

NONCREDIT COURSES

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

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

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

BASIC SKILLS (CEBS)

- 0001 SUPERVISED TUTORING 0 UNITS**
1 - 72 hours laboratory
As recommended by their instructors and course specific, students will register and engage in educational assistance with tutorial services.
- 0002 ACADEMIC & FINANCIAL AID PLANNING 0 UNITS**
To increase the retention of low-income and/or income eligible federal/state financial aid recipients and assist students in meeting educational goals.
- 0027 MATH BASICS SERIES 0 UNITS**
These short courses teach students novel ways to learn, retain, and use math. Topics vary but may include basic elements of arithmetic, geometry, or algebra.
- 0029 BASIC SKILLS FOR ACT/SAT 0 UNITS**
A course to help students prepare for SAT and ACT standardized tests.
- 0039 CUYAMACA COLLEGE AT A GLANCE 0 UNITS**
This course is designed to help a potential and new student succeed at Cuyamaca College.

ENGLISH AS A SECOND LANGUAGE (CESL)

- 0008 SPELLING FOR NON-NATIVE ENGLISH SPEAKERS 0 UNITS**
Emphasis on studying and learning strategies why words are spelled the way they are in the English language.
- 0010 ENGLISH AS A SECOND LANGUAGE 0 UNITS**
This is a beginning to intermediate level course in basic English; emphasizing oral communication. Participants with higher level skills in English will receive instruction to improve ability in reading and writing.
- 0012 ESL/CITIZENSHIP 0 UNITS**
Focuses on the development of communicative English skills and knowledge of American History and Government required for passing the test to become a citizen of the United States.
- 0046 ESL: COLLEGE READINESS 0 UNITS**
This first course in English as a second language (ESL) will help students prepare to enter the college ESL program. Students will learn Basic English grammar and writing skills as well as an introduction to the college campus with a review of college expectations and services.
- 0047 BILINGUAL ESL WORKSKILLS: BEGINNING 0 UNITS**
English for the workplace is designed for students whose first language is one other than English. This course supplements language skills taught in Beginning ESL and focuses on using English in business situations.
- 0048 BILINGUAL ESL WORKSKILLS: INTERMEDIATE 0 UNITS**
This is the second course in the study of English for the workplace for students whose first language is other than English. This course supplements language skills taught in Intermediate ESL and develops business English skills taught in Beginning ESL.
- 0049 BILINGUAL WORKSKILLS: ADVANCED 0 UNITS**
This course supplements language skills taught in Advance ESL and aids in developing business English skills.
- 0050 BILINGUAL ACADEMIC SUCCESS: BEGINNING 0 UNITS**
A beginning course of English listening and speaking skills designed for students whose first language is other than English. The course is designed to improve listening comprehension as well as to increase fluency and accuracy in spoken English in both academic and vocational environments.
- 0053 ESL: MULTI-LEVEL 0 UNITS**
This course develops and adds to the basic skills taught in Beginning, Intermediate and Advance ESL.
- 0054 ESL: TOEFL 0 UNITS**
This course will help prepare students for the Test of English as a Foreign Language (TOEFL). The TOEFL is taken by students whose first language is not English.

0056 ESL: SPECIAL POPULATIONS 0 UNITS

This course on English reading, writing and grammar is designed for students whose first language is not English, whom have special needs. This course develops and adds to the basic skills taught in ESL.

0057 ESL: INTERMEDIATE 0 UNITS

The second core course on English reading, writing and grammar is designed for students whose first language is not English. This course further develops and adds to the basic skills taught in Beginning ESL.

0058 ESL: ADVANCED 0 UNITS

The third core course on English reading, writing and grammar is designed for students whose first language is not English. This course further develops and adds to the basic skills taught in Beginning and Intermediate ESL.

HEALTH AND SAFETY (CEHS)

0001 EXERCISE FOR OPTIMUM HEALTH 0 UNITS

Course is designed to assist students in the development of a lifelong commitment to fitness and wellness with study of current health issues regarding nutrition, personal health decisions, improving physical well-being and self-awareness.

0002 PHYSICAL FITNESS: HATHA YOGA 0 UNITS

An introductory yoga course which combines static and dynamic posture and integrates this with physical exercise and mental discipline to achieve greater flexibility and strength, and for the reduction of stress to improve mental and physical health.

0003 PHYSICAL FITNESS FOR OPTIMUM HEALTH 0 UNITS

Explore and participate in exercises designed to increase movement and physical strength using the basic mechanics of endurance and flexibility.

0004 HEALTH IN THE HOME 0 UNITS

This introductory course is designed for students to learn about stress theory and physiology, and how social, gender, and ethnic backgrounds influence health.

0005 TOTAL HEALTH FOR THE TOTAL PERSON 0 UNITS

This course exposes the student to the concepts of total personal health. Specific topics emphasizing the whole person regarding wellness, physical, emotional, intellectual, spiritual and social health will be discussed.

0008 ADULT/PEDIATRIC CPR COURSE 0 UNITS

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

0009 ADULT/PEDIATRIC CPR RENEWAL COURSE 0 UNITS

This is a renewal course for individuals who possess a current CPR card; or a card not expired more than 30 days. Course will review adult/child/infant CPR, obstructed airway, blood borne pathogens and universal precautions. Course includes a completion card valid for two years.

0010 FIRST AID COURSE 0 UNITS

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

0011 FIRST AID RENEWAL COURSE 0 UNITS

This is a renewal course for individuals who possess a current First Aid card; or a card not expired more than 30 days. Course reviews injury and illness assessment, signs and symptoms, and treatment for the following: allergic reaction, amputations, bleeding, cuts, burns, cold and heat emergencies, diabetes, drowning, fractures, head injuries, heart attack, poisoning, shock, seizures, stings, bites, stroke, ticks, and more. Course includes a completion card valid for two years.

0012 LIFELONG FITNESS 0 UNITS

This physical fitness exercise class is designed to develop and encourage positive attitudes and habits with regard to cardiovascular efficiency, body composition, muscular strength and endurance, and flexibility. Each student will be assessed in the areas of body composition, cardiovascular efficiency, muscular strength and endurance, and flexibility. Fitness activity will primarily utilize exercise equipment organized into an aerobic super circuit with additional activity prescribed in an aerobics machine area, body parts weight training area and flexibility area.

0014 ADULT PHYSICAL FITNESS 0 UNITS

This course is designed to strengthen adults through improved posture, coordination and conditioning with emphasis on flexibility and toning as an on-going therapeutic approach.

0016 BASIC LIFE SUPPORT: CARDIOPULMONARY 0 UNITS

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

0018 PACE (PEOPLE WITH ARTHRITIS CAN EXERCISE) 0 UNITS

PACE is a community-based, non-clinical program that involves group participation. It includes activities designed to improve certain physical parameters, such as endurance and joint motion the group experience also encourages peer interaction and socialization.

0024 T'AI CHI, BEGINNERS 0 UNITS

This ancient Chinese exercise form consists of a series of classical martial arts postures which gracefully flow together in slow motion. It emphasizes mental tranquility, inner awareness, and relaxation while learning and practicing and is beneficial for health and wellness.

0026 T'AI CHI, INTERMEDIATE 0 UNITS

This ancient Chinese exercise form consists of a series of classical martial arts postures which gracefully flow together in slow motion. It emphasizes mental tranquility, inner awareness, and relaxation while learning and practicing and is beneficial for health and wellness.

0028 HEARTSAVER A.E.D. TRAINING 0 UNITS

Course will provide students with the basic skills and knowledge needed to recognize a victim in need of the Automated External Defibrillation (AED) device. Students will also learn how to properly use the AED device. After successful completion of a written exam, student will receive an Adult CPR/HeartSaver AED card valid for two years.

HOME ECONOMICS (CEHE)

0002 BUDGET AND ENERGY - HOME MANAGEMENT 0 UNITS

The Budget and Home Energy Management pilot program is a direct result of SDG&E recommendations as a "one-time option" for customers who are required to pay a meter deposit to establish or re-establish credit. Part I will offer introductory information on how to read an energy bill and meter; manage energy, and introduce other company services. Part II will review available community services, budget and money management tips. One person in a household must complete "both sessions" in order to receive a certificate of completion.

0007 ATTAINING OPTIMUM HEALTH IN THE 21ST CENTURY 0 UNITS

Learn how to maintain a health promotion program. This course will cover nutrition, body image, eating disorders, stress management, exercise, addictions and health risks.

0019 HERBOLOGY 0 UNITS

This course covers the safe use of herbs and herbal products for minor health conditions. The course emphasizes herbs readily available, easy and safe to use.

0025 HOW TO MAKE FENG SHUI WORK FOR YOU 0 UNITS

This is an introductory course in the practice of Feng Shui; an ancient Chinese art which teaches you to create a harmonious environment through arrangement of living and working spaces. Students will learn to apply basic Feng Shui principles to the home or office to enhance health, relationships, and success.

0030 THE ART OF AFTERNOON TEA 0 UNITS

The course is designed to help students learn the essentials of serving tea, and covers setting and serving etiquette, preparing the tea table, recipes, and traditions.

0040 FAMILY, FINANCE AND MONEY MANAGEMENT 0 UNITS

Course prepares students to understand the values, needs, wants, goals, and resources that enable them to make wise decisions that contribute to a family's stability and improve the quality of life. Financial resource management, including consumer rights and responsibilities will also be discussed.

0042 CREATIVE VEGETARIANISM 0 UNITS

The course discusses and identifies individuals who follow a plant-based diets and how to eat healthy. Subjects include: common definitions that qualify vegetarian dietary habits, and how they are interpreted; health benefits, nutritionally balanced recipes, selecting meals on restaurant menus, etc.

0044 A FINANCIAL WORKSHOP DIRECTED TOWARD WOMEN 0 UNITS

Class is open to all students; especially women, and will discuss achieving true financial independence. The course will help you learn to set financial goals and use strategies that will help you meet your goals. You will learn that independence is gained as much more to do with taking control of the finances you have.

0045 INS AND OUTS OF SERVICING A VEHICLE 0 UNITS

This course is designed to prepare students to successfully identify the need for preventative maintenance and fluid replacement service. Topics will also cover engine service, drive line function, electrical system diagnosis and repair, as well a general safety practices defined for wheels, tires, brakes, and suspension service.

OLDER ADULTS (CEOA)

0004 CONTEMPORARY LIVING 0 UNITS

1 - 48 hours lecture

This course provides strategies for achieving physical, emotional and mental health. Social and behavioral issues influencing society will be discussed and students will participate on their own level to increase their cognitive and interpersonal communications.

0006 MUSIC THERAPY FOR OLDER ADULTS 0 UNITS

1 - 3 hours lecture, 1 - 48 hours laboratory

This course is designed to stimulate and sustain auditory perception, discrimination, and manual dexterity for older adults. Students will learn about music, new and old, by listening, singing, playing and creating music with others.

0008 55 ALIVE/MATURE DRIVING 0 UNITS

The objective of the 55 Alive Driver Safety Program is to help older adults protect their driving privileges. Students will learn the naturally occurring, age-related changes which affect driving, as well as specific methods to compensate for these changes.

0010 LONG TERM CARE 0 UNITS

This introductory course explains how to care for someone who can no longer live independently. Learn how to assist in essential everyday activities like eating, dressing, bathing etc., and review options regarding assisted care.

- 0012 HOW TO WRITE THE STORY OF YOUR LIFE 0 UNITS**
This course is designed to familiarize seniors with tools and techniques of autobiographical writing, to encourage self-expression, and to provide opportunities for writing practice as well as for sharing stories with an appreciative audience of fellow writers. Students will use journal writings, handouts, and in-class examples to help develop their own personal stories.
- 0018 PHYSICAL FITNESS FOR OLDER ADULTS 0 UNITS**
1 - 4 hours lecture, 1 - 48 hours laboratory
Course provides an opportunity for aged, sedentary and chronically ill adults to improve muscle tone, increase range of movement, and to stimulate mental and visual acuity through exercise and exercise related activity.
- 0022 HOLLYWOOD THEN & NOW 0 UNITS**
View entertainment in the early days of Tinsel Town through today's Oscar nominations. Review and discuss the public and not-so-private lives of prominent figures from Vaudeville to the Silver Screen and present day comedy, music, drama, horror and mystery. Socialization is emphasized to increase motor and mental skills.
- 0026 T'AI CHI CHU'AN FOR OLDER ADULTS 0 UNITS**
1 - 2 hours lecture, 1 - 48 hours laboratory
The use of the ancient Chinese martial art T'ai Chi Chu'an to integrate mental discipline with physical exercise to develop flexibility, balance, strength and the reduction of stress and tension.
- 0032 THE WRITING WORKSHOP 0 UNITS**
This course emphasizes effective strategies for thinking and writing creatively. Learn about basic correspondence for personal and professional use.
- 0040 NUTRITION NEWS 0 UNITS**
1 - 48 hours lecture
This course will provide students with consumer information and review nutrition theories and practices specifically related to maintaining the health of older adults. Students will learn about planning and preparing economical and well-balanced meals for one or two people. Nutrition will be emphasized to maintain a healthy lifestyle.
- 0042 PHYSICAL FITNESS FOR LIFE AND HEALTH 0 UNITS**
1 - 2 hours lecture, 1 - 48 hours laboratory
This course will include general conditioning exercises, aerobic exercises, and floor exercises used to develop flexibility and strength.
- 0046 PAINTING FOR PLEASURE FOR OLDER ADULTS 0 UNITS**
This course provides instruction in basic principles of art to enhance creativity for older adults. Learn how to use painting tools and how to apply basic principles of art to painting. Through art-making, students will improve emotional, mental and well-being.
- 0048 ART THERAPY FOR OLDER ADULTS 0 UNITS**
1 - 2 hours lecture, 1 - 48 hours laboratory
To encourage the stimulation of mental, physical, and social capabilities through use of arts and crafts; thus enhancing the quality of the students' lives. This course will help improve student's emotional, spiritual, mental, creative and social skills on a therapeutic level.
- 0050 FINANCIAL DECISIONS & SURVIVAL FOR OLDER ADULTS 0 UNITS**
This introduction course focuses on personal empowerment that enables older adults to cope effectively in challenging financial situations. Emphasis is placed on taking personal responsibility for an individual's life and those deviations that affect their long and short range financial planning, health and estate issues, budgeting and taxes.
- 0052 GROWING OLDER, GETTING BETTER 0 UNITS**
Learn to achieve more physical and mental health, enhanced functional independence, and optimal wellness. Better lifestyle habits has helped people stay independent, healthier, and happier for more years than every before.
- 0054 INTERGENERATIONAL DIALOGUE 0 UNITS**
48 hours lecture
This course will examine issues across a lifespan with focus on differences between generations and perceptions held by different ages/generations. Discussions will improve communication skills to maximize understanding and sensitivity to contemporary issues while improving mental growth and fostering self-awareness.
- 0056 SHAKESPEARE FOR FUN FOR OLDER ADULTS 0 UNITS**
This course is to engage students in the literary approach to the plays written by William Shakespeare and others who were influenced by his work.
- 0057 CARING FOR YOUR AGING PARENT 0 UNITS**
This introductory course examines issues surrounding interpersonal relations and caring for an aging parent. Learn about the aging process and the psychosocial impact of care giving.
- 0060 THE CLASSICS FOR FUN 0 UNITS**
This course engages students' thinking and learning as they process, read and discuss various writings.
- 0062 ON THE ANTIQUES TRAIL 0 UNITS**
This course is designed to learn how to value, recognize, and identify various antiques and collectibles.
- 0064 PICTURE FRAMING I 0 UNITS**
This hands-on introductory course will provide the student with the knowledge and skills about framing tools and art concepts to help construct or select a frame that complements the artwork.
- 0066 PICTURE FRAMING II 0 UNITS**
An extension of Picture Framing I, this course continues to explore creative ways to construct or select a frame that complement the artwork.

0068 BASKETRY FROM NATURAL FIBERS 0 UNITS

Create beautiful and unique baskets using locally gathered natural materials. Learn to prepare materials, understand different basket weaving techniques, shape a basket, and dye different materials while improving mental and social skills.

0070 RAG BASKETS 0 UNITS

Learn how to make quick and easy rag baskets from scraps of fabric. Study the techniques for making placemats, rugs and picture frames. In addition students will improve their social skills, mental abilities, memory and creativity.

0072 CANDLEMAKING 0 UNITS

Students will learn how to custom blend multi-colored pillar or tapered candles, and hand-rolling techniques.

0074 A TASTE OF WATERCOLOR 0 UNITS

The course provides beginners with instruction in the use of paints, brushes and other tools. Learn how to apply paint to paper for desired effects, basic calligraphy and other techniques.

0076 BEGINNING PORTRAITURE 0 UNITS

This beginning class will teach students to portray the human head by understanding simple proportions and learning to recognize surface bones of the face (cheek, bones, brow, chin, etc.). Explore colors used in portraits for realistic flesh and backgrounds.

0078 PAINTING A LANDSCAPE 0 UNITS

This class will teach students to create a landscape painting using different art elements such as distance and space; and to use composition to create a painting with an emphasis on color.

0080 PAINTING A SEASCAPE 0 UNITS

Learn to use colors by observing the sun, sky, clouds, and the sea to paint mood and motion.

0084 BOOKS COME ALIVE 0 UNITS

The course provides a forum for students to explore different readings from a dramatic point of view.

0086 NEW YOU BEAUTY MAKEOVER 0 UNITS

Discover the secrets for a glamorous and natural makeup regimen. Learn new anti-aging techniques and color analysis for cosmetic, hairstyle and eyewear selection.

0088 ALL ABOUT TRUSTS 0 UNITS

This course will teach the student how living trusts work. Learn about durable power of attorney and estate planning for financial security.

0092 JOURNEY BACK INTO TIME: WORKIN' ON THE RAILROAD 0 UNITS

Learn the importance of the trainman, railroad safety, and preparation for train travel. This introductory course will provide the history of San Diego railways.

0094 PHOTOGRAPHY 0 UNITS

Learn the foundation of good composition, film selection and proper holding of a camera. On-camera flash filters and tripods will be discussed.

0096 QUILTING: FUN WITH FABRICS 0 UNITS

Learn to plan a sampler quilt with correct fabric selection. Review methods to cut accurately, press correctly, and sew precisely, to create a wonderful heirloom. Students will improve their patterned memories and social skills in a group setting.

0097 FILM FORUM 0 UNITS

This course will cover specific themes in the history of film from the early twentieth century to the present.

PARENTING (CEP)

0004 PARENT AND CHILD: IMPROVING THE RELATIONSHIP 0 UNITS

This course is designed to promote more effective parent-child interaction. The parent-child relationship throughout the life cycle will be emphasized. Compare the differences between negative and positive reaction as well as reward systems.

0010 PARENT PARTICIPATION 0 UNITS

An introduction to the fundamental theories and principles of child development practices with age appropriate parent approaches to build strong family relationships.

0018 BABY ECONOMICS 0 UNITS

This course familiarizes new and expectant families with the challenges of increased budget needs, safety, space, and travel accommodations for a new baby.

0020 THE CONNECTED LEARNING COMMUNITY 0 UNITS

An introductory course for Lemon Grove School District parents to acquaint them with new computer hardware technologies and software programs that will extend classroom instruction into the home 24 hours a day.

0021 FOSTER AND ADOPTIVE PARENT PRE-SERVICE 0 UNITS

This course meets the pre-service training requirements for both foster and adoptive parents in San Diego County as determined by the Health and Human Services Agency.

0025 PARENT EDUCATION 0 UNITS

This course will review the importance of careful family planning and effective parenting. Students will discuss the physical, mental, emotional and social development of children as they go through life from infancy through adolescence. Special emphasis will be placed on stimulating learning environments, different types of play, safety needs, and interaction with others. Topics will also include pregnancy, prenatal care, the birth process; budgeting as a parent, and community resources.

SUBSTANTIAL DISABILITIES (CED)

0003 AQUATIC PHYSICAL FITNESS SPECIAL POPULATIONS 0 UNITS

This is a physical fitness course for special populations. Students will be assessed for their physical performance in a pool. Instructor will work individually to develop a prescribed program appropriate to their special challenge.

0004 SWIMMING FOR SPECIAL POPULATIONS 0 UNITS

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

0005 PHYSICAL EXERCISE FOR SPECIAL POPULATIONS 0 UNITS

This is a physical fitness course for special populations. This course includes instruction and practice in skills and techniques of physical fitness which is appropriate to each student's special challenges.

0007 THEATER & DRAMA THERAPY: SPECIAL POPULATIONS 0 UNITS

Provide special populations with an opportunity to experience theater and drama activities. This experience will stimulate and sustain auditory and visual perception, and mental discrimination of drama performances. Students will learn about theater, new and old, by listening, viewing and reading plays and performances with others.

VOCATIONAL EDUCATION (CEV)

0002 FOOD HANDLER TRAINING COURSE 0 UNITS

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

0004 OSHA 40 HOUR – HAZWOPER 0 UNITS

This class is designed to provide students with hands-on instruction in safety and emergency response to chemical and physical exposures in industrial and field settings. Course satisfies the requirement for generalized employee training under OSHA (1910.120) and State of California Regulation 5192 Title 8.

0006 ENVIRONMENTAL TECHNOLOGIES EXPLORATION 0 UNITS

This course is designed for the student who wants to gain information on the vast array of environmental technology career paths.

0020 BILINGUAL BASIC COMPUTER SKILLS 0 UNITS

In this introductory computer course, students whose primary language is not English, will learn basic keyboarding and word processing skills, explore the internet, and more advanced programs.

0024 OSHA 24-HOUR HAZWOPER TRAINING 0 UNITS

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

0025 ENVIRONMENTAL TECHNOLOGY: INCIDENT COMMAND SYSTEM 0 UNITS

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

0030 OSHA 8-HR REFRESHER FEDERAL & CAL/OSHA STANDARDS 0 UNITS

This 8-hour HAZWOPER Refresher course is designed to maintain the 40-Hour or 24-Hour Certificate required for employees in the public or private sector, large or small businesses, who work with hazardous waste in any phase from management operations to on-site clean up.

0033 MANAGING DYNAMICS 0 UNITS

This course is designed to aid students in developing basic career management skills. Subjects include; setting priorities, time management, effective decision making and increasing productivity.

0040 INVENTORY CONTROL/WAREHOUSE 0 UNITS

A training program for personnel interested in specializing as a clerk in shipping, receiving, or warehouse stockrooms and will provide an overview of all aspects of the industry including practical job seeking skills.

0042 JANITORIAL/CUSTODIAL 0 UNITS

This course is designed for personnel interested in providing property and building maintenance to residential and commercial properties and will provide an overview of all aspects of the industry including practical job seeking skills.

0044 RETAIL SALES 0 UNITS

Learn the core competencies needed for retail sales careers such as telephone skills, working with difficult customers, communication skills, and practical arithmetic. This course provides an overview of all aspects of the industry and includes practical job seeking skills.

0048 BASIC PLANT MAINTENANCE 0 UNITS

This course will cover entry-level plant maintenance, and operations. Course is applicable to maintenance personnel, operators, HAZMAT repair teams and managers at chemical processing manufacturing, electronics, and water treatment facilities.

0050 CONFINED SPACE ENTRY 0 UNITS

This course will review the California Title 8 CCR regulations governing confined space entry. Course will include terminology, testing, monitoring, permit requirements, written program components, entry permits and safety regarding confined spaces.

**0052 DEPARTMENT OF TRANSPORTATION/
HAZARDOUS MATERIALS REGULATIONS 0 UNITS**

This course covers the Department of Transportation (DOT) Hazardous Materials Regulations (HMR) governing the transportation of hazardous substance. Course fulfills the general awareness training required by DOT HMR.

0056 READY, SET, WORK 0 UNITS

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

**0058 LANDSCAPING PESTICIDE APPLICATIONS,
LAWS, REGULATIONS, PRINCIPLES 0 UNITS**

This course prepares participants to take the Qualified Applicator Certificate Laws, Regulations and Basic Principles Course State Exam. A Qualified Applicator Certificate Holder is a person who has qualified by examination to use or supervise the use of a restricted use pesticide in the appropriate pest control categories.

**0060 LANDSCAPING PESTICIDE APPLICATION
CATEGORIES 0 UNITS**

This course prepares participants who have successfully passed the Laws, Regulations and Basic Principles Exam to take the Qualified Applicator Certificate in Pest Control Categories. Specific categories covered are: Landscape Maintenance, Right-of-Way, and Residential, Industrial and Institutional.

0062 GIFT BASKETS FOR FUN AND PROFIT 0 UNITS

Course will prepare students to start a gift basket business and includes a review of pricing and marketing.

**0064 HOW TO GET STARTED IN RADIO/TV
VOICEOVERS 0 UNITS**

This introductory course provides students with basic voice-over techniques for radio and television commercials and narrations. Information included: how to make contacts with directors and producers, and how to "market" voice-over skills.

**0066 COMMISSIONED NOTARY PUBLIC
CLASS 0 UNITS**

This course is designed to prepare students to successfully pass the California State Notary Exam. New and commissioned notaries will gain the necessary education and skills to pass the state exam.

**0068 BASIC HAZARDOUS MATERIALS
BUSINESS PLAN 0 UNITS**

Chapter 6.95, Health and Safety Code, Division 20 requires companies that handle hazardous materials in certain quantities to prepare a business plan providing information on how the business uses, stores, or handles hazardous materials on its site.

0070 AIR QUALITY MANAGEMENT 0 UNITS

The course will focus on air compliance at the local business level and will cover basic air compliance issues associated with the San Diego Air Pollution Control District's Rules and Regulations.

0072 BLOODBORNE PATHOGENS 0 UNITS

This course will help students understand Blood borne Pathogens in the workplace.

**0076 PESTICIDE SAFETY & APPLICATION
CONTINUING EDUCATION UNITS 0 UNITS**

This class is intended for personnel who hold a State of California Qualified Pesticide Application License. The emphasis will be on Integrated Pest Management (IPM) and new pest problems in San Diego County.

**0078 SB198 INJURY ILLNESS PREVENTION
PLAN 0 UNITS**

This class will be a step-by-step guide to developing an Injury and Illness Prevention Program required by SB198 (Statute Labor Code section 6401.7 (a) and Standard 8CCR Section 3203 (a).

0080 CUSTOMER APPRECIATION 0 UNITS

The Art of Customer Service teaches Call Center Customer Service Representatives a comprehensive flexible system that provides outstanding customer service to every customer; every time. This course is effective for answering inquiries, meeting customer's needs, handling complaints, closing sales and managing difficult customers.

**0082 SELF-EMPLOYMENT FOR
SELF-SUFFICIENCY 0 UNITS**

Learn about owning and operating a small business. This course is effective for assessing self-employment and learning the nuts and bolts of maintaining a business.

**0084 LEARNING SKILLS FOR THE
WORKPLACE 0 UNITS**

This course provides basic skills necessary for success and advancement in the workplace. Competency in basic skills; reading, writing, speaking and listening, will be emphasized as tools for career advancement.

0086 TELEMARKETING FUNDAMENTALS 0 UNITS

This course teaches strategies that will effectively improve the sales and communication skills of call center representatives. Learn ways to sell successfully and increase productivity in a call center environment.

0088 HOW TO SELL YOUR CRAFTS 0 UNITS

Discover the best consignment stores, craft fairs, and bazaars to market and sell your crafts.

0090 CAREER EXPLORATION 0 UNITS

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

**0092 HOW TO PUT YOUR BUSINESS ON THE
INTERNET 0 UNITS**

Learn ways to establish and market your business on the World Wide Web-today.

**0094 KNOW YOUR CONFLICT MANAGEMENT
STYLE 0 UNITS**

This course defines different personalities and will teach students to delegate and deal with difficult employees.

- 0096 HOW TO GIVE CRITICAL FEEDBACK TO YOUR EMPLOYEES 0 UNITS**
This course instructs how to communicate with others, how to listen for expectations, and how to counsel and coach employees.
- 0098 A GUIDE TO SUCCESSFUL SUPERVISION 0 UNITS**
This course is a guide for new supervisors to become more effective in increasing group productivity and company success. Students will learn to develop a managerial consciousness, improve delegating techniques and set goals.
- 0099 INTRODUCTION TO THE INTERNET, PART I 0 UNITS**
Course will introduce students to the internet via current technology trends and hands-on use. Various internet browsers will be used to gain practical experience.
- 0100 INTRODUCTION TO THE INTERNET, PART II 0 UNITS**
This second course is designed to teach students advanced methods of surfing the Web and use of search engines.
- 0102 INTRODUCTION TO COMPUTERS, PART I 0 UNITS**
An introductory course in computer knowledge and is designed to provide students with basic skills.
- 0104 INTRODUCTION TO COMPUTERS, PART II 0 UNITS**
This course builds on Introduction to Computers, Part I and provides an overview of the various types of software available for personal computers.
- 0106 INTRODUCTION TO WINDOWS, PART I 0 UNITS**
Course introduces students to the Windows Operating System and is designed to provide students with basic skills necessary for personal or professional success.
- 0108 INTRODUCTION TO WINDOWS, PART II 0 UNITS**
This hands-on class is a continuation of Part I using more advanced features in the Windows Operating System. This course is designed to provide students with basic skills necessary for personal or professional success in today's demanding computer workplace.
- 0110 INTRODUCTION TO WORD PROCESSING, PART I 0 UNITS**
An entry level class which introduces students to word processing. Students will learn to produce letters, memos, reports, and other documents as for personal or professional use necessary for the workplace.
- 0112 INTRODUCTION TO WORD PROCESSING, PART II 0 UNITS**
This class is a continuation of Introduction to Word Processing Part I, using the more advanced features of word processing such as Word Art, columns and tables. Course will give students a solid background in features and capabilities of modern applications for home use or for the workplace.
- 0114 INTRODUCTION TO SPREADSHEETS 0 UNITS**
Course will introduce students to Excel; a spreadsheet program. Class is beneficial for individuals using computer programs to file, organize, retrieve and report data.
- 0116 INTRODUCTION TO POWERPOINT 0 UNITS**
This class will introduce the student to Microsoft PowerPoint. Students will learn to create, edit and organize slides; design and format a presentation; add multimedia and special effects; integrate other Office applications; and publish a presentation to the web. This course is designed to provide students with skills necessary for success in the computerized workplace.
- 0117 BUSINESS ETHICS & VALUES 0 UNITS**
This course is designed to acquaint students with the importance of values and ethics in the workplace.
- 0118 TIME AND STRESS MANAGEMENT 0 UNITS**
Course will introduce students to time management principles and specific tools that assist in making maximum use of time.
- 0119 MASTERING COMMUNICATION 0 UNITS**
Course is designed to introduce students to key elements in business organization including verbal and nonverbal communication, listening and specific supervisory skills.
- 0120 TEAM BUILDING 0 UNITS**
This course will provide students with an understanding of team work and the common problems teams encounter and how to solve them in the workplace.
- 0121 THE RIGHT ATTITUDE 0 UNITS**
Course is designed to provide students with key skills needed to maintain a positive attitude in the home and workplace.
- 0122 DEALING WITH DIFFICULT PEOPLE 0 UNITS**
Course will provide students with an analysis of the attitudes and behavior which create conflict between individuals and groups within an organization.
- 0124 MANAGING CHANGES 0 UNITS**
This course is designed to provide students with an understanding of change and how it influences individuals and the organization.
- 0125 DECISION MAKING & PROBLEM SOLVING 0 UNITS**
This course is designed to introduce students to decision making and problem solving as a supervisor.
- 0126 SUCCESSFUL SMALL BUSINESS MANAGEMENT 0 UNITS**
Learn how to start, operate market, finance and grow a business. This course will also help you assess self-employment and review the nuts and bolts of starting and maintaining a business.
- 0127 THE ART OF INFLUENCE AND NEGOTIATION 0 UNITS**
Learn to effectively influence others to create a win-win situation and build better business relationships.
- 0128 CONDUCTING MORE EFFECTIVE MEETINGS 0 UNITS**
Course will review effective methods of conducting meetings resulting in better attendance and participation. This course will provide insights on ways to improve effective meetings.

0129 CONFIDENT PUBLIC SPEAKING 0 UNITS

This class will help students learn to organize their thoughts, communicate with credibility and keep their composure when speaking in public.

0130 DELEGATING FOR RESULTS 0 UNITS

Course will explain how to delegate for tangible results and in the process create a significantly more effective staff.

0131 DELIVERING POWERFUL PRESENTATIONS 0 UNITS

This course is designed for the presenter who is already a comfortable public speaker looking for a competitive edge.

0132 MOTIVATION AND RECOGNITION SYSTEMS 0 UNITS

This class will explore ways in which creative organizations can motivate their employees and provide recognition opportunities that build loyalty and individual performance.

0133 SUCCESS SECRETS OF DYNAMIC LEADERS 0 UNITS

This class looks at ways to lead an organization to new heights of success.

0134 COACHING FOR IMPROVED PERFORMANCE 0 UNITS

Course will provide a step-by-step approach to coaching. Learn to bring out the best in your staff in a consistent and productive way.

0135 DIPLOMATIC AND PROFESSIONAL COMMUNICATION 0 UNITS

Learn to communicate under pressure and in difficult situations. This course will show you how to be poised, polished, calm and effective. Learn icebreaking techniques, how to project confidence, and how to take control of conversations.

0136 EFFECTIVE BUSINESS WRITING 0 UNITS

This course provides the basic skills necessary to write with more speed, clarity and impact for today's business writing.

0137 EFFECTIVE ELECTRONIC COMMUNICATION 0 UNITS

Course will explore the various business communication styles. Learn to identify the right style of communications for your organization; including the best methods of communication for the customers served.

0138 SUPERVISING YOUR FORMER PEERS 0 UNITS

Learn to establish credibility, take control and move forward with the support of your new team. Study ways to navigate through perceptions and expectations for the good of the group and your own professional standing. This course will cover basic skills of bonding, building respect and loyalty with your team, and projecting strength and credibility.

0139 PROFESSIONAL TELEPHONE TECHNIQUES 0 UNITS

This course focuses on creating a positive impression for your company, establishing your reputation for courtesy, and making a difference in your organization's reputation.

0140 INTRODUCTION TO ACCESS 0 UNITS

This basic Access class is a hands-on approach to learning to create and design functional databases. Course will provide students with the basic skills necessary for personal and professional success.