



Year to Career

2020

The First Step Towards Your Next Step



CHABOT
LAS POSITAS
COMMUNITY COLLEGE DISTRICT

Table of Contents

About Us	3
Foreword: Year to Career (Y2C)—The First Step Towards the Next Step in Your Career	4
Online Learning Opportunities	6
Introduction: How to Use the Y2C Guide	8
Community College: The Basics	12
Y2C: Programs Available in 2020	15
Additional Resources in the Y2C network	58
Y2C Network: Community Partners	62
Complete List of Y2C Programs	68

About Us

CLPCCD serves the San Francisco East Bay Area, particularly southern Alameda County, through its two colleges: Chabot College in Hayward and Las Positas College in Livermore. CLPCCD is governed by a seven-member Board of Trustees, which is responsible for all policy decisions. Board members are elected from trustee areas by the registered voters of nine communities: Castro Valley, Dublin, Hayward, Livermore, Pleasanton, San Leandro, San Lorenzo, Sunol, and Union City.

“The Chabot-Las Positas Community College District (CLPCCD) offers innovative educational opportunity and support services to prepare students to succeed in a diverse global society by challenging them to think critically, to engage socially, and to acquire workplace knowledge and educational skills.”

CLPCCD Mission Statement

FOREWORD: YEAR TO CAREER (Y2C)

The First Step Towards the Next Step in Your Career

Take your next step with a Year to Career (Y2C) program designed to help you earn college credentials in the span of one year!!

Within this guide there are a number of affordable certificate programs to support your career interests, whether you are a career seeker, career changer, or pursuing career advancement. Choose a program of interest, make contact with Chabot College and/or Las Positas College to gather more information, and enroll!

Serving the community for more than 50 years, the Chabot-Las Positas Community College District continuously develops programs to accelerate earnings, expand career opportunities, and launch educational goals quickly. In challenging economic times, the Y2C Programs are the best value for your time and desired career interests.

As you browse through this guide, you will find an array of career programs designed to fill regional in-demand jobs and increase your skills, knowledge, and work experience. Enroll now to accelerate the path to your career, expand your network, and prepare for a bright future.

We welcome you to the Chabot-Las Positas Community College District family: Start your journey today!

Dr. Susan Sperling
President, Chabot College

Dr. Dyrrell Foster
President, Las Positas College

Y2C is for you if these are your goals right now



Embarking on your first career, where college and technical skills can increase your advantage.



Looking to excel with your present employer, either in your current role or through promotion.



Transitioning to a new field, where certification of specific skills, training, and knowledge is critical.



Online Learning Resources

Programs in this guide are increasingly available in online formats. When contacting the program, be sure to ask about the latest learning opportunities. Face-to-face courses and online opportunities will be dynamic with support for whichever format you choose.

As you choose a career program, Chabot College and Las Positas College will help you build confidence as an adult learner. Our goal is to ensure every student can pursue affordable education to reach their goals. The Y2C Network will ensure you get the courses you need, the skills you seek, and the opportunities for work experience and employer connection.

Y2C Evolution: 2020 and Beyond

As the Y2C Network develops more coursework, options for new programs will be announced and incorporated into the network—and this guide.

Always make sure to check with CLPCCD advisors, college counseling faculty, and Y2C program contacts listed in this guide to learn the most up-to-date information for program availability and the resources to help you enroll.

Both Chabot College and Las Positas College have tools to help you with online learning. Follow these links to get started on your online pathway today!



Chabot College

chabotcollege.edu/online



Las Positas College:

laspositascollege.edu/instructional-transition

INTRODUCTION

How to Use the Y2C Guide

Twelve months or less: Start a high-skill, high-wage, in-demand career.

- ✓ Check with the contacts listed for the most up-to-date program details.
- ✓ Start today by applying to the college and Y2C program that suits your interests and needs best!

The Y2C programs featured in this guide jumpstart your employment goals right now.

What information is included in this guide?

A snapshot of 42 programs across six different employment sectors:



Business & Management



Education and Public Service



Health



Information & Communications Technology



Occupational Safety and Health Administration



Professional Services

INFO YOU NEED TO KNOW

Use these definitions to navigate the Y2C programs:



Online

Many, if not most, courses will be available online. Always make sure to check with the program contact for specific details on which requirements can be completed online and face-to-face.



Location

Each program is affiliated with Chabot College, Las Positas College, or one of the Y2C Network community partners. Make sure you know which campus/organization offers the coursework.



Credits

Courses taken for credit (C) will earn grades and count toward a major, while courses taken for noncredit (NC) earn a “pass/no-pass” designation and do not factor into a grade-point average; noncredit courses are free to students. Not-for-credit (NfC) offerings tend to be short-term skills-based and do not count toward college credit programs; they do not appear on official transcripts.



Entry Level and/or Career Builder

The Y2C Network has programs designed for both entry-level and advancement in a current career. Sometimes the same program fits different needs for different students.



Transfer Opportunities

Coursework taken at other accredited colleges may be evaluated for quicker completion. Likewise, most credit courses taken in the Y2C Network are eligible for transfer credit.



Prerequisite(s)

This is a course needed before you register for a subsequent course. Prerequisites must be completed with grades of “C” or better before enrolling in a program. Demonstrable equivalent skills and/or prior experience may be substituted for some courses.



Strongly Recommended/ Suggested Course(s)

Prior coursework or experience(s) can help you with a strong start, although they are not required prerequisites.



Industry/Professional Certification(s)

Many of the Y2C programs listed offer certificates that fulfill specific industry requirements, so students are ready to work right away.



It is always highly advisable to seek a college counselor for further clarification and to learn the particular requirements for your program(s) of choice. Both Chabot and Las Positas counselors are available online to help you get started today!

For more information please visit:

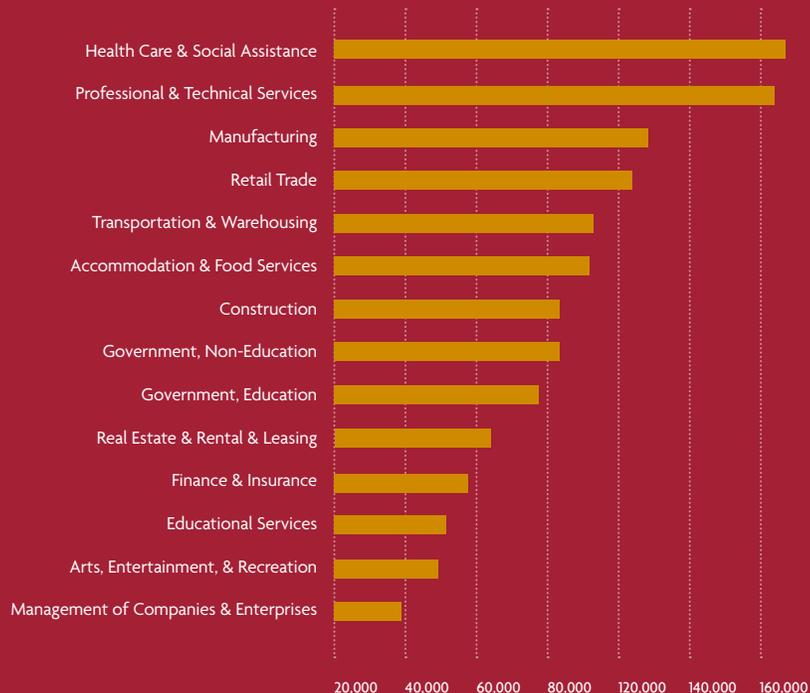
Chabot | chabotcollege.edu/counseling

Las Positas | laspositascollege.edu/counseling



Students see a high rate of return for their investment in CLPCCD. A return of **\$6.40** for every **\$1** students invest in education.

Jobs by major industry sector in the CLPCCD service area



*Data reflects the most recent year for which data are available. The EMSI data are updated quarterly.

Source: EMSI employment data



COMMUNITY COLLEGE

The Basics

When you reach out to the Chabot College or Las Positas College contacts listed, they can provide you with the information and action steps on how to enroll in your chosen Y2C Network program. In addition, there are several online tools to help you make the decision about committing to a new career path. **You can start right now!**



ENROLL NOW

Start your online application for:

Chabot College | chabotcollege.edu/admissions/apply.php

Las Positas College | laspositascollege.edu/stepstosuccess

You can apply now; all you need is a valid, working email account from a safe online provider. Begin your application today, and you'll be on your way to the Y2C program that can help you get where you want to be tomorrow!

1

Financial aid is available, and CLPCCD encourages students to apply for thousands of dollars per year in grants to pay for course fees, materials, transportation, and general living expenses while attending college.

Over **60% of students who apply are awarded aid**. Students who apply and complete their file with the financial aid office can receive up to \$6,395 in Federal Pell grants per year. These grants are in addition to tuition/enrollment fee waivers and are not loans, so the money does not need to be paid back.

- ✔ Requirements for these grants include maintaining satisfactory academic progress for lifetime eligibility with some unit limits.
- ✔ There are no age limits for these aid programs. Adult learners with a high school diploma or GED are eligible. Apply by March 2 each year to be considered for multiple state grants in addition to federal grants.

For more information please visit:

Chabot | chabotcollege.edu/finaid

Las Positas | laspositascollege.edu/financialaid

2

Classes are offered as credit, noncredit, and not-for-credit. Courses taken for credit will earn grades that appear on an official transcript, while courses taken for noncredit earn a “pass/no-pass” designation and do not factor into a grade-point average; noncredit courses are free to students. Not-for-credit courses are employer-recognized, skills-based classes; they have different fees and do not appear on official transcripts.

3

Career Services can help you explore ways to incorporate work experience into your coursework. Both Chabot and Las Positas career centers are ready to work with all students. In addition, Alameda County supports regional career centers. Please see the Additional Resources section in this guide

For more information please visit:

Chabot | chabotcollege.edu/counseling/career-center

Las Positas | laspositascollege.edu/careercenter

4

College certificates are focused on skills needed to secure employment in specific career fields. They can be built upon with further coursework leading to academic degrees. Y2C programs at Chabot and Las Positas offer the following certificates:

- ✓ **Accomplishment:** for-credit, low-unit certificate verifying the earner is prepared for certain entry-level job responsibilities, like those for a starting position in business and management fields.
- ✓ **Achievement:** for-credit certificate confirming the earner has acquired skills for entry-level and advanced job responsibilities, like those for an Emergency Medical Technician position.
- ✓ **Completion:** noncredit certificate establishing the earner is prepared for certain entry-level job responsibilities.
- ✓ **Proficiency:** for-credit, low-unit certificate verifying the earner has acquired a very specific skill which may be required for a new job or a promotion, like creative writing.



Y2C: Programs Available in 2020





Business & Management

SECTOR OVERVIEW

Business and management occupations span a wide range of functions within all industries, including administrative, marketing, human resources, public relations, finance, and sales. By expanding business knowledge and acquiring additional skills, workers are well positioned to enter and excel in a wide range of business and management roles at companies of any size.

Historically, the greater Bay Area, and the East Bay region specifically, often experience rapid growth in business development, and students can continue to build their business skills through Y2C Network program offerings while we all work to support continued prosperity in our communities.



Given projections for growth in business and management job opportunities of 7% between 2018 and 2028 (U.S. Bureau of Labor Statistics), this is a good time to enter the field.



Y2C Business & Management Programs at a Glance

*Credit (C) / Noncredit (NC) / Not-for-Credit (NFC)

Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Strongly Suggested/ Recommended	 Industry/ Professional Certifications
1. Accounting Technician, Certificate of Achievement		Chabot College	C	EL		Some courses may have prerequisites.		
2. Bookkeeping, Certificate of Accomplishment		Las Positas College	C	Both				
3. Bookkeeping, Certificate of Achievement		Chabot College	C	EL				
4. Business Worker Proficiency, Certificate of Accomplishment		Las Positas College	C	EL				
5. Business Administration, Certificate of Achievement		Chabot College	C	EL				
6. Real Estate Entrepreneur, Certificate of Proficiency		Chabot College	C	CB				
7. Human Resources Assistant, Certificate of Achievement		Chabot College	C	Both				



*Credit (C) / Noncredit (NC) / Not-for-Credit (NFC)

Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Strongly Suggested/ Recommended	 Industry/ Professional Certifications
8. Management, Certificate of Achievement		Chabot College	C	CB				
9. Marketing, Certificate of Achievement		Chabot College	C	Both				
10. Project Management, Certificate of Proficiency		Chabot College	C	CB		Some courses may have prerequisites.		
11. Retail Management, Certificate of Achievement		Chabot College	C	Both				
12. Retailing, Certificate of Proficiency		Chabot College	C	Both				
13. Small Business Management, Certificate of Achievement		Chabot College	C	CB				



1. Accounting Technician, Certificate of Achievement



Location: Chabot College
Department: Business
Length of program: 1 year
Units/hours: 27 units
Offered: January or August

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business](http://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Jas Bhargal
jbhargal@chabotcollege.edu



Description: Coursework covers Generally Accepted Accounting Principles (GAAP), preparing payroll documents and tax forms, and proficiency in business communications and accounting software. Ideal for detail-oriented individuals seeking entry-level positions within accounts receivable/payable departments, income tax firms, or financial services organizations. Work as an Accounts Receivable/Payable Clerk, Accounting Technician, Payroll Specialist, Administrative Assistant, Accounting Assistant, and Account Manager.



Estimated starting wage: \$49,492 (2019-2020).

2. Bookkeeping, Certificate of Achievement



Location: Las Positas College
Department: Business
Length of program: 1 year
Units/hours: 15 units
Offered: January or August

Link:
[laspositascollege.edu/
degrees/bookkeeping-
certificateofaccomplishment.php](http://laspositascollege.edu/degrees/bookkeeping-certificateofaccomplishment.php)
Contact: Anne Kennedy
akennedy@laspositascollege.edu



Description: Start or advance your accounting career with this industry-based professional development certificate. Learn business concepts; software and general practices that bookkeepers and accounting clerks use to analyze financial and payroll transactions; prepare trial balance, payroll tax returns, financial statements, and invoices; and calculate interest rates and shipping terms.



Estimated starting wage: \$41,600-58,240 (2019-2020).



3. Bookkeeping, Certificate of Achievement



Location: Chabot College
Department: Business
Length of program: 1 year
Units/hours: 19-20 units
Offered: January or August

Link:
[chabotcollege.edu/academics/
 applied-technology-business/
 business](http://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Dmitriy Kalyagin
dkalyagin@chabotcollege.edu



Description: Fast-track program for those seeking entry-level positions as bookkeepers, payroll clerks, and income tax clerks in small businesses and accounting/taxation firms. Courses cover double-entry bookkeeping, statement reconciliations, and completing ledgers, payroll documents, and tax forms. Gain proficiency in business communications and accounting software including QuickBooks.



Estimated starting wage: \$39,331 (2019-2020).

4. Business Workforce Proficiency, Certificate of Achievement



Location: Las Positas College
Department: Business
Length of program: 1 year
Units/hours: 15 units
Offered: January or August

Link:
[laspositascollege.edu/degrees/
 businessworkforceproficiency-
 certificateofaccomplishment.php](http://laspositascollege.edu/degrees/businessworkforceproficiency-certificateofaccomplishment.php)
Contact: Anne Kennedy
akennedy@laspositascollege.edu



Description: Learn to successfully navigate today's business environment. Gain training in administrative office practices; business communications, including oral and written business English; and workplace systems and software. Learn about organizations, develop a strong work ethic, and become an effective team member. Ideal for those seeking entry-level roles such as Administrative Assistant, Receptionist, Office Specialist, Customer Service Representative, and File Clerk.



Estimated starting wage: \$35,855-39,705 (2019-2020).



5. Business Administration, Certificate of Achievement



Location: Chabot College
Department: Business
Length of program: 1 year
Units/hours: 18 units
Offered: Year-round start

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business](https://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Dmitriy Kalyagin
dkalyagin@chabotcollege.edu



Description: Learn General Accepted Accounting Principles (GAAP), document and statement preparation, legal and ethical elements of business operations, and business communications required to succeed in any industry as an Administrative Assistant, Administrative Analyst, Office Manager, or Operations and Technology Associate. Courses cover over half of undergraduate course requirements for transfer to CSU system; required to complete the AS transfer degree in Business Administration.



Estimated starting wage: \$39,705 (2019-2020).

6. Real Estate Entrepreneur, Certificate of Proficiency



Location: Chabot College
Department: Entrepreneurship
Length of program: 1 year
Units/hours: 13-14 units
Offered: Year-round start

Link:
[chabotcollege.edu/academics/
applied-technology-business/
entrepreneurship](https://chabotcollege.edu/academics/applied-technology-business/entrepreneurship)
Contact: Jay Mumford
jmumford@chabotcollege.edu



Description: The Real Estate Entrepreneurship program prepares students for success as realtors. The focus is on building the core real estate capabilities required for licensing supplemented with an entrepreneurship course to develop business skills. All courses in this certificate are offered online.



Estimated starting wage: varies depending on multiple factors.



7. Human Resources Assistant, Certificate of Achievement



Location: Chabot College
Department: Business
Length of program: 1 year
Units/hours: 21 units
Offered: January or August

Link:
[chabotcollege.edu/academics/
 applied-technology-business/
 business](http://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Catherine Pinkas :
cpinkas@chabotcollege.edu



Description: Launch your human resources career as an HR Assistant in any industry. Courses cover employment law, staffing, compensation, training, development, workforce evaluation, motivation, and labor matters. Gain proficiency in business communications and using HR software applications. Learn to keep employment records, create reports, field employment inquiries, facilitate testing, and perform basic background searches.



Estimated starting wage: \$47,450-54,812 (2019-2020).





8. Management, Certificate of Achievement

 **Location:** Chabot College
Department: Business
Length of program: 1 year
Units/hours: 18-19 units
Offered: January or August

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business](http://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Lynn Klein
lklein@chabotcollege.edu

 **Description:** Develop people skills and general business knowledge to advance into management in any industry. Gain overview of business, accounting, and legal matters that managers encounter to position yourself for promotions and new roles as a Supervisor, Assistant Manager, Manager, Office Manager, or Program or Training Coordinator. All classes apply towards the AS degree in Business, Marketing emphasis.

 **Estimated starting wage:** varies depending on industry, department, and title.

9. Marketing, Certificate of Achievement

 **Location:** Chabot College
Department: Business
Length of program: 2 semesters
Units/hours: 21-22 units
Offered: January or August

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business](http://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Catherine Pinkas
cpinkas@chabotcollege.edu

 **Description:** Enter the growing field of marketing where creativity and practical knowledge intersect. Gain general marketing, operations, legal, and accounting knowledge to work in any industry or grow your own business. Learn about buying and selling products, promotion and advertising, and designing public relations campaigns. Work as a Marketing Assistant, Sales and Customer Service Representative, Retail Buyer, or Merchandiser. Courses apply toward an AS degree in Business, Marketing emphasis.

 **Estimated starting wage:** varies depending on industry, department, and title.



10. Project Management, Certificate of Proficiency



Location: Chabot College
Department: Business
Length of program: 2 semesters
Units/hours: 15 units
Offered: January or August

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business](https://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Catherine Pinkas
cpinkas@chabotcollege.edu



Description: Advance into retail supervision and management or work as a project manager by learning to guide projects from start to finish. This five-course certificate covers theory, best practices, and soft skills for success in management. Gain proficiency in relevant software applications and business communications. Prepare for professional certification exam and work towards Certificate of Achievement, Retail Management.



Estimated starting wage: varies depending on industry, department, and title.





11. Retail Management, Certificate of Achievement



Location: Chabot College
Department: Business
Length of program: 1 year
Units/hours: 25 units
Offered: January or August

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business](http://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Dmitriy Kalyagin
dkalyagin@chabotcollege.edu



Description: Learn business essentials for advancing your career in retail and restaurant management. Gain proficiency in business operations, technology, troubleshooting, soft skills for use with customers and employees, and business communications. Endorsed by the Western Association of Food Chains (WAFC) and its member companies.



Estimated starting wage: \$55,062 (2019-2020).

12. Retailing, Certificate of Completion



Location: Chabot College
Department: Business
Length of program: 1 year
Units/hours: 25 units
Offered: January or August

Link:
[chabotcollege.edu/academics/
applied-technology-business/
business](http://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Dmitriy Kalyagin
dkalyagin@chabotcollege.edu



Description: Position yourself for advancement in retail or restaurant management with this five-course certificate. Learn about business operations, technology and software applications, communications, organizations, and management soft skills. Applies towards Certificate of Achievement in Retail Management.

Note: Online MKTG 60 at Las Positas College offered each spring in lieu of BUS 32.



Estimated starting wage: \$55,062 (2019-2020).



13. Small Business Management, Certificate of Achievement



Location: Chabot College
Department: Business
Length of program: 1 year
Units/hours: 19 units
Offered: January or August

Link:
[chabotcollege.edu/academics/
 applied-technology-business/
 business](http://chabotcollege.edu/academics/applied-technology-business/business)
Contact: Miguel Colon
mcolon@chabotcollege.edu



Description: Obtain a strong foundation in business principles and practices for operating a small to midsize business in manufacturing, wholesale, retail, or service trades. Gain proficiency in developing business plans, managing operations, necessary accounting practices and legal aspects of sole proprietorship. Customize courses to fit your particular business needs. Work as a department lead or small business owner or manager.



Estimated starting wage: varies depending on industry, department, and title.







Education and Public Safety

SECTOR OVERVIEW

Expected retirements of baby boomers leaving the teaching profession and the East Bay's increasing population are expanding opportunities for creative, social people who enjoy working with students of all ages. Since teaching experience is required prior to employment, earning certificates through community college offers work experience for those pursuing advanced studies or seeking immediate employment in the field.

Another way to work within your community is through public safety and service. First responders are vital to community, regional, and state-wide safety on an on-going basis. Ninety percent of the state's law enforcement, fire and rescue, emergency medical, and public works professionals are educated by the California community colleges.

Demand is driven by health emergencies experienced by older residents in every community, many of whom require immediate treatment and/or transfer to local and regional medical facilities.



Open positions for secondary school teachers and special-needs educators are expected to increase by 9.4% between 2016 and 2026 (U.S. Bureau of Labor Statistics).



Job opportunities for EMTs and Paramedics are expected to rise by 15% (U.S. Bureau of Labor Statistics), making it one of the fastest growing occupations nationwide.



Y2C Education and Public Service Programs at a Glance

*Credit (C) / Noncredit (NC) / Not-for-Credit (NFC)

Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Strongly Suggested/ Recommended	 Industry/ Professional Certifications
1. Associate Teacher, Certificate of Achievement		Las Positas College	C	Both				
2. Early Childhood Development (Associate Teacher), Certificate of Achievement		Chabot College	C	Both				
3. Family Childcare Entrepreneurship Certificate		Chabot College	C	CB				
4. Fire Academy-Fire Suppression, Certificate of Achievement		Las Positas College	C	Both				
5. Fire Prevention, Certificate of Achievement		Las Positas College	C	Both				
6. Fire Prevention Inspector, Certificate of Achievement		Chabot College	C	Both				
7. Fire Service Technology, Certificate of Achievement		Las Positas College	C	EL				



*Credit (C) / Non-credit (NC) / Not-for-Credit (NFC)

Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Strongly Suggested/ Recommended	 Industry/ Professional Certifications
8. Fire Technology, Certificate of Achievement		Chabot College	C	Both				
9. Firefighter 1 Academy, Certificate of Achievement		Chabot College	C	Both				

1. Associate Teacher, Certificate of Achievement



Location: Las Positas College
Department: Early Care and Education
Length of program: 1 year
Units/hours: 13 units
Offered: January or August

Link: laspositascollege.edu/degrees/associateteacher-certificateofachievement.php
Contact: Ana Del Aguila
adelaguila@laspositascollege.edu



Description: This work-based certificate prepares students with foundational knowledge of child development, teaching strategies, relationships with families, and skills to create a developmentally appropriate curriculum for children, birth to age 8. Students who earn this certificate can become assistant teachers/teachers in preschool/child care programs. Associate Teacher Courses satisfy California Community Care License requirements for teachers and state Child Development Permit academic requirements for the Associate Teacher Level.



Estimated starting wage: \$37,510 (2019-2020).



2. Early Childhood Development (Associate Teacher), Certificate of Achievement



Location: Chabot College
Department: Early Childhood Development
Length of program: 1 year
Units/hours: 16 units
Offered: January or August

Link:
chabotcollege.edu/academics/social-sciences/ecd
Contact: Terra Lee
tlee@chabotcollege.edu



Description: For those who enjoy caring for and/or educating young children, learn about the characteristics and needs of young children and strategies for interacting with them in a positive way. Create and maintain nurturing learning environments that are healthy, respectful, and supportive for children of all abilities. This program includes courses focusing on the principles of child development and hands-on application. It aligns with Community Care Licensing requirements for a preschool teacher of young children and the Associate Teacher Child Development Permit requirements. Certificate holders work in licensed childcare and preschool settings as a Child Care Worker, Preschool Teacher, ECD Associate Teacher, and Assistant Teacher.



Estimated starting wage: \$37,510 (2019-2020).

3. Family Child Care Entrepreneurship, Certificate of Achievement



Location: Chabot College
Department: Early Childhood Development
Length of program: 1 year
Units/hours: 19 units
Offered: Year-round start

Link:
chabotcollege.edu/academics/social-sciences/ecd
Contact: Terra Lee
tlee@chabotcollege.edu



Description: Designed for entrepreneurs seeking to own and operate a home-based child care business. Learn administrative skills necessary to operate a business, as well as the essentials of early childhood education helpful in designing curricula appropriate in a family/child care setting. Coursework includes internships in alignment with Community Care Licensing requirements. Meets application eligibility for Associate Teacher Child Development Permit, California Child Development permit, and Title 22 licensing requirements.



Estimated starting wage: variable upon location and scale of home-based operation..



4. Fire Academy-Fire Suppression, Certificate of Achievement



Location: Las Positas College
Department: Fire Service Technology
Length of program: 1 year
Units/hours: 23-27 units
Offered: January

Link: laspositascollege.edu/degrees/fireacademy-firesuppressioncertificateofachievement.php
Contact: German Sierra
gsierra@laspositascollege.edu



Description: The Las Positas College Regional Fire Academy is a separate one-year, accredited California State Fire Marshal program that provides certificates from State Fire Training, the National Wildfire Coordinating Group, and CAL FIRE. The program produces pre-service cadets ready for active employment with an understanding of the structure, culture, and expectations of the fire service, and the skills and abilities of entry-level firefighters, including proper use of fire equipment. After successful completion of our Fire Academy and third-party Certification Exams, fire cadets will receive a Firefighter 1 Certificate with IFSAC (International Fire Service Accreditation Congress)/PRO Board seals, allowing application for direct job entry in over 40 U.S. states. Employment opportunities include entry-level jobs such as trainee, reserve, or seasonal firefighters, as well as hand-crew forestry firefighters at local/regional/state fire departments and the CAL FIRE/U.S. Forest Service.



Estimated starting wage: \$21,600-30,000, up to \$62,400 depending on environmental factors (2019-2020).

5. Fire Prevention, Certificate of Achievement



Location: Las Positas College
Department: Fire Service Technology
Length of program: 1 year
Units/hours: 18 units
Offered: January or August

Link: laspositascollege.edu/degrees/fireprevention-certificateofachievement.php
Contact: German Sierra
gsierra@laspositascollege.edu



Description: Through classroom and field observations, students learn the fundamentals of fire prevention, including history, philosophy, and operation of a fire prevention bureau. Courses cover fire and building codes, inspection techniques, identifying and correcting hazards, detection and suppression systems, and fire safety education. This is a pathway to a career as a certified fire inspector when combined with State Fire Training requirements. Certificate recipients eligible for entry-level roles as firefighter, firefighter/EMT, seasonal, reserve, student firefighter, and fire aide.



Estimated starting wage: \$77,856 (2019-2020).



6. Fire Prevention Inspector, Certificate of Achievement



Location: Chabot College

Department: Fire Technology

Length of program: 2 semesters

Units/hours: 27 units

Offered: January or August

Link:

chabotfire.com

Contact: Bob Buell

bbuell@chabotcollege.edu



Description: The Fire Prevention Inspector program is based on the six core courses of the Uniform Fire Technology curriculum as approved by the State Board of Fire Services and the California Fire Chiefs Association. The core courses align with the California C-ID program and the National Fire Academy Fire and Emergency Services Higher Education (FESHE) Model Curriculum: Associate. Additionally, the Fire Prevention Inspector program offers general courses in applied physics and chemistry, as well as specialized courses in fire prevention, public safety, building construction, and fire protection system design. Possible positions include Fire Inspectors, Fire Investigator, Forest Fire Inspector and Prevention Specialist. Local employment and training opportunities with fire departments throughout the Bay Area and the state are possible.



Estimated starting wage: \$95,680 (2019-2020).

7. Fire Service Technology, Certificate of Achievement



Location: Las Positas College

Department: Fire Technology

Length of program: 2 semesters

Units/hours: 22 units

Offered: January or August

Link:

laspositascollege.edu/degrees/firetechnology-certificateofachievement.php

Contact: German Sierra

gsierra@laspositascollege.edu



Description: Entry-level course covering basic fire suppression, prevention, and EMS skills through knowledge taught inside and outside the classroom. Students learn to analyze, evaluate, and apply data to solve fire technology problems, while actively demonstrating technical, cognitive, and psycho-motor skills required in fire service. Employment in local, regional, state and federal agencies includes volunteer/reserve/seasonal/fulltime firefighter roles; and as EMT, paramedic, inspector and code enforcement officer.



Estimated starting wage: \$25,000-35,000 (2019-2020).



8. Fire Technology, Certificate of Achievement



Location: Chabot College
Department: Fire Technology
Length of program: 1 year
Units/hours: 48 units
Offered: Year-round start

Link:
chabotfire.com
Contact: Bob Buell
bbuell@chabotcollege.edu



Description: This certificate program is based on the Uniform Fire Technology curriculum as approved by the State Board of Fire Services and the California Fire Chiefs Association. The six core courses align with the California C-ID program and the National Fire Academy Fire and Emergency Services Higher Education (FESHE) Model Curriculum: Associate. All coursework is taught to the National Fire Protection Association (NFPA) 1001 standard for firefighter professional qualifications. Local employment and training opportunities with fire departments throughout the Bay Area and the state are possible. Candidates must complete Firefighter I and EMT training beforehand to finish in one year.



Estimated starting wage: \$89,440 (2019-2020).

9. Firefighter 1 Academy, Certificate of Achievement



Location: Chabot College
Department: Fire Technology
Length of program: 1-3 semesters
Units/hours: 39 units
Offered: Summer or Fall

Link:
chabotfire.com
Contact: Bob Buell
bbuell@chabotcollege.edu



Description: Firefighting is an adventurous and rewarding profession in public service. Chabot's program is based on the Uniform Fire Technology curriculum and is one of the longest running in the state of California. Successful completion of the program opens opportunities to work in firefighting, fire investigating, forestry fire fighting, and prevention. This certification is core to a degree in fire technology, but it is also the minimum fire and EMS training required for candidates seeking employment with many fire agencies throughout the country. Local employment and training opportunities with fire departments throughout the Bay Area and the state are possible.



Estimated starting wage: \$89,440 (2019-2020).



Health

SECTOR OVERVIEW

In the East Bay, the healthcare industry was one of the fastest-growing sectors in 2019, attracting employees who enjoy helping others and working in fast-paced, team environments. The trend is expected to continue over the next decade, driven by the region's increasing general population, the need for care of aging baby boomers, and the demand for preventative services.



Nationwide, demand is expected to increase by 12% for registered nurses and by 23% for medical assistants by 2030 (U.S. Bureau of Labor Statistics).



Note: Programs offered through adult education community partners below (*) can be a starting point for future college programs in health fields at Chabot College and Las Positas College.



Y2C Health Programs at a Glance

*Credit (C) / Noncredit (NC) / Not-for-Credit (NFC)

Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Strongly Suggested/ Recommended	 Industry/ Professional Certifications
1. Administrative Medical Assistant, Certificate of Achievement		Las Positas College	C	Both				
2. Emergency Medical Responder, Certificate of Accomplishment		Las Positas College	C	Both				
3. Emergency Medical Technologies, Certificate of Achievement		Las Positas College	C	Both				
4. EMS1 (Emergency Medical Responder), external Certificate		Chabot College	C	Both				
5. EMS2 (Emergency Medical Technician), external Certificate		Chabot College	C	CB				
6. Medical Administrative Specialist*		Castro Valley Adult Education	NC	EL				
7. Residential & In-Home Care Training*		New Haven Adult School	NC	EL				



1. Administrative Medical Assistant, Certificate of Achievement



Location: Las Positas College

Department: Computer
Information Systems

Length of program: 2 semesters

Units/hours: 23.5-25.5 units

Offered: January or August

Link:

[laspositascollege.edu/degrees/
administrativemedicalassistant-
certificateofachievement.php](https://laspositascollege.edu/degrees/administrativemedicalassistant-certificateofachievement.php)

Contact: Jean O'Neil-Opipari
joneilopipari@laspositascollege.edu



Description: Learn basic healthcare terminology, computer programs, finance procedures, insurance coding, and administrative skills used in medical billing and records departments at hospitals, surgical centers, physician's offices, and urgent care centers.



Estimated starting wage: \$47,673 (2019-2020).

2. Emergency Medical Responder (EMR), Certificate of Accomplishment



Location: Las Positas College

Department: Emergency
Medical Services

Length of program: 1 semester

Units/hours: 3.5 units

Offered: January or August

Link:

[laspositascollege.edu/degrees/
emergencymedicalresponder-
certificateofachievement.php](https://laspositascollege.edu/degrees/emergencymedicalresponder-certificateofachievement.php)

Contact: Sebastian Wong
sewong@laspositascollege.edu



Description: Learn terminology and skills, including basic life support/ CPR, to work in an entry-level Emergency Medical Responder role such as firefighter, lifeguard, police officer, and Search and Rescue (SAR). Certificate holders qualify for the national EMR registry.



Estimated starting wage: \$33,772 (2019-2020).



3. Emergency Medical Technologies (EMT), Certificate of Achievement



Location: Las Positas College
Department: Emergency
 Medical Services
Length of program: 2 semesters
Units/hours: 15 units
Offered: January or August

Link:
laspositascollege.edu/degrees/emergencymedicaltechnologies-certificateofachievement.php
Contact: Sebastian Wong
sewong@laspositascollege.edu



Description: Learn skills and terminology required to take the EMT Certification Examination and work as a California state-certified Emergency Medical Technician. Find employment as an ambulance health care provider, athletic trainer, hospital patient transporter, lifeguard, ski patroller, helicopter medical observer, and more. Completion of the EMS 20 will allow you to be certified in the State of California and eligible for reciprocity to certify in 48 other states through the National Registry of EMTs.



Estimated starting wage: \$33,722-52,000 (2019-2020).

4. EMSI (Emergency Medical Responder), External Certificate



Location: Chabot College
Department: Health
Length of program: 1 semester
Units/hours: 2.5 units
Offered: January, June, or August

Link:
chabotcollege.edu/academics/health-kinesiology-athletics/emergency-medical-technician
Contact: Sara Beyne
ChabotEMSI@gmail.com



Description: This course is the entry point for those interested in pursuing medical careers such as Paramedic, Nurse, Emergency Medical Technician, and Dispatcher. The course covers basic emergency skills, medical terminology, and BLS/CPR. This course is the prerequisite for the EMS2 (EMT) external certificate and counts towards the Emergency Medical Services associate degree.



Estimated starting wage: \$31,200 (2019-2020).



5. EMS2 (Emergency Medical Technician), External Certificate



Location: Chabot College
Department: Health
Length of program: 1 semester
Units/hours: 7.5 units
Offered: January or August

Link:
[chabotcollege.edu/academics/
health-kinesiology-athletics/
emergency-medical-technician](http://chabotcollege.edu/academics/health-kinesiology-athletics/emergency-medical-technician)
Contact: Sara Beyne
ChabotEMS1@gmail.com



Description: Upon earning the EMS1 external certificate, EMS2 offers advanced medical knowledge, critical thinking, and practical skills in preparation for the external NREMT skills certification and written exam required for employment as an Emergency Medical Technician, dispatcher, EMT Supervisor, paramedic, or nurse. It includes 32 hours of work experience/internship in hospital emergency departments and on life-support ambulances.



Estimated starting wage: \$31,200 (2019-2020).

6. Medical Administrative Specialist



Location: Castro Valley
Adult Education
Organization: Mid-Alameda
County Consortium
Length of program: Less than
6 months
Units/hours: 308 hours
Offered: Spring or Fall

Prerequisite(s): Core Skills for
Health Provider course
Link:
[cvadult.org/for-students/
programs/career-education/
medical-academy](http://cvadult.org/for-students/programs/career-education/medical-academy)
Contact: Kerry Principato
kprincipato@cv.k12.ca.us



Description: Prepare to work as a Patient Service Representative, Medical Coder, or Billing Specialist. Learn to interact effectively with patients, basic billing and insurance processing, coding, and records management skills. Work/Learn opportunities are available, and this qualifies for California Certifying Board for Medical Assistants (CCBMA) and National Center for Competency Testing (NCCT) certifications. This also can be a starting point for future college programs in health fields.



Estimated starting wage: \$35,360-62,400 (2019-2020).



7. Residential & In-Home Care Training



Location: New Haven Adult School
Organization: Mid-Alameda County Consortium
Length of program: 7 weeks
Units/hours: N/A
Offered: January or August

Link:
my.nhas.org/apps/pages/Caregiver-DL
Contact: Michelle Walker-Wade
mwalkerwade@nhusd.k12.ca.us



Description: Start your medical career as a Caregiver, Medical Technician, or Personal Care Aide, providing person-centered support for clients in their homes or residential-care facilities. Learn about common illnesses, conditions, and disorders found in residential-care settings and techniques to help clients with self-management and daily activities, including engaging in social activities. This also can be a starting point for future college programs in health fields.



Estimated starting wage: \$27,040-37,400 (2019-2020).







Information & Communications Technology

SECTOR OVERVIEW

We live in a digital age, where skilled information and communications technology workers are critical to business operations for companies of all sizes in all industries. Demand for workers who can operate, monitor, and maintain IT systems stems from greater reliance on cloud computing, adoption of automation, and storage for “big data”—especially as more workers begin to telecommute. Telecommuting and virtual worksites increase the reliance on clear communication and written products, writing is an essential skill in the Age of Information. Employment projections for IT workers in the East Bay are anticipated to remain consistent with the national projections, perhaps even increasing in the next few years.



Nationwide, IT occupations are projected to grow 12% from 2018 to 2028, making it on average one of the fastest growing occupations (U.S. Bureau of Labor Statistics).



Y2C Information & Communications Technology Programs at a Glance

*Credit (C) / Noncredit (NC) / Not-for-Credit (NFC)

Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Strongly Suggested/ Recommended	 Industry/ Professional Certifications
1. Creative Writing, Certificate of Proficiency		Chabot College	C	CB				
2. Cybersecurity, Certificate of Achievement		Las Positas College	C	Both				
3. IT Support Professional, Certificate of Achievement		Las Positas College	C	Both				
4. Project Management, Certificate of Achievement		Las Positas College	C	Both				
5. Web Development, Certificate of Achievement		Las Positas College	C	Both				



1. Creative Writing, Certificate of Proficiency



Location: Chabot College
Department: English
Length of program: 1 year
Units/hours: 15 units
Offered: January or August

Link:
[chabotcollege.edu/academics/
 language-arts/english](http://chabotcollege.edu/academics/language-arts/english)
Contact: Jamal Cooks
jcooks@chabotcollege.edu



Description: Improve persuasive writing skills and learn to deliver your message effectively. Written communication is an essential skill for success in today's workplace, and validating writing ability through a certificate program brings people one step closer to gainful employment or advancement in their current career. Written communication is highly valued across all industries, such as government, education, media, nonprofit, law, science, technology, and more. This certificate covers elements, language, and structure, utilized for effective writing in a variety of professional roles.



Estimated starting wage: varies depending on job title, business type, and industry.

2. Cybersecurity, Certificate of Achievement



Location: Las Positas College
Department: Computer
 Networking Technology
Length of program: 2 semesters
Units/hours: 28 units
Offered: January, June, or August

Link:
[laspositascollege.edu/
 degrees/cybersecurity-
 certificateofachievement.php](http://laspositascollege.edu/degrees/cybersecurity-certificateofachievement.php)
Contact: Jean O'Neil-Opipari
joneilopipari@laspositascollege.edu



Description: This certificate prepares students with the knowledge they need to acquire entry-level, cyber-security positions or transition into the fast-paced world of cybersecurity as a Cyber Security Engineer, Forensic Computer Analyst, Security Systems Administrator, or Security Architect. Explore emerging technologies and threat assessment strategies as you further develop analytical and critical thinking skills. Engage in team-based security risk and planned-response projects.



Estimated starting wage: \$99,974 (2019-2020).



3. IT Support Professional, Certificate of Achievement



Location: Las Positas College
Department: Computer Networking Technology
Length of program: 1 semester
Units/Hours: 13 units
Offered: January or August

Link:
laspositascollege.edu/degrees/itsupportprofessional-certificateofachievement.php
Contact: Jean O'Neil-Opipari
joneilopipari@laspositascollege.edu



Description: Designed with curriculum from CompTIA and Google, this certificate program prepares students for entry-level IT Support roles. Coursework provides overview of workplace fundamentals such as customer service, trouble-shooting, networks, operating systems, system administration, and security. Certificate prepares students for multiple industry examinations and careers as computer technician, network technician, systems technician, computer user-support specialist, and desktop support technician.



Estimated starting wage: \$72,054 (2019-2020).

4. Project Management, Certificate of Achievement



Location: Las Positas College
Department: Computer Information Systems
Length of program: 1 or 2 semesters
Units/hours: 12-13 units
Offered: January or August

Link:
laspositascollege.edu/degrees/projectmanagement-certificateofaccomplishment.php
Contact: Jean O'Neil-Opipari
joneilopipari@laspositascollege.edu



Description: Develop state-of-the-art project management skills and teamwork strategies through case-study analysis and use of the Project Management Book of Knowledge (PMBOK). Learn to determine client requirements, while developing and executing project plans, surveys, and responsive business documents. Ideal for prospective or experienced assistant/associate project managers, project coordinators, project schedulers, IT project managers, software project managers, and administrative assistants.



Estimated starting wage: \$44,571-77,060 (2019-2020).



5. Web Development, Certificate of Achievement



Location: Las Positas College

Department: Computer
Information Systems

Length of program: 2 semesters

Units/hours: 15 units

Offered: January or August

Link:

[laspositascollege.edu/
degrees/webdevelopment-
certificateofaccomphment.php](https://laspositascollege.edu/degrees/webdevelopment-certificateofaccomphment.php)

Contact: Jean O'Neil-Opipari

joneilopipari@laspositascollege.edu



Description: Enter the web design field or hone your existing skills developing interactive and dynamic websites using HTML5 and CSS3. Coursework covers programming and web scripting using JavaScript and JQuery while accessing data using PHP and MySQL. Create basic web pages incorporating JavaScript controls, texts, fonts, colors, hyperlinks, graphic images, and sound. Available electives include project management, designing user interfaces, content-management systems, and working with graphic images. Pursue employment as a web technician, web designer, web programmer, web content developer, or website developer.



Estimated starting wage: \$59,608 (2019-2020).





Occupational Safety and Health Administration (OSHA)

SECTOR OVERVIEW

In a strong economic region like the Bay Area, safety and health on the job are critical. With numerous industries in the East Bay, the need for OSHA certification is always present.

By completing an authorized OSHA safety training program, you can contribute to the economic vitality of the Bay Area. In conjunction with the OSHA Training Institute Education Center in Dublin, the Y2C Network offers multiple programs designed to fill the employment demands for safety professionals while helping you get into the Bay Area job market.



Occupational Safety and Health Administration (OSHA) training supports the 16 essential sectors as defined by the State of California.





Y2C OSHA Programs at a Glance

*Credit (C) / Noncredit (NC) / Not-for-Credit (NFC)

Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Strongly Suggested/ Recommended	 Industry/ Professional Certifications
1. Safety and Health Official, Certificate Level III		OSHA Training Institute Education Center	NFC	CB				
2. OSHA Outreach Trainer		OSHA Training Institute Education Center	NFC	CB				
3. Safety Associate, Certificate Level I		OSHA Training Institute Education Center	NFC	EL				
4. Safety Fundamentals		OSHA Training Institute Education Center	NFC	EL				
5. Specialist in Safety and Health, Certificate Level II		OSHA Training Institute Education Center	NFC	CB				



1. Safety & Health Official, Certificate Level III



Location: OSHA Training Institute Education Center
Department: Economic Development and Contract Education (EDCE)
Length of program: 256 hours
Units/hours: 24.8 CEUs, minimum
Offered: Ongoing
Link:
osha4you.com/professional-certificates
Contact: Bertie Flanders
bflanders@clpccd.org



Description: Current safety and health professionals can advance their career goals through the Safety & Health Official, Certificate Level III program, concentrating in either construction or general industry. With a stronger emphasis on safety and health regulations—including liability, training requirements, loss control, and program development and implementation—professionals with at least five (5) years' experience who want to advance into higher-level positions can increase their knowledge and skills in workplace safety. Upon completion career opportunities include Safety Manager, Senior Safety Technician, and Safety Engineer.



Estimated starting wage: \$54,332-68,600 (2019-2020).

2. OSHA Outreach Trainer



Location: OSHA Training Institute Education Center
Department: Economic Development and Contract Education (EDCE)
Length of program: 64 hours
Units/hours: 64 hours
Offered: Ongoing
Link:
osha4you.com/outreach-program/become-an-osha-outreach-trainer
Contact: Bertie Flanders
bflanders@clpccd.org



Description: Participants in this program are trained and authorized to teach the OSHA Outreach 10- and 30-hour construction or general industry hazard recognition courses. In order to become an OSHA Outreach Trainer, participants must complete the required standards course and have five (5) years' construction or general industry safety experience. A college degree in occupational safety and health, a Certified Safety Professional (CSP) designation, or a Certified Industrial Hygienist (CIH) designation may be substituted for two (2) years of experience. OSHA-authorized outreach trainers must take an update course to renew their authorization every four years.



Estimated starting wage: \$44,711 (2019-2020).



3. Safety Associate, Certificate Level I

 **Location:** OSHA Training Institute Education Center
Department: Economic Development and Contract Education (EDCE)
Length of program: 116 hours

Units/hours: 11.6 CEUs, minimum
Offered: Ongoing
Link: osha4you.com/professional-certificates
Contact: Bertie Flanders bflanders@clpccd.org

 **Description:** The Safety Associate, Certificate Level I provides a foundation in OSHA standards and identification of challenging workplace safety conditions. Design your own program through required courses and electives, with an emphasis on construction or general industry. This is a great opportunity to enter into a career in safety and for individuals whose current occupations require a solid grasp of safety and health principles. Upon completion of the program, you may qualify for Assistant Safety Specialist, Safety Coordinator, or Safety Technician positions.

 **Estimated starting wage:** \$43,808-56,141 (2019-2020).

4. Safety Fundamentals

 **Location:** OSHA Training Institute Education Center
Department: Economic Development and Contract Education (EDCE)
Length of program: 50 hours

Units/hours: 5 Continued Educations Units (CEUs)
Offered: Ongoing
Link: osha4you.com/professional-certificates
Contact: Bertie Flanders bflanders@clpccd.org

 **Description:** The Safety Fundamentals program is perfect for expanding knowledge of workplace safety and health for those currently working and looking to increase employment opportunities. Students may choose an emphasis in construction or general industry. Topics for study include safety and health management, accident investigation, fall hazard awareness, and recordkeeping. Students also receive a 30-hour OSHA Outreach card upon successful completion.

 **Estimated starting wage:** varies depending on multiple factors.



5. Specialist in Safety & Health, Certificate Level II



Location: OSHA Training Institute
Education Center

Department: Economic
Development and Contract
Education (EDCE)

Length of program: 180 hours

Units/hours: 16.4 CEUs, minimum

Offered: Ongoing

Link:

[osha4you.com/professional-
certificates](https://osha4you.com/professional-certificates)

Contact: Bertie Flanders
bflanders@clpccd.org



Description: Designed to expand and improve the skills of safety and health professionals, the Specialist in Safety & Health, Certificate Level II program explores vital workplace issues while providing training in necessary skills for program administration. Participants select courses to fit their experience, in either construction or general industry safety. Current safety and health professionals with at least five (5) years' experience wanting to advance into a mid-level position can increase their knowledge and skills in workplace safety. Upon completion, participants may qualify for Safety Team Leader, Safety Trainer, or Safety Specialist positions.



Estimated starting wage: \$50,343-60,967 (2019-2020).





Professional Services

SECTOR OVERVIEW

Professional Services are occupations with requirements for specific skills, often in art or science fields, and certifications help individuals meet qualifications. Those motivated to develop skills, knowledge, and expertise in specialized fields offer consulting and support services—either as an entrepreneur or as an employee of a specialized business. These programs offer a level of flexibility making these programs appealing if you want to develop a main or side-employment track.



The East Bay saw an increase of 4.3% in professional services job opportunities between 2018 and 2019 (U.S. Bureau of Labor Statistics).





Y2C Professional Services Programs at a Glance

*Credit (C) / Noncredit (NC) / Not-for-Credit (NFC)

Program	 Online	 Location	 Credits*	 Entry Level (EL) or Career Builder (CB)	 Transfer Opportunities	 Prerequisite(s)	 Strongly Suggested/Recommended	 Industry/Professional Certifications
1. Commercial Music: Music Business, Certificate of Achievement		Las Positas College	C	Both				
2. Fitness Trainer, Certificate of Achievement		Las Positas College	C	EL				
3. Ornamental Horticulture, Certificate of Achievement		Las Positas College	C	Both				



1. Commercial Music: Music Business, Certificate of Achievement



Location: Las Positas College

Department: Musica

Length of program: 2 semesters

Units/hours: 217 units

Offered: January or August

Link:

laspositascollege.edu/music/

[music_business.php](https://laspositascollege.edu/music_business.php)

Contact: Elizabeth McWhorter

emcwhorter@laspositascollege.edu



Description: Explore the business side of the music industry and turn your passion into a career. Gain a solid foundation in promotion, publishing, marketing, licensing, contracts, accounting, music technology, and entrepreneurship. Career options include booking agent, personal manager, business manager, concert promoter, studio owner/manager, music and entertainment lawyer, publicity/public relations specialist, tour manager, and music retail/publishing/distribution/licensing representative.



Estimated starting wage: \$63,667 (2019-2020).

2. Fitness Trainer, Certificate of Achievement



Location: Las Positas College

Department: Kinesiology

Length of program: 1 year

Units/hours: 18.5 units

Offered: January or August

Link:

[laspositascollege.edu/](https://laspositascollege.edu/degrees/fitnesstrainer-certificateofachievement.php)

[degrees/fitnesstrainer-certificateofachievement.php](https://laspositascollege.edu/degrees/fitnesstrainer-certificateofachievement.php)

Contact: Anne Kennedy

akennedy@laspositascollege.edu



Description: Stay active and inspire others to stay fit and live a healthy lifestyle. Certificate provides foundation in kinesiology and preparation for national certification exams. Learn client evaluation strategies while developing and administering safe exercise programs. Coursework covers scientific research, health information, risk factors, and behavioral change processes. Career opportunities include individual and group fitness instructors, physical therapy assistants, personal trainers, recreation trainers, and fitness trainers.



Estimated starting wage: \$44,720 (2019-2020).



3. Ornamental Horticulture, Certificate of Achievement



Location: Las Positas College
Department: Horticulture
Length of program: 2 semesters
Units/hours: 12 units
Offered: January or August

Link:
laspositascollege.edu/degrees/ornamentalthorticulture-certificateofachievement.php
Contact: Dmitry Kalyagin
dkalyagin@chabotcollege.edu



Description: Find employment in the horticultural field or prepare for advanced certificates through this program. Open to all, including students with mild-to-moderate learning disabilities. Learn to identify plants and select their proper care and maintenance. Recognize typical horticultural pests and diseases while learning how to research treatment. Foundational certificate for Certificates in Landscape Maintenance and Construction; Nursery, Greenhouse and Grower Operations; and Landscape Design. Qualify for jobs as retail garden sales associate, landscaper, parks maintenance worker, nursery/plant worker, and golf course greenskeeper.



Estimated starting wage: \$31,072 (2019-2020).





Additional Resources and Opportunities

CLPCCD Apprenticeship Programs



Contact: Christine Bennett, EDCE - Contract Education
Phone: 925-249-9372 | **Email:** cbennett@clpccd.org

CLPCCD is the education partner for apprenticeship programs in the East Bay, and the earn-and-learn model includes a job while accruing college experience at no expense to the student. Apprentices earn a college certificate following each year, as well as credits toward a college degree should they pursue advanced education in the future.



Apprenticeship programs provide a fast track to employment.



Today, apprenticeship programs are offered in dynamic fields with high demand and opportunities for immediate employment, due to extensive regional investment in industrial construction, infrastructure improvements, and a shortage of skilled workers.



The apprenticeship track is a good fit for people who like to work with their hands, learn on the job, receive immediate pay, and build a skills-based foundation for future employment.



Local apprenticeship programs exist for traditional trades, with the highest demand for shop ironworkers, electricians, and sheet metal workers, and there is interest in adding innovative fields (healthcare and technology) within the next few years.



Many apprenticeships are offered in fields that meet federal and state requirements for essential industry training.



Apprentices earn wages at the start of programs with labor employers, with built-in, semi-annual wage increases escalating to full journey level, typically anywhere between two to four years.



Apprenticeship classroom training is free to apprentices, making the programs financially attractive: no-cost training, good wages, and automatic increases and entrance into an occupation with projected jobs for years to come.



To explore apprenticeship programs and employers who are immediately hiring, log onto the California Department of Industrial Relations website:

dir.ca.gov/databases/das/aigstart.asp

Learn about the local apprenticeship programs, details about the types of work, prerequisites, and schedules for these programs online:

- **Electrical**
ibew595.org/index.cfm?zone=/unionactive/view_page.cfm&page=Apprenticeships
- **Roofing**
irc.org/becoming-an-apprentice
- **Telecommunications**
Email Jim Landers at cwajatc@yahoo.com
- **Sprinkler Fitters**
sprinklerfitters483.org/training.aspx?zone=training&pID=4968#p4968
- **Fire/Life Safety Alarm**
wbfaa.net/apprentice/apply-today
- **Associated Builders and Contractors of Northern California**
abcnorcal.org/apprenticeship

Y2C Employment Partner: Tri-Valley Career Center



Contact: Sarah Holtzclaw, Program Manager

Email: sholtzclaw@clpccd.org

Website: trivalleycareercenter.org

Location: 6300 Village Pkwy, Suite 100
Dublin, CA 94568

As the employment partner of the Y2C Network, you can use the **Tri-Valley Career Center (TVCC)** and its resources and guidance as a new, transitioning, or re-entry job seeker, connecting you with employment opportunities offered by large employers and small- to midsize-business owners in the Tri-Valley region.

A service of the CLPCCD in partnership with the Alameda County Workforce Development Board, **TVCC** offers onsite and remote opportunities for you to update job-search skills, improve employability, and connect directly with employers hiring in our region. All these tasks can be done online.

TVCC also now has open access to Metrix Learning 5K courses that have certifications included; some industry-recognized tests are fee-based, but the courses are free through **TVCC**.

The following resources are available at the Tri-Valley Career Center:

- **Shared workspace** with computers, internet, Wi-Fi, and printers
- **Tip sheets/newsletters** with helpful job-search advice
- **Job clubs** to connect personally with other job seekers
- **Career counseling** with industry mentors and job-development professionals
- **Employer-network hiring events** and outreach to hundreds of regional employers
- **Training/education opportunities** to improve job skills and earn online certificates
- **Job board with new opportunities** being added every day at jobs.trivalleycareercenter.org.

Y2C Network: Community Partners

The Y2C Network is a coordinated effort of many career education organizations in Alameda County. In addition to programs available at Las Positas College and Chabot College, short-term career education programs that lead to skills-based certificates are also available from the community partners listed below.

-  Colleges
-  Community Partners
-  Part of the Mid-Alameda County Consortium for Adult Education (MACC)

Try-Valley Career Center

OSHA Training Institute
Education Center

Las Positas
College



Y2C NETWORKMAP



Chabot
College

Mid-Alameda County Consortium for Adult Education (MACC)

MACC is a membership organization whose participating partners provide career education certification, pre-apprenticeship, and career re-entry programming. Programs offered through adult education community partners below can be a starting point for future college programs at Chabot College and Las Positas College.

You can learn more about MACC at macc4ae.org.



The following partners make up the consortium:

- **Castro Valley Adult and Career Education**
cvadult.org
- **Dublin Adult Education**
dublin.k12.ca.us/adulted
- **Eden Area Regional Occupation Program**
edenrop.org
- **Hayward Adult School**
has.edu
- **Livermore Adult Education**
livermoreschools.org/Domain/108
- **New Haven Unified School District**
mynhas.org
- **Pleasanton Adult and Career Education**
adulthoodeducation.pleasantonusd.net
- **San Leandro Adult Education**
sanleandro.k12.ca.us/adultschool
- **San Lorenzo Adult School**
adu.slzused.org
- **Tri-Valley Regional Occupational Program**
dublin.k12.ca.us/Page/934

OSHA Training Institute Education Center

Located at the CLPCCD offices in Dublin, this OSHA-authorized agency provides occupational safety and health training for construction, maritime, disaster site, and general industries for Northern California. Through the Professional Certificate Program, skilled workers and managers earn professional safety certificates and 30- and 60-hour safety cards to enhance and accelerate their employability.

You can learn more at [osha4you.com](https://www.osha4you.com).



Alameda County Regional Career Centers

Dublin: Tri-Valley Career Center

The Tri-Valley Career Center is managed by CLPCCD and a partner of East Bay Works, serving the employment needs of job seekers and businesses in the greater East Bay community. At TVCC, job seekers find search tools and strategies, career guidance, and regular opportunities to meet directly with hiring managers from local companies. They also benefit from access to over 1,000 online employability training and certificate programs through Metrix Learning. Employers partner with the TVCC for assistance with their recruitment and hiring processes, and small businesses benefit through mentoring, advising, and workshops.

You can learn more at trivalleycareercenter.org.

Hayward: Eden Area America's Job Center of California

Operated by Rubicon Programs for the Alameda County Workforce Development Board (ACWDB), the Eden Area AJCC offers local and regional workforce development activities. It also integrates workforce preparation services to address job, education, training, and employment needs in the region (Castro Valley, Hayward, San Leandro, San Lorenzo, and local unincorporated areas). The Eden Area AJCC provides a comprehensive array of services to meet the needs of job seekers and employers, while numerous community partners maintain an onsite presence and utilize the space to offer their services to jobseekers as well.

You can learn more at edenareanestop.org.

Other Regional Resources

In addition to the Dublin and Hayward career centers, there are many resources to serve everyone depending on location.

Check with Alameda County Social Services to find the center most convenient for you:

alamedasocialservices.org/public/services/employment_and_training/career_centers.cfm



COMPLETE LIST OF Y2C PROGRAMS

Business & Management

Accounting Technician, Certificate of Achievement — Chabot College
Bookkeeping, Certificate of Achievement — Las Positas College
Bookkeeping, Certificate of Achievement — Chabot College
Business Workforce Proficiency, Certificate of Achievement — Las Positas College
Business Administration, Certificate of Achievement — Chabot College
Real Estate Entrepreneur, Certificate of Proficiency — Chabot College
Human Resources Assistant, Certificate of Achievement — Chabot College
Management, Certificate of Achievement — Chabot College
Marketing, Certificate of Achievement — Chabot College
Project Management, Certificate of Proficiency — Chabot College
Retail Management, Certificate of Achievement — Chabot College
Retailing, Certificate of Proficiency — Chabot College
Small Business Management, Certificate of Achievement — Chabot College

Education and Public Service

Associate Teacher, Certificate of Achievement — Las Positas College
Early Childhood Development (Associate Teacher), Certificate of Achievement — Chabot College
Family Childcare Entrepreneurship Certificate — Chabot College
Fire Academy-Fire Suppression, Certificate of Achievement — Las Positas College
Fire Prevention, Certificate of Achievement — Las Positas College
Fire Prevention Inspector, Certificate of Achievement — Chabot College
Fire Service Technology, Certificate of Achievement — Las Positas College
Fire Technology, Certificate of Achievement — Chabot College
Firefighter I Academy, Certificate of Achievement — Chabot College

Health

Administrative Medical Assistant, Certificate of Achievement — Las Positas College
Emergency Medical Responder, Certificate of Accomplishment — Las Positas College
Emergency Medical Technologies, Certificate of Achievement — Las Positas College
EMS1 (Emergency Medical Responder), external Certificate — Chabot College
EMS2 (Emergency Medical Technician), external Certificate — Chabot College
Medical Administrative Specialist — Castro Valley Adult Education
Residential & In-Home Care Training — New Haven Adult School

Information & Communications Technology

Creative Writing, Certificate of Proficiency — Chabot College
Cybersecurity, Certificate of Achievement — Las Positas College
IT Support Professional, Certificate of Achievement — Las Positas College
Project Management, Certificate of Achievement — Las Positas College
Web Development, Certificate of Achievement — Las Positas College

Occupational Safety and Health Administration (OSHA)

Safety and Health Official, Certificate Level III — OSHA Training Institute Education Center
OSHA Outreach Trainer — OSHA Training Institute Education Center
Safety Associate, Certificate Level I — OSHA Training Institute Education Center
Safety Fundamentals — OSHA Training Institute Education Center
Specialist in Safety and Health, Certificate Level II — OSHA Training Institute Education Center

Professional Services

Commercial Music: Music Business, Certificate of Achievement — Las Positas College
Fitness Trainer, Certificate of Achievement — Las Positas College
Ornamental Horticulture, Certificate of Achievement — Las Positas College