

SHORT-TERM CAREER AND TECHNICAL EDUCATION

Short-term CTE programs with high employment consist of a course of study or an organized sequence of courses leading to a vocational/career technical objective, certificate, or award that prepares students for immediate employment or transition into credit CTE upon completion of the program. Short-Term CTE may include computer courses, interview skills, and cover letter/resume writing.

- Basic Bookkeeping Assistant – Certificate of Completion (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/basic-bookkeeping-assistant-cert-completion/>)
- Basic Graphic Design – Certificate of Completion (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/basic-graphic-design-cert-completion/>)
- Business Office Systems – Certificate of Completion (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/business-office-systems-cert-completion/>)
- Child Care Provider – Certificate of Completion (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/child-care-provider-cert-completion/>)
- Computer Keyboarding – Certificate of Completion (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/computer-keyboarding-cert-completion/>)
- Computer Skills – Certificate of Completion (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/computer-skills-cert-completion/>)
- Computer Skills 2 – Certificate of Completion (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/computer-skills-2-cert-completion/>)
- Electric Vehicle Charging Station Technician - Certificate of Completion (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/electric-vehicle-charging-station-technician-certificate-of-completion/>)
- General Office Clerk – Certificate of Competency (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/general-office-clerk-cert-competency/>)
- Health Professions Basic (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/health-professions-basic-cert-completion/>)
- Introduction to Starting a Small Business – Certificate of Completion (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/introduction-starting-small-business-cert-completion/>)
- Legal Translation and Interpretation – Certificate of Completion (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/introduction-legal-interpretation-translation-cert-completion/>)
- Medical Translation and Interpretation – Certificate of Completion (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/introduction-medical-interpretation-translation-cert-completion/>)
- Medical Front Office Clerk – Certificate of Completion (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/medical-front-office-clerk-cert-completion/>)
- Personal Care Attendant – Certificate of Completion (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/personal-care-attendant-cert-completion/>)
- Special Education Assistant – Level 1 – Certificate of Completion (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/special-education-assistant-1-cert-completion/>)
- Workplace Readiness – Certificate of Completion (<https://curriculum.pasadena.edu/noncredit-division/short-term-career-technical-education/workplace-readiness-cert-completion/>)