Noncredit education is designed to support a student’s growth through enhancing academic skills, personal development and employment opportunities through a variety of classes ranging from basic skills Math and English to employability skills, vocational preparation and job retraining. Enrollment in noncredit courses is free and continues throughout the school year. Noncredit courses follow the same curriculum approval process used for credit courses, and all classes are taught by qualified instructors.

### APPLIED TECHNOLOGY AND EMPLOYABILITY

#### BUSINESS ESSENTIALS

**ATEM N102 - MATHEMATICS FOR EMPLOYMENT**  
**Hours:** 4 laboratory weekly  
This course is designed to present mathematics topics which are necessary for success in multiple career pathways, such as business, manufacturing, arts and entertainment, electronics, and various applied sciences.  
*This is a noncredit course, non-degree applicable.*

#### CAREER EXPLORATION

**ATEC N101 - CAREER EXPLORATION AND DISCOVERY**  
**Hours:** 3 laboratory weekly  
This course provides students with insights for career exploration and development. It lays the groundwork for self-evaluation and discovery for the types of career pathways available and appropriate for the individual. The course will facilitate self-appraisal for matching interests and personal talents with appropriate career choices. In this course students will determine career goals based on self-assessment and exploration, and develop effective career planning strategies.  
*This is a noncredit course, non-degree applicable.*

**ATEC N105 - SKILLS FOR EMPLOYABILITY**  
**Hours:** 3 laboratory weekly  
This course enables the student to identify and strengthen the assets and attributes necessary for gaining and maintaining employment. The course focuses on employment preparation, employer expectations, the working environment, and proper workplace behavior and attire. In this course students will demonstrate appropriate attire for the workplace, demonstrate time management, explain their understanding of drug and alcohol (DOT) testing, complete an application, prepare a resume, perform a successful interview, and demonstrate understanding of appropriate workplace behavior.  
*This is a noncredit course, non-degree applicable.*

#### MATHEMATICS

**ATEM N104 - PRINCIPLES OF TECHNOLOGY**  
**Hours:** 3 laboratory weekly  
This course offers a survey of principles of technology and industrial techniques for the use of mechanical, fluid, electrical, thermal, and other forces. It includes the identification of common manufacturing applications and uses. In this course, students will learn about sketching technical problems, mechanical force and its use in industrial applications, mechanical advantage used in modern industry, and the technology of mechanical force, advantage, and technical processes.  
*This is a noncredit course, non-degree applicable.*

**ATEM N107 - TECHNICAL REFERENCE INTERPRETATION AND BLUEPRINT READING**  
**Hours:** 3 laboratory weekly  
This course offers a survey of technical standards and techniques for reference and engineering drawings. It covers technical standards and symbols for the areas of study including manufacturing, welding, mechanics, hydraulics/pneumatics, and electronics. It includes the study of manufacturing processes and tools and the application of these tools in a manufacturing setting. Modern manufacturing document reading and interpretation will be covered. Students will describe and select appropriate standard symbols and techniques for producing technical sketches, blueprints, manufacturing operations, work orders, and inspection documentation, and identify typical manufacturing applications and uses in the manufacturing workplace.  
*This is a noncredit course, non-degree applicable.*

**ATEM N108 - OCCUPATIONAL SAFETY IN THE WORKPLACE**  
**Hours:** 3 laboratory weekly  
This course offers a survey of the typical standards and techniques for working in, and maintaining, a safe work environment. This course will include the safe use of typical tools and machines found in an industrial setting. It prepares the student for applying industry safety standards for the areas of study and preparation for employment in the areas of manufacturing, welding, mechanics, hydraulics/pneumatics, chemical, and electrical, in accordance with Occupational Safety and Health Administration (OSHA) regulations. In this course students will learn health and safety procedures; the meaning of safety symbols, Material Safety Data Sheets (MSDS), and key safety terms and phrases; health and safety practices for storing, cleaning, and maintaining tools, equipment, and supplies; and regulations pertaining to the Occupational Safety and Health Administration (OSHA).  
*This is a noncredit course, non-degree applicable.*

**ATEM N109 - TOOLS AND MACHINES IN INDUSTRY**  
**Hours:** 3 laboratory weekly  
This course is a survey of the principles of technical systems, tools, and machines. It includes the study of manufacturing processes and tools, and the application of these tools in a manufacturing setting. Simple machines and the modern tools of technology will be covered. In this course, students will learn to describe and select tools appropriate for producing products and doing work, follow safe operating protocols, identify common machines and tools, and describe the typical manufacturing process applications and uses of computer controlled machine tools.  
*This is a noncredit course, non-degree applicable.*
APPLIED TECHNOLOGY AND EMPLOYABILITY

WRITING

ATEW N104 - WRITING FOR EMPLOYMENT
Hours: 4 laboratory weekly
This course covers the writing skills that are essential to working in any type of business. Emphasis is on the composition skills that are necessary for employees to strengthen their employability and increase their promotional value. The course will cover the formatting and grammar required for composing cover letters, email messages, notes, memos, and letters of resignation. The course also includes digital ethics and responsibility. In this course, students will learn to compose an email message, draft a memo, compose a resignation letter, write a note, draft a cover letter, write a personal statement, and write a business letter.
This is a noncredit course, non-degree applicable.

INTERDISCIPLINARY STUDIES

IDS N100 - INDIVIDUALIZED STUDY
Corequisite: current enrollment in Ventura College
Hours: 1 - 10 laboratory weekly
This noncredit course is designed to provide students with support in basic skills areas such as reading and writing, to include literacy and general communication skills, and in basic skills areas such as mathematics and computer literacy, to include numeracy and computational skills. The course will provide supervised tutoring to prepare students to improve their performance in college coursework. Instruction and training will also be provided to assist vocational students and older students.
Formerly IdS 100. This is a noncredit course, non-degree applicable.

WELDING

WEL N94 - WELDING SPECIALTY
Hours: by arrangement
This course is designed to provide practicing welders opportunities to develop skills in a specialized area of the welding art.
Field trips may be required. Formerly Wel 97. This is a noncredit course, non-degree applicable.