SCHOOL OF EXTENDED LEARNING: CAREER SKILLS

We offer training to adults re-entering the workforce and to any student interested in up-skilling in the areas of business, design, technology, and career education. We partner with employers in the community to complement their own employee training programs. In addition, we are a proud partner with the Santa Barbara County Sheriff's Department, offering skills training to inmates in the local jail.

For assistance with application and registration, please visit the Apply and Register (https://www.sbcc.edu/extendedlearning/apply-register.php) page of our website.

For more information about programs or content, please contact Jeanette Chian at jchianbrooks@sbcc.edu.

Certificates

Department website: https://www.sbcc.edu/extendedlearning (https://www.sbcc.edu/extendedlearning/).
For more information about programs or content, please contact Jeanette Chian at jchianbrooks@sbcc.edu.

A

- Advanced Green Gardener, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/advanced-green-gardener-certificate-completion/)
- AI Foundations and Creative Applications, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/ai-foundations-and-creative-applications-nc-certificate-completion/)

B

- Basic Digital Imaging, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/basic-digital-imaging-certificate-completion/)
- Basic Internet Skills, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/basic-internet-skills-certificate-completion/)
- Basic MAC Software Skills, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/basic-mac-software-skills-certificate-completion/)
- Beginning MAC Skills, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/beginning-mac-skills-certificate-completion/)
- Blogging for Business, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/blogging-for-business-nc-completion/)

C

- Career Launch and Job Search, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/career-launch-and-job-search-certificate-completion/)
- Career Strategist, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/career-strategist-certificate-completion/)

- Certified Nursing Assistant, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/certified-nursing-assistant-nc-completion/)
- Computer Basic Skills, Level 1, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/computer-basic-skills-level-1-certificate-completion/)
- Computer Basic Skills, Level 2, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/computer-basic-skills-level-2-certificate-completion/)
- Computer Hardware Fundamentals, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/computer-hardware-fundamentals-certificate-completion/)
- Computer Technology Fundamentals, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/computer-technology-fundamentals-certificate-completion/)
- Customer Relations, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/customer-relations-certificate-completion/)

D

- Desktop Publishing Principles (Bilingual), Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/desktop-publishing-principles-bilingual-certificate-completion/)
- Digital Design Basics, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/digital-design-basics-certificate-completion/)
- Digital Maker, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/digital-maker-certificate-completion/)
- Digital Photograph Management, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/digital-photograph-management-certificate-completion/)
- Digital Photography Level 1, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/digital-photography-essentials-nc-completion/)
- Digital Printing: Newsletter and Magazines, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/digital-printing-newsletter-and-magazines-certificate-completion/)

E

- Ecological Landscape Design, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/ecological-landscape-design-nc-certificate-completion/)
- Effective Marketing Communication Management, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/effective-marketing-communication-management-certificate-completion/)
- Emerging Leaders, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/emerging-leaders-certificate-completion/)
- Enterprise Communication 1, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/enterprise-communication-certificate-completion/)
- Enterprise Communication 2, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/enterprise-communication2-certificate-completion/)

F

- Fundamental Computer Skills (Bilingual), Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/fundamental-computer-skills-bilingual-certificate-completion/)
- Fundamentals of Graphic and Web Design (Bilingual), Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/fundamentals-of-graphic-and-web-design-bilingual-certificate-completion/)

G

- Global Trends in Human Resources, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/global-trends-in-human-resources-certificate-completion/)
- Green Documents: Documents for the Environment, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/green-documents-documents-for-the-environment-nc-completion/)
- Green Gardener, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/green-gardener-certificate-completion/)

H

- Harness the Cloud to Maximize Work Performance, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/harness-the-cloud-to-maximize-work-performance-certificate-completion/)
- High Performance Teams, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/high-performance-teams-certificate-completion/)

I

- Increase Efficiency and Productivity with Adobe Acrobat Tools, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/increase-efficiency-and-productivity-adobe-acrobat-certificate-completion/)
- Informational Design, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/informational-design-certificate-completion/)
- Introduction to Bookkeeping and Accounting, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/introduction-to-bookkeeping-and-accounting/)
- Introduction to Entrepreneurship, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/introduction-to-entrepreneurship-certificate-of-completion/)

L

- Leader for Diversity, Equity, and Inclusion, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/leader-for-diversity-equity-and-inclusion-certificate-completion/)

M

- Management Toolbox, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/management-toolbox-certificate-completion/)
- Managing to Maximize Performance, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/managin-to-maximize-performance-certificate-completion/)
- Medical Assistant Training Program, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/medical-assistant-training-program-certificate-completion/)

- Microsoft Office Skills, Level 1, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/microsoft-office-skills-level-1-certificate-of-completion/)
- Microsoft Office Skills, Level 2, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/microsoft-office-skills-level-2-certificate-of-completion/)
- Microsoft Office Skills, Level 3, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/microsoft-office-skills-level-3-certificate-completion/)

N

- Noncredit Construction Module, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/non-credit-construction-module-certificate-completion/)
- Noncredit Electrical Training Module 1, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/noncredit-electrical-training-module-1-certificate-completion/)
- Noncredit Electrical Training Module 2, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/noncredit-electrical-training-module-2-certificate-completion/)
- Noncredit Electrical Training Module 3, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/noncredit-electrical-training-module-3-certificate-completion/)
- Noncredit Intermediate Construction Module, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/noncredit-intermediate-construction-module-certificate-completion/)
- Nonprofit Finance, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/nonprofit-finance-certificate-completion/)
- Nonprofit Fundraising, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/nonprofit-fundraising-certificate-completion/)
- Nonprofit Manager's Toolbox, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/nonprofit-managers-toolbox-nc-certificate-completion/)
- Nonprofit Marketing, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/nonprofit-marketing-nc-completion/)
- Nonprofit Strategic Planning, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/nonprofit-strategic-planning-nc-completion/)
- Nonprofits 101, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/nonprofits-101-nc-completion/)

O

- Office Computer Applications (Bilingual), Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/office-computer-applications-bilingual-certificate-completion/)
- Office Computer Applications Essential (Bilingual), Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/office-computer-applications-essential-bilingual-certificate-completion/)

P

- Personal Care Attendant, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/personal-care-attendant-program-certificate-completion/)

- Powerful Presentations, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/powerful-presentations-certificate-completion/)
- Project Management, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/project-management-certificate-completion/)

Q

- QuickBooks Basics for Small Business, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/quickbooks-basics-for-small-business-nc-completion/)

R

- Research Specialist, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/research-specialist-certificate-completion/)
- Restorative Nurse Assistant Training, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/restorative-nurse-assistant-training-program-certificate-completion/)

S

- Safe Food Preparation and Food Service, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/safe-food-preparation-and-food-service/)
- Sales Techniques, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/sales-techniques-certificate-completion/)
- Small Scale Food Production for the Home Landscape, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/small-scale-food-production-for-the-home-landscape-nc-completion/)
- Social Media for Business, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/social-media-for-business-certificate-completion/)
- Strategic Marketing, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/strategic-marketing-certificate-completion/)
- Successful Work and Life Transitions, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/successful-work-and-life-trans-certificate-of-completion/)
- Sustainable Building Module, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/sustainable-building-module-certificate-completion/)

T

- Tax Preparation, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/tax-preparation-certificate-completion/)
- Teaching with Humanizing Technology, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/teaching-with-humanizing-technology-certificate-of-completion20/)
- Thrive and Survive in the Workplace, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/thrive-and-survive-in-the-workplace-certificate-completion/)

V

- Visionary Leadership, NC Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/visionary-leadership-certificate-completion/)

- Visual Basic for Applications Fundamentals, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/visual-basic-for-applications-fundamentals-certificate-completion/)
- VMware vSphere Install, Configure, Manage, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/vmware-vsphere-install-configure-manage-certificate-completion/)

W

- Web Designer, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/web-designer-certificate-completion/)
- Windows Desktop Administration, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/windows-desktop-administration-certificate-completion/)
- Windows Server Administration, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/windows-server-administration-certificate-completion/)
- Work Readiness and Career Planning - Skills Competency Award (https://catalog.sbcc.edu/sel/career-skills/work-readiness-and-career-planning-skills-competency-award/)
- Workplace Essentials, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/workplace-essentials-certificate-completion/)
- Workplace Wellness, Certificate of Completion (https://catalog.sbcc.edu/sel/career-skills/workplace-wellness-certificate-certificate-of-completion/)

Courses
Accounting (ACTV)

ACTV NC001 Setting up QuickBooks for Small Business (0 Units)
Hours: 16 (16 lecture)
Accounting fundamentals - Learn the basics of small business bookkeeping using QuickBooks, financial reporting, and how to analyze and record financial transactions. Discuss accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. Course restricted to 98 repetitions

ACTV NC002 Monthly Procedures using QuickBooks (0 Units)
Hours: 16 (16 lecture)
Develop and apply monthly procedures used in accounting for small business. Continue to build small business accounting knowledge, 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. Prepare financial statements. Course restricted to 98 repetitions

ACTV NC003 Year End Procedures (0 Units)
Hours: 16 (16 lecture)
Develop and apply year-end procedures used in accounting for small business. Prepare closing journal entries for year-end. Prepare reports for tax accountant. Purge files and prepare for the new year. Course restricted to 98 repetitions

ACTV NC101 Introduction to Accounting Basics 1 (0 Units)
Hours: 15 (15 lecture)
Learn the basics of accounting for a small business, including financial reporting, analyzing and recording financial transactions. Understand the concept of keeping the accounting equation in balance with a double-entry system using debits and credits. Discuss accounts receivable, accounts payable and the accounting cycle. Course restricted to 98 repetitions

ACTV NC102 Introduction to Accounting Basics 2 (0 Units)
Hours: 12 (12 lecture)
Discuss and apply the accounting fundamentals learned from Accounting Basics 1 and how they apply to cost of goods sold and sales tax. Prepare bank, credit card and loan statement reconciliations. Discuss petty cash and implement payroll integration. Course restricted to 98 repetitions

ACTV NC214 Exploring IRS Enrolled Agent Work (0 Units)
Hours: 8 (8 lecture)
The student explores the work of an IRS enrolled agent and studies the requirements for the profession, including the Special Enrollment Examination, how to maintain enrolled agent status, and Circular 230 regulatory requirements. Course restricted to 98 repetitions

ACTV NC215 Fundamentals of Income Tax (0 Units)
Hours: 72 (72 lecture)
Covers practical information on Federal and California income tax law as it relates to individuals and small businesses (proprietorships, partnerships, corporation and fiduciary entities). Course restricted to 98 repetitions

Allied Health (AHV)

AHV NC005 Medical Assistant IA: Administrative and Clinical Skills (0 Units)
Limitations on Enrollment: Admission to Program*, Health and Safety regulations.
Hours: 112 (112 lecture)
The required Immunization records, proof of negative TB, CPR and proof of an influenza immunization. Clinics may require the student to pass a fingerprint and background check. The student cannot have a criminal record for drug abuse. This requirement varies by work experience site. Some sites may have additional requirements including a valid driver's license and social security card. First of a three course Medical Assistant Training Program that prepares students for entry-level Medical Assisting. The Administrative (Front Office) component includes HIPAA including legal regulations, medical records, patient reception, and appointment scheduling. Clinical (Back Office) instruction in a practicum oriented classroom includes: infection control, vital signs, diagnostic tests, assisting with primary/family and specialties (surgery, OB/GYN, and pediatrics). Course restricted to 98 repetitions

AHV NC006 Medical Assistant IB: Administrative and Clinical Skills Part Two (0 Units)
Prerequisites: AHV NC005.
Hours: 49 (49 lecture)
Second of a three course Medical Assistant Training Program that prepares students to work as entry-level Medical Assistants. The Administrative skills learned in Medical Assistant I A will be strengthened. Clinical skills enhancement will include cardiopulmonary procedures, and instruction in the collection and testing of laboratory specimens. Additionally, students will begin preparation for their hands-on Externship assignment at an area medical provider worksite. Course restricted to 98 repetitions

AHV NC009 Integrating the Worksite Environment (0 Units)
Prerequisites: AHV NC006 Third of the three-course Medical Assistant Training Program that enhances student development by integrating Medical Assistant Scope of Practice skills into a hands-on practicum.
Hours: 24 (24 lecture)
A Job Developer supports engagement of the students' hands-on assignment at a local medical provider worksite through an externship of 100-120 hours, as recommended by area employers. Classroom in-person interaction will augment the worksite experience through discussion, shared conversational challenges, and critical thinking. An awareness of cross-cultural care and communication is emphasized as a necessary component to serve culturally diverse patients. Course restricted to 98 repetitions

AHV NC020 Personal Care Attendant I: Basic Care (0 Units)
Hours: 42 (42 lecture)
Introduces students to entry-level Personal Care Attendant skills. Students will be taught how to assist patients and families with non-medically directed personal care and home management activities. It will prepare students to seek entry-level Personal Care Attendant employment. Course restricted to 98 repetitions

AHV NC021 Personal Care Attendant II: Dementia & End of Life Care (0 Units)
Prerequisites: AHV NC020.
Hours: 21 (21 lecture)
Focuses on dementia and 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 care giving. End-of-life topics include advance planning, practical and emotional issues related to death and dying, and community resources for the support of families and caregivers. Course restricted to 98 repetitions

AHV NC030 Restorative Nurse Assistant Training - Introduction (0 Units)
Course Advisories: Must have current active CNA license, TB clearance and health care provider CPR.
Hours: 40 (24 lecture, 16 lab)
Prepares licensed CNAs (Certified Nurse Assistants) to assist patients/residents in maintaining or promoting independence in the areas of mobility, range of motion, and the performance of activities of daily living. This course is the first in a two-part series leading to a SBCC Noncredit Educational Programs Certificate of Completion for Restorative Nurse Assistants. Course restricted to 98 repetitions

AHV NC031 Restorative Nurse Assistant Training - Advanced (0 Units)
Prerequisites: AHV NC030.
Hours: 14 (14 lecture)
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. Course restricted to 98 repetitions

Culinary Arts (CAV)

CAV NC013 Safe Food Preparation and Serving, Module I (0 Units)
Hours: 14 (14 lecture)
This course is Module I of a two-part course of study designed to provide students with information on various aspects of food handling, receiving, storing, and preparing. The emphasis of the course is to enhance safety and hygiene in the food industry, including the fast-food industry. Upon completion of Modules I and II, students will be prepared to take the ServSafe Foodhandler Test. May be taught bilingually. Course restricted to 98 repetitions

CAV NC014 Safe Food Preparation and Serving, Module II (0 Units)
Course Advisories: CAV NC013.
Hours: 14 (14 lecture)
Module II of a two-part course of study designed to provide students with information on various aspects of food handling, including equipment cleaning, pest control, and serving. The emphasis of the course is to enhance safety and hygiene in the food industry, including the fast-food industry. Upon completion of Modules I and II, students will be prepared to take the ServSafe Foodhandler Test. May be taught bilingually. Course restricted to 98 repetitions

CAV NC015 Practical Table Service (0 Units)
Hours: 25 (25 lab)
A hands-on approach to learning and practicing table service in a white-tablecloth dining room. Course restricted to 98 repetitions

Certified Nursing Assistant (CNAV)

CNAV NC100 Career Choices in Health Care (0 Units)
Hours: 6 (6 lecture)
Explores the career choices in Health Care. This class includes information about requirements for different nursing/health care programs. Course restricted to 98 repetitions

CNAV NC101 Certified Nursing Assistant (0 Units)
Course Advisories: ENG 098, ESLN NC04A.
Hours: 191 (64 lecture, 127 lab)
Content follows the California State-approved CNA curriculum which teaches basic care-giving skills focusing on the elderly. Upon completion, student meets requirements to take the CA CNA test that grants CNA certification. Students must apply through the Health Technologies office. Course restricted to 98 repetitions

Computer Information Systems (CISV)

CISV NC001 Installing and Configuring Windows Desktop (0 Units)
Same as: CISW NC001
Hours: 178 (36 lecture)
Introduces students to the process of installing and configuring Windows desktop. Course restricted to 98 repetitions

CISV NC002 Configuring Windows Devices (0 Units)
Same as: CISW NC002
Course Advisories: CISW NC001.
Hours: 178 (36 lecture)
Introduces students to the process of configuring Windows devices. Course restricted to 98 repetitions

CISV NC003 Installing and Configuring Windows Server (0 Units)
Same as: CISW NC003
Hours: 178 (36 lecture)
Course introduces students to the process of installing and configuring a Windows server. Course restricted to 98 repetitions

CISV NC004 Administering Windows Server (0 Units)
Same as: CISW NC004
Course Advisories: CISW NC003.
Hours: 178 (36 lecture)
Provides students with the skills required to administer Windows servers. Course restricted to 98 repetitions

CISV NC005 VMware vSphere Install and Configure (0 Units)
Same as: CISW NC005
Hours: 27 (27 lecture)
Introduction to VMware vSphere, with an emphasis on the installation and configuration of the product. Course restricted to 98 repetitions

CISV NC006 VMware vSphere Advanced Management (0 Units)
Same as: CISW NC006
Course Advisories: CISW NC005.
Hours: 27 (27 lecture)
Managing advanced features of VMware vSphere. Course restricted to 98 repetitions

CISV NC020 Visual Basic for Applications: Excel (0 Units)
Same as: CISW NC020
Hours: 8 (8 lecture)
Course introduces students to automating Excel applications using Visual Basic for Applications programming. Course restricted to 98 repetitions

CISV NC021 Visual Basic for Applications: Access (0 Units)
Hours: 8 (8 lecture)
Course introduces students to automating Access applications using Visual Basic for Applications programming. Course restricted to 98 repetitions

CISV NC100 Computer Information Technology Fundamentals: Part 1 (0 Units)
Hours: 40 (8 lecture)
This class is an introduction to computer technology concepts. Students will explore the history of computing, hardware concepts, and categories of software. Course restricted to 98 repetitions

CISV NC101 Computer Information Technology Fundamentals: Part 2 (0 Units)
Hours: 40 (8 lecture)
This class is an introduction to computer technology concepts. Students will explore the network technologies, Internet and Web technologies, computer security and computer careers. Course restricted to 98 repetitions

Computer Applications (CMPW)

CMPW NC001 Typing-Keyboarding (Bilingual) (0 Units)
Hours: 40 (40 lecture)
This bilingual course promotes an understanding of basic typing and keyboarding skills. It is intended for students who have no keyboard experience or who need to improve their keyboarding skills. Students increase their speed, and learn techniques and strategies to prevent repetitive strain injuries and carpal tunnel syndrome. Course restricted to 98 repetitions

CMPW NC002 Introduction to Computers (Bilingual) (0 Units)
Hours: 48 (48 lecture)
This bilingual course promotes an understanding of basic computer skills. This class provides basic knowledge of computers such as hardware, software and basic terminology. It is designed for beginners who desire to learn the navigation of the windows environment, file management, keyboard layout and mouse techniques. Course restricted to 98 repetitions

CMPW NC003 Introduction to Windows Operating Systems (Bilingual) (0 Units)
Hours: 48 (48 lecture)
This bilingual course provides a basic overview of the Windows Operating System. Topics include file management, memory and storage management, and desktop customization. Recommended for students new to computers and serves as a foundation for various Windows Operating System versions. Course restricted to 98 repetitions

CMPW NC004 Introduction to the Internet and Email (Bilingual) (0 Units)
Hours: 48 (48 lecture)
This introductory bilingual course provides a basic understanding of the Web and electronic mail. Students learn to navigate the Web, use search engines and techniques to obtain specific information. Email etiquette, email management, security and protection of privacy are included. Course restricted to 98 repetitions

CMPW NC005 Microsoft Word Fundamentals (Bilingual) (0 Units)
Hours: 48 (48 lecture)
This introductory bilingual course provides a basic understanding of Microsoft Word functions for document creation, including entering text, revising, formatting, previewing and printing. Students practice creating a variety of documents. Course restricted to 98 repetitions

CMPW NC006 Microsoft PowerPoint Fundamentals (Bilingual) (0 Units)
Hours: 48 (48 lecture)
This introductory bilingual course provides a basic understanding of Microsoft PowerPoint, a program that allows students to create effective digital presentations to convey a message through the use of words, graphics, shapes, color, sound and special effects. Course restricted to 98 repetitions

CMPW NC007 Microsoft Excel Fundamentals (Bilingual) (0 Units)
Hours: 48 (48 lecture)
This bilingual course for beginners provides a basic understanding of Microsoft Excel. Students learn the basics of creating a spreadsheet, using formulas, functions, and inserting charts. Course restricted to 98 repetitions

CMPW NC010 Computer/Skills (Bilingual) (0 Units)
Hours: 54 (54 lecture)
The bilingual computer skills course 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, Window operating systems, MS Office (Word, Excel, Publisher, PowerPoint), and Internet/email. Course restricted to 98 repetitions

CMPW NC011 Best Business Apps (0 Units)
Hours: 8 (8 lecture)
Apps in today's business realm provide powerful and helpful tools for keeping track or handling of all of the information you accumulate in a day, including projects, research, emails, to-dos, and follow-ups. Learn to choose, install and sync apps with your different technology to help you become more successful and productive in the workplace. Course restricted to 98 repetitions

CMPW NC012 How to Use Google Drive to Maximize Performance (0 Units)
Hours: 16 (16 lecture)
Google Drive provides a powerful Cloud resource for organization of files for better efficiency, collaboration with coworkers, and promoting going paperless for meetings by linking important documents/e-mails to a working document for reference. Google Drive includes drive storage and the apps Docs, Sheets and Slides. Course restricted to 98 repetitions

CMPW NC013 The Best Cloud Backup Options to Protect Data (0 Units)
Hours: 8 (8 lecture)
Backing up to the Cloud provides a way to protect data from fire, theft and/or hardware failure, as well providing access to data whenever the Internet is available. Students learn to assess data needs, choose the best cloud backup option and create a backup plan. Course restricted to 98 repetitions

CMPW NC014 Facebook for Business (0 Units)
Hours: 8 (8 lecture)
Facebook is the most popular social network and a powerful tool for growing and promoting your business. Create effective profiles, pages, groups and ads. Establish goals and learn how and what to post to achieve them. Build relationships with current and new customers. Increase traffic to your website. Measure the success of your Facebook marketing. Course restricted to 98 repetitions

CMPW NC015 Twitter for Business (0 Units)
Hours: 8 (8 lecture)
Students learn to set up a Twitter business presence to leverage the power of real-time marketing, optimize and manage an account, and find and follow influencers and leads. Curriculum includes engaging with prospects using tweets, RTs, DMs follows, mentions and hashtags. Students use tools to monitor feeds and schedule tweets, in addition to tracking the impact and measure the results of promoted tweets. Course restricted to 98 repetitions

CMPW NC016 Pinterest and Instagram for Business (0 Units)
Hours: 8 (8 lecture)
Students learn to market and expand a brand using Pinterest and Instagram. Provides the basics and beyond of these platforms, including how to produce high level content and effectively use the sites in a marketing strategy to develop a loyal, enthusiastic customer base for their brand. Course restricted to 98 repetitions

CMPW NC017 LinkedIn for Business (0 Units)
Hours: 8 (8 lecture)
LinkedIn is the world's most popular business-oriented social media networking platform. Students learn to use LinkedIn to develop business through relationship marketing. Topics include optimizing a company profile, developing content that engages a target audience, building a professional brand, marketing a company, showcasing credentials, getting business advice, reconnecting with former colleagues and connecting with businesses around the globe. Course restricted to 98 repetitions

CMPW NC018 YouTube for Business (0 Units)
Hours: 8 (8 lecture)
Students learn to use YouTube to broadcast user and business-generated videos. Topics include creating a custom channel and building a following by uploading and sharing videos that communicate a brand and engage an audience. Students learn to view, upload, and share videos; create playlists and optimize videos for search engines; and add annotations, notes and links. Uploading and editing film for YouTube is also covered. Course restricted to 98 repetitions

CMPW NC020 Computer Keyboard and Mouse Basics and Tips (0 Units)
Hours: 10 (10 lecture)
This course gives students an orientation to the computer keyboard and mouse as well how to utilize mouse and keyboard shortcuts for better computer efficiency. Students learn the layout and function of special computer keys, learn how to properly hold the mouse, and practice using mouse as well as many tips for computer efficiency. No previous typing or computer experience required. Course restricted to 98 repetitions

CMPW NC021 Learn to Type (0 Units)
Hours: 12.5 (5 lecture, 7.5 lab)
Course 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. Course restricted to 98 repetitions

CMPW NC022 Computers for Beginners (0 Units)
Hours: 12.5 (7.5 lecture, 5 lab)
This beginning course is designed for students with limited experience with computers. Students will 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. Course restricted to 98 repetitions

CMPW NC023 Windows Basics (0 Units)
Hours: 12.5 (9 lecture, 3.5 lab)
This class is a slow-paced introduction to the Windows Operating System. Students will explore Help, windows navigation and management, file management, desktop customization, and other Windows Operating System tools and applications. Course restricted to 98 repetitions

CMPW NC024 Introduction to Windows (0 Units)
Hours: 10 (6 lecture, 4 lab)
This class is an introduction to the Windows Operating System. Students will explore Help, windows navigation and management, file management, desktop customization, and other Windows Operating System tools and applications. Course restricted to 98 repetitions

CMPW NC030 Introduction to the Macintosh (0 Units)
Hours: 20 (12 lecture, 8 lab)
This class is designed for those with limited or no experience with computers. Students will 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. Course restricted to 98 repetitions

CMPW NC031 Introduction to Mac OS X Level 1 (0 Units)
Hours: 20 (12 lecture, 8 lab)
Level 1 class covers the basics of Mac OS and some of its most popular programs. Students will learn how to make, name, and rename files and folders. Students will then see how to find lost files using Find and Spotlight. Class will examine the Sidebar and Dock and will cover some of the most basic and useful programs that come with OS including Safari, Address Book, and iCal. Course restricted to 98 repetitions

CMPW NC032 Introduction to Mac OS X Level 2 (0 Units)
Hours: 20 (12 lecture, 8 lab)
The Level 2 course will review some of the programs examined in Level 1 in more detail, then proceed 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. Course restricted to 98 repetitions

CMPW NC035 Exploring Microsoft Office for the MAC (0 Units)
Hours: 25 (20 lecture, 5 lab)
This class will focus on Microsoft Office for the MAC. Students learn the basics and how the Office programs are designed to work as a single application. Topics will include: MS Word (word processing), Excel (spreadsheet) PowerPoint (multi-media/graphics/slides), and Outlook (mail/calendar/contacts). Working professionals, small business owners, and individuals interested in honing their software skills will receive hands-on instruction as they make decisions about the software program that will meet their needs. Course restricted to 98 repetitions

CMPW NC036 Intro to iTunes, iPods, and iPads (0 Units)
Hours: 10 (6 lecture, 4 lab)
This course 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. Course restricted to 98 repetitions

CMPW NC037 Living the iLife (0 Units)
Hours: 25 (15 lecture, 10 lab)
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 Course restricted to 98 repetitions

CMPW NC040 Searching the Web (0 Units)
Hours: 10 (6 lecture, 4 lab)
This course 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 troubleshoot difficult queries. Course restricted to 98 repetitions

CMPW NC041 Email for Beginners (0 Units)
Hours: 10 (6 lecture, 4 lab)
This course provides a basic introduction to email. Topics include how email works and its uses, setting up an email account, reading and sending email, and dealing with attachments. Course restricted to 98 repetitions

CMPW NC042 Optimizing Photos for the Internet and Email (0 Units)
Hours: 10 (6 lecture, 4 lab)
Students learn to manipulate photos for efficient e-mailing or uploading to the internet. Using Adobe Photoshop or other graphic editing software, students will crop, color-correct, apply text and effects, sharpen, resample, and save files in the appropriate formats for maximum quality and efficiency when emailing or posting to the internet. This class develops photo editing and basic internet skills for business or personal use. Course restricted to 98 repetitions

CMPW NC050 MS Word Basics for Beginners (0 Units)
Course Advisories: Basic familiarity with computer keyboard layout.
Hours: 12.5 (12.5 lecture)
This slow-paced class provides a introduction to basic concepts and functions of Microsoft Word allowing students to become comfortable with the computer and editing techniques. Topics include the basics of creating, entering text, revising, formatting, previewing and printing of a document. Course restricted to 98 repetitions

CMPW NC055 Basic PowerPoint (0 Units)
Same as: CMPW NC55A
Hours: 10 (6 lecture, 4 lab)
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. Course restricted to 98 repetitions

CMPW NC062 MS Excel Basics for Beginners (0 Units)
Course Advisories: Basic computer knowledge.
Hours: 12.5 (12.5 lecture)
Familiarity with PC or Mac and MS Word. Class 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. Course restricted to 98 repetitions

CMPW NC071 Tech Talk: What's New in Computers and Technology? (0 Units)
Hours: 25 (15 lecture, 10 lab)
This class examines the rapidly evolving technical world and its future. Students explore the many practical questions that arise as computers, cell phones, eBooks, social networks, email, the internet and other technology become more central to our daily lives. This course may be taught bilingually. Course restricted to 98 repetitions

CMPW NC080 Setting Up A Blog (0 Units)
Hours: 8 (8 lecture)
Blogging is of the most popular ways of communicating and spreading information and news. Learn to create, manage, and promote a blog. You will 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. Course restricted to 98 repetitions

CMPW NC081 Create Compelling Content (0 Units)
Hours: 8 (8 lecture)
Explore how to create content that is relevant, valuable and engaging to your audience by analyzing their needs, wants and likes, discovering questions they are asking, and problems you can solve for them. Find your authentic voice to create text, design, images that are of shared value to your core audience. Course restricted to 98 repetitions

CMPW NC51A MS Word 1 (0 Units)
Course Advisories: Basic computer knowledge.
Hours: 10 (10 lecture)
Familiarity with PC or Mac. An introduction to Microsoft Word functions for document creation, including entering text, revising, formatting, previewing and printing. Students practice on a variety of documents. Course restricted to 98 repetitions

CMPW NC51B MS Word 2 (0 Units)
Course Advisories: Working knowledge of MS Word.
Hours: 10 (10 lecture)
Using Microsoft Word to create a novel, family history, dissertation, thesis, operations manual, or business and/or academic reports. Covers layout/structure features including applying styles; table of contents; outline view; page setup; choosing fonts; controlling line, paragraph and page breaks; and many more. Course restricted to 98 repetitions

CMPW NC51C MS Word 3 (0 Units)
Course Advisories: Working knowledge of MS Word.
Hours: 10 (10 lecture)
Covers creating, managing and formatting tables in Microsoft Word and using Microsoft Word mail merge to create letters, labels and envelopes. Course restricted to 98 repetitions

CMPW NC55A MS PowerPoint 1 (0 Units)
Same as: CMPW NC055
Course Advisories: Basic computer knowledge.
Hours: 10 (10 lecture)
Familiarity with PC or Mac, and MS Word. 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. Course restricted to 98 repetitions

CMPW NC55B MS PowerPoint 2 (0 Units)
Course Advisories: Working knowledge of PC or MAC and MS PowerPoint.
Hours: 10 (10 lecture)
Covers how to enhance an existing Microsoft PowerPoint presentation by modifying objects, animation and transitions. Other topics include inserting slides and templates from other presentations, creating and modifying templates, rehearsing timings and running a presentation, and sharing a presentation. Course restricted to 98 repetitions

CMPW NC55C MS PowerPoint 3 (0 Units)
Course Advisories: Working knowledge of PowerPoint.
Hours: 10 (10 lecture)
Covers integrating Microsoft PowerPoint with other programs and the World Wide Web, collaborating with a workgroup, and producing and delivering an on-screen slide show in class. Course restricted to 98 repetitions

CMPW NC58A MS Outlook 1 (0 Units)
Course Advisories: Some working knowledge of computers and MS Word.
Hours: 10 (10 lecture)
Provides a basic hands on introduction to Microsoft Outlook, Microsoft's premier email and information management program. Students learn how to stay up-to-date at home or work by using Outlook to set up an account and connect with colleagues, customers, family and friends. Topics include how to use basic aspects of Outlook to do email, handle people (contact) lists, maintain a calendar and track tasks. Course restricted to 98 repetitions

CMPW NC58B MS Outlook 2 (0 Units)
Course Advisories: Working knowledge of Outlook basics.
Hours: 10 (10 lecture)
Covers many of the built-in tools of Microsoft Outlook to better manage email, contact, calendars, tasks and notes. Some of the topics include organizing email using folders; sorting and filters for better efficiency; importing and exporting contact lists; prioritizing, tracking and delegating tasks; and using notes. Course restricted to 98 repetitions

CMPW NC58C MS Outlook 3 (0 Units)
Course Advisories: Working knowledge of Outlook and Word.
Hours: 10 (10 lecture)
Covers many of the built-in tools of Microsoft Outlook to become more efficient with email, contacts, calendars, tasks and journal. Some of the topics include organizing with flags and categories, tips to quickly locate items, customize people (contact) using photos, linking and folders, using shared and multiple calendars, delegating tasks and tracking time with journal. Course restricted to 98 repetitions

CMPW NC63A MS Excel 1 (0 Units)
Course Advisories: Basic computer knowledge.
Hours: 10 (10 lecture)
Familiarity with PC or Mac, and MS Word. An introduction to basic concepts and characteristics of Microsoft Excel. Students explore various uses of spreadsheets. Topics covered include the basics of creating a spreadsheet, using formulas and functions, and creating charts. Course restricted to 98 repetitions

CMPW NC63B MS Excel 2 (0 Units)
Course Advisories: Working knowledge of MS Excel and MS Word.
Hours: 10 (10 lecture)
Excel topics include working with large and multiple worksheets and workbooks, managing lists, creating and managing tables and conditional formatting. Course restricted to 98 repetitions

CMPW NC63C MS Excel 3 (0 Units)
Course Advisories: Working knowledge of MS Excel.
Hours: 10 (10 lecture)
Advanced Microsoft Excel topics including defining advanced formulas, data validation, lookups, ways to transform data, custom views and macros. Course restricted to 98 repetitions

CMPW NC83A MS Access 1 (0 Units)
Course Advisories: Working knowledge of Word and Excel.
Hours: 10 (10 lecture)
An introduction to Microsoft Access. Topics include how to navigate an existing database, create a database, manage records and run a simple query, and generate and adjust reports and forms. Course restricted to 98 repetitions

CMPW NC83B MS Access 2: Tables/Queries (0 Units)
Course Advisories: Working knowledge of Access Basics.
Hours: 10 (10 lecture)
Covers how to better improve the integrity of data by managing relational databases and using tables for referential integrity, creating data entry and data validation rules, and using complex queries. Course restricted to 98 repetitions

CMPW NC83C MS Access 3: Forms/Reports (0 Units)
Course Advisories: Working knowledge of Access Basics Covers how to analyze and share data using find, sort, and filter records in forms, create, modify and print reports.
Hours: 10 (10 lecture)
Other topics include advanced form features, advanced report features and how to utilize charts in forms and reports. Course restricted to 98 repetitions

Computer Network (CNEW)

CNEW NC070 Introduction to Handheld Devices (0 Units)
Course Advisories: Working knowledge of computers.
Hours: 10 (6 lecture, 4 lab)
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 will provide tips on how to use handheld devices effectively and observe protocol in decisions to use these devices in a work environment. Course restricted to 98 repetitions

CNEW NC071 Tech Talk: What's New in Computers and Technology? (0 Units)
Course Advisories: Working knowledge of MAC or PC.
Hours: 25 (15 lecture, 10 lab)
Examines the rapidly evolving technical world and its future. Students explore the many practical questions that arise as computers, cell phones, eBooks, social networks, email, the internet and other technology become more central to our daily lives. May be taught bilingually. Course restricted to 98 repetitions

CNEW NC102 Optimize and Upgrade Your PC (0 Units)
Hours: 25 (20 lecture, 5 lab)
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. Course restricted to 98 repetitions

CNEW NC103 Keeping a PC Hard Disk Clean and Organized (0 Units)
Hours: 10 (8 lecture, 2 lab)
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. Course restricted to 98 repetitions

Communication (COMW)

COMW NC001 Building an Equity Mindset (0 Units)
Hours: 170 (25 lecture)
Deepens understanding of an increasingly used word in our society: Equity. Through readings, videos and podcasts, the many hidden and misunderstood forms of inequity are explored so that people interested in addressing inequity can enter the conversation prepared with a solid foundation of knowledge. Course restricted to 98 repetitions

COMW NC002 Applying an Equity Mindset (0 Units)
Hours: 170 (25 lecture)
The second course in a two-part series on building and applying an equity mindset. Participants learn how they can actively engage in creating a more equitable and just society in both in their personal lives and workplaces by applying an anti-racism framework. Course restricted to 98 repetitions

Construction Technology (CTV)

CTV NC001 Construction Framing (0 Units)
Hours: 12 (12 lecture)
This is a beginning course in residential construction framing (housebuilding). Take as a stand alone course or as part of a 4-course series of construction classes. (It is 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. Course restricted to 98 repetitions

CTV NC002 Construction Finish Carpentry (0 Units)
Hours: 12 (12 lecture)
This is a beginning course in residential construction finish carpentry (housebuilding). Take as a stand-alone course or as part of a 4-course series of construction classes. Topics include introduction to hand and power tool use, scope of residential finish work, base/case, crown, closets, doors. Course restricted to 98 repetitions

CTV NC003 Construction Electrical (0 Units)
Hours: 12 (12 lecture)
Beginning course in residential construction electrical work. Take as stand-alone course or as part of a 4-course series of construction classes. Topics include intro to home electrical systems, electrical and job-site safety, tool use and materials identification. Course restricted to 98 repetitions

CTV NC004 Construction Plumbing (0 Units)
Hours: 12 (12 lecture)
Beginning course in residential construction plumbing. Take as a stand-alone course or as part of a 4-course series of construction classes. Topics include intro to home plumbing systems and materials, working with piping, installing fixtures, and trouble shooting. Course restricted to 98 repetitions

CTV NC011 Intermediate Construction Framing (0 Units)

Hours: 12 (12 lecture)

An intermediate course in residential construction framing. Take as a stand-alone course or as part of a four-course series of construction classes. Offers more advanced topics in framing including rake walls, I-joists, roof trusses, horizontal openings, etc. Hands-on practice will use the typical tools of the trade. Course restricted to 98 repetitions

CTV NC012 Intermediate Construction Finish Carpentry (0 Units)

Hours: 12 (12 lecture)

An intermediate course in residential finish carpentry. Take as a stand-alone course or as part of a four-course series of non-credit construction classes. Offers more advanced topics in finish work including shelf design and install, cabinet install, and fireplace mantle trim. Course uses typical tools of the trade. Course restricted to 98 repetitions

CTV NC013 Intermediate Construction Electrical (0 Units)

Hours: 12 (12 lecture)

Intermediate course in constructional electrical work. Take as a stand-alone course or as part of a four-course series of construction classes. Offers more advanced topics in home electrical including circuit design, grounding issues, wire selection, etc. Course uses typical tools of the trade. Course restricted to 98 repetitions

CTV NC014 Construction Measuring and Estimating (0 Units)

Hours: 12 (12 lecture)

A beginning course in residential construction math. Take as a stand-alone course or as part of a four-course series of construction classes. Topics include working with common, decimal, and carpenter fractions; using a standard tape measure; estimating material; and using a construction calculator. Course restricted to 98 repetitions

CTV NC021 Deconstruction and ReUse (0 Units)

Hours: 15 (15 lecture)

An introduction to deconstructing buildings for material reuse. Technique, tools, safety, assessment and markets are covered. Course restricted to 98 repetitions

CTV NC022 Repurposing and Refurbishing (0 Units)

Hours: 15 (15 lecture)

Introduction to repurposing and refurbishing construction materials. Topics include creative re-design, commercial and residential application, marketing and materials processing. Course restricted to 98 repetitions

CTV NC121 Blueprint Reading for Electricians (0 Units)

Hours: 54 (54 lecture)

Students receive an overview of blueprints, plans and specifications. Participants learn symbols used in electrical-related trades; and prepare and use as-built drawings, wiring and line diagrams, schematics and ladder diagrams. (Approved School #138 for California Electrician Trainees.) Course restricted to 98 repetitions

CTV NC132 Lighting Systems (0 Units)

Hours: 54 (54 lecture)

Basic function, operation, installation and characteristics of various lighting systems. Course restricted to 98 repetitions

CTV NC133 Motors, Motor Controllers and Process Controllers (0 Units)

Hours: 54 (54 lecture)

Basic function, operation, installation and characteristics of various types of motors (AC, DC, Dual Voltage, Repulsion, Universal, 3-Phase, Squirrel Cage and Synchronous). Course restricted to 98 repetitions

CTV NC134 Transformers (0 Units)

Hours: 54 (54 lecture)

Basic function, operation, installation and characteristics of transformers. Course restricted to 98 repetitions

CTV NC135 Grounding Systems (0 Units)

Hours: 54 (54 lecture)

Basic function, operation, and characteristics of grounding systems. Course restricted to 98 repetitions

CTV NC136 Electrical Theory (0 Units)

Hours: 54 (54 lecture)

Basic electrical theory. Topics include ohms law, series/parallel circuits, voltage, magnetism, 3-phase systems, AC/DC theory, inductance and capacitance, etc. Course restricted to 98 repetitions

CTV NC137 Specialty Systems (0 Units)

Hours: 54 (54 lecture)

Basic function, operation and characteristics of specialty electrical systems. Topics include fire alarms, security alarms, voice/data signaling systems, lighting protection systems, fiber-optic systems, etc. Course restricted to 98 repetitions

CTV NC153 Electrical Mathematics (0 Units)

Hours: 54 (54 lecture)

Basic mathematics and its application to electrical and other technologies. Topics include arithmetic, common fractions, decimal fractions, percentages, graphs, measurements and introduction to algebra. (Approved School #138 for California Electrician Trainees.) Course restricted to 98 repetitions

CTV NC194 Introduction to National Electrical Code (0 Units)

Hours: 54 (54 lecture)

Layout and content of the National Electrical Code. Purpose, intent and scope of electrical codes, as well as utilization and application, include use of the Code for calculations and hazardous locations. Course restricted to 98 repetitions

CTV NC196 Jobsite Management (0 Units)

Hours: 54 (54 lecture)

Introduction to jobsite supervision in the construction industry. Includes industry organization, documentation and record-keeping, personal and financial management, as well as job planning and safety. (Approved School #138 for California Electrician Trainees). Course restricted to 98 repetitions

Drafting (DRFW)

DRFW NC001 Introduction to 3D Printing (0 Units)

Hours: 16 (16 lecture)

Fundamental concepts of 3-D Printing. Topics include history of 3-D printing, present and potential developments, best practices and materials for additive manufacturing applications. Identifies sources for 3-D printing and software appropriate for rapid prototyping. Service and maintenance of 3-D printers. Course restricted to 98 repetitions

DRFW NC002 Product Design & Prototyping Workshop (0 Units)

Hours: 16 (16 lecture)

Overview of the Prototyping and Fabrication methods for Product Design. Students turn design concepts into digital objects and examine multiple product fabrication processes, through hands-on experience in the use of digital tools and visits to industry workshops. Tailored to expose students to selected software used for Product Design and Prototyping, with emphasis on 3D modeling with support for 3D printers and fabrication tools. Course restricted to 98 repetitions

Environmental Horticulture (EHV)

EHV NC001 Green Gardener: Module 1 (0 Units)
Hours: 22.5 (13.5 lecture, 9 lab)
Attention landscapers, maintenance gardeners, property owners and managers. This course is designed for interested individuals who wish to develop knowledge and skills in order to pursue a career in sustainable landscaping. Participants will become certified after completing the course requirements and passing exams. Students who complete the course will benefit from discounts, free advertising, and promotion by the program sponsors. Expert guest lecturers will cover irrigation efficiency, green waste reduction, pest and fertilizer management and proper plant maintenance. Includes both classroom and fieldwork. Clients who hire Certified Green Gardeners will benefit from a resource-efficient landscape. Course restricted to 98 repetitions

EHV NC002 Green Gardener: Module 2 (0 Units)
Hours: 22.5 (13.5 lecture, 9 lab)
This class builds on the Green Gardener: Module 1 course, providing the landscape professional additional training in resource conservation, pollution prevention and sustainability. Course restricted to 98 repetitions

EHV NC010 Ecological Landscape Design 1 (0 Units)
Hours: 10 (10 lecture)
In this course students learn how to apply ecological and environmental principles to design regenerative landscapes. This course covers an introduction to the design method and process along with the basic hands-on ecological landscaping tools necessary to design, build and maintain a regenerative landscape. These tools and their practical application result in landscapes that are locally sustainable, require reduced inputs and lower costs. The successful student receives an entry level ecological landscape certificate granted by the State of California. Course restricted to 98 repetitions

EHV NC011 Ecological Landscape Design 2 (0 Units)
Hours: 10 (10 lecture)
Imagine if your career and the work that you do in the world, was providing benefits to soil, water, wildlife, humans and repairing whole ecosystems. What if you could actually be paid to restore the planet in real and tangible ways? Ecological landscaping is the design, implementation, and management of landscape systems, which regenerate ecological processes while integrating the basic needs of humans. In this course you will learn how to apply ecological and environmental principles to design regenerative landscapes that are locally sustainable, require reduced inputs and lower costs. Enjoy a balance of hands-on learning, interactive slides, expert guest presenters, group work and local site visits. This course will give you the fundamentals in getting you started in the profession of ecological landscaping. The successful student receives an entry level ecological landscape certificate granted by the State of California. Come learn how ecological landscape design can positively transform daily living and the environment. Course restricted to 98 repetitions

EHV NC104 Advanced Green Gardener (0 Units)
Hours: 90 (36 lecture, 54 lab)
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. Course restricted to 98 repetitions

EHV NC105 Green Gardener Recertification (0 Units)
Hours: 8 (8 lecture)
Provides students who have received certification from the Green Gardener Modules 1 and 2 a way to maintain active status on public listings that promote Green Gardeners to the general public. Also offers a review of past and up to date additional information for students who wish to keep current with the latest emerging techniques, laws and technology in the sustainable landscaping field. Course restricted to 98 repetitions

EHV NC207 Small Scale Food Production 1 (0 Units)
Hours: 12 (12 lecture)
Explores the natural and sustainable techniques and skills used to produce healthy organic produce in the home landscape. Soil development, composting, mulching, suitable vegetables, fruit trees and herb cultivation covered. Course restricted to 98 repetitions

EHV NC208 Small Scale Food Production 2 (0 Units)
Hours: 12 (12 lecture)
Demonstrates the natural and sustainable techniques and skills used to produce healthy organic produce in the home landscape. Soil development, composting, mulching, suitable vegetables, fruit trees and herb cultivation covered. Course restricted to 98 repetitions

Emergency Medical Tech (EMTV)

EMTV NC111 Emergency Medical Technician-Basic: Recertification (0 Units)
Limitations on Enrollment: Health and Safety regulations.
Hours: 24 (12 lecture, 12 lab)
Current CPR certificate for the Health Care Provider or the professional rescuer. Designated for EMT re-certification. Provides updated cognitive knowledge and refreshed psychomotor skills for Emergency Medical Technicians (EMTs) in the treatment of emergency/acute injury and illness. Upon completion, students receive 24 hours of California and National Registry mandated continuing education credits and a completed California required EMT Skills Verification form. This meets the two-year renewal requirements for the California EMT. Course restricted to 98 repetitions

EMTV NC112 EMT Psychomotor Skills Lab (0 Units)
Hours: 64 (64 lab)
Offers practice sessions designed to enhance the EMT student's practical skill abilities. Open to current EMT students and EMT refresher students. Course restricted to 98 repetitions

Graphic Design (GDPW)

GDPW NC001 Digital Design Techniques (0 Units)
Hours: 25 (15 lecture, 10 lab)
Students learn how to create flyers, brochures, logos, and more using Illustrator, Photoshop, and InDesign programs from the Adobe CS suite. Class will examine 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. This course may be taught bilingually. Course restricted to 98 repetitions

GDPW NC005 Photoshop Overview (0 Units)
Hours: 10 (6 lecture, 4 lab)
This introductory course offers an overview of Photoshop tools and functionality to discover the creative potential of image editing. Students will become familiar with the Photoshop window, tools, and main menu bar. The class will cover opening and saving files, image com-positing and collage, selections, layers and image correction. Course restricted to 98 repetitions

GDPW NC010 Introduction to Adobe Illustrator (0 Units)
Hours: 25 (15 lecture, 10 lab)
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. Course restricted to 98 repetitions

GDPW NC015 Fundamentals of Graphics (Bilingual) (0 Units)
Hours: 48 (48 lecture)
This bilingual course introduces the student to the basic operation of Adobe Photoshop, MS Publisher, and other graphic applications. Students develop the skills to work efficiently in these programs through a series of projects. Course restricted to 98 repetitions

GDPW NC021 Learn Adobe Acrobat Tools (0 Units)
Hours: 8 (8 lecture)
We download PDFs from the web and share them as emails. What are they, and how can they make our lives easier? This course demonstrates the basics of working with PDFs using Adobe Acrobat Professional to create, combine, edit, export, review, annotate, and comment, as well as how to share with others. Course restricted to 98 repetitions

GDPW NC022 Apply Adobe Acrobat Tools (0 Units)
Course Advisories: Complete GDPW NC021 - Learn Adobe Acrobat Tools.
Hours: 8 (8 lecture)
Streamline your workflow and eliminate paper as you gain additional skills with Adobe Acrobat Professional. This course demonstrates the use of PDFs to convert paper documents into digital archives, combine documents from various applications into one cohesive file or portfolio, add interactivity to manuals and newsletters, and create interactive forms for easy data collection. Course restricted to 98 repetitions

GDPW NC031 Information Design for Print (0 Units)
Hours: 8 (8 lecture)
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. This course serves as an introduction to the foundation of information design and the creation of static visualizations for print distribution. Students will learn to tell stories visually with data through the understanding of data types, graphic design principles, and current software tools. Course restricted to 98 repetitions

GDPW NC032 Interactive Information Design for Screen (0 Units)
Hours: 8 (8 lecture)
This course explores the power and potential of coding for creating interactive designs. Beginning with a strong foundation in basic coding structures, students will quickly see visual results as they read, map, and illustrate information. The introduction of interactivity will allow students to create additional dimensions and layers of meaning by providing users methods to investigate and interact with data in new and novel ways. Course restricted to 98 repetitions

GDPW NC041 Producing a Digital Newsletter (0 Units)
Hours: 8 (8 lecture)
Focuses on formatting a newsletter for print and digital platforms. Students will be given guidance while laying out an actual publication of their own choosing or will be given a prototype to produce. Course restricted to 98 repetitions

GDPW NC042 Producing a Digital Magazine (0 Units)
Hours: 8 (8 lecture)
Focuses on basic techniques of formatting a magazine cover and interior master pages for print or digital platforms. Guidance on tools are given while applying skills to a real-time project. Course restricted to 98 repetitions

GDPW NC051 Save a Tree, Go Paperless! (0 Units)
Hours: 8 (8 lab)
Students will learn about pixels, the building blocks for digital images, and how they relate to image size and resolution. Demonstrate how the "intent" (print, web, digital documents) determines the size and resolution. Additionally students will learn how to use Photoshop to perform basic photo editing and re-touching. Course restricted to 98 repetitions

GDPW NC052 Preparing Digital Images (0 Units)
Hours: 8 (8 lecture)
Students will learn about pixels, the building blocks for digital images, and how they relate to image size and resolution. Demonstrate how the "intent" (print, web, digital documents) determines the size and resolution. Additionally students will learn how to use Photoshop to perform basic photo editing and re-touching. Course restricted to 98 repetitions

International Business (IBW)

IBW NC001 Domestic and Global Issues in Employment Law (0 Units)
Hours: 8 (8 lecture)
Contemporary issues in U.S. and global employment law will be examined and discussed. The focus will cover 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. Course restricted to 98 repetitions

IBW NC002 Interviewing and Hiring in the Global Marketplace (0 Units)
Hours: 8 (8 lecture)
Global marketplace techniques and trends in recruitment, investigation, interviewing, and hiring in physical and digital space. Students will learn tools for effective hiring supervision. Course restricted to 98 repetitions

IBW NC003 Evaluating and Monitoring Performance of Your Global Team (0 Units)
Hours: 8 (8 lecture)
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. Course restricted to 98 repetitions

Library (LIBW)

LIBW NC001 Online Research Skills (0 Units)
Hours: 8 (8 lecture)
Recommended Abilities: Basic Computer knowledge. 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 will locate, evaluate, and organize information sources to create a research pathfinder that will inform others and demonstrate their research expertise. Course restricted to 98 repetitions

LIBW NC002 Presenting Research with Infographics (0 Units)
Hours: 8 (8 lecture)
Recommended Abilities: Basic Computer knowledge. 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 will locate, evaluate, and organize information to create infographics that will inform others and demonstrate their research experience. Course restricted to 98 repetitions

Multimedia (MATW)

MATW NC001 Introduction to Dreamweaver (0 Units)
Hours: 25 (15 lecture, 10 lab)
Students learn to create a professional Web site using HTML and CSS cascading style sheets. Basic knowledge of PC or Mac and internet navigation skills recommended. Course restricted to 98 repetitions

MATW NC002 Windows Video Editing Fundamentals (Bilingual) (0 Units)
Hours: 54 (54 lecture)
This bilingual course promotes the basic understanding of Windows Photos as a multimedia application. Designed to assist beginning students in creating movies using pictures and videos. Students are offered an overview of the tools, text editing functions, transitions, audio, effects, graphics insertion and title application. Course restricted to 98 repetitions

MATW NC003 Photoshop (0 Units)
Hours: 25 (15 lecture, 10 lab)
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 will practice new skills in a lab setting and master the fundamentals of digital imaging. This course may be taught bilingually. Course restricted to 98 repetitions

MATW NC004 Fundamentals of Photoshop (Bilingual) (0 Units)
Hours: 54 (54 lecture, 0 lab)
This bilingual course introduces the student to the basic operation of Adobe Photoshop. Through a series of projects students will develop the skills that are needed to work efficiently in Photoshop. Course restricted to 98 repetitions

MATW NC005 Photoshop for Web Design (0 Units)
Hours: 16 (16 lecture)
This course provides students with basic tools and techniques in Photoshop that lie behind great images and graphics in web design. This includes 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. Course restricted to 98 repetitions

MATW NC006 Web Coding Fundamentals (0 Units)
Hours: 16 (16 lecture)
Learn how to write HTML, the programming language that powers the web. Gain an understanding of HTML5, and 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 webpages. Course restricted to 98 repetitions

MATW NC007 Responsive Web Design (0 Units)
Hours: 16 (16 lecture)
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. Course restricted to 98 repetitions

MATW NC009 Adobe Illustrator Overview (0 Units)
Course Advisories: Working knowledge of MAC or PC.
Hours: 8 (8 lecture)
Students work with Illustrator basic techniques to create and edit vector imagery. Topics include working with paths, working with layers, working with shapes, working with type, creating color libraries, and manipulating objects. Students will also learn how to set document parameters, convert bitmap images to vector, and how to create illustrative type. Course restricted to 98 repetitions

MATW NC010 Lightroom Essentials (0 Units)
Hours: 8 (8 lecture)
Students will 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. Course restricted to 98 repetitions

MATW NC011 Fundamentals of Web Design (Bilingual) (0 Units)
Hours: 48 (48 lecture)
This introductory bilingual course is designed to offer basic web page creation techniques. Students acquire essential skills, methods, and techniques related to basic web page design. Students learn the "What You See Is What You Get" (WYSIWYG) method of web creation and are given an overview of the tools, options, menus, palettes, file formats, system requirements, internet infrastructure and purchasing of a domain. Course restricted to 98 repetitions

Marketing (MKTW)

MKTW NC001 Marketing Fundamentals (0 Units)
Hours: 8 (8 lecture)
Effective marketing includes the creation and maintenance of sustained product brand awareness. Helps students understand the importance of marketing for organizational profitability. Students address promotional strategies and use marketing tools such as public relations, advertising, relationship selling and social media. Students learn to use communication tools for growth and customer retention, the importance of relationship-building, and discovering tools for cementing long-term relationships to gain a lifetime value in every customer. Course restricted to 98 repetitions

MKTW NC002 Business Branding (0 Units)
Hours: 8 (8 lecture)
Learn to produce a universal brand via social media and develop an understanding of the relationship between sellers and buyers. Identify and implement branding strategies that respond to existing needs and wants of customers. Use of social media is explored as integral in building a brand. Students research and review digital data from social media websites (such as LinkedIn, Twitter, and Facebook) in order to analyze the relationships between sellers and buyers in the digital world, and to understand value creation. Course restricted to 98 repetitions

MKTW NC003 Market Positioning (0 Units)
Hours: 8 (8 lecture)
Business success begins with responding to target markets by positioning the products in the minds of customers. This is done with a thorough knowledge of customer demographics, psychographics and geographic information. Successful marketing messaging requires perceptional knowledge of targeted customers. Positioning strategies focus on the right mix of people with relevant benefits and features offered by businesses. Course restricted to 98 repetitions

MKTW NC004 Digital and Mobile Marketing (0 Units)
Hours: 8 (8 lecture)
Mobile marketing encompasses global exchange activities on devices such as smartphones, tablets and various others. Modern businesses today look for customer-based profitability and investment solutions using mobile devices. These devices attract, engage, acquire, and retain local and international customers. Mobile communication offers real-time solutions via gathering data, insights, and content in the marketplace. Course restricted to 98 repetitions

MKTW NC005 B2B and B2C Marketing (0 Units)
Hours: 8 (8 lecture)
Focuses on communication techniques used to raise customer awareness and interest. Students learn to identify the mediums that will be most effective for a particular target market. Both business-to-consumer and business-to-business strategies are covered. These techniques will help students succeed in various careers such as sales, public relations, copywriting and other marketing positions. Course restricted to 98 repetitions

MKTW NC006 Market Research (0 Units)
Hours: 8 (8 lecture)
Focuses on the research, planning, execution and evaluation of a marketing campaign. Examines the specific activities used to promote products, services and businesses. Multimedia marketing campaigns are covered. Explores how companies use marketing campaigns to reinforce branding and positioning. Course restricted to 98 repetitions

MKTW NC007 Self-Management and Development (0 Units)
Hours: 16 (16 lecture)
Focuses on self-management skills that encourage behavior that results 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. Course restricted to 98 repetitions

MKTW NC008 Marketing and Entrepreneurship (0 Units)
Hours: 8 (8 lecture)
Marketing plays a critical role in the entrepreneurial process. Students learn to recognize startups' business models and their unique problems and opportunities in order to develop the optimal marketing strategy for products and services in a digital-first era. Apart from the marketing mix, the course will also focus on the strategies and tactics used by new venture companies to acquire customers by utilizing outbound, inbound, or social and traditional media marketing. Course restricted to 98 repetitions

MKTW NC009 Marketing and Growth Strategies (0 Units)
Hours: 8 (8 lecture)
Getting customers isn't enough. The branding and marketing effort that accelerates the business ahead of the competition is the ultimate goal of all new ventures. These tactics involve implementing a growth mindset by deploying innovative strategies and value-added processes to create enhanced customer experiences that drive engagement, retention, and ultimately long-term growth. It will focus on concepts and implementation skills to assist current or potential entrepreneurs to develop and grow a business now or in the future. Course restricted to 98 repetitions

Personal Development (PDW)

PDW NC001 Personalized Career Planning (0 Units)
Hours: 8 (8 lecture)
This course focuses on the assessment of individuals strengths, interests, values, personality and abilities in the context of career and education planning. Students will improve decision making skills by exploring their own decision making styles and applying specific decision making models to their career planning process. Course restricted to 98 repetitions

PDW NC002 Strategic Job Search (0 Units)
Hours: 8 (8 lecture)
This class is designed to help students develop and implement a strategic career and job search plan. Students will learn about sources of occupational information and how to utilize this information in the career planning and job search process. Course restricted to 98 repetitions

PDW NC003 Acing Your Interview (0 Units)
Course Advisories: Working knowledge of computers and videoconferencing software such as Zoom.
Hours: 6 (6 lecture)
Designed to help students develop and implement interview strategies to increase employment prospects. Students will learn how to interview for jobs that align with employment and career goals. Course restricted to 98 repetitions

PDW NC004 Create a Compelling Cover Letter and Resume (0 Units)
Course Advisories: Working knowledge of computers and videoconferencing software such as Zoom.
Hours: 6 (6 lecture)
Designed to help students create a resume, cover letter and reference list in preparation for applying for employment opportunities. Students will learn how to create professional employment application documents that align with their employment and career goals. Course restricted to 98 repetitions

PDW NC005 Leveraging LinkedIn for Your Job Search (0 Units)
Hours: 6 (6 lecture)
Course Advisories Working knowledge of computers and videoconferencing software such as Zoom. Designed to help students expand their job search and network opportunities using LinkedIn. Students will develop a professional profile and become familiar with the website in order to support their employment and career goals. Course restricted to 98 repetitions

Photography (PHOW)

PHOW NC001 Digital Cameras, Digital Photos (0 Units)
Hours: 10 (6 lecture, 4 lab)
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. Course restricted to 98 repetitions

PHOW NC002 Photoshop for Digital Photographers (0 Units)
Hours: 25 (15 lecture, 10 lab)
This class 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. This course may be taught bilingually. Course restricted to 98 repetitions

PHOW NC003 Lightroom Classic 1 (0 Units)
Hours: 16 (16 lecture)
Students learn to use the Adobe Lightroom Classic library module. Focuses on learning the necessary tools to catalog, file name, organize and backup photographic files. Students master importing into a catalog from camera, existing computer image files as well as from scanned prints and negatives. Course restricted to 98 repetitions

PHOW NC004 Lightroom Classic 2 (0 Units)
Hours: 16 (16 lecture)
Students learn to use the Adobe Lightroom Classic develop module and process and develop photographic files. Skills covered include cropping, color correcting, enhancing and exporting image files for various final uses. Focuses on learning the necessary tools to develop digital photographic files. Course restricted to 98 repetitions

PHOW NC005 Lightroom Classic 3 (0 Units)
Hours: 16 (16 lecture)
Students learn to use the Adobe Lightroom Classic Map, Slideshow, Book and Print Modules. Participants learn to print, create a slideshow and design a book with their photographic files. Course restricted to 98 repetitions

PHOW NC006 Editorial Photography (0 Units)
Hours: 16 (16 lecture)
Create photo essays on specific editorial subjects for magazines, books, blogs and company newsletters. Student focus will be on photographing architecture, food, location, nature, events and people. All will be covered with an emphasis on the storyline specific to each genre. Refining editing and image processing skills will be emphasized for each subject. By the end of this class, students will learn the skills to produce dynamic photo stories on a wide range of topics. Course restricted to 98 repetitions

PHOW NC020 Smartphone Photography (0 Units)
Hours: 16 (16 lecture)
Learn to create stunning photographs of a wide range of subjects with your smartphone, from people, food and buildings to events and locations. By the end of this course, students will master the amazing range of tools built into their smartphones, from different focal length lenses, image file formats and shallow depth of field portraits to shooting in night mode and creating panoramic images. Course restricted to 98 repetitions

Professional Development (PROW)

PROW NC002 Persuasive Business Writing (0 Units)
Hours: 8 (8 lecture)
Develop effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. Matching the delivery channel (email, letter, memo, text, etc.) to the message type and situation will be covered, as well as the best methods to deliver bad news. Course restricted to 98 repetitions

PROW NC003 Time Management (0 Units)
Hours: 44 (8 lecture)
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 apply time management tools to the gaps to complete important priorities first. Course restricted to 98 repetitions

PROW NC004 Workplace Communication Strategies (0 Units)
Hours: 8 (8 lecture)
Assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context. Course restricted to 98 repetitions

PROW NC005 Critical Thinking, Problem Solving and Decision Making (0 Units)
Hours: 44 (8 lecture)
In todays' workplace it is everyone's job to a solve problems and make decisions. Analytical thinking, decision making and problem solving involve breaking things down into their component parts, applying deductive reasoning and then applying judgment and insight. Learn hands-on techniques to generate breakthrough ideas, make decisions, and solve your most pressing problems. All by asking the right questions, challenging assumptions, and seeing others' viewpoints with clarity. Course restricted to 98 repetitions

PROW NC006 Leadership Skills (0 Units)
Hours: 8 (8 lecture)
Take your leadership from good to great by exploring and applying the top ten skills that every leader must have. Course restricted to 98 repetitions

PROW NC010 Project Management for Non Project Managers (0 Units)
Hours: 8 (8 lecture)
This course is for anyone who wants to know how to manage tasks or small projects with a structured approach to ensure success. Apply the basic principles of project management to your work and create action plans for on-the-job application. Utilize strategies for communicating with team members and stakeholders with confidence. Course restricted to 98 repetitions

PROW NC011 Process Improvement (0 Units)
Hours: 8 (8 lecture)
Process improvement assessment methods and techniques to increase efficiency, improve quality and increase employee satisfaction and motivation. Course restricted to 98 repetitions

PROW NC012 Supervisory Skills (0 Units)
Hours: 8 (8 lecture)
Learn the key tools for effective management and supervision. Course covers delegation, feedback, communicating with employees, motivation and management styles. Course restricted to 98 repetitions

PROW NC013 Emotional Intelligence in the Workplace (0 Units)
Hours: 8 (8 lecture)
Emotional Intelligence (EI) is vital to being an effective and high-performing employee, supervisor and leader. Explore the EI competencies: self awareness, social awareness, self management and relationship management. Learn and apply the tools and techniques for mastering each domain. Create strategies using the EI framework which can optimize your professional performance and working relationships. Course restricted to 98 repetitions

PROW NC014 Motivating Yourself and Others (0 Units)
Hours: 8 (8 lecture)
Individuals and leaders who want to explore the key ingredients for strengthening workplace commitment, engagement, and career satisfaction. Apply alternative reward and recognition strategies to increase engagement in the workplace. Course restricted to 98 repetitions

PROW NC015 Building High Performance Teams (0 Units)
Hours: 8 (8 lecture)
For anyone who wants to know how to manage tasks or small projects with a structured approach to ensure success. Apply the basic principles of project management to your work and create action plans for on-the-job application. Utilize strategies for communicating with team members and stakeholders with confidence. Course restricted to 98 repetitions

PROW NC017 Successfully Navigating Change (0 Units)
Hours: 8 (8 lecture)
The rate of change in the workplace continues to escalate. Learn how to manage change that is imposed on you or your team; as well as to identify opportunities for change, initiate change and support your staff during the change process. Course restricted to 98 repetitions

PROW NC019 Personality Styles and Challenging Relationships (0 Units)
Hours: 44 (8 lecture)
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 challenging relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives. Course restricted to 98 repetitions

PROW NC021 Coaching for Success (0 Units)
Hours: 8 (8 lecture)
Coaching employees improves performance outcomes, helps turn around problem situations, and increases an employee's overall enthusiasm and motivation. Learn coaching techniques to solve workplace problems and energize employees and how to best apply these techniques to close the gap between actual and desired performance. Course restricted to 98 repetitions

PROW NC025 Resolving Differences in the Workplace (0 Units)
Hours: 8 (8 lecture)
Learn collaboration skills to build high-trust relationships. Practice communication techniques at each stage of the conflict cycle to get to win-win. Discover your interpersonal communication strengths. Assess your conflict style and understand others. Practice problem-solving with multiple parties and decision makers to create long-term peace. Skills include nonverbal communication, empathy, listening and paraphrasing. Course restricted to 98 repetitions

PROW NC028 Increasing Diversity, Equity, and Inclusivity in the Workplace (0 Units)
Hours: 8 (8 lecture)
Explore diversity within organizations and increase one's awareness of different attitudes, beliefs, lifestyles, sexual orientations, and values that we all bring to work. Understand how these affect our behavior and perceptions. Focus on self awareness and the impact these have on our co-workers. Develop strategies for equity in the workplace. Course restricted to 98 repetitions

PROW NC032 Navigating Courageous Conversations (0 Units)
Hours: 8 (8 lecture)
Unfortunately, the default tendency for millions remains to try to avoid difficult conversations because they don't know how to structure a discussion. Learn to prepare for a difficult conversation by clarifying your intentions and assumptions and applying a simple model to help you stay centered while you constructively shape what you say. Scripts and tips will be provided and applied to prepare for your next difficult conversation. Course restricted to 98 repetitions

PROW NC033 Successfully Leading and Developing People (0 Units)
Hours: 16 (16 lecture)
Learn and apply the communication, delegation and motivational skills needed to be an effective manager or supervisory. Course restricted to 98 repetitions

PROW NC035 Navigating Workplace Dynamics (0 Units)
Hours: 8 (8 lecture)
Learn constructive workplace behavior that creates win-win situations, unblocks barriers to change, creates greater "buy-in" on key projects, develops cohesion and improves decision making. Course restricted to 98 repetitions

PROW NC036 The Art of Negotiating and Collaborating (0 Units)
Hours: 8 (8 lecture)
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. Course restricted to 98 repetitions

PROW NC038 Increasing Productivity (0 Units)
Hours: 8 (8 lecture)
Personal productivity results from a combination of factors which all impact each other. Explore, dissect and analyze these factors to develop an individualized plan optimizing your effectiveness in both your professional and personal lives. Focus on personal empowerment and growth while weaving neuroscience theory to help you anchor the learning and understand brain function better. Course restricted to 98 repetitions

PROW NC039 Innovation and Creativity (0 Units)
Hours: 8 (8 lecture)
Learn techniques to promote creativity and innovation in the workplace. Course restricted to 98 repetitions

PROW NC044 Communicating with Confidence & Clarity (0 Units)
Hours: 8 (8 lecture)
Discover techniques on how to be an assertive communicator, acquire ways to handle receiving and giving feedback and address business etiquette when professionalism and assertiveness are required. You'll assess your areas of strength and growth in this critical skill and understand how social styles affect assertive behaviors.. Enhance your assertiveness skills for immediate on-the-job use! Course restricted to 98 repetitions

PROW NC050 Best Practices in Customer Service (0 Units)
Hours: 44 (8 lecture)
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. Course restricted to 98 repetitions

PROW NC051 Secrets of a Great Employee (0 Units)
Hours: 8 (8 lecture)
Discover the secrets that make you an irreplaceable employee. Build your advanced employee toolkit, challenge old habits and foster new strategies. Based on success stories from others and their insight on where they went wrong, let's fuel your spirit and recession proof yourself with a renewed appreciation for professional effectiveness, satisfaction and success. Course restricted to 98 repetitions

PROW NC056 Closing Techniques That Win the Sale (0 Units)
Hours: 8 (8 lecture)
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. Course restricted to 98 repetitions

PROW NC057 Winning Sales Scripts (0 Units)
Hours: 8 (8 lecture)
Identify the key roles in the sales process and develop a script based sales strategy. Write and deliver face-to-face, voicemail and email sales messages to open and close sales transactions. Course restricted to 98 repetitions

PROW NC064 The Accountability Advantage (0 Units)
Hours: 8 (8 lecture)
Transform your success in the professional world. Learn the skills needed to become proactive and accountable. Course restricted to 98 repetitions

PROW NC067 High Impact Presentations and Proposals for the Workplace (0 Units)
Hours: 8 (8 lecture)
Learn how to craft a presentation focused on the message you need to convey to your audience. You will learn to consider your audience's expectations, biases, emotions, needs and wants to plan an effective slideshow. By finding what's the benefit for them in watching your presentation, you will manage to engage their attention from start to finish, and you will know what to avoid and what to strive for in the design of your deck. You will explore what is the logical order to convey your information, what makes for successful slide design, how to maintain consistency, edit for simplicity using the "less is more" principle and how to use powerful imagery and meaningful data. Course restricted to 98 repetitions

PROW NC068 Professional Etiquette (0 Units)
Hours: 8 (8 lecture)
Learn the behavior, communication and appearance needed for the professionalism to thrive and survive in the workplace. Course restricted to 98 repetitions

PROW NC070 Teaching with Humanizing Technology I (0 Units)
Hours: 65 (16 lecture)
A two-week course taught in Canvas that examines why and how to "humanize" online learning as well as the electronic components of our on-campus classes. Students are encouraged to step outside their comfort zones in a supportive, experimental learning environment, to create content with tools that infuse learning with their individual "presence." When students relate to an online instructor as something more than a subject matter expert and begin to conceive of themselves as part of a larger community, they are more likely to be motivated, satisfied with their learning and achieve course objectives. Course restricted to 98 repetitions

PROW NC071 Teaching with Humanizing Technology II (0 Units)
Hours: 65.5 (16 lecture)
A two-week course taught in Canvas that examines strategies to integrate learners' voices, engage them in the active construction of knowledge, foster emotional connection and provide students with a choice of authentic assessments. Provides students hands-on experience with emerging technologies. Course restricted to 98 repetitions

PROW NC080 Creating a Life of Purpose for Workplace Success (0 Units)
Hours: 28 (8 lecture)
Focuses on the integral role that purpose plays in our lives - both professionally and personally - and how to discover, optimize, and align life purpose with employment for optimal health, happiness and success in the emerging "Purpose Economy." Combining concepts from brain science, several seminal books on purpose and leadership and the Japanese Ikigai model, we examine, define, and tie our life purpose to our day-to-day operations and interactions. Course restricted to 98 repetitions

PROW NC081 Navigating Work and Life Transitions (0 Units)
Hours: 28 (8 lecture)
Reconnected community living and working is the result of a multitude of factors that all work in tandem. Explore, identify, analyze and develop critical thinking regarding the factors involved in personally engaged community living. Knowledge into the creation of an individualized transitions strategy, or "plan," is applied. Learn to develop your social emotional intelligence and reconnect to yourself and your communities in ways that are personally and professionally meaningful. Course restricted to 98 repetitions

PROW NC082 Creating Successful Life and Work Transition Plans (0 Units)
Hours: 28 (8 lecture)
Explore, identify, analyze, and develop critical thinking skills to learn to adapt to a new environment while bringing your experience and strengths with you. Curriculum also includes strategizing and developing a life, housing & employment blueprint. Develop complex problem-solving skills for managing your personal and professional relationships and challenges in order to thrive during transitions and prepare to enter or re-enter the workforce. Course restricted to 98 repetitions

PROW NC083 Effectively Managing Workplace Stress (0 Units)
Hours: 8 (8 lecture)
Address one of the biggest individual and societal problems today: the high costs of stress. Define stress and the many ways it negatively affects our personal health and effectiveness as employees and leaders. Understand how stress cripples companies, organizations and communities. Take a stress assessment, and learn to proactively build resilience and lessen exposure to stress. Learn and practice techniques to help you more effectively handle the inevitable stresses you will encounter. Course restricted to 98 repetitions

PROW NC084 Maximize Trust, Minimize Conflict (0 Units)
Hours: 8 (8 lecture)
Proactively build trust and relationships at work and in your personal life as a means to minimize conflict and better mitigate it once it occurs. Learn how to handle yourself in a conflict and how to restore trust and relationships after conflict has occurred. Conflict is inevitable and natural, and by understanding and practicing the skills that contribute to positive relationship building, we're in a better position to succeed in all aspects of our lives. Course restricted to 98 repetitions

PROW NC085 Building Resilience in the Workplace (0 Units)
Hours: 8 (8 lecture)
Because of our global economy and our 24/7 access to the internet and technology, work is a constant presence in our lives. With more hours put in, and more stress related to work and work life balance, workers need to have and develop skills, techniques and mindsets that not only help them better cope, but thrive in the work environment. Course focuses on why resilience is key to success and on examining the foundational components of resilience and how to incorporate them into your daily life. Course restricted to 98 repetitions

PROW NC086 Thriving in a Multigenerational Workforce (0 Units)
Hours: 8 (8 lecture)
With up to five different generations in the U.S. workforce, we must better understand how this impacts workplace dynamics and effectiveness. This course explores the differences among the generations and develops the tools needed to capitalize on the strengths that each generation brings to better collaborate across generations for greater gains. Course restricted to 98 repetitions

PROW NC087 Planning for Your Future Success in the Workplace (0 Units)
Hours: 8 (8 lab)
Workplace changes as a result of cultural and global pandemic related shifts, client needs, new technology, and retirement of baby boomers require students to evaluate their current work skills to better position themselves as qualified candidates for future positions. Students use self evaluation to discover gaps in work experience and skills. They compare the differences between their current abilities and what a particular job requires and then develop a plan to bridge that gap and better prepare themselves to meet the requirements of the evolving workplace. Course restricted to 98 repetitions

PROW NC088 The Art and Science of Giving and Receiving Feedback (0 Units)
Hours: 8 (8 lecture)
Feedback is critical to improving individual performance and organizational effectiveness. Sharing information on what can and needs to be improved helps optimize work processes and gets things done more efficiently. This class clearly outlines why the most successful organizations only exist in an atmosphere of open feedback and provides techniques and practical applications of best practices in giving and receiving feedback. Course restricted to 98 repetitions

PROW NC100 Introduction to Nonprofits (0 Units)
Hours: 8 (8 lecture, 0 lab)
Participants are introduced to the nonprofit sector and learn the differences between nonprofit and for-profit organizations. This course offers an opportunity to explore the operations of nonprofit organizations including governance, board development, strategic planning, fiscal management, legal obligations, evaluation, fundraising, advocacy strategies and collective impact. Practical application for employees at every level of an organization is emphasized. Course restricted to 98 repetitions

PROW NC101 Strategic Planning for Nonprofits (0 Units)
Hours: 8 (8 lecture)
Explore and apply key strategic planning tools and processes for nonprofit organizations. Learn the foundations of strategic planning and how to implement a strategic planning process in a nonprofit organization. This course will demonstrate how to use strategic planning to develop organizational priorities, allocate resources to support priorities and create a strategic plan to strengthen impact. Practical application for organizations of every size is emphasized. Course restricted to 98 repetitions

PROW NC102 Principles Fundraising (0 Units)
Hours: 8 (8 lecture)
Explore and apply key fundraising strategies for nonprofit organizations. Learn the foundations of fundraising and how to develop a fundraising plan for a nonprofit organization. This course will discuss the art of the ask, annual giving, corporate sponsorships, donor stewardship and fundraising events. Practical application for organizations of every size is emphasized. Course restricted to 98 repetitions

PROW NC103 Grantwriting (0 Units)
Hours: 8 (8 lecture)
Learn the fundamentals of grantwriting for nonprofit organizations and how to develop an effective grant proposal. This course will consider the complete grant cycle from identifying funders to writing effective proposals to reporting and grant management. Practical application for organizations of every size is emphasized. Course restricted to 98 repetitions

PROW NC104 Marketing for Social Change (0 Units)
Hours: 8 (8 lecture)
Learn the essentials of marketing for nonprofit organizations and how to develop an effective marketing plan. This course will cover internal and external communication strategies, developing a marketing plan, branding, social media strategy and public relations. Practical application for organizations of every size is emphasized. Course restricted to 98 repetitions

PROW NC200 Introduction to Generative AI (0 Units)
Hours: 8 (8 lecture)
Generative AI and its transformative potential for business operations. Students will explore popular AI tools and their applications, from automating content creation to streamlining workflows and enhancing customer engagement. The course will also cover the ethical implications and privacy considerations of using AI, ensuring responsible and informed implementation. By the end of the course, participants will have a foundational understanding of how AI can improve efficiency, drive innovation, and support professional and small business growth in a competitive landscape. Course restricted to 98 repetitions

PROW NC210 Generating Content with AI Tools for Increased Efficiency (0 Units)
Hours: 8 (8 lecture)
Explore the fundamentals of leveraging AI tools to create high-quality, brand-aligned content. They will learn to define and apply voice, tone, and messaging consistency to ensure AI-generated content reflects their unique brand identity so that the copy does not sound robotic. Through hands-on exercises, students will refine AI outputs for clarity, engagement, and customization, transforming raw AI-generated text into polished, professional human sounding content. The course also addresses critical privacy considerations, equipping students with best practices for using AI ethically and securely. By the end of the course, students will have the skills to integrate AI-powered content creation into their workflows effectively and responsibly. Course restricted to 98 repetitions

PROW NC220 Creating Graphic Designs with AI Tools (0 Units)
Hours: 8 (8 lecture)
Introduces students to the power of AI-driven design tools for creating professional-quality graphics with ease. Participants will learn how to generate banners, brochures, social media graphics, business cards, and website visuals while understanding the principles of effective design. The course will also cover the legal and copyright considerations of AI-generated content, ensuring ethical and compliant usage. Additionally, students will explore how AI can assist in crafting basic website layouts, streamlining the design process for entrepreneurs and small businesses. By the end of the course, students will have the skills to leverage AI for visually compelling, brand-aligned designs. Course restricted to 98 repetitions