



## Career Development & College Preparation (CDCP) Certificates

### ACADEMIC PREPARATION CERTIFICATES

#### College Readiness Certificate of Competency (45)\*

- BSICSKL 75 – Intro to Post-Secondary Education (9)
- BSICSKL 5 – Academic Guidance (18)
  - VOCED 290 – Computer Literacy for College (18) OR
  - BSICSKL 27 – Foundations: Study Skills (18)

#### Foundation for Academic Success I Certificate of Competency (135)

- 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)\*

- BSICSKL 56 – Arithmetic Review I (27)
- BSICSKL 57 – Arithmetic Review II (27)

#### Pre-Algebra Fundamentals Certificate of Competency (54)\*

- BSICSKL 58 – Pre-Algebra Review I (27)
- BSICSKL 59 – Pre-Algebra Review II (27)

#### 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 ## - Computer Basics for the English Language Learner (54)\*

#### ESL Fundamentals II Certificate of Competency (432)\*

- ESLNC 7 – English as a Second Language – I (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)\*

### JOB TRAINING CERTIFICATES

#### Custodial Technician Preparation Certificate of Completion (144)

- VOCED 60 – Custodial Technician Training (63)
- VOCED 96 – Blueprint for Workplace Success (36)
- BSICSKL 44 - Reading and Writing for College and Career (45)\*

#### ESL Fundamentals & Custodial Training Certificate of Completion (153)\*

- VOCED 60 – Custodial Technician Training (63)
- VOCED 96 – Blueprint for Workplace Success (36)
- VOCED 410 – Vocational English as a Second Language A (54)

#### In-Home Supportive Services (IHSS) Provider Certificate of Completion (153)

- BSICSKL 44 - Reading and Writing for College and Career (45)\*
- VOCED 400 – Intro to Medical Terminology (18)
- VOCED 408 – In-Home Supportive Services Provider (90)

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

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

#### 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)

#### Administrative Assistant for the English Language Learner Certificate of Completion (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 (54)\*



## Career Development & College Preparation (CDCP) Certificates

### CAREER EXPLORATION CERTIFICATES

#### Career Exploration: Information Communications

#### Technology/Digital Media Certificate of Completion (54)\*

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

#### Choosing Business Careers Certificate of Completion (36)

- VOCE 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 Prep Certificate of Completion (54)\*

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

### EMPLOYMENT PREPARATION CERTIFICATES

#### 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)

#### 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)

#### 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 and Innovation in the Workplace (108)\*

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

### 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)

#### 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-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)

#### 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 Perceptions & Psychomotor Skills Training (18)
- VOCED 407 – Preparation for the Dental Hygiene Program (18)

#### Approved classes not yet in a certificate

- BSICSKL 002 – Basic English Skills (54)
- BSICSKL 009 – Introduction to Library and Material Searches
- VOCED 296 – CISCO, VMWARE, and Network Security Training Lab (36)

\*Awaiting approval by the State Chancellor's Office

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