

# NONCREDIT



## DESCRIPTION

Cuesta College noncredit program offers students access to a variety of no cost courses and certificates that can assist them in reaching their educational, personal, and professional goals. Noncredit courses are intended to provide students with lifelong learning, college transfer, and career preparation opportunities.

## CERTIFICATE PROGRAMS

A noncredit **Certificate of Competency** means a document confirming that a student enrolled in a noncredit educational program of noncredit courses has demonstrated achievement in a set of competencies that prepares students to progress in a career path or to undertake degree-applicable or non-degree-applicable credit courses.

A noncredit **Certificate of Completion** means a document confirming that a student has completed a noncredit educational program of noncredit courses that prepares students to progress in a career path or to take degree-applicable credit courses.

## CERTIFICATES

- Certificate of Competency (C.C.)
- Certificate of Completion (C.C.)

## CONTACT

Associate Director: Mia Ruiz  
Phone: (805) 591-6270  
Email: [mruiz@cuesta.edu](mailto:mruiz@cuesta.edu)

## **AUTO BODY TECHNOLOGY NONCREDIT CERTIFICATE PROGRAMS**

**Noncredit Auto/Body Collision Repair** — Certificate of Completion

Required Courses (0 credits)

ABOD 570 . . . . Auto Body Repair I . . . . .	108
ABOD 571 . . . . Advanced Auto Body . . . . .	108
<b>Total Hours:</b> . . . . .	<b>216</b>

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**Noncredit Automotive Refinish Repair** — Certificate of Completion

Required Courses (0 credits)

ABOD 575 . . . . Automotive Painting . . . . .	162
ABOD 577 . . . . Advanced Automotive Painting . . . . .	108
<b>Total Hours:</b> . . . . .	<b>270</b>

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## **COLLEGE SUCCESS STUDIES NONCREDIT CERTIFICATE PROGRAM**

**Noncredit Reading, Writing, And Grammar** — Certificate of Competency

Required Courses (0.0 credits)

CSS 758 . . . . . Grammar Strategies . . . . .	36
CSS 789 . . . . . Integrated Reading And Writing . . . . .	54 - 90
<b>Total Hours:</b> . . . . .	<b>90 - 126</b>

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## **COMPUTER AND NETWORKING TECHNOLOGY NONCREDIT CERTIFICATE PROGRAM**

**Noncredit Computer Technician Internship Preparation** —  
Certificate of Completion

Required Courses (0.0 credits)

CNET 735 . . . . Computer System Security . . . . .	108
CNET 753 . . . . Computer Technician Fundamentals . . . . .	90
CNET 760 . . . . Networking Fundamentals . . . . .	63
CNET 761 . . . . Router Theory And Technology . . . . .	63
<b>Total Hours:</b> . . . . .	<b>324</b>

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## ENGLISH AS A SECOND LANGUAGE NONCREDIT CERTIFICATE PROGRAMS

### Non Credit Academic ESL — Certificate of Competency

#### Required Courses (0.0 credits)

ESL 706 . . . . . High Intermediate Integrated Skills . . . . . 81 - 108

ESL 799 . . . . . Advanced Reading And Writing . . . . . 72 - 108

**Total Hours:** . . . . . 153 - 216

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### Non Credit English As A Second Language - Level I —

Certificate of Competency

#### Required Courses (0.0 credits)

ESL 701 . . . . . Introduction To Literacy . . . . . 1 - 108

ESL 702 . . . . . Literacy 2 . . . . . 81 - 108

**Total Hours:** . . . . . 162 - 216

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### Non Credit English As A Second Language - Level II —

Certificate of Competency

#### Required Courses (0.0 credits)

ESL 703 . . . . . Beginning-Low Integrated Skills . . . . . 81 - 108

ESL 713 . . . . . Beginning Integrated Skills . . . . . 81 - 108

**Total Hours:** . . . . . 162 - 216

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### Non Credit English As A Second Language - Level III —

Certificate of Competency

#### Required Courses (0.0 credits)

ESL 704 . . . . . Beginning-High Integrated Skills . . . . . 81 - 108

ESL 714 . . . . . Low Intermediate Integrated Skills . . . . . 81 - 108

**Total Hours:** . . . . . 162 - 216

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### Non Credit English As A Second Language - Level IV —

Certificate of Competency

#### Required Courses (0.0 credits)

ESL 705 . . . . . Intermediate Integrated Skills . . . . . 81 - 108

ESL 715 . . . . . High Intermediate Integrated Skills . . . . . 81 - 108

**Total Hours:** . . . . . 162 - 216

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**Noncredit ESL: Grammar** — Certificate of Competency**Required Courses (0.0 credits)**

ESL 743 . . . . . Academic Grammar, Intermediate . . . . . 36 - 54

ESL 744 . . . . . Academic Grammar, High-Intermediate . . . . . 36 - 54

**Total Hours:** . . . . . **72 - 108**[Click Here For Program Student Learning Outcomes](#)**Noncredit ESL: Beginning Conversation** — Certificate of Competency

ESL 720 . . . . . ESL Basic Conversation, Low Beginning . . . . . 36 - 54

ESL 721 . . . . . ESL Basic Conversation, Beginning . . . . . 36 - 54

**Total Hours:** . . . . . **72 - 108**[Click Here For Program Student Learning Outcomes](#)**Noncredit ESL: Listening And Speaking****For English Speakers Of Other Languages** — Certificate of Competency**Required Courses (0.0 credits)**

ESL 725 . . . . . ESL Conversation, Intermediate . . . . . 36 - 54

ESL 735 . . . . . ESL Conversation, High Intermediate . . . . . 36 - 54

**Total Hours:** . . . . . **72-108**[Click Here For Program Student Learning Outcomes](#)**VOCATIONAL ESL  
NONCREDIT CERTIFICATE PROGRAM****Non Credit Vocational English As A Second Language** —

## Certificate of Completion

**Required Courses (0.0 credits)**VESL 711 . . . . . Work-Related Communication  
And Computer Literacy, Level 1 . . . . . 36 - 54VESL 712 . . . . . Work-Related Communication  
And Computer Literacy, Level 2 . . . . . 36 - 54**Total Hours:** . . . . . **72 - 108**[Click Here For Program Student Learning Outcomes](#)

## HOSPITALITY NONCREDIT CERTIFICATE PROGRAM

**Hospitality Management Noncredit** — Certificate of Completion

Required Courses (0.0 credits)

CUL 713 . . . . .	Basic Food Safety And Sanitation . . . . .	9
HOSP 700 . . . . .	Introduction To Hospitality . . . . .	54
HOSP 725 . . . . .	Hospitality Law . . . . .	54
HOSP 730 . . . . .	Introduction To Food And Beverage Management . . . . .	54
HOSP 750 . . . . .	Introduction To Hotel Management . . . . .	54
HOSP 770 . . . . .	Hospitality Cost Control . . . . .	54
<b>Total Hours:</b> . . . . .		<b>279</b>

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## NON CREDIT ADULT BASIC EDUCATION CERTIFICATE PROGRAM

**GED Preparation** — Certificate of Competency

Required Courses (0 credits)

NABE 500A . . . . .	GED Preparation A . . . . .	18 - 54
NABE 500B . . . . .	GED Preparation B . . . . .	18 - 54
<b>Total Hours:</b> . . . . .		<b>36 - 108</b>

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**Secondary Education (Non Credit)** — Certificate of Completion

Required Courses (0.0 credits)

Choose two courses from the following:

NABE 404 . . . . .	Noncredit Basic Skills Biology . . . . .	72 - 144
NABE 405 . . . . .	Noncredit Basic Skills English . . . . .	72 - 144
NABE 406 . . . . .	Noncredit Basic Skills Economics . . . . .	72
NABE 407 . . . . .	Noncredit Basic Skills World History . . . . .	72 - 144
NABE 408 . . . . .	Noncredit Basic Skills U.S. History . . . . .	72 - 144
NABE 409 . . . . .	Noncredit Basic Skills Algebra I . . . . .	72 - 144
NABE 410 . . . . .	Noncredit Basic Skills Algebra II . . . . .	72 - 144
NABE 411 . . . . .	Noncredit Basic Skills Geometry . . . . .	72 - 144
NABE 412 . . . . .	Noncredit Basic Skills Political Science . . . . .	72 - 144
<b>Total Hours:</b> . . . . .		<b>144 - 288</b>

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## NONCREDIT SHORT-TERM CAREER TECHNICAL EDUCATION CERTIFICATE PROGRAMS

### Noncredit Accounting Basics For Small Business —

Certificate of Completion

#### Required Courses (0.0 credits)

NCTE 567. . . . .	Setting Up Quickbooks For Small Business . . . . .	18
NCTE 568. . . . .	Monthly Procedures For Using Quickbooks. . . . .	18
NCTE 569. . . . .	Year End Procedures. . . . .	18
<b>Total Hours:</b> . . . . .		<b>54</b>

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### Noncredit Adobe Acrobat Tools — Certificate of Completion

#### Required Courses (0.0 credits)

NCTE 513. . . . .	Introduction To Adobe Acrobat Tools. . . . .	9
NCTE 514. . . . .	Advanced Applications Of Adobe Acrobat . . . . .	9
<b>Total Hours:</b> . . . . .		<b>18</b>

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### Noncredit Basic Digital Imaging — Certificate of Completion

#### Required Courses (0.0 credits)

NCTE 534. . . . .	Adobe Lightroom Essentials. . . . .	18
NCTE 536. . . . .	Photoshop For Imaging. . . . .	9
NCTE 604. . . . .	Introduction To Adobe Illustrator . . . . .	27
<b>Total Hours:</b> . . . . .		<b>54</b>

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### Noncredit Basic Internet Skills — Certificate of Completion

#### Required Courses (0.0 credits)

NCTE 594. . . . .	Searching The Web . . . . .	9
NCTE 595. . . . .	E-Mail For Beginners . . . . .	9
NCTE 596. . . . .	Optimizing Photos For The Internet And Email . . . . .	9
NCTE 536. . . . .	Photoshop For Imaging. . . . .	9
<b>Total Hours:</b> . . . . .		<b>36</b>

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### Noncredit Basic Mac Software Skills — Certificate of Completion

#### Required Courses (0.0 credits)

NCTE 523. . . . .	Introduction To iTunes, iPods, And iPads. . . . .	9
NCTE 524. . . . .	Living The iLife . . . . .	27
NCTE 526. . . . .	Microsoft Office For The Mac. . . . .	27
<b>Total Hours:</b> . . . . .		<b>63</b>

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**Noncredit Basic Office Software Skills** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 609. . . . . Basic Outlook . . . . .	9
NCTE 610. . . . . Basic Spreadsheets For Beginners . . . . .	18
NCTE 611. . . . . Introduction To MS Excel . . . . .	9
NCTE 612. . . . . Introduction To MS Word . . . . .	9
NCTE 517. . . . . Basic Powerpoint . . . . .	9
NCTE 608. . . . . Basic Word Processing . . . . .	18
<b>Total Hours:</b> . . . . .	<b>72</b>

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**Noncredit Beginning Computer Skills** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 597. . . . . Computers For Beginners. . . . .	9
NCTE 598. . . . . How To Use A Computer Keyboard And Mouse For Beginners . . . . .	9
NCTE 599. . . . . Introduction To Windows . . . . .	9
NCTE 600. . . . . Windows Basics . . . . .	18
NCTE 601. . . . . Learn To Type. . . . .	18
<b>Total Hours:</b> . . . . .	<b>63</b>

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**Noncredit Beginning Mac Skills** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 585. . . . . Introduction To Mac Os X Level 1 . . . . .	18
NCTE 586. . . . . Introduction To Mac Os X Level 2 . . . . .	18
NCTE 587. . . . . Introduction To The Macintosh . . . . .	18
<b>Total Hours:</b> . . . . .	<b>54</b>

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**Noncredit Career Strategist** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 561. . . . . Personalized Career Planning . . . . .	9
NCTE 562. . . . . Strategic Job Search. . . . .	9
NCTE 563. . . . . Linkedin For Business . . . . .	9
<b>Total Hours:</b> . . . . .	<b>27</b>

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**Noncredit Computer And Device Fundamentals** —

Certificate of Completion

**Required Courses (0.0 credits)**

NCTE 502. . . . . Tech Talk: What's New In Computers And Technology? . . . . .	27
NCTE 503. . . . . Optimize And Upgrade Your PC. . . . .	27
NCTE 500. . . . . Introduction To Hand-Held Devices . . . . .	9
NCTE 501. . . . . Keeping A PC Hard Disk Clean And Organized . . . . .	9
<b>Total Hours:</b> . . . . .	<b>72</b>

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**Noncredit Customer Relations** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 537. . . . . Best Practices In Customer Service . . . . .	9
NCTE 538. . . . . The Art Of Negotiating And Collaborating . . . . .	9
NCTE 539. . . . . Effective Communication And Personality Styles . . . . .	9
<b>Total Hours:</b> . . . . .	<b>27</b>

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**Noncredit Digital Design Software Basics For The Office** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 536. . . . . Photoshop For Imaging. . . . .	9
NCTE 602. . . . . Photoshop. . . . .	27
NCTE 603. . . . . Photoshop For Digital Photographers . . . . .	27
NCTE 604. . . . . Introduction To Adobe Illustrator . . . . .	27
NCTE 605. . . . . Digital Cameras, Digital Photos . . . . .	27
NCTE 606. . . . . Digital Design Techniques . . . . .	27
NCTE 607. . . . . Introduction To Dreamweaver. . . . .	27
<b>Total Hours:</b> . . . . .	<b>171</b>

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**Noncredit Digital Maker** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 506. . . . . Introduction To 3-D Printing. . . . .	18
NCTE 507. . . . . Product Design And Prototyping Workshop . . . . .	9
<b>Total Hours:</b> . . . . .	<b>27</b>

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**Noncredit Digital Printing: Newsletters & Magazines For The Office**

— Certificate of Completion

**Required Courses (0.0 credits)**

NCTE 508. . . . . Producing A Digital Newsletter . . . . .	9
NCTE 509. . . . . Producing A Digital Magazine. . . . .	9
<b>Total Hours:</b> . . . . .	<b>18</b>

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**Noncredit Effective Marketing Communication Management** —

Certificate of Completion

**Required Courses (0.0 credits)**

NCTE 540. . . . . Effective Communication In Promotional Marketing . . . . .	18
NCTE 541. . . . . Managing A Marketing Campaign . . . . .	18
NCTE 542. . . . . Self-Management And Development . . . . .	18
<b>Total Hours:</b> . . . . .	<b>54</b>

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**Noncredit Emerging Leaders** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 564. . . . Leadership Skills. . . . .	9
NCTE 565. . . . Supervisory Skills . . . . .	9
NCTE 566. . . . Motivating Yourself And Others. . . . .	9
<b>Total Hours:</b> . . . . .	<b>27</b>

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**Noncredit Enterprise Communication** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 527. . . . Workplace Communication Strategies . . . . .	9
NCTE 528. . . . Difficult Conversations . . . . .	9
NCTE 529. . . . Business Writing In A Technological World . . . . .	9
<b>Total Hours:</b> . . . . .	<b>27</b>

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**Noncredit Enterprise Communication 2** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 530. . . . Workplace Politics . . . . .	9
NCTE 531. . . . Resolving Differences In The Workplace . . . . .	9
NCTE 532. . . . Assertive Communication. . . . .	9
NCTE 533. . . . Emotional Intelligence In The Workplace. . . . .	9
<b>Total Hours:</b> . . . . .	<b>36</b>

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**Noncredit Foster Youth Child Advocate** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 615. . . . Foster Youth Child Advocate 1 . . . . .	9 - 18
NCTE 616. . . . Foster Youth Child Advocate 2 . . . . .	9 - 18
<b>Total Hours:</b> . . . . .	<b>18 - 36</b>

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**Noncredit Global Trends In Human Resources** —

Certificate of Completion

**Required Courses (0.0 credits)**

NCTE 591. . . . Domestic And Global Issues In Employment . . . . .	9
NCTE 592. . . . Interviewing And Hiring In The Global Marketplace . . . . .	9
NCTE 593. . . . Evaluating And Monitoring Performance Of Your Global Team . . . . .	9
<b>Total Hours:</b> . . . . .	<b>27</b>

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**Noncredit Green Documents For Business** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 511. . . . Digitizing Documents . . . . .	9
NCTE 512. . . . Preparing Digital Images. . . . .	9
<b>Total Hours:</b> . . . . .	<b>18</b>

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**Noncredit Harness The Cloud To Maximize Work Performance** —

Certificate of Completion

**Required Courses (0.0 credits)**

NCTE 558. . . . . Best Business Apps . . . . .	9
NCTE 559. . . . . Introduction To Google Drive. . . . .	18
NCTE 560. . . . . The Best Cloud Backup Options To Protect Your Data. . . . .	9
<b>Total Hours:</b> . . . . .	<b>36</b>

[Click Here For Program Student Learning Outcomes](#)**Noncredit High Performance Teams** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 543. . . . . Building High Performance Teams . . . . .	9
NCTE 539. . . . . Effective Communication And Personality Styles . . . . .	9
NCTE 544. . . . . Change Is The New Constant In The Workplace . . . . .	9
<b>Total Hours:</b> . . . . .	<b>27</b>

[Click Here For Program Student Learning Outcomes](#)**Noncredit Information Design For The Office** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 583. . . . . Information Design For Print . . . . .	9
NCTE 584. . . . . Interactive Informative Design For The Screen . . . . .	9
<b>Total Hours:</b> . . . . .	<b>18</b>

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NCTE 515. . . . . Successfully Managing And Developing People . . . . .	18
NCTE 527. . . . . Workplace Communication Strategies . . . . .	9
<b>Total Hours:</b> . . . . .	<b>27</b>

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Certificate of Completion

**Required Courses (0.0 credits)**

NCTE 528. . . . . Difficult Conversations . . . . .	9
NCTE 546. . . . . Coaching To Improve Managerial Effectiveness . . . . .	9
<b>Total Hours:</b> . . . . .	<b>18</b>

[Click Here For Program Student Learning Outcomes](#)**Noncredit Powerful Presentations** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 516. . . . . High Impact Presentations And Proposals For The Work Place . . . . .	9
NCTE 517. . . . . Basic Powerpoint . . . . .	9
<b>Total Hours:</b> . . . . .	<b>18</b>

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**Noncredit Project Management** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 543. . . . . Building High Performance Teams . . . . .	9
NCTE 574. . . . . Process Improvement . . . . .	9
NCTE 575. . . . . Project Management For Non-Project Managers . . . . .	9
NCTE 576. . . . . Innovation And Creativity In The Workplace . . . . .	9

**Total Hours:** . . . . . **36**

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**Noncredit Research Specialist** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 518. . . . . Online Research Skills . . . . .	9
NCTE 519. . . . . Presenting Research With Infographics . . . . .	9

**Total Hours:** . . . . . **18**

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**Noncredit Sales Techniques** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 521. . . . . Closing Techniques That Win The Sale . . . . .	9
NCTE 522. . . . . Winning Sales Scripts. . . . .	9

**Total Hours:** . . . . . **18**

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**Noncredit Social Media For Business** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 577. . . . . Pinterest And Instagram For Business . . . . .	9
NCTE 578. . . . . You Tube For Business . . . . .	9
NCTE 579. . . . . Facebook For Business . . . . .	9
NCTE 581. . . . . Twitter For Business . . . . .	9
NCTE 563. . . . . Linkedin For Business . . . . .	9

**Total Hours:** . . . . . **45**

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**Noncredit Strategic Marketing** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 552. . . . . Business Branding . . . . .	9
NCTE 553. . . . . Promotional Marketing Tools. . . . .	9
NCTE 554. . . . . Marketing Maps . . . . .	9
NCTE 555. . . . . Mobile Marketing . . . . .	9

**Total Hours:** . . . . . **36**

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**Noncredit Thrive And Survive In The Workplace** —

Certificate of Completion

**Required Courses (0.0 credits)**

NCTE 570. . . . .	Accountability. . . . .	9
NCTE 571. . . . .	Championing Diversity In The Workplace . . . . .	9
NCTE 572. . . . .	Secrets Of A Great Employee. . . . .	9
NCTE 582. . . . .	Professional Etiquette. . . . .	9
<b>Total Hours:</b> . . . . .		<b>36</b>

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NCTE 588. . . . .	Web Design Basics . . . . .	18
NCTE 589. . . . .	Web Coding Fundamentals . . . . .	18
NCTE 590. . . . .	Photoshop For Web Design . . . . .	18
<b>Total Hours:</b> . . . . .		<b>54</b>

[Click Here For Program Student Learning Outcomes](#)**Noncredit Windows Server Administration** — Certificate of Completion**Required Courses (0.0 credits)**

NCTE 504. . . . .	Installing And Configuring Windows Server. . . . .	27
NCTE 505. . . . .	Administering Windows Server . . . . .	27
<b>Total Hours:</b> . . . . .		<b>54</b>

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NCTE 529. . . . .	Business Writing In A Technological World . . . . .	9
NCTE 549. . . . .	Time Management. . . . .	9
NCTE 551. . . . .	Critical Thinking, Problem Solving And Decision Making. . . . .	9
<b>Total Hours:</b> . . . . .		<b>27</b>

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NONCREDIT CERTIFICATE PROGRAM****Noncredit Structural Steel Certification** — Certificate of Completion**Required Courses (0.0 credits)**

WELD 770A. . . . .	Basic Welding . . . . .	108
WELD 770B. . . . .	Advanced Welding . . . . .	108
WELD 780A. . . . .	Structural Steel Welding Certification . . . . .	108
<b>Total Hours:</b> . . . . .		<b>324</b>

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Highway 1  
San Luis Obispo, California 93403