



PATHWAYS TO COLLEGE & CAREER READINESS & SUCCESS

Career Development & College Preparation (CDCP) Certificates

ACADEMIC PREPARATION CERTIFICATES
<p><u>College Readiness Certificate of Competency (45-57)+</u></p> <ul style="list-style-type: none"> ● BSICSKL 75 – Intro to Post-Secondary Education (9) ● BSICSKL 5 – Academic Guidance (18) <ul style="list-style-type: none"> ● VOCED 290 – Computer Literacy for College (18) OR ● BSICSKL 9 – Intro to Library & Material Searches (9-27) OR ● BSICSKL 27 – Foundations: Study Skills (18) OR ● BSICSKL 73 – Industry Overview & Career Opportunities (18) OR ● BSICSKL 105 – Student Success in Hybrid & Online Classes (18-36) <p><u>Foundation for Academic Success I Certificate of Competency (144)</u></p> <ul style="list-style-type: none"> ● BSICSKL 27 – Foundations: Study Skills (18) ● BSICSKL 34 – High School Equivalency Test Preparation (117) ● BSICSKL 75 – Intro to Post-Secondary Education (9) <p><u>Foundation for Academic Success II Certificate of Competency (90)</u></p> <ul style="list-style-type: none"> ● BSICSKL 5 – Academic Guidance (18) ● BSICSKL 23 – College and Scholastic Assessment Preparation (72) <p><u>Arithmetic Fundamentals Certificate of Competency (72-108)+</u></p> <ul style="list-style-type: none"> ● BSICSKL 56 – Arithmetic Review I (18-45) ● BSICSKL 57 – Arithmetic Review II (18-45) ● BSICSKL 95 – Arithmetic Lab (18-54) <p><u>Pre-Algebra Fundamentals Certificate of Competency (72-108)+</u></p> <ul style="list-style-type: none"> ● BSICSKL 58 – Pre-Algebra Review I (27) ● BSICSKL 59 – Pre-Algebra Review II (27) ● BSICSKL 96 – Pre-Algebra Lab (18-54) <p><u>Algebra Fundamentals Certificate of Competency (72-90)</u></p> <ul style="list-style-type: none"> ● BSICSKL 106CE – Algebra Fundamentals (45-54) ● BSICSKL 107CE – Algebra Fundamentals Lab (27-36) <p><u>Liberal Arts Math Prep Certificate of Competency (24-126)</u></p> <ul style="list-style-type: none"> ● ACADPR 16 – Algebra (12-54) ● ACADPR 18 – Preparatory Math (12-72) <p><u>Statistics Preparation Certificate of Competency (24-90)</u></p> <ul style="list-style-type: none"> ● ACADPR 16 – Algebra (12-54) ● ACADPR 15 – Data Analysis (12-36) <p><u>STEM Math Preparation Certificate of Competency (24-90)</u></p> <ul style="list-style-type: none"> ● ACADPR 16 – Algebra (12-54) ● ACADPR 17 – Geometry (12-36) <p><u>Science Preparation Certificate of Competency (99-108)</u></p> <ul style="list-style-type: none"> ● BSCISKL 93 – Biology Fundamentals Review (54) ● BSCISKL 94 – Chemistry Fundamentals Review (54) ● BSICSKL 99 – College and Career Pathway Exploration for the Science Field (9-18)

CAREER EXPLORATION CERTIFICATES
<p><u>Career Exploration: Information Communications Technology/Digital Media Certificate of Completion (54)</u></p> <ul style="list-style-type: none"> ● VOCED 281 – Exploring Computer Science Info Tech Careers (18) ● VOCED 292 – Robotics I Lab (18) ● VOCED 294 – Intro to Social Media-WordPress Blogs (18) <p><u>Choosing Business Careers Certificate of Completion (36)</u></p> <ul style="list-style-type: none"> ● VOCED 416 – Intro to Business Careers (18) ● VOCED 420 – Intro to Starting a New Business (18) <p><u>Healthcare Career Discovery Certificate of Completion (36)</u></p> <ul style="list-style-type: none"> ● VOCED 320 – Exploring Healthcare Careers (18) ● VOCED 404 – Student Success in Health Occupations (18) <p><u>Police Orientation Preparation Certificate of Completion (54)</u></p> <ul style="list-style-type: none"> ● VOCED 33 – Intro to Career Pathways in Law Enforcement (18) ● VOCED 50 – The Art & Practice of Community-based Policing (36) <p><u>Additional Career Exploration Courses:</u></p> <ul style="list-style-type: none"> ● BSICSKL 73 – Industry Overview & Career Opportunities (18) ● BSICSKL 99 – College and Career Pathway Exploration for the Science Field (9-18)

Classes not yet in a certificate

- BSICSKL 002 – Basic English Skills (18-54)
- VOCED 296 – CISCO, VMWARE, & Network Security Training Lab (36)

*Awaiting approval by the State Chancellor's Office

**((##) indicates maximum number of instructional hours

+Revision to certificate awaiting approval by the State Chancellor's Office



Courses and Certificates to Prepare you for College and a Career!

CAREER PREPARATION CERTIFICATES

Business Tools Certificate of Completion (36)

- VOCED 415 – Effective Business Terminology (18)
- VOCED 418 – Effective Business Correspondence (18)

Communicating in Business Certificate of Completion (36)

- VOCED 417 – Effective Business Communication (18)
- VOCED 419 – Business Communication for Interviewing (18)

Conservation Studies Certificate of Completion (36-80)

- VOCED 222 – Conservation Education (18-40)
- VOCED 223 – Conservation Student Learning (18-40)

Facilities Management Certificate of Completion (45-126)

- VOCED 123 – Facilities Project Management (27-63)
- VOCED 124 – Essentials of Facilities Management (18-63)

Healthcare Careers Prep Certificate of Completion (36)

- VOCED 402 – Communication Skills for Healthcare Professions (18)
- VOCED 405 – Professionalism in Health Occupations (18)

Healthcare Services Certificate of Completion (54)

- VOCED 400 – Intro to Medical Terminology (18)
- VOCED 401 – Medical Documentation & Charting (18)
- VOCED 403 – Law & Ethics in Health Professions (18)

Pre-Dental Career Preparation Certificate of Completion (36)+

- VOCED 400 – Intro to Medical Terminology (18)
- VOCED 403 – Law & Ethics in Health Professions (18)

Pre-Nursing Career Preparation Certificate of Completion (54)

- VOCED 400 – Intro to Medical Terminology (18)
- VOCED 403 – Law & Ethics in Health Professions (18)
- VOCED 409 – Pre-Nursing Career Pathways (18)

Real Estate Supervisory/Trainee Appraisal Licensing Certificate of Completion (18)

- VOCED 197 – Supervisor / Trainee Real Estate Appraiser (9)
- VOCED 198 – Federal State Laws and Regs. for CA Appraisers (9)

JOB TRAINING CERTIFICATES

Administrative Assistant Certificate of Completion (153)

- BSICSKL 44 – Reading and Writing for College and Career (45)
- VOCED 415 – Effective Business Terminology (18)
- VOCED 418 – Effective Business Correspondence (18)
- VOCED 288 – Computer Skills for the Workplace (54)
- VOCED 97 – Blueprint for Customer Service (18)

Autism Services Technician Certificate of Completion (10-81)

- VOCED 425 – Autism Services Aide (9-45)
- VOCED 96 – Blueprint for Workplace Success (1-36)

Custodial Technician Preparation Certificate of Completion (90-153)+

- BSICSKL 98 – Math for College and Career Readiness (18-54)
- VOCED 60 – Custodial Technician Training (63)
- VOCED 96 – Blueprint for Workplace Success (36)

In-Home Supportive Services (IHSS) Provider Certificate of Completion (108)

- VOCED 400 – Intro to Medical Terminology (18)
- VOCED 408 – In-Home Supportive Services Provider (90)

Tutor Training (18-36)*

- VOCED 88 – Intro to Tutor Training (18)*
- VOCED 89 – Advanced Tutor Training (18)*

HOSPITALITY

Banquet & Restaurant Server Certificate of Completion (27-54)

- VOCED 242 – Banquet Server Skills Training (9-18)
- VOCED 246 – Restaurant Server Skills Training (9-18)
- VOCED 247 – Kitchen Steward Skills Training (9-18)

Front Desk Representative & Reservationist Skills Certificate of Completion (18-36)

- VOCED 243 – Front Desk Representative – Making a Good Impression (9-18)
- VOCED 249 – Reservationist Skills Training (9-18)

Guest/Laundry/Public Spaces Attendant Certificate of Completion (27-54)

- VOCED 244 – Laundry Attendant Skills Training (9-18)
- VOCED 245 – Public Space Cleaner Skills Training (9-18)
- VOCED 250 – Guestroom Attendant Skills Training (9-18)

Maintenance Attendant for Hospitality Certificate of Completion (18-36)

- VOCED 248 – Maintenance Attendant Skills Training (9-18)
- VOCED 251 – Intro to Basic Hand/Power Tool Training (9-36)

*Awaiting approval by the State Chancellor's Office

**(##) indicates maximum number of instructional hours

+Revision to certificate awaiting approval by the State Chancellor's Office



Courses and Certificates to Prepare you for College and a Career!

EMPLOYMENT PREPARATION CERTIFICATES
<p><u>21st Century Employability Skills: Communication & Digital Fluency (6-18)</u></p> <ul style="list-style-type: none"> • BSICSKL 116 – 21st Century Employability Skills: Communication (3-9) • BSICSKL 117 – 21st Century Employability Skills: Digital Fluency (3-9)
<p><u>21st Century Employability Skills: Diversity Awareness & Collaboration (6-18)</u></p> <ul style="list-style-type: none"> • BSICSKL 112 – 21st Century Employability Skills: Diversity Awareness (3-9) • BSICSKL 113 – 21st Century Employability Skills: Collaboration (3-9)
<p><u>21st Century Employability Skills: Empathy & Adaptability (6-18)</u></p> <ul style="list-style-type: none"> • BSICSKL 110 – 21st Century Employability Skills: Empathy (3-9) • BSICSKL 111 – 21st Century Employability Skills: Adaptability (3-9)
<p><u>21st Century Employability Skills: Entrepreneurial & Analytical Mindset (6-18)</u></p> <ul style="list-style-type: none"> • BSICSKL 108 – 21st Century Employability Skills: Entrepreneurial Mindset (3-9) • BSICSKL 109 – 21st Century Employability Skills: Analytical & Problem-Solving Mindset (3-9)
<p><u>21st Century Employability Skills: Self-Awareness & Resilience (6-18)</u></p> <ul style="list-style-type: none"> • BSICSKL 114 – 21st Century Employability Skills: Self-Awareness (3-9) • BSICSKL 115 – 21st Century Employability Skills: Resilience (3-9)
<p><u>Financial Literacy for College & the Workplace (6-36)*</u></p> <ul style="list-style-type: none"> • BSICSKL 65– Financial Literacy: Credit Basics (3-18) • BSICSKL 66 – Financial Literacy: Money Management (3-18)
<p><u>Licensing/Employment Test Prep (27-108)*</u></p> <ul style="list-style-type: none"> • BSICSKL 74– Employment Test Prep (18-72) • VOCED 96 – Blueprint for Workplace Success (9-36)

EMPLOYMENT PREP CERTIFICATES CONTD
<p><u>Employment Readiness Certificate of Completion (72)</u></p> <ul style="list-style-type: none"> • BSICSKL 77 – Fundamentals for Workplace Success I – Teamwork (36) • BSICSKL 78 – Fundamentals for Workplace Success II – Effective Communications and Leadership (36)
<p><u>Job Readiness Certificate of Completion (66)</u></p> <ul style="list-style-type: none"> • VOCED 96 – Blueprint for Workplace Success (9-36) • VOCED 97 – Blueprint for Customer Service (18) • VOCED 98 – 30 Ways to Shine as a New Employee (12)
<p><u>Leadership and Workplace Success in the Public Sector (45-54)</u></p> <ul style="list-style-type: none"> • BSICSKL 104 – Leadership Skills for the Public Sector (9-18) • BSICSKL 78 – Fundamentals for Workplace Success II – Effective Communications and Leadership (36)
<p><u>Resilient Leadership for College Engagement (63-117)</u></p> <ul style="list-style-type: none"> • BSICSKL 78 – Fundamentals for Workplace Success II – Effective Communications and Leadership (36) • BSICSKL 89 – Resilient Leadership (18-36) AND • BSICSKL 44 – Reading and Writing for College and Career (45) OR • BSICSKL 101 - Introduction to Workforce Opportunities (9-18)
<p><u>Workforce Preparation and Career Success (45-90)</u></p> <ul style="list-style-type: none"> • BSICSKL 101 – Introduction to Workforce Opportunities (9-18) • BSICSKL 102 – Workforce Opportunities I (18-36) • BSICSKL 103 – Workforce Opportunities II (18-36)
<p><u>Workplace Success I: Creative Leadership (108)</u></p> <ul style="list-style-type: none"> • BSICSKL 72 – The Creative Edge: Outstanding Leadership (54) • BSICSKL 79 – Creativity, Innovation, and Leadership (54)
<p><u>Workplace Success II: Creativity & Innovation in the Workplace (108)</u></p> <ul style="list-style-type: none"> • BSICSKL 70 – Innovation: Igniting Creativity at Work (54) • BSICSKL 76 – Successful Creativity & Innovation in the Workplace (54)
WORK EXPERIENCE CLASSES
<ul style="list-style-type: none"> • COOPED 195 – Work Experience – General I (1unit) • COOPED 295 – Work Experience – General I (2 units) • COOPED 395 – Work Experience – General I (3 units)

*Awaiting approval by the State Chancellor’s Office

**((##) indicates maximum number of instructional hours

+Revision to certificate awaiting approval by the State Chancellor’s Office



Courses and Certificates to Prepare you for College and a Career!

CERTIFICATES & COURSES FOR ENGLISH LANGUAGE LEARNERS

ACADEMIC PREPARATION CERTIFICATES FOR ENGLISH LANGUAGE LEARNERS

College Readiness for the English Language Learner Certificate of Competency (63-99)

- BSICSKL 75 – Intro to Post-Secondary Education (9)
- BSICSKL 5 – Academic Guidance (18)
- VOCED 289 – Computer Basics for the Eng. Lang. Learner (18-54)
 - BSICSKL 27 – Foundations: Study Skills (18) **OR**
 - BSICSKL 73 – Industry Overview & Career Opportunities (18)

The Foundation of English Skills Certificate of Competency (162)

- ESLNC 61 – English as a Second Language 1 (54)
- ESLNC 62 – English as a Second Language 2 (54)
- ESLNC 63 – English as a Second Language 3 (54)

ESL Fundamentals I Certificate of Competency (270)

- ESLNC 6 – English as a Second Language – 0 (216)
- VOCED 289 – Computer Basics for the Eng. Lang. Learner (18-54)

ESL Fundamentals II Certificate of Competency (252-432)

- ESLNC 7 – English as a Second Language – I (36-216)
- ESLNC 8 – English as a Second Language – II (216)

ESL Fundamentals III Certificate of Competency (432)

- ESLNC 9 – English as a Second Language – III (216)
- ESLNC 15 – English as a Second Language – IV (216)

ESL Pathways Certificate of Competency (72-216)

- ESLNC 18 – English as a Second Language V (36-108)
- ESLNC 19 – English as a Second Language VI (36-108)

CITIZENSHIP PREPARATION COURSES FOR ENGLISH LANGUAGE LEARNERS

- ESLCVCS 10CE – ESL and Civics I (18)
- ESLCVCS 11CE – ESL and Civics II (18)
- ESLCVCS 12CE – ESL and Civics III (18)
- ESLCVCS 13CE – ESL and Civics IV (18)
- ESLCVCS 14CE – ESL and Civics V (18)
- ESLCVCS 15CE – ESL and Civics VI (18)

JOB TRAINING CERTIFICATES FOR ENGLISH LANGUAGE LEARNERS

Administrative Assistant for the English Language Learner Certificate of Completion (126-162)

- VOCED 415 – Effective Business Terminology (18)
- VOCED 418 – Effective Business Correspondence (18)
- VOCED 288 – Computer Skills for the Workplace (54)
- VOCED 97 – Blueprint for Customer Service (18)
- VOCED 412 – Vocational ESL C (18-54)

ESL Fundamentals & Custodial Training Certificate of Completion (153)

- VOCED 60 – Custodial Technician Training (63)
- VOCED 96 – Blueprint for Workplace Success (36)
- VOCED 410 – Vocational ESL A (54)

In-Home Supportive Services (IHSS) Provider for the English Language Learner Certificate of Completion (126-162) *

- VOCED 400 – Intro to Medical Terminology (18)
- VOCED 408 – In-Home Supportive Services Provider (90)
- VOCED 411 – Vocational ESL B (18-54)

*Awaiting approval by the State Chancellor’s Office

**((##)) indicates maximum number of instructional hours

+Revision to certificate awaiting approval by the State Chancellor’s Office