



# **2009/10**

## **Continuing Education**

### **Noncredit Student Handbook**

Including Services, Program Information and Occupational Training Certificates

Cover Art: John Lewellen

## Table of Contents

Division Overview and Student Services .....	4
Combined Credit / Noncredit Course Overview .....	5
Division Office Hours of Operation.....	5
Basic Skills.....	5
Community Health Programs.....	7
English-as-a-Second Language.....	6
Exercise Science / Wellness Center .....	7
Health Careers Resource Center.....	7
Language Learning Center .....	7
Older Adult Program .....	8
Student Activities Fee Information .....	9
 Certificates of Competency:	
General Information and Instructions .....	10
Basic Skills.....	10
Career Development.....	10
English as a Second Language .....	11
Secondary Education.....	11
 Occupational Training Certificates:	
General Information and Instructions .....	13
 <u>Accounting</u>	
Bookkeeping .....	15
Computerized.....	16
Payroll .....	16
 <u>Agricultural Sciences:</u>	
Floral Design .....	16
Horse Ranch Management .....	17
Interior Landscaping.....	17
Landscape and Park Maintenance.....	17
Landscape Design and Construction .....	18
Landscape Equipment Technology.....	18
Landscape Irrigation.....	18
Livestock Management .....	19
Nursery Management.....	19
Park Management.....	19
Pet Science .....	20
Sports Turf Management .....	20
Tree Care and Maintenance .....	20
 <u>Business Management:</u>	
Business Management – Level 1 .....	21
Business Management – Level 2 .....	21
Business Management – Level 3 .....	21
Human Resource Management .....	22
International Business – Level 1 .....	22
International Business – Level 2 .....	22
Retail Management – Level 1 .....	22
Retail Management – Level 2 .....	23
Retail Management – Level 3 .....	23
Small Business Management – Level 1 .....	23
Small Business Management – Level 2 .....	24
Small Business Management – Level 3.....	24

## Electronics:

Computer and Networking Technology – Level 1 .....	24
Computer Systems Technology .....	25
Electronic Assembly and Fabrication .....	25
Electronic Systems Technology – Level 1 .....	25
Electronic Systems Technology – Level 2 .....	25
Electronic Technology .....	26
Electronics and Computer-Engineering Technology .....	26
Electronics Communications .....	27
Industrial Electronics .....	27

## Health Careers

Certified Nursing Assistant .....	27
Health Care Interpreting .....	28

## Manufacturing Technology:

Manufacturing Technology .....	29
MasterCAM .....	30
Parametric Solid Modeling .....	30
SurfCAM .....	30

## Office Technology:

Administrative Assistant – Level 1 .....	30
Administrative Assistant – Level 2 .....	31
Data Entry .....	31
Medical Office Specialist .....	31
Office Computer Applications .....	32

## Photographics:

Computer Graphics Design / Photography .....	32
Photography .....	32

## Special Needs Population

Job Readiness Skills .....	33
----------------------------	----

## Welding Technology

Welding Technologies .....	33
Licensed Welder .....	34
Welder with Concentration in Automotive Welding, Cutting and Modification .....	34
Welder with Concentration in Gas Tungsten ARC Welding .....	34
Welder with Concentration in Semiautomatic ARC Welding .....	34

## **Fee Based Certificate Program**

Certificate Program in Bookkeeping .....	35
Makeup Artistry .....	35
Medical Insurance Billing Specialist .....	35
Phlebotomy Technician 1 and Externship .....	35
RN Re-Entry into Practice .....	36

## **CONTINUING EDUCATION (ADULT EDUCATION) COURSES**

Noncredit courses are designed to meet the special needs and capabilities of students who do not desire or need to obtain college unit credit. These courses provide remedial, developmental, occupational and other general education opportunities. Courses and programs are further defined categorically under the California Education Code, Section 84711, whereby state funding is authorized for nine specific categories as follows: Parenting, Basic Skills (including tutoring), English as a Second Language, Citizenship, Programs for the Handicapped, Vocational Courses, Programs for the Older Adult, Home Economics, Health and Safety and additional courses qualified for adult education curricula.

This handbook contains a description of programs, services and certificates. Students wishing to review individual course content, as well as individual certificates, are directed to the Continuing Education section of the 2009/10 College Catalog.

### **Student Services**

#### **Admissions and Registration**

For Continuing Education (noncredit) and Community Services (fee-based) courses, admission and registration is completed using a registration card. However, enrollment in ESL and/or Basic Skills courses REQUIRES assessment and orientation prior to registration (see explanations following). Students may register for most courses at any time during the semester, on a space available basis. Noncredit and fee-based courses are available to community members regardless of residency status.

#### **Assessment**

Basic Skills students are assessed prior to enrolling in courses. Assessment services include academic skill levels, learning strengths, career paths and learning disabilities. Additional assessments are available for specific needs. For more information, contact (909) 594-5611, ext. 4845.

English as a Second Language (ESL) students are assessed prior to enrollment. Placement testing is offered year-round (every Thursday at 8:30 a.m., 11:00 a.m., 4:30 p.m. and 7:00 p.m.). Multilingual and disability assistance is available. For more information, contact (909) 594-5611, ext. 5235.

#### **Orientation**

Adult Basic Education and ESL students attend an orientation session prior to registration. Orientation sessions are generally offered immediately after assessment.

#### **Counseling and Advisement**

Educational advisement services are available in the Continuing Education Division office during the first week of registration and at the beginning of each semester for career and educational planning. These educational advisement services are also on-going throughout the semester through the Adult Basic Education Center (Building 30). To schedule an individual appointment, please call the Adult Basic Education Center, ext. 4845.

The Basic Skills and ESL departments provide counselors and educational advisors to serve their populations. Assistance to all noncredit students includes development of Educational and Career Plans, identification of personal, academic and career goals, career skill practice and resources, transitioning to credit programs, and assessment of special needs.

#### **Fees and Expenses/Parking**

There is no tuition for noncredit courses. However, a few courses include a fee for materials provided to students. Books and supplies needed for a class are the responsibility of the student.

Students who park on campus must have a valid, current parking permit. Permits for fee-based (community services) classes may be purchased at the Parking Cashier Window in Building 40. Parking permits for noncredit classes may be purchased at the Bursar's Office in Building 9B.

## CREDIT/NONCREDIT COMBINED COURSES

The Division offers many credit classes to continuing education students for noncredit. Students may enroll in these classes in accordance with procedures outlined in the Continuing Education Class Schedule. Students will not receive a grade or college credit. However, students enrolled in these classes who wish to receive a certificate of completion are expected to complete all assignments including tests, quizzes, projects and examinations. Noncredit Certificate Programs follow in this handbook, or can be viewed in the Mt. SAC College Catalog available at the Sac Book Rac or on the College website at [www.mtsac.edu](http://www.mtsac.edu).

This handbook contains a description of programs, services and certificates. Students wishing to review individual course content, as well as individual certificates, are directed to the Continuing Education section of the 2008/09 College Catalog.

Students wishing to complete a noncredit certificate program in one of the vocational areas of study must apply to the Continuing Education Division office to initiate the issuance of a certificate after all coursework has been completed.

Designated spaces will be held for pre-registered Continuing Education students for the first one-half hour of the first class meeting. If a combined class has less than 50 percent of the credit student class limit, the class is subject to cancellation.

Continuing Education students attending combined classes may apply for college credit and pay appropriate fees within the first two weeks of class each semester or intersession.

### **Continuing Education Division Office**

The **first week** of each semester, all campus offices will be open from 7:30 a.m. to 7:30 p.m. The Registration Office will close at 7:00 pm, Monday – Thursday, and 4:00 p.m. on Friday.

#### Division Office Hours:

Monday – Thursday	8:00 a.m. – 6:30 p.m.
Friday	8:00 a.m. – 4:30 p.m.

#### Registration Office Hours:

Monday – Thursday	8:00 a.m. – 6 :00 p.m.
Friday	8:00 a.m. – 4 :00 p.m.

### **Basic Skills and Special Programs**

The **Adult Basic Education** department works with local K-12 districts, county and state agencies to provide programs to populations with special needs and/or basic skills needs. Courses and services include:

- Basic skills remediation
- GED preparation
- Adult High School Diploma Program
- High School Referral Program (high school make-up credit)
- Summer High School Enrichment Program
- Athlete Tutorial and Study Hall (WIN Program)
- Parent education courses
- Armed Services Vocational Aptitude Battery (ASVAB) preparation
- Support services to Careers in Childcare Program students
- Adult High School Diploma counseling, career counseling; educational advising
- Computer literacy and keyboarding Classes
- Typing test certification

For more information on Adult Basic Education Program, contact (909) 594-5611, ext 4845.

**Adult Basic Education Center Office Hours:**

Monday – Thursday	7:45 a.m. – 5:00 p.m.
Friday	7:45 a.m. – 4:30 p.m.

**Computer Lab Hours:**

Monday – Thursday	8:00 a.m. – 8:30 p.m.
Friday	8:00 a.m. – 4:00 p.m.

**High School Office Hours\*:**

Monday – Thursday	8:30 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 4:30 p.m.

\*Summer hours and school break hours may vary.

**English as a Second Language**

Mt. SAC offers ESL classes for immigrant learners at all levels of English proficiency, from literacy (Pre-Level 1) to advanced (Level 6 or VESL). Classes are designed for students who want to improve their English communication skills in order to get a better job, to enter college credit programs, or to be more active citizens in their community. At all levels of the ESL program, highly qualified instructors and staff provide a variety of teaching and learning opportunities, including traditional lecture, computer labs, library activities, group projects and student presentations. Examples of classes and services include:

Level classes from Pre-Level 1 to Level 6 or VESL

Skill classes such as Speaking or Writing

VESL: Career Paths for advanced students wishing to bridge to vocational or credit programs

Specialized courses for Citizenship Preparation or TOEFL preparation

Career guidance workshops and ESL Career Conference with guest speakers

Contract ESL customized for the workplace

The ESL Department is located in the Language Center, Building 66, on the first floor. For more information, please call (909) 594-5611, ext 4235.

**ESL Office Hours:**

Monday – Thursday	8:00 a.m. – 5:30 p.m.
Friday	8:00 a.m. – 3:00 p.m.

**ESL Registration Hours:**

Monday – Thursday	8:00 a.m. – 8:00 p.m.
Friday	8:00 a.m. – Noon

### **Language Learning Center**

Mt. San Antonio College's **Language Learning Center (LLC)** provides a lab in which students may practice ESL and a variety of foreign languages, including Arabic, Chinese, English, French, German, Italian, Japanese, Spanish and Sign Language. Located in the Learning Technology Center, building 6, room 264, the LLC is available on a noncredit and credit basis. Users of the LLC may register year-round. Offerings include:

- Interactive language software in all supported languages
- DVD's, videos, audio recordings
- Pronunciation software
- Computer Aided Testing for Federal Aviation Administration and Chiropractic tests

For more information on the LLC, contact (909) 594-5611, ext. 4580.

#### **Fall and Spring Hours:**

Monday – Thursday	8:00 a.m. to 9:00 p.m.
Friday	8:00 a.m. to 2:00 p.m.
Saturday	9:00 a.m. to 2:00 p.m.

#### **Summer Hours:**

Dates and hours vary. Please call for up-to-date information.

### **Exercise Science and Wellness Center**

The **Exercise Science and Wellness Center** provides an exercise facility which includes cardio and strengthening equipment, a variety of exercise classes led by certified instructors and specialized fitness testing. It welcomes community members as well as Mt. San Antonio College students and employees. Individuals can register in the Continuing Education Registration office in Building 4, room 221D or in the Wellness Center. For more information, contact (909) 594-5611, ext. 4625.

#### **Wellness Center Hours**

Monday – Friday	5:00 a.m. – 9:00 p.m.
Saturday & Sunday	7:00 a.m. – 2:00 p.m.

## **Additional Programs and Centers**

### **Continuing Health Programs and CPR**

This area offers courses such as First Aid, Heartsaver, AED and more. For more information, contact (909) 594-5611, ext. 4838.

### **Health Careers Resource Center (HCRC)**

The Center provides the resources to increase student knowledge base, to learn new skills and to reinforce previously learned skills. Resources are provided to anyone involved or interested in health occupations.

The HCRC provides a state-of-the-art learning lab environment to:

- develop new health related skills/knowledge
- update prior or current knowledge
- participate in simulated clinical activities which will promote success in the health care industry.

The center is open to credit and noncredit health career students, continuing health care workers/professionals, individuals preparing for health related licensure or certification exams and any individual involved or interested in health related careers.

Some of the campus programs/departments actively utilizing the center include:

### **Technology and Health Division**

Medical Services – EMT, Paramedic, PA Prep  
Mental Health Technology  
Nursing  
Radiologic Technology  
Respiratory Therapy

### **Continuing Education Division**

Long-Term and Acute Certified Nursing Assistant (CNA)  
RN Re-entry Into Practice  
IV Therapy, CPR  
Health Care Interpreting  
International Health Worker  
Physical Therapy Aide

### **Services Available:**

- RN assistance in clinical skills practice and performance evaluation
- Medical and hospital equipment/supplies/ manikins/ training aides for hands on demonstrations and application of basic, intermediate and advanced skills
- Health Skills Performance Update/ Evaluation
- Clinical simulations for Med-Surg, Psych, OB, Peds, Perioperative etc.

### **SELF-PACED, MULTISENSORY LEARNING AIDES**

- Expansive Technology Library on all health subjects
- Medical/Nursing resource books, journals
- ADAM programs for anatomy and physiology review
- Mock computer adaptive testing programs for NCLEX- RN and PN State Board Exam preparation
- Computer adaptive instruction for gaining or remediating math, pharmacology, dosage calculation skills or medication administration skills
- Internet access for searching full-text article databases and access lists of pre-evaluated web sites on all lab computers
- Computerized virtual clinical simulation programs
- Medical terminology and bilingual media for International learners

### **Older Adult Program**

Courses designed for older adults (age 55+ years) provide the full continuum of education from vocational classes to the pursuit of long-standing educational goals. Classes are offered in the arts, personal growth, physical and mental fitness and vocational areas, and are conducted both on campus and at various senior and community centers and residential facilities throughout the Mt. San Antonio College District.

### **Mountie Volunteer Program (MVP)**

The MVP Program coordinates and provides volunteer opportunities on campus while providing training and support services for MVP participants. Partnering with the Retired Senior Volunteer Program (RSVP) of the greater Pomona Valley, the program provides for the recruiting and screening of potential volunteers.

### **Generations Program**

The Generations Program provides educational activities which foster intergenerational relationships that link generations for the good of society, such as student athletes providing volunteer hours for the Older Adult Program.

For more information on Older Adult Programs, please contact the Program Supervisor, Mary Lange, at (909) 594-5611, ext. 4192.



## **Other Continuing Education Services and Programs**

- Fee-based programs related to career development and personal enrichment for community members
- College 4 Kids and Youth Programs
- Vehicle Safety Programs (Motorcycle, Traffic School, Driver's Training)
- Continuing Education Fitness Programs
- Farm Tours
- Wildlife Sanctuary Tours
- Planetarium Shows
- Study Skills Lab for Disabled Students Programs and Services
- San Gabriel Valley Training Center (serving developmentally disabled adults)

For more information regarding Continuing Education Services and Programs, contact (909) 594-5611, ext. 4220.

## **What is the Student Activities Fee?**

Continuing and noncredit students are eligible to purchase a Student Activities Sticker. This \$11 fee allows the Associated Student\* (A.S.) government to provide student handbooks and planners, leadership programs and opportunities, cultural events, discount amusement park and movie theater tickets, funding for student club events and other co-curricular programs and services for students. Upon paying the fee at the Bursar's Office, you will receive a student activities sticker, to be placed on the back of your Mt. SAC student ID card. Student ID cards are available at the Bursar's Office.

With a current Student Activities sticker, you will receive:

- FREE food & admission at A.S. sponsored events and activities
- Eligible to participate in the L.E.A.D. Student Leadership Program
- Access to check-out games and equipment in the Student Center
- Free access to the wireless internet in the Student Center Lounge
- Eligible to purchase discounted tickets in the Student Life Office for:

- Disneyland
- California Adventure
- Universal Studios Hollywood
- Six Flags Magic Mountain
- AMC Theater Tickets
- Edwards Theater Tickets
- Sea World San Diego
- Knotts Berry Farm
- Lego Land
- San Diego Zoo
- San Diego Wild Animal Park
- Knott's Scarry Farm (Seasonal)
- Raging Waters (Seasonal)
- LA County Fair (Seasonal)



*\*The Associated Students at Mt. SAC provides student leadership and represents the student's voice regarding important college decisions.*

## **Noncredit Certificates of Competency**

Noncredit Certificates of Competency represent sequences of courses in Basic Skills, Career Development, English as a Second Language or Secondary Education, which allow the student to develop individual competencies based on their personal educational goals and objectives. Each certificate is unique, but all provide the student an opportunity to gain skills necessary to advance in their careers, transition into a new career or prepare for future advanced academic studies and training.

Students are encouraged to gain more information by calling the College telephone number listed in each of the four specific Certificates of Competency that follow.

### **Certificates of Competency:**

- Basic Skills
- Career Development
- English as a Second Language
- Secondary Education

### **Basic Skills**

**SYS #102892**

The Basic Skills Certificate of Competency provides courses and training in skills that will improve opportunities for students to obtain employment, advance in their careers or prepare for future advanced academic studies. Students will increase basic skills, i.e., reading, writing, math and computer skills, and progress in this sequence based on individual needs. Courses are offered days and evenings to accommodate work and personal schedules. For more information, please call (909) 594-5611, ext. 4845.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
BCSK ABE02	Adult Basic Education
BCSK ABE06	Basic Skills Foundation
BCSK LERN06	Personal Computer Applications
BCSK LERN01	Short-Term Review
BCSK LERN03	Math Skills Review
BCSK LERN72	Reading Acceleration
BCSK LERN76	Improving Reading Comprehension
BCSK LERN81	Improving Writing
BCSK MATH01	Developmental Mathematics Concepts and Applications
BCSK WRTRE2	Basic Writing Skills Development

### **Career Development**

**SYS #244852**

Career development provides students with information and guidance on college opportunities, careers and life planning. Students can apply skills gained to their current employment and personal lives and will improve their opportunities to advance in their careers or transition into a new career. This sequence of courses is offered days and evenings to accommodate adults with alternating schedules. For more information, please call (909) 594-5611, ext. 4845.

**Certificate Requirements:**

Course ID	Course Title
BCSK ABE01	Career Information and Guidance
BCSK ABE02	Adult Basic Education
BCSK ABE03	Adult Basic Education – Leadership Development
BCSK ABE04	Guidance and Orientation to Special Programs
BCSK ABE05	Career Development
BCSK ABE06	Basic Skills Foundation
BCSK ABE07	Re-Entry Work Skills Needed for Today's Workforce
BCSK CNSL05	Career/Life Planning

**English as a Second Language****SYS #784025**

ESL students are placed within the following sequence of courses according to their English abilities. Students progress through this sequence based on individual need before transferring into credit courses or employment. Supplemental courses in speaking, writing and vocational language will assist their progress through the sequence and may be taken along with level classes as needed.

Courses are offered all year long, including winter and summer intersessions. Classes are offered days, evenings and weekends. For more information, please call (909) 594-5611 ext. 5235.

**Certificate Requirements:**

Course ID	Course Title
ESL PLVL-1	ESL – Pre-Level 1
ESL LVL-1	ESL – Level 1
ESL LVL-2	ESL – Level 2
ESL LVL-3	ESL – Level 3
ESL LVL-4	ESL – Level 4
ESL LVL-5	ESL – Level 5
ESL LVL-6	ESL – Level 6
ESL SPK-A	ESL – Speaking A
ESL SPK-B	ESL – Speaking B
ESL SPK-C	ESL – Speaking C
ESL TOEFL	TOEFL Preparation
ESL WRTE-A	ESL Writing A
ESL WRTE-B	ESL Writing B
ESL WRTE-C	ESL Writing C
ESL LANG03	English for Special Uses
BCSK LANG01	Language Skills Laboratory
ESL V-HLTH	English as a Second Language for Health Professionals

**Secondary Education****SYS #259121**

The High School Program provides all courses needed to satisfy requirements for a high school diploma. Students earning a high school diploma increase future employment and educational opportunities, including college and training programs. Completion of these courses will provide the student with a high school diploma. For more information, please call (909) 594-5611 ext. 4845.

**Certificate Requirements:**

Course ID	Course Title
BSHS ACDE	High School Academic Decathlon
BSHS ADRW	High School Expository Writing and Critical Thinking
BSHS ALG1	High School Algebra 1
BSHS ALG2	High School Algebra 2

BSHS ART1	High School Art and Creative Expression
BSHS ART2	High School Art 2
BSHS BIO	High School Biology
BSHS CHEM	High School Chemistry
BSHS CHN1	High School Chinese 1
BSHS CIV	High School Civics/American Government
BSHS CPTC	High School Computer Technology
BSHS DIPR	High School Diploma and Referral
BSHS ECON	High School Economics
BSHS EELA	High School CAHSEE Prep – English Language Arts
BSHS EEMA	High School CAHSEE Prep – Mathematics
BSHS ENG1	High School English 1
BSHS ENG2	High School English 2
BSHS ENG3	High School English 3
BSHS ENG4	High School English 4
BSHS GEOG	High School Geography
BSHS GEOM	High School Geometry
BSHS GRAP	High School Advanced Graphics/Printing
BSHS HLTH	High School Health
BSHS JOUR	High School Journalism
BSHS KEY	High School Typing/Keyboarding
BSHS LSC	High School Life Science
BSHS MTH2	High School General Math
BSHS MUSC	High School Music Appreciation
BSHS NS1	High School Natural Science 1
BSHS NS2	High School Natural Science 2
BSHS PHIL	High School Philosophy
BSHS PHSC	High School Physical Science
BSHS PLNG	High School Planning and Guidance
BSHS PREA	High School Pre-Algebra
BSHS PSY	High School Psychology
BSHS SK	High School Study Skills
BSHS SS	High School Single Survival
BSHS SOC	High School Sociology
BSHS SPN1	High School Spanish 1
BSHS SPN2	High School Spanish 2
BSHS STG	High School Stagecrafts
BSHS TAL2	High School Topics in Algebra 2
BSHS TGEO	High School Topics in Geometry
BSHS USHS	High School United States History
BSHS VDEO	High School Video and Media Production
BSHS WHS	High School World History
BSHS WREX	High School Expository Writing

## **Noncredit Occupational Training Certificates of Completion**

California Community College Adult Education Programs are authorized to offer short-term vocational programs with high employment potential. The demonstration of need to offer these programs within the College service area is determined by manpower needs projections from the California Occupational Information System (COTS), or surveys of employer needs in the Continuing, or state licensing mandates and/or certification.

### **What Are Occupational Training Certificates?**

Certificates in a variety of vocational programs are available through the Continuing Education Division. Many of these certificate programs mirror those offered through the credit programs of the College, are favorably recognized by business and industry, and are frequently used as a requirement for professional advancement. Classes taken are noncredit, and do not generate college units toward a degree.

The Continuing Education Division also offers fee-based Certificate Programs. These include:

- Accounting/Bookkeeping
- CPR and First Aid
- Makeup Artistry
- Medical Insurance Billing Specialist
- Phlebotomy Technician
- RN Re-Entry into Practice

Specific certificate content and more information can be found in the Continuing Services Schedule of Classes each semester or contact (909) 594-5611, ext. 4220.

### **How to Finish an Occupational Certificate**

In order for students to receive a Certificate of Completion, the student must do the following:

- Register and pay material fees, if required, for desired classes
- Satisfactorily complete coursework, papers and projects, take and pass mid-terms and final with the equivalent of a "C" grade as outlined in the course syllabus prepared by the instructor
- When all courses are completed, submit request in writing to the Continuing Education Office (Building 40).

If any courses for a noncredit certificate program have been taken for college credit, students must obtain the signature of the appropriate credit Division Dean prior to submitting the Certificate Application Form to the Continuing Education Division office for processing.

Course completion will be verified by the Continuing Education Division staff. If all requirements are met, a Certificate of Completion will be prepared and delivered to the student.

### **Getting Help**

For more information regarding occupational training certificates, please call the Division office at (909) 594-5611, ext. 4220.

Educational Advisers are available to assist students with Career and Education Planning. During the first week of registration, they are available in the registration area, the Administration Building, Building 4, room 221D. Times will be posted and students served on a first-come, first-served basis. Advisers are also available by appointment during the semester. Please call **(909) 594-5611 ext. 4845** to schedule an appointment.

**Noncredit Occupational Training Certificates of Completion are available in the following programs:**

Accounting:

- Bookkeeping
- Computerized
- Payroll

Agricultural Sciences:

- Floral Design
- Horse Ranch Management
- Interior Landscaping
- Landscape and Park Maintenance
- Landscape Design and Construction
- Landscape Equipment Technology
- Landscape Irrigation
- Livestock Management
- Nursery Management
- Park Management
- Pet Science
- Sports Turf Management
- Tree Care and Maintenance

Business Management:

- Business Management – Level 1
- Business Management – Level 2
- Business Management – Level 3
- Human Resource Management
- International Business – Level 1
- International Business – Level 2
- Retail Management – Level 1
- Retail Management – Level 2
- Retail Management – Level 3
- Small Business Management – Level 1
- Small Business Management – Level 2
- Small Business Management – Level 3

Electronics:

- Computer and Networking Technology – Level 1
- Computer Systems Technology
- Electronic Assembly and Fabrication
- Electronic Systems Technology – Level 1
- Electronic Systems Technology – Level 2
- Electronic Technology
- Electronics and Computer-Engineering Technology
- Electronics Communications
- Industrial Electronics

Health Careers

- Certified Nursing Assistant
- Health Care Interpreting (Tentative Fall 2008)

Manufacturing Technology:

Manufacturing Technology  
MasterCAM  
Parametric Solid Modeling  
SurfCAM

Office Technology:

Administrative Assistant – Level 1  
Administrative Assistant – Level 2  
Data Entry  
Medical Office Specialist  
Office Computer Applications

Photographics:

Computer Graphics Design / Photography  
Photography

Special Needs Population

Job Readiness Skills

Welding Technology

Welding  
Licensed Welder  
Welder with Concentration in Automotive Welding, Cutting and Modification  
Welder with Concentration in Gas Tungsten ARC Welding  
Welder with Concentration in Semiautomatic ARC Welding

**Fee-Based Certificate Programs:**

Certificate Program in Bookkeeping  
Makeup Artistry  
Medical Insurance Billing Specialist  
Phlebotomy  
RN/LVN Re-Entry into Practice

## Accounting

### **Accounting – Bookkeeping**

**SYS #538161**

The Bookkeeping Certificate provides the student with the basic skills and knowledge for entry-level positions within the clerical/accounting field. Common duties performed in this field are posting transactions to journals/ledgers, accounts receivable, accounts payable, inventory tracking/reporting, bank reconciliation, expense reporting and account analysis. The sequence can be completed in one year, and courses are offered Fall and Spring semesters.

**Certificate Requirements:**

Course ID	Course Title
VOC BSA07	Principles of Accounting – Financial, OR
VOC BSA72	Bookkeeping – Accounting
VOC BSA53	Ten-Key Calculations
VOC BSO05	Business English, OR
VOC BSO25	Business Communications

## **Accounting – Computerized**

**SYS #962408**

The Computerized Accounting Certificate provides the student with basic accounting skills and knowledge together with additional training in computer applications common to the accounting industry. This certificate prepares the student for an entry-level position as a computerized accounting clerk. Common duties performed in this field are utilization of accounting software programs for posting transactions to journals/ledgers, accounts receivable, accounts payable, inventory tracking/reporting, bank reconciliation, expense reporting and account analysis. If the student did not have previous coursework, the sequence can be completed in one year, and students have several choices of courses to select for desired emphasis.

### **Certificate Requirements:**

<b>Completion of Accounting – Bookkeeping Certificate PLUS the following courses:</b>	
<b>Course ID</b>	<b>Course Title</b>
VOC BSA75	Using Microcomputers in Financial Accounting
VOC BSA76	Using Microcomputers in Managerial Accounting
VOC CISB15	Microcomputer Applications
VOC CP11	Internet Research for Business
VOC CP20	Microsoft Word

## **Accounting – Payroll**

**SYS #597867**

The Payroll Certificate combines basic accounting skills with specialized training in payroll preparing the student for entry-level positions within the payroll segment of accounting. Common duties performed in this field include payroll tax reporting, maintenance of payroll accounting systems and posting payroll transactions to journals/ledgers. The sequence could be completed in one semester. Courses are offered both Fall and Spring semesters.

### **Certificate Requirements:**

<b>Completion of Accounting – Bookkeeping Certificate PLUS the following courses:</b>	
<b>Course ID</b>	<b>Course Title</b>
VOC BSA70	Payroll and Tax Accounting
VOC BSA 75	Using Microcomputers in Financial Accounting <i>or</i>
VOC BSA76	Using Microcomputers in Managerial Accounting

## **Agricultural Science**

## **Floral Design**

**SYS #132282**

This sequence is offered in the evening only on campus and at off-campus locations and can be completed in two years. Students completing all three courses will have skills and knowledge to seek jobs in floral design beyond entry-level positions, i.e., first-line supervision and/or management and Floral Designers.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC AGOR 25	Floral Design – 1
VOC AGOR26	Floral Design – 2
VOC AGOR27	Floral Design – 3



## **Horse Ranch Management**

**SYS #391289**

This sequence of courses is designed to enable students to prepare for a career in horse ranch management. Courses provide students hands-on experience designed to give them a combination of practical skills and technical knowledge. The sequence can be completed in one year if taken full-time.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC AGAN02	Animal Nutrition
VOC AGAN 94	Animal Breeding
VOC AGLI16	Horse Production <i>or</i>
VOC AGLI18	Horse Ranch Management
VOC AGLI19	Horse Hoof Care
VOC AGLI96	Animal Sanitation and Disease Control
VOC AGLI97	Artificial Insemination of Livestock

## **Interior Landscaping**

**SYS #118137**

This certificate is designed to give students basic skills in the design, installation and maintenance of interior plants that are used in residences, offices, hotels, malls, restaurants and other locations. The sequence of courses can be completed in one year and is offered on an annual basis.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC AGOR01	Horticultural Science
VOC AGOR13	Landscape Design
VOC AGOR15	Interior Landscaping
VOC AGOR24	Integrated Pest Management
VOC AGOR29	Ornamental Plants – Herbaceous
VOC AGOR32	Landscaping and Nursery Management
VOC AGOR62	Landscape Irrigation – Design and Installation
VOC AGOR64	Landscape Irrigation – Drip and Low Volume

## **Landscape and Park Maintenance**

**SYS #621629**

This certificate is designed to give students basic skills in park landscape maintenance. The sequence can be completed in four semesters. Courses are offered annually, and prepare the student with skills that are appropriate for the maintenance of grounds, property or parks.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC AGOR01	Horticultural Science
VOC AGOR 24	Integrated Pest Management
VOC AGOR29	Ornamental Plants – Herbaceous
VOC AGOR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGOR39	Turf Grass Production and Management
VOC AGOR40	Sports Turf Management
VOC AGOR51	Tractor and Landscape Equipment Operations
VOC AGOR62	Landscape Irrigation – Design and Installation
VOC AGOR63	Landscape Irrigation System Management
VOC AGOR71	Landscape Construction Fundamentals

## **Landscape Design and Construction**

**SYS #919610**

This certificate is designed to give students basic skills needed in employment with a landscape contractor. The sequence can be completed in one year, and employment potential is very good. Courses are offered both Fall and Spring semesters. Some courses will provide transfer articulation with colleges and universities offering a Bachelor of Science Degree in Horticulture.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC AGOR01	Horticultural Science
VOC AGOR13	Landscape Design
VOC AGOR29	Ornamental Plants – Herbaceous
VOC AGOR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGOR50	Soil Science and Management
VOC AGOR51	Tractor and Landscape Equipment Operations
VOC AGOR62	Landscape Irrigation – Design and Installation
VOC AGOR71	Landscape Construction Fundamentals
VOC AGOR72	Landscape Hardscape Applications

## **Landscape Equipment Technology**

**SYS #875616**

This certificate is designed to give students basic skills to seek employment in equipment repair, golf courses, rental yards and small equipment repair shops. The sequence is offered on an annual basis and can be completed in two years.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC AGOR01	Horticultural Science
VOC AGOR51	Tractor and Landscape Equipment Operations
VOC AGOR52	Hydraulics
VOC AGOR53	Small Engine Repair I
VOC AGOR55	Diesel Engine Repair
VOC AGOR56	Engine Diagnostics
VOC AGOR57	Power Train Repair
VOC AGOR71	Landscape Construction Fundamentals
VOC AGOR72	Landscape Hardscape Applications

## **Landscape Irrigation**

**SYS #327645**

This certificate is designed to give students basic skills in irrigation design, repair installation, water management and troubleshooting. It can be completed in one year and courses are offered Fall and Spring semesters. Jobs are plentiful with landscape contractors, schools, parks and cities.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC AGOR01	Horticultural Science
VOC AGOR13	Landscape Design
VOC AGOR39	Turf Grass Production and Management
VOC AGOR50	Soil Science and Management
VOC AGOR51	Tractor and Landscape Equipment Operations
VOC AGOR62	Landscape Irrigation – Design and Installation
VOC AGOR63	Landscape Irrigation System Management
VOC AGOR64	Landscape Irrigation – Drip and Low Volume
VOC AGOR71	Landscape Construction Fundamentals

## **Livestock Management**

**Sys #533598**

This certificate is designed to give students basic skills in livestock management for employment opportunities on farms, ranches and agriculture sales and services. This sequence is offered on an annual basis and can be completed in two years.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC AGAG01	Food Production, Land Use and Politics – a Global Perspective
VOC AGAN01	Animal Science
VOC AGAN02	Animal Nutrition
VOC AGAN94	Animal Breeding
VOC AGLI14	Swine Production
VOC AGLI16	Horse Production
VOC AGLI17	Sheep Production
VOC AGLI30	Beef Production
VOC AGLI34	Livestock Judging and Selection
VOC AGLI96	Animal Sanitation and Disease Control

*Plus select 2 courses from the following:*

VOC AGOR71	Landscape Construction Fundamentals
VOC BSM20	Principles of Business
VOC BSM66	Small Business Management
VOC BSS35	Professional Selling
VOC BSS36	Principles of Marketing

## **Nursery Management**

**SYS #703868**

This certificate is designed to give students basic skills in production and marketing of plants and dry goods in the wholesale and retail nursery industry. The sequence is offered on an annual basis and can be completed in one year.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC AGOR01	Horticultural Science
VOC AGOR02	Plant Propagation/Greenhouse Management
VOC AGOR24	Integrated Pest Management
VOC AGOR29	Ornamental Plants – Herbaceous
VOC AGOR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGOR32	Landscaping and Nursery Management
VOC AGOR39	Turf Grass Production and Management
VOC AGOR62	Landscape Irrigation – Design and Installation
VOC AGOR64	Landscape Irrigation – Drip and Low Volume

## **Park Management**

**SYS #314920**

This certificate is designed to enable students to prepare for a career in park management, and provides students with hands-on experience, designed to give them a combination of practical skills and technical knowledge. The sequence of courses is offered on an annual basis and can be completed in one year.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC AGOR01	Horticultural Science
VOC AGOR04	Park Management
VOC AGOR05	Park Facilities
VOC AGOR24	Integrated Pest Management
VOC AGOR30	Ornamental Plants – Trees and Woody Shrubs

VOC AGOR39	Turf Grass Production and Management
VOC AGOR51	Tractor and Landscape Equipment Operations
VOC AGOR62	Landscape Irrigation – Design and Installation
VOC AGOR63	Landscape Irrigation System Management
VOC AGOR75	Urban Arboriculture

## **Pet Science**

**SYS #425556**

This certificate is designed to enable students to enter the retail or wholesale pet industry. Most of the courses in this certificate are offered every Fall and Spring semester. Five of the courses are offered in the evening only and are rotated over four semesters. Thus, the sequence can be completed in two years.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC AGAN01	Animal Science
VOC AGAN02	Animal Nutrition
VOC AGAN51	Animal Handling and Restraint
VOC AGAN94	Animal Breeding
VOC AGLI96	Animal Sanitation and Disease Control
VOC AGPE70	Pet Shop Management
VOC AGPE71	Canine Management
VOC AGPE72	Feline Management
VOC AGPE73	Tropical and Coldwater Fish Management
VOC AGPE74	Reptile Management
VOC AGPE76	Aviculture – Cage and Aviary Birds
VOC BSM66	Small Business Management

## **Sports Turf Management**

**SYS #332420**

This certificate is designed to provide skills required for students interested in employment at golf courses, race tracks, athletic fields and stadiums, and other high-use turf areas. The sequence can be completed in one year and is offered on an annual basis.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC AGOR01	Horticultural Science
VOC AGOR24	Integrated Pest Management
VOC AGOR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGOR39	Turf Grass Production and Management
VOC AGOR40	Sports Turf Management
VOC AGOR50	Soil Science and Management
VOC AGOR51	Tractor and Landscape Equipment Operations
VOC AGOR62	Landscape Irrigation – Design and Installation
VOC AGOR63	Landscape Irrigation Systems Management

## **Tree Care and Maintenance**

**SYS #182769**

This certificate is designed to give students basic skills in the repair and maintenance of trees. The sequence can be completed in one year and the courses are offered on an annual basis.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC AGOR01	Horticultural Science
VOC AGOR24	Integrated Pest Management
VOC AGOR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGOR32	Landscape and Nursery Management

VOC AGOR50	Soil Science and Management
VOC AGOR51	Tractor and Landscape Equipment Operations
VOC AGOR53	Small Engine Repair 1
VOC AGOR75	Urban Aboriculture

## Business Management

### **Business Management – Level 1**

**SYS #818545**

The Business Management – Level 1 Certificate is designed to introduce the student to the role of management in business. Students will be exposed to the terms, trends, organizational structure, and opportunities inherent in business management. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management. Courses are offered on an annual basis, and each level of the Business Management emphasis can be completed in one semester.

#### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC BSM20	Principles of Business
VOC BSM61	Business Organization and Management
VOC BSS36	Principles of Marketing

### **Business Management – Level 2**

**SYS #245391**

The Business Management – Level 2 Certificate builds upon the Level 1 certificate to provide students with proven business tools that will enhance their management careers. Students will be exposed to projects and business simulations that will lead to measurable success. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management. Courses are offered on an annual basis, and each level of Business Management emphasis can be completed in one semester.

#### **Certificate Requirements:**

<b>Completion of Business Management – Level I PLUS</b>	
<b>Course ID</b>	<b>Course Title</b>
VOC BSM60	Human Relations in Business
VOC BSM62	Human Resource Management
VOC CISB15	Microcomputer Applications

### **Business Management – Level 3**

**SYS #965642**

Upon completion of the Business Management – Level 3 Certificate, students will have built a foundation of management strategies and practices which will enable them to prosper in an ever-changing business environment. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management. Courses are offered on an annual basis, and each level of Business Management emphasis can be completed in one semester.

#### **Certificate Requirements:**

<b>Completion of Business Management – Levels 1 and 2, PLUS the following courses:</b>	
VOC BSA07	Principles of Accounting – Financial
VOC BSM10	Principles of Continuous Quality Improvement
VOC BSM51	Principles of International Business

## **Human Resource Management**

**SYS #152977**

This introductory certificate exposes students to the business world and the role of human resources. Students become familiar with various approaches to business organization and the strategic nature of human resources. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management. Courses are offered on an annual basis, and the Human Resource Management Certificate can be completed in one semester.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC BSM20	Principles of Business
VOC BSM61	Business Organization and Management
VOC BSM62	Human Resource Management

## **International Business – Level 1**

**SYS # 665499**

This specialized business certificate is intended to prepare the student to work in the unique and dynamic environment of international business. The program also prepares the student as a business management generalist for companies conducting international trade. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management. Courses are offered on an annual basis, and each level of International Business emphasis can be completed in one semester.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC BSM20	Principles of Business
VOC BSM51	Principles of International Business
VOC BSS36	Principles of Marketing

## **International Business – Level 2**

**SYS #745751**

In the International Business – Level 2 Certificate, the student will learn methods and approaches to managing the complexities of doing business in an international environment. Students acquire both theoretical knowledge and practical skills related to managing and marketing within the global arena. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management. Courses are offered on an annual basis, and each level of International Business emphasis can be completed in one semester.

### **Certificate Requirements:**

<b>Completion of International Business Level 1 PLUS the following courses:</b>	
<b>Course ID</b>	<b>Course Title</b>
VOC BSM61	Business Organization and Management
VOC BSM66	Small Business Management
VOC BSS70	International Marketing Concepts

## **Retail Management – Level 1**

**SYS # 601197**

Introductory certificate exposes students to the business world and the role of retail distribution. The Department has sequenced courses to maximize student time, and there are five emphasis areas: Business Management, Human Resource Management, International Business, Retail Management and Small Business Management. Courses are offered on an annual basis, and each level of Retail Management emphasis can be completed in one semester.

**Certificate Requirements:**

Course ID	Course Title
VOC BSO25	Business Communications
VOC CISB15	Microcomputer Applications
VOC FASH62	Retail Store Management and Merchandising OR
VOC BSS50	Retail Store Management and Merchandising

**Retail Management – Level 2****SYS # 527217**

Intermediate certificate builds upon the Level 1 Certificate to expose students to the various functions of managers in retail positions. The Department has sequenced courses to maximize student time, and there are five emphasis areas: Business Management, Human Resource Management, International Business, Retail Management and Small Business Management. Courses are offered on an annual basis, and each level of Retail Management emphasis can be completed in one semester.

**Certificate Requirements:**

Course ID	Course Title
<b>Completion of Retail Management – Level 1 Certificate PLUS the following courses:</b>	
VOC BSA11	Fundamentals of Accounting
VOC BSM61	Business Organization and Management
VOC BSM62	Human Resource Management
VOC BSS36	Principles of Marketing

**Retail Management – Level 3****SYS #127007**

Students completing the advanced Level 3 Certificate will have knowledge and practical experience in business communication, leadership and financial controls. The Department has sequenced courses to maximize student time, and there are five emphasis areas: Business Management, Human Resource Management, International Business, Retail Management and Small Business Management. Courses are offered on an annual basis, and each level of Retail Management emphasis can be completed in one semester.

**Certificate Requirements:**

Course ID	Course Title
<b>Completion of Retail Management Levels 1 and 2, PLUS the following courses:</b>	
VOC BSA07	Principles of Accounting – Financial
VOC BSM60	Human Relations in Business
VOC BSO26	Oral Communications for Business

**Small Business Management – Level 1****SYS #563137**

Small business has been described as the engine of change within the economy. The Small Business Management – Level 1 Certificate exposes the student to the fundamentals of managing and planning a small business. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management. Courses are offered on an annual basis, and each level of Small Business Management emphasis can be completed in one semester.

**Certificate Requirements:**

Course ID	Course Title
VOC BSM20	Principles of Business
VOC BSM66	Small Business Management
VOC BSS36	Principles of Marketing

## **Small Business Management – Level 2**

**SYS #251547**

The Small Business Management – Level 2 Certificate provides students with practical small business tools. It focuses on issues such as motivation, teamwork and leadership skills that lead to enhanced productivity through the development of people. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management. Courses are offered on an annual basis, and each level of Small Business Management emphasis can be completed in one semester.

### **Certificate Requirements:**

<b>Completion of Small Business Management – Level 1 PLUS the following courses:</b>	
<b>Course ID</b>	<b>Course Title</b>
VOC BSM60	Human Relations in Business
VOC BSM61	Business Organization and Management
VOC BSM62	Human Resource Management

## **Small Business Management – Level 3**

**SYS #Pending**

Upon completion of the Small Business Management – Level 3 Certificate, the student will have built a foundation of management strategies and practices which enable them to prosper in an ever-changing small business environment. The Department has sequenced courses to maximize student time, and there are four emphasis areas: Business Management, Human Resource Management, International Business or Small Business Management. Courses are offered on an annual basis, and each level of Small Business Management emphasis can be completed in one semester.

### **Certificate Requirements:**

<b>Completion of Small Business Management – Levels 1 and 2 PLUS the following courses:</b>	
<b>Course ID</b>	<b>Course Title</b>
VOC BSA07	Principles of Accounting – Financial
VOC BSM10	Principles of Continuous Quality Improvement
VOC CISB15	Microcomputer Applications

## **Electronics**

## **Computer and Networking Technology – Level I**

**SYS #531657**

This certificate is intended to prepare students to enter the computer and networking fields as service technicians with foundations in basic electronics, telecommunications, computer servicing and networking servicing. This sequence is offered annually and can be completed in two years. Students are guided by written information regarding term offerings and correct course selection.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC CNET50	PC Servicing
VOC CNET52	PC Operating Systems
VOC CNET54	PC Troubleshooting
VOC CNET60	A+ Certification Preparation
VOC EL11	Technical Applications in Microcomputers <i>OR</i>
VOC CISB15	Microcomputer Applications
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL56	Digital Electronics



## **Computer Systems Technology**

**SYS #622137**

The Computer Systems Technology curriculum encompasses advanced coursework in computer systems circuitry. This includes microprocessor programming codes and microprocessor interfacing circuits. This sequence is offered annually and can be completed in two years. Students are guided by written information regarding term offerings and correct course selection.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Electronic Devices
VOC EL56	Digital Electronics
VOC EL61	Electronics Assembly and Fabrication
VOC EL74	Microprocessor Systems

## **Electronic Assembly and Fabrication**

**SYS #352346**

This certificate prepares students to enter the electronics field as assembly and fabrication technicians. The sequence is offered on an annual basis and can be completed in one year.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EST50	Electrical Fundamentals for Cable Installations
VOC EL61	Electronic Assembly and Fabrication
VOC EL62	Advanced Surface Mount Assembly and Rework

## **Electronic Systems Technology – Level 1**

**SYS #258925**

Develops skills in electrical fundamentals, fabrication techniques, cabling and wiring standards for cable and wire systems (*copper, coax, fiber and structured cables*) and basic computer skills in word processing, spreadsheets, database and the Internet. Courses are offered Fall and Spring semesters and the certificate can be completed in one year.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC EST50	Electrical Fundamentals for Cable Installations
VOC EST52	Fabrication Techniques for Cable Installations
VOC EST54	Cabling and Wiring Standards
VOC EL11	Technical Applications in Microcomputers
VOC CISB15	Microcomputer Applications

## **Electronic Systems Technology – Level 2**

**SYS #174983**

This Level 2 certificate builds on the skills and concepts learned in level 1 and adds customer relations (soft skills) and the installation, calibration, setup, maintenance and troubleshooting of home theater systems, home automation and home security systems. Courses in the sequence are offered Fall and Spring semesters, and the certificate can be completed in one year.

**Certificate Requirements:**

<b>Completion of Electronic Systems Technology Level 1 Certificate PLUS the following courses:</b>	
<b>Course ID</b>	<b>Course Title</b>
VOC EST56	Home Theater and Home Automation Systems
VOC EST62	Electronic Troubleshooting – 1
VOC TCH60	Customer Relations for the Technician
VOC EST64	Electronic Troubleshooting – 2
VOC EST70	C-7 Low Voltage Systems License Preparation
VOC EL61	Electronic Assembly and Fabrication
VOC EL62	Advanced Surface Mount Assembly and Rework

**Electronic Technology****SYS #670897**

This one-year certificate is designed for the person requiring background in the basic core courses of electronic technology without an area of specialization. The core courses provide the necessary skills for entry-level employment as an electronic technician. If taken part-time, the sequence can be completed in two years. Students are guided by written information regarding term offering and correct course selection.

**Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC EL11	Technical Applications in Microcomputers
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Electronic Devices
VOC EL56	Digital Electronics
VOC EL61	Electronics Assembly and Fabrication
VOC TCH60	Customer Relations for the Technician

**Electronics and Computer-Engineering Technology****SYS #103989**

Students completing this certificate will have training in most areas of electronics including: microprocessors and interfacing, electronic communications and industrial electronic controls. The sequence of courses is offered annually. The certificate can be completed in two years. Jobs include, but are not limited to:

- Electrical and Electronics Installers and Repair
- Electrical and Electronic Engineering Technician
- Electrical and Electronic Equipment Assemblers

**Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Electronic Devices
VOC EL53	Communications Circuits
VOC EL54A	Industrial Electronics
VOC EL54B	Industrial Electronic Systems
VOC EL55	Microwave Communications
VOC EL56	Digital Electronics
VOC EL61	Electronics Assembly and Fabrication
VOC EL74	Microprocessor Systems
VOC TCH60	Customer Relations for the Technician

<i>Recommended Electives:</i>	
VOC EDT11	Technical Engineering Drawing I
VOC EL62	Advanced Surface mount Assembly and Rework
VOC EL76	Radio Telephone Communications

## **Electronics Communications**

**SYS #742582**

This certificate encompasses advanced coursework in electronics communications including both land-based and wireless forms of communication. The sequence can be completed in two years when taken part-time. Students are guided by written information regarding term offering and correct course selection.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Electronic Devices
VOC EL53	Communications Circuits
VOC EL55	Microwave Communications
VOC EL56	Digital Electronics
VOC EL61	Electronics Assembly and Fabrication
VOC TCH60	Customer Relations for the Technician

## **Electronics: Industrial Systems**

**SYS #612116**

This certificate includes electronic devices for industrial controls and motor controls; including programmable logic controls using the Allen Bradley series of PLC's running Windows ladder logic software. The sequence of courses can be completed in two years if taken part-time. Courses are offered on an annual basis.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Electronic Devices
VOC EL54A	Industrial Electronics
VOC EL54B	Industrial Electronic Systems
VOC EL56	Digital Electronics
VOC EL61	Electronics Assembly and Fabrication
VOC TCH60	Customer Relations for the Technician

## **Health Careers**

## **Certified Nursing and Acute Care Nursing Assistant**

**SYS #195661**

This certificate program will prepare participants to work in both long-term and acute care facilities thus providing entry level, diverse, work opportunities in the ever growing health care field. For those planning on entering LVN or RN programs, course content may increase chances for successful admission and completion of nursing program curriculum.

These courses meet the requirements for California state certification as a CNA. The program incorporates processing of the state application and administration of the NATAP test with same day official test results for the written and manual skills examination. Verification of successful passing of the NATAP test permits immediate eligibility for employment.

All coursework can be completed within 11 weeks. Offered in Fall or Spring semesters

**Participants must**

- provide their own transportation and be at least 16 years of age or have a work permit
- be able to meet expenses and responsibilities incurred as part of this program.
- demonstrate proficient English/ESL verbal and written communication skills to take written exams, communicate with clients and maintain a safe clinical environment

**Certificate Requirements:**

Course ID	Course Title
VOC HTH01	Certified Nursing Assistant
VOC HLTH04	Acute Care Nursing Assistant
VOC HLTH05	Health Careers Resource Center

**Certified Nurse Assistant (CNA) Course Completion Only VOC HLTH 01**

VOC HTH 01 is offered for “course completion only” during the Winter and Summer Intersessions. This course provides for employment in long term care only.

For further information, please contact the Health Careers Resource Center, (909) 594-5611, ext. 4788.

**Health Care Interpreting**

**SYS #425877**

Health care providers receiving Federal funds are required to provide interpreters for patients who speak a language other than English at home, if speakers of that language represent a significant portion of the population in the area. Therefore, the need for trained interpreters is growing rapidly. Many health care providers are choosing to upgrade the skills of their current employers through certificate programs such as ours.

The Health Care Interpreting Certificate is an 11 month program, designed to train bilingual and bicultural students to develop the awareness, knowledge and skills for effective language interpretation in health care settings. Through academic preparation, practical skills training, and service in Continuing-based health care settings and educational organizations, HCI candidates will learn:

- Roles and responsibilities of an interpreter in health care settings.
- Basic knowledge of common medical conditions, treatments, and procedures.
- Language and cultural nuances for specific healthcare consumers and providers.
- Application of interpreting skills in English and Spanish or Mandarin.

The program begins each fall semester and includes coursework, independent lab study, and a 6-week unpaid internship within a local healthcare facility. Certification is awarded after completion of the internship. Classes are arranged for the working student, and are scheduled evenings and Saturdays.

A cohort of students is admitted each fall semester and completes the certificate at the end of the following Summer Intersession.

**CERTIFICATE REQUIREMENTS:** (Successful completion of **all** courses listed below)

Course ID	Course Title
ESL V-HLTH	English for Health Professionals (if determined necessary after evaluation of spoken and written English skills)
VOC HLTH12	Medical Terminology
VOC ANAT50	Basic Anatomy and Physiology
VOC HLTH13	Interpreting in Health Care Setting 1
VOC HLTH14	Interpreting in Health Care Setting 2
VOC HLTH05	Health Careers Resource Center (4 hours/week coaching sessions and 3hrs/wk arranged in HCRC, Fall and Spring semesters)
VOC HLTH15	Externship in Health Care Interpreting
VOC HLTH20	Health Care Interpreter Seminar

**Basic Requirements:**

Applicants should have advanced academic proficiency in English, both spoken and written, and should be equally proficient in their native language. Applicants should have advanced academic proficiency in English, both spoken and written, and should be equally proficient in the language of service (Spanish or Mandarin).

To enroll in this program, you must attend an information meeting and complete the English assessment process. Registration will be offered on a first-come, first served basis for eligible candidates attending the meeting.

For further information and mailed announcements of meeting dates, call VESL Registration at (909) 594-5611 ext. 5236.

## Manufacturing Technology

### **Manufacturing Technology**

**SYS #219807**

The primary purpose of this certificate is to emphasize the manipulative skills required to enter the field of machine metal worker, machine operator, production machinist, mechanical technician or machinist. Courses are offered on an annual basis and this certificate can be completed in two years. There are many occupational titles and opportunities in this field.

**Certificate Requirements:**

Course ID	Course Title
VOC MFG11	Manufacturing Processes I
VOC MFG12	Manufacturing Processes 2
VOC MFG15	AutoCAD 2-D
VOC MFG17	3-D CAD – Mechanical Modeling
VOC MFG19	Parametric Solid Modeling for Manufacturing
VOC MFG38	MasterCAM I
VOC MFG38B	Advanced MasterCAM
VOC MFG39	SurfCAM I
VOC MFG39B	SurfCAM II
VOC MFG58	Blueprint Reading for Manufacturing
VOC MFG70	Technical Mathematics – Manufacturing Applications
VOC MFG85	Manual CNC (Computerized Numerical Control) Operations
PLUS – Select 2 courses from the following:	
VOC MFG25	Advanced Parametric Solid Modeling for Manufacturing
VOC MFG27	AutoDesk Inventor
VOC WLD40	Introduction to Welding

## **MasterCAM**

**SYS #800999**

This certificate provides a strong background in MasterCAM 2-D and 3-D, and SolidWorks software packages along with the necessary machine shop theory and practice to input sound functional data into the CAM system. The sequence can be completed in three semesters.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC MFG11	Manufacturing Processes I
VOC MFG38	MasterCAM I
VOC MFG38B	Advanced MasterCAM

## **Parametric Solid Modeling**

**SYS #649508**

With the strong relationship between AutoCAD and manufacturing, this mini certificate guides the student through AutoDesk's 2-D and 3-D and other software packages used in the manufacturing industry. The sequence can be completed in three semesters.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC MFG15	AutoCAD 2D
VOC MFG17	3-D CAD – Mechanical Modeling
VOC MFG19	Parametric Solid Modeling for Manufacturing
VOC MFG25	Advanced Mechanical Desktop
VOC MFG27	AutoDesk Inventor

## **SurfCAM**

**SYS #255843**

This certificate is a direct employment pathway for manufacturing students who wish to write, edit, download and run Computerized Numerical Control (CNC) machines, and provides a strong background in the basics of both manual and CNC machines. The sequence can be completed in one year and is a highly specialized occupation.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC MFG11	Manufacturing Processes I
VOC MFG39	SurfCAM I
VOC MFG39B	SurfCAM II
VOC MFG85	Manual CNC (Computerized Numerical Control) Operations

## **Office Technology**

## **Administrative Assistant – Level I**

**SYS #736281**

Prepares students for entry-level clerical positions where keyboarding is the primary function. The sequence can be completed in one year and courses are offered both Fall and Spring semesters.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC BSO05	Business English
VOC CP01	Computer Keyboarding <i>OR</i>
VOC CP01A	Computer Keyboarding <i>AND</i>
VOC CP01B	Computer Keyboarding

VOC CP12	Office Computer Applications <i>OR</i>
VOC CISB15	Microcomputer Applications
VOC CP28	Office Management Skills

## **Administrative Assistant – Level 2**

**SYS #316457**

This certificate prepares students for clerical positions where office organization and transcription skills are needed. The sequence can be completed in one year, and courses are offered both Fall and Spring semesters.

### **Certificate Requirements:**

<b>Completion of Administrative Assistant – Level I Certificate PLUS the following courses:</b>	
<b>Course ID</b>	<b>Course Title</b>
VOC BSO25	Business Communications
VOC CP02	Intermediate Computer Keyboarding
VOC CP20	Word for the Business Professional <i>or</i>
VOC CP68	Transcription Techniques

## **Data Entry**

**SYS #234664**

This certificate is intended to prepare students for employment as data entry operators, customer service representatives, receptionists, or entry-level office support staff positions. Training in a variety of computer skills is emphasized. The sequence is offered annually and can be completed in one year.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC CP02	Intermediate Computer Keyboarding
VOC CP12	Office Computer Applications <i>OR</i>
VOC CISB15	Microcomputer Applications
VOC CP18	Data Entry

## **Medical Office Specialist**

**Certificate #137648**

The courses in this certificate are intended to prepare students for employment as entry-level medical office assistants, medical receptionists, administrative assistants-medical, medical office managers or other office support staff in the medical field. This sequence is offered on an annual basis and can be completed in two years.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC BSA72	Bookkeeping – Accounting
VOC BSO05	Business English
VOC BSO 25	Business Communications
VOC CP01	Computer Keyboarding
VOC CP02	Intermediate Computer Keyboarding
VOC CP12	Office Computer Applications <i>OR</i>
VOC CISB15	Microcomputer Applications
VOC CP18	Data Entry
VOC CP20	Microsoft Word
VOC CP28	Office Management Skills
VOC CP68	Transcription Techniques
VOC HLTH12	Medical Terminology

## **Office Computer Applications**

**SYS # 534470**

This certificate in Office Computer Applications is customized to meet the needs of the entry-level adult student or professional, who is seeking to acquire an array of office computer skills required in a computerized office environment. This sequence of courses can be completed in one year and is offered on an annual basis.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC CP-BC1	Basic Computing – Level 1
VOC CP-BC2	Basic Computing – Level 2
VOC CP-BC3	Basic Computing – Level 3
VOC CP-NET	Internet Research – An Introduction
VOC CP-CC	Creative Computing

## **Photographics**

## **Computer Graphics Design / Photography**

**SYS #235898**

This certificate will enable the student to develop specific computer skills needed for employment. The Computer Graphics Certificate is an option under the Photography program. The sequence can be completed in one year full-time or two years part-time. Employment will vary among several industries such as computer gaming, movie production, music video production, commercials and animation.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC GRP1	Computer Graphics Lab
VOC GRP10	Photo Editing with Photoshop
VOC GRP12	Advanced Photo Editing with Photoshop
VOC GRP14	Digital Color Management
VOC GRP16	Digital Image Design with Illustrator & Freehand
VOC GRP20	Applying Photos and Images in Multimedia
VOC GRP28	Digital Portfolio
VOC PHO10	Basic Digital and Film Photography
VOC PHO17	Photocommunications
<i>Recommended Electives:</i> The Photographics faculty recommends that you complement your studies with selected elective courses listed below. You should meet with a professor of Computer Graphics Design/Photography to help you determine which electives would best suit your career plans.	
VOC CP10	Operating the Macintosh Computer
VOC GRP18	Advanced Image Design – 3D Modeling Technology
VOC PHO01	Laboratory Studies: Black and White Photography
VOC PHO02	Laboratory Studies: Color Photography
VOC PHO04	Digital Cameras and Composition

## **Photography**

**SYS #320382**

This certificate is designed to prepare students to develop specific skills needed for employment in photography, art, cinema/animation, communications, industrial arts, graphics and journalism. The sequence of courses is offered on an annual basis and the certificate can be completed in two years.

### **Certificate Requirements:**

<b>Course ID</b>	<b>Course Title</b>
VOC GRP10	Photo Editing with Photoshop
VOC PHO10	Basic Digital and Film Photography



VOC PHO11	Advanced Professional Photography
VOC PHO12	Photographic Alternatives OR
VOC PHO21	Exploring Color Photography
VOC PHO16	Fashion Photography OR
VOC PHO18	Portraiture and Wedding Photography
VOC PHO17	Photocommunication
VOC PHO20	Color Photography
VOC PHO28	Photography Portfolio Development
VOC PHO30	Commercial and Illustrative Photography
<i>Recommended Electives:</i> The Photographics faculty recommends that you complement your studies with selected elective courses listed below. You should meet with a professor of Computer Graphics Design/Photography to help you determine which electives would best suit your career plans.	
VOC GRP12	Advanced Photo Editing with Photoshop
VOC PHO01	Laboratory Studies: Black and White Photography
VOC PHO02	Laboratory Studies: Color Photography
VOC PHO15	History of Photography

## Special Needs Population

### Job Readiness Skills

**SYS #798265**

(San Gabriel Valley Training Center)

This Certificate provides hands-on job training in computer and assembly skills for the entry-level worker. Participants will improve their opportunities for employment and career advancement. The sequence can be completed in one year and is offered on an annual basis.

#### Certificate Requirements:

Course ID	Course Title
VOC CIS-CO	Computer Operations
VOC MFG-AR	Assembly/Repair Skills

## Welding Technologies

### Welding Technologies

**SYS #340189**

This certificate is designed to prepare students for employment in the broad field of welding, leading to occupations in manufacturing, repair and construction. It prepares students to test for the Structural Welding Certificate and can be completed in one year.

#### Certificate Requirements:

Course ID	Course Title
VOC WLD40	Introduction to Welding
VOC WLD70A	Beginning ARC Welding Note: Any higher level welding course may be substituted for VOC WLD 70A.
VOC WLD70B	Intermediate ARC Welding
<i>Recommended Electives:</i> The Welding faculty recommends that students complement their studies with selected elective courses chosen from the list below. Students should meet with a professor of Welding to help you determine which of those electives would best suit your career plans.	
VOC MFG70	Technical Mathematics – Manufacturing Applications
VOC WLD60	Print Reading and Computations for Welders
VOC WLD70C	Certification for Welders

**Licensed Welder****SYS # 919193**

This certificate is designed to prepare students for entry-level employment as a licensed welder in the broad field of welding, including manufacturing, construction, fabrication and repair.

Through theoretical and hands-on skills coursework, students prepare for industry licensing with an understanding of current guidelines and standards. Particular emphasis is placed on those competencies required for certification in structural steel welding. Course sequences can be modified to reflect industry experience or other individual needs.

**Certificate Requirements:**

Course ID	Course Title
VOC WLD40	Introduction to Welding
VOC WLD50	Oxyacetylene Welding
VOC WLD51	Basic Electric Arc Welding
VOC WLD53A	Welding Metallurgy
VOC WLD60	Print Reading and Computations for Welders
VOC WLD70A	Beginning Arc Welding
VOC WLD70B	Intermediate Arc Welding
VOC WLD70C	Certification for Welding
VOC WLD80	Fabrication and Construction Welding
VOC WLD81	Pipe and Tube Welding

**Welder with Concentration in Automotive Welding,  
Cutting & Modification****SYS #483743**

Preparation as a Licensed Welder with additional skills and theoretical development in automotive welding, cutting and modification.

**Certificate Requirements:**

Completion of Licensed Welder Certificate PLUS the following:	
Course ID	Course Title
VOC WLD91	Automotive Welding, Cutting and Modification

**Welder with Concentration in Gas Tungsten Arc,  
Welding****SYS #108929**

Preparation as a Licensed Welder with additional skills and theoretical development in gas tungsten ARC welding.

**Certificate Requirements:**

Completion of Licensed Welder Certificate PLUS the following:	
Course ID	Course Title
VOC WLD90A	Gas Tungsten ARC Welding

**Welder with Concentration in Semiautomatic ARC,  
Welding****SYS #460640**

Preparation as a Licensed Welder with additional skills and theoretical development in Semiautomatic ARC Welding.

**Certificate Requirements:**

Completion of Licensed Welder Certificate PLUS the following:	
Course ID	Course Title
VOC WLD90B	Semiautomatic ARC Welding Process

## **FEE-BASED CERTIFICATE PROGRAM**

### **Certificate Program in Bookkeeping**

This seven-week Certificate Program in Bookkeeping provides a core curriculum in the Accounting/Bookkeeping field. The Program is recommended for individuals seeking employment opportunities and/or improving their job skills. To receive a certificate, all classes must be attended and work completed.

This is a hands-on bookkeeping program. Students must supply their own calculator.

### **Makeup Artistry**

Through instruction, live demonstrations and hands-on experience, discover the professional secrets to beautiful makeup applications. Develop improved skills and greater confidence in working with clients or just on yourself.

The program consists of the following classes:

- Beauty Makeup and 101 Basics
- The Eyes Have It
- Fashion, Glamour & Fantasy Makeup
- Character Makeup
- Bridal Bliss
- Makeup in Review

### **Medical Insurance Billing Specialist**

This six-course program is designed for those who are new to the medical field and for those currently working in the field who wish to expand their knowledge in specific areas. Students will become versed in the terminology of the medical profession, knowledgeable in the areas of billing procedures and coding, credit and collection, legal issues and risk management. When you complete the program, you will be able to effectively deal and help with problem-solving activities in a medical business environment. HPA Compliance and Regulations are included. The program consists of the following six courses which must be taken in order.

1. Medical Terminology
2. Coding: ICD-9CM/CPT-4/HCPCS
3. Medical Insurance Billing Principles
4. Medical Credit and Collection of Unsecured Assets
5. Legal Issues and Risk Management
6. Computerized Medical Insurance Billing

In order to receive a Mt. SAC Continuing Education Certificate of Completion, all students must meet attendance requirements as explained in class, and successfully complete all assignments and exams.

### **Phlebotomy Technician 1 and Externship**

The Mt. SAC Phlebotomy Technician Program is designed to prepare students to become a California Certified Phlebotomy Technician 1. The program consists of classroom lecture, skills practice and externship in a clinical laboratory. Upon successful completion of the course and externship, the student will be awarded a certificate of completion and will be eligible to take the California State Exam for CPT 1.

### Externship

This Externship is to be taken in conjunction with the Mt. SAC Phlebotomy Technician 1 Program which prepares students to become a California Certified Phlebotomy Technician I. The externship is 50 to 100 hours in a clinical laboratory, where the student is to successfully complete 50 venipunctures and 10 skin punctures. Upon successful completion, students will be awarded a certificate of completion and will be eligible to take the California State Exam for CPT 1.

### **RN/LVN Re-Entry into Practice**

Theory and clinical skills for Standards of Practice and clinical competency for California Registered Nurses and Licensed Vocational Nurses with active unrestricted licenses.

The Mt. SAC Health Careers Resource Center will provide a state-of-the-art learning lab with active simulated participation in learning of theory and application of skills using high tech human patient simulators and virtual learning aids.

Focus is on current JCAHO Requirements, Safety Trends/Issues and HIPAA Regulations. Guided learning modules, simulated hands on skill practice sessions; skills competency assessments/validation will be utilized. The opportunity for guidance, direction and supervision in an acute care clinical practicum, will be provided with an experienced clinical instructor.