

Fall 2015 Career Skills Institute

Dept	Course	Course Name	Certificate/Badge	Students Enrolled	Students Completed
CNEE	NC 103	Keeping PC Hard Disk Clean	Computer Hardware Fundamentals	15	8
COMP	NC 020	Computer Keyboard & Mouse	Beginning Computer Skills	19	10
COMP	NC 022	Computers for Beginners	Beginning Computer Skills	18	11
COMP	NC 023	Windows Basic	Beginning Computer Skills	20	12
COMP	NC 024	Intro to Windows	Beginning Computer Skills	17	7
COMP	NC 031	Intro to MAC OS X Level 1	Beginning MAC Skills	24	18
COMP	NC 032	Intro to MAC OS X Level 2	Beginning MAC Skills	31	19
COMP	NC 036	Intro to iPod & iTunes	Basic Mac Software Skills	21	18
COMP	NC 041	E-Mail for Beginners	Basic Internet Skills	20	13
COMP	NC 042	Optimizing Photos	Basic Internet Skills	17	13
COMP	NC 050	Word Processing Basics	Basic Office Software Skills	22	18
COMP	NC 063	Intro to Excel	Basic Office Software Skills	18	14
COMP	NC 080	Setting up a Blog	Blogging for Business	20	15
COMP	NC040	Searching the Web	Basic Internet Skills	12	10
COMP	NC070	Intro to Handheld Devices	Computer Hardware Fundamentals	12	11
GDP	NC 001	Digital Design Techniques	Digital Design Basics	30	16
GDP	NC 010	Intro to Adobe Illustrator	Digital Design Basics	29	16
GDP	NC 041	Producing a Digital Newsletter	Digital Printing: Newsletters & Magazines	8	6
MAT	NC 003	Photoshop	Digital Design Basics	29	18
MAT	NC 003	Photoshop	Digital Design Basics	23	19
PHOT	NC 001	Digital Cameras Digital Photo	Digital Design Basics	13	7
PHOT	NC 002	Photoshop for Digital	Digital Design Basics	18	11
PRO	NC 003	Time Management	Workplace Essentials	9	9
PRO	NC 036	The Art of Negotiating	Customer Relations	7	7
PRO	NC 004	Communication Strategies	Management Toolbox	20	20
PRO	NC 021	Coaching Skills	Managing to Maximize Performance	15	15
PRO	NC 032	Difficult Conversations	Enterprise Communication	19	15
Total students				506	356
Courses offered				27	