



Program:	Computer Skills for the Workplace			
	Semester 1			Semester 2
	VOC ED 103CE INTRODUCTION TO WORD PROCESSING 54 hours	VOC ED 104CE INTRODUCTION TO SPREADSHEETS 54 hours		VOC ED 105CE INTRODUCTION TO MULTIMEDIA PRESENTATIONS 54 hours
*courses can be taken in any order				
Semester Hours:	108		54	
Total Hours:	162			

Program:	Custodial Technician Training	
	Semester 1	
	VOC ED 060CE CUSTODIAL TECHNICIAN TRAINING 54 hours	VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE 6 hours
Total Hours:	60	

Program:	Customer Service Skills	
	Semester 1	
	VOC ED 236CE JOB CLUB 18 hours	VOC ED 238CE JOB READINESS 36 hours
	VOC ED 239CE CUSTOMER SERVICE SKILLS 18 hours	
Total Hours:	72	

Program:	English as a Second Language - Civics			
	Semester 1	Semester 2	Semester 3	
	ESLCVCS 030CE ENGLISH LITERACY AND CIVICS 108 hours	ESLCVCS 031CE ENGLISH LITERACY AND CIVICS 108 hours	ESLCVCS 032CE ENGLISH LITERACY AND CIVICS 108 hours	
Semester Hours:	108	108	108	
Total Hours:	324			

Program:	Entrepreneurship Skills	
	Semester 1	
	VOC ED 084CE ENTREPRENEUR TRAINING PROGRAM 36 hours	VOC ED 239CE CUSTOMER SERVICE SKILLS 18 hours
Total Hours:	54	