

NONCREDIT PROGRAMS AND COURSES

Noncredit education is designed to support a student's growth through enhancing academic skills, personal development and employment opportunities through a variety of classes ranging from basic skills to employability skills, vocational preparation and job retraining. Enrollment in noncredit courses is free and continues throughout the school year. Noncredit courses follow the same curriculum approval process used for credit courses, and all classes are taught by qualified instructors.

These noncredit classes are self-paced learning with access to faculty for questions, assistance, and final demonstration of competencies. They are self-paced to support students' academic and employability skills. Students can enroll anytime during the first 60% of the semester (to get exact dates, see Schedule of Classes, and click on CRN# for additional information). Noncredit courses are repeatable for students who need additional time to complete the learning competencies.

No credit is awarded, nor are grades given. Digital badges are available to demonstrate course completion and competency attainment.

Business Information Systems

BIS M900 Keyboarding – Introduction 0 Units

Develops the fundamental skills in the operation of the keyboard. Includes letter, number, symbol, special keys, and the numeric keypad.

Grade Modes: Pass/No Pass Grading, Student Option- Letter/Credit

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit
AA/AS GE: None

Transfer Credit: None

BIS M920 Microsoft Office - Introduction 0 Units

Introduces Microsoft Windows, Word, Excel, PowerPoint and Access.

Emphasizes integration features and advanced Object Linking and Embedding (OLE) technology. Student will need access to a computer loaded with Microsoft Office Professional to complete Office exercises. This course begins preparation for the Microsoft Office User certification exam.

Grade Modes: Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit
AA/AS GE: None

Transfer Credit: None

BIS M921A MS Word – Intermediate 0 Units

Provides a basic understanding of word processing with Microsoft Word including document creation, formatting, and editing. Covers creating, editing, and formatting business letters, multiple-page reports, newsletters, and cover letters. Includes instruction in complex document creation, construction of tables, use of mail merge, and manipulation of columns and formatting. This course begins preparation for the Microsoft Office User certification exam for MS Word.

Advisories/Rec Prep: BIS M20

Grade Modes: Pass/No Pass Grading, Credit by exam, license etc., Student Option- Letter/Credit

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit
AA/AS GE: None

Transfer Credit: None

College Strategies

COL M902 Tutoring Methods 0 Units

Formerly: COL M02

Introduces methods for tutoring individuals and groups. Examines learning theories and instructional pedagogies, and provides opportunities for application of skills to tutoring sessions. Does NOT apply to Associate Degree.

Grade Modes: Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit
AA/AS GE: None

Transfer Credit: None

Engineering

ENGR M912 Bridge to ENGR M12 - Engineering Materials 0 Units

Prepares students for the prerequisite materials necessary to be successful in ENGR M12. Includes chemistry concepts such as chemical bonds and thermodynamics, physics concepts such as force vectors, and some mathematical concepts such as trigonometric principles, differentiation, integration, vector dot product, and graphing.

Grade Modes: Pass/No Pass Grading, Student Option- Letter/Credit

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit
AA/AS GE: None

Transfer Credit: None

ENGR M916 Bridge to ENGR M16 - Engineering Statics and Strength of Materials 0 Units

Prepares students for the prerequisite materials necessary to be successful in Engineering Statics and Strength of Materials course - ENGR M16. Includes physics and mathematics concepts such as treating forces as vectors, drawing free-body diagrams, applying Newton's laws of motion to static equilibrium, trigonometric principles, differentiation, integration, Cartesian vectors, vector addition and subtraction, vector magnitude and direction, vector dot product and cross product.

Grade Modes: Pass/No Pass Grading, Student Option- Letter/Credit

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit
AA/AS GE: None

Transfer Credit: None

English

ENGL M91AS English Composition Support 0 Units

Corequisites: ENGL M01A

Provides corequisite support for English M01A students whose multiple measures assessment suggests they may need or want additional support. Supports student success in designated sections of ENGL M01A through individualized instruction from the same instructor as the students' ENGL M01A section. Incorporates student success skills and contextualizes reading and writing strategies in a workshop environment aligned with ENGL M01A coursework.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

English as a Second Language

ESL M901 High-Beginning Noncredit ESL 0 Units

Develops listening, speaking, reading, writing, grammar, vocabulary, study, and computer skills relevant to school, work, and personal life for the high-beginning student with a limited foundation in English speaking, reading, and writing. Emphasizes comprehension, oral and written statements and questions, and introduction to American culture.

Grade Modes: Pass/No Pass Grading, Student Option- Letter/Credit

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

ESL M902 Low-Intermediate Noncredit ESL 0 Units

Develops listening, speaking, reading, writing, grammar, vocabulary, study, and computer skills relevant to school, work, and personal life for the low-intermediate student with a foundation in English speaking, reading, and writing. Emphasizes communication, past and future verb tenses, and vocabulary related to work and school.

Grade Modes: Pass/No Pass Grading, Student Option- Letter/Credit

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

ESL M903 High-Intermediate Noncredit ESL 0 Units

Develops listening, speaking, reading, writing, grammar, vocabulary, study and computer skills relevant to school, work, and personal life for the high-intermediate student with a foundation and experience in English speaking, reading, and writing. Emphasizes more advanced communication, progressive tenses and modal verbs, and basic academic vocabulary.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

ESL M904 Advanced Noncredit ESL 0 Units

Develops listening, speaking, reading, writing, grammar, vocabulary, study, and computer skills relevant to school, work, and personal life for the advanced student with a strong foundation and experience in English speaking, reading, and writing. Prepares students for success in credit ESL and other courses as well as for the workplace.

Grade Modes: Pass/No Pass Grading, Student Option- Letter/Credit

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

ESL M911 Academic Reading and Writing I 0 Units

Prerequisites: Placement as determined by the college's multiple measures assessment process

Develops greater proficiency in reading comprehension and written communication for non-native speakers. Analyzes pre-college level articles from a variety of academic disciplines. Develops English proficiency and fluency by writing and rewriting thesis-based paragraphs and multi-paragraph compositions.

Catalog Notes: This course can be taken for credit (ESL M11) or noncredit (ESL M911).

Advisories/Rec Prep: ESL M904 or equivalent

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

ESL M912 Academic Reading and Writing II 0 Units

Prerequisites: Placement as determined by the college's multiple measures assessment process

Focuses on development of intermediate-level academic reading and writing skills for non-native speakers of English. Develops greater proficiency in reading interpretation, complex grammatical forms, academic vocabulary, and written expression in preparation for college-level coursework.

Catalog Notes: This course can be taken for credit (ESL M12) or noncredit (ESL M912).

Advisories/Rec Prep: ESL M11 or equivalent

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

ESL M913 Academic Reading and Writing III 0 Units

Prerequisites: Placement as determined by the college's multiple measures assessment process

Provides instruction and practice in critical and analytical writing with an emphasis on language structure and vocabulary development for non-native speakers of English. Emphasizes critical analysis and appreciation of culturally diverse readings, integrating ideas from readings into writing assignments, and refining the academic language fluency of non-native speakers of English. Integrates research, synthesis, documentation, and advanced language skills in academic writing covering culturally diverse reading content.

Catalog Notes: This course can be taken for credit (ESL M13) or noncredit (ESL M913).

Advisories/Rec Prep: ESL M12 or equivalent

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

ESL M940 ESL Academic Oral Communication 0 Units

Prepares students to be effective oral communicators in a public speaking context through instruction in communication theory, organization patterns, and research techniques. Emphasizes training in academic listening skills, rhetorical strategies, and the ability to present original subject matter.

Advisories/Rec Prep: ESL M12 or placement as determined by the college's multiple measures assessment process

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Field Trips: May be required

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

Environmental Science

ENSC M901 Introduction to Photovoltaics (PV) 0 Units

Presents the sun as a resource in building design. Covers photovoltaics (PV) cells and modules, inverters, high-level PV system design, and the economics of PV. Aimed at the incumbent worker in the photovoltaics field who wishes to understand the underlying principles of photovoltaics. Safety in the photovoltaic workplace is covered in ENSC M903 OSHA 10 Construction Safety.

Advisories/Rec Prep: MATH M05 and MATH M06 or MATH M07

Grade Modes: Pass/No Pass Grading, Student Option- Letter/Credit

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

ENSC M903 OSHA 10 Construction Safety 0 Units

Examines Occupational Safety and Health Administration (OSHA) policies, procedures, and standards, as well as construction safety and health principles. Includes scope and applications of the OSHA construction standards. Emphasizes those areas that are the most hazardous, using OSHA standards as a guide.

Grade Modes: Pass/No Pass Grading, Student Option- Letter/Credit

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

ENSC M971 Landscape Management - Plant Selection 0 Units

Examines plant characteristics as identification features. Emphasizes landscape plant functional characteristics applicable to California landscapes, e.g. drought tolerance, fire resistance, erosion control. Examines plant cultural requirements in relation to landscape site conditions. Provides a baseline for developing landscape plant palettes based upon aesthetic features, functionality and site conditions.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Field Trips: May be required

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

ENSC M972 Financial Principles for Landscape Contracting 0 Units

Discusses and illustrates financial management principles associated with the landscape design/build, maintenance and construction companies. Focuses on strategic planning, organization infrastructure, budgeting, pricing, estimating, job cost management, and proactive financial management.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Field Trips: May be required

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

ENSC M973 Management Principles for Landscape Contracting 0 Units

Discusses and illustrates applications of business management practices to the landscape industry. Emphasizes human resource management in terms of federal employment compliance, employee motivation for productivity enhancement, professional development, and leadership qualities. Introduces the concept of lean management as a resource for increasing production efficiency, and profitability.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Field Trips: May be required

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

ENSC M974 Landscape Ecology and Management 0 Units

Discusses Landscape Ecology and Management and the environmental factors that govern California biomes. Includes topics such as climate, soil conditions, cellular respiration, photosynthesis, sustainability, and precipitation patterns. Emphasizes the adaptability of native plants to the California climate.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Course may be repeated up to a maximum of 20 units of credit.

Field Trips: May be required

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

Makerspace

MAKR M901 Introduction to MakerSpace and MakerSpace Safety 0 Units

Introduces students to the MakerSpace and general MakerSpace safety protocols. Provides a context for the role that MakerSpace plays in the design process and culture. Prepares students to use the campus MakerSpace in a safe and effective manner. Does NOT Apply to Associate Degree.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

MAKR M903 Introduction to Design Thinking 0 Units

Introduces students to the design thinking process. Includes problem solving methodology, evaluation, and critical thinking that allows students to arrive at solutions that challenge preconceived ideas. Facilitates a maker focused, hands-on approach to understanding and applying the design thinking process.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

MAKR M910 Adobe Illustrator for the MakerSpace I 0 Units

Introduces students to Adobe Illustrator in relation to entry-level design and MakerSpace equipment. Teaches how to create Illustrator documents for laser cutting, vinyl cutting, vinyl printing, and screen printing.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

MAKR M920 Vinyl Cutting and Printing I 0 Units

Prerequisites: MAKR M910

Introduces students to the vinyl cutter, vinyl printer and heat press. Offers practical experience for how to prepare designs for the vinyl cutter and vinyl printer, and how to safely and effectively use these MakerSpace tools.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

MAKR M923 Vinyl Cutting and Printing Production Shop 0 Units

Prerequisites: MAKR M920

Offers practical experience in vinyl cutting and printing. Covers workflows, operation of equipment, and the production of projects within a team environment.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

MAKR M925 Laser Cutting and Engraving I 0 Units

Prerequisites: MAKR 910

Introduces students to laser cutting and engraving. Offers practical experience in preparing designs for laser cutting and engraving. Instructs the proper, safe, and effective operation of this MakerSpace tool.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

MAKR M928 Laser Cutting and Engraving Production Shop 0 Units

Prerequisites: MAKR M925

Offers practical experience in laser cutting and engraving. Covers workflows, operation of equipment, and the production of projects within a team environment.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

MAKR M930 Screen Printing for Textiles I 0 Units

Introduces students to the process of screen printing on textiles. Offers practical experience for how to take a project from the design phase through the printing and curing process. Shows how to safely and effectively work in a screen printing shop.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

MAKR M935 Screen Printing for Textiles Production Shop 0 Units

Prerequisites: MAKR M930

Offers practical experience in screen printing. Covers workflows, operation of screen printing presses, and the production of projects within a team environment.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

Mathematics

MATH M901 Bridge to MATH M01 0 Units

Prepares student for the prerequisite materials necessary to be successful in Math M01. Includes fractions, decimals, exponents, and solving linear equations. Offered Pass/No Pass only (no letter grade possible).

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

MATH M903 Bridge to Intermediate Algebra (MATH M03) 0 Units

Prepares student for the prerequisite materials necessary to be successful in MATH M03. Includes linear equations, quadratic equations, factoring polynomials, quadratic, rational, exponential and logarithmic functions, and graphing. Offered Pass/No Pass only (no letter grade possible).

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

MATH M905 Bridge to College Algebra (MATH M05, MATH M07 or MATH M11) 0 Units

Formerly: MATH M707

Reviews the prerequisite material necessary to be successful in either MATH M05, MATH M07 or MATH M11. Includes factoring expressions; equations of lines; rational, radical and quadratic expressions and equations; and logarithms.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

MATH M905S Support for College Algebra 0 Units

Provides review for topics necessary for success in College Algebra, including linear equations and inequalities, graphing, factoring, and rational expressions. Covers systems of linear equations, rational functions, rational exponents and radicals, complex numbers, quadratic equations, graphs of parabolas, functions, composition and inverse functions, exponential and logarithmic functions.

Catalog Notes: This course requires concurrent enrollment in MATH M05.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

MATH M911S Support for College Algebra for Liberal Arts 0 Units

Corequisites: MATH M11 - College Algebra for Liberal Arts

Reviews topics necessary for success in College Algebra for Liberal Arts, including linear equations and inequalities, graphing, factoring, and rational expressions. Covers systems of linear equations, rational functions, rational exponents and radicals, complex numbers, quadratic equations, graphs of parabolas, functions, composition and inverse functions, exponential and logarithmic functions.

Catalog Notes: This course requires concurrent enrollment in MATH M11.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

MATH M915 Bridge to Statistics (MATH M15) 0 Units

Reviews prerequisite material for successful completion of MATH M15. Reviews numbers and the number line, operations on numbers, sets and set notations, and equations and inequalities. Provides practice on graphing points and lines in two dimensions, reading tables and graphs, and approximating areas.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

MATH M915S Support for Introductory Statistics 0 Units

Corequisites: MATH M15

Reviews the prerequisite material necessary to be successful in MATH M15. Covers numbers and the number line, operations on numbers, sets and set notations, equations and inequalities. Includes graphing points and lines in two dimensions, reading tables and graphs, and approximating areas.

Catalog Notes: Requires co-enrollment in MATH M15.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

Technical Theatre Arts

TTHA M900 Skills in Technical Theatre/Film/TV 0 Units

Offers practical experience in developing workforce employability skills for Technical Theatre, Film and Television. Covers communication skills, team building, leadership and workforce interview preparation, industry specific job searches, websites, unions and apprenticeships.

Advisories/Rec Prep: THA M20

Enrollment Limitations: Interview. Needs instructor approval.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

TTHA M901 Applied Technology for Theatrical Lighting 0 Units

Offers practical experience in theatrical lighting. Covers design, hanging and focusing of instruments, programming lighting cues and executing cues during a live performance.

Advisories/Rec Prep: THA M20

Enrollment Limitations: Interview. Needs instructor approval.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

TTHA M902 Applied Technology for Theatrical Audio Production 0 Units

Offers practical experience in theatrical audio production. Covers design, creating, recording and mixing audio effects, running cabling for microphones and speakers, and operating multi-channel audio boards during a live production.

Advisories/Rec Prep: FTVM M40

Enrollment Limitations: Interview. needs instructor approval.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

TTHA M903 Applied Practices for Theatrical Stage Management 0 Units

Offers methodologies for stage management of a theatrical production. Covers blocking notation, prompt book assembly, and best practices for universal communication in a theatrical production.

Advisories/Rec Prep: THA M20

Enrollment Limitations: Interview. requires instructor approval.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

TTHA M904 Applied Practices for Theatrical Costumes 0 Units

Presents material and practical experience in theatrical costuming. Covers design, stitching techniques, sewing from patterns, building costumes and managing a stock room, creating a costume plots and crewing or leading a costume crew for a live performance.

Advisories/Rec Prep: TTHA M27B TTHA M11 A,B,C,D

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

TTHA M905 Applied Practices for Theatrical Makeup 0 Units

Offers practical experience in theatrical makeup. Covers design, corrective, age and non-realistic make-up techniques, hair styling and wig management, crewing or leading a makeup and/or hair crew for a live performance.

Advisories/Rec Prep: TTHA M28 TTHA M29 TTHA M11 A,B,C,D

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Field Trips: May be required

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

Work Experience

WEXP M901 Strategic Job Search 0 Units

Assists students to develop and implement a strategic career and job search plan. Presents sources of occupational information and shows students how to utilize this information in the career planning and job search process.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

WEXP M902 LinkedIn for Business 0 Units

Introduces the world's most popular business-oriented social media networking platform. Focuses on how to use LinkedIn to develop business through relationship marketing. Shows how to optimize a company profile, develop content that engages a target audience, build a professional brand, market a company, showcase credentials, obtain business advice, reconnect with former colleagues and connect with businesses around the globe.

Grade Modes: Pass/No Pass Grading

Repeatable for Credit: Unlimited.

Degree Applicability: Noncredit course; not applicable for degree credit

AA/AS GE: None

Transfer Credit: None

Certificate of Competency

- English as a Second Language: Academic, Certificate of Competency (<http://catalog.vcccd.edu/moorpark/programs-courses/noncredit-programs-courses/english-second-language-academic-coc/>)
- English as a Second Language: Foundational, Certificate of Competency (<http://catalog.vcccd.edu/moorpark/programs-courses/noncredit-programs-courses/english-second-language-foundational-coc/>)

Certificate of Completion

- Developmental Math Bridge, Certificate of Completion (<http://catalog.vcccd.edu/moorpark/programs-courses/noncredit-programs-courses/developmental-math-bridge-cocn/>)
- Landscape Management, Certificate of Completion (<http://catalog.vcccd.edu/moorpark/programs-courses/noncredit-programs-courses/20landscape-management-cert-of-completion/>)
- Laser Cutting and Engraving Level I, Certificate of Completion (<http://catalog.vcccd.edu/moorpark/programs-courses/noncredit-programs-courses/laser-cutting-engraving-level-i-cocn/>)
- Screen Printing for Textiles Level I, Certificate of Completion (<http://catalog.vcccd.edu/moorpark/programs-courses/noncredit-programs-courses/screen-printing-textiles-level-i-cocn/>)
- SolarTech, Certificate of Completion (<http://catalog.vcccd.edu/moorpark/programs-courses/noncredit-programs-courses/solartech-cocn/>)
- Technical Theatre: Audio Production, Certificate of Completion (<http://catalog.vcccd.edu/moorpark/programs-courses/noncredit-programs-courses/technical-theatre-audio-production-cocn/>)
- Technical Theatre: Lighting for Production, Certificate of Completion (<http://catalog.vcccd.edu/moorpark/programs-courses/noncredit-programs-courses/technical-theatre-lighting-production-cocn/>)
- Technical Theatre: Stage Management, Certificate of Completion (<http://catalog.vcccd.edu/moorpark/programs-courses/noncredit-programs-courses/technical-theatre-stage-management-cocn/>)
- Vinyl Cutting and Printing Level I, Certificate of Completion (<http://catalog.vcccd.edu/moorpark/programs-courses/noncredit-programs-courses/vinyl-cutting-printing-level-i-cocn/>)