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SANTA ANA COLLEGE

School of Continuing Education

DIPLOMA/CAREER DEVELOPMENT & COLLEGE PREPARATION CERTIFICATES

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ADULT SECONDARY EDUCATION (ASE)

Students who complete the SAC SCE Adult Secondary Education High School Subjects or GED Programs will demonstrate the ability to apply essential grammar, reading, writing, math, and social/natural science concepts when transferring to college, entering the workforce, or for personal success.

Adult High School Diploma Program

Program Code: CEC.HSS.DIPL

The sequence of courses in the High School Subjects, Adult Basic Education, and Learning Support programs is designed to provide a strong foundation of basic skills ranging from elementary levels through secondary subjects, with the purpose of preparing students to earn a high school diploma, obtain employment, pursue vocational training and better job opportunities, and to be prepared to continue into college credit level programs.

Core Courses:

	Hours:
HSS English (HSENG), HSS Reading (HSREAD)	40
HSS Math (HSMTH)	20
HSS Natural Sciences (HSSCI)	20
HSS Social Sciences (HSSOC)	30
HSS Arts (HSART)	10
Electives	40
	Total: 160

Electives:

Adult Basic Education 018, 023, 024, 025, 027, 028, 029, 030, 031, 044, 137; Arts 601, 828, 837; Home Economics 520; HSS General 010, 090, 092, 144, 770; Study Skills 221, 222; English 065, 066, 067, 068, 070, 076, 083, 084, 085, 096, 097, 098, 701, 702, 703, 704, 705, 706, 707, 708; Reading 089, 093, 094; Math 151, 152, 154, 155, 158, 159, 163, 164, 166, 167, 168, 172, 173; Science 170, 171, 185, 186, 190, 191, 192, 193, 196, 197, 198; Social Science 215, 218, 219, 221, 222, 223, 224, 225, 228, 231, 232; Learning 084, 164, 750; Other 740, 742, 743, 744.

Secondary Education (High School Equivalency Test Preparation): Certificate of Completion

Program Code: CEC. GEDC.COM

Courses in ABE which lead to the GED Test Preparation class or the High School Equivalency Test Preparation class (HiSET and GED) will prepare students for the reading, writing, and math skills necessary to successfully pass the High School Equivalency exam. The High School Equivalency exam is equivalent to a high school diploma and prepares students for college and/or to enter the workplace.

To obtain this certificate, take TWO courses.

Choose 1 Core Course:

HSGED 031	GED Test Preparation
HSS 031	High School Equivalency Test Preparation

Choose 1:

ABE 023	Adult Basic Education Reading
ABE 024	Adult Basic Education Writing
ABE 025	Adult Basic Education Math
ABE 112	Beginning Spanish Literacy
ABE 113	Intermediate Spanish Literacy
ABE 114	Advanced Spanish Literacy

Transition to College: Certificate of Competency

Program Code: CEC.TRANS.COM

The Transition to College certificate consists of courses to help students successfully prepare to progress in a career path or undertake degree applicable or non-degree-applicable credit courses in addition to preparing student with an orientation to college course.

To obtain this certificate, take TWO courses.

Core Courses:

HSS 770 Orientation to College

Choose 1:

HSENG 084 Composition 2

HSREAD 089 Reading Proficiency Development

HSMTH 164 Algebra 1B

ADULT BASIC EDUCATION (ABE)

Students who complete the SAC SCE Adult Basic Education (ABE) Program will demonstrate the ability to apply essential reading, writing, and math concepts in either English or Spanish when transferring to High School Subjects, GED, entering the workforce, or for personal success.

Adult Basic Education: Certificate of Competency

Program Code: CEC.ABE.COM

This certificate provides instruction for students to develop basic reading, writing, and math skills necessary to succeed in high school courses, GED preparation, and college courses. This certificate will provide valuable data on student success as ABE students transfer through programs. This certificate supports the college mission by providing a pathway to support improved language skills and lifelong intellectual pursuits.

To obtain this certificate, take three courses.

Core Courses:

ABE 023 Adult Basic Education Reading

ABE 024 Adult Basic Education Writing

ABE 025 Adult Basic Education Math

Adult Basic Education/Adult Secondary Education Reading Proficiency: Certificate of Competency

Program Code: CEC.ABER.COM

This combination of courses is designed to prepare students for higher level reading skills used in High School courses, GED preparation, and college courses.

To obtain this certificate, take TWO courses.

Core Courses:

ABE 023 Adult Basic Education Reading

Choose 1:

HSRDG 089 Reading Proficiency Development

HSRDG 093 Building Reading Skills 1

HSRDG 094 Building Reading Skills 2

Adult Basic Education/Adult Secondary Education Writing Proficiency: Certificate of Competency

Program Code: CEC.ABEW.COM

This combination of courses is designed to prepare students for higher level writing skills used in high school courses, GED preparation, and College courses.

To obtain this certificate, take TWO courses.

Core Courses:

ABE 024 Adult Basic Education Writing
HSENG 083 Composition 1

Adult Basic Education/Adult Secondary Education Math Proficiency: Certificate of Competency

Program Code: CEC.ABEM.COM

This combination of courses is designed to prepare students for higher level math skills used in high school courses, GED preparation, and college courses.

To obtain this certificate, take TWO courses.

Core Courses:

ABE 025 Adult Basic Education Math
HSMTH 159 Math Fundamentals 2

Leadership Capstone: Certificate of Competency

Program Code: CEC.LEADC.COM

This combination of courses is designed to provide students with the leadership techniques necessary to make effective changes in their workplace, home, school, and community.

To obtain this certificate, take TWO courses.

Choose 1 Core Course:

ABE 044 Leadership Basics Part 1
HSS 090 Leadership Basics, Part 1

Choose 1:

ABE 018 Leadership Basics, Part 2
HSS 092 Leadership Basics, Part 2

Spanish Literacy Core Capstone: Certificate of Competency

Program Code: CEC.ABESL.COM

This combination of courses is designed to provide students with the content level knowledge in the areas of reading, writing, math, science, and social studies necessary to demonstrate comprehension of alfabetizacion (literacy), primaria (elementary), and secundaria (middle school). The class is taught in Spanish.

To obtain this certificate, take three courses.

Core Courses:

ABE 112 Beginning Spanish Literacy
ABE 113 Intermediate Spanish Literacy
ABE 114 Advanced Spanish Literacy

CAREER EDUCATION (CE)

Students who complete the SAC SCE Career and Technical Education Program will demonstrate the professionalism, technical, computer, and soft skills needed to obtain a new job or to improve their skills in a current job.

Biotechnology: Certificate of Completion

Program Code: CEC.VBIOT.CC

This series of courses prepares students to transition to Santa Ana College's Biotechnology Lab Assistant Certificate Program. After completing these series of courses and the remaining required courses at Santa Ana College, students will have a fundamental overview of the application and underlying principles of biotechnology. They will know how to operate and maintain standard laboratory equipment. Students will have the knowledge and laboratory skills necessary to obtain entry level jobs in biotechnology. In VBUS 400 Employability Skills or VESL 520 English for Work 2, students learn soft skills that are beneficial in working in any biotechnological environment.

Complete and pass the following TWO courses:

VHLTH 704 Introduction to Biotechnology

VHLTH 705 Introductory Biotech Lab

Complete and pass ONE of the following courses:

VBUS 400 Employability Skills

– or –

ESL 520 VESL: English for Work 2

Caregiver/Personal Care Aide: Certificate of Completion

Program Code: CEC.CGPCA.CC

This program prepares students to assist the elderly, convalescents, or persons with disabilities with daily living activities at the person's home or in a care facility. In a simulated caregiving environment, students will gain experience performing caregiver duties, which may include nutrition, cleanliness, ambulation, and household activities. In Employability Skills or VESL: English for Work 2, students learn soft skills that are beneficial for working in any health/medical environment.

Complete and pass the following TWO courses:

VHLTH 109 Introduction to Caregiving

VHLTH 110 Caregiver Training

Complete and pass ONE of the following courses:

VBUS 400 Employability Skills

ESL 520 VESL: English for Work 2

Childcare Workers: Certificate of Completion

Program Code: CEC.CWRK.CC

This series of open entry/open exit courses provides students with knowledge about the care and development of infants, toddlers, and pre-school children for family childcare providers. Students will learn about health information required for licensing and skills necessary for successful operation of a childcare business. In Employability Skills students learn soft skills for those who would prefer to be employed by a childcare business.

Complete and pass the following FOUR courses:

- PRNT 558 Early Childhood Care and Development for Family Child Care
- PRNT 562 Health Education for Family Day Care Providers
- VBUS 559 Business Practices in Family Day Care
- VBUS 590 Introduction on How to Start a Small Business

Complete and pass ONE of the following courses:

- VBUS 400 Employability Skills
 - or -
- ESL 520 VESL: English for Work 2

Computer Maintenance and Repair Workers: Certificate of Completion

Program Code: CEC.CMRW.CC

This series of courses provides students with skills in maintenance, repair, upgrading, and networking of personal computers. The open-entry/open-exit instructional format emphasizes functional operations of hardware and software components, hands-on experience with upgrading and repair of computers, setting up home and small office networks, and troubleshooting most technical problems. Students will receive five High School elective credits upon completion of each course.

Complete and pass the following THREE courses:

- VBUS 450 Hardware and Software A+ Preparation, Review, Practice
- VBUS 574 Computer Basics: Hardware and Software
- VBUS 576 Computer Basics: Systems and Networking Essentials

Complete and pass ONE of the following courses:

- VBUS 400 Employability Skills
 - or -
- ESL 520 VESL: English for Work 2

Customer Service Representative: Certificate of Completion

Program Code: CEC.CSRC.CC

Customer service representatives interact with customers to handle complaints, process orders, and provide information about an organization's products and services. This series of courses prepares students to work in a wide variety of business settings, with the focus being on attending to and meeting the customer's needs and requests. Students will have the opportunity to strengthen or improve their current customer service, interpersonal, communication, listening, patience, and problem-solving qualities. In addition, students will attain the typing and computer skills necessary to be efficient workers. Customer service representatives typically need a high school diploma or equivalent so students are recommended to earn a diploma/certificate to increase the probability of obtaining a position in this profession. High school elective credits may be given for completing VBUS 118, VBUS 124, VBUS 243, VBUS 258, VBUS 270, and VBUS 400 if the student achieves the attendance and proficiency requirements to pass these classes. Customer service representatives are employed in nearly every industry, with many working in telephone call centers, credit and insurance agencies, banks, and retail stores.

Complete and pass the following TWO courses:

VBUS 124 Introduction to Keyboarding I
VBUS 243 Introduction to Customer Service Skills

Complete and pass ONE of the following courses:

VBUS 400 Employability Skills
ESL 520 VESL: English for Work 2

Complete and pass ONE of the following courses:

VBUS 118 Introduction to Windows
VBUS 258 Navigating the Internet
VBUS 270 Introduction to Microsoft Outlook

Digital Literacy for Office and Administrative Support Worker: Certificate of Completion

Program Code: CEC.DLOAS.CC

This certificate program connects ESL and career education instruction in a way that prepares English language and/or digital literacy learners for further education or training, employment and careers. Students will engage in collaborative projects designed to help the student develop the professional and technical computer skills needed to succeed in today's workforce. Upon completing this program, students will have developed the knowledge, skills, and confidence needed to make an easy transition to the General Office Clerk, Secretary/Administrative Assistant, and/or Customer Service Representative Certificate Programs offered by Santa Ana College School of Continuing Education. The certificate provides students with the foundational digital literacy skills to begin an office and administrative support career pathway.

Complete and pass the following FOUR courses:

VBUS 500 Digital Literacy for Academic and Professional Success - Tier 1
VBUS 501 Digital Literacy for Academic and Professional Success - Tier 2
VBUS 502 Digital Literacy for Academic and Professional Success - Tier 3
VBUS 503 Digital Literacy for Real World Application - Tier 4

Complete and pass ONE of the following courses:

VBUS 400 Employability Skills
ESL 520 VESL: English for Work 2

General Office Clerk: Certificate of Completion

Program Code: CEC.GOC.CC

General office clerks perform a variety of clerical tasks, including using the computer to prepare documents and interact with staff, clients, and the public. This series of courses offers students the foundation for learning important soft skills, basic office skills, and using the computer software necessary to work in a general office setting. General office clerks typically need a high school diploma or equivalent so students are recommended to earn a diploma/certificate to increase the probability of obtaining a position in this profession. High school elective credits may be given for completing VBUS 118, VBUS 124, VBUS 260, VBUS 262, and VBUS 400 if the student achieves the attendance and proficiency requirements to pass these classes.

Complete and pass the following TWO courses:

VBUS 260 Introduction to Word Processing Using MS Word

VBUS 262 Introduction to Spreadsheets Using MS Excel

Complete and pass ONE of the following courses:

VBUS 400 Employability Skills

ESL 520 VESL: English for Work 2

Complete and pass ONE of the following courses:

VBUS 118 Introduction to Windows

VBUS 124 Introduction to Keyboarding I

Heating/Ventilation/Air Conditioning/Refrigeration (HVAC-R) Technology: Certificate of Completion

Program Code: CEC.VHVAC.CC

The Heating/Ventilation/Air Conditioning/Refrigeration (HVAC-R) (Heating, Ventilation, Air Conditioning and refrigeration) Technology program develops students for careers or additional education in the HVAC-R field. Students completing the courses in this certificate will have competence in the program areas of safety, basic refrigeration, basic electricity, heating, air-conditioning, ventilation, and soft skills. Students will possess entry-level skills in the repair and servicing of refrigeration, air conditioning, and heating equipment used in residential, industrial, and commercial buildings.

Complete and pass the following course:

VCNST630 Heating/Ventilation/Air Conditioning/Refrigeration (HVAC-R)
Technology

Complete and pass ONE of the following courses:

VBUS400 Employability Skills

ESL520 VESL: English for Work 2

Hospitality Services: Certificate of Completion

Program Code: CEC.VHOSP.CC

The Hospitality Services Certificate allows students to explore careers in hospitality, specifically in food services and hotel/motel/resort front desk; understand the advantages and challenges of each; and use self-assessment tools to determine which is right for them. The program emphasizes customer service and its importance, helping students understand customer behavior and loyalty in a diverse and increasingly global society. Students will also learn techniques and tips for finding work in the hospitality industry. Moreover, in Employability Skills or VESL: English for Work 2, students learn soft skills that are beneficial for working in any hospitality environment.

Complete and pass the following TWO courses:

VHOSP 201 Career Focus - Hospitality Services

VBUS 243 Introduction to Customer Services Skills

Complete and pass ONE of the following courses:

VBUS 118 Introduction to Windows

VFOOD 005 ServSafe Food Handler

Complete and pass ONE of the following courses:

VBUS 400 Employability Skills

ESL 520 VESL: English for Work 2

Line Cook: Certificate of Completion

Program Code: CEC.VCOOK.CC

Line Cook is an important job in the restaurant industry. This training program allows students to master basic cooking techniques which can then be used to create an endless variety of dishes. Students have an opportunity to learn many aspects of food preparations, and the proper methods of presentation and serving. Students will also be prepared to take the ServSafe Food Protection Manager Certification Exam. In VBUS 400 Employability Skills or VESL 520 English for Work 2, students learn soft skills that are beneficial in working in any culinary environment. In addition, the program prepares students to transition to Santa Ana College's Culinary Arts Program to continue their training. High school elective credits may be given for completing VFOOD 200, VFOOD 210, and VBUS 400 if the student achieves the attendance and proficiency requirements to pass these courses.

Complete and pass the following TWO courses:

VFOOD200 Line Cook Training

VFOOD210 ServeSafe Food Protection Manager Certification Exam Preparation, Review, & Practice

Complete and pass ONE of the following courses:

VBUS400 Employability Skills

ESL520 VESL: English for Work 2

Machinist: Certificate of Completion

Program Code: CEC.VMACH.CC

These courses prepare students to transition to Santa Ana College's Manufacturing Technology Program. Students will learn the fundamental operations on lathes, milling machines, grinders, and drill pressers, including precision measurements and layout. Students will be equipped with the skills and theory necessary to enter or upgrade within the machinist trade. In VBUS 400 Employability Skills or VESL 520 English for Work 2, students learn soft skills that are beneficial in working in any manufacturing technology environment.

Complete and pass the following TWO courses:

VBUS680 Basic Machining Concepts and Operations

HSMTH158 Math Fundamentals 1

Complete and pass ONE of the following courses:

VBUS400 Employability Skills

ESL520 VESL: English for Work 2

Nursing Assistant: Certificate of Completion

Program Code: CEC.VNRNA.CC

The Nursing Assistant Certificate is designed to provide students with the clinical and theoretical knowledge to prepare for the Certified Nursing Assistant (CNA) designation. Students will learn to be part of a healthcare team under the supervision of a nurse. The curriculum is based on the professional standards established by regulatory agencies, and it covers essential topics included in the Nurse Assistant Certification Exam. Moreover, in Employability Skills or VESL: English for Work 2, students learn soft skills that are beneficial for working in any medical environment.

Complete and pass the following TWO courses:

VHLTH101 Overview of the Nursing Assistant Training Program

VHLTH102 Certified Nursing Assistant (CNA) Training

Complete and pass ONE of the following courses:

VBUS400 Employability Skills

ESL520 VESL: English for Work 2

Paraprofessional Mental Health Worker: Certificate of Completion

Program Code: CEC.NAOA.CC

This series of courses provides students with the basic skills to gain employment as a Paraprofessional Mental Health Worker. Students acquire knowledge about the treatment of psychological and behavioral health disorders and the philosophy of delivery of mental health services to improve entry into this field. The certificate program in an open-entry/open-exit environment develops competency for vocational success that allows students to attain skill development in basic delivery of services, documentation and reporting, introduction to human development, principles of case management, working with families, and employability.

Complete and pass ALL of the following courses:

VBUS 400 Employability Skills

VHLTH 895 Paraprofessional Mental Health Worker I

VHLTH 896 Paraprofessional Mental Health Worker II

VHLTH 897 Paraprofessional Mental Health Worker III

Pharmacy Technology: Certificate of Completion

Program Code: CEC.VPHAR.CC

This certificate introduces students to the Santa Ana College Pharmacy Technology program and pharmacy technology careers. As registered School of Continuing Education students, students must pass the Principles of Mathematics course which prepares them with the basic math skills needed to succeed in pharmacy calculation. In Employability Skills or VESL: English for Work 2, students learn soft skills that are beneficial for working in any pharmaceutical environment. The remaining courses to meet the minimum training to apply for the Board of Pharmacy License are to be taken as a student enrolled at Santa Ana College. After completing all the required courses at Santa Ana College, students are primarily prepared for employment.

Complete and pass the following TWO courses:

VHLTH 799 Introduction to Pharmacy Technology

HSMTH 151 Principles of Mathematics

Complete and pass ONE of the following courses:

VBUS 400 Employability Skills

ESL 520 VESL: English for Work 2

Secretary/Administrative Assistant: Certificate of Completion

Program Code: CEC.SECAD.CC

Secretaries and administrative assistants perform routine clerical and administrative duties. They organize files, prepare documents, schedule appointments, and support other staff. This series of courses helps students prepare for office support positions that might require enhanced keyboarding skills and higher-level office management skills. Secretaries/administrative assistants need a high school diploma or equivalent so students are recommended to earn a diploma/certificate to obtain a position in this profession. High school elective credits may be given for completing VBUS 125, VBUS 244, VBUS 245, VBUS 270, VBUS 304, and VBUS 400 if the student achieves the attendance and proficiency requirements to pass these classes. Secretaries and administrative assistants work in nearly every industry with many employed in schools, hospitals, and government, legal, and medical offices.

Complete and pass the following TWO courses:

VBUS 125 Introduction to Keyboarding II

VBUS 270 Introduction to Microsoft Outlook

Complete and pass ONE of the following courses:

VBUS 400 Employability Skills

ESL 520 VESL: English for Work 2

Complete and pass ONE of the following courses:

VBUS 244 Introduction to Databases Using Microsoft Access

VBUS 245 Introduction to Desktop Publishing Using Microsoft Publisher

VBUS 304 Introduction to Electronic Presentations Using Powerpoint

Vocational Construction Technology: Certificate of Completion

Program Code: CEC.VCNST.CC

This series of courses will provide students with the skills to move towards employment as an apprentice in various areas which may include: General and commercial contracting and/or property maintenance. In addition to getting hands-on instruction in construction, students will receive classroom instruction in math, Occupational Safety and Health Administration (OSHA) safety standards, and employability skills. Students will receive 5 High School elective credits upon completion of each course.

Complete and pass ALL of the following courses:

VCNST 610 Vocational Construction Technology Module I

VCNST 620 Vocational Construction Technology Module I

VBUS 400 Employability Skills

ENGLISH AS A SECOND LANGUAGE (ESL)

Upon completion of the SAC SCE ESL program, students will demonstrate increased proficiency in the listening, speaking, reading, writing, and critical thinking skills necessary to further their education, enter the workforce, and actively participate in the community.

Academic ESL Certificates

Academic ESL Beginning: Certificate of Competency

Program Code: CEC.ESLB.COM

This combination of courses is designed to help students prepare to successfully transition to Career Technical Education (CTE), Adult Basic Education (ABE) courses, GED Test Preparation or High School Equivalency Test Preparation courses, High School Subjects courses, and college courses.

Complete ALL of the following courses.

ESL 704 Academic Beginning A

ESL 705 Academic Beginning B

Academic ESL Intermediate: Certificate of Competency

Program Code: CEC.ESLI.COM

This combination of courses is designed to help students prepare to successfully transition to Career Technical Education (CTE), Adult Basic Education (ABE) courses, GED Test Preparation or High School Equivalency Test Preparation courses, High School Subjects courses, and college courses.

Complete ALL of the following courses.

ESL 706 Academic Intermediate A

ESL 707 Academic Intermediate B

Academic ESL Capstone: Certificate of Competency

Program Code: CEC.ESLC.COM

This capstone certificate is designed to demonstrate the students' accumulated development and advanced knowledge to successfully transition to Career Technical Education (CTE), Adult Basic Education (ABE) courses, GED Test Preparation or High School Equivalency Test Preparation courses, High School Subjects courses, and college courses.

To obtain this certificate, take TWO courses.

Core Courses:

ESL 706 Academic Intermediate A

ESL 707 Academic Intermediate B

Choose 1:

ABE 023 Adult Basic Education Reading

ABE 024 Adult Basic Education Writing

ESL 491 Advanced Writing and Grammar Review

ESL 720 ESL Transition to College Class

HSGED 031 GED Test Preparation

HSRDG 089 Reading Proficiency Development

HSRDG 093 Building Reading Skills 1

HSS 031 High School Equivalency Test Preparation

LRN 750 Intensive Writing and Grammar

VBUS 400 Employability Skills

ESL Transition To Adult Secondary Education (ASE): Certificate of Competency

Program Code: CEC.ESLTA.COM

This combination of courses is designed to transition students to Adult Secondary Education (ASE) courses.

To obtain this certificate, take TWO courses:

Core Course:

ESL 491 Advanced Writing and Grammar Review

Choose 1:

HSRDG 089 Reading Proficiency Development

HSRDG 093 Building Reading Skills 1

VBUS 258 Navigating the Internet

VBUS 260 Introduction to Word Processing Using MS Word

LRN 750 Intensive Writing and Grammar

ESL Core Certificates

ESL Core Literacy: Certificate of Competency

Program Code: CEC.ESLCL.COM

This combination of courses is designed to help students develop adequate literacy skills to succeed in the core ESL courses that follow. In this series of courses, students will learn to function at a basic literacy level in reading, writing, listening, and speaking in both English and in their native language.

To obtain this certificate, take TWO courses.

Core Course:

ESL 300 Literacy

Choose 1:

ABE 111 Spanish Literacy for Adults

ABE 112 Beginning Spanish Literacy

ABE 113 Intermediate Spanish Literacy

ABE 114 Advanced Spanish Literacy

ESL Core Beginning: Certificate of Competency

Program Code: CEC.ESLCB.COM

This combination of courses is designed to help students begin to communicate in some of the everyday life situations they will encounter at home, at work, at school, and in the community.

Complete ALL of the following courses.

ESL 300 Literacy

ESL 301 Beginning Low

ESL 302 Beginning High

ESL Core Intermediate: Certificate of Competency

Program Code: CEC.ESLCI.COM

This combination of intermediate-level courses is designed to help students communicate in many of the everyday life situations they will encounter at home, at work, at school, and in the community.

To obtain this certificate, take TWO courses.

Choose 1:

ESL 303 Intermediate Low

ESL 704 Academic Beginning A

Choose 1:

ESL 304 Intermediate High

ESL 706 Academic Intermediate A

ESL 707 Academic Intermediate B

ESL Core Advanced: Certificate of Competency

Program Code: CEC.ESLCA.COM

This combination of two advanced-level courses is designed to help students communicate in most of the everyday life situations they will encounter at home, at school, at work and in the community. The courses emphasize reading and writing.

To obtain this certificate, take TWO courses.

ESL 305 Advanced Low

ESL 306 Advanced High

ESL 706 Academic Intermediate A

ESL 707 Academic Intermediate B

ESL Core Capstone: Certificate of Competency

Program Code: CEC.ESLCS.COM

This combination of courses is designed to help students communicate in most of the everyday life situations they will encounter at home, at school, at work and in the community. These courses emphasize reading and writing to prepare students for higher education and career opportunities.

To obtain this certificate, take FOUR courses.

Choose 3:

ESL 304	Intermediate High
ESL 305	Advanced Low
ESL 306	Advanced High
ESL 705	Academic Beginning B
ESL 706	Academic Intermediate A
ESL 707	Academic Intermediate B

Choose 1:

ABE 023	Adult Basic Education Reading
ABE 024	Adult Basic Education Writing
ESL 491	Advanced Writing and Grammar Review
ESL 720	ESL Transition to College Class
HSGED 031	GED Test Preparation
HSRDG 089	Reading Proficiency Development
HSRDG 093	Building Reading Skills 1
HSS 031	High School Equivalency Test Preparation
LRN 750	Intensive Writing and Grammar
VBUS 400	Employability Skills

Digital Literacy for Academic and Professional Success I: Certificate of Competency

Program Code: CEC.DLAP1.COM

This certificate program is designed for ESL students, of all levels, to learn new and/or improve their digital literacy skills. It covers operating systems, word processing applications, e-mail, the internet, online educational applications, social media, and more. Upon completing this program, students will have developed the technical knowledge, language skills, and confidence needed for social and academic growth with the digital literacy to make a successful transition to office technology programs in Career Education.

To obtain this certificate, take TWO courses.

Take ONE course:

ESL 301	Beginning Low
ESL 302	Beginning High
ESL 303	Intermediate Low
ESL 304	Intermediate High
ESL 305	Advanced Low
ESL 306	Advanced High
ESL 704	Academic Beginning A
ESL 705	Academic Beginning B
ESL 706	Academic Intermediate A
ESL 707	Academic Intermediate B

Take ONE course:

VBUS500	Digital Literacy for Academic and Professional Success - Tier 1
VBUS501	Digital Literacy for Academic and Professional Success - Tier 2

Digital Literacy for Academic and Professional Success II: Certificate of Competency

Program Code: CEC.DLAP2.COM

This certificate program is designed for ESL students, of all levels, to learn new and/or improve their digital literacy skills. It covers internet safety, online conferencing, blogging, learning management systems, online portfolios, and more. Upon completing this program, students will have developed the technical knowledge, language skills, and confidence needed for social and academic growth with the digital literacy to make a successful transition to office technology programs in Career Education.

To obtain certificate, take TWO courses:

Take ONE course:

ESL 301	Beginning Low
ESL 302	Beginning High
ESL 303	Intermediate Low
ESL 304	Intermediate High
ESL 305	Advanced Low
ESL 306	Advanced High
ESL 704	Academic Beginning A
ESL 705	Academic Beginning B
ESL 706	Academic Intermediate A
ESL 707	Academic Intermediate B

Take ONE course:

VBUS 502	Digital Literacy for Academic and Professional Success - Tier 3
VBUS 503	Digital Literacy for Real World Application – Tier 4

ESL Support Course Certificates:

ESL Enhanced Writing Capstone: Certificate of Competency

Program Code: CEC.ESLEW.COM

This combination of courses is designed to help students quickly improve their writing abilities in English by focusing on writing and grammar.

To obtain this certificate, take THREE courses.

Choose 3:

ESL 488	Basic Writing
ESL 489	Intermediate Writing
ESL 490	Advanced Writing and Grammar
ESL 491	Advanced Writing and Grammar Review

ESL Enhanced Speaking Capstone: Certificate of Competency

Program Code: CEC.ESLES.COM

This combination of courses is designed to help students quickly improve their speaking abilities in English by focusing on pronunciation and conversation.

To obtain this certificate, take TWO courses.

Choose 1

ESL 570	Conversation 1
ESL 580	Conversation 2

Choose 1:

ESL 130	Topics in English as a Second Language
ESL 398	ESL Community Learning Center
ESL 530	American English Pronunciation

ESL Enhanced Civics: Certificate of Competency

Program Code: CEC.ESLEC.COM

This combination of courses is designed to help students learn more about civics involvement opportunities, prepare for U.S. Citizenship, and participate in the community.

To obtain this certificate, take TWO courses.

Choose 2:

- | | |
|---------|--|
| ESL 120 | ESL Civics |
| ESL 130 | Topics in English as a Second Language |
| ESL 392 | Writing and Computers: Developing a School Publication |
| ESL 398 | ESL Community Learning Center |

Vocational ESL Certificates

Vocational ESL: Certificate of Competency

Program Code: CEC.ESLV.COM

This combination of courses is designed to help students communicate successfully in an English speaking workplace.

Complete ALL of the following courses.

- | | |
|---------|--------------------------|
| ESL 510 | VESL: English for Work 1 |
| ESL 520 | VESL: English for Work 2 |

Vocational ESL Enhanced: Certificate of Competency

Program Code: CEC.ESLVH.COM

This combination of courses is designed to help students communicate successfully in an English-speaking workplace and includes the development of writing and/or computer skills.

To obtain this certificate, take TWO courses.

Choose 1

- | | |
|---------|--------------------------|
| ESL 510 | VESL: English for Work 1 |
| ESL 520 | VESL: English for Work 2 |

Choose 1:

- | | |
|---------|--|
| ESL 130 | Topics in English as a Second Language |
| ESL 394 | ESL Writing A |
| ESL 398 | ESL Community Learning Center |
| ESL 488 | Basic Writing |