

CAREER DEVELOPMENT AND COLLEGE PREPARATION (CDCP) CERTIFICATE PROGRAMS

Career Development and College Preparation Certificate Programs

What are CDCP programs? Career Development and College Preparation (CDCP) Programs are sequenced courses resulting in noncredit certificates of completion or competency and leading to improved employability, job placement, and academic skills. CDCP Programs are offered in the areas of short-term vocational or workforce preparation, basic skills, and English as a Second Language. Certificate programs are favorably recognized by business and industry and are frequently used as a requirement for professional advancement. Classes are noncredit and do not generate degree-applicable college units.

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Basic Skills

These programs allow students to develop a complete set of communication skills that will prepare them for the workplace, vocational training, or success in academic programs such as GED, HiSET, high school or college.

- GED/HiSET Test Preparation (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/basic-skills/ged-test-preparation/>)
- Literacy Program (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/basic-skills/literacy-program/>)

Braille Transcribing

- Braille Transcribing (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/braille-transcribing/braille-transcribing/>)

Business

- Administrative Professional (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/business/administrative-professional/>)

- Bookkeeping (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/business/bookkeeping/>)
- Business Information Worker I (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/business/business-information-worker-1/>)
- Business Information Worker II (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/business/business-information-worker-2/>)
- Classroom Essentials for Program Success (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/noce/career-development-college-preparation-cdcp-certificate-programs/business/classroom-essentials-for-program-success/>)
- Entrepreneurship (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/business/entrepreneurship/>)
- Management Program (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/business/>)

College Preparation

Math Skills certificate programs will prepare students to improve their foundational level mathematical skills in order to ensure a successful transition to credit-bearing math courses.

- Math Skills 1 (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/math-preparation/math-preparation-math-skills-1/>)
- Math Skills 2 (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/math-preparation/math-preparation-math-skills-2/>)
- Math Skills 3 (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/math-preparation/math-preparation-math-skills-3/>)

Computers

- Advanced Office Applications Programs (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/computers/>)
- Fundamental Computer Concepts & Skills (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/computers/>)
- Google IT Support Professional Pre-Apprenticeship (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/computers/google-it-support-professional-pre-apprenticeship/>)
- Office Application Essentials (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/computers/>)

Construction

- Electrical Technology (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/construction/electrical-technology/>)

Early Childhood Education

- Career Exploration: Child Care Industry (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/workforce-preparation/career-exploration-child-care-industry/>)
- ECE Preschool Assistant (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/early-childhood-education/ece-preschool-assistant-teacher/>) Teacher (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/early-childhood-education/ece-preschool-assistant-teacher/>)
- ECE Preschool Teacher (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/early-childhood-education/ece-preschool-teacher/>)
- ECE Infant Care Teacher (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/early-childhood-education/ece-infant-care-teacher/>)
- ECE Preschool Director (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/early-childhood-education/ece-preschool-director/>)

English as a Second Language

The ESL Program offers certificates of completion that students can earn when they pass all courses listed. The state-approved certificates awarded appear on official student transcripts. For questions contact the ESL department at 714.808.4638 or ESL4ALL@noce.edu.

- ESL Academic Success (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-academic-success/>)
- ESL College Success Skills (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-college-success-skills/>)
- ESL for Academic Success (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/>)
 - Level I (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-for-academic-success-i/>)
 - Level II (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-for-academic-success-ii/>)
- ESL for Community Involvement (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/>)
 - Beginning (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-for-community-involvement-beginning/>)
 - Intermediate to Advanced (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-for-community-involvement-intermediate-to-advanced/>)
- ESL for Workforce Preparation (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/>)
 - Intermediate (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-for-workforce-preparation-intermediate/>)
 - Advanced (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-for-workforce-preparation-advanced/>)
- ESL Grammar Review (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-grammar-review/>)
- ESL Integrated (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/>)
 - Beginning Literacy (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-integrated-skills-beginning-literacy/>)
 - Beginning Low (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-integrated-skills-beginning-low/>)
 - Beginning High (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-integrated-skills-beginning-high/>)
 - Intermediate Low (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-integrated-skills-intermediate-low/>)
 - Intermediate High (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-integrated-skills-intermediate-high/>)
 - Advanced (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-integrated-skills-advanced/>)
- ESL Multiskills (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-multiskills/>)
- ESL Reading and Writing Skills (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/>)
 - Beginning (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-reading-and-writing-skills-beginning/>)
 - Intermediate to Advanced (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-reading-and-writing-skills-intermediate-to-advanced/>)
- ESL Speaking Skills (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/>)
 - Beginning (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-speaking-skills-beginning/>)
 - Intermediate to Advanced (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-speaking-skills-intermediate-to-advanced/>)
- ESL Specialty Courses (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-specialty-courses/>)
- ESL Vocabulary Review (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-vocabulary-review/>)

- ESL Work Readiness (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/esl-work-readiness/>)
- Workplace Vocational English-as-a-Second-Language: (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/>)
 - Administrative Assistant (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/workplace-vocational-english-second-language-administrative-assistant/>)
 - Early Childhood Education (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/workplace-vocational-english-second-language-early-childhood-education/>)
 - Electricity and Construction (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/workplace-vocational-english-second-language-electricity-construction/>)
 - Pharmacy Technician (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/english-second-language/workplace-vocational-english-second-language-pharmacy-technician/>)

Funeral Service

- Funeral Service Assistant (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/funeral-service/>)

Medical

- Medical Assistant (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/medical/medical-assistant/>)
- Personal Care Aide (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/medical/personal-care-aide/>)
- Pharmacy Technician (https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/medical/pharmacy_technician_advanced_level/)
 - Registration Level (https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/medical/pharmacy_technician_registration_level/)
 - Entry Level (https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/medical/pharmacy_technician_entry_level/)
 - Advanced Level (https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/medical/pharmacy_technician_advanced_level/)
- Quality Assurance Management Certificate for Medical Devices (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/medical/quality-assurance-management-certificate-medical-devices/>)
- Career Exploration: Child Care Industry (<https://catalog.nocccd.edu/noce/career-development-college-preparation-cdcp-certificate-programs/workforce-preparation/career-exploration-child-care-industry/>)