

NON-CREDIT (NC)

NC AU140

Vehicle Maintenance

0 Units

54 lecture hours, 54 lab hours

Grade Mode: Non-Credit Course

Strongly recommended: ENGL 101; Integrated Math 3 or Algebra 1.

Intended for the incumbent worker, re-entry person or person seeking a career change into the automotive service industry. This course is intended to be the beginning course in the Maintenance and Light Repair (MLR) curriculum. This course is focused on developing workplace skills that will allow a student to competently perform a detailed multi-point inspection and conduct fluid maintenance on select vehicle subsystems. Appropriate lab activities are included. This course is the non-credit equivalent of credit-course AUTO 140A.

NC AU141

Engine Mechanical Maintenance and Light Repair

0 Units

27 lecture hours, 27 lab hours

Grade Mode: Non-Credit Course

Strongly recommended: AUTO 140A, NC AU140 or minimum one year industry experience.

Intended for the incumbent worker, re-entry person or person seeking a career change into the automotive service industry. This course is part of the Maintenance and Light Repair (MLR) curriculum. This course covers essential engine theory, inspection, diagnosis, service and repair. Engine inspection and measurements are covered, with emphasis on in-vehicle repairs. This course is the noncredit equivalent of credit course AUTO 141.

NC AU144

Automotive Chassis Maintenance and Light Repair

0 Units

54 lecture hours, 54 lab hours

Grade Mode: Non-Credit Course

Strongly recommended: ENGL 101; MATH 144; AUTO 140A, NC AU140 or one year of employment as automotive technician.

Intended for the incumbent worker, re-entry person or person seeking a career change into the automotive service industry. This course is part of the Maintenance and Light Repair (MLR) curriculum. The course covers essential chassis system theory; inspection, diagnosis, service and repair of the following undercar systems: Steering, suspension, alignment, wheels and tires. Course prepares students for ASE Suspension and Steering (A4) certification. This course is the noncredit equivalent of credit course AUTO 144.

NC AU145

Automotive Brakes Maintenance and Light Repair

0 Units

36 lecture hours, 54 lab hours

Grade Mode: Non-Credit Course

Strongly recommended: ENGL 101; MATH 144; AUTO 140A, or NC AU140, or one year of employment as automotive technician.

Intended for the incumbent worker, re-entry person or person seeking a career change into the automotive service industry. This course is part of the Maintenance and Light Repair (MLR) curriculum. This course is focused on developing workplace skills that will allow a student to competently perform detailed brake inspections and repairs on disc, drum and parking brake systems. Appropriate lab activities are included. This course is the noncredit equivalent of credit course AUTO 145.

NC AU146

Automotive Electrical Systems

0 Units

54 lecture hours, 54 lab hours

Grade Mode: Non-Credit Course

Strongly recommended: ENGL 101; MATH 144; NC AU140, or AUTO 140A or one year of employment as automotive technician.

Intended for the incumbent worker, re-entry person or person seeking a career change into the automotive service industry. This course is part of the Maintenance and Light Repair (MLR) curriculum. This course covers essential electrical and electronic systems theory, along with inspection, diagnosis, service & repair of specific electrical systems including the battery, starting systems, charging systems, lighting systems, gauges, instrument-panel warning lights and power accessories. Prepares students for ASE Electrical & Electronic Systems (A6) certification. This course is the noncredit equivalent of credit course AUTO 146.

NC AU147

Automotive Heating, Ventilation and Air Conditioning Maintenance and Light Repair

0 Units

27 lecture hours, 36 lab hours

Grade Mode: Non-Credit Course

Strongly recommended: ENGL 101; MATH 144; NC AU140 or AUTO 146 or one year of employment as automotive technician.

Intended for the incumbent worker, re-entry person or person seeking a career change into the automotive service industry. This course is part of the the Maintenance and Light Repair (MLR) curriculum. The course covers essential HVAC system theory; inspection, maintenance and light repair. Course prepares students for ASE HVAC (A7) certification and portions of the G1 certification. This course is the noncredit equivalent of credit course AUTO 147.

NC AU148

Engine Performance Maintenance and Light Repair

0 Units

54 lecture hours, 54 lab hours

Grade Mode: Non-Credit Course

Strongly recommended: ENGL 101; MATH 144; NC AU146 or AUTO 146 or one year of employment as automotive technician.

Intended for the incumbent worker, re-entry person or person seeking a career change into the automotive service industry. This course is part of the Maintenance and Light Repair (MLR) curriculum. The course covers essential engine management system theory, along with inspection, diagnosis, service and repair of the following systems: Ignition, air and fuel delivery, electronic engine controls, and auxiliary emission controls. Course prepares students for ASE Engine Performance (A8) certification. This course is the noncredit equivalent of credit course AUTO 148.

NC AU149**Diesel Engine Management Systems****0 Units****54 lecture hours, 54 lab hours****Grade Mode: Non-Credit Course**

Strongly recommended: ENGL 101; MATH 144; NC AU148, AUTO 148 or AUTO 168 or one year of industry experience in Automotive or Medium/Heavy Truck.

Intended for Automotive and Medium/Heavy Truck students, this course covers the theory of operation of 4-stroke diesel engines along with the theory of operation, testing and inspection, and service repair of air-inlet systems (including forced induction), exhaust systems, fuel-delivery systems (including mechanical and electronic engine controls), and emission-control systems. Course prepares students for ASE A9 certification. This course is the noncredit equivalent of credit course AUTO 149.

NC AU291**Engine Performance Enhancements and Tuning****0 Units****36 lecture hours, 54 lab hours****Grade Mode: Non-Credit Course**

Strongly recommended: ENGL 101, MATH 144, and AUTO 148 or AUTO 168 or NC AU148 or consent of the department.

This class covers the engine performance enhancements available for automobiles, light trucks and motorcycles. The subject areas covered include stand-alone engine management systems, fuel systems, turbochargers, superchargers, nitrous oxide, ignition systems, and the use of the chassis dynamometer as a tuning tool. This course is the noncredit equivalent of credit course AUTO 291.

NC AU295**Engine Design****0 Units****72 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: ENGL 101 and MATH 144 or higher.

A course designed to teach engine design principles and analysis of cylinder heads, cylinder blocks, crankshafts, piston and rings, connecting rods, camshaft, valve train systems. The course will also cover the use of basic and advanced engine design formulas. This course is the noncredit equivalent of credit course AUTO 295.

NC AU296**Cylinder Head Development****0 Units****54 lecture hours, 54 lab hours****Grade Mode: Non-Credit Course**

Strongly recommended: ENGL 101, and NC AU141 or AUTO 141 or AUTO 151.

A course designed to teach the skills necessary to develop a cylinder head for total performance. Emphasis will be placed on cylinder head development and reconditioning, head CCing, and basic flowbench operation. This course is the noncredit equivalent of credit course AUTO 296.

NC AU297**Cylinder Block Development****0 Units****54 lecture hours, 54 lab hours****Grade Mode: Non-Credit Course**

Strongly recommended: ENGL 101, and AUTO 141 or AUTO 151 or AUTO 295 or one year of work experience in the automotive field with an emphasis on engine machining or repair.

A course designed to teach the skills necessary to develop and rebuild a cylinder block for total performance. Emphasis will be placed on cylinder block development and reconditioning, including operation of align-honing, surfacing, boring, honing machine operation and engine dynamic balancing. This course is the noncredit equivalent of credit course AUTO 297.

NC AU299**Engine Dynamometer Operation and Testing Procedures****0 Units****36 lecture hours, 54 lab hours****Grade Mode: Non-Credit Course**

Strongly recommended: ENGL 101 and MATH 144; NC AU195 or AUTO 295 or one year experience in the automotive field with an emphasis on engine machining or chassis dynamometer operation.

This course covers engine dynamometer operation and testing procedures with evaluation of test results for tuning of emissions, fuel economy, and performance. This course is the noncredit equivalent of credit course AUTO 299.

NC 1**Supervised Tutoring****0 Units****525 lab hours****Grade Mode: Non-Credit Course**

The course provides learning assistance through supervised one-to-one or group tutoring. Students receive assistance outside of class time to improve learning and study skills.

NC 107**Drone Pilot License****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

This course is an introduction to drones/sUAVs (Small unmanned aerial vehicle systems) and prepares students to take the Federal Aviation Administration's Part-107 drone pilot license exam to work as a commercial pilot in the United States. Students will learn flight theory and work hands-on to become familiar with basic drone systems. Students will develop an understanding of local, state and federal regulations, weather reports, proper radio communication terminology, NOTAMs (A notice to airmen), METARs (Aviation Routine Weather Report), airport sectional charts and demonstrate their knowledge/skills in drone piloting. The course will prepare students to succeed in the competitive job market of drone piloting and develop career opportunities in the UAV industry.

NC 108**Drone Mapping****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

Introduction to drone mapping and geo-spatial data collection/analysis tools to prepare students for employment in the UAS/UAV industry. Instruction includes hands-on experience in drone mission planning, performance of aerial data collection and production of site reports, orthomosaic images and 3D models. Other topics include requesting FAA airspace authorization, utilization of ground control points, crews and visual observers, night operation procedures and operational safety and emergency procedures.

NC 109**Commercial Drone Applications & Flight Training****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

Introduction to commercial drone applications and advanced hands-on drone flight training. Proficiency in commercial photography, cinematography, photogrammetry and media editing skills for use in the real estate, agricultural, construction, firefighting, home inspection and thermal inspection UAV/UAS industry.

NC 110**Drone Applications in Public Safety****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

Introduction to drone applications in public safety and advanced hands-on drone flight training. Students will acquire knowledge in thermal camera systems, autonomous drone systems and skills in FPV flight and aerial photography for use in search and rescue operations, firefighting, law enforcement and emergency operations. Instruction on current UAS regulations, safety and flight crew protocol will also be covered.

NC 111**Autonomous Applications in Drones****0 Units****24 lecture hours****Grade Mode: Non-Credit Course***Strongly recommended: NC 107.*

Introduction to autonomous drone applications, advanced hands-on drone flight training, current regulations and autonomous flight operations. Students will acquire knowledge in autonomous drone systems, mission planning, payload operations, flight crew operations and safety. Instruction on pre-flight safety checks, manual and autonomous flight control, current applications for autonomous flight, current sUAS regulations for BVLOS, drone delivery and current employment opportunities in autonomous systems.

NC 112**Environmental Science Applications in Drones****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

Introduction to the scientific, environmental, non-profit and research applications of drone technology in solving global issues and environmental problems. Instructions includes how drones assist to the field surveying of animals and plants, study of pollution and toxic sites, measure and map research locations and field data collection of Thermal images, 3D models and aerial photos/video. Students will acquire knowledge in current global environmental issues as well as solutions drones can provide to those issues along with drone mapping, flight skills, advanced hands-on drone flight training and flight operations specific to Environmental Sciences.

NC 140**Esthetician I****0 Units****72 lecture hours, 216 lab hours****Grade Mode: Non-Credit Course***Strongly recommended: Intermediate to advanced English language skills.*

An introductory course of skin care treatments, hair removal, make-up application, anatomy, and physiology. This course also includes massage techniques, sanitation and disinfecting, disease and disorders of the skin, cosmetic chemistry, electrical current, and modalities for skin care. The course focuses on the basic skills required to achieve a State Board License.

NC 191**Smog Check Inspector Training Level II****0 Units****18 lecture hours, 27 lab hours****Grade Mode: Non-Credit Course***Strongly recommended: AUTO 148 or AUTO 168 or Level 1 smog training or ASE A6, A8 and L1.*

This training provides students the procedural knowledge, skills, and abilities to perform Smog Check inspections. Students who complete and pass this training in conjunction with Level 1 training or ASE A6, A8 and L1 will meet the State's Bureau of Automotive Repair requirements for qualifying to take the Smog Check Inspector state licensing examination.

NC 200**Preparation for Academic Success****0 Units****30 lecture hours****Grade Mode: Non-Credit Course**

This course is designed to teach effective college study skills. Topics include time management, textbook study, lecture note-taking, test-taking strategies, exam preparation, computer-assisted learning, and career exploration.

NC 201**Career Self-Assessment****0 Units****18 lecture hours****Grade Mode: Non-Credit Course**

In this course students will learn to appraise their self-esteem, values, skills, and personality, and understand the implication of these factors in the selection of a vocational/educational goal.

NC 208A**Algebra IA****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by high school counselor or math placement exam.*

This is an integrated course that combines the content of algebra with logical reasoning, statistics, probability, problem solving, real life situations, spatial visualization, and introductory topics in geometry. The course format will include activity-based investigations with hands on activities, concepts, and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 208B**Algebra IB****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by high school counselor.*

This is a continuation of Algebra IA. This is an integrated course that combines the content of algebra with logical reasoning, statistics, probability, problem-solving, real-life situations, spatial visualization, and introductory topics in geometry. The course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 210A**Freshman English A****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by high school counselor or English placement exam.*

The following English skills are an integral part of this course: reading, writing, speaking, listening, and vocabulary. Reading assignments will include poetry, short stories, and drama. Spelling and content words will be chosen from the assigned readings. Students will be introduced to the process of writing. Oral reports, readings, and recitations are incorporated into this course. The course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the California Common Core State Standards for English Language Arts to meet the minimum course requirements for high school graduation.

NC 210B**Freshman English B****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by high school counselor or English placement exam.*

The following English skills are an integral part of this course: reading, writing, speaking, listening, and vocabulary. Reading assignments will include poetry, short stories, and drama. Spelling and content words will be chosen from the assigned readings. Students will be introduced to the process of writing. Oral reports, readings, and recitations are incorporated into this course. The course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the California Common Core State Standards for English Language Arts to meet the minimum course requirements for high school graduation.

NC 211A**Sophomore English A****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by high school counselor or English placement exam.*

The following English skills are an integral part of this course: reading, writing, speaking, listening, and vocabulary. Reading assignments will include poetry, short stories, and drama. Spelling and content words will be chosen from the assigned readings. Students will be introduced to the process of writing. Oral reports, readings, and recitations are incorporated into this course. The course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the California Common Core State Standards for English Language Arts to meet the minimum course requirements for high school graduation.

NC 211B**Sophomore English B****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by high school counselor or English placement exam.*

This course teaches college preparatory writing, introduction to literary analysis, and research skills. The following English skills are an integral part of this course: reading, writing, speaking, listening, and vocabulary. Reading assignments will include poetry, short stories, and drama. Additionally, students learn to critique each other's work and use these editing skills on their own papers. Students will be introduced to the process of gathering information needed for clarification of reading or the beginning of writing. Spelling and content words will be chosen from the assigned readings. Oral reports, readings, and recitations are incorporated into this course. The course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the adopted California Common Core State Standards for English Language Arts to meet the minimum course requirements for high school graduation.

NC 212A**Junior English A****0 Units****60 lecture hours****Grade Mode: Non-Credit Course**

Prerequisite(s): Placement by high school counselor or English placement exam.

The following English skills are an integral part of this course: reading, writing, speaking, listening, and vocabulary. Reading assignments will include poetry, short stories, and drama. Spelling and content words will be chosen from the assigned readings. Students will be introduced to the process of writing. Oral reports, readings, and recitations are incorporated into this course. The course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the California Common Core State Standards for English Language Arts to meet the minimum course requirements for high school graduation.

NC 212B**Junior English B****0 Units****60 lecture hours****Grade Mode: Non-Credit Course**

Prerequisite(s): Placement by high school counselor or English placement exam.

The following English skills are an integral part of this course: reading, writing, speaking, listening, and vocabulary. Reading assignments will include critical essays about fiction, poetry, short stories, and drama. Spelling and content words will be chosen from the assigned readings. Students will be introduced to the process of writing. Oral reports, readings, and recitations are incorporated into this course. Students will be required to study a major novel and participate in an independent reading program. The course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the adopted California Common Core State Standards for English Language Arts to meet the minimum course requirements for high school graduation.

NC 213A**Senior English A****0 Units****60 lecture hours****Grade Mode: Non-Credit Course**

Prerequisite(s): Placement by high school counselor or English placement exam.

The following English skills are an integral part of this course: reading, writing, speaking, listening, and vocabulary. Reading assignments will include informational texts and works of fiction. Spelling and content words will be chosen from the assigned readings. Students will be introduced to the process of writing. Oral reports, readings, and recitations are incorporated into this course. Emphasis will be placed on techniques of organizing and developing critical essays about fiction, poetry, and drama. Students will be required to study a major novel and participate in an independent reading program. The course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the California Common Core State Standards for English Language Arts to meet the minimum course requirements for high school graduation.

NC 213B**Senior English B****0 Units****60 lecture hours****Grade Mode: Non-Credit Course**

Prerequisite(s): Placement by high school counselor or English placement exam.

The following English skills are an integral part of this course: reading, writing, speaking, listening, and vocabulary. Reading assignments will include poetry, short stories, and drama. Spelling and content words will be chosen from the assigned readings. Students will be introduced to the process of writing. Oral reports, readings, and recitations are incorporated into this course. Students will be required to study a major novel and participate in an independent reading program. The course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the California Common Core State Standards for English Language Arts to meet the minimum course requirements for high school graduation.

NC 214A**United States History A****0 Units****60 lecture hours****Grade Mode: Non-Credit Course**

Prerequisite(s): Placement by a high school counselor.

The content will focus on the development of the United States during the 20th century. This course will enable students to understand the chronological flow of events, the dynamics of change, and the critical links between the past and the present in the United States. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State History Standards to meet the minimum course requirements for high school graduation.

NC 214B**United States History B****0 Units****60 lecture hours****Grade Mode: Non-Credit Course**

Prerequisite(s): Placement by a high school counselor.

The content will focus on the development of the United States during the 20th century. This course will enable students to understand the chronological flow of events, the dynamics of change, and the critical links between the past and the present in the United States. This course format will include activity-based investigations with hands-on activities and concepts and applications compliant with the adopted California State History Standards to meet the minimum course requirements for high school graduation.

NC 215A**World History A****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

This course is a study of the major ideas and turning points that shaped the modern world historically, geographically, politically, economically, and culturally in the 18th, 19th, and 20th centuries. It analyzes the major ideas, people, and events that have led to the development of today's contemporary world. The use of discussion groups, audiovisual aids, maps, and student-oriented activities are employed throughout the course. This course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the adopted California State History Standards to meet the minimum course requirements for high school graduation.

NC 215B**World History B****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

This course is a study of the major ideas and turning points that shaped the modern world historically, geographically, politically, economically, and culturally in the 18th, 19th, and 20th centuries. It analyzes the major ideas, people, and events that have led to the development of today's contemporary world. The use of discussion groups, audiovisual aids, maps, and student-oriented activities are employed throughout the course. This course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the adopted California State History Standards to meet the minimum course requirements for high school graduation.

NC 216**American Government****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

In this course, students will develop a deeper understanding of the institutions of the American government. They will compare the contemporary systems of government and analyze the history and changing interpretations of the Constitution, the Bill of Rights, and the current state of the legislative, executive, and judiciary branches of government. An emphasis is placed on analyzing the relationship among federal, state, and local governments, with particular attention paid to important historical documents such as the Federalist Papers. This course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the adopted California State History and Social Sciences Standards to meet the minimum course requirements for high school graduation.

NC 217**Economics****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

In this course, students will master fundamental economic concepts applying the tools (graphs, statistics, equations) from other subject areas to the understanding of operations and institutions of economic systems. Studied in a historic context are the basic economic principles of micro- and macroeconomics, international economics, comparative economic systems, measurement, and methods. This course format will include activity-based investigations with hands-on activities and concepts, and applications compliant with the adopted California State History and Social Sciences Standards to meet the minimum course requirements for high school graduation.

NC 218A**Biology A****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

This course deals with the study of living things following the California State Standards for Biology. It emphasizes modern technological and practical topics such as ecology, genetics, human structure, and function. Hands-on laboratory experiences are essential to each topic. The course format will include activity-based investigations with hands-on activities and concepts, and applications compliant with the adopted California State Standards to meet the minimum course requirements for high school graduation.

NC 218B**Biology B****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

This course deals with the study of living things following the California State Standards for Biology. It emphasizes modern technological and practical topics such as ecology, genetics, human structure, and function. Hands-on laboratory experiences are essential to each topic. The course format will include activity-based investigations with hands-on activities and concepts, and applications compliant with the adopted California State Standards to meet the minimum course requirements for high school graduation.

NC 219A**Physical Science A****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

This course will examine the eight study topics in physical sciences, such as motion, forces, and the structure of matter by using a quantitative mathematically based approach. Earth, the solar system, chemical reactions, the periodic equation, density, and buoyancy are additional topics that will be increased with mathematical rigor. The course format will include activity-based investigations with hands-on activities and concepts, and applications compliant with the adopted California State Standards to meet the minimum course requirements for high school graduation.

NC 219B**Physical Science B****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

This course will examine the eight study topics in physical sciences, such as motion, forces, and the structure of matter by using a quantitative mathematically based approach. Earth, the solar system, chemical reactions, the periodic equation, density, and buoyancy are additional topics that will be increased with mathematical rigor. The course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the adopted California State Standards to meet the minimum course requirements for high school graduation.

NC 220A**Earth Science A****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

This course includes the study of astronomy, physics, chemistry, geology, and meteorology. Special emphasis is placed on student experimentation and observation. This course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the adopted California State Science Standards to meet the minimum course requirements for high school graduation.

NC 220B**Earth Science B****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

This course includes the study of astronomy, physics, chemistry, geology, and meteorology. Special emphasis is placed on student experimentation and observation. This course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the adopted California State Science Standards to meet the minimum course requirements for high school graduation.

NC 221A**Chemistry A****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

Principles of chemistry are developed through laboratory observations of physical properties and chemical reactions. The language, formulas, and equations of chemistry are used in interpreting atomic structure, chemical bonding, periodic behavior of elements, rates and energies of chemical and nuclear change, equilibrium of gaseous systems, acids and bases, oxidation-reduction, and organic functional groups. This course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the adopted California State Science Standards to meet the minimum course requirements for high school graduation.

NC 221B**Chemistry B****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

Principles of chemistry are developed through laboratory observations of physical properties and chemical reactions. The language, formulas, and equations of chemistry are used in interpreting atomic structure and chemical bonding, periodic behavior of elements, rates and energies of chemical and nuclear change, equilibrium of gaseous systems, acids and bases, oxidation-reduction, and organic functional groups. This course format will include activity-based investigations with hands-on activities, concepts, and applications compliant with the adopted California State Science Standards to meet the minimum course requirements for high school graduation.

NC 224A**Geometry A****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

This integrated mathematics college preparatory course builds on the Algebra I course. Topics taught include sampling and reasoning, linear systems, matrices, geometry (coordinate geometry, triangles, circles, and spheres), probability, and binomials. The course format will involve application of mathematics to real world problems, hands-on classroom activities to investigate concepts and applications compliant with the recently adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 224B**Geometry B****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

This integrated mathematics college preparatory course builds on the Algebra I course. Topics taught include geometric definitions and proofs, proofs of theorems involving congruence and similarity, proofs by contradiction, trigonometric functions ratios and equations, and properties of geometric figures such as circles, quadrilaterals, and conics. The course format will involve the application of mathematics to real-world problems, hands-on classroom activities to investigate concepts and applications compliant with the recently adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 225A**Pre-Calculus A****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

This course covers an in-depth study of higher level functions from an algebraic approach. Students will determine intercepts, solutions, and behaviors of the following functions: quadratics, natural log, exponential, functions of higher degree and trigonometric functions. In addition, the course will go over the relationship between logarithmic and power equations discussing various properties that apply to each in order to explore the relationship between the two. The course will also cover the unit circle and trigonometry. Students will use trigonometry to solve problems dealing with right triangles, as well as non-right triangles, in order to understand how the trigonometric functions interact with each other. The course format will include investigations with hands-on activities, concepts, and applications. Course work will consist of daily homework and test/quizzes when appropriate.

NC 225B**Pre-Calculus B****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by a high school counselor.*

This course will cover an in-depth instruction on the topics of statistics and probability. Students will need to identify mean, median, and mode from data represented in a variety of ways. In addition, standard deviation and normal curves will be calculated from sample data. Probability will cover experimental and theoretical, as well as compound and conditional probability. In addition, this course will cover two and three dimensional vectors and their interactions as applicable with limited knowledge of calculus.

NC 226A**Integrated Math IA****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by high school counselor or math placement exam.*

This is an integrated course that combines the content of algebra with logical reasoning, statistics, probability, problem solving, real life situations, spatial visualization, and introductory topics in geometry. The course format will include activity-based investigations with hands on activities, concepts, and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 226B**Integrated Math IB****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by high school counselor or math placement exam.*

This is an integrated course that combines the content of algebra with logical reasoning, statistics, probability, problem solving, real life situations, spatial visualization, and introductory topics in geometry. The course format will include activity-based investigations with hands on activities, concepts, and applications compliant with the adopted California State Mathematics Standards to meet the minimum course requirements for high school graduation.

NC 227A**Integrated Math IIA****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by high school counselor or math placement exam.*

The focus of the Mathematics II course is on quadratic expressions, equations, and functions; comparing their characteristics and behavior to those of linear and exponential relationships from Mathematics I. This course includes standards from the conceptual categories of Number and Quantity, Algebra, Functions, Geometry, Statistics and Probability. Students will be focusing on five key elements: (1) extend the laws of exponents to rational exponents; (2) compare key characteristics of quadratic functions with those of linear and exponential functions; (3) create and solve equations and inequalities involving linear, exponential, and quadratic expressions; (4) extend work with probability; and (5) establish criteria for similarity of triangles based on dilations and proportional reasoning.

NC 227B**Integrated Math IIB****0 Units****60 lecture hours****Grade Mode: Non-Credit Course***Prerequisite(s): Placement by high school counselor or math placement exam.*

The focus of the Mathematics II course is on quadratic expressions, equations, and functions, comparing their characteristics and behavior to those of linear and exponential relationships from Mathematics I. This course includes standards from the conceptual categories of Number and Quantity, Algebra, Functions, Geometry, Statistics and Probability. Students will be focusing on five key elements: (1) extend the laws of exponents to rational exponents; (2) compare key characteristics of quadratic functions with those of linear and exponential functions; (3) create and solve equations and inequalities involving linear, exponential, and quadratic expressions; (4) extend work with probability; and (5) establish criteria for similarity of triangles based on dilations and proportional reasoning.

NC 228A**Integrated Math IIIA****0 Units****60 lecture hours****Grade Mode: Non-Credit Course**

Prerequisite(s): Placement by high school counselor or math placement exam.

The focus of the Mathematics II course is on quadratic expressions, equations, and functions; comparing their characteristics and behavior to those of linear and exponential relationships from Mathematics I. This course includes standards from the conceptual categories of Number and Quantity, Algebra, Functions, Geometry, Statistics and Probability. Students will be focusing on five key elements: (1) extend the laws of exponents to rational exponents; (2) compare key characteristics of quadratic functions with those of linear and exponential functions; (3) create and solve equations and inequalities involving linear, exponential, and quadratic expressions; (4) extend work with probability; and (5) establish criteria for similarity of triangles based on dilations and proportional reasoning.

NC 228B**Integrated Math IIIB****0 Units****60 lecture hours****Grade Mode: Non-Credit Course**

Prerequisite(s): Placement by high school counselor or math placement exam.

It is in the Mathematics 3 course that students integrate and apply the mathematics they have learned from Integrated Math 1 and 2. This course includes standards from the conceptual categories of Number and Quantity, Algebra, Functions, Geometry, Statistics and Probability.

NC 251**Bridge to Credit English****0 Units****54 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: Student should be able to read and write English at a level equivalent to the adopted California State English standards for high school graduation and/or meet the English requirements for an adult school high school diploma program or GED.

This course introduces and prepares the adult learner for the daily tasks of college-level credit courses. It includes targeted reading and vocabulary necessary to understand lectures and discussions in the credit classroom. It incorporates writing and computer activities that will further develop students' ability to complete assignments and make communications appropriate for the credit classroom.

NC 266**Sixth Grade Mathematics****0 Units****80 lecture hours****Grade Mode: Non-Credit Course**

This is a four-week enrichment course designed to help prepare students entering sixth grade mathematics. It will assist in preparing students to meet sixth grade standards in the areas of statistics, ratios, expressions and equations, and geometry. Students will also be exposed to real-life situations where mathematical calculations are used in common settings.

NC 267**Seventh Grade Mathematics****0 Units****80 lecture hours****Grade Mode: Non-Credit Course**

This is a four-week enrichment course designed to help prepare students entering seventh grade mathematics. It will assist in preparing students to meet seventh grade standards in the areas of proportional reasoning, linear equations, number sense, and geometry. Students will also be exposed to real-life situations where mathematical calculations are used in common settings.

NC 268**Eighth Grade Mathematics****0 Units****80 lecture hours****Grade Mode: Non-Credit Course**

This is a four-week enrichment course designed to help students prepare for grade eight mathematical concepts. It will ensure they have a firm understanding of the previous foundational middle school mathematical concepts. This course is for students who have a basic knowledge of arithmetic, the emphasis is on concepts essential for success in future mathematical courses. Course content includes integers, signed fractions, signed decimals, grouping symbols, the order of operations, exponents, and algebraic expressions/formulas. Students will also be exposed to real-life situations where mathematical calculations are used in common settings.

NC 269**Ninth Grade Mathematics****0 Units****80 lecture hours****Grade Mode: Non-Credit Course**

This is a four-week enrichment course designed to give students a strong foundation for grade nine and future mathematics courses. It reinforces and broadens the mathematics that students learned in previous grades. Students will explore topics such as the foundations of Algebra, solve equations and inequalities, an introduction to functions, contrast linear and exponential functions with each other, systems of equations and inequalities, exponents, polynomials and factoring, quadratic functions/equations, radical expressions/equations, and apply linear models to data analysis and probability. Common Core standards are presented and reinforced as the student learns how to apply and relate the concepts in real-life situations.

NC 270A**Math Boot Camp****0 Units****36 lecture hours****Grade Mode: Non-Credit Course**

A noncredit math boot camp designed to help students with basic and transfer-level statistics. Recommended for students who need to gain confidence in their algebra and statistics skills.

NC 305**ESL Multiskills - Beginning 1****0 Units****192 lecture hours****Grade Mode: Non-Credit Course**

ESL Multiskills - Beginning 1 introduces low-beginning English language learners to basic language skills that are needed to live in American society. This course teaches the performance of essential life skills through reading, writing, speaking, and listening in American English. Open entry/exit.

NC 306**ESL Multiskills - Beginning 2****0 Units****192 lecture hours****Grade Mode: Non-Credit Course**

ESL Multiskills - Beginning 2 expands on life and language skills learned in ESL Multiskills - Beginning 1 and is intended for high-beginning English language learners. This course teaches performing routine life skills and basic personal expression through reading, writing, speaking, and listening in American English. Open entry/exit.

NC 307**ESL Multiskills - Intermediate 1****0 Units****192 lecture hours****Grade Mode: Non-Credit Course**

ESL Multiskills - Intermediate 1 expands on life and language skills learned in ESL Multiskills - Beginning 2 and is designed for low-intermediate English language learners. This course teaches basic skills needed to succeed in American society through reading, writing, speaking, and listening in American English. Open entry/exit.

NC 308**ESL Multiskills - Intermediate 2****0 Units****192 lecture hours****Grade Mode: Non-Credit Course**

ESL Multiskills - Intermediate 2 is designed for English language learners at the high-intermediate level. This course introduces more complex language and life skills such as critical thinking, presenting arguments, and analyzing information through reading, writing, speaking, and listening in American English. Open entry/exit.

NC 309**ESL Multiskills - Advanced****0 Units****192 lecture hours****Grade Mode: Non-Credit Course**

ESL Multiskills - Advanced is designed for English language learners at the low-advanced level. This course prepares students for college level course work, to find or improve a career, and to engage with native English speakers at a comparable level. Open entry/exit.

NC 310**ESL: Grammar - Beginning 1****0 Units****72 lecture hours****Grade Mode: Non-Credit Course**

ESL: Grammar - Beginning 1 teaches low-beginning English language learners introductory English grammar used for essential life functions. This course can be used to review or prepare for NC 305 - ESL Multiskills - Beginning 1. Open entry/exit.

NC 311**ESL: Grammar - Beginning 2****0 Units****72 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: NC 305 or demonstrate a high beginning (Beginning 2) level of English fluency.

ESL: Grammar - Beginning 2 teaches high-beginning English language learners rudimentary English grammar used in basic life functions. This course can be used to review or prepare for NC 306 - ESL Multiskills - Beginning 2. Open entry/exit.

NC 312**ESL: Grammar - Intermediate 1****0 Units****72 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: NC 306 or demonstrate a low-intermediate (Intermediate 1) level of English fluency.

ESL: Grammar - Intermediate 1 teaches low-intermediate English learners English grammar used in routine life functions. This course can be used to review or prepare for NC 307 - ESL Multiskills - Intermediate 1. Open entry/exit.

NC 313**ESL: Grammar - Intermediate 2****0 Units****72 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: NC 307 or demonstrate a high intermediate (Intermediate 2) level of English fluency.

ESL: Grammar - Intermediate 2 teaches high-intermediate English language learners English grammar used in more complex life functions. This course can be used to review or prepare for NC 308 - ESL Multiskills - Intermediate 2. Open entry/exit.

NC 314**ESL: Grammar - Advanced****0 Units****72 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: NC 308 or demonstrate an advanced level of English fluency.

ESL: Grammar - Advanced course teaches low-level, advanced English language learners English grammar skills used in complex life situations. This course focuses on grammar development for effective communication skills. This course can be used to review or prepare for NC 309 - ESL Multiskills - Advanced. Open entry/exit.

NC 315**ESL and Computer Literacy 1: Introduction to Computers****0 Units****64 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: NC 305 or demonstrate a beginning level of English fluency.

ESL and Computer Literacy 1: Introduction to Computer teaches basic language and computer skills to English language learners. Students will learn beginning English language and life skills taught through rudimentary computing, word processing, and Internet instruction. Open entry/exit.

NC 316**ESL and Computer Literacy 2: Common Computer Applications****0 Units****64 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: NC 315: ESL and Computer Literacy 1: Introduction to Computers and/or demonstrate low intermediate level of English fluency and an ability to use basic features of a computer.

ESL and Computer Literacy 2: Common Computer Applications builds upon English language and technology skills used in ESL and Computer Literacy 1: Introduction to Computers. Designed for English language learners, students will acquire intermediate English language and life skills while learning common personal, educational, and professional computer skills. Topics and skills include Internet safety and common use, email, word processing, and presentation programs.

NC 318**ESL: American English Pronunciation I****0 Units****72 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: NC 305: ESL Multiskills - Beginning 1 and/or demonstrate a low beginning level of English fluency.

ESL: American English Pronunciation I introduces English language learners to the basic sounds of American English. Students will learn how to recognize, produce, and differentiate between the various sounds of American English. They will also strengthen oral communication and reading skills. Special attention will be directed towards the correction of vocal techniques when pronouncing difficult sounds in letters, words, and sentences. Open entry/exit.

NC 319**ESL: American English Pronunciation II****0 Units****72 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: NC 318: ESL: American English Pronunciation I and/or demonstrate a low intermediate level of English fluency.

ESL: American English Pronunciation II expands on pronunciation and communication skills learned in ESL: American English Pronunciation I. This course is intended for students who have successfully completed ESL: American English Pronunciation I and can demonstrate at least a low-intermediate level of English fluency. Special attention will be placed on more complex sounds, sentence/word stress, communication and presentation skills, and pronunciation techniques for various settings. Open entry/exit.

NC 324**Preparation for the Test of English as a Foreign Language (TOEFL) Exam****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: An intermediate to advanced level of English language communicative competency.

A course designed to support students in their preparation for taking the Test of English as a Foreign Language (TOEFL) exam and reaching their target score. Scores on this exam are the most common standard used to assess learners' English language competency and are accepted at most institutions of higher learning in the U.S. Students will acquire essential test-taking skills as well as become confidently acquainted with the manner in which their English language competency will be tested. Self-study guidance will be provided for the areas of the exam in which their knowledge is being most challenged.

NC 325**ESL: Speaking - Beginning****0 Units****63 lecture hours****Grade Mode: Non-Credit Course**

ESL: Speaking - Beginning is designed for English language learners at low and high beginning levels. Students will learn and apply speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, simple conversations, short presentations, and pronunciation. Open entry/exit.

NC 326**ESL: Speaking - Intermediate****0 Units****63 lecture hours****Grade Mode: Non-Credit Course**

ESL: Speaking - Intermediate is designed for English language learners at low and high intermediate levels. Students will learn and apply language and speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, conversations, formal presentations, and pronunciation. Open entry/exit.

NC 327**ESL: Speaking - Advanced****0 Units****63 lecture hours****Grade Mode: Non-Credit Course**

ESL: Speaking - Advanced is designed for English language learners at low and high advanced levels. Students will learn and apply language and speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, extended conversations, formal presentations, and pronunciation. Open entry/exit.

NC 330**ESL: College Readiness - Reading and Writing****0 Units****90 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: NC 307 or demonstrate a high intermediate (Intermediate 2) level of English fluency.

The ESL: College Readiness - Reading and Writing course is designed for students at the high intermediate level of English acquisition. The course places a special emphasis on college-level reading skills and academic writing skills. Students will acquire academic vocabulary through context and word stem study, improve reading comprehension through language learning strategies, and practice paraphrasing and summarizing skills. Students will also study complex grammatical structures as well as connectives and incorporate these structures into writing. This course aims to develop students' writing skills, from paragraph writing to multi-paragraph essay. Open entry/exit.

NC 331**ESL: Preparation for Academics****0 Units****72 lecture hours****Grade Mode: Non-Credit Course**

ESL: Preparation for Academics is designed for advanced English language learners who seek to matriculate into academic, credit instruction. Students will learn and apply academic success skills such as writing for college courses, comprehending lectures and readings, and using essential technology skills. Open entry/exit.

NC 332**ESL: Preparation for the Workplace****0 Units****72 lecture hours****Grade Mode: Non-Credit Course**

ESL: Preparation for the Workplace is designed for advanced English language learners who seek to enter or improve their position in the American workforce. Students will learn and apply job and language skills that will promote success in the workplace such as completing common written tasks, performing in job interviews, and participating in activities to improve teamwork, negotiation, decision-making, and problem solving skills. Open entry/exit.

NC 400**Citizenship****0 Units****30 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: Completion of NC 307- Multiskills Intermediate I.

The Citizenship course is designed for students at the intermediate and advanced levels of English acquisition. This course introduces students to the integrated topics of civics and citizenship preparation. It includes instruction in the history and government of the United States, as well as the essential steps to becoming a United States citizen. This course will ultimately prepare students for the U.S. citizenship test and interview. Open entry/exit.

NC 402**ESL: English for Employment and Academics****0 Units****54 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: This course is recommended for high-intermediate or advanced level ESL students.

The English for Employment and Academics course is designed for advanced English language learners who seek to move on to credit courses and/or improve their job performance. This course prepares ESL students in speaking, listening, reading, writing, vocabulary, and study skills for career, education, and academic purposes. Students will learn and apply academic and career success skills such as critical thinking, terminology usage, writing for work/college, comprehending lectures and readings, among others. They will also cultivate their cultural awareness, teamwork, and autonomous learning strategies. Open entry/exit.

NC 504**Social Skills for Success****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

This course is designed for adults with disabilities. It supports students who desire to achieve success in personal, academic, and professional settings. Emphasis is on development of effective skills related to communication, self-advocacy, appropriate social interaction, adaptation, and problem-solving.

NC 505**Skills for Career Success****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

This course is designed for adults with disabilities. It supports students by providing the knowledge, skills, and guidance to find the job that best matches their personality. Emphasis is on identifying individual strengths, interests, and values; and developing a person-centered, individualized vocational plan. Topics include exploring careers, community job resources, and building the self-confidence, attitudes and professional skills needed to find, secure, and maintain employment.

NC 602**Basic Life Support (BLS) - American Heart Association****0 Units****2 lecture hours, 2 lab hours****Grade Mode: Non-Credit Course**

This course provides the professional rescuer with the knowledge and skills to provide Basic Life Support (BLS) to a victim in an emergency. It follows the guidelines of the American Heart Association (AHA).

NC 604**Life Skills****0 Units****36 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: Intermediate English language skills.

The Life Skills course will introduce students to the behaviors, personality traits, and verbal and non-verbal communication skills that impact interpersonal relationships. Skills students will be exposed to include, but are not limited to, effective communication, professionalism, collaboration, team building, and diversity. This course will prepare students entering the health care profession as well as entry into other programs of study.

NC 605**Introduction to Health Occupations****0 Units****12 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: Intermediate English language skills.

This course will introduce students to the health care occupations. The focus will be on careers that require two years or less of education for certification or licensure. Some of the careers this course will explore include Certified Nursing Assistant (CNA), Licensed Vocational Nurse (LVN), Dental Assistant, Registered Nurse (RN), and Emergency Medical Technician (EMT).

NC 621**ASL - Insights into the Deaf Community****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

This course offers insights from the Deaf community pertaining to their lifestyle and cultural perspectives. Students will explore multiple roles within the Deaf community, and how to best support its members.

NC 622**ASL - Fundamentals of ASL****0 Units****42 lecture hours****Grade Mode: Non-Credit Course**

A basic skills course intended to introduce students to the key linguistic features of American Sign Language. Students will be introduced to the signed manual alphabet, facial grammar, and a modest collection of signed vocabulary items. Provides the framework for communicating basic sentences and requests.

NC 623**ASL - Careers in ASL****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

This course introduces various ASL-related professions. A brief overview of the demands, expected qualifications, and salary of each career will be covered. Students will explore local job openings for ASL, discuss the role each career plays in the ASL/Deaf community, and how to begin preparing for such careers.

NC 630**BAR Specified Diagnostic and Repair Training: Level 1 Alternative****0 Units****Grade Mode: Non-Credit Course**

Strongly recommended: Employment in the automotive repair industry in the engine performance area.

This training provides students with an alternate pathway to qualify to take the Bureau of Automotive Repair (BAR) Smog Check Repair Technician License Examination or fulfill the Smog Check Repair Technician Licensure Renewal requirement. This course is equivalent to the Test Specifications and Task Lists of the Automotive Service Excellence (ASE) A6 Electrical/Electronic Systems, A8 Engine Performance, and L1 Automobile Advanced Engine Performance certifications. Students who complete and pass this training in conjunction with the work experience requirement will meet the State's Bureau of Automotive Repair requirements to qualify to take the Smog Check Repair state licensing examination. 72 lecture hours and 27 laboratory hours.

NC 631**Smog Check Repair Technician Update Course****0 Units****18 lecture hours****Grade Mode: Non-Credit Course**

Prerequisite(s): Student must possess a current A6, A8 and L1 ASE certification or equivalent.

Meets Bureau of Automotive Repair update requirements for the Smog Check Repair Technician license renewal. The course includes training on updated BAR smog check program regulations as well the latest technology advancements impacting vehicle emissions controls.

NC 644**Introduction to Automotive Service I****0 Units****8 lecture hours, 4 lab hours****Grade Mode: Non-Credit Course**

Strongly recommended: Intermediate English language skills; basic computer skills.

This course introduces students to the automobile industry. The history of automobiles and light trucks will be covered. The various types of automobile dealerships and repair facilities will be introduced. Students will be familiarized with relevant industry communication skills, repair order documentation, service literature, customer service skills, basic service writing, vehicle/system identification, industry tool and equipment usage and identification, industry safety, vehicle lifting procedures, automobile safety/performance inspections, and basic vehicle maintenance procedures.

NC 645**Introduction to Automotive Service II****0 Units****9 lecture hours, 15 lab hours****Grade Mode: Non-Credit Course**

Strongly recommended: Intermediate English language skills; basic computer skills.

This course will introduce students to the basics of professional automotive service and repair. Students will be familiarized with industry fasteners and hardware, precision measuring tools, and vehicle lifting equipment and techniques. Students will be introduced to industry standard inspection, maintenance, and light repair of the following systems: engines, automatic and manual transmissions, steering and suspension, brakes, basic engine performance/computer controls, body, electrical, heating, ventilation, and air conditioning. Intermediate service writing and repair order documentation will be utilized throughout the course lessons.

NC 650**Introduction to Microsoft Office Applications****0 Units****54 lecture hours****Grade Mode: Non-Credit Course**

This course is an introduction to Microsoft Office Suite applications and emphasizes creating, editing, updating, and integrating business and office projects. Computer applications include word processing (Word), spreadsheets (Excel), database management (Access), presentation graphics (PowerPoint), scheduling/time management (Outlook), and the Internet. Open entry/exit.

NC 651**Filing and Records Management****0 Units****54 lecture hours****Grade Mode: Non-Credit Course**

An overview of records management which involves practical fundamentals of records management, basic filing principles, procedures, and systems. Emphasis is on non-correspondence records, information storage, and retrieval systems. Management aspects of records retention, disposition, and the operation of a records management program.

NC 652**Computer Keyboarding and Document Processing****0 Units****54 lecture hours, 18 lab hours****Grade Mode: Non-Credit Course**

This course introduces skills and techniques fundamental to touch keyboarding on a computer. This course also introduces document processing of letters, memorandums, reports, and tables. It is open to students with no previous keying experience. Open entry/exit.

NC 653**Introduction to Online Learning****0 Units****12 lecture hours****Grade Mode: Non-Credit Course**

Introduction to Online Learning is an orientation course that aims to prepare students to become successful online learners. Students will participate in real-time video meetings, online collaborations/discussions, and learn how to navigate and use a learning management system. The course will also introduce students to various communication apps, educational technology tools, and file management systems that can foster effective time-management skills, appropriate communication skills, basic technical skills, and study skills in order to succeed in an online learning environment. Open entry/exit.

NC 654**Introduction to Accounting Principles and QuickBooks****0 Units****60 lecture hours****Grade Mode: Non-Credit Course**

This course is an introduction to basic accounting principles, business practice, and interpretation of financial statements to help entrepreneurs in business decision-making. This course will cover double-entry system, cash, account receivable, inventory, fixed assets, and payroll. It includes analyzing and recording of transactions used in preparing financial statements using QuickBooks software as computerized accounting system. QuickBooks software topics of discussion will include service company and merchandising company. Open entry/exit.

NC 655**Small Business Operations****0 Units****30 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: Intermediate English language, mathematics, and comprehension skills.

This course introduces learners to starting and maintaining a small business in Southern California. Students learn how to focus on recognizing a business opportunity, starting, operating, and maintaining a business. In this course, students are exposed to the understanding of critical thinking, problem-solving, and innovation as they become business owners in the future. The course focuses on the discussion and understanding on the elements of marketing, business management, accounting, finance, legal issues, and the economic environment. Open entry/exit.

NC 656**Marketing and Social Media for Small Business****0 Units****20 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: Intermediate to advanced level of English language skills; basic understanding of Microsoft Word program.

This course focuses on understanding and developing a marketing plan as well as the use of social media to promote a small business. Skills include customer valuation, market determination, insights about competitors, market research, and hands-on use of various social media platforms. Open entry/exit.

NC 657**Medical Front Office Clerk Procedures****0 Units****16 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: Intermediate English language skills.

This course will introduce students to the medical front office clerk procedures in preparation for entry-level positions in a medical front office setting. It includes interpersonal communications, HIPAA (Health Insurance Portability and Accountability Act), telephone techniques related to medical front office management, appointment scheduling, data entry using EHR (electronic health records), authorization processing of private and managed care patients, and patient accounts.

NC 658**Medical Terminology I: Fundamentals****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: High intermediate or advanced English language skills; grasp of paragraph form and PowerPoint presentation.

The Medical Terminology I: Fundamentals course will introduce students to the proper use and understanding of medical terminology. Students will learn about prefixes, suffixes, and word roots common to the medical field as well as the medical terms for direction, parts of the body, procedures, etc. This course will prepare students for entry level jobs in the medical field as well as for entry into other medical programs of study.

NC 659**Medical Terminology II: Advanced Terminology****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: NC 658 and/or demonstrate high intermediate/advanced English language skills, grasp of paragraph form and PowerPoint presentation.

The Medical Terminology II: Advanced Terminology course will build upon the medical terminology studies in Medical Terminology I. Students will move beyond the basics and into more advanced understanding of body systems, pathophysiology, testing, and procedures.

NC 660**Principles of Human Resource Management****0 Units****30 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: Intermediate English language, math, and comprehension skills.

The Principles of Human Resource Management (HRM) course provides a complete, concise introduction to human resource management for small business, or for a general manager who wants to learn more about how HRM is used in a typical work environment. This adaptive learning program is engaging and focused. It uses applied content to make it easy to understand and maintain student interest.

NC 661**Business Mathematics****0 Units****36 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: Intermediate English language, math, and comprehension skills.

The Business Mathematics course introduces students to understanding the ways of managing the finances of a business and in one's own personal life, including budgeting and money management, banking and credit, saving and investing. This class provides valuable information on how to use math in everyday business and personal finance. It teaches how to manage one's financial resources effectively for financial security. Students are taught the fundamentals of savings, payroll, taxes, problem solving, and innovation through the use of applied mathematics.

NC 662**Principles of International Business****0 Units****30 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: Intermediate English language, math, and comprehension skills.

The Principles of International Business course introduces students to understanding different cultures, values, customs, and business ethics of people in other countries to start, operate, maintain, and grow a business in a foreign country. Students are exposed to critical thinking, problem solving, and innovation to effectively operate a business venture abroad. The course focuses on discussion and understanding of the international elements of marketing, business management, accounting, HR, geopolitics, finance, law, and economy.

NC 663**Principles of Small Business Management****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: Intermediate English language, math, and comprehension skills.

The Principles of Small Business Management course is a practical and down-to-earth approach to planning, organizing, and running a small business. While employing current research and theory, its pragmatic "how-to" perspective illustrates many practical examples and applications from the business world. It explains how to achieve optimum benefits from the limited resources available to small firms, as well as how to plan for growth and succession in a business. It also explores arguments both for and against owning a small business.

NC 664**Business Communications****0 Units****20 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: An intermediate to advanced level of English language skills; basic understanding of Microsoft Word program.

The Business Communications course focuses on strategies for developing effective written and oral communication skills for use in the workplace and in business. A variety of written and oral forms of business communication will be covered, including e-mail, memos, letters, resumes, and presentations. There will be a review of basic business etiquette as well as job interview preparation.

NC 665**Principles of Business****0 Units****40 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: An intermediate to advanced level of English language skills; basic understanding of Microsoft Word program.

The Principles of Business course will provide a foundation in business principles and emerging trends in management, leadership, accounting, production, marketing, finance, and other related fields. The topics of ethics, entrepreneurship, and human resources will also be covered. This course will give students the knowledge, skills, and competencies to prepare for the competitive workplace.

NC 680**Writing in the Workplace****0 Units****36 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: Student should be able to read and write English at a level equivalent to the adopted California State English Standards for high school graduation and/or meet the English requirements for an adult school high school diploma program or GED.

This course will introduce students to the various methods of written communication within the workplace setting. It will focus on numerous methods of writing etiquette and different forms of technical media for effective workplace communication.

NC 682**Customer Service I: Fundamentals****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: High intermediate or advanced English language skills; grasp of paragraph form and PowerPoint presentation.

The Customer Service I: Fundamentals course introduces learners to the basics of customer service and communication. Students will learn how to conduct themselves professionally in an American work setting, how to communicate effectively with customers, coworkers, and superiors, and how to maintain positive interactions with customers in a variety of service formats. Open entry/exit.

NC 683**Customer Service II: Essentials****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: High intermediate or advanced English language skills; grasp of paragraph form and PowerPoint presentation.

The Customer Service II: Essentials course introduces learners to and expands upon the basics of customer service and communication. Students will learn how to conduct themselves professionally in an American work setting and how to communicate effectively with coworkers and customers. Additionally, students will learn techniques, such as emotional awareness and conflict management resolution in order to develop and maintain positive outcomes in a professional or business environment. Open entry/exit.

NC 684**Telephone Skills for the Workplace****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: Intermediate to advanced English language skills.

This course introduces learners to the basics of call center etiquette and effective communication. Students will learn how to conduct themselves professionally in a call center work setting and develop skills necessary to hold successful phone conversations with a diverse customer base. Open entry/exit.

NC 685**Customer Service for Retail****0 Units****24 lecture hours****Grade Mode: Non-Credit Course**

This course introduces learners to the basics of customer service and communication in retail work environments. Students will learn how to communicate effectively and maintain positive interactions with customers in a variety of service formats. They will also learn the importance of product knowledge, sales trends, and customer needs. Open entry/exit.

NC 686**Communication Skills for the Workplace****0 Units****8 lecture hours****Grade Mode: Non-Credit Course**

This course is designed to equip students with the necessary soft skills to succeed in a workplace setting. It introduces and covers such soft skills as time management, following dress codes, work ethics, verbal and nonverbal communication, conflict management, teamwork, and respecting diverse groups. Open entry/exit.

NC 690**Bloodborne Pathogens****0 Units****4 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: High intermediate or advanced English language skills; grasp of paragraph form and PowerPoint presentation.

The Blood Borne Pathogens (BBP) training is mandated by the Occupational Safety and Health Administration (OSHA). It includes training in the most common bloodborne pathogens, control methods, and follow up from occupational exposure to blood and Other Potentially Infectious Materials (OPIM). After completing this class, the student will receive the recognition of completion of the course.

NC 691**HIPAA and Introduction to Electronic Health Records****0 Units****18 lecture hours****Grade Mode: Non-Credit Course**

Strongly recommended: High intermediate or advanced English language skills; grasp of paragraph form and PowerPoint presentation.

This course focuses on HIPAA (Health Insurance Portability and Accountability Act) for the healthcare worker, and the professional and ethical responsibilities in maintaining privacy when handling EHR (electronic health records). Real-life scenarios will be used when practicing how to input patient information in the EHR and reviewing the Privacy and Security Rules of HIPAA.

NC 700**Life Story Writing for Older Adults****0 Units****12 lecture hours****Grade Mode: Non-Credit Course**

This introductory creative writing workshop in life story writing and personal narrative emphasizes the essay as an art form. Readings and frequent writing assignments provide background and practice in writing memoir/personal narratives that are informed by one's experiences. Class sessions consist of reading and writing exercises designed to focus attention on imagery and sensory experiences while recognizing the best way to convey the desired message. This class is organized in a workshop model to allow students to present works in progress to the group and to receive useful feedback and advice for the revision process. Open entry/exit.

NC 701**Creative Writing for Older Adults****0 Units****12 lecture hours****Grade Mode: Non-Credit Course**

This nonfiction creative writing course will focus on establishing consistent, regular writing habits with a focus on developing a personal writing style. Students will explore writing through personal essays, profile writings, and a variety of other types of creative nonfiction, such as literary journalism, opinion articles, and biographies. Open entry/exit.

NC 702**Reasoning and Cognitive Fitness for Older Adults****0 Units****36 lecture hours****Grade Mode: Non-Credit Course**

This course focuses on the art of reasoning, critical thinking, and maintaining the cognitive fitness of older adults. Discussion and debate of local, national, and global issues will be used frequently to achieve the course outcomes.

NC 703**Mastering Every Day Computer Technologies and Mobile Devices****0 Units****16 lecture hours, 32 lab hours****Grade Mode: Non-Credit Course**

The course will cover mobile electronics, social networking, personal computers, internet use, and various software applications for the active 55+ learner. It is designed for those with minimal to intermediate computer technology skills. Open entry/exit.

NC 705**Art - Still-Life Drawing for Older Adults****0 Units****16 lab hours****Grade Mode: Non-Credit Course**

This art course is designed especially for older adults who wish to develop or enhance their drawing skills. The focus will be on direct observation of still-life compositions and application of the building blocks used by artists to create a work of art. Students will develop perceptual skills and apply them to create original still-life drawings from direct observation. Drawings will be created by understanding the elements of art, then applying them to create an original still-life drawing.

NC 706**Art - Portrait Drawing for Older Adults****0 Units****16 lab hours****Grade Mode: Non-Credit Course**

This art course is designed especially for older adults who wish to develop or enhance their drawing skills. The focus will be on drawing the human face. Students will view artwork by seven Old Masters and contemporary artists for inspiration in their own portraits of family and friends. Demonstration and instruction will include studying and drawing the human face. Students will develop perceptual skills and apply them to create original drawings from direct observation and photos. Drawings will be created by understanding the elements of art, then applying them to create a drawing.

NC 709**Flexibility Training for Older Adults****0 Units****36 lab hours****Grade Mode: Non-Credit Course**

An exercise course designed especially for older adults who wish to maintain physical fitness without undue exertion. Exercises begin with elementary movements and gradually increase to the individual's level of desired range of motion, flexibility, and strength.

NC 711**Cardio & Strength Training for Older Adults****0 Units****36 lab hours****Grade Mode: Non-Credit Course**

This training course is specifically designed for the active older adult (55+). Fitness training will teach exercises designed to improve or maintain flexibility, strength, endurance, and cardiovascular and respiratory functions. Emphasis will be placed on motor movements, eye-hand coordination, body space awareness, balance training, reaction time, joint protection, and relaxation techniques.

NC 717**Overall Health and Wellness for the Older Adult****0 Units****26 lecture hours, 10 lab hours****Grade Mode: Non-Credit Course**

This course focuses on the overall wellness and health of the active 55+ learner, including physical and mental health. Each program element is planned to educate individuals to their highest potential level of functioning.

NC 718**Health Fitness and Nutrition for Older Adults****0 Units****32 lecture hours, 8 lab hours****Grade Mode: Non-Credit Course**

This class is designed to teach older adults how exercise and proper nutrition lead to good health as we get older. It also teaches the physiological changes that occur with aging, as well as activities that prevent falls.

NC 901**Water Aerobics****0 Units****36 lab hours****Grade Mode: Non-Credit Course**

This class is designed for all ability levels and introduces basic fitness components through movement and exercise in the pool. Students will develop strength, flexibility, balance, coordination, and cardiovascular fitness within a shallow water aerobic format.

NC 902**Yoga Fundamentals****0 Units****36 lab hours****Grade Mode: Non-Credit Course**

This course includes an introduction to basic yoga and progresses through more challenging yoga routines. The program includes yoga postures, guided relaxation and breathing practices. Participants will build strength, improve flexibility and reduce stress. All ability levels are welcome.

NC 905**Body Contouring****0 Units****36 lab hours****Grade Mode: Non-Credit Course**

This course is designed to focus on total body conditioning to reach desired body potential through improved muscle strength, endurance, flexibility, core stability, and balance in the application of sound training principles.