

SANTA ANA COLLEGE SCHOOL OF CONTINUING EDUCATION



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ADULT BASIC EDUCATION (ABE)

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SCE Graduation and Certificate Process

ADMISSIONS/REGISTRATION

Choose Your Path:

High School Diploma

High School Diploma Program

Must meet with a **COUNSELOR**
to **REGISTER** for any high school
classes

Meet all
DIPLOMA REQUIREMENTS

EXIT EVALUATION
Final Meeting with Counselor and
Submit Petition to Graduate

GRADUATION EVALUATION
Notifications are sent via email from
Graduation Office

GRADUATION/COMMENCEMENT
Commencement is held yearly at the
end of spring semester.

State Certificates

ABE, ASE, CE, ESL, GED Certificate Programs

REGISTER for classes or
the next required courses

Meet all
CERTIFICATE REQUIREMENTS

AUTO AWARD
Certificates are awarded at the
end of each month. Official
notification sent via email

DIGITAL CREDENTIAL
Certificates are issued via
Credly/Acclaim platform.
Students will be notified via
email from Santa Ana College
School of Continuing Education



Congratulations!

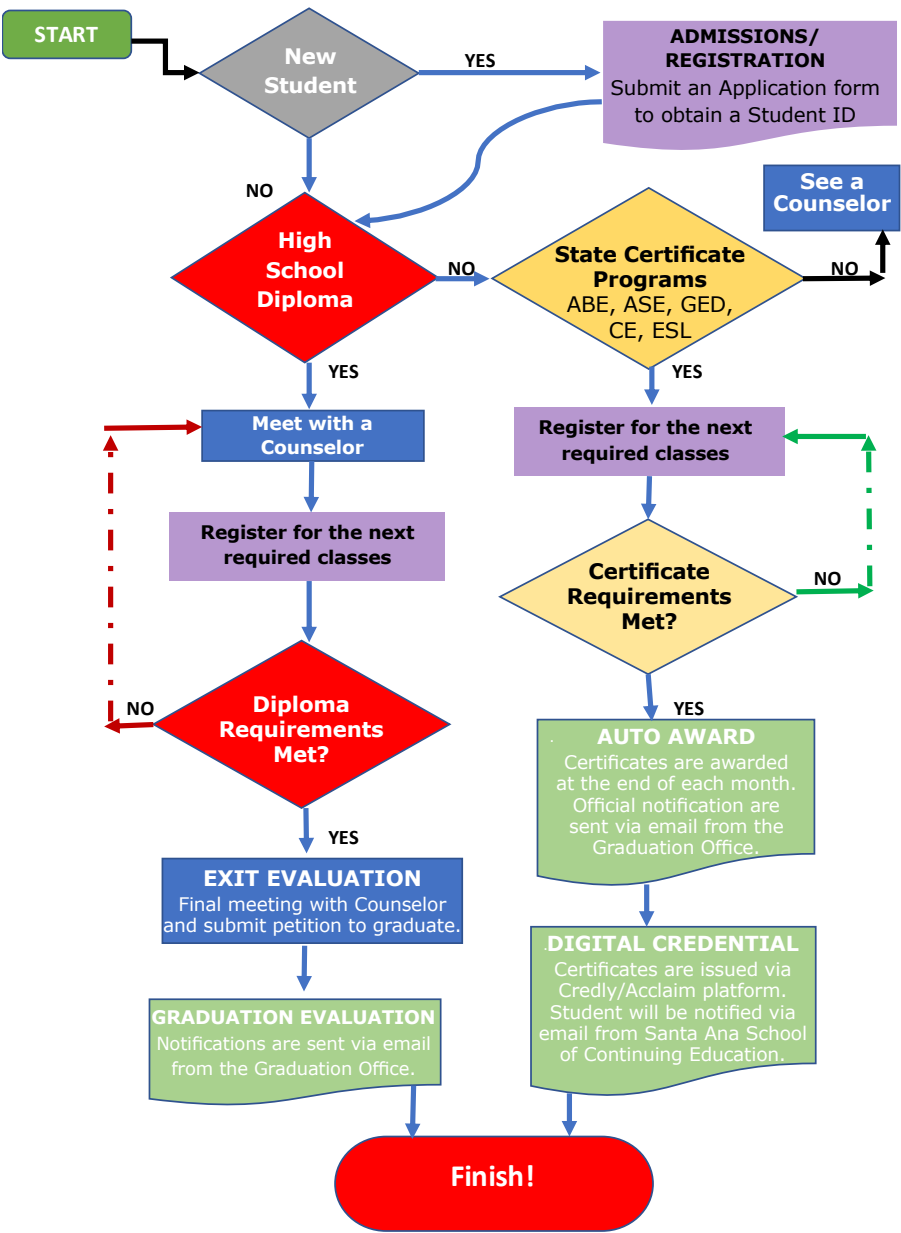


SCE Graduation Office – Office (E-103) • SCEgraduation@sac.edu

Centennial Education Center

2900 W. Edinger Ave. • Santa Ana, CA 92704

SAC SCE Graduation and Certificate Process



ADULT BASIC EDUCATION (ABE)**21st Century Leadership: Certificate of Competency****Program Code: CEC.21CL.COM****Program Control Number: 40473**

This certificate will prepare students with an understanding of the necessary 21st Century leadership, digital literacy, and computer skills that they need to be successful in their workplace, school, and communities.

Learning Outcome(s):

1. Create an effective and time-efficient weekly schedule.
2. Recognize and employ basic components of computers and/or mobile devices in order to accomplish specific tasks.

Students must complete and pass ONE of the following courses: Credits: 0-5

ABE 044	Leadership Basics Part 1	0
HSS 090	Leadership Basics, Part 1	5

Students must complete and pass ONE of the following courses: Credits: 0-5

ABE 018	Leadership Basics, Part 2	0
HSS 092	Leadership Basics, Part 2	5

Students must complete and pass ONE of the following courses: Credits: 0

VBUS 240	Practical Computer & Internet Skills for Parents & Guardians	0
VBUS 500	Digital Literacy for Academic and Professional Success - Tier 1	0
VBUS 501	Digital Literacy for Academic and Professional Success - Tier 2	0
VBUS 502	Digital Literacy for Academic and Professional Success - Tier 3	0
VBUS 503	Digital Literacy for Real World Application – Tier 4	0

Total: 0-10**Adult Basic Education: Certificate of Competency****Program Code: CEC.ABE.COM****Program Control Number: 33189**

This certificate provides instruction for students to develop basic reading, writing, and math skills necessary to succeed in High School Diploma, High School Equivalency, CTE, 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.

Learning Outcome(s):

1. Write complete sentences that demonstrate proficiency with grammar, mechanics, and usage
2. Apply knowledge of basic math concepts

Core Courses: Credits: 0

ABE 023	Adult Basic Education Reading	0
ABE 024	Adult Basic Education Writing	0
ABE 025	Adult Basic Education Math	0

Total: 0

**Adult Basic Education/Adult Secondary Education Math Proficiency:
Certificate of Competency****Program Code: CEC.ABEM.COM****Program Control Number: 33188**

This combination of courses is designed to prepare students for higher level math skills used in High School Diploma, High School Equivalency Preparation, and CTE courses.

Learning Outcome(s):

1. Apply knowledge of basic math addition, subtraction, multiplication, and division to whole numbers and fractions.

Core Courses:**Credits: 5**

ABE 025	Adult Basic Education Math	0
HSMTH 159	Math Fundamentals 2	5

Total: 5**Adult Basic Education/Adult Secondary Education Reading Proficiency:
Certificate of Competency****Program Code: CEC.ABER.COM****Program Control Number: 33452**

This combination of courses is designed to prepare students for higher level reading skills used in High School Diploma, High School Equivalency Preparation, and CTE courses.

Learning Outcome(s):

1. Determine the main idea and details of a level-appropriate passage
2. Draw correct inferences after reading a level-appropriate passage

Core Courses:**Credits: 0**

ABE 023	Adult Basic Education Reading	0
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Choose 1**Credits: 15**

HSRDG 089	Reading Proficiency Development	5
HSRDG 093	Building Reading Skills 1	5
HSRDG 094	Building Reading Skills 2	5

Total: 15**Adult Basic Education/Adult Secondary Education Writing Proficiency:
Certificate of Competency****Program Code: CEC.ABEW.COM****Program Control Number: 33187**

This combination of courses is designed to prepare students for higher level writing skills used in High School Diploma, High School Equivalency Preparation, and CTE courses.

Learning Outcome(s):

1. Write a well-organized paragraph using correct English writing conventions
2. Write clear sentences that demonstrate proficiency with grammar, mechanics, and usage

Core Courses:**Credits: 5**

ABE 024	Adult Basic Education Writing	0
HSENG 083	Composition 1	5

Total: 5

Career & Professional Success: Certificate of Competency**Program Code: CEC.CPS.COM****Program Control Number: 40541**

This certificate is designed to equip students with the ability to manage or improve many workplace issues that will lead to productivity. Student have the opportunity to develop and practice the power, writing, and computer skills they need to be effective on a daily basis in the workplace.

When combined with industry knowledge and behaviors, the mastery of these skills results in higher levels of individual performance and growth. This certificate program is highly recommended for students who are currently in the workforce.

Learning Outcome(s):

1. Navigate workplace issues that lead to improved workplace productivity.

Students must pass TWO of the following courses:**Credits: 0**

ABE 036	Effective Writing for the Workplace	0
VBUS 123	Introduction to Computer Software & Online Applications	0
VBUS 402	Workforce Power Skills	

Total: 0**Leadership Capstone: Certificate of Competency****Program Code: CEC.LEADC.COM****Program Control Number: 38177**

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.

Learning Outcome(s):

1. Communicate within small, medium, and large groups to express opinions, ideas, and suggestions
2. Develop leadership skills and strategies to use in personal, academic, and workplace settings

Choose 1:**Credits: 5**

ABE 044	Leadership Basics Part 1	0
HSS 090	Leadership Basics, Part 1	5

Choose 1:**Credits: 5**

ABE 018	Leadership Basics, Part 2	0
HSS 092	Leadership Basics, Part 2	5

Total: 10**Spanish Literacy Core Capstone: Certificate of Competency****Program Code: CEC.ABESL.COM****Program Control Number: 38623**

This combination of courses is designed to prepare students in the areas of reading, writing, math, science, and social studies up to a middle school level to facilitate student transition to ESL, ABE, High School Diploma, High School Equivalency, and CTE courses. The classes are taught in Spanish.

Learning Outcome(s):

1. Write a formal essay using Spanish writing conventions
2. Apply knowledge of math skills, including tables and graphics to math problems

Core Requirements:**Credits: 0**

ABE 112	Beginning Spanish Literacy	0
ABE 113	Intermediate Spanish Literacy	0
ABE 114	Advanced Spanish Literacy	0

Total: 0

ADULT SECONDARY EDUCATION (ASE)**Adult High School Diploma: High School Diploma****Program Code: CEC.HSS.DIPL****Program Control Number: 31594**

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.

Learning Outcome(s):

1. Demonstrate the ability to apply essential academic concepts when transferring to college, entering the workforce, or for personal success.

Core Courses:**Credits: 10-15**

HSRDG 089	Reading Proficiency Development	5
HSENG 084	Composition 2	5
LRN 164	Introductory Algebra	5

Electives:**Credits: 145**

ABE 018	Leadership Basics, Part 2	0
ABE 023	Adult Basic Education Reading	0
ABE 024	Adult Basic Education Writing	0
ABE 025	Adult Basic Education Math	0
ABE 027	Academic Vocabulary for Language Arts	0
ABE 028	Academic Vocabulary for Math	0
ABE 029	Academic Vocabulary for Science	0
ABE 030	Academic Vocabulary for Social Studies	0
ABE 031	Academic Vocabulary for Technology	0
ABE 044	Leadership Basics Part 1	0
ABE 137	Topics in Adult Basic Education	0-5
HSART 601	Music Theory 1	5
HSART 828	Understanding America Through Art	5
HSART 837	The Film As Art	5
HSENG 065	English Fundamentals 1	5
HSENG 066	English Fundamentals 2	5
HSENG 067	English Fundamentals 3	5
HSENG 068	English Fundamentals 4	5
HSENG 070	The Short Story	5
HSENG 076	The Novel	5
HSENG 083	Composition 1	5
HSENG 084	Composition 2	5
HSENG 085	Composition 3	5
HSENG 096	Building Vocabulary 1	5

HSENG 097	Building Vocabulary 2	5
HSENG 098	Building Vocabulary 3	5
HSENG 701	English 1	5
HSENG 702	English 2	5
HSENG 703	English 3	5
HSENG 704	English 4	5
HSENG 705	English 5	5
HSENG 706	English 6	5
HSENG 707	English 7	5
HSENG 708	English 8	5
HSMTH 151	Principles of Mathematics	5
HSMTH 152	Pre-Algebra	5
HSMTH 154	Pre Algebra A	5
HSMTH 155	Pre Algebra B	5
HSMTH 158	Math Fundamentals 1	5
HSMTH 159	Math Fundamentals 2	5
HSMTH 163	Algebra 1A	5
HSMTH 164	Algebra 1B	5
HSMTH 166	Algebra 2B	5
HSMTH 167	Geometry A	5
HSMTH 168	Geometry B	5
HSMTH 172	Basic Consumer Math 1A	5
HSMTH 173	Basic Consumer Math 1B	5
HSOTH 740	Spanish 1 Spanish 1	5
HSOTH 742	Spanish 2	5
HSOTH 743	Spanish 3	5
HSOTH 744	Spanish 4	5
HSRDG 089	Reading Proficiency Development	5
HSRDG 094	Building Reading Skills 2	5
HSRDG 093	Building Reading Skills 1	5
HSS 010	Learning Skills & Strategies	5
HSS 090	Leadership Basics, Part 1	5
HSS 092	Leadership Basics, Part 2	5
HSS 144	Topics in High School Subjects	5
HSS 221	Study Skills 1	5
HSS 222	Study Skills 2	5
HSS 770	Orientation to College	1.5
HSSCI 170	Biology 1A	5
HSSCI 171	Biology 1B	5
HSSCI 185	Earth Science 2	5

HSSCI 186	Life Science 2	5
HSSCI 190	Physical Science 1	5
HSSCI 191	Physical Science 2	5
HSSCI 192	Basic Science 1	5
HSSCI 193	Basic Science 2	5
HSSCI 196	Health Science	5
HSSCI 197	Human Anatomy & Physiology I	5
HSSCI 198	Human Anatomy & Physiology II	5
HSSOC 221	Psychology	5
HSSOC 223	Government 2: State and Local Government	5
HSSOC 224	World Geography 1A	5
HSSOC 225	World Geography 1B	5
HSSOC 228	World History	5
HSSOC 231	Modern World History 1	5
HSSOC 232	Modern World History 2	5
HSSOC 219	U.S. History 2: Shaping of Modern America	5
HOMECE 520	HSS Consumer Education	0.5-7.5
LRN 084	Composition 2	5
LRN 164	Introductory Algebra	5
LRN 750	Intensive Writing and Grammar	5
HSSOC 215	Introduction to Economics	5
HSSOC 218	U.S. History 1: Colonization to Industrialization	5
HSSOC 222	Government 1: U.S. Federal Government and Politics	5

Total: 155-160

College Readiness: Certificate of Competency

Program Code: CEC.21CL.COM

Program Control Number: 40783

This certificate program is designed for students 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 and/or math skills, and confidence needed for social and academic growth with the digital literacy to make a successful transition to Career and Academic Pathways in college.

Learning Outcome(s):

1. Upon completing this program, students will have developed the technical knowledge, language and/or math skills, and confidence needed for social and academic growth with the digital literacy to make a successful transition to Career and Academic Pathways in college.

Students must pass one of the following courses:

Credits: 5

LRN 084	Composition 2	5
LRN 164	Introductory Algebra	5
LRN 750	Intensive Writing & Grammar	5

Students must pass ONE of the following courses:		Credits: 0
VBUS 502	Digital Literacy for Academic and Professional Success -Tier 3	0
VBUS 503	Digital Literacy for Real World Application – Tier 4	0
		Total: 5

Secondary Education (High School Equivalency Test Preparation): Certificate Of Competency

Program Code: CEC.GEDC.COM

Program Control Number: 24264

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.

Learning Outcome(s):

1. The Secondary Education (High School Equivalency Test Preparation) Certificate of Competency in the program consists of courses to help students successfully prepare for the higher-level reading, writing, math, science, and social studies skills necessary to pass the High School Equivalency exams (GED and HiSET). This program is especially useful for students who are seeking to enter college or the work-force.

Choose 1 Core Course:		Credits: 0
HSGED 031	GED Test Preparation	0
HSS 031	High School Equivalency Test Preparation	0
Choose 1:		Credits: 0
ABE 023	Adult Basic Education Reading	0
ABE 024	Adult Basic Education Writing	0
ABE 025	Adult Basic Education Math	0
ABE 112	Beginning Spanish Literacy	0
ABE 113	Intermediate Spanish Literacy	0
ABE 114	Advanced Spanish Literacy	0
		Total: 0

Transition to College: Certificate of Competency**Program Code: CEC.TRANS.COM****Program Control Number: 35217**

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.

Learning Outcome(s):

1. 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. This program is especially useful for students who want to transition to the community college setting.

Core Requirements

HSS 770 Orientation to College

Credits: 1.5

1.5

Choose 1:**Credits: 5**

HSENG 084 Composition 2

5

HSMTH 164 Algebra 1B

5

HSRDG 089 Reading Proficiency Development

5

Total: 6.5**CAREER EDUCATION (CE)****Automotive Technology: Certificate of Completion****Program Code: CEC.AUTO.CC****Program Control Number: 40518**

These courses prepare students to transition to Santa Ana College's Automotive Technology Program or obtain entry-level employment in the automotive technology field. Students will learn about the primary automotive systems used in modern vehicles such as electrical, ignition, fuel, braking, and other systems. Students will be equipped with the skills and theory necessary to perform maintenance on these systems. The High School Math 160 for College and Career Readiness course is designed to help students learn and apply basic math skills in the context of automotive service. In VBUS 243 Introduction to Customer Service Skills, VBUS 400 Employability Skills, or ESL 520 English for Work 2, students learn soft skills that are beneficial in working in any auto technology environment.

Learning Outcome(s):

1. Apply the knowledge and skills they gained to start their career pathway in automotive technology.

Students must pass the following TWO courses:**Credits: 5**

VBUS 668 Introduction to Automotive Vehicle Systems

0

HSMTH 190 Math for College and Career Readiness

5

Students must pass ONE of the following courses:**Credits: 0**

VBUS 243 Introduction to Customer Service Skills

0

VBUS 400 Employability Skills

0

ESL 520 ESL English for Work 2

0

Total: 5

Caregiver/Personal Care Aide: Certificate of Completion**Program Code: CEC.CGPCA.CC****Program Control Number: 38621**

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.

Learning Outcome(s):

1. Apply knowledge and skills gained to obtain employment as a caregiver/personal care aide and/or start their career pathway in healthcare.

Core Requirements:**Credits: 0**

VHLTH 109	Introduction to Caregiving	0
VHLTH 110	Caregiver Training	0

Choose 1:**Credits: 0**

VBUS 400	Employability Skills	0
ESL 520	VESL: English for Work 2	0

Total: 0**Childcare Workers: Certificate Of Completion****Program Code: CEC.CWRK.CC****Program Control Number: 24362**

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 the Employability Skills course, students learn soft skills that are beneficial in operating their childcare business or being employed by a childcare business.

Learning Outcome(s):

1. Apply the knowledge and skills they gained to obtain entry-level employment, start their home-based childcare center, and/or start their career pathway in childhood education.

Students must pass ALL of the following courses:**Credits: 0**

VBUS 559	Business Practices in Family Child Care	0
VBUS 590	Introduction to How to Start a Small Business	0
PRNT 558	Early Childhood Care and Development For Family Child Care Providers	0
PRNT 562	Health Education for Family Child Care Providers	0

Students must pass ONE of the following courses:**Credits: 0**

VBUS 400	Employability Skills	0
ESL 520	VESL: English for Work 2	0

Total: 0

Computer Maintenance and Repair Workers: Certificate of Completion**Program Code: CEC.CMRW.CC****Program Control Number: 24384**

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. This training program prepares the student to take the A+ certification exam. Students may receive five High School elective credits upon completion of each course.

Learning Outcome(s):

1. Apply the knowledge and skills they gained to obtain entry-level employment and/or start their career pathway in information technology or technology related fields.

Students must pass ALL of the following courses:**Credits: 0**

VBUS 574	Computer Basics: Hardware & Software	0
VBUS 450	Hardware & Software A+ Preparation, Review, Practice	0
VBUS 576	Computer Basics: Systems and Networking Essentials	0

Students must pass ONE of the following courses:**Credits: 0**

VBUS 400	Employability Skills	0
ESL 520	VESL: English for Work 2	0

Total: 0**Customer Service Representative: Certificate of Completion****Program Code: CEC.CSRC.CC****Program Control Number: 24364**

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.

Learning Outcome(s):

1. Apply knowledge and skills gained to obtain employment as a customer service representative and/or start their career pathway in administrative support.

Students must pass the following TWO courses:**Credits: 0**

VBUS 124	Introduction to Keyboarding I	0
VBUS 243	Introduction to Customer Service Skills	0

Students must pass ONE of the following courses:**Credits: 0**

VBUS 400	Employability Skills	0
ESL 520	VESL: English for Work 2	0

Students must pass ONE of the following courses:		Credits: 0
VBUS 118	Introduction to Windows	0
VBUS 258	Navigating the Internet	0
VBUS 270	Introduction to Microsoft Outlook	0
		Total: 0

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

Program Code: CEC.DLOAS.CC

Program Control Number: 39456

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.

Learning Outcome(s):

1. Apply the fundamental technology skills needed to be digitally literate and thus, obtain an entry-level office and administrative support worker position.

Students must pass ONE of the following courses:		Credits: 0
VBUS 259	Orientation to Computers	0
VBUS 500	Digital Literacy for Academic and Professional Success - Tier 1	0

Students must pass ALL of the following courses:		Credits: 0
VBUS 501	Digital Literacy for Academic and Professional Success - Tier 2	0
VBUS 502	Digital Literacy for Academic and Professional Success - Tier 3	0
VBUS 503	Digital Literacy for Real World Application – Tier 4	0

Students must pass ONE of the following courses:		Credits: 0
VBUS 400	Employability Skills	0
ESL 520	ESL English for Work 2	0
		Total: 0

General Office Clerk: Certificate of Completion**Program Code: CEC.GOC.CC****Program Control Number: 24365**

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.

Learning Outcome(s):

1. Use the computer software necessary to work in a general office setting.

Students must pass the following TWO courses:**Credits: 0**

VBUS 260	Introduction to Word Processing Using MS Word	0
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VBUS 262	Introduction to Spreadsheets Using MS Excel	0
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Students must pass ONE of the following courses:**Credits: 0**

VBUS 400	Employability Skills	0
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ESL 520	VESL: English for Work 2	0
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Students must pass ONE of the following courses:**Credits: 0**

VBUS 118	Introduction to Windows	0
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VBUS 124	Introduction to Keyboarding I	0
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Total: 0**Heating/Ventilation/Air Conditioning/Refrigeration (HVAC-R) Technology: Certificate of Completion****Program Code: CEC.VHVAC.CC****Program Control Number: 39745**

The Heating/Ventilation/Air Conditioning/Refrigeration (HVAC-R) 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.

Learning Outcome(s):

1. Students will possess entry-level skills in the repair and servicing of refrigeration, air conditioning, and heating equipment use in residential, industrial, and commercial buildings.

Students must pass the following course:**Credits: 0**

VCNST 630	Heating/Ventilation/Air Conditioning/Refrigeration (HVAC-R) Technology	0
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Students must pass ONE of the following courses:**Credits: 0**

VBUS 400	Employability Skills	0
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ESL 520	VESL: English for Work 2	0
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Total: 0

Hospitality Services: Certificate of Completion**Program Code: CEC.VHOSP.CC****Program Control Number: 38680**

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.

Learning Outcome(s):

1. Apply the knowledge and skills they gained to obtain entry-level employment and/or start their career pathway in hospitality.

Students must pass the following TWO courses:**Credits: 0**

VHOSP 201	Career Focus - Hospitality Services	0
VBUS 243	Introduction to Customer Service Skills	0

Students must pass ONE of the following courses:**Credits: 0**

VBUS 118	Introduction to Windows	0
VFOOD 005	ServSafe Food Handler	0

Students must pass ONE of the following courses:**Credits: 0**

VBUS 400	Employability Skills	0
ESL 520	VESL: English for Work 2	0

Total: 0**Introduction to Biotechnology: Certificate of Completion****Program Code: CEC.VBIOT.CC****Program Control Number: 38684**

This training program prepares students to transition to Santa Ana College's Biotechnology Lab Assistant Certificate Program or obtain entry-level employment in the biotechnology field. They will learn how to operate and maintain standard laboratory equipment. 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. The High School Math 190 for College and Career Readiness course is designed to help students learn and apply basic math skills in the context of 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. Upon completion of this certificate, students are encouraged to continue their training at Santa Ana College's Biotechnology Program to obtain a more advanced certificate and/or degree.

Learning Outcome(s):

1. Apply knowledge and skills gained to obtain employment and/or start their career pathway in biotechnology.

Students must pass the following THREE courses:**Credits: 5**

VHLTH 704	Introduction to Biotechnology	0
VHLTH 705	Introductory Biotech Lab	0
HSMTH 190	Math for College and Career Readiness	5

Students must pass ONE of the following courses:**Credits: 0**

VBUS 400	Employability Skills	0
ESL 520	ESL English for Work 2	0

Total: 5

Introduction to Diesel: Certificate of Completion**Program Code: CEC.VIDSL.CC****Program Control Number: 40949**

This training program prepares students to transition to Santa Ana College's Diesel and Heavy Equipment Program or obtain entry-level employment in the diesel and heavy equipment field. Students learn the basic knowledge and skills in light, medium, and heavy-duty truck maintenance. Safety, inspections, and hands-on practice are emphasized. The High School Math 190 for College and Career Readiness course is designed to help students learn and apply basic math skills in the context of diesel. In VBUS 400 Employability Skills or ESL 520 English for Work 2, students learn soft skills that are beneficial in working in any diesel environment. Upon completion of this certificate, students are encouraged to continue their training at Santa Ana College's Diesel and Heavy Equipment Program to obtain a more advanced certificate and/or degree.

Learning Outcome(s):

1. Apply knowledge and skills gained to obtain employment and/or start their career pathway in diesel and heavy equipment.

Students must pass the following TWO courses:**Credits: 5**

VAUTO 670	Preventative Maintenance Inspection	0
HSMTH 190	Math for College and Career Readiness	5

Students must pass ONE of the following courses:**Credits: 0**

VBUS 400	Employability Skills	0
ESL 520	ESL English for Work 2	0

Total: 5**Introduction to Machining: Certificate of Completion****Program Code: CEC.VMACH.CC****Program Control Number: 39747**

This training program prepares students to transition to Santa Ana College's Manufacturing Technology Program or obtain entry-level employment in the manufacturing field. Students learn the fundamental operations on lathes, milling machines, grinders, and drill pressers, including precision measurements and layout. Students are equipped with the skills and theory necessary to enter or upgrade within the machinist trade. The High School Math 190 for College and Career Readiness course is designed to help students learn and apply basic math skills in the context of manufacturing technology. In VBUS 400 Employability Skills or ESL 520 ESL English for Work 2, students learn soft skills that are beneficial in working in any manufacturing technology environment. Upon completion of this certificate, students are encouraged to continue their training at Santa Ana College's Manufacturing Technology Program to obtain a more advanced certificate and/or degree.

Learning Outcome(s):

1. Apply knowledge and skills gained to obtain employment as a machinist and/or start their career pathway in manufacturing technology.

Students must pass the following TWO courses:**Credits: 5**

VMFG 680	Basic Machining Concepts and Operations	0
HSMTH 190	Math for College and Career Readiness	5

Students must pass ONE of the following courses:**Credits: 0**

VBUS 400	Employability Skills	0
ESL 520	ESL English for Work 2	0

Total: 5

Introduction to Pharmacy Technology: Certificate of Completion**Program Code: CEC.VPHAR.CC****Program Control Number: 38771**

This training program 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 HSMTH 190 Math for College and Career Readiness course which prepares them with the basic math skills needed to succeed in pharmacy calculation. In VBUS 400 Employability Skills or ESL 520 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 and obtaining the board license, students are primarily prepared for employment as pharmacy technicians.

Learning Outcome(s):

1. Apply knowledge and skills gained to obtain employment and/or start their career pathway in pharmacy technology.

Students must pass BOTH of the following courses:

VHLTH 799	Introduction to Pharmacy Technology	Credits: 5
HSMTH 190	Math for College and Career Readiness	0

Students must pass ONE of the following courses:

VBUS 400	Employability Skills	Credits: 0
ESL 520	ESL English for Work 2	0

Total: 5**Introduction to Small Business and Entrepreneurship: Certificate of Completion****Program Code: CEC.ISBE.CC****Program Control Number: 40520**

The Small Business and Entrepreneurship Certificate will provide students with the information and skills necessary to take the first steps in starting their business or expanding it. A small business owner or entrepreneur is responsible for the growth, overall direction, and everyday operation of a business. Therefore, students will learn commonly used business terminology, obtain strategies on how to jump start their business, develop a business plan, use QuickBooks to manage bookkeeping for their business and review financial reports, understand federal, state, and local laws, permits, and licenses, and marketing. Upon completion of this certificate program, students will be able to address the challenges and opportunities specific to small business management and be better prepared to transition to Santa Ana College to pursue a higher certificate and/or degree in business and entrepreneurship. Moreover, in VBUS 243 Introduction to Customer Service Skills, ESL 520 English for Work 2, ABE 018 Leadership Basics Part 2, or ABE 044 Leadership Basics Part 1, students learn soft skills that are beneficial in working in any business environment.

Learning Outcome(s):

1. Jump start their own business or expand their current business.

Students must pass ALL of the following courses:

VBUS 281	Introduction to QuickBooks AND	Credits: 0
VBUS 290	Business Terminology	0
VBUS 590	Introduction to How to Start a Small Business	0

Student must pass ONE of the following courses:

VBUS 243	Introduction to Customer Service Skills	Credits: 0
ESL 520	ESL English for Work 2	0
ABE 018	Leadership Basics, Part 2	0
ABE 044	Leadership Basics Part 1	0

Total: 0

Introduction to Theatre Arts: Certificate of Completion**Program Code: CEC.ITHEA.CC****Program Control Number: 40542**

These courses prepare students to transition to Santa Ana College's Theatre Arts Program. Students will learn theatrical stylings, acting techniques, and technical skills that support and enhance performances. Students will be equipped with the abilities and techniques necessary to enter or upgrade within the technical and performance arenas of the entertainment industry. In THEA 150A Rehearsal and Performance in Production and THEA 152 Tour Ensemble, students learn vocal techniques and dynamic presentation methodologies for live stage performance. In THEA 150B Technical Theatre in Production, students learn skills associated with the positions of stage technician, lighting technician, sound technician, master electrician, scenic carpenter, and stage manager. In THEA 255 Motion Picture Performance Production, students learn auditioning, improvisation, and on-camera performance techniques. In VBUS 400 Employability Skills, or ESL 520 English for Work 2, students learn soft skills that are beneficial in working in any theatre arts environment.

Learning Outcome(s):

1. Apply the knowledge and skills they gained to start their career pathway in theatre arts.

Students must pass ALL of the following courses:

VFPA 150A	Rehearsal and Performance in	Credits: 0
VFPA 150B	Technical Theatre in Production	0
VFPA 152	Tour	0
VFPA 255	Motion Picture Performance Production	0

Students must pass ONE of the following courses:

VBUS 400	Employability Skills	Credits: 0
ESL 520	ESL English for Work 2	0

Total: 0**Line Cook: Certificate of Completion****Program Code: CEC.VCOOK.CC****Program Control Number: 39746**

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.

Learning Outcome(s):

1. Prepare students for employment as line cooks and food preparation workers. In addition, it prepares students for a pathway in culinary careers and transition to Santa Ana College's Culinary Arts Program.

Students must pass the following TWO courses :

VFOOD 200	Line Cook Training	Credits: 0
VFOOD 210	ServeSafe Food Protection Manager Certification Exam	0

Student must pass ONE of the following courses:

VBUS 400	Preparation, Review, & Practice Employability Skills	Credits: 0
ESL 520	VESL: English for Work 2	0

Total: 0

Nursing Assistant: Certificate of Completion**Program Code: CEC.VNRNA.CC****Program Control Number: 39748**

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.

Learning Outcome(s):

1. Prepare students to take the California certification exam.

Students must pass BOTH of the following courses:**Credits: 0**

VHLTH 101	Overview of the Nursing Assistant Training Program	0
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VHLTH 102	Certified Nursing Assistant (CNA) Training	0
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Students must pass ONE of the following courses:**Credits: 0**

VBUS 400	Employability Skills	0
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ESL 520	VESL: English for Work 2	0
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Total: 0**Paraprofessional Mental Health Worker: Certificate of Completion****Program Code: CEC.NAOA.CC****Program Control Number: 24358**

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.

Learning Outcome(s):

1. Apply the knowledge and skills they gained to obtain entry level employment and/or start their career pathway in mental healthcare.

Students must pass ALL of the following courses:**Credits: 0**

VBUS 400	Employability Skills	0
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VHLTH 895	Paraprofessional Mental Health Worker I	0
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VHLTH 896	Paraprofessional Mental Health Worker II	0
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VHLTH 897	Paraprofessional Mental Health Worker III	0
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Total: 0

QuickBooks - Tier 1: Certificate of Completion**Program Code: CEC.QBT1.CC****Program Control Number: 40514**

The QuickBooks - Tier 1 Certificate helps students discover the power of QuickBooks while learning basic accounting concepts through hands-on practice. Upon completion of the certificate program, students gain the skills they need to start their academic and career pathway in accounting. The certificate prepares students for entry-level clerk jobs that utilize QuickBooks. In addition, for small business owners, students will acquire the necessary skills to manage bookkeeping for their business. Students are encouraged to pursue the QuickBooks - Tier 2 Certificate to further develop their QuickBooks skills and knowledge.

Learning Outcome(s):

1. Gain the knowledge and skills they need to start their academic and/or career pathway in accounting. In addition, for small business owners, manage bookkeeping for their business.

Students must complete and pass the following courses:**Credits: 0**

VBUS 280	Accounting Terminology	0
VBUS 281	Introduction to QuickBooks	0

Students must complete and pass ONE of the following courses:**Credits: 0**

VBUS 400	Employability Skills	0
ESL 520	ESL English for Work 2	0

Total: 0**QuickBooks - Tier 2: Certificate of Completion****Program Code: CEC.QBT2.CC****Program Control Number: 40515**

This series of courses prepares students to transition to Santa Ana College's Computerized Accounting-QuickBooks Certificate Program to advance their training. 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 QuickBooks. By obtaining this certificate, they will learn accounting theory and obtain practical knowledge of QuickBooks.

Moreover, students will have the knowledge and skills necessary to obtain entry-level clerk jobs that utilize QuickBooks. In VBUS 400 Employability Skills or VESL 520 English for Work 2, students learn soft skills that are beneficial in working in any business environment.

Learning Outcome(s):

1. Gain the knowledge and skills they need to transition to Santa Ana College's Computerized Accounting-QuickBooks Certificate Program to advance their training in QuickBooks. In addition, for small business owners, to better manage the bookkeeping for their business.

Students must complete and pass ALL of the following courses:**Credits: 0**

VBUS 280	Accounting Terminology	0
VBUS 281	Introduction to QuickBooks	0
VBUS 282	QuickBooks I	0

Students must complete and pass ONE of the following courses:**Credits: 0**

VBUS 400	Employability Skills	0
ESL 520	ESL English for Work 2	0

Total: 0

Secretary/Administrative Assistant: Certificate of Completion**Program Code: CEC.SECAD.CC****Program Control Number: 24390**

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.

Learning Outcome(s):

1. Apply knowledge and skills gained to obtain secretarial employment and/or start their career pathway in administrative support.

Students must pass the following TWO courses:**Credits: 0**

VBUS 125	Introduction to Keyboarding II	0
VBUS 270	Introduction to Microsoft Outlook	0

Students must pass ONE of the following courses:**Credits: 0**

VBUS 400	Employability Skills	0
ESL 520	VESL: English for Work 2	0

Students must pass ONE of the following courses:**Credits: 0**

VBUS 244	Introduction to Databases Using Microsoft Access	0
VBUS 245	Introduction to Desktop Publishing Using Microsoft Publisher	0
VBUS 304	Introduction to Electronic Presentations Using PowerPoint	0

Total: 0**Vocational Construction Technology: Certificate of Completion****Program Code: CEC.VCNST.CC****Program Control Number: 32681**

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.

Learning Outcome(s):

1. Prepare students with the knowledge and skills to select, obtain, and succeed in construction apprenticeship programs or employment opportunities that are appropriate for them.

Students must complete ALL of the following courses:**Credits: 0**

VCNST 610	Vocational Construction Technology Module I	0
VCNST 620	Vocational Construction Technology Module II	0
VBUS 400	Employability Skills	0

Total: 0

Welding Technology: Certificate of Completion**Program Code: CEC.WELD.CC****Program Control Number: 40519**

These courses prepare students to transition to Santa Ana College's Welding Technology Program or obtain entry-level employment in the welding technology field. Students will be introduced to shop safety, the proper use of tools and the basic equipment, and basic fundamentals through the introduction of various welding processes currently used in the welding and metal fabrication industry. Processes include Oxy-fuel cutting, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW). The High School Math 160 for College and Career Readiness course is designed to help students learn and apply basic math skills in the context of welding technology. In VBUS 243 Introduction to Customer Service Skills, VBUS 400 Employability Skills, or ESL 520 English for Work 2, students learn soft skills that are beneficial in working in any welding technology environment.

Learning Outcome(s):

1. Apply the knowledge and skills they gained to start their career pathway in welding technology.

Students must pass the following TWO courses:**Credits: 5**

VCNST 101	Introduction to Welding	0
HSMTH 190	Math for College and Career Readiness	5

Students must pass ONE of the following courses:**Credits: 0**

VBUS 243	Introduction to Customer Service Skills	0
VBUS 400	Employability Skills	0
ESL 520	ESL English for Work 2	0

Total: 5

ENGLISH AS A SECOND LANGUAGE (ESL)**Academic ESL Advanced: Certificate of Competency****Program Code: CEC.ESLA.COM****Program Control Number: 30788**

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.

Learning Outcome(s):

Students will acquire advanced level competency and skills to be prepared to take noncredit or credit courses in other subject areas, academic and vocational training programs as well at other institutions.

Students must pass both of the following core courses:**Credits: 0**

ESL 706	Academic Advanced Low	0
ESL 707	Academic Advanced High	0

Total: 0**Academic ESL Capstone: Certificate of Competency****Program Code: CEC.ESLC.COM****Program Control Number: 37199**

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.

Learning Outcome(s):

- Students will acquire advanced knowledge and accumulated skills to be prepared to take noncredit and credit courses in other subject areas, academic and vocational training programs as well at other institutions.

Students must pass both of the following core courses:**Credits: 0**

ESL 706	Academic Advanced Low	0
ESL 707	Academic Advanced High	0

Must pass one of the following courses:**Credits: 15**

ABE 023	Adult Basic Education Reading	0
ABE 024	Adult Basic Education Writing	0
ESL 491	Advanced Writing and Grammar Review	0
ESL 720	ESL Transition to College Class	0
HSGED 031	GED Test Preparation	0
HSRDG 089	Reading Proficiency Development	5
HSRDG 093	Building Reading Skills 1	5
HSS 031	High School Equivalency Test Preparation	0
LRN 750	Intensive Writing and Grammar	5
VBUS 400	Employability Skills	0

Total: 15

Academic ESL Intermediate: Certificate of Competency**Program Code: CEC.ESLI.COM****Program Control Number: 30785**

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.

Learning Outcome(s):

1. Students will acquire intermediate level competency and skills to be prepared to take noncredit or credit courses in other subject areas, academic and vocational training programs as well at other institutions.

Students must pass both of the following core courses:**Credits: 0**

ESL 704	Academic Intermediate Low	0
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ESL 705	Academic Intermediate High	0
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Total: 0**Digital Literacy for Academic and Professional Success I: Certificate of Competency****Program Code: : CEC.DLAP1.COM****Program Control Number: 39572**

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.

Learning Outcome(s):

1. 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.

Students must pass one of the following core courses:**Credits: 0**

ESL 301	Beginning Low	0
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ESL 302	Beginning High	0
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ESL 303	Intermediate Low	0
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ESL 304	Intermediate High	0
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ESL 305	Advanced Low	0
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ESL 306	Advanced High	0
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ESL 704	Academic Intermediate Low	0
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ESL 705	Academic Intermediate High	0
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ESL 706	Academic Advanced Low	0
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ESL 707	Academic Advanced High	0
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Must pass one of the following courses:**Credits: 0**

VBUS 500	Digital Literacy for Academic and Professional Success - Tier 1	0
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VBUS 501	Digital Literacy for Academic and Professional Success - Tier 2	0
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Total: 0

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

Program Code: : CEC.DLAP2.COM

Program Control Number: 39573

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.

Learning Outcome(s):

1. 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.

Students must pass one of the following core courses:

Credits: 0

ESL 301	Beginning Low	0
ESL 302	Beginning High	0
ESL 303	Intermediate Low	0
ESL 304	Intermediate High	0
ESL 305	Advanced Low	0
ESL 306	Advanced High	0
ESL 704	Academic Intermediate Low	0
ESL 705	Academic Intermediate High	0
ESL 706	Academic Advanced Low	0
ESL 707	Academic Advanced High	0

Must pass one of the following courses:

Credits: 0

VBUS 502	Digital Literacy for Academic and Professional Success – Tier 3	0
VBUS 503	Digital Literacy for Real World Application – Tier 4	0

Total: 0

ESL Core Advanced: Certificate of Competency

Program Code: CEC.ESLCA.COM

Program Control Number: 36829

1. 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.

Learning Outcome(s):

1. Students will acquire advanced level competency and skills to be prepared to take noncredit or credit courses in other subject areas, academic and vocational training programs as well as at other institutions.

Students must pass two of the following core courses:

Credits: 0

ESL 305	Advanced Low	0
ESL 306	Advanced High	0
ESL 706	Academic Advanced Low	0
ESL 707	Academic Advanced High	0

Total: 0

ESL Core Beginning: Certificate of Competency**Program Code: CEC.ESLCB.COM****Program Control Number: 36618**

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.

Learning Outcome(s):

1. Take other classes in other programs.

Students must pass all of the following core courses:**Credits: 0**

ESL 300	Literacy	0
ESL 301	Beginning Low	0
ESL 302	Beginning High	0

Total: 0**ESL Core Capstone: Certificate of Competency****Program Code: CEC.ESLCS.COM****Program Control Number: 36880**

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.

Learning Outcome(s):

1. Students will acquire high intermediate to advanced level competency and skills to be prepared to take noncredit or credit courses in other subject areas, academic and vocational training programs as well at other institutions.

Students must pass three of the following core courses:**Credits: 0**

ESL 304	Intermediate High	0
ESL 305	Advanced Low	0
ESL 306	Advanced High	0
ESL 705	Academic Intermediate High	0
ESL 706	Academic Advanced Low	0
ESL 707	Academic Advanced High	0

Must pass one of the following courses:**Credits: 15**

ABE 023	Adult Basic Education Reading	0
ABE 024	Adult Basic Education Writing	0
ESL 491	Advanced Writing and Grammar Review	0
ESL 720	ESL Transition to College Class	0
HSGED 031	GED Test Preparation	0
HSRDG 089	Reading Proficiency Development	5
HSRDG 093	Building Reading Skills 1	5
HSS 031	High School Equivalency Test Preparation	0
LRN 750	Intensive Writing and Grammar	5
VBUS 400	Employability Skills	0

Total: 15

ESL Core Intermediate: Certificate of Competency**Program Code: CEC.ESLCI.COM****Program Control Number: 36828**

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.

Learning Outcome(s):

1. Students will acquire intermediate level competency and skills to be prepared to take noncredit or credit courses in other subject areas, academic and vocational training programs as well at other institutions.

Students must pass one of the following core courses:**Credits: 0**

ESL 303	Intermediate Low	0
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ESL 704	Academic Intermediate Low	0
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Must pass one of the following courses:**Credits: 0**

ESL 304	Intermediate High	0
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ESL 705	Academic Intermediate High	0
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Total: 0**ESL Core Literacy: Certificate of Competency****Program Code: CEC.ESLCL.COM****Program Control Number: 37093**

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.

Learning Outcome(s):

1. Take other classes in other programs.

Students must pass the following core courses:**Credits: 0**

ESL 300	Literacy	0
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Students must pass one of the following courses:**Credits: 0**

ABE 111	Spanish Literacy for Adults	0
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ABE 112	Beginning Spanish Literacy	0
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ABE 113	Intermediate Spanish Literacy	0
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ABE 114	Advanced Spanish Literacy	0
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Total: 0**ESL Enhanced Civics: Certificate of Competency****Program Code: CEC.ESLEC.COM****Program Control Number: 37095**

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.

Learning Outcome(s):

1. Take noncredit or credit classes, make progress in a career path, or transition to other programs at public and private institutions.

Students must pass two of the following core courses:**Credits: 0**

ESL 120	ESL Civics	0
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ESL 130	Topics in English as a Second Language	0
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ESL 392	Writing and Computers: Developing a School Publication	0
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ESL 398	ESL Community Learning Center	0
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Total: 0

ESL Enhanced English for Work: Certificate of Competency**Program Code: CEC.ESLVH.COM****Program Control Number: 37238**

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

Learning Outcome(s):

1. Take other related classes in vocational, credit, private programs or other community based organizations.

Students must pass one of the following core courses:**Credits: 0**

ESL 510	ESL: English for Work 1	0
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ESL 520	ESL English for Work 2	0
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Students must pass one of the following courses:**Credits: 0**

ESL 130	Topics in English as a Second Language	0
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ESL 398	ESL Community Learning Center	0
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ESL 488	Basic Writing	0
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Total: 0**ESL Enhanced Speaking Capstone: Certificate of Competency****Program Code: CEC.ESLES.COM****Program Control Number: 37094**

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

Learning Outcome(s):

1. Take noncredit or credit classes, make progress in a career path, or transition to other programs at public and private institutions.

Students must pass the following courses:**Credits: 0**

ESL 570	Conversation 1	0
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ESL 580	Conversation 2	0
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Students must pass the following courses:**Credits: 0**

ESL 130	Topics in English as a Second Language	0
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ESL 398	ESL Community Learning Center	0
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ESL 530	American English Pronunciation	0
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Total: 0**ESL Enhanced Writing Capstone: Certificate of Competency****Program Code: CEC.ESLEW.COM****Program Control Number: 36835**

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

Learning Outcome(s):

1. Take other classes in other programs.

Students must pass three of the following core courses:**Credits: 0**

ESL 488	Basic Writing	0
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ESL 489	Intermediate Writing	0
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ESL 490	Advanced Writing and Grammar	0
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ESL 491	Advanced Writing and Grammar Review	0
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Total: 0

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

Program Code: CEC.ESLTA.COM

Program Control Number: 37200

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

Learning Outcome(s):

1. Take other classes in other programs.

Students must pass the following core course:

Credits: 0

ESL 491	Advanced Writing and Grammar Review	0
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Students must pass two of the following courses:

Credits: 0-5

HSRDG 089	Reading Proficiency Development	5
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HSRDG 093	Building Reading Skills 1	5
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VBUS 258	Navigating the Internet	0
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VBUS 260	Introduction to Word Processing Using MS Word	0
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LRN 750	Intensive Writing and Grammar	5
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Total: 0-5

ESL English for Work: Certificate of Competency

Program Code: CEC.ESLW.COM

Program Control Number: 37198

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

Learning Outcome(s):

1. Take other related classes in vocational, credit, private programs or other community based organizations.

Students must pass both of the following core courses:

Credits: 0

ESL 510	ESL: English for Work 1	0
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ESL 520	ESL English for Work 2	0
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Total: 0



SANTA ANA COLLEGE MISSION STATEMENT

Santa Ana College inspires, transforms, and empowers a diverse community of learners.



SANTA ANA COLLEGE

School of Continuing Education

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