

ACADEMIC PREPARATION SKILLS

Basic Skills

SUBJECT CODE	SUBJECT TITLE	COURSE No.	COURSE LTR.	COURSE TITLE	TOP CODE	TOTAL STD HRS	CLASS HOURS
982	Basic Skills	006	CE	Review of Basic English Fundamentals	4930.60	2	36
982	Basic Skills	007	CE	Review of Basic Math Fundamentals	4930.60	2	36
986	Basic Skills	052	CE	College Preparatory English A	4930.70	2	36
986	Basic Skills	053	CE	College Preparatory English B	4930.70	2	36

English as a Second Language

SUBJECT CODE	SUBJECT TITLE	COURSE No.	COURSE LTR.	COURSE TITLE	TOP CODE	TOTAL STD HRS	CLASS HOURS
986	ESL (Non Credit)	001	CE	English as a Second Language Beginning 1	4930.84	3	54
986	ESL (Non Credit)	002	CE	English as a Second Language Beginning 2	4930.85	3	54

Vocational English as a Second Language (VESL)

SUBJECT CODE	SUBJECT TITLE	COURSE No.	COURSE LTR.	COURSE TITLE	TOP CODE	TOTAL STD HRS	CLASS HOURS
986	Vocational Education	079	CE	Vocational ESL A (Speaking & Writing)	4931.00	3	54
986	Vocational Education	078	CE	Vocational ESL B (Introduction to Math)	4931.00	3	54
986	Vocational Education	055	CE	Vocational ESL C (Content & Listening Skills)	4931.00	3	54

CITIZENSHIP SKILLS

English Literacy and Civics

SUBJECT CODE	SUBJECT TITLE	COURSE No.	COURSE LTR.	COURSE TITLE	TOP CODE	TOTAL STD HRS	CLASS HOURS
400	English as a Second Language	030	CE	English Literacy and Civics 0	4930.90	6	108
400	English as a Second Language	031	CE	English Literacy and Civics 1	4930.90	6	108
400	English as a Second Language	032	CE	English Literacy and Civics 2	4930.90	6	108

Civics

SUBJECT CODE	SUBJECT TITLE	COURSE No.	COURSE LTR.	COURSE TITLE	TOP CODE	TOTAL STD HRS	CLASS HOURS
400	ESL Civics	010	CE	ESL and Civics 1	4930.87	1	18
400	ESL Civics	011	CE	ESL and Civics 2	4930.87	1	18
400	ESL Civics	012	CE	ESL and Civics 3	4930.87	3	54
400	ESL Civics	013	CE	ESL and Civics 4	4930.87	3	54
400	ESL Civics	014	CE	ESL and Civics 5	4930.87	3	54
400	ESL Civics	015	CE	ESL and Civics 6	4930.87	3	54

VOCATIONAL EDUCATION

Child Development Skills

SUBJECT CODE	SUBJECT TITLE	COURSE No.	COURSE LTR.	COURSE TITLE	TOP CODE	TOTAL STD HRS	CLASS HOURS
187	Vocational Education	054	CE	VESL for Child Development 1: Specialized Vocabulary in Development Theories	1305.00	2	36

Computer Skills

SUBJECT CODE	SUBJECT TITLE	COURSE No.	COURSE LTR.	COURSE TITLE	TOP CODE	TOTAL STD HRS	CLASS HOURS
986	Vocational Education	003	CE	Workplace Computing for Limited English Populations	4930.12	3	54

Entrepreneurship Skills

SUBJECT CODE	SUBJECT TITLE	COURSE No.	COURSE LTR.	COURSE TITLE	TOP CODE	TOTAL STD HRS	CLASS HOURS
986	Vocational Education	084	CE	Young Entrepreneur Training Program	0506.40	2	36

Health Careers

SUBJECT CODE	SUBJECT TITLE	COURSE No.	COURSE LTR.	COURSE TITLE	TOP CODE	TOTAL STD HRS	CLASS HOURS
986	Vocational Education	002	CE	In-Home Supportive Services (IHSS) Provider	1203.80	5	90
986	Vocational Education	056	CE	VESL for Health Careers	4931.00	2	36
986	Vocational Education	059	CE	VESL for Home Health Aide	4931.00	1	18

Job Readiness

SUBJECT CODE	SUBJECT TITLE	COURSE No.	COURSE LTR.	COURSE TITLE	TOP CODE	TOTAL STD HRS	CLASS HOURS
986	Vocational Education	230	CE	30 Ways to Shine as a New Employee	0509.00	.33	6
986	Vocational Education	236	CE	Job Club	4930.10	.33	6
986	Vocational Education	238	CE	Blueprint for Workplace Success	4930.12	2	36
986	Vocational Education	239	CE	Blueprint for Customer Service	0518.00	1	18

Retailing Smarts (National Retail Federation)

SUBJECT CODE	SUBJECT TITLE	COURSE No.	COURSE LTR.	COURSE TITLE	TOP CODE	TOTAL STD HRS	CLASS HOURS
986	Vocational Education	231	CE	Building Sales	0509.40	.38	7
986	Vocational Education	232	CE	Closing the Sale	0509.40	.22	4
986	Vocational Education	233	CE	Completing the Sales Transaction	0509.40	.27	5
986	Vocational Education	234	CE	Explaining Features and Benefits	0509.40	.38	7
986	Vocational Education	235	CE	Customer Service Smarts: Going the Extra Mile	0509.40	.33	6
986	Vocational Education	237	CE	Strategies in Meeting Your Customer Needs	0509.40	.44	8
986	Vocational Education	240	CE	Strategies in Building a Continuous Relationship	0509.40	.33	6
986	Vocational Education	241	CE	Get to Know Your Customer	0509.40	.33	6