

NONCREDIT CAREER TECHNICAL EDUCATION

NCTE 500 INTRODUCTION TO HAND-HELD DEVICES 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces practical use of a variety of handheld computer devices including music players, e-Books, Smartphones, iPods, iTouch, and iPads. The use of common PC and Mac applications to run devices, find tutorials or manuals, and identify useful settings, will also be covered. Information learned in this course will provide tips on how to use handheld devices effectively and observe protocol when determining proper use of these devices in a work environment.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 500A WORKPLACE READINESS FUNDAMENTALS A 0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces fundamentals of career exploration and planning. Students develop a personal identity profile in relation to job and career clusters characteristics and local job opportunities to establish an education and career plan.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 500B WORKPLACE READINESS FUNDAMENTALS B 0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces fundamentals of job search skills. Prepares students to implement steps involved in obtaining employment and develop a personal budget.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 501 KEEPING A PC HARD DISK CLEAN AND ORGANIZED 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines how to organize, clean, and optimize a PC hard disk drive to maximize performance. Course topics include techniques for file organization, program removal, garbage identification and the removal of malware, and basic maintenance.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 501A WORKPLACE STANDARDS A 0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces fundamentals of workplace standards in employability skills. Students will identify and apply basic employability skills needed to be successful in the workplace.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 502 TECH TALK: WHAT'S NEW IN COMPUTERS AND TECHNOLOGY? 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines the rapidly evolving technical world and its future. This course will guide students as they explore the many practical questions that arise as computers, cell phones, eBooks, social networks,

email, the internet and other technology become more central to our daily lives. This course may be taught bilingually.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 503 OPTIMIZE AND UPGRADE YOUR PC 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces a variety of hardware and software tools as well as strategies to improve the productivity and efficiency of PC systems. The course teaches how to optimize the PC's operation and how to upgrade memory, disk drives and other components at a reasonable cost to extend the life of a PC system or design and build an entirely new system. Topics also include how to rid a system of viruses and spyware and how to back up a system and valuable data.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 504 INSTALLING AND CONFIGURING WINDOWS SERVER 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the processes of installing and configuring a Windows server. Some of the areas covered will include: configuring storage, configuring print and document services, remote management, IP addressing, and configuring DHCP and DNS Services.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 505 ADMINISTERING WINDOWS SERVER 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides an introduction to the skills required to administer Windows servers. Some of the skills to be discussed and practiced in this course include: deploying and managing server images, configuring advanced audit policies, configuring VPN's, configuring DNS zones and records.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 506 INTRODUCTION TO 3-D PRINTING 0

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces fundamental concepts of 3D printing. Topics include: History of 3-D Printing, present and potential developments, best practices, and materials for additive manufacturing applications. This course also identifies sources for 3-D printing and software appropriate for rapid prototyping as well as service and maintenance of 3-D printers.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 507 PRODUCT DESIGN AND PROTOTYPING WORKSHOP 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides an overview of the Prototyping and Fabrication methods for Product Design. Presents the knowledge and skills needed to turn design concepts into digital objects and examines multiple fabrication processes. Provides opportunities for hands-on experience using digital tools through visits to industry workshops. Selected software for Product design and Prototyping is also introduced. The emphasis of the course is on 3D modeling with support for 3D

printers and fabrication tools.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 508 PRODUCING A DIGITAL NEWSLETTER 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Focuses on formatting a newsletter for digital platforms. Guidance will be provided on how to lay out an actual publication of the students own choosing. If the student does not have an actual publication to work with a prototype will be provided.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 509 PRODUCING A DIGITAL MAGAZINE 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Focuses on the basic techniques of formatting a magazine cover and interior master pages for digital platforms. Guidance is provided on the use of a variety of tools while applying skills to a real-time project.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 510 CULINARY ARTS FUNDAMENTALS I 0

5.00 hours per week: (1.00 lecture hours/4.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the student to the culinary arts profession and the professional kitchen. Emphasis on basic cooking methods, equipment use, and ingredients provides the student with a beginning understanding of food chemistry and cooking techniques. The course includes "hands-on" experience managing the dining room and kitchen in the production of stocks, broths, sauces, gravies, soups, and breakfast cookery.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 511 DIGITIZING DOCUMENTS 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces how to create secure forms and interactive documents for electronic distribution using Adobe Acrobat Pro. Instruction is included on securing forms with passwords and digital signatures. Additional topics include: strategies for good design utilizing industry standard software, conversion to secure PDF forms, creation of interactive fields and calculations.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 512 PREPARING DIGITAL IMAGES 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces pixels, the building blocks for digital images, and how they relate to image size and resolution. Discusses how the "intent" (print, web, digital documents) determines the size and resolution. Provides instruction how to use Photoshop to perform basic photo editing and re-touching.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 513 INTRODUCTION TO ADOBE ACROBAT TOOLS 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides instruction in how to download PDF's from the web and share them as emails. Explains what PDF's actually are and how they make our lives easier. This course demonstrates the basics of working with PDF's including: how to create, combine, edit, export, review, annotate, comment and share documents.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 514 ADVANCED APPLICATIONS OF ADOBE ACROBAT 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides instruction in how to streamline workflow and eliminate paper as additional Adobe Acrobat skills are learned. This course demonstrates the use of PDF's to convert paper documents into digital archives, combine documents from various applications into one cohesive file or portfolio, add interactivity to manuals and newsletters, and create interactive forms for easy data collection.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 515 SUCCESSFULLY MANAGING AND DEVELOPING PEOPLE 0

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Develops the skills needed to be an effective manager or supervisor. Topics covered include: adapting your management style to every situation, communicating effectively, developing your employees through delegation, managing conflict, motivating staff, and facilitating change.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 516 HIGH IMPACT PRESENTATIONS AND PROPOSALS FOR THE WORK PLACE 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the best approach to craft a presentation focused on the message you need to convey to your audience. Instruction is focused on how to consider the audience's expectations, biases, emotions, needs and wants when planning a slideshow. Course topics will explore the logical order to convey your information, what makes for a successful slide design, how to maintain consistency, how to edit for simplicity and how to use powerful imagery and meaningful data.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 517 BASIC POWERPOINT 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Identifies approaches to turn facts, figures and photos into a creative display of slides, outlines, graphs, and multimedia using Microsoft PowerPoint. Instruction is provided in the basics of presentation design and how to use templates, insert graphics, add animation, rehearse timings, and run and share a presentation.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 518 ONLINE RESEARCH SKILLS 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Teaches advanced internet search skills to yield relevant, credible sources. The course will provide instruction in how to locate, evaluate, and organize information sources to create a research pathfinder that will inform others and demonstrate their research expertise.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 519 PRESENTING RESEARCH WITH INFOGRAPHICS 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines data visualization to communicate information clearly and efficiently. Instruction is provided in how to locate, evaluate, and organize information to create infographics that will inform others and demonstrate their research expertise.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 520 CULINARY ARTS FUNDAMENTALS II 0

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Noncredit

Non-Credit Gradeable Course/S

Engages the student in the practical kitchen application of vegetable, grain, starch and the principles and practices used in producing pantry items in a commercial environment. A variety of menu items are prepared including salads, salad dressings, sandwiches, and vegetable, grain and legume dishes.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 521 CLOSING TECHNIQUES THAT WIN THE SALE 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces basic concepts needed to effectively close sales. Provides information on the appropriate use of different types of sales approaches, and discussion on when each different approach is most effective.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 522 WINNING SALES SCRIPTS 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces techniques for successful "inside" sales where persons contact perspective buyers using phone and email. Includes script writing to increase the effectiveness of "inside" sales in order to maximize this revenue source.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 523 INTRODUCTION TO ITUNES, IPODS, AND IPADS 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Presents how to use MP3 players and hand-held computers. Focuses on iPods, iPod Touch, and iPads. Instruction is provided on how to download music, videos, and podcasts to a computer. Topics include the applications available on iDevices, such as calendars, contacts, and games.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 524 LIVING THE ILIFE 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Explores how to use Apple's iLife suite of programs-iPhoto, iMovie HD, iDVD, Garage Band, and iWeb-to produce and distribute creative ideas through words, pictures, music or video.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 525 BAKING AND BAKING SCIENCE I 0

2.00 hours per week: (0.50 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Prerequisites: NCTE 520

Introduces the student to the basic skills needed for professional baking. Enables the student to learn and practice the skills and methods of the production of bread, desserts, and other baked goods using quantity production techniques.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 526 MICROSOFT OFFICE FOR THE MAC 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Focuses on Microsoft Office for the MAC. Instruction is provided in how the office programs are designed to work as a single application. Topics include: MS Word (Word Processing), Excel (Spreadsheet), PowerPoint (multi-media/graphics/slides), and Outlook (mail/calendar/contacts).

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 527 WORKPLACE COMMUNICATION STRATEGIES 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces new assessment skills to empower the student to optimize their current workplace communications. The skills introduced in this course help students to differentiate content, emotions, perceptions, and intentions in interpersonal communications.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 528 DIFFICULT CONVERSATIONS 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Develops skills needed for difficult conversations. for difficult conversations. Topics include: how to clarify intentions and assumptions, simple methods to stay centered while having difficult conversations, and how to constructively shape conversations to achieve desired results. The course also provides scripts and tips that can be used to prepare for future difficult conversations.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 529 BUSINESS WRITING IN A TECHNOLOGICAL WORLD 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces and develops effective and professional business writing skills. Emphasis is on using proper business tone, organization, formatting, word choice, and persuasion. Additionally, concepts for effectively matching content to delivery method will be presented and discussed. A variety of scenarios will be studied including how

to the most effective methods to deliver bad news.

Repeatable.

[Click for Course Student Learning Outcome](#)

NCTE 530 WORKPLACE POLITICS**0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces constructive political behavior to create more win-win situations, unblock barriers to change, create greater "buy-in" on key projects, develop cohesion and improve decision making.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 531 RESOLVING DIFFERENCES IN THE WORKPLACE**0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces collaboration skills which will help to build high trust relationships. Assesses conflict management skill strengths and weaknesses, and helps strengthen weak areas. These activities will be used throughout the course to help students to strengthen their weak areas. Specific areas to be covered during the course will include but are not limited to: Problem solving with multiple parties, nonverbal communication, and the importance of empathy, active listening, and paraphrasing.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 532 ASSERTIVE COMMUNICATION**0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Enhances assertiveness skills for immediate on the job use. Introduces techniques for assertiveness communications, while acquiring tools to give and receive feedback where use of professionalism and assertiveness are required.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 533 EMOTIONAL INTELLIGENCE IN THE WORKPLACE**0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Explores the importance of Emotional Intelligence (EI) as it relates to being an effective and high-performing employee, supervisor and leader. Topics include EI competencies: self-awareness, social awareness, self-management and relationship management. Through hands on activities, students will apply the tools and techniques for mastering each domain. Assists students in the creation of strategies using the EI framework which can optimize their professional performance and working relationships.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 534 ADOBE LIGHTROOM ESSENTIALS**0**

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the basics of the Lightroom Software and how to both manage libraries of files and increase the quality of photographs and videos using editing techniques.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 536 PHOTOSHOP FOR IMAGING**0**

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces an overview of Photoshop tools and operations leading

to the discovery of the creative potential of image editing. Familiarizes participants with the Photoshop window, tools, and main menu bar.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 537 BEST PRACTICES IN CUSTOMER SERVICE**0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Applies practical strategies to assist in retaining a valuable customer base, diffuse difficult situations and earn repeat business. Topics include the anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem solving, customer perceptions and expectations, adapting to different conflict styles, and steps to defuse angry customers.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 538 THE ART OF NEGOTIATING AND COLLABORATING**0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Applies collaboration tools for building high-trust synergistic relationships and analyzing the conflict cycle. Uses practice skills to diffuse mock situations at each stage of conflict. Skills presented include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 539 EFFECTIVE COMMUNICATION AND PERSONALITY STYLES**0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides guided exploration of different behaviors and personality styles, while teaching how to adapt one's behavior to be effective with a variety of personality styles in a variety of work situations. Emphasis is placed on dealing with difficult relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 540 EFFECTIVE COMMUNICATION IN PROMOTIONAL MARKETING**0**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Explores the promotional aspect of marketing and the different communication techniques used to raise customer awareness and interest. Emphasis is placed on how to identify the mediums that will be most effective to a targeted market. Both business-to-customer and business-to-business strategies will be covered. Techniques discussed can be applied towards various careers such as sales, public relations, copywriting, and other marketing positions.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 541 MANAGING A MARKETING CAMPAIGN**0**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Focuses on the research, planning, execution, and evaluation of a marketing campaign. Examines the specific activities used to promote products, services, and businesses. Multiple mediums that carry the message of the marketing campaign will be covered.

Explores how companies use marketing campaigns to reinforce branding and positioning.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 542 SELF-MANAGEMENT AND DEVELOPMENT 0

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Focuses on self-management skills that encourage behavior resulting in the achievement of personal and professional goals. This can include activities that improve awareness and identity, develop talents and potential, build human capital, facilitate employability, enhance quality of life, and contribute to the realization of dreams and aspirations.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 543 BUILDING HIGH PERFORMANCE TEAMS 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Explores and applies key team-building skills for working within or leading a team. Emphasis is on stages of team development, team roles, supportive communication climate, meeting strategies, and tools for first-rate problem solving and decision making. Practical applications within a team structure is also emphasized.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 544 CHANGE IS THE NEW CONSTANT IN THE WORKPLACE 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Presents strategies in managing the continual changes taking place in the workplace. Provides practice in identifying opportunities for change, initiating change, and how to support staff during the change process.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 546 COACHING TO IMPROVE MANAGERIAL EFFECTIVENESS 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Presents coaching techniques to solve workplace problems, energize employees, improve performance outcomes, turn around problem situations, and increase team members overall enthusiasm and motivation. Skills taught and practiced also help participants learn to close the gap between actual and desired performance within their teams.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 549 TIME MANAGEMENT 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Explores time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Includes practice activities prioritizing "important" versus "urgent" activities. Emphasis is placed on analyzing current use of time; identifying organizational goals, roles and priorities; identifying barriers to achieving goals; identifying effective ways to work around the barriers to complete important priorities.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 551 CRITICAL THINKING, PROBLEM SOLVING AND DECISION MAKING 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Presents a variety of critical thinking concepts from the perspective that today's workplace functions best when all team members are involved in the process of problem solving and decision making. The process of using analytical thinking to break things down into their component parts will be studied and practiced. Live interactive activities will be used to develop skills which help participants become more efficient with generating new ideas, decision making, and problem solving.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 552 BUSINESS BRANDING 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines processes successful businesses use to identify and implement a branding strategy. Effective methods to respond to existing needs and wants of customers will also be covered. Emphasis will be placed on the use of social media in effective brand building.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 553 PROMOTIONAL MARKETING TOOLS 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces different types of marketing tools used in the creation and maintenance of product brand awareness development. Strategies presented will include: the use of major marketing tools, public relations techniques, advertising techniques, relationship selling techniques, and the use of social media.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 554 MARKETING MAPS 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines how business success begins with responding to target markets by positioning them in the minds of customers via knowledge of their demographics, psychographics, and geographic information. Presents different methods to effectively identify target markets, and effectively position a business within that market, while also delivering the right message to the right mix of people.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 555 MOBILE MARKETING 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Presents how mobile marketing encompasses global exchange activities on devices such as smartphones, tablets, and others. Discussions will include how today's businesses look for customer-based profitability and investment solutions using mobile devices. Effective ways to use these devices to attract, engage, acquire, and retain local and international customers will be one of the focuses of this course.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 556 CREATE COMPELLING BLOG CONTENT**0***0.50 hours per week: (0.50 lecture hours/0.00 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Explores how to create blogs with relevant content that is valuable and engaging to the audience by analyzing their needs, wants, and likes, discovering questions they are asking, and identifying problems the blogger can solve for them. Participants will be encouraged to find their authentic voice to create text, design, and images that are of shared value to the blogger's brand and core audience.

Repeatable.[Click for Course Student Learning Outcomes](#)

NCTE 557 BLOG MANAGEMENT BASICS**0***0.50 hours per week: (0.50 lecture hours/0.00 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Discusses different methods to create, manage, and promote a blog. Explains important concepts needed to define the goal of a blog, analyze the core audience, develop a sustainable plan for content creation, choose a platform and hosting option, design the blog, and promote posts with social media.

Repeatable.[Click for Course Student Learning Outcomes](#)

NCTE 558 BEST BUSINESS APPS**0***0.50 hours per week: (0.50 lecture hours/0.00 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Introduces a variety of apps that provide powerful and helpful tools for keeping track of, or handling all of the information you accumulate in a day. Course discussion will include apps for: tracking projects, research, emails, to-dos, follow-ups and more. Course material will help students to choose, install and sync apps with your different technology to help you become more successful and productive in the workplace.

Repeatable.[Click for Course Student Learning Outcomes](#)

NCTE 559 INTRODUCTION TO GOOGLE DRIVE**0***1.00 hours per week: (0.00 lecture hours/1.00 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Provides different methods to effectively use Google Drive as powerful Cloud resource for organization of files, collaboration with coworkers, and promoting going paperless. Course discussion will include: various types of drive storage, Sheets, and Slides.

Repeatable.[Click for Course Student Learning Outcomes](#)

NCTE 560 THE BEST CLOUD BACKUP OPTIONS TO PROTECT YOUR DATA**0***0.50 hours per week: (0.00 lecture hours/0.50 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Provides instruction in effectively using the Cloud to protect data from fire, theft, and / or hardware failure. Also provides instruction on how to take advantage of the anytime access to data that using the Cloud provides. Assessing data needs, choosing the best cloud backup option and creating a backup plan will be some of the areas of discussion.

Repeatable.[Click for Course Student Learning Outcomes](#)

NCTE 561 PERSONALIZED CAREER PLANNING**0***0.50 hours per week: (0.50 lecture hours/0.00 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Focuses on the assessment of individuals' strengths, interests, val-

ues, personality and abilities in the context of career and education planning. Guided discussion and activities will help to improve participants decision-making skills by exploring their own decision-making styles and applying specific decision making models to their career-planning process.

Repeatable.[Click for Course Student Learning Outcomes](#)

NCTE 562 STRATEGIC JOB SEARCH**0***0.50 hours per week: (0.50 lecture hours/0.00 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Introduces skills and knowledge students need to develop and implement a strategic career and job search plan. Different sources of occupational information and how to utilize this information in the career planning and job search process will be presented and discussed.

Repeatable.[Click for Course Student Learning Outcomes](#)

NCTE 563 LINKEDIN FOR BUSINESS**0***0.50 hours per week: (0.00 lecture hours/0.50 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Covers how to use LinkedIn to develop business through relationship marketing. Topics include optimizing a company profile, developing content that engages a target audience, building a professional brand, marketing a company, showcasing credentials, getting business advice, reconnecting with former colleagues and connecting with businesses around the globe.

Repeatable.[Click for Course Student Learning Outcomes](#)

NCTE 564 LEADERSHIP SKILLS**0***0.50 hours per week: (0.50 lecture hours/0.00 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Explores and applies the top ten skills that every leader must have. Group activities will encourage live practice of the skills enabling participants to effectively learn to use these new approaches in real business situations. Participants will gain an understanding of the differences between leaders and managers.

Repeatable.[Click for Course Student Learning Outcomes](#)

NCTE 565 SUPERVISORY SKILLS**0***0.50 hours per week: (0.50 lecture hours/0.00 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Introduces the key tools for effective management and supervision. Covers delegation, feedback, communicating with employees, motivation, and management styles.

Repeatable.[Click for Course Student Learning Outcomes](#)

NCTE 566 MOTIVATING YOURSELF AND OTHERS**0***0.50 hours per week: (0.50 lecture hours/0.00 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Explores the key ingredients for strengthening workplace commitment, engagement, and career satisfaction. Introduces various reward and recognition strategies to increase engagement in the workplace.

Repeatable.[Click for Course Student Learning Outcomes](#)

NCTE 567 SETTING UP QUICKBOOKS FOR SMALL BUSINESS**0***1.00 hours per week: (0.00 lecture hours/1.00 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Introduces the basics of small business bookkeeping using QuickBooks and including financial reporting, how to analyze and record financial transactions, accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 568 MONTHLY PROCEDURES FOR USING QUICKBOOKS 0

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces how to develop and apply monthly accounting procedures for use in small business with Quickbooks. Practical assignments, either real or instructor provided, will be used to help students become proficient managing day to day transactions. Reconciling balance sheets, auditing income statements, adjusting journal entries, and preparing financial statements are some examples of what will be covered. This course expands on the information taught in NCTE 567 by providing instruction on the proper monthly activities businesses need to do to maintain accurate books.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 569 YEAR END PROCEDURES 0

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Develops skills in applying year-end procedures used in accounting for small businesses. Presents how to prepare closing journal entries for year-end and reports for tax accountants, purging files, and preparing for the new year.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 570 ACCOUNTABILITY 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the skills needed to effectively manage an individual's own workplace performance and advancement by becoming proactive and accountable.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 571 CHAMPIONING DIVERSITY IN THE WORKPLACE 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines diversity within organizations to increase one's awareness of different attitudes, beliefs, lifestyles, sexual preferences, and values that we all bring to work. Discusses how these things affect our behavior and perceptions. This course encourages focus on self-awareness and the impact that our behaviors can have on our co-workers.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 572 SECRETS OF A GREAT EMPLOYEE 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the secrets that make employees irreplaceable. Introduces skills and concepts that will help participants challenge old habits and foster new strategies to empower them to become the best that they can be. Course activities will encourage participants to share and discuss their past and current successes and failures. This course will give employees a renewed self-worth, and a strong appreciation for professional effectiveness.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 574 PROCESS IMPROVEMENT 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces methods and techniques for assessing and improving processes. Covers strategies that will increase efficiency, improve quality, and increase employee satisfaction and motivation.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 575 PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Presents strategies for task management and small projects, applying a structured approach to ensure success. Provides practice in the basic principles of project management in the workplace and in creating action plans for on-the-job application. Introduces strategies for effective communication with team members and stakeholders.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 576 INNOVATION AND CREATIVITY IN THE WORKPLACE 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Presents the importance of being innovative in the workplace in order to stay viable as a business. Discusses what it means to be innovative, how to create and nurture an innovative environment, how to engage employee participation and more.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 577 PINTEREST AND INSTAGRAM FOR BUSINESS 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces skills needed to effectively market and expand a brand using Pinterest and Instagram. Provides the basics and beyond for effectively using these platforms.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 578 YOU TUBE FOR BUSINESS 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the skills needed to use YouTube to broadcast user and business-generated videos. Topics include creating a custom channel and building a following by uploading and sharing videos that communicate a brand and engage an audience. Learn new techniques to view, upload, and share videos; create playlists and optimize videos for search engines; and add annotations, notes and links. Uploading and editing film for YouTube is also covered.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 579 FACEBOOK FOR BUSINESS 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines why Facebook is the most popular social network and a powerful tool for growing and promoting your business. Introduces the steps for creating effective profiles, pages, groups, and ads. Discusses how to establish goals, and how to post to achieve them. Presents a variety of methods to build relationships with current and new customers. Develops skills to increase traffic to your web-

site, and understand the importance of being able to measure the success of your Facebook marketing.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 581 TWITTER FOR BUSINESS**0**

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the steps to take to set up a Twitter business presence which will enable organizations to leverage the power of real-time marketing, optimize and manage an account, and find and follow influencers and leads.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 582 PROFESSIONAL ETIQUETTE**0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Presents the behavior, communication, and appearance standards needed for professionalism to survive and thrive in the workplace.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 583 INFORMATION DESIGN FOR PRINT**0**

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the foundation of information design and creation for print distribution. Concepts discussed in this course will assist designers with telling stories visually through the understanding of data types, graphic design principles, and current software tools.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 584 INTERACTIVE INFORMATIVE DESIGN FOR THE SCREEN**0**

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Explores the potential of coding used for interactive designs. The course will focus on providing a strong foundation in basic coding structures, the application of design principals, and the analysis of visualization styles.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 585 INTRODUCTION TO MAC OS X LEVEL 1**0**

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the basics of Mac OS and some of its most popular programs. Concepts presented include: learning how to make, name, and rename files and folders; find lost files using Find and Spotlight; use of the sidebar and dock; and use of most of the basic program features.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 586 INTRODUCTION TO MAC OS X LEVEL 2**0**

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Reviews some of the programs examined in NCTE 585 Introduction to MAC OS Level 1 in more detail, then proceeds with a more in-depth examination of Mac OS, including ways to customize the Mac. May be taught bilingually.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 587 INTRODUCTION TO THE MACINTOSH**0**

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces basic functions of the computer, how to set it up, and how to perform simple tasks like typing a letter, browsing the web, and getting email. Features an overview of the software that comes pre-installed on the Macintosh computer.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 588 WEB DESIGN BASICS**0**

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces methods used to structure website content to create a positive user experience. This course will introduce website design methods that result in website that are easy to use and efficient. This course will be taught from the perspective of using Dreamweaver's Fluid Grid layout framework.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 589 WEB CODING FUNDAMENTALS**0**

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the basic fundamental skills needed to write HTML. Participants will gain an understanding of HTML as well as how to use Structural tags and semantic markup. Skills taught in this course will enable participants to turn a design created in Photoshop into a fully functioning website in Dreamweaver.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 590 PHOTOSHOP FOR WEB DESIGN**0**

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the basic tools and techniques in Photoshop that lie behind great images and graphics in web design. Includes the fundamental concepts and techniques for working with type in Photoshop, UI elements, web graphics, wireframes, and functional mockups that transition beautifully and easily to production with Photoshop. Incorporates principles of design such as contrast, unity, and balance in specific ways that improve your website.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 591 DOMESTIC AND GLOBAL ISSUES IN EMPLOYMENT**0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces and discusses contemporary issues in U.S. and global employment law. Covers regulations and legal issues faced in the workplace including sexual harassment, discrimination, whistleblowing, immigration, legal procedures for filing EEO claims, alternatives to litigation, as well as employer defense options.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 592 INTERVIEWING AND HIRING IN THE GLOBAL MARKETPLACE**0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Discusses techniques and trends which are used in the global marketplace for recruitment, investigation, interviewing, and hiring. Dis-

cussions will include methods for effective hiring and supervision.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 593 EVALUATING AND MONITORING PERFORMANCE OF YOUR GLOBAL TEAM 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Discusses ways in which employee relationships factor into a global organizations view of its own successes. This course is designed to teach techniques to measure which employees understand, communicate and respond to legal and ethical organizational values and performance standards.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 594 SEARCHING THE WEB 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Defines the internet and provides navigational tools necessary to search the Web effectively in order to obtain desired information. Introduces techniques and methods used to narrow search results.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 595 E-MAIL FOR BEGINNERS 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides a basic introduction to e-mail, including how e-mail works and its uses, setting up an e-mail account, reading and sending e-mail, and managing attachments.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 596 OPTIMIZING PHOTOS FOR THE INTERNET AND EMAIL 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces manipulation of photos for efficient e-mailing or uploading to the internet. Using Adobe Photoshop or other graphic editing software, instruction will be given in how to crop, color-correct, apply text and effects, sharpen, resample, and save files in the appropriate formats for maximum quality and efficiency when emailing or posting to the internet. This course develops photo editing and basic internet skills for business or personal use.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 597 COMPUTERS FOR BEGINNERS 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Designed for students with limited experience with computers, this course introduces how to perform basic computer tasks. Includes how to turn a computer on and off correctly, send and receive email, navigate the internet, open and save a file, and use computer terminology. Course may be taught bilingually.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 598 HOW TO USE A COMPUTER KEYBOARD AND MOUSE FOR BEGINNERS 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides an orientation to the computer keyboard and mouse, including the layout and function of special computer keys, properly holding the mouse, and practice in using the mouse. No previous typing or computer experience required.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 599 INTRODUCTION TO WINDOWS 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the Windows Operating System. Instructor-led guided exploration includes Help, windows navigation and management, file management, desktop customization, and other Windows Operating System tools and applications.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 600 WINDOWS BASICS 0

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the Windows Operating System in a slow-paced environment. Instructor-led guided exploration activities will include Help, windows navigation and management, file management, desktop customization, and other Windows Operating system tools and applications.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 601 LEARN TO TYPE 0

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides instruction in correct finger and wrist placement, and keyboard reaches for typing and texting. Refreshes skills in key-boarding, increases speed, and provides techniques and strategies to prevent carpal tunnel syndrome. Individualized instruction allows students to work at own pace. May be taught bilingually.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 602 PHOTOSHOP 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces Photoshop for the PC and Mac. The class presents a solid foundation in basic tools and techniques for creating, enhancing, and collaging images. Skills will be taught and practiced in a lab setting. This course may be taught bilingually.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 603 PHOTOSHOP FOR DIGITAL PHOTOGRAPHERS 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Illustrates the capabilities of Photoshop for the PC and Mac. Topics will include, advanced layering and retouching techniques. Practice in a lab setting will reinforce concepts presented through lecture and demonstration. Familiarity with Photoshop on the PC or Macintosh recommended. This course may be taught bilingually.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 604 INTRODUCTION TO ADOBE ILLUSTRATOR 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the basics of Adobe Illustrator. Skills taught will include creating illustrations, logos, and more. Effective use of tools will be demonstrated, and projects will be assigned to ensure hands on practice in all key areas.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 605 DIGITAL CAMERAS, DIGITAL PHOTOS 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the basics of photography, the features of digital cameras, how to take better digital photos, and how to correct common photo problems using photo editing software. The course is designed for beginners or students with some experience in digital photography. Students should bring cameras and sample digital pictures to class.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 606 DIGITAL DESIGN TECHNIQUES 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the skills which are needed to create flyers, brochures, logos, and more using Illustrator, Photoshop, and InDesign. Examines how the programs work together to seamlessly combine photos, graphics, and page layouts to produce high quality products. This course may be taught bilingually.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 607 INTRODUCTION TO DREAMWEAVER 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the basic skills necessary to use Dreamweaver to create a professional Website. Provides hands on practice integrating Dreamweaver, HTML, and CSS. Basic knowledge of PC or Mac and internet navigation skills recommended.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 608 BASIC WORD PROCESSING 0

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides instruction in successfully navigating the computer screen and composing and editing a short document. Class pace allows students to become comfortable with the computer and editing techniques.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 609 BASIC OUTLOOK 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces skills which are needed to stay up to date at home and at work through the use of Microsoft Outlook. Covers the basics of how to connect with colleagues, customers, family and friends. Topics include writing and searching email, organizing work tasks, and using the calendar to share information with others.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 610 BASIC SPREADSHEETS FOR BEGINNERS 0

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces basic concepts and functions of Microsoft Excel. Topics include the basics of creating a spreadsheet, using formulas and functions, and creating charts.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 611 INTRODUCTION TO MS EXCEL 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the basic concepts and characteristics of Microsoft Excel. Course topics will explore various uses of spreadsheets. Topics covered include the basics of creating a spreadsheet, using formulas and functions, creating charts, and using the database feature in Microsoft Excel.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 612 INTRODUCTION TO MS WORD 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces key functions and skills which are used for document creation in Microsoft Word. Includes entering text, doing revisions, formatting, previewing, and printing. Provides practice through the use of a variety of instructor assigned documents.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 615 FOSTER YOUTH CHILD ADVOCATE 1 0

0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-credit Course

Prepares participants to be volunteers as a Court Appointed Special Advocate (CASA) by taking the first of two courses for certification. Course will cover the basic roles and responsibilities of volunteering as a child advocate, basic child development concepts, and the importance of effective communication. Individuals who complete this course may choose to use their new knowledge and skills with a variety of organizations including CASA.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 616 FOSTER YOUTH CHILD ADVOCATE 2 0

0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-credit Course

Prepares participants to be volunteers as a Court Appointed Special Advocate (CASA) by taking the second of two courses for certification. Course will cover the basic roles and responsibilities of volunteering as a child advocate, basic child development concepts, and the importance of effective communication. Individuals who complete this course may choose to use their new knowledge and skills with a variety of organizations including CASA.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 701 SKILL BUILDING FOR WORK AND COMMUNITY LIFE 0

0.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/0.50 - 6.00 lab hours)

Noncredit

Non-credit Course

Provides adults with basic skills to maximize their social, vocational and educational potential, while increasing capacity and facilitating greater community integration. Students progress under multi-modal instruction with instructor support geared to promote

self-determined and independent lives.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 705 TRANSITION READINESS PREPARATION**0**

1.5 - 3.00 hours per week: (0.00 lecture hours/1.50 - 3.00 lab hours)

Noncredit

Non-credit Course

Provides students with programs designed to improve basic skills in reading, vocabulary, spelling, grammar, writing, mathematics, study skills, and English as a Second Language. Students work independently and at their own pace with faculty guidance and support using computers, audio-tutorial tapes, books and supplemental materials. This is a noncredit course designed to support the educational program for persons seeking employment and or to transition to other academic programs.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 710 EMPLOYABILITY SKILLS**0**

3.00 - 6.00 hours per week: (0.00 - 0.00 lecture hours/3.00 - 6.00 lab hours)

Noncredit

Non-credit Course

Provides students with fundamental job exploration and workplace readiness skills. This course prepares students for successful employment by engaging them in job exploration and job-seeking, workplace, and life skills. This is a noncredit course designed to support the educational program for persons seeking employment.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 713 FOOD SAFETY AND SANITATION**0**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handler's responsibility in maintaining high sanitation and safety standards.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 720 GREEN BUSINESS CERTIFICATION**0**

0.50 - 2.00 hours per week: (0.50 - 2.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-credit Course

Introduces standards and practices in Green Business in California and the methods through which a business can achieve and certify those standards. Explores the business and environmental reasons for modifying practices and presents the areas of the certification assessment.

Repeatable.

[Click for Course Student Learning Outcomes](#)

**NCTE 725A CALIFORNIA CONSERVATION AWARENESS-
AN INTRODUCTION****0**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Provides students with an overview of the concepts and current status of biological conservation of California ecosystems. This course explores the biodiversity, food web interactions, natural resources and ecosystem services within the redwood/coastal, chaparral/oak woodland, Sierra/pine, and urban systems, with emphasis placed on their status, impacts and solutions. This course is designed to benefit to those actively participating in hands-on conservation efforts throughout the state.

Repeatable.

[Click for Course Student Learning Outcomes](#)

**NCTE 730 WELLNESS ARTS FOR WORK AND
COLLEGE SUCCESS****0**

3.00 hours per week: (1.50 lecture hours/1.50 lab hours)

Noncredit

Non-credit Course

Presents art as a tool for processing, expressing, and managing emotional health as a component of success in the college environment or workplace. Integrates art and the fundamentals of wellness to mitigate disability-related environmental, emotional, and sensory stressors, along with the anxiety, frustration, and self-doubt commonly experienced in college and work environments. This is a noncredit course designed to support the educational program for persons seeking employment or transitioning into other college programs.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 740 WORK SKILLS**0**

3.00 - 6.00 hours per week: (0.00 lecture hours/3.00 - 6.00 lab hours)

Noncredit

Non-credit Course

Introduces technical, safety and workplace skills through work experience in a work environment in diverse areas of vocational activity aligned with local employment opportunities. This is a non-credit course designed to support the educational program for persons seeking employment.

Repeatable.

[Click for Course Student Learning Outcomes](#)

NCTE 775 PLANNING YOUR NEXT CAREER**0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Designed for older adults who wish to explore new work and career opportunities. Students develop work-related goals, examine their work histories, identify marketable employment skills, and identify local employment resources and supports.

Repeatable.

[Click for Course Student Learning Outcomes](#)

**NCTE 780 TRANSFER SKILLS TRAINING FOR CAREGIVERS AND
MEDICAL PROFESSIONALS****0**

0.50 - 1.00 hours per week: (0.00 - 0.00 lecture hours/0.50 - 1.00 lab hours)

Noncredit

Non-credit Course

Presents evidence-based approaches to transferring patients with a variety of diagnoses and conditions. This course covers the bio mechanics of lifting, basic anatomy of the back, fall prevention and basic transfer techniques, including techniques specific to particular conditions. Students will demonstrate transfer skills presented in the class, thus developing increased safety and efficiency for both the patient and the caregiver.

Repeatable.

[Click for Course Student Learning Outcomes](#)

PROFESSIONAL DEVELOPMENT STUDIES

**PDS 520A BEGINNING COMPUTER KEYBOARDING AND
DOCUMENT PROCESSING****0**

(Formerly BUS520A)

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Noncredit

Non-credit Course

Advisories: ENGL 156

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or for personal use. Provides basic keyboarding skills by touch, using a microcomputer with a

10-key pad. Includes basic formatting instructions for letters, tables, and reports.

Repeatable.

[Click for Course Student Learning Outcomes](#)

PDS 520B INTERMEDIATE COMPUTER KEYBOARDING AND DOCUMENT PROCESSING

0

(Formerly BUS520B)

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Noncredit

Non-credit Course

Advisories: PDS 120A, PDS 520A or ability to type 30 words per minute

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or personal use. Provides the primary purposes of building speed and accuracy and arranging letters, memos, reports, business forms and tables in proper format.

Repeatable.

[Click for Course Student Learning Outcomes](#)

PDS 520S SPEED AND ACCURACY COMPUTER KEYBOARDING

0

(Formerly BUS520S)

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Noncredit

Non-credit Course

Advisories: Ability to type 20 words per minute or successful completion of PDS 120A.

Increases skills in typing speed and accuracy. Emphasizes keyboarding basics through keystroking analysis and corrective drills.

Repeatable.

[Click for Course Student Learning Outcomes](#)

PDS 562 INTRODUCTION TO BEGINNING COMPUTER KEYBOARDING

0

(Formerly BUS562)

1.50 hours per week: (0.75 lecture hours/0.75 lab hours)

Noncredit

Non-credit Course

Introduces typing fundamentals, machine functions, keyboard use, and speed and accuracy drills. Designed to develop a minimum typing speed of 20 words a minute.

Repeatable.

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VOCATIONAL ENGLISH AS A SECOND LANGUAGE

VESL 711 WORK-RELATED COMMUNICATION AND COMPUTER LITERACY, LEVEL 1

0

(Formerly VESL701)

2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

P/NP Only

Advisories: placement into ESL 701, 702, 703

Develops basic computer skills and communication strategies for successful interaction in the workplace for beginning level ESL learners.

Repeatable.

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VESL 712 WORK-RELATED COMMUNICATION AND COMPUTER LITERACY, LEVEL 2

0

(Formerly VESL702)

2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

P/NP Only

Advisories: placement into ESL 704, 705, 706

Develops computer skills and communication strategies for successful interaction in the workplace for intermediate level ESL learners.

Repeatable.

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WELDING

WELD 770A BASIC WELDING

0

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides basic instruction in oxyacetylene and shielded metal arc welding. Begins with the fundamentals and quickly progresses through intermediate skills for welding steel. Includes information on cutting, braze welding, metallurgy, vertical arc welding and non-ferrous welding. Emphasizes the development of good manipulative welding skills for joining steel in the flat and horizontal positions.

Repeatable.

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WELD 770B ADVANCED WELDING

0

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Prerequisites: WELD 270A and/or WELD 770A

Continues WELD 270A with emphasis placed on vertical and overhead welding with the shielded metal arc processes. Includes instruction on air carbon arc gouging, flux core arc welding, and development of welding procedures and techniques.

Repeatable.

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WELD780A STRUCTURAL STEEL WELDING CERTIFICATION

0

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Advisories: WELD 270B and/or WELD 770B

Continues WELD 270B. Prepares the student to meet industry standards in shielded metal arc welding on plate steel. Includes performance and procedure qualification, workmanship, techniques, inspection. Provides opportunity for certification to the American Welding Society D1.1 Structural Welding Code.

Repeatable.

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