

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
- Foundations of Math Certificate of Competency NC.MATH

Non-Credit Certificates of Completion

- 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 |

Foundations of Math Certificate of Competency

The non-credit certificate of competency in Fundamentals of Math is designed to prepare students with the skills needed to successfully

complete the lowest level credit math class. Students need a strong foundation in arithmetic to learn algebraic concepts. The required course work for this program will cover topics in arithmetic using whole numbers, fractions and decimals.

Students will simplify expressions using the order of operations and will translate English into math to solve application problems.

By passing the exit exam in each course of the Fundamentals of Math program, students will qualify to enroll in MATH-055 or MATH-060 at MSJC.

To earn the certificate of competency, the student must pass the exit exam for each of the four math courses. Once the certificate has been awarded, it is important to enroll in MATH-055 or MATH-060 in a timely fashion. With the passage of time, the math skills acquired, if not continuously put into practice, will begin to fade.

| Course | Title | Credits |
|-------------------------|--|---------|
| Required Courses | | |
| MATH-901 | Operations with Whole Numbers (formerly MATH-040AX) | 0 |
| MATH-902 | Multiplication and Division of Fractions (formerly MATH-040BX) | 0 |
| MATH-903 | Addition and Subtraction of Fractions (formerly MATH-040CX) | 0 |
| MATH-904 | Operations with Decimals (formerly MATH-040DX) | 0 |

Non-Credit Certificates of Completion

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 |