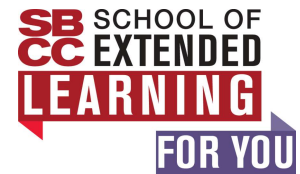




# Student Coursework Record



	<b>ACCOUNTING (Short-term Vocational)</b>	
→	<b>QuickBooks Basics for Small Business (3 required)</b>	
<input type="checkbox"/>	ACTV NC001 Setting up QuickBooks for Small Business	
<input type="checkbox"/>	ACTV NC002 Monthly Procedures using QuickBooks	
<input type="checkbox"/>	ACTV NC003 Year-End Procedures	
→	<b>Introduction to Bookkeeping and Accounting (2 required)</b>	
<input type="checkbox"/>	ACTV NC101 Introduction to Accounting Basics 1	
<input type="checkbox"/>	ACTV NC102 Introduction to Accounting Basics 2	
	<b>BUSINESS (Professional Development Workforce Prep)</b>	
→	<b>AI Foundations and Creative Applications (3 required)</b>	
<input type="checkbox"/>	PROW NC200 - Introduction to Generative AI	
<input type="checkbox"/>	PROW NC210 - Generating Content with AI Tools for Increased Efficiency	
<input type="checkbox"/>	PROW NC220 - Creating Graphic Designs with AI Tools	
→	<b>Career Launch and Job Search</b>	
<input type="checkbox"/>	PDW NC001 Personalized Career Planning	
<input type="checkbox"/>	PDW NC002 Strategic Job Search	
	Acing Your Interview	
→	<b>Career Strategist (3 required)</b>	
<input type="checkbox"/>	PDW NC001 Personalized Career Planning	
<input type="checkbox"/>	PDW NC002 Strategic Job Search	
<input type="checkbox"/>	CMPW NC017 LinkedIn for Business	
→	<b>Customer Relations (3 required)</b>	
<input type="checkbox"/>	PROW NC019 Personality Styles and Challenging Relationships	
<input type="checkbox"/>	PROWW NC036 The Art of Negotiating and Collaborating	
<input type="checkbox"/>	PROW NC050 Best Practices in Customer Service	
→	<b>Effective Marketing Communication Management (3 required)</b>	
<input type="checkbox"/>	MKTW NC005 B2B and B2C Marketing	
<input type="checkbox"/>	MKTW NC006 Market Research	
<input type="checkbox"/>	MKTW NC007 Self-Management and Development	

<b>→</b>	<b>Emerging Leaders (4 required)</b>	
<input type="checkbox"/>	PROW NC006 Leadership Skills	
<input type="checkbox"/>	PROW NC038 Increasing Productivity	
<input type="checkbox"/>	PROW NC012 Supervisory Skills	
<input type="checkbox"/>	PROW NC014 Motivating Yourself and Others	
<b>→</b>	<b>Enterprise Communication (3 required)</b>	
<input type="checkbox"/>	PROW NC002 Persuasive Business Writing	
<input type="checkbox"/>	PROW NC004 Workplace Communication Strategies	
<input type="checkbox"/>	PROW NC032 Difficult Conversations	
<b>→</b>	<b>Introduction to Entrepreneurship (4 required)</b>	
<input type="checkbox"/>	ENTW NC001 Entrepreneurship 101	
<input type="checkbox"/>	ENTW NC002 Entrepreneurship Challenge: People and Finance	
<input type="checkbox"/>	MKTW NC008 Marketing and Entrepreneurship	
<input type="checkbox"/>	MKTW NC009 Marketing and Growth Strategies	
<b>→</b>	<b>Enterprise Communication 2 (4 required)</b>	
<input type="checkbox"/>	PROW NC013 Emotional Intelligence	
<input type="checkbox"/>	PROW NC044 Assertive Communication	
<input type="checkbox"/>	PROW NC025 Resolving Differences in the Workplace	
<input type="checkbox"/>	PROW NC035 Workplace Politics	
<b>→</b>	<b>Global Trends in Human Resources (3 required)</b>	
<input type="checkbox"/>	IBW NC001 Dom. & Global Employment Law	
<input type="checkbox"/>	IBW NC002 Interviewing & Hiring Globally	
<input type="checkbox"/>	IBW NC003 Team Performance Evaluation	
<b>→</b>	<b>High-Performance Teams (3 required)</b>	
<input type="checkbox"/>	PROW NC015 Building High-Performance Teams	
<input type="checkbox"/>	PROW NC017 Successfully Navigating Change	
<input type="checkbox"/>	PROW NC019 Personality Styles and Challenging Relationships	
<b>→</b>	<b>Leader for Diversity, Equity, and Inclusion</b>	
<input type="checkbox"/>	COMW NC001 Building an Equity Mindset	
<input type="checkbox"/>	COMW NC002 Applying an Equity Mindset	
<b>→</b>	<b>Management Toolbox (2 required)</b>	
<input type="checkbox"/>	PROW NC004 Communication Strategies for the Workplace	
<input type="checkbox"/>	PROW NC033 Successfully Leading and Developing People	
<b>→</b>	<b>Managing to Maximize Performance (3 required)</b>	

<input type="checkbox"/>	PROW NC021 Coaching Skills	
<input type="checkbox"/>	PROW NC032 Difficult Conversations	
<input type="checkbox"/>	PROW NC036 The Art of Negotiating and Collaborating	
<b>→</b>	<b>Nonprofits 101 (3 required)</b>	
<input type="checkbox"/>	PROW NC100 Introduction to Nonprofits	
<input type="checkbox"/>	PROW NC101 Strategic Planning	
<input type="checkbox"/>	PROW NC102 Principles of Fundraising	
<b>→</b>	<b>Nonprofit Finance (3 required)</b>	
<input type="checkbox"/>	PROW NC100 Introduction to Nonprofit	
<input type="checkbox"/>	ACTV NC001 Setting up QuickBooks for Small Business	
<input type="checkbox"/>	ACTV NC002 Monthly Procedures using QuickBooks	
<b>→</b>	<b>Nonprofit Fundraising(3 required)</b>	
<input type="checkbox"/>	PROW NC100 Introduction to Nonprofits	
<input type="checkbox"/>	PROW NC102 Principles of Fundraising	
<input type="checkbox"/>	PROW NC103 Grantwriting	
<b>→</b>	<b>Nonprofit Manager's Toolbox (3 required)</b>	
<input type="checkbox"/>	PROW NC100 Introduction to Nonprofits	
<input type="checkbox"/>	PROW NC033 Successfully Leading and Developing People	
<input type="checkbox"/>	PROW NC021 Coaching for Success	
<b>→</b>	<b>Nonprofit Marketing (3 required)</b>	
<input type="checkbox"/>	PROW NC100 Introduction to Nonprofits	
<input type="checkbox"/>	PROW NC104 Marketing for Social Change	
<input type="checkbox"/>	MKTW NC005 B2B and B2C Market	
<b>→</b>	<b>Nonprofit Strategic Planning (2 required)</b>	
<input type="checkbox"/>	PROW NC101 Strategic Planning	
<input type="checkbox"/>	PROW NC039 Innovation and Creativity	
<b>→</b>	<b>Powerful Presentations (2 required)</b>	
<input type="checkbox"/>	CMPW NC55A MS PowerPoint 1	
<input type="checkbox"/>	PROW NC067 High Impact Presentations and Proposals for the Workplace	
<b>→</b>	<b>Project Management (4 required)</b>	
<input type="checkbox"/>	PROW NC011 Process Improvement	
<input type="checkbox"/>	PROW NC010 Project Management for the Non-Project Manager	
<input type="checkbox"/>	PROW NC015 Building High-Performance Teams	
<input type="checkbox"/>	PROW NC039 Innovation and Creativity	

→	<b>Sales Techniques (2 required)</b>	
□	PROW NC056 Closing Techniques to Win the Sale	
□	PROW NC057 Winning Sales Scripts	
→	<b>Strategic Marketing (4 required)</b>	
□	MKTW NC001 Marketing Fundamentals	
□	MKTW NC002 Business Branding	
□	MKTW NC003 Market Positioning	
□	MKTW NC004 Digital and Mobile Marketing	
→	<b>Successful Work and Life Transitions (3 required)</b>	
□	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	
→	<b>Tax Preparation (2 required)</b>	
□	ACTV NC214 Exploring IRS Enrolled Agent Work	
□	ACTV NC215 Fundamentals of Income Tax	
→	<b>Teaching with Humanizing Technology (2 required)</b>	
□	PROW NC070 Teaching with Humanizing Technology 1	
□	PROW NC071 Teaching with Humanizing Technology 2	
→	<b>Thrive and Survive in the Workplace (4 required)</b>	
□	PROW NC051 Secrets of a Great Employee	
□	PROW NC028 Championing Diversity in the Workplace	
□	PROW NC068 Professional Etiquette	
□	PROW NC064 The Accountability Advantage	
→	<b>Visionary Leadership (3 required)</b>	
□	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	
→	<b>Workplace Essentials (3 required)</b>	
□	PROW NC002 Persuasive Business Writing	
□	PROW NC003 Time Management	
□	PROW NC005 Critical Thinking, Problem Solving, and Decision Making	
→	<b>Workplace Wellness Certificate (3 required)</b>	
□	PROW NC083 Effectively Managing Workplace Stress	

<input type="checkbox"/>	PROW NC084 Maximize Trust Minimize Conflict	
<input type="checkbox"/>	PROW NC085 Building Resilience in The Workplace	
	<b>DESIGN (Photography, Multimedia, and Graphic Design)</b>	
<b>→</b>	<b>Digital Design Basics (3 required + 1 elective*)</b>	
<input type="checkbox"/>	PHOW NC002 Photoshop for Digital Photographers	
<input type="checkbox"/>	MATW NC003 Photoshop	
<input type="checkbox"/>	GDPW NC001 Digital Design Techniques	
<input type="checkbox"/>	<i>*MATW NC001 Introduction to Dreamweaver</i>	
<input type="checkbox"/>	<i>*GDPW NC010 Introduction to Adobe Illustrator</i>	
<input type="checkbox"/>	<i>*PHOW NC001 Digital Cameras, Digital Photos</i>	
<b>→</b>	<b>Digital Maker (2 required)</b>	
<input type="checkbox"/>	DRFW NC001 Introduction to 3D Printing	
<input type="checkbox"/>	DRFW NC002 Design and Prototyping Workshop	
<b>→</b>	<b>Digital Photography Level 1 (4 required)</b>	
<input type="checkbox"/>	PHOW NC001 Digital Cameras, Digital Photos	
<input type="checkbox"/>	PHOW NC006 Editorial Photograph	
<input type="checkbox"/>	PHOW NC003 Lightroom Classic 1	
<input type="checkbox"/>	PHOW NC004 Lightroom Classic 2	
<b>→</b>	<b>Digital Photograph Management (3 required)</b>	
<input type="checkbox"/>	PHOW NC003 Lightroom Classic 1	
<input type="checkbox"/>	PHOW NC004 Lightroom Classic 2	
<input type="checkbox"/>	PHOW NC005 Lightroom Classic 3	
<b>→</b>	<b>Digital Printing: Newsletters and Magazines (2 required)</b>	
<input type="checkbox"/>	GDPW NC041 Producing a Digital Newsletter	
<input type="checkbox"/>	GDPW NC042 Producing a Digital Magazine	
<b>→</b>	<b>Green Documents: Documents for the Environment (2 required)</b>	
<input type="checkbox"/>	GDPW NC051 Save a Tree, Go Paperless!	
<input type="checkbox"/>	GDPW NC052 Preparing Digital Images	
<b>→</b>	<b>Information Design Certificate (2 required)</b>	
<input type="checkbox"/>	GDPW NC031 Information Design for Print	
<input type="checkbox"/>	GDPW NC032 Interactive Information Design (8 Hours)	
<b>→</b>	<b>Efficiency and Productivity with Adobe Acrobat Tools (2 required)</b>	
<input type="checkbox"/>	GDPW NC021 Learn Adobe Acrobat Tools	
<input type="checkbox"/>	GDPW NC022 Apply Adobe Acrobat Tools	

<b>→</b>	<b>Web Designer (3 required)</b>	
<input type="checkbox"/>	MATW NC005 Photoshop for Web Design	
<input type="checkbox"/>	MATW NC006 Web Coding Fundamentals	
<input type="checkbox"/>	MATW NC007 Responsive Web Design	
	<b>TECHNOLOGY (Computer Applications)</b>	
<b>→</b>	<b>Basic Internet Skills (2 required + 1 elective*)</b>	
<input type="checkbox"/>	CMPW NC040 Searching the Web	
<input type="checkbox"/>	CMPW NC041 Email for Beginners	
<input type="checkbox"/>	<i>*CMPW NC042 Optimizing Photos for the Internet and E-mail</i>	
<input type="checkbox"/>	<i>*GDPW NC005 Photoshop Overview</i>	
<b>→</b>	<b>Computer Basic Skills Level 1 (3 required + 1 elective*)</b>	
<input type="checkbox"/>	CMPW NC022 Computer for Beginners (12.5 hours)	
<input type="checkbox"/>	CMPW NC041 Email for Beginners	
<input type="checkbox"/>	CMPW NC023 Windows Basics (12.5 hours)	
<input type="checkbox"/>	<i>*CMPW NC020 Computer Keyboard &amp; Mouse Basics</i>	
<input type="checkbox"/>	<i>*CMPW NC021 Learn to Type (12.5 hours)</i>	
<b>→</b>	<b>Computer Basic Skills Level 2 (3 required)</b>	
<input type="checkbox"/>	CMPW NC050 MS Word Basics (12.5 hours)	
<input type="checkbox"/>	CMPW NC062 MS Excel Basics	
<input type="checkbox"/>	CMPW NC024 Introduction to MS Windows	
<b>→</b>	<b>Basic MAC Software Skills (3 required)</b>	
<input type="checkbox"/>	CMPW NC036 Intro to iTunes, iPods, and iPads	
<input type="checkbox"/>	CMPW NC037 Living the iLife	
<input type="checkbox"/>	CMPW NC035 Exploring Microsoft Office for MAC (20 hours)	
<b>→</b>	<b>Beginning MAC Skills (3 required)</b>	
<input type="checkbox"/>	CMPW NC030 Introduction to the MAC (20 hours)	
<input type="checkbox"/>	CMPW NC031 Introduction to MAC OS X Level 1 (20 hours)	
<input type="checkbox"/>	CMPW NC032 Intro to MAC OS X Level 2 (20 hours)	
<b>→</b>	<b>Blogging for Business (2 required)</b>	
<input type="checkbox"/>	CMPW NC080 Setting Up a Blog	
<input type="checkbox"/>	CMPW NC081 Create Compelling Content	
<b>→</b>	<b>Computer Hardware Fundamentals (2 required + 1 elective*)</b>	
<input type="checkbox"/>	CNEW NC102 Optimize and Upgrade Your PC	
<input type="checkbox"/>	CMPW NC103 Keeping a PC Hard Disk Clean and Organized	
<input type="checkbox"/>	<i>*CMPW NC071 Tech Talk: What's New in Computer</i>	
<input type="checkbox"/>	<i>*CMPW NC070 Introduction to Handheld Devices</i>	

→	<b>Harness the Cloud to Maximize Work Performance (3 required)</b>	
□	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	
→	<b>Microsoft Office Skills Level 1 (3 required, 1 elective*)</b>	
□	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>	
→	<b>Microsoft Office Skills Level 2 (3 required 1 elective*)</b>	
□	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>	
→	<b>Microsoft Office Skills Level 3 (3 required 1 elective*)</b>	
□	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>	
→	<b>Social Media for Business (3 required + 1 elective*)</b>	
□	CMPW NC014 Facebook for Business	
□	CMPW NC015 Twitter for Business	
□	CMPW NC017 LinkedIn	
□	<i>*CMPW NC018 YouTube for Business</i>	
□	<i>*CMPW NC016 Pinterest/Instagram</i>	
→	<b>Research Specialist (2 required)</b>	
□	LIBW NC001 Online Research Skills	
□	LIBW NC002 Presenting Research with Infographics	
→	<b>Visual Basic for Applications Fundamentals Certificate (2 required)</b>	
□	CISV NC020 Visual Basic for Applications Excel	
□	CISV NC021 Visual Basic for Applications: Access	

<b>→</b>	<b>Windows Desktop Administration (2 required)</b>	
<input type="checkbox"/>	CISW NC001 Installing and Configuring Windows Desktop	
<input type="checkbox"/>	CISW NC002 Configuring Windows Devices	
<b>→</b>	<b>Windows Server Administration (2 required)</b>	
<input type="checkbox"/>	CISW NC003 Installing and Configuring Windows Server	
<input type="checkbox"/>	CISW NC004 Administering Windows Server	
<b>→</b>	<b>VMware vSphere Install, Configure, Manage (2 required)</b>	
<input type="checkbox"/>	CISW NC005 VMware vSphere Install and Configure	
<input type="checkbox"/>	CISW NC006 VMware vSphere Advanced Management	
	<b>BILINGUAL COMPUTER</b>	
<b>→</b>	<b>Desktop Publishing Principles (Bilingual)</b>	
<input type="checkbox"/>	MATW NC002 Windows Video Editing Fundamentals (Bilingual)	
<input type="checkbox"/>	MATW NC004 Fundamentals of Photoshop (Bilingual)	
<input type="checkbox"/>	CMPW NC006 Microsoft PowerPoint Fundamentals (Bilingual)	
<input type="checkbox"/>	CMPW NC008 Microsoft Publisher Fundamentals (Bilingual)	
<input type="checkbox"/>	CMPW NC010 Computer Skills lab (Bilingual)	
<b>→</b>	<b>Fundamental Computer Skills (Bilingual)</b>	
<input type="checkbox"/>	CMPW NC001 Typing-Keyboarding (Bilingual)	
<input type="checkbox"/>	CMPW NC002 Introduction to Computers (Bilingual)	
<input type="checkbox"/>	CMPW NC003 Introduction to Windows Operating System (Bilingual)	
<input type="checkbox"/>	CMPW NC010 Computer Skills lab (Bilingual)	
<b>→</b>	<b>Fundamentals of Graphic and Web Design Bilingual)</b>	
<input type="checkbox"/>	GDPW NC015 Fundamentals of Graphics (Bilingual)	
<input type="checkbox"/>	GDPW NC011 Fundamentals of Web Design (Bilingual)	
<input type="checkbox"/>	CMPW NC010 Computer Skills lab (Bilingual)	
<b>→</b>	<b>Office Computer Applications (Bilingual)</b>	
<input type="checkbox"/>	CMPW NC005 Microsoft Word Fundamentals (Bilingual)	
<input type="checkbox"/>	CMPW NC001 Typing-Keyboarding (Bilingual)	
<input type="checkbox"/>	CMPW NC006 Microsoft PowerPoint Fundamentals (Bilingual)	
<input type="checkbox"/>	CMPW NC007 Microsoft Excel Fundamentals (Bilingual)	
<input type="checkbox"/>	CMPW NC008 Microsoft Publisher Fundamentals (Bilingual)	
<input type="checkbox"/>	CMPW NC010 Computer Skills lab (Bilingual)	
<b>→</b>	<b>Office Computer Applications Essentials (Bilingual)</b>	
<input type="checkbox"/>	CMPW NC001 Typing-Keyboarding (Bilingual)	
<input type="checkbox"/>	CMPW NC002 Introduction to Computers (Bilingual)	



<input type="checkbox"/>	CMPW NC004 Introduction to the Internet and E-mail (Bilingual)	
<input type="checkbox"/>	CMPW NC005 Microsoft Word Fundamentals (Bilingual)	
<input type="checkbox"/>	CMPW NC010 Computer Skills lab (Bilingual)	
	<b>CAREER (Vocational, Environmental Horticulture, Allied Health, and Construction Tech. )</b>	
<b>→</b>	<b>Small-Scale Food Production for the Home Landscape (2 required)</b>	
<input type="checkbox"/>	EHV NC207 - Small-Scale Food Production 1	
<input type="checkbox"/>	EHV NC208 - Small Scale Food Production 2	
<b>→</b>	<b>Advanced Green Gardener (2 required)</b>	
<input type="checkbox"/>	EHV NC104 Advanced Green Gardener	
<input type="checkbox"/>	EHV NC105 Green Gardener Recertification	
<b>→</b>	<b>Ecological Landscape Design (2 required)</b>	
<input type="checkbox"/>	EHV NC010 Ecological Landscape Design 1	
<input type="checkbox"/>	EHV NC011 Ecological Landscape Design 2	
<b>→</b>	<b>Green Gardener (2 required)</b>	
<input type="checkbox"/>	EHV NC001 Green Gardener Module 1	
<input type="checkbox"/>	EHV NC002 Green Gardener Module 2	
<b>→</b>	<b>Sustainable Building Module (2 required)</b>	
<input type="checkbox"/>	CTV NC021 Deconstruction and ReUse	
<input type="checkbox"/>	CTV NC022 Repurposing and Refurbishing	
<b>→</b>	<b>Medical Assistant Training (3 required)</b>	
<input type="checkbox"/>	AHV NC005 Medical Assistant IA: Administrative and Clinical Skills	
<input type="checkbox"/>	AHV NC006 Medical Assistant 1B: Administrative and Clinical Skills Part Two	
<input type="checkbox"/>	AHV NC009 Integrating the Worksite Environment	
<b>→</b>	<b>Personal Care Attendant (2 required)</b>	
<input type="checkbox"/>	AHV NC020 Personal Care Attendant I: Basic Care	
<input type="checkbox"/>	AHV NC021 Personal Care Attendant II: Dementia and End-of-Life Care	
<b>→</b>	<b>EMT Proficiency Enhancement (2 required)</b>	
<input type="checkbox"/>	EMT NC111 Emergency Medical Technician-Basic Recertification	
<input type="checkbox"/>	EMT NC112 EMT Psychomotor Skills Lab	
<b>→</b>	<b>Restorative Nurse Assistant Training (2 required)</b>	
<input type="checkbox"/>	AHV NC030 Restorative Nurse Assistant Training - Introduction	
<input type="checkbox"/>	AHV NC031 Restorative Nurse Assistant Training - Advanced	

<b>→</b>	<b>Noncredit Construction Module (4 required)</b>	
<input type="checkbox"/>	CTV NC001 Construction Framing	
<input type="checkbox"/>	CTV NC002 Construction Finish Carpentry	
<input type="checkbox"/>	CTV NC003 Construction Electrical	
<input type="checkbox"/>	CTV NC004 Construction Plumbing	
<b>→</b>	<b>Noncredit Intermediate Construction Module (4 required)</b>	
<input type="checkbox"/>	CTV NC011 Intermediate Construction Framing	
<input type="checkbox"/>	CTV NC012 Intermediate Construction Finish Carpentry	
<input type="checkbox"/>	CTV NC013 Intermediate Construction Electrical	
<input type="checkbox"/>	CTV NC014 Construction Measuring and Estimating	

11.01.2025