

Adjunct Training Career Education/CTE

August 10, 2021

Olivia Barajas

Agenda

- **Career Education Overview**
- **Websites/Resources**
 - Career Education FC Website
 - Career Education Counselor Resources Page
- **Popular CE Programs** (w/ special considerations)
 - Paralegal Studies
 - Cosmetology
 - Welding Technology
- **Promise Program & CE**
- **Course Substitutions for Certificates**

Career Education Counselors

*We are here
to support you!*



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Career Education FC Website

Career Education
Programs

Career Options & Outlooks

Department/Program
Websites

Program Contacts

Promo Videos

Scholarships

The screenshot shows the homepage of the Fullerton College Career Education website. At the top, there is a yellow navigation bar with links for 'Students', 'Faculty+Staff', 'Alumni', 'Community', 'Site Map', and 'COVID-19 Info'. To the right of this bar are icons for 'For Employers', 'FC Career Center', and social media. Below this is a dark blue header with the 'Fullerton College' logo and a search bar. The main content area features a large photograph of a woman in a black leotard performing a Pilates exercise on a reformer machine in a studio. Overlaid on the bottom of the photo is the text 'Career Education' in large white font. At the bottom of the page, there are three yellow and blue call-to-action buttons: 'Apply Now Start Today' with a clipboard icon, 'Have Questions? Contact Us' with an envelope icon, and 'Career Education Summer 2021 Courses' with an open book icon.

<https://cte.fullcoll.edu/>

Points of Interest and Clarification for CE Programs

Division Websites

Career Education Websites

Labor Market Information

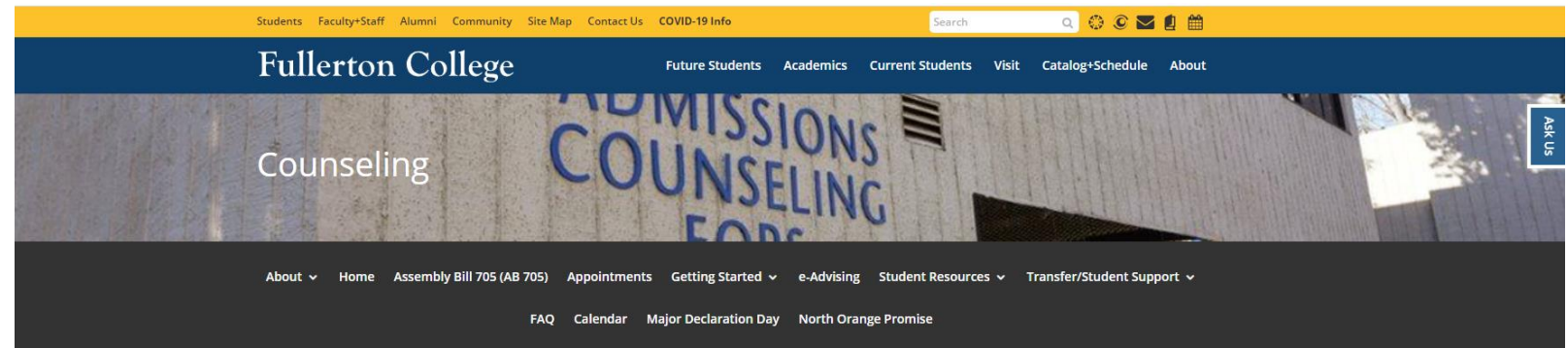
Flyers & Brochures
(Explore CE)

R.O.P. Articulation

Certificate Information:
Residency, Graduation,
Course Substitutions

and more...

Career Education/ CTE Counselor Resources Page *(Internal use only)*



Welcome to the Fullerton College Career Education Resources Page

The following page of information, documents, and links is solely for the use of Fullerton College Counselors and Counseling Department Staff and should not be utilized by anyone other than the aforementioned. The purpose is to house commonly referred to information, documents, and links to make our jobs easier. Please feel free to contact me for things you would like to see added and/or any suggestions and thoughts.

Career Education Resources

Fullerton College Career Education/CTE Website

<https://cte.fullcoll.edu/>

CTE Promo Videos and FC CTE Social Media

CE Program Resources (continued)

Cosmetology (Esthetician Certificate Courses Not Being Offered until further notice)

- Summer 2021 Cosmetology Program Info:2021 SU Cosmo Enrollment COLOR_
- Fullerton College-New Student Orientation Cosmetology Fall 2020
- Cosmetology: Website
- How to work as a Cosmetology Instructor at a

Access through the Canvas: General Counseling Resources Shell or here: <https://counseling.fullcoll.edu/ctecounselor/>

Paralegal Studies

Associate in Science Degree – Paralegal Studies

Certificate – Paralegal Studies



Paralegal Studies Curriculum

Grades of "C" or better
required

Required Coursework (21 units):

PLEG 101 F	Introduction to Paralegal Studies	3
PLEG 104 F	Introduction to Legal Research and Terminology	3
PLEG 105 F	Introduction to Legal Writing	3
PLEG 116 F	Computers in the Law Office	3
PLEG 201 F	Civil Litigation I	3
PLEG 202 F	Civil Litigation II	3
PLEG 207 F	Computer-Assisted Legal Research	3

Restrictive Electives

(Beginning fall 2021 - 6 units required for Certificate and the AS degree):

PLEG 090 F	Contemporary Issues in the Law	1-3	PLEG 215 F	Discovery in Electronic Age	3
PLEG 203 F	Tort Law (formerly Personal Injury)	3	PLEG 216 F	Computers in the Law Office II	3
PLEG 204 F	Family Law	3	PLEG 217 F	Immigration Law	3
PLEG 205 F	Probate, Wills and Trusts	3	PLEG 218 F	Entertainment and Sports Law	3
PLEG 206 F	Bankruptcy Law and Procedure	3	PLEG 219 F	Intellectual Property	3
PLEG 208 F	Workers' Compensation Law	3	PLEG 220 F	Elder Law	3
PLEG 209 F	Criminal Law and Procedure	3	PLEG 221 F	Ethics for Paralegals (formerly PLEG 090FF)	2
PLEG 210 F	Paralegal Internship	2-4	PLEG 223 F	Advanced Legal Research and Writing	3
PLEG 211 F	Real Property Law and Procedure	3	PLEG 225 F	Law Office Management	3
PLEG 213 F	Employment and Labor Law	3	PLEG 226 F	Constitutional Law	3
PLEG 214 F	Contract Law and Procedure	3	PLEG 227 F	International Law	3

Suggested Sequence

[Link](#)

Paralegal Studies 2021-2022

Associate In Science Degree - Fullerton College

PROGRAM CODE: 2S08434

Program plan will depend on placement test results. This program could be adjusted.

The Fullerton College ABA-approved Paralegal Studies Program does not prepare students for law school or the practice of law. Under California's Business and Professions Code, Section 6450 (et seq.), a paralegal may not market his or her services to the public but must work under the direct supervision of an attorney licensed to practice law.

Degree-Oriented Paralegal Students

FIRST SEMESTER

PLEG 101 F	Introduction to Paralegal Studies	3
PLEG 104 F	Introduction to Legal Research and Terminology	3
PLEG 116 F	Computers in the Law Office	3
P.E. Activity		1
<i>Area A1 (Written Communication): ENGL 100 F, 100HF, 101 F or 110 F</i>		<i>4-5</i>
Total Units		14-15

Paralegal Studies Program Special Considerations

Paralegal Studies Certificate - Link	Paralegal Studies A.S. Degree - Link
<p>Requires at least an Associate's degree or higher from a regionally accredited college or university.*</p> <p>Technical/vocational degrees are not accepted by the ABA.</p>	<p>Requires the completion of the A.S. Paralegal Studies General Education Pattern** with grades of "C" or better</p>
<p>Requires 6 units of Restrictive Electives (Effective fall 2021)</p>	<p>Requires 6 units of Restrictive Electives</p>
<p>Requires a total of 27 units (Effective fall 2021)</p>	<p>Requires a total of 60 units (27 units of coursework in the major)</p>
<p>Any student who has already completed paralegal classes at another institution needs to be aware that only six units may be transferred into the program, and those six units must meet the following criteria: 1. Must be attained at an A.B.A.-approved school. 2. Must meet both the unit and content requirements of the course for which the student would like the units applied.</p>	
<p><i>A student may work towards earning an A.S. in Paralegal Studies and the certificate at the same time!</i></p>	

*Not all accrediting bodies are recognized by Fullerton College

The **PLEG A.S. degree requires a General Education evaluation

Special Consideration

PLEG 105

PLEG 105 F Introduction to Legal Writing

3 Units

Prerequisite(s): [PLEG 101 F](#) and [PLEG 104 F](#) and [ENGL 100 F](#) or [ENGL 100HF](#) with a grade of C or better

54 hours lecture per term. This course is an introduction to the practical writing skills and necessary analytical skills required in the law office. Topics include analysis of cases, analysis of statutes and administrative regulations, drafting and generating objective documents used in the legal environment, and generating and drafting persuasive documents submitted by attorneys to the trial and appellate courts. (CSU) (Degree Credit)

The English 100 F prerequisite for PLEG 105 F can be waived if the student has earned a bachelor's degree (including PLEG certificate approved international bachelor's degrees). This waiver does not entitle the student to credit for English 100 F on the ABA approved PLEG Gen Ed pattern.

Students may be cleared for PLEG 105 if they have either met the prerequisites or have them in progress.

Paralegal Studies Program Website

PARALEGAL STUDIES

Fullerton College's ABA-approved Paralegal Studies Program provides the education and skills necessary for graduates to work under the supervision of an attorney as a critical member of the legal support team in all areas of law. Our program aids students in finding employment in this ever-growing, fast paced, and challenging field. According to Robert Half Legal Recruiters, "Highly sought-after legal professionals are capable of receiving multiple job offers, counteroffers and even signing bonuses." While the program does not prepare the student for the practice of law, many graduates have gone on to law school curriculum, finding it easier to understand. The program offers both an Associate in Science degree and a Certificate.

PLEASE NOTE: The Fullerton College ABA-approved Paralegal Studies Program does not prepare students for law school or the practice of law. Under California's Business and Professions Code, Section 6450 (et seq.), a paralegal may not market his or her services to the public, but must work under the direct supervision of an attorney licensed to practice law.

DEPARTMENT COORDINATOR

Michael Moore
mmoore1@fullcoll.edu
(714) 992-7208

Introduction to Paralegal Studies
Introduction to Legal Research & Terminology
Introduction to Legal Writing
Advanced Legal Writing
Civil Litigation

PROGRAM ASSISTANT:

Kelley Jones-Horwood
E-mail: kjoneshorwood@fullcoll.edu
(714) 732-5568

Course Details and Course Rotation

[Paralegal Studies Course Details](#)

[Paralegal Studies Projected
Course Rotation](#)

Note: Paralegal Projected Course Rotation Subject to Change

Degree

[Paralegal Studies Associate in
Science Degree](#)

[Admissions and Records Degree
Application](#)

Certificate

[Paralegal Studies Certificate](#)

Certificate Application

[Paralegal Studies Certificate
Application](#)

[Petition to Substitute Certificate
Requirements](#)

Program Website:
<https://buscis.fullcoll.edu/paralegal/>

Resources:

[Projected Course Rotation](#)

[Petition to Substitute
Certificate Requirements](#)

[Certificate Application](#)

When are PLEG courses offered?

Program Website:
 "Projected Course Rotation"
<https://buscis.fullcoll.edu/paralegal/>

Catalog & Schedule of
 Classes:
<https://www.fullcoll.edu/schedule/>

Fall	Spring	Summer	Search: <input type="text"/>			
COURSE	TITLE	DAY	NIGHT	SATURDAY	ONLINE	
	REQUIRED COURSES					
PLEG 101	Introduction to Paralegal Studies	X	X	X	X	
PLEG 104*	Introduction to Legal Research and Terminology	X	X	X		
PLEG 105	Introduction to Legal Writing		X	X		
PLEG 116*	Computers in the Law Office I				X	
PLEG 201	Civil Litigation I		X	X		
PLEG 202	Civil Litigation II		X	X		
PLEG 207*	Computer Assisted Legal Research		X	X	X	
	ELECTIVE COURSES					
PLEG 203	Tort Law (Even Year - Fall)		X	X		
PLEG 204	Family Law					
PLEG 205	Probate, Wills, and Trusts (Even Year - Spring)					
PLEG 206	Bankruptcy Law and Procedure (Odd Year-Spring)					
PLEG 208	Workers' Compensation Law (Odd Year - Fall)		X	X		
PLEG 209	Criminal Law and Procedure (Odd Year - Spring)					
PLEG 210	Paralegal Internship		X	X		
PLEG 211 (w/DE 102)	Real Property Law and Procedure		X			

Cosmetology

Associate in Science Degree - Cosmetology

Certificate – Cosmetology

Associate in Science Degree – Cosmetology Instructor



Cosmetology Certificate

Requirements

Program Student Learning Outcomes

PROGRAM CODE: 2C21276

The **Cosmetology Certificate** consists of a minimum of 1600 hours of training to prepare students for the California State Board of Barbering and Cosmetology license examination. The Program will lead a student into a career and/or employment in the technical field of Cosmetology with basic entry level knowledge and skills in: Professional development, salon ecology, anatomy and physiology, electricity, chemistry, salon business, trichology, design decisions, sculpture, hair design, wigs and hair additions, texture, color, nails and nail enhancements, skin care, and make-up. This certificate requires the completion of 50 units with a grade of C or better in each course required.

Required Courses (50 units):

COSM 055AF	Cosmetology - Level 1	11
COSM 055BF	Cosmetology - Level 2	11
COSM 055CF	Cosmetology - Level 3	10
COSM 055DF	Cosmetology - Level 4	9
COSM 055EF	Cosmetology - Level 5	9
Total Units		50

- Provides training to Prepare for the California State Board of Barbering and Cosmetology License Exam.
- Requires 1600 clock-hours of instruction.
- Five levels.
- Prerequisite: 10th grade education or equivalent
- Advisory: Must be 17 years of age when applying for State Board Examination. Authorized or required by statute or regulation or licensing agency.

Cosmetology Certificate

Requirements

Program Student Learning Outcomes

PROGRAM CODE: 2C21276

The **Cosmetology Certificate** consists of a minimum of 1600 hours of training to prepare students for the California State Board of Barbering and Cosmetology license examination. The Program will lead a student into a career and/or employment in the technical field of Cosmetology with basic entry level knowledge and skills in: Professional development, salon ecology, anatomy and physiology, electricity, chemistry, salon business, trichology, design decisions, sculpture, hair design, wigs and hair additions, texture, color, nails and nail enhancements, skin care, and make-up. This certificate requires the completion of 50 units with a grade of C or better in each course required.

Required Courses (50 units):

COSM 055AF	Cosmetology - Level 1	11
COSM 055BF	Cosmetology - Level 2	11
COSM 055CF	Cosmetology - Level 3	10
COSM 055DF	Cosmetology - Level 4	9
COSM 055EF	Cosmetology - Level 5	9
Total Units		50

- With good attendance, the **day program** may be completed in approximately 1 year (8-weeks per level); the day program hours are Monday thru Friday from 7:00am - 4:30pm.
- The **evening program** may be completed in 2 ½ years (16-weeks per level); evening program hours are Monday thru Thursday from 5:00pm - 10:30pm. **There is no summer session available for the evening program.**
- **INTERNET, CAMERA, MICROPHONE, CANVAS, AND PIVOT POINT'S LAB ACCESS ARE REQUIRED.**
- **Mandatory New Student Orientation** offered two weeks before the term begins.

Cosmetology Department
Website:
<https://cosmetology.fullcoll.edu/>

Resources:

Enrollment Information
(including program expenses) for
Prospective Students to the
Cosmetology and
Cosmetology Instructor
Programs

Cosmetology Department

Welcome to the Fullerton College Cosmetology Department Website. This site is an online resource to provide information for prospective students, cosmetology courses and programs we have to offer, and a list of services the student salon provides for the public.

We are a Pivot Point Member school and students are trained by licensed cosmetologist professionals with years of experience in the salon. The cosmetology department is located in the 700 building on the beautiful campus of Fullerton College.



[Home](#) [Meet the Staff](#) [Trendsetter Events](#) [Resources & Useful Links](#) [Maps & Directions](#)



Student Salon Services

Click on the link above to be directed to our current client services menu, prices, and how to make an appointment.



Prospective Students

Click on the link above for information on freshman orientation dates, how to register for classes, and why Fullerton College Cosmetology should be your first choice.



Cosmetology Courses

Click on the link above for information about all of the courses and programs available for cosmetology students and licensed cosmetologists.

Discuss Program Expenses with Prospective Cosmetology Students

Step 5: Purchase KIT AND BOOKS THAT ARE REQUIRED BY THE SECOND DAY OF CLASS

EXPENSES:

ALL COSTS AND COURSE UNITS ARE SUBJECT TO CHANGE!!!!

1. Current Books	\$ 779.25 (plus tax) purchase from the Fullerton College bookstore.
2. Current Kit	Module 1 - \$900.00 (To be paid before 1 st day of class) (Plus Sales Tax) Module 2 - \$925.00 (To be paid the last week of Level 1) (Plus Sales Tax) The kit is to be purchased from Western Kit Company.
3. Other expenses	Expect to spend approximately \$500 for materials throughout the 1600 hour program.
4. Units	\$46.00 per unit.
5. Parking pass	Optional - \$40.00 per 16 week semester (\$20.00 for Summer Session)
6. Health Fee	Mandatory - \$19.00 per term
7. Uniform	Mandatory - (black scrub pant, a black scrub shirt and 100% black leather or imitation leather shoes are required for classroom instruction only).

- Promise Grant and North Orange Promise Waiver covers the \$46.00 per unit registration fees
- Financial Aid – New first-time borrowers receive disbursements September 24, 2001 & October 18, 2001
- Eligible EOPS students can receive a Book Service Award to help pay for textbooks
- Eligible CARE & CalWorks students may receive assistance with the Kits
- Eligible Foster Youth may receive funding for materials

Welding Technology

Certificate – Welding Technology



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Welding Technology Certificate

Requirements | Program Student Learning Outcomes

PROGRAM CODE: 2C08417A

The **Welding Technology Certificate** is designed to prepare students to apply a variety of welding processes in the workplace. This certificate requires a total of 23-29 units. A grade of C or better is required in each course taken. At least one half of the units toward the certificate must be completed at Fullerton College.

Required Courses (18-20 units):		18-20
WELD 100 F	Introduction to Welding (formerly WELD 121AF)	3-5
or WELD 091AF	Industrial Welding Fundamentals	
WELD 091BF	Semi-Automatic Welding Applications	5
WELD 091CF	Manual Arc Welding Fundamentals	5
WELD 091DF	Structural Welding Certification	5
Restricted Electives (5-9 units):		5-9
DRAF 101 F	Blueprint Reading for Manufacturing (formerly DRAF 070 F)	2
DRAF 171 F	Fundamentals of Drafting	2
MACH 116 F	Machine Tools	2
METL 192 F	Fundamentals of Metallurgy	3
TECH 081 F	Technical Mathematics I	3
TECH 108 F	Manufacturing Processes	3
TECH 127 F	Industrial Safety	2
WELD 096 F	Welding Inspection Technology	5
WELD 098 F	Welding Fabrication Technology	2
Total Units		23-29

WELD 091A,B, C, D courses are offered as either 5 week or full semester classes



ATTENTION NEW WELDING PROGRAM STUDENTS!

New students should enroll in WELD 091AF or 100 F

WELD 091AF Industrial Welding Fundamentals 5 Units

In this course, students will become occupationally proficient using Oxyfuel Welding (OFW), Brazing (TB), Oxyfuel Cutting (OFC), Air Carbon Arc Cutting (CAC-A), and Plasma Arc Cutting (PAC).

14922 001 8:00-10:00 A MTWThF 8/23-9/27 Daniel, William 719
 10:10- 2:15 P MTWThF 8/23-9/27 Daniel, William 709



ON-CAMPUS CLASS: The above class will be held *IN PERSON* on the Fullerton College campus in the room indicated. All participants will be expected to follow campus health and safety protocols per state and federal guidelines, such as visiting the campus check-in station, wearing masks, and social distancing. Last day to add: Aug 26; Last day to drop without "W": Aug 26; Last day to drop with "W": Sep 17; Last day to drop for refund: Aug 25.

14923 002 8:00-10:00 A MTWThF 9/28-11/1 Daniel, William 719
 LAB 10:10- 2:15 P MTWThF 9/28-11/1 Daniel, William 709



ON-CAMPUS CLASS: The above class will be held *IN PERSON* on the Fullerton College campus in the room indicated. All participants will be expected to follow campus health and safety protocols per state and federal guidelines, such as visiting the campus check-in station, wearing masks, and social distancing. Last day to add: Oct 3; Last day to drop without "W": Oct 3; Last day to drop with "W": Oct 22; Last day to drop for refund: Sep 30.

14924 003 8:00-10:00 A MTWThF 11/2-12/9 Daniel, William 719
 LAB 10:00- 2:15 P MTWThF 11/2-12/9 Daniel, William 709



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14925 100 4:50- 6:00 P MW Kirby, Brendon 709
 LAB 6:00- 9:20 P MW Kirby, Brendon 709



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Welding



ATTENTION NEW WELDING PROGRAM STUDENTS!

New students should enroll in
WELD 091AF or 100 F

WELD 091AF 5 Units Industrial Welding Fundamentals

In this course, students will become occupationally proficient using Oxyfuel Welding (OFW), Brazing (TB), Oxyfuel Cutting (OFC), Air Carbon Arc Cutting (CAC-A), and Plasma Arc Cutting (PAC).

14922 001 8:00-10:00 A MTWThF 8/23-9/27 Daniel, William 719
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Campus

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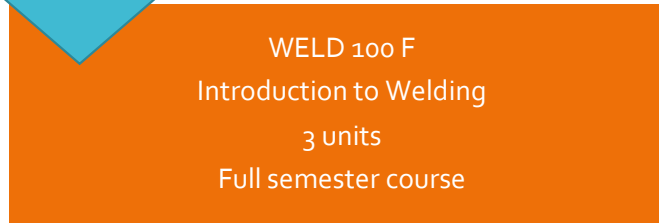
Suggested Sequence

For a student attending full-time and available during the day

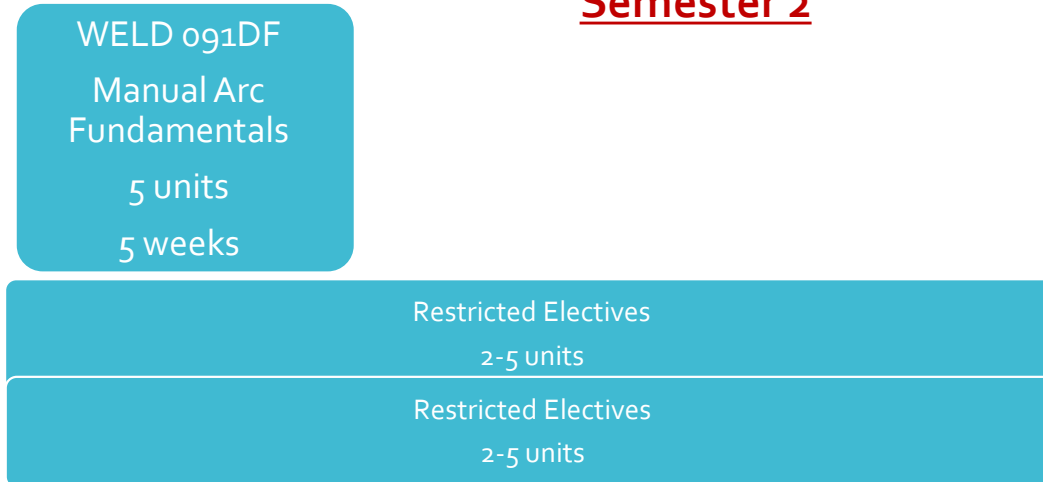
Semester 1



or



Semester 2



Special Considerations

Welding Technology Certificate

Day Student (full-time)

- Can Complete in 1 year

Evening Student (part-time)

- Can Complete in 2 years
- WELD 091 A, B, C, D offered as **full-semester classes in the evening**

Industrial certifications (3rd party) may be available at instructors' discretion.

- One of the most recognized certifications students can test for while in the program is the L.A. City Structural Welding Certification.

Degree Available: Manufacturing Technology Associate in Science Degree – Welding emphasis

Promise Program & CE

<https://promise.fullcoll.edu/about/>

Are Career Technical Education (CTE) students covered by the Promise?

Yes! CTE students who do not start the semester with all 12 units, but accumulate 12+ units throughout the semester will have fees retroactively paid.

How do I maintain eligibility in the Promise Program?

- Maintain full-time enrollment of 12 units or more.
 - **If you are receiving DSS Services (Disability Support Services), you may be able to enroll in less than 12 units as determined by a DSS counselor.*
 - **CTE students who do not start the semester with all 12 units, but accumulate 12+ units throughout the semester are eligible.*
- Renew and complete the FAFSA or CA Dream Act application.
- Maintain Satisfactory Academic Progress (SAP) for financial aid and North Orange Promise Fee Waiver eligibility
 - SAP includes: 2.0 cumulative GPA or higher and complete at least 67% of all units attempted
- Enroll in math and English courses during the first year as designated by their Student Education Plan (SEP)
 - CTE students may not need math and English to complete their certificate as determined by their counselor.

How can I verify that I completed all Promise Eligibility requirements?

If you are a first-time or continuing Promise student, please email promise@fullcoll.edu with your name, student Banner ID, request to verify your Promise status.

North Orange

PROMISE

Fullerton College

Promise Program & CE

- Welding Technology Promise Students
 - Students can register for multiple WELD 91 courses (5 units each) at the beginning of the semester as long as they are meeting the “corequisite” requirements.
- Cosmetology Students
 - Day students (full-time) that start the program at the beginning of the semester will be able to take Level 1, COSM 055AF (11 units) and Level 2, COSM 055BF (11 units) in one semester. Total units = 22 units.
 - Evening students (part-time) or Day students that begin the program during the 2nd 8 week session will only take Level 1, COSM 055AF (11 units) in one semester. Total units = 11 units. An additional class or classes may be advised to help the student reach 12 units.
- CE Certificate Students may not need math or English to complete their certificate.

North Orange

PROMISE

Fullerton College

Certificate Course Substitutions

- Assist students with identifying and connecting with program/department coordinators first for guidance on Course Substitutions. It is recommended that students communicate via email in order to have written proof of an approval that can be attached to the certificate application.
- Certificate Course Substitutions are approved on a case by case basis and are typically only relevant to a specific semester
- **BUS/CIS Division Programs** require that an approved Certificate Substitution Form be attached to the Certificate application (all forms found on [BUS/CIS Division website](#))