



Current and upcoming credit and non-credit Career Training courses.

Updated December 4, 2020

[For more information on any of the courses listed below, visit the Catalog or Spring Schedule.](#)

Course	Units
EMP 010 - Adaptability	0.5
EMP 310A - Recognizing Change as Opportunity	Non-Credit
EMP 310B - Facing Challenges	Non-Credit
EMP 011 - Self-Awareness	0.5
EMP 311A - Self Awareness at Work	Non-Credit
EMP 311B - Personal Assessments	Non-Credit
EMP 012 - Digital Fluency	0.5
EMP 312A - Online Presence and E-Resumes	Non-Credit
EMP 312B - Online Accountability	Non-Credit
EMP 013 - Communication	0.5
EMP 313A - Communication Etiquette	Non-Credit
EMP 313B - Communication Effectiveness	Non-Credit
EMP 014 - Collaboration	0.5
EMP 314A - Team Building	Non-Credit
EMP 314B - Transformational Leadership	Non-Credit
EMP 015 - Empathy	0.5
EMP 315A - Listening and Mirroring	Non-Credit
EMP 315B - Customer Service	Non-Credit
EMP 016 - Analysis and Solution Mindset	0.5
EMP 316A - Solving Problems	Non-Credit
EMP 316B - Design Thinking	Non-Credit
EMP 017 - Resilience	0.5
EMP 317A - Growth Mindset	Non-Credit
EMP 317B - Learning from Failure	Non-Credit
EMP 018 - Entrepreneurial Mindset	0.5
EMP 318A - Modern Workforce	Non-Credit
EMP 318B - Intrapreneurship	Non-Credit
EMP 019 - Social Diversity/Awareness	0.5
EMP 319A - Gender and Ethnicity	Non-Credit
EMP 319B - Disabilities and Generations	Non-Credit

CART 351A - Commercial Menu Design	Non-Credit
CART 351B - Commercial Menu Economics	Non-Credit
CART 360A - Safety & Sanitation Basics	Non-Credit
CART 360B - Safety & Sanitation in Culinary Facilities	Non-Credit
CIS 340A - Information & Communication Technology Essentials I	Non-Credit
CIS 340B - Information & Communication Technology Essentials II	Non-Credit
CIS 353A - Computer Network Fundamentals I	Non-Credit
CIS 353B - Computer Network Fundamentals II	Non-Credit
CIS 360A - Information Systems Security I	Non-Credit
CIS 360B - Information Systems Security II	Non-Credit
EMR 380A - Emergency Medical Responder 1A	Non-Credit
EMR 380B - Emergency Medical Responder 1B	Non-Credit
AUTO 304 - Automotive Calculation	Non-Credit
AUTO 310 - Automotive Components	Non-Credit
AUTO 301 - Automotive Terminology	Non-Credit
AUTO 305 - Automotive Safety & Service Information	Non-Credit
AUTO 306 - Automotive Service: Oil Change	Non-Credit
AUTO 307 - Automitive Repair Facility Orientation	Non-Credit
AUTO 340 - CNG Fundamentals and Safety	Non-Credit
AUTO 340A - CNG Component Function and Operation	Non-Credit
AUTO 340B - CNG Maintenance and Repair	Non-Credit
AUTO 340C - CNG Diagnosis and Troubleshoot	Non-Credit
AUTO 340D - CNG Diagnosis with Scan Tool	Non-Credit
AUTO 341A - CNG Conversion and Installation A	Non-Credit
AUTO 341B - CNG Conversion and Installation B	Non-Credit
AUTO 349 - CNG Fuel System Inspection	Non-Credit
COUN 301 - Career Exploration	Non-Credit
COUN 302 - Career Readiness	Non-Credit
ACT 320 - Construction Safety	Non-Credit
ACT 321 - Site Preparation and Layout Essentials	Non-Credit
ACT 321A - Site Preparation and Layout Lab	Non-Credit
ACT 323 - Construction Framing Essentials	Non-Credit
ACT 328 - Finish Carpentry Fundamentals	Non-Credit
ACT 320A - Construction Tools and Equipment	Non-Credit
ACT 320B - Construction Math Concepts	Non-Credit
ACT 320C - Construction Career and Employability Skills	Non-Credit
ACT 320D - Construction and the Environment	Non-Credit
ACT 323A - Construction Framing - Walls Lab	Non-Credit
ACT 323B - Construction Framing - Floors Lab	Non-Credit
ACT 323C - Construction Framing - Ceiling and Roofs Lab	Non-Credit
ACT 328 - Finish Carpentry Essentials	Non-Credit
ACT 328A - Finish Carpentry - Doors and Windows Lab	Non-Credit

ACT 328B - Finish Carpentry - Moldings and Trims Lab	Non-Credit
ACT 328C - Finish Carpentry - Cabinets Lab	Non-Credit
ACT 330 - Plumbing Fundamentals	Non-Credit
ACT 330A - Plumbing Fundamentals Lab	Non-Credit
ACT 331 - Electrical Fundamentals	Non-Credit
ACT 331A - Electrical Fundamentals Lab	Non-Credit
ACT 322 - Concrete and Formwork	Non-Credit
ACT 329 - Masonry Fundamentals	Non-Credit
ACT 329A - Masonry Fundamentals Lab	Non-Credit
ACT 324 - Roofing Applications	Non-Credit
ACT 324A - Roofing Applications Lab	Non-Credit
ACT 325 - Thermal and Moisture Protection	Non-Credit
ACT 327 - Exterior Finish	Non-Credit
ACT 326 - Drywall Installation & Finish	Non-Credit
BIT 310A - California Building Codes Introduction	Non-Credit
BIT 310B - California Building Codes ADA Requirements	Non-Credit
BIT 310C - California Building Codes Construction Materials	Non-Credit
BIT 320A - California Mechanical Codes Introduction	Non-Credit
BIT 320B - California Mechanical Codes in Construction	Non-Credit
BIT 324A - California Energy Codes Introduction	Non-Credit
BIT 324B - California Energy Codes Envelope and Mechanical	Non-Credit
BIT 324C - California Energy Codes Water & Lighting	Non-Credit
BIT 325A - California Residential Code Administration & Planning	Non-Credit
BIT 325B - California Residential Code for Construction	Non-Credit
BIT 326A - Building and Fire Codes Introduction	Non-Credit
BIT 326B - Building and Fire Codes Applied to Construction	Non-Credit
BIT 330A - California Plumbing Code Introduction	Non-Credit
BIT 330B - California Plumbing Codes in Construction	Non-Credit
BIT 340A - California Electrical Codes Introduction	Non-Credit
BIT 340B - California Electrical Codes in Construction	Non-Credit
CART 310 - Bakery Sanitation & Organization	Non-Credit
CART 311 - Lean Dough	Non-Credit
CART 312 - Rich Dough	Non-Credit
CART 330 - Introduction to the Kitchen	Non-Credit
CART 331 - Meat and Potato Preparation	Non-Credit
CART 332 - Fish and Shellfish	Non-Credit
CART 333 - Grains, Legumes, and Vegetables	Non-Credit
CART 334 - Poultry	Non-Credit
CART 320 - Baking Fundamentals	Non-Credit
CART 321 - Quick Breads	Non-Credit
CART 322 - Breakfast Breads and Pastry Dough	Non-Credit
CART 323 - Cakes	Non-Credit
CART 350A - Food Procurement	Non-Credit

CART 350B - Food Cost Control	Non-Credit
CART 351A - Commercial Menu Design	Non-Credit
CART 351B - Commercial Menu Economics	Non-Credit
CART 302 - Kitchen Basics	Non-Credit
CART 342A - Production Cooking	Non-Credit
CART 342B - Catering and Banquet	Non-Credit
CART 360A - Safety & Sanitation Basics	Non-Credit
CART 360B - Safety & Sanitation in Culinary Facilities	Non-Credit
CIS 340A - Information & Communication Technology Essentials I	Non-Credit
CiS 340B - Information & Communication Technology Essentials II	Non-Credit
CIS 353A - Computer Network Fundamentals I	Non-Credit
CIS 353B - Computer Network Fundamentals II	Non-Credit
CIS 360A - Information Systems Security I	Non-Credit
CIS 360B - Information Systems Security II	Non-Credit
DDP 301A - Digital Imaging A	Non-Credit
DDP 301B - Digital Imaging B	Non-Credit
DDP 302A - Illustrator A	Non-Credit
DDP 302B - Illustrator B	Non-Credit
DDP 303A - InDesign A	Non-Credit
DDP 303B - InDesign B	Non-Credit
DDP 320A - Premier Pro A	Non-Credit
DDP 320B - Premier Pro B	Non-Credit
DDP 321A - After Effects A	Non-Credit
DDP 321B- After Effects B	Non-Credit
EMR 380A - Emergency Medical Responder 1A	Non-Credit
EMR 380B - Emergency Medical Responder 1B	Non-Credit
EMR 381 - Ambulance Operations	Non-Credit
EMR 386 - Public Safety First Aid	Non-Credit
EMT 384 - Emergency Medical Technician I	Non-Credit
ESYS 312A - Module 1: Residential Solar Installation	Non-Credit
ESYS 312B - Module 2: Residential Solar Installation Management	Non-Credit
ESYS 312C - Module 3: Residential Solar Installation Management	Non-Credit
ESYS 311A - Module 1: Residential Solar Surveying and Planning	Non-Credit
ESYS 311B - Module 2: Residential Solar Surveying and Planning	Non-Credit
ESYS 311C - Module 3: Residential Solar Surveying and Planning	Non-Credit
ESYS 311D - Solar Site Planning Project	Non-Credit
ESYS 311E - Introduction to Energy Storage	Non-Credit
FILM 302D - Film Production 1A: Basic Film Production	Non-Credit
FILM 302E - Film Production 1B: Basic Film Production	Non-Credit
FILM 310A - Film Production Management: Scheduling	Non-Credit
FILM 310B - Film Production Management: Budgeting	Non-Credit
FILM 303A - Screenwriting I	Non-Credit
FILM 303B - Screenwriting II	Non-Credit

FILM 301A - Introduction to Film	Non-Credit
FILM 301B - Introduction to Film 2	Non-Credit
GIS 321A - Map Layout and Presentation	Non-Credit
GIS 321B - Editing and Analyzing Map Data	Non-Credit
GIS 322 - Data Acquisition and Management in Geographic Information Systems	Non-Credit
GIS 323 - Spatial Analysis in Geographic Information Systems	Non-Credit
GIS 324 - Geographic Information Systems for Business	Non-Credit
ACR 378A - Introduction to Refrigerants Management	Non-Credit
ACR 378B - Recovery and Evacuation Practices in Refrigerant Management	Non-Credit
ACR 378C - EPA-608 Preparation for Refrigerant Management	Non-Credit
ACR 378D - System Performance and Charging Procedures	Non-Credit
ACR 378E - Study of Air Properties and Human Comfort	Non-Credit
ACR 378F - Indoor Air Quality and Economizers	Non-Credit
KINE 301 - Advanced First Aid and Safety	Non-Credit
KINE 302 - Advanced CPR and AED	Non-Credit
KINE 303 - Lifeguard Training I, CPR, AED, and First Aid	Non-Credit
KINE 304 - Lifeguard Training II	Non-Credit
KINE 306 - Water Safety Instructor I	Non-Credit
KINE 307 - Water Safety Instructor II	Non-Credit
SPAN 325A - Translating in Spanish in the School Environment	Non-Credit
SPAN 325B - Translating in Spanish in the School Environment	Non-Credit
SPAN 326A - Translating in Spanish in Health Care	Non-Credit
SPAN 326B - Translating in Spanish in Health Care	Non-Credit
WELD 311A - Introduction to Shielded Metal Arc Welding	Non-Credit
WELD 311B - Intermediate Shielded Metal Arc Welding	Non-Credit
WELD 311C - Advanced Shielded Metal Arc Welding	Non-Credit
WELD 312A - Introduction to Gas Metal Arc Welding	Non-Credit
WELD 312B - Intermediate Gas Metal Arc Welding	Non-Credit
WELD 312C - Advanced Gas Metal Arc Welding	Non-Credit
WELD 313A - Introduction to Gas Tungsten Arc Welding	Non-Credit
WELD 313B - Intermediate Gas Tungsten Arc Welding	Non-Credit
WELD 313C - Advanced Gas Tungsten Arc Welding	Non-Credit