

Vocational Skills

Employment Skills I

VOCSK 0611 - 2 Credits

Introduction to pre-employment skills to prepare for job placement. Includes resume writing, job interviewing, and completing job applications. This course can only be taken on a pass/fail basis. This course may be taken four times for credit. Prerequisite: Permission of the Vocational Skills program coordinator is required. (2 lecture hours)

Employment Skills II

VOCSK 0612 - 2 Credits

Introduction to on-the-job skills. Includes understanding standards of behavior; communication with employers, co-workers and public; and time management. This course can only be taken on a pass/fail basis. This course may be taken four times for credit. Prerequisite: Permission of the Vocational Skills program coordinator is required. (2 lecture hours)

Keyboard Skills

VOCSK 0620 - 2 Credits

Introduction to the computer keyboard and typing skills. Includes how to touch type alphabetic and special characters. This course can only be taken on a pass/fail basis. This course may be taken four times for credit. Prerequisite: Permission of the Vocational Skills coordinator is required. (2 lecture hours)

Computer Skills I

VOCSK 0621 - 2 Credits

Introduction to computer technology and word processing. Includes the basic parts of a computer, creating and editing documents for business, and using the Internet and e-mail. This course can only be taken on a pass/fail basis. This course may be taken four times for credit. Prerequisite: Permission of the Vocational Skills coordinator is required and Vocational Skills 0620 or keyboard experience (2 lecture hours)

Computer Skills II

VOCSK 0622 - 2 Credits

Continuation of Vocational Skills 0621. Includes word processing, text editing, margins, text alignment, tabs, bullet lists, envelopes and labels. This course can only be taken on a pass/fail basis. This course may be taken four times for credit. Prerequisite: Permission of the Vocational Skills coordinator is required and Vocational Skills 0621 (2 lecture hours)

General Office Skills I

VOCSK 0625 - 2 Credits

Introduction to basic office tasks and operation of office machines. Includes filing, mailing, copying, faxing, and time management skills. This course can only be taken on a pass/fail basis. This course may be taken four times for credit. Prerequisite: Permission of the Vocational Skills Coordinators is required. (2 lecture hours)

Automotive Skills I

VOCSK 0631 - 2 Credits

Introduction to entry-level skills in automotive repair, maintenance and detailing. Includes classroom and hands-on training in basic car operations, tools and safety; oil and filter changes; basic maintenance of fluids, belts and tires; and interior and exterior cleaning. This course can only be taken on a pass/fail basis. This course may be taken four times for credit. Prerequisite: Permission of the Vocational Skills program coordinator is required. (2 lecture hours)

Food Service Skills I

VOCSK 0641 - 2 Credits

Introduction to the basic skills required for entry-level food service occupations. Includes demonstration and hands-on learning in basic sanitation, safe food handling, safety issues, basic food preparation, and cooking. This course can only be taken on a pass/fail basis. This course may be taken four times for credit. Prerequisite: Permission of the Vocational Skills program coordinator is required. (2 lecture hours)

Food Service Skills II

VOCSK 0642 - 2 Credits

Beginning/intermediate skills required for food service occupations. Includes demonstration and hands-on learning in sanitation, safe food handling, safety issues, food preparation and cooking. This course can only be taken on a pass/fail basis. This course may be taken four times for credit. Prerequisite: Vocational Skills 0641 with a grade of S or better or equivalent. (2 lecture hours)

Hospitality Skills I

VOCSK 0651 - 2 Credits

Introduction to basic skills required for entry-level hospitality and hotel housekeeping occupations. Includes basic room cleaning, laundry duties, proper trash handling, and cleaning product safety. Personal grooming and social skills are also covered. This course can only be taken on a pass/fail

Vocational Skills

basis. This course may be taken four times for credit. Prerequisite: Permission of the Vocational Skills program coordinator is required. (2 lecture hours)

Horticulture Skills I

VOCSK 0661 - 2 Credits

Introduction to skills needed to work in a production greenhouse. Topics include plant potting and watering procedures, plant grooming methods, transplanting methods, and plant propagating methods. Students assist in retail operations and plant care. This course can only be taken on a pass/fail basis. This course may be taken four times for credit. Prerequisite: Permission of the Vocational Skills program coordinator is required. (2 lecture hours)