



PATHWAYS TO COLLEGE & CAREER READINESS & SUCCESS

Career Development & College Preparation (CDCP) Certificates

ACADEMIC PREPARATION CERTIFICATES

College Readiness Certificate of Competency (45-57)

- BSICSKL 75 – Intro to Post-Secondary Education (9)
- BSICSKL 5 – Academic Guidance (18)
 - 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)

Foundation for Academic Success I Certificate of Competency (144)

- BSICSKL 27 – Foundations: Study Skills (18)
- BSICSKL 34 – High School Equivalency Test Preparation (117)
- BSICSKL 75 – Intro to Post-Secondary Education (9)

Foundation for Academic Success II Certificate of Competency (90)

- BSICSKL 5 – Academic Guidance (18)
- BSICSKL 23 – College and Scholastic Assessment Preparation (72)

Arithmetic Fundamentals Certificate of Competency (54-144)

- BSICSKL 56 – Arithmetic Review I (18-45)
- BSICSKL 57 – Arithmetic Review II (18-45)
- BSICSKL 95 – Arithmetic Lab (18-54) *

Pre-Algebra Fundamentals Certificate of Competency (54-144)

- BSICSKL 58 – Pre-Algebra Review I (18-45)
- BSICSKL 59 – Pre-Algebra Review II (18-45)
- BSICSKL 96 – Pre-Algebra Lab (18-54) *

Liberal Arts Math Prep Certificate of Competency (24-126) *

- ACADPR 16 – Algebra (12-54)
- ACADPR 18 – Preparatory Math (12-72)

Statistics Preparation Certificate of Competency (24-90) *

- ACADPR 16 – Algebra (12-54)
- ACADPR 15 – Data Analysis (12-36)

STEM Math Preparation Certificate of Competency (24-90) *

- ACADPR 16 – Algebra (12-54)
- ACADPR 17 – Geometry (12-36)

Science Preparation Certificate of Competency (99-108) *

- BSICSKL 93 – Biology Fundamentals Review (54)
- BSICSKL 94 – Chemistry Fundamentals Review (54)
- BSICSKL 99 – College and Career Pathway Exploration for the Science Field (9-18)*

CAREER EXPLORATION CERTIFICATES

Career Exploration: Information Communications Technology/Digital Media Certificate of Completion (54)

- VOCED 281 – Exploring Computer Science Info Tech Careers (18)
- VOCED 292 – Robotics I Lab (18)
- VOCED 294 – Intro to Social Media-WordPress Blogs (18)

Choosing Business Careers Certificate of Completion (36)

- VOCED 416 – Intro to Business Careers (18)
- VOCED 420 – Intro to Starting a New Business (18)

Healthcare Career Discovery Certificate of Completion (36)

- VOCED 320 – Exploring Healthcare Careers (18)
- VOCED 404 – Student Success in Health Occupations (18)

Police Orientation Preparation Certificate of Completion (54)

- VOCED 33 – Intro to Career Pathways in Law Enforcement (18)
- VOCED 50 – The Art & Practice of Community-based Policing (36)

EMPLOYMENT PREPARATION CERTIFICATES

Employment Readiness Certificate of Completion (72)

- BSICSKL 77 – Fundamentals for Workplace Success I – Teamwork (36)
- BSICSKL 78 – Fundamentals for Workplace Success II – Effective Communications and Leadership (36)

Job Readiness Certificate of Completion (66)

- VOCED 96 – Blueprint for Workplace Success (36)
- VOCED 97 – Blueprint for Customer Service (18)
- VOCED 98 – 30 Ways to Shine as a New Employee (12)

Workforce Preparation and Career Success (90)

- BSICSKL 101 – Introduction to Workforce Opportunities (9-18)
- BSICSKL 102 – Workforce Opportunities I (18-36)
- BSICSKL 103 – Workforce Opportunities II (18-36)

Workplace Success I: Creative Leadership (108)

- BSICSKL 72 – The Creative Edge: Outstanding Leadership (54)
- BSICSKL 79 – Creativity, Innovation, and Leadership (54)

Workplace Success II: Creativity & Innovation in the Workplace (108)

- BSICSKL 70 – Innovation: Igniting Creativity at Work (54)
- BSICSKL 76 – Successful Creativity & Innovation in the Workplace (54)

Classes not yet in a certificate

- BSICSKL 02 – Basic English Skills (18-54)
- BSICSKL 98 – Math for College and Career Readiness (18-54)*
- BSICSKL 105 – Student Success in Hybrid and Online Classes (36)*
- VOCED 296 – CISCO, VMWARE, and Network Security Training Lab (36)

*Awaiting approval by the State Chancellor's Office

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



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 Education 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 (72)

- VOCED 400 – Intro to Medical Terminology (18)
- VOCED 403 – Law & Ethics in Health Professions (18)
- VOCED 406 – Visual Spatial Percptns & Psychomotor Skills Trng (18)
- VOCED 407 – Preparation for the Dental Hygiene Program (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)

Trainer/Appraiser Real Estate 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)

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)

Custodial Technician Preparation Certificate of Completion (99)

- VOCED 60 – Custodial Technician Training (63)
- VOCED 96 – Blueprint for Workplace Success (36)

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 (9-18)*

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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 ELL (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)

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)*

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 (54)*
- ESLCVCS 14CE – ESL and Civics V (54)*
- ESLCVCS 15CE – ESL and Civics VI (54)*

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