

Vocational Community Education (Noncredit)

VOCE 7018A Spanish in the Workplace

48.0 - 54.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Students develop conversational skills to communicate effectively with Spanish speakers in the workplace. Topics include phrases and vocabulary for problem-solving, handling real-life situations, avoiding mishaps and misunderstandings, and on-the-job procedures leading to increased employee productivity and safety.

VOCE 7031A Career Lab

96.0 - 108.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Visit this open-access lab to obtain guidance in determining career goals, developing a resume, or finding a job. Access computers, Internet resources, periodicals, videos, and office equipment necessary for a successful job search. After completing the initial lab orientation use the lab to fulfill your individual career objectives!

VOCE 7034A Welding Lab

0.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This open-entry/open-exit laboratory is designed to provide students with the opportunity to refine and expand welding techniques. Students may be concurrently enrolled in credit welding classes. Basic welding skills are not taught in this class.

VOCE 7035A Jewelry Making and Repair

60.0 - 68.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00

Discover how easy it is to make a ring or pendant and perform simple jewelry repairs. Topics include jewelry restoration, restringing pearls or beads, silversmithing, and goldsmithing. (Fall, Spring, Summer) (Noncredit)

VOCE 7100 Computers and You: Level 1

28.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Learn the basics of using a computer. Understanding computer lingo, what to look for when buying a computer and an introduction to Windows - opening and saving files, Word Processing and the Internet. (Fall, Spring, Summer) (Noncredit)

VOCE 7101 Computers and You: Level 2

28.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Designed to build on the skills mastered in Computers and You Level 1. Includes Microsoft Word, Internet, basic Email skills (using Outlook.com), and an introduction to Excel and PowerPoint. (Fall, Spring, Summer) (Noncredit)

VOCE 7103 Introduction to the Internet

14.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Navigate the exciting world of cyberspace. Learn the business and consumer uses of the internet, such as websites, blogs, maps and directions, podcasts and more. Learn the inner workings of the Internet, as well as an introduction to buying and selling online. (Fall, Spring, Summer) (Noncredit)

VOCE 7105 Intro to Microsoft Word

28.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Designed for beginning to intermediate computer users who would like to learn many of the features of Word, while creating letters, certificates, flyers, labels and more. (Fall, Spring, Summer) (Satisfactory Progress)

VOCE 7107 Intro to Microsoft Excel

28.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Students learn the basics of Excel: creating spreadsheets, formulas, charts, and more. (Fall, Spring, Summer) (Satisfactory Progress)

VOCE 7108 Computer Skills Lab

8.0 - 102.0 hours

Acceptable for credit: N - Noncredit

Designed for the person wanting to upgrade their computer skills. This is a great place to learn at your own pace using a manual or practice what you are learning in other computer classes. This lab allows for the flexibility of designing your own schedule by choosing the hours you wish to attend. (Fall, Spring, Summer) (Noncredit)

VOCE 7109 Microsoft Windows

14.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Introduction to Windows, the most widely used computer operating system. Learn to customize the desktop, organize files, transfer files and photos from one device to another, perform basic photo editing, use OneDrive (cloud) services, and Windows Apps. (Fall, Spring, Summer) (Noncredit)

VOCE 7110 Social Media

14.0 - 18.0 hours

Acceptable for credit: N - Noncredit

Repeatable: 99.00

Learn how to use some of today's most popular Social Media. Some of the media covered will include Instagram, Facebook, Pinterest and Skype. (Fall, Spring, Summer) (Noncredit)

VOCE 7111 Email

14.0 - 18.0 hours

Acceptable for credit: C - Credit - Not Degree Applicable

Learn to use Microsoft Outlook E-mail, Calendaring, and Contacts functions. Learn to send and receive mail, add contacts, set appointments and reminders, create distribution groups, and more. (Fall, Spring, Summer) (Noncredit)

VOCE 7112 Intro to Microsoft PowerPoint**14.0 - 18.0 hours**

Acceptable for credit: N - Noncredit

Students will learn the basics of creating PowerPoint slide shows for business, home and volunteer use. Students will create slides, and add pictures, animation, and music to their presentations. (Fall, Spring, Summer) (Noncredit)

VOCE 7113 Intro to Microsoft Publisher**14.0 - 18.0 hours**

Acceptable for credit: N - Noncredit

Students will learn to create flyers, tri-folds, business cards, calendars, cards, envelopes and labels for business, volunteer, or home use. (Fall, Spring, Summer) (Satisfactory Progress)

VOCE 7405 Floral Seasonal Celebrations**6.0 - 18.0 hours**

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Create a festive atmosphere in your home for the season through the use of fresh flowers, greenery, and decorative items. Design concepts such as color, line, texture, and shape are demonstrated. Projects include centerpieces, novelty designs, permanent botanicals, and fresh florals, all with a seasonal theme. Students create arrangements to take home weekly.

VOCE 7500 Beg. Tax and Record Keeping**1.0 - 6.0 hours**

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Record keeping is the foundation of business success. Course topics include tax deduction basics, itemizing expenses, setting up filing systems, and tax ID information. This class is designed for new family child care providers.

VOCE 7502 Intro to Tax Preparation**19.0 hours**

Acceptable for credit: N - Noncredit

This course introduces basic tax concepts and terminology needed to prepare simple federal/state income tax returns. Students must also enroll in VOCE 7503-Introduction to Income Tax Preparation Software and VOCE 7504-Income Tax Preparation Internship to complete the Income Tax Preparation certificate program. (Spring) (Satisfactory Progress)

VOCE 7503 Intro to Tax Prep Software**8.0 hours**

Acceptable for credit: N - Noncredit

Corequisite: VOCE 7502 - Intro to Tax Preparation

This course provides interactive computerized training using the IRS-approved TaxSlayer federal/state income tax preparation software, under the supervision and coordination of a qualified instructor. Students must also enroll in VOCE 7502-Introduction to Income Tax Preparation and VOCE 7504-Income Tax Preparation Internship of the Income Tax Preparation certificate program. (Spring) (Satisfactory Progress)

VOCE 7504 Income Tax Prep Internship**40.0 hours**

Acceptable for credit: N - Noncredit

Corequisite: VOCE 7502 - Intro to Tax Preparation ; and VOCE

7503 - Intro to Tax Prep Software

Limitations on Enrollment: Complete the IRS Basic Certification within the first week of class before preparing tax returns.

This internship provides 40 hours of supervised basic federal/state income tax return preparation hands-on experience utilizing the IRS TaxSlayer software for low-income families. Students must also enroll in, and complete, VOCE 7502-Introduction to Income Tax Preparation and VOCE 7503-Introduction to Income Tax Preparation Software which are the formal training aspects of the Income Tax Preparation certificate program. IRS Basic Certification: All volunteers in the VITA/TCE Program must take the Standards of Conduct training and pass the certification test. Volunteer tax return preparers must be certified to prepare taxes and perform quality reviews of returns. Students must pass the applicable course test - Basic, Advanced, Military, or International in order to perform these duties. All volunteers who prepare or review returns must be certified in Basic, at a minimum. Volunteers can stop at Basic or proceed with other courses and certification levels. Volunteers can only prepare and quality review tax returns for the level at which they have been certified. (<https://www.irs.gov/individuals/volunteer-training-certification>) (Spring) (Satisfactory Progress)

VOCE 7603A Landscape Construction**48.0 - 54.0 hours**

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This course provides an overview of landscape construction and maintenance operations. Topics include landscape installation and maintenance, pruning methods, blueprint reading, cost estimates, pest control, landscape tools and equipment, and ornamental plant identification. Management problems surrounding recreation areas, parks, highways, and commercial and residential areas are also discussed.

VOCE 7615A Flower Gardening**48.0 - 54.0 hours**

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Learn the basics of flower gardening including planting techniques, general care, and the planting calendar. Discussion covers the basic types of small-flowering plants: annuals, perennials, bulbs, roses, and wildflowers. Discover ways to maximize seasonal color with a special focus on using color and foliage texture to create an attractive garden and landscape.

VOCE 7619A Growing Vegetables and Herbs**48.0 - 54.0 hours**

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Learn everything you need to know about growing vegetables and herbs on the Central Coast. Explore gardening basics, including growing vegetables and herbs from seed and harvesting. This class will help every level of gardener have the most productive garden imaginable.

VOCE 7621A Epicurean Kitchen Garden**48.0 - 54.0 hours**

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Expand your gardening, cooking, and dining repertoires with a gardener's look at the fruits, nuts, vegetables, herbs, and berries that comprise local, national, and international cuisine. Explore garden-grown ingredients from cultures ranging from the Central Coast to those of Japan, Greece, and the Middle East. Each class meeting offers recipes to try at home.

VOCE 7622 Green Gardening: Beginning**25.0 hours**

Acceptable for credit: N - Noncredit

This survey course combines discussion, demonstration, and interactive exercises to focus on resource conservation and pollution prevention in the landscape. This course builds upon existing skill sets to help professionals make a landscape as efficient, functional, and beautiful as possible. This course is the first in a two-part series, and is a prerequisite for Green Gardening: Advanced. (Fall, Spring, Summer) (Satisfactory Progress)

VOCE 7623 Green Gardening: Advanced**25.0 hours**

Acceptable for credit: N - Noncredit

This course combines discussion, demonstration, and interactive exercises to develop detailed skill sets focused on resource conservation and pollution prevention in the landscape. The course builds upon the skills taught in the Green Gardening: Beginning to help professionals make a landscape as efficient, functional, and beautiful as possible, and to distinguish their services in a competitive market. This course is the second in a two-part series, and follows Green Gardening: Beginning. (Fall, Spring, Summer) (Noncredit)

VOCE 7700 Careers in Culinary Arts and Hospitality**12.0 - 14.0 hours**

Acceptable for credit: C - Credit - Not Degree Applicable

Is a career in hospitality or culinary arts right for you? Are you currently employed and interested in advancing in the field? Chefs, bakers, managers, nutritionists, food scientists, buyers, and sommeliers are in high demand, and the career possibilities in the hospitality and culinary arts industry are limitless. In this short-term introductory course, learn about careers in the hospitality industry, paths to career advancement, and identify which career suits your skills and interests. The class will explore front of the house including managers, concierge, and service as well as back of the house, chefs, prep cooks, purchasing, business, and industry operations as well as identify the skill set and personality traits required. See if a career in hospitality is right for you. (Fall, Spring, Summer) (Noncredit)

VOCE 7701 Kitchen Basics ICCA**24.0 - 27.0 hours**

Acceptable for credit: N - Noncredit

Learn the fundamentals of food preparation including terminology, equipment, and techniques in this introductory course designed for individuals working in a kitchen, interested in starting a home-

based culinary business, or who wish to improve their kitchen skills. Emphasis is on basic kitchen skills including food safety and sanitation, creating an efficient and safe workspace and kitchen weights and measures. Specific content includes knife skills, understanding ingredients, reading, scaling, and implementation of recipes. Students will be prepared to obtain a food handlers license. (Fall, Spring, Summer) (Pass/Satisfactory Progress/No Pass)

VOCE 7702 Introduction to Baking**16.0 - 18.0 hours**

Acceptable for credit: N - Noncredit

Explore the amazing science and artistry of baking. This class introduces the student to the basic baking skills and procedures used in commercial bakeries. Gain practical experience in the production of quick breads, cookies, cakes and frostings in a professional kitchen setting. (Fall, Spring, Summer) (Satisfactory Progress)

VOCE 7703 Introduction to Cooking**24.0 - 27.0 hours**

Acceptable for credit: N - Noncredit

Explore the workings of commercial kitchen operations in this introductory class designed to develop basic skills in the preparation of eggs, soups, vegetables, starches and grains, poultry and meats. Students learn about the many culinary positions available in a commercial kitchen while exploring their talents and interests. (Fall, Spring, Summer) (Pass/Satisfactory Progress/No Pass)

VOCE 7704 Understanding California Cottage**Law****12.0 - 13.5 hours**

Acceptable for credit: N - Noncredit

Explore the possibilities of creating a legal at-home workspace for food production. Learn the details of Class A and B licensing procedures, including requirements regarding employees, labeling, sales, and distribution. Covers permitted foods and workplace restrictions and the review of relevant federal food codes. (Fall, Spring) (Pass/Satisfactory Progress/No Pass)

VOCE 7705 Culinary Business Fundamentals**24.0 - 27.0 hours**

Acceptable for credit: N - Noncredit

This class presents the legalities required in a cottage industry culinary business including the process and expense involved in obtaining business and fictitious business name licenses, liability insurance, and health department permits. Students will be introduced to contracts, agreements, expiration dates, packaging requirements, and return policies. (Fall, Spring) (Satisfactory Progress)

VOCE 7706 Marketing, Branding and Packaging**12.0 - 13.5 hours**

Acceptable for credit: N - Noncredit

Learn the basics of developing a marketing plan including business name and logo design, advertising, promotion, and networking. This class will introduce techniques for understanding your product, customers, competition, and how your product fits into

the market. Instruction on the packaging and labeling requirements of the CA Cottage Law will be included as well as research into direct and indirect sales opportunities and appropriate venues. (Fall, Spring, Summer) (Satisfactory Progress)

VOCE 7707 Culinary Skills Development

12.0 - 13.5 hours

Acceptable for credit: N - Noncredit

Perfect your cooking skills and products. Students will receive assistance by professional chefs in perfecting recipes and menus to consistently create products using the most efficient and cost effective ingredients and production methods. Class will include lab time for one on one instruction. (Fall, Spring, Summer) (Pass/Satisfactory Progress/No Pass)

VOCE 7708 Baking Skills Development

12.0 - 13.5 hours

Acceptable for credit: N - Noncredit

Perfect your baking skills and products. Students will receive guidance from a professional chef to perfect recipes and menus to consistently create products using the most efficient and cost effective ingredients and production methods. Class will include lab time for one on one instruction. (Fall, Spring, Summer) (Pass/Satisfactory Progress/No Pass)

VOCE 7800 Commercial Truck Driving: Preparation for the Learner's Permit

56.0 - 64.0 hours

Acceptable for credit: N - Noncredit

Advisories: ELDN 7470 - High Intermediate

This course prepares students to take the knowledge test required to obtain a California Commercial Learner's Permit. (Fall, Spring, Summer) (Satisfactory Progress)

VOCE 7801 Commercial Truck Driving: Behind-the-Wheel Training

160.0 - 180.0 hours

Acceptable for credit: N - Noncredit

Limitations on Enrollment: Students must be 1) over 21 years of age, 2) submit an authorized Medical Examination Report, and 3) have a valid California driver's license at the time of registration.

Individuals wishing to haul hazardous materials must pass a Transportation Security Administration (TSA) background check.

Prerequisite: VOCE 7800 - Commercial Truck Driving:

Preparation for the Learner's Permit

This course prepares students to take the road test required to obtain a California Commercial Driver's License – Class A or B. Upon completion of the course and passing the road test, students are prepared for an entry-level position in the trucking industry. A Certificate of Completion is awarded to students who perform 80% or higher on all competency tests and pass the California Commercial Driver's License – Class A or B test. (Noncredit)