Santa Barbara City College
2016-2017
Noncredit Education Course Descriptions
Basic Skills

Adult High School

ABE 001 — Skills Development I
Hours: 20-60
Skills Development I offers individualized, small group, and one-on-one tutoring instruction in basic literacy, writing fluency, math, computer literacy and applied life skills. Students who test below a high school level in reading and writing can work to bring their skills up to higher levels. Students may also work to improve reading and writing skills for career or personal goals. Open enrollment. No prerequisites.

ABE 002 — Skills Development II
Hours: 20-60
Skills Development II builds on the skills acquired in Skills Development I by offering individualized, small group, and one-on-one tutoring instruction in reading, writing, mathematics, computer, test-taking and academic study skills. Students who test below a high school level in reading, writing, and/or math can work to bring skills up to higher levels. Students may also work to improve reading, writing and math skills for career or personal goals. Open enrollment. No prerequisites.

ABE 034 — Basic Skills Enrichment
Hours: 20-60
In a friendly, non-pressure atmosphere, brush up on reading, writing, spelling, math and other subjects. Whatever your current level is now, you can work at your own pace to develop the skills you need to reach your goals—whether it be earning a diploma, studying for the GED, working toward a job promotion, going back to college, helping your children with schoolwork, or just improving your reading, writing and math skills for your own satisfaction.

HSBI 010 — Marine Biology
(5)
Hours: 72
This text-based course teaches students about marine organisms, marine habitats and global marine issues. It also teaches students about the characteristics of marine organisms as well as their role in their unique environments. Utilizes scientific resources structured to give students a hands-on experience without having to leave the classroom and addresses state science standards, state environmental principles and state writing standards. Evaluation takes the form of review questions, critical thinking essays and examinations.

HSBI 020 — Oceanography
(5)
Hours: 72
This course covers the basics of oceanography, beginning with oceans, marine geological formations, currents and waves. Animal and plant life in the ocean is also covered with a discussion of ecological concerns and pollution. Additionally, the student is expected to explore a current scientific issue related to the course. Evaluation takes the form of tests based on presented material.

HSBI 030 — Biology
(10)
Hours: 144
This competency-based survey course introduces students to the basic concepts necessary to understand the diversity and complexity of life on earth. Topics covered include the scientific method, the chemistry of living things, cell structure and function, genetics and heredity, evolution and adaptation, unicellular and multicellular organisms, human biology and ecology. Textbooks are supplemented with interactive, multimedia and software assignments. Evaluation takes the form of regular student-instructor conferencing, quizzes and a final exam.

HSCA 010 — Learning Skills: PowerPoint
(2)
Hours: 30
Using Professor Teaches Software Tutorials, this competency-based course promotes an understanding of the skills necessary to take full advantage of Microsoft Office PowerPoint. Topics covered include formatting and designing slides, creating and presenting slideshow presentations, and using templates, sound effects and images. Software-based quizzes, instructor conferencing and individualized final projects measure skill mastery. Offered under Individualized Instruction and is open only to those seeking to complete a high school diploma in the SBCC Adult High School (AHS) program.
HSCA 020 — Learning Skills: Access
(2)

Hours: 30

Using Professor Teaches Software Tutorials, this competency-based course promotes an understanding of the skills necessary to take full advantage of Microsoft Office Access. Topics covered include designing and managing databases, using macros and queries to manage data, designing forms and creating reports. Software-based quizzes, instructor conferencing and individualized final projects measure skill mastery. Offered under Individualized Instruction and is open only to those seeking to complete a high school diploma in the SBCC Adult High School (AHS) program.

HSCA 030 — Learning Skills: Outlook
(2)

Hours: 30

Using Professor Teaches Software Tutorials, this competency-based course promotes an understanding of the skills necessary to take full advantage of Microsoft Office Outlook. Topics covered include designing and managing personal calendars and schedules, using and maintaining inboxes and contacts, and scheduling tasks. Software-based quizzes, instructor conferencing and individualized final projects measure skill mastery. Offered under Individualized Instruction and is open only to those seeking to complete a high school diploma in the SBCC Adult High School (AHS) program.

HSCA 040 — Learning Skills: Excel
(2)

Hours: 30

Using Professor Teaches Software Tutorials, this competency-based course promotes an understanding of the skills necessary to take full advantage of Microsoft Office Excel. Topics covered include designing and managing spreadsheets, using spreadsheets to manage data, and creating charts, graphs, formulas and functions. Software-based quizzes, instructor conferencing and individualized final projects measure skill mastery. Offered under Individualized Instruction and is open only to those seeking to complete a high school diploma in the SBCC Adult High School (AHS) program.

HSCA 050 — Learning Skills: Word Basics
(2)

Hours: 30

Using Professor Teaches Software Tutorials, this competency-based course promotes an understanding of the skills necessary to take full advantage of Microsoft Office Word. Topics covered include document formatting and editing, creating tables and templates and collaborating on the production of documents. Software-based quizzes, instructor conferencing and individualized final projects measure skill mastery. Offered under Individualized Instruction and is open only to those seeking to complete a high school diploma in the SBCC Adult High School (AHS) program.

HSEA 010 — Earth Science
(10)

Hours: 144

This competency-based survey course in Earth Science systematically covers the study of the solid Earth, its waters, atmosphere, and Earth’s place in the solar system. In geology, students study the origin, history and structure of Earth and the processes that shape its surface. In oceanography, students learn about the characteristics and dynamics of the Earth’s oceans and other waters. The section on meteorology covers the atmosphere and its changing conditions, including weather and climate. The astronomy section studies the motions of our planet and objects outside of Earth. In relation to the other branches of Earth Science, students will also study ecology.

HSEC 010 — Economics
(5)

Hours: 72

This competency-based course stresses conceptual knowledge of capitalism and the free enterprise system. Brief comparisons are made to other economic systems. Topics also include banking, government, industry and trade. Unit quizzes provide teacher and student feedback about the student’s progress. At the end of each unit, students write short essays on issues-oriented topics. Post-tests for assessment of competency are required.
HSEN 001 — Reading and Composition 1  
(10)  
Hours: 144  
This literature-based course teaches students to compose sentences and well-developed paragraphs by using the same writing tools as the renowned authors of the stories in the text. The introduction of literature assists students in developing reading and critical thinking skills and serves as a model of good writing. Includes a review of language mechanics and grammar, and utilizes processes known to enhance writing success, including self-editing and teacher conferencing. Evaluation takes the form of writing assessment by the instructor and tests based on material presented.

HSEN 001A — Reading and Composition 1A  
(5)  
Hours: 72  
This literature-based course teaches students to compose sentences and well-developed paragraphs by using the same writing tools as the renowned authors of the stories in the text. The introduction of literature assists students in developing reading and critical thinking skills and serves as a model of good writing. Includes a review of language mechanics and grammar, and utilizes processes known to enhance writing success, stressing self-editing and regular teacher conferencing. Evaluation takes the form of writing portfolio assessment by the instructor and reviews based on material presented.

HSEN 001B — Reading and Composition 1B  
(5)  
Hours: 72  
This literature-based course teaches students to compose sentences and well-developed paragraphs. The introduction of literature assists students in developing reading and critical thinking skills and serve as a model of good writing. Includes a review of language mechanics and grammar, and utilizes processes known to enhance writing success, stressing self-editing and regular teacher conferencing. Evaluation takes the form of writing portfolio assessment by the instructor and reviews based on material presented.

HSEN 002 — Reading and Composition 2  
(10)  
Hours: 144  
This literature-based course teach students to compose sentences and well-developed paragraphs by using the same writing tools as the renowned authors of the stories in the text. The introduction of literature assists students in developing reading and critical thinking skills and serves as a model of good writing. Includes a review of language mechanics and grammar, and utilizes processes known to enhance writing success, including self-editing and teacher conferencing. Evaluation takes the form of writing assessment by the instructor and tests based on material presented.

HSEN 002A — Reading and Composition 2A  
(5)  
Hours: 72  
This literature-based course teaches students to incorporate sentences and well-developed paragraphs into three-paragraph essays by using the same writing tools as the renowned authors of the stories in the text. The introduction of literature assists students in developing reading and critical thinking skills and serves as a model to inspire student writing. Includes a review of language mechanics and grammar, and utilizes processes known to enhance writing success, stressing self-editing and regular teacher conferencing. Evaluation takes the form of writing portfolio assessment by the instructor and unit reviews based on material presented.

HSEN 002B — Reading and Composition 2B  
(5)  
Hours: 72  
This literature-based course develops students’ ability to incorporate sentences and well-developed paragraphs into three-paragraph essays demonstrating critical thought and basic literary analysis. The introduction of literature assists students in developing reading and critical thinking skills and serves as a model of good writing. Utilizes processes known to enhance writing success, stressing self-editing and regular teacher conferencing. Evaluation takes the form of writing portfolio assessment by the instructor and reviews based on material presented.
HSEN 003 — Reading and Composition 3  
(10)  
*Hours: 144*

This literature-based course teaches students to compose sentences and well-developed paragraphs by using the same writing tools as the renowned authors of the stories in the text. The introduction of literature assists students in developing reading and critical thinking skills and serves as a model of good writing. Includes a review of language mechanics and grammar, and utilizes processes known to enhance writing success, including self-editing and teacher conferencing. Evaluation takes the form of writing assessment by the instructor and tests based on material presented.

HSEN 003A — Reading and Composition 3A  
(5)  
*Hours: 72*

This literature-based course teaches students to incorporate sentences and well-developed paragraphs into five-paragraph essays by using the same writing tools as the renowned authors of the stories in the text. The introduction of literature assists students in developing reading and critical thinking skills and serves as a model of good writing. Includes a review of language mechanics and grammar, and utilizes processes known to enhance writing success, including self-editing and teacher conferencing. Evaluation takes the form of writing assessment by the instructor and tests based on material presented.

HSEN 003B — Reading and Composition 3B  
(5)  
*Hours: 72*

This literature-based course teaches students to incorporate sentences and well-developed paragraphs into five-paragraph essays by using the same writing tools as the renowned authors of the stories in the text. The introduction of literature assists students in developing reading and critical thinking skills and serves as a model of good writing. Includes a review of language mechanics and grammar, and utilizes processes known to enhance writing success, including self-editing and teacher conferencing. Evaluation takes the form of writing assessment by the instructor and tests based on material presented.

HSHE 010 — Health  
(5)  
*Hours: 72*

This course covers the following topics: Nutrition for health and weight control; the roles of sleep, rest and exercise in health; first aid; abuse of licit and illicit drugs; diseases and their prevention; and pollution and health. Students are evaluated on the basis of their responses to unit quizzes and Internet search projects.

HSHI 020 — World History: Modern Regions  
(5)  
*Hours: 72*

This competency-based course begins with introductions to the use of primary sources in history and methods and theories in historiography. Students examine the roles of anthropology, epistemology and politics in the study of history. The developments of nationalism and state formation, liberalism and modern politics are contextualized by close readings of primary source documents on the cultures, economics and politics of the regions of Latin America, Asia, Israel and Palestine, and Africa.

HSHI 030 — American History: Part 1  
(5)  
*Hours: 72*

The course covers the political, social, cultural and economic history of the U.S. It begins with an overview of the history of the American indigenous population before the arrival of European explorers, continuing through the colonization period. Focus is placed on the development of democratic ideals and institutions. Continues with a history of Africans in America, their culture and contributions. Issues and events leading to the American Revolution, the effects of the war itself, and the creation and content of the Constitution are covered. This course develops skills in written expression, analysis, interpretation of maps and graphs, and critical thinking.

HSHI 040 — American History: Part 2  
(5)  
*Hours: 72*

This course covers U.S. History from 1865 to the present, with emphasis on the major trends of the 20th century. Survey of political, economic, diplomatic, social, multi-cultural events and influences.
HSII 001 — Individualized Instruction: All Subjects (10)
Hours: 32-144
Offers individualized instruction provided by instructors in all high school subjects: Reading, comprehension, spelling, vocabulary and grammar development, writing, mathematics and more. Prepares students for the diploma-program competency tests in reading, writing, and mathematics as well as for the GED tests. Open enrollment.

HSII 002 — The Learning Center: A Multimedia Learning Lab
Hours: 144
Based on the Open Lab style of learning, The Learning Center is designed for students in the Vocational, ESL, Literacy and Adult High School programs. Whether they need job preparation, GED study or reading and writing improvement, students can come when it’s convenient, focus on their own educational goals and study a variety of subjects. Students work at their own pace, take advantage of an interactive multimedia setting, and receive individual attention from The Learning Center teachers.

HSMA 001— Math 1
Hours: 144
Skills Development I offers individualized, small group, and one-on-one tutoring instruction in basic literacy, writing fluency, math, computer literacy and applied life skills. Students who test below a high school level in reading and writing can work to bring their skills up to higher levels. Students may also work to improve reading and writing skills for career or personal goals. Open enrollment. No prerequisites.

HSMA 010 — Mathematics A (Whole Number Arithmetic) (5)
Hours: 72
This competency-based course reviews arithmetic, beginning with basic number concepts, like place value, ordinal value and estimation. It also reviews the four basic operations with whole numbers and introduces problem-solving strategies and life skills and workplace math. Pretests for accurate placement and prescription, and post-tests for measurement of mastery are utilized.

When taken in sequence with Mathematics B and algebra/geometry, this course prepares students for success in high school mathematics and in applying math to everyday life and work problems.

HSMA 020 — Mathematics B (Fractions, Decimals and Percents) (5)
Hours: 72
This competency-based course reviews computation and problem-solving skills with decimals, fractions and percents. Geometry (perimeter, area, volume), estimation, problem-solving strategies, life skills and workplace math, are included. Pretest for accurate placement and prescription, and post-tests for measurement of mastery are utilized. When taken in sequence with Mathematics A and algebra or geometry, this course prepares students for passing the Adult High School competency tests, the GED math test, and success in high school mathematics and in applying math to everyday life and work problems.

HSMA 030 — Math C Pre-Algebra (5)
Hours: 72
This competency-based course teaches problem solving strategies and their application in percent, ratio, proportion, measurement, and the use of formulas and equations. Students learn basic geometry, graphing, probability, squares and roots. Students learn to solve monomial equations and how to apply them. In the areas of ratios, proportions and percent, students learn to calculate interest, commissions, discounts, and rates of increase, as well as apply ratio and proportion strategies to solve common travel and finance questions. Students are also able to interpret graphs, charts, tables and meters. Pre-tests for accurate placement and post-tests for measurement of mastery are used for assessment. Successful completion of this course prepares a student for a high school algebra course.

HSMA 040 — Integrated Mathematics 2: Algebra (10)
Hours: 144
This competency-based course stresses the appropriate use of problem-solving strategies. It builds upon previous math courses and life experience with review and by addressing algebraic concepts.
and expressions. Life skills and workplace math are integrated into the course assignments. Pretests for accurate placement and prescription, and post-tests for measurement of mastery are utilized.

**HSMA 050 — Integrated Mathematics 3: Geometry (10)**

*Hours: 144*

This competency-based course builds skills in basic geometry, the study of measurements and relationships of lines, angles, plane figures and solid figures. Topics include the study of angles and triangles and the study of distance, area and volume. Skills developed include estimation, mental math and calculator use. The topics and skills that are emphasized in this course are useful in many occupations, real-life problem-solving, and educational and vocational tests.

**HSPD 010 — Learning Skills: Note Taking Strategies (1)**

*Hours: 15*

This course expands students' knowledge of note-taking techniques and purposes. Topics include basic functions of note-taking, pre-reading strategies, The Cornell Method, clustering and outlining. Students may attend a note-taking workshop and complete the assignments or the Independent Study module in lieu of attending a workshop.

**HSPD 020 — Learning Skills: Time Management (1)**

*Hours: 15*

This course helps students manage time effectively and create healthier lifestyle patterns. Topics include scheduling and how to avoid cramming. Students may take the time management workshop and complete the assignments or the Independent Study module in lieu of attending a workshop.

**HSPD 030 — Learning Skills: Learning Styles (1)**

*Hours: 15*

This course teaches students to identify their personal learning styles and how to adapt them to dominant teaching styles. Topics include the Learning Styles Questionnaire, the four learning styles and matching students' learning styles and strategies. Students may take the Learning Styles workshop and complete the assignments or the Independent Study module in lieu of attending a workshop.

**HSPD 040 — Learning Skills: Test Taking Skills (1)**

*Hours: 15*

This course builds student test-taking confidence by examining academic and emotional management techniques. Topics include test anxiety, test preparation, and strategies to use during the test and before turning in the test. Students may take the Test Taking Skills workshop and complete the assignments or the Independent Study module in lieu of attending a workshop.

**HSPD 050 — Learning Skills: Writing Skills (1)**

*Hours: 15*

This interactive course allows students to examine strategies for revising their writing at different stages of the writing process. Topics include assignment analysis, self-editing strategies, organizing a paper and developing a thesis. Students may take the workshop and complete the assignments or the Independent Study module in lieu of attending a writing skills workshop.

**HSPS 020 — Survey of U.S. Government (5)**

*Hours: 72*

This survey course covers the core areas of U.S. democracy and politics and contextualizes them in terms of current events. Students also receive instruction on college readiness skills, including pre-reading and note-taking strategies. Competency in the subject matter is evaluated throughout the course with chapter tests and a final exam.

**HSV 010 — Visual Arts and Media Techniques/Art Studio (5)**

*Hours: 72*

This competency-based course promotes an understanding of visual arts and media techniques and the skills associated with composition and design to
help students create art. In order to receive 10 units for the class, students are expected to simultaneously enroll in an art studio course and/or produce a portfolio of artwork demonstrating their understanding of visual literacy and compositional techniques. Pre-tests and instructor conferencing are utilized for accurate placement and prescription, and portfolio analysis helps measure skill mastery.

**HSVA 020 — Visual Arts and Media Techniques/Art Studio 1**  
(5)  
*Hours: 72*

Adult High School Diploma Program course provides an introduction to the visual arts, media techniques, and design skills to help students create art. Students simultaneously take art studio courses and produce a portfolio of artwork demonstrating an understanding of visual arts and media techniques.

**HSVA 030 — Visual Arts and Media Techniques/Art Studio 2**  
(5)  
*Hours: 72*

Adult High School Diploma Program course provides an introduction to visual literacy, media and skills associated with design to help students interpret the meaning of art. Students simultaneously take art studio courses and produce a portfolio of artwork demonstrating an understanding of visual literacy and composition techniques.

**HSWH 010 — World History: Early Civilization**  
(5)  
*Hours: 72*

This competency-based course surveys ancient world history, examining human achievements in the Middle East, Mediterranean, Asian, African and Mesoamerican regions. It closes with a focus on the conquest and colonization of Latin America to illustrate the ancient civilizations’ impact with modernity. Students are introduced to methods and theories in historiography before they are asked to critically read and write about primary sources pertinent to the histories of the civilizations in these regions.

**HSWH 020 — World History: Modern Regions**  
(5)  
*Hours: 72*

This competency-based course begins with an introduction to the use of primary sources in history and to methods and theories in historiography. Students examine the roles of anthropology, epistemology and politics in the study of history. The developments of nationalism and state formation, liberalism and modern politics are contextualized by close readings of primary source documents on the cultures, economics and politics of the regions of Latin America, Asia, Israel, Palestine and Africa.

**Bilingual GED**

**GEDB NC060 — GED Test Subject - Bilingual Reading**  
*Hours: 60*

This course covers Reading GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations. GED books are used to ensure that the information students obtain is directly related to the Science examination, and practice tests are administered to verify that students are prepared to take (and pass) the Science subject test in Spanish.

**GEDB NC070 — GED Test Subject - Bilingual Social Studies**  
*Hours: 60*

This course covers Social Studies GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations. GED books are used to ensure that the information students obtain is directly related to the Science examination, and practice tests are administered to verify that students are prepared to take (and pass) the Science subject test in Spanish.
GEDB NC 080 — GED Test Subject - Bilingual Science  
**Hours: 60**  
This course covers Science GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations. GED books are used to ensure that the information students obtain is directly related to the Science examination, and practice tests are administered to verify that students are prepared to take (and pass) the Science subject test in Spanish.

GEDB NC 090 — GED Test Subject - Bilingual Writing  
**Hours: 60**  
This course covers Writing GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and various approaches to essay writing including descriptive and narrative prose. GED books are used to ensure that the information students obtain is directly related to the Writing examination, and practice tests are administered to verify that students are prepared to take (and pass) the Writing subject test in Spanish.

GEDB NC100 — GED Test Subject - Bilingual Mathematics  
**Hours: 60**  
This course covers Mathematics GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations. GED books are used to ensure that the information students obtain is directly related to the Mathematics examination, and practice tests are administered to verify that students are prepared to take (and pass) the Mathematics subject test in Spanish.

GED NC010 — GED Test Subject - Reading  
**Hours: 60**  
This course covers Reading GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations. GED books are used to ensure that the information students obtain is directly related to the Reading examination, and practice tests are administered to verify that students are prepared to take (and pass) the Reading subject test.

GED NC020 — GED Test Subject - Social Studies  
**Hours: 60**  
This course covers Social Studies GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations. GED books are used to ensure that the information students obtain is directly related to the Social Studies examination, and practice tests are administered to verify that students are prepared to take (and pass) the Social Studies subject test.

GED NC030 — GED Test Subject - Science  
**Hours: 60**  
This course covers Science GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations. GED books are used to ensure that the information students obtain is directly related to the Science examination, and practice tests are administered to verify that students are prepared to take (and pass) the Science subject test.

GED NC040 — GED Test Subject - Writing  
**Hours: 60**  
This course covers Writing GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and various approaches to essay writing including descriptive and narrative prose. GED book are used to ensure that the information students obtain is directly related to the Writing examination, and practice tests are administered to verify that students are prepared to take (and pass) the Writing subject test.

GED NC050 — GED Test Subject - Mathematics  
**Hours: 60**  
This course covers Mathematics GED subject matter and provides students with test-taking skills, critical thinking and reading skills, and the interpretation of graphs, tables and illustrations. GED books are
used to ensure that the information students obtain is directly related to the Mathematics examination, and practice tests are administered to verify that students are prepared to take (and pass) the Mathematics subject test.

**English as a Second Language (ESL)**

**ESL NC01A — ESL 1 - A: Beginning Low**
*Hours: 40-50*
Students learn to listen, speak, read and write in English at a beginning low level. Students increase social/cultural interactions and develop ability to integrate into the community and the classroom. Other topics include greetings, phrases, filling out forms with personal information, soft transferable skills for employment, learning strategies, and questions and commands for daily interactions, in class, work and community. Grammar and vocabulary are incorporated in dialogues and question/answer interactions throughout course.

**ESL NC01B — ESL 1 - B: Beginning Low**
*Hours: 40-50*
Students learn to listen, speak, read and write in English at a beginning low level. Students increase employment skills to seek and apply for jobs, vocabulary to make medical appointments, describe ailments and fill out basic forms with medical history for self and others. Other topics include following commands during an emergency, soft transferable skills for employment, and learning strategies. Grammar and vocabulary are incorporated in dialogues and question/answer interactions throughout course.

**ESL NC01C — ESL 1 - C: Beginning Low**
*Hours: 40-50*
Students learn to listen, speak, read and write in English at a beginning low level. Students increase social/cultural interactions to talk about family, purchasing clothing, and paying bills. Other topics include U.S. money, phone conversations, price tags, discounts, dates and ages, soft transferable skills for employment and learning strategies.

**ESL NC01D — ESL 1 - D: Beginning Low**
*Hours: 40-50*
Students learn to listen, speak, read and write in English at a beginning low level. Students increase social/cultural interactions to talk about housing, purchasing food, giving directions, and phone skills. Other topics include government and law, national holidays, U.S. presidents, describing a house, food labels, shopping lists, soft transferable skills for employment and learning strategies.

**ESL NC02A — ESL 2 - A: Beginning High**
*Hours: 40-50*
Students learn to listen, speak, read and write in English at a beginning high level. Students gain skills for successful social/cultural interactions and increase their ability to integrate into the English-speaking community and classroom. Other topics include providing personal information, describing people, identifying school personnel, creating a schedule, taking a simple phone message, and talking about transportation. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout course.

**ESL NC02B — ESL 2 - B: Beginning High**
*Hours: 40-50*
Students learn to listen, speak, read and write in English at a beginning high level. Students gain skills to seek and apply for jobs and describe common symptoms, diseases and conditions to a doctor. Other topics include reading directions, dosages and warnings on medicine labels; talking about ways to stay healthy; and responding appropriately to job interview questions. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout course.

**ESL NC02C — ESL 2 - C: Beginning High**
*Hours: 40-50*
Students learn to listen, speak, read and write in English at a beginning high level. Students gain skills to interact in social and cultural situations and increase ability to handle currency and change. Topics include initiating and answering invitations and offers, polite requests, apologies, compliments and sympathy. Additional topics include filling out a money order properly, requesting
availability and location of items in a store, and returning an item. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout course.

**ESL NC02D — ESL 2 - D: Beginning High**  
*Hours: 40-50*

Students learn to listen, speak, read and write in English at a beginning high level. Students gain skills to secure housing, food and meals. Other topics include describing an issue with a rental unit to a landlord, identifying common containers and amounts of food, using proper language to order at a restaurant, and identifying simple traffic signs and symbols. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout course.

**ESL NC03A — ESL 3 - A: Intermediate Low**  
*Hours: 40-50*

Students learn to listen, speak, read and write in English at an intermediate low level. Students expand social/cultural interactions, including problem-solving, and ability to integrate into the English-speaking community and classroom. Other topics include providing personal information to fill out authentic forms, resolving school and transportation issues, engaging in telephone conversations, and talking about learning styles. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout course.

**ESL NC03B — ESL 3 - B: Intermediate Low**  
*Hours: 40-50*

Students learn to listen, speak, read and write in English at an intermediate low level. Students set employment goals, prepare for a job interview, and discuss medical and dental problems, procedures and remedies. Other topics include making career goals, writing a cover letter, communicating with co-workers, identifying needed immunizations and tests, and interpreting insurance policy documents. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout course.

**ESL NC03C — ESL 3 - C: Intermediate Low**  
*Hours: 40-50*

Students learn to listen, speak, read and write in English at an intermediate low level. Students expand social/cultural interactions to include problem-solving, and ability to purchase and return items. Other topics include talking about recreational activities, returning and exchanging items at a store, as well as engaging in banking and several forms of payment. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout course.

**ESL NC03D — ESL 3 - D: Intermediate Low**  
*Hours: 40-50*

Students learn to listen, speak, read and write in English at an intermediate low level. Students expand ability to interact in the community, obtain food and housing, and understand local and federal laws. Other topics include interpreting diagrams, coupons, offers, maps, schedules, creating maps, giving directions and creating a schedule, an ad, or a sign. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout course.

**ESL NC04A — ESL 4 - A: Intermediate High**  
*Hours: 40-50*

Students learn to listen, speak, read and write in English at an intermediate high level. Students expand ability to research and teach others about educational opportunities by identifying and describing strengths. Topics include completing all written material for a job interview (application, resume and cover letter). Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout course.

**ESL NC04B — ESL 4 - B: Intermediate High**  
*Hours: 40-50*

Students learn to listen, speak, read and write in English at an intermediate high level. Students expand ability to complete medical and insurance forms and navigate the healthcare system with ease. Topics include working as part of a team in the workplace, completing a job evaluation process, and supervising and leading others. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout course.
ESL NC04C — ESL 4 - C: Intermediate High  
Hours: 40-50
Students learn to listen, speak, read and write in English at an intermediate high level. Students expand ability to interact with native English speakers in social situations and for recreational purposes. Topics include engaging in personal and family financial planning and expressing consumer complaints. Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout course.

ESL NC04D — ESL 4 - D: Intermediate High  
Hours: 40-50
Students learn to listen, speak, read and write in English at an intermediate high level. Students expand ability to interact in social/cultural situations, including skills in decision-making, teamwork, and the ability to integrate fully into the community. Topics include planning for additional educational opportunities (vocational certificates, two-year degrees or additional computer training). Grammar and vocabulary are incorporated in dialogues, stories, paragraphs and question/answer interactions throughout course.

(ESL) Citizenship

ESL NC040 — Preparation for U.S. Naturalization-ESL  
Hours: 40-50
This class prepares immigrants to take the written and oral portions of the USCIS citizenship test in English. Topics include United States government, history and vocabulary for the questions included in the test. Students learn to read, write and comprehend the questions to answer verbally and appropriately for the interviewing officer.

(ESL) Elective

ESL NC000 — Introduction to ESL  
Hours: 40-50
Students learn to identify symbols in their lives including, but not limited to letters, numbers, time, direction, money, calendar, schedules and appointments. Students learn to listen, speak, read and write in English at a pace determined by their own abilities and progress. Students increase confidence in classroom skills, such as copying from the board, responding to teacher’s questions, asking for help, working from handouts, working in pairs and groups.

ESL NC005 — Pronunciation and Speaking Skills: Beginning ESL  
Hours: 18-25
Students practice beginning level speaking skills related to daily life situations and tasks. Students learn pronunciation basics for English language proficiency, and gain confidence in appropriate and clear verbal interaction for community and classroom. Topics include personal information, family, jobs, school and daily life.

ESL NC006 — Pronunciation and Conversation: Beyond ESL Basics  
Hours: 18-25
Students practice clear pronunciation of American English at a beginning high or intermediate low level. Students gain confidence in communication skills to increase work opportunities and community involvement. Students increase comprehensibility to help with daily verbal interaction in the community and classroom. Language topics include intonation, rhythm, stress and letter sounds in English.

ESL NC007 — Pronunciation and Conversation: Intermediate ESL  
Hours: 40-50
Students learn to recognize and produce clear pronunciation of standard American English for intermediate students. Instruction focuses on sound mechanics, correct verb tense endings, intonation, rhythm and stress. Students increase vocabulary and fluency to gain confidence in clear verbal interaction.

ESL NC008 — ESL Intermediate Low Grammar  
Hours: 40-50
Intermediate low ESL students use an integrated skills approach that includes reading, writing, listening, and speaking in a variety of contexts to increase confidence when communicating in English. Students learn English grammar and usage and focus on grammatical concepts in spoken/written English. Topics include modals, irregular past tense verbs, tag questions, commands, count and non-count
nouns, and parts of speech. Students identify and use grammatical elements to compose and communicate using a variety of sentence styles, patterns and tenses.

**ESL NC009 — ESL Intermediate High Grammar**  
*Hours: 40-50*

Intermediate high ESL students use an integrated skills approach that includes reading, writing, listening, and speaking in a variety of contexts to increase confidence when communicating in English. Students learn English grammar and usage and grammatical concepts in spoken and written English. Topics include verb tenses, question formation, connectors, noun clauses, formal vs. informal, omission, reductions and phrasal verbs. Students identify and use grammatical elements to compose and communicate using a variety of sentence styles, patterns and tenses.

**ESL NC010 — ESL Advanced Grammar**  
*Hours: 40-50*

Advanced ESL students use an integrated skills approach that includes reading, writing, listening and speaking in a variety of contexts to increase communicative skills and confidence in English. Students learn English grammar and usage and focus on grammatical concepts in spoken and written English. Topics include perfect tenses, active and passive voice, prepositions, conditional and parts of a sentence. Students identify and use grammatical elements to compose and communicate using a variety of sentence styles, patterns and tenses.

**ESL NC011 — Political and Cultural History of the United States: ESL**  
*Hours: 27-30*

Intermediate ESL students learn the political and cultural history of the United States and its government. Topics include the history of the native people and the settlers, the political history of the founders of the United States and how the government was formed, and a review of the current political process as it functions in the United States.

**ESL NC013 — ESL Parent Involvement in K-12**  
*Hours: 20-30*

This course provides parents with knowledge and tools to navigate the public school system. Students design a home environment that supports learning for their children. Students learn to demonstrate the ability to express high expectations for their children’s achievements and develop skills to become involved in their children’s education at school and in the community.

**ESL NC014 — ESL Through Music**  
*Hours: 16-20*

Students use English language songs to learn new vocabulary and improve their speaking and listening skills in English. Explores idioms and customs expressed in the songs. Students learn to identify different musical genres and express opinions related to the cultural subjects within the songs.

**ESL NC015 — ESL Job Success: English to Get a Job**  
*Hours: 30*

This course helps high beginning ESL students look for and get a job. Students practice job searching, submitting online applications and interviewing skills. Students learn the English needed to explain what they can do, state what they want to do in the future, and navigate a job evaluation. Teaches English listening, speaking, reading and writing, in the context of real-life work-related situations.

**ESL NC016 — ESL Job Success: English to Succeed at a Job**  
*Hours: 30*

This course helps beginning high and intermediate low ESL students excel in their current employment situation. Topics include speaking with a manager to clarify tasks, asking for time off, explaining goals, and asking how to achieve employment goals within a current employment situation. Students learn cultural aspects and expectations of the workplace in the United States, including punctuality, dress code, customer service and computer skills.

**ESL NC017 — American Culture for ESL Students**  
*Hours: 18-26*

Students learn about American culture and values through teacher-directed discussion and activities, conversations using idioms, readings and writings, and participation in an analysis of American culture.
Students explore how famous American people, places and events influenced American values, beliefs, and attitudes and how they contributed to forming the American Dream. English is geared to beginning high and intermediate level ESL students.

**ESL NC018 — Intermediate ESL Vocabulary**  
*Hours: 20-25*  
Students learn new vocabulary and usage for intermediate low and high English. Students are able to express themselves more effectively with landlords, receptionists, doctors, teachers and other community members. Some vocabulary topics include family, school, professions, food, home and clothing. Word decoding skills include synonyms, antonyms, homophones, prefixes and suffixes.

**ESL NC019 — Advanced ESL Vocabulary**  
*Hours: 18-26*  
Students learn new vocabulary and usage for advanced ESL. Students are able to express themselves more effectively in workplace, business and academic settings. Vocabulary topics include office, legal issues, community service, gardening, hospitality, customer service and life events. Word decoding skills include synonyms, antonyms, Latin roots of words, homographs, eponyms for people and places, and the study of often confused and misused words.

**ESL NC020 — ESL Writing for Business**  
*Hours: 40-50*  
ESL intermediate/advanced students practice proper sentence and paragraph structure for business writing. Students create a binder of business writing for reference or as examples for future employers. Topics include target audience, organization and outline, revision, and practice with e-mails, business letters, resumes, summaries and reports.

**ESL NC021 — Creative Writing for ESL Learners: The Craft of Self-Expression**  
*Hours: 26-30*  
ESL intermediate high students learn to improve writing fluency through a variety of interactive writing exercises that address different elements of the craft. Through carefully designed English exercises, students practice different elements of style, such as rhythm, sound, sentence length and syntax, passive and active voice, and adjectives and adverbs. Topics include family, relationships, places, racism, values, life changes, parents and children, work, and language barriers for second language learners. Students develop interpretative skills by reading examples of American fiction.

**ESL NC022 — ESL Through Literature**  
*Hours: 32-40*  
ESL intermediate and advanced level students read stories and poems to expand vocabulary, reinforce grammar, improve writing and knowledge of culture.

**ESL NC023 — ESL Idioms: Intermediate**  
*Hours: 18-25*  
Speaking skills using American English idioms related to daily life. Students gain confidence in verbal interaction and cultural assimilation by understanding and utilizing idioms effectively. Topics include idioms related to food, sports, colors, animals, the human body and verbs.

**ESL NC024 — ESL Using Computer Programs**  
*Hours: 40-50*  
Students learn English in the computer lab by logging into pre-loaded English learner software of their choice. Students progress step-by-step through level-appropriate software programs. Students learn to create passwords, navigate English learning programs, follow software prompts, while improving English fluency.

**ESL NC026 — ESL Student Success-Intensive**  
*Hours: 25-30*  
Students learn to listen, speak, read and write in English at a beginning level to succeed in their academic and personal lives. Students increase awareness of resources and confidence to use English in the classroom and the community. Topics include goal setting, classroom communication, time management and organization, learning styles, test-taking skills, opportunities to practice English in the community and technology. Designed for students who have limited experience with the U.S. educational system.
ESL NC027 — Pathway to College Success for ESL Students  
*Hours: 80-100*

ESL advanced level students interested in transferring to credit campus practice strategies for succeeding at college. Topics include goal-setting, identifying obstacles to success, prioritizing assignments, creating, maintaining and utilizing a home study area and schedule, identifying and accessing on-campus assistance, developing a peer-support network, identifying and understanding the demands and rewards of college life, practicing test-taking strategies, and applying a cost/benefit analysis to attending college. Additionally, students increase reading, writing, speaking and listening skills in English.

ESL NC028 — Academic Skills for College Success for ESL Students  
*Hours: 80-100*

ESL advanced level students interested in transferring to credit campus practice reading, writing, speaking and listening skills in English at the level required to succeed in college. Topics include essay writing, identifying types of writing, scanning for information, public speaking, academic vocabulary and accessing college resources.

ESL NC037 — Bridge to College for ESL Students  
*Hours: 12*

ESL students interested in transferring to the credit campus learn how to apply to the college and select and register for classes. Students participate in a campus tour to learn about student support services on the credit campus, as well as strategies for time management and understanding credit class requirements.

ESL NC038 — English for Written Driving Test  
*Hours: 15*

Students learn to take the written driving test in English while acquiring the essential vocabulary needed to understand the questions and answers. Students follow the procedures for taking the test at the Department of Motor Vehicles (DMV), as well as learn the rules they must obey when driving in California.

ESL NC045 — ESL/Pre-GED English  
*Hours: 32*

ESL students interested in transferring to the AHS/GED program will practice academic and language skills necessary to succeed in the high school/GED programs. Topics include reading, academic writing, vocabulary building and learning strategies.

ESL NC050 — ESL/Pre-GED Mathematics  
*Hours: 32*

ESL students interested in transferring to the AHS/GED program gain knowledge of Pre-GED mathematical concepts necessary to succeed in the Adult High School/GED programs.

(Esl) Vocational—Child Care Certificate

ESLV NC30A—Vocational ESL Child Care, Module A  
*Hours: 60*

Module A of a two-part module course for the Vocational ESL Child Care Certificate prepares low level ESL students for a career in child care, with special emphasis on vocabulary and entry-level skill acquisition, as well as familiarity with common phrases for interacting with English-speaking customers. Topics include basic childcare vocabulary, communicating about child care, preventing incidents, reporting incidents, and treating illnesses and injuries.

ESLV NC30B — Vocational ESL Child Care, Module B  
*Hours: 60*

Module B of a two-part module course for the Vocational ESL Child Care Certificate prepares low level ESL students for a career in child care, with special emphasis on vocabulary and entry-level skill acquisition, as well as familiarity with common phrases for interacting with English-speaking customers. Module B topics include infant development, toddler development, preschooler development and school-age child development.
(ESL) Vocational—
Healthcare Certificate

ESLV NC33A — Vocational ESL Healthcare, Module A
Hours: 50
Module A of a two-part module course for the Vocational ESL Healthcare Certificate helps prepare intermediate to advanced level ESL students for success in healthcare certificate courses, such as Medical Assistant and Personal Care Attendant, with special emphasis on English skills needed to communicate in the healthcare field. Module A topics include health careers, the patient, basic duties, facilities, nutrition, communication, office skills, measurements and job readiness.

ESLV NC33B — Vocational ESL Healthcare, Module B
Hours: 50
Module B of a two-part module course for the Vocational ESL Healthcare Certificate helps prepare intermediate to advanced level ESL students for success in Healthcare Certificate courses, such as Medical Assistant and Personal Care Attendant. Special emphasis placed on the English skills needed to communicate in the healthcare field. Module B topics include communication, safety, medical emergencies, first aid, sanitation, anatomy, vision care, illness, medication and vital signs.

(ESL) Vocational—
Landscape Garden Certificate

ESLV NC35A — Vocational ESL Landscaping and Gardening, Part I
Hours: 60
The Vocational ESL Landscaping Certificate prepares low-level ESL students for careers in landscaping, with special emphasis on vocabulary, entry-level skill acquisition, and familiarity with common phrases to interact with English-speaking customers. Part I topics include soils, pesticides, landscape design and successful job interviewing skills.

ESLV NC35B — Vocational ESL Landscaping and Gardening, Part II
Hours: 60
The Vocational ESL Landscaping Certificate prepares low-level ESL students for careers in landscaping, with special emphasis on vocabulary, entry-level skill acquisition, and familiarity with common phrases to interact with English-speaking customers. Part II topics include soils, pesticides, landscape design and successful job interviewing skills.

Parenting

ECE NC005 — Anger Management: Enhancing Healthy Family Values
Hours: 20-30
Teaches new approaches to dealing with anger using techniques that control reactions to family disagreements. Students learn how to improve parent-child and intimate relationships through effective communication skills as they confront wounds from the past, modify faulty belief systems, recover from addictive behaviors, and understand and manage emotions. Students learn to empower their lives, stop generational cycles of violence and receive support for recovering from substance abuse.

ECE NC010 — Child Development at the Parent-Child Workshop
Hours: 135
Within context of cooperative preschool, students learn about social, emotional, physical and cognitive development of young children; healthy separation patterns; importance of play; and strategies that support strong foundations for future learning. Students help create healthy, safe, inclusive environment, and observe and interact with children in preschool lab. Course includes lecture, lab, discussion and activities.

ECE NC011 — Parent Education in a Cooperative Preschool: Parent/Child Relationships
Hours: 127.5
Within context of cooperative preschool, students develop a framework for positive communication, child guidance and discipline, and navigating parenting
challenges of the 21st century. Students discover community resources, learn about kindergarten readiness and develop strategies to support children’s education at home and school. Includes lecture, lab, discussion and activities.

**ECE NC012 — Parent Education in a Cooperative Preschool: Family Education and Resources**  
*Hours: 82.5*

Parents learn about nutrition, health, first aid, safety, community resources, kindergarten readiness and transition, and parenting strategies for ensuring their child’s success in school and community. Additional topics address parenting challenges such as influence of media and technology and helping children cope with family illness, death, separation and divorce. Designed for parents of children age 2 to 5 years. Class includes weekly lecture, lab/discussion seminar and activities.

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**Short-Term Vocational Classes and Certificates**

**Accounting**

**ACCT NC001 — Setting up QuickBooks for Small Business**  
*Hours: 16*

Accounting fundamentals - Learn the basics of small business bookkeeping using QuickBooks, financial reporting, and analyzing and recording financial transactions. Discuss accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities.

**ACCT NC002 — Monthly Procedures Using QuickBooks**  
*Hours: 16*

Develop and apply monthly procedures used in accounting for small business. Continue to build small business accounting knowledge and gain practical experience working with day-to-day transactions. Reconcile balance sheet accounts and examine/audit income statement accounts on a monthly basis. Prepare adjusting journal entries and financial statements.

**ACCT NC003 — Year-End Procedures**  
*Hours: 16*

Develop and apply year-end procedures used in accounting for small business. Prepare closing journal entries for year-end and reports for tax accountant. Purge files and prepare for the new year.

**Basic Internet Skills Certificate**

**COMP NC040 — Searching the Web**  
*Hours: 10*

Defines the internet and teaches students how to search the Web and get the results they need. Students learn techniques and methods to narrow search results and trouble-shoot difficult queries.

**COMP NC041 — E-mail for Beginners**  
*Hours: 10*

Provides a basic introduction to e-mail. Topics include how e-mail works and its uses, setting up an e-mail account, reading and sending e-mail, and dealing with attachments.

**COMP NC042 — Optimizing Photos for the Internet and E-mail**  
*Hours: 10*

Students learn to manipulate photos for efficient e-mailing or uploading to the internet. Using Adobe Photoshop or other graphic editing software, students crop, color-correct, apply text and effects, sharpen, resample, and save files in the appropriate formats for maximum quality and efficiency when e-mailing or posting to the internet. Develops photo editing and basic internet skills for business or personal use.

**GDP NC005 — Photoshop Overview**  
*Hours: 10*

Introductory course offers an overview of Photoshop tools and functionality to discover the creative potential of image editing. Students become familiar with the Photoshop window, tools and main menu bar. Covers opening and saving files, image compositing and collage, selections, layers and image correction.
Basic Mac
Software Skills Certificate

COMP NC035 — Exploring Microsoft Office for the Mac
Hours: 20-25
Focuses on Microsoft Office for the Mac. Students learn the basics and how the Office programs are designed to work as a single application. Topics include MS Word (word processing), Excel (spreadsheet), PowerPoint (multimedia/graphics/slides) and Outlook (mail/calendar/contacts). Working professionals, small business owners and individuals interested in honing their software skills receive hands-on instruction as they make decisions about the software programs that meet their needs.

COMP NC036 — Introduction to the iPod and iTunes
Hours: 10
Teaches students how to use MP3 players and hand-held computers, focusing on iPods, iPod Touch and iPads. Students learn how to download music, videos and podcasts to a computer and organize, play and sync them to an iDevice. Topics include the applications available on iDevices, such as calendars, contacts and games.

COMP NC037 — Living the iLife
Hours: 25
Students learn how to use Apple’s iLife suite of programs—iPhoto, iMovie HD, iDVD, Garage Band and iWeb—to produce and distribute creative ideas through words, pictures, music or video.

Basic Office
Software Skills Certificate

COMP NC050 — Word Processing Basics for Beginners
Hours: 12.5
Students who find computers mystifying or frightening learn how to navigate the computer screen and compose and edit a short document. Class pace allows students to become comfortable with the computer and editing techniques.

COMP NC051 — Introduction to MS Word
Hours: 9-10
An introduction to Microsoft Word functions for document creation including entering text, revising, formatting, previewing and printing. Students practice on a variety of documents.

COMP NC055 — Basic PowerPoint
Hours: 10
Teaches students to turn facts, figures and photos into a creative display of slides, outlines, graphs and multimedia using Microsoft PowerPoint. Students learn the basics of presentation design and how to use templates, insert graphics, add animation, rehearse timings, and run and share a presentation.

COMP NC058 — Basic Outlook
Hours: 10
Provides a basic hands-on introduction to MS Outlook, Microsoft’s premier e-mail and information management program. Students learn how to stay up-to-date at home or work by using Outlook to connect with colleagues, customers, family and friends. Topics include writing and searching e-mail, organizing work tasks and using the calendar to share information with others.

COMP NC062 — Basic Spreadsheets for Beginners
Hours: 12.5
Provides a slow-paced introduction to basic concepts and functions of Microsoft Excel. Topics include the basics of creating a spreadsheet, using formulas and functions and creating charts.

COMP NC063 — Introduction to MS Excel
Hours: 9-10
An introduction to basic concepts and characteristics of Microsoft Excel. Students explore various uses of spreadsheets. Topics include the basics of creating spreadsheets, using formulas and functions, creating charts and using the database feature in Microsoft Excel.
Beginning Computer Skills Certificate

COMP NC020 — How to Use a Computer Keyboard and Mouse for Beginners
*Hours: 10*

Gives students an orientation to the computer keyboard and mouse. Students learn the layout and function of special computer keys, learn how to properly hold the mouse and practice using mouse. No previous typing or computer experience required.

COMP NC021 — Learn to Type
*Hours: 9-12.5*

Teaches the correct finger and wrist placement and keyboard reaches for typing and texting. Students can brush up on keyboard skills, increase speed, and learn techniques and strategies to prevent carpal tunnel syndrome. Individualized instruction allows students to work at own pace. May be taught bilingually.

COMP NC022 — Computers for Beginners
*Hours: 9-12.5*

Designed for students with limited experience with computers. Students learn to perform basic computer tasks, including how to turn a computer on and off correctly, send and receive e-mail, navigate the internet, open and save a file and use computer terminology. Course may be taught bilingually.

COMP NC023 — Windows Basics
*Hours: 10-12.5*

A slow-paced introduction to the Windows Operating System. Students explore Help, windows navigation and management, file management, desktop customization, and other Windows Operating System tools and applications.

COMP NC024 — Introduction to Windows
*Hours: 9-10*


Beginning Mac Skills Certificate

COMP NC030 — Introduction to the Macintosh
*Hours: 15-20*

Designed for those with limited or no experience with computers. Students learn basic functions of the computer, how to set it up, and how to perform simple tasks like typing a letter, browsing the web and getting e-mail. Features an overview of the software that comes pre-installed on the Macintosh computer.

COMP NC031 — Introduction to Mac OS X Level 1
*Hours: 20*

Level 1 course covers the basics of Mac OS and some of its most popular programs. Students learn how to make, name, and rename files and folders. Students then find lost files, using Find and Spotlight. Examines the Sidebar and Dock and covers some of the most basic and useful programs that come with OS including Safari, Address Book and iCal.

COMP NC032 — Introduction to MAC OS X Level 2
*Hours: 20*

The Level 2 course reviews some of the programs examined in Level 1 in more detail, then proceeds with a more in-depth examination of Mac OS, including ways to customize the Mac. Students also examine more of the Mac OS programs as they integrate with Mail, iPhoto and iMovie. May be taught bilingually.

Blogging for Business Certificate

COMP NC080 — Setting Up a Blog
*Hours: 8*

Blogging is one of the most popular ways of communicating and spreading information and news. Students learn to create, manage and promote a blog. Students learn to define the blog's goal, analyze the core audience, develop a sustainable plan for content creation, choose a platform and hosting option, design the blog and promote posts with social media.
COMP NC081 — Create Compelling Content  
*Hours: 8*

Explore how to create content that is relevant, valuable and engaging to an audience by analyzing its needs, wants and likes, discovering questions asked and problems that can be solved. Find an authentic voice to create text, design and images that are of shared value to the core audience.

**Computer**

COMP NC001 — Typing/Keyboarding (Bilingual)  
*Hours: 20-24*

This bilingual course promotes an understanding of basic typing and keyboarding skills. It is intended for students who have no keyboarding experience, or to improve keyboarding skills. Introduces proper keyboard-operating techniques through the practice and reinforcement of correct techniques to avoid experience repetitive stress syndrome, more commonly known as carpel tunnel syndrome.

COMP NC002 — Introduction to Computers  
(Bilingual)  
*Hours: 20*

This bilingual course promotes an understanding of the basic computer skills. Provides basic knowledge of computers, such as hardware, software and basic terminology. Designed for beginners who desire to learn the navigation of the windows environment, manage files, keyboard layout and mouse techniques. Course completion satisfies requirement for certificate.

COMP NC003— Introduction to Windows Operating Systems (Bilingual)  
*Hours: 20*

A slow-paced introduction to the Windows Operating System. Recommended for people unfamiliar with computers and serves as a foundation for working with various Windows operating system versions. Students explore the Windows OS interface, practice simple windows navigation tools and techniques, implement file management, and examine other Windows Operating system tools, applications and help commands.

COMP NC004 — Introduction to the Internet and E-Mail (Bilingual)  
*Hours: 20*

This introductory bilingual course provides the basic applications of the internet and electronic mail. Topics include browsing and researching on the World Wide Web using various search engines, popular websites, tips and techniques to obtain specific information. E-mail basics include web-based account setup, sending/receiving messages and attachments, e-mail etiquette, e-mail management, security and protection of privacy.

COMP NC005 — Microsoft Word Fundamentals  
(Bilingual)  
*Hours: 20*

This bilingual course for beginners provides a basic understanding of Microsoft Word tools. Students learn to create professional quality letters, certificates, flyers, labels and more. Topics include formatting, paragraph alignment, indent, margins, clip art, bullets, columns, tables, graphics, and saving and printing documents.

COMP NC006 — Microsoft PowerPoint Fundamentals (Bilingual)  
*Hours: 25*

This introductory bilingual course provides a basic understanding of Microsoft PowerPoint, a program that allows students to create effective presentations to convey a message through the use of words, graphics, shapes, color, sound and special effects. Students learn how to create, edit and format slides, create slideshows, save a presentation and print a presentation in handout format.

COMP NC007 — Microsoft Excel Fundamentals  
(Bilingual)  
*Hours: 20*

This bilingual course for beginners provides a basic understanding of Microsoft Excel. Students learn to create functional and professional-looking spreadsheets. Topics include applying shortcuts, printing electronic spreadsheets and designing, creating, editing and storing documents. By completing this course, students increase workplace technology skills and employability.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>COMP NC008</td>
<td>Microsoft Publisher Fundamentals (Bilingual)</td>
<td>25</td>
<td>This bilingual course teaches students fundamental skills on Microsoft Publisher, a popular desktop publishing program. Topics include editing, formatting and creation of flyers, calendars, invitations, greetings, business cards and business forms through the use of pre-designed or blank publications.</td>
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<tr>
<td>COMP NC009</td>
<td>Fundamentals of Web Design (Bilingual)</td>
<td>25</td>
<td>This bilingual course is designed to introduce students to basic web page creation techniques. Students acquire essential skills, methods and techniques related to basic web page design, using basic HTML and What You See Is What You Get (WYSIWYG) method of web creation. Overview of the tools, options, menus, palettes, file formats, system requirements, internet infrastructure and purchasing a domain are discussed.</td>
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<tr>
<td>COMP NC010</td>
<td>Computer Skills Lab (Bilingual)</td>
<td>9-200</td>
<td>The bilingual lab features individualized, hands-on instruction and small group lectures. Students learn at their own pace and design their own practice schedule in several computer software programs, including keyboarding, data entry, 10-key, Windows operating systems, MS Office (Word, Excel, Publisher, PowerPoint) and internet/e-mail.</td>
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<tr>
<td>GDP NC015</td>
<td>Fundamentals of Graphics (Bilingual)</td>
<td>25</td>
<td>This bilingual course introduces students to the basic operation of Adobe Photoshop, MS Publisher, Windows Movie Maker and Microsoft Paint. Through a series of projects students develop the skills to work efficiently in these programs by enhancing, collaging images, retouching photos and creating digital artwork. Overview of the tools, options, menus, palettes, file formats and system requirements are discussed.</td>
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<tr>
<td>MAT NC002</td>
<td>Windows Movie Maker Fundamentals (Bilingual)</td>
<td>25</td>
<td>This bilingual course promotes basic understanding of Windows Movie Maker as a multimedia application. Designed to assist beginning students in creating movies with pictures and videos. Overview of the tools, text editing functions, transitions, audio, effects, graphics insertion and title application are discussed.</td>
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<tr>
<td>MAT NC004</td>
<td>Fundamentals of Photoshop (Bilingual)</td>
<td>25</td>
<td>This bilingual course introduces the student to the basic operation of Adobe Photoshop. Through a series of projects, students develop the skills that are needed to work efficiently in Photoshop by enhancing, collaging images, retouching photos and creating digital artwork. Overview of the tools, options, menus, palettes, file formats and system requirements are discussed.</td>
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<tr>
<td>Computer Hardware Fundamentals Certificate</td>
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<tr>
<td>CNEE NC102</td>
<td>Optimize and Upgrade Your PC</td>
<td>25</td>
<td>Students learn hardware and software tools and strategies to improve the productivity and increase the efficiency of PC systems. Teaches how to optimize the PC’s operation and how to upgrade memory, disk drives and other components at a reasonable cost to extend the life of a PC system, or design and build an entirely new system. Topics also include how to rid a system of viruses and spyware and how to back up a system and valuable data.</td>
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<tr>
<td>CNEE NC103</td>
<td>Keeping a PC Hard Disk Clean and Organized</td>
<td>10</td>
<td>Students learn to organize, clean and optimize a PC hard disk drive to maximize performance. Topics include techniques for file organization, program removal, garbage identification and the removal of malware and basic maintenance.</td>
</tr>
</tbody>
</table>
COMP NC070 — Introduction to Handheld Devices  
*Hours: 10*
Teaches students the practical use of a variety of handheld computer devices, including music players, e-Books, Smartphones, iPods, iTouch and iPads. Students learn to use common PC and Mac applications to run devices and how to find tutorials or manuals, useful settings and interesting add-ons for handheld devices. Information learned provides tips on how to use handheld devices effectively and observe protocol in decisions to use these devices in a work environment.

COMP NC071 — Tech Talk: What’s New in Computers and Technology  
*Hours: 25*
Examines the rapidly evolving technical world and its future. Students explore the many practical questions that arise as computers, cell phones, eBooks, social networks, e-mail, the internet and other technology become more central to our daily lives. May be taught bilingually.

Construction Technology  
CT NC001 — Construction Framing  
*Hours: 12*
A beginning course in residential construction framing (housebuilding). Take as a stand-alone course or as part of a four-course series of construction classes. (A good transition course to the credit Construction Technology program at SBCC.) Topics include the framing of floors, walls, ceilings, and roofs and jobsite safety. Hands-on practice uses the typical tools of the trade: Framing hammer, tape measure, chalk-line, speed-square, skilsaw, sawzall, nail gun, etc. This course is intended to give an overview of the house building process and practice in basic tool use.

CT NC002 — Construction Finish Carpentry  
*Hours: 12*
A beginning course in residential construction finish carpentry (housebuilding). Take as a stand-alone course or as part of a four-course series of construction classes. (A good transition course to the credit Construction Technology program at SBCC.) Topics include introduction to hand tool and power tool use, scope of residential finish work, demonstration and practice of finish work (base, case, crown, closets, doors and floors). Hands-on practice uses the typical tools of the trade. This course is intended to give an overview of residential finish work and practice in basic tool use.

CT NC003 — Construction Electrical  
*Hours: 12*
A beginning course in residential construction electrical work. Take as a stand-alone course or as part of a four-course series of construction classes. (A good transition course to the credit Construction Technology program at SBCC.) Topics include introduction to home electrical systems, electrical and job site safety, tool use and materials identification. Hands-on practice uses the typical tools of the trade. This course is intended to give an overview of the house electrical systems and practice in basic tool use.

CT NC004 — Construction Plumbing  
*Hours: 12*
A beginning course in residential construction plumbing. Take as a stand-alone course or as part of a four-course series of construction classes. (A good transition course to the credit Construction Technology program at SBCC.) Topics include introduction to home plumbing systems and materials, working with piping, installing fixtures and trouble shooting. Hands-on practice uses the typical tools of the trade. This course is intended to give an overview of the house plumbing systems and practice in basic tool use.

Digital Design Basics Certificate  
GDP NC001 — Digital Design Techniques  
*Hours: 25*
Students learn how to create flyers, brochures, logos and more using Illustrator, Photoshop and InDesign programs from the Adobe CS suite. Examines how the programs work together to seamlessly combine photos, graphics and page layouts to produce high-quality products. Students complete class assignments to practice and demonstrate the skills required to design and complete a professional project. May be taught bilingually.
GDP NC010 — Introduction to Adobe Illustrator  
*Hours: 25*

Introduction to the basics of Adobe Illustrator, a powerful graphic design and illustration program and an essential tool for any design project. Students learn how to create illustrations, logos and more, using Illustrator from the Adobe CS suite. Students complete class assignments to practice and demonstrate the skills required to design and complete a professional project.

MAT NC001 — Introduction to Dreamweaver  
*Hours: 25*

Students learn to create a professional website using HTML and CSS cascading style sheets. Basic knowledge of PC or Mac and internet navigation skills recommended.

MAT NC003 — Photoshop  
*Hours: 25*

Students learn Photoshop for the PC and Mac, the premiere visual editing software package that enables combination of images, retouching photos, and the creation of digital artwork. Presents a solid foundation in basic tools and techniques for creating, enhancing and collaging images. Students practice new skills in a lab setting and master the fundamentals of digital imaging. May be taught bilingually.

PHOT NC001 — Digital Cameras, Digital Photos  
*Hours: 10*

Students learn the basics of photography, the features of digital cameras, how to take better digital photos, and how to correct common photo problems, using photo editing software. Designed for beginners or students with some experience in digital photography. Students should bring cameras and sample pictures to class.

PHOT NC002 — Photoshop for Digital Photographers  
*Hours: 25*

Focuses on the capabilities of Photoshop for the PC and Mac, including advanced layering, composition and retouching techniques. Students learn shortcuts to increase productivity and engage in repeated practice in a lab setting to reinforce concepts presented through lecture and demonstration. Familiarity with Photoshop on the PC or Macintosh recommended. May be taught bilingually.

**Finance, International Business and Marketing**

IBUS NC001 — Domestic and Global Issues in Employment Law  
*Hours: 8*

Contemporary issues in U.S. and global employment law are examined and discussed. The focus covers regulations and legal issues faced in the workplace including sexual harassment and discrimination claims, whistle-blowing, immigration, legal procedures for filing EEO claims, alternatives to litigation along with employer defense options.

IBUS NC002 — Interviewing and Hiring in the Global Marketplace  
*Hours: 8*

Global marketplace techniques and trends in recruitment, investigation, interviewing, and hiring in physical and digital space. Students learn tools for effective hiring supervision.

IBUS NC003 — Evaluating and Monitoring Performance of Your Global Team  
*Hours: 8*

Global organizations measure success by having great relationships with employees. This course is designed to measure which employees understand, communicate and respond to the legal and ethical organizational values and performance standards.

MKT NC001 — Promotional Marketing Tools  
*Hours: 10*

Marketing effectiveness includes the creation and maintenance of product (tangible and intangible) brand awareness for organizational profitability. Promotional strategy includes using major marketing tools such as public relations, advertising, relationship selling and social media. A successful marketing campaign is correctly timed and mixed and translates to increased sales and customer loyalty in profit and non-profit sectors. Learn to use marketing communication as a growth and customer retention tool, and to cement relationships to gain the lifetime value of every customer.
MKT NC002 — Business Branding
Hours: 10
Learning to identify and implement a branding strategy in a sharable and saleable global marketplace requires responding to existing needs and wants of customers. Social media use in building a brand with “trust” credits critical business relationships. Digital data once gathered on current websites such as LinkedIn, Twitter and Facebook to create mutual understanding between the seller and the buyer in the relationship process from product creation to profit-taking.

MKT NC003 — Marketing Maps
Hours: 10
Business success begins with responding to target markets by positioning them in the minds of customers via knowledge of their demographics, psychographics and geographic information. Marketing messages that respond to targeted customer demand occur via creation of both consistent and effective marketing messages. All messages require perceptual knowledge of targeted customers. Target marketing positioning strategies deliver the right mix of people and the relevant benefits and features offered by businesses.

MKT NC004 — Mobile Marketing
Hours: 10
Mobile marketing encompasses global exchange activities on devices such as smartphones, tablets and various others. Businesses today look for customer based profitability and investment solutions using mobile devices that also offer customers instant feedback and satisfaction. These devices attract, engage, acquire and retain local and international customers. Mobile communication offers solutions via gathering data, insights, and content in the marketplace in real time.

MKT NC005 — Creating Effective Communication in Promotional Marketing
Hours: 10
Focuses on the promotional aspect of marketing and the different communication techniques used to raise customer awareness and interest. Students learn how to identify the mediums that are most effective to a targeted market. Both business-to-consumer and business-to-business strategies are covered. These techniques help students succeed in various careers such as sales, public relations, copywriting and other marketing positions.

MKT NC006 — Managing a Marketing Campaign Project
Hours: 16
Focuses on the research, planning, execution and evaluation of a marketing campaign. It examines the specific activities used to promote products, services and businesses. Multiple online and offline mediums that carry the message of the marketing campaign are covered. Explores how companies use marketing campaigns to reinforce branding and positioning.

MKT NC007 — Self-Management and Development
Hours: 16
Focuses on self-management skills that encourage behavior resulting in the achievement of personal and professional goals. These can include activities that improve awareness and identity, develop talents and potential, build human capital, and facilitate employability, enhance quality of life and contribute to the realization of dreams and aspirations.

Graphic Design

GDP NC021 — Learn Adobe Acrobat Tools. Optimize Your C3! Create, Communicate and Collaborate
Hours: 8
Downloaded from the web and shared as e-mails: What are PDFs and how can they make our lives easier? The Adobe Acrobat Portable Document Format has become increasingly popular in our world as a means of sharing information, becoming so ubiquitous that often people use PDFs without really understanding what they are and how they work. Demonstrates the basics of working with PDFs: How to create, combine, edit, export, review, annotate, comment and share documents.
GDP NC022 — Apply Adobe Acrobat Tools: Optimize Your C3! Create, Collect, and Communicate  
*Hours: 8*

Overwhelmed by the endless stream of documents and papers you encounter and need to filter through each day? Trying to communicate and share information from a variety of applications effectively? Or would you like to gather information simply and efficiently? Streamline your workflow and eliminate paper as you gain additional skill with Adobe Acrobat Professional. Demonstrates the use of PDFs to convert existing paper documents into digital archives, combine documents from various applications into one cohesive file or portfolio, add interactivity to manuals and newsletters, and create forms or convert existing forms into digital interactive forms for easy data collection.

GDP NC031 — Information Design for Print  
*Hours: 8*

As technology enables the collection of an increasing and greater amount of data, today’s designer is challenged to help make insights possible through the graphical presentation of this information. Serves as an introduction to the foundation of information design and the creation of static visualizations for print distribution. Students learn to tell stories visually with data through the understanding of data types, graphic design principles and current software tools.

GDP NC032 — Interactive Information Design for Screen  
*Hours: 8*

Explores the power and potential of coding for creating interactive designs. Beginning with a strong foundation in basic coding structures, students quickly see visual results as they read, map and illustrate information. The introduction of interactivity allows students to create additional dimensions and layers of meaning by providing users methods to investigate and interact with data in new and novel ways.

GDP NC041 — Producing a Digital Newsletter  
*Skills Advisories: Some skills using a computer and some experience working on a page layout program (Word, InDesign, Pages, Pagemaker or Quark) would be helpful to accomplish the most out of the class. Course Advisories: Homework will be assigned*  
*Hours: 8*

Focuses on formatting a newsletter for print and digital platforms. Students are given guidance while laying out an actual publication of their own choosing or are given a prototype to produce from a company or organization. Adobe InDesign is used to produce a basic newsletter format, work with images and text plus preflight packages for print or fixed digital platforms. The final project is used in a portfolio or as the basis to produce the real thing.

GDP NC042 — Producing a Digital Magazine  
*Skills Advisories: Some skills using a computer and some experience working on a page layout program (Word, InDesign, Pages, Pagemaker or Quark) would be helpful to accomplish the most out of the class Course Advisories: Homework will be assigned*  
*Hours: 8*

Focuses on practicing basic techniques used to produce digital magazines and covers. Students are given guidance while they format a publication prototype. They may choose to layout their own magazine or are given a model from a company or organization to work on. Participants work with images and text plus proof and produce preflight packages to upload the magazine for print and fixed digital platforms.

GDP NC051 — Save a Tree, Go Paperless  
*Corequisites: GDP NC052 (to earn the badge for Green Documents, Documents for the Environment) Skills Advisories: Basic computer skills and word processing software Limitation on Enrollment: Limited to number of work stations with the appropriate software in the classroom provided*  
*Hours: 8*

Students learn how to create secure forms and interactive documents for electronic distribution using Adobe Acrobat Professional. Includes securing forms (passwords, view/print privileges and digital signatures). Topics include strategies for good form design utilizing industry
standard software (Word, Google Docs, InDesign and Illustrator); conversion to secure PDF forms; and creation of interactive field types such as text fields, list boxes, radio buttons, navigation, embedded hyperlinks and calculations. Students also learn about additional security options and how to plan for distribution.

GDP NC052 — Size Matters! Preparing Digital Images for Print, Web and Digital Documents
Corequisite: NC 051 (to earn the badge for Green Documents, Documents for the Environment)
Skills Advisories: Basic computer skills
Limitation on Enrollment: Limited to number of work stations with the appropriate software in the classroom provided
Hours: 8

Think one size fits all when it comes to using images in your documents? Then think again. Learn about pixels, the building blocks for digital images, and how they relate to image size (ppi or resolution). Understand how the “intent” (print, web and digital documents) determines the size and resolution (resize vs resampling). Learn how to use Photoshop to perform basic photo editing such as cropping, straightening, basic retouching and saving to the appropriate file format for the intended use (all file formats are NOT the same). Additionally, learn how to manage and archive digital libraries.

Green Gardener Certificate
EH NC001 — Green Gardener: Module 1
Hours: 22.5

Be on the cutting edge of Green Landscaping. Designed for gardeners, landscapers, homeowners, property owners and managers. Receive the training necessary to offer environmentally responsible, resource efficient and pollution prevention landscape maintenance services. Expert guest lecturers cover irrigation efficiency, green waste reduction, pest and fertilizer management, proper plant maintenance and other sustainable landscaping topics. After completing the course and assignments, participants are promoted as Green Gardeners and benefit from advertising and discounts by the program sponsors. For more information on the Green Gardener Program, www.greengardener.org. The 15-week program of two modules includes classroom, demonstration and take-home field-work.

EH NC002 — Green Gardener: Module 2
Hours: 15

Builds on the Green Gardener: Module 1 course, providing the landscape professional additional training in resource conservation, pollution prevention and sustainability.

EH NC104 — Advanced Green Gardener
Hours: 5

Recommended to be taken after completion of Green Gardener Course Modules 1 and 2, as it builds on same topics with greater detail and including a lab component with hands-on experience in sustainable landscape care.

Library
LIBR NC001 — Online Research Skills
Recommended Abilities: Basic computer knowledge
Hours: 8

Need help finding quality information on the Internet without wasting time? This course teaches advanced internet search skills to yield relevant, credible sources. Guided by a college librarian, students locate, evaluate, and organize information sources to create a research pathfinder that informs others and demonstrate their research expertise.

LIBR NC002 — Presenting Research with Infographics
Recommended Abilities: Basic computer knowledge
Hours: 8

Need to present information in a concise memorable, cutting-edge format? This course teaches data visualization to communicate information clearly and efficiently. Guided by a college librarian, students locate, evaluate and organize information to create infographics that inform others and demonstrate research experience.

Medical Assistant Training Certificate
AH NC005 — Medical Assistant IA: Administrative and Clinical Skills Part One
Recommended: English 70
Hours: 88
First of a two-part course that prepares students for entry-level medical assisting. The Administrative (front office) component includes HIPAA and other legal regulations, medical records, patient reception and appointment scheduling. Clinical (back office) instruction includes infection control, vital signs, diagnostic tests, assisting with primary/family and specialties (surgery, OB/GYN and pediatrics).

AH NC006 — Medical Assistant IB: Administrative and Clinical Skills Part Two
Prerequisite: AH NC005 with a minimum grade of “P”
Hours: 39

Second of a two-part course that prepares students to work as entry-level medical assistants. The Administrative (front office) component includes HIPAA and other legal regulations, medical records, patient reception and appointment scheduling. Clinical (back office) instruction includes infection control, vital signs, diagnostic tests and assisting with primary/family and specialties (surgery, OB/GYN and pediatrics).

AH NC007 — Medical Assistant II: Job Readiness and Field Work
Prerequisite: AH NC006 with a minimum grade of “P”
Hours: 160

Provides job readiness skills and hands-on experience as medical assistants in local medical clinics and offices. Under supervision, students perform administrative and clinical procedures within the medical assistant scope of practice, preparing them for future employment.

Multimedia Arts and Technologies

MAT NC005 — Photoshop for Web Design
Hours: 16

Provides students with basic tools and techniques in Photoshop that lie behind great images and graphics in web design. These include the fundamental concepts and techniques for working with type in Photoshop. Learn to create UI elements, web graphics, wireframes, and functional mockups that transition beautifully and easily to production with Photoshop, while learning how to incorporate principles of design such as contrast, unity and balance in specific ways that improve your website.

MAT NC006 — Web Coding Fundamentals
Hours: 16

Learn how to write HTML, the programming language that powers the web. Gain an understanding of HTML5, and how to use HTML5 structural tags and semantic markup. Learn how to turn a design created in Photoshop into a fully functioning website in Dreamweaver. Combine tools in Dreamweaver with CSS to create compelling, easy-to-update web pages. Learn how to use jQuery to add web form usability, audio and video, animation and other features like slideshow galleries to your HTML and CSS web pages.

MAT NC007 — Responsive Web Design
Hours: 16

Discover how to structure your website content to create a user experience that embodies utility, ease of use and efficiency. Learn how to design your website to be more readable and efficient on multiple devices using responsive website techniques. Learn how to use Dreamweaver’s Fluid Grid Layout framework and media queries to create a responsive website design. Learn how to collaborate more effectively and efficiently with clients and colleagues.

MAT NC008 — Introduction to Photoshop
Hours: 8

Students work with Photoshop basic techniques to edit photographs and create digital imagery. Topics include editing techniques, working with layers, blending modes, Smart Objects, cropping and straightening, color and tone adjustments, noise reduction and detail recovery. Students also learn how to apply filters, layer effects and how to create illustrative type for creative effects.

MAT NC009 — Introduction to Adobe Illustrator
Hours: 8

Students work with Illustrator basic techniques to create and edit vector imagery. Topics include working with paths, layers, shapes and type; creating color libraries; using live effects; and manipulating objects. Students also learn how to set document parameters, convert bitmap images to vector and how to create illustrative type.
MAT NC010 — Adobe Lightroom Essentials  
*Hours: 8*

Students learn the basics of the Lightroom software, learning to both manage libraries of files, and to increase the quality of their photos and videos using editing techniques. The first component of the course focuses on the library module of the program, with an emphasis on importing and organizing photos, surveying images and using the interface. The second component of the course introduces the develop module, which allows students to edit files both individually and in groups.

**Personal Care Attendant Training Certificate**

**AH NC020 — Personal Care Attendant I: Basic Care**  
*Skills Advisories: Level 5 Continuing Education ESL or SBCC Credit Division English Basic Skills. Hours: 42*

Introduces students to entry-level Personal Care Attendant skills. Students are taught how to assist patients and family with non-medically directed personal care and home management activities. It prepares students to seek entry-level Personal Care Attendant employment. Topics include understanding and working with older patients, caregiver skills, home safety, physical movement, communication, nutrition, medication guidelines, skin care and cleanliness, elder and dependent adult abuse and caring for the caregiver.

**AH NC021 — Personal Care Attendant II: Dementia and End of Life Care**  
*Skills Advisories: Personal Care Attendant I: Basic Care Hours: 21*

Focuses on dementia and end-of-life care. Students are given in-depth information on types and causes of dementia and principles of end-of-life care. Topics include potential causes and successful strategies to deal with communication difficulties and problem behaviors, as well as activities that lead to successful caregiving. End-of-life topics include advanced planning, practical and emotional issues related to death and dying, and community resources for the support of families and caregivers.

**Professional Development Studies**

**PRO NC002 — Business Writing in a Technological World**  
*Hours: 8*

Students develop effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. Matching the delivery channel (e-mail, letter, memo or text) to the message type and situation will be covered, as well as the best methods to deliver bad news.

**PRO NC003 — Time Management**  
*Hours: 8*

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

**PRO NC004 — Communication Strategies for the Workplace**  
*Hours: 8*

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

**PRO NC005 — Critical Thinking, Problem Solving and Decision Making**  
*Hours: 8*

Develop analytical thinking, decision making and problem solving techniques. Apply judgement and insight to break problems into component parts and apply deductive reasoning.
PRO NC015 — Building High Performance Teams  
*Hours: 8*  
Participants explore and apply key team building skills for working within a team or leading one, and learn to influence a high-performing team. Emphasis on stages of team development, team roles, supportive communication climate, meeting strategies and tools for first rate problem solving and decision making. Practical application within a team structure is emphasized.

PRO NC017 — Change is the New Constant  
*Hours: 8*  
Develop and apply change management techniques based on contemporary change models and change lifecycle stages and utilizing change management communication skills.

PRO NC019 — Difficult Relationships  
*Hours: 8*  
Exploration of participants’ own behaviors and personality styles, while learning to adapt one’s behavior to be effective with other personality styles in a variety of work situations. Emphasis is placed on dealing with difficult relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives.

PRO NC021 — Coaching Skills  
*Hours: 8*  
Apply behavioral change models and coaching techniques to close the gap between actual and desired employee performance and motivation.

PRO NC032 — Difficult Conversations  
*Hours: 8*  
Develop techniques for difficult conversations based on intentions, optimal outcome and assumptions. Craft and deliver scripts customized to the scenario and personality styles involved.

PRO NC033 — Successfully Managing and Developing People  
*Hours: 16*  
Learn and apply the communication, delegation and motivational skills needed to be an effective manager or supervisory.

PRO NC036 — The Art of Negotiating and Collaborating  
*Hours: 8*  
Participants apply collaboration tools for building high-trust synergistic relationships. Analyze the conflict cycle and practice skills to diffuse conflict at each stage for mutual benefit. Assess one’s strengths and utilize tools to facilitate and adapt to others’ styles. Skills include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process.

PRO NC050 — Best Practice in Customer Service  
*Hours: 8*  
Apply practical strategies to retain a valuable customer base, diffuse difficult situations and earn repeat business. Topics include the anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem solving, customer perceptions and expectations, adapting to different conflict styles and steps to defuse angry customers.

PRO NC056 — Closing Techniques to Win the Sale  
*Hours: 8*  
In any selling situation obstacles have to be overcome before a buying decision is reached. Learn to resolve objection effectively through a process that involves careful listening along with positive factual responses to buyer concerns. Learn techniques to address customers’ emotional needs, get past the obstacles preventing them from buying and build long-term customer relationships.

PRO NC057 — Winning Sales Scripts  
*Hours: 8*  
Identify the key roles in the sales process and develop a script-based sales strategy. Write and deliver face-to-face, voicemail and e-mail sales messages to open and close sales transactions.
PRO NC067 — Hi Impact Presentations and Proposals for the Workplace

*Hours: 8*

Explore and apply advanced presentation formatting, persuasion and delivery techniques needed in today’s workforce. Practice tools to pitch your ideas, sell yourself in an interview and structure presentations for clarity, brevity and impact. Influence others using verbal and nonverbal strategies. Emphasis on situational and audience analysis, persuasion, structure and delivery in workplace situations.

**Restorative Nurse Assistant Certificate**

**AH NC030 — Restorative Nurse Aide Training - Basic Skills**

*Course Advisories: Must have current active CNA license, TB clearance and health care provider CPR.*

*Hours: 40*

Prepares licensed CNAs (Certified Nurse Assistants) to assist patients/residents in maintaining or promoting independence in the areas of mobility, range of motion, and in the performance of activities of daily living. This course is the first in a two-part series leading to an SBCC Noncredit Educational Programs Certificate of Completion for Restorative Nurse Aides.

**AH NC031 — Restorative Nurse Aide Training - Advanced Skills**

*Prerequisites: AH NC030*

*Hours: 14*

Advanced course for licensed CNAs reviewing the aging process on the five senses, restorative techniques for the therapeutic use of heat and cold, positioning and exercise and management for cognitive deficit.

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**ServSafe Food Safety Preparation Certificate**

**CA NC013 — ServSafe Food Safety Preparation Certificate: Module A**

*Hours: 11-30*

Module A of a two-part course of study designed to provide students with information for all levels of employees on all aspects of handling food, from receiving and storing to preparing and serving. The emphasis is to enhance safety and hygiene in the food industry.

**CA NC014 — ServSafe Food Safety Preparation Certificate: Module B**

*Hours: 11-30*

Module B of a two-part course of study designed to provide students with information for all levels of employees on all aspects of handling food, from receiving and storing to preparing and serving. The emphasis is to enhance safety and hygiene in the food industry. Upon completion of Modules A and B, students are prepared to take the ServSafe Food Handler Examination.