

CAREER PATHS FOR VOCATIONAL DIPLOMA PROGRAM


Earn a Vocational Diploma!

Earn a Vocational Diploma by taking a prescribed number of computer courses directed to specific careers. The Vocational Diploma Program is designed to verify to business and industry that you have the computer skills required for entry-level positions.

ABC Adult Education Program is accredited by the Western Association of Schools and Colleges and exclusively employs State of California certificated teachers.

Call (562) 926-6734, ext 25175.

- Curriculum content is designed for the Day Program; Evening students may test out of certain designated classes to validate skills.
- The order of the classes is the suggested sequence. Classes may be taken concurrently.
- When the Career Path core classes are completed, additional classes may be added if time permits.
- To qualify for a certificate, students must get a passing grade of 70% or better and attend class according to the course syllabus.
- Not all classes are offered each nine-week session.
- Most Career Paths can be completed in 12 months or less by most full-time students.
- Certain certificates over 6 months old may require a basic test to ensure skills are current prior to issuance of Vocational Diploma.
- Students without a high school diploma or a GED will receive a Certificate of Proficiency in lieu of the Vocational Diploma.



Vocational Diploma
Awarded for
Completion of the
Administrative Assistant
Program

CTEC students qualify to sit for State and National Certification in:

- A+ Certification
- Microsoft Specialist
- National Certification Exam (Medical Assistant)
- Pharmacy Technician State Certified License
- Medical Insurance Specialist
- Adobe Certification (Photoshop, Flash, and Dreamweaver)
- QuickBooks Certification



OFFICE OCCUPATIONS

Office Assistant

As an Office Assistant, you will be able to work in an entry to intermediate level position doing clerical functions that include word processing using Word, basic accounting, spreadsheets, simple brochures, searching the internet for company related materials, and creating presentations.

Microsoft Certification available.

Salary range: \$12 - \$17 per hour.

Required Courses:

- Keyboarding*
- Computer Essentials A*
- Computer Essentials B*
- Data Entry - 8,000 sph*
- Word, Beginning
- Excel, Beginning
- PowerPoint
- Access
- Keyboard @45-50 wpm

IC³ Certification recommended.

Administrative Assistant

The Administrative Assistant is the "right hand" of the administrator. Administrative Assistants often prepare reports, write memos and letters, enter data into spreadsheets and databases, create presentations, maintain the administrator's calendar, make travel arrangements, and keep the office organized.

Microsoft Certification available.

Salary range: \$14 - \$18 per hour.

Required Courses:

- Keyboarding*
- Computer Essentials A*
- Computer Essentials B*
- Data Entry - 8,000 sph*
- Word, Beginning and Continuing
- Excel, Beginning and Continuing
- QuickBooks
- Bookkeeping/Accounting
- Access
- PowerPoint
- Keyboard @55-60 wpm

Microsoft Certification recommended.

Accounting Clerk

Basic accounting skills are required for many clerical positions where accounts receivable and payable, and payroll, are part of the job description. This career path is a good foundation for those wanting to pursue a career in accounting by furthering their education at the community level.

Salary range*: \$12 - \$14 per hour.

Required Courses:

- Keyboarding*
- Computer Essentials A*
- Computer Essentials B*
- Data Entry - 8,000 sph*
- Excel, Beginning and Continuing
- Bookkeeping/Accounting
- QuickBooks
- Payroll
- Keyboard @30 - 35 wpm

* **Prerequisites Classes:** Students may arrange to test out of these courses if they have the required skills. See Rachelle in Room G4 to arrange testing.

MEDICAL OCCUPATIONS

Medical Insurance Specialist

Students completing this career path can work in a small medical office, clinic, or a billing service company. In a Front Office position, they will make appointments, greet patients, maintain office records, and do billing and some correspondence. Medical Certification Test Prep Class is available.

Medical Insurance Specialist Certification available.

Salary range: \$13 - \$15 per hour.

Required Courses:

- Keyboarding*
- Computer Essentials A*
- Computer Essentials B*
- Data Entry - 8,000 sph*
- Word, Beginning
- Bookkeeping
- Medical Terminology & Anatomy
- Medical Billing & Coding: Front Office
- Keyboard @40 wpm*



Pharmacy Technician

Assists Pharmacists in hospital pharmacies or retail establishments, performing a variety of duties. Mixes pharmaceutical preparations, fills bottles with prescribed tablets and capsules, and types labels for bottles.

Pharmacy Technician State License available.

Salary range: \$9 - \$12 per hour.

Required Courses:

- Keyboarding*
- Computer Essentials A* or Computer Essentials B*
- Data Entry - 8,000 sph*
- Introduction to Medical Occupations
- Pharmacy Tech I
- Pharmacy Tech II
- Pharmacy Tech III
- Externship
- Keyboard @ 35 wpm*

Medical Assistant - Clinical

The Medical Assistant-Clinical is a competency-based course that provides students with skills necessary to obtain entry-level positions in a medical office facility. Instruction includes: medical and surgical asepsis, assist with physical exam of the patient, electrocardiography, administration of medication; nutrition, vital signs, and medical terminology.

National Certification Exam available.

Salary range: \$14 - \$16 per hour.

Required Courses:

- Keyboarding*
- Computer Essentials A* or Computer Essentials B*
- Data Entry - 8,000 sph*
- Introduction to Medical Occupations
- Medical Assistant I
- Medical Assistant II
- Medical Assistant III
- Externship
- Keyboard @ 35 wpm

Medical Assistant/ Front Office

Students completing this path will have the added skills of handling the front office of a medical facility. Students will be able to make appointments, greet patients, maintain office records and do billing and some correspondence as well as assist in the medical exams of a patient and the other skills of a Medical Assistant Clinical.

Salary range: \$14 - \$16 per hour.

Required Courses:

- Keyboarding*
- Computer Essentials A* or Computer Essentials B*
- Data Entry - 8,000 sph*
- Medical Assistant I
- Medical Assistant II
- Medical Assistant III
- Medical Terminology
- Medical Billing & Coding (Optional)
- Keyboard @ 35 wpm*



(562) 926-6734

CAREER TECHNICAL TRAINING

WEB/GRAPHIC DESIGN

Web Design

Join the exciting world of Web Design! The beginning web designer will create, edit and maintain web sites. To create exciting web sites, the web designer must have excellent computer skills and know a variety of computer applications. Web designers may work independently or as part of a team, depending on the size of the company. Many start their own Web Design businesses.

Adobe Certification available.

Salary range: \$15 - \$20 per hour.

Required Courses:

- Keyboarding*
- Computer Essentials A or Computer Essentials B*
- XHTML, Beginning and Advanced
- Dreamweaver, Beginning & Advanced
- Flash, Beginning and Advanced
- Fireworks
- Introduction to Javascript (Optional)
- Keyboard @35 wpm

Adobe Certification recommended.

Basic Graphic Design

This career path is geared to an entry level desktop publishing position, which may include creating flyers, inhouse newsletters, other publications, and general clerical functions. To become a "graphic designer", you will need strong proficiency in the four software programs taught, actual on the job experience, artistic talent, and a professional portfolio.

Adobe Certification available.

Salary range: \$15 - \$20 per hour.

Required Courses:

- Keyboarding*
- Computer Essentials A or Computer Essentials B*
- Photoshop (Part I, Part II)
- Illustrator (Part I and Part II)
- InDesign (Part I, Part II)
- Digital Camera
- Keyboard @ 35 wpm

Adobe Certification recommended.



Movie Animation

Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.

Salary range: \$15 - \$25 per hour.

Required Courses:

- Keyboarding*
- Computer Essentials A or Computer Essentials B*
- Adobe Photoshop (Part I and II)
- Adobe After Effects (Part I)
- Adobe After Effects (Part II)
- Digital Camera
- Keyboard @ 35 wpm

IT TECHNICIAN

IT Technician

The growing field of computer repair requires certifications for many positions. This career path teaches the skills required to become A+ Certified. These skills include mastering, configuring, troubleshooting PC components, and understanding computer technologies. A+ Certification is recognized internationally as the foundation in hardware competencies. Whether starting your own computer repair business, or working for an established company, certification validates your skills and demonstrates that you can use hardware and software effectively and that you have met the highest quality professional and technical standards.

A+ Certification available.

Salary range: \$14 - \$28 per hour.

Required Courses:

- Keyboarding*
- Computer Essentials B or Cloud Computing*
- Basic Computer Repair
- A+ Computer Upgrade and Repair (Part I and Part II)
- Ethical Hacking
- Server 2008
- Apple-Mac OS X Basic
- Internship (Part I and Part II) - Optional
- Keyboard @ 35 wpm



COMPUTER-AIDED DRAFTING

Computer-Aided Drafting

Prepare detailed drawings of architectural and structural features of buildings or drawings and topographical relief maps used in civil engineering projects such as highways, bridges, and public works. Utilize knowledge of building materials, engineering practices, and mathematics to complete drawings.

Salary range: \$15 - \$25 per hour.

Required Courses:

- Keyboarding*
- Computer Essentials A or Computer Essentials B*
- AutoCAD 2D
- AutoCAD 3D
- AutoCAD Inventor
- Keyboard @ 35 wpm

* Prerequisites Classes:

Students may arrange to test out of these courses if they have the required skills. See Rachelle in Room G4 to arrange testing.