship between sound and spelling. Students must attend a mandatory orientation. Placement into this program is based on minimal assessment scores in the following: CASAS appraisal, CELSA and a writing sample. Completion of this course leads to enrollment in Credit ESL 096 or higher. No field trips required.

## HEALTH AND SAFETY

### CEHS 0008 CPR 0 UNITS

4 hours

This course teaches individuals to recognize and respond to emergencies, adult/child/infant CPR, obstructed airway, blood borne pathogens, and the universal precautions with hands on practice with mannequins. Course includes a completion card valid for two years.

### CEHS 0010 FIRST AID COURSE 0 UNITS

4 hours

This course teaches individuals to identify and help control life threatening situations. The course will cover injury and illness assessment, signs and symptoms, and treatment for the following: allergic reaction, amputations, bleeding, cuts, burns, cold and heat emergencies, diabetes, drowning, fractures, head injuries, heart attack, poisoning, shock, seizures, stings, bites, stroke, ticks, and more. Course includes a completion card valid for two years.

### CEHS 0016 BLS (BASIC LIFE SUPPORT) CPR 0 UNITS

6 hours

This BLS (Basic Life Support) course teaches individuals to recognize and respond to emergencies and will cover adult, child, infant CPR, and obstructed airway. Class will review blood borne pathogens, the universal precautions, and primary and scene assessment with practice on mannequins. After successful completion of a written exam, student will receive BLS card valid for two years.

### CEHS 0028 CPR / AED 0 UNITS

4 hours

Course will provide students with the basic skills and knowledge needed to recognize a victim in need of the Automated External

Defibrillation (AED) device. Students will also learn how to properly use the AED device. After successful completion of a written exam, student will receive an Adult CPR/Heartsaver AED card valid for two years.

## SHORT-TERM VOCATIONAL EDUCATION

### CEV 0020 BILINGUAL BASIC COMPUTER SKILLS 0 UNITS

10 hours

This introductory class, presented in English, is an introductory computer course in which students learn basic keyboarding and personal computer (PC) functions, Windows operating system, word processing, how to navigate the World Wide Web and create an email account via the World Wide Web.

### CEV 0024 OSHA 24-HOUR HAZWOPER TRAINING 0 UNITS

24 hours

Section 126 of the Superfund Amendment and Re-Authorization Act requires the Department of Labor (DOL) to promulgate regulations for the protection of the safety and health of any employee engaged in hazardous waste operations. This 24-hour Hazardous Waste Operator and Emergency Response (HAZWOPER) course is designed to provide the required training for workers in the public or private sector, from large or small businesses, who work with hazardous waste but are not part of an emergency response team.

### CEV 0025 INCIDENT COMMAND SYSTEM 0 UNITS

8 hours

Incident Command System (ICS 100/200) is intended for personnel assigned to an incident or event who have a minimum requirement for the understanding of ICS

### CEV 0030 OSHA 8-HOUR HAZWOPER 0 UNITS

8 hours

This course is designed for students to maintain their 40-Hour or 24-Hour Certificate required for employees in the public or private sector, large or small businesses, who work with hazardous materials and/or waste in any phase from management operations to on-site clean up. This course satisfies the requirement for generalized employee training under OSHA (1910.120) and State of California Code of Regulation Title 8, section 5192.

### CEV 0050 CONFINED SPACE ENTRY 0 UNITS

8 hours

This course reviews the California Title 8 California Code of Regulations (CCR), General Industry Safety Orders (GISO), Sections 5156, 5157, 5158 regulations governing confined space entry and how to properly employ the Confined Space Permit Program. The course includes terminology, testing, monitoring, permitting requirements, written program components, entry permits and safety regarding confined spaces and is a must for any employee who may encounter confined spaces during their normal course of employment.

### CEV 0052 DEPARTMENT OF TRANSPORTATION 0 UNITS

8 hours

This course covers the Department of Transportation (DOT) Hazardous Materials Regulations (HMR) governing the transportation of hazardous substances. This course fulfills the DOT 49 CFR Hazardous Materials Transportation awareness training required by DOT and includes: using a hazardous materials table, preparing shipping papers, marking, labeling and placard requirements, security awareness and site policies, handling emergencies and notification and identification and communication of hazards of transportation.

### CEV 0056 READY, SET, WORK 0 UNITS

10 hours

A job preparedness program for individuals entering today's competitive employment market. Topics include employee readiness, applications, interviews, dress codes, communication skills, childcare, budgeting, nutrition, stress and time management, self esteem and career ladders.

### CEV 0066 COMMISSIONED NOTARY PUBLIC CLASS 0 UNITS

8 hours

This course is designed to prepare students to successfully pass the California State Notary Exam. New and commissioned notaries will gain the necessary education and skills to pass the state exam. The class includes how to notarize documents, detect fraud, and how to be successful in a new career.

### CEV 0072 BLOODBORNE PATHOGENS 0 UNITS

8 hours

This course helps students understand bloodborne pathogens in the workplace and provides common modes of their transmission, methods of prevention, and other pertinent information for those who have the potential to be exposed to blood or other potentially infectious material. Industry needs, standards and requirements will also be covered.

### CEV 0080 CUSTOMER APPRECIATION 0 UNITS

3 hours

This course is designed to help students develop key skills and attitudes necessary to effectively meet the needs of customers. Students will examine four important areas of customer service: the differences between bad, average, and outstanding customer service; identification of internal and external customers; understanding the role that customer expectations play in a service environment; and the value of customer retention.

### CEV 0090 CAREER EXPLORATION 0 UNITS

5 hours

Personality and interest-based assessment is used to help students gain career insight and set educational goals. Learn to matriculate from this noncredit course to a credit program.

### CEV 0131 DELIVERING POWERFUL PRESENTATIONS 0 UNITS

6 hours

This 2-part course provides keys to successful preparation for and delivery of dynamic presentations. Participants learn the importance of being "audience centric" and receive proven formats that help them respond to the needs of their audience. They also have

the opportunity to learn, observe and practice the skills needed to conduct presentations with confidence and explore the factors that make a presenter successful.

### NCVE 1001 FOOD HANDLER TRAINING COURSE 0 UNITS

3 hours

This course is designed for individuals who are, or will be, working in a food or service industry job which requires food handler certification.

### NCVE 1003 OSHA 40 HOUR – HAZWOPER 0 UNITS

40 hours

This class is designed to provide students with written and hands-on instruction in hazardous waste operations and emergency response (HAZWOPER) as it relates to chemical and physical exposures in industrial and field settings. This course satisfies the requirement for generalized employee training under OSHA (1910.120) and State of California Code of Regulation Title 8, section 5192.

### NCVE 1116 BUSINESS ETHICS & VALUES 0 UNITS

3 hours

This course is designed to help students recognize behaviors associated with ethical work practices. Students will discuss current events regarding organizations that model ethical and unethical behavior and will examine the role personal values play in defining ethical behavior and making ethical decisions. Guidelines designed to aid in ethical decision making will be presented.

### NCVE 1117 TIME AND STRESS MANAGEMENT 0 UNITS

3 hours

This course is designed to help student develop key skills necessary to effectively manage time and stress. Student will be introduced to various time management tips and explore the role that time management has on stress levels. Three central themes related to stress management will be presented including common causes of stress, the impact of stress on physical health, and techniques for reducing stress. Goal setting will be examined as a technique for time management and a method of stress reduction.

### NCVE 1119 TEAM BUILDING 0 UNITS

3 hours

This course is designed to help students develop key skills and behaviors necessary to become productive team members. Students will discuss stages of team development and characteristics of effective teams. Students will examine three common challenges of team building: communication breakdown, working with and recognizing the roles that various team members assume, and utilizing team synergy.

### NCVE 1120 THE RIGHT ATTITUDE 0 UNITS

3 hours

This course is designed to help students explore the impact attitude has on customer service, organizational image, team effectiveness, and personal productivity. Students will examine verbal and non-verbal methods of communicating attitude and will discuss techniques for adjusting a negative attitude.

**NCVE 1121 DEALING WITH DIFFICULT PEOPLE 0 UNITS**  
3 hours

This course is designed to help students develop the skills necessary to work more effectively with co-workers and customers who exhibit a variety of work style behaviors. Students will identify their personal work style and will learn strategies and techniques for modifying their style to resolve conflict situations. Common sources of workplace conflict are explored and five conflict handling styles are identified along with the appropriate time to use each style.

**NCVE 1123 MANAGING CHANGES 0 UNITS**  
3 hours

This course is designed to help students develop key skills and attitudes necessary to manage workplace changes. Students will examine three important characteristics of change: styles of change, reactions to change, and the stages of change. Reasons for resistance to change will be examined and methods for overcoming resistance will be identified.

**NCVE 1200 BUILDING PERFORMANCE INSTITUTE (BPI) ANALYST & ENVELOPE CERTIFICATION TRAINING 0 UNITS**  
40 hours

This BPI-approved curriculum course covers the core knowledge areas and standards set forth by the Building Performance Institute (BPI) and prepares building professionals to complete the written and field exam for the BPI Building Analyst Professional Certification. BPI is the accepted national credential in the home performance contracting industry. You will explore the latest energy efficiency techniques and skills to make a home perform better. Field training is incorporated in order to provide hands on learning studying Combustion Appliance safety, Pressure Diagnostics, and Building Evaluation, etc. Field trip/testing required.

**NCVE 1202 SOLAR PHOTOVOLTAIC (PV) INSTALLATION 0 UNITS**  
80 hours

This is an entry level, interactive course combining academic and hands on experience for a career in the solar electric "PV" industry. Beginning with the fundamentals of photovoltaic, solar radiation, site surveys, and system components, the student will learn the foundation and terms used in this field. Once the basic concepts are learned, each student has four, practical, hands on labs to apply skills which they have learned. Students will complete this course with the vocabulary and basic experience

**NCVE 1204 OSHA 10 - GENERAL INDUSTRY SAFETY 0 UNITS**  
10 hours

The 10-hour OSHA course covers Federal OSHA/Cal OSHA -mandated topics, such as; an overview of the OSHA Act, how to locate specific OSHA regulations, how inspections, citations, and penalties work, how to assess; walking and working surfaces, injury & illness recordkeeping, hazard communication, requirements for personal protective equipment (PPE), respiratory protection, hazardous materials, emergency action plans, a basic overview of electrical safety, and many other OSHA topics specific to general industry. A review of CalOSHA requirements vs. Federal OSHA requirements will be covered in detail. Training curriculum must be adherent to the California or Federal OSHA Outreach

Requirements. Students who complete this course will receive an official OSHA General Industry Safety Certification Wallet Card. No field trips required.

**NCVE 1206 OSHA10 – CONSTRUCTION SAFETY 0 UNITS**  
10 hours

This training program is intended to provide entry level construction workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job-related hazards on a construction site. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site. Training curriculum must be adherent to the California or Federal OSHA Outreach Requirements. Students who complete this course will receive an official OSHA Construction Safety Certification Wallet Card. No field trips required.

**NCVE 1208 GEOGRAPHIC INFORMATION SYSTEMS I (GIS I) 0 UNITS**  
18 hours

This beginning GIS course is designed to introduce students to the fundamentals of Geographic Information Systems (GIS), including: GIS terminology; manipulating spatial data; and performing spatial analyses while using ArcView software. This class is the second of a 3-part of a series resulting in a Certificate of Completion. No field trips required.

**NCVE 1210 GEOGRAPHIC INFORMATION SYSTEMS II (GIS II) 0 UNITS**  
18 hours

This intermediate GIS course is designed to provide students with additional training in cartography and spatial analysis using ArcView software. Upon completion, students will be able to use real-time data to design, produce, and analyze spatially interactive maps. This class is the third of a 3-part of a series resulting in a Certificate of Completion. No field trips required.

**NCVE 1212 INTRODUCTION TO SPATIAL REASONING AND GEOTECHNOLOGIES 0 UNITS**  
12 hours

During this two-day course the students will be introduced to the basics of spatial reasoning and the applications of spatial technologies, including global positioning systems (GPS), remote sensing, and geographic information systems (GIS). Students will learn how spatial knowledge is generated, digitized, analyzed and will perform simple spatial analysis along with map interpretation. This class is the first of a 3-part of a series resulting in a Certificate of Completion. No field trips required.

**NCVE 1216 ENVIRONMENTAL HEALTH & SAFETY TECHNICIAN TRAINING 0 UNITS**  
116 hours

This entry level training is designed to provide students interested in a career in the environmental health and safety field with the basic training required to work as an EH&S Technician (emphasis in general industry, healthcare, biotechnology, & life sciences). Course material includes such topics as; introduction to the field of EH&S, hazardous waste management, occupational health and safety, emergency response, transportation of hazardous materials, legal and professional ethics in EH&S, introduction to radiation safety, biological safety and blood borne pathogen training, recordkeeping and training requirements, and basic CPR & first

aid. Students will be introduced to relevant laws and regulations, participate in hands-on activities, and learn from professionals currently working in the field. This coursework is considered preparation for an Environmental Technician Certificate/Associates Degree and results in five (5) industry-required certificates\*. No field trips required.

**NCVE 1218 HAZARDOUS MATERIALS TECHNICIAN TRAINING 0 UNITS**  
96 hours

This entry level training is designed to provide students interested in a career in the environmental health and safety field with the basic training required to work as a Hazardous Materials Technician. Course material includes such topics as; hazardous waste management, occupational health and safety, emergency response, transportation of hazardous materials, and basic CPR & first aid. Student will be introduced to relevant laws and regulations, participate in hands-on activities, and learn from professionals currently working in the field. This coursework is considered preparation for an Environmental Technician Certificate/Associates Degree and results in four (4) industry-required certificates\*. No field trips required.

**NCVE 1220 CALIFORNIA ADVANCED LIGHTING CONTROLS TRAINING PROGRAM (CALCTP) 0 UNITS**  
50 hours

The California Advanced Lighting Controls Training Program (CALCTP) is a statewide initiative aimed at increasing the use of lighting controls in commercial buildings and industrial facilities. This course will train and certify licensed electrical contractors, and state certified general electricians in the proper programming, testing, installation, commissioning and maintenance of advanced lighting control systems in commercial facilities and is divided into seven modules consisting of both lecture and lab activities. To ensure that all training participants are adequately prepared, on-line modules must be completed before beginning the program. See prerequisites below. No field trips required.

**NCVE 1222 SOLAR THERMAL SYSTEMS 0 UNITS**  
80 hours

This course takes a blended learning approach, incorporating instructor-led lectures and hands-on labs that cover the fundamentals of design & installation, marketing for solar thermal systems, and the use of site-assessment tools for solar systems design. Coursework will cover the theory and application, including components of solar thermal systems. Students must have the ability to climb ladders, work at a height of ten feet off of the ground, operate soldering torches, work in a hot-water environment, work productively both individually and cooperatively in teams, and lift fifty pounds in weight. No field trips required.

## **SUBSTANTIAL DISABILITIES**

**CED 0004 SWIMMING FOR SPECIAL POPULATIONS 0 UNITS**  
50 hours

Instruction and practice in basic swimming skills. Instruction will be structured to fit each student's individual needs.