

School of Continuing Education

STATE CERTIFICATES

ADULT BASIC EDUCATION ■ ADULT SECONDARY EDUCATION

CAREER EDUCATION ■ ENGLISH AS A SECOND LANGUAGE



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2022-23



SANTA ANA COLLEGE

School of Continuing Education

sac.edu/sce

SANTA ANA COLLEGE - **SCHOOL OF CONTINUING EDUCATION**
NONCREDIT INSTRUCTIONAL PROGRAMS AND COURSES

Continuing Education courses are listed by subject on the following pages. Course numbers are listed at the beginning of each course title.

Open Entry/Open Exit courses are noted in the course descriptions. Students may enroll at any time in these courses and begin class immediately. Students progress at their own rate and may exit from the class at any time upon satisfactory completion of the required work.

In other courses, class hours refer to the number of hours that the class is scheduled to meet per week during a term.

All credits listed are high school credits. In traditional courses, students earn credits by satisfactorily completing the course. In open entry/open exit courses, students earn credits by meeting individual competency-based objectives.

Some noncredit programs offer a sequence of courses leading to a certificate. The class schedule should be consulted for current offerings.

DIPLOMA/CAREER DEVELOPMENT & COLLEGE PREPARATION CERTIFICATES

ADULT BASIC EDUCATION

21st Century Leadership: Certificate of Competency	1
Adult Basic Education: Certificate of Competency	1
Adult Basic Education/Adult Secondary Education Math Proficiency: Certificate of Competency.	1
Adult Basic Education/Adult Secondary Education Reading Proficiency: Certificate of Competency	2
Adult Basic Education/Adult Secondary Education Writing Proficiency: Certificate of Competency	2
Career & Professional Success: Certificate of Competency	2
Leadership Capstone: Certificate of Competency.	3
Spanish Literacy Core Capstone: Certificate of Competency	3

ADULT SECONDARY EDUCATION

Adult High School Diploma: High School Diploma	3
College Readiness: Certificate of Competency.	5
Secondary Education (High School Equivalency Test Preparation): Certificate of Competency.	6
Transition to College: Certificate of Competency	6

CAREER EDUCATION

Automotive Technology: Certificate of Completion.	7
Caregiver/Personal Care Aide: Certificate of Completion	7
Childcare Workers: Certificate of Completion	8
Customer Service Representative: Certificate of Completion.	8
Digital Literacy for Office and Administrative Support Worker: Certificate of Completion	9
General Office Clerk: Certificate of Completion	9
Heating/Ventilation/Air Conditioning/Refrigeration (HVAC-R) Technology: Certificate of Completion	10
Hospitality Services: Certificate of Completion	10
Introduction to Baking & Pastry Tier 1: Certificate of Completion	11
Introduction to Baking & Pastry Tier 2: Certificate of Completion	12
Introduction to Biotechnology: Certificate of Completion	13
Introduction to Diesel: Certificate of Completion.	13
Introduction to Information Technology (IT): Certificate of Completion	14
Introduction to Machining: Certificate of Completion	14
Introduction to Pharmacy Technology: Certificate of Completion	15
Introduction to Small Business and Entrepreneurship: Certificate of Completion.	15
Introduction to Theatre Arts: Certificate of Completion	16
Line Cook: Certificate of Completion	16
Nursing Assistant: Certificate of Completion.	17
Paraprofessional Mental Health Worker: Certificate of Completion	17
QuickBooks - Tier 1: Certificate of Completion	18
QuickBooks - Tier 2: Certificate of Completion	18
Secretary/Administrative Assistant: Certificate of Completion.	19
Vocational Construction Technology: Certificate of Completion	19
Welding Technology: Certificate of Completion	20

SANTA ANA COLLEGE - SCHOOL OF CONTINUING EDUCATION

ENGLISH AS A SECOND LANGUAGE

Academic ESL Advanced: Certificate of Competency	21
Academic ESL Capstone: Certificate of Competency	21
Digital Literacy for Academic and Professional Success I: Certificate of Competency	22
Digital Literacy for Academic and Professional Success II: Certificate of Competency	23
ESL College Reading and Writing: Certificate of Competency	23
ESL Core Advanced: Certificate of Competency	24
ESL Core Beginning: Certificate of Competency	24
ESL Core Capstone: Certificate of Competency	25
ESL Core Intermediate: Certificate of Competency	25
ESL Core Literacy: Certificate of Competency	26
ESL Enhanced Civics: Certificate of Competency	26
ESL Enhanced English for Work: Certificate of Competency	26
ESL Enhanced Speaking Capstone: Certificate of Competency	27
ESL Enhanced Writing Capstone: Certificate of Competency	27
ESL Grammar for Better Writing: Certificate of Competency	27
ESL Transition to Adult Secondary Education (ASE): Certificate of Competency	28
ESL Writing and Developing a School Publication: Certificate of Competency	28
ESL: English for Work: Certificate of Competency	28

NONCREDIT COURSES

ABE 010	29	ABE 137	31	ESL 490	34
Money Matters: Financial Literacy	29	Topics in Adult Basic Education . .	31	Intermediate Writing and Grammar	34
ABE 018	29	CTZN 020	31	ESL 491	34
Leadership Basics, Part 2	29	Citizenship	31	Advanced Grammar Review and	34
ABE 023	29	CNSL 303	31	Essay Writing	34
Adult Basic Education Reading . .	29	Educational & Career Assessment	31	ESL 510	34
ABE 024	29	CNSL 305	31	ESL: English for Work 1	34
Adult Basic Education Writing . .	29	Orientation to College	31	ESL 520	34
ABE 025	29	ESL 120	32	ESL: English for Work 2	34
Adult Basic Education Math	29	ESL for Citizenship	32	ESL 530	34
ABE 027	29	ESL 130	32	American English Pronunciation .	34
Academic Vocabulary for Language	29	Multilevel English as a Second	32	ESL 570	35
Arts	29	Language	32	Conversation 1	35
ABE 028	29	ESL 300	32	ESL 580	35
Academic Vocabulary for Math . .	29	Literacy	32	Conversation 2	35
ABE 029	30	ESL 301	32	ESL 610	35
Academic Vocabulary for Science	30	Beginning Low	32	Grammar for Better Writing I . . .	35
ABE 030	30	ESL 302	32	ESL 611	35
Academic Vocabulary for Social	30	Beginning High	32	Grammar for Better Writing II . .	35
Studies	30	ESL 303	32	ESL 612	35
ABE 031	30	Intermediate Low	32	College Reading and Writing I . .	35
Academic Vocabulary for Technology	30	ESL 304	33	ESL 613	35
ESL 305	33	Intermediate High	33	College Reading and Writing II . .	35
ABE 036	30	ESL 305	33	ESL 704	36
Effective Writing for the Workplace	30	Advanced Low	33	Academic Intermediate Low . . .	36
ABE 044	30	ESL 306	33	ESL 705	36
Leadership Basics Part 1	30	Advanced High	33	Academic Intermediate High . . .	36
ABE 046	30	ESL 392	33	ESL 706	36
Attitudes for Success	30	Writing and Developing a School	33	Academic Advanced Low	36
ABE 111	31	Publication	33	ESL 707	36
Spanish Literacy for Adults	31	ESL 398	33	Academic Advanced High	36
ABE 112	31	ESL Community Learning Center	33	ESL 720	36
Beginning Spanish Literacy	31	ESL 488	33	ESL Transition to College Class . .	36
ABE 113	31	Basic Writing	33	SAFE 877	36
Intermediate Spanish Literacy . .	31	ESL 489	34	Health Issues & Concepts	36
ABE 114	31	Intermediate Writing	34	HSS 010	37
Advanced Spanish Literacy	31			Learning Skills & Strategies	37

SANTA ANA COLLEGE - SCHOOL OF CONTINUING EDUCATION

HSS 031	37	HSENG 703	40	HSOTH 742	43
High School Equivalency Test Preparation	37	English 3	40	Spanish 2	43
HSS 035	37	HSENG 704	40	HSOTH 743	44
High School Equivalency Test Preparation - Reading	37	English 4	40	Spanish 3	44
HSS 036	37	HSENG 705	40	HSOTH 744	44
High School Equivalency Test Preparation - Writing	37	English 5	40	Spanish 4	44
High School Equivalency Test Preparation - Mathematics	37	HSENG 706	40	HSRDG 089	44
HSS 038	37	English 6	40	Reading Proficiency Development	44
High School Equivalency Test Preparation - Social Studies	37	HSENG 707	40	HSRDG 093	44
HSS 039	37	English 7	40	HSRDG 094	44
High School Equivalency Test Preparation - Science	37	HSENG 708	40	Building Reading Skills 1	44
HSS 090	37	English 8	40	HSRDG 094	44
Leadership Basics, Part 1	37	HSMTH 151	40	Building Reading Skills 2	44
HSS 092	38	Principles of Mathematics	40	HSSOC 215	44
Leadership Basics, Part 2	38	HSMTH 152	40	Introduction to Economics	44
HSS 221	38	Pre-Algebra	40	HSSOC 218	45
Study Skills 1	38	HSMTH 154	41	U.S. History 1: Colonization to Industrialization	45
HSS 222	38	Pre Algebra A	41	HSSOC 219	45
Study Skills 2	38	HSMTH 155	41	U.S. History 2: Shaping of Modern America	45
HSS 229	38	Pre Algebra B	41	HSSOC 221	45
Skills for Success	38	HSMTH 158	41	Psychology	45
HSS 770	38	Math Fundamentals 1	41	HSSOC 222	45
Orientation to College	38	HSMTH 159	41	Government 1: U.S. Federal Government and Politics	45
HSART 601	38	Math Fundamentals 2	41	HSSOC 224	45
Music Theory 1	38	HSMTH 163	41	World Geography 1A	45
HSART 828	38	Algebra 1A	41	HSSOC 225	45
Understanding America Through Art	38	Algebra 1B	41	World Geography 1B	45
HSART 837	38	HSMTH 165	41	HSSOC 228	45
The Film As Art	38	Algebra 2A	41	World History	45
HSENG 065	38	HSMTH 166	41	HSSOC 231	45
English Fundamentals 1	38	Algebra 2B	41	Modern World History 1	45
HSENG 066	39	HSMTH 167	42	HSSOC 232	46
English Fundamentals 2	39	Geometry A	42	Modern World History 2	46
HSENG 067	39	HSMTH 168	42	HSGED 031	46
English Fundamentals 3	39	Geometry B	42	GED Test Preparation	46
HSENG 068	39	HSMTH 172	42	LRN 084	46
English Fundamentals 4	39	Basic Consumer Math 1A	42	Composition 2	46
HSENG 083	39	HSMTH 173	42	LRN 095	46
Composition 1	39	Basic Consumer Math 1B	42	Supervised Tutoring	46
HSENG 084	39	HSMTH 190	42	LRN 750	46
Composition 2	39	Math for College and Career Readiness	42	Intensive Writing and Grammar	46
HSENG 085	39	HSSCI 170	42	OAP 200	46
Composition 3	39	Biology 1A	42	Health and Wellness	46
HSENG 096	39	HSSCI 171	42	OAP 457	46
Building Vocabulary 1	39	Biology 1B	42	Music Arts for Older Adults	46
HSENG 097	39	HSSCI 185	42	OAP 518	47
Building Vocabulary 2	39	Earth Science 2	42	Creative Cooking for Older Adults	47
HSENG 098	39	HSSCI 188	42	OAP 802	47
Building Vocabulary 3	39	Earth Science 1	42	Seminar for Older Adults	47
HSENG 701	40	HSSCI 190	43	OAP 823	47
English 1	40	Physical Science 1	43	Manipulative Skills for Older Adults	47
HSENG 702	40	Physical Science 2	43	OAP 894	47
English 2	40	HSSCI 192	43	Physical Fitness for Older Adults	47
		Basic Science 1	43	PRNT 527	47
		HSSCI 196	43	Pre-Kindergarten	47
		Health Science	43	PRNT 528	47
		HSOTH 740	43	Increasing Parent Awareness of U.S. Schools	47
		Spanish 1	43		

SANTA ANA COLLEGE - SCHOOL OF CONTINUING EDUCATION

PRNT 557	47	VBUS 280	51	VFPA 150A	56
Early Childhood Education: Principles and Practices	47	Accounting Terminology	51	Rehearsal and Performance in Production	56
PRNT 558	47	VBUS 281	52	Technical Theatre in Production	56
Early Childhood Care and Development For Family Child Care Providers	47	Introduction to Quickbooks	52	VFPA 152	56
PRNT 562	48	VBUS 282	52	Tour Ensemble	56
Health Education for Family Child Care Providers	48	QuickBooks I	52	VFPA 255	56
SSD 350	48	VBUS 290	52	Motion Picture Performance Production	56
Signing Exact English for Parents of Deaf Children	48	Business Terminology	52	VFOOD 005	57
SSD 400	48	VBUS 302	52	ServSafe Food Handler	57
Developmentally Disabled Adults Job Coach Training	48	Introduction to Web Page Development Using HTML	52	VFOOD 200	57
SSD 495	48	VBUS 303	52	Line Cook Training	57
Personal Development & Grooming for Developmentally Disabled Adults	48	Introduction to Adobe Photoshop	52	VFOOD 210	57
SSD 788	48	VBUS 304	52	ServeSafe Food Protection Manager Certification Exam Preparation, Review, & Practice	57
Independent Living Skills for Adults With Developmental Disabilities	48	Introduction to Microsoft PowerPoint	52	VFOOD 212	57
SSD 792	48	VBUS 340	53	Baking & Pastry Master Class	57
Handicapped Adults Topics	48	Career Exploration	53	VFOOD 214	57
VAUTO 668	48	VBUS 400	53	Bread Making Master Class	57
Introduction to Automotive Vehicle Systems	48	Employability Skills	53	VFOOD 216	57
VAUTO 670	49	VBUS 402	53	Cakes and Decorating Master Class	57
Preventative Maintenance Inspection	49	Workforce Power Skills	53	VFOOD 220	57
VBUS 118	49	VBUS 450	53	Introduction to Baking & Pastry	57
Microsoft Windows Overview	49	COMPTIA A+ Certification Preparation & Practice	53	VHLTH 100	58
VBUS 123	49	VBUS 500	53	Topics Health Services	58
Introduction to Computer Software & Online Applications	49	Digital Literacy for Academic and Professional Success - Tier 1	53	VHLTH 101	58
VBUS 124	49	VBUS 501	54	Overview of the Nursing Assistant Training Program	58
Introduction to Keyboarding I	49	Digital Literacy for Academic and Professional Success - Tier 2	54	VHLTH 102	58
VBUS 125	49	VBUS 502	54	Certified Nursing Assistant (CNA) Training	58
Introduction to Keyboarding II	49	Digital Literacy for Academic and Professional Success - Tier 3	54	Introduction to Caregiving	58
VBUS 200	50	Digital Literacy for Real World Application - Tier 4	54	VHLTH 110	58
Topics in Business Skills	50	VBUS 559	54	Caregiver Training	58
VBUS 240	50	Business Practices in Family Child Care	54	VHLTH 704	58
Practical Computer & Internet Skills for Parents & Guardians	50	VBUS 574	54	Introduction to Biotechnology	58
VBUS 243	50	Computer Basics: Hardware & Software	54	VHLTH 705	59
Introduction to Customer Service Skills	50	Computer Basics: Systems and Networking Essentials	55	Introductory Biotech Lab	59
VBUS 244	50	VBUS 590	55	VHLTH 799	59
Introduction to Microsoft Access	50	Introduction to How to Start a Small Business	55	Introduction to Pharmacy Technology	59
VBUS 245	50	VCNST 101	55	VHLTH 895	59
Introduction to Microsoft Publisher	50	Introduction to Welding	55	Paraprofessional Mental Health Worker I	59
VBUS 258	51	Vocational Construction Technology Module I	55	Paraprofessional Mental Health Worker II	59
Navigating the Internet	51	VCNST 620	55	VHLTH 897	59
VBUS 259	51	Vocational Construction Technology Module II	55	Paraprofessional Mental Health Worker III	59
Orientation to Computers	51	VCNST 630	55	WHOSP 201	59
VBUS 260	51	Heating/Ventilation/Air Conditioning/Refrigeration (HVAC-R) Technology	55	Career Focus - Hospitality Services	59
Introduction to Microsoft Word	51	VFDM 100	56	VMFG 680	60
VBUS 262	51	Introduction to the Fashion Industry	56	Basic Machining Concepts and Operations	60
Introduction to Microsoft Excel	51	VFDM 105	56		
VBUS 270	51	Beginning Sewing	56		
Introduction to Microsoft Outlook	51				

SCE Graduation and Certificate Process

ADMISSIONS/REGISTRATION

Choose Your Path:

High School Diploma	State Certificates
High School Diploma Program	ABE, ASE, CE, ESL, GED Certificate Programs
Must meet with a COUNSELOR to REGISTER for any high school classes	REGISTER for classes or the next required courses
Meet all DIPLOMA REQUIREMENTS	Meet all CERTIFICATE REQUIREMENTS
EXIT EVALUATION Final Meeting with Counselor and Submit Petition to Graduate	AUTO AWARD Certificates are awarded at the end of each month. Official notification sent via email
GRADUATION EVALUATION Notifications are sent via email from Graduation Office	DIGITAL CREDENTIAL Certificates are issued via Credly/Acclaim platform. Students will be notified via email from Santa Ana College School of Continuing Education
GRADUATION/COMMENCEMENT Commencement is held yearly at the end of spring semester.	



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Congratulations!

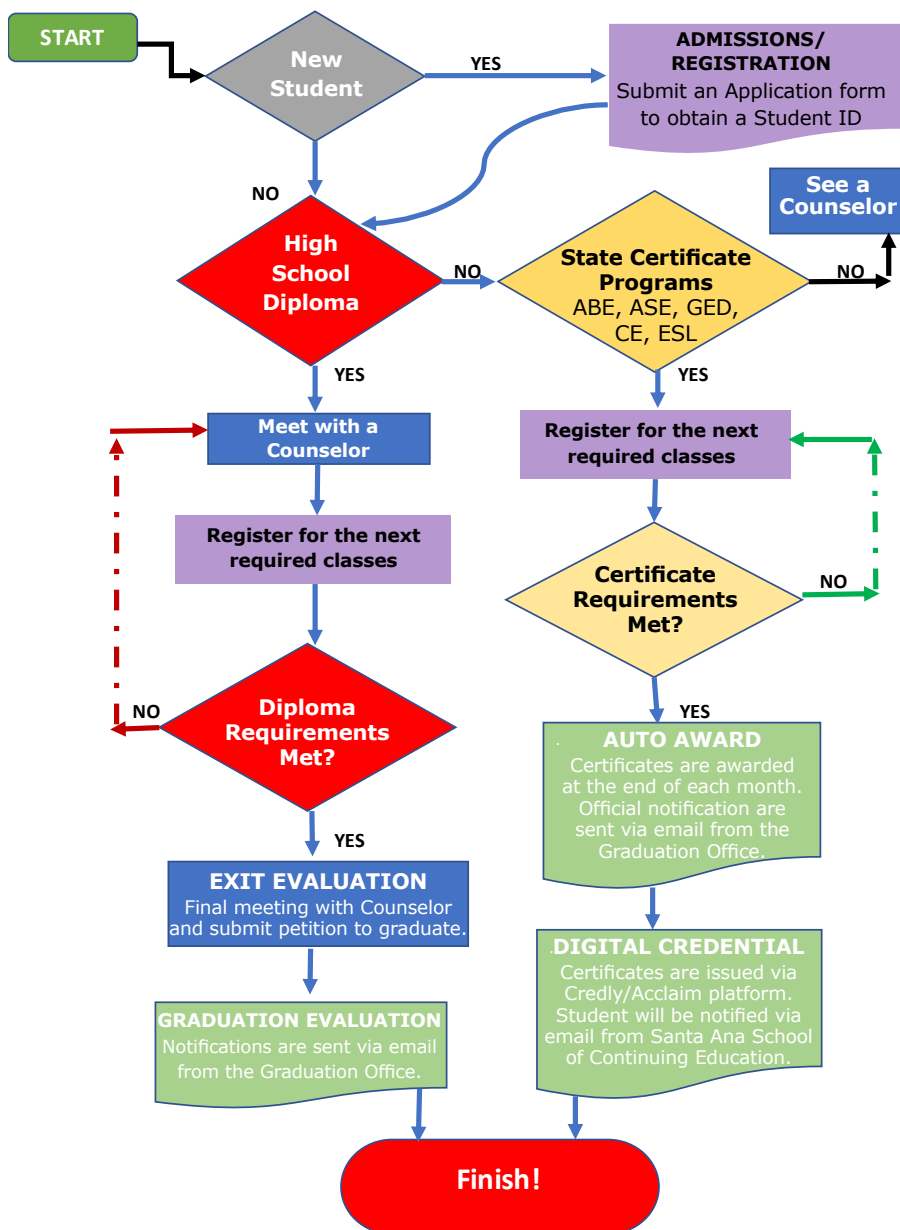


SCE Graduation Office – Office (E-103) • SCEgraduation@sac.edu

Centennial Education Center

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

SAC SCE Graduation and Certificate Process



ADULT BASIC EDUCATION

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.

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

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

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

ABE 023 Adult Basic Education Reading

Credits: 0

0

Choose 1:

HSRDG 089 Reading Proficiency Development

Credits: 5

5

HSRDG 093 Building Reading Skills 1

5

HSRDG 094 Building Reading Skills 2

5

Total: 5

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

ABE 024 Adult Basic Education Writing

Credits: 5

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.

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

0

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:

ABE 044	Leadership Basics Part 1	Credits: 0-5
HSS 090	Leadership Basics, Part 1	0
		5

Choose 1:

ABE 018	Leadership Basics, Part 2	Credits: 0-5
HSS 092	Leadership Basics, Part 2	0
		5

Total: 0-10

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

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

Total: 0

ADULT SECONDARY EDUCATION

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:

HSRDG 089	Reading Proficiency Development	Credits: 15
HSENG 084	Composition 2	5
		5

Plus a minimum of 145 required credits from the following courses:

LRN 164	Introductory Algebra	5
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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 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	5
HSOTH 742	Spanish 2	5
HSOTH 743	Spanish 3	5
HSOTH 744	Spanish 4	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 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 190	Physical Science 1	5
HSSCI 191	Physical Science 2	5
HSSCI 192	Basic Science 1	5
HSSCI 196	Health Science	5
HSSCI 198	Human Anatomy & Physiology II	5
HSSOC 221	Psychology	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	U.S. History 2: Shaping of Modern America	5
LRN 084	Education Composition 2	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
HSMTH 165	Algebra 2A	5
HSMTH 190	Math for College and Career Readiness	5

Total: 160

College Readiness: Certificate of Competency

Program Code: CEC.CR.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.

Must pass ONE of the following three courses:

Credits: 5

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

Must pass ONE of the following two 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

These courses will 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). The High School Equivalency Certificate is especially useful for students who are seeking to enter college or the workforce.

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 workforce.

Choose 1 Core Course:

HSGED 031	GED Test Preparation	Credits: 0
HSS 031	High School Equivalency Test Preparation	0

Choose 1:

ABE 023	Adult Basic Education Reading	Credits: 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
HSS 035	High School Equivalency Test Preparation - Reading	0
HSS 036	High School Equivalency Test Preparation - Writing	0
HSS 037	High School Equivalency Test Preparation - Mathematics	0
HSS 038	High School Equivalency Test Preparation - Social Studies	0
HSS 039	High School Equivalency Test Preparation - Science	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):

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

Core Requirement (Choose 1)

HSENG 084	Composition 2	Credits: 5
HSMT 164	Algebra 1B	5
HSRDG 089	Reading Proficiency Development	5

Total: 6.5

CAREER EDUCATION

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.

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

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.

Must pass BOTH of the following courses:

Credits: 0

VHLTH 109	Introduction to Caregiving	0
VHLTH 110	Caregiver Training	0

Must pass ONE of the following courses:

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.

Courses:

VBUS 559	Business Practices in Family Child Care	Credits: 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
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.

Must pass the following TWO courses:

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

Must pass ONE of the following courses:

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

Must pass ONE of the following courses:

VBUS 118	Introduction to Windows	Credits: 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.

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

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

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.

Must pass the following TWO courses:

Credits: 0

VBUS 260	Introduction to Word Processing Using MS Word	0
VBUS 262	Introduction to Spreadsheets Using MS Excel	0

Must pass ONE of the following courses:

Credits: 0

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

Must pass ONE of the following courses:

Credits: 0

VBUS 118	Introduction to Windows	0
VBUS 124	Introduction to Keyboarding I	0

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, airconditioning, 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.

Must pass the following course:

Credits: 0

VCNST 630	Heating/Ventilation/Air Conditioning/Refrigeration (HVAC-R) Technology	0
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Must pass ONE of the following two 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.

Learning Outcome(s):

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

Must pass the following TWO courses:

Credits: 0

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

Must pass ONE of the following courses:

Credits: 0

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

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 Baking & Pastry Tier 1: Certificate of Completion

Program Code: CEC.VFBP1.CC • Program Control Number: 41954

This hands-on certificate program focuses on the fundamentals of baking and pastry principles and techniques. It prepares students for a career as a baker, pastry cook in hotels, restaurants, bakeries or even their own home business. It covers a broad range of topics ranging from bread, pastries, and cakes and decoration. Students will also be prepared to take the ServSafe Food Handler Exam which is an industry recognized certification that is in demand by employers. In VBUS 400 Employability Skills or ESL 520 English for Work 2, students learn soft skills that are beneficial in working in any culinary environment. In HSMTH 190 Math for College and Career Readiness, students learn culinary math which begins with the basics of addition, subtraction, multiplication and division along with ratios, yields and percentages, as well as how ingredients must be measured and scaled accurately, food production quantities are calculated, and recipes are increased or decreased to scale based on demand. This certificate program is ideal for individuals interested in entering the culinary workforce.

Learning Outcome(s):

1. Apply the knowledge and skills they gained to start their career pathway in the culinary arts field; specifically in baking and pastry.

Must pass TWO of the following courses:

VFOOD 212	Baking & Pastry Master Class	Credits: 0	0
VFOOD 214	Bread Making Master Class		0
VFOOD 216	Cakes and Decorating Master Class		0

Must pass the following course:

VFOOD 005	ServSafe Food Handler	Credits: 0	0
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Must pass ONE of the following three courses:

VBUS 400	Employability Skills	Credits: 0-5	0
HSMTH 190	Math for College and Career Readiness		5
ESL 520	ESL: English for Work 2		0

Total: 0-5

Introduction to Baking & Pastry Tier 2: Certificate of Completion

Program Code: CEC.VFBP2.CC • Program Control Number: 41955

This series of courses prepares students to transition to Santa Ana College’s Culinary Arts program to advance their training. This hands-on certificate program focuses on the fundamentals of baking and pastry principles and techniques. It also prepares students for a career as a baker, pastry cook in hotels, restaurants, bakeries or even their own home business. It covers a broad range of topics ranging from fundamental baking skills for students who intend to specialize in baking and pastry making for commercial production to master classes in preparing bread, pastries, and cakes and decoration. Students will also be prepared to take the ServSafe Food Handler Exam which is an industry recognized certification that is in demand by employers. In VBUS 400 Employability Skills or ESL 520 English for Work 2, students learn soft skills that are beneficial in working in any culinary environment. In HSMTH 190 Math for College and Career Readiness, students learn culinary math which begins with the basics of addition, subtraction, multiplication and division along with ratios, yields and percentages, as well as how ingredients must be measured and scaled accurately, food production quantities are calculated, and recipes are increased or decreased to scale based on demand. This certificate program is ideal for individuals interested in entering the culinary workforce and transitioning to Santa Ana College’s Culinary Arts program to pursue a higher degree or certificate.

Learning Outcome(s):

1. Apply the knowledge and skills they gained to start their career pathway in the culinary arts field; specifically in baking and pastry.
2. Gain the knowledge and skills they need to transition to Santa Ana College’s Culinary Art’s program to advance their training in the culinary field.

Must pass the following course:

VFOOD 220	Introduction to Baking & Pastry	Credits: 0
		0

Must pass TWO of the following courses:

VFOOD 212	Baking & Pastry Master Class	Credits: 0
		0
VFOOD 214	Bread Making Master Class	0
		0
VFOOD 216	Cakes and Decorating Master Class	0
		0

Must pass the following course:

VFOOD 005	ServSafe Food Handler	Credits: 0
		0

Must pass ONE of the following three courses:

VBUS 400	Employability Skills	Credits: 0-5
		0
HSMTH 190	Math for College and Career Readiness	5
		0
ESL 520	ESL: English for Work 2	0
		0

Total: 0-5

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.

Must pass the following THREE courses:

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

Must pass ONE of the following courses:

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

Total: 0-5

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.

Must pass the following TWO courses:

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

Must pass ONE of the following courses:

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

Total: 0-5

Introduction to Information Technology (IT): Certificate of Completion

Program Code: CEC.ITF.CC • Program Control Number: 24384

This certificate is designed to prepare students to obtain entry-level employment in information technology (IT) or pursue higher level training at Santa Ana College. Students have an opportunity to prepare for CompTIA's A+ Certification which is the IT industry standard for validating the foundational skills needed by today's computer support specialist. Students gain basic knowledge in hardware, operating systems, networking, security, and customer service. Hands-on training using computer components and operating systems provide an opportunity for students to enhance their skills in assembling, disassembling, servicing, troubleshooting, and upgrading computer and networking systems. In VBUS 243 Introduction to Customer Service Skills, VBUS 400 Employability Skills, or VESL 520 English for Work 2, students learn soft skills that are beneficial in working in any IT environment. This certificate program is ideal for individuals interested in entering the IT workforce or technology related fields.

Learning Outcome(s):

1. Apply the knowledge and skills they gained to start their career pathway in information technology (IT) and/or technology related fields.

Must pass the following TWO courses:

VBUS 450	COMPTIA A+ Certification Preparation & Practice	Credits: 0	0
VBUS 576	Computer Basics: Systems and Networking Essentials		0

Must pass ONE of the following courses:

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

Total: 0

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 presses, 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.

Must pass the following TWO courses:

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

Must pass ONE of the following courses:

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

Total: 0-5

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.

Must pass BOTH of the following courses:

Credits: 0-5

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

Must pass ONE of the following courses:

Credits: 0

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

Total: 0-5

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.

Must pass ALL of the following courses:

Credits: 0

VBUS 281	Introduction to Quickbooks	0
VBUS 290	Business Terminology	0
VBUS 590	Introduction to How to Start a Small Business	0

Must pass ONE of the following courses:

Credits: 0

VBUS 243	Introduction to Customer Service Skills	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.

Must pass ALL of the following courses:

Credits: 0

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

Must pass ONE of the following courses:

Credits: 0

VBUS 400	Employability Skills	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

This training program prepares students to work as a line cook which is an important job in the restaurant industry. Students are presented with the opportunity to master basic cooking techniques which can be used to create an endless variety of dishes. They learn many aspects of food preparations, and the proper methods of presentation and serving. Students will also be prepared to take both the ServSafe Food Handler and Food Protection Manager Exam which are industry recognized certifications that are in demand by employers. 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 and earn a more advanced certificate and/or degree.

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.

Must pass the following THREE courses:

Credits: 0

VFOOD 200	Line Cook Training	0
VFOOD 005	ServSafe Food Handler	0
VFOOD 210	ServeSafe Food Protection Manager Certification Exam Preparation, Review, & Practice	0

Must pass ONE of the following courses:

Credits: 0-5

VBUS 400	Employability Skills	0
HSMTH 190	Math for College and Career Readiness	5
ESL 520	ESL: English for Work 2	0

Total: 0-5

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.

Must pass BOTH of the following courses:

VHLTH 101	Overview of the Nursing Assistant Training Program	Credits: 0	0
VHLTH 102	Certified Nursing Assistant (CNA) Training		0

Must pass ONE of the following courses:

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

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.

Core Courses:

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

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.

Must complete and pass the following courses:

VBUS 280	Accounting Terminology	Credits: 0
VBUS 281	Introduction to Quickbooks	0

Must complete and pass ONE of the following courses:

VBUS 400	Employability Skills	Credits: 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.

Must complete and pass ALL of the following courses:

VBUS 280	Accounting Terminology	Credits: 0
VBUS 281	Introduction to Quickbooks	0
VBUS 282	QuickBooks I	0

Must complete and pass ONE of the following courses:

VBUS 400	Employability Skills	Credits: 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.

Must pass the following TWO courses:

Credits: 0

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

Must complete ONE of the following courses:

Credits: 0

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

Must complete 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 program is designed to help students with selecting, applying, obtaining, and succeeding in construction apprenticeships and/or employment opportunities that are appropriate for them. In addition to hands-on experience using various hand and power tools to complete projects, students will receive classroom instruction in basic math, Occupational Safety and Health Administration (OSHA) safety standards, CPR & First Aid, and employability skills.

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.

Must complete ALL the following courses:

Credits: 0

VBUS 340	Career Exploration	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: 04214

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.

Must pass the following TWO courses:

Credits: 0-5

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

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: 0-5

ENGLISH AS A SECOND LANGUAGE

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):

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 at other institutions.

To obtain this certificate, students must pass both of the following core courses:

ESL 706	Academic Advanced Low	Credits: 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):

1. 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.

To obtain certificate, students must pass both core courses:

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

Must pass one of the following courses:

ABE 023	Adult Basic Education Reading	Credits: 0-5
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: 0-5

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.

Must pass both of the following core courses to obtain this certificate: Credits: 0

ESL 704	Academic Intermediate Low	0
ESL 705	Academic Intermediate High	0
		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 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, vocational training, and other related vocational fields.

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.

Must pass one of the following core courses to obtain this certificate: 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:

VBUS 500	Digital Literacy for Academic and Professional Success - Tier 1	0
VBUS 501	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, vocational training, and other related vocational fields.

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.

Must pass one of the following core courses to obtain this certificate: 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 College Reading and Writing: Certificate of Competency

Program Code: CEC.ESLRW.COM • Program Control Number: 41947

This combination of courses is designed to help students be more proficient in their reading and writing abilities in English by improving and increasing their reading and writing skills.

Learning Outcome(s):

1. Have the skills necessary to take other credit/vocational Program Courses in the credit EMLS Program or other programs.

Take two courses:

Credits: 0

ESL 612	College Reading and Writing I	0
ESL 613	College Reading and Writing II	0

Total: 0

ESL Core Advanced: Certificate of Competency

Program Code: CEC.ESLCA.COM • Program Control Number: 36829

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.

To obtain this certificate, 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. Students will learn the beginning level competencies to be able to take other classes in other programs.

To obtain this certificate, pass all three 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.

To obtain this certificate, 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: 0-5
ABE 023 Adult Basic Education Reading	0
ABE 024 Adult Basic Education Writing	0
ESL 491 Advanced Grammar Review and Essay Writing	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: 0-5

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.

To obtain this certificate, students:

Must pass one of the following courses:

	Credits: 0
ESL 303 Intermediate Low	0
ESL 704 Academic Intermediate Low	0

Must pass one of the following courses:

	Credits: 0
ESL 304 Intermediate High	0
ESL 705 Academic Intermediate High	0

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. Students will learn basic level competencies to be able to take other classes in other programs.

To obtain this certificate, take two courses.

Must pass this course:

ESL 300	Literacy	Credits: 0
		0

Must pass one of the following courses:

ABE 111	Spanish Literacy for Adults	Credits: 0
ABE 112	Beginning Spanish Literacy	0
ABE 113	Intermediate Spanish Literacy	0
ABE 114	Advanced Spanish Literacy	0

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. Students will learn competencies from support ESL classes to be able to take noncredit or credit classes, make progress in a career path, or transition to other programs at public and private institutions.

Must pass two of the following courses:

ESL 120	ESL for Citizenship	Credits: 0
ESL 130	Multilevel English as a Second Language	0
ESL 392	Writing and Developing a School Publication	0
ESL 398	ESL Community Learning Center	0

Total: 0

ESL Enhanced English for Work: Certificate of Competency

Program Code: CEC.ESLWE.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. Students will learn the competencies to take other related classes in vocational, credit, private programs or other community based organizations.

To obtain this certificate, take two courses:

Must pass one course:

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

Must pass one course:

ESL 130	Multilevel English as a Second Language	Credits: 0
ESL 398	ESL Community Learning Center	0
ESL 488	Basic Writing	0

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. Students will learn oral and listening competencies and skills from ESL support courses to be able to take noncredit or credit classes, make progress in a career path, or transition to other programs at public and private institutions.

Must pass one of the courses:

ESL 570	Conversation 1	Credits: 0
ESL 580	Conversation 2	0

Must pass one of the courses:

ESL 130	Multilevel English as a Second Language	Credits: 0
ESL 398	ESL Community Learning Center	0
ESL 530	American English Pronunciation	0

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. Students will learn writing competencies and skills to be able to take other classes in other programs.

To obtain this certificate, students must pass three courses:

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

Total: 0

ESL Grammar for Better Writing: Certificate of Competency

Program Code: CEC.ESLGW.COM • Program Control Number: 41957

This combination of courses is designed to help students be more proficient in their writing abilities in English by improving their grammar knowledge and use.

Learning Outcome(s):

1. Have the skills necessary to take other credit/vocational Program Courses in the credit EMLS Program or other programs.

Take two courses:

ESL 610	Grammar for Better Writing I	Credits: 0
ESL 611	Grammar for Better Writing II	0

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. Students will take academic ESL, basic skill and Career Education courses to be able to take other classes in other programs.

To obtain this certificate, two courses are required.

Must pass course:

ESL 491	Advanced Grammar Review and Essay Writing	Credits: 0
		0

Must pass one course:

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

Total: 0-5

ESL Writing and Developing a School Publication: Certificate of Competency

Program Code: CEC.ESLWD.COM • Program Control Number: 41952

This combination of courses is designed to help students use their writing abilities in English and acquire digital literacy skills to develop a school publication and other forms of printed materials/information.

Learning Outcome(s):

1. Use their developed writing and presentation skills, acquired digital literacy knowledge, and their project- based learning strategies to take noncredit or credit classes, make progress in a career path, or transition to other programs at public and private institutions.

To obtain this certificate, students must pass both courses:

ESL 392	Writing and Developing a School Publication	Credits: 0
VBUS 502	Digital Literacy for Academic and Professional Success - Tier 3	0

Total: 0

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. Students will learn competencies for the workplace and to be able to take other related classes in the vocational, credit, private programs or other community based organizations.

To obtain this certificate, students must pass both courses.

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

Total: 0

ADULT BASIC EDUCATION (ABE)

ABE 010

Money Matters: Financial Literacy

Credit(s): 0.0 Class Hours: 36.0 Lecture total.

Prepares the student for the adult world of financial management by developing sound decision-making skills in personal and family money matters. Two point five (2.5) high school elective credits may be given for completing ABE 010 if the student achieves the attendance and proficiency requirements to pass the class.

ABE 018

Leadership Basics, Part 2

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Students will increase their mastery of basic skills through intensive, interactive, student-centered activities designed to give hands-on training and experience in aspects of directing and facilitating a conference.

Open Entry/Open Exit

ABE 023

Adult Basic Education Reading

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Instructs students in basic reading skills. Prepares students to take Adult Secondary Education, High School Equivalency, job training, or college credit classes. Recommended for ESL 305 students or above and/or placement by counselor assessment. Five high school elective credits may be granted for successful completion of this class.

Open Entry/Open Exit

ABE 024

Adult Basic Education Writing

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Instructs students in basic writing skills. Prepares students to take Adult Secondary Education, High School Equivalency, job training, or college credit classes. Recommended for ESL 305 students or above and/or placement by counselor assessment. Five high school elective credits may be granted for successful completion of this class.

Open Entry/Open Exit

ABE 025

Adult Basic Education Math

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Instructs students in basic math skills. Prepares students to take High School Subjects courses, job training, GED Preparation, or college credit classes. Recommended for Intermediate ESL 2 students or above and/or placement by counselor assessment. Five High School elective credits may be granted for successful completion of this class.

Open Entry/Open Exit.

ABE 027

Academic Vocabulary for Language Arts

Credit(s): 0.0 Class Hours: 15.0 Lecture total.

Instructs and familiarizes entry-level students in academic vocabulary for language arts. Prepares students to take high school subjects in language arts, job training, high school equivalency test preparation, or college credit classes. Recommended for ESL 305 students or above and/or placement by counselor assessment. One high school elective credit may be granted for successful completion of this class.

Open Entry/Open Exit.

ABE 028

Academic Vocabulary for Math

Credit(s): 0.0 Class Hours: 15.0 Lecture total.

Instructs and familiarizes entry-level students in academic vocabulary for math courses. Prepares students to take high school subjects in math, job training, high school equivalency preparation, or college credit classes. Recommended for ESL 305 students or above and/or placement by counselor assessment. One high school elective credit may be granted for successful completion of this class.

Open Entry/Open Exit

ABE 029

Academic Vocabulary for Science

Credit(s): 0.0 Class Hours: 15.0 Lecture total.

Instructs and familiarizes entry-level students in academic vocabulary for science courses. Prepares students to take high school subjects in science, job training, high school equivalency preparation, or college credit classes. Recommended for Advanced ESL students or above and/or placement by counselor assessment.

One high school elective credit may be granted for successful completion of this class.

Open Entry/Open Exit

ABE 030

Academic Vocabulary for Social Studies

Credit(s): 0.0 Class Hours: 15.0 Lecture total.

Instructs and familiarizes entry-level students in academic vocabulary for courses in social studies. Prepares students to take high school subjects in social studies, job training, high school equivalency preparation, or college credit classes. Recommended for Advanced ESL students or above and/or placement by counselor assessment. One high school elective credit may be granted for successful completion of this class.

Open Entry/Open Exit

ABE 031

Academic Vocabulary for Technology

Credit(s): 0.0 Class Hours: 15.0 Lecture total.

Instructs and familiarizes entry-level students in academic vocabulary for technology-related courses. Prepares students to take high school subjects using technology, job training, high school equivalency preparation, or college credit classes. Recommended for Advanced ESL students or above and/or placement by counselor assessment. One high school elective credit may be granted for successful completion of this class.

Open Entry/Open Exit

ABE 036

Effective Writing for the Workplace

Credit(s): 0.0 Class Hours: 12.0-24.0 Lecture total.

Effective writing in the workplace is an essential skill. The rules are basically the same for any type of writing, however, there are special issues which arise in the business context. Knowing the elements of good business writing can make or break a career. This course addresses basic elements such as knowing your audience, punctuation and grammatical errors, effective use of passive voice, gender-neutral writing, formality, and other recent trends in business writing.

Open Entry/Open Exit

ABE 044

Leadership Basics Part 1

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Provides the first of a two-part leadership course in which students apply leadership techniques in the workplace, home, school, and the community. Students will increase their mastery of basic skills through intensive, interactive, student-centered activities. The course requires participation in the four areas of language acquisition: reading, writing, listening, and speaking. Recommended for ABE and ESL Intermediate 1, 2, or 3 or above students.

Open Entry/Open Exit

ABE 046

Attitudes for Success

Credit(s): 0.0 Class Hours: 72.0-96.0 Lecture total.

This class provides students with classroom discussion and information about attitudes and behaviors that influence success in their personal, educational, and career development. Students may be awarded five high school elective credits if they complete and pass all course assignments and requirements.

Open Entry/Open Exit

ABE 111

Spanish Literacy for Adults

Credit(s): 0.0 Class Hours: 480.0 Lecture total.

Assists native Spanish-speaking students in acquiring literacy in Spanish in order to facilitate the transition to beginning ESL courses. Focuses on basic reading and writing skills, including phonics decoding and encoding skills, as well as classroom, parenting and community coping skills. Recommended for non- literate native speakers of Spanish. Taught in Spanish.

Open Entry/Open Exit

ABE 112

Beginning Spanish Literacy

Credit(s): 0.0 Class Hours: 160.0 Lecture total.

Assists students in acquiring literacy skills in Spanish to facilitate their transition to Intermediate Spanish Literacy, ESL, ABE, high school diploma, and high school equivalency courses. Focuses on phonetic decoding and encoding skills, basic reading and writing skills, as well as classroom, parenting and community coping skills. Taught in Spanish.

Open Entry/Open Exit.

ABE 113

Intermediate Spanish Literacy

Credit(s): 0.0 Class Hours: 160.0 Lecture total.

Assists students in acquiring literacy in Spanish to facilitate the transition to Advanced Spanish Literacy, ESL and ABE equivalency courses. Focuses on basic reading and writing skills, including phonics decoding and encoding skills, as well as classroom, parenting and community coping skills. Taught in Spanish.

Open Entry/Open Exit.

ABE 114

Advanced Spanish Literacy

Credit(s): 0.0 Class Hours: 160.0 Lecture total.

Assists students in acquiring literacy in Spanish in order to facilitate the transition to ESL, ABE, high school diploma, and high school equivalency courses. Focuses on higher level reading and writing skills, including history and mathematics. Taught in Spanish.

Open Entry/Open Exit

ABE 137

Topics in Adult Basic Education

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

A specialized course to help students develop their basic reading and writing skills. Open Entry/Open Exit

CITIZENSHIP (CTZN)

CTZN 020

Citizenship

Credit(s): 0.0 Class Hours: 48.0-96.0 Lecture total.

Provides basic knowledge and preparation for the United States Citizenship process and naturalization interview including language usage within the context of American history, government and civics. Open Entry/Open Exit

COUNSELING - CEC (CNLS)

CNLS 303

Educational & Career Assessment

Credit(s): 0.0 Class Hours: 3.0 Lecture total.

Assist students with appropriate educational placement and/or an overview of student services, career and academic guidance information that is available in Continuing Education as a result of individual and group testing.

Open Entry/Open Exit.

CNLS 305

Orientation to College

Credit(s): 0.0 Class Hours: 8.0 Lecture total.

Introduces college services and programs. Identifies and explores programs and services designed to assist students entering college credit courses. 8 hours(1.5 elective credits may be awarded). Same as HSS770.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL 120

ESL for Citizenship

Formerly: ESL Civics

Credit(s): 0.0 Class Hours: 72.0-144.0 Lecture total.

Recommended Preparation: Completion with a grade of "C" or better or a Passing grade in ESL 302

Provides development in listening, speaking, reading, and writing English within the context of history and government in preparation for the United States Citizenship examination.

Open Entry/Open Exit

ESL 130

Multilevel English as a Second Language

Formerly: Topics in English as a Second Language

Credit(s): 0.0 Class Hours: 72.0-216.0 Lecture total.

A course using topics of interest to meet the language needs of multilevel English as a Second Language students. Five high school elective credits may be awarded if students pass required course posttests/ assessments with 80% or higher.

Open Entry/Open Exit

ESL 300

Literacy

Credit(s): 0.0 Class Hours: 96.0-216.0 Lecture total.

This is an ESL class for students who are not yet literate in English. Emphasizes communicative competence and basic functional language skills to meet immediate communication needs, including verbal and nonverbal strategies. Develops the ability of second language learners to recognize and read letters and numbers, and copy and produce the alphabet, numerals, and simple personal information.

Open Entry/Open Exit

ESL 301

Beginning Low

Credit(s): 0.0 Class Hours: 96.0-216.0 Lecture total.

For students with some literacy in English. Emphasizes language skills in everyday situations and immediate needs of adult English learners, focusing on listening comprehension and beginning oral production of simple conversations, reading of practiced words and phrases, and completing simple writing tasks in the context of school, work and community.

Open Entry/Open Exit

ESL 302

Beginning High

Credit(s): 0.0 Class Hours: 96.0-216.0 Lecture total.

Emphasizes comprehending and participating in simple conversations, communicating survival needs, and reading and performing written tasks in the context of college, career readiness, and civic participation.

Open Entry/Open Exit

ESL 303

Intermediate Low

Credit(s): 0.0 Class Hours: 96.0-216.0 Lecture total.

Emphasizes comprehending and participating in conversations, communicating needs and opinions, reading from academic and informational text, and performing written tasks. Exposes students to authentic spoken and written content to prepare students for college, the workplace, and civic participation. Five high school elective credits may be granted upon passing the course.

Open Entry/Open Exit

ESL 304

Intermediate High

Credit(s): 0.0 Class Hours: 96.0-216.0 Lecture total.

Emphasizes expanding oral language, critical and creative thinking skills in English, and reading comprehension of authentic academic and informational text. Written tasks focus on academic and workforce preparation, as well as increased community and civic participation. Five high school elective credits may be granted upon passing the course.

Open Entry/Open Exit

ESL 305

Advanced Low

Credit(s): 0.0 Class Hours: 96.0-216.0 Lecture total.

Emphasizes higher-level language skills, reading more complex passages with increased understanding, analysis, and improving academic and informational writing skills. Prepares students for academic and workforce success and civic participation. Five high school elective credits may be granted upon passing the course.

Open Entry/Open Exit

ESL 306

Advanced High

Credit(s): 0.0 Class Hours: 96.0-216.0 Lecture total.

Prepares students for academic and workforce success and civic participation. Emphasizes high-level language skills, conversations that convey complex thought patterns, and reading and writing strategies. This course uses authentic academic, informational, and technical reading materials that expand the use of creative and critical thinking skills. Five high school elective credits may be granted upon passing the course.

Open Entry/Open Exit

ESL 392

Writing and Developing a School Publication

Formerly: Writing and Computers: Developing a School Publication

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Recommended Preparation: Completion with a grade of "C" or better or a Passing grade in ESL 303

This course offers writing, reading, presentation, and interviewing strategies for students in developing a school publication. Students will work in groups on different sections of the publication and perform research. Publication regulations and requirements will be discussed. Five high school elective credits may be awarded if students pass required course posttests/assessments with 80% or higher.

Open Entry/Open Exit

ESL 398

ESL Community Learning Center

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

This course provides English language learners of all levels the opportunity to improve their language skills, while increasing knowledge of civics, citizenship, and computer literacy through individualized and small group instruction. Computer software and web-based instructional programs are used to instruct, support, and enhance student learning.

Open Entry/Open Exit.

ESL 488

Basic Writing

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Introduce non-native English speakers to basic sentence structure and the writing process, focusing on writing cohesive simple paragraphs. This course is designed for basic writers. Students will produce a writing sample.

Open Entry/Open Exit.

ESL 489

Intermediate Writing

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Recommended Preparation: ESL 488, Basic Writing or equivalent

Introduces non-native English speakers with intermediate writing skills to advanced sentence structures and writing strategies, focusing on strong paragraphs with logical development in a variety of organizational styles. Students will produce a writing sample.

Open Entry/Open Exit.

ESL 490

Intermediate Writing and Grammar

Formerly: Advanced Writing and Grammar

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Recommended Preparation: Completion with a grade of "C" or better or a Passing grade in ESL 305

This course will strengthen writing skills with a focus on grammatical tenses, grammar and mechanics and the various sentence combining structures for cohesive paragraph writing. Five high school elective credits may be awarded if students pass required course posttests/assessments with 80% or higher.

Open Entry/Open Exit

ESL 491

Advanced Grammar Review and Essay Writing

Formerly: Advanced Writing and Grammar Review

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Recommended Preparation: Completion with a grade of "C" or better or a Passing grade in ESL 306

This course will provide intensive review and practice on essay writing. It will include topic/thesis statement and organization of complex ideas in body paragraphs by following essay models. The course will review adjective, noun, and adverb clauses, and parallelism in sentences. Five high school elective credits maybe awarded if students pass required course posttests/ assessments with 80% or higher.

Open Entry/Open Exit

ESL 510

ESL: English for Work 1

Formerly: VESL: English for Work 1

Credit(s): 0.0 Class Hours: 216.0 Lecture total.

Prepares beginning level non-native English-speaking students to enter the workforce for general or specific occupations. Focuses on workplace communication, work-related vocabulary skills, job applications and postings, workplace safety and issues, and vocational readings with emphasis on verbal communication through basic language skills instruction.

Open Entry/Open Exit.

ESL 520

ESL: English for Work 2

Formerly: VESL: English for Work 2

Credit(s): 0.0 Class Hours: 96.0-216.0 Lecture total.

Recommended Preparation: Completion with a grade of "C" or better or a Passing grade in ESL 510

Prepares intermediate level non-native English speaking students to enter the workforce or a CE/vocational program for general or specific occupations. Focuses on communicating in the workplace, job safety, work- related vocabulary skills, workplace culture/issues, career pathways, and vocational readings with emphasis on verbal communication through intermediate language skills instruction.

Open Entry/Open Exit

ESL 530

American English Pronunciation

Credit(s): 0.0 Class Hours: 96.0-216.0 Lecture total.

Recommended Preparation: Completion with a grade of "C" or better or a Passing grade in ESL 303

Develops English language fluency and productive and receptive skills as they relate to sound discrimination, sound inventory, stress, intonation, linking, prominence, and rhythm. The course aims to help students understand English and be understood while functioning within communicative, employment, and academic contexts.

Open Entry/Open Exit

ESL 570

Conversation 1

Credit(s): 0.0 Class Hours: 72.0-144.0 Lecture total.

Recommended Preparation: Completion with a grade of "C" or better or a Passing grade in ESL 304

Introduces intermediate conversational strategies in listening, language use, and nonverbal communication. Presents oral skills necessary for initiating, maintaining, and closing conversations. Emphasis on oral skills that assist in social interactions and expansion of listening and speaking skills. Open Entry/Open Exit

ESL 580

Conversation 2

Credit(s): 0.0 Class Hours: 72.0-144.0 Lecture total.

Recommended Preparation: Completion with a grade of "C" or better or a Passing grade in ESL 306

Introduces advanced conversational strategies in listening, language use, and nonverbal communication. Presents oral expressions necessary for enhancing conversation and listening skills. Emphasizes differences between formal and informal language based on attitudes and cultures in the United States.

Open Entry/Open Exit

ESL 610

Grammar for Better Writing I

Credit(s): 0.0 Class Hours: 54.0 Lecture total.

Prerequisite: Qualifying profile from ESL/EMLS placement process.

Recommended Preparation: Concurrent enrollment in ESL 612 is recommended.

Sentence refining course for multilingual students who can speak English but often make grammar mistakes when writing. Basic grammar including verb tenses, verbals, modals, nouns, pronouns, compound and complex sentences. Revision and editing. Ten high school elective credits will be awarded if the student passes the class.

ESL 611

Grammar for Better Writing II

Credit(s): 0.0 Class Hours: 54.0 Lecture total.

Prerequisite: EMLS 103 with a minimum grade of C or qualifying profile from ESL/EMLS placement test

Recommended Preparation: Concurrent enrollment in ESL 613 is highly recommended.

Sentence refining course for bilingual students who can speak English but often make grammar mistakes when writing. Grammar focus is on sentence level accuracy, including transitions, the passive voice and multi-clause sentences. Revision and editing. Ten high school elective credits will be awarded if the student passes the class.

ESL 612

College Reading and Writing I

Credit(s): 0.0 Class Hours: 90.0 Lecture total.

Prerequisite: Qualifying profile from ESL/EMLS placement process.

Recommended Preparation: Taking ESL 610 or prior to ESL 612 is highly recommended.

Reading and paragraph-level writing course for bilingual students who need to develop skills in reading academic material and writing academic paragraphs. Emphasis on connection between reading and writing, responding to reading critically, following the writing process and editing. Fifteen high school elective credits will be awarded if the student passes the class.

ESL 613

College Reading and Writing II

Credit(s): 0.0 Class Hours: 90.0 Lecture total.

Prerequisite: EMLS 104 with a minimum grade of C or qualifying profile from ESL/EMLS placement process

Recommended Preparation: Taking ESL 611 concurrently or prior to ESL 613 is highly recommended

Reading and short essay-level writing course for bilingual students who need to improve skills in reading academic material and writing academic essays. Emphasis on connection between reading and writing, responding to reading critically, following the writing process and editing. Fifteen high school elective credits will be awarded if the student passes the class.

ESL 704

Academic Intermediate Low

Formerly: Academic Beginning A

Credit(s): 0.0 Class Hours: 216.0 Lecture total.

First course of the academic ESL track program developing academic skills through reading short multi- sentence paragraphs supported by visual clues, writing simple sentences on one topic, grammar, listening, and speaking skills with short informational passages. Five high school elective credits may be granted if student passes the course.

Open Entry/Open Exit

ESL 705

Academic Intermediate High

Formerly: Academic Beginning B

Credit(s): 0.0 Class Hours: 216.0 Lecture total.

Second course of the academic ESL track program developing academic skills through reading multi- paragraph authentic and adapted texts, writing short loosely organized paragraphs from a prompt, grammar, listening, and speaking skills with short informational and narrative passages. Five high school elective credits may be granted if student passes the course.

Open Entry/Open Exit

ESL 706

Academic Advanced Low

Formerly: Academic Intermediate A

Credit(s): 0.0 Class Hours: 216.0 Lecture total.

Third course of the academic ESL track program developing academic skills through reading one-page multi-paragraph authentic or adapted texts, writing well-developed paragraphs, grammar, listening, and speaking skills with short informational and narrative passages. Five high school elective credits may be granted if student passes the course successfully.

Open Entry/Open Exit

ESL 707

Academic Advanced High

Formerly: Academic Intermediate B

Credit(s): 0.0 Class Hours: 216.0 Lecture total.

Fourth course of the academic ESL track program developing academic skills through reading two-page authentic texts, writing expository essays, grammar, speaking, and listening skills with short lectures or speeches on familiar and academic topics. Five high school elective credits may be granted if student passes the course successfully.

Open Entry/Open Exit

ESL 720

ESL Transition to College Class

Credit(s): 0.0 Class Hours: 72.0-96.0 Lecture total.

This noncredit course prepares students for transition to Santa Ana College by developing language skills, critical reasoning and thinking, academic study skills and student success strategies. Five high school elective credits may be granted upon passing the course.

Open Entry/Open Exit

HEALTH AND SAFETY (SAFE) SAFE 877

Health Issues & Concepts

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Provides a basic foundation in the issues and concepts of mental health, family and social health, the stages in the life cycle, medicine and drugs, and diseases and disorder. May earn five high school elective credits if student completes all the required assignments with a minimum passing grade of 75%.

Open Entry/Open Exit.

HIGH SCHOOL SUBJECTS (HSS)

HSS 010

Learning Skills & Strategies

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides individualized and direct group instruction to improve learning strategies and basic reading, writing, and mathematics skills. Equips adults who have verified learning disabilities to successfully meet educational and vocational goals. Recommended for students who meet eligibility requirements for D.S.P.S. services.

Open Entry/Open Exit

HSS 031

High School Equivalency Test Preparation

Credit(s): 0.0 Class Hours: 72.0-96.0 Lecture total.

Provides pre- and post-testing and individualized prescriptive instruction in preparation for the High School Equivalency exam. Covers test-taking strategies and the essentials of reading, writing, mathematics, science, and social studies.

Open Entry/Open Exit

HSS 035

High School Equivalency Test Preparation - Reading

Credit(s): 0.0 Class Hours: 72.0-96.0 Lecture total.

This course will prepare students for the Reading part of the High School Equivalency Exam. It provides pre- and post-testing individualized prescriptive instruction, direct instructed lessons on the essentials of the exam, and an overview of key test-taking strategies.

Open Entry/Open Exit

HSS 036

High School Equivalency Test Preparation - Writing

Credit(s): 0.0 Class Hours: 72.0-96.0 Lecture total.

This course will prepare students for the Writing part of the High School Equivalency Exam. It provides pre- and post-testing individualized prescriptive instruction, direct instructed lessons on the essentials of the exam, and an overview of key test-taking strategies.

Open Entry/Open Exit

7

High School Equivalency Test Preparation - Mathematics

Credit(s): 0.0 Class Hours: 72.0-96.0 Lecture total.

This course will prepare students for the Mathematics part of the High School Equivalency Exam. It provides pre- and post-testing individualized prescriptive instruction, direct instructed lessons on the essentials of the exam, and an overview of key test-taking strategies.

Open Entry/Open Exit

HSS 038

High School Equivalency Test Preparation - Social Studies

Credit(s): 0.0 Class Hours: 72.0-96.0 Lecture total.

This course will prepare students for the Social Studies part of the High School Equivalency Exam. It provides pre- and post-testing individualized prescriptive instruction, direct instructed lessons on the essentials of the exam, and an overview of key test-taking strategies.

Open Entry/Open Exit

HSS 039

High School Equivalency Test Preparation - Science

Credit(s): 0.0 Class Hours: 72.0-96.0 Lecture total.

This course will prepare students for the Science part of the High School Equivalency Exam. It provides pre- and post-testing individualized prescriptive instruction, direct instructed lessons on the essentials of the exam, and an overview of key test-taking strategies.

Open Entry/Open Exit

HSS 090

Leadership Basics, Part 1

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Introduces useful leadership skills. Information will be presented in academic format, but students will be required to demonstrate mastery through participation in student centered, hands-on activities. This course consists of ten stand-alone lessons. Open to HSS students.

Open Entry/Open Exit

HSS 092

Leadership Basics, Part 2

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides the student with ten stand-alone leadership training sessions. Continues the leadership training begun in Part 1. Information will be presented in academic format, but students will be required to demonstrate mastery through their participation in student centered, hands-on activities. Open to all HSS students.

Open Entry/Open Exit

HSS 221

Study Skills 1

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Develops student's study and test preparation skills. Introductory instruction in basic study skills, organizational skills,, goal setting, note taking, report writing, time management, test preparation, learning styles, effective communication skills.

Provides learning opportunities for students to develop and master effective study skills for successful academic career achievement.

HSS 222

Study Skills 2

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Develops the student's study and test preparation skills. Second semester instruction in basic study skills, organizational skills, goal setting, note taking, report writing, time management, test preparation, learning styles, effective communication, and stress management skills. Provides learning opportunities for students to develop and master effective study skills for successful academic and career achievement.

HSS 229

Skills for Success

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Assists students in developing skills that promote academic success. Students will learn study and organizational skills, goal setting, critical thinking skills, and written/oral communication. Compensatory strategies and technology will be emphasized.

Open Entry/Open Exit

HSS 770

Orientation to College

Credit(s): 0.0 Class Hours: 8.0 Lecture total.

Introduces college services and programs. Identifies and explores programs and services designed to assist students entering college credit courses. Same as CNSL 305.

HIGH SCHOOL SUBJECTS - ARTS (HSART)

HSART 601

Music Theory 1

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

This class provides a beginning level music course that introduces students to the vocabulary and basic principles of music. The primary emphasis will be on rhythm, pitch, and notation.

HSART 828

Understanding America Through Art

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides an overview of American civilization through arts and crafts from the colonial period through the 20th century, including periods and artistry in their historical context.

HSART 837

The Film As Art

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Traces the history of film from the recording of a single event through the silent film era to current classic films, and identifies the ways films reflect the values of American culture. Culminates in the use of classic and contemporary literature as a basis for modern film.

Open Entry/Open Exit.

HIGH SCHOOL SUBJECTS - ENGLISH (HSENG)

HSENG 065

English Fundamentals 1

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Introduces students to basic concepts and skills of building vocabulary, grammar, parts of speech, writing sentences, and paragraphs.

Open Entry/Open Exit

HSENG 066

English Fundamentals 2

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Reinforces and expands the basic concepts of sentence structure, vocabulary, grammar, parts of speech, and writing skills.

Open Entry/Open Exit

HSENG 067

English Fundamentals 3

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides an intermediate English course that expands upon vocabulary, parts of speech, and grammar to accelerate writing skills.

HSENG 068

English Fundamentals 4

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides an advanced course in English vocabulary, grammar, parts of speech, writing skills, and general proficiency in the English language, both written and spoken.

HSENG 083

Composition 1

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides instruction and practice in the communication of ideas in written form. Emphasis on mastery of sentence and paragraph skills, including organization in terms of unity, support, and coherence in an effective, well-supported, one page composition.

HSENG 084

Composition 2

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Prepares the student to write well-conceived and well-executed two page essays. Meets the composition proficiency requirement. (Recommended for students who have completed Composition 1 or equivalent.)

HSENG 085

Composition 3

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Prepares college bound students with advanced writing assignments that require in-depth research culminating in the production of two argumentative essays and a 1500 word final argumentative research paper. (Recommended for students who have completed Composition 2 or equivalent.)

Open Entry/Open Exit.

HSENG 096

Building Vocabulary 1

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

A basic vocabulary course that provides practice in using context clues to develop vocabulary, and includes practice in synonyms, antonyms, matching words with meaning, adding words to readings, and sentence writing.

HSENG 097

Building Vocabulary 2

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

An intermediate vocabulary course that provides practice in using context clues to develop vocabulary and includes practice in synonyms, antonyms, matching words with meaning, adding words to readings, analogies, and sentence writing. Develops vocabulary skills needed to master state standardized tests.

HSENG 098

Building Vocabulary 3

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

An advanced vocabulary course that provides practice in using context clues to develop vocabulary, and includes practice in synonyms, antonyms, matching words with meaning, adding words to readings, analogies, and sentence writing. Builds reading comprehension skills and creates a strong vocabulary foundation that enables students to be better readers, writers, thinkers, and test-takers.

Open Entry/Open Exit.

HSENG 701

English 1

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides students with a course of study that focuses on the California State Standards in English Language Arts for students in the first semester of the ninth grade year.

HSENG 702

English 2

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides students with a course of study that focuses on the California State Standards in English Language Arts for students in the second semester of the ninth grade year.

HSENG 703

English 3

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides students with a course of study that focuses on the California State Standards and the Common Core Standards in English Language Arts for students in the first semester of the tenth grade year.

HSENG 704

English 4

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides students with a course of study that focuses on the California State Standards and the Common Core Standards in English Language Arts for students in the second semester of the tenth grade year.

HSENG 705

English 5

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides students with a course of study that focuses on the California State Standards and the Common Core Standards in English Language Arts for students in the first semester of the eleventh grade year.

HSENG 706

English 6

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides students with a course of study that focuses on the California State Standards and the Common Core Standards in English Language Arts for students in the second semester of the eleventh grade year.

HSENG 707

English 7

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides students with a course of study that focuses on the California State Standards and the Common Core Standards in English Language Arts for students in the first semester of the twelfth grade year.

HSENG 708

English 8

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides students with a course of study that focuses on the California State Standards and the Common Core Standards in English Language Arts for students in the second semester of the twelfth grade year.

**HIGH SCHOOL SUBJECTS -
MATH (HSMTH)**

HSMTH 151

Principles of Mathematics

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

This course consists of addition, subtraction, multiplication, division of whole numbers, fractions, and decimals. Other topics include percentages, geometry, unit conversions, and signed numbers. Open Entry/ Open Exit.

HSMTH 152

Pre-Algebra

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Introduction to variables, algebraic expressions, solving equations, inequalities, graphs, number and operation sense, estimation skills, and the ability to judge reasonableness of results will be strengthened in the context of practical applications and problem solving. (Recommended for students who have completed Principles of Mathematics or equivalent.)

Open Entry/Open Exit.

HSMTH 154

Pre Algebra A

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Covers language, symbolism, and fundamental operations skills required to prepare students for success in Algebra 1. Number and operation sense, estimation skills, and the ability to judge reasonableness of results will be strengthened in the context of practical applications and problem solving. Recommended for students who have completed Math Fundamentals 2 or equivalent.

HSMTH 155

Pre Algebra B

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Covers language, symbolism, and fundamental operations skills required to prepare students for success in Algebra 1 and Geometry. Data analysis, spatial thinking, and the ability to judge reasonableness of results will be strengthened in the context of practical applications and problem solving. Recommended for students who have completed Pre-Algebra A or equivalent. Open Entry/Open Exit.

HSMTH 158

Math Fundamentals 1

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provide instruction in whole numbers, fractions, decimals, percents, geometric formulas, and signed numbers.

HSMTH 159

Math Fundamentals 2

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides instruction in the areas of decimals, percents, measurements and formulas, equations, ratios, and proportions. Provides learning activities which allow for remediation of difficulties and mastery of necessary skills. Recommended for students who have completed Math Fundamentals 1 or equivalent. Open Entry/ Open Exit.

HSMTH 163

Algebra 1A

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides instruction in sets, numbers, formulas, monomials, exponents, square root, and the laws of the sign, binomials, and simultaneous equations. Recommended for students who have completed Math Fundamentals 2 or equivalent.

HSMTH 164

Algebra 1B

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides instruction in co-ordinate systems, graphing of linear equations, simultaneous equations of fractions, ratio, proportion, factoring, formulas, inequalities and square roots. Recommended for students who have completed Algebra 1A or equivalent.

Open Entry/Open Exit

HSMTH 165

Algebra 2A

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides students with a course of study in: equations and inequalities, linear equations and functions, systems of linear equations and inequalities, matrices and determinants, quadratic functions, polynomials and polynomial functions, powers, roots and radicals. Recommended for students who have completed ten units in geometry or equivalent.

Open Entry/Open Exit.

HSMTH 166

Algebra 2B

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides students with a course of study that includes: exponential and logarithmic functions, rational equations and functions, quadratic relations and conic sections, sequences and series, probability and statistics, trigonometric ratios and functions, trigonometric graphs. Recommended for students who have completed Algebra 2A or equivalent.

Open Entry/Open Exit

HSMTH 167

Geometry A

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

This course covers topics in basic geometry, reasoning and proofs, perpendicular and parallel lines, congruent triangles, properties of triangles, and quadrilaterals. Recommended for students who have completed ten units of Algebra.

Open Entry/Open Exit.

HSMTH 168

Geometry B

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

This course covers topics in transformations, similarity, right triangles and trigonometry, circles, areas of polygons and circles, and surface area and volume. Recommended for students who have completed Geometry A or equivalent. Open Entry/Open Exit

HSMTH 172

Basic Consumer Math 1A

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides a comprehensive review of arithmetic skills that apply to personal and vocational opportunities. Topics covered include whole number operations, customary and metric units, fractions, decimals, and percents. Skills are then applied to use in earning money, buying food, shopping for clothes, managing a household, buying and maintaining a car, and working with food.

HSMTH 173

Basic Consumer Math 1B

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Students will use practical computational skills to solve common problems in a consumer's life including home improvements, traveling costs, budgeting household expenses, banking and investing, paying real estate and sales taxes, and preparing for careers.

Open Entry/Open Exit.

HSMTH 190

Math for College and Career Readiness

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Contextualized math course to prepare students for successful transition to college, apprenticeships, and employment. Topics include numeracy, fractions, decimals, unit conversion, ratios, proportions, algebra, measurement, basic geometry and statistics. This course is designed to help students learn and apply basic math skills in the context of their specific career pathway such as automotive, welding, manufacturing, biotechnology, pharmacy technology, construction, and others.

Open Entry/Open Exit

HIGH SCHOOL SUBJECTS - NATURAL SCIENCES (HSSCI)

HSSCI 170

Biology 1A

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

The course provides instruction in the study of life, the chemical foundation of life, biological macromolecules, the cell, genetics, and evolutionary processes.

HSSCI 171

Biology 1B

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

The course provides instruction in ecology, plant anatomy, diversity of life, and the animal kingdom.

HSSCI 185

Earth Science 2

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides instruction in the principles and concepts of earth science. The earth's processes and place in the universe will be examined.

HSSCI 188

Earth Science 1

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides instruction in the principles and concepts of earth science. The earth's matter and features will be examined.

HSSCI 190

Physical Science 1

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

The course surveys the principles and concepts of physical science, including matter, atoms, chemical bonds and reactions, solutions, acids, bases, and carbon chemistry.

HSSCI 191

Physical Science 2

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

The course surveys the principles and concepts of physical science, including motion, force, work, energy, sound, and electricity.

HSSCI 192

Basic Science 1

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

This course offers students an introduction to the sciences. Science is explained in a way that is understandable to beginning students. Students taking this course will learn how science is all around us and can be found to affect our everyday life. In this course, students will learn about the different types of sciences: life, physical, earth and space.

HSSCI 196

Health Science

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides a basic foundation in personal health, nutrition, body functions, first aid and community health.

Open Entry/Open Exit.

HIGH SCHOOL SUBJECTS - OTHER (HSOTH)

HSOTH 740

Spanish 1

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Spanish 1 is an introduction to Spanish Language and focuses on the four key areas of foreign language study: listening, speaking, reading, and writing. The primary purpose of the course is to prepare students with the foundational skills to communicate effectively in Spanish while being aware of the cultural influences of the Spanish language and Latino heritage at home, in their community, and abroad. Students enrolled in this course will learn basic conversational vocabulary, greetings, the alphabet, numbers, time, and conjugation of present tense verbs. As part of the course, students will engage in reading, writing, listening, and Spanish speaking activities.

Open Entry/Open Exit

HSOTH 742

Spanish 2

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Spanish 2 builds on the fundamental language elements taught in Spanish 1 and continues to focus on the four language skills: reading, writing, speaking, and listening in the target language. Through this course, students broaden their knowledge of Spanish grammatical structures and vocabulary allowing them to communicate ideas using various tenses. Students are challenged to further develop their language skills and their comprehension of Spanish. Students will also analyze and compare cultural practices, products, and perspectives of various Spanish-speaking countries, which allow connections to be made with their own culture.

Open Entry/Open Exit

HSOTH 743

Spanish 3

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Spanish 3 builds on the fundamental language elements taught in Spanish 2 and expands to focus on the four language skills: reading, writing, speaking and listening in the target language. Students will elaborate on ideas, ask and answer questions, narrate and describe in sentences and understand short oral and written passages. They will extend their language skills, become more accurate in the language they produce, and comprehend a greater variety of texts and, generate responses, and initiate interactions in the language in ways that are more complex. They will recognize the interrelatedness of cultural products, practices, and perspectives of Spanish-speaking Countries.

Open Entry/Open Exit

HSOTH 744

Spanish 4

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Spanish 4 builds on the fundamental language elements taught in Spanish 3 and expands to focus on the four language skills: reading, writing, speaking, and listening in the target language. This course is designed for students wishing to refine and enhance the language skills and cultural knowledge acquired in the prior years of study. While it is expected that students have been introduced to many of the main concepts of Spanish grammar, we will continue to review and practice these concepts in the context of conversation, reading, and writing. New concepts introduced in level 4 are the Preterite and the Present Progressive tenses.

Open Entry/Open Exit

HIGH SCHOOL SUBJECTS - READING (HSRDG)

HSRDG 089

Reading Proficiency Development

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Enables students to become proficient in practical, content and reference skills as well as to improve general comprehension and vocabulary skills. This course is in preparation for the district reading proficiency examination.

Open Entry/Open Exit

HSRDG 093

Building Reading Skills 1

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides an opportunity for skill development in word recognition, comprehension, study and content reading skills necessary for success in the High School Subjects program. Computer-aided instruction is included.

Open Entry/Open Exit

HSRDG 094

Building Reading Skills 2

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides an opportunity for skill development in word recognition, general and inferential comprehension, critical thinking, and content reading skills necessary for success in the High School Subjects program. Computer-aided instruction is included.

Open Entry/Open Exit

HIGH SCHOOL SUBJECTS - SOCIAL SCIENCES (HSSOC)

HSSOC 215

Introduction to Economics

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Introduces the basic concepts of economics. Explores the basic questions of every economic system. Examines money, the role of consumers, workers, businesses, and governments.

HSSOC 218

U.S. History 1: Colonization to Industrialization

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Surveys events, movements, and personalities in the United States history from the colonial period through reconstruction, westward expansion, and industrialization. Includes immigration, the plight of Native and African Americans, reform movements, and geographical influences in the history of the United States.

Open Entry/Open Exit.

HSSOC 219

U.S. History 2: Shaping of Modern America

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Examines United States history from the beginning of industrialization to present. Emphasizes the emergence of America on the international, economic, geographical, social and political scene.

Open Entry/Open Exit.

HSSOC 221

Psychology

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides students with knowledge of the basic principles of psychoanalysis, behaviorism, the interpersonal model, humanism, existentialism and phenomenology as well as other concepts applied to the self.

HSSOC 222

Government 1: U.S. Federal Government and Politics

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

This course in United States government and politics covers the Constitution and foundations of government, political behavior and participation, institutions of national government, civil liberties and civil rights and public policy and comparative government.

HSSOC 224

World Geography 1A

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides a basic foundation for understanding physical geography and the cultural and economic variables in the relationship with the earth and its history. Introduces Northern America, Latin America, Europe, and Russia. Includes geography skills such as map reading, interpretation of graphs and diagrams, and map identification.

Open Entry/Open Exit.

HSSOC 225

World Geography 1B

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides an overview of certain areas of the world in terms of their physical, cultural, historical and economic geography. Introduces North Africa, the Middle East, Africa south of the Sahara, the Asian Region, and the Pacific World. Includes geography skills such as map reading, interpreting graphs, and analyzing data from a chart.

Open Entry/Open Exit.

HSSOC 228

World History

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Offers the student a chronological understanding of world history in a sequence of events from the time before hominids became fully human, to the introduction to the new millennium. Addresses culture and geography in the context of world history.

HSSOC 231

Modern World History 1

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides students with a study of the major events that shaped the modern world, from the eighteenth century through the First World War. Students will trace the rise of democratic ideas and develop an understanding of the historical roots of current world issues.

HSSOC 232

Modern World History 2

Credit(s): 5.0 Credit(s): 5.0 Class Hours: 72.0
Lecture total.

Provides students with a study of the major events that shaped the modern world, from the end of the First World War to the present. Students will develop an understanding of current world issues and relate them to their historical, geographic, political, and economic contexts.

Open Entry/Open Exit

SECONDARY SUBJECTS GED (HSGED)

HSGED 031

GED Test Preparation

Credit(s): 0.0 Class Hours: 360.0 Lecture total.

Provides pre and post testing and individualized prescriptive instruction in preparation for the GED test. Covers test-taking strategies and the fundamentals of social studies, mathematics, science, reading, and writing.

LEARNING (LRN)

LRN 084

Composition 2

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Prepares the student to write well-conceived and well-executed five-paragraph essays, expository paragraph writing emphasizing various methods including argumentation, reading analysis, and research. Practice in refining sentence skills and grammar. A minimum grade of B (80%) in LRN 84 will serve as a prerequisite to English 101 without support. Meets the High School Composition Proficiency requirement. Students may be awarded 5 high school English core credits if they complete and pass all course assignments and requirements.

Open Entry/Open Exit.

LRN 095

Supervised Tutoring

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Supervised individual and group tutoring to assist students in reading, writing, and mathematics, science, business, and software applications for students enrolled at Santa Ana College School of Continuing Education and/or Santa Ana College course(s) for which tutoring is requested. Referral by counselor or instructor based on assessed academic need. May be repeated.

Open Entry/Open Exit.

LRN 750

Intensive Writing and Grammar

Credit(s): 5.0 Class Hours: 72.0 Lecture total.

Provides intensive review and practice of writing strategies and advanced grammar. Concentrates on the writing process and development of various essay types along with verb tenses, adjective, noun, and adverb clauses. Recommended completion of ESL 707, HS English 067 and 068 or equivalent, with a minimum passing grade. Students may be awarded 5 high school English credits if they complete and pass all course assignments and requirements. Open Entry/Open Exit.

OLDER ADULTS (OAP)

OAP 200

Health and Wellness

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Provides information and discussion related to current and relevant health and wellness topics. Students will research techniques, decision making and communication skills to enhance learning.

Open Entry/Open Exit

OAP 457

Music Arts for Older Adults

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Provides a positive framework for developing and enhancing music appreciation, vocal and instrumental skill. Emphasis will be on activities designed to encourage creative expression.

Open Entry/Open Exit

OAP 518

Creative Cooking for Older Adults

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Designed to enhance awareness of current cooking techniques. Demonstrations and lectures include information on basic nutrition and consumer awareness. A variety of cooking appliances and methods are utilized.

Open Entry/Open Exit

OAP 802

Seminar for Older Adults

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Provides information and a discussion forum related to the examination of concerns common to older adults. Discovers specific needs and interests and examines current news events as interpreted through historical background and current political/regional developments and changes.

Open Entry/Open Exit

OAP 823

Manipulative Skills for Older Adults

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Concentrates on maintenance and improvement of motor skills and decision making through utilization of a variety of art media and techniques. Provides opportunities for analysis and decision making skills while exercising basic manipulative skills.

Open Entry/Open Exit

OAP 894

Physical Fitness for Older Adults

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Teaches movement exercises designed to improve or maintain flexibility, strength, endurance and cardiovascular and respiratory functions. Emphasizes motor movements, hand-eye coordination, body space awareness, balance training, reaction time, joint protection, and relaxation techniques.

PARENT EDUCATION (PRNT)

PRNT 527

Pre-Kindergarten

Credit(s): 0.0 Class Hours: 132.0 Lecture total.

Provides the opportunity for parents and others to learn the importance of providing appropriate early childhood experiences and preparing children for a successful kindergarten experience. Topics include school readiness, how to transform children's everyday world into an exciting learning environment, and how to stay positively involved in children's education.

PRNT 528

Increasing Parent Awareness of U.S. Schools

Credit(s): 0.0 Class Hours: 132.0 Lecture total.

Develops awareness of school systems in the United States. Introduces content standards and expectancies for different grade levels. Includes teaching and learning processes, strategies to support school children at home, pre-collegiate preparation of children, and college options.

Open Entry/Open Exit

PRNT 557

Early Childhood Education: Principles and Practices

Credit(s): 0.0 Class Hours: 96.0 Lecture total.

Bilingual (Spanish/English) course designed to introduce Spanish speaking students who are considering a career as teachers or aides to the scope of early childhood education. This class meets state licensing requirements for aides and limited-English caregivers in Early Childhood Education programs. May award five elective credits.

Open Entry/Open Exit (Same as Human Development 070).

PRNT 558

Early Childhood Care and Development For Family Child Care Providers

Credit(s): 0.0 Class Hours: 84.0 Lecture total.

Provides knowledge about the care and development of young children for family child care providers seeking state licensing.

PRNT 562

Health Education for Family Child Care Providers

Credit(s): 0.0 Class Hours: 24.0 Lecture total.

Provides family child care providers with health and safety information related to licensing.

SUBSTANTIAL DISABILITIES (SSD)

SSD 350

Signing Exact English for Parents of Deaf Children

Credit(s): 0.0 Class Hours: 60.0 Lecture total.

Designed as an introductory course to teach Signing Exact English and the manual alphabet.

SSD 400

Developmentally Disabled Adults Job Coach Training

Credit(s): 0.0 Class Hours: 180.0-244.0 Lecture total.

Students will develop knowledge of and acquire the necessary skills to assist developmentally disabled clients in their daily lives.

SSD 495

Personal Development & Grooming for Developmentally Disabled Adults

Credit(s): 0.0 Class Hours: 65.0-95.0 Lecture total.

Assists developmentally disabled adults in acquiring skills necessary to attain interpersonal relationships, social behavioral, grooming, and physical fitness skills. Students will work in groups and independently toward grooming awareness and physical fitness activities. Exercises are tailored to students abilities.

Open Entry/Open Exit

SSD 788

Independent Living Skills for Adults With Developmental Disabilities

Credit(s): 0.0 Class Hours: 180.0 Lecture total.

Assists adults with developmental disabilities to attain a higher functional level for independent living in these areas: health and nutrition, personal appearance, communication, manners, money management, safety and consumer awareness, transportation, social interaction and practical reading, writing and math skills related to home and community settings.

Open Entry/Open Exit

SSD 792

Handicapped Adults Topics

Credit(s): 0.0 Class Hours: 72.0-216.0 Lecture total.

Specialized courses on topics related to the needs of students in Handicapped Education. Open Entry/Open Exit

VOCATIONAL - AUTOMOTIVE (VAUTO)

VAUTO 668

Introduction to Automotive Vehicle Systems

Formerly: VBUS 668, Introduction to Automotive Vehicle Systems

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Introduction to the primary automotive systems used on modern vehicles. Theory, parts nomenclature, and description of system operation are emphasized. This course is intended for students seeking technical knowledge, with hands-on lab work, and future employment in as an automotive service technician. May award five high school elective credits if student completes all the required assignments with a minimum passing grade of 70%. (Same as Automotive Technology 102)

Open Entry/Open Exit

VAUTO 670

Preventative Maintenance Inspection

Credit(s): 0.0 Class Hours: 90.0 Lecture total.

This course provides the student with basic knowledge and skills in medium and heavy duty truck maintenance. Safety, inspections, and hands-on practice are emphasized.

This course helps students prepare for the T8 ASE exam. Five (5) high school elective credits may be awarded if a student passes the course with a minimum grade of 70%.

VOCATIONAL - BUSINESS (VBUS)

VBUS 118

Microsoft Windows Overview

Formerly: Introduction to Windows

Credit(s): 0.0 Class Hours: 60.0 Lecture total.

*Recommended Preparation: VBUS 259
Orientation to Computers*

Provides students with a complete introduction to Microsoft's new operating system and basic computer concepts to ensure students develop the skills they need to effectively use a computer. The beginning of the course focuses on skills and tools that students will use every day, aiding productivity in school and at work. These features include starting and properly shutting down the computer, logging in, using a mouse, navigating the desktop, program controls, working with menus, using the taskbar, basic word processing, switching between apps, working with apps, using email, and email safety. As students advance in the course, file management and organization is reviewed where students save files and create folders both on the local PC and in the cloud. Microsoft's web browser, focusing on effective web searches, how to protect against internet threats, Outlook Online, Word Online, OneDrive, and how to manage setting and preferences within Windows are covered as well. Four high school elective credits may be awarded if a student passes the course with a minimum grade of 70%, or achieves a minimum score of 85% on a challenge course by exam.

VBUS 123

Introduction to Computer Software & Online Applications

Formerly: Introduction to Computer Software Applications

Credit(s): 0.0 Class Hours: 12.0-36.0 Lecture total.

Provides instruction on the basic skills needed to perform tasks on computer software such as, but not limited to, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Adobe Photoshop, and online applications. The standards reviewed in this course reflect basic computer competency benchmarks common to many jobs.

VBUS 124

Introduction to Keyboarding I

Credit(s): 0.0 Class Hours: 32.0 Lecture total.

Recommended Preparation: Completion with a grade of "C" or better or a Passing grade in VBUS 259 Orientation to Computers

Provides introductory instruction for keyboarding by touch and skill building drills to achieve speed and accuracy. Emphasis is placed on proper posture, typing on a computer without looking at the keyboard, and using proper finger and hand placement. Two high school elective credits may be awarded if a student completes all the required assignments and passes the final exam.

VBUS 125

Introduction to Keyboarding II

Credit(s): 0.0 Class Hours: 45.0 Lecture total.

Recommended Preparation: Completion with a grade of "C" or better or a Passing grade in VBUS 124 Keyboarding I

Provides additional practice in keyboarding by touch through the production of business and academic documents and tables. All students learn Microsoft Word as they advance through the course. Extensive accuracy and speed development is offered. Three high school elective credits may be awarded if a student completes all the requirement assignments and passes the final exam.

VBUS 200

Topics in Business Skills

Formerly: Topics in Career Technical Education

Credit(s): 0.0 Class Hours: 12.0-36.0 Lecture total.

Varies according to topic. Specialized courses on topics related to the needs of students in the Vocational Business Skills program.

Open Entry/Open Exit

VBUS 240

Practical Computer & Internet Skills for Parents & Guardians

Credit(s): 0.0 Class Hours: 12.0-24.0 Lecture total.

This course is designed to help parents or guardians learn the computer and internet skills that they will be able to use immediately to help their children, family and themselves succeed in school and with daily tasks. Parents or guardians will learn essential skills like how to navigate popular software and online programs, and internet security. Course sessions are taught in various languages including, but not limited to, English, Spanish, and Vietnamese.

VBUS 243

Introduction to Customer Service Skills

Credit(s): 0.0 Class Hours: 60.0 Lecture total.

Provides basic customer service training in: achieving high customer satisfaction; developing strong listening and communication skills; developing effective telephone skills; handling difficult customer situations; solving and preventing incidents and problems; working in a team; and minimizing stress and avoiding burnout. Four high school elective credits may be awarded if a student passes the course with a minimum grade of 70%.

VBUS 244

Introduction to Microsoft Access

Formerly: Introduction to Databases Using Microsoft Access

Credit(s): 0.0 Class Hours: 60.0 Lecture total.

Recommended Preparation: VBUS 118 Microsoft Windows Overview;; VBUS 262 Introduction to Microsoft Excel

This course is an introduction to Microsoft Access - a database management system. Students will learn how to: design and use databases by creating tables, queries, forms and reports; create relationships between tables; and sort and filter data. Businesses use relational databases to manage their data. This course prepares students to understand and use Microsoft Access and databases in general, thereby assisting them in workforce preparation. Four high school elective credits may be awarded if a student passes the course with a minimum grade of 70% or achieves a minimum score of 85% on a challenge course by exam.

VBUS 245

Introduction to Microsoft Publisher

Formerly: Introduction to Desktop Publishing Using Microsoft Publisher

Credit(s): 0.0 Class Hours: 60.0 Lecture total.

Recommended Preparation: VBUS 118 Microsoft Windows Overview; VBUS 260 Introduction to Microsoft Word

This course introduces students to Microsoft Publisher which is a desktop software application. Students obtain the skills to create and produce publications such as flyers, newsletters, brochures, greeting cards, certificates, newsletters, invitations, and other printed publications. Four high school elective credits may be awarded if a student passes the course with a minimum grade of 70%, or achieves a minimum score of 85% on a challenge course by exam.

VBUS 258**Navigating the Internet**

Credit(s): 0.0 Class Hours: 36.0 Lecture total.

*Recommended Preparation: VBUS 259
Orientation to Computers*

Provides students with a basic introduction to accessing and using the internet. Topics include basic internet terms and concepts, browsing the Web, searching the Web, and communicating online. Two high school elective credits may be awarded if a student passes the course with a minimum grade of 70%, or achieves a minimum score of 85% on a challenge course by exam.

VBUS 259**Orientation to Computers**

Credit(s): 0.0 Class Hours: 60.0 Lecture total.

This course is designed to familiarize students with the fundamentals in computer hardware and software. It also introduces the Windows operating system, Microsoft Word application, email, and internet. Four high school elective credits may be awarded if student completes all the required assignments and passes the final exam.

Open Entry/Open Exit

VBUS 260**Introduction to Microsoft Word**

Formerly: Introduction to Word Processing Using MS Word

Credit(s): 0.0 Class Hours: 60.0 Lecture total.

*Recommended Preparation: VBUS 259
Orientation to Computers*

This course provides instruction in concepts and techniques of Microsoft Word. Students will learn procedures of creating, editing, and formatting office/business documents of varying complexities. They will create business letters and tables, use mail merge, illustrate documents with graphics, and more. Four high school elective credits may be awarded if a student passes the course with a minimum grade of 70%, or achieves a minimum score of 85% on a challenge course by exam.

VBUS 262**Introduction to Microsoft Excel**

Formerly: Introduction to Spreadsheets Using MS Excel

Credit(s): 0.0 Class Hours: 60.0 Lecture total.

*Recommended Preparation: VBUS 118
Microsoft Windows Overview*

Provides students with instruction to spreadsheet concepts and software using Microsoft Office Excel. Students will learn how to create a worksheet, use formulas and functions, insert charts and tables, and more. Four high school elective credits may be awarded if a student passes the course with a minimum grade of 70% , or achieves a minimum score of 85% on a challenge course by exam.

VBUS 270**Introduction to Microsoft Outlook**

Credit(s): 0.0 Class Hours: 60.0 Lecture total.

Students learn the basic skills they need to start using Microsoft Outlook to manage their email communications, contact information, calendar events, tasks, and customizing their interface to suit their working style. Email etiquette and avoiding viruses by identifying suspicious emails and attachments is also reviewed. Students may be awarded 4 high school elective credits if they complete and pass all course assignments and requirements.

Open Entry/Open Exit

VBUS 280**Accounting Terminology**

Credit(s): 0.0 Class Hours: 36.0 Lecture total.

This is a beginning accounting course designed for students with little or no accounting background. It introduces and provides an understanding of accounting terminology to prepare students for accounting occupations and accounting coursework. Students may be awarded 2 high school elective credits if they complete and pass all course assignments and requirements.

Open Entry/Open Exit

VBUS 281**Introduction to Quickbooks**

Credit(s): 0.0 Class Hours: 36.0 Lecture total.

Recommended Preparation: VBUS 118 Microsoft Windows Overview; VBUS 262 Introduction to Microsoft Excel ; VBUS 280 Accounting Terminology

This course is for students who want to learn how to navigate the basic features of Quickbooks such as creating and paying bills, creating invoices, and more. These skills and knowledge provide the foundation for the study and application of QuickBooks accounting systems. Students who pass this course will be prepared to transition into VBUS 282 Quickbooks I which is equivalent to Santa Ana College's Accounting 035 Quickbooks I course. Two high school elective credits may be awarded if a student passes the course with a minimum grade of 70%.

VBUS 282**QuickBooks I**

Credit(s): 0.0 Class Hours: 108.0 Lecture total.

Prerequisite: Completion with a grade of "C" or better or a Passing grade in VBUS 280 , VBUS 281

This is an introductory course on using QuickBooks software in the business environment for preparation of accounting information. The course will cover accounting theory and practical knowledge of QuickBooks on topics that include company file setup, customizing QuickBooks, recording customer and vendor transactions, bank reconciliations, creation of accounting reports and customization.

VBUS 290**Business Terminology**

Credit(s): 0.0 Class Hours: 36.0 Lecture total.

An introductory course to commonly used business terms with the intent of helping students develop a viable business vocabulary and how they can be effectively used in the workplace and for career advancement. Students may be awarded 2 high school elective credits if they complete and pass all course assignments and requirements.

Open Entry/Open Exit

VBUS 302**Introduction to Web Page Development Using HTML**

Credit(s): 0.0 Class Hours: 60.0 Lecture total.

Provides introductory instruction to web page development. Topics include web page design elements; HTML; graphic image, movie and sound formats; and testing pages on cross platforms. Designed for students who have completed a basic computer course or equivalent.

VBUS 303**Introduction to Adobe Photoshop**

Formerly: Introduction to Electronic Imaging Using Adobe Photoshop

Credit(s): 0.0 Class Hours: 60.0 Lecture total.

Recommended Preparation: VBUS 118 Microsoft Windows Overview

Provides introductory instruction to electronic imaging using Adobe Photoshop software. Topics include beginning Photoshop features, scanner basics, image and file formats, color, importing/exporting of files, and printing. Four high school elective credits may be awarded if a student passes the course with a 70% or better, or achieves an 85% on a challenge course by exam.

VBUS 304**Introduction to Microsoft PowerPoint**

Formerly: Introduction to Electronic Presentations Using Powerpoint

Credit(s): 0.0 Class Hours: 60.0 Lecture total.

Recommended Preparation: VBUS 118 Microsoft Windows Overview

Provides students with instruction on how to use PowerPoint features (e.g., templates, layouts, pictures, graphics, animation, multi-media assets) to create engaging presentations. Students will also discuss best practices for using PowerPoint as a visual aid for any presentation. Four high school elective credits may be awarded if a student passes the course with a minimum grade of 70% or achieves a minimum score of 85% on a challenge course by exam.

VBUS 340

Career Exploration

Credit(s): 0.0 Class Hours: 5.0 Lecture total.

This is a course designed to assist students in understanding opportunities available to them in different career and educational areas. Students will also learn about and be exposed to existing career technical education (CTE) pathways and how to successfully transition into a credit CTE program of study. Students will explore available occupations, careers, educational or training programs using a variety of available sources, such as interviews with business or college representatives, job shadowing, tours, guest speakers, and career and educational fairs/events.

VBUS 400

Employability Skills

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Prepares students with the knowledge, work habits, and character traits that are necessary to succeed in the rapidly changing workplace and global economy of the 21st century. Students learn the 21st century soft skills that are critical for the demands of today's work environment. In addition, it teaches workforce preparation such as resume development, cover letter, interview techniques, job search strategies, networking, and elevator speech. Five high school elective credits may be awarded if a student passes the course with a minimum grade of 70%.

Open Entry/Open Exit

VBUS 402

Workforce Power Skills

Credit(s): 0.0 Class Hours: 12.0-24.0 Lecture total.

This course helps students develop and practice the power skills that they need every day to be effective and stay competitive in today's workforce. These power skills include, but not limited to, problem-solving, communication, collaboration, leadership, and wellness. When combined with industry knowledge and behaviors, mastery of power skills results in higher levels of individual performance and growth. This course is highly recommended for students who are currently in the workforce.

Open Entry/Open Exit

VBUS 450

COMPTIA A+ Certification Preparation & Practice

Formerly: Hardware & Software A+ Preparation, Review, Practice

Credit(s): 0.0 Class Hours: 84.0 Lecture total.

Recommended Preparation: Completion with a grade of "C" or better or a Passing grade in VBUS 118 , VBUS 258

CompTIA's A+ certification is the industry standard for validating the foundational skills needed by today's computer service technicians. This course prepares students for the certification exam by helping them gain the necessary knowledge of basic computer hardware, operating systems, and networking. Hands-on practice using the latest computer components and operating systems will also provide an opportunity for students to enhance their skills in assembling, disassembling, servicing, troubleshooting, and upgrading computer and networking systems. Students also learn the elements of customer service and communication skills necessary to work with clients. Moreover, practice exams and quizzes are given to reinforce course concepts and exam readiness. Students may be awarded 5 high school elective credits if they complete and pass all course assignments and requirements.

Open Entry/Open Exit

VBUS 500

Digital Literacy for Academic and Professional Success - Tier 1

Credit(s): 0.0 Class Hours: 36.0 Lecture total.

The first integrated digital literacy course that prepares students for academic and workplace success by providing instruction on the fundamental technology skills needed to be digitally literate. Topics covered include: computer and smart phone functionality; introduction to the internet; the internet to find information; mobile applications for language learning; email creation and usage; online forms; video and audio sharing sites for language learning; social media for information; word processing applications; and introduction to online educational applications. Students may be awarded 2.5 high school elective credits if they complete and pass all course assignments and requirements.

VBUS 501**Digital Literacy for Academic and Professional Success - Tier 2**

Credit(s): 0.0 Class Hours: 36.0 Lecture total.

The second integrated digital literacy course that prepares students for academic and workplace success by providing instruction on the primary technology skills needed to enhance digital literacy. Topics covered include: review of topics covered in Digital Literacy for Academic and Professional Success - Tier I; the internet to search and evaluate information; mobile applications for learning and productivity; email etiquette for social and professional exchanges; online applications for synchronous communication; social media for civic and professional engagement; use word processing programs for academic and career readiness; online educational applications for collaboration; and overview of learning management systems (e.g., Canvas). Students may be awarded 2.5 high school elective credits if they complete and pass all course assignments and requirements.

VBUS 502**Digital Literacy for Academic and Professional Success - Tier 3**

Credit(s): 0.0 Class Hours: 36.0 Lecture total.

The third integrated digital literacy course that prepares students for academic and workplace success by providing in depth instruction on a range of technology skills needed to further enhance digital literacy. Topics covered include: review of topics covered in Digital Literacy for Academic and Professional Success - Tier I and II; internet safety and one's digital footprint; plagiarism in the Digital Age; use word processing programs for academic and career readiness; email and text communication - social and professional standards; introduction to online conferencing; introduction to blogging and wikis; expansion and application of online educational programs; and learning management systems - navigation and participation. Students may be awarded 2.5 high school elective credits if they complete and pass all course assignments and requirements.

VBUS 503**Digital Literacy for Real World Application – Tier 4**

Credit(s): 0.0 Class Hours: 36.0 Lecture total.

The final of four integrated digital literacy courses. In this course, students will employ the knowledge and skills acquired in Digital Literacy for Academic and Professional Success Tiers 1 through 3 to create a professional portfolio online. Instruction will focus on the technology and interpersonal skills needed to create an online presence necessary for academic and workplace success in the 21st century. Specifically, the following will be reviewed: topics covered in Tiers 1, 2 and 3; website creation to create an online portfolio; formatting and design standards for resumes; social media platforms to build a professional presence online; online professional networking through personal connections; and understanding how to use learning management systems through participation and collaboration. Students may be awarded 2.5 high school elective credits if they complete and pass all course assignments and requirements.

VBUS 559**Business Practices in Family Child Care**

Credit(s): 0.0 Class Hours: 36.0 Lecture total.

Provides potential family child care providers with information and skills necessary for successful operation of a family child care business. May earn two high school elective credits if a student passes the course with a minimum grade of 70%.

Open Entry/Open Exit

VBUS 574**Computer Basics: Hardware & Software**

Credit(s): 0.0 Class Hours: 192.0 Lecture total.

Provides instruction in maintenance, repair, and upgrading of personal computers. Emphasizes functional operations of hardware and software components. Includes hands-on experience with upgrading and repair of computers. Upon completion of course requirements a student may be awarded 5 elective credits.

Open Entry/Open Exit.

VBUS 576

Computer Basics: Systems and Networking Essentials

Credit(s): 0.0 Class Hours: 90.0 Lecture total.

Course provides baseline level of knowledge for networking certifications, including MCSA, MCSE, CNA and CCNA designations. The focus is also on networking operating systems including Microsoft and Linux. This class is for students with knowledge of computer repair and troubleshooting. May award five high school elective credits if student completes all the required assignments with a minimum passing grade of 75%.

Open Entry/Open Exit.

VBUS 590

Introduction to How to Start a Small Business

Credit(s): 0.0 Class Hours: 72.0 Lecture total.

Provides an introductory series of classes each designed to teach practical, hands-on small business management skills and focusing on specific topics addressing the needs of individuals desiring to start a small business. Course sessions are taught in various languages including, but not limited to, English, Spanish, and Vietnamese. Five high school elective credits may be awarded if a student passes the course with a minimum grade of 70%.

VOCATIONAL - CONSTRUCTION (VCNST)

VCNST 101

Introduction to Welding

Credit(s): 0.0 Class Hours: 162.0 Lecture total.

This is a basic course designed to introduce students 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 will 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).

VCNST 610

Vocational Construction Technology Module I

Credit(s): 0.0 Class Hours: 60.0-200.0 Lecture total.

Provides basic introduction to construction technology including Occupational Safety and Health Administration (OSHA) standards, first aid, and the proper use of hand and power tools. Introduces basic theory and tools used with lumber, concrete and electrical work. Students may be awarded 4 high school elective credits if they complete and pass all course assignments and requirements.

VCNST 620

Vocational Construction Technology Module II

Credit(s): 0.0 Class Hours: 60.0-200.0 Lecture total.

Recommended Preparation: VCNST 610 Vocational Construction Technology Module I

Provides basic instruction with hands-on activities in, but not limited to, building foundations and framing. This includes completion of such project(s). Recommended for those who have completed and passed Vocational Construction Technology Module I, or those who have the instructor's approval by standard assessment. Students may be awarded 4 high school elective credits if they complete and pass all course assignments and requirements.

VCNST 630

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

Credit(s): 0.0 Class Hours: 288.0 Lecture total.

This course is designed to provide students with entry-level skills in the repair and servicing of heating, ventilating, air-conditioning, and refrigeration (HVAC-R) equipment used in residential, industrial and commercial buildings. Twenty high school elective credits may be awarded if a student passes the course with a minimum grade of 70%.

**VOCATIONAL - FASHION
DESIGN & MERCHANDISING
(VFDM)
VFDM 100**

Introduction to the Fashion Industry

Credit(s): 0.0 Class Hours: 54.0 Lecture total.

Introduction to the development, structure, and interrelationship of the global fashion industry, including: Consumer characteristics, product design, textile and apparel production, retail merchandising, brand marketing, distribution, and promotion. An introduction to apparel business organizations, their commercial processes and career opportunities. Oral, written, and multimedia reports on current topics relevant to the fashion industry. Students may be awarded 3 high school elective credits if they complete and pass all course assignments and requirements.

VFDM 105

Beginning Sewing

Credit(s): 0.0 Class Hours: 90.0 Lecture total.

Apparel garment construction techniques including seam finishes, edge finishes, manipulating garment fullness, and applying closures. Students will construct three full sized garments and a compilation of construction techniques. Students will conduct and document garment fittings, alter patterns, and apply fitting alterations to the sewn projects. Students may be awarded 5 high school elective credits if they complete and pass all course assignments and requirements.

**VOCATIONAL - FINE
PERFORMING ARTS (VFPA)
VFPA 150A**

**Rehearsal and Performance in
Production**

Credit(s): 0.0 Class Hours: 88.0 Lecture total.

Other: Audition

Practical experience in performance production culminating in a series of public performances. All actors must audition and be cast prior to enrolling. Students may be awarded 6 high school humanities credits if they complete and pass all course assignments and requirements.

VFPA 150B

Technical Theatre in Production

Credit(s): 0.0 Class Hours: 88.0 Lecture total.

Students will gain practical experience in the application of production responsibilities in any of the following: stage management, scenery construction, properties, costuming, lighting, or sound. This course culminates into a series of public performances. All student technicians must obtain instructor approval prior to enrolling. Students may be awarded 6 high school humanities credits if they complete and pass all course assignments and requirements.

VFPA 152

Tour Ensemble

Credit(s): 0.0 Class Hours: 90.0 Lecture total.

An introduction to theatre performance emphasizing acting techniques as applied to performing a role in multiple venues. Students may be awarded 10 high school humanities credits if they complete and pass all course assignments and requirements.

VFPA 255

**Motion Picture Performance
Production**

Credit(s): 0.0 Class Hours: 126.0 Lecture total.

Other: Audition

Practical experience in performance production culminating in a fully produced feature film screened to the public. The final movie presentation becomes the basis for developing an actor reel. Students desiring an acting role must audition. Students may be awarded 10 high school humanities credits if they complete and pass all course assignments and requirements.

VOCATIONAL - FOOD (VFOOD) VFOOD 005

ServSafe Food Handler

Credit(s): 0.0 Class Hours: 36.0 Lecture total.

This course prepares students for employment in commercial and institutional food kitchens. It includes employee terminology, responsibilities, and training when preparing, handling, and serving food to the public. The course covers six key areas: basic food safety; good personal hygiene; controlling time and temperature; preventing cross-contamination; cleaning and sanitizing; and detailed food industry safety guidelines. It prepares students for the ServSafe Food Handler Certification. Two high school elective credits may be awarded if a student passes the course with a minimum grade of 70%.

VFOOD 200

Line Cook Training

Credit(s): 0.0 Class Hours: 60.0 Lecture total.

This course provides instruction on the different aspects of food preparation, as well as methods of presenting and serving food properly. Students will also receive training in the following types of cooking stations: grill, pantry, sauté, fry, and preparation. Four high school elective credits may be awarded if a student passes the courses with a minimum grade of 70%.

Open Entry/Open Exit

VFOOD 210

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

Credit(s): 0.0 Class Hours: 54.0 Lecture total.

This course prepares students for the ServSafe® Food Protection Manager Certification Exam. The certification will allow students to obtain employment in commercial and institutional food kitchens. The following areas will be covered: foodborne microorganisms and allergens; purchasing, receiving, and storing food; preparing, cooking, and serving food; cleaning and sanitizing facilities; and learning about pest control methods. Three high school elective credits may be awarded if a student passes the course with a minimum average of 70% in all coursework.

Open Entry/Open Exit

VFOOD 212

Baking & Pastry Master Class

Credit(s): 0.0 Class Hours: 24.0 Lecture total.

Provides instruction on the fundamentals of pastry making. Students are introduced key preparations that become the building blocks of other, finished pastry dishes. The focus is on various types of dough, custards, and soufflés.

Open Entry/Open Exit

VFOOD 214

Bread Making Master Class

Credit(s): 0.0 Class Hours: 24.0 Lecture total.

Provides instruction on gluten, flour, yeast, water, and salt and their functions in bread making. Students learn how to correctly identify the anatomy of a grain, bread-making tools, and the stages of bread preparation.

Open Entry/Open Exit

VFOOD 216

Cakes and Decorating Master Class

Credit(s): 0.0 Class Hours: 36.0 Lecture total.

Provides instruction on the fundamentals of cake making and decorating. Students are introduced to key preparations that become the building blocks of cake making and cake decorating. The focus is on various types of cakes and decorating techniques.

Open Entry/Open Exit

VFOOD 220

Introduction to Baking & Pastry

Credit(s): 0.0 Class Hours: 90.0 Lecture total.

This course covers fundamental baking skills for students who intend to specialize in baking and pastry making for commercial production. Production of yeast and quick breads, cakes, cookies, pies, and pastries, as well as decorating and icings are undertaken. Gourmet baked items and pastries are produced in a time- restricted quality-minded setting. This course is for students pursuing a career in culinary arts/ culinary management, and will prepare students for entry level baking position in the food industry as a baker or pastry chef. Five high school elective credits may be awarded if a student passes the course with a minimum grade of 70%.

Open Entry/Open Exit

VOCATIONAL - HEALTH (VHLTH)**VHLTH 100****Topics Health Services**

Credit(s): 0.0 Class Hours: 72.0-216.0 Lecture total.

A specialized course on topics related to the current needs of the students in the Business Skills and Health Services programs.

Open Entry/Open Exit.

VHLTH 101**Overview of the Nursing Assistant Training Program**

Credit(s): 0.0 Class Hours: 10.0 Lecture total.

This course is designed to provide an introduction to the clinical and theoretical requirements for the Certified Nursing Assistant (CNA) Training Program.

VHLTH 102**Certified Nursing Assistant (CNA) Training**

Credit(s): 0.0 Class Hours: 184.0 Lecture total.

Prerequisite: *Completion with a grade of "C" or better or a Passing grade in VHLTH 101 Overview of the Nursing Assistant Training Program*

Designed for students who want to become Certified Nursing Assistants (CNA). This course includes theory and clinical segments designed to prepare them to complete the CNA certification and potentially seek employment as entry-level healthcare assistants. Upon completion, the student will be prepared to take the California certification exam. Students must complete all lecture hours and clinical training hours to be eligible to take the certification exam. Ten high school elective credits may be awarded if a student passes the course with a minimum grade of 70%.

VHLTH 109**Introduction to Caregiving**

Credit(s): 0.0 Class Hours: 24.0 Lecture total.

This course is designed to prepare students to assist the elderly, convalescents, or persons with disabilities with daily living activities at the person's home or in a care facility. Duties performed at a place of residence may include upkeeping the house (e.g., making beds, doing laundry, washing dishes) and preparing meals. Topics covered include methods of advising families, the elderly, convalescents, and persons with disabilities regarding such topics as nutrition, cleanliness, and household activities. One high school elective credit may be awarded if a student passes the course with a minimum grade of 70%.

VHLTH 110**Caregiver Training**

Credit(s): 0.0 Class Hours: 34.0 Lecture total.

Prerequisite: *Completion with a grade of "C" or better or a Passing grade in VHLTH 109 Introduction to Caregiving*

This course is designed to provide students with hands-on experience as caregivers. Students will apply caregiver skills in a simulated caregiving environment. Two high school elective credits may be awarded if a student passes the course with a minimum grade of 70%.

VHLTH 704**Introduction to Biotechnology**

Credit(s): 0.0 Class Hours: 50.0 Lecture total.

This course is a general examination of biology as it relates to the field of biotechnology. Topics include the fundamental chemical processes common in prokaryotic and eukaryotic biology, chemistry of bio- molecules (proteins, enzymes, nucleic acids and lipids), cellular and molecular biology, basic immunology, and classical and molecular genetics with an emphasis on gene expression and genetic engineering.

VHLTH 705**Introductory Biotech Lab**

Credit(s): 0.0 Class Hours: 54.0 Lecture total.

Prerequisite: Completion with a grade of "C" or better or a Passing grade in VHLTH 704, Corequisite: VHLTH 704

This laboratory is a general examination of biology as it relates to the field of biotechnology. The laboratory addresses basic skills and techniques common to the biotechnology industry. Topics include the measurement of activity and quantity of proteins, growth and manipulation of bacteria, genetic engineering and antibody methods. This course is intended as a laboratory class for students majoring in applied biology and as a general education laboratory option for all students.

VHLTH 799**Introduction to Pharmacy Technology**

Credit(s): 0.0 Class Hours: 36.0 Lecture total.

Overview of the SAC Pharmacy Technician training program. Definition of the roles and preview of the opportunities open to pharmacy technicians in various practice settings. Presentation of pharmaceutical dosage forms, the drug development process, and drug classification systems. Introduction to prescription labeling and to the law and ethics of pharmacy practice. May award two high school elective credits if student completes all the required assignments with a minimum passing grade of 70%. (Same as Pharmacy Technology 048)

VHLTH 895**Paraprofessional Mental Health Worker I**

Credit(s): 0.0 Class Hours: 96.0 Lecture total.

Designed to provide students with basic skills for employment as a Paraprofessional Mental Health Worker. The course includes 48 hours of practicum training supervised by a community-based behavioral health clinic or mental health center. May earn five high school elective credits if a student passes the course with a minimum grade of 70%.
Open Entry/Open Exit

VHLTH 896**Paraprofessional Mental Health Worker II**

Credit(s): 0.0 Class Hours: 128.0 Lecture total.

Provides students with basic case management skills for employment as paraprofessional mental health workers. Recommended completion of Paraprofessional Mental Health Worker I. Recommended English proficiency level to be Intermediate and above. May earn five high school elective credits if a student completes all the required assignments and passes the final exam and/or project with a minimum passing grade of 70%.

VHLTH 897**Paraprofessional Mental Health Worker III**

Credit(s): 0.0 Class Hours: 128.0 Lecture total.

Provides students with basic facilitation and counseling skills for employment as paraprofessional mental health workers. Focuses on group and peer counseling. Recommended completion of Paraprofessional Mental Health Worker I. Recommended English proficiency level to be Intermediate and above. May earn five high school elective credits if a student completes all the required assignments and final exam and/or project with a minimum passing grade of 70%.

VOCATIONAL - HOSPITALITY (VHOSP)**VHOSP 201****Career Focus - Hospitality Services**

Credit(s): 0.0 Class Hours: 60.0 Lecture total.

This course provides students with an overview of the diverse career opportunities in food and lodging services. Students will develop a personal educational preparation and career plan. Topics include food service operations, management basics, and the hotel and lodging industry. The course also covers aspects of hospitality management, such as business structures and operations, human resources, and workplace safety. Students may be awarded 4 high school elective credits if they complete and pass all course assignments and requirements.
Open Entry/Open Exit

**VOCATIONAL -
MANUFACTURING (VMFG)
VMFG 680**

**Basic Machining Concepts and
Operations**

*Formerly: VBUS 680, Basic Machining Concepts
and Operations*

Credit(s): 0.0 Class Hours: 144.0 Lecture total.

Fundamental operations on lathes, milling machines, grinders, and drill presses, including precision measurements and layout. Equips students with skills and theory necessary to enter or upgrade within the machinist trade. Students may be awarded 10 high school elective credits if they complete and pass all course assignments and requirements.



SANTA ANA COLLEGE MISSION STATEMENT

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



SANTA ANA COLLEGE

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