



# EXPAND YOUR PROFESSIONAL SKILLS



The California Community Colleges offer all Californians an opportunity to both improve existing skills and to learn new ones. Completing certifications and courses can provide employees with a key advantage in competing for

a promotion or a pay increase, making education a valuable investment in your future. Learning is a lifelong process, and is a critical part of developing as both an employee and as an individual. **GET STARTED TODAY!**

## WHAT ARE MY OPTIONS?

### ICAN CERTIFICATE

Infection Control for All Now (Certificate & Digital Badge) This is a FREE training program focused on infection control for employees to stay safe in the work environment offered by California Health Workforce & Retail, Hospitality and Tourism Initiatives

COMPLETION TIME	UNITS NEEDED
2 Hours	0 Units

### CA HIGH SCHOOL EQUIVALENCY CERTIFICATE (HSE)\*

Preparation and/or testing to receive California High School Equivalency (commonly known as GED) for individuals 18 years of age or older (17 in some cases) offered by multiple programs.

COMPLETION TIME	UNITS NEEDED
3-24 Months	0 Units

### RETAIL MANAGEMENT CERTIFICATE (RMC)

Industry Recognized Certificate - Accredited program made up of 8 courses (including Retail Management, Human Resources, Financial Management and Communications) offered by American River College.

COMPLETION TIME	UNITS NEEDED
12-24 Months	24 Units

### ASSOCIATE'S DEGREE (AA)\*

Two-year degree from a CA Community College (CCC) or elsewhere, possibly for transfer to a four year institution. [Cosumnes River College](#) is an example of a CCC that offers a variety of two year degrees.

COMPLETION TIME	UNITS NEEDED
24 Months Full Time	~60 Units

### BACHELOR'S DEGREE (BS)

Four-year degree. [Humboldt State University](#) (HSU) is an example with the California State University system (CSU) that accepts up to 70 units of transfer from California Community Colleges ([Transfer Plan B](#)) and offers an online Bachelor's completion program for

COMPLETION TIME	UNITS NEEDED
4 Years Full Time	120 Units

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