Career Skills Institute

Student Name: _____

Student Coursework Record Student

BUSINESS	Date	Completed ✓
→ **QuickBooks Basics for Small Business (Formally Accounting Basics for Small Business)**		
☐ ACTV NC001 Setting up QuickBooks for Small Business (16 hours)		
☐ ACTV NC002 Monthly Procedures using QuickBooks (16 hours)		
☐ ACTV NC003 Year End Procedures (16 hours)		
→ **Introduction to Bookkeeping and Accounting (2 required)**		
☐ ACTV NC101 Introduction to Accounting Basics 1 (15 hours)		
☐ ACTV NC102 Introduction to Accounting Basics 2 (12 hours)		
→ **Career Strategist (3 required)**		
☐ PDW NC001 Personalized Career Planning (8 hours)		
☐ PDW NC002 Strategic Job Search (8 hours)		
☐ CMPW NC017 LinkedIn for Business (8 hours)		
→ **Customer Relations (3 required)**		
☐ PROW NC019 Personality Styles and Difficult Relationships (8 hours)		
☐ PROWW NC036 The Art of Negotiating and Collaborating (8 hours)		
☐ PROW NC050 Best Practices in Customer Service (8 hours)		
→ **Effective Marketing Communication Management (3 required)**		
☐ MKTW NC005 B2B and B2C Marketing (8 hours)		
☐ MKTW NC006 Market Research (8 hours)		
☐ MKTW NC007 Self-Management and Development (8 hours)		
→ **Emerging Leaders (4 required)**		
☐ PROW NC006 Leadership Skills (8 hours)		
☐ PROW NC038 Increasing Productivity (8 hours)		
☐ PROW NC012 Supervisory Skills (8 hours)		
☐ PROW NC014 Motivating Yourself and Others (8 hours)		
→ **Enterprise Communication (3 required)**		
☐ PROW NC002 Business Writing in the Technology Age (8 hours)		
☐ PROW NC004 Workplace Communication Strategies (8 hours)		
☐ PROW NC032 Difficult Conversations (8 hours)		
→ **Enterprise Communication 2 (4 required)**		
☐ PROW NC013 Emotional Intelligence (8 hours)		
☐ PROW NC044 Assertive Communication (8 hours)		
☐ PROW NC025 Resolving Differences in the Workplace (8 hours)		
☐ PROW NC035 Workplace Politics (8 hours)		
→ **Global Trends in Human Resources (3 required)**		
☐ IBW NC001 Dom. & Global Employment Law (8 hours)		
☐ IBW NC002 Interviewing & Hiring Globally (8 hours)		
☐ IBW NC003 Team Performance Evaluation (8 hours)		

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➡	**High-Performance Teams (3 required)**		
☐	PROW NC015 Building High-Performance Teams (8 hours)		
☐	PROW NC017 Change is the New Constant (8 hours)		
☐	PROW NC019 Personality Styles and Difficult Relationships (8 hours)		
➡	**Leader for Diversity, Equity, and Inclusion**		
☐	COMW NC001 Building an Equity Mindset		
☐	COMW NC002 Applying an Equity Mindset		
➡	**Management Toolbox (2 required)**		
☐	PROW NC004 Communication Strategies for the Workplace (8 hours)		
☐	PROW NC033 Successfully Managing and Developing People (16 hours)		
➡	**Managing to Maximize Performance (3 required)**		
☐	PROW NC021 Coaching Skills (8 hours)		
☐	PROW NC032 Difficult Conversations (8 hours)		
☐	PROW NC036 The Art of Negotiating and Collaborating (8 hours)		
➡	**Nonprofits 101 (3 required)**		
☐	PROW NC100 Introduction to Nonprofits (8 hours)		
☐	PROW NC101 Strategic Planning (8 hours)		
☐	PROW NC102 Principles of Fundraising (8 hours)		
➡	**Nonprofit Marketing (3 required)**		
☐	PROW NC100 Introduction to Nonprofits (8 hours)		
☐	PROW NC104 Marketing for Social Change (8 hours)		
☐	MKTW NC005 B2B and B2C Market (8 hours)		
➡	**Nonprofit Strategic Planning (2 required)**		
☐	PROW NC101 Strategic Planning		
☐	PROW NC039 Innovation and Creativity		
➡	**Powerful Presentations (2 required)**		
☐	CMPW NC55A MS Powerpoint 1		
☐	PROW NC067 High Impact Presentations and Proposals for the Workplace (8 hours)		
➡	**Tax Preparation**		
☐	ACTV NC214 Exploring IRS Enrolled Agent Work		
☐	ACTV NC215 Fundamentals of Income Tax		
➡	**Project Management (4 required)**		
☐	PROW NC011 Process Improvement (8 hours)		
☐	PROW NC010 Project Management for the Non-Project Manager (8 hours)		
☐	PROW NC015 Building High-Performance Teams (8 hours)		
☐	PROW NC039 Innovation and Creativity (8 hours)		
➡	**Sales Techniques (2 required)**		
☐	PROW NC056 Closing Techniques to Win the Sale (8 hours)		

☐	PROW NC057 Winning Sales Scripts (8 hours)		
→	**Strategic Marketing (4 required)**		
☐	MKTW NC001 Marketing Fundamentals (formally Promotional Marketing Tools (8 hours)		
☐	MKTW NC002 Business Branding (8 hours)		
☐	MKTW NC003 Market Positioning (formally Marketing Maps) (8 hours)		
☐	MKTW NC004 Digital and Mobile Marketing (formally Mobile Marketing) (8 hours)		
→	**Successful Work and Life Transitions (3 required)**		
☐	PROW NC080 Creating a Life of Purpose for Workplace Success		
☐	PROW NC081 Transitions Nuts and Bolts 1		
☐	PROW NC082 Creating Successful Life and Work Transition Plans		
→	**Teaching with Humanizing Technology**		
☐	PROW NC070 Teaching with Humanizing Technology 1		
☐	PROW NC071 Teaching with Humanizing Technology 2		
→	**Thrive and Survive in the Workplace (4 required)**		
☐	PROW NC051 Secrets of a Great Employee (8 hours)		
☐	PROW NC028 Championing Diversity in the Workplace (8 hours)		
☐	PROW NC068 Professional Etiquette (8 hours)		
☐	PROW NC064 Accountability (8 hours)		
→	**Visionary Leadership (3 required)**		
☐	PROW NC086 Thriving in A Multigenerational Workforce (8 hours)		
☐	PROW NC087 Planning for Your Future Success (8 hours)		
☐	PROW NC088 The Art and Science of Giving and Receiving Feedback (8 hours)		
→	**Workplace Essentials (3 required)**		
☐	PROW NC002 Business Writing in the Technology Age (8 hours)		
☐	PROW NC003 Time Management (8 hours)		
☐	PROW NC005 Critical Thinking, Problem Solving and Decision Making (8 hours)		
→	**Workplace Wellness Certificate (3 required)**		
☐	PROW NC083 Effectively Managing Workplace Stress (8 hours)		
☐	PROW NC084 Maximize Trust Minimize Conflict (8 hours)		
☐	PROW NC085 Building Resilience in The Workplace (8 hours)		
	DESIGN		
→	**Digital Design Basics (3 required + 1 elective*)**		
☐	PHOW NC002 Photoshop for Digital Photographers (25 hours)		
☐	MATW NC003 Photoshop (25 hours)		
☐	GDPW NC001 Digital Design Techniques (25 hours)		
☐	*MATW NC001 Introduction to Dreamweaver (25 hours)*		

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☐	*GDPW NC010 Introduction to Adobe Illustrator (25 hours)*		
☐	*PHOW NC001 Digital Cameras, Digital Photos (10 hours)*		
➜	**Digital Maker (2 required)**		
☐	DRFW NC001 Introduction to 3D Printing (16 hours)		
☐	DRFW NC002 Design and Prototyping Workshop (16 hours)		
➜	**Digital Photograph Management (3 required)**		
☐	PHOW NC003 Lightroom Classic 1 (16 hours)		
☐	PHOW NC004 Lightroom Classic 2 (16 hours)		
☐	PHOW NC005 Lightroom Classic 3 (16 hours)		
➜	**Digital Printing: Newsletters and Magazines (2 required)**		
☐	GDPW NC041 Producing a Digital Newsletter (8 hours)		
☐	GDPW NC042 Producing a Digital Magazine (8 hours)		
➜	**Green Documents: Documents for the Environment (2 required)**		
☐	GDPW NC051 Save a Tree, Go Paperless! (8 hours)		
☐	GDPW NC052 Preparing Digital Images (8 hours)		
➜	**Information Design Certificate (2 required)**		
☐	GDPW NC031 Information Design for Print (8 hours)		
☐	GDPW NC032 Interactive Information Design (8 Hours)		
➜	**Learn and Apply Adobe Acrobat Tools (2 required)**		
☐	GDPW NC021 Learn Adobe Acrobat Tools		
☐	GDPW NC022 Apply Adobe Acrobat Tools		
➜	**Web Designer (3 required)**		
☐	MATW NC005 Photoshop for Web Design (16 hours)		
☐	MATW NC006 Web Coding Fundamentals (16 hours)		
☐	MATW NC007 Responsive Web Design (16 hours)		
	TECHNOLOGY		
➜	**Basic Internet Skills (2 required + 1 elective*)**		
☐	CMPW NC040 Searching the Web (10 hours)		
☐	CMPW NC041 Email for Beginners (10 hours)		
☐	*CMPW NC042 Optimizing Photos for the Internet and E-mail (10 hours)*		
☐	*GDPW NC005 Photoshop Overview (10 hours)*		
➜	**Computer Basic Skills Level 1 (3 required + *1 electives*)**		
☐	CMPW NC022 Computer for Beginners (12.5 hours)		
☐	CMPW NC041 Email for Beginners (10 hours)		
☐	CMPW NC023 Windows Basics (12.5 hours)		
☐	*CMPW NC020 Computer Keyboard & Mouse Basics (10 hours)*		
☐	*CMPW NC021 Learn to Type (12.5 hours)*		
➜	**Computer Basic Skills Level 2 (3 required)**		

☐	CMPW NC050 MS Word Basics (12.5 hours)		
☐	CMPW NC062 MS Excel Basics (10 hours)		
☐	CMPW NC024 Introduction to MS Windows (10 hours)		
➔	**Basic MAC Software Skills (3 required)**		
☐	CMPW NC036 Intro to iTunes, iPods, and iPads (10 hours)		
☐	CMPW NC037 Living the iLife (25 hours)		
☐	CMPW NC035 Exploring Microsoft Office for MAC (20 hours)		
➔	**Beginning MAC Skills (3 required)**		
☐	CMPW NC030 Introduction to the MAC (20 hours)		
☐	CMPW NC031 Introduction to MAC OS X Level 1 (20 hours)		
☐	CMPW NC032 Intro to MAC OS X Level 2 (20 hours)		
➔	**Blogging for Business (2 required)**		
☐	CMPW NC080 Setting Up a Blog (8 hours)		
☐	CMPW NC081 Create Compelling Content (8 hours)		
➔	**Computer Hardware Fundamentals (2 required + 1 electives*)**		
☐	CNEW NC102 Optimize and Upgrade Your PC (25 hours)		
☐	CMPW NC103 Keeping a PC Hard Disk Clean and Organized (10 hours)		
☐	*CMPW NC071 Tech Talk: What's New in Computer (25 hours)*		
☐	*CMPW NC070 Introduction to Handheld Devices (10 hours)*		
➔	**Harness the Cloud to Maximize Work Performance (3 required)**		
☐	CMPW NC011 Best Business Apps *(8 hours)*		
☐	CMPW NC012 How to Use Google Drive to Maximize Performance (*16 hours*)		
☐	CMPW NC013 The Best Cloud Backup Options to Protect Your Data (*8 hours*)		
	Microsoft Office Skills Level 1 (3 required 1 elective*)		
☐	CMPW NC51A MS Word 1 (10 hours)		
☐	CMPW NC63A MS Excel 1 (10 hours)		
☐	CMPW NC55A MS PowerPoint 1 (10 hours)		
☐	*CMPW NC58A MS Outlook 1* (10 hours)		
☐	*CMPW NC73A MS Publisher 1* (10 hours)		
☐	*CMPW NC83A MS Access 1* (10 hours)		
➔	**Microsoft Office Skills Level 2 (3 required 1 elective*)**		
☐	CMPW NC51B MS Word 2 (10 hours)		
☐	CMPW NC63B MS Excel 2 (10 hours)		
☐	CMPW NC55B MS PowerPoint 2 (10 hours)		
☐	*CMPW NC58B MS Outlook 2* (10 hours)		
☐	*CMPW NC73B MS Publisher 2* (10 hours)		
☐	*CMPW NC83B MS Access 2 (tables)* (10 hours)		
➔	**Microsoft Office Skills Level 3 (3 required 1 elective*)**		
☐	CMPW NC51C MS Word 3 (10 hours)		
☐	CMPW NC63C MS Excel 3 (10 hours)		

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☐	CMPW NC55C MS PowerPoint 3 (10 hours)		
☐	*CMPW NC58C MS Outlook 3* (10 hours)*		
☐	*CMPW NC73C MS Publisher 3* (10 hours)*		
☐	*CMPW NC83C MS Access 3 (Forms)* (10 hours)*		
➔	**Social Media for Business (3 required + 1 elective*)**		
☐	CMPW NC014 Facebook for Business (8 hours)		
☐	CMPW NC015 Twitter for Business (8 hours)		
☐	CMPW NC017 LinkedIn (8 hours)		
☐	**CMPW NC018 YouTube for Business (8 hours)*		
☐	**CMPW NC016 Pinterest/Instagram (8 hours)*		
➔	**Research Specialist (2 required)**		
☐	LIBW NC001 Online Research Skills (8 hours)		
☐	LIBW NC002 Presenting Research with Infographics (8 hours)		
➔	**Visual Basic for Applications Fundamentals Certificate**		
☐	CISV NC020 Visual Basic for Applications Excel		
☐	CISV NC021 Visual Basic for Applications: Access		
➔	**Windows Desktop Administration**		
☐	CISW NC001 Installing and Configuring Windows Desktop		
☐	CISW NC002 Configuring Windows Devices		
➔	**Windows Server Administration**		
☐	CISW NC003 Installing and Configuring Windows Server		
☐	CISW NC004 Administering Windows Server		
➔	**VMware vSphere Install, Configure, Manage**		
☐	CISW NC005 VMware vSphere Install and Configure		
☐	CISW NC006 VMware vSphere Advanced Management		
	BILINGUAL COMPUTER		
➔	**Desktop Publishing Principles (Bilingual)**		
☐	MATW NC002 Windows Video Editing Fundamentals (Bilingual) 48-54 hours		
☐	MATW NC004 Fundamentals of Photoshop (Bilingual)		
☐	CMPW NC006 Microsoft PowerPoint Fundamentals (Bilingual)		
☐	CMPW NC008 Microsoft Publisher Fundamentals (Bilingual)		
☐	CMPW NC010 Computer Skills lab (Bilingual)		
➔	**Fundamental Computer Skills (Bilingual)**		
☐	CMPW NC001 Typing-Keyboarding (Bilingual)		
☐	CMPW NC002 Introduction to Computers (Bilingual)		
☐	CMPW NC003 Introduction to Windows Operating System (Bilingual)		
☐	CMPW NC010 Computer Skills lab (Bilingual)		

Student Coursework Record Student

	Fundamentals of Graphic and Web Design Bilingual)		
☐	GDPW NC015 Fundamentals of Graphics (Bilingual)		
☐	GDPW NC011 Fundamentals of Web Design (Bilingual)		
☐	CMPW NC010 Computer Skills lab (Bilingual)		
	Office Computer Applications (Bilingual)		
☐	CMPW NC005 Microsoft Word Fundamentals (Bilingual)		
☐	CMPW NC001 Typing-Keyboarding (Bilingual)		
☐	CMPW NC006 Microsoft PowerPoint Fundamentals (Bilingual)		
☐	CMPW NC007 Microsoft Excel Fundamentals (Bilingual)		
☐	CMPW NC008 Microsoft Publisher Fundamentals (Bilingual)		
☐	CMPW NC010 Computer Skills lab (Bilingual)		
	Office Computer Applications Essentials (Bilingual)		
☐	CMPW NC001 Typing-Keyboarding (Bilingual)		
☐	CMPW NC002 Introduction to Computers (Bilingual)		
☐	CMPW NC004 Introduction to the Internet and E-mail (Bilingual)		
☐	CMPW NC005 Microsoft Word Fundamentals (Bilingual)		
☐	CMPW NC010 Computer Skills lab (Bilingual)		
	CAREER		
	Small Scale Food Production for the Home Landscape		
☐	EHV NC207 - Small-Scale Food Production 1		
☐	EHV NC208 - Small Scale Food Production 2		
	Advanced Green Gardener		
☐	EHV NC104 Advanced Green Gardener		
☐	EHV NC105 Green Gardener Recertification		
	Ecological Landscape Design (2 required)		
☐	EHV NC010 Ecological Landscape Design 1		
☐	EHV NC011 Ecological Landscape Design 2		
	Green Gardener (2 required)		
☐	EHV NC001 Green Gardener Module 1		
☐	EHV NC002 Green Gardener Module 2		
	Sustainable Building Module (2 required)		
☐	CTV NC021 Deconstruction and ReUse		
☐	CTV NC022 Repurposing and Refurbishing		
	Medical Assistant Training (3 required)		
☐	AHV NC005 Medical Assistant IA: Administrative and Clinical Skills		
☐	AHV NC006 Medical Assistant 1B: Administrative and Clinical Skills Part 2		
☐	AHV NC009 Integrating the Worksite Environment		

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➔	**Personal Care Attendant (2 required)**		
☐	AHV NC020 Personal Care Attendant I: Basic Care		
☐	AHV NC021 Personal Care Attendant II: Dementia and End-of-Life Care		
➔	**EMT Proficiency Enhancement**		
☐	EMT NC111 Emergency Medical Technician-Basic Recertification		
☐	EMT NC112 EMT Psychomotor Skills Lab		
➔	**Restorative Nurse Assistant Training (2 required)**		
☐	AHV NC030 Restorative Nurse Assistant Training - Introduction		
☐	AHV NC031 Restorative Nurse Assistant Training - Advanced		
➔	**Noncredit Construction Module (4 required)**		
☐	CTV NC001 Construction Framing (12 hours)		
☐	CTV NC002 Construction Finish Carpentry (12 hours)		
☐	CTV NC003 Construction Electrical (12 hours)		
☐	CTV NC004 Construction Plumbing (12 hours)		
➔	**Noncredit Intermediate Construction Module (4 required)**		
☐	CTV NC011 Intermediate Construction Framing (12 hours)		
☐	CTV NC012 Intermediate Construction Finish Carpentry (12 hours)		
☐	CTV NC013 Intermediate Construction Electrical (12 hours)		
☐	CTV NC014 Construction Measuring and Estimating (12 hours)		