

# CAREER DEVELOPMENT AND COLLEGE PREPARATION (CDCP) CERTIFICATE PROGRAMS

## Career Development and College Preparation Certificate Programs

What are CDCP programs? Career Development and College Preparation (CDCP) Programs are sequenced courses resulting in noncredit certificates of completion or competency and leading to improved employability, job placement, and academic skills. CDCP Programs are offered in the areas of short-term vocational or workforce preparation, basic skills, and English as a Second Language. Certificate programs are favorably recognized by business and industry and are frequently used as a requirement for professional advancement. Classes are noncredit and do not generate degree-applicable college units.

- Basic Skills
- Braille Transcribing
- Business
- College Preparation
- Computers
- Construction
- Early Childhood Education
- English as a Second Language
- Funeral Service
- Medical
- Workforce Preparation

### Basic Skills

These programs allow students to develop a complete set of communication skills that will prepare them for the workplace, vocational training, or success in academic programs such as GED, HiSET, high school or college.

- GED/HiSET Test Preparation
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### Braille Transcribing

A braille transcribing program trains individuals to convert printed text into Braille, ensuring accessibility for blind and visually impaired readers. The program covers Braille code, transcription standards, and the use of specialized software and equipment.

- Braille Transcribing

### Business and Technology

Business program equips students with essential skills in administrative, management, finance, marketing, and entrepreneurship. It prepares graduates for diverse careers in the corporate world, small businesses, or their own entrepreneurial ventures.

- Administrative Professional
- Bookkeeping
- Business Information Worker I
- Business Information Worker II
- Classroom Essentials for Program Success
- Customer Relations
- Entrepreneurship
- Human Resource Assistant
- Management Program
- Office Assistant, Introduction
- Office Assistant, Advanced

### College Preparation

Math Skills certificate programs will prepare students to improve their foundational level mathematical skills in order to ensure a successful transition to credit-bearing math courses.

- Math Skills 1
- Math Skills 2
- Math Skills 3

### Computers

Computer Software and applications are interactive platform designed to teach users the fundamentals of computer software and coding. Through engaging tutorials and hands-on projects, it empowers learners to develop practical skills and build a strong foundation in technology.

- Advanced Office Applications Programs
- Fundamental Computer Concepts & Skills
- Google IT Support Professional Pre-Apprenticeship
- Office Application Essentials

### Construction

Electrical Technology Program offers comprehensive training in electrical systems, providing students with hands-on experience in installation, maintenance, and troubleshooting. With a focus on industry standards and safety protocols, it prepares graduates for successful careers in the electrical technology field.

- Electrical Technology

### Early Childhood Education

Early childhood education program focuses on the developmental needs of young children, preparing them for academic and social success. It encompasses teaching strategies, curriculum design, and child psychology to foster a nurturing and effective learning environment.

- Career Exploration: Child Care Industry
- ECE Preschool Assistant Teacher
- ECE Preschool Teacher
- ECE Infant Care Teacher
- ECE Preschool Director

### English as a Second Language

The ESL Program offers certificates of completion that students can earn when they pass all courses listed. The state-approved certificates awarded

appear on official student transcripts. For questions contact the ESL department at 714.808.4638 or ESL4ALL@noce.edu.

- ESL College Success Skills
- ESL for Academic Success
  - Level I
  - Level II
- ESL for Community Involvement
  - Beginning
  - Intermediate to Advanced
- ESL for the Arts
- ESL for Workforce Preparation
  - Intermediate
  - Advanced
- ESL Grammar Review
- ESL Integrated
  - Beginning Literacy
  - Beginning Low
  - Beginning High
  - Intermediate Low
  - Intermediate High
  - Advanced
- ESL Multiskills
- ESL Reading and Writing Skills
  - Beginning
  - Intermediate to Advanced
- ESL Skill Review
  - Beginning Literacy
  - Beginning Low
  - Beginning High
  - Intermediate Low
  - Intermediate High
  - Advanced
- ESL Speaking Skills
  - Beginning
  - Intermediate to Advanced
- ESL Specialty Courses
  - Beginning
  - Intermediate to Advanced
- ESL Vocabulary Review
- ESL Work Readiness
- Workplace Vocational English-as-a-Second-Language:
  - Administrative Assistant
  - Early Childhood Education
  - Electricity and Construction
  - Pharmacy Technician

## Funeral Service

Funeral service assistant program prepares individuals to support funeral directors in various tasks, including arranging services and assisting with preparations. The program includes training in customer service, administrative duties, and the basics of mortuary science.

- Funeral Service Assistant

## Medical

Medical Program delivers rigorous training in healthcare practices, equipping students with the knowledge and skills needed for various medical professions. Emphasizing both theoretical learning and practical experience, it prepares graduates for excellence in patient care and medical innovation

- Medical Assistant
- Personal Care Aide
- Pharmacy Technician
  - Registration Level
  - Entry Level
  - Advanced Level
- Quality Assurance Management Certificate for Medical Devices

## Workforce Preparation

Career exploration program helps individuals discover potential career paths by assessing their interests, skills, and values. It provides guidance, resources, and hands-on experiences to make informed decisions about their future professions.

- Career Exploration: Animal Care Industry
- Career Exploration: Child Care Industry
- Career Exploration: Digital Marketing
- Career Exploration: Healthcare Workers
- Career Exploration: Workplace Technology Essentials