



Exploration and Preparation Career and Academic Pathways (CAPs) Program Map: Certificate of Completion for Workplace Skills

Total number of units: 0 units

Top Code/Academic Plan: 4930.12

Updated on October 10, 2021

| Semester 1 | Course Code | Course | Units | Notes | Advising Notes |
|----------------|--------------|---|-------|-------|----------------|
| Program Course | VOC ED 101CE | Workplace Skills 1: Computer Basics | 0 | | |
| Program Course | VOC ED 102CE | Workplace Skills 2: Computer Keyboarding | 0 | | |

Total Units 0

Degree Path and Requirements:

This map is a suggested term-by-term sequence of courses to complete the program in a recommended time frame. This is an efficient and recommended plan, but actual plans may vary by individual student need. This map cannot replace a meeting with [counselors](#). Students can apply for certificates as soon as the necessary courses are completed. Meet with a counselor and the financial aid office to ensure continued financial aid. Check with [financial aid](#) for eligibility.

Department Advising Notes:

The department recommends that students meet with an Academic Counselor during the course of this program, to plan for course and program completion.

Program Description

VOC ED 101CE provides students with the basis for understanding the basic concepts of information systems used in the workplace. Emphasis is placed on components of the computer, including the system unit, input, output, and storage, file management, and the Internet. This course can be offered in multiple languages. VOC ED 102CE provides students with the touch-type method of learning the keyboard and developing proper computer keyboard techniques to build speed and accuracy.

Career and Transfer Opportunities

Visit the [Transfer Center](#) for transfer information, which varies based on transfer college. Make an appointment with a [counselor](#). Students can visit [Career and Job Services](#) for career counseling and further exploration. For additional resources, students pursuing a certificate can visit the [American Job Center of California](#) on ELAC main campus.

Youtube Videos

[You Belong at East Los Angeles College](#)

Program Map

A suggested sequence of classes to complete a degree, certificate, or program of study. Students should consult an academic counselor for variations to this plan based on part-time or full-time status, transfer plans, pre-requisites needed, etc.

Prerequisite Course

A specific course that must be completed before advancing to the next course.

Check the online catalog at elac.edu for the latest and most accurate information.

Contact

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