

NONCREDIT COMPUTER INFORMATION SYSTEMS

The Computer Information Systems Department at Las Positas College offers tuition-free, noncredit courses that provide a pathway into the Computer Information Systems and Computer Networking Technology credit programs specifically in the fields of cybersecurity and networking technologies.

Noncredit Computer Information Systems Courses (NCIS)

NCIS 201 CYBERSECURITY CAMP 0 UNITS

This course will introduce the novice to cybersecurity career opportunities, cyber ethics, online safety, and cyber threats. Students will be introduced to cybersecurity principles, virtual machines, basic Windows and Linux administration security policies, fundamental CISCO network routing and CISCO packet tracer. As a culminating activity students will compete by analyzing and fixing vulnerabilities on the provided Windows and Linux images. 40 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP/SP

NCIS 201B CYBERSECURITY ADVANCED SKILLS 0 UNITS

This course will build upon the intro to cybersecurity camp. Review cybersecurity career opportunities, cyber ethics, online safety, and cyber threats. Students will build upon cybersecurity principles, virtual machines, basic Windows and Linux administration security policies, fundamental CISCO network routing and CISCO packet tracer. As a culminating activity students will compete by analyzing and fixing vulnerabilities on the provided Windows and Linux images. 40 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP/SP

NCIS 202 CYBERSECURITY COMPETITION PREP 0 UNITS

This course prepares students to participate in cyber security competitions (CyberPatriot, National Cyber League, etc). Topics include an overview of cyber competitions, virtual machines, Linux operating systems and administration, Windows operating systems and administration, CISCO networking, and packet tracer. Through business scenarios, students will create checklists of potential vulnerabilities and work in teams to secure networks and sensitive data. 30 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP/SP

NCIS 203 CYBERSECURITY 0 UNITS

COMPETITION

This course allows students to participate in cyber security competitions (CyberPatriot, National Cyber League, etc). Topics include an overview of cyber competitions, virtual machines, Linux operating systems and administration, Windows operating systems and administration, CISCO networking, and packet tracer. Through business scenarios, students will create checklists of potential vulnerabilities and work in teams to secure networks and sensitive data. 30 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP/SP

NCIS 210 ORIENTATION TO IT CAREERS 0 UNITS

This course enables students to analyze the field of information technology (IT). The class will include a survey of the IT professions, industry certifications, employment skills, definitions, associations, current issues, salaries, and self-assessment survey of skills and competencies. Students will be able to identify an IT program pathway at LPC. 18 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP/SP

NCIS 244 IT FUNDAMENTALS + 0 UNITS

Information Technology Fundamentals+ (ITF+) is the essential qualification for exploring a career in IT. This course will cover the topics of the CompTIA IT Fundamentals certification, which validates the knowledge and skills required to identify and explain the basics of computing hardware and software, IT infrastructure, applications and software, software development concepts, database fundamentals, and security. Technologies and trends of the IT industry and the exploration of IT careers. This course will prepare you to take the CompTIA certification exam. 36 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP

NONCREDIT ENGLISH

The English Department offers a tuition-free, noncredit English course that provides secondary-level reading and writing skills to prepare students for further college coursework, including in career and technical programs, and to support other academic, personal, and professional goals.

Noncredit English Courses (NENG)

NENG 204 INTEGRATED READING AND WRITING II 0 UNITS

An accelerated one-semester preparation in English for success in college. Integrates reading, critical thinking and writing assignments, using materials that present a variety of perspectives from across the curriculum. 108 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP

NONCREDIT ENGLISH AS A SECOND LANGUAGE

The ESL Department at Las Positas College offers tuition-free, noncredit courses designed to help students become proficient in English. Noncredit English as a Second Language courses lead to a College Grammar Pathway Certificate of Competency, and/or a College Reading and Writing Pathway Certificate of Competency. Most classes in the ESL Department are mirrored and can be taken for credit or noncredit.

Programs of Study

Certificates of Competency:

- ESL College Grammar Pathway
- ESL College Reading and Writing Pathway

Certificates of Completion:

- Advanced ESL Communication Studies

Certificate of Competency ESL College Grammar Pathway

About the Certificate

The ESL College Grammar Pathway provides a supportive, noncredit pathway into transfer level ESL courses. The curriculum emphasizes rigorous study of the foundational English language skill of grammar with a special focus on application in reading and writing. Students have the opportunity to take a sequence of four courses, from beginning to intermediate, which will help in developing vocabulary, reading, writing, speaking and listening skills. Students who successfully complete the pathway will be able to enroll in UC and CSU transfer level ESL classes, and will be better prepared to pursue their educational goals, including language learning, transfer, Associate's Degree, certificate, or CTE.

Program Outcomes

- Upon completion of the Certificate of Competency in ESL College Grammar Pathway, students are able to use foundational grammar, including all verb tenses and types of sentences.
- Upon completion of the Certificate of Competency in ESL College Grammar Pathway, students are able to use academic vocabulary, including parts of speech, at the intermediate level.
- Upon completion of the Certificate of Competency in ESL College Grammar Pathway, students are able to analyze grammatical content in written discourse for comprehension.

- Upon completion of the Certificate of Competency in ESL College Grammar Pathway, students are able to apply grammatical concepts in writing.
- Upon completion of the Certificate of Competency in ESL College Grammar Pathway, students are able to matriculate into credit, transfer-level ESL courses.

Required Core: Select One or More (54-162 Hours)

NESL 230A (Beginning Grammar for Reading and Writing) 54
 NESL 230B (High-Beginning Grammar for Reading and Writing) 54
 NESL 220A (Intermediate Grammar for Reading and Writing)..... 54

Capstone: (54 Hours)

NESL 220B (High-Intermediate Grammar for Reading and Writing)..... 54

Total Hours 108-216

Certificate of Competency ESL College Reading and Writing Pathway

About the Certificate

The ESL College Reading and Writing Pathway provides a supportive, noncredit pathway into transfer level ESL courses. Students have the opportunity to take a sequence of four courses, from beginning to intermediate, which will focus on reading and writing, grammar, vocabulary development, and speaking and listening skills. The curriculum emphasizes rigorous study of the foundational English language skills of reading, writing, and grammar. Students who successfully complete the pathway will be able to enroll in UC and CSU transfer level ESL classes, and will be better prepared to pursue their educational goals, including language learning, transfer, Associate's Degree, certificate, or CTE.

Program Outcomes

- Upon completion of the Certificate of Competency in ESL College Reading and Writing Pathway, students are able to comprehend a variety of authentic reading materials at the intermediate level.
- Upon completion of the Certificate of Competency in ESL College Reading and Writing Pathway, students are able to write paragraphs and essays with control of organization, development and language at the intermediate level.
- Upon completion of the Certificate of Competency in ESL College Reading and Writing Pathway, students are able to use foundational grammar, including all verb tenses and types of sentences.
- Upon completion of the Certificate of Competency in ESL College Reading and Writing Pathway, students are able to utilize a variety of study skills and strategies for language acquisition.
- Upon completion of the Certificate of Competency in ESL

College Reading and Writing Pathway, students are able to matriculate into credit, transfer-level ESL courses.

Required Core: Select One or More (126-378 Hours)

NESL 231A (Beginning Reading and Writing).....	126
NESL 231B (High-Beginning Reading and Writing)	126
NESL 221A (Intermediate Reading and Writing)	126

Capstone: (126 Hours)

NESL 221B (High-Intermediate Reading and Writing).....	126
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Total Hours 252-504

**Certificate of Completion
Advanced ESL
Communication Studies**

About the Certificate

The ESL Communication Studies Program is a short-term (2-course) non-credit program. This program offers a bridge to continuing academic studies and transfer level CMST courses. The program will also aid students in preparing for workforce entry or advancement. Students who complete this program will be able to implement essential communication skills such as vocal variety, eye contact, stance, and awareness of cultural norms. Students will receive one-on-one coaching from instructors and will complete the program with strategies to continue building confidence and effectiveness in front of any audience.

Career Opportunities

Employment opportunities include jobs which require effective and assertive communication such as customer service, hospitality, sales, and office management.

Program Outcomes

- Upon completion of the Certificate of Completion in Advanced ESL Communication Studies, students are able to establish an effective and assertive presence in formal speaking situations such as academic courses, job interviews, professional meetings, and presentations.
- Upon completion of the Certificate of Completion in Advanced ESL Communication Studies, students are able to give responses using appropriate and concise rhetorical frames in common formal speaking situations, such as academic courses, job interviews, professional meetings, and presentations.
- Upon completion of the Certificate of Completion in Advanced ESL Communication Studies, students are able to demonstrate an awareness of cultural norms appropriate to specific public speaking situations.

Required Core: (8 Hours)

NESL 240 (Public Speaking Delivery for Advanced ESL (Communicate With Confidence))	4
NESL 241 (Public Speaking Structure for Advanced	

ESL (Find Your Voice).....4

Total Hours 8

Noncredit English as a Second Language Courses (NESL)

**NESL 220A INTERMEDIATE GRAMMAR 0 UNITS
FOR READING AND WRITING**

This is the first semester of a one-year course in intermediate grammar for academic writing and reading designed to enable students to identify, comprehend, and use linguistic forms accurately, meaningfully and appropriately in reading and writing. The course focuses on types of sentences, clauses, and phrases, word order, verb forms, verb tenses, and on the connection between vocabulary and grammar. Students are advised to enroll concurrently in NESL 220A and NESL 221A, and ESL 123 or ESL 126. Prerequisite: NESL 230B with a minimum grade of P or ESL 130B with a minimum grade of P or placement through the ESL assessment process. 54 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP

**NESL 220B HIGH-INTERMEDIATE 0 UNITS
GRAMMAR FOR READING
AND WRITING**

This is the second semester of a one-year course in intermediate grammar for academic writing and reading designed to enable students to use linguistic forms accurately, meaningfully and appropriately in written expression. The course focuses on types of sentences, clauses, phrases, word order, verb forms, verb tenses, and on the connection between vocabulary and grammar. This course also emphasizes analyzing grammar and meaning and detecting and correcting grammatical errors. Students are advised to enroll concurrently in NESL 220B and NESL 221B, and ESL 123 or ESL 126. Prerequisite: NESL 220A with a minimum grade of P or ESL 120A with a minimum grade of P or placement through the ESL assessment process. 54 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP

**NESL 221A INTERMEDIATE READING 0 UNITS
AND WRITING**

This is the first semester of a one-year course in intermediate academic writing and reading. Classes will focus on writing sentences, paragraphs and compositions, developing strategies for reading comprehension and flexibility, on interactive reading, and on academic vocabulary development. Students will develop cultural understanding, vocabulary, and fluency through a variety of academic writing and reading tasks. Students are advised to enroll concurrently in NESL 220A and NESL 221A, and ESL 123 or ESL 126. Prerequisite: NESL 231B with a minimum grade of P or ESL 131B with a minimum grade of P or placement through ESL assessment process. 126 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP

**NESL 221B HIGH-INTERMEDIATE 0 UNITS
READING AND WRITING**

This is the second semester of a one-year course in intermediate

academic writing and reading. Classes will focus on writing sentences, paragraphs and compositions, developing strategies for reading comprehension and flexibility, on interactive reading, and academic vocabulary development. Students will develop cultural understanding and fluency through a variety of academic writing and reading tasks. Students are advised to enroll concurrently in NESL 221B and NESL 220B, and ESL 123 or ESL 126. Prerequisite: NESL 221A with a minimum grade of P or ESL 121A with a minimum grade of P or placement through ESL assessment process. 126 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP

**NESL 230A BEGINNING GRAMMAR 0 UNITS
FOR READING AND WRITING**

This is the first semester of a one-year course in beginning grammar for academic purposes designed to enable students to understand and use English accurately, meaningfully and appropriately. The course focuses on the connection between vocabulary and grammar, simple and compound sentences, phrases, verb forms, and verb tenses, especially simple present, simple past, and present progressive. Students are advised to enroll concurrently in NESL 230A and NESL 231A, and ESL 133 or ESL 136. Strongly Recommended: Placement through the ESL assessment process. 54 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP

**NESL 230B HIGH-BEGINNING GRAMMAR 0 UNITS
FOR READING AND WRITING**

This is the second semester of a one-year course in beginning grammar for academic purposes designed to enable students to identify and use linguistic forms accurately, meaningfully and appropriately in written expression. The course focuses on simple and compound sentences, word order, verb tenses: simple present, past, and future as well as present and past progressive, verb forms, modals, phrases, and vocabulary development. Students are advised to enroll concurrently in NESL 230B, NESL 231B, and ESL 133 or ESL 136. Prerequisite NESL 230A with a minimum grade of P or ESL 130A with a minimum grade of P or placement through the ESL assessment process. 54 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP

**NESL 231A BEGINNING READING 0 UNITS
AND WRITING**

This is the first semester of a one-year course in beginning academic writing and reading. Classes will focus on writing simple and compound sentences in short paragraphs, on developing strategies for increasing reading comprehension and flexibility, on interactive reading, and on developing academic vocabulary. Students will develop cultural understanding and fluency through a variety of writing and reading tasks. Students are advised to enroll concurrently in NESL 231A and NESL 230A, and ESL 133 or ESL 136. Strongly Recommended: Appropriate skill level demonstrated through the ESL assessment process. 126 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP

**NESL 231B HIGH-BEGINNING READING 0 UNITS
AND WRITING**

This is the second semester of a one-year course in beginning

academic writing and reading. Classes will focus on writing simple, compound, and complex sentences in structured paragraphs, on developing strategies for increasing reading comprehension and flexibility, on interactive reading, and on developing academic vocabulary. Students will develop cultural understanding and fluency through a variety of writing and reading tasks. Students are advised to enroll concurrently in NESL 231B and NESL 230B, and ESL 133 or ESL 136. Prerequisite: NESL 231A with a minimum grade of P or ESL 131A with a minimum grade of P or Placement through ESL assessment process. 126 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP

**NESL 240 PUBLIC SPEAKING DELIVERY 0 UNITS
FOR ADVANCED ESL
(COMMUNICATE WITH CONFIDENCE)**

A comprehensive introduction to the concepts of public speaking delivery skills used in academic and work settings. Covers key skills of eye contact, gestures, stance, and vocal variety. Classes will be performance based with intensive practice and individual coaching. Prerequisite: ESL 121A with a minimum grade of P or NESL 221A with a minimum grade of P or ESL 120A with a minimum grade of P or NESL 220A with a minimum grade of P. 4 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP

**NESL 241 PUBLIC SPEAKING 0 UNITS
STRUCTURE FOR ADVANCED
ESL (FIND YOUR VOICE)**

A comprehensive introduction to structure in public speaking used in academic and work settings. Covers key skills of culturally appropriate interjection, concise response to questions, and assertive presence. Classes will be performance based with intensive practice and individual coaching. Prerequisite: ESL 121A with a minimum grade of P or NESL 221A with a minimum grade of P or ESL 120A with a minimum grade of P or NESL 220A with a minimum grade of P. 4 hours.

Non-Degree Applicable, Noncredit Grading Option: P/NP

**NONCREDIT
HORTICULTURE**

The Horticulture Department at Las Positas College offers short-term, tuition-free, noncredit courses and a skills program designed to provide students both educational and vocational opportunities. A certificate will not only validate participation in the program, but it will also enhance the opportunities to secure gainful entry-level employment. The program is open to all and specifically designed for students that have difficulty in a traditional classroom setting.

Programs of Study

Certificates of Completion:

- Horticulture