

Search for these classes online

1. Go to www.hancockcollege.edu
2. Click *Class Search*
3. Highlight/Select *Term*, then *Community Education*
4. Select *VOCE Community Ed (NC)* in the Subject area
5. Click *Submit*

Schedule an appointment

To schedule an appointment with a counselor to petition for a certificate or to learn more about the program, call 805.922.6966 ext. 3740.

For more information

Visit us at Community Education (bldg. S) on the Santa Maria campus.

805.922.6966 ext. 3209

communityeducation@hancockcollege.edu

www.hancockcollege.edu/communityeducation



800 South College Drive
Santa Maria, CA 93454-6399
(805) 922-6966

www.hancockcollege.edu



Santa Maria campus
Community Education - building S

Allan Hancock College Community Education enrolls approximately 6,000 noncredit students each semester. Its purpose is to complement and expand the activities of the college by meeting the educational, cultural, and life-enriching needs of the community.

Community Education (noncredit) classes are categorized into 10 different areas: Basic Skills, Citizenship, Adults with Disabilities, English as a Second Language (ESL), Health and Safety, Home Economics, Older Adults, Parenting, Vocational Education, and Workforce preparation. The program also offers Community Service (self-supporting, fee-based) classes.

Types of classes offered within these categories include—but are not limited to—educational bus trips, International Film Series, Noncredit Career Development Certificates, computers, cooking and nutrition, needle arts, exercise, jewelry making, landscaping, painting, photography, art, career training, job skills, fitness, music, dance, personal development, and College for Kids.

Community Education offers classes at more than 40 locations in the Santa Maria, Lompoc, and Santa Ynez valleys. Classes are open-entry, open-exit, and available to anyone age 18 or older.

The Allan Hancock Joint Community College District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The college assures that no person shall be discriminated against because of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

Allan Hancock College will provide, upon request, alternate translation of its general information documents in large print, Braille, e-text, etc. Please call (805) 922-6966 ext. 3788.



Community Education

Computer Applications

- Noncredit Career Development Certificate



Computer Applications

Gain the skills and confidence you need to achieve your workplace goals, to seek immediate, entry-level employment as an administrative assistant, office clerk, receptionist, related clerical position, or to transition into a credit degree program. The program is designed to help you become proficient in using common software programs, word processing, the Internet, and email. Classes require only limited materials fees.

Computer Applications (VOCE Vocational Education)

Five classes, plus lab constitute the certificate.

Total hours required: 296

VOCE 7100A: Computers and You: Level 1*

64 hours • Materials Fee: \$5

VOCE 7101A: Computers and You: Level 2

64 hours • Materials Fee: \$5

VOCE 7102A: Computers and You: Level 3

64 hours • Materials Fee: \$5

VOCE 7105A: Introduction to Microsoft Word

32 hours • Materials Fee: \$5

VOCE 7107A: Introduction to Excel

32 hours • Materials Fee: \$5

VOCE 7108A: Business Skills Lab

40 hours • Materials Fee: \$5

VOCE 7100A: Computers and You: Level 1*

This is an introductory, hands-on class designed for people with little or no knowledge of computers. Learn how to use computers and their basic components. In addition, learn basic keyboarding and mouse skills, basic terminology, and software applications that are common in personal computers. MS Word and Windows operating systems, as well as the Internet, are introduced.

VOCE 7101A: Computers and You: Level 2

This class is designed to build on the skills mastered in *Computers and You: Level 1*. Students learn more complex MS Word processing skills, along with Internet and email applications. Students are also introduced to Microsoft Excel and PowerPoint.

VOCE 7102A: Computers and You: Level 3

This class is designed to build on the skills mastered in *Computers and You: Levels 1 and 2*. Students learn more in-depth applications for Microsoft Excel, PowerPoint, Word, and email.

VOCE 7105A: Introduction to Microsoft Word

This class is designed for beginning and intermediate computer users who would like to learn the many features of Microsoft Word. Students learn to create professional quality letters, certificates, flyers, labels, and more.

VOCE 7107A: Introduction to Excel

Students learn the basics of Excel including working in a spreadsheet to create formulas, charts, and tables in this introductory course. Students become familiar with the many financial functions of Excel. No previous Excel experience necessary.

VOCE 7108A: Business Skills Lab

This lab is designed for the person who has never touched a computer, needs to upgrade computer skills, or just wants to become more knowledgeable about computer software programs. The lab features individualized, hands-on instruction and lectures on computer basics. Enroll anytime during the semester. Learn at your own pace, design your own schedule, and choose the hours you want to attend.

All required courses must be completed, and students must attend 75 percent of each required course. Courses must be completed within three years of the certificate petition date. The Computer Applications Noncredit Certificate of Completion is issued once all requirements are met.

** Students who have attained the skills covered in Level 1 can petition to test out of this course.*

