

CAREER ENHANCEMENT PROGRAM (CEP)

CEP-950 Career Enhancement Skills (formerly CEP-001X) 0 Units

This course will provide the student with the skills and knowledge needed to clarify their employment needs, establish short and long term career goals. Job search techniques, resume development, and interview skills will be emphasized along with the skills and personal characteristics required to obtain and keep a job. (formerly CEP 001X)

Not transferable

CEP-954 Introduction to Construction 0 Units

This course covers the basic methodology and techniques for construction from a skills and vocational point of view. Topics include safety, tools and equipment, materials, basic mathematical procedures used in the construction crafts, green construction, the heritage of the American Worker, and diversity in the construction field. Students are also introduced to employability and communication skills required in the construction field.

Recommended Preparation: CASAS score of 213 or above or initial interview with instructor to demonstrate English proficiency.

Not transferable

CEP-955 Residential Construction 0 Units

This course covers the basic methodology and techniques for residential construction from a skills and vocational point of view. Topics include safety, tools and equipment, materials, and basic mathematical procedures used in the construction crafts. Students are also introduced to employability and communication skills required in the construction field.

Prerequisite: CEP-954 with a grade of P.

Not transferable

CEP-956 Commercial Construction 0 Units

This course covers the basic methodology and techniques for commercial construction from a skills and vocational point of view. Topics include safety, tools and equipment, materials, and basic mathematical procedures used in the construction crafts. Students are also introduced to employability and communication skills required in the construction field.

Prerequisite: CEP-955 with a grade of P.

Not transferable

CEP-960 Introduction to Business Communication Skills 0 Units

This course is designed to introduce students to a career in business. Topics include: employer expectations, success skills, basic business etiquette, and business professionalism. Students will develop the skills necessary to communicate effectively in a professional business environment and learn how to prepare basic business documents, including letters, memos, and PowerPoint presentations. This course will also contain an introduction to employment communication, including resumes, application letters, and interview skills.

Recommended Preparation: ESL-920 or CASAS score of 213 or above.
Not transferable

CEP-965 Principles of Digital Communication 1 0 Units

In this course, students will learn the foundational computer related skills involved in Digital Media such as successfully navigating files and using Photoshop. Instruction will include how to structure, transfer, and navigate basic image files. Topics also include employability and job searching skills as well as career and post-secondary education planning.

Recommended Preparation: CASAS score of 213 or above or initial interview with instructor.

Not transferable

CEP-966 Principles of Digital Communication 2 0 Units

This course builds upon the foundational computer related skills involved in Digital Media such as successfully navigating files and using Photoshop covered in Principles of Digital Communication 1. Students will further explore file management and navigation techniques, the use of Photoshop, as well as career and education planning. Topics also include digital communication techniques and a basic exploration of audio and web production software and methods.

Prerequisite: CEP-965 with a grade of P.

Not transferable

CEP-970 Basic Computer Skills for Business (formerly CEP-005X) 0 Units

This course will provide students with an overview of the basic computer functions used in a business setting using state of the art software and web based programs. Students will learn to send and receive emails, input data, research information, and create and store documents. (formerly CEP 005X)

Not transferable

CEP-971 Principles of Early Care and Child Development 0 Units

This course will prepare students to pursue a career in the field of childcare for infants, toddlers, and young children. Students study child growth and development, safety and emergency procedures, nutrition, positive interaction, and curriculum activities. This course is also designed to assist students to acquire career awareness, work habits, attitudes, and skills relevant to the childcare field.

Recommended Preparation: CASAS assessment with score of 213 or above or ESL-920.

Not transferable

**CEP-972 Occupational Skills for Early Childhood Educators
0 Units**

This course will prepare students to develop occupational skills that are required to obtain employment and success in a childcare setting. This course focuses on the development of better communication skills, work requirements and basic occupational skills that are needed to move into TEDS credit courses to pursue a Child Development Permit to teach children.

Not transferable

**CEP-974 Introduction to Health Careers 1
0 Units**

This course provides an introduction to the health care industry and possible career pathways. Topics include CPR techniques, diagnostic testing, vital signs, care regimens, disease prevention, and workplace practices.

Not transferable

**CEP-975 Introduction to Health Careers 2
0 Units**

This course provides a continued introduction to the health care industry and possible career pathways. Topics include health care communications, behaviors of medical teams, medical terminology, human anatomy, and functions of cells, microorganisms, and tissues.

Prerequisite: CEP-974 with a grade of P.

Not transferable

**CEP-980 Introduction to Culinary Arts 1
0 Units**

This course prepares students for an entry-level position in a commercial kitchen. Students will learn the basic methods and techniques of cooking through hands-on instruction in a commercial kitchen environment, as well as how to use culinary tools and equipment safely and properly, sanitary work habits, elements of professionalism, and employability skills.

Recommended Preparation: CASAS score of 213 or above or initial interview with instructor to demonstrate English proficiency.

Not transferable

**CEP-981 Introduction to Culinary Arts 2
0 Units**

This course prepares students for an entry-level position in a commercial kitchen. Students build upon concepts learned in Introduction to Culinary Arts 1 with further exploration of topics including: basic methods and techniques of cooking, how to use culinary tools and equipment safely and properly, sanitary work habits, elements of professionalism, and employability skills. Topics also include menu design, kitchen organization, prioritization of tasks, and time management skills.

Prerequisite: CEP-980 with a grade of P.

Not transferable

**CEP-985 College and Career Planning
0 Units**

This course allows dedicated study of career exploration and college planning. Students identify their values, interests, personality, and learning styles in order to find the right pathway for them. This course provides opportunities for confidence building, self-reflection, goal setting, evaluation, and research to help acquire career and college readiness skills.

Not transferable