



## Student Coursework Record

		Instructor Name	Date
	<b>TECHNOLOGY CERTIFICATES</b>		
→	<b>Basic Office Software Skills (3 required + 1 elective*)</b>		
<input type="checkbox"/>	COMP NC051 Introduction to MS Word (10 hours)		
<input type="checkbox"/>	COMP NC055 Basic MS PowerPoint (10 hours)		
<input type="checkbox"/>	COMP NC063 Introduction to MS Excel (10 hours)		
<input type="checkbox"/>	*COMP NC050 Word Processing Basics for Beginners (12.5 hours)		
<input type="checkbox"/>	*COMP NC062 Basic Spreadsheets for Beginners (12.5 hours)		
<input type="checkbox"/>	*COMP NC058 Basic Outlook (10 hours)		
→	<b>Basic Internet Skills (2 required + 1 elective*)</b>		
<input type="checkbox"/>	COMP NC040 Searching the Web (10 hours)		
<input type="checkbox"/>	COMP NC041 E-mail for Beginners (10 hours)		
<input type="checkbox"/>	*COMP NC042 Optimizing Photos for the Internet and E-mail (10 hours)		
<input type="checkbox"/>	*GDP NC005 Photoshop Overview (10 hours)		
→	<b>Basic MAC Software Skills (3 required courses; no electives)</b>		
<input type="checkbox"/>	COMP NC036 Intro to iTunes, iPods, and iPads (10 hours)		
<input type="checkbox"/>	COMP NC037 Living the iLife (25 hours)		
<input type="checkbox"/>	COMP NC035 Exploring Microsoft Office for MAC (20 hours)		
→	<b>Beginning Computer Skills (2 required + 2 electives*)</b>		
<input type="checkbox"/>	COMP NC022 Computers for Beginners (12.5 hours)		
<input type="checkbox"/>	COMP NC024 Introduction to Windows (10 hours)		
<input type="checkbox"/>	*COMP NC021 Learn to Type (12.5 hours)		
<input type="checkbox"/>	*COMP NC020 Computer Keyboard & Mouse Basics (10 hours)		
<input type="checkbox"/>	*COMP NC023 Windows Basics (12.5 hours)		
→	<b>Beginning MAC Skills (3 required)</b>		
<input type="checkbox"/>	COMP NC030 Introduction to the MAC (20 hours)		
<input type="checkbox"/>	COMP NC031 Introduction to MAC OS X Level 1 (20 hours)		
<input type="checkbox"/>	COMP NC032 Intro to MAC OS X Level 2 (20 hours)		
→	<b>Blogging for Business (2 required)</b>		
<input type="checkbox"/>	COMP NC080 Setting Up a Blog (8 hours)		
<input type="checkbox"/>	COMP NC081 Create Compelling Content (8 hours)		
→	<b>Computer Hardware Fundamentals (2 required + 1 elective*)</b>		
<input type="checkbox"/>	CNEE NC102 Optimize and Upgrade Your PC (25 hours)		
<input type="checkbox"/>	COMP NC103 Keeping a PC Hard Disk Clean and Organized (10 hours)		
<input type="checkbox"/>	*COMP NC071 Tech Talk: What's New in Computers (25 hours)		
<input type="checkbox"/>	*COMP NC070 Introduction to Handheld Devices (10 hours)		
→	<b>Social Media for Business (4 required only)</b>		
<input type="checkbox"/>	COMP NC014 Facebook for Business (8 hours)		
<input type="checkbox"/>	COMP NC015 Twitter for Business (8 hours)		
<input type="checkbox"/>	COMP NC018 YouTube for Business (8 hours)		
<input type="checkbox"/>	COMP NC016 Pinterest/Instagram (8 hours)		
<input type="checkbox"/>	COMP NC017 LinkedIn (8 hours)		
→	<b>Windows Server Administration</b>		
<input type="checkbox"/>	CIS NC003 Installing and Configuring Windows Server		
<input type="checkbox"/>	CIS NC004 Administering Windows Server		
→	<b>Windows Desktop Administration</b>		
<input type="checkbox"/>	CISW NC001 Installing and Configuring Windows Desktop		
<input type="checkbox"/>	CISW NC002 Configuring Windows Devices		

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➔	<b>VMware vSphere Install, Configure, Manage</b>		
<input type="checkbox"/>	CISW NC006 VMware vSphere Advanced Management		
<input type="checkbox"/>	CISW NC005 VMware vSphere Install and Configure		
	<b>DESIGN CERTIFICATES</b>		
➔	<b>Digital Design Basics (3 required + 1 elective*)</b>		
<input type="checkbox"/>	PHOT NC002 Photoshop for Digital Photographers (25 hours)		
<input type="checkbox"/>	MAT NC003 Photoshop (25 hours)		
<input type="checkbox"/>	GDP NC001 Digital Design Techniques (25 hours)		
<input type="checkbox"/>	<i>*MAT NC001 Introduction to Dreamweaver (25 hours)</i>		
<input type="checkbox"/>	<i>*GDP NC010 Introduction to Adobe Illustrator (25 hours)</i>		
<input type="checkbox"/>	<i>*PHOT NC001 Digital Cameras, Digital Photos (10 hours)</i>		
➔	<b>Digital Printing: Newsletters and Magazines (2 required)</b>		
<input type="checkbox"/>	GDP NC041 Producing a Digital Newsletter (8 hours)		
<input type="checkbox"/>	GDP NC042 Producing a Digital Magazine (8 hours)		
➔	<b>Green Documents: Documents for the Environment (2 required)</b>		
<input type="checkbox"/>	GDP NC051 Save a Tree, Go Paperless (8 hours)		
<input type="checkbox"/>	GDP NC052 Preparing Digital Images (8 hours)		
➔	<b>Information Design (2 required)</b>		
<input type="checkbox"/>	GDP NC031 Information Design for Print (8 hours)		
<input type="checkbox"/>	GDP NC032 Interactive Information Design (8 Hours)		
➔	<b>Learn and Apply Adobe Acrobat Tools (2 required)</b>		
<input type="checkbox"/>	GDP NC021 Learn Adobe Acrobat Tools (8 hours)		
<input type="checkbox"/>	GDP NC022 Apply Adobe Acrobat Tools (8 hours)		
➔	<b>Web Designer (3 required)</b>		
<input type="checkbox"/>	MAT NC005 Photoshop for Web Design (16 hours)		
<input type="checkbox"/>	MAT NC006 Web Coding Fundamentals (16 hours)		
<input type="checkbox"/>	MAT NC007 Responsive Web Design (16 hours)		
	<b>BUSINESS CERTIFICATES</b>		
➔	<b>Accounting Basics for Small Business</b>		
<input type="checkbox"/>	ACCT NC001 Setting up Quickbooks for Small Business (16 hours)		
<input type="checkbox"/>	ACCT NC002 Monthly Procedures using Quickbooks (16 hours)		
<input type="checkbox"/>	ACCT NC003 Year End Procedures (16 hours)		
➔	<b>Customer Relations (3 required)</b>		
<input type="checkbox"/>	PRO NC019 Personality Styles and Difficult Relationships (8 hours)		
<input type="checkbox"/>	PRO NC036 The Art of Negotiating and Collaborating (8 hours)		
<input type="checkbox"/>	PRO NC050 Best Practices in Customer Service (8 hours)		
➔	<b>Career Strategist (3 required)</b>		
<input type="checkbox"/>	PD NC001 Personalized Career Planning (8 hours)		
<input type="checkbox"/>	PD NC002 Strategic Job Search (8 hours)		
<input type="checkbox"/>	COMP NC017 LinkedIn for Business (8 hours)		
➔	<b>Effective Marketing Communication Management (3 required)</b>		
<input type="checkbox"/>	MKT NC005 Creating Effective Communication in Promotional Marketing (16 hours)		
<input type="checkbox"/>	MKT NC006 Managing a Marketing Campaign (16 hours)		
<input type="checkbox"/>	MKT NC007 Self-Management and Development (16 hours)		
➔	<b>Emerging Leaders (4 required)</b>		
<input type="checkbox"/>	PRO NC006 Leadership Skills (8 hours)		
<input type="checkbox"/>	PRO NC038 Increasing Productivity (8 hours)		
<input type="checkbox"/>	PRO NC012 Supervisory Skills (8 hours)		
<input type="checkbox"/>	PRO NC014 Motivating Yourself and Others (8 hours)		
➔	<b>Enterprise Communication (3 required)</b>		
<input type="checkbox"/>	PRO NC002 Business Writing in the Technology Age (8 hours)		
<input type="checkbox"/>	PRO NC004 Communication Strategies for the Workplace (8 hours)		
<input type="checkbox"/>	PRO NC032 Difficult Conversations (8 hours)		

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➔	<b>Enterprise Communication 2 (4 required)</b>		
<input type="checkbox"/>	PRO NC013 Emotional Intelligence (8 hours)		
<input type="checkbox"/>	PRO NC044 Assertive Communication (8 hours)		
<input type="checkbox"/>	PRO NC025 Resolving Differences in the Workplace (8 hours)		
<input type="checkbox"/>	PRO NC035 Workplace Politics (8 hours)		
➔	<b>Global Trends in Human Resources (3 required)</b>		
<input type="checkbox"/>	IBUS NC001 Dom. & Global Employment Law (8 hours)		
<input type="checkbox"/>	IBUS NC002 Interviewing & Hiring Globally (8 hours)		
<input type="checkbox"/>	IBUS NC003 Team Performance Evaluation (8 hours)		
➔	<b>Harness the Cloud to Maximize Work Performance (3 required)</b>		
<input type="checkbox"/>	COMP NC011 Best Business Apps		
<input type="checkbox"/>	COMP NC012 How to Use Google Drive to Maximize Performance		
<input type="checkbox"/>	COMP NC013 The Best Cloud Backup Options to Protect Your Data		
➔	<b>High Performance Teams (3 required)</b>		
<input type="checkbox"/>	PRO NC015 Building High Performance Teams (8 hours)		
<input type="checkbox"/>	PRO NC017 Change is the New Constant (8 hours)		
<input type="checkbox"/>	PRO NC019 Personality Styles and Difficult Relationships (8 hours)		
➔	<b>Managing to Maximize Performance (3 required)</b>		
<input type="checkbox"/>	PRO NC021 Coaching Skills (8 hours)		
<input type="checkbox"/>	PRO NC032 Difficult Conversations (8 hours)		
<input type="checkbox"/>	PRO NC036 The Art of Negotiating and Collaborating (8 hours)		
➔	<b>Management Toolbox (2 required)</b>		
<input type="checkbox"/>	PRO NC004 Communication Strategies for the Workplace (8 hours)		
<input type="checkbox"/>	PRO NC033 Successfully Managing and Developing People (16 hours)		
➔	<b>Powerful Presentations (2 required)</b>		
<input type="checkbox"/>	COMP NC055 Basic PowerPoint (10 hours)		
<input type="checkbox"/>	PRO NC067 High Impact Presentations and Proposals for the Workplace (8 hours)		
➔	<b>Project Management (4 required)</b>		
<input type="checkbox"/>	PRO NC011 Process Improvement (8 hours)		
<input type="checkbox"/>	PRO NC010 Project Management for the Non-Project Manager (8 hours)		
<input type="checkbox"/>	PRO NC015 Repeated- Building High Performance Teams (8 hours)		
<input type="checkbox"/>	PRO NC039 Innovation and Creativity (8 hours)		
➔	<b>Research Specialist (2 required)</b>		
<input type="checkbox"/>	LIBR NC001 Online Research Skills (8 hours)		
<input type="checkbox"/>	LIBR NC002 Presenting Research with Infographics (8 hours)		
➔	<b>Sales Techniques (2 required)</b>		
<input type="checkbox"/>	PRO NC056 Closing Techniques to Win the Sale (8 hours)		
<input type="checkbox"/>	PRO NC057 Winning Sales Scripts (8 hours)		
➔	<b>Strategic Marketing (4 required)</b>		
<input type="checkbox"/>	MKT NC001 Promotional Marketing Tools (10 hours)		
<input type="checkbox"/>	MKT NC002 Business Branding (10 hours)		
<input type="checkbox"/>	MKT NC003 Marketing Maps (10 hours)		
<input type="checkbox"/>	MKT NC004 Mobile Marketing (10 hours)		
➔	<b>Thrive and Strive in the Workplace (4 required)</b>		
<input type="checkbox"/>	PRO NC051 Secrets of a Great Employee (8 hours)		
<input type="checkbox"/>	PRO NC028 Championing Diversity in the Workplace (8 hours)		
<input type="checkbox"/>	PRO NC068 Professional Etiquette (8 hours)		
<input type="checkbox"/>	PRO NC064 Accountability (8 hours)		
➔	<b>Workplace Essentials (3 required)</b>		
<input type="checkbox"/>	PRO NC002 Business Writing in the Technology Age (8 hours)		
<input type="checkbox"/>	PRO NC003 Time Management (8 hours)		
<input type="checkbox"/>	PRO NC005 Critical Thinking, Problem Solving and Decision Making (8 hours)		

## Career Skills Institute

	<b>CAREER EDUCATION CERTIFICATES</b>		
<b>→</b>	<b>Green Gardener (2 required)</b>		
<input type="checkbox"/>	EH NC001 Green Gardener Module 1		
<input type="checkbox"/>	EH NC002 Green Gardener Module 2		
<b>→</b>	<b>Personal Care Attendant</b>		
<input type="checkbox"/>	AH NC020 Personal Care Attendant I: Basic Care		
<input type="checkbox"/>	AH NC021 Personal Care Attendant II: Dementia and End-of-Life Care		
<b>→</b>	<b>Medical Assistant Training</b>		
<input type="checkbox"/>	AH NC005 Medical Assistant IA: Administrative and Clinical Skills Part 1		
<input type="checkbox"/>	AH NC006 Medical Assistant 1B: Administrative and Clinical Skills Part Two		
<input type="checkbox"/>	AH NC007 Medical Assistant II: Job Readiness & Field Work		
<b>→</b>	<b>Restorative Nurse Assistant Training</b>		
<input type="checkbox"/>	AH NC030 Restorative Nurse Assistant Training - Introduction		
<input type="checkbox"/>	AH NC031 Restorative Nurse Assistant Training - Advanced		
<b>→</b>	<b>Noncredit Construction Module</b>		
<input type="checkbox"/>	CT NC001 Construction Framing		
<input type="checkbox"/>	CT NC002 Construction Finish Carpentry		
<input type="checkbox"/>	CT NC003 Construction Electrical		
<input type="checkbox"/>	CT NC004 Construction Plumbing		