

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. 25178 or 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 (Word, Excel, Keyboarding, and Data Entry)
- Students without a high school diploma or a GED will receive a Certificate of Proficiency in lieu of the Vocational Diploma.



Office Clerk

Completing this career path will give you the basic computer skills needed for most entry-level clerical positions, including receptionist, general office, and warehouse. Good keyboarding skills and knowledge of word processing and spreadsheets are essential skills in today's modern computerized workplace.

Salary range*: \$10 - \$12 per hour.

Required Courses:

- Keyboarding/Ten Key**
- Intro to Computers**
- Windows Vista**
- Internet**
- Data Entry - 6,000 sph**
- Word, Beginning
- Excel, Beginning
- Office: Access and PowerPoint
- Keyboard @45-50 wpm



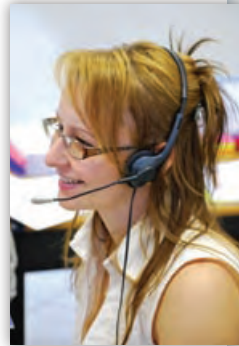
Office Assistant

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

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

Required Courses:

- Keyboarding/Ten Key**
- Intro to Computers**
- Windows Vista**
- Internet**
- Data Entry - 8,000 sph**
- Word, Beginning
- Excel, Beginning
- QuickBooks
- Bookkeeping/Accounting
- Office - Access and PowerPoint
- Keyboard @45-50 wpm



Administrative Assistant

The Administrative Assistant is the "right hand" of the administrator. Many positions previously considered secretarial are now titled Administrative Assistant because of the variety of duties performed and the responsibilities of the job. Administrative Assistants often prepare reports, write memos and letters using Word, enter data into spreadsheets using Excel and databases using Access, create PowerPoint presentations, maintain the administrator's calendar using Outlook, make travel arrangements, and keep the office organized.

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

Required Courses:

- Keyboarding/Ten Key**
- Intro to Computers**
- Windows Vista**
- Internet**
- Data Entry - 8,000 sph**
- Word, Beginning and Continuing
- Excel, Beginning and Continuing
- QuickBooks
- Bookkeeping/Accounting
- Office - Access and PowerPoint
- Keyboard @55-60 wpm

2 years college or work required.
Microsoft Certification recommended.

***Salary Ranges:** The salary ranges listed above are based on a variety of factors including but not limited to previous experience, size of company, level of education, years of experience, supply and demand and skill proficiency.

** **Students may arrange to test out of these courses if they have the required skill. Come to room G-4 to arrange testing.**

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 college level.

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

Required Courses:

- Keyboarding/Ten Key**
- Intro to Computers**
- Windows Vista**
- Internet**
- Data Entry - 6,000 sph**
- Excel, Beginning and Continuing Access (Office)
- Bookkeeping/Accounting
- QuickBooks
- Keyboard @40-45 wpm

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 Available.

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

Required Courses:

- Keyboarding/Ten Key**
- Intro to Computers**
- Windows Vista**
- Internet**
- Data Entry - 8,000 sph**
- Word, Beginning
- Excel, Beginning
- Bookkeeping/Accounting
- Medical Terminology & Anatomy
- Medical Billing & Coding
- Keyboard @40-45 wpm

Medical Assistant

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, medical terminology.

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

Required Courses:

- Keyboarding/Ten Key**
- Intro to Computers**
- Data Entry - 8,000 sph**
- Windows Vista**
- Word, Beginning
- Medical Assistant - Module 1
- Medical Assistant - Module 2
- Medical Assistant - Module 3
- Injection and Venipuncture
- Medical Terminology and Anatomy
- Medical Billing and Coding (Optional)
- Keyboard @ 35 wpm



IT Technician

The growing field of computer repair requires certification 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.

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

Required Courses:

- Keyboarding/Ten Key**
- Intro to Computers**
- Windows Vista**
- Internet**
- 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)
- Keyboard @ 40 wpm

Note: Some classes may be offered only in the evening program

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.

Salary range*: \$20 - \$30 per hour.

Required Courses:

- Keyboarding/Ten Key**
- Intro to Computers**
- Windows Vista**
- Internet**
- Word, Beginning
- XHTML, Beginning and Advanced
- Dreamweaver, Beginning & Advanced
- Flash, Beginning and Advanced
- Fireworks
- Introduction to Javascript
- Keyboard @40 wpm



Basic Graphic Design for Desktop Publishing

This career path is geared to an entry-level desktop publishing position, which may include creating flyers, in-house 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.

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

Required Courses:

- Keyboarding/Ten Key**
- Intro to Computers**
- Windows Vista**
- Internet**
- Word, Beginning
- InDesign (Part I, Part II)
- Digital Camera (Optional)
- Photoshop (Part I, Part II and Comprehensive Module)
- Illustrator (Part I and Part II)
- Dreamweaver, Beginning
- Keyboard @ 40 wpm