

# CTE Program Pathways and Classes

Berkeley Adult School offers the program pathways listed below. Students earn a certificate for each class in the pathway. Once they complete all classes in the pathway, they will earn the program pathway certificate. Students may waive classes if they are able to show proficiency in the subject.

## **Accounting/Bookkeeping**

Accounts Payable and Payroll Specialist  
Accounts Receivable Specialist  
Business Communication and Job Preparation  
Business Math Workshop  
Computerized Accounting Concepts  
Excel for Bookkeepers  
Fundamentals of Accounting  
Google Suite  
Introduction to Computers  
Keyboarding  
Microsoft Office

## **Administrative Assistant**

Business Communication and Job Preparation  
Google Suite  
Introduction to Computers  
Keyboarding  
Microsoft Office

## **Building Maintenance (Custodian) Career Preparation**

Building Maintenance (Custodian) Career Prep

## **Culinary Career Preparation**

Culinary Career Prep

## **Customer Service**

Business Communication and Job Preparation  
Customer Service  
Google Suite  
Introduction to Computers  
Keyboarding  
Microsoft Office

## **Graphic Design**

Digital Arts with Adobe Photoshop and InDesign  
Introduction to Computers  
Microsoft Office

## **HomeCare Aide**

Business Communication and Job Preparation  
Google Suite  
Introduction to Computers

Keyboarding

**Medical Office Assistant**

Business Communication and Job Preparation

Business Math Workshop

Google Suite

Introduction to Computers

Keyboarding

Microsoft Office