COMP	NC055	Basic PowerPoint	Basic Office Software Skills / Powerful Presentations	25	15
COMP	NC058	Basic Outlook	Basic Office Software Skills	18	16
COMP	NC062	Basic Spreadsheets	Basic Office Software Skills	22	18
COMP	NC063	Introduction to MS Excel	Basic Office Software Skills	27	14
COMP	NC063	Introduction to MS Excel	Basic Office Software Skills	39	15
COMP	NC070	Intro to Hand-held Devices	Computer Hardware Fundamentals	15	14
COMP	NC070	Intro to Hand-held Devices	Computer Hardware Fundamentals	24	19
COMP	NC071	Tech Talk	Computer Hardware Fundamentals	19	10
COMP	NC080	Setting Up A Blog	Blogging for Business	26	16
COMP	NC081	Create Compelling Content	Blogging for Business	26	16
PRO	NC033	Successfully Managing & Developing People (2 day class)	Management Toolbox	16	14
PRO	NC033	Successfully Managing & Developing People (2 day class)	Management Toolbox	15	9
PRO	NC050	Best Practices in Customer Service	Customer Relations	14	8
PRO	NC003	Time Management	Workplace Essentials	20	20
PRO	NC021	Coaching Skills	Managing to Maximize Performance	12	12
PRO	NC036	The Art of Negotiating & Collaborating	Managing to Maximize Performance	23	14
PRO	NC005	Crticial Thinking, Problem Solving and Decision Making	Workplace Essentials	6	6
PRO	NC004	Communication Strategies for the Workplace	Enterprise Communication	28	21
PRO	NC017	Change is the New Constant	Management Toolbox	15	8
PRO	NC015	Building High Performance Teams	High Performance Teams	13	
PRO	NC002	Business Writing in the Technology Age	Enterprise Communication	18	14
PRO	NC019	Personality Styles & Difficult Relationships	High Performance Teams	8	7
MAT	NC001	Introduction to Dreamweaver	Digital Design Basics	21	10
MAT	NC003	Photoshop	Digital Design Basics	26	15
MAT	NC009	Intro to Adobe Illustrator	Digital Design Basics / Basic Imaging	10	10
MAT	NC010	Adobe Lightroom Essentials	Basic Imaging	25	17
CNEE	NC102	Optimizing & Upgrading Your PC	Computer Hardware Fundamentals	16	12
CNEE	NC013	Keeping a PC Hard Disk Clean & Organized	Computer Hardware Fundamentals	15	10
PHOT	NC001	Digital Cameras, Digital Photos	Digital Design Basics	25	10
PHOT	NC002	Photoshop for Digital Photographers	Digital Design Basics	22	11
GDP	NC010	Intro to Adobe Illustrator	Digital Design Basics / Basic Imaging	24	14
GDP	NC001	Digital Design Techniques	Digital Design Basics	22	15
GDP	NC005	Photoshop Overview	Basic Imaging	33	12
COMP	NC031	Introduction to Mac OS X Level 1	Beginning Mac Skills	36	27
COMP	NC031	Introduction to Mac OS X Level 2	Beginning Mac Skills	30	22

IBUS	NC001	Global Issues in Employment Law	Global Trends in HR	20	13
IBUS	NC003	Team	Global Trends in HR	18	14
IBUS	NC002	Interviewing and Hiring in the Global Marketplace	Global Trends in HR	20	15
LIBR	NC001	Online Research Skills	Research Specialist	25	7
LIBR	NC002	Presenting Research with Inforgraphics	Research Specialist	8	7
MAT	NC005	Photshop Overview	Basic Imaging	27	23
MAT	NC003	Photoshop	Digital Design Basics	24	17
PRO	NC067	High Impact Presentations and Proposals	Powerful Presentations	24	
PRO	NC021	Coaching Skills	Managing to Maximize Performance	22	22
PRO	NC033	Successfully Managing & Developing People (2 day class)	Management Toolbox	22	22
PRO	NC015	Building High Performance Teams	High Performance Teams	20	
PRO	NC004	Communication Strategies for the Workplace	Management Toolbox	21	21
PRO	NC004	Communication Strategies for the Workplace	Management Toolbox	16	16
PRO	NC021	Coaching Skills	Managing to Maximize Performance	35	
PRO	NC021	Coaching Skills	Managing to Maximize Performance	17	
PRO	NC028	Diversity	Thrive and Survive in the Workplace	15	
			Total Students	**1340**	825
		*Not all grades recorded at time of data capture	Courses Offered	63	61.57%*