- Language
- Math

- Citizenship

- GED / HiSet Prep
ESL (NONCREDIT) ENGLISH AS A SECOND LANGUAGE

- Writing/Grammar/Reading/
  Vocabulary/Listening/Speaking
- Conversation

JOB PREPARATION & CAREER READINESS SHORT TERM CAREER TRAINING

- Automotive Technology
- Business
- Career Exploration
- Child Development
- Computer Skills
- Custodial Technician Training
- Health Careers
• Emeritus Program
Program Course List

Older Adults (OLD ADL)

- 077CE Successful Aging I
- 078CE Successful Aging II
- 079CE Successful Aging III
- 080CE Shallow Water Aqua Aerobics for Older Adults
- 081CE Modified Aqua Zumba for Older Adults
- 082CE Swimming Skills for Older Adults
- 083CE Low Impact Aerobic Conditioning for Older Adults
- 084CE Resistance Strength Training for Older Adults
- 085CE Zumba Fitness for Older Adults
- 086CE Tai Chi I - Basics
- 087CE Tai Chi II - Forms
- 088CE Tai Chi II - Routines
Course Descriptions

Older Adults

- **077CE Successful Aging I**
  This non-credit course is designed for the Emeritus College for seniors, ages 55 and over. This course assists this population to gain a basic understanding of health and wellness, and to introduce the concept of successful aging. The topics that are covered include, but are not limited to: Body and brain physiology, cognitive changes and importance of attitude for seniors, methods of socialization and introduction to productive work, basic creative processes, goal setting, self-care techniques and understanding a living legacy. This course is balanced with lecture and discussion as well as hands-on exercises, games, and experiences. Upon completion of this course, a senior will have a basic knowledge about the principles and practices of successful aging.

- **078CE Successful Aging II**
  This non-credit course is designed for the Emeritus College for seniors, ages 55 and over. This course is meant to assist this population to understand health and wellness and success in aging at an intermediate level. The topics that are covered include, but are not limited to: Nutrition for brain and body wellness, exercise techniques for flexibility and mobility, specific body and brain physiology, mental health disorders, cognitive decline and compensatory methods, and attitude changes for seniors. This course is balanced with lecture and discussion as well as hands-on exercises, games, and experiences. Upon completion of this course, a seniors have an intermediate knowledge about the principles and practices of successful aging.

- **079CE Successful Aging III**
  This non-credit course is designed for the Emeritus College for seniors, ages 55 and over. This course assists this population to cultivate an advanced level understanding and an all-around health and wellness plan to follow for optimal successful aging. The topics that are covered include, but are not limited to: Advanced body and brain physiology, cognitive changes associated with aging, specific methods of socialization for senior groups, and plans to engage in productive work. Advanced experiences in creative processes, exploration of goal setting, self-care techniques, and developing a fully personalized living legacy are presented. This course is balanced with lecture and discussion as well as hands-on exercises, games, and experiences. Upon completion of this course, a senior has an advanced knowledge about the principles and practices of successful aging.
Course Descriptions

Older Adults

- **080CE Shallow Water Aqua Aerobics for Older Adults**
  This course promotes overall body fitness using shallow water resistance exercises to focus on strength and aerobic exercise for older adults. Areas of focus include: Principles of water safety, center pool warm-up routines and warm-ups against the wall, aerobic exercise, exercise with flotation devices, resistance and strength exercises, cool down exercises against the wall and in the pool center. No swimming skills are required.

- **081CE Modified Aqua Zumba for Older Adults**
  This course promotes overall body fitness by integrating the Zumba formula and philosophy into traditional aqua fitness disciplines for older adults. Aqua Zumba blends it all together into a safe, challenging, water based workout that’s cardio-conditioning and body toning. Areas of focus include: Principles of water safety, warm-up routines, modified merengue, modified salsa, modified cumbia and modified reggaetón, aerobic routines and cool down exercises. No swimming skills are required.

- **082CE Swimming Skills for Older Adults**
  This course promotes overall body fitness and introduces students to basic aquatic skills, such as floating, kicking and gliding, and incorporates the development and practice of basic swimming strokes. Areas of focus include: Safety and protection around the pool, warm-up exercises, basic shallow water skills, swimming strokes (freestyle, backstroke, breaststroke and butterfly), treading water, survival floating, introduction to deep water exercise, lap swimming and a cool down.

Note: Upon verified completion of OLD ADL 080CE, OLD ADL 081CE, and OLD ADL 082CE, students may apply for Credit by Exam for KIN 303. Please contact the Kinesiology Department for details.
Course Descriptions

Older Adults

- **083CE Low Impact Aerobic Conditioning for Older Adults**
  This course promotes overall body fitness using low impact aerobic conditioning exercise that is geared toward improving endurance through continuous movement to music, and with range of motion and coordination mixed in. Areas of focus include: Warm-up exercises, stationary exercises, traveling movements, arm movements, floor exercises, social interaction exercises and cool down exercises.

- **084CE Resistance Strength Training for Older Adults**
  This course covers the basic principles of resistance strength training for older adults. It develops a general program of progressive resistance exercises with adaptation and implication for the individual student. Areas of focus include: Safety and equipment, warm-up exercises, muscle groups for functional activities, chair exercises, resistance bands, wall exercises, ball exercises, body weight exercises, machine weights, free weights and cool down exercises.

- **085CE Zumba Fitness for Older Adults**
  This course enables the student to participate in basic Zumba group exercise that combines a fusion of high energy Latin and International music with unique moves and combinations specifically for older adults. Zumba integrates some of the basic principles of aerobic, interval, and effective fitness resistance training to maximize caloric output, cardiovascular benefits, and total body toning. Zumba provides a non-intimidating opportunity for non-dancers to participate in a group aerobics class.

*Note: Upon verified completion of OLD ADL 083CE, OLD ADL 084CE, and OLD ADL 085CE, students may apply for Credit by Exam for KIN 327. Please contact the Kinesiology Department for details.*
Course Descriptions

Older Adults

- **086CE Tai Chi I - Basics**
This course is designed to provide students with basic introductory knowledge of the art and basic principles of Tai Chi for older adults. It develops a comprehensive introduction to Tai Chi, its unique features as well as health benefits. Areas of focus include: Art and practice of Tai Chi, basic posture, basic foot movements, basic hand forms, and movement and basic stances.

- **087CE Tai Chi II - Forms**
This course is designed to provide students with basic introductory knowledge of 14 popular forms used in Tai Chi. Students learn each form individually, so they can memorize the movements quickly and start to understand the principles of Tai Chi. Areas of focus include: Forms for cardiovascular health, forms for stress relief and low back pain, forms for balance and forms for coordination.

- **088CE Tai Chi II - Routines**
This course is designed to provide students with the knowledge of performing smooth routines in Tai Chi. Students learn each routine individually, so they can understand the flow of Tai Chi. Areas of focus include: Six-form routine consisting of the following forms – cloud hands, single whipping, playing lute, brush knee and twist step, parting mustangs mane and grasp sparrows tail, the twelve-form routine and the basic push hands with a partner.
Academic Preparation courses are designed for students who wish to improve reading, writing, math, and study skills before enrolling in college-level courses for credit. These courses also prepare students to take the GED test.

Los cursos de preparación académica están diseñados para estudiantes que desean mejorar sus habilidades de lectura, escritura, matemáticas y estudio antes de inscribirse en cursos de nivel universitario para obtener créditos. Estos cursos también preparan a los estudiantes para tomar el examen de GED.
CERTIFICATES OF COMPLETION
• Basic Math Success
• Basic Reading Success
• Basic Skills Mathematics Preparation
• Basic Writing Success
• Foundations for Academic Success

CERTIFICATE OF COMPETENCY
English as a Second Language Communication Competency

Reading and Writing Foundations
ACAD PR 006CE Reading and Writing I . . . . 0
ACAD PR 007CE Reading and Writing II . . . . 0

Basic Math Success
• ACAD PR 011CE Mathematics: Whole Numbers & Decimals
• ACAD PR 012CE Mathematics: Fractions
• ACAD PR 014CE Mathematics: Ratio, Proportion, and Percent

Basic Reading Success
• ACAD PR 004CE Language Arts: Reading Fiction
• ACAD PR 005CE Language Arts: Reading Non-Fiction

Basic Skills Mathematics Preparation
• BSICSKL 028CE Basic Skills Pre-Algebra
• BSICSKL 029CE Basic Skills Algebra 1
• BSICSKL 030CE Basic Skills Geometry
• BSICSKL 031CE Basic Skills Algebra 2
• BSICSKL 032CE Basic Skills Trigonometry/Precalculus Preparation

Basic Writing Success
• ACAD PR 001CE Language Arts: Writing Mechanics
• ACAD PR 002CE Language Arts: Writing Sentences
• ACAD PR 003CE Language Arts: Writing Essays

Foundations for Academic Success
• ACAD PR 040CE Foundations: Critical Thinking
• ACAD PR 041CE Foundations: Study Skills
Course Descriptions

Basic Math Success

- **ACAD PR 011CE Mathematics: Whole Numbers & Decimals**
  This course is a review of the basic number functions of whole numbers and decimals. Students practice and improve their skills in addition, subtraction, division and multiplication. Basic number concepts are reviewed and applied.

- **ACAD PR 012CE Mathematics: Fractions**
  This course teaches the student how to add, subtract, divide and multiply fractions. It includes a review of the foundations as well as the practical applications of fractions to academic and to daily experience.

- **ACAD PR 014CE Mathematics: Ratio, Proportion, and Percent**
  This class uses a task-based approach to teach the concepts and applications of ratios, proportions and percents. The students apply problem-solving techniques to solve assignments.

Basic Reading Success

- **ACAD PR 004CE Language Arts: Reading Fiction**
  This Language Arts, Reading Literature course develops your ability to read and understand literature in its various genres: fiction, poetry, and drama. Whether you are preparing to take the GED (General Educational Development) Exam, or planning to enroll in college credit courses, you will build your reading skills by reading different forms of literature.

- **ACAD PR 005CE Language Arts: Reading Non-Fiction**
  This Language Arts, Reading Nonfiction course develops the ability to read and understand various form of nonfiction, including newspapers, magazines, and longer genres such as biography. Students preparing to take the GED (General Educational Development) Exam, or planning to enroll in college credit courses, build their reading skills by reading different forms of nonfiction.
Course Descriptions

Basic Skills Mathematics Preparation

- **BSICSKL 028CE Basic Skills Pre-Algebra**
  This is a preparatory course for students who want to attain a readiness for Basic Skills Algebra 1. It is designed to help students develop mathematical, organizational and study skills necessary to succeed in Basic Skills Algebra 1.

- **BSICSKL 029CE Basic Skills Algebra 1**
  This course is designed to help students understand variable and symbol manipulation and the relationships between them. Topics include: algebraic concepts and methods involving quantities with expressions, equations, inequalities, and matrices; tables and graphs as tools to interpret expressions, equations, and inequalities; operating on expressions and matrices and solving equations and inequalities; and the power of mathematical abstraction and symbolism.

- **BSICSKL 030CE Basic Skills Geometry**
  This course includes the study of two and three dimensions from an algebraic point of view. Topics include: translation between synthetic and coordinate representation; deduction of properties of figures using transformations and coordinates; identification and classification of figures in terms of congruence and similarity; interpretation and use of three-dimensional objects and geometric models; and application of properties of figures. Students utilize the extension of trigonometry to angles greater than 90 degrees as a precursor to the development of circular function trigonometry in later courses. Students also analyze properties of Euclidean transformations, relate translations to vectors, and develop an understanding of an axiomatic system through investigations and proofs.

- **BSICSKL 031CE Basic Skills Algebra 2**
  This course complements and expands on the mathematical concepts of Algebra 1 and some concepts of Geometry. Emphasis is placed on abstract thinking skills, the function concept, and the algebraic solution of problems in various content areas, including the solution of systems of equations, logarithmic and exponential functions, the binomial theorem, and the complex number system.

- **BSICSKL 032CE Basic Skills Trigonometry / Precalculus Preparation**
  This course utilizes the techniques of both algebra and geometry. Trigonometric functions are defined geometrically, rather than in terms of algebraic equations.
Basic Writing Success

- **ACAD PR 001CE Language Arts: Writing Mechanics**
  This course is an introduction to the essential elements of the structure of the English language. Word forms and their functions, punctuation rules and guidelines are presented and discussed as they are combined in order to express meaning.

- **ACAD PR 002CE Language Arts: Writing Sentences**
  This Language Arts, Writing Sentences course develops your ability to identify errors in sentence structure and to correct them in your own writing. Students learn about compound sentences and complex sentences, as well as how to correct sentence fragments and run-on sentences.

- **ACAD PR 003CE Language Arts: Writing Essays**
  This Language Arts, Writing Essays course develops your ability to write short essays by following a step-by-step approach. Students learn about the process of writing, from coming up with ideas, organizing these ideas into a well-structured essay, to editing and revising your ideas into final form.

Foundations for Academic Success

- **ACAD PR 040CE Foundations: Critical Thinking**
  This course in critical thinking and problem-solving guides the student through the well-established Bloom’s taxonomy of knowing, understanding, applying, analyzing, synthesizing, and evaluating. The students learn by doing activities which follow, support, and reinforce each successive step.

- **ACAD PR 041CE Foundations: Study Skills**
  This course in learning techniques and strategies covers preferred learning styles, note taking, test preparation strategies, test-taking techniques, and time management. The approach is task-based, practical, and easily applied to content coursework.
Child Development Noncredit Courses

Child Development Noncredit Certificates

Voc Ed. 500

Voc Ed. 501
Voc Ed. 502
Voc Ed. 503

Child Play
Child Environment
Child Care

*for Spanish course sequence students must take

Conversational
*ESL 51CE
ESL Communication Competency

Academic Preparation 6
Reading and Writing I

Academic Preparation 7
Reading and Writing II

Reading & Writing Foundations Certificate
Basic Skills encompass several types of foundational course to help you build your skills in computer technology, reading, writing, math, and English as a second language (ESL), as well as tutoring, learning skills, and study skills. Courses are designed to help students build basic reading and writing skills in order to progress to the next level for GED or college preparation. Students may also learn about Career Pathways, higher education opportunities, and available resources.

Basic Skills abarca varios tipos de cursos básicos para ayudarlo a desarrollar sus habilidades en tecnología informática, lectura, escritura, matemáticas e inglés como segundo idioma (ESL), así como tutoría, habilidades de aprendizaje y habilidades de estudio. Los cursos están diseñados para ayudar a los estudiantes a desarrollar habilidades básicas de lectura y escritura con el fin de avanzar al siguiente nivel para el GED o la preparación universitaria. Los estudiantes también pueden aprender sobre Career Pathways, oportunidades de educación superior y recursos disponibles.
CERTIFICATES OF COMPLETION
• Basic Skills Mathematics Preparation

Basic Skills Mathematics Preparation
• BSICSKL 028CE Basic Skills Pre-Algebra
• BSICSKL 029CE Basic Skills Algebra 1
• BSICSKL 030CE Basic Skills Geometry
• BSICSKL 031CE Basic Skills Algebra 2
• BSICSKL 032CE Basic Skills Trigonometry/Precalculus Preparation
Basic Skills Mathematics Preparation

- **BSICSKL 028CE Basic Skills Pre-Algebra**
  This is a preparatory course for students who want to attain a readiness for Basic Skills Algebra 1. It is designed to help students develop mathematical, organizational and study skills necessary to succeed in Basic Skills Algebra 1.

- **BSICSKL 029CE Basic Skills Algebra 1**
  This course is designed to help students understand variable and symbol manipulation and the relationships between them. Topics include: algebraic concepts and methods involving quantities with expressions, equations, inequalities, and matrices; tables and graphs as tools to interpret expressions, equations, and inequalities; operating on expressions and matrices and solving equations and inequalities; and the power of mathematical abstraction and symbolism.

- **BSICSKL 030CE Basic Skills Geometry**
  This course includes the study of two and three dimensions from an algebraic point of view. Topics include: translation between synthetic and coordinate representation; deduction of properties of figures using transformations and coordinates; identification and classification of figures in terms of congruence and similarity; interpretation and use of three-dimensional objects and geometric models; and application of properties of figures. Students utilize the extension of trigonometry to angles greater than 90 degrees as a precursor to the development of circular function trigonometry in later courses. Students also analyze properties of Euclidean transformations, relate translations to vectors, and develop an understanding of an axiomatic system through investigations and proofs.

- **BSICSKL 031CE Basic Skills Algebra 2**
  This course complements and expands on the mathematical concepts of Algebra 1 and some concepts of Geometry. Emphasis is placed on abstract thinking skills, the function concept, and the algebraic solution of problems in various content areas, including the solution of systems of equations, logarithmic and exponential functions, the binomial theorem, and the complex number system.

- **BSICSKL 032CE Basic Skills Trigonometry / Precalculus Preparation**
  This course utilizes the techniques of both algebra and geometry. Trigonometric functions are defined geometrically, rather than in terms of algebraic equations.
Basic Skills

- **BSICSKL 033CE Developing Mathematical Thinking (0) RPT4**
  This course is for students who want to attain a readiness for the study of Mathematics. It is designed to help students begin to develop the thinking, problem solving, organizational, and study skills necessary to succeed in Mathematics.

- **BSICSKL 034CE High School Equivalency Test Preparation**
  This course is designed to review test-taking, math, reading, writing, science and social studies skills to prepare students to pass a state approved High School Equivalency exam.

- **BSICSKL 061CE Academic Preparation for Students with Disabilities**
  This course is designed for students with disabilities who would like to get introduced to the college environment in order to have a better opportunity for success and prepares students with disabilities for successful transition into credit courses. It introduces students to essential basic vocabulary associated with college. Emphasis is placed on campus resources, information on certificates, AA/AS, AA-T/AS-T, and transfer.

- **BSICSKL 062CE Basic Computer Literacy for Students with Disabilities**
  This course introduces students with disabilities to various types of adaptive software and hardware. Students learn to utilize assistive technology more efficiently. The course is based on student needs and also covers topics on Internet usage and operating systems. Students learn basic elements of Microsoft Word, PowerPoint and management of an e-mail account. The course will provide an overview of the registration process and an introduction to search engines. Students need to bring an 8GB flash drive.
Basic Skills

- **BSICSKL 082CE GED Preparation: Reading Skills**
  This course prepares students for any high school equivalency exam, such as the General Educational Development (GED), High School Equivalency Test (HiSET) or Test Assessing Secondary Completion (TASC), in the area of Reading. Students develop the ability to read closely across a range of informational texts as well as texts from literature. They read and respond to questions at the career and college ready level of text complexity.

- **BSICSKL 084CE GED Preparation: Mathematics**
  This course prepares students for any high school equivalency exam, such as the General Educational Development (GED), Hi-SET or TASC in Mathematics. The class reviews arithmetic, the metric system, algebra, geometry, statistics, and probability. Students learn various test-taking strategies and tips designed to improve test performance.

- **BSICSKL 085CE GED Preparation: Science**
  This course prepares students for any high school equivalency exam, such as the General Educational Development (GED), High School Equivalency Test (HiSET) or Test Assessing Secondary Completion (TASC), in the area of Science. Students develop the ability to read, understand, and use information in this context, with a focus on life science, earth science, and physical science.

- **BSICSKL 086CE GED Preparation: Social Studies**
  This course prepares students for any high school equivalency exam, such as the General Educational Development (GED), High School Equivalency Test (HiSET) or Test Assessing Secondary Completion (TASC), in the area of Social Studies. Students develop the ability to read, understand, and use information in this context, with a focus on the core areas of civics and government, United States history, economics, and geography and the world.

- **BSICSKL 088CE GED Preparation: Language Skills**
  This course prepares students for any high school equivalency exam, such as the General Educational Development (GED), High School Equivalency Test (HiSET) or Test Assessing Secondary Completion (TASC), in the area of Language Skills. Students develop command of a foundational set of conventions of standard English. This core set of skills includes essential components of grammar, usage, capitalization, and punctuation, as well as the effective organization of ideas.
Citizenship courses are designed to prepare students for the U.S. citizenship or naturalization exam and interview. Instruction is provided in the areas of government, current events, test-taking strategies, and appropriate English Skills. Interview skills are also examined to provide students with confidence and familiarity of interview process.

Los cursos de ciudadanía están diseñados para preparar a los estudiantes para el examen y la entrevista de ciudadanía o naturalización de los EE. UU. Se proporciona instrucción en las áreas de gobierno, eventos actuales, estrategias para tomar exámenes y habilidades apropiadas en inglés. Las habilidades para las entrevistas también se examinan para brindarles a los estudiantes confianza y familiaridad con el proceso de entrevistas.
Citizenship

- **Citizenship (CITIZN) 050CE Citizenship For Immigrants**
  
  This course prepares students to take the naturalization examination. This course introduces adult learners to U.S. history and government and promotes civic participation. This course covers U.S. geography, the branches of government, and federal, state, and local governments. Students are introduced to strategies for community and civic engagement. Topics discussed include current events, interview and test-taking strategies, and appropriate English writing and speaking skills. Naturalization forms, documents, and eligibility requirements and regulations are explained.
English as a Second Language is to assist non-native speakers. The objective is gear towards students positive achievement in their workplace, education or other personal goals. The ESL program consists of four core ESL levels and elective offerings which include conversation classes and a variety of workshops. Certificates of Completion are offered if the student successfully completes core sections by meet-ing certain criteria. The ESL program can help assist students improve their English skills and also prepare students for future transfer to a credit English class. Our goal is to facilitate English language learning and intercultural understanding in a supportive, and respectful environment.

El inglés como segundo idioma (ESL) es para ayudar a los hablantes no nativos. El objetivo es el engranaje hacia el logro positivo de los estudiantes en su lugar de trabajo, educación u otras metas personales. El programa de ESL consta de cuatro niveles básicos de ESL y opciones optativas que incluyen clases de conversación y una variedad de talleres. Se ofrecen certificados de finalización si el estudiante completa con éxito las secciones básicas al cumplir con ciertos criterios. El programa de ESL puede ayudar a los estudiantes a mejorar sus habilidades en inglés y también prepararlos para una futura transferencia a una clase de crédito de inglés. Nuestro objetivo es facilitar el aprendizaje del idioma inglés y la comprensión intercultural en un entorno de apoyo y respeto.
ENGLISH AS A SECOND LANGUAGE (ESL) CERTIFICATES

English as a Second Language (Noncredit)
• English as a Second Language, Level 1
• English as a Second Language, Level 2
• English as a Second Language, Level 3
• English as a Second Language, Level 4

CERTIFICATE OF COMPETENCY
English as a Second Language Communication Competency
• ESL 050CE Beginning Conversation
• ESL 051CE Intermediate Conversation

English as a Second Language, Level 1
• ESL 040CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking I
• ESL 044CE Conversation

English as a Second Language, Level 2
• ESL 041CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking II
• ESL 044CE Conversation

English as a Second Language, Level 3
• ESL 042CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking III
• ESL 044CE Conversation

English as a Second Language, Level 4
• ESL 043CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking IV
• ESL 044CE Conversation
Course Descriptions

English as a Second Language, Level 1

- **ESL 040CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking I**
  This course is designed for students at the low-beginning level of English. It provides instruction in introductory grammar, simple reading and writing, basic sentence structure, spelling and phonemic correspondences, and verbal communication skills. Emphasis is placed on simple English, clear pronunciation, correct grammar, punctuation, and spelling.

- **ESL 044CE Conversation**
  This course provides students the opportunity to speak, hear, and use the English language in a relaxed and friendly environment. Listening and conversation skills along with social, functional, grammatical, and topical knowledge are greatly improved.

English as a Second Language, Level 2

- **ESL 041CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking II**
  This course is designed for students at the high-beginning level of English acquisition. It provides instruction in reading and writing, sentence structure, spelling and phonemic correspondences, and verbal communication skills. Emphasis is placed on general understanding of simple spoken and written English, clear pronunciation, correct grammar, punctuation, and communicative effectiveness.

- **ESL 044CE Conversation**
  This course provides students the opportunity to speak, hear, and use the English language in a relaxed and friendly environment. Listening and conversation skills along with social, functional, grammatical, and topical knowledge are greatly improved.
Course Descriptions

**English as a Second Language, Level 3**

- **ESL 042CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking III**
  This course is designed for students at the low-intermediate level of English language acquisition. It provides instruction in grammar, verbal communication skills, and comprehension of spoken English. Emphasis is placed upon a general understanding of spoken English and overall communicative effectiveness.

- **ESL 044CE Conversation**
  This course provides students the opportunity to speak, hear, and use the English language in a relaxed and friendly environment. Listening and conversation skills along with social, functional, grammatical, and topical knowledge are greatly improved.

**English as a Second Language, Level 4**

- **ESL 043CE Writing/Grammar/Reading/Vocabulary/Listening/Speaking IV**
  This course is designed for students at the high-intermediate level of English acquisition. It provides instruction in reading and writing, sentence and paragraph structure, verbal communication skills, and comprehension of everyday spoken English. Activities include the direct study of grammatical structures appropriate for the level, reading and discussion of short stories or short articles, writing sentences, fully developed paragraphs, listening for comprehension, and the practice of pronunciation and intonation patterns necessary for successful communication.

- **ESL 044CE Conversation**
  This course provides students the opportunity to speak, hear, and use the English language in a relaxed and friendly environment. Listening and conversation skills along with social, functional, grammatical, and topical knowledge are greatly improved.
CERTIFICATE OF COMPETENCY

English as a Second Language Communication Competency

- **ESL 050CE Beginning Conversation**
  This course is designed for students who wish to improve their listening comprehension of English and to increase their ability to make themselves understood, using conversational American English speech. This is the introductory level ESL conversation course.

- **ESL 051CE Intermediate Conversation**
  This intermediate-level course is for students who already have the basic ability to listen and to speak in English. It continues the development of listening comprehension and speaking skills. Listening focuses on comprehension of oral instructions and questions, high-frequency vocabulary in context, and main ideas and details in conversations and class lectures. Speaking focuses on the clear pronunciation of common words and continues the development of English pronunciation patterns. Students observe and practice appropriate verbal and nonverbal behavior in one-on-one and/or small group settings.
ESL Communication Competency

- **ESL 50CE**
  - Beginning
  - Conversational

- **ESL 51CE**
  - Intermediate
  - Conversational

**ESL Certificate of Competency**
This program helps improve awareness and access to Career education opportunities. Students explore various industries to understand their needs and help aid in future job exploration. Short term career training aims to improve the connection between the workforce and employers. Job preparation courses are designed to increase the students understanding beyond simple job seeking and application. It improves the development of the basic skill set employers are currently seeking from applicants. Courses providing a fundamental understanding of what's expected in various professional work environments, from office to warehouse settings.

Este programa ayuda a mejorar la conciencia y el acceso a las oportunidades de educación profesional. Los estudiantes exploran varias industrias para comprender sus necesidades y ayudar en la exploración laboral futura. La formación profesional a corto plazo tiene como objetivo mejorar la conexión entre la población activa y los empleadores. Los cursos de preparación laboral están diseñados para aumentar la comprensión de los estudiantes más allá de la simple búsqueda y solicitud de empleo. Mejora el desarrollo del conjunto de habilidades básicas que los empleadores buscan actualmente de los solicitantes. Cursos que brindan una comprensión fundamental de lo que se espera en varios entornos de trabajo profesionales, desde la oficina hasta la configuración del almacén.
CERTIFICATES OF COMPLETION

- Job Readiness
- Job Readiness and Career Exploration
- Workplace Skill

**Automotive Fundamentals**
- VOC ED 070CE Introduction to Automotive Technology
- ACAD PR 014CE Mathematics: Ratio, Proportion, and Percent

**ELECTIVE COURSES:**
- ACAD PR 005CE Language Arts: Reading Non-Fiction
  or
- ESL NC 045 Workplace English

**Care**
- VOC ED 500CE Child Development Experiences-Growing and Learning
- VOC ED 501CE Child Development Experiences-CARE

**Custodial Technician Training**
- VOC ED 060CE Custodial Technician Training
- VOC ED 096CE Blueprint for Workplace Success

**Engineering Technologies and Applications**
- VOC ED 282CE Fundamentals of DE Circuits
- VOC ED 283CE Fundamentals of Engineering Graphics Design Application

**Environments**
- VOC ED 500CE Child Development Experiences - Growing and Learning
- VOC ED 502CE Child Development Experiences - Environment
JOB PREPARATION & CAREER READINESS CERTIFICATES

Front Office Medical Assistant
- VOC ED 43OCE Basic Medical Terminology
- VOC ED 431CE Communication Healthcare
- VOC ED 433CE Medical Records & Scheduling
- VOC ED 434CE Legal Obligations & Medical Ethics

Introduction to Patient Transporting
- VOC ED 429CE Technical Skills Training for Patient Transporters
- VOC ED 430CE Basic Medical Terminology
- VOC ED 431CE Communication Healthcare

Job Readiness
- VOC ED 096CE Blueprint for Workplace Success
- VOC ED 098CE 39 Ways to Shine as a New Employee

Job Readiness and Career Exploration
- VOC ED 090CE Career Exploration/Classroom to Real World
- VOC ED 096CE Blueprint for Workplace Success
- VOC ED 098CE 39 Ways to Shine as a New Employee

Land Surveying
- VOC ED 298CE Land Surveying Topics and Applications for Adult Education I
- VOC ED 299CE Land Surveying Topics and Applications for Adult Education II
Non-Medical In-Home Health Care Aide
- VOC ED 353CE First Aid and Basic CPR Training
- VOC ED 354CE Non-medical In-Home Support Services Provider

Nutrition for a Healthy Lifestyle
- VOC ED 355CE Nutritional Requirements: Components and the Guidelines of a Healthy Diet
- VOC ED 356CE Weight Management, Energy Balance and Planning Your Diet
- VOC ED 357CE Nutrition for Exercise and Making Informed Choices about Food

Pharmacy Clerk
- VOC ED 430CE Basic Medical Terminology
- VOC ED 431CE Communication Healthcare
- VOC ED 432CE Community Pharmacy
- VOC ED 434CE Legal Obligations & Medical Ethics

Play
- VOC ED 500CE Child Development Experiences - Growing and Learning
- VOC ED 503CE Child Development Experiences - Play
JOB PREPARATION & CAREER READINESS CERTIFICATES

Programming and APPs
- VOC ED 293CE Fundamentals of Robotics
- VOC ED 295CE Fundamentals of Arduino
- VOC ED 297CE Fundamentals of APPs Design and Development

Sewing Essentials and Alterations
- VOC ED 360CE Sewing Essentials
- VOC ED 361CE Sewing Alterations

Tailoring
- VOC ED 362CE Tailoring I
- VOC ED 363CE Tailoring II

Workplace Skills
- VOC ED 101CE Workplace Skills 1: Computer Basics
- VOC ED 102CE Workplace Skills 2: Computer Keyboarding
Automotive Fundamentals

- **VOC ED 070CE Introduction to Automotive Technology**
  This non-credit course is designed to introduce fundamentals and operation of an automobile and its systems to students with little or no automotive knowledge. Discussion, demonstration, and hands-on exercises are used throughout the course to facilitate the overall understanding of how a vehicle operates. Students acquire a basic understanding of automotive systems as well as develop essential skills to continue in the automobile technology program.

- **ACAD PR 014CE Mathematics: Ratio, Proportion, and Percent**
  This class uses a task-based approach to teach the concepts and applications of ratios, proportions and percents. The students apply problem-solving techniques to solve assignments.

**ELECTIVE COURSES:**

- **ACAD PR 005CE Language Arts: Reading Non-Fiction**
  This Language Arts, Reading Nonfiction course develops the ability to read and understand various form of nonfiction, including newspapers, magazines, and longer genres such as biography. Students preparing to take the GED (General Educational Development) Exam, or planning to enroll in college credit courses, build their reading skills by reading different forms of nonfiction.

  **or**

- **ESL NC 045 Workplace English**
  This class is designed for students at the high-intermediate level of English acquisition. A workplace context is used in order to provide instruction in reading and writing, sentence and paragraph structure, verbal communication skills, and comprehension of everyday spoken English. Activities include the study of vocabulary, functions, content, and grammatical structures appropriate for the workplace.
Course Descriptions

**Care**

- **VOC ED 500CE Child Development Experiences-Growing and Learning**
  This course examines child development theories, developmental milestones, and developmentally appropriate practices. Students analyze the importance of how children grow and develop, how to promote quality learning environments, and how to apply theory into developmentally appropriate practices. This non-credit course leads to certificates and provides students with knowledge and skills in preparation for credit courses in child development.

- **VOC ED 501CE Child Development Experiences-CARE**
  This course examines how to best care for children and explores specific needs for infants, toddlers, preschool, and school age children. Knowledge of theories related to children’s development are explored as: Abraham Maslow’s Hierarchy of Needs: Basic needs, safety, love and belonging, respectful interactions, identity development, cultural values and connecting with children and families. Students analyze the importance of theories of child development and develop optimal strategies to implement into practice with children. This non-credit course leads to a certificate and provides students with knowledge and skills and prepares them for credit courses in child development.

**Custodial Technician Training**

- **VOC ED 060CE Custodial Technician Training**
  This course provides students with the knowledge and hands-on training needed to apply for entry-level building maintenance service positions in the public and private sectors. Students learn and practice basic safety protocols, the use of common custodial tools, and specific cleaning processes for different types of building areas.

- **VOC ED 096CE Blueprint for Workplace Success**
  This accelerated non-credit course is designed to provide students with the necessary tools and skills in order for them to create a plan for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job.
Course Descriptions

**Engineering Technologies and Applications**

- **VOC ED 282CE Fundamentals of DE Circuits**
  In this introductory course students learn linear circuit analysis and practice its application to areas of importance in electrical engineering such as resistive circuits, Kirchhoff laws, capacitors and inductors. Students also perform laboratory exercises to learn how to create circuit designs using electronic components and to use instruments such as millimeters, oscilloscopes, and signal generators.

- **VOC ED 283CE Fundamentals of Engineering Graphics Design Application**
  In this introductory course students learn engineering graphics communication and the application in 2D and 3D CAD software such as AutoCAD and SolidWorks. Students integrate the Engineering Design Process while applying science, technology, engineering, and mathematics principles to hands-on projects. The CAD software knowledge is applied to manufacturing techniques such as 3D printing, reverse engineering, metal working, machining, and more through these hands-on projects.

**Environments**

- **VOC ED 500CE Child Development Experiences - Growing and Learning**
  This course examines child development theories, developmental milestones, and developmentally appropriate practices. Students analyze the importance of how children grow and develop, how to promote quality learning environments, and how to apply theory into developmentally appropriate practices. This non-credit course leads to certificates and provides students with knowledge and skills in preparation for credit courses in child development.

- **VOC ED 502CE Child Development Experiences - Environment**
  Students compare and contrast different environmental settings for children including family child care, home environments, center based programs, afterschool programs, mixed-age environments, Reggio inspired philosophy/curriculum, Head Start, K-5th grade environments, and indoor and outdoor environments. This non-credit course leads to a certificate and provides students with knowledge and skills in preparation for credit courses in child development.
JOB PREPARATION & CAREER READINESS CERTIFICATES

Course Descriptions

Front Office Medical Assistant

- **VOC ED 430CE Basic Medical Terminology**
  This course introduces basic medical terminology to students entering career as a patient transporters. The course focuses on the basic component parts of medical terms: Prefixes, suffixes and word roots. Emphasis is placed on the spelling, definition, and pronunciation of terms used in medical documentation. The course covers basic terms related to terms transporters will become familiar with such as abbreviations, operative, diagnostic, and therapeutic and basic symptomatic terminology of body systems.

- **VOC ED 431CE Communication Healthcare**
  This course offers students the foundational knowledge and skills to communicate effectively in a variety of health care workplace settings. Students review basic types of communication techniques, examine channels of communication, including the development of interpersonal and technology-related communication; and the impact of interdisciplinary communication.

- **VOC ED 433CE Medical Records & Scheduling**
  This course gives a front office medical assistant the basic understanding of how computers work and how they are used in health care in order to be employable.

- **VOC ED 434CE Legal Obligations & Medical Ethics**
  This course helps a health care worker to understand their legal responsibilities for the protection of their patients/clients, their co-workers, their employers, and themselves. This course also identifies policies that are in place to ensure that everyone working in a hospital or outpatient practice maintains confidentiality.
Introduction to Patient Transporting

- **VOC ED 429CE Technical Skills Training for Patient Transporters**
  This course provides individuals who are interested in working as patient transporters with the appropriate technical skills to work in a healthcare facility, ambulance company, or other type of facility. These individuals are skilled professionals who contribute significantly to the healthcare industry even though the care they provide is not medical. Responsibilities include assisting patients out of vehicles when they arrive at the hospital and taking them to registration, lifting patients on and off their beds for therapy, and moving them from their rooms to treatment areas using wheelchairs, stretchers, or moveable beds. Their help, reassurance and companionship make a significant difference in the patient experience. Keeping the patient safe and comfortable during the relocation process is vital to this role.

- **VOC ED 430CE Basic Medical Terminology**
  This course introduces basic medical terminology to students entering career as a patient transporters. The course focuses on the basic component parts of medical terms: Prefixes, suffixes and word roots. Emphasis is placed on the spelling, definition, and pronunciation of terms used in medical documentation. The course covers basic terms related to terms transporters will become familiar with such as abbreviations, operative, diagnostic, and therapeutic and basic symptomatic terminology of body systems.

- **VOC ED 431CE Communication Healthcare**
  This course offers students the foundational knowledge and skills to communicate effectively in a variety of health care workplace settings. Students review basic types of communication techniques, examine channels of communication, including the development of interpersonal and technology-related communication; and the impact of interdisciplinary communication.
Course Descriptions

Job Readiness

- **VOC ED 096CE Blueprint for Workplace Success**
  This accelerated non-credit course is designed to provide students with the necessary tools and skills in order for them to create a plan for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job.

- **VOC ED 098CE 39 Ways to Shine as a New Employee**
  This short-term course is designed to provide new and incumbent workers “30 ways to Shine as a New Employee” and increase their level of customer service and colleague relations. The topics covered include understanding the workplace culture and dealing with change.

Job Readiness and Career Exploration

- **VOC ED 090CE Career Exploration/Classroom to Real World**
  This noncredit course covers vocational topics, including but not limited to career descriptions, employment outlook, compensation, training and preparation, college programs and prerequisites needed to pursue jobs within a particular career field. Following classroom preparation and research, students will rotate through a series of job assignments working along with professionals employed in the area of specialization chosen for the course. Throughout all rotations, students work closely with their teacher for supervision and monitoring of work related objectives/course assignments. Upon completion of career rotations, the students will have acquired real world experience needed to facilitate educational, career, and personal planning and goal setting.

- **VOC ED 096CE Blueprint for Workplace Success**
  This accelerated non-credit course is designed to provide students with the necessary tools and skills in order for them to create a plan for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job.

- **VOC ED 098CE 39 Ways to Shine as a New Employee**
  This short-term course is designed to provide new and incumbent workers “30 ways to Shine as a New Employee” and increase their level of customer service and colleague relations. The topics covered include understanding the workplace culture and dealing with change.
Course Descriptions

Land Surveying

- **VOC ED 298CE Land Surveying Topics and Applications for Adult Education I**
  This course is designed for students at the low-intermediate level of the English language. The course provides instruction in basic land surveying principles, field techniques, and technologies. Students will be required to complete basic technical writing and project based field activities. In addition, this course prepares students to enter a career and an academic pathway in geospatial engineering and technologies in land surveying, photogrammetry, and drafting.

- **VOC ED 299CE Land Surveying Topics and Applications for Adult Education II**
  This is a second course in land surveying designed for students at the low-intermediate level of the English language. The course provides instruction for students interested in pursuing a career in land surveying. Topics include horizontal linear measurements and differential leveling, electronic distance measurement (EDM), computation of azimuth, bearing, latitude, departure and coordinates and area of a traverse.
Course Descriptions

Non-Medical In-Home Health Care Aide

- **VOC ED 353CE First Aid and Basic CPR Training**
  This course develops knowledge and describes detailed demonstrations of basic CPR and first aid care of an injured person. Students develop the ability to respond appropriately to non-breathing and cardiac emergencies and learn how to assess a victim’s condition and incorporate immediate care to a suddenly injured or ill person. Students become proficient in performing CPR, and in the use of AED as well as also explaining techniques for all ages along with emergency action plans, safety, and prevention of disease transmission. This non-credit course leads to a Non-Medical In-Home Health Care Aide Certificate of Completion and provides students with knowledge and skills in preparation for credit courses in health.

- **VOC ED 354CE Non-medical In-Home Support Services Provider**
  This course is designed to introduce students to the health care field, working with residents and patients in long-term care facilities, the acute care setting and the in-home care setting. Emphasis is given to safety principles, infection control, methods for providing care, emotional and social support. Students learn to provide comfort, hygiene, nutrition, elimination, sleep and rest care activities to clients with an emphasis on the role of in-home health care aide, personal-care services and cleaning and care tasks of the home. This non-credit course leads to a Non-Medical In-Home Health Care Aide Certificates of Completion and provides students with knowledge and skills in preparation for home health aide training and in-home support services provider credit courses in nursing.
Course Descriptions

Nutrition for a Healthy Lifestyle

- **VOC ED 355CE Nutritional Requirements: Components and the Guidelines of a Healthy Diet**
  This course develops nutritional health knowledge with the goal of promoting a high quality of life for each individual. Areas of focus include: Dietary recommendations for carbohydrates, fats, proteins, water, vitamins and minerals, dietary guidelines that includes the MyPlate food guidance system, components and guidelines for a healthy diet and managing your intake of sugar, alcohol and sodium. This non-credit course leads to a Nutrition for a Healthy Lifestyle Certificate of Completion and provides students with knowledge and skills in preparation for credit courses in health and nutrition.

- **VOC ED 356CE Weight Management, Energy Balance and Planning Your Diet**
  This course develops nutritional health knowledge with the goal of promoting a high quality of life for each individual. Areas of focus include: Factors that influence body weight and obesity, assessing body weight and body composition, how you can lose weight healthfully, how to maintain weight loss, health implications of being overweight, energy balance and needs in the body, and designing a successful weight-loss program. This non-credit course leads to a Nutrition for a Healthy Lifestyle Certificate of Completion and provides students with knowledge and skills in preparation for credit courses in health and nutrition.

- **VOC ED 357CE Nutrition for Exercise and Making Informed Choices about Food**
  This course develops nutritional health knowledge with the goal of promoting a high quality of life for each individual. Areas of focus include: Nutrition for exercise, does exercise increase your need for carbohydrates or fats, do supplements provide improved health or sports performance, a close up look at food labels, benefits and risks of food additives, foodborne illnesses and organic foods. This non-credit course leads to a Nutrition for a Healthy Lifestyle Certificate of Completion and provides students with knowledge and skills in preparation for credit courses in health and nutrition.
Course Descriptions

Pharmacy Clerk

- **VOC ED 430CE Basic Medical Terminology**
  This course introduces basic medical terminology to students entering career as a patient transporters. The course focuses on the basic component parts of medical terms: Prefixes, suffixes and word roots. Emphasis is placed on the spelling, definition, and pronunciation of terms used in medical documentation. The course covers basic terms related to terms transporters will become familiar with such as abbreviations, operative, diagnostic, and therapeutic and basic symptomatic terminology of body systems.

- **VOC ED 431CE Communication Healthcare**
  This course offers students the foundational knowledge and skills to communicate effectively in a variety of health care workplace settings. Students review basic types of communication techniques, examine channels of communication, including the development of interpersonal and technology-related communication; and the impact of interdisciplinary communication.

- **VOC ED 432CE Community Pharmacy**
  This course helps the student learn the basic operations of a community pharmacy. This course assists the student in gaining employment in a community pharmacy such as an independent pharmacy, chain pharmacy, mass merchandiser pharmacy or food store pharmacy as a pharmacy clerk.

- **VOC ED 434CE Legal Obligations & Medical Ethics**
  This course helps a health care worker to understand their legal responsibilities for the protection of their patients/clients, their co-workers, their employers, and themselves. This course also identifies policies that are in place to ensure that everyone working in a hospital or outpatient practice maintains confidentiality.
Course Descriptions

**Play.**

- **VOC ED 500CE Child Development Experiences - Growing and Learning**
  This course examines child development theories, developmental milestones, and developmentally appropriate practices. Students analyze the importance of how children grow and develop, how to promote quality learning environments, and how to apply theory into developmentally appropriate practices. This non-credit course leads to certificates and provides students with knowledge and skills for preparation for credit courses in child development.

- **VOC ED 503CE Child Development Experiences - Play**
  This course examines different approaches in developing play strategies for infants/toddlers, preschoolers, and school age children. Emphasis is placed on enhancing development in the six developmental domains: Language, cognitive, social, emotional, fine, and gross motor skills. This non-credit course leads to a certificate and provides students with knowledge and skills and prepares them for credit courses in child development.
**Course Descriptions**

**Programming and APPs**

- **VOC ED 293CE Fundamentals of Robotics**
  This noncredit course covers the basics in robotics emphasizing hands-on experience to build a basic functional robot. Students learn about electric motors, servos, sensors, switches, actuators and their application in a robot. Students learn Basic Stamp computer programming and its integration into a working robotic unit. The course also includes mechanical assembly, connecting electronic components, wiring and testing.

- **VOC ED 295CE Fundamentals of Arduino**
  This noncredit course covers basic skills in programming and electronics engineering. Arduino is a groundbreaking, open-source electronics prototyping platform based on flexible, easy-to-use hardware and software. The Arduino board can read sensors, control motors and lights, and upload your hand-built code that interacts with the real world. Learn the Arduino programming language, which is based on C/C++.

- **VOC ED 297CE Fundamentals of APPs Design and Development**
  This course provides the student with an introduction to mobile application development. The course covers the basics of the mobile application industry as well as the basics of programming. This course assumes a familiarity with the computer and mobile devices, but does not assume that the student has any prior programming experience. At the end of this course the students have the opportunity to earn the industry certification offered by the WebProfessionals.org association. The Mobile Application Design and Development Apprentice Certification is a full industry certification and the certification exam must be taken at an approved proctored location either physical or online.
Course Descriptions

Sewing Essentials and Alterations

- **VOC ED 360CE Sewing Essentials**
  This course examines the basics of machine sewing operation and sewing techniques. Students create samples and projects demonstrating sewing techniques. This Noncredit course leads to a certificate and provides students with knowledge and skills in preparation for credit courses in Technical Theater.

- **VOC ED 361CE Sewing Alterations**
  This course examines the basics of garment alterations for fit, function, and repairs using machine and hand sewing techniques. Students create sewing samples and projects demonstrating alteration techniques. This Noncredit course leads to a certificate and provides students with knowledge and skills in preparation for credit courses in Technical Theater.

Tailoring

- **VOC ED 362CE Tailoring I**
  This course examines the principles and techniques of tailoring men’s garments used in costuming. Students with basic experience in hand and machine sewing may be better prepared for this course, although introductory tailoring sewing skills will be covered. Students create tailored men’s garments utilizing sewing and patterning techniques. This non-credit course provides students with knowledge and skills for union sewing exams and a career in tailoring and costume construction. This course requires basic knowledge in costume construction, patterning, and sewing machine operation. Tailoring I focuses on the construction of a men’s vest. This noncredit course leads to a Certificate of Completion in Tailoring.

- **VOC ED 363CE Tailoring II**
  This course examines the principles and techniques of tailoring men’s garments used in costuming. Students with basic experience in hand and machine sewing may be better prepared for this course, although introductory tailoring sewing skills will be covered. Students create tailored men’s garments utilizing sewing and patterning techniques. This non-credit course provides students with knowledge and skills for union sewing exams and a career in tailoring and costume construction. This course requires basic knowledge in costume construction, patterning and sewing machine operation. Tailoring II focuses on the construction of a men’s suit coat. This noncredit course leads to a Certificate of Completion in Tailoring.
Course Descriptions

Workplace Skills

• **VOC ED 101CE Workplace Skills 1: Computer Basics**
  This noncredit course provides students with the basis for understanding the basic concepts of information systems used in the workplace. Emphasis is placed on components of the computer, including the system unit, input, output, and storage, file management, and the Internet. This course can be offered in multiple languages.

• **VOC ED 102CE Workplace Skills 2: Computer Keyboarding**
  This noncredit course provides students with the touchtype method of learning the keyboard and developing proper computer keyboard techniques to build speed and accuracy.
Health-Related Noncredit Courses

- Basic Medical Tech.
  Voc Ed 430
- Communication in Healthcare
  Voc Ed. 431

- Legal Obligations & Medical Ethics
  Voc Ed. 434

- Community Pharmacy
  Voc Ed. 432

Health-Related Noncredit Certificates

- Front Office Medical Assistant
- Pharmacy Clerk

Blueprint for Workplace Success
Voc Ed. 96CE