



Noncredit Courses and Certificates of Completion
Available for Offsite Instruction

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<https://tinyurl.com/LBCCcatalog>
<https://tinyurl.com/LBCCNonCreditClasses>

As of April 26, 2019

Courses

Business Communications

- BCOM 622 The Job Search Process (18 hours)
- BCOM 623 Job Search Tool (18 hours)
- BCOM 624 The Interview Process (18 hours)

Computer Office Studies – Applications Software

- COSA 601 Computer Information Competency (36 hours)
- COSA 610 Microsoft Word, Introductory (18 hours)
- COSA 611 Microsoft Word, Intermediate (18 hours)
- COSA 612 Microsoft Word, Advanced (18 hours)
- COSA 615 Microsoft Excel, Introductory (18 hours)
- COSA 616 Microsoft Excel, Intermediate (18 hours)
- COSA 617 Microsoft Excel, Advanced (18 hours)
- COSA 620 Microsoft PowerPoint, Introductory (18 hours)
- COSA 621 Microsoft PowerPoint, Intermediate (18 hours)
- COSA 622 Microsoft PowerPoint, Advanced (18 hours)
- COSA 625 Microsoft Access, Introductory (18 hours)
- COSA 626 Microsoft Access, Intermediate (18 hours)
- COSA 627 Microsoft Access, Advanced (18 hours)
- COSA 628 Microsoft Access, Introductory (18 hours)
- COSA 629 Microsoft Access, Intermediate (18 hours)
- COSA 630 Microsoft Access, Advanced (18 hours)
- COSA 650 Intro. To IT Concepts & Applications (72 hours)

Computer Office Studies – Keyboarding

- COSK 633 Computer Keyboarding Skills (36 hours)

English as a Second Language

ESL 610A	Fundamental of English Grammar 1 (54 hours)
ESL 610B	Fundamental of English Grammar 2 (54 hours)
ESL 602A	Reading Skills for ESL Students 1 (27 hours)
ESL 602B	Reading Skills for ESL Students 2 (27 hours)
ESL 602C	Reading Skills for ESL Students 3 (27 hours)
ESL 602D	Reading Skills for ESL Students 4 (27 hours)
ESL 602E	Reading Skills for ESL Students 5 (27 hours)
ESL 602F	Reading Skills for ESL Students 6 (27 hours)
ESL 612	Reading for Information and Pleasure (27 hours)
ESL 613	Conversation (27 hours)
ESL 614	Composition for ESL Students (27 hours)
ESL 615	Accent Reduction (108 hours)
ESL 618	Vocabulary Development (54 hours)
ESL 628	Literacy for English Language Learners 1 (27 hours)
ESL 629	Literacy for English Language Learners 2 (27 hours)
ESL 630	Reading for Citizenship 1 (54 hours)
ESL 631	Reading for Citizenship 2 (54 hours)
ESL 632AX	Reading for Citizenship AX (72 hours)
ESL 640	English for Everyday 0 (108 hours)
ESL 641	English for Everyday 1 (108 hours)
ESL 642	English for Everyday 2 (108 hours)
ESL 643	English for Everyday 3 (108 hours)
ESL 644	English for Everyday 4 (108 hours)
ESL 645	English for Everyday 5 (108 hours)
ESL 670	Listen/Speak for Work for ESL Level 1 (90 hours)
ESL 671X	Read/Writing for Work for ESL Level 1 (90 hours)
ESL 672	Listen/Speak for Work for ESL Level 2 (90 hours)
ESL 673X	Read/Write for Work ESL Level 2 (90 hours)
ESL 674	Listen/Speak for Work for ESL Level 3 (90 hours)
ESL 675X	Read/Write for Work for ESL Level 3 (90 hours)

Noncredit Certificates of Completion

College and Workplace Readiness (54 hours)
Certificate for Information Competency (54 hours)
Office Technologies – Job Search Skills (54 hours)
Office Technologies – Microsoft Access (54 hours)
Office Technologies – Microsoft Excel (54 hours)
Office Technologies – Microsoft PowerPoint (54 hours)
Office Technologies – Microsoft Outlook (54 hours)
Office Technologies – Microsoft Word (54 hours)
Workplace Language Skills for ESL Level 1 (180 hours)
Workplace Language Skills for ESL Level 2 (180 hours)
Workplace Language Skills for ESL Level 3 (180 hours)
(ESL) English for Everyday Level 1 (216 hours)
(ESL) English for Everyday Level 2 (216 hours)
(ESL) English for Everyday Level 3 (216 hours)
(ESL) Intermediate Oral Skills (143 hours)
(ESL) Intermediate Grammar (116 hours)
(ESL) Intermediate Reading and Writing (116 hours)
Reading Skills for ESL Students Level 1 (108 hours)
Reading Skills for ESL Students Level 2 (108 hours)
Reading Skills for ESL Students Level 3 (108 hours)