



Catalog

2016 - 2017

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SAN BERNARDINO VALLEY COLLEGE SUPPLEMENT II 2016-2017

A PUBLIC COMMUNITY COLLEGE IN CALIFORNIA
A COLLEGE OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT



701 South Mount Vernon Avenue • San Bernardino, CA 92410
(909) 384-4400 • www.valleycollege.edu

San Bernardino Valley College provides quality education and services that support a diverse community of learners.

SBVC is an equal opportunity institution. Courses and programs are provided for all residents regardless of race, color, religion, sex or physical disabilities. This publication is available in alternate formats (Braille, large print, e-text) for qualified persons with disabilities. Call (909) 384-4443 or (909) 384-8277 for information or contact us at www.valleycollege.edu/student-services/specialized-services/disability-services.

***Accuracy Statement** – The San Bernardino Community College District has made every effort to publish an accurate schedule of classes, but may, without notice, change general information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the district or college. The district and college also reserve the right to add to, change, or cancel any rules, regulations, policies and procedures as provided by law. Please visit the San Bernardino Valley College webpage at www.valleycollege.edu for the most up-to-date and accurate information.*

Page	Course	Title
3	VOCED 600	Blueprint for Workplace Success
3	VOCED 601	Blueprint for Customer Service
3	VOCED 602	Job Search Strategies
3	VOCED 603	Positive Strategies for the New Employee
3	VOCED 631	Fundamentals of Business English

VOCATIONAL EDUCATION

VOCED 600 **Noncredit**
BLUEPRINT FOR WORKPLACE SUCCESS

PREREQUISITE: None.

LECTURE: 18 contact hour(s) per semester.

This accelerated noncredit course is designed to provide students with the necessary tools and skills in order for them to create a "blueprint" for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job. Each week there will be two topics covered.

Not Applicable to the Associate Degree

Effective SP17

VOCED 601 **Noncredit**
BLUEPRINT FOR CUSTOMER SERVICE

PREREQUISITE: None.

LECTURE: 18 contact hour(s) per semester.

This short-term noncredit vocational education course is designed to provide new and incumbent workers with the customer service skills required in getting to know their customer or client and in order to increase their employability. The topics covered but are not limited to know what customers want, listening to customers, and telephone customer service. After completing this course the student has an option to continue their education or become gainfully employed.

Not Applicable to the Associate Degree

Effective SP17

VOCED 602 **Noncredit**
JOB SEARCH STRATEGIES

PREREQUISITE: None.

LECTURE: 18 contact hour(s) per semester.

This noncredit course is designed to provide prospective employees with a support system that will assist them in preparation for the workforce. The topics covered but are not limited to: planning their job search, utilizing outside resources, the "hidden" job market, and job market research. After completing this course the student has an option to continue their education or become gainfully employed.

Not Applicable to the Associate Degree

Effective SP17

VOCED 603 **Noncredit**
POSITIVE STRATEGIES FOR THE NEW EMPLOYEE

PREREQUISITE: None.

LECTURE: 18 contact hour(s) per semester.

This noncredit short-term vocational education course is designed to provide new and incumbent workers with the knowledge to increase their level of customer service and colleague relations. The topics covered will include the new employee, understanding the workplace culture and dealing with change.

Not Applicable to the Associate Degree

Effective SP17

VOCED 631 **Noncredit**
FUNDAMENTALS OF BUSINESS ENGLISH

PREREQUISITE: None.

LECTURE: 36 contact hour(s) per semester.

This noncredit course is a review of effective business communication in the workplace. Emphasis is placed on basic grammar, punctuation, capitalization, vocabulary, and spelling in common business documents.

Not Applicable to the Associate Degree

Effective SP17