

ESL PATHWAY BUSINESS AND PROFESSIONAL STUDIES CERTIFICATE OF ACHIEVEMENT



The ESL Pathway Certificate program is designed to prepare English Language Learners (ELLs) for the academic rigor of degree-applicable coursework in the Business and Professional Studies Academic and Career Pathway. Students completing these certificates have achieved academic English reading and writing skills at an advanced, post-secondary level; they have also achieved success in prerequisite or introductory coursework in a variety of degree, certificate, or general education patterns. These two elements combine to demonstrate significant achievement of a milestone along their pathways to degrees, certificates, or transfer. To earn a certificate, complete the required courses as listed with a grade of C or better.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Communicate well-organized information, arguments and opinions through various modalities, including speaking and writing.
2. Analyze and evaluate academic texts to prepare for and complete academic writing.
3. Interact effectively with others in group work to complete academic tasks and work well in cross-cultural situations, taking into account others' diverse backgrounds, perspectives, and abilities.

Certificate of Achievement Requirements

Code	Title	Units
ESL-2	Accelerated Composition for English as a Second Language	6
ESL-122	College Rhetoric	6
Select three (3) units from the following:		3
BUS-110	Introduction to Business	
BUS-128	Business Communication	
BOT-100	Basic Keyboarding	
BOT-103A	Building Keyboarding Skill I	
BOT-114	Essential Word	
BOT-115	Essential Excel	
BOT-117	Essential Powerpoint	
BOT-132	Google Applications for Business	
ECON-120	Principles of Macroeconomics	
PARA-100	Introduction to Paralegal Studies	
PARA-110	Civil Litigation Practice and Procedures	
PARA-120	Introduction to Administrative Law	
PARA-130	Legal Research and Writing	
PARA-132	Computer Assisted Legal Research (CALR)	
PARA-135	Bankruptcy Law	

RE-190	Real Estate Principles	
RE-191	Real Estate Practice	
Select three to four (3-4) units from the following:		3-4
COMM-120	Interpersonal Communication	
COMM-C1000	Introduction to Public Speaking	
MATH-120	Quantitative Reasoning	
PHIL-125	Critical Thinking and Philosophical Composition	
STAT-C1000	Introduction to Statistics	
Total Units		18-19

Certificate of Achievement

Students who complete the major requirements above qualify for a Certificate of Achievement. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.