Happy New Year!!

The Career Skills Institute (CSI) launched in Fall 2015 has scheduled over 75 classes for our Spring 2016 semester (Jan-May). Beginning Tuesday, January 19, our tuition free classes* have been carefully selected to provide you with the training you need to get a job, advance in your job and/or provide the skills you need to grow your business. SBCC career skill courses are packaged together to enable you to earn a certificate and digital badge-demonstrating you have mastered new skills! Check out our website www.sbcc.edu/csi.

We look forward to seeing you in our CSI classes in 2016!!
*Some of our classes suggest the purchase of a lynda.com license. This can be obtained through our bookstore or at lynda.com.

What’s New

Effective Marketing and Communication and Communication Management

Students acquire skills in marketing communication management. Participants demonstrate a strong understanding of marketing campaign creation, learn to effectively communicate marketing messages across multiple mediums and implement marketing communication techniques to enhance personal and professional development.

MKT NC005 Creating Effective Communication in Promotional Marketing

MKT NC006 Managing a Marketing Campaign Project

MKT NC007 Self-Management and Development

see below for details

2016 SPRING BUSINESS CLASSES

February

2/9 | CRN 63185 | MKT NC005 | Effective Communication in Promotional Marketing

2/9 | CRN 63182 | IBUS NC002 | Interviewing & Hiring in the Global Market

2/11 | CRN 62991 | PRO NC003 | Successfully Managing & Developing People

2/18 | CRN 63000 | PRO NC032 | Difficult Conversations

2/23 | CRN 63003 | PRO NC050 | Best Practices in Customer Service

March

3/1 | CRN 63008 | PRO NC003 | Time Management

3/8 | CRN 63186 | MKT NC006 | Managing a Marketing Campaign
3/8 | CRN 63179 | IBUS NC001 | Global Issues in Employment Law
3/17 | CRN 63015 | PRO NC021 | Coaching Skills
3/22 | CRN 63017 | PRO NC036 | The Art of Negotiating & Collaborating

April
4/5 | CRN 63020 | PRO NC067 | High Impact Presentations & Proposals
4/7 | CRN 63021 | PRO NC005 | Critical Thinking & Problem Solving
4/12 | CRN 63187 | MKT NC007 | Self Management & Development
4/12 | CRN 62998 | PRO NC033 | Successfully Managing & Developing People

May
5/3 | CRN 63029 | PRO NC015 | Building High Performance Teams
5/5 | CRN 63030 | PRO NC002 | Business Writing in the Technology Age
5/12 | CRN 63032 | PRO NC019 | Personality Styles & Difficult Relationships

2016 SPRING DESIGN CLASSES

January
1/28 | CRN 63101 | GDP NC005 | Photoshop Overview
1/29 | CRN 63044 | MAT NC003 | Photoshop

February
2/20 | CRN 63053 | MAT NC010 | Adobe Lightroom Essentials
2/22 | CRN 63094 | GDP NC010 | Introduction to Adobe Illustrator
2/22 | CRN 63052 | MAT NC007 | Responsive Web Design
2/24 | CRN 63081 | PHOT NC002 | Photoshop for Digital Photographers
2/24 | CRN 63109 | GDP NC051 | Save a Tree, Go Paperless
2/25 | CRN 63107 | GDP NC041 | Producing a Digital Newsletter

March
3/2 | CRN 63099 | GDP NC001 | Digital Design Techniques
3/2 | CRN 63108 | GDP NC042 | Producing a Digital Magazine
3/5 | CRN 63080 | PHOT NC001 | Digital Cameras Digital Photos
3/9 | CRN 63111 | GDP NC052 | Size Matters! Preparing Digital Images

April
4/4 | CRN 63043 | MAT NC001 | Introduction to Dreamweaver
4/4 | CRN 63048 | MAT NC003 | Photoshop
4/9 | CRN 63051 | MAT NC009 | Introduction to Adobe Illustrator
2016 SPRING BEGINNERS TECHNOLOGY

January
1/25 | CRN 62962 | COMP NC050 | Word Processing Basics for Beginners
1/25 | CRN 62754 | COMP NC052 | Computers for Beginners
1/27 | CRN 62968 | COMP NC062 | Basic Spreadsheets

February
2/9  | CRN 63121 | COMP NC031 | Introduction to Macintosh OS X - 1
2/11 | CRN 62980 | COMP NC071 | Tech Talk
2/11 | CRN 62958 | COMP NC040 | Searching the Web
2/19 | CRN 62953 | COMP NC023 | Windows Basics
2/22 | CRN 63056 | CNEE NC102 | Optimizing & Upgrading Your PC
2/23 | CRN 62963 | COMP NC050 | Word Processing Basics for Beginners
2/23 | CRN 62979 | COMP NC070 | Introduction to Hand Held Devices

March
3/2  | CRN 62966 | COMP NC055 | Basic PowerPoint
3/4  | CRN 62973 | COMP NC063 | Introduction to MS Excel
3/8  | CRN 63122 | COMP NC032 | Introduction to Macintosh OS X - 2

April
4/4  | CRN 62960 | COMP NC041 | E-Mail for Beginners
4/5  | CRN 62956 | COMP NC036 | Introduction to iPod & iTunes
4/5  | CRN 62694 | COMP NC051 | Introduction to MS Word
4/6  | CRN 62969 | COMP NC063 | Introduction to MS Excel
4/7  | CRN 62752 | COMP NC020 | Computer Keyboard & Mouse
4/8  | CRN 62967 | COMP NC058 | Basic Outlook
4/12 | CRN 62957 | COMP NC037 | Living the iLife
4/22 | CRN 63071 | CNEE NC103 | Keeping a PC Hard Disc Clean & Organized
4/23 | CRN 62961 | COMP NC042 | Optimizing Photos for the Internet & Email

2016 SPRING TECHNOLOGY CLASSES

March
3/5  | CRN 62981 | COMP NC080 | Setting Up A Blog
3/19 | CRN 62982 | COMP NC081 | Create Compelling Content

April
If you would like help with enrolling in our classes please contact the Pipeline Help Desk at (805) 965-0581 x 2949 or go to http://www.sbcc.edu/studentsupport/pipelineloginhelp.php

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