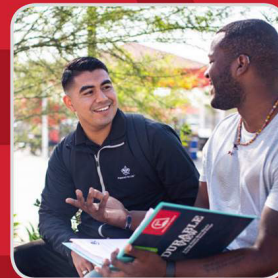# ADDENDUM

SANTA ANA COLLEGE

2019 — 2020
CATALOG

INSPIRE   TRANSFORM   EMPOWER

SAC.EDU

SANTA ANA COLLEGE

2019 • 2020

CATALOG

AND ANNOUNCEMENT OF COURSES

ADDENDUM

SANTA ANA COLLEGE

1530 West 17th Street • Santa Ana, CA 92706 • 714-564-6000

CENTENNIAL EDUCATION CENTER

2900 West Edinger Avenue • Santa Ana, CA 92704 • 714-241-5700 • sac.edu/sce

DIGITAL MEDIA CENTER

1300 South Bristol Street • Santa Ana, CA 92706 • 714-241-5812 • ranchodmc.com

ORANGE COUNTY SHERIFF'S REGIONAL TRAINING ACADEMY

15991 Armstrong Blvd. • Tustin, CA 92782 • 714-566-9200 • sac.edu/ocr

JPTC-CN – Joint Powers Fire Training Center-CENTRAL NET

18301 Gothard St., Huntington Beach

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

2323 North Broadway • Santa Ana, CA 92706-1640 • 714-480-7300 • rsccd.edu

Santa Ana College • Santiago Canyon College
Rancho Santiago Community College District serves residents of Anaheim Hills, Orange, Santa Ana, Villa Park, and a portion of Garden Grove.

ACCREDITED BY THE WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

Santa Ana College and Santiago Canyon College are accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Blvd., Suite 204, Novato, CA 94949, 415-506-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

sac.edu

CONTENTS

COLLEGE CREDIT INSTRUCTIONAL CALENDAR 2019 – 2020

FALL SEMESTER 2019

August 19-21	Faculty Projects
August 22-23	Common College Flex Days
August 26	INSTRUCTION BEGINS
September 2	Labor Day – holiday
September 8	Last day to add and to drop full-term classes without "W" grade with enrollment fee refund
September 13	Deadline for Graduation Petition for Associate Degrees for Transfer (ADT) - only for eVerify
September 27	Last date to file Pass/No Pass (semester-length courses)
October 11	Deadline for Degree/Certificate/Certification Petitions
November 11	Veterans Day – holiday
November 17	Last day to drop semester-length classes with a "W" grade
November 28-30	Thanksgiving – holiday
December 15	INSTRUCTION ENDS
Dec. 16-Jan 5	Holiday break

INTERSESSION 2020

January 6	INSTRUCTION BEGINS
January 13	Last day to file Pass/No Pass
January 20	Martin Luther King's Birthday – holiday
February 2	INSTRUCTION ENDS

SPRING SEMESTER 2020

February 3-5	Faculty Projects
February 6-7	Common College Flex Days
February 10	INSTRUCTION BEGINS
February 13	Deadline for Graduation Petition for Associate Degrees for Transfer (ADT) - only for eVerify
February 14	Lincoln's Birthday – holiday
February 17	President's Day – holiday
February 23	Last day to add and to drop full-term classes without "W" grade with enrollment fee refund
March 13	Last date to file Pass/No Pass (semester-length courses)
March 13	Deadline for Degree/Certificate/Certification Petitions
March 31	Cesar Chavez Day (observed)
April 6-12	Spring recess
May 10	Last day to drop semester-length classes with "W" grade
May 25	Memorial Day – holiday
June 4	Commencement – Santa Ana College
June 5	Commencement – Santiago Canyon College
June 7	INSTRUCTION ENDS

SUMMER SESSION 2020

June 15	INSTRUCTION BEGINS
June 26	Deadline for Graduation Petition
July 3	Independence Day – holiday
August 9	INSTRUCTION ENDS

AUGUST 2019

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SEPTEMBER 2019

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OCTOBER 2019

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NOVEMBER 2019

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DECEMBER 2019

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JANUARY 2020

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FEBRUARY 2020

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MARCH 2020

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APRIL 2020

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MAY 2020

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31						

JUNE 2020

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JULY 2020

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AUGUST 2020

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23	24	25	26	27	28	29
30	31					

SUMMARY OF CHANGES INCLUDED IN THE SANTA ANA COLLEGE 2019-2020 CATALOG ADDENDUM

THE ASSOCIATE DEGREE:

V.   Required Proficiencies

Note: The proficiencies and requirements listed in IV. Required Proficiencies and V. Oral Communication Requirement may also be used to meet General Education Requirements in groups A through F where appropriate. **Courses taken to meet proficiencies must be completed with a grade of C or better.**

    A.   Reading

        The Reading Proficiency will be considered met by earning a C or better in English 101 or English 101H.

INSTRUCTIONAL PROGRAMS

FIRE TECHNOLOGY

Fire Administration Option Degree: AS
Program code: SAC.FTFA.AS

Program Control Number: 10575

The degree program in fire administration is designed to prepare students for careers as fire service officers. The program meets requirements of the California State Board of Fire Services Certified Company Officer and college or university preparation. Transcript evaluation may allow up to a maximum of 18 units of credit for previous fire service education. If Fire Technology 121 is completed as an elective with a "C" or better grade and FTC 121L is completed with a "pass," it may be used to satisfy the requirements of section F of the general education requirements for graduation. Student must complete the general education requirements as outlined in the appropriate catalog.

Learning Outcome(s):

Upon successful completion of this program, students will be able to:

1. Demonstrate the ability to manage all-risk emergency incidents at the Fire Officer level.
2. Apply leadership and management theories and decision-making models as they relate to the local, state and federal standards and practices.
3. Analyze complex emergency response scenarios and effectively identify strategies and tactics for successful mitigation.

Required Core Courses:		Units:	12.8
FOT 016	CSFA Terrorism	0.3	
FOT 032	ICS-300 Intermediate ICS	0.5	
FOT 033	ICS-400 Incident Command	0.5	
FOT 150A	Company Officer 2A: Human Resource Management for Company Officers	1.5	
FOT 150B	Company Officer 2B: General Administration Functions for Company Officers	0.5	
FOT 150C	Company Officer 2C: Fire Inspections and Investigations	1.5	
FOT 150D	Company Officer 2D: All-Risk Command Operations for Company Officers	1.5	
FOT 150E	Company Officer 2E: Wildland Incident Operations for Company Officers	1.5	
FOT 205	Instructor I: Instructional Methodology	1.5	
FOT 273A	Chief Fire Officer 3A: Human Resource Management for Chief Fire Officers	1	
FOT 273B	Chief Fire Officer 3B: Budget and Fiscal Responsibilities for Chief Fire Officers	0.5	
FOT 273C	Chief Fire Officer 3C: General Administration Functions	1	
FOT 273D	Chief Fire Officer 3D: Emergency Service Delivery Responsibilities for Chief Fire Officers	1	

Core Electives		Units:	9
FTC 102	Fire Behavior and Combustion	3	
FTC 103	Personal Fire Safety	3	
FTC 104	Fire Prevention Technology	3	
FTC 105	Building Construction for Fire Protection	3	
FTC 106	Fire Protection Systems	3	
FTC 121	Physical Fitness for Public Safety Personnel	3	
FAC 060A	Basic Fire Academy - Fire Fighter 1A Structure		10
FAC 060B	Firefighter 1B - Hazardous Materials / WMD	1	
FAC 060C	Firefighter 1C - Wildland Firefighter 1	2	
FTC 121L	Physical Fitness for Public Safety Personnel - Performance and Assessment		0.3
		Total:	**21.8**

Public Fire Service Option Degree: AS
Program code: SAC.FTPFS.AS

Program Control Number: 08752

Students completing the Public Service Option Degree are prepared for employment as volunteer, paid-on-call, part-time, or full-time firefighters. Through a combination of professional education and technical training, students develop the knowledge and skills needed to perform essential and advanced fireground tasks. Students learn to use, inspect, and maintain firefighting and rescue equipment; and perform basic rescue operations and fire prevention and investigation tasks. As they advance through the program students are provided with numerous opportunities to earn professional certificates and industry-recognized credentials.

Students successfully completing the program receive state, national, and international Firefighter 1 Certification through the California Office of the State Fire Marshal, IFSAC (International Fire Service Accreditation Congress) and Pro Board accrediting agencies.

Major Requirements for A.S. Degree

1. Meet all of the pre-academy requirements listed. Copies of documentation must be submitted to the Fire Technology Office.
   a. Biddle Physical Ability Test - certificate of completion
   b. CPR/First Aid- current certification
   c. NFPA 1582 Medical Clearance - dated within 2 years of academy participation
2. Complete all Fire Technology coursework listed below with a grade of C or better
3. Complete the Fire Academy: FAC 007 and FAC 060A-C with grades of 80% or better.
4. Pass the National Firefighter I Exams.
5. Complete all General Education Coursework.

Learning Outcome(s):

Upon successful completion of this program, students will be able to:

1. Demonstrate the occupational knowledge and technical skills needed to perform the duties of a Fire Fighter I which is based upon NFPA 1001: Standard for Fire Fighter Professional Qualifications (2019) and California State Fire Training's Fire Fighter 1 (2019).
2. Demonstrate the occupational knowledge and technical skills required to carry out the duties of a Wildland Firefighter, based upon NFPA 1051: Standard for Wildland Firefighting Personnel Professional Qualifications (2016).
3. Demonstrate the occupational knowledge and technical skills needed to carry out the duties of Haz Mat/WMD Emergency Responder based upon NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (2017).

Pre-Academy Requirements

Current Public Safety First Aid and CPR (minimum) as defined by California Health and Safety Code, Section 1797.182

Current National Registry Emergency Medical Technician (NREMT) Certification

NFPA 1582 Medical Clearance from a qualified physician dated within 2 years of Fire Academy participation.

FAC 008	Biddle Physical Ability Test (PAT)		0.1

Current National Registry Emergency Medical Technician (NREMT) Certification

NFPA 1582 Medical Clearance from a qualified physician dated within 2 years of Fire Academy

Required Core Courses:		Units:	21.3
FTC 101	Fire Protection Organization	3	
FTC 102	Fire Behavior and Combustion	3	
FTC 103	Personal Fire Safety	3	
FTC 104	Fire Prevention Technology	3	
FTC 105	Building Construction for Fire Protection	3	
FTC 106	Fire Protection Equipment and Systems	3	
FTC 121	Physical Fitness for Public Safety Personnel	3	
FTC 121L	Physical Fitness for Public Safety Personnel -Performance and Assessment	0.3	

Fire Academy Courses		Units:	15
FAC 007	Strength and Conditioning for the Fire Service	2	
FAC 060A	Basic Fire Academy - Fire Fighter 1A Structure	10	
FAC 060B	Firefighter 1B - Hazardous Materials / WMD	1	
FAC 060C	Firefighter 1C - Wildland Firefighter 1	2	
		Total:	**36.4**

Fire Administration Option: Certificate of Achievement *(Transcripted)*

Program code: SAC.FTFA.CA

Program Control Number: 21797

The certificate program in fire administration is designed to prepare students for careers as fire service officers. The program meets requirements of the California State Board of Fire Services Company Officer and college or university preparation. Transcript evaluation may allow up to a maximum of 18 units of credit for previous fire service education.

Learning Outcome(s):

Upon successful completion of this program, students will be able to:

1. Demonstrate the ability to manage all-risk emergency incidents at the Fire Officer level.
2. Apply leadership and management theories and decision-making models as they relate to the local, state and federal standards and practices.
3. Analyze complex emergency response scenarios and effectively identify strategies and tactics for successful mitigation.

Required Core Courses:		Units:	8
FOT 150A	Company Officer 2A: Human Resource Management for Company Officers	1.5	
FOT 150B	Company Officer 2B: General Administration Functions for Company Officers	0.5	
FOT 150C	Company Officer 2C: Fire Inspections and Investigations	1.5	
FOT 150D	Company Officer 2D: All-Risk Command Operations for Company Officers	1.5	
FOT 150E	Company Officer 2E: Wildland Incident Operations for Company Officers	1.5	
FOT 205	Instructor I: Instructional Methodology	1.5	

Core Electives		Units:	9
FTC 102	Fire Behavior and Combustion	3	
FTC 103	Principles of Fire and Emergency Services Safety and Survival	3	
FTC 104	Fire Prevention	3	
FTC 105	Building Construction for Fire Protection	3	
FTC 106	Fire Protection Systems	3	
FTC 121	Physical Fitness for Public Safety Personnel	3	

FTC 121L	Physical Fitness for Public Safety Personnel - Performance and Assessment	0.3
FAC 060A	Basic Fire Academy: Fire Fighter 1A Structure	10
FAC 060B	Firefighter 1B - Hazardous Materials / WMD	1
FAC 060C	Firefighter 1C - Wildland Firefighter 1	2

Electives   **Units: 4.8**

FOT 008A	S-339 Division/Group Supervisor All Risk	0.5
FOT 016	CSFA Terrorism	0.3
FOT 032	ICS-300 Intermediate ICS	0.5
FOT 033	ICS-400 Incident Command	0.5
FOT 044	Fire Investigation 1A: Fire Origin and Cause Determination	0.5
FOT 045	Fire Investigation 1B: Techniques of Fire Investigation	0.5
FAC 062	Basic Incident Command Systems	0.3
FOT 078	S-230 Crew Boss (Single Resource)	0.5
FOT 079	S-404 Safety Officer	0.5
FAC 079B	S-330 Task Force-Strike Leader	0.5
FAC 079D	S-440 Planning Section Chief	0.5
FAC 084A	Hazardous Materials First Responder Operational, Decontamination	0.3
FOT 130A	Fire Inspector 1A: Duties and Administration	1.5
FOT 130B	Fire Inspector 1B: Introduction to Fire and Life Safety	1.5
FOT 130C	Fire Inspector 1C: Field Inspection	1.5
FOT 130D	Fire Inspector 1D: Field Inspector	1
FOT 206	Instructor II: Instructional Development	1.5
FOT 210	Community Risk Educator	1.5

Total: 21.8

Public Fire Service Option: Certificate of Achievement
(Transcripted)
Program code: SAC.FTPFS.CA
Program Control Number: 21798

Students completing the Public Service Option Certificate are prepared for employment as volunteer, paid-on-call, part-time, or full-time firefighters. Through a combination of professional education and technical training, students develop the knowledge and skills needed to perform essential and advanced fireground tasks. Students learn to use, inspect, and maintain firefighting and rescue equipment; and perform basic rescue operations and fire prevention and investigation tasks. As they advance through the program students are provided with numerous opportunities to earn professional certificates and industry-recognized credentials.

Students successfully completing the program receive state and national Fire Fighter 1 Certification through the California Office of the State Fire Marshal, IFSAC (International Fire Service Accreditation Congress) and Pro Board accrediting agencies.

Major Requirements for Certificate

Fire Academy registration requires the approval of the Fire Technology Office. Prior to registering for the Fire Academy (FAC 060A, 060B or 060C), a student must

1. Open a Student File in the Fire Technology Office after completing FTC 101 and FTC 102 with a grade of C or better.
2. Meet all of the pre-academy requirements listed including. Copies of documentation must be submitted to the Fire Technology Office.
   a. CPR/First Aid- current certification
   b. NREMT- current certification
   c. Biddle Physical Ability Test- certificate of completion
   d. NFPA 1582 Medical Clearance - dated within 2 years of academy participation
3. Complete all Fire Technology coursework listed below with a grade of C or better.

Learning Outcome(s):

Upon successful completion of this program, students will be able to:

1. Demonstrate the occupational knowledge and technical skills needed to perform the duties of a Fire Fighter I which is based upon NFPA 1001: Standard for Fire Fighter Professional Qualifications (2019) and California State Fire Training's Fire Fighter 1 (2019).
2. Demonstrate the occupational knowledge and technical skills required to carry out the duties of a Wildland Firefighter, based upon NFPA 1051: Standard for Wildland Firefighting Personnel Professional Qualifications (2016).
3. Demonstrate the occupational knowledge and technical skills needed to carry out the duties of Haz Mat/WMD Emergency Responder based upon NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (2017).

Pre-Academy Requirements

Current Public Safety First Aid and CPR (minimum) as defined by California Health and Safety Code, Section 1797.182
Current National Registry Emergency Medical Technician (NREMT) Certification
NFPA 1582 Medical Clearance from a qualified physician dated within 2 years of Fire Academy participation.   **Units: 0.1**

FAC 008	Biddle Physical Ability Test (PAT)	0.1

Required Core Courses: **Units: 21.3**

FTC 101	Fire Protection Organization	3	
FTC 102	Fire Behavior and Combustion	3	
FTC 103	Principles of Fire and Emergency Services Safety and Survival	3	
FTC 104	Fire Prevention	3	
FTC 105	Building Construction for Fire Protection		3
FTC 106	Fire Protection Systems	3	
FTC 121	Physical Fitness for Public Safety Personnel		3
FTC 121L	Physical Fitness for Public Safety Personnel - Performance and Assessment	0.3	

Fire Academy Courses   **Units: 15**

FAC 007	Strength and Conditioning for the Fire Service	2
FAC 060A	Basic Fire Academy - Fire Fighter 1A Structure	10
FAC 060B	Firefighter 1B - Hazardous Materials / WMD	1
FAC 060C	Firefighter 1C - Wildland Firefighter 1	2

Total: 36.4

ANNOUNCEMENT OF COURSES

ANNOUNCEMENT OF COURSES
CRIMINAL JUSTICE ACADEMY (CJA)

CJA 034E
Continued Professional Training for Peace Officers
Unit(s): 0.2-3.0 Class Hours: 4.0-40.0 Lecture, 4.0-40.0 Lab total.
Prerequisite: CJA 099A with a minimum grade of C.
This course updates and advances the student's existing knowledge and skill set associated with peace keeping and law enforcement. Instruction in evolving issues includes the safe handling of firearms, tactical shooting and movement, ground fighting, chemical weapons, government codes, penal codes, vehicle codes, health and safety codes, welfare and institution codes, and interpersonal and tactical communication, and may include additional topics determined by legislature or regional needs. (Pass/No Pass Only)

CJA 038C
Firearms-Sighting Systems
Unit(s): 0.1 Class Hours: 1.0 Lecture, 3.0 Lab total.
Prerequisite: CJA 099A with a minimum grade of C.
To inform students of the advantages and disadvantages and training considerations related to using a Miniaturized Red Dot Sight on a handgun. (Pass/No Pass Only)

CJA 038D
Weapon Mounted Light Transition Course
Unit(s): 0.1 Class Hours: 1.0 Lecture, 3.0 Lab total.
Prerequisite: CJA 099A with a minimum grade of C.
A Peace Officer Standards and Training course to train peace officers in the use of a weapon mounted light system. (Pass/No Pass Only)

CJA 060
Basic Police Motorcycle Operator Course
Unit(s): 1.5 Class Hours: 9.5 Lecture, 70.5 Lab total.
Prerequisite: CJA 099A with a minimum grade of C.
This course provides the knowledge, skills and proficiency needed to safely operate a police motorcycle during the performance of enforcement duties. The intention of the course is to produce a safe and confident rider for all law enforcement motorcycle duties. (Pass/No Pass Only)

CJA 060A
Motorcycle Instructor Training Course
Unit(s): 1.5 Class Hours: 7.5 Lecture, 72.5 Lab total.
Prerequisite: CJA 060 with a minimum grade of C.
This course is designed to provide experienced motorcycle officers with the knowledge, skill, and proficiency to instruct new motorcycle enforcement officers with the skills and safe practices required to operate a police or Sheriff's Department motorcycle. (Pass/No Pass Only)

FIRE ACADEMY (FAC)

FAC 060A
Basic Fire Academy- Fire Fighter 1A Structure
Formerly: 060 Basic Fire Academy
Unit(s): 10.0 Class Hours: 84.0 Lecture, 288.0 Lab total.
Prerequisite: FTC 101 and FTC and 102 and FTC 103 and FTC 104 and FTC 105 and FTC 106 and FTC 121 and FTC 121L and FAC 008 with a minimum grade of C.
Corequisite: FAC 007
Other: Current CPR Healthcare Provider certification or equivalent; Possession of current NREMT (National Registry Emergency Medical Technician) Certification; NFPA 1582 Medical Clearance dated within two years of the course start date; Fire Technology Department approval.
This course provides the first level of professional training needed to obtain California Fire Fighter 1 (2019) certification. Students will learn the skills and knowledge needed for the entry-level fire fighter to perform structural suppression activities. Key learning concepts include: firefighter safety; communications; cleaning, maintaining, and utilizing equipment and tools; building construction and fire behavior; water supply; ladder operations; forcing entry into a structure; conducting search and rescue operations; attacking an interior structure fire; horizontal and vertical ventilation; property conservation; fire scene overhaul; fire fighter survival; and fire suppression with Class A materials, vehicles, and ground cover. Students are required to complete all applicable certification exams. All Fire Fighter 1 (2019) cognitive exam modules will be delivered through the State Fire Training User Portal. State Fire Training will issue IFSAC and Pro Board accredited certifications to all eligible applicants for California Fire Fighter 1 (2019) certification. Material fees required. Students must rent approved turn-outs and other personal protective equipment from designated vendor. Departmental approval required for enrollment.

FAC 060B
Firefighter 1B - Hazardous Materials / WMD
Unit(s): 1.0 Class Hours: 18.0, 8.0 Lab total.
This course provides the awareness skills and knowledge needed for the entry-level firefighter to recognize and identify hazardous materials and weapons of mass destruction (WMD), isolate hazards and deny entry, and initiate required notification. At the operations level, this course provides the skills and knowledge needed to identify incident scope; select, use, and inspect PPE; perform emergency decontamination; perform assigned tasks at a hazardous materials/WMD incident including product control techniques; and evaluate and report incident progress (2019). A California Firefighter 1 certification contains three levels of Professional Qualifications set by the National Fire Protection Association (NFPA). FF 1B includes the second level of professional qualifications: NFPA 1072: Hazardous Material Awareness and Operations. Material fees required.

FAC 060C

Firefighter 1C - Wildland Firefighter 1

Unit(s): 2.0 Class Hours: 30.0, 34.0 Lab total.

Corequisite: FAC 060A

This course provides the skills and knowledge needed for the entry-level firefighter to recognize hazards and unsafe situations; don, doff, and maintain wild and personal protective equipment; deploy a fire shelter; maintain suppression hand tools and equipment; assemble and prepare for response; construct and secure a fire line; reduce the threat of fire exposure to improved properties; and mop up and patrol a fire area when working with wild land fires. Firefighter 1C, Wildland Course Plan (2016) A California Firefighter 1 certification contains three levels of Professional Qualifications set by the National Fire Protection Association (NFPA). FF1C includes the third level of professional qualifications: NFPA 1051: Wildland Firefighter 1. Material fees required. Students must rent approved turn-outs and other personal protective equipment from designated vendor. Departmental approval required for enrollment.

INSTRUCTIONAL PROGRAMS - NONCREDIT

CAREER EDUCATION

Biotechnology: Certificate of Completion

Program Code: CEC.VBIOT.CC

Program Control Number: 38684

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.

Program Learning Outcome(s):

Apply the knowledge and skills they gained to start their career pathway in biotechnology.

Complete and pass the following TWO courses:

		Credits: 0
VHLTH 704	Introduction to Biotechnology	0
VHLTH 705	Introductory Biotech Lab	0

Complete and pass ONE of the following courses:

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

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.

Program Learning Outcome(s):

Apply the knowledge and skills they gained to obtain entry-level employment as a caregiver/personal care aide and/or start their career pathway in healthcare.

Complete and pass the following TWO courses:

		Credits: 0
VHLTH 109	Introduction to Caregiving	0
VHLTH 110	Caregiver Training	0

Complete and pass ONE of the following courses:

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

Program Learning Outcome(s):

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

Complete and pass the following TWO courses:

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

Complete and pass ONE of the following courses:

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

Complete and pass ONE of the following courses:

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

Pharmacy Technology: Certificate of Completion
Program Code: CEC.VPHAR.CC

Program Control Number: 38771

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.

Program Learning Outcome(s):

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

Complete and pass the following TWO courses:

		Credits: 0
VHLTH 799	Introduction to Pharmacy Technology	0
HSMTH 151	Principles of Mathematics	5

Complete and pass ONE of the following courses:

		Credits: 0
VBUS 400	Employability Skills	0
ESL 520	VESL: English for Work 2	0
		Total: 5

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.

Program Learning Outcome(s):

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

Complete and pass the following TWO courses:

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

Complete and pass ONE of the following courses:

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

Complete and 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

English As A Second Language
Digital Literacy for Academic and Professional Success I: **Certificate of Competency**
Program Code: CEC.DLAP1.COM

Program Control Number: 39572

his 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.

Program Learning Outcome(S)

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:		**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 Beginning A	0
ESL 705	Academic Beginning B	0
ESL 706	Academic Intermediate A	0
ESL 707	Academic Intermediate B	0

Take one course:		**Credits:** 0
VBUS500	Digital Literacy for Academic and Professional Success - Tier 1	0
VBUS501	Digital Literacy for Academic and Professional Success - Tier 2	0
	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.

Program Learning Outcome(s):

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:		**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 Beginning A	0
ESL 705	Academic Beginning B	0
ESL 706	Academic Intermediate A	0
ESL 707	Academic Intermediate B	0
Take one course:		**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