

Program: Hospitality Skills



*courses can be taken in any order

	Semester 1	Semester 2	Semester 3
	VOC ED 246CE RESTAURANT SERVER SKILLS 18 hours	VOC ED 244CE LAUNDRY ATTENDANT SKILLS 18 hours	VOC ED 243CE FRONT DESK REPRESENTATIVE 18 hours
	VOC ED 247CE KITCHEN STEWARD SKILLS 18 hours	VOC ED 245CE PUBLIC SPACE CLEANER SKILLS 18 hours	VOC ED 249CE RESERVATIONIST SKILLS 18 hours
	VOC ED 242CE BANQUET SERVER SKILLS 18 hours	VOC ED 250CE GUESTROOM ATTENDANT SKILLS TRAINING 18 hours	VOC ED 248CE MAINTENANCE ATTENDANT SKILLS 18 hours
Semester Hours:	54	54	54
Total Hours:	162		

Program: In-Home Supportive Services Skills



	Semester 1
	VOC ED 059CE VESL FOR HOME HEALTH AIDE 18 hours
	VOC ED 002CE IN-HOME SUPPORTIVE SERVICES (IHSS) PROVIDER 90 hours
Semester Hours:	108
Total Hours:	108

Program: Introduction to Computers



	Semester 1	Semester 2
	VOC ED 128CE INTRODUCTION TO KEYBOARDING AND WINDOWS FOR THE WORKPLACE 54 hours	VOC ED 129CE INTRODUCTION TO THE INTERNET 54 hours
Semester Hours:	54	54
Total Hours:	108	

Program: Job Readiness Skills



	Semester 1	Semester 2
	VOC ED 238CE JOB READINESS 36 hours	VOC ED 239CE CUSTOMER SERVICE SKILLS 18 hours
	VOC ED 230CE 30 WAYS TO SHINE AS A NEW EMPLOYEE 6 hours	VOC ED 236CE JOB CLUB 18 hours
Semester Hours:	42	36
Total Hours:	78	

Program: Literacy Level ESL



	Semester 1	Semester 2
	ESL NC 050CE BEGINNING CONVERSATION 54 hours	ESLVCVS 033CE ENGLISH LITERACY AND CIVICS 3 108 hours
	ESL NC 002CE ENGLISH AS A SECOND LANGUAGE BEGINNING 2 54 hours	
Semester Hours:	108	108
Total Hours:	216	