

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 7019 RDA State Board Exam Prep

2.0 - 32.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This refresher course is designed to prepare students for the practical component of the California Registered Dental Assistant (RDA) exam. Students are introduced to practical components of the exam and test-taking strategies.

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 & 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

32.0 - 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 & the Internet. (Fall, Spring, Summer) (Noncredit)

VOCE 7101 Computers and You: Level 2

32.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Limitations on Enrollment: TEEN Y

Designed to build on the skills mastered in Computers & 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 7102A Computers and You: Level 3

64.0 - 72.0 hours

Acceptable for credit: N - Noncredit

This class is designed to build on the skills mastered in Computers and You: Level 2. Students learn more in-depth applications for Microsoft Excel, PowerPoint, Word, and e-mail. (Pass/No Pass)

VOCE 7103 Introduction to the Internet

16.0 - 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

32.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Limitations on Enrollment: TEEN Y

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) (Noncredit)

VOCE 7107 Intro to Microsoft Excel

32.0 - 36.0 hours

Acceptable for credit: N - Noncredit

Limitations on Enrollment: TEEN Y

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

VOCE 7108 Computer Skills Lab

40.0 - 48.0 hours

Acceptable for credit: N - Noncredit

Limitations on Enrollment: TEEN Y

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

16.0 - 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**16.0 - 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**16.0 - 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**16.0 - 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**16.0 - 18.0 hours**

Acceptable for credit: N - Noncredit

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

VOCE 7300 Family Childcare Business**9.0 - 15.0 hours**

Acceptable for credit: N - Noncredit

Interested in operating a family childcare business? Learn about California licensing procedures, marketing techniques, contracts and fees and other aspects of operating an independently-owned-business. This course is module 1 of 5 needed to complete a noncredit certificate in operating a childcare business. (Noncredit)

VOCE 7301 Child Health and Safety**18.0 - 30.0 hours**

Acceptable for credit: N - Noncredit

Learn about a child's health, safety and nutrition regulations, policies and procedures with hands-on practice in this course designed for individuals interested in family childcare. Obtain the beginning knowledge and basic skills that could help in providing a safe and nurturing environment for children. This course is module 2 of 5 needed to complete a noncredit certificate in operating a childcare business. (Noncredit)

VOCE 7302 Developmental Needs of a Child**15.0 - 25.0 hours**

Acceptable for credit: N - Noncredit

Understanding the development needs of children is important to establishing a child-friendly home daycare setting. Topics covered include children and discipline, culturally inclusive learning environments, inclusion of children with special needs, and age appropriate activities. This course is module three of five needed to

complete a noncredit certificate in operating a childcare business. (Noncredit)

VOCE 7303 Infant and Toddler Care**12.0 - 20.0 hours**

Acceptable for credit: N - Noncredit

Providing quality care for infants and toddlers begins with knowing how to setup appropriate features in the home environment and how to communicate effectively to meet the needs of the children. Learn strategies to build a relationship with the parents and child. This course is module 4 of five needed to complete a noncredit certificate in operating a childcare business. (Noncredit)

VOCE 7304 Ethics and Business Contracts**15.0 - 25.0 hours**

Acceptable for credit: N - Noncredit

Module five - child care business course teaches students how they can best run their home day care using professional ethics as a guide to build professional relationships, select and maintain staff, interact with parents, maintain contract and other business practices. (Noncredit)

VOCE 7310 History of Child Development**36.0 - 48.0 hours**

Acceptable for credit: N - Noncredit

This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy and professional history. (Noncredit)

VOCE 7311 Guidance and Interaction**18.0 - 30.0 hours**

Acceptable for credit: N - Noncredit

This class will provide basic information regarding the importance of guidance and interactions with children. An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. (Noncredit)

VOCE 7312 The Importance of Play**32.0 - 36.0 hours**

Acceptable for credit: N - Noncredit

This class will provide basic information regarding the importance of play, its function, and relevance to a child's physical, cognitive and psychosocial development. It will also cover topics such as conservation, rough and tumble/war play and developmentally appropriate practices. (Noncredit)

VOCE 7313 Observation Made Easy**36.0 - 48.0 hours**

Acceptable for credit: N - Noncredit

The course applies observation and assessment skills in evaluating all areas of the child's growth and development. It also includes documentation of child's skills and behaviors. Knowledge of the child's development and learning would provide the framework for curriculum and teaching strategies. (Noncredit)

VOCE 7314 Assessment and Delivery Systems**15.0 - 25.0 hours**

Acceptable for credit: N - Noncredit

In this course, the student becomes aware of various types of educational programs and delivery systems available to children 0-8 years of age. The student will be exposed to licensing regulations and procedures, the roles and responsibilities of a teacher and the concept of a teaching philosophy and professional ethics in Early Childhood programs. (Noncredit)

VOCE 7401 Floral Design: Beyond the Basics

18.0 - 24.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Build on skills learned in Beginning Floral Design by practicing new techniques while refining your eye for design. Continue exploring color, line, texture, and shape. Experiment with new ideas and watch your confidence and creativity bloom. Students create arrangements to take home weekly.

VOCE 7402 Floral Design: Beyond Basics II

18.0 - 24.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

This course introduces more advanced floral design techniques and color theory, while students increase independence and creativity in their floral designs. Students create arrangements to take home weekly.

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 & 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 7501 Four Steps to a Profession: Family Child Care as a Profession

4.0 - 32.0 hours

Acceptable for credit: N - Noncredit

Prerequisite: TEEN Y

Family child care providers often feel isolated from others in their profession and have limited opportunities for professional development and networking because they spend most working hours in their home. This course helps providers develop personal coping and self-care skills and creative solutions to address the drawbacks of the profession, thereby increasing longevity in the

profession. At least one year of experience as a child care provider is suggested when enrolling in this course.

VOCE 7502 Intro to Tax Preparation

16.0 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 Introduction to Income Tax Preparation Software and Income Tax Preparation Internship to complete the Income Tax Preparation certificate program.

VOCE 7503 Intro to Tax Prep Software

8.0 hours

Acceptable for credit: N - Noncredit

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

VOCE 7504 Income Tax Prep Internship

40.0 hours

Acceptable for credit: N - Noncredit

This internship provides 40 hours of supervised basic federal/state income tax return preparation hands-on experience utilizing Tax Wise software for low-income families. Students must also enroll in Introduction to Income Tax Preparation and Introduction to Income Tax Preparation Software of the Income Tax Preparation certificate program. (Pass/No Pass)

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 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 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 & 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 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

80.0 - 90.0 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 driver's license at the time of registration. Individuals wishing to haul hazardous materials must pass a Transportation Security Administration (TSA) background check. This course prepares students to take the knowledge test required to obtain a California Commercial Learner's Permit. (Fall) (Noncredit)

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)