

Career Education

Las Positas College (LPC) Career Education (CE) programs focus on providing students with the technical and soft skills necessary to help them be successful in the workplace. CE programs prepare students for current or emerging jobs. Hands-on training and relevant and engaging classes train students for a wide range of high-wage, high-skill, high-demand careers, and further educational opportunities. Now more than ever, CE programs are needed to boost the strength of their workforce, global competitiveness, and the economic health of the nation. Day, evening, and online classes are offered year-round to allow students to plan a flexible schedule to fit their busy lifestyles. Visit <http://lpcazure.laspositascollege.edu/careereducation/programs.php> to learn more about LPC's Career Education programs.

OSHA Training Institute Education Center

The OSHA Training Institute Education Center (OTIEC) at Chabot-Las Positas Community College District has been authorized by OSHA since 2008 to deliver occupational safety and health training on their behalf. Courses offered include OSHA safety standards, Outreach Trainer authorization and California (Cal/OSHA) specific courses. Our primary goal is to fulfill OSHA's mission of preventing work-related injuries, illnesses and fatalities by offering the finest quality educational programs and courses. For additional information visit www.osha4you.com or call (866) 936-6742.

Distance Education

Las Positas College typically offers Distance Education classes in two formats: online, which is conducted over the Internet; and hybrid, which is a combination of online and on-campus instruction. In addition to class sessions, materials, and exercises being accessible online, Distance Education classes make full use of interactive technologies, such as email, discussion boards, blogs, chat, and even group assignments so students can stay connected with their instructor and fellow students.

Because Distance Education classes offer access to accommodate the varied lifestyles and learning styles of students, Las Positas College offers an array of General Education classes in this format. The classes are designed to be equivalent and comparable to their counterpart on-campus courses in quality, learning outcomes, special requirements, course fees, and credit.

Moreover, students can take Distance Education classes to earn many, if not all, of the units necessary to obtain certain degrees and certificates. Current class offerings can be found in the Class Schedule and on the CLASS-Web website. Students can enroll in these classes through the regular college registration process. Las Positas College strives to offer equivalent services to online students as it does to on-campus students.

Links for the above websites can be accessed from the College's home page at www.laspositascollege.edu. For more information, including support services, orientations, success tips, and privacy information, see the Las Positas College Online Learning website (<http://www.laspositascollege.edu/onlinelearning/>), or call (925) 424-1142.

COUNSELING SERVICES

Counseling services are central to student success at Las Positas College. Counselors provide academic, career, and personal counseling services. They orient new students and teach Psychology-Counseling courses in Career Development, Human Services, Student Success and the College Experience, Study Skills, and Transfer Planning. Each student meets with a counselor to select courses based upon the student's skills and academic interest and develops a Student Educational Plan (SEP) to meet academic, career, and personal goals. Course placements are established, and articulation agreements with four-year colleges and universities are used to create accurate SEPs for transfer. Counselors remain available to students throughout their college career.

Academic Counseling

Counselors assist students with selection of courses based upon the student's assessed skills and interest, their selected career, associate degree, and/or the institution to which they plan to transfer. Students are encouraged to meet with a counselor in their first semester to develop a Student Educational Plan (SEP) to assure their path meets their individual goals.

Career Counseling

Counselors are available to assist students in self-assessment and career selection processes. Students will be encouraged to examine their skills, interests, and aspirations and to research career possibilities that offer opportunities for utilizing their unique skills and personal qualities.

Personal Counseling

Counselors hold graduate degrees in counseling-psychology or related fields and provide individual and group counseling. Short-term confidential personal counseling is available to help students discuss ways to remove personal barriers to their academic progress. Referral to community resources is available for those requiring long-term personal counseling.

Online Counseling

Online Counseling services are available for all students. Online counseling allows for Web-based interaction with a counselor and the opportunity to review student needs and plan individual educational goals.

Counseling E-mail

Students and prospective students can contact the Counseling Department to receive answers electronically from counseling representatives at: lpc-counseling@laspositascollege.edu.

Assessment

The course placement process is a vital part of new student

enrollment. A Guided Self-Placement process is utilized to recommend appropriate courses in English and mathematics. Students may also be assessed in English as a Second Language (ESL), chemistry, Spanish, and French to ensure appropriate course selection in each of these areas. Counselors utilize all available information to help students select courses appropriate to their skills and academic goal.

Multiple Measures

The mission of Las Positas College is to provide quality educational opportunities to all students who seek to increase their knowledge and to improve their skills by enrolling in general education, career and transfer education, continuing education and basic skills courses. While it is recognized that the final responsibility for the selection of proper courses rests with the student, the College offers a variety of programs and services prior to enrollment to help advise students about how to match their individual educational needs with specific college resources. Any single assessment instrument will be inadequate for successfully advising students as to appropriate course enrollment. Multiple measures assessment must, therefore, be the process for all recommended course enrollments, including advice given by counselors, instructors, and other personnel.

Multiple measures assessment is broad in scope. No list of factors that may be included in a multiple measures assessment is exhaustive; however, some general categories and examples can be outlined. Student factors may include cognitive skills, which may be inferred from test scores, grade point averages (GPA) and transcripts; emotional well-being, motivational level and educational goals which may be elicited in an interview or self-reported; social factors, such as life experience, family responsibilities and social support for educational effort; economic factors, such as job demands and financial resources; and physical factors. Factors associated with the instructor, the institution and the community can often interact with student factors to further indicate the potential for success in a given course.

New Student Orientation and Program Planning Session

Students who are new to Las Positas College are encouraged to participate in an online orientation prior to registering for classes. Students without previous college experience are further encouraged to attend an in-person planning session, to learn vital information for making informed decisions about their college career and academic choices. Group planning sessions are available by appointment, during which counselors provide interpretation of student placement results, and assist with selection of first semester courses. Once enrolled and attending classes at Las Positas College, individual counseling appointments may be scheduled for long-term educational planning.

Career and Transfer Services

Career Services

Career planning is an integral part of the educational process. Current students may utilize the Career and Transfer Center to access a variety of career assessment tools. Staff and counselors are available to assist students with researching majors, occupations, and degree

paths. Another opportunity for students to explore possible majors and careers is to enroll in a Psychology-Counseling (PCN) 10 course titled, Career and Educational Planning. The course provides career assessments, in-depth career exploration, and guidance in educational planning for transfer degree paths. Students will have access to a variety of employment and career related information. Students may also request an appointment with a counselor for career exploration guidance and educational planning.

Transfer Services

The Career & Transfer Center coordinates an extensive variety of services. Transfer services include: individual appointments with 4-year university representatives, transfer workshops, transfer day events, and transfer celebrations. Individual counseling appointments and transfer workshops assist in the transition to institutions of higher learning. Students may also receive assistance with university applications, personal statements, and the Transfer Admissions Guarantee (TAG). The center has a library of catalogs, degree information, and 4-year university information for students to utilize. Information on all services can be found at: www.laspositascollege.edu/transfer

Employment Services

The Career & Transfer Center assist students with their employment needs. Services offered include: employment exploration and referrals, internships, and community partnerships opportunities. The center's employment software and working partnership with the Tri-Valley Career Center are available resources to students. Assistance with resume building, cover letters, job hunting, and interviewing tips are also offered to students. Information regarding employment services can be found at: www.laspositascollege.edu/careercenter

STUDENT PROGRAMS AND SERVICES

Disabled Student Programs and Services (DSPS)

Disabled Student Programs and Services (DSPS) is committed to excellence and accessibility for all students. DSPS offers support services for students with various learning, and psychological disabilities. Support services include priority registration, academic, career, and disability-related counseling, new student orientation, interpreters, note takers, and test-taking facilitation. Students with verifiable disabilities are eligible for accommodations related to those disabilities. Credentialed, certified, or licensed professionals must verify the disability. DSPS is located in Student Services & Administration, Building 1600 on the first floor in suite 1615. Students may make appointments by calling (925) 424-1510 or by emailing lpc-dsps@laspositascollege.edu

High Tech Center