

# WORK SKILLS NONCREDIT (WORKNC)

<p><b>WORKNC-610 OSHA 10 Certification Preparation</b> <b>0 Units</b> 14 hours lecture; 14 hours total This industrial and construction safety course is intended to provide entry level workers a general awareness in recognizing and preventing hazards on a job site. Occupational Safety Health Association (OSHA) recommends Safety Certification Training Program courses as an orientation to occupational safety and health for workers covered by OSHA standards, on the specific hazards of the job. Upon successful completion of the course, participants will receive a 10-hour Construction Safety Certification completion card. Not transferable</p>	
<p><b>WORKNC-612 Introduction to Vegetation Management for Fire Prevention</b> <b>0 Units</b> 26 hours lecture; 26 hours total <i>Recommended Preparation:</i> Completion of WORKNC-610. This course introduces students to residential and commercial landscape and building maintenance practices that reduce risk of structure loss during wildfire and guide safe and effective post-fire mitigation and clean-up. Topics will include: principles for fire risk reduction; structure hardening; defensible space; safe and proper use of appropriate tools and equipment; considerations for worker safety and worker rights; relevant laws and regulations; and appropriate prioritization and execution of actions to reduce fire risk. Working under the supervision of qualified professionals, students will visit and/or perform work at particular selected site(s) as appropriate. Not transferable</p>	
<p><b>WORKNC-620A Communication in the Workplace</b> <b>0 Units</b> 9 hours lecture; 9 hours total This course is designed to introduce the student to key elements in communication within business organizations. Topics will include verbal and nonverbal communication, listening skills and specific workplace communication skills. Not transferable</p>	
<p><b>WORKNC-620B Customer Service in the Workplace</b> <b>0 Units</b> 9 hours lecture; 9 hours total This course is designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of customers. The participants will be introduced to the key elements of outstanding customer service. Topics will also include understanding and exceeding customer expectations, and how to deal with unrealistic expectations. The course addresses why customers leave, and the long-term value of customers. Not transferable</p>	
<p><b>WORKNC-620C Collaboration in the Workplace</b> <b>0 Units</b> 9 hours lecture; 9 hours total This course is designed to provide the student with an understanding of how teams collaborate together, common problems teams encounter and how to solve them. Students will learn to recognize various personalities and how their strengths and weaknesses impact a team. Students will be introduced to team building collaboration exercises in the workplace. Not transferable</p>	
	<p><b>WORKNC-620D Social Diversity &amp; Awareness in the Workplace</b> <b>0 Units</b> 9 hours lecture; 9 hours total This course is designed to provide students with certain key skills in the area of social diversity and awareness so that they may develop self-awareness, professionalism, and sensitivity in the workplace. Not transferable</p>
	<p><b>WORKNC-620E Self-Awareness in the Workplace</b> <b>0 Units</b> 9 hours lecture; 9 hours total This course is designed to acquaint the participant with the importance of self awareness in the workplace. Emphasis will be placed on how to maintain an awareness of preferences for types of work environments to capitalize on strengths. Not transferable</p>
	<p><b>WORKNC-620F Resilience in the Workplace</b> <b>0 Units</b> 9 hours lecture; 9 hours total This course is designed to acquaint the participant with key elements of being resilient. Topics will include how to set priorities and goals, how to see possible outcomes to actions and creating back-up plans. Not transferable</p>
	<p><b>WORKNC-620G Time Management in the Workplace</b> <b>0 Units</b> 9 hours lecture; 9 hours total This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Emphasis will be placed on how to prioritize, identifying time wasters, and goal setting. Not transferable</p>
	<p><b>WORKNC-620H Empathy in the Workplace</b> <b>0 Units</b> 9 hours lab; 9 hours total This course is designed to introduce participants to the skills to build empathy including attentive listening, asking open-ended questions to check for understanding, honest communication, and mirroring to establish trust. Not transferable</p>
	<p><b>WORKNC-620I Problem Solving in the Workplace</b> <b>0 Units</b> 9 hours lab; 9 hours total This course is designed to introduce the student to decision making and problem solving techniques including brainstorming, creativity in the workplace, how to find new perspectives, and seeking alternatives. Not transferable</p>
	<p><b>WORKNC-620J Adaptability in the Workplace</b> <b>0 Units</b> 9 hours lab; 9 hours total This course is designed to provide the participant with an understanding of change and the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational change, stages of change, and how to manage organizational change. Not transferable</p>
	<p><b>WORKNC-620K Challenges of Leadership: Difficult People/Tough Conversations</b> <b>0 Units</b> 9 hours lab; 9 hours total This course is designed to equip the participant with skills needed to deal with the various challenges of leading people. Special emphasis will be placed on practical and proven tools to deal with difficult people and have tough conversations. The topic of accountability will be explored in regard to individual performance and organizational success. Participants will learn about progressive discipline and how to resolve performance problems. Not transferable</p>

**WORKNC-620L Leadership Essentials: What Emerging Leaders Need to Know** 0 Units

9 hours lab; 9 hours total

This course is designed to acquaint students with the essential characteristics of new and emerging leaders. The roles, functions, and responsibilities of a leader will be examined, as well as professionalism, coaching and mentoring.

Not transferable

**WORKNC-630 Distance Education Pedagogy Level 1** 0 Units

36 hours lab; 36 hours total

This course explores online learning theory, approaches to online course design, and strategies for supporting student success from within the structure of the four sections of the California Virtual Campus Course Design Rubric. Topics include backwards design, interaction, assessment, Open Educational Resources, and accessibility. Students will build sections of a sample course in Canvas Sandbox.

Not transferable

**WORKNC-631 Distance Education Pedagogy Level 2** 0 Units

36 hours lab; 36 hours total

This course is designed to help instructors develop humanizing strategies for online instruction, with a focus on creating, captioning, and embedding videos in Canvas. Topics include the value of instructor-student learning partnerships, correlations between social presence with increased engagement, digital storytelling, and digital tools.

Not transferable

**WORKNC-634 Culturally Responsive Pedagogy Level 1** 0 Units

40 hours lab; 40 hours total

This course provides community college instructional faculty at Napa Valley College with an introduction to Culturally Responsive Teaching and Learning (CRTL) pedagogy in the online learning environment. Utilizing an equity framework, the course provides strategies and recommendations for embedding CRTL and other high-impact practices in course design and online classroom practices.

Not transferable

**WORKNC-635 Culturally Responsive Pedagogy Level 2** 0 Units

36 hours lab; 36 hours total

This course is designed to help instructors develop culturally responsive pedagogy, with a focus on practices that promote an equity-minded classroom. Topics include anti-racism pedagogy, decolonizing pedagogies, and cultural competence, teaching to transgress

Not transferable

**WORKNC-640 Community Health Workers I: Background And Introduction** 0 Units

36 hours lab; 36 hours total

This course is designed to introduce and provide background knowledge, concepts and delivery modalities used by Community Health Workers in order to prepare the student for further education or professional development. A community health worker (CHW) is a "frontline public health worker who is a trusted member of and/or has an unusually close understanding of the community served." They serve as a link between individuals in the community with their health care system and social service delivery systems in order to advocate for the individual as well as to develop their capacity to promote their own physical, mental and emotional well-being.

Not transferable

**WORKNC-642 Community Health Workers II: Foundations, Ethics, & Best Practices** 0 Units

36 hours lab; 36 hours total

This course focuses on the foundational skills necessary for optimum performance as a Community Health Worker (CHW). The course explores ethical issues and provides best practices responses to common issues CHW's encounter in the field. This course builds upon the knowledge, skills, and topics presented on CHW I.

Not transferable

**WORKNC-650 Anti-Racism in the Workplace** 0 Units

9 hours lab; 9 hours total

Tips and tools to value and manage diversity in the workplace, with an emphasis on the dynamics of race. Overview of theoretical and legal perspectives, dimensions of diversity, the impact of diversity on the workplace. Case studies to acknowledge differences and successfully build relationships with people of diverse backgrounds.

Not transferable