Fall 2015 Career Skills Institute

Dept	Course	Course Name	Certificate/Badge	Students Enrolled	Students Completed
CNEE	NC 103	Keeping PC Hard Disk Clean	Computer Hardware Fundamentals	15	8
COMP	NC 020	Computer Keyboard & Mouse	Beginning Computer Skills	19	10
COMP	NC 022	Computers for Beginners	Beginning Computer Skills	18	11
COMP	NC 023	Windows Basic	Beginning Computer Skills	20	12
COMP	NC 024	Intro to Windows	Beginning Computer Skills	17	7
COMP	NC 031	Intro to MAC OS X Level 1	Beginning MAC Skills	24	18
COMP	NC 032	Intro to MAC OS X Level 2	Beginning MAC Skills	31	19
COMP	NC 036	Intro to iPod & iTunes	Basic Mac Software Skills	21	18
COMP	NC 041	E-Mail for Beginners	Basic Internet Skills	20	13
COMP	NC 042	Optimizing Photos	Basic Internet Skills	17	13
COMP	NC 050	Word Processing Basics	Basic Office Software Skills	22	18
COMP	NC 063	Intro to Excel	Basic Office Software Skills	18	14
COMP	NC 080	Setting up a Blog	Blogging for Business	20	15
COMP	NC040	Searching the Web	Basic Internet Skills	12	10
COMP	NC070	Intro to Handheld Devices	Computer Hardware Fundamentals	12	11
GDP	NC 001	Digital Design Techniques	Digital Design Basics	30	16
GDP	NC 010	Intro to Adobe Illustrator	Digital Design Basics	29	16
GDP	NC 041	Producing a Digital Newsletter	Digital Printing: Newsletters & Magazines	8	6
MAT	NC 003	Photoshop	Digital Design Basics	29	18
MAT	NC 003	Photoshop	Digital Design Basics	23	19
PHOT	NC 001	Digital Cameras Digital Photo	Digital Design Basics	13	7
PHOT	NC 002	Photoshop for Digital	Digital Design Basics	18	11
PRO	NC 003	Time Management	Workplace Essentials	9	9
PRO	NC 036	The Art of Negotiating	Customer Relations	7	7
PRO	NC 004	Communication Strategies	Management Toolbox	20	20
PRO	NC 021	Coaching Skills	Managing to Maximize Performance	15	15
PRO	NC 032	Difficult Conversations	Enterprise Communication	19	15
			Total students	**506**	356
			Courses offered	**27**	

Spring 2016 Career Skills Institute

Dept	Course #	Course Name	Certificate/Badge	Student Enrollment	Students Completed*
COMP	NC051	Introduction to MS Word	Basic Office Software Skills	24	
COMP	NC022	Computers for Beginners	Beginning Computer Skills	27	20
COMP	NC023	Windows Basics	Beginning Computer Skills	27	23
COMP	NC030	Introduction to the Macintosh	Beginning Mac Skills	27	15
COMP	NC036	Introduction to iPod and iTunes	Basic Mac Software Skills	19	9
COMP	NC037	Living the iLife	Basic Mac Software Skills	29	20
COMP	NC040	Searching the Web	Basic Internet Skills	21	18
COMP	NC040	Searching the Web	Basic Internet Skills	15	15
COMP	NC041	E-Mail for Beginners	Basic Internet Skills	17	11
COMP	NC042	Optimzing Photos for the Internet and Email	Basic Internet Skills	32	19
COMP	NC050	Word Processing Basics for Beginners	Basic Office Software Skills	18	12
COMP	NC051	Introduction to MS Word	Basic Office Software Skills	16	15
COMP	NC055	Basic PowerPoint	Basic Office Software Skills / Powerful Presentations	25	15
COMP	NC058	Basic Outlook	Basic Office Software Skills	18	16
COMP	NC062	Basic Spreadsheets	Basic Office Software Skills	22	18
COMP	NC063	Introduction to MS Excel	Basic Office Software Skills	27	14
COMP	NC063	Introduction to MS Excel	Basic Office Software Skills	39	15
COMP	NC070	Intro to Hand-held Devices	Computer Hardware Fundamentals	15	14
COMP	NC070	Intro to Hand-held Devices	Computer Hardware Fundamentals	24	19
COMP	NC071	Tech Talk	Computer Hardware Fundamentals	19	10
COMP	NC080	Setting Up A Blog	Blogging for Business	26	16
COMP	NC081	Create Compelling Content	Blogging for Business	26	16
PRO	NC033	Successfully Managing & Developing People (2 day class)	Management Toolbox	16	14
PRO	NC033	Successfully Managing & Developing People (2 day class)	Management Toolbox	15	9
PRO	NC050	Best Practices in Customer Service	Customer Relations	14	8
PRO	NC003	Time Management	Workplace Essentials	20	20
PRO	NC021	Coaching Skills	Managing to Maximize Performance	12	12
PRO	NC036	The Art of Negotiating & Collaborating	Managing to Maximize Performance	23	14
PRO	NC005	Crticial Thinking, Problem Solving and Decision Making	Workplace Essentials	6	6
PRO	NC004	Communication Strategies for the Workplace	Enterprise Communication	28	21
PRO	NC017	Change is the New Constant	Management Toolbox	15	8
PRO	NC015	Building High Performance Teams	High Performance Teams	13	
PRO	NC002	Business Writing in the Technology Age	Enterprise Communication	18	14

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PRO	NC019	Personality Styles & Difficult Relationships	High Performance Teams	8	7
MAT	NC001	Introduction to Dreamweaver	Digital Design Basics	21	10
MAT	NC003	Photoshop	Digital Design Basics	26	15
MAT	NC009	Intro to Adobe Illustrator	Digital Design Basics / Basic Imaging	10	10
MAT	NC010	Adobe Lightroom Essentials	Basic Imaging	25	17
CNEE	NC102	Optimizing & Upgrading Your PC	Computer Hardware Fundamentals	16	12
CNEE	NC013	Keeping a PC Hard Disk Clean & Organized	Computer Hardware Fundamentals	15	10
PHOT	NC001	Digital Cameras, Digital Photos	Digital Design Basics	25	10
PHOT	NC002	Photoshop for Digital Photographers	Digital Design Basics	22	11
GDP	NC010	Intro to Adobe Illustrator	Digital Design Basics / Basic Imaging	24	14
GDP	NC001	Digital Design Techniques	Digital Design Basics	22	15
GDP	NC005	Photoshop Overview	Basic Imaging	33	12
COMP	NC031	Introduction to Mac OS X Level 1	Beginning Mac Skills	36	27
COMP	NC031	Introduction to Mac OS X Level 2	Beginning Mac Skills	30	22
IBUS	NC001	Global Issues in Employment Law	Global Trends in HR	20	13
IBUS	NC003	Team	Global Trends in HR	18	14
IBUS	NC002	Interviewing and Hiring in the Global Marketplace	Global Trends in HR	20	15
LIBR	NC001	Online Research Skills	Research Specialist	25	7
LIBR	NC002	Presenting Research with Inforgraphics	Research Specialist	8	7
MAT	NC005	Photshop Overview	Basic Imaging	27	23
MAT	NC003	Photoshop	Digital Design Basics	24	17
PRO	NC067	High Impact Presentations and Proposals	Powerful Presentations	24	
PRO	NC021	Coaching Skills	Managing to Maximize Performance	22	22
PRO	NC033	Successfully Managing & Developing People (2 day class)	Management Toolbox	22	22
PRO	NC015	Building High Performance Teams	High Performance Teams	20	
PRO	NC004	Communication Strategies for the Workplace	Management Toolbox	21	21
PRO	NC004	Communication Strategies for the Workplace	Management Toolbox	16	16
PRO	NC021	Coaching Skills	Managing to Maximize Performance	35	
PRO	NC021	Coaching Skills	Managing to Maximize Performance	17	
PRO	NC028	Diversity	Thrive and Survive in the Workplace	15	
			Total Students	**1340**	**825**
		*Not all grades recorded at time of data capture	Courses Offered	63	61.57%*

Career Skills Institute
Digital Badges Awarded

Digital Badge	Recipients
Beginning Computer Skills	1
Basic Internet Skills	3
Basic Office Software Skills	1
Beginning Mac Skills	8
Blogging for Business	8
Computer Hardware Fundamentals	3
Customer Relations	6
Digital Design Basics	2
Global Trends in Human Resources	11
Management Tool Box	18
Managing to Maximize Performance	1
Research Specialist	5
Digital Badges awarded in Spring 2016	**67**