

# Noncredit Programs and Courses

---

## CAREER EXPLORATION

### Career Exploration: Information Communications Technology / Digital Media Certificate of Completion (CN)

(54 hours)

Students will be introduced to a variety of careers and job opportunities available to computer professionals, gain hands-on practice designing and programming a working robot and gain experience designing a website blog while incorporating a variety of new and existing social networking platforms.

#### Program Learning Outcomes

- Identify and evaluate career opportunities and pathways within the computer science information technology field
- Use current and emerging computing technology to enhance scientific, business, and individual productivity.

#### Required Courses

VOC ED 281– Exploring Computer Science Info Technology (18 hours)

VOC ED 292 – Robotics I Lab (18 hours)

VOC ED 294 – Intro to Social Media – WordPress Blogs (18 hours)

### Choosing Business Careers Certificate of Completion (CN)

(36 hours)

This certificate program prepares students for success entering the workforce in the current and emerging business workplace. Additionally, students will gain essential skills to effectively conceptualize a new business opportunity and create a viable business plan.

#### Program Learning Outcomes

- Demonstrate a basic knowledge of available business careers in the U.S. and compare and contrast these careers.
- Implement best practices how to gather business career information using online resources.
- Demonstrate knowledge of and ability to create a viable business plan and its essential components.

#### Required Courses

VOC ED 416– Intro to Business Careers (18 hours)

VOC ED 420 – Intro to Starting a New Business (18 hours)

### Healthcare Career Discovery Certificate of Completion (CN)

(36 hours)

This certificate program will prepare students with a comprehensive overview of healthcare careers in the US healthcare system. Students will gain skills applying online resources to research health care information including job descriptions, work environment, employment opportunities, educational requirements, and potential workplace earnings.

#### Program Learning Outcomes

- Build knowledge capacity to differentiate among healthcare career opportunities.
- Employ the importance of professionalism in the classroom and the workplace.

#### Required Courses

VOCED 320 – Exploring Healthcare Careers (18 hours)

VOCED 404 – Student Success in Health Occupations (18 hours)

### Police Orientation Preparation Certificate of Completion

(54 hours)

This certificate program prepares students with essential competencies to strengthen readiness for a career in law enforcement and expand their knowledge capacity toward acceptance into a law enforcement academy.

#### Program Learning Outcomes

- Identify and access employment requirements and hiring processes for targeted employers of law enforcement personnel.
- Develop appropriate personal employment preparation and career development plan for the law enforcement field
- Demonstrate use of non-threatening and respectful communication skills and conflict management strategies when dealing with potential suspects or agitated community members.

#### Required Courses

VOCED 33 – Intro to Career Pathways in Law Enforcement (18 hours)

VOCED 50 – The Art and Practice of Community-based Policing (36 hours)

## CAREER PREPARATION

### Business Tools Certificate of Completion (CN)

(36 hours)

This certificate program will prepare students to successfully conceptualize, create, and engage in effective oral and written business communication while employing appropriate business terminology, expressions, and concepts.

#### Program Learning Outcomes

- Conceptualize, create, and implement effective business communication tools for success in the workplace.
- Effectively employ appropriate business terminology, expressions, and concepts in a variety of workplace settings.

#### Required Courses

VOCED 415 – Effective Business Terminology (18 hours)

VOCED 418 – Effective Business Correspondence (18)

### Communicating in Business Certificate of Completion (CN)

(36 hours)

This course will cover the styles and techniques that will be encountered in business interview scenarios. Students will learn goals of the interviewer and skills for handling questions.

#### Program Learning Outcomes

- Effectively demonstrate effective interview strategies that are customized to the specific employer and workplace.
- Effectively employ appropriate business terminology, expressions, and concepts to meet the needs of workplace.

#### Required Courses

VOCED 417 – Effective Business Communication (18 hours)

VOCED 419 – Business Communication for Interviewing (18 hours)

### Conservation Education (CN)

(36-80 hours)

This certificate serves as a recognizable accomplishment of career preparation and job training to be applied toward future employment in the environmental, conservation, public education, and social advocacy sectors.

#### Program Learning Outcomes

- Understand the important role that urban parks play in relation to ecological health and the well-being of city residents, and understand the collaborative, professional nature of stewardship and conservation in urban settings.
- Understand key characteristics of our local ecology, including geology, plants, wildlife, and human impacts.
- Prepare and use techniques and tools appropriate for habitat restoration, data collection, and public outreach activities.
- Demonstrate ability to document and communicate instructional and experiential learning opportunities through both writing and oral presentations.

#### Required Courses

VOC ED 222 - Conservation Education (18-26 hours)

VOC ED 223 – Conservation Student Learning (18-40 hours)

### Facilities Management Certificate of Completion (CN)

(54-72 hours)

This certificate program prepares students to enter the facilities management talent pipeline. Our courses and certificate are aligned with the International Facility Management Association (IFMA) and with the Energy, Construction & Utilities sector for California.

#### Program Learning Outcomes

- Effectively utilize Microsoft Project to complete a project cycle.
- Prepare and use technology and equipment in accordance with industry specific safety, hygiene, and technology standards and protocols.
- Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards
- Understand the importance of workplace 'soft' and industry-specific skills and how to gain employment, be successful and keep a job.

#### Required Courses

VOC ED 123CE – Facilities Project Management (27-36 hours)

VOC ED 124CE – Essentials of Facilities Management (18-63 hours)

# Noncredit Programs and Courses

---

## Healthcare Careers Preparation Certificate of Completion (CN)

(36 hours)

This certificate will enable students to obtain basic oral and written communication skills for healthcare settings. The focus will be on the use and disclosures of identifiable health information that are permitted by the HIPAA Privacy Regulations, composing case notes, reading and writing medical documents.

### Program Learning Outcomes

- Effectively demonstrate oral and written communication skills for the healthcare workplace (case notes and reading and writing medical documents)
- Employ professional behavior and attire as a healthcare professional.
- Demonstrate comprehensive understanding of the HIPAA Privacy Regulations
- Prepare for entry-level positions in the healthcare field.

### Required Courses

VOCED 402 – Communication Skills for Healthcare Professions (18 hours)

VOCED 405 – Professionalism in Health Occupations (18 hours)

## Healthcare Services Certificate of Completion (CN)

(54 hours)

This certificate will enable students to obtain basic documentation techniques and charting methods used in healthcare professions. Upon completion of this course, students will be able to document SOAP notes in medical records according to standard guidelines.

### Program Learning Outcomes

- Employ basic medical vocabulary and abbreviations used in healthcare professions.
- Demonstrate basic medical documentation techniques and charting methods used in healthcare.
- Document notes in medical records according to standard guidelines
- Comply and demonstrate proper ethical behavior in any healthcare workplace setting.
- Demonstrate professional behavior and attire as a healthcare professional

### Required Courses

VOCED 400 – Intro to Medical Terminology (18 hours)

VOCED 401 – Medical Documentation & Charting (18 hours)

VOCED 403 – Law & Ethics in Health Professions (18 hours)

## Pre-Dental Career Preparation Certificate of Completion (CN)

(72 hours)

This certificate will enable students to obtain basic medical vocabulary and abbreviations used in healthcare professions. Upon completion of this course, Students will be prepared for entry-level positions in healthcare field.

### Program Learning Outcomes

- Employ basic medical and dental vocabulary and abbreviations used in healthcare professions.
- Comply and demonstrate proper ethical behavior in any healthcare workplace setting.
- Demonstrate techniques used to develop visual perception and psychomotor skills required to become a physician, dentist, nurse or other health care professional.
- Prepare students for success in the West Los Angeles College Dental Hygiene Program -Build knowledge capacity about program policies, college student support service, professionalism, HIPAA, clinical kit organization, library research skills, and clinic procedures.
- Demonstrate professional behavior and attire as a healthcare professional.

### Required Courses

VOCED 400 – Intro to Medical Terminology (18 hours)

VOCED 403 – Law & Ethics in Health Professions (18 hours)

VOCED 406 – Visual Spatial Perceptions & Psychomotor Skills Training (18 hours)

VOCED 407 – Preparation for the Dental Hygiene Program (18 hours)

## Pre-Nursing Career Preparation Certificate of Completion (CN)

(54 hours)

This certificate will enable students to obtain basic medical vocabulary and abbreviations used in healthcare professions. Upon completion of this course, Students will be prepared for entry-level positions in healthcare field.

### Program Learning Outcomes

- Employ basic medical vocabulary and abbreviations used in healthcare professions.
- Comply and demonstrate proper ethical behavior in any healthcare workplace setting.
- Differentiate among healthcare career pathways in: In-Home Health Support Service, Certified Nurse Assistant, Home Health Aide, Geriatric Care Technician, Licensed Vocational Nurse, Nurse Practitioner, and Registered Nurse.

## Noncredit Programs and Courses

---

- Build knowledge capacity about California State licensure, job outlook, personnel requirements and program curriculum.
- Demonstrate professional behavior and attire as a healthcare professional.

### Required Courses

VOCED 400 – Intro to Medical Terminology (18 hours)  
VOCED 403 – Law & Ethics in Health Professions (18 hours)  
VOCED 409 – Pre-Nursing Career Pathways (18 hours)

# Noncredit Programs and Courses

---

## JOB TRAINING

### Administrative Assistant Certification of Completion (CN)

(153 hours)

The Administrative Assistant certificate program prepares students for entry-level, in-demand positions. Students practice their professional correspondence and communication skills, computer skills, and customer service skills as well as become familiar with basic business terminology to be successful in different public and private professional office environments. Students are provided assistance with their resume, job applications and interview skills as well as are shown their options to continue their education and develop administrative skills for specific industries such as paralegal, legal assistants, and administrative support positions in facilities management, technology companies, and more.

#### Program Learning Outcomes

- Incorporate effective reading and writing strategies to master learning and communicating one's ideas
- Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards
- Understand the importance of workplace 'soft' and industry-specific skills and how to gain employment, be successful and keep a job.

#### Required Courses

BSICSKL 044CE – Reading and Writing for College and Career Readiness (45 hours)  
VOC ED 097CE – Blueprint for Customer Service (18 hours)  
VOC ED 288CE – Computer Skills for the Workplace (54 hours)  
VOC ED 415CE – Effective Business Terminology (18 hours)  
VOC ED 418CE – Effective Business Correspondence (18 hours)

### Custodial Technician Preparation Certificate of Completion (CN)

(99 hours)

This certificate program prepares students with the necessary job skills and 21st century communication skills to successfully apply and meet the job requirements for entry level custodial positions.

#### Program Learning Outcomes

- Prepare and use cleaning materials and equipment in accordance with safety and cleaning protocols
- Demonstrate appropriate communication, performance, and teamwork behavior and standards
- Understand the importance of workplace skills and how to gain employment, be successful and keep your job.

#### Required Courses

VOCED 60 – Custodial Technician Training (63 hours)  
VOCED 96 – Blueprint for Workplace Success (36 hours)

### In-Home Supportive Services (IHSS) Provider Certificate of Completion (CN)

(108 hours)

This certificate program prepares students to apply for entry-level, short-term high demand employment in the In-Home Supportive Services Provider field mastering the medical fundamentals, terminology, specific job skills and 21st century communication skills.

#### Program Learning Outcomes

- Prepare and use cleaning materials and equipment in accordance with safety and cleaning protocols
- Demonstrate appropriate communication, performance, and teamwork behavior and standards
- Understand the importance of workplace skills and how to gain employment, be successful, and keep your job.

#### Required Courses

VOCED 400 – Intro to Medical Terminology (18 hours)  
VOCED 408 – In-Home Supportive Services Provider (90 hours)

## EMPLOYMENT PREPARATION

### Job Readiness Certificate of Completion (CN)

(66 hours)

This certificate program prepares students with the essential 21<sup>st</sup> century communication and workplace skills to effectively gain and maintain employment.

#### Program Learning Outcomes

- Understand the importance of workplace skills and how to gain employment, be successful and keep a job.

#### Required Courses

VOCED 96 – Blueprint for Workplace Success (36)  
VOCED 97 – Blueprint for Customer Service (18)  
VOCED 98 – 30 Ways to Shine as a New Employee (1)

### Employment Readiness Certificate of Completion (CN)

(72 hours)

The Employment Readiness Soft Skills Certificate of Completion will help students develop the necessary soft skills to secure, maintain and advance in the workplace.

#### Program Learning Outcomes

- Identified and developed effective communication and leadership skills
- Developed and practiced collaborative teamwork problem-solving and project management techniques

#### Required Courses

BSICSKL 077CE - Fundamentals for Workplace Success I – Teamwork (36 hours)  
BSICSKL 078CE - Fundamentals for Workplace Success II – Effective Communication and Leadership Skills (36 hours)

### Workforce Preparation and Career Success Certificate of Completion (CN)

(90 hours)

This certificate program prepares students to effectively transition from college to career with 21<sup>st</sup> communication skills and job-ready skills to be successful applying and working in current and emerging entry-level high-demand jobs in the public and private work sectors.

#### Program Learning Outcomes

- Practice the strategies and skills needed to effectively navigate and connect to local communities, specifically in areas related to community resources, businesses and the development of entrepreneurial skills.
- Demonstrate appropriate communication, documentation, performance, and teamwork behavior and standards.
- Understand the importance of workplace 'soft' and industry-specific skills and how to gain employment, be successful and keep a job.

#### Required Courses

BSICSKL 101CE – Introduction to Workforce Opportunities (9-18 hours)  
BSICSKL 102CE – Workforce Opportunities I (18-36 hours)  
BSICSKL 103CE – Workforce Opportunities II (18-36 hours)

### Workplace Success I: Creative Leadership Certificate of Completion (CN)

(108 hours)

The Workplace Success I: Creative Leadership Certificate of Completion will provide students with the necessary knowledge and training needed to be effective, creative leaders in the workforce.

#### Program Learning Outcomes:

- Listen and speak actively and effectively by pitching, clarifying and supporting one's vision (solution, ideas, innovation) and communicating it to others.
- Collect and organize research data, using credible sources to write a convincing/persuasive document analyzing the qualities of great leadership.
- Collect and organize research data, using credible sources to write a convincing/persuasive document analyzing conditions and environments conducive to creativity and how a leader can affect creative climate.

#### Required Courses

BSICSKL 72 - The Creative Edge: Outstanding Leadership (54)  
BSICSKL 79 - Creativity, Innovation, and Leadership (54)

# Noncredit Programs and Courses

---

## Workplace Success II: Creativity and Innovation in the Workplace Certificate of Completion (CN)

(108 hours)

The Workplace Success II: Creativity and Innovation in the Workplace Certificate of Completion will provide students with the necessary knowledge and training needed to be effective innovators and team members in the workforce.

### Program Learning Outcomes:

- Work effectively as a team member and a team facilitator by analyzing and recognizing individual team members' creative and innovative strengths.
- Analyze, synthesize and evaluate solutions to assess the validity and usefulness of a solution and choose the most appropriate one.

- Listen and speak actively and effectively by pitching, clarifying and supporting one's vision (solution, ideas, innovation) and communicating it to others.
- Collect and organize research data, using credible sources to write a convincing/persuasive document analyzing conditions and environments conducive to creativity and innovation.

### Required Courses

BSICSKL 70 - Innovation: Igniting Creativity at Work (54 hours)

BSICSKL 76 - Successful Creativity and Innovation in the Workplace (54 hours)

---

# CERTIFICATES FOR ENGLISH LANGUAGE LEARNERS

## College Readiness for the English Language Learner Certificate of Competency (CY)

(63-99 hours)

English Language Learners will benefit from completing this certificate as it will set them up for success by helping to clarify their education and career goals, ensuring they have the necessary computer skills for college, and teaching them how to navigate the college system to successfully complete their goals.

### Program Learning Outcomes

- Effectively navigate and utilize college website, email system, student portal, and student services.
- Effectively use the computer for college purposes.
- Effectively document your educational goals and develop and utilize an action plan to successfully undertake or progress in an academic or career program.

### Required Courses

BSICSKL 075CE – Introduction to Post-Secondary Education (9 hours)

BSICSKL 005CE – Academic Guidance (18 hours)

VOC ED 289CE – Computer Basics for the English Language Learner (18-54 hours)

AND

BSICSKL 027CE – Foundations: Study Skills (18 hours) core option 1

OR

BSICSKL 073CE – Industry Overview and Career Opportunities (18 hours) core option 2

## The Foundation of English Skills Certificate of Competency (CY)

(162 hours)

This certificate program prepares English language learners to achieve intermediate level English competencies incorporating 21st century communication skills to apply toward college and career goals.

### Program Learning Outcomes

- Demonstrate the foundations of using English skills to communicate
- Acquire foundational English skills in speaking, listening, reading, and writing.
- Demonstrate the proper use of foundational and frequently used English words and phrases.
- Use proper tenses and grammar when speaking and writing

### Required Courses

ESLNC 61 – English as a Second Language 1 (54 hours)

ESLNC 62 – English as a Second Language 2 (54 hours)

ESLNC 63 – English as a Second Language 3 (54 hours)

## NONCREDIT COURSE DESCRIPTIONS

### ACADEMIC PREPARATION - NONCREDIT (ACADPR)

#### ACADPR 015CE Data Analysis (12-36 HOURS) NDA

This course provides extra support for students concurrently enrolled in Math 227. It includes basic information about how data is organized, visually presented, and numerically summarized and how to solve problems using this information. It also reviews such topics as linear functions and matrices in the context of Statistics, as needed.

#### ACADPR 016CE Algebra (12-54 HOURS) NDA

This course provides extra support for students concurrently enrolled in Math 241, Math 245 and other transfer-level Math classes. It reviews the fundamentals of algebra as needed for success in the transfer-level class. Topics include the real numbers, rational exponents, polynomials, algebraic expressions, equations and inequalities (including linear, absolute value, quadratic, rational, radical), systems of equations, functions and graphs, modeling and applications

#### ACADPR 017CE Geometry (12-36 HOURS) NDA

This course provides extra support for students enrolled in Math 241 (Trigonometry) and other transfer-level courses. It reviews the fundamentals of geometry in two and three dimensions, including angles and angle measurement, circles, right triangles and the Pythagorean Theorem, congruence and similarity, and geometry in the Cartesian coordinate plane. Other topics will be discussed as they arise in the context of the transfer-level class.

#### ACADPR 018CE Preparatory Math (12-72 HOURS) NDA

This course provides extra support for students enrolled in Math 215, Math 230, Math 245 or other transfer level mathematics courses. It covers foundational topics in mathematics, including set theory and logic, algebraic and geometric systems, mathematical modeling and word problems, and other topics that students need to review to succeed in their transfer-level math class.

### BASIC SKILLS - NONCREDIT (BSICSKL)

#### BSICSKL 002CE Basic English Skills (18-54 hours) NDA

This course is designed to develop and advance a student's academic reading, writing, and critical thinking skills for success in post-secondary academic coursework. In this

course, students will plan, draft, write, and revise compositions of increased complexity and sophistication.

#### BSICSKL 005CE Academic Guidance (18 HOURS) NDA

Student success begins with the understanding of one's current basic skill levels, post-secondary education opportunities, educational and career goals and requirements, and developing a strategy for gaining the necessary knowledge and skills to transition into and complete college credit courses with good grades. Students will research and document their education and career goals and requirements, develop an action plan to achieve them in a specific time frame, and learn to self-evaluate and reevaluate their progress in implementing their action plan and achieving their goals.

#### BSICSKL 009CE Introduction to Library Materials and Searches (9-27 hours) NDA

This course introduces how to use the wide range of resources in the public and research libraries, such as traditional books, talking books, online books, magazines, audio-visual materials and online databases.

#### BSICSKL 011CE Learning Math through Games I (48 hours) NDA

Paper and pencil games, discussions, computer-based games, and a game-design project help build math confidence through fun, learning activities. Game-based, contextualized instruction involves learning by seeing, listening, talking, moving around and touching objects. The course focus is on addition, subtraction, multiplication, division and converting fractions into decimals.

#### BSICSKL 023CE College and Scholastic Assessment Preparation (72 hours) NDA

This course is designed to review test-taking, math, reading and writing skills to prepare students for the college assessment test as well as orient students in note-taking, study, and organizational skills required for college success.

#### BSICSKL 027CE Foundations: Study Skills (18 HOURS) NDA

This course will help students identify their preferred learning styles in various contexts and recognize their strengths and weaknesses to increase successful habits for effective studying, memorizing, and retaining information. Important factors to succeeding in college such as prioritizing and organizing tasks, managing time, basic research skills, identifying resources and relationships to improve success chances, and visual learning techniques such as diagramming are covered. Students are introduced to the Habits of Mind and Growth Mindset to help them develop the attitude and habits needed for success.

#### BSICSKL 034CE High School Equivalency Test Preparation (117 HOURS) NDA

This course is designed to review test-taking, math, reading, writing, science and social studies skills to prepare students to pass a California approved High School equivalency test.



# Noncredit Programs and Courses

---

## **BSICSKL 044CE Reading and Writing for College and Career Readiness (45 HOURS) NDA**

Contextualized reading and writing course to prepare students for transition to apprenticeships, college, and career.

Skimming and scanning, annotation, reading for main idea, reading strategies, sentence structure, summarizing versus responding, paragraph structure, paragraph types, reading charts and graphs, and vocabulary.

## **BSICSKL 056CE Arithmetic Review I (18-45 HOURS) NDA**

The first course in a two-course sequence designed to review basic arithmetic operations. It is designed to give students an understanding of and a competency in the basic operations of elementary arithmetic. To attain this mastery, students must have the genuine desire to remove arithmetic deficiencies.

Topics include operations with whole numbers, common and decimal fractions, percentages, the study of the metric system and simplified calculations.

## **BSICSKL 057CE Arithmetic Review II (18-45 HOURS) NDA**

The second course in a two-course sequence designed to review basic arithmetic including fractions, mixed numbers, and percentages.

## **BSICSKL 058CE Pre-Algebra Review I (18-45 HOURS) NDA**

The first course in a two-course sequence designed to bridge the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including signed numbers, variables, exponents, mathematical sentences and linear equations.

## **BSICSKL 059CE Pre-Algebra-Review II (18-45 HOURS) NDA**

The second course in a two-course sequence designed to bridge the gap between arithmetic and algebra. It reviews arithmetic and introduces concepts of algebra including signed numbers, variables, exponents, mathematical sentences and linear equations.

## **BSICSKL 070CE Innovation: Igniting Creativity at Work (54 HOURS) NDA**

This course provides a foundation and framework for innovation in the discipline of creativity. Emphasis is placed on understanding what constitutes creativity and innovation, the evolution of creativity and innovation and their influence, and the importance of innovation and new ideas in today's organizational environments.

## **BSICSKL 072CE The Creative Edge: Outstanding Leadership (54 HOURS) NDA**

In this course, students learn and master the Creative Problem-Solving process as leaders. Students will apply and facilitate the process in a variety of leadership settings.

## **BSICSKL 073CE Industry Overview and Career Opportunities (18 HOURS) NDA**

This course provides students with the basic information about the targeted industry and sectors they are focused on for their

career; including essential facts, key institutions, history, career pathways and trends. This course provides students with the basic research and networking skills to become well-informed job seekers so they can effectively prepare for their career and become employed.

## **BSICSKL 075CE Introduction to Post-Secondary Education (9 HOURS) NDA**

This course introduces students to the opportunities and benefits of post-secondary education. This course provides students with essential information and strategies and tools that will help overcome real and perceived obstacles and successfully navigate their transition to college.

## **BSICSKL 076CE Successful Innovation and Creativity in the Workplace (54 HOURS) NDA**

This course examines how ideas and innovations are implemented in our organizations. We will explore why some organizations are successful at innovation and why others fail. Students will analyze how creativity and innovation can be used as a tool for business leadership and the workplace.

## **BSICSKL 077CE Fundamentals for Workplace Success I (36 HOURS) NDA**

This course prepares students to successfully collaborate and work effectively with their classmates and colleagues in diverse settings by strengthening their employability and interpersonal and leadership skills. Students will gain insights about themselves and learn new tools and strategies that optimize their strengths and help them increase their effectiveness and efficiency at school and in the workplace.

## **BSICSKL 078CE Fundamentals for Workplace Success II (36 HOURS) NDA**

This course gives students the opportunity to develop their listening, communication and leadership skills, appropriate for the workplace in a supportive and interactive environment. Students will be introduced to skills that can help them become active, purposeful listeners and more effective communicators and leaders for career

## **BSICSKL 079CE Creativity, Innovation, and Leadership (54 HOURS) NDA**

This course examines the relationship between creativity, innovation and leadership. Participants analyze their own leadership style and how to lead others through change.

## **BSICSKL 093CE Biology Fundamentals Review (54 HOURS) NDA**

This class will serve as a bridge class for success in the credit biology courses such as Biology 3 (3A, 3B), microbiology, anatomy and physiology and applied biotechnology. Students will practice basic science concepts and terminology that are necessary to develop readiness for either passing a high school equivalency test, preparing for coursework in the health professions, or for transitioning to a 4-year college.

# Noncredit Programs and Courses

## **BSICSKL 094CE Chemistry Fundamentals Review (54 HOURS) NDA**

This class will serve as a bridge for success in credit chemistry courses such as Chemistry 50 and Chemistry 60. Students will learn and practice basic mathematics and science concepts that are necessary to insure their readiness for successful completion of coursework for health professions and for transitioning to a four-year college.

## **BSICSKL 101CE Introduction to Workforce Opportunities (9-18 HOURS) NDA**

This course emphasizes independence and employability for students with disabilities. It introduces students to introductory job-readiness skills by first researching campus resources, interviewing campus faculty and staff and exploring a wide range of occupations through experts on campus.

## **BSICSKL 102CE Workforce Opportunities I (18-36 HOURS) NDA**

This course emphasizes independence and employability for students with disabilities by developing student awareness about the world of work and workplace culture through job preparation research and activities. Students will incorporate a career inventory self-assessment as well as a value, personality and/or skills assessments to apply toward career decision-making, customizing entry level labor market research, understanding workplace structure and exploring employment opportunities.

## **BSICSKL 103CE Workforce Opportunities II (18-36 HOURS) NDA**

This course emphasizes independence and employability for students with disabilities by exploring workplace dynamics and developing soft skills. This course is designed to set students up for success and to provide them a competitive edge on the job. Students will be exposed to workplace culture, structure and expectations and participate in job shadowing, informational interviewing and employers' insights through panel presentations. Students will develop a career portfolio.

---

## **ENGLISH AS A SECOND LANGUAGE – NONCREDIT**

(ESL NC)

### **ESL NC 006CE English as a Second Language – 0 (216 hours) NDA**

This is an integrated skills beginning low noncredit ESL course that emphasizes listening, speaking, reading, writing, and introduction to computer literacy. The focus is on comprehending and engaging in simple conversations related to familiar contexts such as health, employment, school, family, and community resources. Students are introduced to reading basic sentences and descriptive passages with images using simple grammatical structures to write simple sentences relating to a given familiar topic.

### **ESL NC 007CE English as a Second Language – I (216 hours) NDA**

This is a beginning/beginning high level integrated skills noncredit ESL course that emphasizes listening/speaking and reading and writing. The focus is understanding and applying basic written communication and conversation skills about routine social and workplace situations. Students will read simple passages, learn English grammar foundations and generate basic sentences about personal experiences relating to topics, including but not limited to, housing, food, health, transportation and employment. Basic computer literacy will be emphasized throughout the course.

### **ESL NC 008CE English as a Second Language – II (216 hours) NDA**

This is an integrated skills beginning high / intermediate low noncredit ESL course that emphasizes listening, speaking, reading, writing skills and basic computer literacy. The focus is on comprehending and engaging in extended conversations related to familiar contexts such as health, employment, and community resources. Students read simple adapted narrative and descriptive passages and use basic grammatical structures to write sentences relating to a given topic.

### **ESL NC 009CE English as a Second Language – III (216 hours) NDA**

This is an integrated skills intermediate low / intermediate noncredit ESL course that emphasizes listening, speaking, reading, writing, and more developed computer literacy.

### **ESL NC 015CE English as a Second Language – IV (216 hours)**

This is an integrated skills intermediate /intermediate high noncredit ESL course that emphasizes listening, speaking, reading, writing skills and more advanced computer skills and internet navigation knowledge. This class focuses on understanding increasingly extended conversations, discussions or lectures, and speaking about familiar and new topics. Students read authentic material and identify the main idea and make simple inferences. They focus on developing basic paragraph skills including organization, sentence structure, and the writing process.

### **ESL NC 018CE English as a Second Language V (36-108 hours) NDA**

This is a high-intermediate course in academic English for multilingual students. It emphasizes the development of academic writing, reading, and grammar. Course work emphasizes intensive reading and includes paragraph, short essay, and summary writing.

# Noncredit Programs and Courses

---

## **ESL NC 019CE English as a Second Language VI (36-108 hours) NDA**

This is an advanced course in academic English for multilingual students. It emphasizes the continuing development of academic writing, reading, and grammar. Course work emphasizes intensive, collaborative reading and includes essay writing, summary writing and academic vocabulary development. Students learn written composition, grammar, and critical reading skills to advance them in their college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be introduced to appropriate citation and basic bibliographic conventions in their writing. Advanced grammar skills and mechanics are emphasized.

## **ESL NC 061CE English as A Second Language I (54 hours) NDA**

This multi-skilled competency-based ESL course teaches beginning English speaking, listening, reading and writing skilled to non-native speakers of English. The focus of instruction is on the speaking and understanding necessary to satisfy routine social demands and limited work requirements. Students learn to comprehend frequently used words in context, use learned phrases and sentences to communicate needs, understand basic grammar structures, and read simplified material.

## **ESL NC 062CE English as A Second Language II (54 hours) NDA**

This multi-skilled competency-based ESL course teaches intermediate English speaking, listening, comprehension, reading, writing and grammar to non-native speakers of English. This course develops communicative competence in listening, speaking, reading, and writing skills in English. To develop these skills, a sequence of grammatical structures is integrated in the context of everyday situations.

## **ESL NC 063CE English as A Second Language III (54 hours) NDA**

This multi-skilled competency-based ESL course designed to develop communicative competence in listening, speaking, reading, writing, and grammar for the immediate needs of adult non-native English learners at the advanced level.

---

## **TUTORING**

**(TUTOR)**

### **TUTOR 001T Supervised Tutoring (360 hours) NDA**

This course is intended to help students achieve course objectives in the course for which tutoring is recommended. It also helps students to improve learning and study skills through tutoring outside of class time. Students who utilize general tutorial services, PC Labs, the Library's Internet Lab, and audio-visual services are automatically enrolled in Supervised Learning Assistance. There is no cost associated

with the use of tutoring services, the audio-visual services or the Internet Lab.

---

## **VOCATIONAL EDUCATION - NONCREDIT**

**(VOC ED)**

### **VOC ED 033CE Introduction to Career Pathways in Law Enforcement (18 HOURS) NDA**

This course introduces students to the different career pathways in the law enforcement fields at the federal, state and local levels. Students will learn about application, entrance, and training requirements as well as promotional opportunities. Active professionals from diverse law enforcement agencies will serve as guest speakers and informational interviewees in this course.

### **VOC ED 050CE The Art and Practice of Community-based Policing (36 hours) NDA**

This course introduces students to current police and law enforcement programs, policies and issues related to community-based policing. Topics include: community-based policing strategies and initiatives, use of technology, countering terrorism, police misconduct, racial profiling, use of force, and dealing with special populations (mental illness, deaf, substance abuse, non-English speakers, runaways, homeless, child sex traffic victims, etc.).

### **VOC ED 060CE Custodial Technician Training (63 hours) NDA**

This course will provide students with the knowledge and hands-on training needed to apply for entry-level building maintenance service positions in the public and private sectors. Students will learn and practice basic safety protocols, the use of common custodial tools, and specific cleaning processes for different types of building areas.

### **VOC ED 096CE Blueprint for Workplace Success (36 hours) NDA**

This accelerated noncredit course is designed to provide students with the necessary tools and skills to assist them in the creation of a workplace blueprint. Some of the topics include self-discovery, time management, job market realities, workplace skills, effective communication, how to contact employers, preparing for the interview, getting hired, and keeping your job.

### **VOC ED 097CE Blueprint for Customer Service (18 hours) NDA**

This short-term vocational education course is designed to provide new and incumbent workers the customer service skills required to increase their employability and get to know their customer or client. Topics covered include knowing what customers want, listening to customers and over-the-phone customer service.

# Noncredit Programs and Courses

## **VOC ED 098CE 30 Ways to Shine as a New Employee (12 hours) NDA**

This course is designed to provide new and incumbent workers '30 Ways to Shine as a New Employee' and increase their level of effectiveness with workplace customer service and colleague relations. The topics will include achieving workplace goals, understanding workplace culture, being a team player, utilizing a positive attitude, and formulating a balance between home and work.

## **VOC ED 123CE Facilities Project Management (27-36 HOURS) NDA**

This course will identify all phases of project management for facilities. Students will learn the tools for completing facility projects on time and within budget. Specific topics will include project life cycles, setting objectives, identifying activities and resources, work breakdown structures, work-flow, network analysis, contingency planning, scheduling, budgeting, work in progress and reporting. Special emphasis will be placed on Microsoft Project.

## **VOC ED 124CE Essential Facilities Management (27-36) NDA**

The Essentials of Facility Management provides an overview of information that is vital to running an efficient facility. This course provides a comprehensive understanding of how to design and manage facilities, from concept to installation, to long-term efficient use, maintaining cost-effectiveness and operations at peak performance levels. Students will be introduced to key concepts of facility management that range from the role they play in the organization to the skill sets and competencies required to effectively perform their work.

## **VOC ED 222CE Conservation Education (18-40 HOURS) NDA**

This course is designed to provide students with the necessary knowledge in local ecology, conservation and restoration needed for internships and entry level jobs in a variety of professional state and non-profit conservation and public education organizations, through lecture and hands-on fieldwork training.

## **VOC ED 223CE Conservation Student Learning (18-40 HOURS) NDA**

This course is designed to complement and add depth to the Conservation Education course, providing students with hands-on field experience and exposure to professionals in the fields of conservation biology, habitat restoration, and environmental education. It prepares students for internships and entry-level jobs in a variety of professional state and non-profit conservation and public education organizations.

## **VOC ED 281CE Exploring Computer Science Information Technology Careers (18 hours) NDA**

This course introduces students to the different types of careers and jobs available to computer professionals. Students will meet different professionals, identify key

employers, and review educational and skill requirements for the different careers.

## **VOC ED 288CE Computer Skills for Workplace (54 HOURS) NDA**

This course is designed to provide students with the necessary computer skills needed in a variety of professional work environments through lecture and hands-on computer lab training. Students will learn how to effectively use the Internet and proper email standards and etiquette. Students will learn the fundamentals for word processing, worksheets and workbooks, and PowerPoint software.

## **VOC ED 289CE Computer Basics for the English Language Learner (18-54 HOURS) NDA**

This course is designed to provide students with basic computer literacy in order to meet college and/or career goals. This course will include lecture and hands-on computer lab training. Students will learn basic computer vocabulary, simple navigation on the computer is the desktop, and develop the skills to create a basic word document, conduct an internet search, send and receive emails, and complete a variety of forms and applications online.

## **VOC ED 290CE Computer Literacy for College (18 hours) NDA**

This course combines lecture, demonstrations, and hands-on practice to provide students with the knowledge and skills necessary to correctly operate and use basic computer hardware, software, operating systems and file management for college entry-level computer science courses. Students will learn how to effectively use the Internet and protect their personal information and identity online. Students will learn the basics for digital and social media tools as well as word processing, spreadsheets, and PowerPoint software.

## **VOC ED 292CE Robotics I Lab (18 hours) NDA**

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills necessary to design, program, and fabricate a working robot.

## **VOC ED 294CE Introduction to Social Media-Word Press Blogs (18 hours) NDA**

This course combines demonstrations and hands-on practice to provide students with the basic knowledge and skills needed to create a website using WordPress and install, configure and use social media tools and plug-ins for their website and blog.

## **VOC ED 296CE CISCO, VMWARE, and Network Security Training Careers (36 hours) NDA**

This course will introduce students to the applied skills required for most computer support specialist positions. Students will be introduced to the training resources for CISCO, VMware, and network security certification and practice their skills in the NetLAB environment.

# Noncredit Programs and Courses

---

## **VOC ED 320CE Exploring Health Care Careers (18 hours) NDA**

This course introduces students to an overview of health care careers in the U.S. health care system. Students will gain skills to reach health care career information, including work description, work environment, employment opportunities, educational requirements and earning by using online resources.

## **VOC ED 400CE Introduction to Medical Terminology (18 hours) NDA**

This course will enable students to obtain basic medical vocabulary and abbreviations used in health care professions. Upon completion of the course, students will be prepared for entry-level positions in the healthcare field.

## **VOC ED 401CE Medical Documentation and Charting (18 hours) NDA**

This course will enable students to obtain basic medical documentation techniques and charting methods used in the health care professions. Upon completion of this course, students will be able to document SOAP notes in medical records according to standard guidelines.

## **VOC ED 402CE Communication Skills for Health Care Professions (18 hours) NDA**

This course will enable students to obtain basic oral and written communication skills for the health care settings. The focus will be on the use and disclosures of identifiable health information that are permitted by the HIPAA Privacy Regulation, composing case notes, reading, and writing medical documents. Upon completion of this course, students will be prepared for entry-level positions in the health care field.

## **VOC ED 403CE Law and Ethics Health Professions (18 hours) NDA**

This course will introduce students to medical office laws and ethics. Upon completion of this course, students will be prepared for compliance issues and proper ethical behavior in the any healthcare setting.

## **VOC ED 404CE Student Success in Health Occupations (18 hours) NDA**

This course will introduce the student to essential skills needed to succeed in rigorous health occupations course by learning to cope with the challenges of time management, discovering personal learning styles, identifying available resources, and making the most of their studying and test preparation.

## **VOC ED 405CE Professionalism in Health Occupations (18 hours) NDA**

This course will provide students with an overview of the importance of professionalism in the classroom and the workplace. Covering essential topics such as professional appearance, communication skills, customer service, cultural diversity and job search skills.

## **VOC ED 406CE Visual Spatial Perception and Psychomotor Skills Training (18 hours) NDA**

This course introduces students to techniques used to develop visual perception and psychomotor skills which are often required to become a physician, dentist, nurse, or other health care professional. Laboratory exercises will provide students the opportunity to experience and assess their psychomotor and spatial skills.

## **VOC ED 407CE Preparation to the WLAC Dental Hygiene Program (18 hours) NDA**

This course will prepare the students who have been successfully accepted into the West Los Angeles College Dental Hygiene Program for the current academic year. Students will gain the information regarding program policies, college student support services, professionalism, HIPPA, clinical kit organization, library research skills, and clinic policies.

## **VOC ED 408CE In-Home Supportive Services Provider (IHSS) (90 hours) NDA**

This course is designed to provide students with the knowledge and necessary information required to apply skills, learned in the classroom and in the laboratory, within actual in-home nursing circumstances. Upon completion of the course students will be a full functioning In-Home Supportive Services Provider (IHSS).

## **VOC ED 409CE Pre-Nursing Career Pathways (18 hours) NDA**

This course will prepare students for an entry-level in healthcare careers. Students will learn the career pathways for healthcare careers in Certified Nurse Assistant, In-Home Health Support Services, Home Health Aide, Geriatric Care Technician, Licensed Vocational Nurse, Nurse Practitioner, and Registered Nurse. Students will gain information on California State licensure, job outlook, personnel requirements and program curriculum.

## **VOC ED 410CE Vocational English as a Second Language A (54 hours) NDA**

This course is designed for Limited English Proficiency (LEP) students who need help in developing their basic language and content skills related to the world of work. This first course is short-term and will focus on speaking, listening, reading, writing, arithmetic. Additionally, the course will introduce students to the world of work and the language used in the workforce.

## **VOC ED 413CE Legal Terminology –Civil & Criminal Procedure (20 hours) NDA**

This course will expose students to basic legal terminology, abbreviations, definitions and commonly used Latin terms for civil and criminal procedure. Upon completion of this course, students will be prepared for entry-level positions in the legal profession.

## Noncredit Programs and Courses

---

### **VOC ED 415CE Effective Business Terminology (18 hours) NDA**

This course will expose students to basic business terminology, abbreviations, and acronyms used in business organizations. Upon completion of this course, students will be prepared for use of business terminology in entry-level positions.

### **VOC ED 416CE Introduction to Business Careers (18 hours) NDA**

This course will cover the varied business landscapes for new workforce hires. Students will gain skills to research career information including work description, work environment, employment opportunities, educational requirements, and potential earnings by using online resources.

### **VOC ED 417 CE Effective Business Communication (18 hours) NDA**

This course will cover the various ways that information travels in business organizations. Students will gain skills that will allow them to examine the communicative process through which people are assimilated into organizational cultures.

### **VOC ED 418CE Effective Business Correspondence (18 hours) NDA**

This course will guide students on conceptualizing, creating and sending effective business correspondence in oral and written form.

### **VOC ED 419CE Business Communication for Interviewing (18 hours) NDA**

This course will cover the styles and techniques that will be encountered in business interview scenarios. Students will learn goals of the interviewer and skills for handling questions.

### **VOC ED 420CE Introduction to Starting a New Business (18 hours) NDA**

This course will guide students on conceptualizing, creating and forming a new business with the development of a business plan.