



Student Coursework Record

2025-2026

ACCOUNTING (Short-term Vocational)		
➔ QuickBooks Basics for Small Business (Formerly Accounting Basics for Small Business)		
☐	ACTV NC001 Setting up QuickBooks for Small Business	
☐	ACTV NC002 Monthly Procedures using QuickBooks	
☐	ACTV NC003 Year-End Procedures	
➔ Introduction to Bookkeeping and Accounting (2 required)		
☐	ACTV NC101 Introduction to Accounting Basics 1	
☐	ACTV NC102 Introduction to Accounting Basics 2	

CAREER		
➔ Career Strategist (3 required)		
☐	PDW NC001 Personalized Career Planning	
☐	PDW NC002 Strategic Job Search	
☐	CMPW NC017 LinkedIn for Business	
➔ Career Launch and Job Search		
☐	PDW NC001 Personalized Career Planning	
☐	PDW NC002 Strategic Job Search	
☐	PDW NC005 Leveraging LinkedIn for Your Job Search	
☐	PDW Acing Your Interview	
☐	PDW Create a Compelling Cover Letter and Resume	

AI COURSES		
➔ AI Foundations and Creative Applications		
☐	PROW NC200 - Introduction to Generative AI	
☐	PROW NC210 - Generating Content with AI Tools for Increased Efficiency	
☐	PROW NC220 - Creating Graphic Designs with AI Tools	
➔ AI for Entrepreneurs		
☐	PROW NC230 Validating Your Business Idea: From Concept to Clarity with Generative AI	
☐	PROW NC240 AI to Grow Your Side Hustle	

BUSINESS (Professional Development Workforce Prep)		
➔ Customer Relations (3 required)		
☐	PROW NC019 Personality Styles and Challenging Relationships	

☐	PROWW NC036 The Art of Negotiating and Collaborating	
☐	PROW NC050 Best Practices in Customer Service	
➔ Emerging Leaders (4 required)		
☐	PROW NC006 Leadership Skills	
☐	PROW NC038 Increasing Productivity	
☐	PROW NC012 Supervisory Skills	
☐	PROW NC014 Motivating Yourself and Others	
➔ Enterprise Communication (3 required)		
☐	PROW NC002 Persuasive Business Writing	
☐	PROW NC004 Workplace Communication Strategies	
☐	PROW NC032 Navigating Courageous Conversations	
➔ Enterprise Communication 2 (4 required)		
☐	PROW NC013 Emotional Intelligence	
☐	PROW NC044 Assertive Communication	
☐	PROW NC025 Resolving Differences in the Workplace	
☐	PROW NC035 Workplace Politics	
➔ Global Trends in Human Resources (3 required)		
☐	IBW NC001 Dom. & Global Employment Law	
☐	IBW NC002 Interviewing & Hiring Globally	
☐	IBW NC003 Team Performance Evaluation	
➔ High-Performance Teams (3 required)		
☐	PROW NC015 Building High-Performance Teams	
☐	PROW NC017 Successfully Navigating Change	
☐	PROW NC019 Personality Styles and Challenging Relationships	
➔ Leader for Diversity, Equity, and Inclusion		
☐	COMW NC001 Building an Equity Mindset	
☐	COMW NC002 Applying an Equity Mindset	
➔ Management Toolbox (2 required)		
☐	PROW NC004 Communication Strategies for the Workplace	
☐	PROW NC033 Successfully Leading and Developing People	
➔ Managing to Maximize Performance (3 required)		
☐	PROW NC021 Coaching Skills	
☐	PROW NC032 Difficult Conversations	
☐	PROW NC036 The Art of Negotiating and Collaborating	
➔ Powerful Presentations (2 required)		
☐	CMPW NC55A MS PowerPoint 1	
☐	PROW NC067 High Impact Presentations and Proposals for the Workplace	
➔ Project Management (4 required)		
☐	PROW NC011 Process Improvement	

☐	PROW NC010 Project Management for the Non-Project Manager	
☐	PROW NC015 Building High-Performance Teams	
☐	PROW NC039 Innovation and Creativity	
➔	Sales Techniques (2 required)	
☐	PROW NC056 Closing Techniques to Win the Sale	
☐	PROW NC057 Winning Sales Scripts	
➔	Successful Work and Life Transitions (3 required)	
☐	PROW NC080 Creating a Life of Purpose for Workplace Success	
☐	PROW NC081 Navigating Work and Life Transitions	
☐	PROW NC082 Creating Successful Life and Work Transition Plans	
➔	Tax Preparation	
☐	ACTV NC214 Exploring IRS Enrolled Agent Work	
☐	ACTV NC215 Fundamentals of Income Tax	
➔	Teaching with Humanizing Technology	
☐	PROW NC070 Teaching with Humanizing Technology 1	
☐	PROW NC071 Teaching with Humanizing Technology 2	
➔	Thrive and Survive in the Workplace (4 required)	
☐	PROW NC051 Secrets of a Great Employee	
☐	PROW NC028 Championing Diversity in the Workplace	
☐	PROW NC068 Professional Etiquette	
☐	PROW NC064 The Accountability Advantage	
➔	Visionary Leadership (3 required)	
☐	PROW NC086 Thriving in A Multigenerational Workforce	
☐	PROW NC087 Planning for Your Future Success	
☐	PROW NC088 The Art and Science of Giving and Receiving Feedback	
➔	Workplace Essentials (3 required)	
☐	PROW NC002 Persuasive Business Writing	
☐	PROW NC003 Time Management	
☐	PROW NC005 Critical Thinking, Problem Solving, and Decision Making	
➔	Workplace Wellness Certificate (3 required)	
☐	PROW NC083 Effectively Managing Workplace Stress	
☐	PROW NC084 Maximize Trust Minimize Conflict	
☐	PROW NC085 Building Resilience in The Workplace	

NONPROFIT

➔	Nonprofits 101 (3 required)	
☐	PROW NC100 Introduction to Nonprofits	
☐	PROW NC101 Strategic Planning	
☐	PROW NC102 Principles of Fundraising	

➔ Nonprofit Finance (3 required)		
☐	PROW NC100 Introduction to Nonprofit	
☐	ACTV NC001 Setting up QuickBooks for Small Business	
☐	ACTV NC002 Monthly Procedures using QuickBooks	
➔ Nonprofit Fundraising(3 required)		
☐	PROW NC100 Introduction to Nonprofits	
☐	PROW NC102 Principles of Fundraising	
☐	PROW NC103 Grantwriting	
➔ Nonprofit Manager's Toolbox (3 required)		
☐	PROW NC100 Introduction to Nonprofits	
☐	PROW NC033 Successfully Leading and Developing People	
☐	PROW NC021 Coaching for Success	
➔ Nonprofit Marketing (3 required)		
☐	PROW NC100 Introduction to Nonprofits	
☐	PROW NC104 Marketing for Social Change	
☐	MKTW NC005 B2B and B2C Market	
➔ Nonprofit Strategic Planning (2 required)		
☐	PROW NC101 Strategic Planning	
☐	PROW NC039 Innovation and Creativity	
MARKETING AND ENTREPRENEURSHIP COURSES		
➔ Effective Marketing Communication Management (3 required)		
☐	MKTW NC005 B2B and B2C Marketing	
☐	MKTW NC006 Market Research	
☐	MKTW NC007 Self-Management and Development	
➔ Introduction to Entrepreneurship (4 required)		
☐	ENTW NC001 Entrepreneurship 101	
☐	ENTW NC002 Entrepreneurship Challenge: People and Finance	
☐	MKTW NC008 Marketing and Entrepreneurship	
☐	MKTW NC009 Marketing and Growth Strategies	
➔ Strategic Marketing (4 required)		
☐	MKTW NC001 Marketing Fundamentals	
☐	MKTW NC002 Business Branding	
☐	MKTW NC003 Market Positioning	
☐	MKTW NC004 Digital and Mobile Marketing	
➔ Spanish in the Workforce (2 required)		
☐	SPAW NC1A Spanish in the Workforce 1A	
☐	SPAW NC1B Spanish in the Workforce 1B	

DESIGN (Photography, Multimedia, and Graphic Design)		
➔ Digital Design Basics (3 required + 1 elective*)		
☐	PHOW NC201 (NC002) Photoshop for Digital Photographers 1	
☐	MATW NC003 Photoshop	
☐	GDPW NC001 Digital Design Techniques	
☐	*MATW NC001 Introduction to Dreamweaver	
☐	*GDPW NC010 Introduction to Adobe Illustrator	
☐	*PHOW NC101 (NC001) Digital Cameras, Digital Photos	
➔ Digital Maker (2 required)		
☐	DRFW NC001 Introduction to 3D Printing	
☐	DRFW NC002 Design and Prototyping Workshop	
➔ Digital Photography Level 1		
☐	PHOW NC001 Digital Cameras, Digital Photos	
☐	PHOW NC006 Editorial Photograph	
☐	PHOW NC210 (NC003) Lightroom Classic 1	
☐	PHOW NC211 (NC004) Lightroom Classic 2	
➔ Digital Photograph Management (3 required)		
☐	PHOW NC210 (NC003) Lightroom Classic 1	
☐	PHOW NC211 (NC004) Lightroom Classic 2	
☐	PHOW NC212 (NC005) Lightroom Classic 3	
➔ Digital Printing: Newsletters and Magazines (2 required)		
☐	GDPW NC041 Producing a Digital Newsletter	
☐	GDPW NC042 Producing a Digital Magazine	
➔ Green Documents: Documents for the Environment (2 required)		
☐	GDPW NC051 Save a Tree, Go Paperless!	
☐	GDPW NC052 Preparing Digital Images	
➔ Information Design Certificate (2 required)		
☐	GDPW NC031 Information Design for Print	
☐	GDPW NC032 Interactive Information Design (8 Hours)	
➔ Increase Efficiency and Productivity with Adobe Acrobat Tools (2 required)		
☐	GDPW NC021 Learn Adobe Acrobat Tools	
☐	GDPW NC022 Apply Adobe Acrobat Tools	
➔ Photoshop for Digital Photographers (2 required)		
☐	PHOW NC201 Photoshop I: for Digital Photographers	
☐	PHOW NC202 Photoshop II: for Digital Photographers	
➔ Web Designer (3 required)		
☐	MATW NC005 Photoshop for Web Design	
☐	MATW NC006 Web Coding Fundamentals	
☐	MATW NC007 Responsive Web Design	

TECHNOLOGY (Computer Applications)		
➔ Basic Internet Skills (2 required + 1 elective*)		
☐	CMPW NC040 Searching the Web	
☐	CMPW NC041 Email for Beginners	
☐	<i>*CMPW NC042 Optimizing Photos for the Internet and E-mail</i>	
☐	<i>*GDPW NC005 Photoshop Overview</i>	
➔ Computer Basic Skills Level 1 (3 required + 1 elective*)		
☐	CMPW NC022 Computer for Beginners (12.5 hours)	
☐	CMPW NC041 Email for Beginners (10 hours)	
☐	CMPW NC023 Windows Basics (12.5 hours)	
☐	<i>*CMPW NC020 Computer Keyboard & Mouse Basics</i>	
☐	<i>*CMPW NC021 Learn to Type (12.5 hours)</i>	
➔ Computer Basic Skills Level 2 (3 required)		
☐	CMPW NC050 MS Word Basics (12.5 hours)	
☐	CMPW NC062 MS Excel Basics	
☐	CMPW NC024 Introduction to MS Windows	
➔ Basic MAC Software Skills (3 required)		
☐	CMPW NC036 Intro to iTunes, iPods, and iPads	
☐	CMPW NC037 Living the iLife	
☐	CMPW NC035 Exploring Microsoft Office for MAC (20 hours)	
➔ Beginning MAC Skills (3 required)		
☐	CMPW NC030 Introduction to the MAC (20 hours)	
☐	CMPW NC031 Introduction to MAC OS X Level 1 (20 hours)	
☐	CMPW NC032 Intro to MAC OS X Level 2 (20 hours)	
➔ Blogging for Business (2 required)		
☐	CMPW NC080 Setting Up a Blog	
☐	CMPW NC081 Create Compelling Content	
➔ Computer Hardware Fundamentals (2 required + 1 electives*)		
☐	CNEW NC102 Optimize and Upgrade Your PC	
☐	CMPW NC103 Keeping a PC Hard Disk Clean and Organized	
☐	<i>*CMPW NC071 Tech Talk: What's New in Computer</i>	
☐	<i>*CMPW NC070 Introduction to Handheld Devices</i>	
➔ Computer Security Awareness (2 required)		
☐	CNEW NC200 Keeping Your Computer Safe 1	
☐	CNEW NC201 Keeping Your Computer Safe 2	
➔ Harness the Cloud to Maximize Work Performance (3 required)		
☐	CMPW NC011 Best Business Apps	
☐	CMPW NC012 How to Use Google Drive to Maximize Performance	

☐	CMPW NC013 The Best Cloud Backup Options to Protect Your Data	
➔ Microsoft Office Skills Level 1 (3 required, 1 elective*)		
☐	CMPW NC51A MS Word 1	
☐	CMPW NC63A MS Excel 1	
☐	CMPW NC55A MS PowerPoint 1	
☐	<i>CMPW NC58A MS Outlook 1*</i>	
☐	<i>CMPW NC83A MS Access 1*</i>	
➔ Microsoft Office Skills Level 2 (3 required 1 elective*)		
☐	CMPW NC51B MS Word 2	
☐	CMPW NC63B MS Excel 2	
☐	CMPW NC55B MS PowerPoint 2	
☐	<i>CMPW NC58B MS Outlook 2*</i>	
☐	<i>CMPW NC83B MS Access 2 (tables)*</i>	
➔ Microsoft Office Skills Level 3 (3 required 1 elective*)		
☐	CMPW NC51C MS Word 3	
☐	CMPW NC63C MS Excel 3	
☐	CMPW NC55C MS PowerPoint 3	
☐	<i>CMPW NC58C MS Outlook 3*</i>	
☐	<i>CMPW NC83C MS Access 3 (Forms)*</i>	
➔ Social Media for Business (3 required + 1 elective*)		
☐	CMPW NC014 Facebook for Business	
☐	CMPW NC015 X for Business	
☐	CMPW NC017 LinkedIn	
☐	<i>*CMPW NC018 YouTube for Business</i>	
☐	<i>*CMPW NC016 Pinterest/Instagram</i>	
➔ Research Specialist (2 required)		
☐	LIBW NC001 Online Research Skills	
☐	LIBW NC002 Presenting Research with Infographics	
➔ Visual Basic for Applications Fundamentals Certificate		
☐	CISV NC020 Visual Basic for Applications Excel	
☐	CISV NC021 Visual Basic for Applications: Access	
➔ Windows Desktop Administration		
☐	CISW NC001 Installing and Configuring Windows Desktop	
☐	CISW NC002 Configuring Windows Devices	
➔ Windows Server Administration		
☐	CISW NC003 Installing and Configuring Windows Server	
☐	CISW NC004 Administering Windows Server	
➔ VMware vSphere Install, Configure, Manage		
☐	CISW NC005 VMware vSphere Install and Configure	

☐	CISW NC006 VMware vSphere Advanced Management	
BILINGUAL COMPUTER		
➔ Desktop Publishing Principles (Bilingual)		
☐	MATW NC002 Windows Video Editing Fundamentals (Bilingual)	
☐	MATW NC004 Fundamentals of Photoshop (Bilingual)	
☐	CMPW NC006 Microsoft PowerPoint Fundamentals (Bilingual)	
☐	CMPW NC010 Computer Skills lab (Bilingual)	
➔ Fundamental Computer Skills (Bilingual)		
☐	CMPW NC001 Typing-Keyboarding (Bilingual)	
☐	CMPW NC002 Introduction to Computers (Bilingual)	
☐	CMPW NC003 Introduction to Windows Operating System (Bilingual)	
☐	CMPW NC010 Computer Skills lab (Bilingual)	
➔ Fundamentals of Graphic and Web Design Bilingual)		
☐	GDPW NC015 Fundamentals of Graphics (Bilingual)	
☐	GDPW NC011 Fundamentals of Web Design (Bilingual)	
☐	CMPW NC010 Computer Skills lab (Bilingual)	
➔ Office Computer Applications (Bilingual)		
☐	CMPW NC005 Microsoft Word Fundamentals (Bilingual)	
☐	CMPW NC001 Typing-Keyboarding (Bilingual)	
☐	CMPW NC006 Microsoft PowerPoint Fundamentals (Bilingual)	
☐	CMPW NC007 Microsoft Excel Fundamentals (Bilingual)	
☐	CMPW NC010 Computer Skills lab (Bilingual)	
➔ Office Computer Applications Essentials (Bilingual)		
☐	CMPW NC001 Typing-Keyboarding (Bilingual)	
☐	CMPW NC002 Introduction to Computers (Bilingual)	
☐	CMPW NC004 Introduction to the Internet and E-mail (Bilingual)	
☐	CMPW NC005 Microsoft Word Fundamentals (Bilingual)	
☐	CMPW NC010 Computer Skills lab (Bilingual)	

CAREER (Vocational, Environmental Horticulture, Allied Health, and Construction Tech.)		
ENVIRONMENTAL HORTICULTURE		
➔ Small-Scale Food Production for the Home Landscape		
☐	EHV NC207 - Small-Scale Food Production 1	
☐	EHV NC208 - Small Scale Food Production 2	
➔ Advanced Green Gardener		
☐	EHV NC106 Advanced Green Gardener	
☐	EHV NC105 Green Gardener Recertification	
➔ Ecological Landscape Design (2 required)		

☐	EHV NC010 Ecological Landscape Design 1	
☐	EHV NC011 Ecological Landscape Design 2	
➔ Green Gardener (2 required)		
☐	EHV NC001 Green Gardener Module 1	
☐	EHV NC002 Green Gardener Module 2	
HEALTH ACADEMY		
➔ Medical Assistant Training (3 required)		
☐	AHV NC005 Medical Assistant IA: Administrative and Clinical Skills	
☐	AHV NC006 Medical Assistant IB: Administrative and Clinical Skills Part Two	
☐	AHV NC009 Integrating the Worksite Environment	
➔ Personal Care Attendant (2 required)		
☐	AHV NC020 Personal Care Attendant I: Basic Care	
☐	AHV NC021 Personal Care Attendant II: Dementia and End-of-Life Care	
➔ EMT Proficiency Enhancement		
☐	EMT NC111 Emergency Medical Technician-Basic Recertification	
☐	EMT NC112 EMT Psychomotor Skills Lab	
➔ Restorative Nurse Assistant Training (2 required)		
☐	AHV NC030 Restorative Nurse Assistant Training - Introduction	
☐	AHV NC031 Restorative Nurse Assistant Training - Advanced	
➔ Certified Nurse Assistant Training (2 required)		
☐	CNAV NC100 Career Choices in Health Care	
☐	CNAV NC101 Certified Nursing Assistant	
CONSTRUCTION ACADEMY		
➔ Sustainable Building Module (2 required)		
☐	CTV NC021 Deconstruction and ReUse	
☐	CTV NC022 Repurposing and Refurbishing	
➔ Noncredit Construction Module (4 required)		
☐	CTV NC001 Construction Framing	
☐	CTV NC002 Construction Finish Carpentry	
☐	CTV NC003 Construction Electrical	
☐	CTV NC004 Construction Plumbing	
➔ Noncredit Intermediate Construction Module (4 required)		
☐	CTV NC011 Intermediate Construction Framing	
☐	CTV NC012 Intermediate Construction Finish Carpentry	
☐	CTV NC013 Intermediate Construction Electrical	
☐	CTV NC014 Construction Measuring and Estimating	