NONCREDIT FALL 2020
English as a Second Language

NC 305 ESL Multiskills - Beginning 1
ESL Multiskills - Beginning 1 introduces low-beginning English language learners to basic language skills that are needed to live in American society. This course teaches the performance of essential life skills through reading, writing, speaking, and listening in American English. Open entry/exit. 192 lecture hours.

23807 MTWR 09:00 AM-12:10 PM ONLINE 08/24-12/03 Instructor: Rebecca Bowers

NC 306 ESL Multiskills - Beginning 2
ESL Multiskills - Beginning 2 expands on life and language skills learned in ESL Multiskills - Beginning 1 and is intended for high-beginning English language learners. This course teaches performing routine life skills and basic personal expression through reading, writing, speaking, and listening in American English. Open entry/exit. 192 lecture hours.

23809 MTWR 09:00 AM-12:10 PM ONLINE 08/24-12/03 Instructor: Robert Kinder

NC 307 ESL Multiskills - Intermediate 1
ESL Multiskills - Intermediate 1 expands on life and language skills learned in ESL Multiskills - Beginning 2 and is designed for low-intermediate English language learners. This course teaches basic skills needed to succeed in American society through reading, writing, speaking, and listening in American English. Open entry/exit. 192 lecture hours.

23811 MTWR 09:00 AM-12:10 PM ONLINE 08/24-12/03 Instructor: Ruth Wilson

NC 308 ESL Multiskills - Intermediate 2
ESL Multiskills - Intermediate 2 is designed for English language learners at the high-intermediate level. This course introduces more complex language and life skills such as critical thinking, presenting arguments, and analyzing information through reading, writing, speaking, and listening in American English. Open entry/exit. 192 lecture hours.

23813 MTWR 09:00 AM-12:10 PM ONLINE 08/24-12/03 Instructor: Larry Watts

NC 309 ESL Multiskills – Advanced
ESL Multiskills - Advanced is designed for English language learners at the low advanced level. This course prepares students for college level coursework, to find or improve a career, and to engage with native English speakers at a comparable level. Open entry/exit. 192 lecture hours.

23815 MTWR 09:00 AM-12:10 PM ONLINE 08/24-12/03 Instructor: Dania Rosales-Fernandez

NC 325 ESL: Speaking - Beginning
ESL: Speaking - Beginning is designed for English language learners at low and high beginning levels. Students will learn and apply speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, simple conversations, short presentations, and pronunciation. 36 lecture hours.

23817 TWR 12:30 PM-01:45 PM ONLINE 08/25-10/15 Instructor: Zachary Zabayle
NC 326 ESL: Speaking – Intermediate
ESL: Speaking - Intermediate is designed for English language learners at low and high intermediate levels. Students will learn and apply language and speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, conversations, formal presentations, and pronunciation. 42 lecture hours.

23818 TWR 12:30 PM-02:20 PM ONLINE 10/20-12/09 Instructor: Megan DeAngelo

NC 327 ESL: Speaking – Advanced
ESL: Speaking - Advanced is designed for English language learners at low and high advanced levels. Students will learn and apply language and speaking skills to gain and enhance oral communication in American English. This course focuses on vocabulary development, extended conversations, formal presentations, and pronunciation. 42 lecture hours.

23819 TWR 12:30 PM-02:00 PM ONLINE 08/25-10/15 Instructor: Dania Rosales-Fernandez

NONCREDIT FALL 2020
Basic Skills

NC 298A Composition Fundamentals A
This course focuses intensively on English fundamentals including grammar, spelling, and basic literacy skills such as sentence structure, vocabulary acquisition, mechanics and punctuation, literal comprehension, reading responses, and student learning strategies. 36 lecture hours.

23821 TWR 12:30 PM-01:30 PM ONLINE 08/25-11/17 Instructor: Chris Kowalchuk

NC 298B Composition Fundamentals: Critical Thinking and Writing
This course focuses intensively on English fundamentals including grammar, spelling, and basic literacy skills such as sentence structure, vocabulary acquisition, mechanics and punctuation, essay writing and critical thinking. 36 lecture hours.

23822 TWR 12:30 PM-01:30 PM ONLINE 08/25-11/17 Instructor: Chris Kowalchuk

NC 332 ESL: Preparation for the Workplace
ESL: Preparation for the Workplace is designed for advanced English language learners who seek to enter or improve their position in the American workforce. Students will learn and apply job and language skills that will promote success in the workplace such as completing common written tasks, performing in job interviews, and participating in activities to improve teamwork, negotiation, decision-making, and problem-solving skills. Open entry /exit. 72 lecture hours.

23826 MTWR 03:00 PM-05:05 PM ONLINE 08/24-10/15 Instructor: Angel Publico-Kobayashi
NONCREDIT FALL 2020
Career

NC 650 Introduction to Microsoft Office Applications
This course is an introduction to Microsoft Office Suite applications that emphasize creating, editing, updating, and integrating business and office projects. Computer applications include word processing (Word), spreadsheets (Excel), database management (Access), presentation graphics (PowerPoint), scheduling/time management (Outlook), and the Internet. 54 lecture hours.

23823 MTWR 12:30 PM-02:00 PM ONLINE 08/24-10/15 Instructor: Megan DeAngelo

NC 652 Computer Keyboarding and Document Processing
This course introduces skills and techniques fundamental to touch keyboarding on a microcomputer. This course also introduces document processing of letters, memorandums, reports and tables and is open to students with no previous keying experience. 54 lecture hours, 18 lab hours.

23824 MTWR 04:00 PM-05:30 PM ONLINE 10/19-12/10 Instructor: Angel Pablico-Kobayashi
TR 05:35 PM-06:40 PM ONLINE 10/19-12/10

NC 680 Writing in the Workplace
Strongly recommended: Student should be able to read and write English at a level equivalent to the adopted California State English Standards for high school graduation and/or meet the English requirements for an adult school high school diploma program or GED. This course will introduce students to the various methods of written communication within the workplace setting. It will focus on the various methods of writing etiquette for effective workplace communication. It will also introduce students to the different forms of technical media for written workplace communications. 36 lecture hours.

23825 TWR 04:00 PM-05:15 PM ONLINE 08/25-10/15 Instructor: Nathan Rodriguez