



2016-17 Student Handbook



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Mt. SAN ANTONIO COLLEGE MISSION STATEMENT

The mission of Mt. San Antonio College is to welcome students and to support them in achieving their educational goals in an environment of academic excellence.

SCHOOL OF CONTINUING EDUCATION VISION STATEMENT

The School of Continuing Education Division will provide outstanding educational opportunities for students to increase literacy skills, access higher education and employment, and strengthen self-sufficiency.

INSTITUTIONAL LEARNING OBJECTIVES

We will prepare all students to be:

Effective Communicators who
• Acquire reading and listening skills
• Speak and write to be understood
• Work productively as part of a team
• Use technology to express ideas
Critical Thinkers who
• Gather, organize, and analyze information from a variety of sources
• Form and express a logical opinion or conclusion
• Demonstrate problem-solving skills
• Apply knowledge to personal, professional, or academic situations
Lifelong Learners who
• Take responsibility for setting and implementing educational plans
• Recognize and apply learning strengths
• Participate productively in the community

SCHOOL OF CONTINUING EDUCATION COURSES

School of Continuing Education (SCE) offers noncredit courses that are designed to meet the needs and capabilities of those students who do not desire or need to obtain college unit credit or who need improvement in basic skills prior to enrolling in credit classes. These courses provide developmental, occupational and other general education opportunities. Courses and programs are defined categorically under the California Education Code, whereby state funding is authorized for specific categories. Categories currently provided by Mt. SAC noncredit include: Adult Basic Education (including Basic Skills tutoring), English as a Second Language (ESL), Citizenship, Vocational Courses, Education for the Older Adult, and Adults with Disabilities as well as additional courses qualified for adult education curricula.

This handbook contains a description of programs, services and certificates. Students wishing to review individual course content are directed to the Continuing Education section of the 2013-2014 College Catalog, available through the college website – <http://www.mtsac.edu/catalog/>

Student Success and Support Services

Admissions and Registration

For Continuing Education (noncredit) courses, admission and registration is completed using a registration card. However, enrollment in ESL and/or Adult Basic Education 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.

For Community Services (fee-based) courses, registration can be completed at home via the Internet by accessing <http://communityed.mtsac.edu>. If you do not have access to a computer, registration assistance is available in person in the Division office (Building 40, Room 122).

Assessment

Adult Basic Education students are assessed prior to enrolling in courses. Additional assessments are available for specific needs. Basic skills assessment services include testing for academic skill levels, learning strengths, and career goals. For more information, contact **(909) 274-4845**.

ESL students must be assessed prior to enrollment. Placement testing is offered every Thursday, year-round. Multilingual assistance is available. For more information, contact **(909) 274-4736**.

Health Careers students enrolling in nursing assistant, home support, or phlebotomy programs must meet specific state requirements related to security and physical health. This information on requirements is provided at mandatory orientation meetings. For more information, please call **(909) 274-4788**.

Counseling and Advisement

Dedicated counselors are available year round in the Adult Basic Education, ESL and Short-Term Vocational departments. They provide counseling and educational advising services to their respective populations. Assistance to all noncredit students includes development of noncredit Educational and Career Plans, identification of personal, academic and/or career goals, career skill practice and resources, transitioning to credit programs, and assessment of special needs. In addition, educational advising services are available throughout the semester through the Adult Basic Education Center (Building 30).

To see a counselor or advisor, please contact the specific program areas below:

1. Adult Basic Education Center: (909) 274-4845
2. English as a Second Language: (909) 274-5232
3. Vocational Programs: (909) 274-5815

Fees and Parking

There is no tuition for noncredit courses. However, a few courses include a fee for materials provided to students. Books and supplies 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 Services offices in Building 23. Cost is \$50 for the semester. Daily parking permits are available through permit dispensers located in most student lots. Cost is \$4 per day and machines accept \$1 bills. Parking permits for noncredit students (with Mt. SAC ID #) may be purchased at the Bursar's Office in Building 66.

Credit-Noncredit Combined Courses

The School of Continuing Education offers many credit-aligned classes to continuing education students for noncredit. Students may enroll in these classes in accordance with procedures outlined in the School of Continuing Education Class Schedule. Students will not receive a grade or college credit. However, students enrolled in these classes 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 on the College website at <http://www.mtsac.edu/catalog/>

This handbook contains a description of programs, services and certificates. Students wishing to review individual course content are directed to the Mt. SAC 2016-17 online 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, Building 40, Room 122 to initiate the issuance of a certificate after all coursework has been completed.

A student registered in the noncredit section of a combined credit/noncredit class **must** attend the first class meeting or risk being dropped. Open seats in a noncredit section may be reassigned to credit students at the first class meeting. Like all classes, a combined class may be cancelled due to low total enrollment.

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.

Programs and Services

The main division office for School of Continuing Education is located in Building 40, Room 122.

Office Hours*:

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

Friday 8:00 a.m. – 4:00 p.m.

*Summer hours and days of the week may vary

Adult Basic Education (ABE, Bldg. 30)

The ABE department offers a range of programs to help students earn their high school diploma and high school credits, get a High School Equivalency Certificate, prepare for the military entrance exam, gain computer skills, and find services such as counseling and career development.

- Basic Skills Remediation
- High School Equivalency Preparation
- ASVAB Preparation (military entrance exam)
- HS Referral Program (credit recovery)
- Adult HS Diploma Program
- Computer Literacy

- Career Development
- Career Counseling and Educational Advising
- Student Athlete Tutorial Program (WIN)

For more information on programs offered in the Adult Basic Education department, please call (909) 274-4845.

Adult Basic Education Center Office Hours:

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

ABE Lab Hours:

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

High School Office Hours*:

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

*Summer hours and school break hours may vary.

English as a Second Language (ESL)

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 adult learners 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 activities, 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 career training or credit programs
- Specialized courses for Citizenship preparation or TOEFL preparation
- Career Guidance workshops and ESL Career Conference with guest speakers

ESL students attend an **orientation** session prior to registration. Orientation sessions are generally offered immediately after assessment.

The ESL Department is located in the Language Center, Building 66, on the first floor. For more information, please call (909) 274-4736, OR visit the ESL website at ESL.MtSAC.edu.

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. – 12:00 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 for noncredit and credit student who may register year-round.

Offerings include:

- Interactive communication software in all supported languages

- Web-based programs to improve vocabulary and grammar Pronunciation software
- Computer Aided Testing (CATS) for Federal Aviation Administration and Kaplan Nursing tests

For more information on the LLC, contact (909) 274- 4580 OR visit the LLC website at LLC.mtsac.edu

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 and Winter Hours:

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

Education for Older Adults

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 Education for Older Adult Programs, please contact the Program Supervisor, Mary Lange, at (909) 274-4192.

Exercise Science and Wellness Center

The **Exercise Science and Wellness Center** provides a facility for a variety of fee-based fitness classes led by certified instructors, fee-based cardio-circuit training sessions, and specialized fitness testing. Individuals can register for one or more fitness classes in the School of Continuing Education registration office in Building 40, room 122 or at the Wellness Center counter. For more information, contact (909) 274-4220.

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) 274-4838.

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 students currently registered in Mt. SAC health career programs.

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

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

Certified Nursing Assistant (CNA)
RN Re-Entry into Practice
IV Therapy
CPR
Acute CNA
Home-Health Aide
In-Home Support Services

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.

Community Education and Fee-Based Programs

- Fee-based programs related to Career and Professional Development and Personal Enrichment for community members
- College 4 Kids, Swim Lessons, and Youth Programs
- Motorcyclist Training
- Contract Education/Workforce Training
- Farm Tours
- Wildlife Sanctuary Tours

For more information regarding Continuing Education Services and Programs, contact (909) 274-4220.

Mt. San Antonio Regional Consortium for Adult Education

The Mt. SAC Regional Consortium for Adult Education was established in response to California State Assembly bill AB 86, passed in 2013, which called for and provided funding for the unprecedented partnering of the California Community College Chancellor's Office, California Department of Education and related agencies to re-envision and redesign the delivery system of adult education, support the development of local area consortia and develop plans to serve adult learners within the local regions. 71 consortiums were formed across the state in response to this charge. AB 86 was followed by the passage of AB 104 in 2015, providing 500 million dollars to create the Adult Education Block Grant and support the implementation of plans created in response to AB 86.

The current members of the Mt. SAC Regional Consortium include Baldwin Park Unified School District, Bassett Unified School District, Charter oak and Covina Valley Unified School Districts (Tri-Community Adult School), East San Gabriel valley regional Occupational Program, hacienda-La Puente Unified School District, Mt. San Antonio College (fiscal agent), and Pomona Unified School District.

Members of the Consortium offer a variety of courses and programs designed to support adult learners in various areas including adult basic education, adult secondary education, classes for immigrants, adults with disabilities, Career Technical Education, pre-apprenticeship, adults in the workforce, and adults training to support child school success.

Consortium information and documents are available on our website at:

<http://www.mtsacregionaladulthood.org/>

Information regarding the California Adult Education Block Grant can be found online at:

<http://aebg.cccco.edu/>

Sexual Harassment & Sexual Violence Prevention

Sexual violence, including sexual assault, harassment, rape and stalking, are crimes that are not tolerated on this campus. Mt. San Antonio College has adopted Board policies and procedures to address sexual crimes, sanctions for offenders, and to outline access to treatment and general information for victims (BP 3430, 3500, 3540 and AP 3430, 3500, 3540). All applicable punishment, including criminal charges and disciplinary action, shall be applied whether the violator is an employee, student or member of the general public.

Services available to help assure student safety include:

- Public Safety Escorts are available during evening hours to escort students safely to their car. Escorts are stationed throughout campus or are provided upon request. Please call (909) 274-4233.
- Blue emergency telephone towers located throughout the campus and parking lots access Public Safety immediately for assistance.
- Public Safety can be reached at (909) 274-4555.
- Call 911 for any emergency. Be prepared to identify your exact location.
- Contact Student Life Office at (909) 274-4525 to report incidents.
- Student Health Services at (909) 274-4400 provides personal counseling and medical attention.

Smoking on Campus

Student, employee, and visitor health is a primary concern of Mt. San Antonio College. Smoking will be prohibited on Mt. San Antonio Community College District property except in designated smoking areas. Designated smoking areas can be found on campus maps and the College website. Violations of this policy will be subject to a citation and a fine, as allowed per Government Code 7597.1. Appeals may be submitted in writing to Public Safety within twenty-one (21) calendar days of issuance of the citation. (BP 3565, AP 3565)

Standards of Conduct

Extracted from Board Policy Section 5500

References:

Education Code Section 66300; Accreditation Standard II.A.7.b

The Mt. San Antonio College Standards of Conduct are designed to ensure the safety of all individuals at the College and to promote a positive educational environment that is conducive to learning. All students are required to abide by the Standards of Conduct and failure to do so may result in disciplinary action such as a verbal or written reprimand, probation, suspension and/or expulsion.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the College President/CEO.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division

10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to College property or to private property on campus.
6. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.
8. Committing sexual harassment as defined by law or by College policies and procedures.
9. Engaging in harassing or discriminatory behavior based on national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because a person is perceived to have one or more of the foregoing characteristics.
10. Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
14. Unauthorized entry upon or use of College facilities.
15. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or Administrative Procedure.
19. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.

20. Violation of College rules and regulations including those concerning affiliate clubs and organizations, the use of College facilities, the posting and distribution of written materials, and College safety procedures.

Previous section adopted 6/23/04

Discipline Procedures

When a student misconduct report is filed with the Student Life Office regarding a possible violation of the Standards of Conduct policy, the student will receive written notification from the Director, Student Life. Within ten days of receiving written notification, the student is required to schedule a meeting with the Director, Student Life. During the meeting, the Director shall determine if the student's behavior constitutes a violation of the Standards of Conduct policy. If a violation has occurred, the student may be required to, including but not limited to: attend a character development workshop, complete community service hours, sign a discipline contract, and/or the student may be recommended for suspension or expulsion depending on the nature of the incident.

If you have questions, please contact the Student Life Office in Building 9C, or at ext. 4525.

Parking Ticket

The Parking Services Department receives its authority to enforce the Traffic and Parking Regulations from the California Vehicle Code and provisions established by the California State Legislature.

Ignoring a citation will result in immediate legal action in the form of substantial additional penalties and a hold being placed on the vehicle registration with the Department of Motor Vehicles.

You may appeal within 21 calendar days of issuance of the citation. Students wanting to appeal must submit an appeal online (instructions are found on the citation). Non-students must dispute the citation in person at Parking Services (Building 4).

Security Services

Call our Escort Service at (909) 274-4233 if you need someone to take you to your car from the classroom at night. If you have a flat tire, a dead battery, or locked your keys in the car, contact campus security at (909) 274-4555. Our security officers will come to your rescue.

Disabled Student Programs & Services (DSPS)

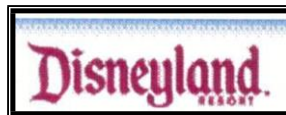
Mt. SAC is committed to providing a classroom environment in which all students may achieve their potential. If students find their academic ability limited in the classroom or unable to participate fully and equally in any college instructional program and/or activities, they are encouraged to contact the instructor and visit the DSPS Department (located in building 9B, first floor) as soon as possible.

What is the Student Activities Fee?

Continuing and noncredit students are eligible to purchase a Student Activities Sticker. An optional Student Activities Fee is available for purchase for the Fall and Spring semesters. Please consult the latest Schedule of Classes for current fees and other related information. This 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
 - Knott's Berry Farm
 - Lego Land
 - San Diego Zoo
 - San Diego Wild Animal Park
 - Knott's Scary 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 accessing the Mt. SAC College Catalog at <http://www.mtsac.edu/catalog/> or by calling the College telephone number listed in each of the specific Certificates of Competency programs below.

Noncredit Certificates of Competency include:

- Adult High School Diploma Basic Career Readiness Basic Skills
- English as a Second Language
- ESL – Beginning Level
- ESL – Intermediate Level
- ESL – Advanced Level
- VESL Career Paths
- GED Preparation

Adult Secondary Education

#31598

The Adult High School Diploma 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. For more information, please call (909) 274-4845.

Certificate Requirements:

Course ID	Course Title
BSHS ALG1	High School Algebra 1
BSHS ALG2	High School Algebra 2
BSHS ART1	High School Art and Creative Expression
BSHS BIO	High School Biology
BSHS CHEM	High School Chemistry
BSHS CIV	High School Civics/American Government
BSHS CPTC	High School Computer Technology
BSHS ECON	High School Economics
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 GEOM	High School Geometry
BSHS HLTH	High School Health
BSHS PHSC	High School Physical Science
BSHS PREA	High School Pre-Algebra
BSHS PSY	High School Psychology
BSHS SOC	High School Sociology
BSHS USH	High School United States History
BSHS WHS	High School World History
BSHS WREX	High School Expository Writing

Basic Career Readiness

#30805

This certificate provides courses that will improve the entry level basic skills needed for employment. Courses will also offer career development skills including personal career assessment, basic interview skills, and job search techniques that students can apply to current and future employment. Students will increase basic skills in reading comprehension, writing, math and basic computer literacy. Elective courses will provide students with an orientation to college enrollment procedures and assessment of placement tests. *Note: Students are required to take all 3 core courses. Elective courses are optional to further prepare the student for career success.*

Certificate Requirements:

Course ID	Course Title
<u>Required Courses:</u>	
BS ABE01	Career Information and Guidance
BS ABE02	Adult Basic Education
BS LRN06	Personal Computer Applications

Elective Courses:

BS ABE04	Guidance and Orientation to Special Programs
BS ABE05	Career Development

Basic Skills

#24058

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) 274-4845.

Certificate Requirements:

Course ID	Course Title
BS ABE02	Adult Basic Education
BS ABE06	Basic Skills Foundation
BS LRN06	Personal Computer Applications
BS LRN01	Short-Term Review
BS LRN03	Math Skills Review
BS LRN72	Reading Acceleration
BS LRN76	Improving Reading Comprehension
BS LRN81	Improving Writing
BS MTH01	Developmental Mathematics Concepts and Applications
BS WRT2	Basic Writing Skills Development

Career Development

#24060

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) 274-4845.

Certificate Requirements:

Course ID	Course Title
BS ABE01	Career Information and Guidance
BS ABE02	Adult Basic Education
BS ABE03	Adult Basic Education – Leadership Development
BS ABE04	Guidance and Orientation to Special Programs
BS ABE05	Career Development
BS ABE06	Basic Skills Foundation

English as a Second Language

#24054

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) 274-4736.

Certificate Requirements:

Course ID	Course Title
ESL PLVL1	ESL – Pre-Level 1
ESL LVL1	ESL – Level 1
ESL LVL2	ESL – Level 2
ESL LVL3	ESL – Level 3
ESL LVL4	ESL – Level 4
ESL LVL5	ESL – Level 5
ESL LVL6	ESL – Level 6

Certificate Electives:

ESL SPKP1	ESL Speaking Pre-Level 1
ESL SPKA	ESL – Speaking A
ESL SPKB	ESL – Speaking B
ESL SPKC	ESL – Speaking C
ESL TOEFL	TOEFL Preparation
ESL WRTP1	ESL Writing Pre-Level 1
ESL WRTA	ESL Writing A
ESL WRTB	ESL Writing B
ESL WRTC	ESL Writing C
ESL LANG3	English for Special Uses
BS LANG1	Language Skills Laboratory
ESL VHLTH	English as a Second Language for Health Professionals

ESL – Beginning Level

#30375

ESL students are placed within the following sequence of beginning courses according to their English abilities. Students progress through this sequence based on individual need transitioning into intermediate 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) 275-4736.

Certificate Requirements:

Course ID	Course Title
<u>Required Courses:</u>	
ESL PLVL1	ESL – Pre-Level 1
ESL LVL1	ESL – Level 1
ESL LVL2	ESL – Level 2
<u>Elective Courses:</u>	
ESL SPKP1	ESL – Speaking Pre-1
ESL SPKA	ESL – Speaking A
ESL WRTP1	ESL Writing Pre-1
ESL WRTA	ESL Writing A
ESL LANG2	English for Special Uses

ESL – Intermediate Level

#30374

ESL students are placed within the following sequence of intermediate courses according to their English abilities. Students progress through this sequence based on individual need transitioning into advanced 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) 275-4736.

Certificate Requirements:

Course ID	Course Title
<u>Required Courses:</u>	
ESL LVL3	ESL – Level 3
ESL LVL4	ESL – Level 4
<u>Elective Courses:</u>	
ESL SPKB	ESL – Speaking B
ESL WRTB	ESL Writing B
ESL LANG2	ESL Computer and Language Skills Lab

ESL – Advanced Level

#30376

ESL students are placed within the following sequence of advanced courses according to their English abilities. Students progress through this sequence based on individual need transitioning 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) 275-4736.

Certificate Requirements:

Course ID	Course Title
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<u>Required Courses:</u>	
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ESL LVL5	ESL – Level 6
ESL LVL6	ESL – Level 6

<u>Elective Courses:</u>	
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ESL SPKC	ESL – Speaking C
ESL WRTC	ESL Writing C
ESL LANG2	Computer and Language Skills Lab
ESL LANG3	English for Special Uses
ESL TOEFL	TOEFL Preparation

GED Preparation

#30778

Improve the academic skills needed for passing the General Education Development (GED) exam. Math, reading, writing, science and social studies. Progress in a sequence based on individual need.

Certificate Requirements:

Course ID	Course Title
BS GEDMA	GED Preparation: Mathematics
BS GEDRD	GED Preparation: Language Arts, Reading
BS GEDSC	GED Preparation: Science
BS GEDSS	GED Preparation: Social Studies
BS GEDWR	GED Preparation: Science

Noncredit Vocational 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. However, if a course needed for certificate completion is not offered in a timely manner, the course may be taken for credit and applied to the noncredit certificate.

What Are Vocational Training Certificates?

Certificates in a variety of vocational programs are available through the School of Continuing Education. 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 School of Continuing Education also offers fee-based Certificate Programs. These include:

- Bookkeeping Preparation
- 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 Education Schedule of Classes each semester or contact (909) 274-4220.

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 by each individual course syllabus
- When all courses are completed, submit a request to the School of Continuing Education Office, building 40, Room 104.

If any courses for a noncredit certificate program have been taken for college credit, students must contact the School of Continuing Education office, (909) 274-4220, for instructions.

Certificate criteria will be verified by Continuing Education Division staff. If all requirements are met, a Certificate of Completion will be prepared for the student.

Getting Help

For more information regarding occupational training certificates, please call the School of Continuing Education Division office at (909) 274- 4220.

Counselors are available to assist students with Career and Education Planning. During the first week of registration, they are available in the School of Continuing Education offices in Building 40. 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) 274-4220 to schedule an appointment.

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

Accounting

Bookkeeping

Computerized Payroll

Agricultural Sciences

Floral Design

Horse Ranch Management

Livestock Management

Pet Science

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 – (EST)
Electronic Systems Technology – Level 2
Electronic Technology
Electronics and Computer-Engineering Technology
Electronics Communications
Electronics: Industrial Systems

Health Careers

Certified Nursing Assistant (CNA)
In Home Support Services

Interior Design

Interior Design – Level 1

Manufacturing Technology

MasterCAM

Office Technology

Administrative Assistant – Level 1
Administrative Assistant – Level 2
Office Computer Applications

Photographics

Photography – Level 1

Welding Technology

Welding
Licensed Welder
Welding: Automotive Welding, Cutting and Modification
Welding: Gas Tungsten ARC Welding
Welding: Semiautomatic ARC Welding

For detailed information, visit Mt. SAC's online catalog at <http://www.mtsac.edu/catalog/>

Accounting

Accounting – Bookkeeping

#2409

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 BA07	Principles of Accounting – Financial, OR
VOC BA72	Bookkeeping – Accounting
VOC BA76	Using Microcomputers in Managerial Accounting
VOC BO05	Business English, OR
VOC BO25	Business Communications

Accounting – Computerized

#2426

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.

Certificate Requirements:

Completion of Accounting – Bookkeeping Certificate PLUS the following courses:

Course ID	Course Title
VOC BA75	Using Microcomputers in Financial Accounting
VOC BA76	Using Microcomputers in Managerial Accounting
VOC CSB15	Microcomputer Applications
VOC CSB31	Microsoft Word

Accounting – Payroll

#2404

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.

Certificate Requirements:

Completion of Accounting – Bookkeeping Certificate PLUS the following courses:

Course ID	Course Title
VOC BA70	Payroll and Tax Accounting
VOC BS75	Using Microcomputers in Financial Accounting <i>or</i>
VOC BA76	Using Microcomputers in Managerial Accounting

Agricultural Science

Floral Design

#2422

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:

Course ID	Course Title
VOC AGR25	Floral Design – 1
VOC AGR26	Floral Design – 2
VOC AGR27	Floral Design – 3

Horse Ranch Management**#2430**

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.

Certificate Requirements:

Course ID	Course Title
VOC AGN02	Animal Nutrition
VOC AGN94	Animal Breeding
VOC AGL16	Horse Production <i>or</i>
VOC AGL18	Horse Ranch Management
VOC AGL19	Horse Hoof Care
VOC AGL96	Animal Sanitation and Disease Control
VOC AGL97	Artificial Insemination of Livestock

Interior Landscaping**#24342**

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.

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticulture Science
VOC AGR13	Landscape Design
VOC AGR15	Interior Landscaping
VOC AGR24	Integrated Pest Management
VOC AGR29	Ornamental Plants – Herbaceous
VOC AGR32	Landscaping and Nursery Management
VOC AGR62	Landscape Irrigation – Design and Installation
VOC AGR64	Landscape Irrigation – Drip and Low Volume

Landscape and Park Maintenance**#24113**

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

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR24	Integrated Pest Management
VOC AGR29	Ornamental Plants – Herbaceous
VOC AGR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGR39	Turf Grass Production and Management
VOC AGR40	Sports Turf Management
VOC AGR51	Tractor and Landscape Equipment Operations
VOC AGR62	Landscape Irrigation – Design and Installation
VOC AGR63	Landscape Irrigation System Management
VOC AGR71	Landscape Construction Fundamentals

Landscape Design and Construction

#24248

This certificate is designed to give students basic skills needed in employment with a landscape contractor. Employment potential is very good.

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR13	Landscape Design
VOC AGR29	Ornamental Plants – Herbaceous
VOC AGR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGR50	Soil Science and Management
VOC AGR51	Tractor and Landscape Equipment Operations
VOC AGR62	Landscape Irrigation – Design and Installation
VOC AGR71	Landscape Construction Fundamentals
VOC AGR72	Landscape Hardscape Applications
VOC AGR73	Landscape Laws, Contracting and Estimating

Landscape Equipment Technology

#24111

This certificate is designed to give students basic skills to seek employment in equipment repair, golf courses, rental yards and small equipment repair shops.

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR51	Tractor and Landscape Equipment Operations
VOC AGR52	Hydraulics
VOC AGR53	Small Engine Repair I
VOC AGR55	Diesel Engine Repair
VOC AGR56	Engine Diagnostics
VOC AGR57	Power Train Repair
VOC AGR71	Landscape Construction Fundamentals
VOC AGR72	Landscape Hardscape Applications

Landscape Irrigation

#24088

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

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR13	Landscape Design
VOC AGR39	Turf Grass Production and Management
VOC AGR50	Soil Science and Management
VOC AGR51	Tractor and Landscape Equipment Operations
VOC AGR62	Landscape Irrigation – Design and Installation
VOC AGR63	Landscape Irrigation System Management
VOC AGR64	Landscape Irrigation – Drip and Low Volume
VOC AGR71	Landscape Construction Fundamentals

Livestock Management

#24057

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.

Certificate Requirements:

Course ID	Course Title
VOC AGG01	Food Production, Land Use and Politics – a Global Perspective
VOC AGN01	Animal Science
VOC AGN02	Animal Nutrition
VOC AGN94	Animal Breeding
VOC AGL14	Swine Production
VOC AGL16	Horse Production
VOC AGL17	Sheep Production
VOC AGL30	Beef Production
VOC AGL34	Livestock Judging and Selection
VOC AGL96	Animal Sanitation and Disease Control

Plus select 2 courses from the following:

VOC AGR71	Landscape Construction Fundamentals
VOC BM20	Principles of Business
VOC BM66	Small Business Management
VOC BS35	Professional Selling
VOC BS36	Principles of Marketing

Nursery Management

#24209

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.

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR02	Plant Propagation/Greenhouse Management
VOC AGR24	Integrated Pest Management
VOC AGR29	Ornamental Plants – Herbaceous
VOC AGR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGR32	Landscaping and Nursery Management
VOC AGR39	Turf Grass Production and Management
VOC AGR62	Landscape Irrigation – Design and Installation
VOC AGR64	Landscape Irrigation – Drip and Low Volume

Park Management

#24374

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.

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR04	Park Management
VOC AGR05	Park Facilities
VOC AGR24	Integrated Pest Management
VOC AGR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGR39	Turf Grass Production and Management
VOC AGR51	Tractor and Landscape Equipment Operations
VOC AGR62	Landscape Irrigation – Design and Installation
VOC AGR63	Landscape Irrigation System Management
VOC AGR75	Urban Arboriculture

Pet Science**#24172**

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.

Certificate Requirements:

Course ID	Course Title
VOC AGN01	Animal Science
VOC AGN02	Animal Nutrition
VOC AGN51	Animal Handling and Restraint
VOC AGN94	Animal Breeding
VOC AGL96	Animal Sanitation and Disease Control
VOC AGP70	Pet Shop Management
VOC AGP71	Canine Management
VOC AGP72	Feline Management
VOC AGP73	Tropical and Coldwater Fish Management
VOC AGP74	Reptile Management
VOC AGP76	Aviculture – Cage and Aviary Birds
VOC BM66	Small Business Management

Sports Turf Management**#24075**

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 is offered on an annual basis.

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR24	Integrated Pest Management
VOC AGR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGR39	Turf Grass Production and Management
VOC AGR40	Sports Turf Management
VOC AGR50	Soil Science and Management
VOC AGR51	Tractor and Landscape Equipment Operations
VOC AGR62	Landscape Irrigation – Design and Installation
VOC AGR63	Landscape Irrigation Systems Management

Tree Care and Maintenance

#24215

This certificate is designed to give students basic skills in the repair and maintenance of trees.

Certificate Requirements:

Course ID	Course Title
VOC AGR01	Horticultural Science
VOC AGR24	Integrated Pest Management
VOC AGR30	Ornamental Plants – Trees and Woody Shrubs
VOC AGR32	Landscape and Nursery Management
VOC AGR50	Soil Science and Management
VOC AGR51	Tractor and Landscape Equipment Operations
VOC AGR53	Small Engine Repair 1
VOC AGR75	Urban Arboriculture

Business Management

Business Management – Level 1

#24108

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.

Certificate Requirements:

Course ID	Course Title
VOC BM20	Principles of Business
VOC BM61	Business Organization and Management
VOC BS36	Principles of Marketing

Business Management – Level 2

#24110

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.

Certificate Requirements:

Completion of Business Management – Level I PLUS

Course ID	Course Title
VOC BM60	Human Relations in Business
VOC BM62	Human Resource Management
VOC CSB15	Microcomputer Applications

Business Management – Level 3

#24249

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.

Certificate Requirements:

Completion of Business Management – Levels 1 and 2, PLUS the following courses:

VOC BA07	Principles of Accounting – Financial
VOC BM10	Principles of Continuous Quality Improvement
VOC BM51	Principles of International Business

Human Resource Management**#24320**

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.

Certificate Requirements:

Course ID	Course Title
VOC BM20	Principles of Business
VOC BM61	Business Organization and Management
VOC BM62	Human Resource Management

International Business – Level 1**#24107**

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.

Certificate Requirements:

Course ID	Course Title
VOC BM20	Principles of Business
VOC BM51	Principles of International Business
VOC BS36	Principles of Marketing

International Business – Level 2**#24431**

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.

Certificate Requirements:

Completion of International Business Level 1 PLUS the following courses:

Course ID	Course Title
VOC BM61	Business Organization and Management
VOC BM66	Small Business Management

Retail Management – Level 1**#24418**

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.

Certificate Requirements:

Course ID	Course Title
VOC BO25	Business Communications
VOC CSB15	Microcomputer Applications
VOC FSH62	Retail Store Management and Merchandising OR
VOC BS50	Retail Store Management and Merchandising

Retail Management – Level 2**#24359**

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.

Certificate Requirements:

Course ID	Course Title
Completion of Retail Management – Level 1 Certificate PLUS the following courses:	
VOC BA11	Fundamentals of Accounting
VOC BM61	Business Organization and Management
VOC BM62	Human Resource Management
VOC BS36	Principles of Marketing

Retail Management – Level 3**#24383**

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.

Certificate Requirements:

Course ID	Course Title
Completion of Retail Management Levels 1 and 2, PLUS the following courses:	
VOC BA07	Principles of Accounting – Financial
VOC BM60	Human Relations in Business
VOC BO26	Oral Communications for Business

Small Business Management – Level 1**#24035**

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 BM20	Principles of Business
VOC BM66	Small Business Management
VOC BS36	Principles of Marketing

Small Business Management – Level 2**#24034**

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:

Completion of Small Business Management – Level 1 PLUS the following courses:

Course ID	Course Title
VOC BM60	Human Relations in Business
VOC BM61	Business Organization and Management
VOC BM62	Human Resource Management

Small Business Management – Level 3

#24034

Upon completion of the Small 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 small business environment. Computer skills applicable to small business will be developed. Students will have a strategic perspective across all small business functions. Students will acquire the skills and abilities necessary to build a successful business career.

Certificate Requirements:

Completion of Small Business Management – Levels 1 and 2 PLUS the following courses:

Course ID	Course Title
VOC BA07	Principles of Accounting – Financial
VOC BM10	Principles of Continuous Quality Improvement (CQI)
VOC CSB15	Microcomputer Applications

Electronics

Computer and Networking Technology – Level I

#24059

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.

Certificate Requirements:

Course ID	Course Title
VOC CNT50	PC Servicing
VOC CNT52	PC Operating Systems
VOC CNT54	PC Troubleshooting
VOC CNT60	A+ Certification Preparation
VOC EL11	Technical Applications in Microcomputers <i>OR</i>
VOC CSB15	Microcomputer Applications
VOC EL50A	Electronic Circuits - Direct Current (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL56	Digital Electronics

Computer Systems Technology

#24284

The Computer Systems Technology curriculum encompasses advanced coursework in computer systems circuitry. This includes microprocessor programming codes and microprocessor interfacing circuits.

Certificate Requirements:

Course ID	Course Title
VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits - Direct Current (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Semiconductor Devices and Circuits
VOC EL56	Digital Electronics
VOC EL61	Electronics Assembly and Fabrication
VOC EL74	Microcontroller Systems
VOC TCH60	Customer Relations for the Technician

Electronic Assembly and Fabrication**#24162**

This certificate prepares students to enter the electronics field as assembly and fabrication technicians.

Certificate Requirements:

Course ID	Course Title
VOC EL50A	Electronic Circuits - Direct Current (DC)
VOC EL50B	Electronic Circuits (AC) or
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**#24363**

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.

Certificate Requirements:

Course ID	Course Title
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 or
VOC CSB15	Microcomputer Applications

Electronic Systems Technology – Level 2**#24416**

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.

Certificate Requirements:

Completion of Electronic Systems Technology Level 1 Certificate PLUS the following courses:

Course ID	Course Title
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 or
VOC EST70	C-7 Low Voltage Systems License Preparation

Recommended Electives:

VOC EL61	Electronic Assembly and Fabrication
VOC EL62	Advanced Surface Mount Assembly and Rework

Electronics Technology

#24073

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. by written information regarding term offering and correct course selection.

Certificate Requirements:

Course ID	Course Title
VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation/Troubleshooting
VOC EL50A	Electronic Circuits - Direct Current (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Semiconductor Devices and Circuits
VOC EL56	Digital Electronics
VOC EL61	Electronics Assembly and Fabrication
VOC TCH60	Customer Relations for the Technician

Electronics and Computer-Engineering Technology

#24171

Students completing this certificate will have training in most areas of electronics including: microprocessors and interfacing, electronic communications and industrial electronic controls. 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:

Course ID	Course Title
VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits - Direct Current (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Semiconductor Devices and Circuits
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	Microcontroller Systems
VOC TCH60	Customer Relations for the Technician

Recommended Electives:

VOC EL62	Advanced Surface mount Assembly and Rework
VOC EL76	FCC General Radiotelephone Operator License Preparation

Electronics Communications

#24210

This certificate encompasses advanced coursework in electronics communications including both land-based and wireless forms of communication.

Certificate Requirements:

Course ID	Course Title
VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits - Direct Current (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Semiconductor Devices and Circuits
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

#24319

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.

Certificate Requirements:

Course ID	Course Title
VOC EL11	Technical Applications in Microcomputers
VOC EL12	Computer Simulation and Troubleshooting
VOC EL50A	Electronic Circuits - Direct Current (DC)
VOC EL50B	Electronic Circuits (AC)
VOC EL51	Semiconductor Devices and Circuits
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

#24400

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 HTH04	Acute Care Nursing Assistant
VOC HTH05	Health Careers Resource Center

Certified Nurse Assistant (CNA) Course Completion Only VOC HTH 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) 274-4788.

Interior Design

Interior Design – Level 1**#31012**

The primary purpose of this certificate is to provide a foundation for further training in careers including Interior Design, furnishings and maintenance; Interior Decorating; and Environmental Interior Design & Architecture.

Certificate Requirements:

Course ID	Course Title
VOC ID10	Introduction to Interior Design
VOC ID12	Materials and Products for Interior Design
VOC ID14	History of Furniture and Decorative Arts

Manufacturing Technology

MasterCAM**#24212**

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.

Certificate Requirements:

Course ID	Course Title
VOC MF11	Manufacturing Processes I
VOC MF38	MasterCAM I
VOC MF38B	Advanced MasterCAM
VOC MF85	Manual CNC Operations

Office Technology

Administrative Assistant – Level I

#24061

Prepares students for entry-level clerical positions where keyboarding is the primary function.

Certificate Requirements:

Course ID	Course Title
VOC BO05	Business English
VOC CS11	Computer Keyboarding <i>OR</i>
VOC CSB15	Microcomputer Applications
VOC CS41	Office Management Skills

Administrative Assistant – Level 2

#24066

This certificate prepares students for clerical positions where office organization and transcription skills are needed.

Certificate Requirements:

Completion of Administrative Assistant – Level I Certificate PLUS the following courses:

Course ID	Course Title
VOC BO25	Business Communications
VOC CSB31	Microsoft Word

Office Computer Applications

24410

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.

Certificate Requirements:

Course ID	Course Title
VOC CPBC1	Basic Computing – Level 1
VOC CPBC2	Basic Computing – Level 2
VOC CPBC3	Basic Computing – Level 3
VOC CPNET	Internet Research – An Introduction
VOC CPCC	Creative Computing

Photographics

Photography – Level 1

#24245

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.

Certificate Requirements:

Course ID	Course Title
VOC GRP10	Photoshop Imagery
VOC PHO10	Basic Digital and Film Photography
VOC PHO11	Intermediate Photography
VOC PHO16	Fashion Photography <i>OR</i>
VOC PHO18	Portraiture and Wedding Photography
VOC PHO20	Color Photography

Welding Technologies

Welding

#24373

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.

Certificate Requirements:

Course ID	Course Title
VOC WL40	Introduction to Welding
VOC WL70A	Beginning ARC Welding
Note: Any higher level welding course may be substituted for VOC WL 70A.	
VOC WL70B	Intermediate ARC Welding

Recommended Electives: 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 WL60	Print Reading and Computations for Welders
VOC WL70C	Certification for Welders

Licensed Welder

#24223

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 WL40	Introduction to Welding
VOC WL50	Oxyacetylene Welding
VOC WL51	Basic Electric Arc Welding
VOC WL53A	Welding Metallurgy
VOC WL60	Print Reading and Computations for Welders
VOC WL70A	Beginning Arc Welding
VOC WL70B	Intermediate Arc Welding
VOC WL70C	Certification for Welding
VOC WL80	Fabrication and Construction Welding
VOC WL81	Pipe and Tube Welding

Welding: Automotive Welding, Cutting and Modification

#24406

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 WL91	Automotive Welding, Cutting and Modification

Welding: Gas Tungsten Arc Welding

#24380

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 WL90A	Gas Tungsten ARC Welding

Welding: Semiautomatic Arc Welding

#24379

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 WL90B	Semiautomatic ARC Welding Process

FEE-BASED PROGRAMS

Bookkeeping Preparation

This seven-week program in Bookkeeping Preparation 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. HIPAA 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.

Water Technology

The Water Technology Program is an accredited and comprehensive water education program offering courses in water treatment, water distribution and cross-connection control. The program is fully recognized by the State of California Department of Public Health (CDHP). Program courses provide the training required for employment at a municipal water district, private water utility or city water department. Upon completion of the program, students will have gained the knowledge necessary to successfully pass the CDHP Water Treatment Operator Certification exams (T1-T3), Water Distribution Operator Certification exams (D1-D3), and Cross-Connection Control Certified Specialist and Tester exams offered by the American Water Works Association (AWWA) and various County Health Departments. The 40-hour courses satisfy the educational requirements of the CDHP for both specialized training and continuing education training. Additionally, 8-hour exam review courses are offered several weeks prior to the CDHP and AWWA certification exams.