

MAJOR REQUIREMENTS

NONCREDIT PROGRAMS (REV 5/4/17)

PROGRAM OVERVIEW

Noncredit instruction is part of the mission and function of West Los Angeles College. Noncredit classes are free for students – no unit credits are earned and grades are pass/no pass. West's noncredit classes and certificates provide high-quality education and the opportunity to seamlessly transition into credit programs, career technical education or employment. Additionally, noncredit classes can strengthen students' academic and college readiness skills to help ensure that students succeed, as well as provide lifelong learning opportunities and increase access to college.

NONCREDIT CERTIFICATES OF COMPLETION OR COMPETENCY

West Los Angeles College has received approval from the California Community Chancellor's Office to offer noncredit programs with certificates of completion and certificates of competency. These educational programs focus on college preparation or career development. Students are awarded a Noncredit Certificate of Competency or Completion when they successfully submit a graduation petition and earn Pass grades for all required courses in an approved Noncredit Certificate. Instructional hours are listed for informational purposes only. West's approved career development and college preparation certificate programs are offered in the following areas of study.

Business Tools

Certificate of Completion

	<u>INSTR'L HOURS</u>
Voc Ed 415CE Effective Business Terminology	18
Voc Ed 418CE Effective Business Correspondence	18
TOTAL INSTR'L HOURS	

Choosing Business Careers

Certificate of Completion

	<u>INSTR'L HOURS</u>
Voc Ed 416CE Intro to Business Careers	18
Voc Ed 420CE Introduction to Starting a New Business	18
TOTAL INSTR'L HOURS	36

Communicating in Business

Certificate of Completion

	<u>INSTR'L HOURS</u>
Voc Ed 417CE Effective Business Communication	18
Voc Ed 419CE Business Communication	
For Interviewing	18
TOTAL INSTR'L HOURS	36

Custodial Technician Preparation

Certificate of Completion

	<u>INSTR'L HOURS</u>
Voc Ed 060CE Effective Business Communication	63
Voc Ed 096CE Business Communication	
For Interviewing	36
TOTAL INSTR'L HOURS	99

Foundations for Academic Success I

Certificate of Competency

	<u>INSTR'L HOURS</u>
BSICSKL 027CE Foundations: Study Skills	18
BSICSKL 034CE High School Equivalency Test Prep	72
TOTAL INSTR'L HOURS	135

Foundations for Academic Success II

Certificate of Competency

	<u>INSTR'L HOURS</u>
BSICSKL 005CE Academic Guidance	18
BSICSKL 023CE Assessment Preparation	72
TOTAL INSTR'L HOURS	90

Healthcare Career Discovery

Certificate of Completion

	<u>INSTR'L HOURS</u>
Voc Ed 320CE Exploring Health Care Careers	18
Voc Ed 404CE Student Success in Health Occupations	18
TOTAL INSTR'L HOURS	36

ATTENTION TRANSFER STUDENTS

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

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Healthcare Services

Certificate of Completion

	<u>INSTR'L HOURS</u>
Voc Ed 400CE Introduction to Medical Terminology	18
Voc Ed 401CE Medical Documentation & Charting	18
Voc Ed 403CE Law & Ethics in Health Professions	36
TOTAL INSTR'L HOURS	72

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

	<u>INSTR'L HOURS</u>
Voc Ed 400CE Introduction to Medical Terminology	18
Voc Ed 408CE In-Home Supportive Services Provider (IHSS)	90
TOTAL INSTR'L HOURS	108

Job Readiness

Certificate of Completion

	<u>INSTR'L HOURS</u>
Voc Ed 96CE Blueprint for Workplace Success	36
Voc Ed 97CE Blueprint for Customer Service	18
Voc Ed 98CE 30 Ways to Shine as a New Employee	12
TOTAL INSTR'L HOURS	66

Pre-Dental Career Preparation

Certificate of Completion

	<u>INSTR'L HOURS</u>
Voc Ed 400CE Introduction to Medical Terminology	18
Voc Ed 403CE Law & Ethics for Health Professions	36
Voc Ed 406CE Visual Spatial Perceptions and Psychomotor Skills Training	18
Voc Ed 407CE Preparation for the Dental Hygiene Program	18
TOTAL INSTR'L HOURS	90

Pre-Nursing Career Preparation

Certificate of Completion

	<u>INSTR'L HOURS</u>
Voc Ed 400CE Introduction to Medical Terminology	18
Voc Ed 403CE Law & Ethics in Health Professions	36
Voc Ed 409CE Pre-Nursing Career Pathways	18
TOTAL INSTR'L HOURS	72

The Foundation of English Skills

Certificate of Competency

	<u>INSTR'L HOURS</u>
ESL NC 61CE English as a Second Language I	54
ESL NC 62CE English as a Second Language II	54
ESL NC 63CE English as a Second Language III	54
TOTAL INSTR'L HOURS	162