

OVCDC-NACTEP Career Education Program

Choose the Program that's Right for You!

Business Office Technology

- **Office Clerk Certificate of Achievement (12 units):**
Represents that the learner is prepared to perform basic competencies as an entry level office clerk whether or not the individual has previous office experience.
- **Administrative Office Assistant Certificate of Achievement (18 units):**
The learner is equipped with the range of skills necessary to perform the duties of an entry level administrative assistant in today's technological office. Learners master skills in communication, bookkeeping, and an essential selection of intermediate computer applications for business.
- **Business Office Technology Certificate of Achievement (30 units):**
Prepares students for employment in challenging positions as administrative assistants with excellent communications and computer skills for business in today's technologically dynamic office.

Computer Information Systems

- **Computer Information Systems Certificate of Achievement (28 units):**
Provides students with skills to enter the job market as help desk providers, computer support specialists, or entry level programmers.
- **Computer Information Systems A.S. Degree (60 units):**
Designed for students pursuing professional employment in computer information systems for business in network, systems, database administration, technical and applications support, and computer programming.
- **Web Fundamental Certificate (19 units):**
Prepares students for career entry in the Web industry. Develops technical and design skills, a combination of competencies that employers and clients value.
- **Web Professional Certificate (28 units):**
Prepares students for employment or self-employment in the Web industry. Emphasizes standards-based coding, usability, accessibility, and creative problem solving. Helps students obtain acquire multimedia design skills with one option and web programming skills with another. Helps students obtain skills in Adobe applications, as well as open source products.

Business Administration & Management

- **Business Administration AS-T Degree Program (60 units)**
Provides a student with a broad preparation for a career in business.
- **Management Certificate (32 units)**
Provides the non-degree seeking student w/management skills.
- **Management AS Degree Program (60 units)**
Provides key management skills in a technological business environment.
- **Business AS Degree (60 units)**
- **Business Certificate (25 units)**

Early Childhood Education

Designed for students interested in infant, toddler, preschool or school-age education. The California Child Development Permit Matrix requirements are reflected in our program allowing students to qualify for the permits required for teaching in programs governed by Title V and funded by contracts with the State of California. Permits are issued by the State Department of Education, California Commission on Teacher Credentialing and include:

- **Assistant Teacher Permit (6 units)**
- **Associate Teacher Certificate (12 units)**
- **Teacher Certificate (24 units)**
- **Master Teacher Certificate (46 units)**
- **Site Supervisor Certificate (33 units)**
- **Early Childhood Education AS-T (60 units)**

Human Services

The Human Services Program at CCCC prepares students for employment in a broad range of human services settings. For students dedicated to improving or maintaining the physical & mental health & general well being of people.

- **Human Services Worker Certificate of Achievement (27 units)**
- **Human Services AS Degree Program (60 units)**

Health Careers

- **Vocational Nursing AS Degree (60+units)**
- **Administrative Medical Assisting Certificate (20.5 units)**
- **Certified Nursing Assistant (5 units)**
- **Vocational Nursing Certificate (47units)**
- **Clinical Medical Assisting Certificate (20.5 units)**
- **Home Health Aide (1 unit, + C.N.A. certificate)**

Construction Trades Technology

The National Center for Construction Education & Research (NCCER) Core Curriculum: Introductory Craft Skills/This is a four-week certification program, students will be entered into the NCCER registry database. Cerro Coso Community College Staff have been certified as NCCER Instructors and will provide the training & curriculum.

- **I-Construction Site Safety**
- **II-Construction Math**
- **III-Introduction to Hand Tools**
- **IV-Intro to Power Tools**
- **V-Intro to Construction Drawings**
- **VI-Intro to Basic Rigging**
- **VII-Basic Communication Skills**
- **VIII-Basic Employment Skills**
- **IX-Intro to Material Handling**



NACTEP (Native American Career Technical Education Program) services include Career Assessment, Tuition, Books, Fees, FAFSA Assistance, and Academic & Career Guidance. For more info or specific program requirements, please call OVDC Career Education Program-NACTEP (760) 873-6547