



Year to Career

The First Step Towards Your Next Step



CHABOT
LAS POSITAS
COMMUNITY COLLEGE DISTRICT

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About Us

The Chabot-Las Positas Community College District serves the San Francisco East Bay Area, particularly southern Alameda County, through its two colleges: Chabot College in Hayward and Las Positas College in Livermore. CLPCCD is governed by a seven-member Board of Trustees, which is responsible for all policy decisions. Board members are elected from trustee areas by the registered voters of nine communities: Castro Valley, Dublin, Hayward, Livermore, Pleasanton, San Leandro, San Lorenzo, Sunol, and Union City.

“The Chabot-Las Positas Community College District (CLPCCD) offers innovative educational opportunity and support services to prepare students to succeed in a diverse global society by challenging them to think critically, to engage socially, and to acquire workplace knowledge and educational skills.”

CLPCCD Mission Statement

FOREWORD: YEAR TO CAREER (Y2C)

The First Step Towards the Next Step in Your Career

Take your next step with a Year to Career (Y2C) program designed to help you earn college credentials and degrees in the span of one year or less!!

Within this guide there are a number of affordable certificate programs to support your career interests, whether you are a career seeker, career changer, or pursuing career advancement. Choose a program of interest, make contact with Chabot College and/or Las Positas College to gather more information, and enroll!

Serving the community for 60 years, the Chabot-Las Positas Community College District continuously develops programs to accelerate earnings, expand career opportunities, and launch educational goals quickly. In challenging economic times, the Y2C Programs are the best value for your time and desired career interests.

As you browse through this guide, you will find an array of career programs designed to fill regional in-demand jobs and increase your skills, knowledge, and work experience. Enroll now to accelerate the path to your career, expand your network, and prepare for a bright future.

We welcome you to the Chabot-Las Positas Community College District family: Start your journey today!

Dr. Susan Sperling
President, Chabot College

Dr. Dyrrell Foster
President, Las Positas College

Y2C is for you if these are your goals right now



Embarking on your first career, where college and technical skills can increase your advantage.



Looking to excel with your present employer, either in your current role or through promotion.



Transitioning to a new field, where certification of specific skills, training, and knowledge are critical.

Twelve months or less: start a high-skill, high-wage, in-demand career.

INTRODUCTION

How to Use the Y2C Guide

The Y2C Guide is here to help you learn:

- ✓ **About 80 exciting programs** across six different employment sectors.
- ✓ **How to enroll at**
 - Chabot College
 - Las Positas College
 - Your local adult school
- ✓ **How to access additional resources** available to you!

As the Y2C Network continues to develop more courses, flexible options for new programs will be announced and incorporated into the network—and this guide. Always make sure to check with the CLPCCD advisors, college counseling faculty, and Y2C program contacts listed in this guide to learn the most up-to-date information for program availability and the resources to help you enroll. This guide is not a comprehensive list of all programs available at the Chabot and Las Positas campuses, so be sure to discuss your interest in programs not listed here with academic counselors as needed.

Y2C Sectors

The network's 80 programs are organized into six sectors to help you find the field that stands out to you!



Advanced Manufacturing & Automotive



Business, Management & Entrepreneurship



Education & Public Services



Healthcare



Information & Communications Technology



Occupational Safety and Health Administration (OSHA)

UNDERSTANDING THE “AT A GLANCE” SECTION

Each sector has an overview of the programs included; this is here to help you get a quick sense of what each program has to offer by including the following information:



Online or Virtual Delivery

Many, if not most, courses will be available online or using a virtual, instructor-led delivery method. Always make sure to check with the program contact for specific details on which requirements can be completed online and face-to-face, respectively.



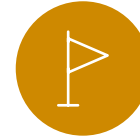
Location

Each program is affiliated with Chabot College, Las Positas College, or one of the Y2C Network community partners listed in this guide. Make sure you know which campus/organization offers the coursework you need.



Credits

Courses taken for credit (C) will earn grades and count toward a major, while courses taken for noncredit (NC) do not factor into a grade-point average; noncredit courses are free to students. Non-credit (NfC) offerings tend to be short-term, skills-based classes and do not count toward college credit programs; they also do not appear on official transcripts.



Entry Level and/or Career Builder

The Y2C Network has programs designed for both entry-level in a new career and advancement in a current career. Sometimes the same program fits different needs for different students.



Transfer Opportunities

Certain Y2C programs are designed to connect to a career pathway, linking programs that build your career and can lead to community college or university degrees. Likewise, most credit courses taken in the Y2C Network are eligible for transfer credit.



Prerequisite(s)

A prerequisite course must be completed before you can take the following course. Prerequisites must be completed with grades of “C” or better before enrolling in a program. Demonstrable equivalent skills and/or prior experience may be substituted for some courses.



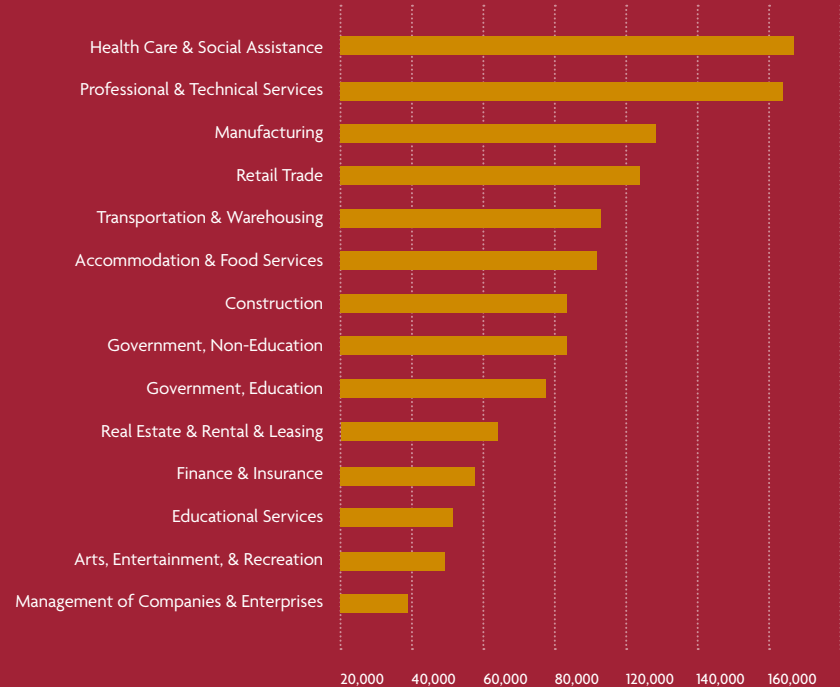
Industry and Professional Certification(s)

A professional certificate or industry certification is usually awarded by a professional association or industry governed body. These professional certifications recognize an individual’s level of knowledge or proficiency in a specific profession or industry and are generally separate from the degrees or certificates awarded by a community college. Many of the Y2C programs include either the awarding of a professional certificate or preparation to take an industry-recognized certification exam.



Students see a high rate of return for their investment in CLPCCD. A return of **\$6.40** for every **\$1** students invest in education.

Jobs by major industry sector in the CLPCCD service area



*Data reflects the most recent year for which data are available.
The EMSI data are updated quarterly.
Source: EMSI employment data



COMMUNITY COLLEGE

Getting Started

- Learn about the Y2C programs to see if there is an opportunity for you!
- Check with the contacts listed for the most up-to-date program details.
- Enroll and talk to a college counselor.

When you reach out to the Chabot College or Las Positas College, the contacts listed will provide you with information and action steps on how to enroll in your chosen Y2C program. In addition, there are several online tools to help you make the decision about committing to a new career path. **You can start right now!**



ENROLL NOW

Begin your application today, and you'll be on your way to the Y2C program that can help you get where you want to be tomorrow!

Start your online application:

Chabot College | chabotcollege.edu/admissions/apply.php

Las Positas College | laspositascollege.edu/stepstosuccess



COLLEGE COUNSELORS ARE HERE TO HELP YOU

It is always highly advisable to seek a college counselor for further clarification and to learn the particular requirements for your program(s) of choice. Both Chabot and Las Positas counselors are available online to help you get started today!

For more information please visit:

Chabot | chabotcollege.edu/counseling

Las Positas | laspositascollege.edu/com

COMMUNITY COLLEGE RESOURCES

1

Financial aid is available, and CLPCCD encourages students to apply for thousands of dollars per year in grants to pay for course fees, materials, transportation, and general living expenses while attending college.

Over **60 percent of students who apply are awarded aid.** Students who apply and complete their file with the financial aid office can receive up to \$6,495 in Federal Pell grants per year. These grants are in addition to tuition/enrollment fee waivers and are not loans, so the money does not need to be paid back.

- ✓ Requirements for these grants include maintaining satisfactory academic progress for lifetime eligibility with some unit limits.
- ✓ There are no age limits for these aid programs. Adult learners with a high school diploma or equivalency are eligible. The FAFSA/CA Dream Act priority deadline is March 2nd for the incoming academic school year. However, students may always apply after the priority deadline for multiple state grants in addition to federal grants.

For more information please visit:

Chabot | chabotcollege.edu/finaid

Las Positas | laspositascollege.edu/financialaid

2

Classes are offered as credit, noncredit, and not-for-credit. Courses taken for credit will earn grades that appear on an official transcript, while courses taken for noncredit earn a “pass/no-pass” designation and do not factor into a grade-point average; noncredit courses are free to students. Not-for-credit courses are employer-recognized, skills-based classes; they have different fees and do not appear on official transcripts.

3

Career Services can help you explore ways to incorporate work experience into your coursework. Both Chabot and Las Positas College career centers are ready to work with all students. In addition, your county provides regional career centers. Please see the Additional Resources section within this guide.

For more information please visit:

Chabot | [chabotcollege.edu/counseling/career-center](https://www.chabotcollege.edu/counseling/career-center)

Las Positas | [laspositascollege.edu/careercenter](https://www.laspositascollege.edu/careercenter)

4

College certificates are focused on skills needed to secure employment in specific career fields. They can be built upon with further coursework to earn academic degrees. Y2C programs at Chabot and Las Positas College offer the following certificates:

- ✓ **Accomplishment:** for-credit, low-unit certificate verifying the earner is prepared for certain entry-level job responsibilities, like those for a starting position in business and management fields.
- ✓ **Achievement:** for-credit certificate confirming the earner has acquired skills for entry-level and advanced job responsibilities, like those for an Emergency Medical Technician position.
- ✓ **Completion:** noncredit certificate establishing the earner is prepared for certain entry-level job responsibilities.
- ✓ **Proficiency:** for-credit, low-unit certificate verifying the earner has acquired a very specific skill which may be required for a new job or a promotion, like creative writing.

5

Units help a college campus measure and quantify the amount of coursework required to complete a program, usually made up of many courses totaling a number of units. This measurement of value for coursework is based on academic level, intensity, and the number of hours spent in the course each week (whether class time, studying, etc.). Generally, the more time required to complete a course or the more advanced study it offers, the more units you will earn. If you have questions about the academic unit, please ask a college counselor.



Y2C: Programs Available



Advanced Manufacturing & Automotive

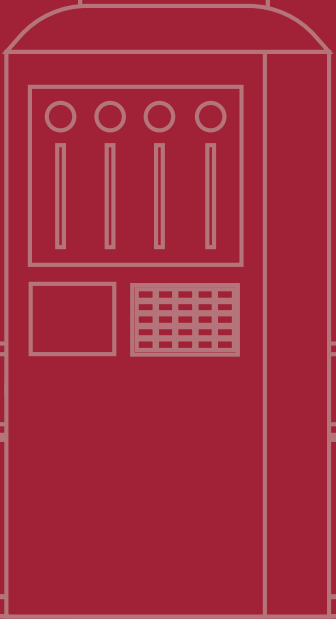
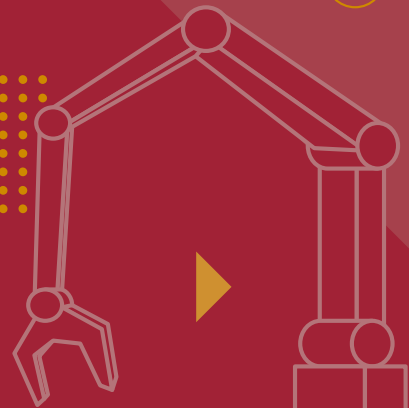
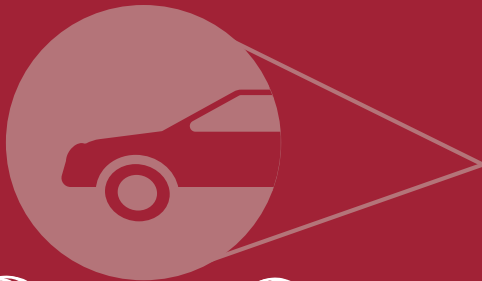
SECTOR OVERVIEW

The advanced manufacturing and automotive industries have provided stability for the American economy over the last 120 years, and as we move deeper into the 21st century, these two industries are more vital than ever. Qualified manufacturers and automotive specialists are necessary to keep our regional industries successful.



















Jobs in these industries require focused people with problem-solving abilities as well as analytical, mechanical, and technical skills. Bringing together these unique skill sets in any of a variety of job roles in the automotive and manufacturing industries adds up to a satisfying career where advanced knowledge is valued and appreciated by both employers and customers.
















Automotive service technicians who work full time in the Bay Area earn among the highest average hourly rates in the nation, according to the U.S. Bureau of Labor Statistics (2020–21).



At a Glance: Advanced Manufacturing & Automotive Programs

Y2C Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Industry/ Professional Certifications
1. Advanced Smog Technician, Certificate of Completion		Las Positas College	NC	Both			
2. Automotive Basics, Certificate of Completion		Las Positas College	NC	Both			
3. Automotive Body Systems, Certificate of Completion		Chabot College	NC	Both			
4. Automotive Chassis Technology, Certificate of Achievement		Las Positas College	C	Both			
5. Automotive Chassis, Certificate of Completion		Las Positas College	NC	Both			
6. Automotive Mechanical, Certificate of Completion		Las Positas College	NC	Both			
7. Automotive Powertrain, Certificate of Completion		Las Positas College	NC	Both			

*Credit (C) / Noncredit (NC) / Not-for-Credit (NfC)

Y2C Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Industry/ Professional Certifications
8. Automotive Service Consulting, Certificate of Achievement		Chabot College	C	Both			
9. Automotive Smog, Certificate of Completion		Las Positas College	NC	Both			
10. Numerical Control Programmer (Machinist), Certificate of Achievement		Chabot College	C	Both			

*Credit (C) / Noncredit (NC) / Not-for-Credit (NfC)



1. Advanced Smog Technician, Certificate of Completion



Location: Las Positas College

Department: Automotive
Technology (noncredit)

Length of program: 1 semester

Units/hours: 945 hours

Offered: Fall, Spring

Link:

laspositascollege.edu/automotive/noncredit.php

Contact: Brian Hagopian

bhagopian@laspositascollege.edu



Description: This program provides the skills necessary to qualify students as trained entry-level technicians, as well as for career advancement. It focuses on the rules and regulations of the California Smog Program and will prepare students to gain their California Smog license. It also teaches diagnosis and repair of smog-controlled vehicles in California. Students do hands-on work side-by-side with industry professionals in a fully equipped and up-to-date facility. Career opportunities include teaching, Automotive Technician, Automotive Parts Personnel, Automotive Management, Shop Owner, and Automotive Performance Personnel.



Estimated starting wage: \$40,149–\$50,158 (2020).

2. Automotive Basics, Certificate of Completion



Location: Las Positas College

Department: Automotive
Technology (noncredit)

Length of program: 1 semester

Units/hours: 360 hours

Offered: Fall, Spring

Link:

laspositascollege.edu/degrees/automotivebasic-certificateofcompletion.php

Contact: Brian Hagopian

bhagopian@laspositascollege.edu




Description: This certification provides the skills necessary to prepare students as entry-level technicians. The program focuses on the basics of the automobile as students do hands-on work side-by-side with industry professionals in a fully equipped and up-to-date facility. Career opportunities include Automotive Technician and Automotive Parts Personnel.



Estimated starting wage: \$36,982 (2020–21).




3. Automotive Body Systems, Certificate of Completion




Location: Las Positas College
Department: Automotive Technology (noncredit)
Length of program: 1 semester
Units/hours: 126 hours
Offered: Fall, Spring

Link:
laspositascollege.edu/auto/noncredit.php
Contact: Brian Hagopian
bhagopian@laspositascollege.edu




Description: This certificate program offers skills necessary to qualify students for entry-level, non-technician positions. The program focuses on all of the theoretical aspects of the automobile. Career opportunities include Automotive Technician, Service Consultant, and Automotive Parts Personnel.




Estimated starting wage: \$40,149–\$50,158 (2020).

4. Automotive Chassis Technology, Certificate of Achievement




Location: Chabot College
Department: Automotive Technology
Length of program: 2 semesters
Units/hours: 16 units
Offered: Year-round

Link:
curricunet.com/chabot/reports/program_report.cfm?programs_id=272
Contact: Kurt Shadbolt
kshadbolt@chabotcollege.edu



Description: The Automotive Chassis Technology Certificate of Achievement program provides students with the fundamental skills and experiences for entry-level positions in aftermarket stores and dealerships as a technician focused on chassis-related vehicle systems. This program requires hands-on participation and can lead to work as an Automotive Mechanic or Technician. Automotive workers utilize computers as much as hand tools and soft skills in every aspect of their work day. Some of the courses in this program are recommended as preparation for the California State and BAR tests for the Brake Adjusters License.



Estimated starting wage: \$58,462 (2020).



5. Automotive Chassis, Certificate of Completion



Location: Las Positas College
Department: Automotive Technology (noncredit)
Length of program: 2 semesters
Units/hours: 846 hours
Offered: Fall, Spring

Link:
laspositascollege.edu/auto/noncredit.php
Contact: Brian Hagopian
bhagopian@laspositascollege.edu



Description: This program provides the necessary skills for students to qualify as trained entry-level technicians, as well as for career advancement. Students do hands-on work side-by-side with industry professionals in a fully equipped and up-to-date facility. Career opportunities include teaching, Automotive Technician, Automotive Parts Personnel, Automotive Management, Shop Owner, and Automotive Performance Personnel. The program also includes material on the California Brake Adjuster's Licensing Examination.



Estimated starting wage: \$40,149–\$50,158 (2020).

6. Automotive Mechanical, Certificate of Completion



Location: Las Positas College
Department: Automotive Technology (noncredit)
Length of program: 2 semesters
Units/hours: 846 hours
Offered: Fall, Spring

Link:
laspositascollege.edu/auto/noncredit.php
Contact: Brian Hagopian
bhagopian@laspositascollege.edu



Description: This certificate provides skills necessary to qualify as a trained entry-level technician, as well as for career advancement. The program focuses on the mechanical side of the automobile to gain employment at aftermarket shops and excel at services for many types of vehicles from multiple manufacturers. Students do hands-on work side-by-side with industry professionals in a fully equipped and up-to-date facility. Career opportunities include teaching and industry roles as Automotive Technician, Automotive Parts Personnel, Automotive Management, Shop Owner, and Automotive Performance Personnel.



Estimated starting wage: \$40,149–\$50,158 (2020).



7. Automotive Powertrain, Certificate of Completion



Location: Las Positas College
Department: Automotive Technology (noncredit)
Length of program: 2 semesters
Units/hours: 252 hours
Offered: Fall, Spring

Link: laspositascollege.edu/auto/noncredit.php
Contact: Brian Hagopian
bhagopian@laspositascollege.edu



Description: This program provides the necessary skills to qualify students for entry-level, non-technician positions. It focuses on all of the theoretical aspects of the automobile. Career opportunities include roles as Automotive Technician, Service Consultant, and Automotive Parts Personnel.



Estimated starting wage: \$40,149–\$50,158 (2020).

8. Automotive Service Consulting, Certificate of Achievement



Location: Chabot College
Department: Automotive Technology
Length of program: 2 semesters
Units/hours: 12 units
Offered: Year-round

Link: chabotcollege.edu/academics/applied-technology-business/automotive-technology/index.php#program
Contact: Kurt Shadbolt
kshadbolt@chabotcollege.edu



Description: This program provides students with the fundamental skills and experiences for entry-level positions in aftermarket stores and dealerships as a Service Consultant focused on customer service. It requires hands-on participation and can lead to a job as an Automotive Service Consultant or Automotive Service Advisor. The Service Consultant represents the service facility, acting as a point of communication between the customer and the service department on the way to the Assistant Manager position. Program content is aligned with tasks identified by Automotive Service Excellence (ASE).



Estimated starting wage: \$49,000 plus incentives (2020).



9. Automotive Smog, Certificate of Completion



Location: Las Positas College

Department: Automotive
Technology (noncredit)

Length of program: 2 semesters

Units/hours: 387 hours

Offered: Fall, Spring

Link:

[laspositascollege.edu/
degrees/automotivesmog-
certificateofcompletion.php](https://laspositascollege.edu/degrees/automotivesmog-certificateofcompletion.php)

Contact: Brian Hagopian

bhagopian@laspositascollege.edu



Description: This certificate provides skills necessary for students to qualify as trained entry-level technicians, as well as for career advancement. The program focuses on the rules and regulations of the California Smog Program and will prepare students to gain California Smog licenses. Its focus is on the diagnosis and repair of smog-controlled vehicles in California. Students do hands-on work side-by-side with industry professionals in a fully equipped and up-to-date facility. Students may or may not qualify for either EI or EO smog license. Specific Diagnostic and Repair is a Bureau of Automotive Repair-approved alternative to the ASE A6, A8, and L1 certification required for obtaining and maintaining smog technician licenses. This program follows BAR guidelines for smog license prep. Students may or may not qualify for licensing examination.



Estimated starting wage: \$40,149–\$50,158 (2020).

10. Numerical Control Programmer (Machinist), Certificate of Achievement



Location: Chabot College

Department: Machine Tool
Technology

Length of program: 2 semesters

Units/hours: 36 units

Offered: Year-round

Link:

[chabotcollege.edu/academics/
applied-technology-business/
machine-tool-technology/index.](https://chabotcollege.edu/academics/applied-technology-business/machine-tool-technology/index.php)

[php](#)

Contact: Adam Hathaway

ahathaway@chabotcollege.edu



Description: This program prepares students for employment as entry-level machinists, CNC programmers, and draftspeople with an in-depth education in utilizing industrial technology to create highly precise and complex parts. Students learn essential skills to use manual and computer-controlled mills and lathes, manual and computer-controlled inspection machines, manual and computer-controlled grinders, laser cutters, wire EDM, 3D printers, and numerous software platforms.



Estimated starting wage: \$56,852 (2020).



Business, Management & Entrepreneurship

SECTOR OVERVIEW

The Bay Area has historically been synonymous with start-ups and rapid growth in a variety of business development opportunities. The Y2C Network programs offer students an opportunity to build their business skills while staying engaged with their local communities.




















Business, management, and entrepreneurship roles span a wide range of functions within all industries, including administration, marketing, human resources, public relations, finance, and sales. By expanding business knowledge and acquiring additional skills, workers are well positioned to enter and excel in a range of business and management roles at companies as well as acquiring the knowledge to start their own company if they choose that route



























This is a great time to pursue a career in business and management; by 2028, projections estimate a 7% growth in job opportunities in this field according to the U.S. Bureau of Labor Statistics (2020–21).






















At a Glance: Business, Management & Entrepreneurship

Y2C Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Industry/ Professional Certifications
1. Accounting Technician, Certificate of Achievement		Chabot College	C	EL			
2. Bookkeeping, Certificate of Achievement		Las Positas College	C	Both			
3. Bookkeeping, Certificate of Achievement		Chabot College	C	EL			
4. Business Administration, Certificate of Achievement		Chabot College	C	EL			
5. Business Workforce Proficiency, Certificate of Achievement		Las Positas College	C	EL			
6. Commercial Music: Music Business, Certificate of Achievement		Las Positas College	C	Both			
7. Customer Service, Certificate of Completion		Las Positas College	NC	Both			

*Credit (C) / Noncredit (NC) / Not-for-Credit (NfC)

Y2C Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Industry/ Professional Certifications
8. Health Care Administrator, Certificate of Achievement		Chabot College	C	CB			
9. Human Resources Assistant, Certificate of Achievement		Chabot College	C	Both			
10. Management, Certificate of Achievement		Chabot College	C	CB			
11. Marketing, Certificate of Achievement		Chabot College	NfC	Both			
12. Office Management, Certificate of Completion		San Lorenzo Adult School	C	EL/CB			
13. Project Management, Certificate of Proficiency		Chabot College	C	CB			
14. Real Estate Entrepreneur, Certificate of Proficiency		Chabot College	C	CB			

*Credit (C) / Noncredit (NC) / Not-for-Credit (NfC)

Y2C Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Industry/ Professional Certifications
15. Retail Management, Certificate of Achievement		Chabot College	C	Both			
16. Retailing, Certificate of Proficiency		Chabot College	C	Both			
17. Small Business Management, Certificate of Achievement		Chabot College	C	CB			
18. Small Business Management, Certificate of Completion		Las Positas College	NC	Both			
19. Tax Preparer		Chabot College	C	Both			
20. Wine Hospitality, Certificate of Achievement		Las Positas College	C	Both			

*Credit (C) / Noncredit (NC) / Not-for-Credit (NfC)



1. Accounting Technician, Certificate of Achievement



Location: Chabot College
Department: Business
Length of program: 1 year
Units/hours: 27 units
Offered: Fall or Spring

Link:
[chabotcollege.edu/academics/
 applied-technology-business/
 business](http://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Jas Bhangal
jbhangel@chabotcollege.edu



Description: Coursework covers Generally Accepted Accounting Principles (GAAP), preparing payroll documents and tax forms, and proficiency in business communications and accounting software. Ideal for detail-oriented individuals seeking entry-level positions within accounts receivable/payable departments, income tax firms, or financial services organizations. Work as an Accounts Receivable/Payable Clerk, Accounting Technician, Payroll Specialist, Administrative Assistant, Accounting Assistant, and Account Manager.



Estimated starting wage: \$49,492 (2019–2020).

2. Bookkeeping, Certificate of Achievement



Location: Chabot College
Department: Business
Length of program: 1 year
Units/hours: 20 units
Offered: Fall or Spring

Link:
[chabotcollege.edu/academics/
 applied-technology-business/
 business](http://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Dmitriy Kalyagin
dkalyagin@chabotcollege.edu



Description: This is a fast-track program for those seeking entry-level positions as bookkeepers, payroll clerks, and income tax clerks in small businesses and accounting/taxation firms. Courses cover double-entry bookkeeping, statement reconciliations and completing ledgers, payroll documents, and tax forms. Gain proficiency in business communications and accounting software including QuickBooks.



Estimated starting wage: \$39,331 (2019–2020)



3. Bookkeeping, Certificate of Achievement



Location: Las Positas College
Department: Business
Length of program: 2 semesters
Units/hours: 14.5–15.5 units
Offered: Fall, Spring

Link:
[laspositascollege.edu/
degrees/bookkeeping-
certificateofaccomplishment.php](https://laspositascollege.edu/degrees/bookkeeping-certificateofaccomplishment.php)
Contact: Anne Kennedy
akennedy@laspositascollege.edu



Description: Start or advance your accounting career with this industry-based professional development certificate. Learn business concepts; software and general practices that bookkeepers and accounting clerks use to analyze financial and payroll transactions; prepare trial balance, payroll tax returns, financial statements, and invoices; and calculate interest rates and shipping terms.



Estimated starting wage: \$41,600–\$58,240 (2020), depending on various employment factors.

4. Business Administration, Certificate of Achievement



Location: Chabot College
Department: Business
Length of program: 1 year
Units/hours: 18 units
Offered: Year-round

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business](https://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Dmitry Kalyagin
dkalyagin@chabotcollege.edu



Description: Learn General Accepted Accounting Principles (GAAP), document and statement preparation, legal and ethical elements of business operations, and business communications required to succeed in any industry as an Administrative Assistant, Administrative Analyst, Office Manager, or Operations and Technology Associate. All courses within the certificate are part of the Associate in Science degree in Business Administration transfer (AS-T). Thus, this curriculum completes more than a half of the undergraduate business major requirements for transfer to the CSU system.



Estimated starting wage: \$39,705 (2019–2020).



5. Business Workforce Proficiency, Certificate of Achievement



Location: Las Positas College
Department: Business
Length of program: 2 semesters
Units/hours: 15 units
Offered: Fall, Spring

Link:
laspositascollege.edu/degrees/businessworkforceproficiency-certificateofaccomplishment.php
Contact: Anne Kennedy
akennedy@laspositascollege.edu



Description: Learn to successfully navigate today's business environment. Gain training in administrative office practices; business communications, including oral and written business English; and workplace systems and software. Learn about organizations, develop a strong work ethic, and become an effective team member. Ideal for those seeking entry-level roles such as Administrative Assistant, Receptionist, Office Specialist, Customer Service Representative, or File Clerk.



Estimated starting wage: \$35,855–\$39,705 (2020).

6. Commercial Music: Music Business, Certificate of Achievement



Location: Las Positas College
Department: Music
Length of program: 2 semesters
Units/hours: 21 units
Offered: Fall, Spring

Link:
laspositascollege.edu/music/music_business.php
Contact: Daniel Marschak
dmarschak@laspositascollege.edu



Description: Explore the business side of the music industry and turn your passion into a career. Gain a solid foundation in promotion, publishing, marketing, licensing, contracts, accounting, music technology, and entrepreneurship. Career options include Booking Agent, Personal Manager, Business Manager, Concert Promoter, Studio Owner/Manager, Music and Entertainment Lawyer, Publicity/Public Relations Specialist, Tour Manager, and Music Retail/Publishing/Distribution/Licensing Representative.



Estimated starting wage: \$63,667 (2020).

7. Customer Service, Certificate of Completion



Location: Las Positas College
Department: Business (noncredit)
Length of program: 1 semester
Units/hours: 45 hours
Offered: Fall

Link:
[laspositascollege.edu/
degrees/customer-service-
certificateofcompletion.php](https://laspositascollege.edu/degrees/customer-service-certificateofcompletion.php)
Contact: Drew Patterson
dpatterson@laspositascollege.edu



Description: This program is a short-term, noncredit program designed to prepare students for workplace readiness in all levels of business. It also will help students with interviewing, managing, decision-making, and working with people on a daily basis. The program aids students in preparing for college-level courses in business. Employment opportunities include working in fields related to retail, customer service, marketing, sales, management, and small business. In addition, this program can help prepare students for the gig economy.



Estimated starting wage: Varies depending on multiple factors.

8. Health Care Administrator, Certificate of Achievement



Location: Chabot College
Department: Business
Length of program: 2 semesters
Units/hours: 18 units
Offered: Fall, Spring

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business/](https://chabotcollege.edu/academics/applied-technology-business/business/)
Contact: Kristina Perkins
kperkins@chabotcollege.edu



Description: This program is the only one of its type among community colleges in the Bay Area. The program is specifically designed for those currently working in any healthcare position that would like to advance into management. It's also very helpful for those working outside of healthcare, in relevant fields such as accounting, information technology, secretarial or office management, social work, human resources, and other fields who would like to transition to the rapidly growing field of healthcare.



Estimated starting wage: \$40,290 (2020).

9. Human Resources Assistant, Certificate of Achievement



Location: Chabot College
Department: Business
Length of program: 1 year
Units/hours: 21 units
Offered: Fall or Spring

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business/](http://chabotcollege.edu/academics/applied-technology-business/business/)
Contact: Catherine Pinkas
cpinkas@chabotcollege.edu



Description: Launch a new career as an Human Resources Assistant in any industry. Courses cover employment law, staffing, compensation, training, development, workforce evaluation, motivation, and labor matters. Gain proficiency in business communications and using HR software applications. Learn to keep employment records, create reports, field employment inquiries, facilitate testing, and perform basic background searches.



Estimated starting wage: \$47,450–\$54,812 (2019–2020).

10. Management, Certificate of Achievement



Location: Chabot College
Department: Business
Length of program: 1 year
Units/hours: 18–19 units
Offered: Fall or Spring

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business/](http://chabotcollege.edu/academics/applied-technology-business/business/)
Contact: Lynn Klein
lklein@chabotcollege.edu



Description: Develop people skills and general business knowledge to advance into management in any industry. Gain overview of business, accounting, and legal matters that managers encounter to position yourself for promotions and new roles as a Supervisor, Assistant Manager, Manager, Office Manager, or Program or Training Coordinator. All classes apply towards the Associate in Science degree in Business, Marketing emphasis.



Estimated starting wage: Varies depending on industry, department, and title.

11. Marketing, Certificate of Achievement



Location: Chabot College
Department: Business
Length of program: 2 semesters
Units/hours: 21–22 units
Offered: Fall or Spring

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business/](http://chabotcollege.edu/academics/applied-technology-business/business/)
Contact: Catherine Pinkas
cpinkas@chabotcollege.edu



Description: Enter the growing field of marketing where creativity and practical knowledge intersect. Gain general marketing, operations, legal, and accounting knowledge to work in any industry or grow your own business. Learn about buying and selling products, promotion and advertising, and designing public relations campaigns. Work as a Marketing Assistant, Sales and Customer Service Representative, Retail Buyer, or Merchandiser. Courses apply toward an Associate in Science degree in Business, Marketing emphasis.



Estimated starting wage: Varies depending on industry, department, and title.

12. Office Management, Certificate of Completion



Location: San Lorenzo
Adult School
Organization: Mid-Alameda
County Consortium
Department: Career Technical
Education
Length of program: 24 weeks
Units/hours: 72 hours
Offered: Fall, Winter, Spring

Link:
adu.slzused.org
Contact: Trish Jetson
pjetson@slzused.org



Description: This program provides theoretical, hands-on, and practical skills to prepare students for a career in office management. Students will be able to apply their understanding of communication technology to real-life examples in a professional work setting. Students will demonstrate logical and effective goal setting using SMART goals.



Estimated starting wage: \$39,500–\$93,900 (2020), depending on industry, department, and title.



13. Project Management, Certificate of Proficiency



Location: Chabot College
Department: Business
Length of program: 2 semesters
Units/hours: 15 units
Offered: Fall or Spring

Link:
[chabotcollege.edu/academics/
 applied-technology-business/
 business](http://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Catherine Pinkas
cpinkas@chabotcollege.edu



Description: Advance into retail supervision and management or work as a project manager by learning to guide projects from start to finish. This five-course certificate covers theory, best practices, and soft skills for success in management. Gain proficiency in relevant software applications and business communications. Students will complete a review course to prepare for a professional certification exam and work towards the Retail Management, Certificate of Achievement.



Estimated starting wage: Varies depending on industry, department, and title.

14. Real Estate Entrepreneur, Certificate of Proficiency



Location: Chabot College
Department: Entrepreneurship
Length of program: 1 year
Units/hours: 13–14 units
Offered: Fall, Spring

Link:
[chabotcollege.edu/academics/
 applied-technology-business/
 entrepreneurship](http://chabotcollege.edu/academics/applied-technology-business/entrepreneurship)
Contact: Jay Mumford
jmumford@chabotcollege.edu



Description: The Real Estate Entrepreneurship program prepares students for success as realtors. The focus is on building the core real estate capabilities required for licensing supplemented with an entrepreneurship course to develop business skills. All courses in this certificate are offered online.



Estimated starting wage: Varies depending on multiple geographic factors.



15. Retail Management, Certificate of Achievement



Location: Chabot College
Department: Business
Length of program: 1 year
Units/hours: 25 units
Offered: Fall or Spring

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business](http://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Dmitriy Kalyagin
dkalyagin@chabotcollege.edu



Description: Learn business essentials for advancing your career in retail and restaurant management. Gain proficiency in business operations, technology, troubleshooting, soft skills for use with customers and employees, and business communications. The program has been fully endorsed by the Western Association of Food Chains (WAFC) and its member companies.



Estimated starting wage: \$55,062 (2019–2020).

16. Retailing, Certificate of Proficiency



Location: Chabot College
Organization: Business
Length of program: 1 year
Units/Hours: 15 units
Offered: Fall or Spring

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business](http://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Dmitriy Kalyagin
dkalyagin@chabotcollege.edu



Description: Position yourself for advancement in retail or restaurant management with this five-course certificate. Learn about business operations, technology and software applications, communications, organizations, and management soft skills. Program completion can be applied toward Retail Management, Certificate of Achievement.



Estimated starting wage: \$55,062 (2019–2020).

17. Small Business Management, Certificate of Achievement



Location: Chabot College
Department: Business
Length of program: 1 year
Units/hours: 19 units
Offered: Fall or Spring

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business](http://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Miguel Colon
mcolon@chabotcollege.edu



Description: Obtain a strong foundation in business principles and practices for operating a small-to-midsize business in manufacturing, wholesale, retail, or service trades. Gain proficiency in developing business plans, managing operations, necessary accounting practices, and legal aspects of sole proprietorship. Customize courses to fit your particular business needs. Work as a Department Lead, Small-Business Owner, or Manager.



Estimated starting wage: Varies depending on industry, department, and title.

18. Small Business Management, Certificate of Completion



Location: Las Positas College
Department: Business
(noncredit)
Length of program: 1 semester
Units/hours: 45 hours
Offered: Fall

Link:
[laspositascollege.edu/degrees/
smallbusinessmanagement-
certificateofcompletion.php](http://laspositascollege.edu/degrees/smallbusinessmanagement-certificateofcompletion.php)
Contact: Drew Patterson
dpatterson@laspositascollege.edu



Description: This small-business management program prepares students and managers in operating, managing, and growing a small business. Learning from real-life, small-business management cases and projects, students develop the business acumen and technical expertise needed to launch a new enterprise, take over an existing business, or be the one employee who can make a difference. The program also aids students in preparing for college-level courses in business. Students will prepare to launch new enterprises, assume responsibility for existing businesses, or work as a manager. Additional employment opportunities include working in fields related to management, marketing, sales, operations, and entrepreneurship.



Estimated starting wage: Varies depending on multiple geographic factors.



19. Tax Preparer



Location: Chabot College
Department: Business
Length of program: 3 semesters
Units/hours: 19 units
Offered: Fall, Spring

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business/index.php](https://chabotcollege.edu/academics/applied-technology-business/business/index.php)
Contact: Dmitriy Kalyagin
dkalyagin@chabotcollege.edu



Description: The main goal of the certificate is to find employment as a tax preparer with Enrolled Agents (EA), Certified Public Accounting (CPA) firms, or any other tax preparation business. Possible careers include starting your own tax preparation business or working for tax authorities at the state or federal level.



Estimated starting wage: \$63,565 (2020).



20. Wine Hospitality, Certificate of Achievement



Location: Las Positas College

Department: Viticulture & Winery

Technology

Length of program: 2 semesters

Units/hours: 10 units

Offered: Fall

Link:

[laspositacollege.edu/
degrees/winehospitality-
certificateofachievement.php](https://laspositacollege.edu/degrees/winehospitality-certificateofachievement.php)

Contact: Anne Kennedy

akennedy@laspositacollege.edu



Description: This program provides students with the wine knowledge, technical sales, and service abilities necessary to be a great host in wine country. It is ideal for current or future wine servers in restaurants, tasting rooms, wine bars, or catering events. Career opportunities in wine hospitality include Sommelier, Tasting Room Manager, Wine Server, Director of Winery Tours, and Special Event Coordinator.



Estimated starting wage: \$36,816 (2020).





Education & Public Services

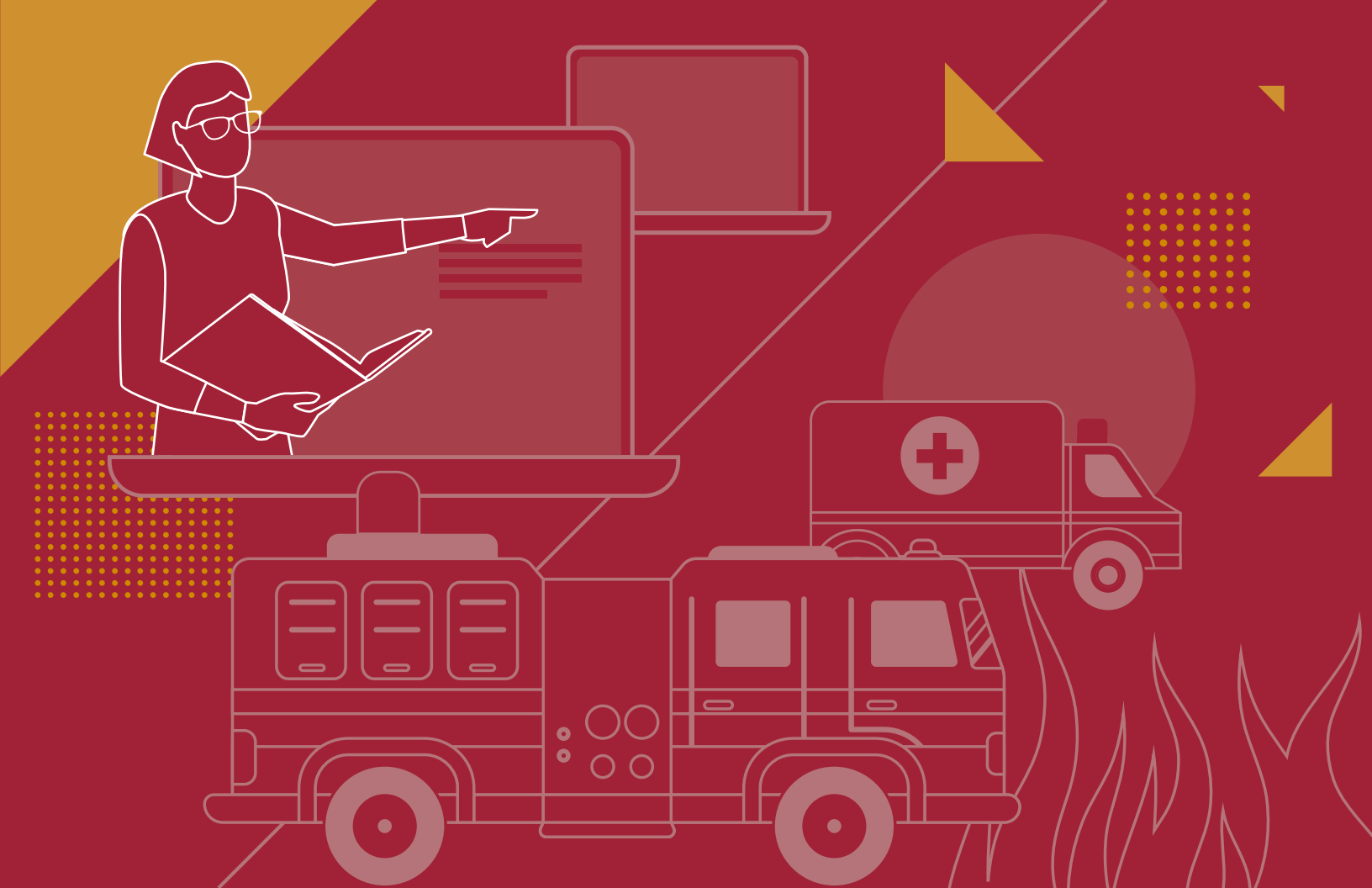
SECTOR OVERVIEW

Expected retirements in the teaching profession and the East Bay's growing population are increasing opportunities for creative, social people who enjoy working with students of all ages. Eighty percent of TK–12 districts in California need teachers, according to the Learning Policy Institute (2018). Earning education certificates through community college offers teaching experience for those pursuing advanced studies or seeking immediate employment in the field.






























Another way to work within your community is through public safety and service. For example, first responders are vital to community, regional, and statewide safety on an ongoing basis. Ninety percent of the state's law enforcement, fire and rescue, emergency medical, and public works professionals are educated by the California community colleges.





























Job opportunities for EMTs and paramedics are expected to rise by 15 percent, according to the U.S. Bureau of Labor Statistics, making it one of the fastest growing occupations nationwide.

















At a Glance: Education & Public Services Programs

Y2C Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Industry/ Professional Certifications
1. Associate Teacher, Certificate of Achievement		Las Positas College	C	Both			
2. Community and Organizational Leadership Certificate		Chabot College	C	CB			
3. Early Childhood Development (Associate Teacher), Certificate of Achievement		Chabot College	C	Both			
4. Emergency Medical Responder (EMR), Certificate of Accomplishment		Las Positas College	C	Both			
5. Emergency Medical Technologies (EMT), Certificate of Achievement		Las Positas College	C	Both			
6. EMS1 (Emergency Medical Responder), external Certificate		Chabot College	C	Both			
7. EMS2 (Emergency Medical Technician), external Certificate		Chabot College	C	CB			

*Credit (C) / Noncredit (NC) / Not-for-Credit (NfC)

Y2C Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Industry/ Professional Certifications
8. Family Childcare Entrepreneurship, Certificate of Achievement		Chabot College	C	CB			
9. Fire Academy - Fire Suppression, Certificate of Achievement		Las Positas College	C	Both			
10. Fire Prevention Inspector, Certificate of Achievement		Chabot College	C	Both			
11. Fire Prevention, Certificate of Achievement		Las Positas College	C	Both			
12. Fire Service Technology, Certificate of Achievement		Las Positas College	C	EL			
13. Fire Technology, Certificate of Achievement		Chabot College	C	Both			
14. Firefighter 1 Academy, Certificate of Achievement		Chabot College	C	Both			

*Credit (C) / Noncredit (NC) / Not-for-Credit (NfC)

Y2C Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Industry/ Professional Certifications
15. Paraeducator, Certificate of Completion		San Lorenzo Adult College	NfC	Both			
16. Teaching Beginning Piano, Certificate of Achievement		Las Positas College	C	Both			
17. Teaching Piano Fundamentals, Certificate of Achievement		Las Positas College	C	Both			
18. Wastewater Treatment Plant Operator		Castro Valley Adult Education	NfC	EL			

*Credit (C) / Noncredit (NC) / Not-for-Credit (NfC)



1. Associate Teacher, Certificate of Achievement



Location: Las Positas College

Department: Early Care and Education

Length of program: 2 semesters

Units/Hours: 13 units

Offered: Fall, Spring

Link:

laspositascollege.edu/degrees/associateteacher-certificateofachievement.php

Contact: Jas Bhargal

jbhargal@chabotcollege.edu



Description: This work-based certificate will prepare students with the skills and foundational knowledge of child development, teaching strategies, and building relationships with families, along with the skills to create a developmentally appropriate curriculum for children, birth to age 8. This program is designed to meet the requirements of the CA Child Development Associate Teacher Permit, so students who earn this certificate can become Assistant Teachers, Associate Teachers or Teachers in licensed preschool/child care programs. Courses align with California Community Care Licensing requirements for teachers of young children, and the academic requirements for the CA Child Development Associate Teacher Permit. Upon completion, students are eligible to apply for the Associate Teacher Child Development Permit and go into the workforce.



Estimated Starting Wage: \$37,510 (2020).

2. Community and Organizational Leadership Certificate



Location: Chabot College

Department: Administration of Justice

Length of program: 3 semesters

Units/hours: 18 units

Offered: Fall, Spring

Link:

chabotcollege.edu/academics/applied-technology-business/admi/

Contact: Cheryl Mackey

cmackey@chabotcollege.edu



Description: The Community and Organizational Leadership Certificate is intended to help students work through real workplace or career challenges, while gaining perspective from professionals in the administration of justice field. It will assist students seeking jobs in public service as well as working students currently seeking professional advancement as a Correctional Officer, Police Officer, or Detective.



Estimated starting wage: \$91,540 (2020).



3. Early Childhood Development (Associate Teacher), Certificate of Achievement



Location: Chabot College
Department: Early Childhood Development
Length of program: 1 year
Units/hours: 16 units
Offered: Fall or Spring

Link:
chabotcollege.edu/academics/social-sciences/ecd
Contact: Terra Lee
tlee@chabotcollege.edu



Description: For those who enjoy caring for and/or educating young children, learn about the characteristics and needs of young children and strategies for interacting with them in a positive way. Create and maintain nurturing learning environments that are healthy, respectful, and supportive for children of all abilities. This program includes courses focusing on the principles of child development and hands-on application. It aligns with Community Care Licensing requirements for a preschool teacher of young children and the Associate Teacher Child Development Permit requirements. Certificate holders work in licensed childcare and preschool settings as a Child Care Worker, Preschool Teacher, ECD Associate Teacher, and Assistant Teacher.



Estimated starting wage: \$37,510 (2019–2020).

4. Emergency Medical Responder (EMR), Certificate of Accomplishment



Location: Las Positas College
Department: Emergency Medical Services
Length of program: 1 semester
Units/hours: 3.5 units
Offered: Fall, Spring

Link:
laspositascollege.edu/degrees/emergencymedicalresponder-certificateofachievement.php
Contact: Anne Kennedy
akennedy@laspositascollege.edu



Description: Learn terminology and skills, including basic life support/CPR, to work in an entry-level Emergency Medical Responder role such as Firefighter, Lifeguard, Police Officer, and Search and Rescue (SAR). Certificate holders qualify for the national EMR registry. Certificate holders who pass the NREMT EMR Computer Based Certification Examination have nationwide reciprocity as Emergency Medical Responders.



Estimated starting wage: \$33,772 (2020).

5. Emergency Medical Technologies (EMT), Certificate of Achievement



Location: Las Positas College
Department: Emergency Medical Services
Length of program: 2 semesters
Units/hours: 17 units
Offered: Fall, Spring

Link:
laspositascollege.edu/degrees/emergencymedicaltechnologies-certificateofachievement.php
Contact: Anne Kennedy
akennedy@laspositascollege.edu



Description: Learn skills and terminology required to take the EMT Certification Examination and work as a California state-certified Emergency Medical Technician. Find employment as an Ambulance Healthcare Provider, Athletic Trainer, Hospital Patient Transporter, Lifeguard, Ski Patroller, Helicopter Medical Observer, and more. Passing the California Emergency Medical Technician Certification examination administered by the National Registry of Emergency Medical Technicians is required at the conclusion of the program in order to work in California as an Emergency Medical Technician. Completion will allow students to be certified in the State of California while eligible for reciprocity to certify in 48 other states through the National Registry of EMTs.



Estimated starting wage: \$33,722–\$52,000 (2020), depending on various employment factors.

6. EMSI (Emergency Medical Responder), External Certificate



Location: Chabot College
Department: Health
Length of program: 1 semester
Units/hours: 2.5 units
Offered: Fall, Spring, Summer

Link:
chabotcollege.edu/academics/health-kinesiology-athletics/emergency-medical-technician
Contact: Sara Beyne
ChabotEMSI@gmail.com



Description: This course is the entry point for those interested in pursuing medical careers such as Paramedic, Nurse, Emergency Medical Technician, and Dispatcher. The course covers basic emergency skills, medical terminology, and BLS/CPR. This course is the prerequisite for the EMS2 (EMT) external certificate and counts towards the Emergency Medical Services associate degree.



Estimated starting wage: \$31,200 (2019–2020).

7. EMS2 (Emergency Medical Technician), External Certificate



Location: Chabot College
Department: Health
Length of program: 1 semester
Units/hours: 7.5 units
Offered: Fall or Spring

Link:
[chabotcollege.edu/academics/
health-kinesiology-athletics/
emergency-medical-technician](http://chabotcollege.edu/academics/health-kinesiology-athletics/emergency-medical-technician)
Contact: Sara Beyne
ChabotEMS1@gmail.com



Description: Upon earning the EMS1 external certificate, EMS2 offers advanced medical knowledge, critical thinking, and practical skills in preparation for the external NREMT skills certification and written exam required for employment as an Emergency Medical Technician, Dispatcher, EMT Supervisor, Paramedic, or Nurse. It includes 32 hours of work experience/internship in hospital emergency departments and on life-support ambulances.



Estimated starting wage: \$31,200 (2019–2020).

8. Family Child Care Entrepreneurship, Certificate of Achievement



Location: Chabot College
Department: Early Childhood
Development
Length of program: 1 year
Units/hours: 19 units
Offered: Fall, Spring, Summer

Link:
[chabotcollege.edu/academics/social-
sciences/ecd](http://chabotcollege.edu/academics/social-sciences/ecd)
Contact: Terra Lee
tlee@chabotcollege.edu



Description: Designed for entrepreneurs seeking to own and operate a home-based child care business. Learn administrative skills necessary to operate a business, as well as the essentials of early childhood education helpful in designing curricula appropriate in a family/child care setting. Coursework includes internships in alignment with Community Care Licensing requirements. The ECD courses are designed to meet the requirements of the California Child Development Permit, and when the students complete the program, they will be eligible to apply for the Associate Teacher Child Development permit as well, as they will meet the requirements of Title 22 licensing for the teacher level.



Estimated starting wage: Varies upon location and scale of home-based operation.

9. Fire Academy - Fire Suppression, Certificate of Achievement



Location: Las Positas College
Department: Fire Service Technology
Length of program: 1 semester
Units/hours: 22 units
Offered: Spring

Link:
laspositascollege.edu/degrees/fireacademy-firesuppressioncertificateofachievement.php
Contact: Anne Kennedy
akennedy@laspositascollege.edu



Description: The Las Positas College Regional Fire Academy is a separate one-year, accredited California State Fire Marshal program that provides certificates from State Fire Training, the National Wildfire Coordinating Group, and CAL FIRE. The program produces pre-service cadets ready for active employment with an understanding of the structure, culture, and expectations of the fire service, and the skills and abilities of entry-level firefighters, including proper use of fire equipment. After successful completion of our Fire Academy and third-party certification exams, fire cadets will receive a Firefighter 1 Certificate with IFSAC (International Fire Service Accreditation Congress)/PRO Board seals, allowing application for direct job entry in over 40 U.S. states. Employment opportunities include entry-level jobs such as Trainee/Reserve/Seasonal Firefighter, as well as hand-crew Forestry Firefighter at local/regional/ state fire departments and the CAL FIRE/U.S. Forest Service.



Estimated starting wage: \$21,600–\$30,000 to start, and up to \$62,400 depending on varying environmental factors (2020).

10. Fire Prevention Inspector, Certificate of Achievement



Location: Chabot College
Department: Fire Technology
Length of program: 2 semesters
Units/hours: 27 units
Offered: Fall or Spring

Link:
chabotfire.com
Contact: Bob Buell
bbuell@chabotcollege.edu



Description: The Fire Prevention Inspector program is based on the six core courses of the Uniform Fire Technology curriculum as approved by the State Board of Fire Services and the California Fire Chiefs Association. The core courses align with the California C-ID program and the National Fire Academy Fire and Emergency Services Higher Education (FESHE) Model Curriculum: Associate. Additionally, the Fire Prevention Inspector program offers general courses in applied physics and chemistry, as well as specialized courses in fire prevention, public safety, building construction, and fire protection system design. Possible positions include Fire Inspector, Fire Investigator, Forest Fire Inspector, and Prevention Specialist. Local employment and training opportunities with fire departments throughout the Bay Area and the state are possible.



Estimated starting wage: \$95,680 (2019–2020).



11. Fire Prevention, Certificate of Achievement



Location: Las Positas College

Department: Fire Service
Technology

Length of program: 2 semesters

Units/hours: 18 units

Offered: Fall, Spring

Link:

[laspositascollege.edu/
degrees/fireprevention-
certificateofachievement.php](https://laspositascollege.edu/degrees/fireprevention-certificateofachievement.php)

Contact: Anne Kennedy

akennedy@laspositascollege.edu



Description: Through classroom and field observations, students learn the fundamentals of fire prevention, including history, philosophy, and operation of a fire-prevention bureau. Courses cover fire and building codes, inspection techniques, identifying and correcting hazards, detection and suppression systems, and fire-safety education. This is a pathway to a career as a certified fire inspector when combined with State Fire Training requirements. Certificate recipients eligible for entry-level roles as Firefighter, Firefighter/EMT, Seasonal/Reserve/Student Firefighter, and Fire Aide.



Estimated starting wage: \$77,856 (2020).

12. Fire Service Technology, Certificate of Achievement



Location: Las Positas College

Department: Fire Technology

Length of program: 2 semesters

Units/hours: 22 units

Offered: Fall, Spring

Link:

[laspositascollege.edu/
degrees/firetechnology-
certificateofachievement.php](https://laspositascollege.edu/degrees/firetechnology-certificateofachievement.php)

Contact: Anne Kennedy

akennedy@laspositascollege.edu



Description: Entry-level course covering basic fire suppression, prevention, and EMS skills through knowledge taught inside and outside the classroom. Students learn to analyze, evaluate, and apply data to solve fire-technology problems, while actively demonstrating technical, cognitive, and psycho-motor skills required in fire service. Employment in local, regional, state and federal agencies includes volunteer/reserve/seasonal/fulltime firefighter roles; and as EMT, Paramedic, Inspector, and Code-Enforcement Officer.



Estimated starting wage: \$25,000–\$35,000 (2020).



13. Fire Technology, Certificate of Achievement



Location: Chabot College
Department: Fire Technology
Length of program: 1 year
Units/hours: 48 units
Offered: Year-round

Link:
chabotfire.com
Contact: Bob Buell
bbuell@chabotcollege.edu



Description: This certificate program is based on the Uniform Fire Technology curriculum as approved by the State Board of Fire Services and the California Fire Chiefs Association. The six core courses align with the California C-ID program and the National Fire Academy Fire and Emergency Services Higher Education (FESHE) Model Curriculum: Associate. All coursework is taught to the National Fire Protection Association (NFPA) 1001 standard for professional qualifications. Local employment and training opportunities with fire departments throughout the Bay Area and the state are possible. Candidates must complete Firefighter I and EMT training beforehand to finish in one year.



Estimated starting wage: \$89,440 (2019–2020).

14. Firefighter 1 Academy, Certificate of Achievement



Location: Chabot College
Department: Fire Technology
Length of program: 1–3 semesters
Units/hours: 39 units
Offered: Summer or Fall

Link:
chabotfire.com
Contact: Bob Buell
bbuell@chabotcollege.edu



Description: Firefighting is an adventurous and rewarding profession in public service. Chabot's program is based on the Uniform Fire Technology curriculum and is one of the longest running in the state of California. Successful completion of the program opens opportunities to work in firefighting, fire investigating, forestry fire fighting, and prevention. This certification is core to a degree in fire technology, but it is also the minimum fire and EMS training required for candidates seeking employment with many fire agencies throughout the country. Local employment and training opportunities with fire departments throughout the Bay Area and California are possible.



Estimated starting wage: \$89,440 (2019–2020).

15. Paraeducator, Certificate of Completion



Location: San Lorenzo Adult School **Link:**
Organization: Mid-Alameda County adu.slzusc.org
Consortium **Contact:**
Department: Career Technical Trish Jetson
Education pjetson@slzusc.org
Length of program: 24 weeks
Units/hours: 72 hours
Offered: Fall, Winter, Spring



Description: This course provides theoretical and practical skills to prepare students for an entry-level position in education as a Paraeducator. Students will receive introductory or advanced paraeducator skills training. Participants will gain skills in job knowledge, reading, writing, and math. Students will receive a Certificate of Program Completion.



Estimated starting wage: \$35,800–\$61,600 (2020), depending on various employment conditions.

16. Teaching Beginning Piano, Certificate of Achievement



Location: Las Positas College **Link:**
Department: Music laspositascollege.edu/music/piano_teaching_fundamentals.php
Length of program: 2 semesters
Units/hours: 18–19 units **Contact:** Daniel Marschak
Offered: Fall, Spring dmarschak@laspositascollege.edu



Description: The Certificate of Achievement in Teaching Beginning Piano provides those who are current or prospective piano teachers with practical courses focused on the art of teaching beginning students of all ages, a core music theory and technique background, and essential entrepreneurship skills they will need to succeed in self-employment and/or working for a music school. This certificate includes classes from the business department in addition to the music department. Career opportunities include Private Piano Teacher (for beginning students of all ages), Piano Teacher (based in a music studio), Music School Owner, and Group Piano Teacher.



Estimated starting wage: \$71,040 (2020).

17. Teaching Piano Fundamentals, Certificate of Achievement



Location: Las Positas College

Department: Music

Length of program: 2 semesters

Units/hours: 10 units

Offered: Fall, Spring

Link:

laspositascollege.edu/music/

Contact: Daniel Marschak

dmarschak@laspositascollege.edu



Description: The fully online Certificate of Achievement in Commercial Music: Piano Teaching Fundamentals is designed to provide current or prospective piano teachers with the pedagogical skills and business acumen they will require to succeed in a career for a wide array of students. Career opportunities include Private Piano Teacher (for students of all ages and skill levels), Piano Teacher (based in a music studio), Music School Owner, and Group Piano Teacher.



Estimated starting wage: \$48,000 (2020).

18. Wastewater Treatment Plant Operator



Location: Castro Valley Adult & Career Education
Organization: Mid-Alameda County Consortium

Department: Career Education

Length of program: 35 weeks

Units/hours: 110 hours

Offered: Fall

Link:

cvaadult.org

Contact: Kerry Principato

kprincipato@cv.k12.ca.us



Description: Learn the basics of how to operate and maintain a wastewater treatment plant under the supervision and instruction of a licensed plant operator. Students will learn safety, treatment processes, solids management, and an overview of regulations. Upon successful completion of the program, students will have the skills and knowledge required to sit for the Grade 2 Wastewater Treatment Certification Exam.



Estimated starting wage: \$71,600 (2020).



Healthcare

SECTOR OVERVIEW





















In the East Bay, the healthcare industry is one of the fastest-growing sectors, attracting employees who enjoy helping others and working in fast-paced, team environments. The trend is expected to continue over the next decade, driven by the region's increasing general population, the need for care of aging individuals, and the demand for preventative services.
















Nationwide, demand is expected to increase 12% for registered nurses and 23% for medical assistants by 2030, according to the U.S. Bureau of Labor Statistics.



At a Glance: Healthcare

Y2C Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Industry/ Professional Certifications
1. Administrative Medical Assistant Program		Castro Valley Adult Education	NfC	EL			
2. Administrative Medical Assistant, Certificate of Achievement		Las Positas College	C	Both			
3. Behavioral Health, Certificate of Achievement		Chabot College	C	Both			
4. Clinical Medical Assisting	Hybrid	Castro Valley Adult Education	NC	EL			
5. Fitness Instructor, Certificate of Achievement		Chabot College	C	Both			
6. Fitness Trainer, Certificate of Achievement		Las Positas College	C	EL			
7. Health Information Coding, Certificate of Achievement		Chabot College	C	EL			

*Credit (C) / Noncredit (NC) / Not-for-Credit (NfC)

Y2C Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Industry/ Professional Certifications
8. Medical Assisting, Certificate of Achievement		Chabot College	C	EL			
9. Pathway to Sports Injury Care, Certificate of Achievement		Chabot College	C	Both			
10. Residential & In-Home Care Training	Partially	New Haven Adult School	NC	EL			

*Credit (C) / Noncredit (NC) / Not-for-Credit (NfC)



1. Administrative Medical Assistant Program



Location: Castro Valley Adult & Career Education

Organization: Mid-Alameda County Consortium

Department: Career Education

Length of program: 16 weeks

Units/hours: 240 hours

Offered: Year-round

Link:

cvadult.org

Contact: Kerry Principato

kprincipato@cv.k12.ca.us



Description: This program prepares students with the skills needed to work in the front office of a healthcare facility, by providing instruction and skill development in the daily operations of a medical office. Students will learn front office skills such as managing the Electronic Healthcare Record (EHR), introduction to health insurance, introduction to billing, reimbursement and account collections, healthcare law and ethics, telephone management (scheduling appointments), medical terminology basics, anatomy and physiology basics, and soft skills for success (professionalism, communication, and career-building). This program prepares students for the State and National AMA examinations. Students also receive a Certificate of Competency upon completion of the program. This certificate allows students to then sit for state or national certification. State certification is California Certified Medical Assistant Administrative (CCMA-A), administered by the California Certifying Board for Medical Assistants (CCBMA). The national certification is the National Certified Medical Office Assistant (NCMOA), administered by the National Center for Competency Testing (NCCT).



Estimated starting wage: \$33,210–\$68,970 (2020), depending on various employment conditions.

2. Administrative Medical Assistant, Certificate of Achievement



Location: Las Positas College

Department: Computer Information Systems

Length of program: 2 semesters

Units/hours: 23.5–26.5 units

Offered: Fall, Spring

Link:

laspositascollege.edu/degrees/administrativemedicalassistant-certificateofachievement.php

Contact: Jean O'Neil-Opipari

joneilopipari@laspositascollege.edu



Description: The Certificate of Achievement in Administrative Medical Assistant provides students with the required knowledge to work in healthcare providers' offices such as physicians' offices, ancillary healthcare providers such as physical therapy, laboratory, radiology, and a wide variety of other supportive healthcare agencies. Courses in this comprehensive program provide a broad foundation of computer skills, healthcare terminology, and medical office skills designed to acquaint students with the roles and responsibilities related to the healthcare field, medical office procedures, healthcare finance and insurance issues, and actual practice in the healthcare arena.



Estimated starting wage: \$47,673 (2020).



3. Behavioral Health, Certificate of Achievement



Location: Chabot College
Department: Human Services
Length of program: 2 semesters
Units/hours: 16–18 units
Offered: Fall, Spring

Link:
[chabotcollege.edu/academics/
health-kinesiology-athletics/
health-nutrition/index.php](http://chabotcollege.edu/academics/health-kinesiology-athletics/health-nutrition/index.php)
Contact: Shannon Stanley
ssstanley@chabotcollege.edu



Description: This program will prepare students for entry-level, paraprofessional jobs in human services by providing a historical context of the human services profession; building hard- and soft-skill sets to include interpersonal relationships, cultural competency/humility, active listening, case management, group process, boundary setting, self-care, empathy, and compassion; and introducing students to fieldwork experience in human services. Upon completion, students may find work as a Social and Human Service Assistant or a Human Resources Assistant.



Estimated starting wage: \$43,680 (2020).

4. Clinical Medical Assisting



Location: Castro Valley Adult & Career Education
Organization: Mid-Alameda County Consortium
Department: Career Education
Length of program: 22 weeks + externship
Units/hours: 408 hours
Offered: Year-round

Link:
cvadult.org
Contact: Kerry Principato
kprincipato@cv.k12.ca.us



Description: Become a Clinical Medical Assistant in the growing and demanding area of healthcare. In this comprehensive, hands-on program, students will learn to perform clinical procedures including vital signs, preparing and administering injections, drawing blood, collecting specimens, taking electrocardiograms, recording and charting patient history, learning the practical applications of Electronic Health Records, preparing patients for x-rays and examinations, applying bandages and dressings, learning medical terminology, and career development. This course includes medical administrative online training. Students are awarded a Certificate of Competency upon completion, allowing them to sit for state or national certification. State certification is the California Certifying Board for Medical Assistants (CCBMA), and the National Certified Medical Assistant (NCMA).



Estimated starting wage: \$33,210–\$62,400 (2020), depending on varying employment conditions.

5. Fitness Instructor, Certificate of Achievement



Location: Chabot College
Department: Kinesiology
Length of program: 3 semesters
Units/hours: 26 units
Offered: Fall, Spring

Link:
[chabotcollege.edu/academics/
health-kinesiology-athletics/
kinesiology/index.php](http://chabotcollege.edu/academics/health-kinesiology-athletics/kinesiology/index.php)
Contact: Dan Miller
dmiller@chabotcollege.edu



Description: Graduates of this program will be qualified to work as a Personal Trainer and/or Group Exercise Instructor. Students in this program will learn scientific principles of exercise and physical conditioning, techniques of strength training, and methods appropriate to establishing healthy behavior. Successful completion of the program will gain the knowledge needed to prepare for industry-standard national certifications such as ACE (American Council on Exercise), ACSM (American College of Sports Medicine), and NASM (National Academy of Sports Medicine).



Estimated starting wage: \$40,394 (2020).

6. Fitness Trainer, Certificate of Achievement



Location: Las Positas College
Department: Kinesiology
Length of program: 2 semesters
Units/hours: 16 units
Offered: Fall, Spring

Link:
[laspositascollege.edu/
degrees/fitnesstrainer-
certificateofachievement.php](http://laspositascollege.edu/degrees/fitnesstrainer/certificateofachievement.php)
Contact: Anne Kennedy
akennedy@laspositascollege.edu



Description: Stay active and inspire others to stay fit while living a healthy lifestyle. Certificate program provides foundation in kinesiology. Learn client evaluation strategies while developing and administering safe exercise programs. Coursework covers scientific research, health information, risk factors, and behavioral change processes. Career opportunities include Individual and Group Fitness Instructor, Physical Therapy Assistant, Personal Trainer, Recreation Trainer, and Fitness Trainer. The courses offered in the program prepare students to sit for a nationally recognized fitness organization certification exam.



Estimated starting wage: \$44,720 (2020).



7. Health Information Coding, Certificate of Achievement



Location: Chabot College
Department: Health
Length of program: 3 semesters
Units/hours: 31 units
Offered: Fall, Spring, Summer

Link:
[curricunet.com/chabot/reports/
program_report.cfm?programs_
id=934](http://curricunet.com/chabot/reports/program_report.cfm?programs_id=934)
Contact: Kristina Perkins
kperkins@chabotcollege.edu



Description: A Health Information Medical Coder is an individual who analyzes medical records and assigns codes to index diagnoses and produces to support clinical care; to assist medical research in hospitals, physician's offices, clinics and other healthcare facilities; and to provide information for reimbursement purposes. Codes are used by institutions for quality assurance activities and case mix management. A Health Information Medical Coder is an important member of the healthcare team and contributes in varied healthcare settings, both inpatient and outpatient. Potential careers include Medical Records and Health Information Technician, Medical Secretary, and Data Entry Keyer.



Estimated starting wage: \$42,640 (2020).

8. Medical Assisting, Certificate of Achievement



Location: Chabot College
Department: Health
Length of program: 2 semesters
Units/hours: 34 units
Offered: Fall, Spring

Link:
[chabotcollege.edu/academics/
health-kinesiology-athletics/
medical-assisting/index.php](http://chabotcollege.edu/academics/health-kinesiology-athletics/medical-assisting/index.php)
Contact: Kristina Perkins
cc-medassist@chabotcollege.edu



Description: Graduates of the Medical Assisting program will have an opportunity to apply for employment in an ambulatory care setting. Job titles include Medical Assistant, Medical Receptionist, Certified Medical Assistant, Scheduler, and Medical Office Assistant. Upon satisfactory completion of the curriculum, students are eligible to take the Certified Medical Assistant Exam (CMA-AAMA) sponsored by the American Association of Medical Assistants (AAMA).



Estimated starting wage: \$34,798 (2020).



9. Pathway to Sports Injury Care, Certificate of Achievement



Location: Chabot College
Department: Kinesiology
Length of program: 2 semesters
Units/hours: 21 units
Offered: Fall, Spring

Link:
chabotcollege.edu/academics/health-kinesiology-athletics/kinesiology/index.php
Contact: Dan Miller
dmiller@chabotcollege.edu



Description: This program combines academic, laboratory, and clinical experience to prepare students for further study or to obtain employment as an entry-level rehabilitation/allied healthcare professional. Completing this certificate may facilitate the student's transfer to a four-year college and/or professional program specializing in the areas of athletic training or physical therapy.



Estimated starting wage: \$53,310 (2020).

10. Residential and In-Home Care Training



Location: New Haven Adult School
Organization: Mid-Alameda County Consortium
Department: Health
Length of program: 7 weeks
Units/hours: 63–70 hours
Offered: Year-round

Link:
mynhas.org/apps/pages/Caregiver
Contact: Karen Young
kyoung@nhusd.k12.ca.us



Description: Students learn how to provide person-centered support for daily living activities to clients in their homes and/or residential care facilities while learning about common diseases, infections, chronic illnesses, and disorders found in a residential care settings, and techniques to assist clients with self-management and activities like bathing, dressing, hygiene care, diet, exercise, social interactions, and more. Students also learn how to assist clients in taking medications properly and how to support them in community and social-engagement activities. Job placement assistance is included. This occupational skills certificate includes First Aid, as well as Adult and Child CPR certification (EMS Safety Services).



Estimated starting wage: \$17,000–\$34,000 (2020), depending on part- or full-time employment.



Information & Communications Technology

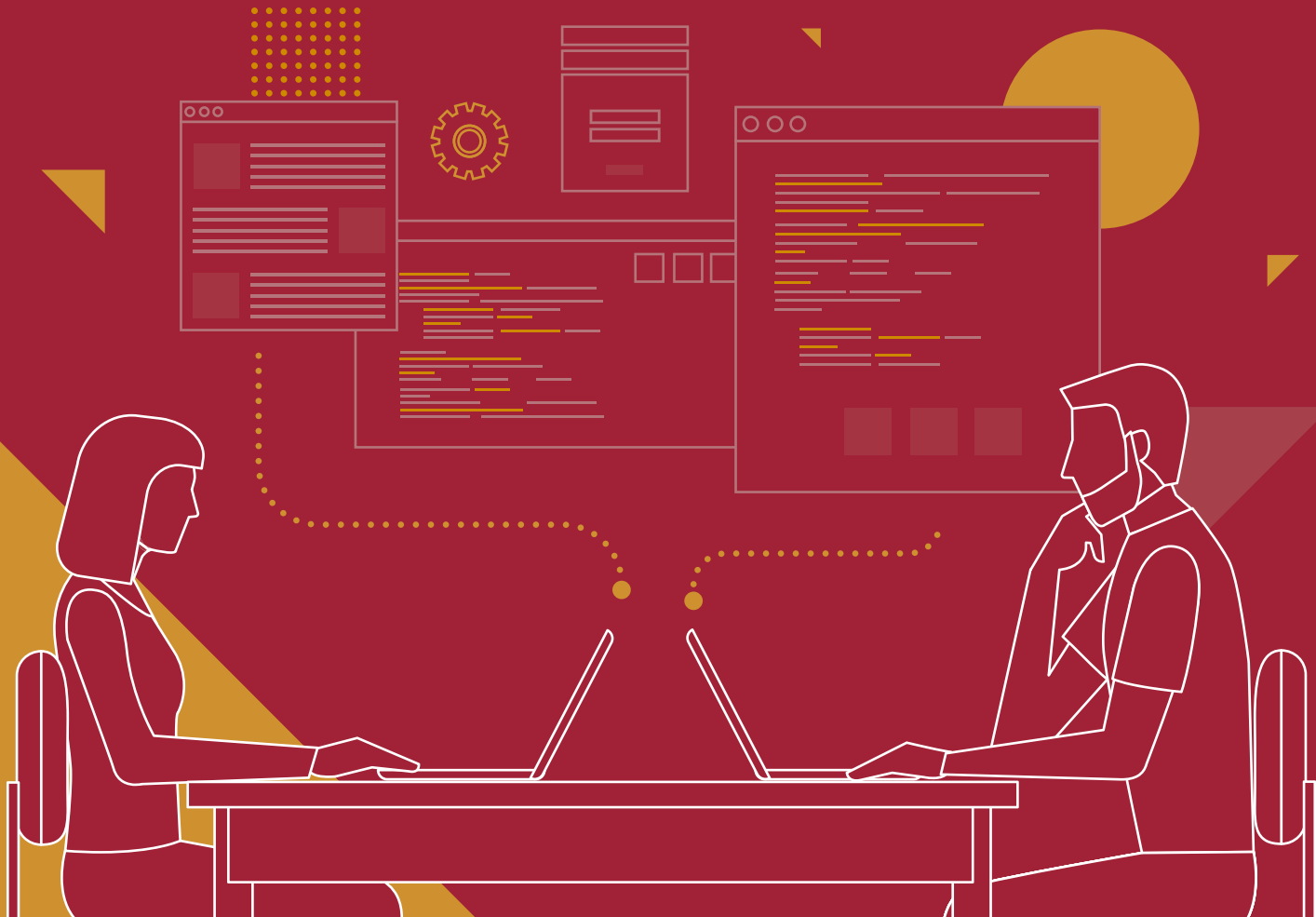
SECTOR OVERVIEW

We live in a digital age, where software, internet-based and social media companies are constantly looking for the workforce that will be generating future innovative technologies. These continually evolving technologies have also created demand for skilled information and communications technology workers across all industries, in companies of all sizes. Demand for workers who can design, create, operate and maintain ICT systems.






















Telecommuting and virtual worksites increase the reliance on clear communication and written product, and effective writing is an essential skill in the Age of Information.





















ICT occupations are projected to grow 12 percent nationwide through 2028, making the industry one of the fastest growing economic sectors, according to the U.S. Bureau of Labor Statistics.

















At a Glance: Information & Communications Technology

Y2C Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Industry/ Professional Certifications
1. Animation, Certificate of Achievement		Chabot College	C	Both			
2. Artificial Intelligence, Certificate of Achievement		Las Positas College	C	Both			
3. Audio Recording, Certificate of Achievement		Chabot College	C	Both			
4. Cloud Computing, Certificate of Achievement		Las Positas College	C	Both			
5. Creative Writing, Certificate of Proficiency		Chabot College	C	CB			
6. Data Analytics, Certificate of Achievement		Las Positas College	C	Both			
7. Digital Media Arts, Certificate of Achievement		Chabot College	C	Both			

*Credit (C) / Noncredit (NC) / Not-for-Credit (NfC)

Y2C Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Industry/ Professional Certifications
8. Digital Photography, Certificate of Achievement		Chabot College	C	Both			
9. Filmmaking, Certificate of Achievement		Chabot College	C	Both			
10. Graphic Design, Certificate of Achievement		Chabot College	C	Both			
11. IT Support Professional, Certificate of Achievement		Las Positas College	C	Both			
12. Management Information Systems, Certificate of Achievement		Las Positas College	C	Both			
13. Music Production, Certificate of Achievement		Chabot College	C	CB			
14. Music Technology Fundamentals, Certificate of Achievement		Las Positas College	C	Both			

*Credit (C) / Noncredit (NC) / Not-for-Credit (NfC)

Y2C Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Industry/ Professional Certifications
15. Project Management, Certificate of Achievement		Las Positas College	C	Both			
16. RedHat Linux Administration, Certificate of Achievement		Las Positas College	C	Both			
17. Web Development, Certificate of Achievement	Partially	Las Positas College	C	Both			

*Credit (C) / Noncredit (NC) / Not-for-Credit (NfC)



1. Animation, Certificate of Achievement



Location: Chabot College
Department: Film and Animation
Length of program: 2 semesters
Units/hours: 18 units
Offered: Fall, Spring

Link:
chabotcollege.edu/academics/arts-media-communications/film/
Contact: Mumtaj Ismail
mismail@chabotcollege.edu



Description: This certificate provides students a foundation in figure drawing, storyboarding, screenwriting, character development, editing, concept art, and motion graphics. The program is geared towards students who want to acquire fundamental skills in animation art, production and technology. Students have the unique opportunity to make their first short animation and learn how to screen, promote and market their animation. These skills will help students continue their studies in animation. Students earning this certificate will be prepared for entry-level positions as Filmmaker, Animator, Storyboard Artist, Animation Artist, Concept Artist, Character Artist, 3D Modeler, Videographer, Film Editor, Motion Graphics Designer, Producer, Director, Creative Director, Art Director, and/or Production Coordinator.



Estimated starting wage: \$75,275 (2020).

2. Artificial Intelligence, Certificate of Achievement



Location: Las Positas College
Department: Computer Science
Length of program: 2 semesters
Units/hours: 21 units
Offered: Fall, Spring, Summer

Link:
laspositascollege.edu/degrees/artificialintelligence-certificateofachievement.php
Contact: Jean O'Neil-Opipari
joneilopipari@laspositascollege.edu



Description: This program prepares students for direct job entry into areas such as artificial-intelligence programming, machine-learning engineering, and business-intelligence development. It also prepares students with theoretical knowledge of artificial knowledge to ensure quick adaptation to emerging artificial-intelligence technologies.



Estimated starting wage: \$98,966 (2020–21).



3. Audio Recording, Certificate of Achievement



Location: Chabot College
Department: Commerical Music
Length of program: 2 semesters
Units/Hours: 16 units
Offered: Fall, Spring

Link:
chabotcollege.edu/academics/arts-media-communications/music-recording-technology/index.php
Contact: Young Kwang Schwyter
yschwyster@chabotcollege.edu



Description: The program introduces students to the fundamentals of audio recording for radio, television, film, and live sound—the foundation of the music and recording arts industry. The certificate includes an introduction to the most highly used digital audio workstations, including AVID Pro Tools and Ableton recording software. This program also gives students access to recording equipment both current and relevant, offering real “on-the-job” experience for planning, preparing, and producing a recording session. Students also complete the program with a portfolio of exemplary work, an advantage for occupational internships and job opportunities as a Sound Engineering Technician and Audio/Video Equipment Technician.



Estimated starting wage: \$47,153 (2020–21).

4. Cloud Computing, Certificate of Achievement



Location: Las Positas College
Department: Computer Studies
Length of program: 2 semesters
Units/hours: 16 units
Offered: Fall, Spring

Link:
laspositascollege.edu/compstudies/index.php
Contact: Jean O’Neil-Opipari
joneilopipari@laspositascollege.edu



Description: This program is designed for people who are seeking employment with companies using cloud computing. It provides instruction in industry-standard skills to understand and develop applications for the cloud. Students learn a range of topics covering technical principles of hardware and software requirements to run systems in the cloud, including storage, database management, and software systems, while also maintaining security.



Estimated starting wage: \$119,350 (2020–21).



5. Creative Writing, Certificate of Proficiency



Location: Chabot College
Department: English
Length of program: 1 year
Units/hours: 15 units
Offered: Fall or Spring

Link:
[chabotcollege.edu/academics/
 language-arts/english](http://chabotcollege.edu/academics/language-arts/english)
Contact: Jamal Cooks
jcooks@chabotcollege.edu



Description: Improve persuasive writing skills and learn to deliver your message effectively. Written communication is an essential skill for success in today's workplace, and validating writing ability through a certificate program brings people one step closer to gainful employment or advancement in their current career. Written communication is highly valued across all industries, such as government, education, media, nonprofit, law, science, technology, and more. This certificate covers elements, language, and structure, which are utilized for effective writing in a variety of professional roles.



Estimated starting wage: Varies depending on job title, business type, and industry.

6. Data Analytics, Certificate of Achievement



Location: Las Positas College
Department: Computer Science
Length of program: 2 semesters
Units/hours: 16 units
Offered: Fall, Spring

Link:
[laspositascollege.edu/
 compstudies/index.php](http://laspositascollege.edu/compstudies/index.php)
Contact: Jean O'Neil-Opipari
joneilopipari@laspositascollege.edu



Description: This program provides students with a solid foundation in the fields of data analytics, business intelligence analysis, or data science. It prepares students for entry-level positions or to help advance into careers in data collection, data processing, and data analysis while providing a foundation for future training in data science and big-data analysis. Students will learn how to make business decisions based upon the analysis of large amounts of data. Students will learn about processing, integrating, modeling, mining, and analytics. Students will use frameworks, tools, services, and programming languages to analyze data.



Estimated starting wage: \$91,624 (2020–21).



7. Digital Media Arts, Certificate of Achievement



Location: Chabot College
Department: Graphic Design and Digital Media
Length of program: 2 semesters
Units/Hours: 18 units
Offered: Fall, Spring

Link:
chabotcollege.edu/academics/arts-media-communications/digital-media/index.php
Contact: Mumtaj Ismail
mismail@chabotcollege.edu



Description: Students earning this certificate will be prepared for entry-level positions as Graphic Designer, Web Designer, UI Designer, Art Director, Creative Director, Marketing Specialist, Software Applications Designer, Marketing Content Creator, Public Relations Designer, Multimedia Artist, Commercial Designer, Industrial Designer, Mobile Designer, UI Designer, Social Media Designer, and Publishing Designer.



Estimated starting wage: \$52,104 (2020).

8. Digital Photography, Certificate of Achievement



Location: Chabot College
Department: Photography
Length of program: 2 semesters
Units/Hours: 19.5 units
Offered: Fall, Spring

Link:
chabotcollege.edu/academics/arts-media-communications/photography/index.php
Contact: Aaron Deetz
adeetz@chabotcollege.edu



Description: This certificate provides students with a foundation in digital imaging with an emphasis in studio techniques. Students learn advanced digital post-processing techniques working with Adobe software as well as industry-standard techniques for photography in a studio environment. The Digital Photography Certificate fosters individual style and a unique vision by allowing students to develop a genre-specific portfolio to begin their professional practice. Students earning this certificate will be prepared for entry-level positions as Architectural Photographer, Commercial Photographer, Corporate Photographer, Industrial Photographer, Photojournalist, Portrait Photographer, and Scientific Photographer.



Estimated starting wage: \$36,275 (2020).

9. Filmmaking, Certificate of Achievement



Location: Chabot College
Department: Film and Animation
Length of program: 2 semesters
Units/hours: 16 units
Offered: Fall, Spring

Link:
chabotcollege.edu/academics/arts-media-communications/film/
Contact: Mumtaj Ismail
mismail@chabotcollege.edu



Description: This certificate provides students a foundation in film theory, screenwriting, character development, storyboarding, editing, camera work, video editing, and motion graphics. Students have the unique opportunity to make their first short film and learn how to screen and promote their film. These skills will help students either continue as independent filmmakers or continue their studies in film. Students earning this certificate will be prepared for entry-level positions as Camera Operator, Cinematographer, Director of Photography, Producer, Editor, Director, Videographer, Animator, Production Coordinator, Visual Storyteller, Digital Storyteller, Social Video Producer, and Motion Graphics Editor.



Estimated starting wage: \$63,772 (2020).

10. Graphic Design, Certificate of Achievement



Location: Chabot College
Department: Graphic Design and Digital Media
Length of program: 2 semesters
Units/hours: 21 units
Offered: Fall, Spring

Link:
chabotcollege.edu/academics/arts-media-communications/digital-media/index.php
Contact: Mumtaj Ismail
mismail@chabotcollege.edu



Description: Students earning this certificate will be prepared for entry-level positions as Graphic Designer, Web Designer, UI Designer, Art Director, Creative Director, Marketing Specialist, Software Applications Designer, Marketing Content Creator, Public Relations Designer, Multimedia Artist, Commercial Designer, Industrial Designers, Mobile Designer, UI Designer, Social Media Designer, and Publishing Designer.



Estimated starting wage: \$52,104 (2020).

11. IT Support Professional, Certificate of Achievement



Location: Las Positas College
Department: Computer
Networking Technology
Length of program: 1 semester
Units/Hours: 13 units
Offered: Fall, Spring

Link:
[laspositascollege.edu/degrees/
itsupportprofessional-
certificateofachievement.php](https://laspositascollege.edu/degrees/itsupportprofessional-certificateofachievement.php)
Contact: Jean O'Neil-Opipari
joneilopipari@laspositascollege.edu



Description: Designed with curriculum from CompTIA and Google, this certificate program prepares students for entry-level IT support roles and careers as Computer Technician, Network Technician, Systems Technician, Computer User-Support Specialist, and Desktop Support Technician. Coursework provides overview of workplace fundamentals such as customer service, trouble-shooting, networks, operating systems, system administration, and security. Students successfully completing the program can achieve the Google IT Support Professional certificate and will be prepared to take the CompTIA A+, Network +, and Security + certification tests.



Estimated starting wage: \$72,054 (2020).

12. Management Information Systems, Certificate of Achievement



Location: Las Positas College
Department: Computer Studies
Length of program: 2 semesters
Units/hours: 27 units
Offered: Fall, Spring

Link:
[laspositascollege.edu/degrees/mis-
certificateofachievement.php](https://laspositascollege.edu/degrees/mis-certificateofachievement.php)
Contact: Jean O'Neil-Opipari
joneilopipari@laspositascollege.edu



Description: This certificate program prepares students for direct job entry into areas such as financial application development, e-commerce application development, database development, and project management.



Estimated starting wage: \$66,384 (2020–21).

13. Music Production, Certificate of Achievement



Location: Chabot College
Department: Music
Length of program: 2 semesters
Units/hours: 16 units
Offered: Fall, Spring

Link:
chabotcollege.edu/academics/arts-media-communications/film/
Contact: Timothy Harris
tharris@chabotcollege.edu



Description: The Certificate of Achievement in Music Production is designed for musicians and songwriters who want to develop their creative skills while learning how to use current technologies to make music. This is a hands-on certificate program in which students will be constantly required to make sounds, create music and work on their craft. Housed in the state-of-the-art Chabot College recording studio & technology lab, this program offers a streamlined, efficient pathway for emerging musicians to establish a solid foundation of technical and aesthetic knowledge to begin working in the largely freelance and project-based industry. Career opportunities after this program include Music Producer/Composer, Sound Designer, Game Audio Designer, Audio Designer for Visual Media, and Performing Musician.



Estimated starting wage: \$54,745 (2020).

14. Music Technology Fundamentals, Certificate of Achievement



Location: Las Positas College
Department: Music
Length of program: 2 semesters
Units/hours: 10 units
Offered: Fall, Spring, Summer

Link:
laspositascollege.edu/music/music_technology.php
Contact: Daniel Marschak
dmarschak@laspositascollege.edu



Description: This certificate program is designed for students who wish to learn or enhance their skills in music technology and become proficient in industry-standard software and equipment such as Logic, ProTools, Sibelius, and a variety of microphones. Completion of the program will give students the fundamental knowledge and hands-on experience needed to pursue a career in the commercial music field.



Estimated starting wage: \$57,582 (2020–21).



15. Project Management, Certificate of Achievement



Location: Las Positas College
Department: Computer Information Systems
Length of program: 2 semesters
Units/Hours: 12–13 units
Offered: Fall, Spring

Link:
laspositascollege.edu/degrees/projectmanagement-certificateofaccomplishment.php
Contact: Jean O'Neil-Opipari
joneilopipari@laspositascollege.edu



Description: Develop state-of-the-art project management skills and teamwork strategies through case-study analysis and use of the Project Management Book of Knowledge (PMBOK). Learn to determine client requirements, while developing and executing project plans, surveys, and responsive business documents. Ideal for the prospective or experienced Assistant/Associate Project Manager, Project Coordinator, Project Scheduler, IT Project Manager, Software Project Manager, and Administrative Assistant.



Estimated starting wage: \$44,571–\$77,060 (2020), depending on various employment factors.

16. RedHat Linux Administration, Certificate of Achievement



Location: Las Positas College
Department: Computer Studies
Length of program: 2 semesters
Units/hours: 22 units
Offered: Fall, Spring, Summer

Link:
laspositascollege.edu/degrees/redhatadministration-certificateofachievement.php
Contact: Jean O'Neil-Opipari
joneilopipari@laspositascollege.edu



Description: This program provides students with the knowledge they need to acquire an entry-level Linux system administration job or apprenticeship. This program prepares students in understanding server management, server support, group collaboration, effective communications, and the necessary skills to manage a set of computer servers running on the Linux operating system, making them main assets in any organization providing server services to their clientele, employees, or customers. The certificate prepares students for RedHat Linux certification.



Estimated starting wage: \$99,174 (2020–21).



17. Web Development, Certificate of Achievement



Location: Las Positas College
Department: Computer
Information Systems
Length of program: 2 semesters
Units/hours: 15 units
Offered: Fall, Spring

Link:
[laspositascollege.edu/
degrees/webdevelopment-
certificateofaccomplishment.php](https://laspositascollege.edu/degrees/webdevelopment-certificateofaccomplishment.php)
Contact: Jean O'Neil-Opipari
joneilopipari@laspositascollege.edu



Description: Enter the web-design field or hone your existing skills developing interactive and dynamic websites using HTML5 and CSS3. Coursework covers programming and web scripting using JavaScript and JQuery while accessing data using PHP and MySQL. Create basic web pages incorporating JavaScript controls, texts, fonts, colors, hyperlinks, graphic images, and sound. Available electives include project management, designing user interfaces, content-management systems, and working with graphic images. Pursue employment as a Web Technician, Web Designer, Web Programmer, Web Content Developer, or Website Developer.



Estimated starting wage: \$59,608 (2020).





Occupational Safety & Health Administration (OSHA)

SECTOR OVERVIEW

OSHA requires that employers provide workers with a safe and healthful workplace. In a strong economic region like the Bay Area, knowledgeable safety and health professionals are needed to support the prevention of work-related injuries, illnesses, and fatalities. With numerous industries in the East Bay, the need for worker safety is always present and growing.

Whether you are new to the field of occupational safety or want to increase your knowledge and skill level, completing an OSHA education program will positively contribute to the economic vitality of the Bay Area and help our workforce return home safe to their families.

The OSHA Training Institute Education Center in Pleasanton, one of only a handful of OSHA Authorized Education Centers across the U.S., and the Y2C Network offer multiple programs designed to fill the employment demands for safety professionals while helping you enter the robust Bay Area job market.



Employment across occupational health and safety-related jobs is projected to increase through 2029, according to Bureau of Labors Statistics.



At a Glance: OSHA

Y2C Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Industry/ Professional Certifications
1. Safety Fundamentals		OSHA Training Institute Education Center	NfC	EL			
2. Safety Associate, Certificate Level I		OSHA Training Institute Education Center	NfC	EL			
3. Specialist in Safety and Health, Certificate Level II		OSHA Training Institute Education Center	NfC	CB			
4. Certified Safety and Health Official, Certificate Level III		OSHA Training Institute Education Center	NfC	CB			
5. OSHA Outreach Trainer		Chabot College	NfC	CB			

*Credit (C) / Noncredit (NC) / Not-for-Credit (NfC)



1. Safety Fundamentals



Location: OSHA Training Institute Education Center
Department: Economic Development and Contract Education (EDCE)
Length of program: 50 hours
Units/hours: 5 Continued Educations Units (CEUs)

Offered: Ongoing
Link: osha4you.com/professional-certificates
Contact: Bertie Flanders
bflanders@clpccd.org



Description: The Safety Fundamentals program is perfect for expanding knowledge and awareness of workplace safety and health, and for those looking to increase employment opportunities in fields where knowledge of workplace safety is recommended or required. Students may choose an emphasis in construction or general industry. Topics for study include safety and health management, accident investigation, and recordkeeping. Students also receive a 30-hour OSHA Outreach card upon successful completion.



Estimated starting wage: Varies depending on multiple factors.

2. Safety Associate, Certificate Level I



Location: OSHA Training Institute Education Center
Department: Economic Development and Contract Education (EDCE)
Length of program: 116 hours
Units/hours: 11.6 CEUs, minimum

Offered: Ongoing
Link: osha4you.com/professional-certificates/
Contact: Bertie Flanders
bflanders@clpccd.org



Description: The Safety Associate, Certificate Level I provides a foundation in OSHA standards and identification of challenging workplace safety conditions. Design your own program through required courses and electives, with an emphasis on construction or general industry. This is a great opportunity to enter into a career in safety and for individuals whose current occupations require a solid grasp of safety and health principles. Upon completion of the program, you may qualify for Assistant Safety Specialist, Safety Coordinator, or Safety Technician positions.



Estimated starting wage: \$55,000–\$70,000 (2020).



3. Specialist in Safety & Health, Certificate Level II



Location: OSHA Training Institute Education Center
Department: Economic Development and Contract Education (EDCE)
Length of program: 180 hours
Units/hours: 16.4 CEUs, minimum

Offered: Ongoing
Link: osha4you.com/professional-certificates
Contact: Bertie Flanders bflanders@clpccd.org



Description: Designed to expand and improve the skills of safety and health professionals, the Specialist in Safety & Health, Certificate Level II program explores vital workplace issues while providing training in necessary skills for program administration. Participants select courses to fit their experience, in either construction or general industry safety. Current safety and health professionals with at least five (5) years' experience wanting to advance into a mid-level position can increase their knowledge and skills in workplace safety. Upon completion, participants may qualify for Safety Team Leader, Safety Trainer, or Safety Specialist positions.



Estimated starting wage: \$66,500–\$83,800 (2020).

4. Certified Safety & Health Official, Certificate Level III



Location: OSHA Training Institute Education Center
Department: Economic Development and Contract Education (EDCE)
Length of program: 256 hours
Units/hours: 24.8 CEUs, minimum

Offered: Ongoing
Link: osha4you.com/professional-certificates
Contact: Bertie Flanders bflanders@clpccd.org



Description: Current safety and health professionals can advance their career goals through the Safety & Health Official, Certificate Level III program, concentrating in either construction or general industry. With a stronger emphasis on safety and health regulations—including liability, training requirements, loss control, and program development and implementation—professionals with at least five (5) years' experience who want to advance into higher-level positions can increase their knowledge and skills in workplace safety. Upon completion career opportunities include Safety Manager, Senior Safety Technician, and Safety Engineer.



Estimated starting wage: \$72,000–\$89,500 (2020).

5. OSHA Outreach Trainer



Location: OSHA Training Institute
Education Center

Department: Economic
Development and Contract
Education (EDCE)

Length of program: 64 hours

Units/hours: 64 CEUs, minimum

Offered: Ongoing
Link:

[osha4you.com/outreach-program/
become-an-outreach-trainer/](https://osha4you.com/outreach-program/become-an-outreach-trainer/)

Contact: Bertie Flanders
bflanders@clpccd.org



Description: Participants in this program are trained and authorized to teach the OSHA Outreach 10- and 30-hour construction or general industry hazard recognition courses. In order to become an OSHA Outreach Trainer, participants must complete the required standards course and have five (5) years' construction or general industry safety experience. A college degree in occupational safety and health, a Certified Safety Professional (CSP) designation, or a Certified Industrial Hygienist (CIH) designation may be substituted for two (2) years of experience. OSHA-authorized outreach trainers must take an update course to renew their authorization every four years.

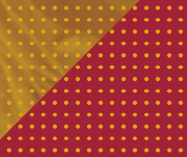


Estimated starting wage: \$67,500 (2020).





Additional Resources in the Y2C Network



CLPCCD Apprenticeship Programs



Contact: Sarah Holtzclaw, Director of Apprenticeship
Phone: 925-416-5136 | **Email:** sholtzclaw@clpccd.org

CLPCCD is the education partner for apprenticeship programs in the East Bay. The earn-and-learn model includes a job while accruing college experience at no expense to the student. Apprentices earn a college certificate following each year, as well as credits toward a college degree should they pursue advanced education in the future.



Apprenticeship programs provide a fast track to employment. The nature of an apprenticeship is to earn on-the-job experience while also learning in a classroom environment.



Apprenticeships lead to well-paid occupations and fulfilling careers in a variety of trades.



Local apprenticeship programs exist for traditional trades, with the highest demand for shop ironworkers, electricians, and sheet metal workers, and there is interest in adding innovative fields (such as healthcare and technology) within the next few years.



Today, apprenticeship programs are also offered in non-trade fields such as healthcare, government, and IT with high demand and opportunities for immediate employment.



Trade or non-trade, apprentices can also earn a college and/or industry certificate.



Apprentices earn wages at the start of programs, with built-in wage increases escalating to full journey level (for the trade), typically anywhere between two to four years.



Apprenticeship classroom training is free to apprentices, making the programs financially attractive: no-cost training, good wages, and automatic increases and entrance into an occupation with projected jobs for years to come.



To explore apprenticeship programs and employers who are immediately hiring, log onto the California Department of Industrial Relations website:

dir.ca.gov/databases/das/aigstart.asp

Learn about the local apprenticeship programs, details about the types of work, prerequisites, and schedules for these programs online:

- **Electrical**
ibew595.org/index.cfm?zone=/unionactive/view_page.cfm&page=Apprenticeships
- **Roofing**
ircc.org/becoming-an-apprentice
- **Telecommunications**
Email Jim Landers at cwajafc@yahoo.com
- **Sprinkler Fitters**
sprinklerfitters483.org/training.aspx?zone=training&pid=4968#p4968
- **Fire/Life Safety Alarm**
wbfaa.net/apprentice/apply-today
- **Associated Builders and Contractors of Northern California**
abcnorcal.org/apprenticeship
- **Shop Ironworkers**
shop790apprenticeship@yahoo.com

Y2C Employment Partner: Tri-Valley Career Center



Contact: Program Manager

Email: trivalleycareercenter@clpccd.org

Website: trivalleycareercenter.org

Location: 5860 Owens Drive, 3rd Floor,
Pleasanton, CA 94588

As the employment partner of the Y2C Network, you can use the **TriValley Career Center (TVCC)** and its resources and guidance as a new, transitioning, or re-entry job seeker, connecting you with employment opportunities offered by large employers and small- to midsize-business owners in the Tri-Valley region.

A service of the CLPCCD in partnership with the Alameda County Workforce Development Board, **TVCC** offers onsite and remote opportunities for you to update job-search skills, improve employability, and connect directly with employers hiring in our region. All these tasks can be done online or in person and all are free to job seekers and employers.

TVCC also now has access to training that includes certifications and some industry-recognized tests.

The following resources are available at the Tri-Valley Career Center:

- **Shared workspace** with computers, internet, Wi-Fi, and printers
- **Tip sheets/newsletters** with helpful job-search advice
- **Job clubs** to connect personally with other job seekers
- **Career counseling** with industry mentors and job-development professionals
- **Employer-network hiring events** and outreach to hundreds of regional employers
- **Training/education opportunities** to improve job skills and earn online certificates
- **Job board with new opportunities** being added every day at jobs.trivalleycareercenter.org.

Y2C Network: Community Partners

The Y2C Network is a coordinated effort of many career education organizations in Alameda County. In addition to programs available at Las Positas College and Chabot College, short-term career education programs that lead to skills-based certificates are also available from the community partners listed below.



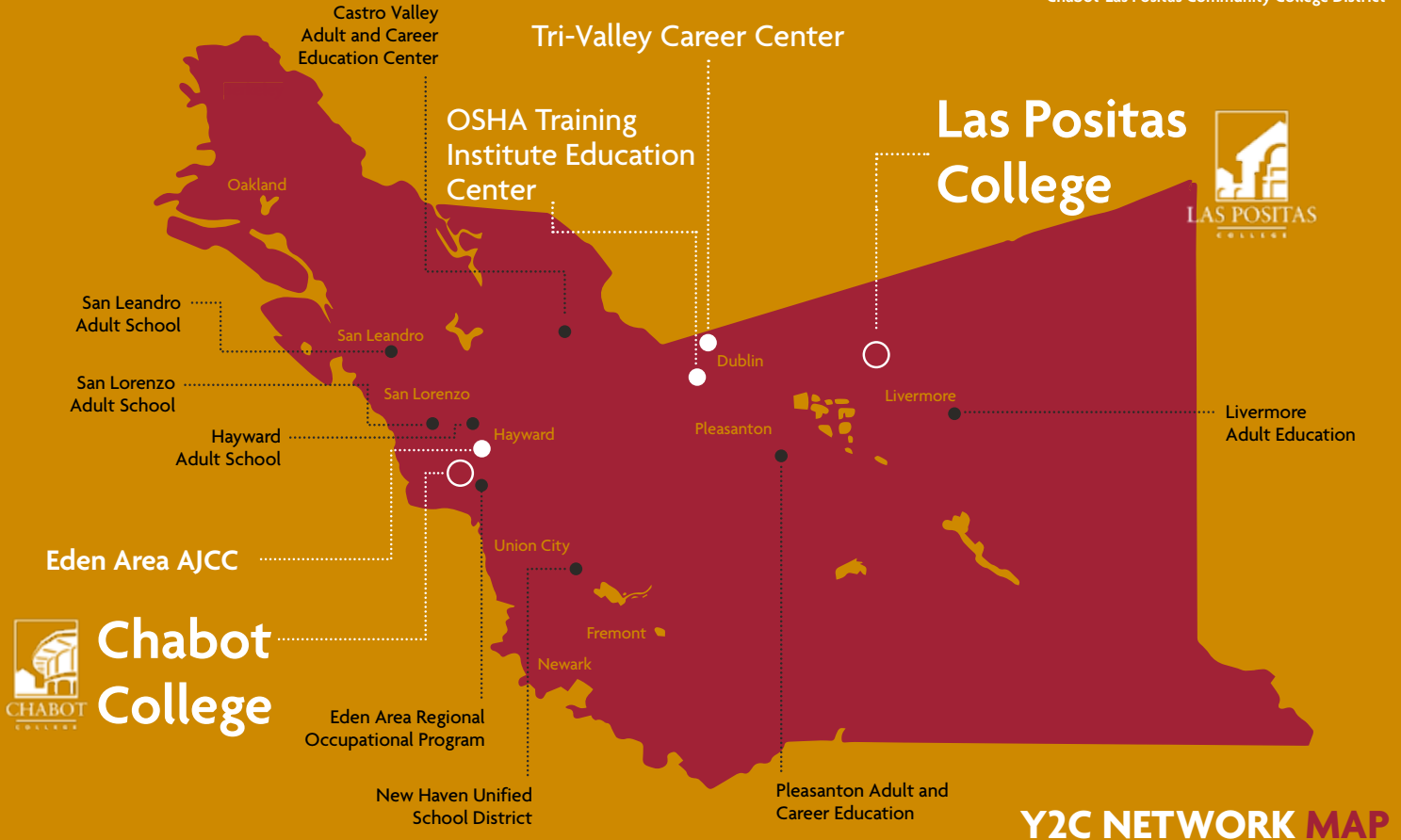
Colleges



Community Partners



Part of the Mid-Alameda County
Consortium for Adult Education (MACC)



Adult Education Community Partners

Chabot College and Las Positas College partner with Adult Education Schools and Regional Occupational Programs, known as the Mid-Alameda County Consortium (MACC), to provide career education certification, pre-apprenticeship, and career re-entry programming. **Programs offered through adult education community partners can be a starting point for future college programs at Chabot College and Las Positas College.**

You can learn more about MACC at macc4ae.org.



The following partners make up the consortium:

- Castro Valley Adult and Career Education
cvadult.org
- Dublin Adult Education
dae.dublinusd.org
- Eden Area Regional Occupation Program
edenrop.org
- Hayward Adult School
has.edu
- Livermore Adult Education
livermoreschools.org/Domain/108
- New Haven Unified School District
mynhas.org
- Pleasanton Adult and Career Education
adulthoodeducation.pleasantonusd.net
- San Leandro Adult Education
sanleandro.k12.ca.us/adultschool
- San Lorenzo Adult School
adu.slz.usd.org
- Tri-Valley Regional Occupational Program
dublin.k12.ca.us/Page/934

OSHA Training Institute Education Center

Newly located with the CLPCCD Economic Development & Contract Education offices in Pleasanton, this OSHA-authorized educational institution provides occupational safety and health training for construction, general industry, disaster site, and maritime industries throughout California. The variety of Professional Certificate Programs offered provide those interested in a career in workplace safety the ability to enhance their experience and accelerate their employability.

You can learn more at [osha4you.com](https://www.osha4you.com).



Regional Career Centers

There are community-based career centers throughout the East Bay, each with a mission to help job seekers through their job search and to connect them to local and regional employers. Their services are free, professional, and localized. There are two such Career Centers in the CLPCCD region with many others in the Bay Area.

Pleasanton: Tri-Valley Career Center

The Tri-Valley Career Center is managed by CLPCCD and is a partner of East Bay Works, serving the employment needs of job seekers and businesses in the greater East Bay community. At TVCC, job seekers find search tools and strategies, career guidance, and regular opportunities to meet directly with hiring managers from local companies. Employers partner with the TVCC for assistance with their recruitment and hiring processes, and small businesses benefit through mentoring, advising, and workshops.

You can learn more at trivalleycareercenter.org.

Hayward: Eden Area America's Job Center of California

Operated by Rubicon Programs for the Alameda County Workforce Development Board (ACWDB), the Eden Area AJCC offers local and regional workforce development activities. It also integrates workforce preparation services to address job, education, training, and employment needs in the region (Castro Valley, Hayward, San Leandro, San Lorenzo, and local unincorporated areas). The Eden Area AJCC provides a comprehensive array of services to meet the needs of job seekers and employers, while numerous community partners maintain an onsite presence and utilize the space to offer their services to jobseekers as well.

You can learn more at edenareajobcenter.org/about-us/.

Other Regional Resources

In addition to the Pleasanton and Hayward career centers, there are many resources to serve everyone depending on location.

Check with Alameda County Social Services to find the center most convenient for you:

[alamedacountysocialservices.org/our-services/Work-and-Money/Employment-and-Training/Welfare-to-work](https://www.alameda-county-social-services.org/our-services/Work-and-Money/Employment-and-Training/Welfare-to-work)



COMPLETE LIST OF Y2C PROGRAMS

Advanced Manufacturing & Automotive

Advanced Smog Technician, Certificate of Completion — Las Positas College
Automotive Basics, Certificate of Completion — Las Positas College
Automotive Body Systems, Certificate of Completion — Las Positas College
Automotive Chassis Technology, Certificate of Achievement — Chabot College
Automotive Chassis, Certificate of Achievement — Las Positas College
Automotive Mechanical, Certificate of Completion — Las Positas College
Automotive Powertrain, Certificate of Completion — Las Positas College
Automotive Service Consulting, Certificate of Achievement — Chabot College
Automotive Smog, Certificate of Completion — Las Positas College
Numerical Control Programmer (Machinist), Certificate of Achievement — Chabot College

Business, Management & Entrepreneurship

Accounting Technician, Certificate of Achievement — Chabot College
Bookkeeping, Certificate of Achievement — Chabot College
Bookkeeping, Certificate of Achievement — Las Positas College
Business Administration, Certificate of Achievement — Chabot College
Business Workforce Proficiency, Certificate of Achievement — Las Positas College
Commercial Music: Music Business, Certificate of Achievement — Las Positas College
Customer Service, Certificate of Completion — Las Positas College
Health Care Administrator, Certificate of Achievement — Chabot College
Human Resources Assistant, Certificate of Achievement — Chabot College
Management, Certificate of Achievement — Chabot College
Marketing, Certificate of Achievement — Chabot College
Office Management, Certificate of Completion — San Lorenzo Adult School
Project Management, Certificate of Proficiency — Chabot College

Real Estate Entrepreneur, Certificate of Proficiency — Chabot College
Retail Management, Certificate of Achievement — Chabot College
Retailing, Certificate of Proficiency — Chabot College
Small Business Management, Certificate of Achievement — Chabot College
Small Business Management, Certificate of Completion — Las Positas College
Tax Preparer — Chabot College
Wine Hospitality, Certificate of Achievement — Las Positas College

Education & Public Services

Associate Teacher, Certificate of Achievement — Las Positas College
Community and Organizational Leadership Certificate — Chabot College
Early Childhood Development (Associate Teacher), Certificate of Achievement — Chabot College
Emergency Medical Responder (EMR), Certificate of Accomplishment — Las Positas College
Emergency Medical Technologies (EMT), Certificate of Achievement — Las Positas College
EMS1 (Emergency Medical Responder), external Certificate — Chabot College
EMS2 (Emergency Medical Technician), external Certificate — Chabot College
Family Childcare Entrepreneurship, Certificate of Achievement — Chabot College
Fire Academy - Fire Suppression, Certificate of Achievement — Las Positas College
Fire Prevention Inspector, Certificate of Achievement — Chabot College
Fire Prevention, Certificate of Achievement — Las Positas College
Fire Service Technology, Certificate of Achievement — Las Positas College
Fire Technology, Certificate of Achievement — Chabot College
Firefighter 1 Academy, Certificate of Achievement — Chabot College
Paraeducator, Certificate of Completion — San Lorenzo Adult School
Teaching Beginning Piano, Certificate of Achievement — Las Positas College
Teaching Piano Fundamentals, Certificate of Achievement — Las Positas College
Wastewater Treatment Plant Operator — Castro Valley Adult Education

Healthcare

Administrative Medical Assistant Program — Castro Valley Adult Education
Administrative Medical Assistant, Certificate of Achievement — Las Positas College
Behavioral Health, Certificate of Achievement — Chabot College
Clinical Medical Assisting — Castro Valley Adult Education
Fitness Instructor, Certificate of Achievement — Chabot College
Fitness Trainer, Certificate of Achievement — Las Positas College
Health Information Coding, Certificate of Achievement — Chabot College
Medical Assisting, Certificate of Achievement — Chabot College
Pathway to Sports Injury Care, Certificate of Achievement — Chabot College
Residential & In-Home Care Training — New Haven Adult School

Information & Communications Technology

Animation, Certificate of Achievement — Chabot College
Artificial Intelligence, Certificate of Achievement — Las Positas College
Audio Recording, Certificate of Achievement — Chabot College
Cloud Computing, Certificate of Achievement — Las Positas College
Creative Writing, Certificate of Proficiency — Chabot College
Data Analytics, Certificate of Achievement — Las Positas College
Digital Media Arts, Certificate of Achievement — Chabot College
Digital Photography, Certificate of Achievement — Chabot College
Filmmaking, Certificate of Achievement — Chabot College
Graphic Design, Certificate of Achievement — Chabot College
IT Support Professional, Certificate of Achievement — Las Positas College
Management Information Systems, Certificate of Achievement — Las Positas College
Music Production, Certificate of Achievement — Chabot College

Music Technology Fundamentals, Certificate of Achievement — Las Positas College
Project Management, Certificate of Achievement — Las Positas College
RedHat Linux Administration, Certificate of Achievement — Las Positas College
Web Development, Certificate of Accomplishment — Las Positas College

OSHA

Certified Safety and Health Official, Certificate Level III — OSHA Training Institute Education Center
OSHA Outreach Trainer — OSHA Training Institute Education Center
Safety Associate, Certificate Level I — OSHA Training Institute Education Center
Safety Fundamentals — OSHA Training Institute Education Center
Specialist in Safety and Health, Certificate Level II — OSHA Training Institute Education Center

Learn about exciting **career opportunities** in your community with **Y2C!**

Take your next career step at Chabot and Las Positas Community College with a Year to Career program designed to help you earn college credentials in the span of one year. One year designed with you in mind... with programs across a range of industry sectors!

Y2C's 80 programs are organized into six sectors to help you find the field that stands out to you.



Advanced Manufacturing
& Automotive



Healthcare



Business, Management
& Entrepreneurship



Information &
Communications Technology



Education &
Public Services



Occupational Safety &
Health Administration (OSHA)



Embark on your college experience and build your technical skills today. While studying, expand your employment options through our network of community partners across Alameda County.

Choose Y2C for your next step in your career!
Start your journey today at www.clpccd.org/y2c/