

**SKILLS CERTIFICATE REQUIREMENTS  
2013-2014**

Certificate Title and Department	Course Name	Course #	Units/Hours
<b>ADMINISTRATION OF JUSTICE</b>			
Basic Law Enforcement Academy I	Basic Law Enforcement Academy I	ADJUS-005A	(15 Total Units)
Basic Law Enforcement Academy II	Basic Law Enforcement Academy II	ADJUS-005B	(10 Total Units)
Basic Law Enforcement Academy Module I	Basic Law Enforcement Academy Module I	ADJUS-003	(14 Total Units)
Basic Law Enforcement Academy Module II	Basic Law Enforcement Academy Module II	ADJUS-002	(9 Total Units)
Basic Law Enforcement Academy Module III	Basic Law Enforcement Academy Module III	ADJUS-001	(6 Total Units)
Criminal Investigation Specialist	Intro to Criminal Justice System Criminal Law Intro to Evidence Basic Criminal Investigations Part A Basic Criminal Investigations Part B	ADJUS 120 ADJUS 121 ADJUS 221 ADJUS 150-A ADJUS 150-B	3 Units 3 Units 3 Units 3 Units <u>3 Units</u> (15 Total Units)
Criminal Law Specialist	Intro to the Criminal Justice System Criminal Law Introduction to Criminal Evidence Criminal Procedure	ADJUS 120 ADJUS 121 ADJUS 221 ADJUS 122	3 Units 3 Units 3 Units <u>3 Units</u> (12 Total Units)
<b>APPLIANCE SERVICE TECHNOLOGY</b>			
Heating, Ventilation & Air Conditioning Specialist	Basic Refrigeration Tech I Advanced Refrigeration Tech I Basic Heating & Cooling Basic Refrigeration R1A HVAC Tech H1A Heating Technology Basic HVAC H1B Air Conditioning Repair Air Distribution (Duct) Testing and Repair HVAC AH1B Residential Load Calculation & Duct Design	APPLI 023 <u>or</u> 024 ACREF 045 ACREF 073 ACREF 075 ACREF 076 ACREF 077 ACREF 078	3 Units 2 Units 2 Units 2 Units 2 Units 2 Units <u>1.5 Units</u> (14.5 Total Units)
<b>AUTOMOTIVE TECHNOLOGY</b>			
Smog Technician Specialist	Automotive Engine Diagnosis I Automotive Engine Diagnosis II Automotive Electricity and Electronics Clean Air Car Course + OBD II Smog Update	AUTO 040 AUTO 041 AUTO 046 AUTO 055 AUTO 057	4 Units 4 Units 4 Units 3 Units <u>.5 Unit</u> (15.5 Total Units)
Air Conditioning Specialist	Automotive Heating & Air Conditioning	AUTO 047	<u>3 Units</u> (3 Total Units)

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Transmission Specialist	Automatic Transmission & Transaxles Manual Transmission & Differential	AUTO 048 AUTO 049	4 Units <u>4 Units</u> (8 Total Units)
Engine Performance	Automotive Fundamentals Automotive Engine Diagnosis I Automotive Engine Diagnosis II Automotive Electricity and Electronics	AUTO 035 AUTO 040 AUTO 041 AUTO 046	4 Units 4 Units 4 Units <u>4 Units</u> (16 Total Units)
Engine Repair & Machining Specialist	Automotive Fundamentals Automotive Engine Machining	AUTO 035 AUTO 037	4 Units <u>2.5 Units</u> (6.5 Total Units)
Automotive Chassis Specialist	Automotive Brakes Automotive Suspension & Steering	AUTO 042 AUTO 043	3 to 4 Units <u>3 to 4 Units</u> (6-8 Total Units)
<b>BUSINESS</b>			
Accounting Clerk/Bookkeeper	Microsoft Excel Accounting Applied Principles Computer Assisted Accounting Choose 1 course from following:	BUS 018 BUS 181 BUS 185 BUS 045 <u>or</u> BUS 081 <u>or</u> BUS 082	3 Units 3 Units 3 Units <u>3 Units</u> (12 Total Units)
Administrative Assistant	Business Communications Introduction to Supervision+ Microsoft Excel for Windows	BUS 059 MANGT 050 BUS 018	3 Units 3 Units <u>3 Units</u> (9 Total Units)
Basic Clerical	Office Procedures Keyboarding Speed & Accuracy Introduction to Word Processing Managing/Working in a Diverse Workforce	BUS 047 BUS 055 BUS 065 BUS 091	3 Units 1 Unit 3 Units <u>.5 Unit</u> (7.5 Total Units)
Business Computer Skills	Microsoft Office Computer Keyboarding Ten Key/Data Entry Skills	BUS 035 BUS 051 BUS 080	3 Units 1 Unit <u>1 Unit</u> (5 Total Units)
Business Literacy Skills	Introduction to Business Personal Finance	BUS 109 BUS 160	3 Units <u>3 Units</u> (6 Total Units)
Business Transfer Preparation	Financial Accounting Managerial Accounting Introduction to Business Business Law MS Excel for Windows Microsoft Office	BUS 186 BUS 187 BUS 109 BUS 294 BUS 018 or 035	4 Units 4 Units 3 Units 3 Units <u>3 Units</u> (17 Total Units)

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Entrepreneurship/Small Business Start-Up	Microsoft Excel for Windows Small Business Management Accounting – Applied Principles QuickBooks	BUS 018 BUS 027 BUS 181 BUS 029	3 Units 3 Units 3 Units <u>2 Units</u> (11 Total Units)
Front Office/Medical Billing/Medical Coding	Business Communications Basic CPT & ICD-9CM Coding Patient Billing/Accounting Advanced Patient Billing	BUS 059 BUS 083 BUS 088 BUS 090	3 Units 3 Units 2 Units <u>2 Units</u> (10 Total Units)
Fundamental Business Skills	Business Math Business English	BUS 003 BUS 058	3 Units <u>3 Units</u> (6 Total Units)
Legal Secretary	Civil Litigation for Legal Secretaries Legal Office Procedures and Records Management Business English Microsoft Office Excel/PowerPoint Typing Speed & Accuracy Development Introduction to Word Processing Dealing with Difficult People	BUS 001 BUS 002 BUS 058 BUS 35B/C BUS 055 BUS 065 BUS 093	3 Units 3 Units 3 Units 3 Units 1 Unit 3 Units <u>.5 Unit</u> (16.5 Total Units)
Basic Medical Clerical/Medical Records Clerk	Medical Office Procedures/Records Management Medical Terminology Medical Law & Ethics for the Med. Office Managing/Working in a Diverse Workplace Dealing with Difficult People	BUS 084 BUS 086 BUS 089 BUS 091 BUS 093	2 Units 3 Units 1 Unit .5 Unit <u>.5 Unit</u> (7 Total Units)
Small Business Management and Operations	Small Business Management Business Law Managing Human Resources Business Accounting <u>Elective</u> Business Management <u>Elective</u>	BUS 027 BUS 294 MANGT 075 BUS 81 or 82 or 45 MANGT 50, 60, 65 or 70	3 Units 3 Units 3 Units 3 Units <u>3 Units</u> (15 Total Units)
<b>CHILD DEVELOPMENT</b>			
Assistant Teacher Permit	Intro to ECE Studies Child Growth and Development	CHDEV 001 CHDEV 010	3 Units <u>3 Units</u> (6 Total Units)
Associate Teacher Permit Coursework	Intro to ECE Studies Child Growth & Development Child, Family & Community Curriculum Foundations in ECE	CHDEV 001 CHDEV 010 CHDEV 020 CHDEV 062	3 Units 3 Units 3 Units <u>3 Units</u>

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			(12 Total Units)
School Age Associate Teacher	Child Growth and Development Child, Family & Community Caring for and Educating School Age Children Developmentally Appropriate Practice for the School Age Child	CHDEV 010 CHDEV 020 CHDEV 032 CHDEV 033	3 Units 3 Units 3 Units <u>3 Units</u> (12 Total Units)
School Age Development and Education	Child Growth and Development Child, Family & Community Guidance and Discipline Strategies for the Young Child Caring for & Educating School Age Children Developmentally Approp. Pract. for the School Age Child Anti-Bias & Multicultural Education and the Young Child	CHDEV 010 CHDEV 020 CHDEV 022 CHDEV 032 CHDEV 033 CHDEV 050	3 Units 3 Units 2 Unit 3 Units 3 Units <u>3 Units</u> (17 Total Units)
Specialization Administration: Site Supervisor/Program Director	Supervision/Administration Part I Supervision/Administration Part II	CHDEV 095 CHDEV 096	3 Units <u>3 Units</u> (6 Total Units)
Specialization-Infant Toddler Care	Infant Toddler Care I Infant Toddler Care II	CHDEV 040 CHDEV 041	3 Units <u>3 Units</u> (6 Total Units)
Specialization – School Age Care	School Age Child Care I School Age Child Care II	CHDEV 032 CHDEV 033	3 Units <u>3 Units</u> (6 Total Units)
Specialization – Special Needs and Care & Education	The Special Needs Child Methods & Materials for the Special Needs Child	CHDEV 055 CHDEV 057	3 Units <u>3 Units</u> (6 Total Units)
Specialization – Curriculum in Early Childhood Education	Relationship-Based Discipline Strategies for Children Creative Arts for the Young Child Teaching in a Diverse Society	CHDEV 022 CHDEV 025 CHDEV 050	2 Units 2 Units <u>3 Units</u> (7 Total Units)
<b>COMPUTER SCIENCE</b>			
Certified PC Repair Technician	PC Repair Hardware (A+ Certification) PC Repair Software (A+ Certification) A+ Certification Exam Preparation	COMSC 090 COMSC 091 COMSC 092	3 Units 3 Units <u>1.5 Units</u> (7.5 Total Units)
Computer Science Core Competencies	Web Site Development Part I Web Site Development Part II Programming Logic and Design A Survey of Operating Systems And one course from:	COMSC 030 COMSC 031 COMSC 056 COMSC 080	1.5 Units 1.5 Units 3 Units 3 Units <u>3 Units</u>

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	Programming with Visual Basic.NET Intro to C++ programming Part I Intro to Java for Programming Part I	COMSC 041 COMSC 044 COMSC 051	(12 Total Units)
Foundation	Introduction to Computers Introduction to Microcomputer Applications Advanced Microcomputer Applications	COMSC 040 COMSC 060 COMSC 061	4 Units 4 Units <u>3 Units</u> (11 Total Units)
Game Design	Gaming: An Introduction Gaming: Beginning Illustration & Story Telling Gaming: Beginning Game Design Introduction to Cartooning Adobe Photoshop	COMSC 110 COMSC 111 COMSC 112 ART 027 ART 054	3 Units 3 Units 3 Units 3 Units <u>3 Units</u> (15 Total Units)
Web Design	Web Site Development – Part I Web Site Development – Part II Web Site Development – Dreamweaver & Flash Introduction to Computers	COMSC 030 COMSC 031 COMSC 032 COMSC 040	1.5 Units 1.5 Units 3 Units <u>4 Units</u> (10 Total Units)
<b>EMERGENCY MEDICAL SERVICES</b>			
Emergency Medical Technician I	Emergency Medical Technician I	EMS 010	(6 Total Units)
Emergency Medical Technician Recertification	Emergency Medical Technician I Recertification	EMS 011	(1 Total Unit)
<b>FIRE TECHNOLOGY</b>			
Fire Academy	Fire Academy	FIRE 120	(15 Total Units)
<b>MANAGEMENT &amp; SUPERVISION OR BUSINESS MANAGEMENT</b>			
Communication Skills for Managers	Introduction to Supervision Business Communication	MANGT 050 BUS 059	3 Units <u>3 Units</u> (6 Total Units)
Decision Making Skills for Managers	Introducing Supervision Make Effective Decisions	MANGT 050 MANGT 060	3 Units <u>3 Units</u> (6 Total Units)
Human Resource Management Skills	Introducing Supervision Managing Human Resources	MANGT 050 MANGT 075	3 Units <u>3 Units</u> (6 Total Units)
Leadership Skills for Managers	Introducing Supervision Relating in Human Terms	MANGT 050 MANGT 070	3 Units <u>3 Units</u> (6 Total Units)

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Planning Skills for Managers	Introducing Supervision Mastering Management's Essential Tools	MANGT 050 MANGT 065	3 Units <u>3 Units</u> (6 Total Units)
<b>REAL ESTATE</b>			
Real Estate Sales	Real Estate Principles Real Estate Practice Elective – choose from:	REAL 005 REAL 020 REAL 25, BUS 45, 181, 186 or 294	3 Units 3 Units <u>3 Units</u> (9 Total Units)
<b>TRAVEL</b>			
Travel Marketing	Introduction to Travel Travel Sales & Marketing Advanced Travel Concepts 3 Units from Travel Elective	TRAVL 072 TRAVL 076 TRAVL 095 TRAVL 074, 075, 077, 082, 083, 084, 085, 087, 096, 101, 102, 103, 104, 105, 106, 114, 170, 900	3 Units 3 Units 3 Units <u>3 Units</u> (12 Total Units)
Cruise Specialist	All About Travel Travel Sales and Marketing Customized Vacation Planning	TRAVL 082 TRAVL 076 TRAVL 077	3 Units 3 Units <u>2 Units</u> (8 Total Units)
Home-Based Travel Specialist	Introduction to Travel Travel Sales & Marketing Home-Based Travel – Is it for You? Establishing a Home-Based Travel Business Marketing & Promoting a Home-Based Travel Business Resources for the Home-Based Travel Professional Business & Financial Plans for Home-Based Travel Home-Based Travel & the Law 3 Units from Destination Specialist courses  And 5 additional units of elective courses from the following:	TRAVL 072 TRAVL 076 TRAVL 101 TRAVL 102 TRAVL 103 TRAVL 104 TRAVL 105 TRAVL 106 TRAVL 074, 075, 083, 084, 085, 087, or 096 TRAVL 074, 075, 077, 082, 083, 084, 085, 087, 095, 096, 114, or 900's	3 Units 3 Units .5 Unit .5 Unit .5 Unit .5 Unit .5 Unit .5 Unit 3 Units  <u>5 Units</u> (17 Total Units)
<b>WORLD LANGUAGES</b>			
American Sign Language	American Sign Language IV Deaf Culture	SIGN 068 SIGN 072	3 Units <u>3 Units</u> (6 Total Units)
Cultural Competence in Modern World Language	American Sign Language I Elementary Filipino I Elementary Italian I	SIGN 065 FILIP 060 ITAL 060	3 Units 5 Units 5 Units

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	Elementary French I Elementary Spanish I	FRNCH 060 SPAN 050	5 Units <u>5 Units</u> (13-15 Total Units)
Spanish	Intermediate Spanish II	SPAN 053	<u>5 Units</u> (10 Total Units)