



VOCSK 0625 General Office Skills I

2 Credits

This course is an introduction to basic business office tasks and office machine operations. Filing, collating material and mail handling are some of the tasks that are taught along with reception etiquette. Examples of office machines to be used are the copier, fax machine and shredder. Competency assessment will be determined by instructor through use of a checklist.

VOCSK 0631 Automotive Skills I

2 Credits

This course teaches the student basic car operations and maintenance. Classroom and hands-on training develops skills for entry level employment. Example tasks include oil changes, fluid level checks and replacement, and fan belt and tire maintenance. The student must possess manual dexterity to operate tools and must be able to enact strict safety rules. Competency assessment will be determined by instructor through use of a checklist.

VOCSK 0641 Food Service Skills I

2 Credits

An introduction to the basic skills required for entry-level food services occupations. Activities include demonstration and hands-on learning in the following areas: basic sanitation, safe food handling, safety issues, basic food preparation and cooking. Competency assessment will be determined by instructor through use of a checklist.

VOCSK 0651 Hotel Housekeeping Skills I

2 Credits

This is a hands-on course involving general hotel housekeeping and social skills. Bed making, trash handling, bathroom cleaning, vacuuming and dusting are some of the basic skills learned. The student is taught appropriate privacy and communication skills with guest. Personal grooming and safety rules are emphasized. Competency assessment will be determined by instructor through use of a checklist.

VOCSK 0661 Horticulture Skills

2 credits

This course is a hands-on, real-life experience in a working greenhouse in the production of several horticulture crops. Students will develop skills needed in the greenhouse such as watering, grooming, pinching, pruning, propagation, and transplanting. Students will assist in the retail operation and some outside plant care. Competency assessment will be determined by instructor through use of a checklist.

Contact Sally Field Mullan, VOCational SKills Coordinator, for more information: (630) 942-2941.

