

**Appendix F: Part A2**  
**Plan for CalWORKS Funding:**  
**Curriculum Development and Redesign**

**In the space below, outline the major objectives and objectives and activities for the use of these funds for curriculum development and redesign Attach additional sheets as necessary.**

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**Appendix F, Part 2:**  
**Plan for CalWORKs Program**

Please complete the narrative and the budget chart for each of the program areas:

**A1: Curriculum Development and Redesign**

Describe the curriculum that you plan on developing and redesigning with the CalWORKs funding. Please answer the following questions for each program you are going to develop or redesign. Attach additional sheets as needed. Also, complete the attached chart (A2) that describes how you are going to utilize the funding to achieve these objectives. If you are not using 8% of your allocation for this purpose, you must still describe the curricula/programs that colleges have developed or redesigned utilizing other funding sources:

|   |
|---|
| <b>1. Name of curriculum or program that is going to be developed or redesigned.</b><br><br>Public Safety Dispatcher Course   |
| <b>2. Offered in the credit or non-credit mode?</b><br><br>This course will be offered for credit.  |
| <b>3. Prepares recipients for what jobs at what pay level?</b><br><br>Graduating students will enter employment ranging in salary from \$15,000 to \$30,000: Police Dispatcher \$30,000 Taxi Dispatcher \$15,000 to \$18,000 per year, Security Dispatcher \$15,000 per year.   |
| <b>4. Are the programs open entry/open exit, yes or no?</b><br><br>This new curriculum will be a part of the Administration of Justice program. The course will be modularized to meet criteria of an open entry/exit program.  |
| <b>5. Provide evidence that the program will prepare students for a job that is in demand in the labor market or is in an emerging population.</b><br><br>This is a State Certified Program that is required of Public Safety Dispatcher. Employment potential is growing and there are a projected 20 openings for dispatchers in Contra Costa County each year. EDD reports the increase in job openings to be 5.6% in Contra Costa County and 13% in Alameda County. |

## **A1: Curriculum Development & Redesign (continued)**

**10. Is the program going to include internships or work experience activities? If so, describe.**

Students will be offered work study internships as part of the program. Individual referrals may be offered to the Private Sector employers if they meet the 25 / 75 partnership agreement of CalWORKs requirements.

**11. How is the program going to link with job development/job placement to 1) find jobs when the students have completed their program and 2) track students into employment?**

- A. After or nearing the completion of their educational program, participants will be assessed by a placement team to determine readiness for employment; the process will consist of the student continuing their vocational training while attending job seeking skills classes and receiving assistance from the placement staff.
- B. We will tap existing employer contacts and partnerships; we will establish new partnerships through city Chamber of Commerce meetings, employer conferences, and cold calling (developing new partnerships with previously unsolicited employers).
- C. We will offer incentives to employers, i.e. WOTC tax credit.
- D. The college is already a networking partner with RichmondWORKS, a consortium of West Contra Costa County community based agencies and employment and training providers including but not limited to: EDD, Contra Costa College, Contra Costa County Department of Social Services, Contra Costa County Private Industry Council, Rubicon Programs, Inc., Richmond Neighborhood House, and the Iron Triangle Community Collaborative. Contra Costa College is also a partner with the Contra Costa County Employer Connection, a similar consortium coordinated county-wide by the Contra Costa County Private Industry Council.
- E. Workstations connecting the college with East Bay Works, a consortium of 16 One Stop Centers, will be electronically linked with Contra Costa College's Job Placement Office, providing expanded job placement services for CalWORKs graduates. EDD, Contra Costa College, Contra Costa County Department of Social Services and Richmond PIC are collaborative partners of the Hilltop One Stop Center; this will allow maximum coordination with these key organizations.
- F. Contra Costa College job development staff will initiate a follow-up system to contact participants who have been placed into employment that will comply with CalWORKs guidelines.

**A1: Curriculum Development & Redesign (continued)**

- G. The job development staff will coordinate with Cooperative Work Experience instructors who will make employer site visits to assist with compiling placement data.
- H. The job development staff will network with EDD representatives working at the college site to access employment follow-up information.
- I. Our own tracking system will be enhanced by the tracking system used by East Bay Works. Our active participation in the East Bay Works Consortium will allow us access to their tracking database.

**Diablo Valley College  
CERTIFICATES OF ACHIEVEMENT  
PROGRAM DESCRIPTIONS**

Our certificates of achievement prepare students with the vocational skills needed for success in a specific occupation. To keep abreast of new developments the curriculum is regularly reviewed and revised by our faculty and an advisory board of employers and experts in the field.

To qualify for a certificate of achievement, students must complete at least 25 percent of the certificate's required courses at Diablo Valley College. At a minimum, students must also maintain a grade point average of C (2.0) or better in the certificates required courses. However, some certificates require a higher grade point average or a C grade in each required course.

**Administration of Justice**

Students wishing to pursue a career in the field of law enforcement, probation, parole, corrections, or the like should consider this two-year program. Graduates planning to seek employment with a government agency should speak with a faculty member of the department in order to review the special requirements of the various agencies.

To earn a certificate of achievement, students must complete the requirements for the Associate of Arts degree and maintain a 2.5 grade point average or better in the Administration of Justice classes. Course requirements can be completed by attending in the day or the evening or both. See the A.A. requirements listed in the Requirements section of this catalog.

The Administration of Justice certificate requires 58-60 units and takes four to six semesters to complete.

**Alcohol and Drug Studies**

This program focuses on the training and academic requirements of the California Association of Alcohol and Drug Abuse Counselors (CAADAC), the California Alcohol and Drug Educators Statewide Certification Task Force (CAADE), and the National Birch-Davis Standards. The courses prepare students for entry-level employment in the addictions field and updates the skills of nurses, counselors, and other professionals.

To earn a certificate of achievement, students must complete the required courses with a C grade or better. Required courses are primarily available in the evening. Although students may start during any semester and progress at their own pace, completion of the certificate will take a minimum of three semesters. The ADS certificate requires 38 units. Some of the above courses have specific prerequisites.

**Architecture Technology**

This program prepares students for employment as architectural technicians, who work with and are supervised by an architect. They may prepare technical and presentation drawings, draft copies of specifications and cost estimates, revise plans, trace details from various sources, operate printing machines, and assemble prints and other documents for projects. Landscape architects, industrial designers, interior designers, and engineers also employ architectural technicians.

To earn a certificate of achievement, students must complete each of the required courses with a C grade or better. Required courses are available in the day. Some are also offered in the evening. This certificate requires 53-54 units and takes four to six semesters to complete.

To earn a certificate of achievement, students must complete each of the required courses with a C grade or better. Required courses are available in the day. Some are also offered in the evening. This certificate requires 53-54 units and takes four to six semesters to complete.

#### **Business - Accounting**

Students will develop the knowledge and skills required of an accountant: compiling and analyzing business records and preparing financial reports such as income statements, balance sheets, cost studies, and tax reports.

To earn a certificate of achievement, students must complete each of the required courses with a grade of C or better. Course requirements are available in the evening and on weekends. Some are also available in the day. At least 25 percent of the units must have been completed at DVC. Requests for a course substitution and/or waiver are made to the Accounting and Information Management Department Chairperson. The Business - Accounting certificate requires 27 units of course work and take three to four semesters to complete.

#### **Business - Office Administration -General Office Support**

The general office support program is our basic certificate in office administration. Students desiring further specialization may choose from one of the four office administration certificates which follow.

The general office support program prepares students for work as file or mail clerks, receptionists or other entry-level positions in the field. It equips students to meet today's requirements for increased technical expertise, creativity, and initiative in the office. Tomorrow's office workers will be information-processing specialists focusing primarily on administrative support and secondarily on keyboarding. With advanced computer systems, office support staff may perform functions such as accounting, inventory control, order entry, sales and financial analysis.

To earn a certificate of achievement, students must complete each of the required courses with a "C" grade or better. Course requirements can be completed by attending in the day or the evening or both. Please contact the Accounting and Information Management Department for current certificate information. This certificate requires 22 units of course work and takes two to three semesters to complete.

#### **Keyboarding Speed: 45 wpm**

#### **Business - Office Administration - Administrative Assistant/Executive Secretary**

This certificate builds on our basic general office support program and adds shorthand skills. It prepares students for secretarial and administrative assistant positions. To earn a certificate of achievement, students must complete each of the required courses with a C grade or better. Course requirements can be completed by attending in the day or the evening or both. Please contact the Accounting and Information Management Department for current certificate information. This certificate requires 22.5 units of course work and takes two to three semesters to complete.

#### **Keyboarding Speed: 60 wpm**

#### **Business - Office Administration-Word/Information Processing**

This certificate is our basic general office support program with an emphasis on computer applications. It prepares students to work in offices with a variety of computer functions.

To earn a certificate of achievement, students must complete each of the required courses with a C grade or better. Course requirements can be completed by attending in the day or the evening or both. Please contact the Accounting and Information Management Department for current certificate information. This certificate requires 31 units of course work and takes two to three semesters to complete.

**Keyboarding Speed: 60 wpm**  
**Business - Office Administration -Legal Office**

This is our basic general office support program with an emphasis on legal terminology. It prepares students for entry level employment in offices where knowledge of legal vocabulary is needed.

To earn a certificate of achievement, students must complete each of the required courses with a C grade or better. Course requirements can be completed by attending in the day or the evening or both. This certificate requires 31 units of course work and take two to three semesters to complete.

**Keyboarding Speed: 60 wpm**  
**Business - Office Administration -Medical Office**

This is our basic general office support program with an emphasis on medical terminology. It prepares students for entry level medical office support positions in hospitals, medical offices, and health insurance companies. To earn a certificate of achievement, students must complete each of the required courses with a C grade or better. Course requirements can be completed by attending in the day or the evening or both. Please contact the Accounting and Information Management Department for current certificate information. This certificate requires 27 units of course work and takes two to three semesters to complete.

**Keyboarding Speed: 60 wpm**  
**Business - Real Estate**

We offer evening classes for those interested in studying real estate in order to become a better-informed consumer, an investor, or a professional in the field. To earn a certificate of achievement, students must complete each of the required courses with a C grade or better. All required courses are available in the evening. This certificate requires 24 units of course work and takes two semesters to complete.

**Business - Real Estate Salesperson's License**

In order to take the required examination for the real estate salesperson's license, applicants must complete Real Estate 160 - Principles of Real Estate. Also, either before obtaining their original license or within 18 months after they have obtained it, salespeople must complete two additional basic real estate courses. Course requirements can be completed by attending in the evening. This certificate requires nine units of course work and takes one semester to complete.

**Business - Real Estate Broker's License**

In order to take the required examination for the real estate broker's license, applicants must complete the required courses in addition to other experience/education requirements. All required courses are available in the evening. One is also available in the day. This certificate requires 34 units of course work and takes two to three semesters to complete.

### **Business - Retailing**

In this program, students build a solid foundation in all phases of retailing, merchandising, and management, and are then prepared to enter middle-management training positions in large organizations or to assume broad responsibilities in small firms.

To earn a certificate of achievement, students must complete each of the required courses with a C grade or better. Course requirements can be completed by attending in the day or the evening or both. For more information contact the Business Administration Department. This certificate requires 27 units of course work and takes two to three semesters to complete.

### **Business-Small Business Management**

This program is designed to prepare students for planning, organizing, and operating a business in manufacturing, wholesaling, retailing, or service trade. The main thrust of the program is on managerial decision making under conditions of uncertainty and fierce competition. Courses involve studying case histories of decision-making issues and using business and management games to simulate the complicated interrelationships of various businesses.

To earn a certificate of achievement, students must complete each of the required courses with a C grade or better. Course requirements can be completed by attending in the day or the evening or both. This certificate requires 27 units of course work and takes two to three semesters to complete.

### **Computer and Information Science**

Especially suitable for students who have four-year degrees, this program prepares students for a variety of programming or operations positions.

To earn a certificate of achievement, students must complete each of the required courses with a C grade or better. Required courses are available in the evening. However, some are also offered in the day. This certificate requires 24.5 to 26 units of course work and take two to three semesters to complete.

### **Computer Science - Computer Hardware Support**

A program for people entering the computer field in areas where a knowledge of both software (computer programming, operating systems, and applications) and hardware (computer electronic components) is essential. Such areas include the installation, support, and repair of microcomputers, especially those attached to local area networks (LANs).

Students seeking to complete this certificate will take courses in both Computer Science and Electronics. To earn a certificate of achievement, students must complete each of the required courses with a C grade or better. Required courses are available in the evening or on weekends. However, some are also offered in the day. This certificate requires 33.5 to 36 units of course work and takes two to three semesters to complete.

### **Computer Science - Microcomputer Software Support**

This certificate gives students the skills in computer programming, personal productivity applications, and data communications that they will need to succeed as a Software Support Specialist in a typical office environment where administrative and financial management is supported by personal computers. To be successful as a Software Support Specialist the individual must have an understanding of the capabilities and limitations of microcomputers, be able to



recommend personal productivity solutions to management, purchase and install stand alone and networked microcomputers and software, write instructions for using applications, and provide training on new systems.

Students seeking this certificate take courses in both Computer Science and CIS. To earn a certificate of achievement, students must complete each of the required courses with a C grade or better. Required courses are available in the evening. However, some are also offered in the day. This certificate requires 26.3 to 26.8 units of course work and takes two to three semesters to complete.

#### **Construction and Building Inspection**

This program is designed to prepare students for a career in building inspection or construction inspection, and it is also valuable for those already employed in the field but who wish to upgrade their skills.

To earn a certificate of achievement, students must complete each of the required courses with a C grade or better and maintain a 2.5 grade point average. At least 50 percent of the courses must be taken within the Contra Costa Community College District, and 25 percent of the courses must be taken at DVC. Course requirements can be completed by attending in the day or the evening or both. This certificate requires 32 units of course work and takes two to three semesters to complete.

#### **Construction Supervision and Superintendency**

This program is designed for those preparing for supervision responsibilities in the construction industry.

To earn a certificate of achievement, students must complete each of the required courses with a C grade or better and maintain a 2.5 grade point average. At least 50 percent of the courses must be taken within the Contra Costa Community College District, and 25 percent of the courses must be taken at DVC. Course requirements can be completed by attending in the day or the evening or both. This certificate requires 28 units and take two to three semesters to complete.

#### **Construction Management**

This two-year program is designed to prepare students for positions in middle management or as technicians in the construction industry, working with a contractor, architect, engineer, or supplier and including such duties as material takeoff, estimating costs, purchasing, and timekeeping.

To earn a certificate of achievement, students must complete each of the required courses with a C grade or better and maintain a 2.5 grade point average. Course requirements can be completed by attending in the day or the evening or both. At least 50 percent of the courses must be taken within the Contra Costa Community College District, and 25 percent of the courses must be taken at DVC. This certificate requires 37 units and takes four semesters to complete.

#### **Dental Assisting**

This program prepares students for administrative support and chair side assisting in dental offices, hospitals and clinics, insurance agencies, dental x-ray laboratories and supply houses. The program of classroom instruction and clinical experience leads to the Certificate of Achievement in dental assisting.

To earn a certificate, students must complete each of the required courses with a C grade or better and maintain a 2.0 grade point average. Requirements for dental assisting courses are only available in the day. However, required

general education courses are available in the day or evening.

The dental assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association, and by the United States Department of Education. Students completing the certificate are prepared to take California's Registered Dental Assistant examination and the national Certified Dental Assistant Examination.

Selected classes may meet lower division requirements for the Bachelor of Vocational Education at selected campuses of CSU or the Bachelor of Arts in Health Administration in private universities. Consult with college counselors for more information.

Students in the program must complete a cardiopulmonary resuscitation course and have a valid copy of the certification card on file in the Dental Assisting Office by January of their second semester. For an information sheet describing admission requirements and a special application (to be submitted by May 1), contact the Admissions Office. This certificate requires 40.5 units and takes three semesters to complete.

### **Dental Hygiene**

This two-year program of classroom instruction and clinical experience prepares students to perform the educational, clinical (teeth cleaning), and laboratory responsibilities of a dental hygienist. The program is accredited by the Commission on Dental Accreditation of the American Dental Association and by the United States Department of Education and approved by the California State Board of Dental Examiners.

To earn a certificate of achievement, students must complete the A.A. degree requirements (unless they already hold this or a higher degree) and achieve a grade of "C" or better in each of the required courses. Requirements for dental hygiene courses are only available in the day. However, required general education courses are available in the day or evening. Students who have the greatest success of being admitted into the Program have completed the required science courses prior to application (but within the last five years). After completing our program, students are eligible to take the National Board Examination, California RDH Examination, as well as many other state board examinations.

Students in the dental hygiene program must complete a cardio-pulmonary resuscitation course and have a valid copy of the certification card on file in the Dental Hygiene Office by the beginning of their second semester. For an information sheet describing admission requirements and a special application (to be submitted by March 31), contact the Admissions Office. The Allied Health Professions Admission Test is required for application to the Program. This certificate requires 87 to 90 units of course work and takes two years to complete.

### **Dental Laboratory Technology**

This program prepares students to construct removable and fixed prosthetic appliances; construct and cast inlays, crowns, and bridges; and prepare ceramic jackets.

To earn a certificate of completion, students must complete each of the required courses with a C grade or better. Required courses are only available in the day. However, recommended courses are available in the day or evening. Please contact the Dental Technology Department for current certificate information. For an information sheet describing admission requirements and a special application (to be submitted by May 1), contact the Admissions Office. A tooth carving test is required for admission to the program. This certificate requires

22 units of course work and takes two semesters to complete.

#### **Early Childhood Assistant**

This is the basic certificate program in early childhood education. Our program prepares students to meet the new and stringent demands of today's child care centers, preschool programs, and nursery schools. The certificate meets the California State Department of Social Services, Community Care Licensing, Title 22, Division 6 requirements for a fully qualified teacher.

To earn a certificate of achievement, students must complete each of the required courses with a grade of C or better. Course requirements can be completed by attending in the day or the evening or both. This certificate requires 26 units of course work and takes two to three semesters to complete.

#### **Early Childhood Assistant - Children's Center Instruction**

This certificate meets California State Department of Education requirements for a Children's Center Instruction Permit and enables graduates to work in federally funded and state-funded centers.

To earn a certificate of achievement, students must complete each of the required courses with a grade of C or better. Course requirements can be completed by attending in the day or the evening or both. This certificate requires 45 units of course work and takes three to four semesters to complete.

#### **Early Childhood Assistant - Family Day Care Provider/Foster Care Provider**

This program prepares students to become family day care providers and/or foster care providers. It anticipates a legislative mandate of such training for licensure.

To earn a certificate of achievement, students must complete each of the required courses with a grade of C or better. Course requirements can be completed by attending in the day or the evening or both. This certificate requires 16 to 18 units of course work and takes two semesters to complete.

#### **Electronics - Electronic Service Technology**

This program prepares students for jobs installing, repairing, maintaining and servicing electronic equipment. Selected courses may meet some of the lower division requirements for Bachelor of Science programs in Engineering Technology and Industrial Technology at certain California State University campuses and private technical colleges.

To earn a certificate of achievement, students must complete the required courses with a grade point average of at least 2.5. Course requirements can be completed by attending in the day or the evening or both. Consult with electronics department faculty and college counselors for more information. This certificate requires 18 units of course work and takes one to two semesters to complete.

#### **Electronics - Advanced Electronic Technology**

This is an advanced program that includes courses on troubleshooting, computer circuits, and programming. It is designed for those who complete the Electronic Service Technology certificate and wish to upgrade their skills. Selected courses may meet some of the lower division requirements for Bachelor of Science programs in Engineering Technology and Industrial Technology at certain California State University campuses and private technical colleges.

To earn a certificate of achievement, students must complete the required courses with a grade point average of at least 2.5. Consult with electronics department faculty and college counselors for more information. Course requirements can be completed by attending in the day or the evening or both. This certificate requires 38 to 30 units of course work and takes two to three semesters to complete.

#### **Engineering Technology - Drafting**

This program qualifies students to work with engineers in jobs requiring them to prepare, interpret and revise technical engineering drawings using both manual and Computer-Aided-Drafting (CAD) methods. The engineering technologist works as support staff to engineers in both field and laboratory environments. Selected courses may meet some of the lower division requirements for Bachelor of Science programs in Engineering or Industrial Technology at certain California State University campuses.

To earn a certificate of achievement, students must complete each of the required courses with a grade point average of 2.5 or better. Consult with engineering department faculty and college counselors for more information. Required courses can only be completed by attending a combination of day and evening classes. This certificate requires 45 to 46 units of course work and takes three to four semesters to complete.

#### **Engineering Technology - Materials Testing**

This program prepares students to work with engineers in jobs requiring them to evaluate, test, inspect, and categorize different materials such as soils, concrete, and plastics. Selected courses may meet some of the lower division requirements for Bachelor of Science programs in Engineering or Industrial Technology at certain California State University campuses.

To earn a certificate of achievement, students must complete each of the required courses with a grade point average of at least 2.5. Required courses can only be completed by attending a combination of day and evening classes. Consult with engineering department faculty and college counselors for more information. This certificate requires 47 to 48 units and takes four semesters to complete.

#### **Engineering Technology - Surveying**

This program prepares students to work with engineers, architects, and contractors in jobs requiring them to do land surveying, evaluation, and recording. Selected courses may meet some of the lower division requirements for Bachelor of Science programs in Engineering or Industrial Technology at certain California State University campuses.

To earn a certificate of achievement, students must complete each of the required courses with a grade point average of at least 2.5. Required courses can only be completed by attending a combination of day and evening classes. Consult with engineering department faculty and college counselors for more information. This certificate requires 45 units and takes three to four semesters to complete.

#### **Environmental Hazardous Materials Technology**

In this program, students will learn the necessary skills and knowledge to handle hazardous materials in a way that is in compliance with governmental regulations, while simultaneously protecting human health and the environment. The program is designed for students wishing to enter the field and for technicians who are already employed but who wish to upgrade their skills.

To earn a certificate of achievement, students must complete the required courses with a C grade or better. Most required courses are available in the evening. However, a few are only available in the day. This certificate requires 39 units and takes three to four semesters to complete.

#### **Facilities Maintenance Technology**

This program prepares students for employment in the field of facilities maintenance, building maintenance, and plant maintenance. Students will learn how to install, maintain, and repair building and plant equipment using machine tools, electronic test equipment, and precision measuring devices. Instruction will include theory and operation of machine tools and electrical equipment, as well as blueprint reading, materials of construction, and environmental hazardous materials. Advanced training and certificate programs in Construction, Electronic Technology, Environmental Technology, Environmental Hazardous Materials Technology, and Machine Technology are also available through Diablo Valley College.

To earn a certificate of completion, students must complete each of the required courses with a grade of C or better. This certificate requires 14 to 16 units of course work and takes one semester to complete.

#### **Horticulture**

This broad program prepares students for employment in plant production, pest management and retail nurseries. It will assist students preparing to take the California Association of Nurseryperson's exam and the Arboriculture certification exam.

To earn a certificate of achievement, students must complete the required courses with a grade point average of at least 2.0. Course requirements are available in the evening and on weekends. This certificate requires 27 to 28 units of course work and takes two to three semesters to complete.

#### **Horticulture - Landscape Construction**

This program prepares students to enter the landscape construction industry. Students are prepared to take the California C-27 Landscape Contracting examination. Elements of the program will assist students to prepare for the California Landscape Contractors Association's CLT examination.

To earn a certificate of achievement, students must complete the required courses with a grade point average of at least 2.0. Course requirements are available in the evening and on weekends. This certificate requires 31 units of course work and takes two to three semesters to complete.

#### **Horticulture - Landscape Design**

This program prepares students for entry level positions in landscape architecture offices. Elements of the program will assist students to prepare for the California Nurseryperson's certification examination. Students will develop portfolios which may be necessary for entrance into landscape design baccalaureate degree programs at University of California, Davis, California Polytechnical University at San Luis Obispo, and Pomona.

To earn a certificate of achievement, students must complete the required courses with a grade point average of at least 2.0. Course requirements are available in the evening and on weekends. This certificate requires 33 to 34 units of course work and takes two to three semesters to complete.

### **Horticulture-Landscape Maintenance**

Students are prepared for positions in the landscape maintenance field and to the California Landscape Contractors Association's (CLTM) examination. Elements of the program will also assist students preparing for the California Nurseryperson's certification examination.

To earn a certificate of achievement, students must complete the required courses with a grade point average of at least 2.0. Course requirements are available in the evening and on weekends. This certificate requires 39 to 40 units and takes three to four semesters to complete.

### **Hotel and Restaurant Management - Baking and Pastry**

This in-depth training program prepares students for many entry-level positions in small and large bakeries, specialty pastry shops, dessert catering and dessert preparation in restaurants. Graduates enter the baking and pastry field, and many have started their own businesses.

To earn a certificate of achievement, students must complete the required courses with a C grade or better. Course requirements may only be completed by attending a combination of day and evening classes. This certificate requires 41 units and takes three to four semesters to complete.

### **Hotel and Restaurant Management -Culinary Arts**

This in-depth, hands-on training program prepares students for a professional culinary career. The certificate program is accredited by the American Culinary Federation Educational Institute, a national organization of professional chefs. Graduates enter the culinary field, and many have progressed to the position of Executive Chef.

To earn a certificate of achievement, students must complete the required courses with a C grade or better. Course requirements may be completed by attending a combination of day and evening classes. This certificate requires 51 to 54 units of course work and takes four semesters to complete.

### **Hotel and Restaurant Management -Restaurant Management**

This in-depth, hands-on training program prepares students to begin their careers in restaurant management. Our graduates enter the hospitality industry, and many progress to management positions.

To earn a certificate of achievement, students must complete the required courses with a "C" grade or better. Course requirements may only be completed by attending a combination of day and evening classes. This certificate requires 49 units of course work and takes four semesters to complete.

### **Hotel and Restaurant Management - Hotel Administration**

This program prepares students for numerous entry level and supervisory positions in the hotel industry. Classes are offered in the afternoon and evening. They are designed to serve both working professionals who wish to upgrade their skills and students who wish to enter the field. Many graduates advance to supervisory positions in the hotel industry.

To earn a certificate of achievement, students must complete the required courses with a C grade or better. Course requirements are available in the evening. This certificate requires 34 units of course work and takes two to three semesters to complete.

### **Library and Information Technology**

The Library and Information Services field offers many opportunities for employment. Information is the lifeblood of business, education and government. Information, its organization and retrieval, is the world of library and information services. This program prepares students for employment in this growing and dynamic field. The skills learned in this program may be used in public, school, and academic libraries, as well as in hospitals; banks; publishing; manufacturing and utility companies; consulting work; churches or synagogues; database business. The possibilities are as vast as the sea of information. If you like working with people, books and information, consider a career in Library and Information Technology.

To earn a certificate of achievement, students must complete the required courses with a grade point average of at least 2.5. Required courses are available in the evening. However, some are also offered in the day. This certificate requires 20 to 22 units of course work and takes two semesters to complete.

### **Machine Technology**

This program is designed for three categories of students: those wishing to enter the metal machining industry, those wishing to become an apprentice machinist or mechanical technician in research and development, and those wishing to transfer to four-year institutions and obtain a degree in mechanical engineering, tool design engineering, manufacturing engineering, metallurgy, or manufacturing processes.

To earn a certificate of achievement, students must complete each of the required courses with a grade point average 2.5 or better. Required courses are available in the day. Some are also offered in the evening. This certificate requires 40.5 units of course work and takes three to four semesters to complete.

### **Management Studies**

This program benefits students preparing to become managers and supervisors, and it is also valuable for persons already holding these positions.

To earn a certificate of achievement, students must complete the required courses with a C grade or better. Required courses are available in the evening and some are also offered in the day. This certificate requires 30 units of course work and takes two to three semesters to complete.

### **Music Industry Studies**

This program prepares students for a career in the music and recording industries. Classes are designed to serve both working professionals who wish to upgrade their skills and students who wish to enter the field.

To earn a certificate of completion, students must complete the required courses with a C grade or better. Course requirements may only be completed by attending a combination of day and evening classes. This certificate requires 16 units of course work and takes one semester to complete.

### **Respiratory Therapy**

This program prepares students to be respiratory therapists in one of the fastest-growing allied health professions in the nation. Therapists are involved in the diagnosis, treatment, management and care of patients with deficiencies and abnormalities associated with the cardiorespiratory system, in both hospital and home environments. Completion of this Commission on Accreditation of Allied

Health Education Program makes graduates eligible for the California State License Examination for Respiratory Care Practitioner (RCP) and the Registered Respiratory Therapist (RRT) credentialing examination of the National Board for Respiratory Care (NBRC).

This is a joint program with Ohlone College and is a model for other colleges to follow. Students take their general education courses at DVC, laboratory and clinical courses at Ohlone College, and have supervised clinical practice at local hospitals.

To earn a certificate of achievement, students must complete the requirements for an A.A. degree (unless they hold a higher degree) and maintain a 2.0 grade point average or better. See the Associate of Arts degree requirements listed in the "Requirements" section of this catalog. Upon completion, students will receive a certificate from Ohlone College and an A.A. degree from DVC. For applications and information, contact the Career Development Office located in the Student Services Building.

**PROGRAM PREREQUISITES:** one year each of high school algebra and chemistry or their college equivalents and completion of English 122.

This certificate requires 81.5 units of course work and takes six to seven semesters to complete.

#### **Television Arts**

This program prepares students for entry-level positions in the television industry such as associate producer, assistant director, on-camera talent, camera operator, sound technician, video switcher, floor director, videotape editor, and production assistant. Selected courses in the program may meet some lower division requirements for the Bachelor of Arts program at certain California State University campuses. Consult with a department faculty or a college counselor for more information.

To earn a certificate of achievement, students must complete the required courses with a C grade or better. Required courses can only be completed by attending a combination of day and evening classes. This certificate program requires 29.6 units of course work and takes two to three semesters to complete.

#### **Women's Programs and Services**

This program prepares students to volunteer or find paraprofessional employment with groups, agencies, and programs that focus on the needs of women. Some of the courses may transfer to four-year institutions or may be applied toward general education requirements. This certificate prepares students to pursue degrees in social welfare, social services, sociology, psychology, or social science.

To earn a certificate of achievement, students must complete the required courses. Students must take the required courses for a letter grade and earn a C grade or better. Course requirements can be completed by attending in the day or the evening or both. Students may petition to use the CR/NC option by consulting a faculty advisor. This certificate program requires 30.5 units of course work and takes two to three semesters to complete.



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| <b>Diablo Valley College Vocational Program</b> | <b>Career Options and Career Paths</b> |
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| Administration of Justice  | <p><b>Career Options:</b> Law Enforcement (e.g., Police Officer, Inspector - Agriculture/Air Pollution, Investigator, Examiner) Corrections (e.g., Corrections Officer -Jails/Prisons, Probation Officer, Parole Officer), Court System (e.g., Clerical, Stenographer, Bailiff, Lawyer, Judge), Private Security Officers</p> <p><b>Law Enforcement Career Ladder:</b> Police Aid, Police Cadet/Intern, Traffic Control, Patrol Officer, Police Officer, Detective/Criminal Investigator/Inspectors</p>  |
| Alcohol and Drug Studies   | <p><b>Career Options:</b> Mental Health Assistant, Alcohol and Drug Abuse Counselor, Correctional Addiction Counselor, Alcohol and Drug Educator, Community Services Worker, Crisis Prevention/Intervention Worker, Prevention Specialist</p> <p><b>Alcohol and Drug Studies Career Ladder:</b> Intake Aide, Substance Abuse Technician, Paraprofessional Alcohol and Drug Abuse Counselor, Counselor, Psychologist, Program Director, Social Worker, Nurse</p>  |
| <p><b>Business</b></p> <p>Accounting</p> <p>Office Administration</p> <ul style="list-style-type: none"> <li>• General Office Support *</li> <li>• Administrative Assistant*</li> <li>• Executive Secretary *</li> <li>• Word/Information Processing*</li> <li>• Legal Office*</li> <li>• Medical Office*</li> </ul> <p>*(These areas of emphasis will not be included in the 1998-99 Catalog)</p> <p>Real Estate</p> <ul style="list-style-type: none"> <li>• Real Estate-Salesperson's License (license only)</li> <li>• Real Estate-Broker's License</li> </ul> | <p><b>Career Options:</b> Accounting Clerk (e.g., Accounts Payable/Receivable, Billing, Payroll), Bookkeeper, Accountant (e.g., Certified Public Accountant, Tax, Management), Auditor, Controller, Bank Officer, Actuary, Financial Planner</p> <p><b>Accounting Career Ladder:</b> General Accounting Clerk, Accounts Payable and Receivable Clerk, Payroll Clerk, Bookkeeper, Accountant, Auditor</p> <p><b>Career Options:</b> Office Assistant, Administrative Assistant, Administration Specialist (e.g., Legal Office, Medical Office, Public Sector, Private Sector) Word/Information Processing Specialist, Administration Supervisor/ Manager</p> <p><b>Office Administration Career Ladder:</b> File Clerk, Receptionist, Office Assistant, Administrative Assistant, Executive Secretary</p> <p><b>Career Options:</b> Residential Realtor, Commercial Realtor, Appraiser, Real Estate Broker, Real Estate Instructor, Property Manager, Mortgage Firm Loan Officer, Mortgage Loan Processor, Mortgage Loan Underwriter, Mortgage Firm</p> |



| Diablo Valley College Vocational Program | Career Options and Career Paths |
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|  | Manager, Superintendent, Owner-Contractor   |
| <b>Dental</b> <ul style="list-style-type: none"> <li>• Dental Assisting</li> <li>• Dental Hygiene</li> <li>• Dental Laboratory Technology</li> </ul>   | <p><b>Career Options:</b> Dental Assisting, Dental Hygiene, Dental Technician, Dentist, Small Business Owner - Dental Lab or Dental Practice, Marketing Agent for Commercial Laboratories, Sales Rep for Dental Suppliers, Jewelry Making</p> <p><b>Dental Laboratory Career Ladder:</b> Dental Technician, Dental Laboratory Supervisor, Manager, Owner</p> <p><b>Dentist Career Ladder:</b> Dental Technology, Dentist, Dental Specialties (e.g., Periodontist, Prosthodontist, Oral Surgeon, Endodontist)</p>  |
| <b>Early Childhood</b> <ul style="list-style-type: none"> <li>• Early Childhood Basic Certificate</li> <li>• Early Childhood Assistant-Children's Center Instruction</li> <li>• Early Childhood Assistant-Family Day Care Provider/Foster Care Provider</li> </ul> | <p><b>Career Options:</b> Early Childhood Teacher, Preschool Teacher, Elementary Teacher, Early Childhood Education Specialist, Family Day Care Provider</p> <p><b>Early Child Career Teacher Career Ladder:</b> Early Childhood Teacher Assistants, Early Childhood Associate Teachers, Early Childhood Teachers, Early Childhood Specialists (e.g., Infant/Toddler Care, Bilingual and Bicultural Development, Children with Exceptional Needs, Preschool Programming, Child Health, Parent/Teacher Relations), Master Teacher, Site Supervisor, Program Director, Early Childhood Teacher Educator</p> |
| <b>Engineering Technology</b> <ul style="list-style-type: none"> <li>• Drafting</li> <li>• Materials Testing</li> <li>• Surveying</li> </ul>   | <p><b>Career Options:</b> C.A.D.D. Operator, Piping Designer, Engineering Aide, Structural Designer, Architectural Drafter, Land Surveyor, Field Engineering Assistant, Planning Technician, Technical Salesperson, Engineer</p> <p><b>Engineering Technology Career Ladder:</b> Skilled Craftworker, Technician, Technologist, Engineer Assistant, Engineer/Scientist (e.g., Mechanical/Robotics, Civil, Structural, Engineering Technology), Engineering Manager</p>  |
| <b>Electronics</b> <ul style="list-style-type: none"> <li>• Electronic Service Technology</li> <li>• Advanced Electronic Technology</li> <li>• Computer Network Technology</li> </ul>  | <p><b>Career Options:</b> Electronics Testers, Electronics Engineering Technician, Electronics Sales and Service Technician, Appliance Service Technician, Electronics Technician Specialist (e.g., Medical, Industrial, Radio and TV Broadcast, Automotive, Communications, Electronic Consumer Product), Network Technician, Telecommunication Technician, Manufacturing and Production Technicians, Electronics Products and Development Technician, Computer and Office Machine</p>   |

| Diablo Valley College Vocational Program | Career Options and Career Paths |
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|  | <p>Service Technician, Electrical and Electronics Engineer</p> <p>Electronic Technology Career Ladder: Electronics Technician, Electronics Technician Supervisor, Engineer Technician, Production Test Supervisor, Quality Control Supervisor, Electrical and Electronics Engineer</p>  |
| Environmental Hazardous Materials Technology   | <p>Career Options: Environmental Hazardous Materials Technician, Environmental Manager, Hazardous Waste Management Specialist, Soil Conservationist and Technician, Chemical Technician, Hazardous Waste Contractor, Hazardous Waste Management Firm Owner, Hazardous Waste Consulting Firm Owner</p> <p>Hazardous Waste Management Career Ladder: Hazardous Waste Management Technicians, Hazardous Waste Management Specialist, Hazardous Waste Manager, Incident Commander</p>   |
| <p>Horticulture:</p> <ul style="list-style-type: none"> <li>• Basic Certificate</li> <li>• Landscape Construction</li> <li>• Landscape Design</li> <li>• Landscape Maintenance</li> </ul>              | <p>Career Options: Nursery Technician, Propagator, Plant Breeder, Nursery Manager, Greenhouse Grower, Greenhouse Manager, Garden Center Manager, Arborist, Landscape Architect, Landscape Designer, Grounds Manager, Landscape Contractors, Landscape Maintenance, Golf Course Manager, Lawn Service Specialist, Interior Landscaper, Floriculture, Flower Production, Wholesale Florists, Retail Florists, Horticulture Therapy, Viticulturist, Olericulturist, Herbalist, Pomologist, Pest Controller</p> <p>Landscape Career Ladder: Landscaper, Landscape Designer, Landscape Contractor, Landscape Architect</p> |
| <p>Hotel and Restaurant Management</p> <ul style="list-style-type: none"> <li>• Baking and Pastry</li> <li>• Culinary Arts</li> <li>• Restaurant Management</li> <li>• Hotel Administration</li> </ul> | <p>Career Options: General Hotel/Restaurant Manager, Pastry Chef, Executive Chef, Business Owner, Purchasing Agent, Maitre d' Hotel, Food and Beverage Director, Instructor, Food Stylist/Writer</p> <p>Pastry Chef Career Ladder: Pastry Apprentice, Assistant Baker, Cake Decorator/Finisher, Pastry Cook, Pastry Chef</p> <p>Culinary Arts Career Ladder: Cook, Sous Chef, Chef, Executive Chef</p>  |
| Library and Information Technology   | <p>Career Options: Library and Information Assistant, Library and Information Technician, Technical Specialists (i.e., Acquisitions, Circulation, Cataloging), Information Brokers, Information Science Assistant, Media Center Assistant/Manager, Librarian (e.g. Public,</p>  |

| Diablo Valley College Vocational Program | Career Options and Career Paths   |
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|  | <p>Academic, and Special such as Media, Multimedia, Corporate, Medical, Law), Library Director</p> <p>Library and Information Technology Career Ladder: Library and Information Assistant, Library and Information Technician, Library and Information Systems Operations, Library and Information System Automation, Librarian, Researcher and Teacher, Library Director</p>   |
| Machine Technology                       | <p>Career Options: Machinist, Setup Machinist, Maintenance Machinist, Tool and Die Maker, Instrument Maker, Computer Numerical Machinist, Computer Numerical Programmer Inspector</p> <p>Machinist Career Ladder: Manual Machine Operator, Computer Numerical Control Machine Operator, Machine Specialist, Apprentice Machinist, Journeyman Machinist (Specialties include Maintenance Machinist, Tool &amp; Die Maker, Computer Numerical Machinist)</p>  |
| Management Studies                       | <p>Career Options: Business Administrator, Human Resource Manager, International Business Manager, Labor/Industrial Relations Manager, Marketing Manager, Corporate Manager, Operations Manager, Small Business Manager</p> <p>Corporate Management Career Ladder: First Level Supervisor/Manager/Foreman, Middle Manager, Top Level Manager, Executive</p>   |
| Multimedia                               | <p>Career Options: Content Expert, Writer, Editor, and Researcher, Graphic Professional, Sound Professional, Animator, Video Professional, Information Designer, Interface Designer, Video Game Designer, Programmer, Project Manager, Marketing and Sales Manager, Business and Legal Professional</p> <p>Multimedia Production Career Ladder: Project Team Member (e.g., Writer, Graphic Professional, Sound Professional, Animator, Video Professional), Project Coordinator, Creative Director, Project Manager, Executive Producer</p> |
| Music Industry Studies                   | <p>Career Options: Song Writer, Performer, Sound Designer, Sideman, Disk Jockey, Entertainer, Music Manager/Agent, Recording Studio Manager, Recording Session Producer, Live Sound Crew, Recording Engineer, Sound Reinforcement Engineer, Equipment/Hardware Salesperson, Software Salesperson</p>  |

| Diablo Valley College Vocational Program | Career Options and Career Paths  |
|--|--|
|  | Music Industry Production Career Ladder: Song Writer, Performer, Sideman, Recording Engineer, Studio Coordinator, Associate Producer, Producer   |
| Respiratory Therapy                      | <p>Career Options: Respiratory Therapy</p> <p>Respiratory Therapy Career Ladder: Respiratory Assistant, Respiratory Technician, Respiratory Therapist, Assistant Chief Therapist, Chief Therapist, Respiratory Therapist Educator</p>  |
| Television Arts                          | <p>Career Options: Station Manager, Producer, Production Manager, Executive Producer, News Producer-Director, News Writer, Reporter, Anchorperson, Actor, Chief Engineer, Videotape Engineer, Master Control Engineer, Engineering Technician, Technical Director, Camera Operator, Airtime Sales Representative</p> <p>Television Production Career Ladder: Scriptwriter, Graphic Artist, Videotape Editor, Lighting Director, Cinematographer or Videographer, Cartoonist, Floor Manager, Unit Manager, Associate Producer, Producer, Production Manager, Executive Producer, Assistant Director, Director, Executive Director</p> |
| Women's Programs and Services            | <p>Career Options Human Services: Telephone Counselors, Prevention Educator, Community Specialist, Mental Health Aides/Worker, Residential Counselor, Case Worker/Manager, Social Worker Aide, Eligibility Worker, Social Work Assistant, Community Outreach Worker, Community Services Worker, Program Coordinator, Program Administrator/Director, Social Worker, Counselor, Psychologist, Women Studies or Human Services Faculty Member</p> <p>Human Services Career Ladder: Mental Health Assistant, Paraprofessional Counselor, Community Services Worker/Program Coordinator, Counselor</p>                                   |

| Diablo Valley College Vocational Program | Career Options and Career Paths |
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|                               | <p><b>Music Industry Production Career Ladder:</b> Song Writer, Performer, Sideman, Recording Engineer, Studio Coordinator, Associate Producer, Producer</p>   |
| Respiratory Therapy           | <p><b>Career Options:</b> Respiratory Therapy</p> <p><b>Respiratory Therapy Career Ladder:</b> Respiratory Assistant, Respiratory Technician, Respiratory Therapist, Assistant Chief Therapist, Chief Therapist, Respiratory Therapist Educator</p>  |
| Television Arts               | <p><b>Career Options:</b> Station Manager, Producer, Production Manager, Executive Producer, News Producer-Director, News Writer, Reporter, Anchorperson, Actor, Chief Engineer, Videotape Engineer, Master Control Engineer, Engineering Technician, Technical Director, Camera Operator, Airtime Sales Representative</p> <p><b>Television Production Career Ladder:</b> Scriptwriter, Graphic Artist, Videotape Editor, Lighting Director, Cinematographer or Videographer, Cartoonist, Floor Manager, Unit Manager, Associate Producer, Producer, Production Manager, Executive Producer, Assistant Director, Director, Executive Director</p> |
| Women's Programs and Services | <p><b>Career Options Human Services:</b> Telephone, Counselors, Prevention Educator, Community Specialist, Mental Health Aides/Worker, Residential Counselor, Case Worker/Manager, Social Worker Aide, Eligibility Worker, Social Work Assistant, Community Outreach Worker, Community Services Worker, Program Coordinator, Program Administrator/Director, Social Worker, Counselor, Psychologist, Women Studies or Human Services Faculty Member</p> <p><b>Human Services Career Ladder:</b> Mental Health Assistant, Paraprofessional Counselor, Community Services Worker/Program Coordinator, Counselor</p>                                  |

**Appendix F: Part 1**  
**Certification -- Revised 11/4/97**

**District:** Contra Costa CCD  
**College:** Contra Costa College

**COLLEGE DISTRICT CERTIFICATION**

I certify that the information contained in the application is correct and that my college and the county social services department have jointly discussed and agreed upon the delivery of educational services for CalWORKs participants, including instruction and support services. As a condition of receiving these funds, the college agrees to complete and submit the appropriate forms and expenditure reports to the Chancellor's Office.

\_\_\_\_\_  
**Signature, District Chancellor**      **Date**      D. Conely Rose      11-12-97  
**Signature, President/Superintendent**      **Date**

**Contact Person:**

**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**ACADEMIC SENATE CERTIFICATION**

I certify that local district and/or college planning and curriculum development processes were followed with regard to academic and professional matters requiring collegial consultation pursuant to Section 53200-204 of Title 5 of the California Code of Regulations.

\_\_\_\_\_  
**Signature, Academic Senate President**      **Date**      11/12/98

**COUNTY WELFARE DEPARTMENT CERTIFICATION**

I certify to the county's need for the services covered by the Community College CalWORKs Funding and that my department and the community college jointly discussed and agreed upon the delivery of educational services for CalWORKs participants, including instruction and support services. I also certify the number of additional CalWORKs recipients that will be referred to the college to receive additional funding for instruction. **(For multiple county offices, please include an additional page with appropriate signatures.)**

|  |                            |
|--|----------------------------|
| _____<br><b>Signature, County Welfare Director</b> | <b>Contact Person:</b>     |
|  | <b>Name:</b> _____         |
|  | <b>Title:</b> _____        |
|  | <b>Phone Number:</b> _____ |
| <b>County Office:</b> _____                        |                            |
| <b>Address:</b> _____                              |                            |
| <b>City/Zip:</b> _____                             |                            |
| <b>Date:</b> _____                                 |                            |

**District must submit completed and certified application to:** Connie Anderson, CalWORKs Unit Coordinator, Chancellor's Office, California Community Colleges, 1107 Ninth Street, 2nd Floor, Sacramento, CA 95814-3607. For information or assistance, please call Connie Anderson (916) 324-2353.



**Appendix F, Part 2:  
Plan for CalWORKs Program**

Please complete the narrative and the budget chart for each of the program areas:

**A1: Curriculum Development and Redesign**

Describe the curriculum that you plan on developing and redesigning with the CalWORKs funding. Please answer the following questions for each program you are going to develop or redesign. Attach additional sheets as needed. Also, complete the attached chart (A2) that describes how you are going to utilize the funding to achieve these objectives. If you are not using 8% of your allocation for this purpose, you must still describe the curricula/programs that colleges have developed or redesigned utilizing other funding sources:

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| <p><b>1. Name of curriculum moor program that is going to be developed or redesigned.</b></p> <p>Certified Nursing Assistant - Home Health Aide</p>  |
| <p><b>2. Offered in the credit or non-credit mode?</b></p> <p>Credit</p>   |
| <p><b>3. Prepares recipients for what jobs at what pay level?</b></p> <p>\$8 - \$12 / hr</p>   |
| <p><b>4. Are the programs open entry/open exit, yes or no?</b></p> <p>Not at this time, due to the nature of this course and the necessity of student/teacher interaction and sequence. Potential for open entry, open exit can be discussed and planned. This is a short term program. A complete cycle is every semester.</p>  |
| <p><b>5. Provide evidence that the program will prepare students for a job that is in demand in the labor market or is in an emerging population.</b></p> <p>According to <u>Labor Market Reports</u>, there will be an increase of 50% in hiring Certified Nursing Assistants and Home Health Aides. CNA-HHA Certifications are currently in demand by Health-Care agencies and Skilled Nursing Facilities.</p> |

### **A1: Curriculum Development & Redesign (continued)**

- 6. Provide evidence of collaboration with local partners including the county welfare department.**

The CNA-HHA program is supported by local PIC agencies, as well as EDD and the C.A.M.P. Program. The students receive clinical experience at Doctor's Medical Center (Pinole and San Pablo campus), and at Creekside Care Center. Social Services will be made a partner in the Program's Advisory Board.

- 7. Describe how the program will articulate with more advanced educational programs.**

This program is an ideal opportunity for students to learn about the Health-Care profession and acquire a strong foundation in basic care. Graduates may decide to continue to Licensed Vocational Nurse or Registered Nursing Program.

- 8. Are telecommunications going to be used in the delivery of instruction? If so, how?**

There is a great deal of potential for telecommunications. The development of appropriate modules as telecourses or internet courses is a viable possibility.

- 9. How are job preparation skills and career education going to be integrated into the curriculum?**

This program will be assisted by a team consisting of the core Instructor, Job Developer, a Professional Advisor, and a Cooperative Education Instructor. When a student is declared job ready by this team, the student will be given 8 hours of work skills training: We will provide career education workshops that will inform students of current career opportunities and match these with student interest and labor market needs.

We will require all CalWORKs participants to complete a Job Preparation Skills (soft skills) workshop (8-10 hours) which will be scheduled bi-weekly; students will be referred directly after assessment or after acquiring necessary skills from vocational training classes. Workshops will be taught by career counselors and employment specialists and will include video-taped practice interviews, motivational topics, and self-directed job search training. Career education and Counseling will be a part of the assessment.

**A1: Curriculum Development & Redesign (continued)**

- 10. Is the program going to include internships or work experience activities? If so, describe.**

Students are required to spend 16 hours per week/18 weeks practicing clinical skills. 12 hours per week are spent in skilled nursing facilities. Students have the opportunity to become confident and competent in the required skills for CNA-HHA. Specific skills are identified and students must achieve a satisfactory grade in order to be successful.

Students will be offered work study internships as part of the program. Individual referrals may be offered to the Private Sector employers if they meet the 25 / 75 partnership agreement of CalWORKs requirements.

- 11. How is the program going to link with job development/job placement to 1) find jobs when the students have completed their program and 2) track students into employment?**

- A. After or nearing the completion of their educational program, participants will be assessed by a placement team to determine readiness for employment; the process will consist of the students continuing their vocational training while attending job seeking skills classes and receiving assistance from the placement staff.
- B. We will tap existing employer contacts and partnerships; we will establish new partnerships through city Chamber of Commerce meetings, employer conferences, and cold calling (developing new partnerships with previously unsolicited employers).
- C. We will offer incentives to employers, i.e. WOTC tax credit.
- D. The college is already a networking partner with RichmondWORKS, a consortium of West Contra Costa County community based agencies and employment and training providers including but not limited to: EDD, Contra Costa College, Contra Costa County Department of Social Services, Contra Costa County Private Industry Council, Rubicon Programs, Inc., Richmond Neighborhood House, and the Iron Triangle Community Collaborative. Contra Costa College is also a partner with the Contra Costa County Employer Connection, a similar consortium coordinated county-wide by the Contra Costa County Private Industry Council.
- E. Workstations connecting the college with East Bay Works, a consortium of 16 One Stop Centers, will be electronically linked with Contra Costa College's Job Placement Office, providing expanded job placement services for CalWORKs graduates. EDD, Contra Costa College, Contra Costa County Department of Social Services and Richmond PIC are collaborative partners of the Hilltop One Stop Center; this will allow maximum coordination with these key organizations.

#### **A1: Curriculum Development & Redesign (continued)**

- F. Contra Costa College job development staff will initiate a follow-up system to contact participants who have been placed into employment that will comply with CalWORKs guidelines.**
- G. The job development staff will coordinate with Cooperative Work Experience instructors who will make employer site visits to assist with compiling placement data.**
- H. The job development staff will network with EDD representatives working at the college site to access employment follow-up information.**
- I. Our own tracking system will be enhanced by the tracking system used by East Bay Works. Our active participation in the East Bay Works Consortium will allow us access to their tracking database.**

**Contra Costa College  
Certified Nursing Assistant Home Health Program**

| <b>Requirements for the program.</b>                                 | <b>COST</b>          |
|--|----------------------|
| > College Assessment Test  |                      |
| > Complete College Application                                       |                      |
| > Register for Orientation to CNA-HHA                                | \$13.00              |
| Register for Nursing 202 - 12 units                                  | \$156.00             |
| Register for English 103 .5 units                                    | \$6.50               |
| > Malpractice Insurance  | \$7.50               |
| > Materials Fee  | \$10.00              |
| > Photo ID   | \$2.00               |
| > Complete Physical Exam and Blood Tests before entering the program | \$100.00 approx.     |
| CPR before entering program  | 20-40                |
| <b>Purchase in Bookstore</b>   |                      |
| > Textbooks: Sorrento, Nursing Assistant                             |                      |
| > Birchenall Homemaker/Home Health Aide and workbooks                | \$40.00              |
| > Syllabus CNA-HHA approx.   | \$40.00              |
| Uniforms   | \$10.00              |
| Shoes  | \$50.00              |
| Stethoscope  | \$50.00              |
| State Exam   | \$25.00              |
|  | <u>\$85.00</u>       |
|  | \$600.00 per student |
| Purchase Courseware:   | \$1,000              |

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| <b>Appendix F, Part 2:</b><br><b>Plan for CalWORKs Program</b> |
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Please complete the narrative and the budget chart for each of the program areas:

**A1: Curriculum Development and Redesign**

Describe the curriculum that you plan on developing and redesigning with the CalWORKs funding. Please answer the following questions for each program you are going to develop or redesign. Attach additional sheets as needed. Also, complete the attached chart (A2) that describes how you are going to utilize the funding to achieve these objectives. If you are not using 8% of your allocation for this purpose, you must still describe the curricula/programs that colleges have developed or redesigned utilizing other funding sources:

|           |  |
|-----------|--|
| <b>1.</b> | <b>Name of curriculum or program that is going to be developed or redesigned.</b><br><br>Customer Service / Retail Applied skills.   |
| <b>2.</b> | <b>Offered in the credit or non-credit mode?</b><br><br>This course will be offered for Credit.  |
| <b>3.</b> | <b>Prepares recipients for what jobs at what pay level?</b><br><br>Customer Service / Retail positions in the East Bay range from \$8 to \$12 per hour.  |
| <b>4.</b> | <b>Are the programs open entry/open exit, yes or no?</b><br><br>Yes, this course will be an open entry/open exit program.  |
| <b>5.</b> | <b>Provide evidence that the program will prepare students for a job that is in demand in the labor market or is in an emerging population.</b><br><br>According to Department of Labor and California Employment Development Department of Economic indicators for Alameda and Contra Costa County, positions in retail and customer service are one of the fastest growing areas of employment opportunities.<br><br>Retail has expanded in the East Bay. Locally, the largest retail employers in West Contra Costa County are: Hilltop Shopping Center, Wards, Safeway Stores, and Lucky Stores. These companies have participated in the design of this program and meet their requirements for employment. |

## **A1: Curriculum Development & Redesign (continued)**

- 6. Provide evidence of collaboration with local partners including the county welfare department.**

The course will develop an Advisory Committee which will include Social Services Case Managers, Hilltop Mall Managers, small Business Managers, and the Richmond Chamber of Commerce. It will also be in collaboration with the East Bay Works, (16 One Stop Centers) Richmond and County PIC's.

- 7. Describe how the program will articulate with more advanced educational programs.**

This program will be designed as elective credit towards an AA degree in Business.

- 8. Are telecommunications going to be used in the delivery of instruction? If so, how?**

This is a great potential for telecommunications. Workbooks that coincide with telecommunications delivered curriculum will be employed.

- 9. How are job preparation skills and career education going to be integrated into the curriculum?**

This program will be assisted by a team consisting of the core Instructor, Job Developer, a Professional Advisor, and a Cooperative Education Instructor. When a student is declared job ready by this team, the student will be given 8 hours of work skills training: We will provide career education workshops that will inform students of current career opportunities and match these with student interest and labor market needs.

We will require all CalWORKs participants to complete a Job Preparation Skills (soft skills) workshop (8-10 hours) which will be scheduled bi-weekly; students will be referred directly after assessment or after acquiring necessary skills from vocational training classes. Workshops will be taught by career counselors and employment specialists and will include video-taped practice interviews, motivational topics, and self-directed job search training. Career education and Counseling will be a part of the assessment.

## **A1: Curriculum Development & Redesign (continued)**

- 6. Provide evidence of collaboration with local partners including the county welfare department.**

The Administration of Justice Program and the Dispatchers model is supported by the Police and Sheriffs Departments in Contra Costa County. This program is also in partnership with West Contra Costa Unified School District (Richmond High School) Health and Safety Academy. Social Services will be an integral part of the referrals progress, completion, and placement.

- 7. Describe how the program will articulate with more advanced educational programs.**

This course will count as an Elective credit towards the A.S. Degree in Administration of Justice. The program's curriculum is also interfaced with the Office Information Program at Contra Costa College,

- 8. Are telecommunications going to be used in the delivery of instruction? If so, how?**

Radio, Telephone, and Computer Keyboarding are taught in this course. In addition, the program will interface with the local One Stop Center for placement and program service.

- 9. How are job preparation skills and career education going to be integrated into the curriculum?**

This program will be assisted by a team consisting of the core Instructor, Job Developer, a Professional Advisor, and a Cooperative Education Instructor. When a student is declared job ready by this team, the student will be given 8 hours of work skills training: We will provide career education workshops that will inform students of current career opportunities and match these with student interest and labor market needs.

We will require all CalWORKs participants to complete a Job Preparation Skills (soft skills) workshop (8-10 hours) which will be scheduled bi-weekly; students will be referred directly after assessment or after acquiring necessary skills from vocational training classes. Workshops will be taught by career counselors and employment specialists and will include video-taped practice interviews, motivational topics, and self-directed job search training. Career education and Counseling will be a part of the assessment.



**A1: Curriculum Development & Redesign (continued)**

- 10. Is the program going to include internships or work experience activities? If so, describe.**

Students will be offered work study internships at Police Dispatcher Centers as part of the program. Individual referrals may be offered to the Private Sector employers if they meet the 25 / 75 partnership agreement of CalWORKs requirements.

- 11. How is the program going to link with job development/job placement to 1) find jobs when the students have completed their program and 2) track students into employment?**

- A. After or nearing the completion of their educational program, participants will be assessed by a placement team to determine readiness for employment; the process will consist of the student continuing their vocational training while attending job seeking skills classes and receiving assistance from the placement staff.
- B. We will tap existing employer contacts and partnerships; we will establish new partnerships through city Chamber of Commerce meetings, employer conferences, and cold calling (developing new partnerships with previously unsolicited employers).
- C. We will offer incentives to employers, i.e. WOTC tax credit.
- D. The college is already a networking partner with RichmondWORKS, a consortium of West Contra Costa County community based agencies and employment and training providers including but not limited to: EDD, Contra Costa College, Contra Costa County Department of Social Services, Contra Costa County Private Industry Council, Rubicon Programs, Inc., Richmond Neighborhood House, and the Iron Triangle Community Collaborative. Contra Costa College is also a partner with the Contra Costa County Employer Connection, a similar consortium coordinated county-wide by the Contra Costa County Private Industry Council.
- E. Workstations connecting the college with East Bay Works, a consortium of 16 One Stop Centers, will be electronically linked with Contra Costa College's Job Placement Office, providing expanded job placement services for CalWORKs graduates. EDD, Contra Costa College, Contra Costa County Department of Social Services and Richmond PIC are collaborative partners of the Hilltop One Stop Center; this will allow maximum coordination with these key organizations.
- F. Contra Costa College job development staff will initiate a follow-up system to contact participants who have been placed into employment that will comply with CalWORKs guidelines.

### **A1: Curriculum Development & Redesign (continued)**

- G. The job development staff will coordinate with Cooperative Work Experience instructors who will make employer site visits to assist with compiling placement data.
- H. The job development staff will network with EDD representatives working at the college site to access employment follow-up information.
- I. Our own tracking system will be enhanced by the tracking system used by East Bay Works. Our active participation in the East Bay Works Consortium will allow us access to their tracking database.

**Appendix F: Part A2**  
**Plan for CalWORKS Funding:**  
**Curriculum Development and Redesign**

In the space below, outline the major objectives and objectives and activities for the use of these funds for curriculum development and redesign Attach additional sheets as necessary.

| Objective   | Activity  | Timeline         | Cost                    |
|---|---|------------------|-------------------------|
| To develop a modular open entry/exit Public Safety Dispatchers course that will prepare students to successfully pass the California State License test for dispatcher and find employment as Police, Security, Taxi Dispatcher or other dispatching positions. | 1) Redesign the State approved curriculum into 16 modules, to accommodate open entry/exit instruction | 1-1-98 - 1-31-98 | 20 hrs x \$50 = \$1,000 |
|   | 2) Recruit and train Police officers qualified to teach modular                                       | 1-1-98 - 1-31-98 | Ø                       |
|   | 3) Begin instruction  |                  |                         |
|   | 4) Purchase Courseware  |                  | \$1,000                 |
| Objective   | Activity  | Timeline         | Cost                    |
|   |   |                  |                         |

**Appendix F, Part 2:**  
**Plan for CalWORKs Program**

Please complete the narrative and the budget chart for each of the program areas:

**A1: Curriculum Development and Redesign**

Describe the curriculum that you plan on developing and redesigning with the CalWORKs funding. Please answer the following questions for each program you are going to develop or redesign. Attach additional sheets as needed. Also, complete the attached chart (A2) that describes how you are going to utilize the funding to achieve these objectives. If you are not using 8% of your allocation for this purpose, you must still describe the curricula/programs that colleges have developed or redesigned utilizing other funding sources:

|  |
|--|
| <b>1. Name of curriculum or program that is going to be developed or redesigned.</b><br><br>Automotive: Tune up Specialist, Oil/Lube Specialist  |
| <b>2. Offered in the credit or non-credit mode?</b><br><br>Non-Credit  |
| <b>3. Prepares recipients for what jobs at what pay level?</b><br><br>This course will prepare students to various automotive tune up and lubricant systems. It will introduce safety, hand tools, breaks, cooling and lubricant systems and terminology in the field that will prepare students for employment. Pay range from \$7-\$12 per hour. |
| <b>4. Are the programs open entry/open exit, yes or no?</b><br><br>Yes.  |
| <b>5. Provide evidence that the program will prepare students for a job that is in demand in the labor market or is in an emerging population.</b><br><br>Employment Development Department Labor Market Division and the Contra Costa Employment by industry projections through 2001 indicate continual growth in areas served by the program.   |

**A1: Curriculum Development & Redesign (continued)**

- 6. Provide evidence of collaboration with local partners including the county welfare department.**

This course as part of the Automotive Services Program will be serviced by an Advisory Committee that is composed of local businesses and service partners: East Bay Works, Richmond and County PIC's, Richmond Chamber of Commerce (100 + companies), and EDD. The Social Service department will also be asked to serve as an advisor.

- 7. Describe how the program will articulate with more advanced educational programs.**

This module will articulate with the certificated Automotive Program.

- 8. Are telecommunications going to be used in the delivery of instruction? If so, how?**

No.

- 9. How are job preparation skills and career education going to be integrated into the curriculum?**

This program will be assisted by a team consisting of the core Instructor, Job Developer, a Professional Advisor, and a Cooperative Education Instructor. When a student is declared job ready by this team, the student will be given 8 hours of work skills training: We will provide career education workshops that will inform students of current career opportunities and match these with student interest and labor market needs.

We will require all CalWORKs participants to complete a Job Preparation Skills (soft skills) workshop (8-10 hours) which will be scheduled bi-weekly; students will be referred directly after assessment or after acquiring necessary skills from vocational training classes. Workshops will be taught by career counselors and employment specialists and will include video-taped practice interviews, motivational topics, and self-directed job search training. Career education and Counseling will be a part of the assessment.

## **A1: Curriculum Development & Redesign (continued)**

- 10. Is the program going to include internships or work experience activities? If so, describe.**

Students will be offered Work Study internships as part of the program. Individual referrals may be offered to the Private Sector employers if they meet the 25 / 75 partnership agreement of CalWORKs requirements.

- 11. How is the program going to link with job development/job placement to 1) find jobs when the students have completed their program and 2) track students into employment?**

- A. After or nearing the completion of their educational program, participants will be assessed by a placement team to determine readiness for employment; the process will consist of the student continuing their vocational training while attending job seeking skills classes and receiving assistance from the placement staff.
- B. We will tap existing employer contacts and partnerships; we will establish new partnerships through city Chamber of Commerce meetings, employer conferences, and cold calling (developing new partnerships with previously unsolicited employers).
- C. We will offer incentives to employers, i.e. WOTC tax credit.
- D. The college is already a networking partner with RichmondWORKS, a consortium of West Contra Costa County community based agencies and employment and training providers including but not limited to: EDD, Contra Costa College, Contra Costa County Department of Social Services, Contra Costa County Private Industry Council, Rubicon Programs, Inc., Richmond Neighborhood House, and the Iron Triangle Community Collaborative. Contra Costa College is also a partner with the Contra Costa County Employer Connection, a similar consortium coordinated county-wide by the Contra Costa County Private Industry Council.
- E. Workstations connecting the college with East Bay Works, a consortium of 16 One Stop Centers, will be electronically linked with Contra Costa College's Job Placement Office, providing expanded job placement services for CalWORKs graduates. EDD, Contra Costa College, Contra Costa County Department of Social Services and Richmond PIC are collaborative partners of the Hilltop One Stop Center; this will allow maximum coordination with these key organizations.
- F. Contra Costa College job development staff will initiate a follow-up system to contact participants who have been placed into employment that will comply with CalWORKs guidelines.

**A1: Curriculum Development & Redesign (continued)**

- G. The job development staff will coordinate with Cooperative Work Experience instructors who will make employer site visits to assist with compiling placement data.
- H. The job development staff will network with EDD representatives working at the college site to access employment follow-up information.
- I. Our own tracking system will be enhanced by the tracking system used by East Bay Works. Our active participation in the East Bay Works Consortium will allow us access to their tracking database.

Appendix F: Part A2  
Plan for CalWORKS Funding:  
Curriculum Development and Redesign

In the space below, outline the major objectives and objectives and activities for the use of these funds for curriculum development and redesign Attach additional sheets as necessary.

| Objective  | Activity  | Timeline         | Cost  |
|--|---|------------------|---|
| Develop two modules of the Automotive Program: Tune up and Lubricant & Cooling system into a short term open entry/open exit curriculum. | Design existing curriculum into modular units.<br><br>Purchase and integrate courseware into program. | 1-1-98 to 4-1-98 | 60 hrs x \$50 = \$3,000<br><br>Courseware costs = \$8,753 |
| Objective  | Activity  | Timeline         | Cost  |
|  |   |                  |   |



**Appendix F, Part 2:  
Plan for CalWORKs Program**

Please complete the narrative and the budget chart for each of the program areas:

**A1: Curriculum Development and Redesign**

Describe the curriculum that you plan on developing and redesigning with the CalWORKs funding. Please answer the following questions for each program you are going to develop or redesign. Attach additional sheets as needed. Also, complete the attached chart (A2) that describes how you are going to utilize the funding to achieve these objectives. If you are not using 8% of your allocation for this purpose, you must still describe the curricula/programs that colleges have developed or redesigned utilizing other funding sources:

|  |
|--|
| <b>1. Name of curriculum or program that is going to be developed or redesigned.</b><br><br>Instructional Aid  |
| <b>2. Offered in the credit or non-credit mode?</b><br><br>Non credit  |
| <b>3. Prepares recipients for what jobs at what pay level?</b><br><br>This program will prepare students to seek employment in public and private educational institutions. The Instructional Aid will specialize in bi-lingual instructional development. These positions range from \$7-\$12 per hour.   |
| <b>4. Are the programs open entry/open exit, yes or no?</b><br><br>Yes.  |
| <b>5. Provide evidence that the program will prepare students for a job that is in demand in the labor market or is in an emerging population.</b><br><br>Employment Development Department Labor Market Division and the Contra Costa Employment by industry projections through 2001 indicate continual growth in areas served by the program and in both Alameda and Contra Costa County. |

## **A1: Curriculum Development & Redesign (continued)**

- 6. Provide evidence of collaboration with local partners including the county welfare department.**

This program will be coordinated through our Work Study/Coop-ed program with West Contra Costa Unified School District, Richmond and County PIC's One Stop Centers, and Alameda and Contra Costa County School to Work consortiums including various community organizations (Familias Unidas, Lao Family etc.)

- 7. Describe how the program will articulate with more advanced educational programs.**

This program will be coordinated through the College EIS and Social Service Programs. Curriculum will be designed that is aligned with these two programs through our Coop-ed work experience program.

- 8. Are telecommunications going to be used in the delivery of instruction? If so, how?**

No.

- 9. How are job preparation skills and career education going to be integrated into the curriculum?**

This program will be assisted by a team consisting of the core Instructor, Job Developer, a Professional Advisor, and a Cooperative Education Instructor. When a student is declared job ready by this team, the student will be given 8 hours of work skills training: We will provide career education workshops that will inform students of current career opportunities and match these with student interest and labor market needs.

We will require all CalWORKs participants to complete a Job Preparation Skills (soft skills) workshop (8-10 hours) which will be scheduled bi-weekly; students will be referred directly after assessment or after acquiring necessary skills from vocational training classes. Workshops will be taught by career counselors and employment specialists and will include video-taped practice interviews, motivational topics, and self-directed job search training. Career education and Counseling will be a part of the assessment.

## **A1: Curriculum Development & Redesign (continued)**

- 10. Is the program going to include internships or work experience activities? If so, describe.**

Students will be offered work study internships as part of the program. Individual referrals may be offered to the Private Sector employers if they meet the 25 / 75 partnership agreement of CalWORKs requirements.

- 11. How is the program going to link with job development/job placement to 1) find jobs when the students have completed their program and 2) track students into employment?**

- A. After or nearing the completion of their educational program, participants will be assessed by a placement team to determine readiness for employment; the process will consist of the students continuing their vocational training while attending job seeking skills classes and receiving assistance from the placement staff.
- B. We will tap existing employer contacts and partnerships; we will establish new partnerships through city Chamber of Commerce meetings, employer conferences, and cold calling (developing new partnerships with previously unsolicited employers).
- C. We will offer incentives to employers, i.e. WOTC tax credit.
- D. The college is already a networking partner with RichmondWORKS, a consortium of West Contra Costa County community based agencies and employment and training providers including but not limited to: EDD, Contra Costa College, Contra Costa County Department of Social Services, Contra Costa County Private Industry Council, Rubicon Programs, Inc., Richmond Neighborhood House, and the Iron Triangle Community Collaborative. Contra Costa College is also a partner with the Contra Costa County Employer Connection, a similar consortium coordinated county-wide by the Contra Costa County Private Industry Council.
- E. Workstations connecting the college with East Bay Works, a consortium of 16 One Stop Centers, will be electronically linked with Contra Costa College's Job Placement Office, providing expanded job placement services for CalWORKs graduates. EDD, Contra Costa College, Contra Costa County Department of Social Services and Richmond PIC are collaborative partners of the Hilltop One Stop Center; this will allow maximum coordination with these key organizations.

### **A1: Curriculum Development & Redesign (continued)**

- F. Contra Costa College job development staff will initiate a follow-up system to contact participants who have been placed into employment that will comply with CalWORKs guidelines.**
- G. The job development staff will coordinate with Cooperative Work Experience instructors who will make employer site visits to assist with compiling placement data.**
- H. The job development staff will network with EDD representatives working at the college site to access employment follow-up information.**
- I. Our own tracking system will be enhanced by the tracking system used by East Bay Works. Our active participation in the East Bay Works Consortium will allow us access to their tracking database.**

|  |
|--|
| <p align="center">Appendix F: Part A2<br/>Plan for CalWORKS Funding:<br/>Curriculum Development and Redesign</p> |
|--|

In the space below, outline the major objectives and objectives and activities for the use of these funds for curriculum development and redesign Attach additional sheets as necessary.

| Objective  | Activity   | Timeline         | Cost                           |
|--|--|------------------|--------------------------------|
| Create a Instructional Aid Program with in the EIS program | 1) Develop a curriculum that is open entry/open exit for instructional aid | 1-1-98 to 4-1-98 | Curriculum Design<br>\$1,000   |
|  | 2) Coordinate curriculum with Coop-ed Work Study and internship program.   | 2-1-98           | Purchase Courseware<br>\$2,000 |
| Objective  | Activity   | Timeline         | Cost                           |
|  |  |                  |                                |

## Appendix F, Part 2: Plan for CalWORKs Program

Please complete the narrative and the budget chart for each of the program areas:

### **A1: Curriculum Development and Redesign**

Describe the curriculum that you plan on developing and redesigning with the CalWORKs funding. Please answer the following questions for each program you are going to develop or redesign. Attach additional sheets as needed. Also, complete the attached chart (A2) that describes how you are going to utilize the funding to achieve these objectives. If you are not using 8% of your allocation for this purpose, you must still describe the curricula/programs that colleges have developed or redesigned utilizing other funding sources:

|   |
|---|
| <b>1. Name of curriculum or program that is going to be developed or redesigned</b><br><br>General office clerk   |
| <b>2. Offered in the credit or non-credit mode?</b><br><br>Non-credit mode  |
| <b>3. Prepares recipients for what jobs at what pay level?</b><br><br>General office clerk at a pay level of \$8.00 to \$10.00 to start   |
| <b>4. Are the programs open entry/open exit, yes or no?</b><br><br>Open entry\ open exit  |
| <b>5. Provide evidence that the program will prepare students for a job that is in demand in the labor market or is in an emerging population.</b><br><br>The EDD report indicates that there will be an increase in employment opportunities for general office clerks over the next five years. |

## **A1: Curriculum Development & Redesign (continued)**

- 6. Provide evidence of collaboration with local partners including the county welfare department.**

The department has an active advisory committee and will include social services case manager. It will also collaborate with East Bay Work, Richmond and county PIC's, and the Richmond Chamber of Commerce. This program will also interface with other open entry\ exit programs of Contra Costa College: Administration of Justice and Retail/Customer Service.

- 7. Describe how the program will articulate with more advanced educational programs.**

This program may serve as a basic introduction to some of the office information systems majors. It will also support and articulate with Administration of Justice and Retail Customer Service.

- 8. Are telecommunications going to be used in the delivery of instruction? If so, how?**

No

- 9. How are job preparation skills and career education going to be integrated into the curriculum?**

This program will be assisted by a team consisting of the Core Instructor, Job Developer, a Professional Advisor, and a Cooperative Education Instructor. When a student is declared job ready by this team, the student will be given 8 hours of Work Skills Training: We will provide career education workshops that will inform students of current career opportunities and match these with student interest and labor market needs.

We will require all CalWORKs participants to complete a Job Preparation Skills (soft skills) workshop (8-10 hours) which will be scheduled bi-weekly; students will be referred directly after assessment or after acquiring necessary skills from vocational training classes. Workshops will be taught by career counselors and employment specialists; these workshops will include video-taped practice interviews, motivational topics, and self-directed job search training. Career education and Counseling will be a part of the assessment.

**A1: Curriculum Development & Redesign (continued)**

**10. Is the program going to include internships or work experience activities? If so, describe.**

The office department and the job placement/developer on campus will cooperatively work on finding work experience and internships for the participants in this program.

Students will be offered work study internships as part of the program. Individual referrals may be offered to the private Sector if they meet the 25 / 75 partnership agreement of CalWORKs requirements.

**11. How is the program going to link job development/job placement to 1) find jobs when the students have completed their program and 2) track students into employment?**

- A. After or nearing the completion of their educational program, participants will be assessed by a placement team to determine readiness for employment; the process will consist of the students continuing their vocational training while attending job seeking skills classes and receiving assistance from the placement staff.
- B. We will tap existing employer contacts and partnerships; we will establish new partnerships through city Chamber of Commerce meetings, employer conferences, and cold calling (developing new partnerships with previously unsolicited employers).
- C. We will offer incentives to employers, i.e. WOTC tax credit.
- D. The college is already a networking partner with RichmondWORKS, a consortium of West Contra Costa County community based agencies and employment and training providers including but not limited to: EDD, Contra Costa College, Contra Costa County Department of Social Services, Contra Costa County Private Industry Council, Rubicon Programs, Inc., Richmond Neighborhood House, and the Iron Triangle Community Collaborative. Contra Costa College is also a partner with the Contra Costa County Employer Connection, a similar consortium coordinated county-wide by the Contra Costa County Private Industry Council.
- E. Workstations connecting the college with East Bay Works, a consortium of 16 One Stop Centers will be electronically linked with Contra Costa College's Job Placement Office, providing expanded job placement services for CalWORKs graduates. EDD, Contra Costa College, Contra Costa County Department of Social Services and Richmond PIC are collaborative partners of the Hilltop One Stop Center; this will allow maximum coordination with these key organizations.
- F. Contra Costa College job development staff will initiate a follow-up system to contact participants who have been placed into employment that will comply with CalWORKs guidelines.



### **A1: Curriculum Development & Redesign (continued)**

- G. The job development staff will coordinate with Cooperative Work Experience instructors who will make employer site visits to assist with compiling placement data.
- H. The job development staff will network with EDD representatives working at the college site to access employment follow-up information.
- I. Our own tracking system, will be enhanced by the tracking system used by East Bay Works. Our active participation in the East Bay Works Consortium will allow us access to their tracking database.

**Appendix F: Part ready A2  
Plan for CalWORKS Funding:  
Curriculum Development and Redesign**

In the space below, outline the major objectives and objectives and activities for the use of these funds for curriculum development and redesign Attach additional sheets as necessary.

|   | Activity  | Timeline      | Objective Cost              |
|---|---|---------------|-----------------------------|
| Set up a General Office Clerk class.  | Develop outlines, syllabi, test hand-out, select appropriate interactive courseware and get the course for the curriculum committee if need be. | Jan 30, 1998  | \$50 x 60 hrs = \$3,000.    |
| Objective   | Activity  | Timeline      | Cost                        |
| Select for purchase appropriate interactive course, videos, CD ROM and tapes. | Request installation form the Technical support Service   | Feb. 10, 1998 | Purchase Courseware \$8,753 |

**Appendix F, Part 2:  
Plan for CalWORKs Program**

Please complete the narrative and the budget chart for each of the program areas:

**A1: Curriculum Development and Redesign**

Describe the curriculum that you plan on developing and redesigning with the CalWORKs funding. Please answer the following questions for each program you are going to develop or redesign. Attach additional sheets as needed. Also, complete the attached chart (A2) that describes how you are going to utilize the funding to achieve these objectives. If you are not using 8% of your allocation for this purpose, you must still describe the curricula/programs that colleges have developed or redesigned utilizing other funding sources:

|  |
|--|
| <p><b>1. Name of curriculum or program that is going to be developed or redesigned.</b></p> <p>Culinary Arts Program</p>   |
| <p><b>2. Offered in the credit or non-credit mode?</b></p> <p>This course will be offered for non credit, but possibly continuing education units.</p>   |
| <p><b>3. Prepares recipients for what jobs at what pay level?</b></p> <p>Food server, pantry cook, or line cook, in the bay area ranging from \$7 to \$10 per hr.</p>  |
| <p><b>4. Are the programs open entry/open exit, yes or no?</b></p> <p>Yes. The course will be of modular design consisting of 6 individual units, each 1 month in duration: Dining room waiter/waitress service, Meat and Fish preparation, Vegetable and Starch preparation, Sauce Soup and Stock preparation, Garde Manger (cold food preparation) and Pastry and Baking. It will be open entry/open exit. Students may start at the beginning of any module. An applied basic skills module consisting of food related math and reading will be included as well.</p> |
| <p><b>5. Provide evidence that the program will prepare students for a job that is in demand in the labor market or is in an emerging population.</b></p> <p>The food service industry is one of the major employers in the Bay Area. The Culinary Arts department receives at least two to three calls per week from local restaurants looking for cooks and servers. According to the labor department, there has been and will continue to be tremendous growth in this area.</p>   |

## **A1: Curriculum Development & Redesign (continued)**

- 6. Provide evidence of collaboration with local partners including the county welfare department.**

The department has an existing advisory committee which will be expanded to include new members.

- 7. Describe how the program will articulate with more advanced educational programs.**

This course, if fully and successfully completed, will be accepted as required course work for the Culinary Arts certificate.

- 8. Are telecommunications going to be used in the delivery of instruction? If so, how?**

At this time there are no plans to use this mode of instruction.

- 9. How are job preparation skills and career education going to be integrated into the curriculum?**

This program will be assisted by a team consisting of the core Instructor, Job Developer, a Professional Advisor, and a Cooperative Education Instructor. When a student is declared job ready by this team, the student will be given 8 hours of work skills training: We will provide career education workshops that will inform students of current career opportunities and match these with student interest and labor market needs.

We will require all CalWORKs participants to complete a Job Preparation Skills (soft skills) workshop (8-10 hours) which will be scheduled bi-weekly; students will be referred directly after assessment or after acquiring necessary skills from vocational training classes. Workshops will be taught by career counselors and employment specialists; these workshops will include video-taped practice interviews, motivational topics, and self-directed job search training.

- 10. Is the program going to include internships or work experience activities? If so, describe.**

Yes, the students will be offered internships in local restaurants and catering businesses with members of the advisory committee and other interested businesses, if the student has acquired the necessary skills to function satisfactorily on the job.

Students will be offered work study internships as part of the program. Individual referrals may be offered to Private Sector employers if they meet the 25 / 75 partnership agreement of CalWORKs requirements.

## **A1: Curriculum Development & Redesign (continued)**

- 11. How is the program going to link with job development/job placement to 1) find jobs when the students have completed their program and 2) track students into employment?**
- A. After or nearing the completion of their educational program, participants will be assessed by a placement team to determine readiness for employment; the process will consist of the continuing their vocational training while job seeking skills and receiving assistance from the placement staff.
  - B. We will tap existing employer contacts and partnerships; we will establish new partnerships through city Chamber of Commerce meetings, employer conferences, and cold calling (developing new partnerships with previously unsolicited employers).
  - C. We will offer incentives to employers, i.e. WOTC tax credit.
  - D. The college is already a networking partner with RichmondWORKS, a consortium of West Contra Costa County community based agencies and employment and training providers including but not limited to: EDD, Contra Costa College, Contra Costa County Department of Social Services, Contra Costa County Private Industry Council, Rubicon Programs, Inc., Richmond Neighborhood House, and the Iron Triangle Community Collaborative. Contra Costa College is also a partner with the Contra Costa County Employer Connection, a similar consortium coordinated county-wide by the Contra Costa County Private Industry Council.
  - E. Workstations connecting the college with East Bay Works, a consortium of 16 One Stop Centers will be electronically linked with Contra Costa College's Job Placement Office, providing expanded job placement services for CalWORKs graduates. EDD, Contra Costa College, Contra Costa County Department of Social Services and Richmond PIC are collaborative partners of the Hilltop One Stop Center; this will allow maximum coordination with these key organizations.
  - F. Contra Costa College job development staff will initiate a follow-up system to contact participants who have been placed into employment that will comply with CalWORKs guidelines.
  - G. The job development staff will coordinate with Cooperative Work Experience instructors who will make employer site visits to assist with compiling placement data.
  - H. The job development staff will network with EDD representatives working at the college site to access employment follow-up information.
  - I. Our own tracking system will be enhanced by the tracking system used by East Bay Works. Our active participation in the East Bay Works Consortium will allow us access to their tracking database.