

# CERTIFICATES

Certificate Programs are primarily business and technical programs for students desiring education beyond high school. These programs provide opportunities for students to prepare themselves for a wide variety of careers. In most cases these programs are planned without regard to transfer schools; however, many courses are transferable to four-year colleges or universities if students change their educational goals.

MSJC offers two types of certificates, **State Approved Certificates of Achievement** and **Locally Approved Employment Concentrations**, which prepare students for entry-level employment or further study, add special knowledge and skills to existing occupational competence, or mark an accomplishment in a particular area.

A **Certificate of Achievement** is a sequence of courses usually consisting of 18 or, at minimum, 16 or more units of degree-applicable coursework that has been approved by the State Chancellor's Office. Students who successfully petition for a Certificate of Achievement will have the name of the certificate appear on their official transcripts. Students are required to have a minimum 2.0 GPA and complete 12 units of residency at MSJC.

A Certificate of Achievement may also be awarded for low unit certificates of at least 8 units of degree-applicable coursework that has been submitted and approved by the Chancellor's Office. Students who successfully petition for a Certificate of Achievement will have the name of the certificate appear on their official transcripts. Low unit Certificates of Achievement are not eligible for Federal Financial Aid.

An **Employment Concentration** is a sequence of courses consisting of fewer than 16 units of degree-applicable coursework. Students who successfully petition for an Employment Concentration will not have the name of the certificate appear on their transcript. Students are required to have a minimum 2.0 GPA and complete 12 units of residency at MSJC.

## State Approved Certificates of Achievement

- Accounting Certificate (<https://catalog.msjc.edu/instructional-programs/business-business-administration/accounting-certificate/>)
- Administration of Justice Certificate (<https://catalog.msjc.edu/instructional-programs/administration-justice/administration-justice-certificate/>)
- Associate Teacher Low-Unit Certificate (<https://catalog.msjc.edu/instructional-programs/teacher-education-developmental-studies/associate-teacher-low-unit-certificate/>)
- Audio Production Certificate (<https://catalog.msjc.edu/instructional-programs/creative-media/audio-production/audio-production-certificate/>)
- Automotive/Transportation Technology Certificate (<https://catalog.msjc.edu/instructional-programs/automotive-transportation-technology/automotive-transportation-technology-certificate/>)
- Business Administration Certificate (<https://catalog.msjc.edu/instructional-programs/business-business-administration/business-administration-certificate/>)
- Business, Clerical Certificate (<https://catalog.msjc.edu/instructional-programs/business-office-administration/business-clerical-certificate/>)
- Certified Flight Instructor Certificate (<https://catalog.msjc.edu/instructional-programs/aviation-science/aviation-science-certified-flight-instructor-certificate/>)
- Commercial Pilot Certificate (<https://catalog.msjc.edu/instructional-programs/aviation-science/aviation-science-commercial-pilot-certificate/>)
- Crime Scene Investigation Certificate (<https://catalog.msjc.edu/instructional-programs/administration-justice/crime-scene-investigation-certificate/>)
- Culinary Arts & Hospitality Certificate (<https://catalog.msjc.edu/instructional-programs/culinary-arts/culinary-arts-hospitality-certificate/>)
- Dance Certificate (<https://catalog.msjc.edu/instructional-programs/dance/dance-certificate/>)
- Digital Media Certificate (<https://catalog.msjc.edu/instructional-programs/creative-media/digital-media/digital-media-certificate/>)
- Drone Applications in Geospatial Information Science Certificate (<https://catalog.msjc.edu/instructional-programs/geospatial-information-science/drone-applications-in-geospatial-information-science-certificate/>)
- Early Intervention and Inclusion Certificate (<https://catalog.msjc.edu/instructional-programs/teacher-education-developmental-studies/early-intervention-inclusion-certificate/>)
- Engineering Technologist Support Certificate (<https://catalog.msjc.edu/instructional-programs/engineering-technology/engineering-technologist-support-certificate/>)
- Engineering: Drafting Technology Certificate (<https://catalog.msjc.edu/instructional-programs/engineering-technology/engineering-drafting-technology-certificate/>)
- Facilities Management Certificate (<https://catalog.msjc.edu/instructional-programs/business-business-administration/facilities-management-certificate/>)
- Fire Technology Certificate (<https://catalog.msjc.edu/instructional-programs/fire-technology/fire-technology-certificate/>)
- Game Development Certificate (<https://catalog.msjc.edu/instructional-programs/creative-media/digital-media/game-development-certificate/>)
- General Education Breadth, CSU Certificate (<https://catalog.msjc.edu/instructional-programs/general-education-breadth/general-education-breadth-csu/>)
- General Education Breadth, IGETC Certificate (<https://catalog.msjc.edu/instructional-programs/general-education-breadth/general-education-breadth-iget/>)
- Geographic Information Science Certificate (<https://catalog.msjc.edu/instructional-programs/geospatial-information-science/geographic-information-science-certificate/>)
- Gerontology: Caregiving Certificate (<https://catalog.msjc.edu/instructional-programs/gerontology-aging-studies/gerontology-caregiving-certificate/>)
- Gerontology: Health and Aging Technology Certificate (<https://catalog.msjc.edu/instructional-programs/gerontology-aging-studies/gerontology-health-aging-technology-certificate/>)
- Gerontology: Memory Care Certificate (<https://catalog.msjc.edu/instructional-programs/gerontology-aging-studies/gerontology-memory-care-certificate/>)
- Honors Enrichment Program Completion Certificate (<https://catalog.msjc.edu/instructional-programs/honors-enrichment-program/honors-enrichment-program-completion-certificate/>)
- Horticulture Certificate (<https://catalog.msjc.edu/instructional-programs/horticulture-turf-landscape-management/horticulture-certificate/>)

- Infant Toddler Teacher Low-Unit Certificate (<https://catalog.msjc.edu/instructional-programs/teacher-education-developmental-studies/infant-toddler-teacher-low-unit-certificate/>)
  - Internet Authoring Certificate (<https://catalog.msjc.edu/instructional-programs/computer-information-systems/internet-authoring-certificate/>)
  - Legal Studies Certificate (<https://catalog.msjc.edu/instructional-programs/legal-studies/legal-studies-certificate/>)
  - Logistics Analyst Certificate (<https://catalog.msjc.edu/instructional-programs/engineering-technology/logistics-analyst-certificate/>)
  - Logistics E-Commerce for Entrepreneurs Certificate (<https://catalog.msjc.edu/instructional-programs/engineering-technology/logistics-for-entrepreneurs-certificate/>)
  - Logistics Leadership Certificate (<https://catalog.msjc.edu/instructional-programs/engineering-technology/logistics-leadership-certificate/>)
  - Logistics Operations Specialist Certificate (<https://catalog.msjc.edu/instructional-programs/engineering-technology/logistics-operations-specialist-certificate/>)
  - Management/Supervision Certificate (<https://catalog.msjc.edu/instructional-programs/management-supervision/management-supervision-certificate/>)
  - Medical Assisting Administrative Certificate (<https://catalog.msjc.edu/instructional-programs/medical-assisting/medical-assisting-administrative-certificate/>)
  - Medical Assisting Clinical Certificate (<https://catalog.msjc.edu/instructional-programs/medical-assisting/medical-assisting-clinical-certificate/>)
  - Medical Laboratory Assistant Certificate (<https://catalog.msjc.edu/instructional-programs/allied-health/medical-laboratory-assistant-certificate/>)
  - Networking Certificate (<https://catalog.msjc.edu/instructional-programs/computer-information-systems/networking-certificate/>)
  - Photography Certificate (<https://catalog.msjc.edu/instructional-programs/creative-media/digital-photography/photography-certificate/>)
  - Programming Certificate (<https://catalog.msjc.edu/instructional-programs/computer-information-systems/programming-certificate/>)
  - Puente Program Completion Certificate (<https://catalog.msjc.edu/instructional-programs/puente-program/puente-program-completion-certificate/>)
  - Real Estate Certificate (<https://catalog.msjc.edu/instructional-programs/real-estate/real-estate-certificate/>)
  - Small Business/Entrepreneurship Certificate (<https://catalog.msjc.edu/instructional-programs/business-business-administration/small-business-entrepreneurship-certificate/>)
  - Teacher Certificate (<https://catalog.msjc.edu/instructional-programs/teacher-education-developmental-studies/teacher-certificate/>)
  - Technical Theater Certificate (<https://catalog.msjc.edu/instructional-programs/theater-arts/technical-theater-certificate/>)
  - Water Technology Certificate (<https://catalog.msjc.edu/instructional-programs/water-technology/water-technology-certificate/>)
- (<https://www.msjc.edu/careereducation/Employment-Concentration-Certificates.html>)
- Business Information Analysis Employment Concentration (<https://catalog.msjc.edu/instructional-programs/business-business-administration/business-information-analysis-ecc/>)
  - Communication, Teamwork and Leadership Employment Concentration (<https://catalog.msjc.edu/instructional-programs/communication-studies/communication-teamwork-leadership-ecc/>)
  - Computer Forensics Employment Concentration (<https://catalog.msjc.edu/instructional-programs/administration-justice/computer-forensics-ecc/>)
  - Computer Hardware Specialist Certification (<https://catalog.msjc.edu/instructional-programs/computer-information-systems/computer-hardware-specialist-certification/>)
  - Corrections Employment Concentration (<https://catalog.msjc.edu/instructional-programs/administration-justice/corrections-ecc/>)
  - Cybersecurity Employment Concentration (<https://catalog.msjc.edu/instructional-programs/computer-information-systems/cybersecurity-employment-concentration/>)
  - Engine Performance Technician Employment Concentration (<https://catalog.msjc.edu/instructional-programs/automotive-transportation-technology/engine-performance-technician-ecc/>)
  - Fire Academy Preparation Employment Concentration (<https://catalog.msjc.edu/instructional-programs/fire-technology/fire-academy-preparation-ecc/>)
  - General Technician Employment Concentration (<https://catalog.msjc.edu/instructional-programs/automotive-transportation-technology/general-technician-ecc/>)
  - Geographic Information Science Employment Concentration (<https://catalog.msjc.edu/instructional-programs/geospatial-information-science/geographic-information-science-ecc/>)
  - Golf and Grounds Concentration Employment Concentration (<https://catalog.msjc.edu/instructional-programs/horticulture-turf-landscape-management/golf-grounds-concentration-ecc/>)
  - Graphic Design Employment Concentration (<https://catalog.msjc.edu/instructional-programs/art-design/graphic-design-employment-concentration/>)
  - Internet Authoring Apprentice Employment Concentration (<https://catalog.msjc.edu/instructional-programs/computer-information-systems/internet-authoring-apprentice-employment-concentration/>)
  - Irrigation Technician Concentration Employment Concentration (<https://catalog.msjc.edu/instructional-programs/horticulture-turf-landscape-management/irrigation-technician-concentration-ecc/>)
  - Landscaping Operation Concentration Employment Concentration (<https://catalog.msjc.edu/instructional-programs/horticulture-turf-landscape-management/landscaping-operation-concentration-ecc/>)
  - Leadership Development Employment Concentration (<https://catalog.msjc.edu/instructional-programs/leadership/leadership-development-ecc/>)
  - Medical Assisting Preparation Employment Concentration (<https://catalog.msjc.edu/instructional-programs/medical-assisting/medical-assisting-preparation-ecc/>)
  - Private Security and Loss Prevention Employment Concentration (<https://catalog.msjc.edu/instructional-programs/administration-justice/private-security-loss-prevention-ecc/>)
  - Surveying Employment Concentration (<https://catalog.msjc.edu/instructional-programs/engineering-technology/surveying-employment-concentration/>)

## Locally Approved Employment Concentrations

For more information, see the specific program planning guides in this catalog and visit the counseling center for program planning prior to initial enrollment. Employment Concentration Certificate Applications

- Viticulture, Enology and Winery Technology Employment Concentration (<https://catalog.msjc.edu/instructional-programs/wine-industry-hospitality/viticulture-enology-winery-technology-ecc/>)
- Wine Hospitality and Salesmanship Employment Concentration (<https://catalog.msjc.edu/instructional-programs/wine-industry-hospitality/wine-hospitality-salesmanship-ecc/>)