

West Los Angeles College Noncredit SB361 Certificate Programs

Voc Ed Certificate Program	No.	Classes that Comprise the Program	Class No.	Instr'l Hrs
1) Job Readiness Skill		<i>3 courses (66 hrs)</i>		
	1	Blueprint for Workplace Success	Voc Ed 96CE	36
	2	Blueprint for Customer Service	Voc Ed 97CE	18
	3	30 Ways to Shine as a New Employee	Voc Ed 98CE	12
2) Foundation of English Skill		<i>3 Courses (162 hrs)</i>		
	4	ESL 1	ESL NC 61CE	54
	5	ESL 2	ESL NC 62CE	54
	6	ESL 3	ESL NC 63CE	54
3) In-Home Supportive Services Provider (IHSS)		<i>2 Courses (108 hrs)</i>		
	7	Introduction to Medical Terminology	Voc Ed 400CE	18
	8	In-Home Supportive Services Provider (IHSS)	Voc Ed 408CE	90
4) Healthcare Career Discovery		<i>2 Courses (36 hrs)</i>		
	9	Exploring Health Care Careers	Voc Ed 320CE	18
	10	Student Success in Health Occupations	Voc Ed 404CE	18
5) Healthcare Careers Preparation		<i>2 Courses (36 hrs)</i>		
	11	Communication Skills for Health Care Professions	Voc Ed 402CE	18
	12	Professionalism in Health Occupations	Voc Ed 405CE	18
6) Healthcare Services		<i>3 Courses (72 hrs)</i>		
	7	Introduction to Medical Terminology	Voc Ed 400CE	18
	13	Medical Documentation & Charting	Voc Ed 401CE	18
	14	Law & Ethics in Health Professions	Voc Ed 403CE	36

7) Pre-Nursing Career Preparation		<i>3 Courses (72 hrs)</i>		
	7	Introduction to Medical Terminology	Voc Ed 400CE	18
	14	Law & Ethics in Health Professions	Voc Ed 403CE	36
	15	Pre-Nursing Career Pathways	Voc Ed 409CE	18
8) Pre-Dental Career Preparation		<i>4 Courses (90 hrs)</i>		
	7	Introduction to Medical Terminology	Voc Ed 400CE	18
	14	Law & Ethics for Health Professions	Voc Ed 403CE	36
	16	Visual Spatial Perceptions and Psychomotor Skills Training	Voc Ed 406CE	18
	17	Preparation for the Dental Hygiene Program	Voc Ed 407CE	18
9) Choosing Business Careers		<i>2 Courses (36 hrs)</i>		
	18	Intro to Business Careers	Voc Ed 416CE	18
	19	Introduction to Starting a New Business	Voc Ed 420CE	18
10) Communicating in Business		<i>2 Courses (36 hrs)</i>		
	20	Effective Business Communication	Voc Ed 417CE	18
	21	Business Communication For Interviewing	Voc Ed 419CE	18
11) Business Tools		<i>2 Courses (36 hrs)</i>		
	22	Effective Business Terminology	Voc Ed 415CE	18
	23	Effective Business Correspondence	Voc Ed 418CE	18
12) Vocational ESL		<i>3 Courses (162 hrs)</i>		
	24	VESL A	Voc Ed 410CE	54
	25	VESL B	Voc Ed 411CE	54
	26	VESL C	Voc Ed 412CE	54
13) Workplace Conflict Resolution		<i>2 Courses (42 hrs)</i>		
	3	30 Ways to Shine as a New Employee	Voc Ed 98CE	12
	27	Workplace Conflict Resolution Techniques	Voc Ed 422CE	30
14) Legal Terminology		<i>2 Courses (36 hrs)</i>		
	28	Legal Terminology-Civil & Criminal Procedure	Voc Ed 413CE	20
	29	Legal Terminology-Constitutional & Business Law	Voc Ed 414CE	16