



Program: Retailing Smarts			
	Semester 1	Semester 2	Semester 3
	VOC ED 231CE BUILDING SALES 18 hours	VOC ED 234CE EXPLAINING FEATURES AND BENEFITS 18 hours	VOC ED 240CE STRATEGIES IN BUILDING A CONTINUOUS RELATIONSHIP 18 hours
	VOC ED 232CE CLOSING THE SALE 18 hours	VOC ED 235CE GOING THE EXTRA MILE 18 hours	VOC ED 241CE GETTING TO KNOW YOUR CUSTOMER 18 hours
	VOC ED 233CE COMPLETING THE SALES TRANSACTION 18 hours	VOC ED 237CE STRATEGIES IN MEETING CUSTOMER NEEDS 18 hours	
Semester Hours:	54	54	36
Total Hours:	144		



Program: Technical Office Occupation Skills		
	Semester 1	
	VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE 6 hours	VOC ED 279CE CAREER EXPLORATION: WORKPLACE OFFICE ADMINISTRATION 54 hours
		VOC ED 294CE INTRO TO SOCIAL MEDIA - WORDPRESS BLOGS 18 hours
Semester Hours:	6	72
Total Hours:	78	



Program: Technology for Success in the Workplace		
	Semester 1	Semester 2
	VOC ED 003CE WORKPLACE READINESS - COMPUTERS 54 hours	VOC ED 129CE INTRODUCTION TO THE INTERNET 54 hours
	VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE 6 hours	Choose from: VOC ED 103CE INTRODUCTION TO WORD PROCESSING or VOC ED 104CE INTRODUCTION TO SPREADSHEETS or VOC ED 105CE INTRODUCTION TO MULTIMEDIA PRESENTATIONS 54 hours
Semester Hours:	60	108
Total Hours:	168	