



2023-2025

CATALOG OF AUTHORIZED

ADULT EDUCATION COURSES

LAUNIFIEDADULT.ORG



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CATALOG OF AUTHORIZED ADULT EDUCATION AND CAREER



Catalogs and addenda are distributed to all Division Schools:

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General Science/Integrated 4	36-10-54	60	20

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Psychology	37-04-74	60	24
Life Skills	37-04-77	60	24
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Math 2	53-03-76	180	33
Math 3	53-03-77	120	34
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Basic Language Arts – Intermediate	53-03-82	450	35

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Basic Skills: Spanish for the Workplace	53-03-90	40	39
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VABE/Math/Photovoltaics	53-04-51	90	40
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ESL Multi-Level/Pronunciation Basics	50-04-52	20	55
ESL Intermediate/English Vocabulary and Idioms	50-04-53	15	56
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HIGH SCHOOL DIPLOMA

COURSE DESCRIPTIONS

COURSE NO. : 23-09-71

Revised: September/2018

Title: English 1**Program:** Adult Literacy/High School Diploma**Department:** Adult Secondary Education (English)**Credits:** 5**Hours:** 60**Course of Study:** 1:2001 English Language Arts English Language Arts**Course Description:**

This competency-based course is designed to develop reading comprehension, literary analysis, writing, and listening and speaking skills. Students thoroughly review the structure of the sentence and the paragraph. Building on this foundation, they proceed to compose autobiographical, persuasive, and expository essays. Throughout, writing, reading, speaking and listening skills are applied to the analysis of both literary and informational texts. The competencies in this course are aligned with the College and Career Readiness Standards for English Language Arts and the English Language Arts Content Standards for California Public Schools. This course has been approved to satisfy the “b” (English) subject area of the UC/CSU “a-g” requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Writing fluency at an English 1 placement level, determined by a student writing sample and evaluated by the receiving English instructor
3. Mastery of the competencies of Reading 3 (53-03-66)
4. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 23-09-72

Revised: July/2018

Title: English 2**Program:** Adult Literacy/High School Diploma**Department:** Adult Secondary Education (English)**Credits:** 5**Hours:** 60**Course of Study:** 1:2001 English Language Arts**Course Description:**

This competency-based course is designed to develop reading comprehension, literary analysis, writing and listening and speaking skills. After reviewing the structure of the sentence and the paragraph, students explore the writing process, using a rubric to guide the composition and evaluation of the expository essay. Students read and respond to a variety of literary and informational texts and produce a varied portfolio: an essay of literary analysis, a reflective essay, business correspondence and process/technical writing. After studying and evaluating the rhetoric of persuasion, both in a text and in performance, students write and deliver an original persuasive speech. The competencies in this course are aligned with the English–Language Arts Content Standards for California Public Schools. This course has been approved to satisfy the “b” English subject area of the UC/CSU “a-g” requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Writing fluency at an English 2 placement level, determined by a student writing sample and evaluated by the receiving English instructor
3. Mastery of the competencies of English 1 (23-09-71)
4. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 23-10-73

Revised: July/2018

Title: English 3**Program:** Adult Literacy/High School Diploma**Department:** Adult Secondary Education (English)**Credits:** 5**Hours:** 60**Course of Study:** 1:2001 English Language Arts**Course Description:**

This competency-based course is designed to develop reading comprehension, literary analysis, writing, listening and speaking skills. After reviewing the writing process and persuasive rhetoric, students grow in their ability to use a rubric to guide the composition and evaluation of the persuasive essay. Students discuss, analyze and interpret poetry, the short story, technical writing, and the screenplay; they produce a varied writing portfolio: a persuasive essay, a descriptive essay, an analysis of conflict and character in the short story, an autobiographical essay, an original poem, a career research report, and a film review. The competencies in this course are aligned with the English–Language Arts Content Standards for California Public Schools. This course has been approved to satisfy the “b” (English) subject area of the UC/CSU “a–g” requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment.
2. Writing fluency at an English 3 placement level, determined by a student writing sample and evaluated by the receiving English instructor
3. Mastery of the competencies of English 2 (23-09-72)
4. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 23-10-74

Revised: July/2018

Title: English 4**Program:** Adult Literacy/High School Diploma**Department:** Adult Secondary Education (English)**Credits:** 5**Hours:** 60**Course of Study:** 1:2001 English Language Arts**Course Description:**

This competency-based course is designed to develop reading comprehension, literary analysis, writing, and listening and speaking skills. A diagnostic test of writing skills allows for a thorough review of sentence and paragraph structure, usage, and punctuation. Students discuss, analyze, and interpret the novel, drama, poetry, the short story, news articles and technical writing. After reviewing the writing process and the use of a rubric for essay composition and evaluation, students build a varied portfolio of writing: a persuasive essay, a character sketch, a problem-solution essay, a comparison/ contrast essay, interpretations of drama and a novel, an evaluative essay and an original work of fiction. The competencies in this course are aligned with the English-Language Arts Content Standards for California Public Schools. This course has been approved to satisfy the “b” (English) subject area of the UC/CSU “a-g” requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Writing fluency at an English 4 placement level, determined by a student writing sample and evaluated by the receiving English instructor
3. Mastery of the competencies of English 3 (23-10-73)
4. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 23-11-75

Revised: July/2018

Title: English Composition/Contemporary**Program:** Adult Literacy/High School Diploma**Department:** Adult Secondary Education (English)**Credits:** 5**Hours:** 60**Course of Study:** 1:2001 English Language Arts**Course Description:**

This competency-based course is designed to develop reading comprehension, literary analysis, writing, and listening and speaking skills. A particular emphasis on academic, workplace, and reflective/autobiographical composition is integrated with a focus on significant works of American literature. A diagnostic test of editing and proofreading skills facilitates a targeted review of punctuation, usage, and sentence structure. Students discuss, analyze and interpret the short story, poetry, drama, the novel, and works of non-fiction. The Internet is employed as a research tool for enhancing reading and writing tasks. Students review the writing process and fundamentals of composition: the topic sentence, paragraph structure, the thesis statement, and the use of a rubric. Essay form is reviewed through the discussion and analysis of exemplary writing, and students develop a portfolio of depth and variety: a reflective essay, an essay of definition, descriptive and narrative compositions, an essay of literary analysis, a letter of application, and a script for a multimedia presentation. The competencies in this course are aligned with the English-Language Arts Content Standards for California Public Schools. This course has been approved to satisfy the “b” (English) subject area of the UC/CSU “a-g” requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Writing fluency at an English 4 placement level, determined by a student writing sample and evaluated by the receiving English instructor
3. Mastery of the competencies of English 4 (23-10-74)
4. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 23-11-76

Revised: July/2018

Title: Literature/American**Program:** Adult Literacy/High School Diploma**Department:** Adult Secondary Education (English)**Credits:** 5**Hours:** 60**Course of Study:** 1:2001 English Language Arts**Course Description:**

This competency-based course is designed to provide a balanced language arts experience centered on recurrent themes and genres in United States literature from earliest times to the present, reflecting on the diversity of American life. The main emphasis of this course will be analyzing works of fiction and nonfiction for the recognition of theme, symbolism, tone and historical significance. Incorporated into this course will be vocabulary enrichment and listening and speaking skills, as well as a variety of writing activities including narrative, expository, persuasive, informational and descriptive writing that demonstrate research, organization and drafting strategies. The competencies in this course are aligned with the English- Language Arts Content Standards for California Public Schools. This course has been approved to satisfy the "b" (English) subject area of the UC/CSU "a-g" requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Writing fluency at an English 4 placement level, determined by a student writing sample and evaluated by the receiving English instructor
3. Mastery of the competencies of English 4 (23-10-74)
4. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 23-12-77

Revised: July/2018

Title: English Composition/Expository**Program:** Adult Literacy/High School Diploma**Department:** Adult Secondary Education (English)**Credits:** 5**Hours:** 60**Course of Study:** 1:2001 English Language Arts**Course Description:**

This competency-based course is designed to develop reading comprehension, literary analysis, writing, and listening and speaking skills. Students review and enrich their understanding of fundamentals of composition: prewriting, outlining, research tools, thesis statement, essay form, writing rubric, proofreading, editing, and revising. Students read and interpret an array of fiction and nonfiction: critical, reflective, and technical essays, the novel, drama, poetry, and the short story. Effective composition skills are fostered through the analysis of exemplary writing and the development of a writing portfolio. The writing portfolio includes a persuasive essay, a narrative, an essay of comparison, a process essay, literary analyses of poetry and the novel, creative writing, an historical investigation report, and a resume. The competencies in this course are aligned with English-Language Arts Content Standards for California Public Schools. This course has been approved to satisfy the “b” (English) subject area of the UC/CSU “a-g” requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Writing fluency at an English 4 placement level, determined by a student writing sample and evaluated by the receiving English instructor
3. Mastery of the competencies of English 4 (23-10-74)
4. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 23-12-78

Revised: July/2018

Title: Literature/Modern**Program:** Adult Literacy/High School Diploma**Department:** Adult Secondary Education (English)**Credits:** 5**Hours:** 60**Course of Study:** 1:2001 English Language Arts**Course Description:**

This competency-based course is designed to provide a balanced language arts experience centered on recurrent themes and genres in modern literature. The main emphasis of this course will be analyzing and interpreting works of fiction, nonfiction, poetry and drama for the recognition of theme, symbolism, tone and historical connection. Incorporated into this course will be vocabulary enrichment and listening and speaking skills, as well as a variety of writing activities including narrative and expository essays, with a focus on essays in response to literature that demonstrate research, organization and drafting strategies. The competencies in this course are aligned with the English–Language Arts Content Standards for California Public Schools. This course has been approved to satisfy the “b” (English) subject area of the UC/CSU “a–g” requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Writing fluency at an English 4 placement level, determined by a student writing sample and evaluated by the receiving English instructor
3. Mastery of the competencies of English 4 (23-10-74)
4. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 25-60-67

Revised: August/2006

Title: Foreign Language/Spanish 1A

Program: Adult Literacy/High School Diploma

Department: Adult Academic Instruction
(Foreign Languages)

Credits: 5

Hours: 60

Course of Study: 1:2006 Foreign Language/American Sign Language

Course Description:

This competency-based course emphasizes the receptive communication skills of listening and reading comprehension and the productive language skills of speaking and writing. It emphasizes communication in the Spanish language and provides students with an insight into the structure, vocabulary, and history of the language. It also helps students compare and understand the Hispanic cultures and subcultures. This course has been approved to satisfy the "e" (LOTE- Language Other Than English) subject area of the UC/CSU "a-g" requirements for freshman admission.

Prerequisites:

None

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 25-60-68

Revised: August/2006

Title: Foreign Language/Spanish 1B

Program: Adult Literacy/High School Diploma

Department: Adult Academic Instruction
(Foreign Languages)

Credits: 5

Hours: 60

Course of Study: 1:2006 Foreign Language/American Sign Language

Course Description:

This competency-based course emphasizes the receptive communication skills of listening and reading comprehension and the productive language skills of speaking and writing. It emphasizes communication in the foreign language and provides students with an insight into the structure, vocabulary, and history of the language. It also assists students in comparing and understanding the Hispanic cultures and subcultures. This course has been approved to satisfy the "e" (LOTE- Language Other Than English) subject area of the UC/CSU "a-g" requirements for freshman admission.

Prerequisites:

Foreign Language/Spanish 1A (25-60-67) or passing of Spanish 1 final exam

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 25-60-79

Revised: August/2012

Title: Foreign Language/Work-Site Spanish**Program:** Adult Literacy/High School Diploma**Credits:** 2.5 **Hours:** 40 **Course of Study:** 1:2006 Foreign Language/American Sign Language**Course Description:**

This competency-based course is designed to prepare school-site employees to function on a basic communications level in Spanish. It is especially intended for those working in, or preparing for clerical positions where communication with Spanish-speaking parents and/or students is necessary.

Prerequisites:

None

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 30-50-70

Revised: July/2011

Title: Individualized Instruction Lab**Department:** Adult Academic Instruction (Interdisciplinary Studies)**Course Description:**

High school diploma courses are offered through individualized instruction in Learning Centers where the teacher arranges different study programs to meet the individual needs of different learners. Offerings at different schools and centers vary.

Prerequisites:

A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment

Notes:

There is no single course outline used for individualized instruction. Various subjects are offered, each with its own course number. The 30-50-70 number is used only on forms 1000 and 1001 of teachers working in these contexts.

COURSE NO. : 30-50-74

Revised: October/2021

Title: Student Tools for Educational Pathways (Academic: ABE and ASE)**Program:** Adult Literacy/High School Diploma**Credits:** 0* **Hours:** 12 **Course of Study:** High School Diploma**Course Description:**

This competency-based course is intended to provide an orientation for Adult Basic Education (ABE) and Adult Secondary Education (ASE) students who are entering the adult-school system.

By participating in this course, students will learn what levels of ABE and/or ASE courses are most appropriate to their needs and what they will learn in these classes. Students will acquire tools and resources to successfully navigate college and career pathways. They will also be able to articulate their long and short-term educational goals and be prepared to study in a classroom environment.

The content and instructional strategies of this course reflect the Dept. of Education Employability Skills Framework, align with the College and Career Readiness Standards (CCRS) for Listening, Speaking, Reading, Writing, and Language, and integrate the Model Standards for ABE and ASE, the Comprehensive Adult Student Assessment System (CASAS) GOALS Test competencies, and the International Society for Technology in Education (ISTE) Standards.

Prerequisites:

None

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 30-50-75

Revised: July/2021

Title: High School Equivalency Test Preparation/Test-Taking Strategies**Program:** Adult Literacy/High School Diploma**Credits:** 0 **Hours:** 60 **Course of Study:** High School Diploma**Course Description:**

This competency-based course covers the key concepts of study techniques, strategies in test-taking, visual processing, higher order thinking, and calculator skills as they relate to High School Equivalency Test preparation in the five basic subject areas of language arts, social studies, science, literature and mathematics. This course focuses on test-taking strategies and skills rather than subject content.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Writing fluency at the English 4 (23-01-74) placement level, determined by a student writing sample and evaluated by receiving instructor.
3. Recommendation of an instructor and/or counselor
4. Successful completion of Math 1, 2, 3 and Algebra 1A

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 30-50-77

Revised: July/2021

Title: High School Equivalency Test Preparation**Program:** Adult Literacy/High School Diploma**Department:** Adult Academic Instruction**Credits:** 0* **Hours:** 300 **Course of Study:** High School Diploma**Course Description:**

This competency-based course is comprised of a review of the key concepts in the high school curriculum covering the five basic subject areas of language arts and writing, social studies, science, literature, and mathematics.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. A minimum grade level equivalency level of 9.0 as measured by the CASAS Math GOALS assessment
3. Writing fluency at an English 3 (21-10-73) placement level, determined by a student writing sample and evaluated by the receiving English instructor
4. Recommendation of an instructor and/or a counselor

Notes:

The number 30-50-94 is used for reporting hours students generate outside the classroom through the Distance Learning Program.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 31-02-70

Revised: July/2021

Title: Algebra 1/A**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 90 **Course of Study:** 1:2002 Mathematics**Course Description:**

This competency-based course introduces the following concepts and skills in Algebra: expressions, equations, inequalities, formulas, functions, systems of equations. The competencies in this course align with the Algebra 1 Standards for California Public Schools. This course has been approved to satisfy the "c" (mathematics) subject area of the UC/CSU:"a-g" requirements for freshman admission.

Prerequisites:

1. A grade equivalency (GE) of 9.0 or higher on the CASAS Math GOALS assessment at the time of enrollment. Students who score below 9.0 are referred to the ABE Math program. (See Math 1, 2, 3 course outlines for placement.)
or
Completion of Math 3 (90% or higher on all assessments), and passage of the CASAS Math GOALS assessment with a grade equivalency of 9.0 or higher
2. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment is recommended

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 31-02-71

Revised: July/2021

Title: Algebra 1/B

Program: Adult Literacy/High School Diploma

Department: Adult Academic Instruction (Mathematics)

Credits: 5

Hours: 90

Course of Study: 1:2002 Mathematics

Course Description:

This competency-based course introduces the following concepts and skills in Algebra: exponents and exponential functions, polynomials and factoring, quadratic functions and equations, radical expressions and equations, rational expressions, data analysis and probability.

The competencies in this course align with the Algebra 1 Common Core Standards for California Public Schools. This course has been approved to satisfy the "c" (mathematics) subject area of the UC/CSU "a-g" requirements for freshman admission.

Prerequisites:

1. A grade equivalency (GE) of 9.0 or higher on the CASAS Math GOALS assessment at the time of enrollment. Students who score below 9.0 are referred to the ABE Math program. (See Math 1, 2, 3 course outlines for placement)
2. Completion of Algebra 1/A
3. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment is recommended.

Notes:

Concurrently enrolled high school students should meet the same requirements as adult students.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 31-03-71

Revised: July/2021

Title: Geometry/1A

Program: Adult Literacy/High School Diploma

Department: Adult Academic Instruction (Mathematics)

Credits: 5

Hours: 60

Course of Study: 1:2002 Mathematics

Course Description:

This competency-based course introduces the following Geometry concepts and applications: reasoning and proofs, parallel and perpendicular lines, congruent and similar triangles and quadrilaterals. The competencies in this course are aligned with the Geometry Content Standards for California Public Schools. This course has been approved to satisfy the "c" (mathematics) subject area of the UC/CSU "a-g" requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 CASAS Reading GOALS assessment
2. Successful completion of (31-02-70) Algebra 1/A and (31-02-71) Algebra 1/B
3. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 31-03-72

Revised: July/2021

Title: Geometry/1B**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 60 **Course of Study:** 1:2002 Mathematics**Course Description:**

This competency-based course introduces the following Geometry concepts and applications; area, surface area and volume, relationships within triangles, the Pythagorean Theorem, right angle trigonometry, and circles and transformations. The competencies in this course are aligned with the Geometry Content Standards for California Public Schools. This course has been approved to satisfy the “c” (mathematics) subject area of the UC/CSU “a-g” requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Successful completion of (31-03-71) Geometry/1A
3. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 36-05-74

Revised: December/2014

Title: Health**Program:** Adult Literacy/High School Diploma**Department:** Adult Academic Instruction (Science and Health)**Credits:** 5**Hours:** 90**Course of Study:** 02.022.113**Course Description:**

This competency-based course is designed to prepare students to assume responsibility for maintaining and improving their own health and the health of their families. In this course, students will demonstrate the ability to use the eight overarching content standards of learning essential health concepts, analyzing health influences, accessing valid health information, demonstrating interpersonal communication, decision making, goal setting, health-enhancing behaviors and health promotion. These overarching standards will be applied in the six California Health content areas of a) Alcohol, Tobacco and Other Drugs, b) Nutrition and Physical Activity, c) Growth, Development and Sexual Health, d) Mental, Emotional and Social Health, and f) Injury Prevention and Safety. The competencies in this course are aligned with the Health Content Standards for California Public Schools.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 36-09-51

Revised: July/2006

Title: General Science/Integrated 1

Program: Adult Literacy/High School Diploma

Department: Adult Secondary Instruction (Science and Health)

Credits: 5 Hours: 60 Course of Study: 1:2003 Science

Course Description:

This competency-based course provides students with an introduction to the following scientific concepts and applications: scientific method, stability of ecosystems and population dynamics, evolution, genetics and inheritance, atoms, molecules, elements and bonding, chemical bonding reactions, acids and bases, and kinetic molecular theory and thermodynamics. This course will give students an opportunity to develop skills using scientific equipment to collect, store, and analyze data. This course has been approved to satisfy the “g” (elective) subject area of the UC/CSU “a-g” requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 36-09-52

Revised: July/2006

Title: General Science/Integrated 2

Program: Adult Literacy/High School Diploma

Department: Adult Secondary Instruction (Science and Health)

Credits: 5 Hours: 60 Course of Study: 1.2034 Biological Science

Course Description:

This competency-based course provides students with an introduction to the following scientific concepts and applications: scientific method, stability of ecosystems and population dynamics, evolution, genetics and inheritance, atoms, molecules, elements and bonding, chemical bonding reactions, acids and bases, and kinetic molecular theory and thermodynamics. This course will give students an opportunity to develop skills using scientific equipment to collect, store, and analyze data. This course has been approved to satisfy the “g” (elective) subject area of the UC/CSU “a-g” requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Successful completion of Algebra 1/A (31-02-70)
3. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 36-09-73

Revised: July/2013

Title: Biology/1/Life Science

Program: Adult Literacy/High School Diploma

Department: Adult Secondary Instruction (Science and Health)

Credits: 5

Hours: 60

Course of Study: 1.2034 Biological Science

Course Description:

This competency-based course provides students with an introduction to the following scientific concepts and applications: scientific method, cell biology, physiology and ecology. This course will give students an opportunity to develop skills using scientific equipment to collect, store and analyze data. The competencies in this course are aligned with the Science Content Standards for California Public Schools.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Successful completion of Algebra 1/A (31-02-70)
3. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 36-09-74

Revised: July/2006

Title: Biology/2/Life Science

Program: Adult Literacy/High School Diploma

Department: Adult Academic Instruction (Science and Health)

Credits: 5

Hours: 60

Course of Study: 1.2034 Biological Science

Course Description:

This competency-based course provides students with an introduction to the following scientific concepts and applications: genetics and evolution. This course will give students an opportunity to develop skills using scientific equipment to collect, store and analyze data. The competencies in this course are aligned with the Science Content Standards for California Public Schools

Prerequisites:

1. Completion of Biology/1/Life Science (36-09-73)
2. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
3. Successful completion of Algebra 1/A (31-02-70)
4. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 36-10-53

Revised: July/2006

Title: General Science/Integrated 3

Program: Adult Literacy/High School Diploma

Department: Adult Secondary Instruction (Science and Health)

Credits: 5 Hours: 60 Course of Study: 1:2003 Science

Course Description:

This competency-based course provides students with an introduction to the following scientific concepts and applications: scientific method, organic chemistry and biochemistry, cell structure and function, cell energy, genetics and molecular biology, conservation of matter and stoichiometry, and solutions. This course will give students an opportunity to develop skills using scientific equipment to collect, store, and analyze data. The competencies in this course are aligned with the Science Content Standards for California Public Schools. This course has been approved to satisfy the “g” (elective) subject area of the UC/CSU “a-g” requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Successful completion of Algebra 1/A (31-02-70)
3. Recommendation of an instructor and/or counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 36-10-54

Revised: July/2006

Title: General Science/Integrated 4

Program: Adult Literacy/High School Diploma

Department: Adult Academic Instruction (Science and Health)

Credits: 5 Hours: 60 Course of Study: 1:2003 Science

Course Description:

This competency-based course provides students with an introduction to the following scientific concepts and applications: scientific method, physiology, linear and circular motion, forces, and gravity, conservation of energy and momentum, light and optics, Earth’s place in the universe, and solar radiation and structure and composition of the atmosphere. This course will give students an opportunity to develop skills using scientific equipment to collect, store, and analyze data. This course has been approved to satisfy the “g” (elective) subject area of the UC/CSU “a-g” requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Successful completion of (31-02-70) Algebra 1/A and (36-10-53) General Science/Integrated 3
3. Recommendation of an instructor and/or counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 37-01-70

Revised: : July/2021

Title: U.S. History/1

Program: Adult Literacy/High School Diploma

Department: 1:2004 Social Studies/Social Science

Credits: 5

Hours: 60

Course of Study: 1:2004 Social Studies/Social Science

Course Description:

This course focuses on major turning points in American history in the twentieth century. It begins with a foundational review of U.S. history: the nation's beginnings, the Civil War and Reconstruction, westward expansion, the Second Industrial Revolution, the Progressive Era and entry into World War I. The course then takes a structured chronological and thematic approach to an in-depth study of the United States in the first half of the twentieth century. Topics covered include minority rights and majority power, the movement towards equal rights for women and minorities, the emergence of a modern corporate economy, the Great Depression and the New Deal, and events leading to U.S. involvement in World War II. The competencies in this course are aligned with the History-Social Science Content Standards for California Public Schools. This course has been approved to satisfy the "a" (history-social science) subject area of the UC/CSU "a-g" requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 37-01-71

Revised: July/2021

Title: U.S. History/2

Program: Adult Literacy/High School Diploma

Department: Adult Academic Instruction
(Social Sciences)

Credits: 5

Hours: 60

Course of Study: 1:2004 Social Studies /Social Sciences

Course Description:

This course focuses on major turning points in American history in the twentieth century. It takes a structured chronological and thematic approach, beginning with victory in World War II and the post-war world in 1945. Topics covered include the expanding role of the federal government and courts, the maturation of a modern corporate economy, the impact of technology on society and culture, the movement toward equal rights for minorities and women, and the role of the United States as a major world power. The competencies in this course are aligned with the History-Social Science Content Standards for California Public Schools. This course has been approved to satisfy the "a" (history-social science) subject area of the UC/CSU "a-g" requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Completion of U.S. History/1 (37-01-70)
3. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 37-02-71

Revised: July/2021

Title: World History/1**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 60 **Course of Study:** 1:2002 Mathematics**Course Description:**

This competency-based course begins with a brief look at the dawn of civilization, followed by a study of the early societies of the Near East and Africa and the classical civilizations of India, China, Greece, and Rome. Students then undertake a concurrent geographic and chronological examination of social, cultural, and technological change from 500 A.D. to 1914 in both the Western and non-Western world, including a comparative study of Europe and Japan during the High Middle Ages and the influence of the European Renaissance, Reformation, and Scientific Revolution in our modern world. The course then focuses on a consideration of the impact of Enlightenment ideas on the rise of democratic ideals and explores the rise of nationalism into this century. The course seeks to foster and develop the skills of written expression, interpretation of graphic materials (especially the use and interpretation of maps), and critical thinking. The competencies in this course are aligned with the History-Social Science Content Standards for California Public Schools. This course has been approved to satisfy the “a” (history-social science) subject area of the UC/CSU “a-g” requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Writing fluency at an English 1 placement level, determined by a student writing sample and evaluated by the receiving instructor
3. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 37-02-72

Revised: July/2021

Title: World History/2**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 60 **Course of Study:** 1:2004 Social Studies/Social Science**Course Description:**

This competency-based course examines major factors that have contributed to the shaping of the modern world, including the disparity of ideologies and beliefs, power struggles, and geopolitical differences that have resulted in national and global competition. The course begins with a consideration of the expansion of Western influence, industrialization focusing on England, and the effects of imperialism (using India as an example). The focus on this course is on events of the 20th century, with an emphasis on the interdependence of peoples and cultures of the world and the need for international cooperation and peace. This course seeks to foster and develop the skills of written expression, interpretation of graphic materials (especially the use and interpretation of maps), and critical thinking. This course has been approved to satisfy the “a” (history-social science) subject area of the UC/CSU “a-g” requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Writing fluency at an English 1 placement level, determined by a student writing sample and evaluated by the receiving instructor
3. Successful completion of World History/1 (37-02-71)
4. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 37-04-74

Revised: September/2018

Title: Psychology

Program: Adult Literacy/High School Diploma

Credits: 5 Hours: 60 Course of Study: 1:2004 Social Studies/Social Science

Course Description:

This competency-based course provides an introduction to the field of psychology through an exploration of basic methodology and the biopsychological, cognitive, developmental, and sociocultural domains of the discipline. After a brief survey of the history of psychology and a review of research and statistical evaluation, students will investigate key areas of inquiry including: biological bases of behavior; sensation and perception; motivation and emotion; learning and memory; thinking and language; states of consciousness; lifespan development; personality and assessment; psychological disorders and their treatment; and social and cultural dimensions of behavior. This course has been approved to satisfy the “g” (college elective) subject area of the UC/CSU “a-g” requirements for freshman admission.

Prerequisites:

1. A minimum of 10.0 reading level as measured by the CASAS Reading GOALS assessment
2. Writing fluency at an English 4 placement level, determined by a student writing sample and evaluated by the receiving instructor
3. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 37-04-77

Revised: October/2008

Title: Life Skills

Program: Adult Literacy/High School Diploma

Credits: 5 Hours: 60 Course of Study: 1:2004 Social Studies/Social Science

Course Description:

Students will assess their personal skills and aptitudes, explore related career choices, and create a plan for entry-level work. Students will further outline a plan for ongoing training and education, gain a basic understanding of skills and attitudes needed to be successful in any job, and explore some of the factors that impact the workplace. Students leave the course with a career portfolio including a timeline with short-term and long-term goals.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Writing fluency at an English 1 placement level, determined by a student writing sample and evaluated by the receiving instructor
3. Recommendation of an instructor and/or counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 37-04-78

Revised: March/2010

Title: Parent Education**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 60 **Course of Study:** High School Diploma**Course Description:**

This competency-based course is designed to assist students/parents in formulating guidelines for effective parenting that are compatible with their values and the physical, emotional and cognitive developmental needs of children. Emphasis will be placed on the prime role of the parent as teacher, nurturer, and the provider of guidance and structure to the child. Students will learn to recognize developmental tasks and needs of the maturing child and to strengthen their positive parenting skills.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Writing fluency at an English 1 placement level, as determined by a student writing sample and evaluated by the receiving instructor
3. Recommendation of an instructor and/or counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 37-06-70

Revised: : July/2021

Title: U.S. Government**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 60 **Course of Study:** 1:2004 Social Studies/Social Science**Course Description:**

This competency-based course offers a comprehensive survey of the United States government including: development, basic principles, and the amendment processes of the Constitution; organization, responsibilities, and duties of the United States government; major purposes of government; basic constitutional problems faced by adults in a changing society; politics of the nation; practices of the federal government; the rights and responsibilities of adults in a democracy. The competencies in this course are aligned with the History-Social Science Content Standards for California Public Schools. This course has been approved to satisfy the "a" (history-social science) subject area of the UC/CSU "a-g" requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 10.0 as measured by the CASAS Reading GOALS assessment
2. Writing fluency at an English 4 placement level, determined by a student writing sample and evaluated by the receiving instructor
3. Successful completion of U.S. History/1 (37-01-70) and U.S. History2 (37-01-71) is recommended.
4. Recommendation of an instructor and/or a counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

Title: Economics**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 60 **Course of Study:** Adult Academic Instruction (Social Sciences)**Course Description:**

This competency-based course provides an understanding of the basic principles of economics and how they are applied to macroeconomic systems. Topics include an analysis of the role of the consumer in those economics systems, the role of private and public sectors of the economy, market command, and mixed systems, the dynamic relationship between supply and demand, factors of production, and the role of government in maintaining market equilibrium. Government revenue and expenditures and taxation and provision of government services are examined. Finally, the interrelationship of international trade and associated benefits and problems of global economic systems are explored. The competencies in this course are aligned with the History-Social Science Content Standards for California Public Schools. This course has been approved to satisfy the “g” (elective) subject area of the UC/CSU “a-g” requirements for freshman admission.

Prerequisites:

1. A minimum reading level of 9.0 as measured by the CASAS Reading GOALS assessment
2. Mastery of the Competencies of Math 3 (53-03-77)
3. Recommendation of an instructor and/or counselor

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.



ADULT LITERACY – ADULT BASIC EDUCATION

COURSE DESCRIPTIONS

COURSE NO. : 30-50-74

Revised: October/2021

Title: Student Tools for Educational Pathways (Academic: ABE and ASE)**Program:** Adult Literacy/High School Diploma**Credits:** 0* **Hours:** 12 **Course of Study:** High School Diploma**Course Description:**

This competency-based course is intended to provide an orientation for Adult Basic Education (ABE) and Adult Secondary Education (ASE) students who are entering the adult school system. By participating in this course, students will learn what levels of ABE and/or ASE courses are most appropriate to their needs and what they will learn in these classes. Students will acquire tools and resources to successfully navigate college and career pathways. They will also be able to articulate their long-and short-term educational goals and be prepared to study in a classroom environment.

The content and instructional strategies of this course reflect the Dept. of Education Employability Skills Framework, align with the College and Career Readiness Standards (CCRS) for Listening, Speaking, Reading, Writing, and Language, integrate the Model Standards for ABE and ASE, the Comprehensive Adult Student Assessment System (CASAS) GOALS Test competencies, and the International Society for Technology in Education (ISTE) Standards

Prerequisites:

None

*This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 53-03-64

Revised: May/2017

Title: Reading I**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 450 **Course of Study:** 1:1001 English Language Arts**Course Description:**

This competency-based course provides teacher-directed instruction in basic reading skills for four grade-level equivalencies- Levels 0 (non-reader), 1, 2, and 3. Emphasis is placed on:

- Phonemic awareness
- Oral fluency
- Decoding and word recognition
- Listening and oral skills
- Integrating reading and writing academic skills
- Community and workplace skills

Adults are provided with the basic reading skills that integrate the College and Career Readiness Standards (CCRS) for Listening, Speaking, Reading, and Writing; the Model Program Standards for Adult Basic Education; and the Comprehensive Adult Student Assessment (CASAS) Test competencies

After a student has completed this course, he/she may not be allowed to re-enroll in the course

Prerequisites:

Spoken English proficiency (“Students may be native-born English speakers or fluent non-native speakers of English”)

COURSE NO. : 53-03-65

Revised: May/2017

Title: Reading 2**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 300 **Course of Study:** 1:1001 English Language Arts**Course Description:**

This competency-based course provides instruction in basic reading for three grade-level equivalencies– Levels 4, 5, and 6. Emphasis is placed on:

- The four components of reading (alphabetic, fluency, vocabulary, comprehension);
- Listening and oral skills
- Integrating reading and writing
- Reference and study skills
- Community and workplace skills

Adults are provided with the basic reading skills that integrate the College and Career Readiness Standards (CCRS) for Listening, Speaking, Reading, and Writing; the Model Program Standards for Adult Basic Education; and the Comprehensive Adult Student Assessment System (CASAS) Test Competencies.

The ultimate goal of this course is to help adult students acquire the competencies needed to fulfill their roles as family members, community members, and workers.

Prerequisites:

Spoken English proficiency (“Students may be native-born English speakers or fluent non-native speakers of English”) Ability to read at a minimum 4.0 grade-level equivalency (GE).

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 53-03-66

Revised: May/2017

Title: Reading 3**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 300 **Course of Study:** 1:1001 English Language Arts**Course Description:**

This competency-based teacher-directed course provides instruction in basic reading for two grade-level equivalencies – Levels 7 and 8. Emphasis is placed on:

- The four components of reading (alphabeticity, fluency, vocabulary, comprehension);
- Writing listening and oral skills
- Academic and Pre-High School Equivalency Exam skills
- Community and workplace skills.

Adults are provided with the basic reading skills that integrate the College and Career Readiness Standards (CCRS) for Listening, Speaking, Reading, and Writing; the Model Program Standards for Adult Basic Education; and the Comprehensive Adult Student Assessment System (CASAS) Test competencies.

The ultimate goal of this course is to help adult students acquire the competencies needed to fulfill their roles as family members, community members, and workers.

Prerequisites:

English proficiency (“Students may be native-born English speakers or fluent non-native speakers of English”)
Ability to read at a minimum 7.0-grade level equivalency (GE).

COURSE NO. : 53-03-75

Revised: July /2021

Title: Math 1**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 180 **Course of Study:** 1:1002 Mathematics**Course Description:**

This competency-based course offers an introduction to the basic mathematics concepts, including: whole numbers, whole number addition and subtraction, whole number addition and subtraction application, decimal addition and subtraction, decimal addition and subtraction application, whole number multiplication, whole number division, whole number multiplication and division application, decimal multiplication and division, decimal multiplication and division application, fractions, fraction multiplication and division with application, and fraction addition and subtraction with application.

The competencies are aligned with the Mathematics Content Standards for California Public Schools, Kindergarten through Seventh Grade, with an emphasis on the Number Sense strand.

Included in this course are assignments for High School Equivalency Exam preparation.

Prerequisites:

Total grade level equivalency of 0-6.9 grade-level equivalency (GE) on the CASAS Math GOALS 900 assessment.

Notes:

The 180 hours indicated for the completion of this course are based on a student entering at a math grade level equivalency of 0 and having to complete all assignments. However, most students enter the math program with some math skills and may not need 180 hours to complete Math 1. This course includes assessments and other mechanisms for ongoing evaluation of students so that advancement and placement occur on a regular basis and students do not remain in the program for more time than needed. The completion time will differ for each student.

To ensure success in ABE math, students should have attained an intermediate reading level of 5.0 grade-level-equivalency (GE) or higher on the CASAS Reading GOALS assessment before enrolling.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 53-03-76

Revised: July /2021

Title: Math 2**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 180 **Course of Study:** 1:1002 Mathematics**Course Description:**

This competency-based course offers an introduction to the mathematics concepts including: whole number estimation of addition and subtraction/multiplication and division, decimal and fraction estimation, ratio and proportion, percents, percent application, percent estimation, probability, statistics and analyzing data, and measurement. The competencies are aligned with the Mathematics Content Standards for California Public Schools Kindergarten through Seventh Grade with an emphasis on the following strands: Number Sense, Statistics, Data Analysis and Probability, and Measurement. Included in this course are assignments for High School Equivalency Exam preparation.

Prerequisites:

1. Completion of Math 1 (53-03-75), with a score of 90% or higher on each assessment or
2. Total grade level equivalency of 7.0-8.9 on CASAS Math GOALS 900 assessment

Notes:

To ensure success in ABE math, students should have attained an intermediate reading level of 5.0 grade level equivalency or higher on the CASAS Reading GOALS assessment before enrolling. The 180 hours indicated for the completion of this course are based on a student having to complete all assignments. This course includes assessments and other mechanisms for ongoing evaluation of students so that advancement and promotion occur on a regular basis and students do not remain in the program for more time than needed. The completion time will differ for each student.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

Title: Math 3**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 120 **Course of Study:** 1:1002 Mathematics**Course Description:**

This competency-based course offers an introduction to the mathematics concepts including: points, lines, angles, polygons, exponents, square roots, Pythagorean Theorem, perimeter, area, circumference, volume, integers, equations, inequalities, number lines and graphing. The competencies are aligned with the Mathematics Content Standards for California Public Schools Kindergarten through Seventh Grade with an emphasis on the following strands: Geometry and Measurement (geometry) and algebra and Functions. Included in this course are assignments for High School Equivalency Exam preparation.

Prerequisites:

1. Completion of Math 2 (53-03-76), with a score of 90% or higher on each assessment.

Notes:

The 120 hours indicated for the completion of this course are based on a student having to complete all assignments. This course includes assessments and other mechanisms for ongoing evaluation of students so that advancement and promotion occur on a regular basis and students do not remain in the program for more time than needed. The completion time will differ for each student.

To ensure success in ABE math, students should have attained an intermediate reading level of a 5.0 grade-level equivalency (GE) or higher on the CASAS Reading GOALS assessment.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 53-03-81

Revised: September/2008

Title: Basic Language Arts – Beginning

Program: Adult Literacy/High School Diploma

Credits: 5 Hours: 1200 Course of Study: 1:1001 English Language Arts

Course Description:

This competency-based course provides instruction in basic language arts for four grade-level equivalencies—Level 0 (readiness), 1, 2 and 3. Emphasis is placed on readiness skills, oral and listening skills, composition, mechanics, grammar and usage; writing applications integrated with life skills; critical thinking skills; and reference, location and study skills.

Adults are provided with the basic language skills that integrate the CCRS for listening, speaking, reading, and writing, English–Language Arts Content Standards for California Public Schools, Comprehensive Adult Student Assessment System (CASAS) competencies, and the Model Program Standards for Adult Basic Education. The ultimate goal is to help adult students acquire the competencies needed to fulfill their roles as family members, workers and community members.

The 1200 hours indicated for the completion of this course are based on a student entering as a nonreader and advancing to grade-level equivalency of 3.9. However, most students enter the language program at various abilities and skill levels and may not need 1200 hours to complete this course outline. This course outline also includes applications and mechanisms for ongoing evaluation of the students so that promotion and advancement occur on a regular basis and students do not remain in the program for more time than needed.

Prerequisites:

None

Notes:

None

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 53-03-82

Revised: September/2008

Title: Basic Language Arts – Intermediate**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 450 **Course of Study:** 1:1001 English Language Arts**Course Description:**

This competency-based course provides instruction in basic language arts for three grade levels -- Levels 4, 5 and 6. Emphasis is placed on listening and oral skills, composition, mechanics, grammar and usage; critical thinking skills; and reference and study skills

Adults are provided with the basic language skills that integrate the CCRS for listening, speaking, reading, and writing, English-Language Arts Content Standards for California Public Schools, Comprehensive Adult Student Assessment System (CASAS) competencies, and the Model Program Standards for Adult Basic Education. The ultimate goal is to help adult students acquire the competencies needed to fulfill their roles as family members, workers and community members.

Successful completion of this 450-hour course is predicated on a student entering at a reading level of a 4.0-grade level equivalency (GE) and advancing to a reading level of a 6.9-grade level equivalency (GE) per CASAS Reading GOALS assessment. Students enter the language program at various abilities and skill levels and may not need 450 hours to complete this course outline. This course outline guides and supports ongoing evaluation of the students, so that promotion and advancement occur on a regular basis, and the students do not remain in the program for more time than needed.

Prerequisites:

Ability to read at a minimum of 4.0 grade-level equivalency (GE).

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 53-03-83

Revised: September/2008

Title: Basic Language Arts – Advanced**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 300 **Course of Study:** 1:1001 English Language Arts**Course Description:**

This competency-based course provides instruction in basic language arts for two grade-level-equivalency-- Levels 7 and 8. Emphasis is placed on listening and oral skills, composition, mechanics, grammar and usage; critical thinking skills; skills for content area writing; life and workplace skills; and reference and study skills. Adults are provided with the basic language skills that integrate the CCRS for listening, speaking, reading, and writing, English-Language Content Standards for California Public Schools, Comprehensive Adult Student Assessment System (CASAS) competencies, and the Model Program Standards for Adult Basic Education. The ultimate goal is to help adult students acquire the competencies needed to fulfill their roles as family members, workers and community members.

The 300 hours indicated for the completion of this course are based on a student entering at a reading level 7.0 grade level equivalency per CASAS Reading GOALS assessment and advancing to a reading level 8.9 grade level equivalency per CASAS Reading GOALS assessment.. However, students enter the language program at various abilities and skill levels and may not need 300 hours to complete this course outline. This course outline also guides and supports ongoing evaluation of the students so that promotion and advancement occur on a regular basis, and the students do not remain in the program for more time than needed.

Prerequisites:

Ability to read at a minimum of a 7.0-grade-level equivalency (GE) per CASAS Reading GOALS assessment.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 53-03-84

Revised: January/2020

Title: Skills for College and Careers: High School Equivalency Basics**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 180 **Course of Study:** Adult Basic Education**Course Description:**

This competency-based course is designed to support academic and vocational student pathways. Reading and writing skills and strategies and content knowledge critical for high school equivalency or industry-specific exam success are developed through teacher-directed and online learning.

- aligns with the College and Career Readiness Standards (CCRS) for Listening, Speaking, Reading, and Writing and
- integrates the Model Program Standards for Adult Basic Education, the Comprehensive Adult Student Assessment System (CASAS) Test competencies, and 21st Century Skill lessons tied to college, vocational training, workplace, real-life tasks, and citizenship.

The ultimate goal of this course is to help adult students acquire the competencies needed to fulfill their roles as family members, community members, and workers.

Prerequisites:

Ability to read at a minimum 7.0 grade-level equivalency (GE).

Notes:

The completion time will differ for each student; most students enter at various skill-levels. This course outline provides methods for ongoing student evaluation so that promotion and advancement occur on a regular basis, and the students do not remain in the program for more time than needed. After a student has completed this course and received credit, he/she cannot re-enroll in the course.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 53-03-90

Revised: October/2021

Title: Basic Skills: Spanish for the Workplace

Program: Adult Literacy

Credits: 0 Hours: 40 Course of Study: ABE/Foreign Language

Course Description:

Spanish for the Workplace consists of four units focusing on real work communication: Spanish fundamentals, school and office, family and community, and health and safety. Students participate in an interactive teacher-directed class and are also able to engage in additional online enrichment.

The Spanish for the Workplace teacher-directed course consists of four units focusing on 6 competency areas:

- The Fundamentals of Communication in Spanish
- Personal information
- Occupation-Specific Vocabulary
- Communicating on the Job
- Social Interaction
- Cultural Awareness

The Spanish for the Workplace course is an online course. Instruction is conducted via video-conferencing and supplemented by asynchronous activities on Schoology.

Prerequisites:

Ability to read at a minimum of a 6.0 grade-level equivalency (GE) per CASAS Reading GOALS assessment.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 53-04-50

Revised: July/2011

Title: VABE Basic Computer Literacy

Program: Adult Literacy/High School Diploma

Credits: 5 Hours: 60 Course of Study: 1:1006 Vocational ABE

Course Description:

This competency-based course outline offers instruction in the use of computers for personal use, office functions, educational purposes, Internet access; and provides instruction in basic computer skills with emphasis placed on:

- understanding basic computer components;
- developing basic computer skills;
- developing basic word processing skills;
- using a database, spreadsheet and graphics;
- sending and receiving faxes and e-mail; accessing the Internet;
- purchasing a computer; and
- understanding basic computer components;

Prerequisites:

Minimum reading level of a 4.0 grade-level equivalency (GE) as measured by the CASAS Reading GOALS assessment.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 53-04-51

Revised: January/2014

Title: VABE/Math/Photovoltaics

Program: Adult Literacy/High School Diploma

Credits: 5 Hours: 90 Course of Study: 1:1006 Vocational ABE

Course Description:

This competency-based course offers an introduction to the mathematics competencies necessary to prepare a student for the Career Technical Education Photovoltaics course. The competencies are aligned with the Mathematics Content Standards for California Public Schools, Kindergarten through Seventh Grade with an emphasis on the following strands: Number Sense, Statistics, Data Analysis and Probability, and Measurement, Geometry and Algebra and Functions. Course content is selected to support photovoltaic training employment in the photovoltaic installation field.

Prerequisites:

A CASAS Math GOALS assessment score of 4.0 grade-level equivalency (GE) or higher

Notes:

To ensure success in this VABE math course, students should have attained an intermediate reading level of a 5.0 grade-level-equivalency (GE) or higher on the CASAS Reading Goals assessment before enrolling.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 53-04-52

Revised: January/2014

Title: VABE/Math/Photovoltaics**Program:** Adult Literacy/High School Diploma**Credits:** 5 **Hours:** 90 **Course of Study:** 1:1006 Vocational ABE**Course Description:**

This competency-based course offers an introduction to the mathematics competencies necessary to prepare a student for the Career Technical Education Photovoltaics course. The competencies are aligned with the Mathematics Content Standards for California Public Schools, Kindergarten through Seventh Grade with an emphasis on the following strands: Number Sense, Statistics, Data Analysis and Probability, and Measurement, Geometry and Algebra and Functions. Course content is selected to support photovoltaic training employment in the photovoltaic installation field.

Prerequisites:

A CASAS Math GOALS assessment score of 4.0 grade-level equivalency (GE) or higher

Notes:

To ensure success in this VABE math course, students should have attained an intermediate reading level of a 5.0 grade level equivalency (GE) of higher on the CASAS Reading Goals assessment before enrolling.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.



ENGLISH AS A SECOND LANGUAGE (ESL) AND CITIZENSHIP

COURSE DESCRIPTIONS

COURSE NO. : 50-01-50

Revised: October/2021

Title: Student Tools for Educational Pathways (ESL)**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 0* **Hours:** 12 **Course of Study:** 2:1050 ESL Multi-Level**Course Description:**

This competency-based course is designed to assist limited Englishspeaking adults in creating a personal education plan by providing students with tools and resources to successfully navigate college and career pathways. The course uses multimodal approaches to engage all learners and to ensure that the needs of the variety of diverse adult learners are met. The course is designed to be used in an online, hybrid, and/or traditional in-school environment. The content and instructional strategies of this course reflect the English Language Proficiency Standards (ELPS), the Dept. of Education Employability Skills Framework, the College and Career Readiness Standards (CCRS), and the International Society for Technology in Education (ISTE) Standards.

Prerequisites:

None

Notes:

Completers should not be marked for this course.

*This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 50-01-51*

Revised: September/2021

Title: ESL Beginning Low**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 5 **Hours:** 200 **Course of Study:** 2:1020 ESL Beginning (Low-High)**Course Description:**

This competency-based and standards-aligned course is the first in a series of six learner-centered courses designed to develop a low-beginning level of communicative competence and build skills in:

- listening
- speaking
- reading
- writing
- critical thinking
- numeracy and
- information literacy

In order to meet the needs of adult learners at this ESL level, grammar, vocabulary and pronunciation are integrated into the course content to increase learners' comprehensibility, clarity and control of English language conventions. Instruction, tasks and projects in this course are designed to help adult English learners develop essential language skills and content knowledge related to their civic, educational and career advancement goals, and to support their successful transition to High Beginning ESL or Integrated Education and Training classes.

The learning objectives in the ESL I course are specifically correlated with the listening, reading and writing standards of the Comprehensive Adult Student Assessment System (CASAS) and with the College and Career Readiness Standards for Adult Education (CCRS). Completion of the course is based on meeting the English Language Proficiency Standards for Adult Education (ELPS) as defined for Low Beginning ESL in the National Reporting System for Adult Education.

Prerequisites:

Completion of ESL Beginning Literacy or equivalent skills as measured by the Division placement test

Notes:

*Additional course numbers should be assigned according to the chart below:

Course No.	Title	Hours	Credits	Use
50-01-51	ESL Beginning Low	200	5	Semester
50-01-82	ESL Beginning Low/a	100	2.5	Trimester
50-01-83	ESL Beginning Lowb	100	2.5	Trimester
50-01-91	ESL Beginning Low	200	5	Distance Learning

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-01-52*

Revised: September/2021

Title: ESL Beginning High**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 5 **Hours:** 200 **Course of Study:** 2:1020 ESL Beginning (Low-High)**Course Description:**

This competency-based and standards-aligned course is the second in a series of six learner-centered courses designed to develop a high-beginning level of communicative competence and build skills in:

- listening
- speaking
- reading
- writing
- critical thinking
- numeracy and
- information literacy

In order to meet the needs of adult learners at this ESL level, grammar, vocabulary and pronunciation are integrated into the course content to increase learners' comprehensibility, clarity and control of English language conventions. Instruction, tasks and projects in this course are designed to help adult English learners develop essential language skills and content knowledge related to their civic, educational and career advancement goals, and to support their successful transition to Low Intermediate ESL or Integrated Education and Training classes.

The learning objectives in the ESL 2 course are specifically correlated with the listening, reading and writing standards of the Comprehensive Adult Student Assessment System (CASAS) and with the College and Career Readiness Standards for Adult Education (CCRS). Completion of the course is based on meeting the English Language Proficiency Standards for Adult Education (ELPS) as defined for High Beginning ESL in the National Reporting System for Adult Education.

Prerequisites:

Completion of ESL Beginning Low or equivalent skills as measured by the Division placement test or promotional exam

Notes:

*Additional course numbers should be assigned according to the chart below:

Course No.	Title	Hours	Credits	Use
50-01-52	ESL Beginning High	200	5	Semester
50-01-84	ESL Beginning High/a	100	2.5	Trimester
50-01-85	ESL Beginning High/b	100	2.5	Trimester
50-01-92	ESL Beginning High	200	5	Distance Learning

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-01-53*

Revised: September/2021

Title: ESL Intermediate Low**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 5 **Hours:** 200 **Course of Study:** 2:1030 ESL Intermediate (Low-High)**Course Description:**

This competency-based and standards-aligned course is the third in a series of six learner-centered courses designed to develop a low-intermediate level of communicative competence and build skills in:

- listening
- speaking
- reading
- writing
- critical thinking
- numeracy and
- information literacy

In order to meet the needs of adult learners at this ESL level, grammar, vocabulary and pronunciation are integrated into the course content to increase learners' comprehensibility, clarity and control of English language conventions. Instruction, tasks and projects in this course are designed to help adult English learners develop essential language skills and content knowledge related to their civic, educational and career advancement goals, and to support their successful transition to High Intermediate ESL A or Integrated Education and Training classes.

The learning objectives in the ESL 3 course are specifically correlated with the listening, reading and writing standards of the Comprehensive Adult Student Assessment System (CASAS) and with the College and Career Readiness Standards for Adult Education (CCRS). Completion of the course is based on meeting the English Language Proficiency Standards for Adult Education (ELPS) as defined for Low Intermediate ESL in the National Reporting System for Adult Education.

Prerequisites:

Completion of ESL Beginning High or equivalent skills as measured by the Division placement test or promotional exam

Notes:

*Additional course numbers should be assigned according to the chart below:

Course No.	Title	Hours	Credits	Use
50-01-53	ESL Intermediate Low	200	5	Semester
50-01-86	ESL Intermediate Low/a	100	2.5	Trimester
50-01-87	ESL Intermediate Low/b	100	2.5	Trimester
50-01-93	ESL Intermediate Low	200	5	Distance Learning

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-01-54*

Revised: September/2021

Title: ESL Intermediate High/A**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 5 **Hours:** 200 **Course of Study:** 2:1030 ESL Intermediate (Low-High)**Course Description:**

This competency-based and standards-aligned course is the fourth in a series of six learner-centered courses designed to develop a high-intermediate-A level of communicative competence and build skills in:

- listening
- speaking
- reading
- writing
- critical thinking
- numeracy and
- information literacy

In order to meet the needs of adult learners at this ESL level, grammar, vocabulary, and pronunciation are integrated into the course content to increase learners' comprehensibility, clarity, and control of English language conventions. Instruction, tasks, and projects in this course are designed to help adult English learners develop essential language skills and content knowledge related to their civic, educational, and career advancement goals, and to support their successful transition to High Intermediate ESL B or Integrated Education and Training classes.

The learning objectives in the ESL 4 course are specifically correlated with the listening, reading, and writing standards of the Comprehensive Adult Student Assessment System (CASAS) and with the College and Career Readiness Standards for Adult Education (CCRS). Completion of the course is based on meeting the English Language Proficiency Standards for Adult Education (ELPS) as defined for High Intermediate ESL in the National Reporting System for Adult Education.

Prerequisites:

Completion of ESL Intermediate Low or equivalent skills as measured by the Division placement test or promotional exam

Notes:

The number 50-01-94 is used for reporting hours students generate outside the classroom through Distance Learning.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-01-55*

Revised: September/2021

Title: ESL Intermediate High/B**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 5 **Hours:** 200 **Course of Study:** 2:1030 ESL Intermediate (Low-High)**Course Description:**

This competency-based and standards-aligned course is the fifth in a series of six learner-centered courses designed to develop a high-intermediate B level of communicative competence and build skills in:

- listening
- speaking
- reading
- writing
- critical thinking
- numeracy and
- information literacy

In order to meet the needs of adult learners at this ESL level, grammar, vocabulary and pronunciation are integrated into the course content to increase learners' comprehensibility, clarity and control of English language conventions. Instruction, tasks and projects in this course are designed to help adult English learners develop essential language skills and content knowledge related to their civic, educational and career advancement goals, and to support their successful transition to Advanced ESL or Integrated Education and Training classes.

The learning objectives in the ESL 5 course are specifically correlated with the listening, reading and writing standards of the Comprehensive Adult Student Assessment System (CASAS) and with the College and Career Readiness Standards for Adult Education (CCRS). Completion of the course is based on meeting the English Language Proficiency Standards for Adult Education (ELPS) as defined for High Intermediate ESL in the National Reporting System for Adult Education.

Prerequisites:

Completion of ESL Intermediate High/A or equivalent skills as measured by the Division placement test or promotional exam

Notes:

The number 50-01-95 is used for reporting hours students generate outside the classroom through Distance Learning..

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-01-56

Revised: September/2021

Title: ESL Advanced Low**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 5 **Hours:** 200 **Course of Study:** 2:1040 ESL Advanced (Low-High)**Course Description:**

This competency-based and standards-aligned course is the sixth in a series of six learner-centered courses designed to develop an advanced level of communicative competence and build skills in:

- listening
- speaking
- reading
- writing
- critical thinking
- numeracy and
- information literacy

In order to meet the needs of adult learners at this ESL level, grammar, vocabulary and pronunciation are integrated into the course content to increase learners' comprehensibility, clarity and control of English language conventions. Instruction, tasks and projects in this course are designed to help adult English learners develop essential language skills and content knowledge related to their civic, educational and career advancement goals, and to support their successful transition to their further education, such as Integrated Education and Training classes.

The learning objectives in the ESL 6 course are specifically correlated with the listening, reading and writing standards of the Comprehensive Adult Student Assessment System (CASAS) and with the College and Career Readiness Standards for Adult Education (CCRS). Completion of the course is based on meeting the English Language Proficiency Standards for Adult Education (ELPS) as defined for Advance ESL in the National Reporting System for Adult Education.

Prerequisites:

Completion of ESL Intermediate High/B or equivalent skills as measured by the Division placement test or promotional exam and a score of 236 on the CASAS Reading Test and/or 238+ on the CASAS Listening Test.

The number 50-01-99 is used for reporting hours students generate outside the classroom through Distance Learning.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-01-58*

Revised: September/2021

Title: ESL Beginning Literacy**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 5 **Hours:** 200 **Course of Study:** 2:1010 ESL Beginning Literacy**Course Description:**

This competency-based course is designed to develop communicative competence in listening, speaking, reading, writing and numeracy for the immediate needs of adult English learners at the beginning literacy level. A sequential grammatical structure base is integrated in the context of everyday life situations. The content and instructional strategies of this course reflect the English-as-a-Second- Language Model Standards for Adult Education Programs. This course outline contains content in the following areas relevant to Community-Based English Tutoring (CBET): The School Community, Curriculum and Standards, Parent/Teacher Communication, Home Learning Environment, and Tutoring Skills. It also contains SCANS activities that reinforce CBET goals such as Decision Making, Problem Solving and Reasoning.

Prerequisites:

None

Notes:

Additional course numbers should be assigned according to the chart below:

Course No	Hours	Course No	Credits	Use
50-01-58	Beginning Literacy	200	5	Semester
50-01-59	Beginning Literacy/a	100	2.5	Trimester
50-01-60	Beginning Literacy/b	100	2.5	Trimester

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-01-61

Revised: March/2006

Title: VESL/Beginning Low-Beginning High**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 5 **Hours:** 200 **Course of Study:** 2:1060 ESL Vocational/Workplace**Course Description:**

This competency-based course is designed to develop communicative competence in listening, speaking, reading and writing in the context of occupational settings. It is a dual-level course and includes language skill proficiencies and grammatical structures for the ESL Beginning Low and ESL Beginning High levels. The content and instructional strategies of this course reflect the English-as-a-Second-Language Model Standards for Adult Education Programs. VESL competency areas include on-the-job language common to many workplace settings, career planning and educational goals, SCANS skills and competencies, and language skills for getting, keeping and succeeding on a job.

Prerequisites:

None

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-01-62

Revised: November/2011

Title: VESL/Industrial and Technology/Automotive Service Careers**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 5 **Hours:** 200 **Course of Study:** 2:1060 ESL Vocational/Workplace**Course Description:**

This competency-based course is designed to develop language skills in the context of career preparation in the automotive service field, including customer service skills. It is a multi-level Vocational ESL course and may be taken prior to or concurrently with enrollment in automotive career training courses. VESL content includes automotive career pathways, employability skills, occupation-specific terminology and communication skills, SCANS skills and listening, speaking, reading and writing skills. Course content is selected to support automotive career training for ESL students and entry-level employment in the automotive service field.

Prerequisites:

ESL Beginning High (a) (50-01-52 or 50-01-92) or a score of 195 or higher on the CASAS test.

Notes:

After a student has achieved a score of 235 on the CASAS test, he/she may not be allowed to re-enroll in this course. Concurrent enrollment is allowed with any automotive career training class.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-01-63

Revised: July/2011

Title: VESL/Business/Customer Service and Office Occupaions**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 5 **Hours:** 200 **Course of Study:** 2:1060 ESL Vocational/Workplace**Course Description:**

This competency-based course combines language skill development with language and learning skills for career preparation in the business field. It is a multi-level Vocational ESL course and may be taken prior to or concurrently with enrollment in business education classes. VESL content includes career pathways, occupation-specific terminology and communication skills, SCANS skills, language structures, and listening, speaking, reading and writing language skill proficiencies. Course content is selected to support business career training for ESL students and entry-level employment in customer service and office occupations.

Prerequisites:

ESL Beginning High (50-01-52 or 50-01-92) or a score of 195 or higher on the CASAS test.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-01-64

Revised: November/2011

Title: Vesl/Health Careers**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 5 **Hours:** 200 **Course of Study:** 2:1060 ESL Vocational/Workplace**Course Description:**

This competency-based course combines language skill development with language and learning skills for career preparation in the health care field. It is a multi-level Vocational ESL course and may be taken prior to or concurrently with enrollment in health careers classes. VESL content includes health career pathways, occupation-specific terminology and communication skills, SCANS skills, and listening, speaking, reading and writing language skill proficiencies. Course content is selected to support health career training for ESL students and entry-level employment in the health care field.

Prerequisites:

ESL Beginning High or a score of 195 or higher on the CASAS test

* After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-01-70

Revised: July/2011

Title: ESL/Citizenship**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 0 **Hours:** 200 **Course of Study:** 2:2000 Citizenship Preparation**Course Description:**

This competency-based course provides limited English proficient students with an understanding of the naturalization process and the listening, speaking, reading and writing skills it requires. Instruction includes the naturalization process; rights and responsibilities of U.S. citizenship; the N-400 application; the naturalization interview; American history, government and civics; and the English skills needed for becoming a naturalized citizen. The course outline integrates the competency-based components with grammatical structures and includes sample classroom activities.

Prerequisites:

None

Notes:

This course has been revised to reflect changes to the new naturalization test that became effective October 1, 2008.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-01-78

Revised: January/2017

Title: VESL/Soft Skills for Career Success (ESL Intermediate High-Advanced Low)**Program:** English as a Second Language (ESL)**Credits:** 0 **Hours:** 40 **Course of Study:** 2: 1060 ESL Vocational/Workplace**Course Description:**

In this introductory, competency-based course, students develop personal success skills (also known as employability or "soft" skills) while developing English language proficiency. The course emphasizes the following three skill areas: cognitive skills for task success (basic literacy, numeracy, and critical thinking skills), intrapersonal skills for independent success, and interpersonal skills for community and team success.

Prerequisites:

ESL Intermediate Low B (50-01-53 or 50-01-93) or a score of 211 or higher on the CASAS test.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-01-79

Revised: January/2017

Title: VESL/Soft Skills for Personal Success (“Skills to Pay the Bills”)**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 0 **Hours:** 40 **Course of Study:** 2:1060 ESL Vocational/Workplace**Course Description:**

In this competency-based course, students develop personal success skills (also known as transferable, employability, soft, or 21st century skills) using the English language for college, career, and civics. They practice and refine three skill areas: Cognitive skills (language and basic numeracy skills, thinking and information use skills, as well as technology and digital literacies skills), Intrapersonal skills for independent success, and Interpersonal skills for community and team success.

Prerequisites:

ESL Intermediate Beginning High (50-01-52 or 50-01-92) or a score of 200 or higher on the CASAS test.

*After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-01-90

Revised: October/2012

Title: ESL/Citizenship: Distance Learning**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 0 **Hours:** 60 **Course of Study:** 2:2000 Citizenship Preparation**Course Description:**

This competency-based course is designed to provide high intermediate through advanced ESL students and English speakers with an understanding of the U.S. History and civics questions they will be asked at the interview.

Prerequisites:

Demonstrated competence in the skills of ESL Intermediate Low (50-01-53) as measured by any test approved by the Division.

Notes: Please note that documents included in this course outline are time-sensitive. Citizenship teachers should access up- dates regularly. Information on the naturalization process, including current forms and support materials, is available at the United States Citizenship and Immigration Services website at <http://www.uscis.gov>.

* After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-04-51

Revised: July/2011

Title: ESL Intermediate/Learning to Converse: A Conversation Class in English**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 0 **Hours:** 20 **Course of Study:** 2:1030 ESL Intermediate (Low-High)**Course Description:**

In this competency-based course, students develop communication skills (listening and speaking) in English while discussing real-life problems. Students compare their ideas and values with those of their classmates. Available units include: Neighbors, Honesty, Love and Marriage, Senior Citizens, Medical Questions, and Money. The class is designed for intermediate and advanced level ESL students.

Prerequisites:

ESL Beginning High or equivalent skills

This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 50-04-52

Revised: July/2011

Title: ESL Multi-Level/Pronunciation Basics**Program:** English as a Second Language (ESL)**Credits:** 0 **Hours:** 20 **Course of Study:** English as a Second Language (ESL)**Course Description:**

This competency-based course provides instruction in pronunciation basics to improve English language proficiency for limited English-speaking adults. Reading comprehension is enhanced by introducing simple spelling and sounding rules for identifying words in written text. The course emphasizes fundamental aspects of pronunciation that build and reinforce listening and speaking skills for students at all levels.

Prerequisites:

ESL Beginning Literacy or equivalent skills

This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 50-04-53

Revised: July/2011

Title: ESL Intermediate/English Vocabulary and Idioms**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 0 **Hours:** 15 **Course of Study:** 2:1030 ESL Intermediate (Low-High)**Course Description:**

In this competency-based course is designed to develop language proficiency in the four skills of listening, speaking, reading, and writing with special emphasis on vocabulary development. The course introduces high frequency English idioms, fixed expressions and phrasal verbs in context using the book *Can You Believe It? Stories and Idioms from Real Life, Book 2*. Each 3-hour class should cover one unit of the book. The fifth and final class should include a cumulative review. This course can be repeated up to four times with new content.

Prerequisites:

ESL Beginning High or equivalent skills

This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 50-04-54

Revised: July/2011

Title: ESL Multi-Level/Using computers and the Internet/CBET**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 0 **Hours:** 30 **Course of Study:** 2: 1050 ESL Multi-Level**Course Description:**

This competency-based course instruction in the use of personal computers and the Internet for Beginning High and above ESL students. Instruction includes basic computer skills, accessing the Internet, and locating and using information on the Internet of interest to ESL students.

Prerequisites:

ESL Beginning Low or equivalent skills

* After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-04-55

Revised: July/2011

Title: ESL Multi-Level/Using Computers and the Internet/CBET**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 0 **Hours:** 30 **Course of Study:** 2: 1050 ESL Multi-Level**Course Description:**

This competency-based course offers instruction for CBET (Community Based English Tutoring) parents in the use of personal computers and the Internet. Instruction includes basic computer skills parents need to assist their child in school, accessing the Internet, and keeping their children safe online. Students will become familiar with online programs designed to assist K-12 children academically.

Prerequisites:

ESL Beginning Low or equivalent skills.

Notes:

The primary purpose of this course is the promotion of English language and tutoring skills for English learners who are CBET parents.

This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 50-04-56

Revised: July/2011

Title: ESL Multi-Level/Tutoring the Elementary School-Age Child/CBET**Program:** English as a Second Language (ESL)**Credits:** 0 **Hours:** 34 **Course of Study:** 2: 1050 ESL Multi-Level**Course Description:**

This competency-based course is designed to provide instruction for CBET (Community Based English Tutoring) parents in English language acquisition tutoring techniques designed to help their elementary school age child (Grades K-5) succeed in school. This course provides practical information on effective study and homework skills, and the role parents play in the education of their child. Parents are provided with training and support in research-based practices and strategies in the areas of oral language, print awareness, phonemic awareness, decoding, vocabulary, reading comprehension, and reading fluency.

Prerequisites:

ESL Beginning Low/A (50-01-51) or equivalent skills.

Notes:

The primary purpose of this course is the promotion of English language and tutoring skills for English learners who are CBET parents.

This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 50-04-57

Revised: February/2012

Title: ESL Multi-Level/Communication at School/CBET 1**Program:** English as a Second Language (ESL & Citizenship)**Credits:** 0 **Hours:** 30 **Course of Study:** 2: 1050 ESL Multi-Level**Course Description:**

This competency-based course is designed to provide instruction for CBET (Community Based English Tutoring) parents in effective communication at their child(ren)'s K-12 school. This course provides parents with oral language practice and vocabulary development in the context of parent engagement in the K-12 school setting. This is the first of two courses.

Prerequisites:

Completion of ESL Beginning Literacy or equivalent skills as measured by the Division placement test

Notes:

The primary purpose of this course is the promotion of English language and tutoring skills for English learners who are CBET parents.

* After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 50-04-58

Revised: REVISED: February/2012

Title: ESL Multi-Level/Communication at school/CBET 2**Program:** English as a Second Language (ESL)**Credits:** 0 **Hours:** 30 **Course of Study:** 2: 1050 ESL Multi-Level**Course Description:**

This competency-based course is designed to provide instruction for CBET (Community Based English Tutoring) parents in effective communication at their child(ren)'s K-12 school. This course provides parents with oral language practice and vocabulary development in the context of parent engagement in the K-12 school setting. This is the second in a series of two courses.

Prerequisites:

1. Completion of ESL Beginning Literacy or equivalent skills as measured by the Division placement test
2. ESL Multi-Level/Communication at School/CBET 1 is recommended

Notes:

The primary purpose of this course is the promotion of English language and tutoring skills for English learners who are CBET parents.

* After a student has completed this course, he/she may not be allowed to re-enroll in the course.



ADULTS WITH DISABILITIES

COURSE DESCRIPTIONS

COURSE NO. : 43-13-60

Revised: July/2017

Title: American Sign Language/English Bilingual Education for the Deaf: Literacy

Program: Adults with Disabilities

Credits: 0* Hours: 1000 Course of Study: 3:0200 Community Access Skills and Functional Academics

Course Description:

This competency-based American Sign Language (ASL)/English bilingual course supports the acquisition, learning, and use of ASL and English to meet the needs of diverse learners who are deaf and hard of hearing. It provides instruction from foundational English skills through intermediate English skills and numeracy skills, as well as instruction in communication skills through activities that involve reading, writing and responding to American Sign Language. The course also includes instruction in applying communication (language) skills to everyday life situations.

Prerequisites:

None

* After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 43-13-61

Revised: July/2017

Title: American Sign Language/English Bilingual Education for the Deaf: Level 1

Program: Adults with Disabilities

Credits: 0* Hours: 1000 Course of Study: 3:0200 Community Access Skills and Functional Academics

Course Description:

This competency-based American Sign Language (ASL)/English bilingual course supports the acquisition, learning, and use of ASL and English to meet the needs of diverse learners who are deaf and hard of hearing. It provides instruction from foundational English skills through intermediate English skills and numeracy skills, as well as instruction in communication skills through activities that involve reading, writing and responding to American Sign Language. The course also includes instruction in applying communication (language) skills to everyday life situations.

Prerequisites:

None

* After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 43-13-62

Revised: July/2017

Title: American Sign Language/English Bilingual Education for the Deaf: Level 2

Program: Adults with Disabilities

Credits: 0* Hours: 1000 Course of Study: 3:0200 Community Access Skills and Functional Academics

Course Description:

This competency-based American Sign Language (ASL)/English bilingual course supports the acquisition, learning, and use of ASL and English to meet the needs of diverse learners who are deaf and hard of hearing. It provides instruction from foundational English skills through intermediate English skills and numeracy skills, as well as instruction in communication skills through activities that involve reading, writing and responding to American Sign Language. The course also includes instruction in applying communication (language) skills to everyday life situations.

Prerequisites:

None

* After a student has completed this course, he/she may not be allowed to re-enroll in the course.

COURSE NO. : 43-13-63

Revised: July/2017

Title: American Sign Language/English Bilingual Education for the Deaf: Level 3

Program: Adults with Disabilities

Credits: 0* Hours: 1000 Course of Study: 3:0200 Community Access Skills and Functional Academics

Course Description:

This competency-based American Sign Language (ASL)/English bilingual course supports the acquisition, learning, and use of ASL and English to meet the needs of diverse learners who are deaf and hard of hearing. It provides instruction from foundational English skills through intermediate English skills and numeracy skills, as well as instruction in communication skills through activities that involve reading, writing and responding to American Sign Language. The course also includes instruction in applying communication (language) skills to everyday life situations.

Prerequisites:

None

* After a student has completed this course, he/she may not be allowed to re-enroll in the course.



CAREER TECHNICAL EDUCATION

COURSE DESCRIPTIONS

COURSE NO. : 70-01-50

Revised: October/2021

Title: Student Tools for Educational Pathways (CTE)*

Job Title: N/A

Credits: 0

Hours: 12

Course Description:

This competency-based course is designed to assist adults in creating a personal education and career plan by providing students with tools and resources to successfully navigate college and career pathways. The course uses multimodal approaches to engage all learners and to ensure that the needs of the variety of diverse adult learners are met. The course is designed to be used in an online, hybrid, and/or traditional in-school environment. The content and instructional strategies of this course reflect the California CTE Anchor Standards, the Dept. of Education Employability Skills Framework, the College and Career Readiness Standards (CCRS), and the International Society for Technology in Education (ISTE) Standards.

Prerequisites:

None

Notes:

The course number 70-01-50 is used for reporting hours' students generate through pathway counseling.

* Not eligible for Perkins reporting.

Industry Sector 1 | Agriculture and Natural Resources

ROCP NO	Title	Hours	Page
70-25-70	Landscaping/1	90	65
70-25-75	Landscaping/2	90	65
70-25-80	Landscaping/3	180	66

CTE Careers by Industry Sector with Employment Projections, Median Earnings and Education Requirements

Source: Occupational Outlook Handbook, Bureau of Labor Statistics. U.S. Department of Labor, O*Net Online

Landscaping and Groundskeeping Workers

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
1,117,800	1,202,800	+8%	\$34,430

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
139,000	154,300	+11%	\$37,230

Education requirements for employment:

- Most workers need no formal education and are trained on the job
- Some positions may require formal education

COURSE NO. : 70-25-70

Revised: August/2019

Title: Landscaping/1

Job Title: Landscaper

Career Pathway: Ornamental Horticulture

O*NET-SOC Code: 37-3011.00

Credits: 5

Hours: 90

CBEDS Title: Introduction Ornamental Horticulture

CBEDS NO: 4051

Course Description:

This competency-based course is the first in a sequence of three designed for landscaping. It provides students with technical instruction and practical experience in workplace safety, handling and caring for basic landscaping tools, part one of plant identification, types of soil, planning and maintaining an ornamental garden, basic landscape design, and water management. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Ability to bend over, lift and carry heavy items as required in the industry.

Notes:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 70-25-75

Revised: August/2019

Title: Landscaping/2

Job Title: Landscaper

Career Pathway: Ornamental Horticulture

O*NET-SOC Code: 37-3011.00

Credits: 5

Hours: 90

CBEDS Title: Introduction Ornamental Horticulture

CBEDS NO: 4051

Course Description:

This competency-based course is the second in a sequence of three designed for landscaping. It provides students with technical instruction and practical experience in workplace safety, handling and caring for power hand tools, part two of plant identification, soil analysis, weed abatement, pruning, plant propagation and a review of water management. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires completion of the Landscaping/1 (70-25-70) course.

Notes:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 70-25-80

Revised: August/2019

Title: Landscaping/3

Job Title: Landscaper

Career Pathway: Ornamental Horticulture

O*NET-SOC Code: 37-3011.00

Credits: 15

Hours: 180

CBEDS Title: Introduction Ornamental Horticulture

CBEDS NO: 4051

Course Description:

This competency-based course is the last in a sequence of three designed for landscaping. It provides students with technical instruction and practical experience in workplace safety, part three of plant identification, techniques in landscape construction and design, turf maintenance, fertilization, pest management, greenhouse operations, water management review, and entrepreneurship/legal aspects of landscaping business. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires completion of the Landscaping/2 (70-25-75) course.

Notes:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

Industry Sector 1 | Agriculture and Natural Resources

ROCP NO	Title	Hours	Page
70-55-70	Desktop Publishing/1	90	69
70-55-75	Desktop Publishing /2	90	70
70-65-50	Graphic Design (Fundamentals)	180	70
70-65-55	Graphic Design: Digital Imaging	180	71
70-65-60	Graphic Design: Advertising Design	180	71
70-65-65	Graphic Design: Web Design	180	72
70-85-60	Video Production/1	90	72
70-85-70	Video Production/2	90	73
70-85-80	Video Production/3	90	74

CTE Careers by Industry Sector with Employment Projections, Median Earnings and Education Requirements

Source: Occupational Outlook Handbook, Bureau of Labor Statistics. U.S. Department of Labor, O*Net Online

Audio and Video Equipment Technician

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
73,900	93,300	+26%	\$48,820

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
16,100	18,500	+15%	\$59,760

Education requirements for employment:

- Training in vocational schools, related on-the-job experience, or an associate's degree

Industry Sector 2

Arts, Media and Entertainment

Desktop Publisher

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
8,200	7,200	-12%	\$46,910

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
1,000	800	-20%	\$58,000

Education requirements for employment:

- No educational requirement
- Most desktop publishers learn on the job, by taking classes online or through vocational schools or community colleges that teach the latest software

Graphic Designer

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
254,100	261,400	+3%	\$50,710

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
39,500	41,500	+5%	\$62,310

Education requirements for employment:

- A bachelor's degree in graphic design is usually required.
-

COURSE NO. : 70-55-70

Revised: August/2020

Title: Desktop Publishing/1

Job Title: Desktop Publisher

Career Pathway: Design, Visual and Media Arts

O*NET-SOC Code: 43-9031.00

Credits: 5

Hours: 90

CBEDS Title: Intermediate Graphics Technology

CBEDS NO: 5622

Course Description:

This competency-based course is the first in a sequence of two designed for desktop publishing. It provides students with technical instruction and practical experience in grammar application, computer operating systems, the fundamentals of word processing, spreadsheets, and database management, desktop publishing elements and principles, typography, features and functions of professional desktop publishing software programs, proofreading and editing, features and functions of professional graphics software, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 9.0 as measured by the CASAS Goals Test and math skills equivalent to Math 2 (53-03-76), completion of English 3 (23-10-73) or equivalent writing skills as determined by student writing sample evaluated by the instructor, knowledge of Windows operating system, working knowledge of a word processing program and the ability to key 30 words per minute.

Notes:

For Perkins purposes this course has been designated as an **introductory/concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

2

Arts, Media and Entertainment

COURSE NO. : 70-55-75

Revised: August/2017

Title: Desktop Publishing/2

Job Title: Desktop Publisher

Career Pathway: Design, Visual and Media Arts

O*NET-SOC Code: 43-9031.00

Credits: 5

Hours: 90

CBEDS Title: Intermediate Graphics Technology

CBEDS NO: 5622

Course Description:

This competency-based course is the second in a sequence of two designed for desktop publishing. It provides students with technical instruction and practical experience in job planning and development, paste-up techniques, resource management, and entrepreneurial skills. This course also includes reviews in grammar application, desktop publishing elements and principles, proofreading and editing techniques, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Desktop Publishing/1 (70-55-70) course and portfolio.

Notes:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 70-65-50

Revised: August/2017

Title: Graphic Design (Fundamentals)

Job Title: Graphic Designer

Career Pathway: Design, Visual and Media Arts

O*NET-SOC Code: 27-1024.00

Credits: 15

Hours: 180

CBEDS Title: Intermediate Graphics Technology

CBEDS NO: 5622

Course Description:

This competency-based course is the first in a sequence of four designed for graphic design. It provides technical instruction and practical experience in workplace safety, the basic principles and techniques of graphic design, print and web typography, color theory and management, elements of illustration, logo design, branding, conceptualization of images through sketching, digital imaging software and their applications, basic word processing and spreadsheet, resource management, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Notes:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 70-65-55

Revised: August/2017

Title: Graphic Design: Digital Imaging

Job Title: Graphic Designer

Career Pathway: Design, Visual and Media Arts

O*NET-SOC Code: 27-1024.00

Credits: 15

Hours: 180

CBEDS Title: Intermediate Graphics Technology

CBEDS NO: 5622

Course Description:

This competency-based course is the second in a sequence of four designed for graphic design. It provides students with technical instruction and practical experience in the use of a variety of hardware, software, and peripherals used in the creation and manipulation of still, two-dimensional images; and the use of electronic input and output devices. This course also includes instruction in resource management and a review of employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Graphic Design (Fundamentals) (70-65-50) course and portfolio.

Notes:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 70-65-60

Revised: August/2017

Title: Graphic Design: Advertising Design

Job Title: Graphic Designer

Career Pathway: Design, Visual and Media Arts

O*NET-SOC Code: 27-1024.00

Credits: 15

Hours: 180

CBEDS Title: Intermediate Graphics Technology

CBEDS NO: 5622

Course Description:

This competency-based course is the third in a sequence of four designed for graphic design. It provides students with technical instruction and practical experience in fundamental advertising principles, vector-based logo design and illustrations, desktop imaging and desktop publishing applications in pre-press production, electronic file management, website advertising, project presentation and delivery, and proofreading and editing. This course also covers resource management and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Graphic Design: Digital Imaging (70-65-55) course and portfolio.

Notes:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

2

Arts, Media and Entertainment

COURSE NO. : 70-65-65

Revised: August/2017

Title: Graphic Design: Web Design

Job Title: Web Designer

Career Pathway: Design, Visual and Media Arts

O*NET-SOC Code: 27-1024.00

Credits: 15

Hours: 180

CBEDS Title: Intermediate Graphics Technology

CBEDS NO: 5622

Course Description:

This competency-based course is the last in a sequence of four designed for graphic design. It provides students with technical instruction and practical experience in workplace safety, scanning, graphic formats, color applications, utilizing graphics software, composition and writing for the Internet, proofreading and editing techniques, electronic publishing, using Dreamweaver, web page creation, and designing accessible websites. Instruction also includes resource management and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Graphic Design (Fundamentals) (70-65-50) course and portfolio.

Notes:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 70-85-60

Revised: : August/2020

Title: Video Production/1

Job Title: Video Production Assistant

Career Pathway: Production and Managerial Arts

O*NET-SOC Code: 27-4011.00

Credits: 5

Hours: 90

CBEDS Title: Video Production

CBEDS NO: 5716

Course Description:

This competency-based course is the first in a sequence of three designed for video production. It provides students with the technical instruction and practical experiences for aspiring video production assistants in the pre-production, production and post-production stages of TV and video projects. It focuses on the basic set up and breakdown of camera, sound, and lighting equipment, basic principles of story development, planning and creation of a studio production and editing of production projects. It also includes the basics of job shadowing, internships and job placement. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 6.0 as measured by the CASAS Goals Test.

Notes:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 70-85-70

Revised: August/2017

Title: Video Production/2

Job Title: Video Production Crew Member

Career Pathway: Production and Managerial Arts

O*NET-SOC Code: 27-4011.00

Credits: 5

Hours: 90

CBEDS Title: Video Production

CBEDS NO: 5716

Course Description:

This competency-based course is the second in a sequence of three designed for video production. It provides students with the technical instruction and practical experiences for aspiring video production crew members in the pre-production, production, and post-production stages of TV and video projects. It focuses on the use of the camera, sound, and lighting equipment, the development of "soft," "hard," and "feature" stories, the creation of a storyboard, studio and field production techniques, and the editing and transmitting of a video story. It also includes a review of job shadowing, internship, and job placement techniques as well as resource management. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Video Production/1 (70-85-60) course.

Notes:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 70-85-80

Revised: August/2017

Title: Video Production/3

Job Title: Video Production Supervisor

Career Pathway: Production and Managerial Arts

O*NET-SOC Code: 27-4011.00

Credits: 5

Hours: 90

CBEDS Title: Video Production

CBEDS NO: 5716

Course Description:

This competency-based course is the last in a sequence of three designed for video production. It provides students with the technical instruction and practical experiences for aspiring video production supervisors in the pre-production, production, and post-production stages of TV and video projects. It focuses on the supervisory tasks involved in camera, sound, and lighting equipment use, soft/hard/feature story development, storyboard creation, studio and field production, and video story editing and transmitting. It also includes a review of resource management and job shadowing, internship, and job placement techniques. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Video Production/2 (70-85-70) course.

Notes:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

Industry Sector 3 | Building and Construction Trades

ROCP NO	Title	Hours	Page
71-35-40	Construction Work Essentials	80	77
71-35-50	Construction Work/1	180	77
71-35-60	Construction Work/2	180	78
71-35-70	Construction Work/3	180	78
71-45-70	Plumbing/1	150	79
71-45-80	Plumbing/2	150	80
72-85-60	HVAC/1	180	81
72-85-65	HVAC/2	180	81
72-85-70	HVAC/3	180	82
79-10-50	Air Conditioning/Refrigeration: Fundamentals	120	82
79-10-60	Refrigeration Technician: Principles	120	83
79-10-65	Refrigeration Technician: Service	120	83
79-15-89	Construction Worker: Apprenticeship Preparation-MC3	240	84
79-75-50	Building and Grounds Worker Fundamentals	60	85
79-75-80	Maintenance Supervisor: Scheduling Practices	60	86
79-75-85	Maintenance Supervisor: Supervisory Practices	60	87

CTE Careers by Industry Sector with Employment Projections, Median Earnings and Education Requirements

Source: Occupational Outlook Handbook, Bureau of Labor Statistics. U.S. Department of Labor, O*Net Online

Construction Laborer

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
1,285,200	1,388,300	+8%	\$37,770

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
141,000	153,400	+9%	\$47,490

Education requirements for employment:

- Combination of classroom instruction and on-the-job training

Industry Sector 3

Building and Construction Trades

HVAC Technician

Including heating, air conditioning technician and refrigeration mechanics and installers
Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
380,400	399,400	+5%	\$48,630

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
32,800	36,900	+13%	\$59,750

Education requirements for employment:

- Technical school training or a formal apprenticeship

Plumber

These statistics combine the outlook for plumbers, pipefitters and steamfitters.
Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
469,900	493,200	+5%	\$59,880

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
53,100	59,700	+12%	\$62,390

Education requirements for employment:

- Most states require plumbers to be licensed
- Technical school training or a formal apprenticeship, vocational school or community college

COURSE NO. : 71-35-40

Revised: July/2021

Title: Construction Work Essentials

Job Title: Construction Worker

Career Pathway: Residential and Commercial Construction

O*NET-SOC Code: 47-2061.00

Credits: 5

Hours: 80

CBEDS Title: Introduction to Building and Construction Trades

CBEDS NO: 5501

Course Description:

This competency-based course is an introductory course designed for construction work. It provides students with technical instruction and practical experience in basic residential construction. Instruction includes an orientation, resource management, OSHA 10, trade mathematics, power tools, floor and wall construction, plumbing, electrical, drywall installation, painting and employability skills. Emphasis is placed on the techniques, tools, and materials required for introductory construction work. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Notes:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 71-35-50

Revised: August/2020

Title: Construction Work/1

Job Title: Construction Worker

Career Pathway: Residential and Commercial Construction

O*NET-SOC Code: 47-2061.00

Credits: 15

Hours: 180

CBEDS Title: Introduction to Building and Construction Trades

CBEDS NO: 5501

Course Description:

This competency-based course is the first in a sequence of three designed for construction work. It provides students with technical instruction and practical experience in basic residential and commercial construction using sustainable and green technology. Instruction includes an orientation, resource management, OSHA 10, trade mathematics, and employability skills. Emphasis is placed on the techniques, tools, and materials required for concrete work, masonry, floor and wall construction, and roof construction. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Notes:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

3

Building and Construction Trades

COURSE NO. : 71-35-60

Revised: August/2020

Title: Construction Work/2

Job Title: Construction Worker

Career Pathway: Residential and Commercial Construction

O*NET-SOC Code: 47-2061.00

Credits: 15

Hours: 180

CBEDS Title: Introduction to Building and Construction Trades

CBEDS NO: 5501

Course Description:

This competency-based course is the second in a sequence of three designed for construction work. It provides students with technical instruction and practical experience in basic residential and commercial construction using sustainable and green technology. Instruction includes an introduction, workplace safety, and reviews of resource management, trade mathematics, and employability skills. Emphasis is placed on the techniques, tools, and materials required for plumbing, electrical, and drywall installation. It also covers the operation, maintenance, and storage of power tools. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Construction Work/1 (71-35-50) course.

Notes:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 71-35-70

Revised: August/2020

Title: Construction Work/3

Job Title: Construction Worker

Career Pathway: Residential and Commercial Construction

O*NET-SOC Code: 47-2061.00

Credits: 15

Hours: 180

CBEDS Title: Introduction to Building and Construction Trades

CBEDS NO: 5501

Course Description:

This competency-based course is the third in a sequence of three designed for construction work. It provides students with technical instruction and practical experience in basic residential and commercial construction using sustainable and green technology. Instruction includes an introduction, workplace safety, and reviews of resource management, trade mathematics, employability skills, and apprenticeship preparation. Emphasis is placed on the techniques, tools, and materials required for finish carpentry, advanced plumbing and electrical work, roofing, and painting. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Construction/2 (71-35-60) course.

Notes:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 71-45-70

Revised: August/2020

Title: Plumbing/1

Job Title: Plumber

Career Pathway: Residential and Commercial Construction

O*NET-SOC Code: 47-2152.02

Credits: 15

Hours: 150

CBEDS Title: Introduction to Building and Construction Trades

CBEDS NO: 5501

Course Description:

This competency-based course is the first in a sequence of two designed for plumbing. It provides students with project-based experiences in basic plumbing according to the Uniform Plumbing Code and the Los Angeles Plumbing Code requirements. Technical instruction includes an orientation, workplace safety rules and regulations, resource management, trade mathematics, and employability skills. Emphasis is placed on the proper selection and use of plumbing materials (including sustainable and green products) and tools, pipefitting techniques, components of the sanitary drainage, vent and storm water drainage systems, the sizing techniques for sanitary drainage and vent piping, and plumbing traps. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Construction Work/1 (71-35-50) course.

Notes:

For Perkins purposes this course has been designated as an **introductory/concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 71-45-80

Revised: August/2020

Title: Plumbing/2

Job Title: Plumber

Career Pathway: Residential and Commercial Construction

O*NET-SOC Code: 47-2152.02

Credits: 15

Hours: 150

CBEDS Title: Introduction to Building and Construction Trades

CBEDS NO: 5501

Course Description:

This competency-based course is the second in a sequence of two designed for plumbing. It provides students with project-based experiences in basic plumbing according to the Uniform Plumbing Code and the Los Angeles Plumbing Code requirements. Technical instruction includes an introduction, and reviews of workplace safety rules and regulations, resource management, trade mathematics, and employability skills. Emphasis is placed on the sizing techniques for water supply piping, water supply protection, proper selection and use of fixtures and appliances, testing and inspection techniques, and the basic procedures for plumbing a house. Basic entrepreneurial skills and the use of sustainable and green materials and technology are also covered in the instruction. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of Plumbing/1 (71-45-70) course.

Notes:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-85-60

Revised: July/2021

Title: HVAC/1

Job Title: HVAC Technician

Career Pathway: Mechanical Systems Installation and Repair

O*NET-SOC Code: 49-9021.00

Credits: 15

Hours: 180

CBEDS Title: Heating, Ventilation, Air Conditioning (HVAC) Systems

CBEDS NO: 5516

Course Description:

This competency-based course is the first in a sequence of three designed for heating, ventilating, and air-conditioning (HVAC). Instruction includes orientation and safety, resource management, trade mathematics, basic electrical theories, thermodynamics, heating and controls, troubleshooting and maintenance, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 6.0 as measured by the CASAS Goals Test.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-85-65

Revised: July/2021

Title: HVAC/2

Job Title: HVAC Technician

Career Pathway: Mechanical Systems Installation and Repair

O*NET-SOC Code: 49-9021.00

Credits: 15

Hours: 180

CBEDS Title: Heating, Ventilation, Air Conditioning (HVAC) Systems

CBEDS NO: 5516

Course Description:

This competency-based course is the second in a sequence of three designed for heating, ventilating, and airconditioning (HVAC) technology. Instruction includes orientation and safety, resource management review, electricity, basic electrical wiring and motor selection, thermodynamics review, ventilation systems, refrigeration systems, commercial refrigeration systems, refrigeration troubleshooting, and employability skills review. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards

Prerequisites:

Enrollment requires completion of the HVAC/1 (72-85-60) course.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

3

Building and Construction Trades

COURSE NO. : 72-85-70

Revised: July/2021

Title: HVAC/3

Job Title: HVAC Technician

Career Pathway: Mechanical Systems Installation and Repair

O*NET-SOC Code: 49-9021.00

Credits: 15

Hours: 180

CBEDS Title: Heating, Ventilation, Air Conditioning (HVAC) Systems

CBEDS NO: 5516

Course Description:

This competency-based course is the last in a sequence of three designed for heating, ventilating, and air-conditioning (HVAC) technology. Instruction includes orientation and safety, cooling control systems, commercial air conditioning, integrated controls, lab work, employability skills review, and entrepreneurial skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires completion of the HVAC/2 (72-85-65) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-10-50

Revised: July/2022

Title: Air Conditioning/Refrigeration: Fundamentals

Job Title: Air Conditioning Technician

Career Pathway: Mechanical Systems Installation and Repair

O*NET-SOC Code: 49-9021.00

Credits: 10

Hours: 120

Heating, Ventilation, Air Conditioning (HVAC) Systems

CBEDS NO: 5516

Course Description:

This competency-based course is designed to provide training in the commercial refrigeration and air conditioning field. Instruction includes orientation, safety, matter and heat, basic electricity, metal working techniques, principles of air flow, electric motor selection, troubleshooting and maintenance, cooling control systems, evaluate air conditioning and electrical components in a cooling system, heat pumps, customer relations, employability skills and resume preparation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Note:

For Perkins purposes this course has been designated as an **introductory** course

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-10-60

Revised: July/2021

Title: Refrigeration Technician: Principles

Job Title: Refrigeration Technician

Career Pathway: Mechanical Systems Installation and Repair

O*NET-SOC Code: 49-9021.00

Credits: 10

Hours: 180

CBEDS Title: Heating, Ventilation, Air Conditioning (HVAC) Systems

CBEDS NO: 5516

Course Description:

This competency-based course is designed to provide training in the refrigeration trade. Instruction includes orientation, safety, principles of heat transfer and introduction to refrigeration, refrigeration cycle/diagrams, central refrigeration systems, electrical controls/components, energy control systems, employability skills and resume preparation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Air Conditioning/Refrigeration Fundamentals (#79-10-50) course.

Note:

For Perkins purposes this course has been designated as an **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-10-65

Revised: July/2021

Title: Refrigeration Technician: Service

Job Title: Refrigeration Technician

Career Pathway: Mechanical Systems Installation and Repair

O*NET-SOC Code: 49-9021.00

Credits: 10

Hours: 120

CBEDS Title: Heating, Ventilation, Air Conditioning (HVAC) Systems

CBEDS NO: 5516

Course Description:

This competency-based course is designed to provide training in the refrigeration trade. Instruction includes orientation, safety, theory of refrigeration, electrical, heat transmission, lab work, employability skills and resume preparation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Air Conditioning/Refrigeration Fundamentals (#79-10-60) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-15-89

Revised: April/2018

Title: Construction Worker: Apprenticeship Preparation – MC3

Job Title: Construction Worker

Career Pathway: Residential and Commercial Construction

O*NET-SOC Code: 47-2061.00

Credits: 20

Hours: 240

CBEDS Title: Introduction to Building and Construction Trades

CBEDS NO: 5501

Course Description:

This 240 hour pre-apprenticeship course includes the North America's Building Trade Unions' sponsored Multi-Craft Core Curriculum (MC3) as well as trade union involvement, field-trips and elective training. This course is designed for students to find employment as indentured apprentices in the construction industry. The MC3 is 150 hours and will cover Orientation and Safety, OSHA 10 (Construction), First Aid/CPR/AED, Trade Math, Apprenticeship Preparation, Basic Blueprint & Estimating, Hand Tools, Power Tools, Building Codes & Green Codes, Concrete & Masonry, Basic Framing, Plumbing, Electrical & Lighting, Heating, Ventilation & Air Conditioning (HVAC), Doors, Windows & Finish Carpentry, Drywall Finishing, Painting: Commercial & Industrial, Roof Covering, Floor & Tiling. The 90 hour elective training covers OSHA 30 (Construction), Safety Attendant Training, 40 hour HazWoper, Confined Space Entry, Refinery Safety Overview, Lead Awareness, Asbestos Awareness, Global Harmonization System (GHS), Job Readiness and Trade Math. The student must take any of the above elective classes up to 90 hours. The elective Trade Math will be flexible in length of hours to make up the difference of any elective training completed in order to achieve the 90 hours. The competencies in this course are aligned with the California High School Academic Content Standards.

Prerequisites:

Enrollment requires student to be at least 18 years of age, possess a valid California Driver's License, have reliable transportation, possess a valid Social Security Card and be willing to submit to a drug screening test..

Note:

For Perkins purposes this course has been designated as an **introductory/concentrator/capstone** course. Contact Central Office CTE Unit before enrolling students.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-75-50

Revised: August/2020

Title: Building and Grounds Worker (Fundamentals)

Job Title: Building and Grounds Worker

Career Pathway: Entrepreneurship/Self Employment

O*NET-SOC Code: 37-2011.00

Credits: 5

Hours: 60

CBEDS Title: Small Business Services

CBEDS NO: 4132

Course Description:

This competency-based course prepares trainees for entry-level employment as school custodians, upgrades skills, and prepares employees for promotion. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Notes:

For Perkins purposes this course has been designated as an **introductory** course.

It is recommended that students in the Maintenance Supervisor program complete the following courses in the given sequence: Building and Grounds Worker (Fundamentals) (79-75-50), Maintenance Supervisor: Computer Essential Practices (75-50-65), Maintenance Supervisor: Scheduling Practices (79-75-80), and Maintenance Supervisor: Supervisory Practices (79-75-85).

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-75-80

Revised: August/2021

Title: Maintenance Supervisor: Scheduling Practices

Job Title: Maintenance Supervisor

Career Pathway: Entrepreneurship/Self Employment

O*NET-SOC Code: 49-1011.00

Credits: 5

Hours: 60

CBEDS Title: Small Business Services

CBEDS NO: 4132

Course Description:

This competency-based course prepares trainees for entry-level supervision positions as school custodian supervisors. Instruction includes practical training in the management of custodial personnel; in-depth study of time and motion studies; scheduling work loads equitably; scheduling of routine cleaning; scheduling of nonroutine cleaning. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards

Prerequisites:

None

Notes:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

It is recommended that students in the Maintenance Supervisor program complete the following courses in the given sequence: Building and Grounds Worker (Fundamentals) (79-75-50), Maintenance Supervisor: Computer Essential Practices (75-50-65), Maintenance Supervisor: Scheduling Practices (79-75-80), and Maintenance Supervisor: Supervisory Practices (79-75-85).

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-75-85

Revised: August/2021

Title: Maintenance Supervisor: Supervisory Practices

Job Title: Maintenance Supervisor

Career Pathway: Entrepreneurship/Self Employment

O*NET-SOC Code: 49-1011.00

Credits: 5

Hours: 60

CBEDS Title: Small Business Services

CBEDS NO: 4132

Course Description:

This competency-based course provides training in principles of supervision, inspection of buildings and grounds, record keeping, and management of personnel. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Notes:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

It is recommended that students in the Maintenance Supervisor program complete the following courses in the given sequence: Building and Grounds Worker (Fundamentals) (79-75-50), Maintenance Supervisor: Computer Essential Practices (75-50-65), Maintenance Supervisor: Scheduling Practices (79-75-80), and Maintenance Supervisor: Supervisory Practices (79-75-85).

* This course **cannot** be repeated once a student receives a Certificate of Completion.

Industry Sector 4 | Business and Finance

ROCP NO	Title	Hours	Page
71-10-80	QuickBooks/Accounting Clerk	80	91
71-50-88	Typist: Keyboarding	90	92
75-15-50	Accounting/1	90	92
75-15-60	Accounting/2	90	93
75-15-70	Tax Preparation	90	94
75-35-50	Administrative Assistant/1: Office Procedures	90	94
75-35-60	Administrative Assistant/2: Business English	90	95
75-35-70	Administrative Assistant/3: Business Math	90	96
75-35-80	Computer Operation/1: Foundations	90	97
75-35-90	Computer Operation/2: Applications	90	97
75-45-50	Computer Operation/3: Database Management	90	98
75-45-60	Computer Operation/4: Presentations	90	99
75-45-70	Computer Operation/5 IC3 Certification Prep.	90	100
75-45-80	Microsoft Office Specialist [MOS]/1: Word (Core/Expert Levels)	90	101
75-45-90	Microsoft Office Specialist [MOS]/2: Excel (Core/Expert Levels)	90	102
75-50-65	Maintenance Supervisor: Computer Essential Practices	60	103
75-50-70	Computer Essentials	80	104

CTE Careers by Industry Sector with Employment Projections, Median Earnings and Education Requirements

Source: Occupational Outlook Handbook, Bureau of Labor Statistics. U.S. Department of Labor, O*Net Online

Accounting, Bookkeeping & Auditing Clerk

These statistics combine the outlook for bookkeepers, accounting and auditing clerks.

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
1,620,000	1,571,900	-3%	\$45,560

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2028	Median Annual Earnings 2021
200,100	194,900	-3%	\$47,940

Education requirements for employment:

- High school diploma or equivalent
- Training in a vocational school, related on-the-job experience, or an associate's degree

Administrative Assistant

These statistics reflect the outlook for executive secretaries and executive administrative assistants. Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
2,053,500	1,896,600	-8%	\$37,880

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
246,900	229,600	-7%	\$46,920

Education requirements for employment:

- High school diploma
- For some jobs, a 1-2 year program at a vocational school or community college

Office Clerk, General

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
2,933,900	2,873,600	-2%	\$37,030

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
360,000	353,000	-2%	\$38,740

Education requirements for employment:

- High school diploma

Secretaries and Administrative Assistants, Except Legal, Medical and Executive

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
2,053,500	1,896,700	-7%	\$37,880

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
246,900	229,600	-8%	\$46,920

Education requirements for employment:

- High school diploma or equivalent
- Some college, no degree

Tax Preparer

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
87,400	88,800	+2%	\$46,290

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
11,500	12,000	+4%	\$51,400

Education requirements for employment:

- High school diploma or equivalent
 - On-the-job training
-

COURSE NO. : 71-10-80

Revised: July/2021

Title: QuickBooks/Accounting Clerk

Job Title: Accounting Clerk

Career Pathway: Residential and Commercial Construction

O*NET-SOC Code: 43-3031.00

Credits: 5

Hours: 80

CBEDS Title: Accounting/Computer Accounting

CBEDS NO: 4600

Course Description:

This competency-based course introduces the principles and processes in manual accounting prior to computerized systems and cycle. Instruction includes orientation and safety, accounting principles and concepts, introduction to Quickbooks, managing files, QuickBooks home screen, creating a company file, chart of accounts, payroll accounting, working with customers and sales, working with vendors and purchases, inventory, setting up sales tax, banking transactions and bank reconciliation, processing payroll, general journal entries, creating reports, employability skills and final evaluation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of Accounting coursework and Typist: Keyboarding 2 (71-50-86). Completion of or concurrent enrollment in advanced typing and formatting with a demonstrated proficiency of 40 words per minute on a five-minute timed writing is also required.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

4

Business and Finance

COURSE NO. : 71-50-88

Revised: July/2023

Title: Typist: Keyboarding

Job Title: Typist

Career Pathway: Business Management

O*NET-SOC Code: 43-3031.00

Credits: 5

Hours: 90

CBEDS Title: Business Communications

CBEDS NO: 4600

Course Description:

This competency-based course is an introduction to proper keyboarding techniques, mastery of alphabetic, numeric and symbol keys, and fundamental skill development of speed and accuracy. The course includes an introduction, safety and ergonomics, computer hardware, software/app, and operating system, alphabetic keys, number and symbol keys, timed writings, formatting, employability skills and resume preparation, and a final evaluation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 75-15-50

Revised: August/2020

Title: Accounting/1

Job Title: Accounting Clerk

Career Pathway: Financial Services

O*NET-SOC Code: 43-3031.00

Credits: 5

Hours: 90

CBEDS Title: Accounting/Computer Accounting

CBEDS NO: 4600

Course Description:

This competency-based course is the first in a sequence of two designed for accounting. It provides students with technical instruction and practical experience in double-entry accounting systems. Instruction includes an orientation, workplace safety, resource management, business math, tools and equipment, and employability skills. Emphasis is placed on regulatory agencies and professional groups, basic accounting principles, journals, general ledgers, worksheets, financial statements, adjusting and closing entries, spreadsheet accounting, accounts payable, accounts payable subsidiary ledgers, uncollectible accounts receivable, inventories and investments, short-term liabilities, and basic banking principles and procedures related to accounting. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards

Prerequisites:

Enrollment requires Algebra and Excel backgrounds.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 75-15-60

Revised: August/2020

Title: Accounting/2

Job Title: Accounting Clerk

Career Pathway: Financial Services

O*NET-SOC Code: 43-3031.00

Credits: 5

Hours: 90

CBEDS Title: Accounting/Computer Accounting

CBEDS NO: 4600

Course Description:

This competency-based course is the second in a sequence of two designed for accounting. It provides students with technical instruction and practical experience in double-entry accounting systems. Instruction includes an introduction, workplace safety, reviews of business math and employability skills, and entrepreneurial skills. Emphasis is placed on the forms of business organizations, fixed assets, longterm liabilities, financial statement analysis, payroll, discounts, returns and allowances, job costing accounting, plant assets and depreciation, notes and interest, accrued items, and end-of-fiscal period. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Accounting/1 (75-15-50) course.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course

* This course **cannot** be repeated once a student receives a Certificate of Completion.

4

Business and Finance

COURSE NO. : 75-15-70

Revised: August/2020

Title: Tax Preparation

Job Title: Tax Preparer

Career Pathway: Financial Services

O*NET-SOC Code: 13-2082.00

Credits: 5

Hours: 90

CBEDS Title: Accounting/Computer Accounting

CBEDS NO: 4600

Course Description:

This competency-based course is part of a sequence designed for accounting. It provides students with technical instruction and practical experience in tax preparation. It covers an orientation, workplace safety, resource management, business math, employability skills, and entrepreneurship. Emphasis is placed on the principles of taxation, the purposes of the federal, state, and local tax laws, the tax characteristics of various business entities, and the principles and procedures related to income tax preparation and filing, including tax calculations and deductions. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires accounting experience and basic computer skills.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 75-35-50

Revised: August/2020

Title: Administrative Assistant/I: Office Procedures

Job Title: Administrative Assistant

Career Pathway: Business Management

O*NET-SOC Code: 43-6014.00

Credits: 5

Hours: 90

CBEDS Title: Business Communications

CBEDS NO: 4623

Course Description:

This competency-based course is the first in a sequence of three designed for administrative assistant training. It provides students with technical instruction and practical experience in office procedures. It includes an orientation, workplace safety procedures, resource management, business ethics and attitudes, and employability skills. Emphasis is placed on the proper use of office tools and equipment including electronic calculating machines and reprographic equipment, telephone etiquette, email and mail processing, data and records management, the appropriate use of reference materials, and travel arrangements. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires accounting experience and basic computer skills.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 75-35-60

Revised: August/2020

Title: Administrative Assistant/2: Business English

Job Title: Administrative Assistant

Career Pathway: Business Management

O*NET-SOC Code: 43-6014.00

Credits: 5

Hours: 90

CBEDS Title: Business Communications

CBEDS NO: 4623

Course Description:

This competency-based course is the second in a sequence of three designed for administrative assistant training. It provides students with technical instruction and practical experience in written and oral business communications. It includes an introduction and reviews of workplace safety procedures and employability skills. Emphasis is placed on the rules of English grammar, spelling, and punctuation, and the applications of those rules in business writing and reporting. It also covers techniques in effective reading, listening and speaking. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards

Prerequisites:

Enrollment requires successful completion of the Administrative Assistant/1: Office Procedures (75-35-50) course.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 75-35-70

Revised: August/2020

Title: Administrative Assistant/3: Business Math**Job Title:** Administrative Assistant**Career Pathway:** Business Management**O*NET-SOC Code:** 43-6014.00**Credits:** 5**Hours:** 90**CBEDS Title:** Business Communications**CBEDS NO:** 4623**Course Description:**

This competency-based course is the last in a sequence of three designed for administrative assistant training. It provides students with technical instruction and practical experience in business mathematics. It includes an introduction, reviews of workplace safety procedures and employability skills, and entrepreneurial skills. Emphasis is placed on the addition, subtraction, multiplication, and division of whole numbers, decimals, fractions, and mixed numbers as well as the applications of the mathematical rules in the computation of word and money problems. This course also promotes speed and accuracy utilizing an electronic calculator. It develops proficiency in checking and verifying data and other business-related problems with and without the use of an electronic calculator. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Administrative Assistant/2: Business English (75-35-60) course.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 75-35-80

Revised: August/2017

Title: Computer Operation/1: Foundations

Job Title: Computer Operator

Career Pathway: Business Management

O*NET-SOC Code: 43-9061.00

Credits: 5

Hours: 90

CBEDS Title: Business Communications

CBEDS NO: 4623

Course Description:

This competency-based course is the first in a sequence designed for computer operation. It provides students with technical instruction and practical experience in basic computer operation. It includes an orientation, workplace safety, resource management, and employability skills. Emphasis is placed on the computer and its parts, computer operating systems, word processing, file management, Internet applications, e-mail, computer ethics and security, and virus and spyware protection. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

A minimum reading level of 6.0 as measured by the CASAS Goals Test reading comprehension test. If the student has not been enrolled in a keyboarding course or has not mastered 25 words per minute, it is recommended that the student be concurrently enrolled in a keyboarding course.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 75-35-90

Revised: August/2020

Title: Computer Operation/2: Applications

Job Title: Computer Operator

Career Pathway: Business Management

O*NET-SOC Code: 43-9061.00

Credits: 5

Hours: 90

CBEDS Title: Business Communications

CBEDS NO: 4623

Course Description:

This competency-based course is the second in a sequence of courses designed for computer operation. It provides students with technical instruction and practical experience in the applications of computer programs. It includes an orientation and employability skills. Emphasis is placed on the techniques for word processing and electronic spreadsheets. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standard.

Prerequisites:

Enrollment requires successful completion of Computer Operation/1: Foundations (75-35-80) course.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 75-45-50

Revised: August/2020

Title: Computer Operation/3: Database Management

Job Title: Computer Operator

Career Pathway: Business Management

O*NET-SOC Code: 43-9061.00

Credits: 5

Hours: 90

CBEDS Title: Business Communications

CBEDS NO: 4623

Course Description:

This competency-based course is the third in a sequence of courses designed for computer operation. It provides students with technical instruction and practical experience in database management. It includes an introduction and reviews of workplace safety and employability skills. Emphasis is placed on basic filing, alphabetic indexing, cross-referencing techniques for on-file documents, application of system commands for file maintenance, and the creation, documentation, and protection of functional data files. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of Computer Operation/2: Applications (75-35-90) course.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 75-45-60

Revised: August/2020

Title: Computer Operation/4: Presentations

Job Title: Computer Operator

Career Pathway: Business Management

O*NET-SOC Code: 43-9061.00

Credits: 5

Hours: 90

CBEDS Title: Business Communications

CBEDS NO: 4623

Course Description:

This competency-based course is the fourth in a sequence of five designed for computer operation. It provides students with technical instruction and practical experience in presentation programs. It includes an introduction and reviews of workplace safety and employability skills. Emphasis is placed on the different types of presentation graphics software, understanding the parts of the PowerPoint screen, navigating an existing presentation, creating a new presentation using the basic principles of design, filling in text boxes, inserting and formatting objects to edit and improve the presentation graphics, adding private notes for the speaker, printing the slides, and tips to maximize the effect and utility of the presentation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of Computer Operation/2: Applications (75-35-90) course.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 75-45-70

Revised: August/2017

Title: Computer Operation/5: IC³ Certification Preparation

Job Title: Computer Operator

Career Pathway: Business Management

O*NET-SOC Code: 43-9061.00

Credits: 5

Hours: 90

CBEDS Title: Business Communications

CBEDS NO: 4623

Course Description:

This competency-based course is the last in a sequence of five designed for computer operation. It provides students with technical instruction and practical experience in fulfilling the requirements of the Internet and Computing Core Certificate (IC³) Program, a global training and certification program for students and employees who want to excel in a digital world. IC³ Certification consists of three core certification exams: Computing Fundamentals, Key Applications, and Living On-Line. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Successful completion of the Computer Operation/1: Foundations (75-35-80), Computer Operation/2: Applications (75-35-90), Computer Operation/3: Database Management (75-45-50) and Computer Operation/4: Presentations (75-45-60) courses highly recommended.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 75-45-80

Revised: August/2017

Title: Microsoft Office Specialist [MOS]/1: Word (CORE/Expert Levels)

Job Title: Computer Operator

Career Pathway: Business Management

O*NET-SOC Code: 43-9061.00

Credits: 5

Hours: 90

CBEDS Title: Business Communications

CBEDS NO: 4623

Course Description:

This competency-based course is the first in a sequence of two designed to meet the Microsoft Office Specialist (MOS) certification requirements. It provides students with technical instruction and practical experience in two levels of Word training—core and expert. Instruction includes an orientation, workplace safety, and employability skills. Emphasis is placed on working with texts, paragraphs, and documents, as well as file management, use of tables, and working with pictures and charts for the core level. The expert level emphasizes working with paragraphs and documents, using tables, working with pictures and charts, using mail merge and advanced features, and collaborating with work groups. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Computer Operation/5: IC3 Certification Preparation (75-45-70) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 75-45-90

Revised: August/2017

Title: Microsoft Office Specialist [MOS]/2: Excel (CORE/Expert Levels)

Job Title: Computer Operator

Career Pathway: Business Management

O*NET-SOC Code: 43-9061.00

Credits: 5

Hours: 90

CBEDS Title: Business Communications

CBEDS NO: 4623

Course Description:

This competency-based course is the second in a sequence of two designed to meet the Microsoft Office Specialist (MOS) certification requirements. It provides students with technical instruction and practical experience in two levels of Excel training—core and expert. Instruction includes an introduction, resource management, business math, entrepreneurship, and reviews of workplace safety and employability skills. Emphasis is placed on working with cells and files, formatting worksheets, page setup and printing, working with worksheets and workbooks and using charts and objects for the core level. The expert level emphasizes the use of templates and multiple workbooks, formatting numbers, printing workbooks, working with toolbars, using macros, displaying and formatting data, using analysis tools, and collaborating with workgroups. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of Microsoft Office Specialist [MOS]/1: Word (Core/Expert Levels) (75-45-80) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 75-50-65

Revised: February/2022

Title: Maintenance Supervisor: Computer Essential Practices

Job Title: Computer Operator

Career Pathway: Business Management

O*NET-SOC Code: 43-9061.00

Credits: 5

Hours: 60

CBEDS Title: Business Communications

CBEDS NO: 4623

Course Description:

This competency-based course is designed to prepare students with basic computer fundamentals using the latest software in Operating Systems, word processing, and spreadsheets. Emphasis will be placed on virtual communication platforms such as Email, Zoom and other online applications. Additionally, this course will include soft skills, employability skills, job search, and resume preparation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Note:

For Perkins purposes this course has been designated as an **introductory/concentrator** course.

It is recommended that students in the Maintenance Supervisor program complete the following courses in the given sequence: Building and Grounds Worker (Fundamentals) (79-75-50), Maintenance Supervisor: Computer Essential Practices (75-50-65), Maintenance Supervisor: Scheduling Practices (79-75-80), and Maintenance Supervisor: Supervisory Practices (79-75-85).

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 75-50-70

REVISED: June/2020

Title: Computer Essentials

Job Title: Computer Operator

Career Pathway: Business Management

O*NET-SOC Code: 43-9061.00

Credits: 5

Hours: 80

CBEDS Title: Business Communications

CBEDS NO: 4623

Course Description:

This competency-based course is designed to prepare students with basic computer fundamentals using the latest software in Operating Systems, Word processing, Spreadsheets and Presentations. Emphasis will be placed on virtual communication platforms such as Email, Zoom and other online applications. Additionally, this course will include soft skills, employability skills, job search and resume preparation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

A minimum reading level of 6.0 as measured by the CASAS GOALS reading comprehension test. If the student has not been enrolled in a keyboarding course or has not mastered 25 words per minute, it is recommended that the student be concurrently enrolled in a keyboarding course.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

Industry Sector 5 | Education, Child Development, and Family Services

ROCP NO	Title	Hours	Page
72-10-80	ECE: Infant/Toddler Studies	150	107
72-10-90	Early Childhood Education Assistant/1	300	108
72-15-50	Child Development/1: Foundations	100	109
72-15-60	Child Development/2: Curriculum	100	110
72-15-70	Child Development/3: Supervision	100	111
72-20-50	Early Childhood Education Assistant/2	300	112
72-20-80	Early Childhood Education: Careers with Children/2	120	113
72-25-80	Education/4: Special Education	90	114
72-25-90	Child Development: Introduction to Diversity, Equity, Inclusion	15	114

CTE Careers by Industry Sector with Employment Projections, Median Earnings and Education Requirements
 Source: Occupational Outlook Handbook, Bureau of Labor Statistics. U.S. Department of Labor, O*Net Online

Childcare Worker

These statistics combine the outlook for bookkeepers, accounting and auditing clerks.
 Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
992,400	1,076,600	+9%	\$27,490

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
96,700	100,800	+4%	\$34,170

Education requirements for employment:

- In some cases, a high school diploma or equivalent is required

Industry Sector 5

Education, Child Development and Family Services

Teaching Assistant (Elementary, Secondary and Special Education)

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
1,306,300	1,422,300	+9%	\$29,360

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
123,200	130,200	+6%	\$37,300

Education requirements for employment:

- A high school diploma or equivalent
 - Associate's degree
-

COURSE NO. : 72-10-80

Revised: August/2017

Title: Early Childhood Education: Infant/Toddler Studies**Job Title:** ECE Infant/Toddler Caregiver**Career Pathway:** Education**O*NET-SOC Code:** 39-9011.00**Credits:** 10**Hours:** 150**CBEDS Title:** Teaching Careers or Careers in Education**CBEDS NO:** 4401**Course Description:**

This competency-based course contains major principles of infant/toddler caregiving based on knowledge of human growth and development and infant/toddler needs. This course provides a framework for infant and toddler caregivers, reinforces skills and concepts on appropriate curriculum, and describes guidance techniques and parent involvement for infant care programs. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Computer skills are recommended.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

Candidates for positions with public agencies are subject to background investigations: candidates with a record of criminal convictions and/or history of driving violations may be considered ineligible for employment. In addition, based on the Federal Omnibus Transportation Employee Testing of 1994, applicants with public agencies may be required to undergo mandatory drug and alcohol testing prior to and during employment.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-10-90

Revised: August/2017

Title: Early Childhood Education Assistant/1

Job Title: ECE Assistant

Career Pathway: Child Development

O*NET-SOC Code: 39-9011.00

Credits: 25

Hours: 300

CBEDS Title: Careers in Child Development

CBEDS NO: 4400

Course Description:

This competency-based course provides training for the paraprofessional seeking employment as a Child Care Aide in nursery schools, child care centers and child development programs. The State of California requires classroom instruction in both child growth and development, and child care and guidance to earn credit for the course. This course also includes guided observations and fieldwork experience with groups of young children. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Computer skills are recommended.

Note:

For Perkins purposes this course has been designated as an **introductory/concentrator** course.

Evidence of good health, a clear tuberculosis screening, the ability to physically perform the duties required and a screening for criminal conviction prior to contact with children in a community classroom setting are also required.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-15-50

Revised: July/2022

Title: Child Development/I: Foundation

Job Title: ECE Assistant

Career Pathway: Child Development

O*NET-SOC Code: 25-9041.00

Credits: 5

Hours: 100

CBEDS Title: Teaching Careers or Careers in Education

CBEDS NO: 4401

Course Description:

This competency-based course is the first in a sequence of three designed for early childhood education. It provides students with project-based experiences in child development programs. Instruction includes an orientation, workplace safety policies and procedures, techniques on communications and critical thinking, and employability skills. Emphasis is placed on the theories of human development and growth. A minimum of thirty hours (30 hours) of field observations and experiences with infants, toddlers, and preschoolers are provided as application components of studying child development program goals, guidance techniques, health and nutrition practices, indoor and outdoor environments, and special education requirements. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Recommend employment-level competency in reading, written and oral communications, math, and computer operation.

Note 1:

The course requires a minimum of thirty hours (30 hrs.) for students to conduct field work at an Early Education Center and/or child/day care center. During orientation, students will be notified that an employer or externship facility will require proof of CPR card (a current American Heart Association (AHA) Basic Life Support (BLS) certification card, T-DAP, Diphtheria, Pertussis, MMR Measles, mumps, rubella, vaccine, influenza, COVID, TB screening, and a background check.

Note 2:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-15-60

Revised: July/2022

Title: Child Development/2: Curriculum

Job Title: ECE Assistant

Career Pathway: Child Development

O*NET-SOC Code: 39-9011.00

Credits: 5

Hours: 100

CBEDS Title: Teaching Careers or Careers in Education

CBEDS NO: 4401

Course Description:

This competency-based course is the second in a sequence of three designed for early childhood education. It provides students with project-based experiences in child development curricula. Instruction includes an introduction and reviews of workplace safety policies and procedures and employability skills. Emphasis is placed on the principles and practices of effective curriculum planning including play-based curricular activities and activities that enhance familial and societal relationships of students. A minimum of thirty hours (30 hours) of field observations and experiences with groups of young children are included as part of the planning, delivery, and evaluation of the health, arts, language arts, math, science, social studies, and physical education curricula. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Child Development/1: Foundations (72-15-50) course.

Note 1:

The course requires a minimum of thirty hours (30 hrs.) for students to conduct field work at an Early Education Center and/or child/day care center. During orientation, students will be notified that an employer or externship facility will require proof of CPR card (a current American Heart Association (AHA) Basic Life Support (BLS) certification card, T-DAP, Diphtheria, Pertussis, MMR Measles, mumps, rubella, vaccine, influenza, COVID, TB screening, and a background check.

Note 2:

For Perkins purposes this course has been designated as a **concentrator** course

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-15-70

Revised: July/2022

Title: Child Development/3: Supervision

Job Title: ECE Supervisor

Career Pathway: Child Development

O*NET-SOC Code: 39-9011.00

Credits: 5

Hours: 100

CBEDS Title: Teaching Careers or Careers in Education

CBEDS NO: 4401

Course Description:

This competency-based course is the last in a sequence of three designed for early childhood education. It provides students with project-based experiences in child development program supervision. Instruction includes an introduction and reviews of workplace safety policies and procedures, techniques on communications and critical thinking, and employability skills. Emphasis is placed on program development, supervision, evaluation, staff and volunteer recruitment and retention, staff relations, facility maintenance, business practices, staff and student health and nutrition, parental involvement, and public relations. A minimum of thirty hours (30 hours) of field observations and experiences are included as part of the evaluation of a program's supervisory policies and practices. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Child Development/2: Curriculum (72-15-60) course.

Note 1:

The course requires a minimum of thirty hours (30 hrs.) for students to conduct field work at an Early Education Center and/or child/day care center. During orientation, students will be notified that an employer or externship facility will require proof of CPR card (a current American Heart Association (AHA) Basic Life Support (BLS) certification card, T-DAP, Diphtheria, Pertussis, MMR Measles, mumps, rubella, vaccine, influenza, COVID, TB screening, and a background check.

Note 2:

For Perkins purposes this course has been designated as a **capstone** course

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-20-50

Revised: August/2017

Title: Early Childhood Education Assistant/2

Job Title: ECE Assistant

Career Pathway: Child Development

O*NET-SOC Code: 39-9011.00

Credits: 25

Hours: 300

CBEDS Title: Teaching Careers or Careers in Education

CBEDS NO: 4400

Course Description:

This competency-based course is designed to provide training for the Child Care Aide or paraprofessional seeking employment as a Child Care Teacher Assistant in nursery schools, child care centers, and child development programs. This course provides the classroom instruction and training required by the State of California for child care and guidance in home, school and community. Instruction includes guided observations and fieldwork experience with groups of young children. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of Early Childhood Education Assistant/1 (72-10-90) course. Computer skills are recommended.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

Evidence of good health, a clear tuberculosis screening, the ability to physically perform the duties required and a screening for criminal conviction prior to contact with children in a community classroom setting are also required.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-20-80

Revised: August/2017

Title: Early Childhood Education: Careers with Children/2

Job Title: ECE Aide

Career Pathway: Child Development

O*NET-SOC Code: 39-9011.00

Credits: 10

Hours: 120

CBEDS Title: Careers in Child Development

CBEDS NO: 4400

Course Description:

This competency-based course is designed to provide training for the paraprofessional seeking employment as a school child care assistant and as a K-12 Teacher Assistant; provides the classroom instruction and training required by the State of California in creating and maintaining an effective environment, assessing student learning, understanding, and organizing subject matter, planning and designing learning experiences, engaging all students in learning, developing as a professional educator, and work experience geared toward assisting teachers with reading, writing, and math instruction. This course also prepares students for required entrance or eligibility exams necessary for employment as a paraeducator with the Los Angeles Unified School District. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of ECE: Infant Toddler Studies (72-10-80) course. Computer skills are recommended.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-25-80

Revised: July/2022

Title: Education/4: Special Ed

Job Title: Special Ed Teacher Assistant

Career Pathway: Education

O*NET-SOC Code: 25-9041.00

Credits: 5

Hours: 90

CBEDS Title: Teaching Careers or Careers in Education

CBEDS NO: 4401

Course Description:

This competency-based course is the last in a sequence of four designed for teacher training. It provides students with project-based experiences in special education programs. Instruction includes an introduction, reviews of workplace safety policies and procedures, communication skills, critical thinking skills, employability skills, and resource management. Emphasis is placed on the policies, principles, and practices in special education highlighted by portfolio development based on field observations. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Child Development/3: Supervision (72-15-70) course or Education/3: Secondary Ed (72-25-70) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-25-90

Revised: March/2022

Title: Child Development: Introduction to Diversity, Equity, Inclusion

Job Title: Educational Assistant

Career Pathway: Child Development

O*NET-SOC Code: 25-9042.00

Credits: 0

Hours: 15

CBEDS Title: Teaching Careers or Careers in Education

CBEDS NO: 4400

Course Description:

This competency-based course is designed as an introduction to the concepts of diversity, equity, and inclusion as they relate to child development. Instruction includes orientation, workplace safety, communication and language skills, critical thinking, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Note:

For Perkins purposes this course has been designated as a **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

Industry Sector 6 | Energy, Environment and Utilities

ROCP NO	Title	Hours	Page
72-65-50	Photovoltaics/1	90	118
72-65-60	Photovoltaics/2	90	119
72-65-70	Photovoltaics/3	120	120
72-65-80	Solar Thermal	120	121
72-75-50	Electrician/1: Fundamentals	120	122
72-75-55	Electrician/2: Wiring and Codes	120	122
72-75-60	Electrician/3: Wiring Techniques	240	123
72-75-65	Electrician/4: Industrial	360	123
72-75-70	Electric Motor Controls	360	124
72-75-80	Powerline Systems/1	90	125
72-75-85	Powerline Systems/2	260	126
72-75-90	Powerline Systems/3	260	127
72-85-50	Energy Auditing	90	128

CTE Careers by Industry Sector with Employment Projections, Median Earnings and Education Requirements
 Source: Occupational Outlook Handbook, Bureau of Labor Statistics. U.S. Department of Labor, O*Net Online

Electrical Powerline Installers & Repairers

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
115,900	117,400	+1%	\$78,310

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
7,200	7,300	+1%	104,110

Education requirements for employment:

- Post-secondary education is not required

Electrician

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
729,600	795,700	+9%	\$60,040

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
78,100	85,600	+10%	\$71,140

Education requirements for employment:

- In most cases, a 4-year apprenticeship

Energy Auditor

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
129,300	125,600	-3%	\$61,640

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
196,400	217,000	11%	\$81,390

Education requirements for employment:

- Completion of a one or two-year training program with on-the-job experience

Solar Photovoltaic Installer

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
11,800	17,900	+52%	\$47,670

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
5,200	8,600	+65%	\$48,090

Education requirements for employment:

- High School diploma or equivalent

Solar Thermal Installers and Technicians

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
469,900	493,200	+5%	\$59,880

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
3,200	3,500	+9%	\$62,390

Education requirements for employment:

- High School diploma or equivalent
- Some college, no degree required

COURSE NO. : 72-65-50

Revised: July/2022

Title: Photovoltaics/1

Job Title: Solar Photovoltaics Installers

Career Pathway: Environmental Resources

O*NET-SOC Code: 47-2231.00

Credits: 5

Hours: 90

CBEDS Title: Energy and Environmental Technology

CBEDS NO: 5691

Course Description:

This competency-based course is the first in a sequence of three designed for alternative and renewable energy technology. It provides students with project-based experiences in photovoltaics (PV). Instruction includes orientation, safety, trade mathematics, solar energy, photovoltaic energy: alternative energy, PV fundamentals, basic electrical theories and wiring, and employability skills/resume preparation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 6.0 as measured by the CASAS Goals Test.

Note:

For Perkins purposes, this course has been designated as an **introductory** course.

Tasks designated by an asterisk (*) meet the North American Board of Certified Energy Practitioners (NABCEP) 10 Learning Objectives for the PV Entry Level exam. The competencies of this course are aligned with the knowledge requirements set by the NABCEP's Entry Level 10 Learning Objectives.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-65-60

Revised: July/2022

Title: Photovoltaics/2**Job Title:** Solar Photovoltaics Installers**Career Pathway:** Environmental Resources**O*NET-SOC Code:** 47-2231.00**Credits:** 5**Hours:** 90**CBEDS Title:** Energy and Environmental Technology**CBEDS NO:** 5691**Course Description:**

This competency-based course is the second in a sequence of three designed for alternative and renewable energy technology. It provides students with project-based experiences in photovoltaics (PV). Instruction includes orientation review, safety, trade mathematics review, PV system hardware and components, site assessment, PV system size, cost, and selection, mechanical design adaptation, and employability skills and resume preparation review. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires the successful completion of the Photovoltaics/1 (72-65-50) course.

Note:

For Perkins purposes, this course has been designated as an **concentrator** course.

Tasks designated by an asterisk (*) meet the North American Board of Certified Energy Practitioners (NABCEP) 10 Learning Objectives for the PV Entry Level exam. The competencies of this course are aligned with the knowledge requirements set by the NABCEP's Entry Level 10 Learning Objectives.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-65-70

Revised: July/2022

Title: Photovoltaics/3

Job Title: Solar Photovoltaics Installers

Career Pathway: Environmental Resources

O*NET-SOC Code: 47-2231.00

Credits: 10

Hours: 120

CBEDS Title: Energy and Environmental Technology

CBEDS NO: 5691

Course Description:

This competency-based course is the last in a sequence of three designed for alternative and renewable energy technology. It provides students with project-based experiences in photovoltaic (PV) installation. Instruction includes orientation review, safety, resource management, trade mathematics review, electrical design adaptation, subsystem and component installation, system check-out inspection, maintenance and troubleshooting, PV markets and applications, entrepreneurial skills, and employability skills and resume preparation review. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires the successful completion of the Photovoltaics/2 (72-65-60) course. Highly recommend basic knowledge using a spreadsheet.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

Tasks designated by an asterisk (*) meet the North American Board of Certified Energy Practitioners (NABCEP) 10 Learning Objectives for the PV Entry Level exam. The competencies of this course are aligned with the knowledge requirements set by the NABCEP's Entry Level 10 Learning Objectives.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-65-80

Revised: January/2018

Title: Solar Thermal

Job Title: Solar Thermal Technician

Career Pathway: Energy and Power Technology

O*NET-SOC Code: 47-2231.00

Credits: 10

Hours: 120

CBEDS Title: Energy and Environmental Technology

CBEDS NO: 5691

Course Description:

This competency-based course is a single course designed for alternative and renewable energy technology. It provides students with project-based experiences in solar thermal technology. Technical instruction includes workplace safety policies and procedures, resource management, trade mathematics, and employability skills. Emphasis is placed on solar thermal energy as a viable source of alternative energy, basic plumbing and heating theories, electrical wiring, water heating storage, water pump principles and procedures, solar energy, and the operational fundamentals of solar thermal modules. The competencies in this course are aligned with the California High School Academic Standards and the California Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 6.0 as measured by the CASAS Goals Test.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

Tasks designated by an asterisk meet the North American Board of Certified Energy Practitioners (NABCEP) 6 Learning Objectives for the Solar Thermal Exam. The competencies of this course are aligned with the knowledge requirements set by the NABCEP.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

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Energy, Environment and Utilities

COURSE NO. : 72-75-50

Revised: August/2020

Title: **Electrician/1 Fundamentals**

Job Title: Electrician

Career Pathway: Energy and Power Technology

O*NET-SOC Code: 47-2111.00

Credits: 10

Hours: 120

CBEDS Title: Introduction to Electrical Power Systems

CBEDS NO: 5583

Course Description:

This competency-based course is the first in a sequence of five designed for electrical technician and electrician trainees. It provides students with technical instruction and practical experience in workplace safety, trade mathematics, fundamental electrical concepts, storage batteries in direct current (DC) circuits, Ohm's Law, alternating current (AC), and resource management. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None.

Note:

For Perkins purposes this course has been designated as an **introductory** course

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-75-55

Revised: August/2020

Title: **Electrician/2: Wiring and Codes**

Job Title: Electrician

Career Pathway: Energy and Power Technology

O*NET-SOC Code: 47-2111.00

Credits: 10

Hours: 120

CBEDS Title: Introduction to Electrical Power Systems

CBEDS NO: 5583

Course Description:

This competency-based course is the second in a sequence of five designed for electrical technician and electrician trainees. It provides students with technical instruction and practical experience in electrical wiring and codes. It focuses on safety, permit requirements and code compliance, wiring design and protection, wiring materials and methods, equipment for general use, special occupancies, special equipment, special conditions, communication systems sanctioned by the National Electrical Code (NEC), and the interpretation of data found in the NEC tables. It also covers a review of the practical aspects of resource management when wiring. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires completion of the Electrician/1: Fundamentals (72-75-50) course.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-75-60

Revised: August/2017

Title: Electrician/3: Wiring Techniques

Job Title: Electrician

Career Pathway: Energy and Power Technology

O*NET-SOC Code: 47-2111.00

Credits: 20

Hours: 240

CBEDS Title: Energy and Environmental Technology

CBEDS NO: 5583

Course Description:

This competency-based course is the third in a sequence of five designed for electrical technician and electrician trainees. It provides students with technical instruction and practical experience in wiring. It focuses on the selection and utilization of electrical instrumentation, proper interpretation of wire color connections, proper wiring techniques, and the types, features, and functions of blueprint drawings and prints. It also includes workplace safety. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires completion of the Electrician/2: Wiring and Codes (72-75-55) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-75-65

Revised: August/2017

Title: Electrician/4: Industrial

Job Title: Electrician

Career Pathway: Energy and Power Technology

O*NET-SOC Code: 47-2111.00

Credits: 20

Hours: 360

CBEDS Title: Energy and Environmental Technology

CBEDS NO: 5583

Course Description:

This competency-based course is the fourth in a sequence of five designed for electrical technician and electrician trainees. It provides students with technical instruction and practical experience in workplace safety, code-approved wiring techniques, AC theory, and resource management. It focuses on AC and DC motors and generators, single-phase motors, three-phase power systems and machines, testing procedures on live circuits, motor control, troubleshooting and maintenance techniques. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires completion of the Electrician/3: Wiring Techniques (72-75-60) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-75-70

Revised: August/2017

Title: Electric Motor Controls

Job Title: Electrician

Career Pathway: Energy and Power Technology

O*NET-SOC Code: 47-2111. 00

Credits: 30

Hours: 360

CBEDS Title: Introduction to Electrical Power Systems

CBEDS NO: 5583

Course Description:

This competency-based course is the last in a sequence of five designed for electrical technician and electrician trainees. It provides students with technical instruction and practical experience in motor operation. It focuses on the features, functions, and control of magnetic full voltage starters. It also covers the basic operation of manual motor starters, the operation and application of motor overload devices and control pilot devices, the use and troubleshooting techniques for two-wire, three-wire, and separate control circuits, and employability skills. The course also features a review of classroom and workplace safety procedures and resource management. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Electrician/4: Industrial (72-75-65) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-75-80

Revised: January/2018

Title: Powerline System/1

Job Title: Electrical Powerline Mechanic

Career Pathway: Energy and Power Technology

O*NET-SOC Code: 49-9051.00

Credits: 5

Hours: 90

CBEDS Title: Principles of Power and Energy

CBEDS NO: 5577

Course Description:

This competency-based course is the last in a sequence of five designed for electrical technician and electrician trainees. It provides students with technical instruction and practical experience in motor operation. It focuses on the features, functions, and control of magnetic full voltage starters. It also covers the basic operation of manual motor starters, the operation and application of motor overload devices and control pilot devices, the use and troubleshooting techniques for two-wire, three-wire, and separate control circuits, and employability skills. The course also features a review of classroom and workplace safety procedures and resource management. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 6.0 as measured by the CASAS Goals Test.

Note:

For Perkins purposes, this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-75-85

Revised: January/2018

Title: Powerline Systems/2**Job Title:** Electrical Powerline Mechanic**Career Pathway:** Energy and Power Technology**O*NET-SOC Code:** 49-9051.00**Credits:** 20**Hours:** 260**CBEDS Title:** Principles of Power and Energy**CBEDS NO:** 5577**Course Description:**

This competency-based course is the second in a sequence of three designed for powerline technology. It provides students with project-based experiences in basic powerline theories and techniques. Technical instruction includes an introduction and reviews of resource management, trade mathematics, and employability skills. Emphasis is placed on beginning rigging techniques, material preparation and delivery distribution system construction, overall powerline system scheme, proper use and maintenance of tools, basic pole climbing techniques, and initial preparation for industry examination. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Powerline Systems/1 (72-75-80) course.

Note:

For Perkins purposes, this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-75-90

Revised: January/2018

Title: Powerline Systems/3**Job Title:** Electrical Powerline Mechanic**Career Pathway:** Energy and Power Technology**O*NET-SOC Code:** 49-9051.00**Credits:** 20**Hours:** 260**CBEDS Title:** Principles of Power and Energy**CBEDS NO:** 5577**Course Description:**

This competency-based course is the last in a sequence of three designed for powerline technology. It provides students with project-based experiences in advanced powerline theories and techniques. Technical instruction includes an introduction and reviews of workplace safety policies and procedures, resource management, trade mathematics, and employability skills. Emphasis is placed on advanced powerline system applications of direct current (DC), alternating current (AC), capacitance, and inductance. Techniques used for basic electrical wiring, advanced rigging, and advanced pole climbing are also emphasized. Instruction on entrepreneurial skills and industry examination preparation is also included. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards

Prerequisites:

Enrollment requires successful completion of the Powerline Systems/2 (72-75-85) course.

Note:

For Perkins purposes, this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 72-85-50

Revised: August/2017

Title: Energy Auditing

Job Title: Energy Auditor

Career Pathway: Energy and Power Technology

O*NET-SOC Code: 13-1199-01

Credits: 5

Hours: 90

CBEDS Title: Introduction to Electrical Power Systems

CBEDS NO: 5583

Course Description:

This competency-based course is designed for energy auditing. It provides students with project-based experiences in residential and commercial energy management, supply, and conservation. Technical instruction includes an orientation, workplace safety policies and procedures, and employability skills. Emphasis is placed on the principles and sources of energy, data collection for energy auditing, resource accounting for energy efficiency, establishing baselines, taking inventories, lighting audits, and water usage audits. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 6.0 as measured by the CASAS Goals Test.

Note:

For Perkins purposes, this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

Industry Sector 6 | Energy, Environment and Utilities

ROCP NO	Title	Hours	Page
74-25-60	Blueprint Reading	60	131
74-25-70	Computer-Aided Design (CAD): Architectural	90	131
74-25-80	Computer-Aided Design (CAD): Mechanical	90	132
79-25-75	Computer-Aided Design (CAD): Technician (Upgrade)	120	132

CTE Careers by Industry Sector with Employment Projections, Median Earnings and Education Requirements
 Source: Occupational Outlook Handbook, Bureau of Labor Statistics. U.S. Department of Labor, O*Net Online

Architectural and Civil Drafters

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
99,900	99,000	-1%	\$60,340

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2028	Median Annual Earnings 2021
13,800	14,000	+1%	\$61,820

Education requirements for employment:

- Post-secondary education, typically a 2-year associate's degree

Drafters, All Others:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
14,400	13,600	-5%	\$54,240

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2028	Median Annual Earnings 2021
1,700	1,800	+6%	\$58,740

Education requirements for employment:

- Post-secondary education, typically a 2-year associate's degree

Electrical and Electronics Drafters:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
24,000	24,500	+2%	\$61,510

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
3,600	3,800	+6%	\$64,730

Education requirements for employment:

- Post-secondary education, typically a 2-year associate's degree

Mechanical Drafters

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
53,600	51,000	-5%	\$60,200

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
5,600	5,300	-5%	\$61,500

Education requirements for employment:

- Post-secondary education, typically a 2-year associate's degree

COURSE NO. : 74-25-60

Revised: August/2017

Title: Blueprint Reading

Job Title: CAD Technician

Career Pathway: Engineering Design

O*NET-SOC Code: 17-3019.00

Credits: 5

Hours: 60

CBEDS Title: Technical Drafting

CBEDS NO: 5705

Course Description:

This competency-based course is designed for blueprint reading and provides students with project-based experiences in drafting and blueprint reading. Instruction includes principles and techniques used in basic drafting, dimensioning, and tolerance drafting. Emphasis is placed on the applications of sectional views, auxiliary views, revolutions, drafting references, and drawing types in drafting as well as in the reading and interpretation of blueprints. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None.

Note:

For Perkins purposes, this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 74-25-70

Revised: August/2017

Title: Computer-Aided Design (CAD): Architectural

Job Title: CAD Technician

Career Pathway: Architectural Design

O*NET-SOC Code: 17-3011.00

Credits: 5

Hours: 90

CBEDS Title: Computer-Aided Drafting/Design

CBEDS NO: 5705

Course Description:

This competency-based course is one of the two designed for computer-aided design (CAD). It provides students with project-based experiences in architectural CAD. Technical instruction includes an orientation, workplace safety policies and procedures, trade mathematics, and employability skills. Emphasis is placed on architectural terminology, design standards, and methods. Drawing construction with CAD focuses on architectural drafting based on conventional techniques that range from basic to intermediate and advanced levels. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Computer-Aided Design: Mechanical (74-25-80) course.

Note:

For Perkins purposes, this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 74-25-80

Revised: August/2017

Title: Computer-Aided Design (CAD): Mechanical

Job Title: CAD Technician

Career Pathway: Architectural Design

O*NET-SOC Code: 17-3013.00

Credits: 5

Hours: 90

CBEDS Title: Computer-Aided Drafting/Design

CBEDS NO: 5705

Course Description:

This competency-based course is one of two designed for computer-aided design (CAD). It provides students with project-based experiences in mechanical CAD. Technical instruction includes an introduction and reviews of workplace safety policies and procedures, resource management, and employability skills. Emphasis is placed on mechanical terminology, design, and methods. Drawing construction with CAD focuses on mechanical drafting based on conventional techniques that range from basic to intermediate and advanced levels. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Blueprint Reading (74-25-60) course

Note:

Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-25-75

Revised: August/2017

Title: Computer-Aided Design (CAD): Technician (Upgrade)

Job Title: CAD Technician

Career Pathway: Engineering Design

O*NET-SOC Code: 17-3012.01

Credits: 5

Hours: 120

CBEDS Title: Computer-Aided Drafting/Design

CBEDS NO: 5706

Course Description:

This competency-based course is designed to train students for employment in the electronic drafting field. Instruction includes schematic diagrams, block diagrams, military standards, specification control drawings, printed circuit boards, color codes, logic diagrams, integrated circuit drawings, interconnection diagrams, and drafting machines. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards

Prerequisites:

Enrollment requires one year of high school drafting or equivalent experience.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

Industry Sector 6 | Energy, Environment and Utilities

ROCP NO	Title	Hours	Page
74-55-50	Fashion/1	90	137
74-55-60	Fashion/2	90	138
74-55-70	Fashion/3	180	139
74-55-80	Fashion/4	180	140
78-10-80	Hair Styling (Upgrade)	60	141
78-10-90	Manicuring/1	200	142
78-10-95	Manicuring/2	200	142
78-45-52	Barbering/1	350	143
78-45-54	Barbering/2	350	144
78-45-56	Barbering/3	300	145
78-45-60	Cosmetology/1	350	146
78-45-63	Cosmetology/2	350	147
78-45-65	Cosmetology/3	300	148
78-45-70	Barber Crossover for Cosmetologist	200	149
78-45-75	Cosmetology Crossover for Barber	400	149
78-45-80	Esthetician/1	200	150
78-45-83	Esthetician/2	200	151
78-45-85	Esthetician/3	200	152
78-45-90	Cosmetology Specialist: Esthetician Upgrade	60	153
78-45-91	Cosmetology Specialist Upgrade: Esthetician Exam Review	60	154
78-45-93	Cosmetology Specialist: Hairstylist Upgrade	60	155
78-45-94	Cosmetology Specialist Upgrade: Hairstylist Exam Review	60	156
78-45-95	Cosmetology Specialist: Manicurist Upgrade	60	157
78-45-96	Cosmetology Specialist Upgrade: Manicurist Exam Review	60	158
78-45-97	Cosmetology Specialist: Eyebrow Shaping/Eyelash Extension and Lifting	60	158

CTE Careers by Industry Sector with Employment Projections, Median Earnings and Education Requirements
 Source: Occupational Outlook Handbook, Bureau of Labor Statistics. U.S. Department of Labor, O*Net Online

Industry Sector 8

Fashion and Interior Design

Barber:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
53,000	62,300	+18%	\$29,970

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
3,600	3,800	+6%	\$64,730

Cosmetologist and Hair Stylist:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
569,600	681,100	+19%	\$29,670

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
66,200	70,600	+7%	\$30,310

Education requirements for employment:

- Some states require a high school diploma or equivalent
- All states require a license to practice
- Some states require attendance at a state-licensed cosmetology school

Esthetician/Skincare Specialist:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
68,700	88,400	+29%	\$37,300

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
11,800	12,800	+9%	\$37,730

Education requirements for employment:

- Some states require a high school diploma or equivalent
- All states require a license to practice
- Some states require attendance at a state-licensed cosmetology school

Fashion Designer:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
27,800	28,000	+1%	\$77,450

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
9,900	10,500	+6%	\$78,800

Education requirements for employment:

- Training in a vocational school, related on-the-job experience, or an associate's degree.

Manicurist:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
123,000	163,100	+33%	\$29,120

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
32,000	34,200	+7%	\$29,640

Education requirements for employment:

- Some states require a high school diploma or equivalent
 - All states require a license to practice
 - Completion of a state - license cosmetology program
-

COURSE NO. : 74-55-50

Revised: August/2017

Title: Fashion/1

Job Title: Pattern Designer

Career Pathway: Fashion Design and Merchandising

O*NET-SOC Code: 27-1022.00

Credits: 5

Hours: 90

CBEDS Title: Fashion Textiles and Apparel

CBEDS NO: 4331

Course Description:

This competency-based course is the first in a sequence of four designed for fashion. It provides students with project-based experiences in apparel design and illustration as used in today's industry. Technical instruction includes an orientation, workplace safety policies and procedures, trade mathematics, and employability skills. Emphasis is placed on the current inspiration and sources of design and illustration techniques used for developing a line, basic sewing principles and techniques, and basic patternmaking principles and techniques. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires employment-level competency in reading, written and oral communications, math, and computer operation.

Note:

For Perkins purposes, this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 74-55-60

Revised: August/2017

Title: Fashion/2

Job Title: Pattern Designer

Career Pathway: Fashion Design and Merchandising

O*NET-SOC Code: 27-1022.00

Credits: 5

Hours: 90

CBEDS Title: Fashion Textiles and Apparel

CBEDS NO: 4331

Course Description:

This competency-based course is the second in a sequence of four designed for fashion. It provides students with project-based experiences in apparel design, illustration, and patternmaking as used in today's industry. Technical instruction includes an introduction and reviews of workplace safety policies and procedures, resource management, trade mathematics, and employability skills. Emphasis is placed on advanced design and illustration techniques used for developing a line, sewing and garment construction techniques, and manual patternmaking and draping techniques. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Fashion/1 (74-55-50) course.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 74-55-70

Revised: August/2017

Title: Fashion/3

Job Title: Pattern Designer

Career Pathway: Fashion Design and Merchandising

O*NET-SOC Code: 27-1022.00

Credits: 15

Hours: 180

CBEDS Title: Fashion Textiles and Apparel

CBEDS NO: 4331

Course Description:

This competency-based course is the third in a sequence of four designed for fashion. It provides students with project-based experiences in computerized apparel design, illustration, and patternmaking as used in today's industry. Technical instruction includes an introduction, reviews of workplace safety policies and procedures, resource management, and employability skills, and introductory entrepreneurship. Emphasis is placed on computerized techniques in design and illustration, tailoring and production sewing techniques, and computerized patternmaking techniques. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Fashion/2 (74-55-60) course.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 74-55-80

Revised: August/2017

Title: Fashion/4

Job Title: Pattern Designer

Career Pathway: Fashion Design and Merchandising

O*NET-SOC Code: 27-1022.00

Credits: 15

Hours: 180

CBEDS Title: Fashion Textiles and Apparel

CBEDS NO: 4331

Course Description:

This competency-based course is the last in a sequence of four designed for fashion. It provides students with project-based experiences in apparel history, design, and manufacturing. Technical instruction includes an introduction and reviews of workplace safety policies and procedures, resource management, employability skills, and entrepreneurship. Emphasis is placed on the historical inspiration of fashion and costumes, textile technology, manual and computerized grading, design techniques, and manufacturing techniques. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Fashion/3 (74-55-70) course.

Note:

Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-10-80

Revised: August/2017

Title: Hair Styling (Upgrade)

Job Title: Hair Stylist

Career Pathway: Personal Services

O*NET-SOC Code: 39-5012.00

Credits: 5

Hours: 60

CBEDS Title: Cosmetology

CBEDS NO: 5812

Course Description:

This competency-based course is the last in a sequence of four designed for fashion. It provides students with project-based experiences in apparel history, design, and manufacturing. Technical instruction includes an introduction and reviews of workplace safety policies and procedures, resource management, employability skills, and entrepreneurship. Emphasis is placed on the historical inspiration of fashion and costumes, textile technology, manual and computerized grading, design techniques, and manufacturing techniques. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires students to be sixteen years of age or older. Applicants must have completed tenth grade or its equivalent.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-10-90

Revised: August/2017

Title: Manicuring/1

Job Title: Manicurist

Career Pathway: Personal Services

O*NET-SOC Code: 39-5092.00

Credits: 15

Hours: 200

CBEDS Title: Manicuring

CBEDS NO: 5814

Course Description:

This competency-based course is the first of a two-course sequence and contains a 200-hour manicuring training needed under the rules and regulations issued by the California State Board of Barbering and Cosmetology (CSBBC) to successfully pass the license examination. Instruction includes state regulations and basic chemistry, electricity, bacteriology, anatomy, and physiology in cosmetology as well as health, safety, and sanitation issues. It focuses on water and oil manicures and part one of pedicuring. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires students to be sixteen years of age or older. Applicants must have completed tenth grade or its equivalent.

Note:

For Perkins purposes this course has been designated as an **introductory/concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-10-95

Revised: August/2017

Title: Manicuring/2

Job Title: Manicurist

Career Pathway: Personal Services

O*NET-SOC Code: 39-5092.00

Credits: 15

Hours: 200

CBEDS Title: Manicuring

CBEDS NO: 5814

Course Description:

This competency-based course is the last of a two-course sequence and contains a 200-hour manicuring training needed under the rules and regulations issued by the California State Board of Barbering and Cosmetology (CSBBC) to successfully pass the license examination. Instruction covers part two of pedicuring and employability/entrepreneurship skills. The course focuses on the application of artificial nails. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of Manicuring/1 (78-10-90) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-45-52

Revised: July/2022

Title: Barbering/1

Job Title: Barber

Career Pathway: Personal Services

O*NET-SOC Code: 39-5011.00

Credits: 25

Hours: 350

CBEDS Title: Barbering

CBEDS NO: 5811

Course Description:

This competency-based course is the first in a sequence of three covering aspects of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. This course prepares students for the examination by the State Board of Barber Examiners. Instruction includes introduction, Board of Barber & Cosmetology rules and regulations, chemistry and electricity safety, health, safety & hazardous substances, ergonomics, disinfection & sanitation, bacteriology, anatomy and physiology, permanent waving, chemical straightening, hair coloring and bleaching, wet hairstyling, thermal hairstyling, haircutting, shaves, face, skin, and hair care, and hair and scalp treatment. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires students to be seventeen years of age or older and must have tenth-grade equivalency.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-45-54

Revised: July/2022

Title: Barbering/2

Job Title: Barber

Career Pathway: Personal Services

O*NET-SOC Code: 39-5011.0

Credits: 25

Hours: 350

CBEDS Title: Barbering

CBEDS NO: 5811

Course Description:

This competency-based course is the second in a sequence of three covering aspects of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. This course prepares students for the examination by the State Board of Barber Examiners. Instruction includes introduction, Board of Barber & Cosmetology rules and regulations, chemistry and electricity safety, health, safety & hazardous substances, disinfection & sanitation, bacteriology, anatomy and physiology, permanent waving, chemical straightening, hair coloring and bleaching, wet hairstyling, thermal hairstyling, haircutting, shaves, face, skin, and hair care, hair and scalp treatment, and nail disorders and diseases. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of Barbering/1 (78-45-52) course.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-45-56

Revised: July/2022

Title: Barbering/3

Job Title: Barber

Career Pathway: Personal Services

O*NET-SOC Code: 39-5011.0

Credits: 25

Hours: 300

CBEDS Title: Barbering

CBEDS NO: 5811

Course Description:

This competency-based course is the third in a sequence of three covering aspects of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. This course prepares students for the examination by the State Board of Barber Examiners. Instruction includes introduction, Board of Barber & Cosmetology rules and regulations, chemistry and electricity safety, health, safety & hazardous substances, disinfection & sanitation, bacteriology, anatomy and physiology, permanent waving, chemical straightening, hair coloring and bleaching, wet hairstyling, thermal hairstyling, haircutting, shaves, face, skin, and hair care, hair and scalp treatment, nail disorders and diseases, entrepreneurship/shop management, salesmanship, employability skills and resume preparation, and final evaluation. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of Barbering/2 (78-45-54) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-45-60

Revised: July/2022

Title: Cosmetology/1

Job Title: Cosmetologist

Career Pathway: Personal Services

O*NET-SOC Code: 39-5012.00

Credits: 25

Hours: 350

CBEDS Title: Cosmetology

CBEDS NO: 5812

Course Description:

This competency-based course is the first in a sequence of three covering aspects of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. This course develops the skills and knowledge needed to take and pass the license examination. Instruction includes introduction, state regulations, chemistry and electricity safety, health safety and hazardous substances, disinfection and sanitation, bacteriology, anatomy, and physiology, permanent waving, chemical straightening, hair coloring and bleaching, wet, thermal and long hairstyling, hair and scalp treatment, haircutting, manual, electrical and chemical facials, makeup, eyebrow arching and hair removal, lash-and-brow beautification, natural nails (manicure, pedicure), and artificial nails. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires applicants to be at least 16 years of age and must have completed the tenth grade or have the equivalent of a tenth-grade education.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-45-63

Revised: July/2022

Title: Cosmetology/2**Job Title:** Cosmetologist**Career Pathway:** Personal Services**O*NET-SOC Code:** 39-5012.00**Credits:** 25**Hours:** 350**CBEDS Title:** Cosmetology**CBEDS NO:** 5812**Course Description:**

This competency-based course is the second in a sequence of three covering aspects of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. This course develops the skills and knowledge needed to take and pass the license examination. Instruction includes introduction, state regulations, chemistry and electricity safety, health safety and hazardous substances, disinfection and sanitation, bacteriology, anatomy, and physiology, permanent waving, chemical straightening, hair coloring and bleaching, wet, thermal and long hairstyling, hair and scalp treatment, haircutting, manual, electrical and chemical facials, makeup, eyebrow arching and hair removal, lash-and-brow beautification, natural nails (manicure, pedicure), and artificial nails. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of Cosmetology/1 (78-45-60) course.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-45-65

Revised: July/2022

Title: Cosmetology/3

Job Title: Cosmetologist

Career Pathway: Personal Services

O*NET-SOC Code: 39-5012.00

Credits: 25

Hours: 300

CBEDS Title: Cosmetology

CBEDS NO: 5812

Course Description:

This competency-based outline is the third and last of the three-series covering aspects of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. This course develops the skills and knowledge needed to take and pass the license examination. Instruction includes introduction, state regulations, chemistry and electricity safety, health safety and hazardous substances, disinfection and sanitation, bacteriology, anatomy, and physiology, permanent waving, chemical straightening, hair coloring and bleaching, wet, thermal, and long hairstyling, hair and scalp treatment, haircutting, manual, electrical and chemical facials, makeup, eyebrow arching and hair removal, lash-and-brow beautification, natural nails (manicure, pedicure), artificial nails, employability skills, salon/spa business, and a final evaluation. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Cosmetology/2 (78-45-63) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. :78-45-70

Revised: August/2017

Title: Barber Crossover for Cosmetologist

Job Title: Barber

Career Pathway: Personal Services

O*NET-SOC Code: 39-5011.00

Credits: 15

Hours: 200

CBEDS Title: Barbering

CBEDS NO: 5811

Course Description:

This competency-based course is designed for Cosmetologists to receive training to become a licensed barber. The course is 200 hours of technical instruction and practical operations covering barber practices that are not part of the required cosmetologist training. Technical instruction includes theory lectures, demonstrations, textbook study, and examinations. Practical operations include practice of complete services on mannequins and real customers. The competencies in this course outline are aligned with California Career Technical Education Model Curriculum Standards.

Prerequisites:

Students should be licensed Cosmetologist or present proof of successful completion of a Board-approved Cosmetology program in California to take Barber Crossover for Cosmetologist.

Note:

For Perkins purposes this course has been designated as an **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. :78-45-75

Revised: August/2017

Title: Cosmetology Crossover for Barbers

Job Title: Cosmetologist

Career Pathway: Personal Services

O*NET-SOC Code: 39-5012.00

Credits: 30

Hours: 400

CBEDS Title: Cosmetology

CBEDS NO: 5812

Course Description:

This competency-based course is designed for barbers to receive training to become a licensed cosmetologist. The course is 400 hours of technical instruction and practical operations covering cosmetology practices that are not part of the required barber training. Technical instruction includes theory lectures, demonstrations, textbook study, and examination. Practical operations include practice of complete services on mannequins and real customers. The competencies in this course are aligned with California Career Technical Education Model Curriculum Standards.

Prerequisites:

Students should be a licensed Barber or present proof of successful completion of a Board-approved Barber program in California to take Cosmetology Crossover for Barber.

Note:

For Perkins purposes this course has been designated as an **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. :78-45-80

Revised : July/2022

Title: Esthetician/1

Job Title: Esthetician

Career Pathway: Personal Services

O*NET-SOC Code: 39-5094.00

Credits: 15

Hours: 200

CBEDS Title: Cosmetology

CBEDS NO: 5812

Course Description:

This competency-based outline is the first of the three-series esthetician training and offers the 200-hour course conducted under the rules and regulations issued by the California State Board of Barbering and Cosmetology (CSBBC). This course develops the skills needed to take and pass the license examination. Instruction includes introduction, chemistry, health, safety, and hazardous substances, electricity, disinfection and sanitation, bacteriology, anatomy, and physiology, client preparation, general esthetics and the treatment rooms, manual, electrical and chemical facials, and makeup. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires applicants to be at least sixteen years of age and must have completed the tenth grade.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. :78-45-83

Revised : July/2022

Title: Esthetician/2

Job Title: Esthetician

Career Pathway: Personal Services

O*NET-SOC Code: 39-5094.00

Credits: 15

Hours: 200

CBEDS Title: Cosmetology

CBEDS NO: 5812

Course Description:

is competency-based outline is the second of a three-series esthetician training and offers the 200-hour course conducted under the rules and regulations issued by the California State Board of Barbering and Cosmetology (CSBBC). This course develops the skills needed to take and pass the license examination. Instruction includes introduction, chemistry, health, safety, and hazardous substances, electricity, disinfection and sanitation, bacteriology, anatomy, and physiology, client preparation, general esthetics and the treatment rooms, manual, electrical and chemical facials, makeup, eyelash application, and eyebrow shaping. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of Esthetician/1 (78-45-80) course.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-45-85

Revised : July/2022

Title: Esthetician/3

Job Title: Esthetician

Career Pathway: Personal Services

O*NET-SOC Code: 39-5094.00

Credits: 15

Hours: 200

CBEDS Title: Cosmetology

CBEDS NO: 5812

Course Description:

This competency-based outline is the last of a three-series esthetician training and offers the 200-hour course conducted under the rules and regulations issued by the California State Board of Barbering and Cosmetology (CSBBC). This course develops the skills needed to take and pass the license examination. Instruction includes introduction, chemistry, health, safety, and hazardous substances, electricity, disinfection and sanitation, bacteriology, anatomy, and physiology, client preparation, general esthetics and the treatment rooms, manual, electrical and chemical facials, makeup, eyelash and brow beautification, hair removal, employability skills and resume preparation, salon/spa business, and a final evaluation. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of Esthetician/2 (78-45-83) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-45-90

Revised: : July/2022

Title: Cosmetology Specialist: Esthetician Upgrade

Job Title: Cosmetologist

Career Pathway: Personal Services

O*NET-SOC Code: 39-5012.00

Credits: 5

Hours: 60

CBEDS Title: Cosmetology

CBEDS NO: 5812

Course Description:

The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards. This competency-based course is designed to prepare trainees for specialization in the cosmetology trade. Instruction includes bacteriology, anatomy, and physiology as well as disinfection, sanitation, safety, and resource management. Emphasis is placed on color theory, contouring, formal makeup, theatrical makeup and review of Exam. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires knowledge of basic cosmetology or barbering.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **can** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-45-91

Revised: : August/2020

Title: Cosmetology Specialist Upgrade Esthetician Exam Review

Job Title: Cosmetologist

Career Pathway: Personal Services

O*NET-SOC Code: 39-5012.00

Credits: 5

Hours: 60

CBEDS Title: Cosmetology

CBEDS NO: 5812

Course Description:

The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards. This competency-based course is designed to prepare trainees for specialization in the cosmetology trade. Instruction includes in general subjects, anatomy and physiology, electricity, skin care, facials, eyebrows, application of makeup, artificial eyelashes, proper disinfection and sanitation, client protection safety, set up of necessary equipment, preparation of model and basic skills. Emphasis is placed on the coverage of the Esthetician examination for the State Board Exam Review. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **can** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-45-93

Revised: : July/2020

Title: Cosmetology Specialist: Hairstylist Upgrade

Job Title: Cosmetologist

Career Pathway: Personal Services

O*NET-SOC Code: 39-5012.00

Credits: 5

Hours: 60

CBEDS Title: Cosmetology

CBEDS NO: 5812

Course Description:

The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards. This competency-based course is designed to prepare trainees for specialization in the cosmetology trade. Instruction includes bacteria, anatomy, and physiology as well as disinfection, and sanitation, safety and resource management. Emphasis is placed on braids, extensions, advanced hair coloring, and review of Exam. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires knowledge of basic cosmetology or barbering.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-45-94

Revised: : August/2020

Title: Cosmetology Specialist Upgrade Hairstylist Exam Review

Job Title: Cosmetologist

Career Pathway: Personal Services

O*NET-SOC Code: 39-5012.00

Credits: 5

Hours: 60

CBEDS Title: Cosmetology

CBEDS NO: 5812

Course Description:

The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards. This competency-based course is designed to prepare trainees for specialization in the cosmetology trade. Instruction includes in general subjects, anatomy and physiology, electricity, skin care, nail care, hair care and design, chemical hair care, facials, makeup, eyebrows, proper disinfection and sanitation, client protection safety, set up of necessary equipment, preparation of model and basic skills. Emphasis is placed on the coverage of the Cosmetologist examination for the State Board Exam Review. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires knowledge of basic cosmetology or barbering.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **can** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-45-95

Revised: : July/2020

Title: Cosmetology Specialist: Manicurist Upgrade

Job Title: Cosmetologist

Career Pathway: Personal Services

O*NET-SOC Code: 39-5012.00

Credits: 5

Hours: 60

CBEDS Title: Cosmetology

CBEDS NO: 5812

Course Description:

The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards. This competency-based course is designed to prepare trainees for specialization in the cosmetology trade. Instruction includes disinfection, and sanitation, safety and resource management. Emphasis is placed on advanced nail design, spa manicuring, pedicuring and review of Exam. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires knowledge of basic cosmetology or barbering.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **can** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-45-96

Revised: : August /2020

Title: Cosmetology Specialist Upgrade Manicurist Exam Review

Job Title: Cosmetologist

Career Pathway: Personal Services

O*NET-SOC Code: 39-5012.00

Credits: 5

Hours: 60

CBEDS Title: Cosmetology

CBEDS NO: 5812

Course Description:

The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards. This competency-based course is designed to prepare trainees for specialization in the cosmetology trade. Instruction includes in general subjects, anatomy and physiology, nail care, manicuring and pedicuring, artificial nail services, disinfection and sanitation, client protection and safety, set up of necessary equipment, preparation of model and basic skills. Emphasis is placed on the coverage of the Manicurist examination for the State Board Exam Review. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires knowledge of basic cosmetology or barbering.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **can** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-45-97

Revised: : June/2019

Title: Cosmetology Specialist: Eyebrow Shaping/Eyelash Extension and Lifting

Job Title: Cosmetologist

Career Pathway: Personal Services

O*NET-SOC Code: 39-5012.00

Credits: 5

Hours: 60

CBEDS Title: Cosmetology

CBEDS NO: 5812

Course Description:

This competency-based course is designed to prepare trainees for specialization in the cosmetology trade. Instruction includes health and safety technical instruction review, professional image, eyebrow arching and hair removal, eyelash lifting/perm, eyelash extensions, eyebrow and eyelash makeup, and the salon/spa business and preparation for employment. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires knowledge of basic cosmetology or barbering.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

Industry Sector 9

Health Science and Medical Technology

Industry Sector 9 | Health Science and Medical Technology

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CTE Careers by Industry Sector with Employment Projections, Median Earnings and Education Requirements

Source: Occupational Outlook Handbook, Bureau of Labor Statistics. U.S. Department of Labor, O*Net Online

Industry Sector 9

Health Science and Medical Technology

Dental Assistant:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
330,200	367,000	+11%	\$38,660

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2028 – 2028	Median Annual Earnings 2021
59,300	68,400	+15%	\$47,140

Education requirements for employment:

- On-the-job training
- Completion of a dental assistant program offered by a vocational school or community college

Home Health Aide:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
3,470,700	4,600,600	+33%	\$29,430

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2028 – 2028	Median Annual Earnings 2021
18,400	21,900	+19%	\$29,680

Education requirements for employment:

- A high school diploma
- Must complete a state-approved training and pass a competency evaluation

Industry Sector 9

Health Science and Medical Technology

Hospital Maintenance Technician:

These statistics reflect the outlook for all janitors and cleaners except maids and housekeeping cleaners.

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
2,217,000	2,344,200	+6%	\$29,760

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
255,900	280,500	+10%	\$35,440

Education requirements for employment:

- On-the-job training
- A high school diploma and completion of classes from a vocational school or community college is often preferred by employers

Medical Assistant:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
720,900	853,500	+18%	\$37,190

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
101,600	126,500	+25%	\$38,780

Education requirements for employment:

- On-the-job training
 - A high school diploma or equivalent
 - Employers may prefer candidates who have completed a 1 – 2 year training program at a vocational school or community college
-

Industry Sector 9

Health Science and Medical Technology

Medical Records Specialist:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
720,900	853,500	+18%	\$37,190

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2028 – 2028	Median Annual Earnings 2021
101,600	126,500	+25%	\$38,780

Education requirements for employment:

- A high school diploma and completion of classes from a vocational school or community college
-

Nursing Assistant:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
1,396,700	1,512,000	+8%	\$30,310

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2028 – 2028	Median Annual Earnings 2021
76,000	86,900	+14%	\$37,450

Education requirements for employment:

- A high school diploma
 - To become a certified nursing assistant (CNA) an aide must complete a state-approved training and pass a competency evaluation
-

Industry Sector 9

Health Science and Medical Technology

Personal Care Aide:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
3,470,700	4,600,600	+33%	\$29,430

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2028 – 2028	Median Annual Earnings 2021
577,700	763,000	+32%	\$29,680

Education requirements for employment:

- High school diploma or equivalent
-

Pharmacy Technician:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
419,300	435,900	+4%	\$37,740

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2028 – 2028	Median Annual Earnings 2021
37,600	42,600	+13%	\$46,760

Education requirements for employment:

- High school diploma or equivalent
 - In many cases, completion of a certificate program
 - On-the-job training
-

Industry Sector 9

Health Science and Medical Technology

Phlebotomy Technician:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
129,600	158,400	+22%	\$37,380

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
13,500	17,100	+27%	\$47,080

Education requirements for employment:

- High school diploma or equivalent
- In many cases, completion of a certificate program
- On-the-job training

Physical Therapist Aide:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
46,700	58,500	+25%	\$29,200

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
7,200	9,100	+26%	\$30,440

Education requirements for employment:

- A high school diploma (Some states require passage of a state exam)
 - On-the-job training (Some states require aides to be licensed)
 - Some states require graduation from an accredited school and passage of the National Physical Therapy Exam
-

Radiologic Technologist:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
212,000	230,300	+9%	\$61,370

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2028 – 2028	Median Annual Earnings 2021
18,000	20,900	+16%	\$95,960

Education requirements for employment:

- A certificate, associate degree, or bachelor's degree in radiography

Vocational Nurse:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
688,100	751,900	+9%	\$48,070

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2028 – 2028	Median Annual Earnings 2021
76,600	88,200	+15%	\$61,600

Education requirements for employment:

- Completion of a state-approved program
- A high school diploma or equivalent is usually required for admission to training programs
- Passage of the National Council Licensure Examination (NCLEX-PN)

X-Ray Technicians (Health Technologists & Technicians)

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
212,000	230,000	+9%	\$61,370

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2028 – 2018	Median Annual Earnings 2021
18,000	20,900	+16%	\$95,960

Education requirements for employment:

- A certificate, or associate degree
- Some states require passage of a state licensing exam

COURSE NO. : 76-15-50

Revised: : July/2021

Title: Medical Office Administration/1: Medical Terminology

Job Title: Medical Records Specialist

Career Pathway: Healthcare Administrative Services

O*NET-SOC Code: 29-2072.00

Credits: 5

Hours: 90

CBEDS Title: Intro to Health Information & Records Systems

CBEDS NO: 4263

Course Description:

This competency-based course is the first in a sequence of five designed for Medical Office Administration. It provides students with project-based experiences in medical and dental health information. Instruction includes an orientation and safety, medical reports, structure of medical terms, medical abbreviations, body systems and structures, major classes of drugs, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires reading level of 6.0 as measured by the CASAS GOALS test and keyboarding speed and accuracy as required by the industry.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 76-15-60

Revised: : July/2021

Title: Medical Office Administration/2: Front Office Assistant

Job Title: Medical Records Specialist

Career Pathway: Healthcare Administrative Services

O*NET-SOC Code: 29-2072.00

Credits: 5

Hours: 90

CBEDS Title: Intro to Health Information & Records Systems

CBEDS NO: 4263

Course Description:

is competency-based course is the second in a sequence of five designed for Medical Office Administration. Instruction includes an introduction and safety, the career of a medical office assistant, healthcare law and ethics, communications, appointment scheduling, patient reception and registration, management of healthcare information, overview of billing and coding, financial management, healthcare software, and employability skills review. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Medical Office Administration Tech/1: Medical Terminology (76-15-50) course and keyboarding speed and accuracy as required by the industry.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 76-15-70

Revised: : July/2021

Title: Medical Office Administration/3: Insurance and Billing

Job Title: Health Information Technician

Career Pathway: Healthcare Administrative Services

O*NET-SOC Code: 29-2072.00

Credits: 5

Hours: 90

CBEDS Title: Intro to Health Information & Records Systems

CBEDS NO: 4263

Course Description:

This competency-based course is the third in a sequence of five designed for Medical Office Administration. It provides students with project-based experiences in insurance and billing. Instruction includes an introduction and safety, understanding healthcare insurance, sharing and protecting patient's health information, patient encounters and billing information, coding, group/private insurance plans, government plans, managed care, workers' compensation and disability/liability insurance; claim processing, payments, and collections, advanced healthcare software, and employability skills review. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Medical Office Administration/2: Front Office Assistant (76-15-60) course and keyboarding speed and accuracy as required by the industry.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 76-15-80

Revised: : July/2021

Title: Medical Office Administration/4: Diagnostic Coding

Job Title: Medical Records Specialists

Career Pathway: Healthcare Administrative Services

O*NET-SOC Code: 29-2072.00

Credits: 5

Hours: 90

CBEDS Title: Intro to Health Information & Records Systems

CBEDS NO: 4263

Course Description:

This competency-based course is the fourth in a sequence of five designed for Medical Office Administration. It provides students with project-based experiences in diagnostic coding used in medical offices, hospitals, clinical laboratories, private and governmental insurance agencies, and other healthcare-related facilities. Instruction includes an introduction and safety, introduction to international classification of diseases, official coding guidelines, coding guidelines, and employability skills review. Competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Medical Office Administration/3: Insurance and Billing (76-15-70) course and keyboarding speed and accuracy as required by the industry.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 76-15-90

Revised: : July/2021

Title: Medical Office Administration/5: Procedural Coding

Job Title: Medical Records Specialists

Career Pathway: Healthcare Administrative Services

O*NET-SOC Code: 29-2072.00

Credits: 5

Hours: 90

CBEDS Title: Intro to Health Information & Records Systems

CBEDS NO: 4263

Course Description:

This competency-based course is the last in a sequence of five designed for Medical Office Administration. Instruction includes an orientation and safety, introduction to CPT and HCPCS coding, modifiers, section specific guidelines, inpatient coding, and employability skills review. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Medical Office Administration/4: Diagnostic Coding (76-15-80) course and keyboarding speed and accuracy as required by the industry.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 76-35-53

Revised: August/2017

Title: Dental Assisting/1

Job Title: Dental Assistant

Career Pathway: Patient Care

O*NET-SOC Code: 31-9091.00

Credits: 15

Hours: 180

CBEDS Title: Dental Services

CBEDS NO: 4249

Course Description:

This competency-based course is the first in a sequence of three designed for dental assisting. It provides students with project-based experiences in dental science and chairside assisting. Technical instruction includes an orientation, workplace safety policies and procedures, and communication skills. Emphasis is placed on the areas of dental specialization, organization of the dental health team, legal/ethical/compliance issues, head and neck anatomy, dental nomenclature, dental anatomy, dental pathology, microbiology and dental infection control, pharmacology, anesthesiology, and the impact of nutrition on dental health. It also covers the materials, equipment, and procedures used in a dental laboratory. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires at least 18 years of age or older upon course sequence completion, a high school diploma or equivalency certificate, a 10.0 reading level as measured by the CASAS Goals Test and a 10.0 math skill level equivalent to a Math 3 (53-03-57); an AHA or BLS Health Care Providers Cardiopulmonary Resuscitation (CPR) Certification, tuberculosis and Hepatitis B screening, and evidence of good health.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

THE STUDENT MUST PRESENT A CURRENT CERTIFICATE SHOWING COMPLETION OF AN AHA OR BLS FOR HEALTHCARE PROVIDERS CARDIOPULMONARY RESUSCITATION (CPR) CLASS (COURSE C-BASIC LIFE SUPPORT)

PRIOR TO CLINICAL ROTATION.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 76-35-56

Revised: August/2017

Title: Dental Assisting/2

Job Title: Dental Assistant

Career Pathway: Patient Care

O*NET-SOC Code: 31-9091.00

Credits: 15

Hours: 180

CBEDS Title: Dental Services

CBEDS NO: 4249

Course Description:

This competency-based course is the second in a sequence of three designed for dental assisting. It provides students with project-based experiences in chairside assisting and dental emergency procedures. Technical instruction includes an introduction, review of workplace safety policies and procedures, compliance review, dental mathematics, resource management, and employability skills. Emphasis is placed on procuring a patient's medical/dental history and vital signs, completion of a dental chart, and the instruments/materials/techniques used in chairside procedures and dental emergencies. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Dental Assisting/1 (76-35-53) course.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 76-35-59

Revised: August/2017

Title: Dental Assisting/3

Job Title: Dental Assistant

Career Pathway: Patient Care

O*NET-SOC Code: 31-9091.00

Credits: 15

Hours: 180

CBEDS Title: Dental Services

CBEDS NO: 4249

Course Description:

This competency-based course is the last in a sequence of three designed for dental assisting. It provides students with project-based experiences in the dental office and clinic. Technical instruction includes an introduction, reviews of workplace safety policies and procedures, compliance issues, and employability skills, as well as introductory entrepreneurship. Emphasis is placed on dental office management procedures, dental radiography, digital radiography, and in-service clinical practice. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Dental Assisting/2 (76-35-56) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 76-45-50

Revised: July/2022

Title: Physical Therapy Aide

Job Title: Dental Assistant

Career Pathway: Patient Care

O*NET-SOC Code: 31-2022.00

Credits: 10

Hours: 140

CBEDS Title: Healthcare Occupations

CBEDS NO: 4257

Course Description:

This competency-based course prepares students to provide basic physical therapy treatment in health care facilities. This course includes orientation, safety and infection control, mathematics, ethical and legal standards, observation, reporting, and charting, communication and interpersonal skills, anatomy and physiology of selected systems, physical therapy procedures, disorders of selected body systems, drug use, assessment of vital signs, body mechanics, patient care skills, treatment methods, therapeutic and rehabilitative exercises, mobility training, skills laboratory, clinical protocol, employability skills and resume preparation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Medical Office Administration/1: Medical Terminology (76-15-50) course. Student must have a reading level of 6.0 as measured by the CASAS GOALS test.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

THE STUDENT MUST PRESENT A CURRENT CERTIFICATE SHOWING COMPLETION OF AN AHA OR BLS HEALTHCARE PROVIDERS CARDIOPULMONARY RESUSCITATION (CPR) CLASS PRIOR TO COMPLETION OF PHYSICAL THERPAY AIDE.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 76-45-55

Revised: July/2022

Title: Sports Therapy Aide

Job Title: Physical Therapist Aide

Career Pathway: Patient Care

O*NET-SOC Code: 31-2022.00

Credits: 5

Hours: 100

CBEDS Title: Healthcare Occupations

CBEDS NO: 4257

Course Description:

This competency-based course provides students with hands-on training on the basic duties of a physical therapist, certified athletic trainer, personal trainer, physical therapy aide, fitness instructor, massage therapist, and other fields related to health care. This course includes an orientation, safety and infection control review, ethical and legal issues in sports therapy, observation, reporting and charting review, mathematics, nutrition and metabolism, sports and fitness conditioning, sports injuries, physical therapy procedures review, physical therapy modalities and physiological effects, sports and therapeutic equipment, pharmacology, clinical protocol, and employability skills and resume preparation review. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of Medical Office Administration/1: Medical Terminology (76-15-50) and Physical Therapy Aide (76-45-50) courses. Students must have a reading level of 6.0 as measured by the CASAS GOALS test.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 76-45-83

Revised: January/2023

Title: X-Ray Technology/1

Job Title: X-Ray Technician

Career Pathway: Patient Care

O*NET-SOC Code: 29-2034.00

Credits: 15

Hours: 200

CBEDS Title: Healthcare Occupations

CBEDS NO: 4257

Course Description:

This competency-based course is the first in a sequence of three designed for x-ray technology. It provides students with project-based experiences according to the California State certification examination requirements for the limited category of extremities and torsoskeleton. Didactic instruction includes an orientation, general safety principles, communication skills, critical thinking skills, and resource management. Emphasis is placed on medical ethics, medical terminology, anatomy and physiology, image critique, radiographic positioning, clinical assistant procedures, and the principles of exposure and image quality. Students are also provided with clinical training in health care facilities supervised by the instructor and staff personnel to perform as safe, competent, and professional X-Ray Technicians. The passing of the state examination allows graduates to work as XRay Technicians under a supervising licentiate. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires at least 18 years of age, a high school diploma or high school equivalency certificate, employment-level competency in reading and math, and participation in a qualifying interview; upon acceptance present a satisfactory physical examination and current American Heart Association (AHA) or Basic Life Support (BLS) for Healthcare Providers Cardiopulmonary Resuscitation Certificate and First Aid certificate PRIOR TO CLINICAL ROTATION.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 76-45-86

Revised: January/2023

Title: X-Ray Technology/2

Job Title: X-Ray Technician

Career Pathway: Patient Care

O*NET-SOC Code: 29-2034.00

Credits: 35

Hours: 460

CBEDS Title: Healthcare Occupations

CBEDS NO: 4257

Course Description:

This competency-based course is the second in a sequence of three designed for x-ray technology. It provides students with project-based experiences according to the California State certification examination requirements in the limited category of chest. Didactic and clinical instruction includes parts two of anatomy and physiology, radiographic positioning, image critiques, principles of exposure and image quality, and clinical assistant procedures. Emphasis is also placed on radiologic physics, radiobiology, and radiation safety. Students are given more hours for clinical experience in health care facilities supervised by the instructor and staff personnel in order to perform as safe, competent, and professional X-Ray Technicians. The passing of the state examination allows graduates to work as X-Ray Technicians under a supervising licentiate. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the X-Ray Technology/1 (76-45-83) course.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 76-45-89

Revised: January/2023

Title: X-Ray Technology/3

Job Title: X-Ray Technician

Career Pathway: Patient Care

O*NET-SOC Code: 29-2034.06

Credits: 35

Hours: 450

CBEDS Title: Healthcare Occupations

CBEDS NO: 4257

Course Description:

This competency-based course is the last in a sequence of three designed for x-ray technology. It provides students with project-based experiences according to the California State certification examination requirements in the limited category of skull. Didactic and clinical instruction includes parts three of anatomy and physiology, radiographic positioning, and image critique. Emphasis is also placed on digital radiography, employability skills and resume preparation, and the evaluation process. Students are given maximum hours available for clinical experience in health care facilities supervised by the instructor and staff personnel in order to perform as safe, competent, and professional X-Ray Technicians. The passing of the state examination allows graduates to work as X-Ray Technicians under a supervising licentiate. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the X-Ray Technology/2 (76-45-86) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-20-70

Revised: January/2023

Title: Radiologic Technologist

Job Title: Radiologic Technologist

Career Pathway: Patient Care

O*NET-SOC Code: 29-2099.0

Credits: 40

Hours: 1100

CBEDS Title: Healthcare Occupations

CBEDS NO: 4257

Course Description:

This competency-based course is designed to provide the essential information needed by student radiographers to pass the state certification examinations in Diagnostic Radiologic Technology and Fluoroscopy. This course also develops the necessary skills and abilities needed to meet the requirements of their job description and provide optimal patient care. Along with didactic instruction, students are prepared clinically in health care facilities with instructor and staff member supervision. Passing the state examination will allow graduates to work as radiologic technologists under a supervising licentiate. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards

Prerequisites:

Enrollment requires a copy of current California State X-Ray Technician Certificate/Permit (verifying state licensure in at least chest, extremities, and torsoskeleton), sealed official transcripts verifying graduation from a California state-approved X-Ray technology program, pass a radiology exam with 70% accuracy rate, pass an assessment at 10th grade reading level, a U.S. High School diploma or high school equivalency certificate, evidence of computer literacy, participation in a qualifying interview; present a satisfactory physical examination and current American Heart Association (AHA) or Basic Life Support (BLS) for Healthcare Providers Cardiopulmonary Resuscitation Certificate PRIOR TO CLINICAL ROTATION.

Note:

For Perkins purposes this course has been designated as an **introductory/concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-40-50

Revised: July/2021

Title: Medical Assistant

Job Title: Medical Assistant

Career Pathway: Patient Care

O*NET-SOC Code: 31-9092.00

Credits: 40

Hours: 500

CBEDS Title: Medical Office

CBEDS NO: 4257

Course Description:

This competency-based course contains information and training for students to gain expertise in the functions of the following competencies: introduction and safety, medical laws and ethics, infection control, communications, administrative assisting, anatomy, physiology and disorders, basic clinical skills, first aid, phlebotomy and blood collection, patient education, math and administration of medications, electrocardiography, clinical experience, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Highly recommend completion of MOA/1: Medical Terminology (76-15-50) course. Enrollment requires a 8.0 reading level as measured by the CASAS GOALS test, at least 18 years of age, and evidence of vaccination for: measles, mumps, rubella, hepatitis B series, rubeola, varicella, tuberculosis clearance, and a physical examination form declaring the student to be in good health without restrictions.

Note 1:

During orientation, students will be notified that an employer or externship facility may require a background check and a drug screening.

Note 2:

For Perkins purposes this course has been designated as an **introductory/concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-40-55

Revised: October/2022

Title: Phlebotomy Technician

Job Title: Phlebotomy Technician

Career Pathway: Patient Care

O*NET-SOC Code: 31-9097.00

Credits: 5

Hours: 120

CBEDS Title: Medical Office

CBEDS NO: 4257

Course Description:

Course Description: This competency-based course is designed to fulfill the training requirements to become a Certified Phlebotomy Technician (CPT-1) for the state of California. The class consists of theory, skills lab preparation, and clinical experiences. Students will be trained in: introduction, equipment and supplies, workplace safety, infection control, legal issues, communication, anticoagulation theory, anatomy and physiology, patient identification, skin puncture preparation, post-puncture care, sources of error, risk factors and appropriate responses, complications and correction of actions, quality assurance, dermal puncture, venipuncture, employability skills and resume preparation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards, and is approved by the State of California Department of Public Health, Laboratory Field Services.

Prerequisites:

Completion of MOA/1: Medical Terminology (76-15-50) course is highly recommended. Enrollment requires a U.S. High School Diploma or equivalency, 8.0 reading level and 8.0 math level as measured by the CASAS GOALS test, at least 18 years of age, and evidence of vaccination for: measles, mumps, rubella, hepatitis B series, rubeola, varicella, tuberculosis clearance, and a physical examination form declaring the student to be in good health without restrictions.

Note 1:

Clinical externship facilities or employers may require students to take additional lab work or tests, background check, and/or drug screen. Student must provide proof of a current American Heart Association (AHA) Basic Life Support (BLS) certification card through the duration of the program and prior to clinical externship.

Note 2:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-50-40

Revised: July/2021

Title: Personal Care Aide

Job Title: Personal Care Aide

Career Pathway: Patient Care

O*NET-SOC Code: 31-1122.00

Credits: 5

Hours: 80

CBEDS Title: Healthcare Occupations

CBEDS NO: 4279

Course Description:

This competency-based course is designed to prepare students to give basic client care in either a home setting, long-term care facility, adult day care, or an acute hospital. This course provides instruction in introduction, interpersonal skills and qualities of a patient care aide, patient's rights, safety, infection control, body mechanics, special clients and special needs, communication, client care, nutrition, care of the home, client emergencies, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

The candidate for this class must be 18 years of age and show evidence of tuberculosis screening. It is recommended that the student test at a 6.0 reading level as measured by the CASAS GOALS test. Proof of criminal conviction screening and a physical examination form declaring the student to be in good health without restrictions may be requested by employer.

Note:

For Perkins purposes this course has been designated as a **introductory** course.

THE STUDENT MUST COMPLETE AN AMERICAN RED CROSS PROVIDERS CARDIOPULMONARY RESUSCITATION (CPR) AND FIRST AID TRAINING AS PART OF THE PROGRAM.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-50-75

Revised: August/2017

Title: Nursing Assistant: Long-Term Care

Job Title: Nursing Assistant

Career Pathway: Patient Care

O*NET-SOC Code: 31-1014.00

Credits: 10

Hours: 170

CBEDS Title: Nursing Service

CBEDS NO: 4279

Course Description:

This competency-based course offers an overview of anatomy, physiology, nutrition, medical terminology and an introduction to diseases and disorders. Emphasis is given to safety principles, infection control and the philosophy of nursing. This course also integrates methods for meeting the social and psychological needs of the patient. Nursing skills and clinical procedures are practiced in the classroom skills laboratory before being demonstrated in community health facilities. Upon completion of the required 60 hours of theory and 110 hours of clinical practice, the student will be qualified to take the state certification test. Successful completion of this examination will enable the student to be employed in a health care facility. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Medical Office Administration/1: Medical Terminology (76-15-50) course. The candidate for this class must be 16 years of age and test at an 8.0 reading level as measured by the CASAS Goals Test test and math skills equivalent to Math 2 (53-03-76). Prior to contact with patients in the clinical area, the student shall be screened for criminal conviction, present a physical examination form declaring the student to be in optimum health without restrictions and show tuberculosis screening.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

THE STUDENT MUST PRESENT A CURRENT CERTIFICATE SHOWING COMPLETION OF AN AHA OR BLS HEALTHCARE PROVIDERS CARDIOPULMONARY RESUSCITATION (CPR) CLASS PRIOR TO CLINICAL ROTATION.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-60-70

Revised: January/2023

Title: Vocational Nurse

Job Title: Vocational Nurset

Career Pathway: Patient Care

O*NET-SOC Code: 29-2061.00

Credits: 40

Hours: 1560

CBEDS Title: Nursing Service

CBEDS NO: 4279

Course Description:

This competency-based course prepares students with classes in ethics, safety principles, anatomy and physiology, pharmacology, medical terminology, growth and development, psychology and nutrition. Also studied are medical, surgical, obstetrical and pediatric nursing. The students are prepared clinically in health care facilities supervised by the instructor and staff members. Upon completion of this course the graduates may take the NCLEX (National Council Licensure Examination). Graduates passing this examination may work as Licensed Vocational Nurses under the supervision of a Registered Nurse or Physician. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a U.S. high school diploma or high school equivalency certificate, or a U.S. A.A. or B. A. degree, a 12th grade reading level and a 11th grade math level as measured by the CASAS Goal test; participation in a qualifying interview; present a satisfactory physical examination and a current AHA or BLS Healthcare Providers Cardiopulmonary Resuscitation (CPR) Certificate PRIOR TO CLINICAL ROTATION. Must be 18 years of age or older, with proof of computer literacy abilities.

Note 1:

During orientation, students will be notified that an employer or externship facility may require a background check and a drug screening.

Note 2:

For Perkins purposes this course has been designated as an **introductory/concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-80-70

Revised: August/2017

Title: Home Health Aide (Supplemental)

Job Title: Home Health Aide

Career Pathway: Patient Care

O*NET-SOC Code: 31-1011.00

Credits: 5

Hours: 40

CBEDS Title: Nursing Service

CBEDS NO: 4279

Course Description:

This competency-based course trains students to give basic nursing care in the home setting. Emphasis is given to the philosophy of nursing, safety principles in the home, and infection control methods as used by the home health aide. Nutrition in relation to maintenance of health is stressed. Integrated throughout the program are methods for meeting the social and psychological needs of the client. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a current valid California CNA certification. The candidate for this class must be 16 years of age and test at a 8.0 reading grade level or higher as measured by the CASAS Goals Test test. Prior to contact with patients in the clinical area, the student shall be screened for criminal conviction, present a physical examination form declaring the student to be in good health without restrictions, and show tuberculosis screening.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

THE STUDENT MUST PRESENT A CURRENT CERTIFICATE SHOWING COMPLETION OF AN AHA OR BLS HEALTHCARE PROVIDERS CARDIOPULMONARY RESUSCITATION (CPR) CLASS **PRIOR TO CLINICAL ROTATION.**

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-90-75

Revised: August/2022

Title: Pharmacy Technician License Preparation

Job Title: Pharmacy Technician

Career Pathway: Patient Care

O*NET-SOC Code: 29-2052.00

Credits: 30

Hours: 600

CBEDS Title: Healthcare Occupations

CBEDS NO: 4257

Course Description:

This competency-based course is designed to prepare students for employment as a pharmacy technician in a pharmaceutical setting. The class consists of theory and clinical preparation to include knowledge in: medical terminology, anatomy and physiology, practice in various pharmaceutical settings, duties and responsibilities of a pharmacy technician, pharmaceutical terms, abbreviations and symbols, metric and apothecary systems, interpersonal skills for pharmacy technicians, drug requirements, pharmacy calculations, record keeping, drug manufacturing process, completion of 200 hours of clinical training while under the direct supervision of a pharmacist, and preparation for the Pharmacy Technician Certification Board (PTCB) Exam. At the successful completion of this course, students will qualify to register for the California State Pharmacy Technician License. The competencies in this course are aligned with the American Society of Health-System Pharmacists (ASHP) pharmacy technician education and training standards, the California High School Academic Content Standards, and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires students are at least 18 years of age, have a high school diploma or equivalency certificate, and score a 10.0 reading level and a 10.0 math skill level as measured by the CASAS GOALS Test. In addition, students must be able to provide an AHA or BLS Health Care Providers Cardiopulmonary Resuscitation (CPR) Certification, professional liability insurance, physical exam, current vaccine records, perform a background check and provide a negative drug test result before starting externship.

Note:

For Perkins purposes this course has been designated as an **introductory/concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

Industry Sector 10 | Hospitality, Tourism and Recreation

ROCP NO	Title	Hours	Page
77-15-50	Culinary Arts: Baking/1	90	188
77-15-55	Culinary Arts: Baking/2	90	188
77-15-70	Culinary Arts: International Foods	90	189
77-15-80	Culinary Arts: Catering	180	190
77-15-90	Culinary Arts: Servsafe® Management	20	191
78-50-50	Baker (Fundamentals)	250	192
78-50-80	Chef Assistant	360	192
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CTE Careers by Industry Sector with Employment Projections, Median Earnings and Education Requirements

Source: Occupational Outlook Handbook, Bureau of Labor Statistics. U.S. Department of Labor, O*Net Online

Baker:

These statistics reflect the outlook for all janitors and cleaners except maids and housekeeping cleaners.

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
193,400	211,700	+10%	\$29,750

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
26,500	29,000	+9%	\$36,060

Education requirements for employment:

- No formal education requirement

Industry Sector 10

Hospitality, Tourism and Recreation

Cook:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
1,153,200	1,716,700	+49%	\$30,010

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
190,700	243,700	+28%	\$36,490

Education requirements for employment:

- No formal education requirement

Food Service Manager:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
309,800	355,900	+15%	\$59,440

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
69,200	79,900	+16%	\$59,690

Education requirements for employment:

- High school diploma or equivalent
- Many employers prefer managers with a 2- or 4-year degree in a related field

COURSE NO. : 77-15-50

Revised: August/2017

Title: Culinary Arts: Baking/1

Job Title: Baker

Career Pathway: Food Service and Hospitality

O*NET-SOC Code: 51-3011.00

Credits: 5

Hours: 90

CBEDS Title: Food and Beverage Production and Preparation

CBEDS NO: 4421

Course Description:

This competency-based course is the first in a sequence of two designed for baking. It provides students with project-based learning experiences in the art and science of baking. Technical instruction includes an orientation, resource management, weights and measures, equipment, safety and sanitation, and employability skills. Emphasis is placed on the ingredients and preparatory baking techniques used for basic bread, sweet yeast dough, doughnut, and cruller production. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 6.0 as measured by the CASAS Goals Test.

Note:

For Perkins purposes this course has been designated as an **introductory/concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-15-55

Revised: August/2017

Title: Culinary Arts: Baking/2

Job Title: Baker

Career Pathway: Food Service and Hospitality

O*NET-SOC Code: 51-3011.00

Credits: 5

Hours: 90

CBEDS Title: Food and Beverage Production and Preparation

CBEDS NO: 4421

Course Description:

This competency-based course is the second in a sequence of two designed for culinary arts. It provides students with project-based learning experiences in the art and science of baking. Technical instruction includes an introduction and reviews of resource management, weights and measures, safety and sanitation, and employability skills. Emphasis is placed on the ingredients and the preparatory, production, and finishing techniques for pies, cookies, and cakes. It also covers basic entrepreneurship. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Culinary Arts: Baking/1 (77-15-50) course.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-15-70

Revised: August/2017

Title: Culinary Arts: International Foods

Job Title: Cook

Career Pathway: Food Service and Hospitality

O*NET-SOC Code: 35-2011.00

Credits: 5

Hours: 90

CBEDS Title: Food and Beverage Production and Preparation

CBEDS NO: 4421

Course Description:

This competency-based course provides students with project-based learning experiences in the art and science of international food preparation and presentation. Technical instruction includes an orientation, resource management, weights and measures, tools and equipment, safety and sanitation, and employability skills. Emphasis is placed on the creation of menus, assembly of ingredients, cooking methods, and presentation techniques for Chinese, French, Italian, Japanese, Mexican, and Thai meals. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of another course from the Culinary Arts sequence.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-15-80

Revised: August/2017

Title: Culinary Arts: Catering

Job Title: Food Service Manager

Career Pathway: Food Service and Hospitality

O*NET-SOC Code: 35-2012.00

Credits: 15

Hours: 180

CBEDS Title: Food and Beverage Production and Preparation

CBEDS NO: 4421

Course Description:

This competency-based course provides students with project-based learning experiences in catering. Technical instruction includes an orientation, safety and sanitation, weights and measures, tools and equipment, food garnishing and presentation, cooking techniques, ingredients, resource management, budget expense and control, employability skills, and labor management. Emphasis is placed on the preparatory and presentation techniques used for the following: meats including seafood; cheese; eggs; vegetables; grains; herbs; fruit; salad dressings, dips, spreads, and marinades; stocks and soups; sauces; patés and terrines; condiments, nuts, seeds, olives, pickles, and relishes; milk and soy products; and pasta. It also covers the preparatory and presentation techniques used for vegetarian dishes, sandwiches, hors d'oeuvres, and breakfast. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of another course from the Culinary Arts sequence.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-15-90

Revised: August/2017

Title: Culinary Arts: ServSafe® Management

Job Title: Food Service Manager

Career Pathway: Food Service and Hospitality

O*NET-SOC Code: 35-2012.00

Credits: 0

Hours: 20

CBEDS Title: Food and Beverage Production and Preparation

CBEDS NO: 4421

Course Description:

This competency-based course provides students with project-based learning experiences in restaurant food management. Technical instruction includes an orientation and general workplace safety policies and procedures. Emphasis is placed on the following ServSafe® Management topics: providing safe food; the microworld; contamination and food allergens; the safe food handler; the flow of food: introduction; the flow of food: purchasing, receiving, and storage; the flow of food: preparation; the flow of food: service; food safety management systems; sanitary facilities and equipment; cleaning and sanitizing; integrated pest management; food safety regulations and standards; and employee food safety training. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of another course from the Culinary Arts sequence.

Note:

Prior to class, participants must purchase and read ServSafe® textbook.
For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-50-50

Revised: August/2017

Title: Baker (Fundamentals)

Job Title: Baker

Career Pathway: Food Service and Hospitality

O*NET-SOC Code: 51-3011.00

Credits: 20

Hours: 250

CBEDS Title: Food and Beverage Production and Preparation

CBEDS NO: 4421

Course Description:

This competency-based course contains entry-level training, enabling graduates to qualify for first year apprentice positions in the commercial baking industry. Students are exposed to hands-on production procedures including scaling, mixing, make-up, baking, finishing, and merchandising of commercial baking products. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-50-80

Revised: August/2017

Title: Chef Assistant

Job Title: Chef Assistant

Career Pathway: Food Service and Hospitality

O*NET-SOC Code: 35-2014.00

Credits: 30

Hours: 360

CBEDS Title: Food and Beverage Production and Preparation

CBEDS NO: 4421

Course Description:

This competency-based course provides entry-level and intermediate training to enable a graduate to qualify as a catering assistant, institutional and restaurant apprentice cook, and other positions that require first-hand knowledge and experience in food service. Students are exposed to "prep" cooking, presentation, and storage in various food categories, with hands-on procedures and classroom theory. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a 6.0 reading level as measured by the CASAS Goals Test, math skills equivalent to Math 2 (53-03-76) course, excellent gross motor skills, and ability to do heavy lifting as required by industry.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-50-90

Revised: August/2017

Title: Cook Trainee

Job Title: Cook

Career Pathway: Food Service and Hospitality

O*NET-SOC Code: 35-2014.00

Credits: 30

Hours: 400

CBEDS Title: Food and Beverage Production and Preparation

CBEDS NO: 4421

Course Description:

This competency-based course develops entry-level skills to enable a student to qualify as an institutional or restaurant apprentice cook. Students are exposed to “prep” cooking, presentation, and storage in various food categories; correct use and care of kitchen tools and equipment; sanitation and food handling techniques, with hands-on procedures and classroom theory. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a 6.0 reading level as measured by the CASAS Goals Test and math skills equivalent to Math 2 (53-03-76) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

Industry Sector 11 | Information and Communication Technologies

ROCP NO	Title	Hours	Page
74-15-50	A+ Certification/1	130	197
74-15-60	A+ Certification/2	130	198
74-15-70	A+ Certification/3	90	199
77-65-50	Networking/1	90	200
77-65-60	Networking/2	180	201
77-65-70	Cybersecurity Operations Fundamentals	120	202
77-65-80	Implementing Cybersecurity Operations	90	203
77-65-90	CompTIA Security +	120	204
79-30-65	Introduction to IT Support Technician	60	205
79-30-90	A+ Certification Upgrade	90	206
79-45-60	Network Control Operator	240	207

CTE Careers by Industry Sector with Employment Projections, Median Earnings and Education Requirements

Source: Occupational Outlook Handbook, Bureau of Labor Statistics. U.S. Department of Labor, O*Net Online

Computer Network Support Specialist:

These statistics reflect the outlook for all janitors and cleaners except maids and housekeeping cleaners.

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
189,800	204,000	+8%	\$62,760

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
12,900	14,200	+10%	\$69,800

Education requirements for employment:

- Bachelor's degree required for some positions, but associate's degree or post-secondary classes acceptable

Computer User Support Specialist:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
654,800	712,800	+9%	\$49,770

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
54,700	62,400	+14%	\$62,860

Education requirements for employment:

- On-the-job training
- Completion of training at a vocational school or technical/community college
- Some network control operators receive training through an apprenticeship program

Network and Computer Systems Administrator:

These statistics reflect the outlook for all janitors and cleaners except maids and housekeeping cleaners.

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
350,300	369,100	+5%	\$80,600

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
25,700	27,200	+6%	\$100,200

Education requirements for employment:

- A bachelor's degree is often required
 - An associate degree or professional certification with work experience may be adequate for some jobs
-

COURSE NO. : 74-15-50

Revised: July/2022

Title: A+ Certification/1

Job Title: Computer User Support Specialist

Career Pathway: Information Support and Services

O*NET-SOC Code: 15-1232.00

Credits: 10

Hours: 130

CBEDS Title: Computer Repair & Support

CBEDS NO: 4633

Course Description:

This competency-based course is the first in a sequence of three designed for computer installation, preventive maintenance, networking, security, and troubleshooting. Instruction includes orientation and safety, hardware: motherboard, CPUs, add-on cards, storage devices, cable types, power supply, RAM, printers, peripheral and input devices, custom PC configuration, common operating systems, installation consideration and upgrade methods, Microsoft, MAC, LINUX features and command line tools, Microsoft Windows control panel utilities, mobile devices, hardware, components, and features, networking: Microsoft networking on a client/desktop, employability skills, and resume preparation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 6.0 as measured by the CASAS GOALS test. Recommend successful completion of one of the following courses: Computer Computer Ops./1: Foundations (75-35-80), Computer Ops./2: Applications (75-35-90), Computer Ops./3: Database Mgmt (75-45-50), Computer Ops./4: Presentations (75-45-60), or Computer Ops./5: IC3 Certification Preparation (75-45-70).

Note:

For Perkins purposes this course has been designated as an **introductory** course.

Meets CompTIA A+ Essentials Certification requirements.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 74-15-60

Revised: July/2022

Title: A+ Certification/2

Job Title: Computer User Support Specialist

Career Pathway: Information Support and Services

O*NET-SOC Code: 15-1232.00

Credits: 10

Hours: 130

CBEDS Title: Computer Repair & Support

CBEDS NO: 4633

Course Description:

This competency-based course is the second in a sequence of three designed for computer repair. It provides students with project-based experiences in basic computer and peripheral servicing. Technical instruction includes safety, TCP and UDP ports, protocols, hardware devices and services, network configuration concepts, install and configure basic wired/wireless SOHO network, internet and network connection types, troubleshooting in: networking, hardware, devices, Microsoft operating system, software and mobile devices, employability skills, and resume preparation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the A+ Certification/1 (74-15-50) course.

Note:

For Perkins purposes this course has been designated a **concentrator** course.

Meets CompTIA A+ Essentials Certification requirements.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 74-15-70

Revised: July/2022

Title: A+ Certification/3

Job Title: Computer User Support Specialist

Career Pathway: Information Support and Services

O*NET-SOC Code: 15-1232.00

Credits: 5

Hours: 90

CBEDS Title: Computer Repair & Support

CBEDS NO: 4633

Course Description:

This competency-based course is the last in a sequence of three designed for computer installation, preventive maintenance, networking, security, and troubleshooting. It provides students with project-based experiences in basic computer and peripheral servicing. Technical instruction includes safety, physical and logical security, security threats, networking security, virtualization and cloud computing, network operational procedures, network operational procedures, operational procedures, employability skills and resume preparation. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the A+ Certification/2 (74-15-60) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

Meets CompTIA A+ Essentials Certification requirements.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-65-50

Revised: August/2017

Title: Networking/1

Job Title: Networking Technician

Career Pathway: Networking

O*NET-SOC Code: 15-1232.00

Credits: 15

Hours: 90

CBEDS Title: Network Engineering

CBEDS NO: 4633

Course Description:

This competency-based course is the first in a sequence of two courses designed to prepare students to pass the Cisco Certified Entry Networking Technician (CCENT) examination. Technical instruction includes an orientation, workplace safety principles and procedures, resource management, and employability skills. Emphasis is placed on data bus, memory, network storage devices, communication ports, input and output devices, communication with other computers, portable computers, hardware configuration, operating systems, introduction to computer networking, introduction to network operating systems, connecting to the network and logging in, accessing data files on the network, OSI model, IEEE networking specifications, networking architecture, network layout design, networking media, networking interface cards, network protocols, and the network operating system. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a 6.0 reading level as measured by the CASAS Goals Test.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-65-60

Revised: August/2017

Title: Networking/2

Job Title: Networking Technician

Career Pathway: Networking

O*NET-SOC Code: 15-1152.00

Credits: 15

Hours: 180

CBEDS Title: Network Engineering

CBEDS NO: 4604

Course Description:

This competency-based course is the second in a sequence of two courses designed to prepare students to pass the Cisco Certified Entry Networking Technician (CCENT) examination. Technical instruction includes an introduction, workplace safety principles and procedures, employability skills, and entrepreneurial skills. Emphasis is placed on setting up user accounts and log-in security, setting up the network file system, managing the file system, file system security, multi-vendor networks, network transmission, network management, setting up network printing, creating login scripts, configuring network applications for users, network fault tolerance, the internet, backing up servers and workstations, performing a simple network installation, and network test review including study guides and simulated online testing. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Networking/1 (77-65-50) course.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-65-70

Revised: June/2019

Title: Cybersecurity Operations Fundamentals

Job Title: Information Security Analyst

Career Pathway: Networking

O*NET-SOC Code: 15-1122.00

Credits: 5

Hours: 120

CBEDS Title: Network Security

CBEDS NO: 4646

Course Description:

This competency-based course is designed to prepare the student for the 210-250 SECFND exam. This exam is the first of the two required exams to achieve the CCNA Cyber Ops certification.

This course equips students with the basic knowledge, foundational principles, and entry-level skills needed by today's organizations that are challenged with rapidly detecting cybersecurity breaches and effectively responding to security incidents. The student could be part of a team of people in Security Operations Centers (SOC's) monitoring security systems, protecting their organizations by detecting and responding to cybersecurity threats. Introduction to Cybersecurity Operations prepares candidates to begin a career working with associate-level cybersecurity analysts within Security Operations Centers (SOC's). In addition, the United States Department of Defense (DoD) has approved Cisco CCNA Cyber Ops Certification for inclusion in the DoD 8570.01-M for the CCSP Analyst and CCSP Incident Responder categories. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards

Prerequisites:

Enrollment requires a 6.0 reading level as measured by the CASAS Goals Test, successful completion (or equivalent) of one of the Computer Operation courses (75-35-85, 75-45-50, 75-45-60, 75-45-70), and successful completion (or demonstrate competency) of Algebra I.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-65-80

Revised: June/2019

Title: Implementing Cybersecurity Operations

Job Title: Information Security Analysts

Career Pathway: Networking

O*NET-SOC Code: 15-1122.00

Credits: 5

Hours: 90

CBEDS Title: Network Security

CBEDS NO: 4646

Course Description:

This competency-based course is designed to prepare the student for the 210-255 SECOPS exam. The Implementing Cisco Cybersecurity Operations (SECOPS) exam (210-255) is a 90-minute, 60–70 question assessment. This is the second of two exams that must be passed to receive an associate-level CCNA Cyber Ops certification.

This course equips students with the basic knowledge, foundational principles, and entry-level skills to begin a career within a Security Operations Center (SOC), working with Cybersecurity Analysts at the associate level. The SECOPS exam tests a candidate's knowledge and skills needed to successfully handle the tasks, duties, and responsibilities of an associate-level Security Analyst working in a SOC.

The following topics are general guidelines for the content likely to be included on the exam. However, other related topics may also appear on any specific delivery of the exam. In order to better reflect the contents of the exam and for clarity purposes, the guidelines below may change at any time without notice.

In addition, the United States Department of Defense (DoD) has approved Cisco CCNA Cyber Ops Certification for inclusion in the DoD 8570.01-M for the CCSP Analyst and CCSP Incident Responder categories.

The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires completion of the Cybersecurity Operations Fundamentals (77-65-70) course and passing the CCNA Cyber Ops 210-250 SECFND Exam.

Recommended knowledge and skills:

Note:

For Perkins purposes this course has been designated as both a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-65-90

Revised: June/2019

Title: CompTIA Security +

Job Title: Information Security Analysts

Career Pathway: Networking

O*NET-SOC Code: 15-1122.00

Credits: 10

Hours: 120

CBEDS Title: Network Security

CBEDS NO: 4646

Course Description:

This competency-based course provides a solid foundation in cybersecurity concepts, practices, functions, and applications. The course maps to the Computing Technology Industry Association's (CompTIA) Security+ examination. Technical instruction includes an introduction and covers basic networking security, threats and vulnerabilities, compliance and operation security principles, basic cryptograph, as well as application, data and host security, identity management. Emphasis is on preparing the student for the CompTIA Security+ SY0-501 Exam. The Security+ certification is compliant with ISO 17024 standards and approved by the US DoD to meet directive 8140/8570.01-M requirements. The CompTIA Security+ course prepares candidates to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a 6.0 reading level as measured by the CASAS GOALS test, successful completion (or equivalent) of one of the Computer Operation courses (75-35-85, 75-45-50, 75-45-60, 75-45-70), and successful completion (or demonstrate competency) of Algebra I.

Note:

For Perkins purposes this course has been designated as both a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-30-65

Revised: February/2022

Title: Introduction to IT Support Technician

Job Title: IT Support Technician

Career Pathway: Information Support and Services

O*NET-SOC Code: 15-1232.00

Credits: 5

Hours: 60

CBEDS Title: Computer Repair & Support

CBEDS NO: 4633

Course Description:

This competency-based course provides a solid foundation in cybersecurity concepts, practices, functions, and applications. The course maps to the Computing Technology Industry Association's (CompTIA) Security+ examination. Technical instruction includes an introduction and covers basic networking security, threats and vulnerabilities, compliance and operation security principles, basic cryptograph, as well as application, data and host security, identity management. Emphasis is on preparing the student for the CompTIA Security+ SY0-501 Exam. The Security+ certification is compliant with ISO 17024 standards and approved by the US DoD to meet directive 8140/8570.01-M requirements. The CompTIA Security+ course prepares candidates to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a 6.0 reading level as measured by the CASAS Goals Test, and math skills equivalent to Math 1 (53-03-75).

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-30-90

Revised: July/2022

Title: A+ Certification Upgrade

Job Title: Computer User Support Specialist

Career Pathway: Information Support and Services

O*NET-SOC Code: 15-1232.00

Credits: 5

Hours: 90

CBEDS Title: Computer Repair & Support

CBEDS NO: 4633

Course Description:

This competency-based course prepares students for the A+ Certification Exams in computer repair. The intent of this course is to upgrade students' existing computer repair skills. Level of instruction assumes student has an advanced working knowledge of troubleshooting, service and support skills with regard to computer repair. Areas of instruction include: safety, review in: personal computer, mobile devices, operating systems and command line tools, computer networking and virtualization, hardware and software troubleshooting, basic security concepts and technologies, and operational procedures. Students are provided with simulated certification testing and test-taking strategies to prepare for the A+ Certification Exam. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Recommend completion of A+ Certification/3 (74-15-70) course. Student must also have a working knowledge of troubleshooting, service and support skills with regard to computer repair. An interview with receiving instructor to evaluate student's expertise is required as well.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **can** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-45-60

Revised: August/2017

Title: Network Control Operator

Job Title: Network Control Operator

Career Pathway: Information Support and Services

O*NET-SOC Code: 15-1152.00

Credits: 20

Hours: 240

CBEDS Title: Network Engineering

CBEDS NO: 4604

Course Description:

This competency-based course is designed to provide students with an introduction to network administration. It includes a review of the micro-computer, DOS, Windows, an understanding of the relationship of desktop hardware and software to the network, general networking concepts, and reinforcement of the relationship between desktop networking components. This course also includes instruction in employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires an 8.0 reading level as measured by the CASAS Goals Test, math skills equivalent to Math 2 (53-03-76), and completion of Computer Operation/2: Applications (75-35-90) course.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

Industry Sector 12 | Manufacturing and Product Development

ROCP NO	Title	Hours	Page
77-85-50	Machinist/1	180	210
77-85-60	Machinist/2	180	211
77-95-50	Welding/1	180	212
77-95-60	Welding/2	180	213
77-95-70	Welding/3	180	213
77-95-75	Welding/Certification Upgrade	20	214
77-95-80	Gas Tungsten Arc Welding	120	214
79-95-70	Machinist: Computer Numeric Controls	180	215

CTE Careers by Industry Sector with Employment Projections, Median Earnings and Education Requirements

Source: Occupational Outlook Handbook, Bureau of Labor Statistics. U.S. Department of Labor, O*Net Online

Machinist:

These statistics reflect the outlook for all janitors and cleaners except maids and housekeeping cleaners.

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
363,000	391,800	+8%	\$47,730

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
38,400	40,000	+4%	\$48,020

Education requirements for employment:

- On-the-job training
- Completion of a training program at a vocational school or technical/community college
- Some machinists receive training through an apprenticeship program

Welder:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
418,200	452,400	+8%	\$47,010

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
33,000	34,000	+3%	\$48,590

Education requirements for employment:

- On-the-job training
 - High school diploma or equivalent
 - Completion of a training program at a vocational school or technical/community college
-

COURSE NO. : 77-85-50

Revised: August/2017

Title: Machinist/1

Job Title: Machinist

Career Pathway: Machining and Forming Technologies

O*NET-SOC Code: 51-4041.00

Credits: 15

Hours: 180

CBEDS Title: Machining and Forming Technologies

CBEDS NO: 5635

Course Description:

This competency-based course is the first in a sequence of two designed for machine and forming technology. It provides students with project-based experiences in basic machining. Technical instruction includes an orientation, workplace safety policies and procedures, resource management, trade mathematics, and employability skills. Emphasis is placed on machine tools and materials, blueprint reading – part I, bench work, drilling machine operation, metal cutting operation, lathe operation, milling operation, grinding machine operation, heat treatment operation, and tool and die work operation, calculations, and layout. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 6.0 as measured by the CASAS Goals Test.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-85-60

Revised: August/2017

Title: Machinist/2

Job Title: Machinist

Career Pathway: Machining and Forming Technologies

O*NET-SOC Code: 51-4041.00

Credits: 15

Hours: 180

CBEDS Title: Machining and Forming Technologies

CBEDS NO: 5635

Course Description:

This competency-based course is the second in a sequence of two designed for machine and forming technology. It provides students with project-based experiences in basic machining. Technical instruction includes an introduction, reviews of safety policies and procedures, resource management, employability skills, and introduction to entrepreneurship. Emphasis is placed on math and science principles, operational/maintenance/storage techniques for precision tools and CNC equipment, selection and application of metals and alloys, blueprint reading – part II, communication media, programming, and introductory robotics. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires the successful completion of the Machinist/1 (77-85-50) course.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-95-50

Revised: July/2021

Title: Welding/1

Job Title: Welder

Career Pathway: Welding and Materials Joining

O*NET-SOC Code: 51-4121.00

Credits: 15

Hours: 180

CBEDS Title: Welding Technology

CBEDS NO: 5619

Course Description:

This competency-based course is the first in a sequence of three designed for welding. Instruction includes orientation and safety, resource management, trade mathematics 1, welding symbols and codes, welding metallurgy, tools and equipment, surface welds, shielded metal arc welding, oxyacetylene cutting, brazing, welding tubing: all positions, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 8.0 as measured by the CASAS Goals Test.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-95-60

Revised: July/2021

Title: Welding/2

Job Title: Welder

Career Pathway: Welding and Materials Joining

O*NET-SOC Code: 51-4121.00

Credits: 15

Hours: 180

CBEDS Title: Welding Technology

CBEDS NO: 5619

Course Description:

This competency-based course is the second in a sequence of three designed for welding. It provides students with technical instruction and practical experience in basic welding which incorporates principles of sustainable and green technology. Instruction includes an introduction, reviews of workplace safety policies and procedures, resource management, employability skills, and welding metallurgy, and introductory entrepreneurship. Emphasis is placed on advanced trade mathematics, equipment and processes, and the techniques involved in fillet welds and plasma arc cutting. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Welding/1 (77-95-50) course.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-95-70

Revised: July/2021

Title: Welding/3

Job Title: Welder

Career Pathway: Welding and Materials Joining

O*NET-SOC Code: 51-4121.00

Credits: 15

Hours: 180

CBEDS Title: Welding Technology

CBEDS NO: 5619

Course Description:

This competency-based course is the last in a sequence of three designed for welding. Instruction includes introduction and safety, trade mathematics III, groove welds, air carbon arc process, combination welding, fabrication, robotics, and the Los Angeles Department of Building & Safety written exam. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Welding/2 (77-95-60) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-95-75

Revised: July/2021

Title: Welding/Certification Upgrade

Job Title: Welder

Career Pathway: Welding and Materials Joining

O*NET-SOC Code: 51-4121.00

Credits: 0

Hours: 20

CBEDS Title: Welding Technology

CBEDS NO: 5619

Course Description:

This competency-based course is the last after a sequence of three designed for welding. Instruction includes introduction and safety, groove welds, combination welding, Los Angeles Department of Building & Safety written exam, and employability skills review. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 8.0 as measured by the CASAS GOALS test.

Note: For Perkins purposes this course has been designated as a **capstone** course.

* This course **can** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-95-80

Revised: January/2022

Title: Gas Tungsten Arc Welding

Job Title: Welder

Career Pathway: Welding and Materials Joining

O*NET-SOC Code: 51-4121.00

Credits: 10

Hours: 120

CBEDS Title: Welding Technology

CBEDS NO: 5619

Course Description:

This competency-based course is designed for students who have completed welding levels 1/2/3 or who have equivalent experience in the field of welding (verified by instructor). It provides students with technical instruction and practical experience in gas tungsten arc welding (GTAW). Instruction includes a review of safety policies and procedures in GTAW fundamentals. Emphasis is placed on GTAW tools and equipment, fillet and groove weld techniques with pre-qualified base metals in accordance with the American Welding Society (AWS) D1.1 / D1.1M: Structural Welding Code - Steel. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 8.0 as measured by the CASAS GOALS test. Enrollment requires completion of the Welding/3 (77-95-70) course or equivalent experience in the field of welding as verified by the instructor.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-95-70

Revised: August/2017

Title: Machinist: Computer Numeric Controls

Job Title: Machinist

Career Pathway: Machinist and Forming Technologies

O*NET-SOC Code: 51-4041.00

Credits: 15

Hours: 180

CBEDS Title: Machinist and Forming Technologies

CBEDS NO: 5635

Course Description:

This competency-based course provides experience in fabricating increasingly complex parts and instruments for the machine tool industry. It stresses additional mathematical and computational skills applicable to the industry. Students are given practical experiences on a minimum of one automated machine. Development of performance skills necessary for employment is emphasized. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Computer science and machine lab experience is desirable.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

Industry Sector 12 | Manufacturing and Product Development

ROCP NO	Title	Hours	Page
71-40-60	Escrows	60	218
71-40-70	Real Estate Finance	60	219
71-40-80	Real Estate Practice	60	220
71-40-90	Real Estate Principles	60	221
71-60-40	Customer Service Basics	12	221
78-35-50	Customer Service	90	222
79-75-50	Building and Grounds Worker (Fundamentals)	80	223
79-75-80	Maintenance Supervisor: Scheduling Practices	60	224
79-75-85	Maintenance Supervisor: Supervisory Practices	60	225

CTE Careers by Industry Sector with Employment Projections, Median Earnings and Education Requirements

Source: Occupational Outlook Handbook, Bureau of Labor Statistics. U.S. Department of Labor, O*Net Online

Customer Service Representative:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
2,923,400	2,888,800	-1%	\$36,920

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
220,200	218,300	-1%	\$38,820

Education requirements for employment:

- Many employers require a high school diploma or equivalent
- On-the-job training

Janitors and Cleaners:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
2,217,000	2,344,200	+6%	\$29,760

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
255,900	280,500	+10%	\$35,440

Education requirements for employment:

- On-the-job training
- Some employers may require formal education

Real Estate Agent:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
408,900	425,800	+4%	\$48,340

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
22,300	24,000	+8%	\$59,920

Education requirements for employment:

- All 50 states require a license
- A qualification for the license is a high school diploma
- Many employers prefer college graduates

COURSE NO. : 71-40-60

Revised: July/2021

Title: Escrows

Job Title: Real Estate Agent

Career Pathway: Professional Sales

O*NET-SOC Code: 41-9022.00

Credits: 5

Hours: 60

CBEDS Title: Professional Sales I

CBEDS NO: 4130

Course Description:

This competency-based course is the last in a sequence of four designed for real estate. It satisfies the statutory requirement for the salesperson's or broker's license. It includes instruction in basic escrow processes for individuals purchasing real estate property. Topics include a background for individuals who want to advance their professional standing in the real estate and escrow industry. Basic escrow theory is explained; basic escrow-specific vocabulary is introduced; and actual sample escrows enable individuals to progress through increasingly complex situations. Ethical laws and requirements are presented. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires concurrent high school students to be 18 years of age upon completion of the course.

Notes:

For Perkins purposes this course has been designated as a **capstone** course.

Department of Real Estate (DRE) Approval No. **4410-19** effective 7/3/2020. DRE Statutory/Pre-License Course Completion Certificate provides maximum of 45 credit hours.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 71-40-70

Revised: July/2021

Title: Real Estate Finance

Job Title: Real Estate Agent

Career Pathway: Professional Sales

O*NET-SOC Code: 41-9022.00

Credits: 5

Hours: 60

CBEDS Title: Professional Sales I

CBEDS NO: 4130

Course Description:

This competency-based course is the third in a sequence of four designed for real estate. It meets statutory requirements for broker's/salesperson's license. It includes instruction in the financing of real estate, the different types of loans, and requirements to qualify both the property and the borrower for the loan. Topics include mortgage instruments, construction loans, financial math, and different types of lenders; secondary market financing, including conventional and Federal Home Loan Mortgage Corporation (FHLMC) and Federal National Mortgage Corporation (FNMC) purchases; Veteran's Administration (VA) and Federal Housing Authority (FHA) underwriting and guarantees; and ethics of real estate. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires concurrent high school students to be 18 years of age upon completion of the course.

Notes:

For Perkins purposes this course has been designated as a **capstone** course.

Department of Real Estate (DRE) Approval No. **4409-19** effective 3/12/2020. DRE Statutory/Pre-License Course Completion Certificate provides maximum of 45 credit hours.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 71-40-80

Revised: July/2021

Title: Real Estate Practice

Job Title: Real Estate Agent

Career Pathway: Professional Sales

O*NET-SOC Code: 41-9022.00

Credits: 5

Hours: 60

CBEDS Title: Professional Sales I

CBEDS NO: 4130

Course Description:

This competency-based course is the first in a sequence of four designed for real estate. It satisfies the statutory requirements for the broker's and salesperson's license. It includes instruction in basic business, financial, and sales practices of real estate. It covers agency laws, various types of contracts and their usage, competitive market analysis, types of advertising, various methods of real estate finance, property management, escrow procedures, tax aspect of real estate practice and the standards of real estate ethics. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of Real Estate Principles or possession of a real estate salesperson's or broker's license.

Notes:

For Perkins purposes this course has been designated as a **capstone** course.

Department of Real Estate Approval (DRE) No. **4181-18** effective 5/28/2019. DRE Statutory/Pre-License Course Completion Certificate provides maximum of 45 credit hours.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 71-40-90

Revised: July/2021

Title: Real Estate Principles

Job Title: Real Estate Agent

Career Pathway: Professional Sales

O*NET-SOC Code: 41-9022.00

Credits: 5

Hours: 60

CBEDS Title: Professional Sales I

CBEDS NO: 4130

Course Description:

This competency-based course is the second in a sequence of four designed for real estate. It prepares students for the California Real Estate salesperson's license examination. It includes instruction in the major aspects of real estate law, the California Department of Real Estate, contracts, deeds, titles, encumbrances, leases, financing, land descriptions, business opportunities, real estate computation, and ethics. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires concurrent high school students to be 18 years of age upon completion of the course.

Notes:

For Perkins purposes this course has been designated as a **capstone** course.

Department of Real Estate (DRE) Approval No. **4408-19** effective 3/12/2020. DRE Statutory/Pre-License Course Completion Certificate provides maximum of 45 credit hours.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 71-60-40

Revised: July/2021

Title: Customer Service Basics

Job Title: Customer Service Representative

Career Pathway: Professional Sales

O*NET-SOC Code: 43-4051.00

Credits: 0

Hours: 12

CBEDS Title: Professional Sales I

CBEDS NO: 4119

Course Description:

This competency-based course provides students in providing customer services to a variety of industry environments. Emphasis is based on communication, dealing with irate customers, knowing the customer and fundamental customer service strategies. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Notes:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-35-50

Revised: August/2017

Title: Customer Service

Job Title: Customer Service

Career Pathway: Professional Sales

O*NET-SOC Code: 43-4051.00

Credits: 5

Hours: 80

CBEDS Title: Customer Service

CBEDS NO: 4119

Course Description:

This competency-based course is designed for customer service. It provides students with project-based learning experiences in customer care for a variety of industry and/or business environments. Technical instruction includes an orientation, workplace safety policies and procedures, business math, employability skills, and work styles. Emphasis is placed on communication and critical thinking skills, fundamental customer service strategies, cross-selling and upselling strategies, techniques on how to handle irate customers, and strategies required to sustain employment. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 7.0 and math level of 6.0 as measured by the CASAS Goals Test.

Notes:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-75-50

Revised: August/2020

Title: Building and Grounds Worker (Fundamentals)

Job Title: Building and Grounds Worker

Career Pathway: Entrepreneurship/Self Employment

O*NET-SOC Code: 37-2011.00

Credits: 5

Hours: 80

CBEDS Title: Small Business Services

CBEDS NO: 4132

Course Description:

This competency-based course prepares trainees for entry-level employment as school custodians, upgrades skills, and prepares employees for promotion. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Notes:

For Perkins purposes this course has been designated as an **introductory** course.

It is recommended that students in the Maintenance Supervisor program complete the following courses in the given sequence: Building and Grounds Worker (Fundamentals) (79-75-50), Maintenance Supervisor: Computer Essential Practices (75-50-65), Maintenance Supervisor: Scheduling Practices (79-75-80), and Maintenance Supervisor: Supervisory Practices (79-75-85).

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-75-80

Revised: August/2021

Title: Maintenance Supervisor: Scheduling Practices

Job Title: Maintenance Supervisor

Career Pathway: Entrepreneurship/Self Employment

O*NET-SOC Code: 49-1011.00

Credits: 5

Hours: 60

CBEDS Title: Small Business Services

CBEDS NO: 4132

Course Description:

This competency-based course prepares trainees for entry-level supervision positions as school custodian supervisors. Instruction includes practical training in the management of custodial personnel; in-depth study of time and motion studies; scheduling work loads equitably; scheduling of routine cleaning; scheduling of nonroutine cleaning. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards

Prerequisites:

None

Notes:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

It is recommended that students in the Maintenance Supervisor program complete the following courses in the given sequence: Building and Grounds Worker (Fundamentals) (79-75-50), Maintenance Supervisor: Computer Essential Practices (75-50-65), Maintenance Supervisor: Scheduling Practices (79-75-80), and Maintenance Supervisor: Supervisory Practices (79-75-85).

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-75-85

Revised: August/2021

Title: Maintenance Supervisor: Supervisory Practices

Job Title: Maintenance Supervisor

Career Pathway: Entrepreneurship/Self Employment

O*NET-SOC Code: 49-1011.00

Credits: 5

Hours: 60

CBEDS Title: Small Business Services

CBEDS NO: 4132

Course Description:

This competency-based course provides training in principles of supervision, inspection of buildings and grounds, record keeping, and management of personnel. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Notes:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

It is recommended that students in the Maintenance Supervisor program complete the following courses in the given sequence: Building and Grounds Worker (Fundamentals) (79-75-50), Maintenance Supervisor: Computer Essential Practices (75-50-65), Maintenance Supervisor: Scheduling Practices (79-75-80), and Maintenance Supervisor: Supervisory Practices (79-75-85).

* This course **cannot** be repeated once a student receives a Certificate of Completion.

Industry Sector 12 | Manufacturing and Product Development

ROCP NO	Title	Hours	Page
76-35-70	First Responder/EMR (Emergency Medical Responder)	90	229
77-50-50	Emergency Medical Technician	180	230
77-50-55	Emergency Medical Technician: Recertification	30	231
78-85-50	Campus Aide Security Training	26	232
78-85-60	Forensic Science	180	233
78-85-70	Security Officer Trainee	90	234
78-85-71	Security Officer Trainee/1	40	235
78-85-80	Police Science	90	236

CTE Careers by Industry Sector with Employment Projections, Median Earnings and Education Requirements

Source: Occupational Outlook Handbook, Bureau of Labor Statistics. U.S. Department of Labor, O*Net Online

Emergency Medical Technician:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
261,300	289,900	+11%	\$35,470

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
16,800	18,600	+11%	\$36,330

Education requirements for employment:

- A high school diploma
- Formal training and certification
- A license to practice is required in all 50 states.

Forensic Science Technician:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
17,200	19,800	+16%	\$61,930

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
2,200	2,500	+14%	\$81,910

Education requirements for employment:

- Bachelor's degree preferred and on-the-job training

Police Officer (Trainee): These statistics reflect the outlook for police officers, not trainees.

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
671,200	719,800	+7%	\$64,610

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
72,700	75,400	+4%	\$100,330

Education requirements for employment:

- For police officers, the education requirements range from a high school diploma to a college degree. Some employers may require formal education
- Police officers are trained at a police academy
- Police officers must be U.S. citizens, usually 21 years of age and meet rigorous physical and personal qualifications.

Security Guard:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
1,059,000	1,213,200	+15%	\$31,470

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2028	Median Annual Earnings 2021
166,900	177,900	+7%	\$36,060

Education requirements for employment:

- No specific education requirements for this profession.
 - A high school diploma is often preferred.
 - In some cases, education beyond a high school diploma may be required.
 - On-the-job training is often provided.
-

COURSE NO. : 76-35-70

Revised: July/2021

Title: First Responder/EMR (Emergency Medical Responder)

Job Title: First Responder

Career Pathway: Emergency Response

O*NET-SOC Code: 29-2041.00

Credits: 5

Hours: 90

CBEDS Title: First Responders Basic

CBEDS NO: 5809

Course Description:

This competency-based course is designed to prepare students for emergency medical services (EMS) occupations. Technical instruction includes: an orientation and workplace safety policies and procedures, evaluation, and employability skills. Emphasis is placed on: introduction to the EMS systems; legal and ethical issues; wellbeing of the first responder; the human body; medical terminology; lifting, moving, and positioning patients; airway management; assessment of the patient; cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED); medical emergencies; bleeding, shock, and soft-tissue injuries; muscle and bone injuries; infants and children; gaining access and hazards on scene; multiple-casualty incidents, triage, and the incident management system; pharmacology; swimming and diving incidents; response to terrorism and weapons of mass destruction; and first responder skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

However, suggest/recommend completion of Medical Office Administration/1: Medical Terminology (76-15-50) course.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 77-50-50

Revised: July/2021

Title: Emergency Medical Technician

Job Title: Emergency Medical Technician

Career Pathway: Emergency Response

O*NET-SOC Code: 29-2041.00

Credits: 15

Hours: 180

CBEDS Title: Introduction to Emergency Services

CBEDS NO: 5810

Course Description:

This competency-based course contains the training requirement for Emergency Medical Technician (EMT) certification. This includes basic EMT sciences such as anatomy and physiology, emergency medical and trauma care, obstetrics, pediatrics, and behavioral emergencies. The course is based on the Los Angeles County Core Curriculum. Upon successful completion the student will have the knowledge and training required for EMT certification. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a 9.0 reading level and math skills equivalent to Basic Math-Intermediate (53-03-72), successful completion of First Responder EMR (76-35-70) course, or an equivalent combination of education and experience, at least 18 years of age, evidence of good health and tuberculosis screening.

Note 1:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

Note 2:

During orientation, students will be notified that an employer or externship facility may require a background check and a drug screening.

THE STUDENT MUST PRESENT A CURRENT CERTIFICATE SHOWING COMPLETION OF AN AHA OR BLS HEALTHCARE PROVIDERS CARDIOPULMONARY RESUSCITATION (CPR) CLASS PRIOR TO CLINICAL ROTATION.

* This course **can** be repeated, two years after completion.

COURSE NO. : 77-50-55

Revised: July/2021

Title: Emergency Medical Technician: Recertification

Job Title: Emergency Medical Technician

Career Pathway: Emergency Response

O*NET-SOC Code: 29-2041.00

Credits: 5

Hours: 30

CBEDS Title: Introduction to Emergency Services

CBEDS NO: 5810

Course Description:

This competency-based course provides review and upgrading in techniques and methods used by the emergency medical technician (EMT). Also reviewed are the laws and the regulations affecting the EMT. This course provides the refresher training required by the State of California for EMT recertification. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a current, valid EMT certification or previous certification as an EMT within the last twelve months.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **can** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-85-50

Revised: July/2022

Title: Campus Aide Security Training

Job Title: Campus Aide

Career Pathway: Public Safety

O*NET-SOC Code: 33-9032.00

Credits: 0

Hours: 26

CBEDS Title: Introduction to Public Safety Careers

CBEDS NO: 5846

Course Description:

This competency-based course is designed to prepare students for entry-level employment as a Los Angeles Unified School District campus aide or security officer for other entities. Emphasis is placed on orientation and safety, the role and responsibility of a campus aide or security officer, laws and liability, and security awareness in the educational environment, mediation/conflict resolution, disasters and emergencies, dynamics of student behavior, employability skills, and resume preparation. The completion of the course provides the 24-hours required training for security guard career opportunities. The competencies in this course are aligned with the California High School Academic Standards and the California Technical Education Model Curriculum Standards.

Prerequisites:

High school graduate or evidence of equivalent educational proficiency, a valid California driver's license and the availability of private transportation or the ability to utilize an alternative method of transportation.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* his course **can** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-85-60

Revised: August/2017

Title: Forensic Science

Job Title: Crime Scene Technician

Career Pathway: Public Safety

O*NET-SOC Code: 19-4092.00

Credits: 15

Hours: 180

CBEDS Title: Forensic Science

CBEDS NO: 5840

Course Description:

This competency-based course is designed to introduce the student to protective service careers. It provides theory and hands-on demonstration of the science behind forensic science. Technical instruction includes: orientation and safety, critical thinking skills, observation skills, and employability skills. Emphasis is placed on: crime scene investigation and evidence collection, study of hair, fibers and textiles, pollen and spore examination, fingerprint identification, DNA fingerprinting, blood and blood spatter, drug identification and toxicology, handwriting analysis, forgery, and counterfeiting, death: meaning, manner mechanism, cause, and time, soil examination, forensic anthropology, glass evidence, casts and impressions, tool marks, and ballistics. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of Biology/1 and Biology/2.

Note:

For Perkins purposes this course has been designated as an **introductory/concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-85-70

Revised: August/2017

Title: Security Officer Trainee

Job Title: Security Guard

Career Pathway: Public Safety

O*NET-SOC Code: 33-9032.00

Credits: 5

Hours: 90

CBEDS Title: Introduction to Public Safety Careers

CBEDS NO: 5846

Course Description:

This competency-based course is designed to prepare students for entry-level employment as security officers. Technical instruction includes: orientation, safety policies and procedures, and employability skills. Emphasis is placed on: powers of arrest, weapons of mass destruction (WMD) and terrorism, public relations, observation and documentation, communication protocols, liability/legal aspects, transportation security officer, evacuation procedures, officer safety, arrest, search and seizure, access control, trespass, first aid and CPR, handling difficult people, workplace violence, chemical agents, preserving the incident scene, crowd control, courtroom demeanor, parking/traffic control, and fire safety. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Concurrent high school students must be at least 16 years old, with at a 2.0 grade point average and a good attendance record.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course. Student must be at least 18 years old to receive a guard card.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-85-71

Revised: November/2018

Title: Security Officer Trainee/1

Job Title: Security Guard

Career Pathway: Public Safety

O*NET-SOC Code: 33-9032.00

Credits: 2.5

Hours: 40

CBEDS Title: Introduction to Public Safety Careers

CBEDS NO: 5846

Course Description:

This competency-based course is the first in a sequence of two designed to prepare students for entry-level employment as a security officer and obtain a guard card. Emphasis is placed on orientation and safety, powers of arrest, weapons of mass destruction and terrorism, public relations, observation and documentation, communication protocols, liability/legal aspects, evacuation procedures, officer safety, access and crowd control, courtroom demeanor, parking/traffic control, fire safety, and employability skills. The competencies in this course are aligned with the California High School Academic Standards and the California Technical Education Model Curriculum Standards.

Prerequisites:

Concurrent high school students must be at least 16 years old, with at a 2.0 grade point average and a good attendance record.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 78-85-80

Revised: August/2017

Title: Police Science

Job Title: Police Officer

Career Pathway: Public Safety

O*NET-SOC Code: 33-3051.00

Credits: 5

Hours: 90

CBEDS Title: Law Enforcement

CBEDS NO: 5847

Course Description:

This competency-based course is designed as a comprehensive introduction to law enforcement and criminal justice. This course describes the necessary skills to become a police officer. The general concepts of law enforcement are presented: laws of arrest, search and seizure, constitutional rights, history of law enforcement, and a working knowledge of the duties of a police officer. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires basic reading and math skills.

Note:

Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

Industry Sector 12 | Manufacturing and Product Development

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Industry Sector 12 | Manufacturing and Product Development

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CTE Careers by Industry Sector with Employment Projections, Median Earnings and Education Requirements

Source: Occupational Outlook Handbook, Bureau of Labor Statistics. U.S. Department of Labor, O*Net Online

Aircraft Mechanics and Service Technician (aircraft):

These statistics reflect the outlook for all aircraft mechanics and service technicians.

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
130,100	145,400	+12%	\$65,380

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
14,100	14,700	+4%	\$77,010

Education requirements for employment:

- High school diploma or equivalent
- Training at an FAA certified Aviation Maintenance Technician School
- FAA certification

Automotive Service Technician and Mechanic:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
703,800	705,900	0%	\$46,880

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2028	Median Annual Earnings 2021
80,200	79,500	-1%	\$50,740

Education requirements for employment:

- Successful completion of a post-secondary vocational training program
- High school diploma or equivalent

Diesel Engine Specialist:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
275,400	296,800	+8%	\$48,690

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
24,600	26,500	+8%	\$60,550

Education requirements for employment:

- Graduation from a formal training programs
- High school diploma or equivalent
- On-the-job training

Heavy and Tractor-Trailer Truck Drivers:

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
1,951,600	2,073,600	+6%	\$48,310

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
160,800	185,200	+15%	\$49,030

Education requirements for employment:

- High school diploma or equivalent

Industrial Truck and Tractor Operators: These statistics includes forklift operator.

Nation-wide employment outlook and median earnings:

Employment 2020	Employment 2030	% Change 2020 – 2030	Median Annual Earnings 2021
631,600	680,300	+8%	\$38,380

California outlook and median earnings:

Employment 2018	Employment 2028	% Change 2018 – 2028	Median Annual Earnings 2021
71,400	86,000	+20%	\$38,980

Education requirements for employment:

- High school diploma or equivalent

COURSE NO. : 79-60-70

Revised: August/2020

Title: Automotive Technician: Exhaust Emissions - 20-Hour Smog Licensing (Upgrade)

Job Title: Automotive Technician

Career Pathway: Systems Diagnostics & Service

O*NET-SOC Code: 40-3023.02

Credits: 0

Hours: 20

CBEDS Title: Automotive Specialty, Other Combinations

CBEDS NO: 5688

Course Description:

This competency-based course meets the requirements for the BAR 20-Hour Update #1 for currently employed and licensed California State Smog Technicians. Instruction includes an introduction to ASM testing and diagnosis; oscilloscope testing and waveform pattern diagnosis; lab scope operation and analysis of fuel control sensors; use of the scan tool, DVOM, and lab scope; and different types of tests that can be used to determine the efficiency of the catalytic converter. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a California Smog Technician license, an 8.0 reading level as measured by the CASAS Goals Test and math skills equivalent to Math 2 (53-03-76).

Note:

For Perkins purposes this course has been designated as a **capstone** course.

Students who successfully complete this course and pass the final examination will receive a certificate of completion. Students may bring in their smog application renewal to be stamped, verifying course completion

* This course **can** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-70-40

Revised: July/2022

Title: Hybrid Vehicles – Introduction

Job Title: Automotive Service Technician

Career Pathway: Systems Diagnostics & Service

O*NET-SOC Code: 49-3023.00

Credits: 0

Hours: 40

CBEDS Title: Automotive Service

CBEDS NO: 5668

Course Description:

This competency-based course is designed to introduce hybrid vehicle systems and high voltage safety. It provides students with project-based experiences in automotive technologies including alternative and green vehicle technology. Instruction includes an introduction and safety, high voltage safety, basic automotive electricity, tools and equipment, engine diagnosis, troubleshooting, battery construction, hybrid drive systems, hybrid supporting systems, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Students must have a working knowledge of common electrical system repair and maintenance procedures, general engine performance issues as ignition system diagnosis, fuel, air induction and exhaust systems and computerized engine controls. Recommend completion of Auto Tech: Electrical & Electronics/1 (79-90-61) and Auto Tech: Engine Performance 1 (79-90-69). An assessment will be administered by the instructor to evaluate student acceptance into the course.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-70-53

Revised: January/2023

Title: Aviation Mechanic General 1 - Theory**Job Title:** Aircraft Mechanics & Service Technicians**Career Pathway:** Systems Diagnostics, Service, & Repair**O*NET-SOC Code:** 49-3011.00**Credits:** 20**Hours:** 292.5**CBEDS Title:** Aircraft Mechanics**CBEDS NO:** 5653**Course Description:**

This competency-based course includes instruction in general subjects related to aviation maintenance including orientation and safety, mathematics, physics for aviation, aircraft drawings, weight and balance, electricity and electronics. It prepares students to pass parts of the Federal Aviation Administration (FAA) airframe and powerplant mechanic examinations. The competencies in this course are aligned with the FAA Title 14 CFR Part 147 Airman Certification Standards requirements, California High School Academic Content Standards, and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a minimum 9.0 reading level as measured by the CASAS GOALS test and a minimum 9.0 math level as measured by the CASAS GOALS Test and the minimum age of 16.

Note:

For Perkins purposes this course has been designated as a **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-70-56

Revised: January/2023

Title: Aviation Mechanic General II - Maintenance

Job Title: Aircraft Mechanics & Service Technicians

Career Pathway: Systems Diagnostics, Service, & Repair

O*NET-SOC Code: 49-3011.00

Credits: 20

Hours: 292.5

CBEDS Title: Aircraft Mechanics

CBEDS NO: 5653

Course Description:

This competency-based course includes instruction in general subjects related to aviation maintenance including orientation and safety, aircraft materials, hardware and processes, inspection concepts and techniques, cleaning and corrosion control, fluid lines and fittings, regulations, maintenance forms, records, and publications, human factors, and ground operations and servicing. It prepares students to pass parts of the Federal Aviation Administration (FAA) airframe and powerplant mechanic examinations. The competencies in this course are aligned with the FAA Title 14 CFR Part 147 Airman Certification Standards requirements, California High School Academic Content Standards, and the California Career Technical Education Model Curriculum Standards

Prerequisites:

Enrollment requires a minimum 9.0 reading level as measured by the CASAS GOALS test and a minimum 9.0 math level as measured by the CASAS GOALS Test and the minimum age of 16.

Note:

For Perkins purposes this course has been designated as an **introductory** course

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-70-63

Revised: January/2023

Title: Aviation Mechanic Airframe I - Structures

Job Title: Aircraft Mechanics & Service Technicians

Career Pathway: Systems Diagnostics, Service, & Repair

O*NET-SOC Code: 49-3011.00

Credits: 20

Hours: 292.5

CBEDS Title: Aircraft Mechanics

CBEDS NO: 5653

Course Description:

This competency-based course includes instruction in general subjects related to aviation maintenance including orientation and safety, metallic structures and non-metallic structures. It prepares students to pass parts of the Federal Aviation Administration (FAA) airframe and powerplant mechanic examinations. The competencies in this course are aligned with the FAA Title 14 CFR Part 147 Airman Certification Standards requirements, California High School Academic Content Standards, and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a minimum 9.0 reading level as measured by the CASAS GOALS test and a minimum 9.0 math level as measured by the CASAS GOALS Test and the minimum age of 16.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-70-66

Revised: January/2023

Title: Aviation Mechanic Airframe II - Components

Job Title: Aircraft Mechanics & Service Technicians

Career Pathway: Systems Diagnostics, Service, & Repair

O*NET-SOC Code: 49-3011.00

Credits: 20

Hours: 292.5

CBEDS Title: Aircraft Mechanics

CBEDS NO: 5653

Course Description:

This competency-based course includes instruction in general subjects related to aviation maintenance including orientation and safety, landing gear systems, hydraulic and pneumatic systems, aircraft instrument systems, communication and navigation systems, flight controls, and rotorcraft fundamentals. It prepares students to pass parts of the Federal Aviation Administration (FAA) airframe and powerplant mechanic examinations. The competencies in this course are aligned with the FAA Title 14 CFR Part 147 Airman Certification Standards requirements, California High School Academic Content Standards, and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a minimum 9.0 reading level as measured by the CASAS GOALS test and a minimum 9.0 math level as measured by the CASAS GOALS Test and the minimum age of 16.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-70-69

Revised: January/2023

Title: Aviation Mechanic Systems I – Airframe

Job Title: Aircraft Mechanics & Service Technicians

Career Pathway: Systems Diagnostics, Service, & Repair

O*NET-SOC Code: 49-3011.00

Credits: 20

Hours: 292.5

CBEDS Title: Aircraft Mechanics

CBEDS NO: 5653

Course Description:

This competency-based course includes instruction in general subjects related to aviation maintenance including orientation and safety, aircraft electrical systems, aircraft fuel systems, airframe fire protection systems, ice and rain control systems, environmental systems, water and waste systems, airframe inspection, and employability skills and resume preparation. It prepares students to pass parts of the Federal Aviation Administration (FAA) airframe and powerplant mechanic examinations. The competencies in this course are aligned with the FAA Title 14 CFR Part 147 Airman Certification Standards requirements, California High School Academic Content Standards, and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a minimum 9.0 reading level as measured by the CASAS GOALS test and a minimum 9.0 math level as measured by the CASAS GOALS Test and the minimum age of 16.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-70-73

Revised: January/2023

Title: Aviation Mechanic Systems II - Powerplant

Job Title: Aircraft Mechanics & Service Technicians

Career Pathway: Systems Diagnostics, Service, & Repair

O*NET-SOC Code: 49-3011.00

Credits: 20

Hours: 292.5

CBEDS Title: Aircraft Mechanics

CBEDS NO: 5653

Course Description:

This competency-based course includes instruction in general subjects related to aviation maintenance including orientation and safety, engine electrical systems, ignition and starting systems, engine lubrication systems, engine fuel and fuel metering systems, and engine instrument systems. It prepares students to pass parts of the Federal Aviation Administration (FAA) airframe and powerplant mechanic examinations. The competencies in this course are aligned with the FAA Title 14 CFR Part 147 Airman Certification Standards requirements, California High School Academic Content Standards, and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a minimum 9.0 reading level as measured by the CASAS GOALS test and a minimum 9.0 math level as measured by the CASAS GOALS Test and the minimum age of 16.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-70-76

Revised: January/2023

Title: Aviation Mechanic Powerplant I – Reciprocating Engines**Job Title:** Aircraft Mechanics & Service Technicians**Career Pathway:** Systems Diagnostics, Service, & Repair**O*NET-SOC Code:** 49-3011.00**Credits:** 20**Hours:** 292.5**CBEDS Title:** Aircraft Mechanics**CBEDS NO:** 5653**Course Description:**

This competency-based course includes instruction in general subjects related to aviation maintenance including orientation and safety, reciprocating engines, reciprocating engine induction and cooling systems, and propellers. It prepares students to pass parts of the Federal Aviation Administration (FAA) airframe and powerplant mechanic examinations. The competencies in this course are aligned with the FAA Title 14 CFR Part 147 Airman Certification Standards requirements, California High School Academic Content Standards, and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a minimum 9.0 reading level as measured by the CASAS GOALS test and a minimum 9.0 math level as measured by the CASAS GOALS Test and the minimum age of 16.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-70-79

Revised: January/2023

Title: Aviation Mechanic Powerplant II – Turbine Engines

Job Title: Aircraft Mechanics & Service Technicians

Career Pathway: Systems Diagnostics, Service, & Repair

O*NET-SOC Code: 49-3011.00

Credits: 20

Hours: 292.5

CBEDS Title: Aircraft Mechanics

CBEDS NO: 5653

Course Description:

This competency-based course includes instruction in general subjects related to aviation maintenance including orientation and safety, turbine engines, turbine engine air systems, engine exhaust and reverser systems, engine fire protection systems, engine inspection, employability and resume preparation. It prepares students to pass parts of the Federal Aviation Administration (FAA) airframe and powerplant mechanic examinations. The competencies in this course are aligned with the FAA Title 14 CFR Part 147 Airman Certification Standards requirements, California High School Academic Content Standards, and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a minimum 9.0 reading level as measured by the CASAS GOALS test and a minimum 9.0 math level as measured by the CASAS GOALS Test and the minimum age of 16.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-51

Revised: August/2017

Title: Auto Tech: Automatic Transmission and Transaxle

Job Title: Transmission Technician

Career Pathway: Systems Diagnostics, Service, & Repair

O*NET-SOC Code: 49-3023.02

Credits: 15

Hours: 180

CBEDS Title: Advanced Automotive

CBEDS NO: 5669

Course Description:

This competency-based course is one in a sequence of courses designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF). It provides students with technical instruction and practical experience in an automobile area incorporating sustainable and green vehicle technologies. Instruction includes classroom and workplace policies and procedures in accordance with federal, state, and local safety and environmental regulations. It covers the proper use, maintenance, and storage of auto repair tools and equipment as well as the effective use of service manuals and computer-based information systems. Emphasis is placed on the techniques in the following areas of automatic transmission and transaxle diagnosis and repair: general, in-vehicle, and off-vehicle. It also teaches trade mathematics, resource management, employability skills, and entrepreneurial skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Auto Tech: Engine Repair (79-90-73) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

MEETS NATEF STANDARDS AND IDENTIFIES PRIORITY TASKS IN AUTOMATIC TRANSMISSION AND TRANSAXLE. CHECK THE NATEF MANUAL FOR EXPLANATION OF PRIORITY 1, 2, OR 3 TASKS.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-53

Revised: July/2021

Title: Auto Tech: Brakes

Job Title: Auto Brakes Mechanic

Career Pathway: Systems Diagnostics, Service, & Repair

O*NET-SOC Code: 49-3023.00

Credits: 15

Hours: 180

CBEDS Title: Advanced Automotive

CBEDS NO: 5669

Course Description:

This competency-based course is one in a sequence of courses designed to meet the Automotive Service Excellence (ASE) Education Foundation standards. It provides students with technical instruction and practical experience in an area incorporating sustainable and green vehicle technologies. Instruction includes orientation and safety, resource management, trade mathematics, tools and equipment, service manuals and computer-based information systems, general brake system diagnosis, hydraulic system diagnosis and repair, drum brake diagnosis and repair, disc brake diagnosis and repair, power assist units diagnosis and repair, miscellaneous (wheel bearings, parking brakes, electrical, etc.), electronic brake, traction and stability control systems diagnosis and repair, employability and entrepreneurial skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Auto Tech: Engine Repair (79-90-73) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-55

Revised: August/2017

Title: Auto Tech: Diesel/1

Job Title: Diesel Technician

Career Pathway: Systems Diagnostics, Service, & Repair

O*NET-SOC Code: 49-3031.00

Credits: 15

Hours: 180

CBEDS Title: Diesel Equipment Mechanics

CBEDS NO: 5657

Course Description:

This competency-based course is one in a sequence of three courses designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF). It provides students with technical instruction and practical experience with diesel engines incorporating sustainable and green vehicle technologies. Instruction includes classroom and workplace policies and procedures in accordance with federal, state, and local safety and environmental regulations. It covers the proper use, maintenance, and storage of diesel repair tools and equipment as well as the effective use of service manuals and computer-based information systems. Emphasis is placed on the techniques in the following areas of diesel engine diagnosis and repair: general, cylinder head and valve train, and engine block. It also teaches trade mathematics, resource management, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Auto Tech: Engine Repair (79-90-73) course.

Note:

For Perkins purposes this course has been designated as an **introductory/concentrator** course.

MEETS NATEF STANDARDS AND IDENTIFIES PRIORITY TASKS IN MEDIUM/HEAVY TRUCK DIESEL ENGINE. CHECK THE NATEF MANUAL FOR EXPLANATION OF PRIORITY 1, 2, OR 3 TASKS.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-57

Revised: August/2017

Title: Auto Tech: Diesel/2

Job Title: Diesel Technician

Career Pathway: Systems Diagnostics & Service

O*NET-SOC Code: 49-3031.00

Credits: 15

Hours: 180

CBEDS Title: Diesel Equipment Mechanics

CBEDS NO: 5657

Course Description:

This competency-based course is one in a sequence of three courses designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF). It provides students with technical instruction and practical experience with diesel engines incorporating sustainable and green vehicle technologies. Instruction includes classroom and workplace policies and procedures in accordance with federal, state, and local safety and environmental regulations. Emphasis is placed on the techniques in the following areas of diesel engine diagnosis and repair: lubrication, cooling, air induction, exhaust, fuel supply, and electronic fuel management systems, and the engine brakes. It also reviews the proper use, maintenance, and storage of diesel repair tools and equipment, the effective use of service manuals and computer-based information systems, trade mathematics, resource management, and employability skills. The course also presents an introduction to entrepreneurship. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Auto Tech: Diesel/1 (79-90-55) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

MEETS NATEF STANDARDS AND IDENTIFIES PRIORITY TASKS IN MEDIUM/HEAVY TRUCK DIESEL ENGINE. CHECK THE NATEF MANUAL FOR EXPLANATION OF PRIORITY 1, 2, OR 3 TASKS.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-59

Revised: August/2017

Title: Auto Tech: Drive Train (Diesel)

Job Title: Diesel Technician

Career Pathway: Systems Diagnostics & Service

O*NET-SOC Code: 49-3031.00

Credits: 15

Hours: 180

CBEDS Title: Diesel Equipment Mechanics

CBEDS NO: 5657

Course Description:

This competency-based course is the last in a sequence of three courses designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF). It provides students with technical instruction and practical experience in a medium/heavy truck specialty area incorporating sustainable and green vehicle technologies. Instruction includes classroom and workplace policies and procedures in accordance with federal, state, and local safety and environmental regulations. It covers the proper use, maintenance, and storage of auto repair tools and equipment as well as the effective use of service manuals and computer-based information systems. Emphasis is placed on the techniques in the following areas of diesel drive train diagnosis and repair: clutch, transmission, drive shaft, universal joint, and drive axle. It also teaches trade mathematics, resource management, employability skills, and entrepreneurial skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Auto Tech: Diesel/2 (79-90-57) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

MEETS NATEF STANDARDS AND IDENTIFIES PRIORITY TASKS IN MEDIUM/HEAVY TRUCK DRIVE TRAIN. CHECK THE NATEF MANUAL FOR EXPLANATION OF PRIORITY 1, 2, OR 3 TASKS.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-61

Revised: August/2017

Title: Auto Tech: Electrical and Electronics/1

Job Title: Auto Technician

Career Pathway: Systems Diagnostics & Service

O*NET-SOC Code: 49-3023.02

Credits: 15

Hours: 180

CBEDS Title: Advanced Automotive

CBEDS NO: 5669

Course Description:

This competency-based course is one in a sequence of courses designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF). It provides students with technical instruction and practical experience in an automobile area incorporating sustainable and green vehicle technologies. Instruction includes classroom and workplace policies and procedures in accordance with federal, state, and local safety and environmental regulations. It covers the proper use, maintenance, and storage of auto repair tools and equipment as well as the effective use of service manuals and computer-based information systems. Emphasis is placed on the techniques in the following areas of electrical and electronic diagnosis and repair: general diagnosis of domestic and import cars, battery, starting system, and charging system. It also teaches trade mathematics, resource management, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Auto Tech: Engine Repair (79-90-73) course.

Note:

For Perkins purposes this course has been designated as an **introductory/concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-63

Revised: August/2017

Title: Auto Tech: Electrical and Electronics/2

Job Title: Auto Technician

Career Pathway: Systems Diagnostics & Service

O*NET-SOC Code: 49-3023.02

Credits: 15

Hours: 180

CBEDS Title: Advanced Automotive

CBEDS NO: 5669

Course Description:

This competency-based course is one in a sequence of courses designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF). It provides students with technical instruction and practical experience in an automobile area incorporating sustainable and green vehicle technologies. Instruction includes a review of classroom and workplace policies and procedures in accordance with federal, state, and local safety and environmental regulations. Emphasis is placed on the techniques in the following areas of electrical and electronic diagnosis and repair: lighting systems, gauges, warning devices, driver information systems, horn and wiper/washer, and accessories. It also offers entrepreneurial skills and reviews of the proper use, maintenance, and storage of auto repair tools and equipment, the effective use of service manuals and computer-based information systems, trade mathematics, resource management, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Auto Tech: Electrical and Electronics/1 (79-90-61) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

Meets NATEF Standards and identifies priority tasks in Electrical/Electronics Systems. Check the NATERF Manual for explanation of Priority 1, 2, or 3 Tasks.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-65

Revised: August/2017

Title: Auto Tech: Emission Control/1

Job Title: Smog Technician

Career Pathway: Systems Diagnostics & Service

O*NET-SOC Code: 49-3023.02

Credits: 5

Hours: 90

CBEDS Title: Automotive Specialty, Other Combinations

CBEDS NO: 5688

Course Description:

This competency-based course is the first in a sequence of two designed to meet the Bureau of Automotive Regulation (BAR) licensing requirements for the Basic Clean Air Car Course Program. It provides students with technical instruction and practical experience in emission control using sustainable and green vehicle technologies. Instruction includes classroom and workplace policies and procedures in accordance with federal, state, and local safety and environmental regulations. Emphasis is placed on the techniques in the following areas of emission control: vehicle testing, On Board Diagnosis (OBD) II systems tests and diagnostics, malfunction indicator light (MIL) trouble codes, main monitors and readiness tests. It also teaches resource management, trade mathematics, use of service manuals and computer-based information systems, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Auto Tech: Engine Performance/1 (79-90-69) and Auto Tech: Engine Performance/2 (79-90-71) courses or one year experience in the automotive engine performance area.

Note:

For Perkins purposes this course has been designated as an **introductory/concentrator** course.

MEETS THE BUREAU OF AUTOMOTIVE REGULATION (BAR) STANDARDS FOR THE BASIC CLEAN AIR CAR COURSE TO BECOME LICENSED AS A SMOG INSPECTION TECHNICIAN

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-67

Revised: August/2017

Title: Auto Tech: Emission Control/2

Job Title: Smog Technician

Career Pathway: Systems Diagnostics & Service

O*NET-SOC Code: 49-3023.02

Credits: 5

Hours: 90

CBEDS Title: Automotive Specialty, Other Combinations

CBEDS NO: 5688

Course Description:

This competency-based course is the second in a sequence of two designed to meet the Bureau of Automotive Regulation (BAR) licensing requirements for the Advanced Clean Air Course Program. It provides students with technical instruction and practical experience in emission control using sustainable and green vehicle technologies. Instruction includes classroom and workplace policies and procedures in accordance with federal, state, and local safety and environmental regulations. Emphasis is placed on the techniques in the following areas of emission control: NOx emissions, DSO, loaded mode emissions, catalytic converter, and BAR-97 EIS testing procedures for the Enhanced Area Program. It also teaches trade mathematics, resource management, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Auto Tech: Emission Control/1 (79-90-65) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

MEETS THE BUREAU OF AUTOMOTIVE REGULATION (BAR) STANDARDS FOR THE ADVANCED CLEAN AIR COURSE TO BECOME LICENSED AS ADVANCED EMISSION SPECIALIST.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-69

Revised: August/2017

Title: Auto Tech: Engine Performance/1

Job Title: Auto Technician

Career Pathway: Systems Diagnostics & Service

O*NET-SOC Code: 49-3023.02

Credits: 15

Hours: 180

CBEDS Title: Advanced Automotive

CBEDS NO: 5669

Course Description:

This competency-based course is one in a sequence of courses designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF). It provides students with technical instruction and practical experience in an automobile area incorporating sustainable and green vehicle technologies. Instruction includes classroom and workplace policies and procedures in accordance with federal, state, and local safety and environmental regulations. It covers the proper use, maintenance, and storage of auto repair tools and equipment, the effective use of service manuals and computer-based information systems, and an introduction to the different engine designs, automotive electricity, hybrid vehicles, and alternative fuel vehicles. Emphasis is placed on the techniques in the following areas of engine performance diagnosis and repair: general, computerized engine controls, and ignition system. It also teaches trade mathematics, resource management, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Auto Tech: Engine Repair (79-90-73) course.

Note:

For Perkins purposes this course has been designated as an **introductory/concentrator** course.

MEETS NATEF STANDARDS AND IDENTIFIES PRIORITY TASKS IN ENGINE PERFORMANCE. CHECK THE NATEF MANUAL FOR EXPLANATION OF PRIORITY 1, 2, OR 3 TASKS.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-70

Revised: August/2017

Title: Warehouse Operations: Forklift Operator (Fundamentals)

Job Title: Forklift Operator

Career Pathway: Operations

O*NET-SOC Code: 53-7051.00

Credits: 15

Hours: 180

CBEDS Title: Distribution and Logistics

CBEDS NO: 5673

Course Description:

This competency-based course provides students with entry-level skills for the modern material-handling trades. Training includes warehousing, storekeeping, industrial safety; the uses and purposes of various types of material-handling equipment, such as gas and electric forklifts, straddle-arm stackers, transporters and tow motors. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-71

Revised: August/2017

Title: Auto Tech: Engine Performance/2

Job Title: Auto Technician

Career Pathway: Systems Diagnostics & Service

O*NET-SOC Code: 49-3023.02

Credits: 15

Hours: 180

CBEDS Title: Advanced Automotive

CBEDS NO: 5669

Course Description:

This competency-based course is one in a sequence of courses designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF). It provides students with technical instruction and practical experience in an automobile area incorporating sustainable and green vehicle technologies. Instruction includes classroom and workplace policies and procedures in accordance with federal, state, and local safety and environmental regulations. Emphasis is placed on the techniques in the following areas of engine performance: fuel, air induction, and exhaust systems, emission controls systems, and engine-related service. It also offers reviews of engine design, automotive electricity, hybrid vehicles, and alternative fuel vehicles. An introduction to entrepreneurship is also included as well as reviews of resource management, trade mathematics, tools and equipment, service manuals and computer-based information system, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Auto Tech: Engine Performance/1 (79-90-69) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

MEETS NATEF STANDARDS AND IDENTIFIES PRIORITY TASKS IN ENGINE PERFORMANCE. CHECK THE NATEF MANUAL FOR EXPLANATION OF PRIORITY 1, 2, OR 3 TASKS.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-73

Revised: July/2021

Title: Auto Tech: Engine Repair

Job Title: Auto Service Technician

Career Pathway: Systems Diagnostics & Service

O*NET-SOC Code: 49-3023.02

Credits: 15

Hours: 180

CBEDS Title: Automotive Service

CBEDS NO: 5668

Course Description:

This competency-based course is one in a sequence of courses designed to meet the Automotive Service Excellence (ASE) Education Foundation standards. It provides students with technical instruction and practical experience in an automobile area incorporating sustainable and green vehicle technologies. Instruction includes orientation and safety, resource management, trade mathematics, tools and equipment, service manuals and computer-based information systems, engines, fuel and induction systems, electrical, ignition system, hybrid vehicles, alternative fuel vehicles, general engine diagnosis: removal and reinstallation (R & R), cylinder head and valve train diagnosis and repair, engine block assembly diagnosis and repair, lubrication and cooling systems diagnosis and repair, employability and entrepreneurial skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment recommends successful completion of the Technology/2: Automotive Systems (79-90-85) course.

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

MEETS ASE STANDARDS AND IDENTIFIES PRIORITY TASKS IN ENGINE REPAIR. CHECK THE ASE MANUAL FOR EXPLANATION OF PRIORITY 1, 2, OR 3 TASKS.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-75

Revised: August/2017

Title: Auto Tech: Heating and Air Conditioning

Job Title: Auto Technician

Career Pathway: Systems Diagnostics & Service

O*NET-SOC Code: 49-3023.02

Credits: 15

Hours: 180

CBEDS Title: Automotive Service

CBEDS NO: 5669

Course Description:

This competency-based course is one in a sequence of courses designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF). It provides students with technical instruction and practical experience in an automobile area incorporating sustainable and green vehicle technologies. Instruction includes classroom and workplace policies and procedures in accordance with federal, state, and local safety and environmental regulations. It covers the proper use, maintenance, and storage of auto repair tools and equipment as well as the effective use of service manuals and computer-based information systems. Emphasis is placed on the techniques in the following areas of heating and air conditioning diagnosis and repair: A/C system, refrigeration system, heating, ventilation, and engine cooling systems, operating system and related controls, and refrigerant recovery, recycling and handling. It also teaches trade mathematics, resource management, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Auto Tech: Engine Repair (79-90-73) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

MEETS NATEF STANDARDS AND IDENTIFIES PRIORITY TASKS IN HEATING AND AIR CONDITIONING. CHECK THE NATEF MANUAL FOR EXPLANATION OF PRIORITY 1, 2, OR 3 TASKS.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-77

Revised: August/2017

Title: Auto Tech: Manuel Drive Train and Axles

Job Title: Auto Technician

Career Pathway: Systems Diagnostics & Service

O*NET-SOC Code: 49-3023.02

Credits: 15

Hours: 180

CBEDS Title: Advanced Automotive

CBEDS NO: 5669

Course Description:

This competency-based course is one in a sequence of courses designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF). It provides students with technical instruction and practical experience in an automobile area incorporating sustainable and green vehicle technologies. Instruction includes classroom and workplace policies and procedures in accordance with federal, state, and local safety and environmental regulations. It covers the proper use, maintenance, and storage of auto repair tools and equipment as well as the effective use of service manuals and computer-based information systems. Emphasis is placed on the techniques in the following areas of manual drive train and axle diagnosis and repair: general, clutch, transmission/ transaxle, drive shaft, half shaft, universal and constant-velocity joint, and drive axle. It also teaches trade mathematics, resource management, employability skills, and entrepreneurial skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Auto Tech: Engine Repair (79-90-73) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

MEETS NATEF STANDARDS AND IDENTIFIES PRIORITY TASKS IN MANUAL DRIVE TRAIN AND AXLES. CHECK THE NATEF MANUAL FOR EXPLANATION OF PRIORITY 1, 2, OR 3 TASKS.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-79

Revised: July/2021

Title: Auto Tech: Suspension and Steering

Job Title: Auto Service Technician

Career Pathway: Systems Diagnostics & Service

O*NET-SOC Code: 49-3023.00

Credits: 15

Hours: 180

CBEDS Title: Advanced Automotive

CBEDS NO: 5669

Course Description:

This competency-based course is one in a sequence of courses designed to meet the Automotive Service Excellence (ASE) Education Foundation standards. It provides students with technical instruction and practical experience in an automobile area incorporating sustainable and green vehicle technologies. Instruction includes orientation and safety, resource management, trade mathematics, tools and equipment, service manuals and computer-based information systems, general suspension and steering systems diagnosis, steering systems diagnosis and repair, suspension systems diagnosis and repair, related suspension and steering service, wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair, employability and entrepreneurial skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Technology/2: Automotive Ststems (79-90-85) course.

Note:

For Perkins purposes this course has been designated as a **capstone** course.

MEETS ASE STANDARDS AND IDENTIFIES PRIORITY TASKS IN SUSPENSION AND STEERING. CHECK THE NATEF MANUAL FOR EXPLANATION OF PRIORITY 1, 2, OR 3 TASKS.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-80

Revised: August/2017

Title: Warehouse Operations: Forklift Operator

Job Title: Forklift Operator

Career Pathway: Forklift Operations

O*NET-SOC Code: 53-7051.00

Credits: 40

Hours: 600

CBEDS Title: Distribution and Logistics

CBEDS NO: 5673

Course Description:

This competency-based course provides students with entry-level skills for the modern material-handling trades. Training includes warehousing, principles of space layout, processing and preparing receipt for storage, stock locator system, storekeeping, industrial safety; the uses and purposes of various types of material-handling equipment, such as gas and electric forklifts, straddle-arm stackers, transporters and tow motors. Also included is instruction in computer applications as used in the operation of industrial trucks, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Note:

For Perkins purposes this course has been designated as an **introductory/concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-83

Revised: July/2021

Title: Technology/1: Automotive Systems

Job Title: Auto Service Technician

Career Pathway: Systems Diagnostics and Service

O*NET-SOC Code: 49-3023.00

Credits: 5

Hours: 90

CBEDS Title: Automotive Service

CBEDS NO: 5668

Course Description:

This competency-based course is the first in a sequence of two designed to introduce automotive systems. It provides students with project-based experiences in automotive technologies including alternative and green vehicle technology. Instruction includes an orientation and safety, resource management, measurements, tools and equipment, engine designs, engine cooling systems, engine lubrication systems, engine lubrication systems, basic automotive electricity, charging systems and batteries, starting systems, and employability skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 6.0 as measured by the CASAS Goals Test.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-85

Revised: July/2021

Title: Technology/2: Automotive Systems

Job Title: Auto Service Technician

Career Pathway: Systems Diagnostics and Service

O*NET-SOC Code: 49-3023.00

Credits: 5

Hours: 90

CBEDS Title: Automotive Service

CBEDS NO: 5668

Course Description:

This competency-based course is the second in a sequence of two designed to introduce automotive systems. It provides students with project-based experiences in automotive technologies including alternative and green vehicle technology. Instruction includes an introduction and safety, resource management review, tools and equipment review engine designs review: foreign, ignition systems, fuel systems, exhaust systems, emission controls, major engine operations, alternative fuels and energy, employability and entrepreneurial skills review. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires successful completion of the Technology/1: Automotive Systems (79-90-83) course.

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-87

Revised: October/2022

Title: Commercial Driver's License Preparation

Job Title: Truck Driver

Career Pathway: Operations

O*NET-SOC Code: 53-3032.00

Credits: 10

Hours: 120

CBEDS Title: Truck and Bus Driving

CBEDS NO: 5662

Course Description:

This competency-based course is designed to prepare students to obtain the California Driver's License Class A as a truck driver. This course is theory-based instruction and no behind the wheel component. It provides students with knowledge and skills needed for employment as a truck driver. Instruction includes introduction, safety, commercial drivers license introduction, driving safely, transporting cargo safely, air brakes, combination vehicles, doubles and triples, tank vehicles, hazardous materials, non-driving activities, test-taking strategies, vehicle inspection test, basic control skills, road skills, and employability skills and resume preparation. The competencies in this course are aligned with the Department of Motor Vehicles, Federal Motor Carrier Safety Administration, and the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires a reading level of 6.0 as measured by the CASAS GOALS test, must be at least 18 years of age, must possess a valid Class C Driver's License. Employer will require a physical exam and drug test, and a 10 year DMV printout of all violations and convictions to obtain the CDL commercial driver's license

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-88

Revised: August/2018

Title: Bus Driver/1

Job Title: Truck and Bus Driving

Career Pathway: Operations

O*NET-SOC Code: 53-3022.00

Credits: 2.5

Hours: 40

CBEDS Title: Truck and Bus Driving

CBEDS NO: 5662

Course Description:

This competency-based course is the first in a sequence of two designed for Bus Driver. It provides students with knowledge and skills needed for employment as truck and bus drivers. Instruction includes driver's license and special certificate requirements, bus operations, laws and regulations, vehicle components, general and specialized defensive driving techniques, passenger loading and unloading, emergency procedures, passenger management, activity trips, passengers with disabilities, and public and community relations. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

Enrollment requires reading level 7.0 as measured by the TABE 9/10, must be at least 18 years of age, must possess a valid Class C Driver's License, must be able to pass a State approved physical examination and drug screen test administered by a physician.

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-89

Revised: August/2018

Title: Bus Driver/2

Job Title: Truck and Bus Driving

Career Pathway: Operations

O*NET-SOC Code: 53-3022.00

Credits: 2.5

Hours: 40

CBEDS Title: Truck and Bus Driving

CBEDS NO: 5662

Course Description:

This competency-based course is the second in a sequence of two designed for Bus Driver. It provides students with knowledge and skills needed for employment as truck and bus drivers. Instruction includes precision training in vehicle movement and driving fundamentals, transmission control and shifting procedures, defensive driving passenger loading and unloading procedures, and emergency procedures. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standard.

Prerequisites:

Enrollment requires successful completion of Bus Driver 1 (79-90-88).

Note:

For Perkins purposes this course has been designated as a **concentrator/capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-91

Revised: April/2021

Title: Warehouse Operations: Fundamentals

Job Title: Warehouse Operator

Career Pathway: Operations

O*NET-SOC Code: 53-7062.00

Credits: N/A

Hours: 20

CBEDS Title: Warehouse Operations

CBEDS NO: 5673

Course Description:

This competency-based course provides students with entry-level skills for the modern material-handling trades. Training includes warehousing, storekeeping, industrial safety, the uses and purposes of various types of material-handling equipment. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Note:

For Perkins purposes, this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-92

Revised: April/2021

Title: Warehouse Operations: Forklift Operations

Job Title: Forklift Operator

Career Pathway: Operations

O*NET-SOC Code: 53-7051.00

Credits: N/A

Hours: 25

CBEDS Title: Warehouse Operations

CBEDS NO: 53-7051.00

Course Description:

This competency-based course provides students with entry-level skills for powered industrial truck (Forklift) occupations, operating instructions, warnings, and precautions for the types of truck (Forklift) the operator will be authorized to operate. Understand the various safety hazards associated with material handling equipment and related equipment in the warehousing industry. Training includes proper driving and operating skills using various types of power and fixed equipment. Demonstrate preventive maintenance procedures and identify the correct equipment for the job. This course's competencies are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Note:

For Perkins purposes this course has been designated as a **concentrator** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-93

Revised: April/2021

Title: Warehouse Operations: Forklift Certification

Job Title: Forklift Operator

Career Pathway: Operations

O*NET-SOC Code: 53-7051.00

Credits: N/A

Hours: 10

CBEDS Title: Distribution and Logistics

CBEDS NO: 5687

Course Description:

This competency-based course provides students with entry-level skills for powered industrial truck (Forklift) occupations, operating instructions, warnings, and precautions for the types of truck (Forklift) the operator will be authorized to operate. Understand the various safety hazards associated with material handling equipment and related equipment in the warehousing industry. Training includes proper driving and operating skills using various types of power and fixed equipment. Demonstrate preventive maintenance procedures and identify correct equipment for the job. This course's competencies are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Note:

For Perkins purposes this course has been designated as a **capstone** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.

COURSE NO. : 79-90-97

Revised: January/2023

Title: Package Handler

Job Title: Package Handler

Career Pathway: Operations

O*NET-SOC Code: 53-7064.00

Credits: N/A

Hours: 60

CBEDS Title: Warehouse Operations

CBEDS NO: 5687

Course Description:

This competency-based course prepares students for entry-level positions as Package Handler for the United Parcel Service. Instruction includes an orientation and safety, work ethics: sexual harassment prevention, OSHA 10, driving safely and work-related injuries, introduction to the industrial worker, building the wall, the perfect 10 and rollers, heritage of the American worker, sustaining employment, financial literacy, resume and interview skills. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

None

Note:

For Perkins purposes this course has been designated as an **introductory** course.

* This course **cannot** be repeated once a student receives a Certificate of Completion.



INTERGRATED EDUCATION AND TRAINING (IET) COURSE DESCRIPTIONS

COURSE NO. : 70-65-01

Revised: May/2018

Title: IET/Pre-Graphic Design Fundamentals

Career Pathway: Design, Visual & Media Arts

O*NET-SOC Code: 27-1024.00

Credits: 0

Hours: 80

Course Description:

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work in the field of graphic design. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 71-35-01**Revised: May/2018****Title: IET/Pre-Construction****Career Pathway:** Residential & Commercial Construction**O*NET-SOC Code:** 47-2061.00**Credits:** 0**Hours:** 80**Course Description:**

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work in the field of construction. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 72-15-01

Revised: May/2017

Title: IET/Pre-Child Development

Career Pathway: Child Development

O*NET-SOC Code: 39-9011.00

Credits: 0

Hours: 80

Course Description:

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work in the field of child development. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are aligned with the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 72-65-01**Revised: May/2017****Title: IET/Pre-Photovoltaic****Career Pathway:** Energy & Power Technology**O*NET-SOC Code:** 47-2231.00**Credits:** 0**Hours:** 80**Course Description:**

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work in the field of photovoltaic. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 72-75-01**Revised: August/2017****Title: IET/Pre-Electrician****Career Pathway:** Energy & Power Technology**O*NET-SOC Code:** 47-2111.00**Credits:** 0**Hours:** 80**Course Description:**

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work in the field of electrical repair and installation. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 75-15-01

Revised: May/2017

Title: IET/Pre-Accounting

Career Pathway: Financial Services

O*NET-SOC Code: 43-3031.00

Credits: 0

Hours: 80

Course Description:

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work in the field of accounting. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 75-35-01

Revised: May/2018

Title: IET/Pre-Administrative Assistant

Career Pathway: Business Management

O*NET-SOC Code: 43-6014.00

Credits: 0

Hours: 80

Course Description:

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work as an administrative assistant. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 75-35-02**Revised: May/2018****Title: IET/Pre-Computer Operations****Career Pathway:** Business Management**O*NET-SOC Code:** 43-9061.00**Credits:** 0**Hours:** 80**Course Description:**

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work in a career requiring computer skills. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 76-15-01

Revised: July/2021

Title: IET/Pre-Medical Office Administration

Career Pathway: Healthcare Administrative Services

O*NET-SOC Code: 29-2072.00

Credits: 0

Hours: 80

Course Description:

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work in the field of medical office administration. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 77-40-01

Revised: May/2018

Title: IET/Pre-Medical Assistant

Career Pathway: Patient Care

O*NET-SOC Code: 31-9092.00

Credits: 0

Hours: 80

Course Description:

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work as a medical assistant. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 77-45-01**Revised: July/2021****Title: IET/PRE - Physical Therapy****Career Pathway:** Patient Care**O*NET-SOC Code:** 31-2022.00**Credits:** 0**Hours:** 80**Course Description:**

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work in the field of physical therapy. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 77-50-01**Revised: May/2018****Title: IET/Pre-Certified Nursing Assistant****Career Pathway:** Patient Care**O*NET-SOC Code:** 31-1014.00**Credits:** 0**Hours:** 80**Course Description:**

This competency-based course is an Integrated Education and Training (IET) course that provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work as a certified nursing assistant. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 77-65-01

Revised: July/2021

Title: IET/Pre-Networking

Career Pathway: Networking

O*NET-SOC Code: 15-1152.00

Credits: 0

Hours: 80

Course Description:

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work in the field of networking. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 77-90-01

Revised: May/2018

Title: IET/Pre-Pharmacy Technician

Career Pathway: Patient Care

O*NET-SOC Code: 29-2052.00

Credits: 0

Hours: 80

Course Description:

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work as a pharmacy technician. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 78-10-01**Revised: August/2017****Title: IET/Pre-Manicure****Career Pathway:** Personal Services**O*NET-SOC Code:** 39-5092..00**Credits:** 0**Hours:** 80**Course Description:**

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work in the field of manicuring. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 78-50-01

Revised: May/2017

Title: IET/Pre-Culinary Arts

Career Pathway: Food Services & Hospitality

O*NET-SOC Code: 51.3011.00

Credits: 0

Hours: 80

Course Description:

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work in the field of culinary arts. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.

COURSE NO. : 79-90-01

Revised: May/2018

Title: IET/Pre-Auto Technology

Career Pathway: Systems Diagnostics & Service

O*NET-SOC Code: 49-3023.00

Credits: 0

Hours: 80

Course Description:

This competency-based Integrated Education and Training (IET) course provides students with limited English proficiency, a preview of the technical instruction, and practical experiences necessary for work in the field of auto technology. Learning is designed around an industry-specific project and supported with contextualized ESL instruction. The competencies in this course are based on the College and Career Readiness Standards and the California Career Technical Education Model Curriculum Standards.

Prerequisites:

ESL Intermediate Low A (50-01-53 or 50-01-93) or a score of 216 or higher on the CASAS test.

Note:

* This is a non-credit course and may be repeated to learn specific competencies.