

# NONCREDIT PROGRAMS AND COURSES

**2014-2016** (revised Fall 2016)

## PROGRAM OVERVIEW

Noncredit instruction is part of the mission and function of West Los Angeles College. Noncredit classes are free for students – no unit credits are earned. West’s noncredit classes and certificates provide high-quality education and the opportunity to seamlessly transition into credit programs, career technical education or employment. Additionally, noncredit classes can strengthen students’ academic and college readiness skills to help ensure that students succeed, as well as provide lifelong learning opportunities and increase access to college.

## NONCREDIT CERTIFICATES OF COMPLETION or COMPETENCY

West Los Angeles College has received approval from the California Community Chancellor’s Office to offer noncredit programs with certificates of completion and certificates of competency. These educational programs focus on college preparation or career development. West’s approved career development and college preparation certificate programs are offered in the following areas of study:

### Business Tools

#### *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 415CE	Effective Business Terminology	18
VOC ED 418CE	Effective Business Correspondence	18
<b>TOTAL INSTRUCTIONAL HOURS</b>		<b>36</b>

### Choosing Business Careers

#### *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 416CE	Intro to Business Careers	18
VOC ED 420CE	Introduction to Starting a New Business	18
<b>TOTAL INSTRUCTIONAL HOURS</b>		<b>36</b>

### Communicating in Business

#### *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 417CE	Effective Business Communication	18
VOC ED 419CE	Business Communication For Interviewing	18
<b>TOTAL INSTRUCTIONAL HOURS</b>		<b>36</b>

### Foundations for Academic Success I

#### *Certificate of Competency*

REQUIRED COURSES		CLASS HRS
BSICSKL 027CE	Foundations: Study Skills	18
BSICSKL 034CE	High School Equivalency Test Preparation	117
<b>TOTAL INSTRUCTIONAL HOURS</b>		<b>135</b>

### Foundation for Academic Success II

#### *Certificate of Competency*

REQUIRED COURSES		CLASS HRS
BSICSKL 005CE	Academic Guidance	18
BSICSKL 023CE	College and Scholastic Assessment Preparation	72
<b>TOTAL INSTRUCTIONAL HOURS</b>		<b>90</b>

### Healthcare Career Discovery *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 320CE	Exploring Health Care Careers	18
VOC ED 404CE	Student Success in Health Occupations	18
<b>TOTAL INSTRUCTIONAL HOURS</b>		<b>36</b>

### Healthcare Careers Preparation *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 402CE	Communication Skills for Health Care Professions	18
VOC ED 405CE	Professionalism in Health Occupations	18
<b>TOTAL INSTRUCTIONAL HOURS</b>		<b>36</b>

### Healthcare Services *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 400CE	Introduction to Medical Terminology	18
VOC ED 401CE	Medical Documentation & Charting	18
VOC ED 403CE	Law & Ethics in Health Professions	36
<b>TOTAL INSTRUCTIONAL HOURS</b>		<b>72</b>

### In-Home Supportive Services Provider (IHHS) *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 400CE	Introduction to Medical Terminology	18
VOC ED 408CE	In-Home Supportive Services Provider (IHHS)	90
<b>TOTAL INSTRUCTIONAL HOURS</b>		<b>108</b>

### Job Readiness Skill *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 96CE	Blueprint for Workplace Success	36
VOC ED 97CE	Blueprint for Customer Service	18
VOC ED 98CE	30 Ways to shine as a New Employee	12
<b>TOTAL INSTRUCTIONAL HOURS</b>		<b>66</b>

### Pre-Dental Career Preparation *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 400CE	Introduction to Medical Terminology	18
VOC ED 403CE	Law & Ethics in Health Professions	36
VOC ED 406CE	Visual Spatial Perceptions and Psychomotor Skills Training	18
VOC ED 407CE	Preparation for the Dental Hygiene Program	18
<b>TOTAL INSTRUCTIONAL HOURS</b>		<b>90</b>

### Pre-Nursing Career Preparation *Certificate of Completion*

REQUIRED COURSES		CLASS HRS
VOC ED 400CE	Introduction to Medical Terminology	18
VOC ED 403CE	Law & Ethics in Health Professions	36
VOC ED 409CE	Pre-Nursing Career Pathways	18
<b>TOTAL INSTRUCTIONAL HOURS</b>		<b>72</b>

## The Foundation for English Skills Certificate of Competency

REQUIRED COURSES		CLASS HRS
ESL NC 61CE	ESL 1	54
ESL NC 62CE	ESL 2	54
ESL NC 63CE	ESL 3	54
<b>TOTAL INSTRUCTIONAL HOURS</b>		<b>162</b>

## NONCREDIT COURSES:

### COURSE DESCRIPTIONS

#### BASIC SKILLS (BSICKL)

##### 005CE Academic Guidance(0)

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.

##### 009CE Introduction to Library Materials and Searches (0)

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.

##### 011CE Learning Math Through Games I (0)

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.

##### 023CE College and Scholastic Assessment Preparation (0)

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.

##### 027CE Foundations: Study Skills (0)

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.

##### 034CE High School Equivalency Test Preparation (0)

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.

##### 075CE Introduction to Post-Secondary Education (0)

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.

## COURSE DESCRIPTIONS

### Noncredit English as a Second Language (ESLNC)

#### **061CE English As A Second Language I (0)**

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.

#### **062CE English As A Second Language II (0)**

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.

#### **063CE English As A Second Language III (0)**

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.

## COURSE DESCRIPTIONS

### Vocational Education (VOCED)

#### **033CE Introduction to Career Pathways in Law Enforcement (0)**

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.

#### **060CE Custodial Technician Training (0)**

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.

#### **096CE Blueprint for Workplace Success (0)**

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.

#### **097CE Blueprint for Customer Service (0)**

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.

**098CE 30 Ways to Shine as a New Employee (0)**

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 forming a balance between home and work.

**281CE Exploring Computer Science Information Technology Careers (0)**

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.

**290CE Computer Literacy for College (0)**

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.

**292CE Robotics I Lab (0)**

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.

**294CE Introduction to Social Media-Word Press Blogs (0)**

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.

**296CE CISCO, VMWARE, and Network Security Training Careers (0)**

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.

**320CE Exploring Health Care Careers (0)**

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.

**400CE Introduction to Medical Terminology (0)**

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

**401CE Medical Documentation and Charting (0)**

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.

**402CE Community Skills for Health Care Professions (0)**

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.

**403CE Law and Ethics Health Professions (0)**

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.

**404CE Student Success in Health Occupations (0)**

This course will introduce the student to essential skills needed to succeed in rigorous health occupations course work 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.

**405CE Professionalism in Health Occupations (0)**

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.

**406CE Visual Spatial Perception and Psychomotor Skills Training (0)**

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 special skills.

**407CE Preparation to the WLAC Dental Hygiene Program (0)**

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, HIPAA, clinical kit organization, library research skills, and clinical policies.

**408CE In-Home Supportive Services Provider (IHSS) (0)**

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 fully functioning In-home Supportive Services Providers (IHSS).

**409CE Pre-Nursing Career Pathways (0)**

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.

**410CE Vocational English as a Second Language A (0)**

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, and arithmetic. Additionally, the course will introduce students to the world of work and the language used in the workforce.

**413CE Legal Terminology- Civil & Criminal Procedure (0)**

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

**415CE Effective Business Terminology (0)**

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.

**416CE Introduction to Business Careers (0)**

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.

**417CE Effective Business Communication (0)**

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.

**418CE Effective Business Correspondence (0)**

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

**419CE Business Communication for Interviewing (0)**

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.

**420CE Introduction to Starting a New Business (0)**

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