

Application for Los Medanos College Skills Certificate

Print Legibly:

Last Name: _____ First Name: _____

Name as it should appear on Certificate: _____

Address: _____

City: _____ State: CA _____ Zip: _____

Phone Number: (____) _____ Student ID (or SS#): _____

Check the certificate(s) you are applying for:

Administration of Justice

- _____ Basic Police Academy (17)
- _____ Criminal Law Specialist (12 units)

Appliance Service Technology

- _____ Appliance Technology, Electrical Appliance Technician Certificate (8 units)
- _____ Appliance Technology; Heating, Ventilation, and Air Conditioning (14.5 units)
- _____ Appliance Technology, Refrigeration Technician Certificate of Completion (8 units)

Automotive Technology

- _____ Air Conditioning Specialist Certificate (3 Units)
- _____ Engine Performance (16 Units)
- _____ Engine Repair & Machining Specialist (6.5 Units)
- _____ Smog Technician Specialist (15.5 Units)
- _____ Suspension and Brakes Specialist (8 Units)
- _____ Transmission Specialist (8 Units)

Business

- _____ Accounting Clerk/Bookkeeper (12 Units)
- _____ Administrative Assistant (12 units)
- _____ Basic Clerical (9.5 Units)
- _____ Basic Medical Clerical/Medical Records Clerk (7 Units)
- _____ Business Computer Skills (5 Units)
- _____ Business Literacy Skills (6 Units)
- _____ Business Transfer Preparation (17 units)
- _____ Entrepreneurship/Small Business Start Up (11 Units)
- _____ Front Office/Medical Billing/Medical Coding (10 Units)
- _____ Fundamental Business Skills (6 Units)
- _____ Legal Secretary (16.5 units)
- _____ Medical Transcription (9 units)
- _____ Small Business Management and Operations (12-15 Units)

Child Development

- _____ Assistant Teacher Permit Coursework (6 units)
- _____ Associate Teacher Permit Coursework (12 units)
- _____ School–Age Associate Teacher (6 units)
- _____ School–Age Development and Education (17 units)
- _____ Specialization – Curriculum in Early Childhood Education (6 units)

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- _____ Specialization – Infant Toddler Care (6 units)
- _____ Specialization – School Age Care (6 units)
- _____ Specialization – Site Supervisor/Program Director (6 units)
- _____ Specialization – Special Needs Care & Education (6 units)

Computer Science

- _____ Core Competencies (12 units)
- _____ Foundation (11 units)
- _____ Game Design (15 units)
- _____ PC Repair Technician (7.5 units)
- _____ Web Design (10 units)

English/ESL

- _____ Certificate of Proficiency in English: Advanced Level (14 units)
- _____ Certificate of Proficiency in English: Intermediate Level (15 units)

FIRE Technology

- _____ Basic Academy (15 units)

Foreign Language

- _____ American Sign Language Certificate of Completion (13 units)
- _____ Spanish Certificate of Proficiency (10 units; SPAN 52S; 53S)

Microcomputer Systems Specialist

- _____ Core Competencies (12 units)
- _____ Foundation (11 units)

Emergency Medical Services

- _____ Emergency Medical Technician I (6 units)

Management and Supervision

- _____ Communication Skills for Managers (6 units)
- _____ Decision Making Skills for Managers (6 Units)
- _____ Human Resource Management Skills (6 units)
- _____ Leadership Skills for Managers (6 Units)
- _____ Planning Skills for Managers (6 Units)

Real Estate

- _____ Real Estate Sales (9 Units)

Travel Marketing

- _____ Cruise Specialist (8 units)
- _____ Home-Based Travel Specialist (17 units)
- _____ Travel Marketing (12 units)

Signature: _____ Date of Application: _____

Please submit this form to the Admissions Office upon completion of all courses applicable to the certificate.

09/07/10 ks