

Dept	Course #	Course Name	Certificate/Badge	Student Enrollment
COMP	NC051	Introduction to MS Word	Basic Office Software Skills	24
COMP	NC022	Computers for Beginners	Beginning Computer Skills	27
COMP	NC023	Windows Basics	Beginning Computer Skills	27
COMP	NC030	Introduction to the Macintosh	Beginning Mac Skills	27
COMP	NC036	Introduction to iPod and iTunes	Basic Mac Software Skills	19
COMP	NC037	Living the iLife	Basic Mac Software Skills	29
COMP	NC040	Searching the Web	Basic Internet Skills	21
COMP	NC040	Searching the Web	Basic Internet Skills	15
COMP	NC041	E-Mail for Beginners	Basic Internet Skills	17
COMP	NC042	Optimizing Photos for the Internet and Email	Basic Internet Skills	32
COMP	NC050	Word Processing Basics for Beginners	Basic Office Software Skills	18
COMP	NC051	Introduction to MS Word	Basic Office Software Skills	16
COMP	NC055	Basic PowerPoint	Basic Office Software Skills / Powerful Presentations	25
COMP	NC058	Basic Outlook	Basic Office Software Skills	18
COMP	NC062	Basic Spreadsheets	Basic Office Software Skills	22
COMP	NC063	Introduction to MS Excel	Basic Office Software Skills	27
COMP	NC063	Introduction to MS Excel	Basic Office Software Skills	39
COMP	NC070	Intro to Hand-held Devices	Computer Hardware Fundamentals	15
COMP	NC070	Intro to Hand-held Devices	Computer Hardware Fundamentals	24
COMP	NC071	Tech Talk	Computer Hardware Fundamentals	19
COMP	NC080	Setting Up A Blog	Blogging for Business	26
COMP	NC081	Create Compelling Content	Blogging for Business	26
PRO	NC033	Successfully Managing & Developing People (2 day class)	Management Toolbox	16
PRO	NC033	Successfully Managing & Developing People (2 day class)	Management Toolbox	15
PRO	NC050	Best Practices in Customer Service	Customer Relations	14
PRO	NC003	Time Management	Workplace Essentials	20
PRO	NC021	Coaching Skills	Managing to Maximize Performance	12
PRO	NC036	The Art of Negotiating & Collaborating	Managing to Maximize Performance	23
PRO	NC005	Critical Thinking, Problem Solving and Decision Making	Workplace Essentials	6
PRO	NC004	Communication Strategies for the Workplace	Enterprise Communication	28
PRO	NC017	Change is the New Constant	Management Toolbox	15

PRO	NC015	Building High Performance Teams	High Performance Teams	13
PRO	NC002	Business Writing in the Technology Age	Enterprise Communication	18
PRO	NC019	Personality Styles & Difficult Relationships	High Performance Teams	8
MAT	NC001	Introduction to Dreamweaver	Digital Design Basics	21
MAT	NC003	Photoshop	Digital Design Basics	26
MAT	NC009	Intro to Adobe Illustrator	Digital Design Basics / Basic Imaging	10
MAT	NC010	Adobe Lightroom Essentials	Basic Imaging	25
CNEE	NC102	Optimizing & Upgrading Your PC	Computer Hardware Fundamentals	16
CNEE	NC013	Keeping a PC Hard Disk Clean & Organized	Computer Hardware Fundamentals	15
PHOT	NC001	Digital Cameras, Digital Photos	Digital Design Basics	25
PHOT	NC002	Photoshop for Digital Photographers	Digital Design Basics	22
GDP	NC010	Intro to Adobe Illustrator	Digital Design Basics / Basic Imaging	24
GDP	NC001	Digital Design Techniques	Digital Design Basics	22
GDP	NC005	Photoshop Overview	Basic Imaging	33
COMP	NC031	Introduction to Mac OS X Level 1	Beginning Mac Skills	36
COMP	NC031	Introduction to Mac OS X Level 2	Beginning Mac Skills	30
IBUS	NC001	Global Issues in Employment Law	Global Trends in HR	20
IBUS	NC003	Evaluating and Monitoring Performance of Your Global Team	Global Trends in HR	18
IBUS	NC002	Interviewing and Hiring in the Global Marketplace	Global Trends in HR	20
LIBR	NC001	Online Research Skills	Research Specialist	25
LIBR	NC002	Presenting Research with Inforgraphics	Research Specialist	8
MAT	NC005	Photshop Overview	Basic Imaging	27
MAT	NC003	Photoshop	Digital Design Basics	24
PRO	NC067	High Impact Presentations and Proposals	Powerful Presentations	24
PRO	NC021	Coaching Skills	Managing to Maximize Performance	22
PRO	NC033	Successfully Managing & Developing People (2 day class)	Management Toolbox	22
PRO	NC015	Building High Performance Teams	High Performance Teams	20
PRO	NC004	Communication Strategies for the Workplace	Management Toolbox	21
PRO	NC004	Communication Strategies for the Workplace	Management Toolbox	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	<b>1340</b>

		*Not all grades recorded at time of data capture	Courses Offered	63
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