

CONTINUING EDUCATION

Non-Credit Programs

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Program Description

Non-Credit instruction provides students with access to a variety of courses at no cost to assist them in reaching their personal, academic and professional goals. MSJC offers noncredit programs of two or more courses to prepare students for employment or to be successful in college-level credit coursework. Career Development and College Preparation certificates are offered in several areas of study.

Adult Education offers high school equivalency courses or GED courses to obtain their high school equivalency certificate.

Non-Credit Certificates of Competency

- ABE-GED Preparation Certificate of Competency NC.GED
- ESL - Advanced Certificate of Competency NC.ESL.ADVANCED
- ESL - General Certificate of Competency NC.ESL.GEN
- ESL - Multi-Level Certificate of Competency NC.ESL.MULTI

Non-Credit Certificates of Completion

- Basic Principles and Occupational Skills for Early Childhood Educators Certificate of Completion NC.ECE
- Construction Technology Certificate of Completion NC.CT
- Culinary Arts Certificate of Completion NC.CA
- Digital Communication Certificate of Completion NC.DC
- Health Careers Certificate of Completion NC.HC
- Light Duty Automotive Services Certificate of Completion NC.AUME

Non-Credit Certificate of Competency

ABE-GED Preparation Certificate of Competency

The ABE-GED Preparation Certificate of Competency is designed to prepare students to take a high school equivalency exam, a battery of five comprehensive examinations that when passed, offer an HSE certificate. Instruction leads to a mastery of capacities necessary to effectively pass an HSE exam. Course emphasis is on developing algebraic reasoning and written fluency of the English language. Language functions and structures are integrated within academic topics ranging from vocational, civic, social and behavioral, and scientific areas.

| Course | Title | Credits |
|-------------------------|---|---------|
| Required Courses | | |
| ABE-930 | Adult Basic Education (ABE) (formerly ABE-001X) | 0 |
| GED-931 | General Educational Development | 0 |

ESL - Advanced Certificate of Competency

The ESL - Advanced Certificate of Competency prepares advanced level ESL students with the English language and skills needed to function independently in English in a variety of life skills and academic situations. The program focuses on the acquisition of reading, writing and speaking skills needed to function independently at work, school and in the community. Foundation skills are emphasized through instructional methods, exercises and interactive activities that provide opportunities for students to develop a variety of competencies.

| Course | Title | Credits |
|---------|---|---------|
| ESL-920 | Non-Credit ESL Advanced 1 (formerly ESL-009X) | 0 |
| ESL-921 | Non-Credit ESL Advanced 2 (formerly ESL-010X) | 0 |

ESL - General Certificate of Competency

The ESL - General Certificate of Competency prepares beginning and intermediate level ESL students with the English language skills needed to function independently in a variety of life and academic situations. The program focuses on the acquisition of reading, writing, and speaking skills needed to function independently at work, school, and in the community. Foundational skills are emphasized through instructional methods, exercises, and interactive activities that provide opportunities for students to develop a variety of competencies.

| Course | Title | Credits |
|-------------------------|---|---------|
| Required Courses | | |
| ESL-903 | Non-Credit ESL Beginning 3 (formerly ESL-006X) | 0 |
| ESL-904 | Non-Credit ESL Intermediate 1 (formerly ESL-007X) | 0 |
| ESL-910 | Non-Credit ESL Multi-level 1 (formerly ESL-011X) | 0 |

ESL - Multi-Level Certificate of Competency

The ESL - Multi-Level Certificate of Competency prepares beginning, intermediate and advanced level ESL students with the English language and skills needed to function independently in English in a variety of life skills and academic situations. The program focuses on the acquisition of reading, writing and speaking skills needed to function independently at work, school and in the community. Foundation skills are emphasized through instructional methods, exercises and interactive activities that provide opportunities for students to develop a variety of competencies.

| Course | Title | Credits |
|-------------------------|--|---------|
| Required Courses | | |
| ESL-910 | Non-Credit ESL Multi-level 1 (formerly ESL-011X) | 0 |
| ESL-911 | Non-Credit ESL Multi-Level 2 (formerly ESL-012X) | 0 |

Non-Credit Certificates of Completion Basic Principles and Occupational Skills for Early Childhood Educators Certificate of Completion

The Basic Principles and Occupational Skills for Early Childhood Educators Certificate of Completion offers the foundational basic skills required of a career in the Early Care and Child Development field. It is required for students to complete both NC/CEP-971: Principals of Early Care and Child Development and NC/CEP-972: Occupational Skills for Early Childhood Educators. Topics include employer expectations, understand basic childcare facilities standards and work policies, identify basic development stages, technology skills, interview preparation, professionalism, effective verbal and written communication, self reflection of self and career awareness, computer skills, and employment communication. Participants will also learn to establish short and long term career goals, develop action plans, identify places to volunteer, develop and demonstrate occupational skills and complete job searches. Program completers will be able to to navigate the TEDS certificate requirements, move into TEDS credit courses and obtain access to entry level employment. Program completers will be able to access entry level employment as childcare employees, daycare teachers, preschool teachers, teacher assistants, paraeducators, paraprofessionals, educational assistants, instructional assistants, special education aides, special education paraprofessionals, special education teacher assistants, and teacher aides.

Student Learning Outcomes:

1. Develop career awareness in the field of Early Care and Child Development.
 2. Develop occupational competencies related to early childhood development careers.
 3. Exhibit employability skills such as communication, problem solving, leadership, teamwork, and technical skills needed for a diverse workforce.
 4. Engage inclusive, respectful communication with others.
 5. Assess personal interests, aptitudes, and abilities needed in the childcare profession.
- Demonstrate effective communication skills for working with children and adults that are from diverse cultures, social, economic backgrounds, languages and abilities.
6. Formulate and support decisions based on ethical judgement in a childcare setting.

| Course | Title | Credits |
|-------------------------|---|---------|
| Required Courses | | |
| CEP-971 | Principles of Early Care and Child Development | 0 |
| CEP-972 | Occupational Skills for Early Childhood Educators | 0 |

Construction Technology Certificate of Completion

The Construction Technology Certificate of Completion offers the foundational skills involved in both residential and commercial construction. Topics include safety, tools and materials, and applied mathematics for construction. Participants will also learn to establish short and long term career goals and develop action plans, job search, and career skills. Attainment of this certificate will provide students access to entry level employment in various construction trades provided by an employment partnership with the Southwest Mountain States and the Regional Council of Carpenters.

| Course | Title | Credits |
|-------------------------|------------------------------|---------|
| Required Courses | | |
| CEP-954 | Introduction to Construction | 0 |
| CEP-955 | Residential Construction | 0 |
| CEP-956 | Commercial Construction | 0 |

Culinary Arts Certificate of Completion

The Culinary Arts Certificate of Completion offers the foundational skills required of cooks and food preparation workers in the restaurant industry. Topics include an introduction to various cooking methods and the development of knife/cooking skills. Participants will also learn to establish short and long term career goals, develop action plans, and job search and career skills. Program completers will be able to access entry level employment as cooks and food preparation workers in the local community.

| Course | Title | Credits |
|-------------------------|---------------------------------|---------|
| Required Courses | | |
| CEP-980 | Introduction to Culinary Arts 1 | 0 |
| CEP-981 | Introduction to Culinary Arts 2 | 0 |

Digital Communication Certificate of Completion

The Digital Communication Certificate of Completion offers the foundational computer related skills involved in digital media. Topics include navigating files, using Photoshop, understanding copyright laws, writing for a digital audience, and communicating using digital imagery. Participants will also learn to establish short and long term career goals, develop action plans, and job search and career skills.

| Course | Title | Credits |
|-------------------------|---------------------------------------|---------|
| Required Courses | | |
| CEP-965 | Principles of Digital Communication 1 | 0 |
| CEP-966 | Principles of Digital Communication 2 | 0 |

Health Careers Certificate of Completion

The Health Careers Certificate of Completion offers the foundational skills required of workers in the health care industry. Topics include CPR techniques, diagnostic testing, vital signs, care regimens, disease prevention, workplace practices, health care communications, behaviors of medical teams, medical terminology, human anatomy, and functions of cells, microorganisms, and tissues. Participants will also learn to establish short and long term career goals, develop action plans, and job search and career skills. Program completers will be able to access entry level employment as home care aides, medical assistants, medical secretaries, OT aides, patient service representatives, and medical scribes.

| Course | Title | Credits |
|---------|----------------------------------|---------|
| CEP-974 | Introduction to Health Careers 1 | 0 |
| CEP-975 | Introduction to Health Careers 2 | 0 |

Light Duty Automotive Services Certificate of Completion

The Light Duty Automotive Services Certificate of Completion offers both theoretical and hands-on training options in the Automotive industry. Topics include: Lube & Oil, Brakes & Tires and Basic Tune-ups. This program prepares students to enter into the job market as technicians skilled in maintenance and light automotive repair. Participants will also learn to establish short and long term career goals, develop action plans, job search and career planning skills. In order to keep up with the technological advances and continued expansion of the automotive industry, students will learn basic computers skills. Program

completers should be able to find employment as a well-trained entry level technicians in the automotive industry

| Course | Title | Credits |
|-------------------------|--|----------------|
| Required Courses | | |
| AUME-904 | Light Duty Automobile Service Technician (formerly ABE-004X) | 0 |
| CEP-950 | Career Enhancement Skills (formerly CEP-001X) | 0 |
| CEP-970 | Basic Computer Skills for Business (formerly CEP-005X) | 0 |