**Outcome Assessment Timeline**

**Academic Programs**

**Department of Continuing Education**

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| **APR/SLO 4-Year Cycle** |  |  |  |
| **Course ID** | **Course-Level Student Learning Outcome** **(CSLO)** | **Measure/Collected** **Data** | **Discuss & Plan** |
| **NC 1** HOME SAFETY FOR OLDER ADULT | Describe ways in which to make all areas of the home safer and more secure, including safety factors and recommendations to avoid accidents, falls and disasters. ISLO 5 | Spring 2019Fall 2020 | Fall 2019 |
| **NC 100**YOGA FOR SENIORS | Perform mind, breath, body, and spirit awareness using fundamental Hatha yoga posture to build confidence and strength. SLO 2 | NA | NA |
| **NC 1000**CANOE TRIP LEADER TRAINING | Lead flat water canoe trips. ISLO 2 | NA | NA |
| Effectively coordinate staffing and preparations for flat water canoe trips. ISLO 5 | NA | NA |
| Direct team building skills. ISLO 9 | NA | NA |
| **NC 1001**Creating Art From Everyday | Demonstrate techniques of creating gifts and decorations from common objects found around the home using paper collage, basic stenciling, and some rubber stamping. ISLO 4 | NA | NA |
| **NC 1002** CUSTOMER SERVICE CUSTOMER APPRECIATION | Students will recognize the value of each customer and strive to meet the customer’s needs. ISLO 4 | Spring 2019Fall 2020 | Fall 2019 |
| Students will modify their service approach to match the cultural subtleties of their customers. ISLO 10 | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1003**CUSTOMER SERVICE MASTERING COMMUNICATION | Student will carefully listen to their customer's needs to evaluate which options the student should present to meet those needs. ISLO 1 | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1005**SELF-PACED CAREER ASSESSMENT | Formulate a list of lifetime goals based on values, skills and interests. ISLO 5 | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1006**CUSTOMER SERVICE---DEALING WITH DIFFICULT PEOPLE | Student will assess their customer's complaints to differentiate between the issue and the emotion. ISLO 5 | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1007**PR FOR THE PROFESSIONAL RESCUER | Be eligible to become a BLS instructor. ISLO 2 | Spring 2019Fall 2020 | Fall 2019 |
| Provide Basic Life Support to a victim of an emergency. ISLO 5 | Spring 2019Fall 2020 | Fall 2019 |
| Work in professional rescuer environment. ISLO 9 | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1008**Strategic Planning: Proven Basics of Planning | Develop a strategy on how to plan a project using strategic planning steps to design a work project, career goal, volunteer task, or for planning a vacation. ISLO 4 | NA | NA |
| **NC 1009**Mentor and Coach for Improved Performance in the Workplace | Students will communicate changes to team members and coach them for improved performance. ISLO 1 | NA | NA |
| Students will solicit feedback and organize teams based their skills and areas of interest. ISLO 4 | NA | NA |
| **NC 1010**AUTOMATED EXTERNAL DEFIBRILLATION AED | Safely administer shocks to the cardiac arrest victim. ISLO 4 | NA | NA |
| Recognize the need for an Automated External Defibrillator in a cardiac arrest victim. ISLO 4 | NA | NA |
| Prepare the cardiac arrest victim to receive shocks from the Automated External Defibrillator. ISLO 2 | NA | NA |
| **NC 1011**Customer Service: It's a Winning Attitude | Present an overview of how to train employees using proven strategies that have gained renowned reputations for major retailers. ISLO 2 | NA | NA |
| **NC 1012**Diversity in the Workplace | Discuss the work place diversity trends that are changing the way business is conducted in the 21 St. century economy. ISLO 9 | NA | NA |
| **NC 1013**Meetings That Work | Conduct a presentation on how to chair an effective meeting, discuss myths, and ways to avoid traps that inhibit team effectiveness. ISLO 4 | NA | NA |
| **NC 1014**OXYGEN ADMINISTRATION FOR THE PROFESSIO NAL RESCUER | Handle and properly set-up an oxygen tank. ISLO 2 | Spring 2019Fall 2020 | Fall 2019 |
| Use breathing devices to provide care to the patient in respiratory distress. ISLO 5 | Spring 2019Fall 2020 | Fall 2019 |

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| **NC 1015**ORGANIZE YOUR LIFE AND HAVE MORE TIME FOR FUN | Students will be able to identify the degree of organization and disorganization in various aspects of their daily lives, assess the impact this is having on them and then make improvements as needed. ISLO 5 | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1016**Writing for Life | Demonstrate the skills to write a letter to potential employer expressing job interest and relevant skills, using proper format and business etiquette. ISLO 2 | NA | NA |
| **NC 1017**Interactive Infant Play | Discuss the different ways infants learn about the world through play and demonstrate exercises to promote learning. ISLO 2 | NA | NA |
| **NC 1018**Is the Media Raising Our Children? | Provide examples of how the media influences children through computers and video games and present suggestions on how to teach media literacy and critical viewing for children. ISLO 4 | NA | NA |
| **NC 1019**Parent Strategies for the Working and Single Parent | Outline a plan that a single parent can utilize to spend more quality time with their child by strengthening their parenting skills and adopting more effective coping skills during times of difficulty. ISLO 4 | NA | NA |
| **NC 1020**Introduction to Self Defense Geared Towards Women | Perform self-defense techniques designed to protect women from social or professional physical harassment, unexpected sexual attacks or other assaults, using prevention methods and countermeasures. ISLO 5 | NA | NA |
| **NC 1021**Micro-Enterprise: The HOME-BASED Business | Perform self-defense techniques designed to protect women from social or professional physical harassment, unexpected sexual attacks or other assaults, using prevention methods and countermeasures. ISLO 4 | NA | NA |
| **NC 1022**PEDIATRIC BASIC LIFE SUPPORT AND FIRST AID | Provide basic care for respiratory, cardiac and first aid emergencies in children and adults. ISLO 5 | Spring 2019Fall 2020 | Fall 2019 |
| Perform CPR and relief of foreign body airway obstruction according to AHA standards. ISLO 2 | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1023**Market Research for Your Small Business | Student entrepreneurs will seek out and analyze data to support the growth and financial viability of their businesses. | NA | NA |
| Discuss strategies to provide diversity in exercise programs to prevent boredom. | NA | NA |
| **NC 1024**Wellness Through Fitness Training | Discuss strategies to provide diversity in exercise programs to prevent boredom. | NA | NA |
| Achieve fitness through the use of Nautilus weight training and life cycle equipment. | NA | NA |
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| Perform exercise techniques to enhance wellness, muscle strength, fitness and flexibility. |
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| **NC 1028**Electronic Resources for Nursing and Allied Health | Use internet e-mail and internet resources in the areas of nursing and allied health and demonstrate how to use specialized search engines and medical databases. | NA | NA |
| **NC 1029**Student Internship Program for Banking | Discuss skills necessary to market yourself for successful employment in the banking industry, overviewing successful on-the-job techniques. | NA | NA |
| **NC 103** STEPPING STONES TO SUCCESS IN THE WORKPLACE | Students will apply strategies in course in order to achieve identified goal. (ISLO 2) | Spring 2019Fall 2020  | Fall 2019 |
| Student will analyze progress in course and options in college to identify goal. (ISLO 5) |
| **NC 1030**BEANS BREAD AND RICE ON THE PLATE | Students will be able to identify, compare and contrast key concepts of diversity learning, global awareness, and civic engagement; and apply diversity management principles for practical use. | NA | NA |
| **NC 1031**DIVERSITY DOES NOT EQUAL POLITICAL CORRECTNESS | Students will be able to identify, compare and contrast key concepts of diversity learning, global awareness and civic engagement; and apply diversity management principles for practical use. | NA | NA |
| **NC 1032**SIMPLY RACE AND SEX | Students will be able to identify, compare, and contrast key concepts of diversity learning, global awareness and civic engagement; and apply diversity management principles for practical use. | NA | NA |
| **NC 1033**SUCCESS IN NURSING | Upon completion of this course, the student will list and describe three strategies for successful completion of the nursing program. | NA | NA |
| Upon completion of this course, the student will demonstrate accurate medication dosage calculations related to care of the patient in an acute care facility. | NA | NA |

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| **NC 1039**BASIC LIFE SUPPORT BLS INSTRUCTOR | Provide all levels of basic life support instruction to individuals in a classroom setting | Spring 2019Fall 2020 | Fall 2019 |
| Deliver cognitive and psychomotor instruction in accordance with the American Heart Association guidelines. | Spring 2019Fall 2020 | Fall 2019 |
| Effectively evaluate students' knowledge and skill performance in basic life support training. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1040**Self-Awareness Safety Preparation | Discuss dangerous environments that could negatively affect personal safety and provide examples of basic elements of self-defense, escapes and ways to recognize threatening situations. | NA | NA |
| **NC 1041**It Figures-Sensible Meal Choices for Older | Prepare a healthy meal with minimum costs and limited waste. | NA | NA |
| **NC 1045**Hostage Negotiations for Law Enforcement | Demonstrate skills to properly assess and negotiate a hostage situation safely and explain the dynamics. | NA | NA |
| **NC 1046**Basic Boating and Water Safety | Effectively apply the boating basics as it pertains to the position of recreation assistant. | Spring 2019Fall 2020 | Fall 2019 |
| Understand the basics of boating safety, boating laws, navigational rules and aids. | Spring 2019Fall 2020 | Fall 2019 |
| Apply for and receive certification from California Dept. of Boating and Waterways. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1048**mproving Your Memory After 50 | Present techniques to build a better memory and improving the quality of life. Show ways to deal mental road blocks and distractions. | NA | NA |
| **NC 1049**Historical Perspectives in Ceramics | Art students critically examine and evaluate contemporary ceramic art and artists from various perspectives. | NA | NA |
| **Nc 105** Independence, Social, and Study Strategies | Addresses the needs of college students with autism. Assistsstudents in developing skills and knowledge necessary to reachtheir educational objectives | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1050**COMMUNITY RESOURCES FOR OLDER ADULTS | Acquire knowledge of resources in the community that are available to seniors at no cost. | NA | NA |

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| **NC 1051**Introduction to Computers | Provide an overview of the basics of operating a computer. Demonstrate how use a mouse, key board commands, file management, saving and printing a document and how to use word-processing software. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1052**Basic Water Rescue | Understand the importance of protecting yourself while assisting others in an aquatic emergency situation. | NA | NA |
| Be able to assist the victim regardless of their swimming skill level. | NA | NA |
| Recognize, prevent and respond to aquatic emergencies. | NA | NA |
| **NC 1053**Art Therapy | Discuss the use of art as a therapeutic median and how it can used to promote self-expression, coping skills and improve overall quality of life. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1054**FAMILY CHILDCARE BUSINESS I | Complete a business plan for an in-home daycare business to include enrollment of children, contracts, bookkeeping and legal considerations and effective utilization of space. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1055**FAMILY CHILD CARE BUSINESS II | Provide a safe environment for children with consideration to their health, safety and nutritional needs and the proper procedures for dealing with illness and medications. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1056**FAMILY CHILDCARE BUSINESS III | Describe the major theories in child development with emphasis upon practical application to the childcare provider. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1057**FAMILY CHILDCARE BUSINESS IV | Present effective problem solving solutions to help children express feelings of loss, and grief. Assess community resources available to families and children in crisis to assist with program improvement. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1058**FAMILY CHILDCARE BUSINESS V | Present developmentally appropriate practices for home learning environment. Describe the basic "whole child" approach to developing curriculum as it relates to cultural diversity and inclusion. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1059**Enjoying Great Music - The Symphony | Present an overview of great symphonic literature and the work of masters and the different movements of classical orchestrated symphonies and the influences of political, social changes from the eighteenth to the twentieth-centuries on symphony. | NA | NA |
| **NC 1061**Nautilus Strength Training Instructor Certification | Present information on scientific and applied principles for teaching individuals how to use Nautilus equipment effectively to promote lifelong fitness. | NA | NA |

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| **NC 1062**EMERGENCY RESPONDER REFRESHER FOR MARINE SAFETY PERSONNEL | As a result of cognitive and psychomotor training, demonstrate proficiency in a variety of tasks.Renew previously issued Emergency Responder certification with authoring agencies. | NA | NA |
| Gain updated information on medical, legal, ethical and other issues as they pertain to the emergency responder. | NA | NA |
| **NC 1063**EMERGENCY MEDICAL TECHNICIAN FOR MARINE Safety Personnel | Gain updated information on medical, legal, ethical and other issues as they pertain to the emergency responder. | NA | NA |
| As a result of cognitive and psychomotor training, demonstrate proficiency in a variety of tasks. | NA | NA |
| Renew previously issued Emergency Medical Technician certification with authorizing agencies, including San Diego County Emergency Medical Services. | NA | NA |
| **NC 1064**BOATING SAFETY PADDEL SPORTS LEADER TRA INING | Gain boating knowledge to pursue a career as an assistant in an aquatic recreation program. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1065**CUSTOMER SERVICE MANAGING CHANGE | Demonstrate knowledge of instructional technology and 4MAT to plan concept-based instruction using the natural cycle of learning. Display the skills needed to show a mastery of training/education performance objectives. | NA | NA |
| **NC 1066**Careers in Marine Safety Service | As a result of cognitive and psychomotor training, perform basic rescue skills along coastal waters, lakes and rivers. | NA | NA |
| Apply for and receive entry-level positions with federal, state or municipal government agencies. | NA | NA |
| Understand the career opportunities in marine safety service settings. | NA | NA |
| **NC 1067**Report Writing for Law Enforcement | Organize and write a report that communicates ideas, concepts and facts in a clear and concise manner. | NA | NA |
| **NC 1069**Customer Service---Managing Change | Students will research and compare options before implementing changes. | Spring 2019Fall 2020 | Fall 2019 |

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| **NC 1070**CUSTOMER SERVICE DECISION MAKING AND PROBLEM SOLVING | Students will assemble all the facts and consider the consequences of each decision, before selecting the best option. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1071**CUSTOMER SERVICE---TIME AND STRESS MANAGEMENT | Overburdened students will be able to systematically assess their commitments and prioritize their time to meet the most important commitments. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1072**Customer Service: Business Ethics | Students will observe and consider other's views and feel comfortable expressing their own personal and professional outlook | NA | NA |
| **NC 1073**CUSTOMER SERVICE---THE RIGHT ATTITUDE | In challenging situations with negative co-workers, students will choose tactics to help them maintain their own positive attitude. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1074**CUSTOMER SERVICE TEAM BUILDING | Students will be able to assemble and lead a diverse team to a successful outcome. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 1075**Jazz Improvisation Workshop | Demonstrate skills needed to provide a solo performance in a small jazz ensemble, and discuss ways to cultivate skills, techniques and ideas relating to solo group improvisation. | NA | NA |
| **NC 1077**Arts and Crafts: Doll Making | Produce and create a whimsical doll without sewing. Demonstrate collage techniques for use on dolls and doll pins. | NA | NA |
| **NC 1078**Arts and Crafts: Scrapbooking | Demonstrate basic techniques for producing family photo albums for use around themes such as a vacation, birthday, party and a wedding. | NA | NA |
| **NC 1079**Arts and Crafts: Creating Art for Journals | Create a journal by taking an existing handbook. Decorate is as a personal journal for writing thoughts, feelings and recording memories. Add art and use mix media. | NA | NA |
| **NC 108**BASIC ESL I | Share ideas about class topics using grammatically accurate simple sentences in writing. | Spring 2019Fall 2020 | Fall 2019 |
| Share ideas in pairs and report what their partner says. |
| **NC 1081**FIRST RESPONDER SWIFT WATER RESCUE TRAI NING I | Gain general knowledge of basic rescue and the dynamics of swift moving water. | NA | NA |
| Apply the techniques of rescue in hazardous conditions as they pertain to moving water using rescue equipment. | NA | NA |
| Successfully complete assigned rescue tasks as a member of a rescue group effort. | NA | NA |

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| **NC 1082**Fire - Marine Safety Service Automated External Defibrillator/Esophageal-Tracheal Airway Training | 1. Gain Knowledge in treatment procedures and case management of the cardiac arrest victim. 2. Apply knowledge using an advanced airway devices and automated external defibrillator. 3. Effectively be able to maintain the victim's airway and circulation until advanced personnel arrive. | NA | NA |
| **NC 1083**Leadership Training in Marine Aquatic Activities | 1. Perform training in a work environment to provide others with basic knowledge and introductory skills. | NA | NA |
| 1. Receive vocational training to pursue a career in beach front aquatics recreation. 2. Ensure a safe aquatic environment at all times for staff and participants in water and boating activities. | NA | NA |
| **NC 1084**Calligraphy for Older Adults | Describe the history, theory and techniques of calligraphy. Demonstrate varied forms, styles, and shapes from past and present. | NA | NA |
| **NC 1085**Fundamentals of Instructional Evaluation and Training | Demonstrate essential skills required for teaching assistance in marine and public safety setting, while maintaining a safe, professional learning environment. Perform evaluation of manipulative skills, equipment maintenance and inventory control systems and knowledge of guidelines of authoring agencies. | NA | NA |
| **NC 1087**Teacher's Guide to Computers in the Classroom | Discuss the integration of computers and technology into the classroom and the use of the INTERNET and the benefits created for the classroom and education. | NA | NA |
| **NC 1088**Build Your Own Website | Create and build a simple Web site. Show how to upload Web sites to free online hosting companies. | NA | NA |
| **NC 1089**Human Resource Management Seminar | Describe human resources management functions and information systems including: training, evaluation and employee relations | NA | NA |
| **NC 109**BASIC ESL II | Share ideas about class topics using grammatically accurate simple sentences. | Spring 2019Fall 2020  | Fall 2019 |
| Acquire information from text, lectures and audio and apply it to assignments |
| **NC 1091**Money Saving Resources Available on the Internet | Present an overview of how to use the INTERNET as a resource to find resources to help make ends meet or find a bit of cushioning, by using coupon clipping sites, free sites and frugal living resources. | NA | NA |
| **NC 1092**Introduction to Educational Technology | Explain the history of the Internet and its evolution from the beginnings, with key turning points and milestones that have contributed to its growth. | NA | NA |
| **NC 1093**FUNDAMENTALS OF INSTRUCTOR TRAINING FOR RECREATION ASSISTANTS | Present an overview of fundamental teaching skills, learning theory and characteristics of learners and instructors within the guidelines of national certification agencies. | NA | NA |
| **NC 1095**I'll Take the Gold Watch, But You Can Keep the Rocking Chair | Design a post-retirement career and life plan, utilizing information about an individual’s skills, interests, values, personality, employment history and education. In addition discuss how assessments and career research can be utilized. | NA | NA |
| **NC 1097**Protecting Your Computer | Describe the information and resources for protecting computers from damaging viruses and hackers. Discuss potential computer concerns and ways to prevent and eliminate them. | NA | NA |
| **NC 1098**LIFEGUARD TRAINING INSTRUCTOR | 1. Proficiency of presentation in all aquatic related activities including, but not limited to, lifeguarding skills, dry land and water scenarios and medical exercises will be evaluated. | NA | NA |
| 1. Successfully pass a written and manipulative certification exam by authorizing agencies. | NA | NA |
| **NC 110**BASIC ESL III | Find information relevant to class topics and apply to assignments | Spring 2019Fall 2020 | Fall 2019 |
| Find information relevant to class topics and apply to assignments |
| Share ideas in pairs and report work |
| **NC 11**Hotel/Motel Clerk | Perform front-desk services in a hotel/motel, including front office operation, registration, reservations, cashiering and guest services. | NA | NA |
| **NC 111**Talk To Me Baby | Demonstrate and describe infant messages and sign language, understanding a child's cues, nutrition and baby food recipes. Give an example of an activity that can be played with an infant. | NA | NA |
| **NC 113**TAX PREPARATIONINCOME TAX COURSE I | Student will acquire the skills to complete a basic tax return accurately. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 114**TAX PREPARATIONINCOME TAX COURSE II | Student will acquire skills to prepare income taxes with various tax schedules and develop proficiency to prepare more complex tax returns and to receive the Certificate of Completion. | Spring 2019Fall 2020 | Fall 2019 |
| **NC 119**HOSPITALITY WORKPLACE COMMUNICATION I | Students in the hospitality industry will discuss their guest's needs and implement solutions to satisfy those needs. | NA | NA |
| Students will list duties and prioritize tasks for maximum efficiency. | NA | NA |
| **NC 12**Career Orientation | Assess personal characteristics and occupational trends and apply this information towards effective career-life decisions. | NA | NA |
| **NC 120**Hospitality Workplace Communication II | Hospitality students will describe workplace problems and gather ideas from their team members for solving them. | NA | NA |
| Hospitality students will value the unique differences other co-workers bring to their multicultural workplaces. | NA | NA |
| **NC 121**Hospitality Workplace Health and Safety I | English as a second language students, in the hospitality industry, will competently express their ideas and solicit feedback from their peers. | NA | NA |
| English as a second language, hospitality students, will inspect hazardous situations and identify the appropriate course of action to eliminate the risks. | NA | NA |
| **NC 122**Hospitality Workplace Health and Safety II | Students will develop policies and construct schedules to orient team members on workplace health and safety issues. | NA | NA |
| Students will analyze situations that may become health or safety hazards and create a prevention course of action. | NA | NA |
| **NC 123**Hospitality Workplace Culture I | Students will formulate their ideas and construct an oral presentation plan before they approach their supervisor with personal issues. | NA | NA |
| Students will demonstrate sensitive to the diversity of their workplace and treat all team members and guests with respect. | NA | NA |
| **NC 124**Hospitality Workplace Culture II | Students will compose written step-by-step instructions directing the next shift to complete a project. | NA | NA |
| Students will consider the diversity of their team then construct a training exercise to communicate policy changes in a manner the team will understand. | NA | NA |
| **NC 125**Hospitality Workplace Culture II | Students in the healthcare industry will discuss their patient's and guest's needs and implement solutions to satisfy those needs. | NA | NA |
| Students will list duties and prioritize tasks for maximum efficiency. | NA | NA |
| **NC 126**Healthcare: Workplace Communication II | Healthcare students will describe workplace problems and gather ideas from their team members for solving them. | NA | NA |
| Healthcare students will observe and value the unique differences other co-workers bring to their multicultural workplaces. | NA | NA |

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| **NC 127**Healthcare: Health and Safety I | English as a second language students in the healthcare industry, will competently express their ideas and solicit feedback from their peers. | NA | NA |
| English as a second language healthcare students will inspect hazardous situations and identify the appropriate course of action to eliminate the risks. | NA | NA |
| **NC 128**Healthcare: Health and Safety II | Students will develop policies and construct schedules to orient team members on workplace health and safety issues. | NA | NA |
| Students will analyze situations that may become health or safety hazards and create a prevention course of action. | NA | NA |
| **NC 129**Healthcare: Workplace Culture I | Students will formulate their ideas and construct oral presentation plan before they approach their supervisor with personal issues. | NA | NA |
| Students will be sensitive to the diversity of their workplace and treat all team members and guests with respect. | NA | NA |
| **NC 13**TEAMBUILDING TRAINING THROUGH SAND CASTLE CONSTRUCTION FOR GROUP LEADERS | Provide effective group problem solving. | NA | NA |
| Lead participants in a competitive sand castle construction environment. | NA | NA |
| Effectively coordinate competitive sand castle team building activities. | NA | NA |
| **NC 130**HEALTHCARE: WORKPLACE CULTURE II | Students will compose written step-by-step instructions directing the next shift to complete a project. | NA | NA |
| Students will consider the diversity of their team when constructing a training exercise to communicate policy changes, in a manner the team will understand. | NA | NA |
| **NC 139**OSHA 10-Hour General Industry Standards | Provides students required training for entry-level OSHA 10- hour General Industry Standard certification. Emphasizes general industry safety awareness, health hazards and industrial risks. Includes all required topics | Spring 2019 | Fall 2019 |
| **NC 140**OSHA 30-Hour General Industry Standards | Provides students seeking supervisor-level OSHA 30-hourGeneral Industry Standard certification with necessary trainingand knowledge. | Spring 2019 | Fall 2019 |
| **NC 141**Construction OSHA 10 | Provides students training for entry-level OSHA 10-hour Construction Industry. | Spring 2019 | Fall 2019 |
| **NC 142**OSHA 30-Hour Construction Industry Standards | Provides students required training for supervisor-level OSHA 30- hour Construction Industry Standard certification with information on employee rights, employer responsibilities, and construction site hazards. | Spring 2019 | Fall 2019 |
| **NC 15**FIRST AID FOR PUBLIC SAFETY PERSONNEL- TITLE 22 | Provide initial emergency care as a first responder | Spring 2019 | Fall 2019 |
| Work in an environment requiring training Title 22 of the California Code. | Spring 2019 | Fall 2019 |
| Provide first aid skills as public safety personnel or first responder. | Spring 2019 | Fall 2019 |
| **NC 16**HEALING TOUCH INTRODUCTION | Giving demonstrations and information related to several Healing Touch techniques, student will compare, contrast and solve which interventions are most appropriate for a variety of given situations. | NA | NA |
| **NC 17**COMMUNITY EMERGENCY RESPONSES TEAM TRAINING | Describe the importance of the four modules of CERT and the importance to the community, fire safety, hazardous materials and terror incidents, disaster medical operations, and search and rescue. | NA | NA |
| **NC 18**FORENSIC PHOTOGRAPHY BASIC AND ADVANCED | Present a demonstrate of basic and advanced applications of forensic photography to crime scene investigations, law enforcement and evidence technology. | NA | NA |
| **NC 18A**FORENSIC CRIME SCENE PHOTOGRAPHY (BASIC) | Present a demonstration of basic and advanced applications of forensic photography to crime scene investigations, law enforcement and evidence technology. | NA | NA |
| **NC 18B**FORENSIC CRIME SCENE PHOTOGRAPHY (ADVANCED) | Present a demonstration of basic and advanced applications of forensic photography to crime scene investigations, law enforcement and evidence technology. | NA | NA |
| **NC 19**COLLEGE READINESS | Use motivation techniques to persist in college, and understand the importance of persistence in reaching personal goals | NA | NA |
| **NC 198** INTRODUCTION TO MICROSOFT WORD | Students will use print materials and technology to identify research needs and develop and evaluate information effectively using Microsoft Word. | Spring 2019 | Fall 2019 |
| **NC 199**INTRODUCTION TO MICROSOFT OUTLOOK | Assess and analyze data and information as they investigate issues ns solve problems within Microsoft Outlook. | NA | NA |
| **NC 2**CONSCIENTIOUS CUISINE | Prepare a healthy creative menu and discuss ways to plan the menu, shopping strategically. Discuss how to read and interpret labels and modify recipes for healthy food recipes and dining out trips. | NA | NA |
| **NC 2000**LIFEGUARD SAFETY TRAINING | 1. Perform all exercises in compliance with inter-agency operational protocols and the U.S. Lifeguard Association guidelines. | NA | NA |
| 1. Ensure a safe aquatic environment at all times for participants of swimming and boating activities in a public setting. | NA | NA |
| **NC 2001**INTRODUCTION TO EFFECTIVE PARENTING | Adopt positive and nurturing parenting skills. Describe child growth and development, family dynamics, health and safety. | NA | NA |
| **NC 2003**HOME CARE CLIENT EXCELLENCE | Give an overview of skills required for care givers in personal home care tasks and skills to promote quality care, including: domestic tasks, personal care skills and prevention and maintenance in client's physical wellbeing. | NA | NA |
| **NC 2004**CAREERS IN HEALTH CARE | Discuss the jobs and careers in health care occupations in the local community. | NA | NA |
| **NC 220**TRANSITIONING TO COLLEGE ESL | Student will employ all of their linguistic skills to respond to a practice ESL assessment prompt and achieve a score of 3 or more according to the ESL placement assessment rubric. | Spring 2019 | Fall 2019 |
| **NC 221**COMPUTERS AND TECHNOLOGY FOR ESL | Students will log into Canvas, read the instructions under Announcement and follow them to complete a simple task. | NA | NA |
| **NC 21**DOING BUSINESS IN MEXICO | Explain the process for doing and or opening a business in Mexico and the major differences that exist, other than culture. | NA | NA |
| **NC 22**USING MICROSOFT WORD AS A DESKTOP | Demonstrate how to use Microsoft Word as a desktop publisher and how to create newsletters, forms, and other documents. | NA | NA |
| **NC 222**Songs, Movies, and Other Media | Develops listening, speaking, pronunciation, and vocabulary.Explores different aspects of culture in the United States throughdiscussion and analysis of films, songs, and other forms of media. | Spring 2019 | Fall 2019 |
| **NC 223**ESL for Family Literacy | Develops oral and written communication skills in standard Englishwithin the context of childcare, child rearing, and parenting.Strengthens listening, speaking, reading, and writing skills usefulfor communicating with and about children at different stagesof development on topics including day-to-day care, health,education, and safety | Spring 2019 | Fall 2019 |
| **NC 24**DEVELOPING HIGH-PERFORMANCE CHARTS IN MICROSOFT EXCEL | Create a spreadsheet of monthly expenses and create a pie chart of those expenses. | Spring 2019 | Fall 2019 |
| **NC 25**USING EMAIL SYSTEMS | Provide an overview of how to use email, how to log on, set software options, file types, automatic filtering and sending and receiving attachments. | NA | NA |
| **NC 27**SUPERVISORY SKILLS | Describe the six fundamental principles of supervision and how to use them to create a true success spiral within an organization. | NA | NA |
| **NC 28**GOAL SETTING AND YOUR FUTURE | Student will apply mind-mapping, visualization and other cognitive techniques in developing their personal goals and action plans. | NA | NA |
| **NC 29**HEALING TOUCH LEVEL II | After completing this class the student will be able to provide a full one hour energetic healing sequence for a client. The student will describe, compare, and contrast and choose the most appropriate techniques to implement based on intake and outgoing interviews and assessments with the client and be able to document the session appropriately. | NA | NA |
| **NC 3000**PENAL CODE 832 - ARREST AND FIREARMS | The Use of effective verbal and non-verbal skills to convey intended meaning and establish understanding Problem solving/Decision-Making - analyzing situations and implementing plans through one's actions to solve problems. Using verbal or physical skills to determine the appropriate resolution to situation. Stress Tolerance and Emotional Regulation - maintaining self-control and making timely, rational decisions in stressful situations. | NA | NA |
| Actively listening, establishing effective lines of communication. Overcoming barriers to communication. | NA | NA |
| **NC 3001**LATENT FINGERPRINTING EXAMINER | Demonstrate and apply appropriate forensic finger print techniques related to classroom and practical situations. | NA | NA |
| **NC 3002**FIRST RESPONDER | Apply textbook principles to real life patients or simulated victims. | NA | NA |
| Give patient assessment findings, will be able to identify life threats and intervene appropriately. | NA | NA |
| **NC 3003**INTRODUCTION TO ADMINISTRATION OF JUSTICE | Demonstrate an understanding of the criminal justice system by applying definitions, concepts, and principles to law enforcement, courts, and correctional settings. | NA | NA |
| **NC 3004**CERTIFIED NURSE ASSISTANT | Upon completion of this course, the student will demonstrate the ability to present a clear, concise report about their patient's status. | NA | NA |
| Upon completion of this course, the student will demonstrate the ability to discuss their patient's health status with other healthcare workers as well as demonstrate integration of the patient's care plan while in the clinical setting. | NA | NA |
| **NC 3006**IRE PROTECTION ORGANIZATION | Students will be able to clearly articulate details of various types of construction. | NA | NA |
| **NC 3007**SPECIFICATIONS AND BLUEPRINT READING FOR CONSTRUCTION | Understand how to properly interpret and read construction blue prints, and how to review site- layout plans used for varied types of construction. | NA | NA |
| **NC 3010**INTRODUCTION AND BASIC AUTOMOTIVE SERVICES | Perform oil changes, wheel balance and rotation, as well fluid level inspection among other basic vehicle services. | NA | NA |
| **NC 3011**HELPING CHILDREN COPE WITH CRISIS AND CHANGE | Student will integrate into the learning environment materials, equipment and curriculum to support the individual needs of children as they experience crisis, challenges, and changes. | NA | NA |
| **NC 3012**HEALTH AND SAFETY IN FAMILY DAYCARE | Student will write current procedures recognizing and reporting suspected child abuse and neglect. | NA | NA |
| **NC 3013**FAMILY DAY CARE RESOURCES | Outline effective methods for creating and fostering partnerships with school-age family childcare programs, parents, community and school districts. | NA | NA |
| **NC 3014**FAMILY DAY CARE: GUIDANCE AND DISCIPLINE | Outline a plan to promote understanding of children's behavior within the childcare environment and introduces effective guidance techniques. | NA | NA |
| **NC 3015**FAMILY DAY CARE: HOME AS A LEARNING ENVIRONMENT | Student will identify and compare the development needs of children ages birth through school-age. | NA | NA |
| **NC 3016**MATH FOR YOUNG CHILDREN | Analyze drawing data and information and create a correct and fully dimensioned drawing. | NA | NA |
| **NC 3017**SCIENCE FOR YOUNG CHILDREN | Student will design and implement lesson plans in science that will include integration across the curriculum and developmentally appropriate for young children. | NA | NA |
| **NC 3018**TECHNOLOGY FOR YOUNG CHILDREN | Student will evaluate software appropriate for children that will enhance instruction in early childhood. | NA | NA |
| **NC 3019**Principles of Family Development | Student will analyze role of communication and classify various components of effective communication among family members. | NA | NA |
| **NC 3020**DEVELOPING AND STARTING A NEW BUSINESS | Evaluate the alternative of starting a business, and the purchase of a franchise. | NA | NA |
| **NC 3021**OPERATING AND MANAGING A SMALL BUSINESS | Develop and implement differentiation strategies to sustain small business competitiveness through identifying and researching risk management programs, sales planning, forecast techniques, and succession planning. | NA | NA |
| **NC 3022**PRINCIPLES OF ELECTRONIC COMMERCE | Using both business-to-business and business-to-consumer approach the student will analyze and assess online consumer buyer behavior and patterns and will identify future electronic trends in both areas. | NA | NA |
| **NC 3023**HUMAN RELATIONS IN ORGANIZATIONS | Write a report that analyzes the impacts of motivation, communication, and leadership on organizational cultural. | NA | NA |
| **NC 3024**PRINCIPLES OF INTERNATIONAL BUSINESS | Student will be able to compare, contrast and explain the international environment and the forces which influence the international environment. | NA | NA |
| **NC 3028**INTRODUCTION TO PROGRAMMING USING C++ | The student will develop a program using looping, arrays, functions and decision making statements, the student will develop a gradebook that at a minimum will consist of 10 quiz scores, 10 written assignment scores, 2 research paper scores, and one midterm and final score. | NA | NA |
| **NC 3029**INTRODUCTION TO CAD/CAM SYSTEMS | Analyze drawing data and information and create a correct and fully dimensioned drawing. | NA | NA |

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| **NC 3031**WORLDWIDE CRUISE TRAVEL | Student will overview clients from various ethnic and cultural backgrounds, exercising cultural sensitivity and respect, to assess their travel goals. | NA | NA |
| **NC 3032**INTRODUCTION TO ELECTRONICS TECHNOLOGY | Create a spreadsheet to maintain his/her checkbook register, including checks, deposits, withdrawals, and bank charges/interest. | NA | NA |
| **NC 3033**DC CIRCUIT PRINCIPLES | Students will prepare and present to the class a 15 minute presentation expanding on some area or topic from the text. A written copy/summary of the presentation will be handed in to the instructor. The class will comment on and discuss the presentation. | NA | NA |
| **NC 3034**DC CIRCUIT ANALYSIS AND COMPUTER SIMULATION | Student will prepare and present to the class a 15 minute presentation expanding on some area or topic from the text. A written copy/summary of the presentation will be handled in to the instructor. The class will comment on and discuss the presentation. | NA | NA |
| **NC 3035**DIGITAL ELECTRONICS PRINCIPLES | Students will prepare and present to the class a 15 minute presentation expanding on some area or topic from the text. A written copy/summary of the presentation will be handed in to the instructor. The class will comment on and discuss the presentation. | NA | NA |
| **NC 3036**INTRODUCTION TO WORD PROCESSING (MOUS CORE PREPARATION) | Students will read and follow instructions to complete tasks for creating, editing, formatting, and saving Microsoft Word documents. | NA | NA |
| **NC 3042**WEB PUBLISHING WITH DREAMWEAVER | Student will market their website for search engine optimization. | NA | NA |
| **NC 3043**ADVANCED MICROCOMPUTER SPREADSHEETS SOFTWARE | Using the VLOOKUP function, match a part number to retrieve the description and price of a series of items in a table. | NA | NA |
| **NC 3047**WEB IMAGING WITH FIREWORKS | Student will use moving graphics to communicate messages clearly on a website. | NA | NA |
| **NC 3050**WEB DESIGN AND USABILITY | Student will storyboard and flowchart an animation movie, game and website. | NA | NA |
| **NC 3081**Gospel Choir 1 | Underlines and defines the Spirituals and Black Gospel withaural and historical analysis. | NA | NA |

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| **NC 31**USING INTERNET BROWSERS | Use internet browsers and show set up, basics of "surfing" including bookmarks, search engines, configuring a start-up page and fonts and colors. | NA | NA |
| **NC 32**TAI CHI | Perform varied Tai Chi exercises to demonstrate balance coordination, and flexibility. | Spring 2019 | Fall 2019 |
| **NC 33**NUTRITION AND HEALTH ISSUES-OLDER ADULTS | Understand the principles of good nutrition in adaptation to possible future special diet needs. |  |  |
| **NC 34**BODY DYNAMICS AND THE AGING PROCESS | Improve balance, flexibility and mobility. Describe different techniques for performing these exercises. | Spring 2019 | Fall 2019 |
| **NC 36** | Students will be able to integrate knowledge of varied religious and spiritual practices into their understanding of community diversity. | NA | NA |
| **NC 37**PERSONAL DEVELOPMENT FOR OLDER ADULTS | The older adult will be able to assess their emotional well-being and apply coping strategies to deal as effectively as possible with any situation facing them. | NA | NA |
| **NC 38**RETIREMENT LIVING | Students will be equipped with information and resources to respond effectively to issues and concerns facing them in retirement. | Spring 2019 | Fall 2019 |
| **NC 40**BASIC FIRST AID AND ADULT CPR | Recognize and effectively treat injuries. | Spring 2019 | Fall 2019 |
| Recognize and effectively treat sudden illnesses. | Spring 2019 | Fall 2019 |
| Provide CPR, according to ARC or AHA guidelines in a work environment. | Spring 2019 | Fall 2019 |
| **NC 41**QUILTING | Demonstrate the techniques to make a quilt that can be used to tell a story and create a pattern with special themes. Describe the history of quilt making. | NA | NA |
| **NC 43**RAISING GRANDCHILDREN | Describe the issues grandparents encounter when parenting their grandchildren giving an overview of guardianship, custody legislation, economic issues and community resources. | NA | NA |
| **NC 44**TIME MANAGEMENT FOR THE WORKPLACE | Apply time management techniques utilizing goal setting principles. | NA | NA |
| **NC 45**EFFECTIVE INTERPERSONAL RELATIONSHIPS IN THE WORKPLACE | Identify and demonstrate self-responsible, collaborative workplace, and group setting behaviors through classroom exercises | NA | NA |
| **NC 46**WORKPLACE ETIQUETTE | Demonstrate successful collaborative workplace and group setting behaviors through classroom exercises | NA | NA |
| **NC 48**TUTOR TRAINING: LEVEL II | Create effective tutoring tools based upon literature and research covered in class readings | NA | NA |
| Identify and apply effective tools and strategies to tutoring scenarios and real-time tutoring sessions in specific content areas | NA | NA |
| Analyze and evaluate current literature and research in the fields of learning, critical thinking, teaching, and tutoring | NA | NA |
| **NC 49**TUTOR TRAINING: LEVEL III | Student/tutor will deliver an effective lesson plan appropriate for leading a group study session in their specific discipline and evaluate other similar lesson plans. | NA | NA |
| Student/tutor will recognize components of the group process, such as roles and group identity, as they appear in a group study session. | NA | NA |
| After preparation of a lesson plan, student/tutor will lead, teach, and communicate ideas in ways that are considered clear and appropriate to diverse groups of students. | NA | NA |
|  **NC 5**CAREER RESEARCH WORKSHOP | Assess personal characteristics and occupational trends and apply this information towards effective career-life decisions. | NA | NA |
| **NC 52**JOB READINESS | Examine and explain how specific job acquisition skills can be utilized to obtain employment. | NA | NA |
| **NC 54**EFFECTIVE GRANDPARENTING | Conduct a presentation using principles espoused by the Systematic Training for Effective Parenting (STEP) educational program to demonstrate practical and helpful approaches to present-day parenting. | NA | NA |
| **NC 55**PARENTING YOUNG CHILDREN | Discuss basic solutions to child-rearing challenges faced by parents of children during the varied stages of their development. | NA | NA |
| **NC 56**CAREER PLANNING ASSESSMENT | Assess personal characteristics and occupational trends and apply this information towards effective career-life decisions. | NA | NA |
|  **NC 6**CHILDBIRTH EDUCATION FOR EXPECTANT PARENTING | Demonstrate and describe Lamaze method of prepared childbirth, using exercises and information learned from class. | Spring 2019 | Fall 2019 |
|  **NC 7**BUILDING SELF ESTEEM IN THE WORKPLACE | Student will be able to assess their self-esteem level during challenging work situations and apply effective coping strategies to ensure best personal outcomes. | NA | NA |

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| **NC 70**LIFEGUARD TRAINING | Provide CPR, and first aid, according to the ARC guidelines. | Spring 2019 | Fall 2019 |
| Prevent aquatic emergencies in and out of the water. | Spring 2019 | Fall 2019 |
| Respond to aquatic emergencies. | Spring 2019 | Fall 2019 |
| **NC 71**EMPLOYMENT TRAINING & INTERVIEWING SKILLS | Give an overview the skills learned in the Bilingual Business Office Systems program and how to evaluate employment opportunities for job interviews. | NA | NA |
| **NC 74**SPANISH FOR THE HEALTHCARE INDUSTRY | Apply Spanish language skills to a health care setting emphasizing oral communication with vocabulary skills built around common words and phrases in medical, dental, and nursing professions. | NA | NA |
| **NC 75**SPANISH FOR THE MANUFACTURING INDUSTRY | Apply Spanish language skills to a health care setting emphasizing oral communication with vocabulary skills built around common words and phrases in medical, dental and nursing professions. | NA | NA |
| **NC 76**INTRODUCTION TO MASTERCAM | Create a physical part by using MasterCam software to interface with a three-dimensional milling machine. Demonstrate skills for conversion of 2 and 3 dimensional geometry. | NA | NA |
|  **NC 8**LEARNING THE 123'S TO HELP CHILD IN MATHEMATICS | Demonstrate skills to solve basic mathematical problems and assist children with math homework with symbols, addition, subtraction, multiplication, GFC, LCD, simple equations and interpreting word problems. | NA | NA |
| **NC 82**JEWELRY AND METALWORK | Students can use research materials in the library and internet to prepare a report on a metalsmithing artist. | NA | NA |
| **NC 83**BEGINNING CERAMICS | Arts students demonstrate various methods of construction to make three-dimensional forms, develop ideas and cultivate personal exploration in clay. | NA | NA |
| **NC 84**PRINTMAKING | Compare and contrast spiritual and aesthetic differences between contemporary and historical examples of printmaking. | NA | NA |
| **NC 85**SCULPTURE | Art students select through thumbnail sketches the most accurate forms for their projects and share them to the others. | NA | NA |
| **NC 86**PAINTING | The painting student will distinguish the essential qualities of a painting and be able to criticize these qualities. | NA | NA |
| **NC 88**INTERNET CAREER RESEARCH | Explore and apply career development information through the use of technology. | NA | NA |
| **NC 89**IDENTIFYING AND SHOWCASING YOUR TRANSFERABLE SKILLS | The job seeking student will be able to identify, select and communicate effectively those transferable skills from their experience that correspond to a desired job position. | NA | NA |
| **NC 9**PHYSICAL CONDITIONING | Design a personal fitness program that improves cardiovascular endurance, flexibility, muscle, strength/endurance, body composition, and attitude towards exercise in a personalized program. | NA | NA |
| **NC 90**RETRAINING READINESS | Develop competencies that are necessary for successful employment through actual on-the-job and related in-school experiences. | NA | NA |
| **NC 91**COPING WITH JOB/CAREER CHANGE | Assess personal characteristics and occupational trends and apply this information towards effective career-life decisions. | NA | NA |
| **NC 92**USING YOUR FOREIGN DEGREE IN THE UNITED STATES | Students will be able to describe their current job readiness for professional positions in the United States and identify any gaps that need to be addressed. | Spring 2019 | Fall 2019 |
| **NC 93**HAND MADE GREETING CARDS AND STATIONARY | Demonstrate the techniques to create handmade greeting cards and stationary using painting skills, collage design basics and composition. Also marbleize and create unique rubber stamps, stencils and Japanese folding paper. | NA | NA |
| **NC 94**WELLNESS THROUGH FITNESS TRAINING WITH ORIENTATION | Demonstrate proper and safe use of fitness equipment and wellness activities, including Nautilus weight training and life-cycles used to develop cardio-respiratory fitness and flexibility. | NA | NA |
| **NC 97**AGING WITH GRACE, POWER, AND A PLAN: A WOMEN'S PERSPECTIVE | Create a map of your own journey, using active exercises to build skills in making choices. | NA | NA |
| **NC 99**Wellness for Older Adults | Perform strength training exercises to enhance and promote strength and balance skills for upper and lower body and to improve agility. | Spring 2019 | Fall 2019 |

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| **Program** | **Course-Level Student Learning Outcome (CSLO)** | **Term Measured** **or****Term to be Measured** | **Date Data Analyzed with Colleagues****or** **Approximate Date Scheduled to Analyze Data with Colleagues** | **Term Plan(s) of** **Improvement** **Implemented** **or****Term Plan(s) of Improvement to be Implemented** | **Date Plan(s) for Improvement Data Analyzed with Colleagues****or****Approximate Date Scheduled to Analyze Plan(s) for improvement Data with Colleagues** |
| Entry Level ESL Noncredit Certificate of Completion | Students will communicate their ideas in English about familiar topics. |  |  |  |  |
| Quality Home Care Provider Noncredit Certificate of Completion | Upon completion of this certificate program, the students will demonstrate the ability to clearly articulate their client report and any potential patient problems to the nursing supervisor. |  |  |  |  |
| Upon completion of this certificate program, the students will demonstrate the ability to problem-solve client issues related to provision of basic care in the home setting and provide this information to the nursing supervisor. |  |  |  |  |
| Upon completion of this certificate program, the students will demonstrate the ability to work collegially with clients and healthcare personnel from a multicultural perspective. |  |  |  |  |

**Directions & Helpful Hints**

In the spaces provided on the timeline, please list course-level and program-level student learning outcomes and when each will be assessed.

 **APR/SLO 3-Year Cycle**: The APR/SLO cycle begins with a compressive program review and ends just before the next comprehensive is due.

 **Course ID:** Insert course designator (e.g., ENGL 114, MATH 60, COMM 103)

 **Course-Level Student Learning Outcome (CSLO):** Write in each CSLO listed on the course outline of record. This can be accessed in CurricUNET.

 **Measure:** Insert the semester(s) each CSLO will be measured and entered into eLumen.

 **Discuss & Plan:** State the semester the faculty will meet to discuss assessment results and create action plans as needed.

 **Program:** State the program being assessed.

 **Program-Level Student Learning Outcome (PSLO):** State the PSLO(s) for each program listed.

Considerations for Completing the SLO Assessment Timeline:

As per the SCEA contract, “The timeline shall ensure that all SLOs in all sections for each course are to be assessed at least once during the 3-year cycle, with a maximum number of course SLOs per section collected by a Unit member at any one time being three (3)”.

According to the ACCJC Standard II.A.3, “The institution identifies and regularly assesses learning outcomes for courses, programs, certificates. And degrees using established institutional